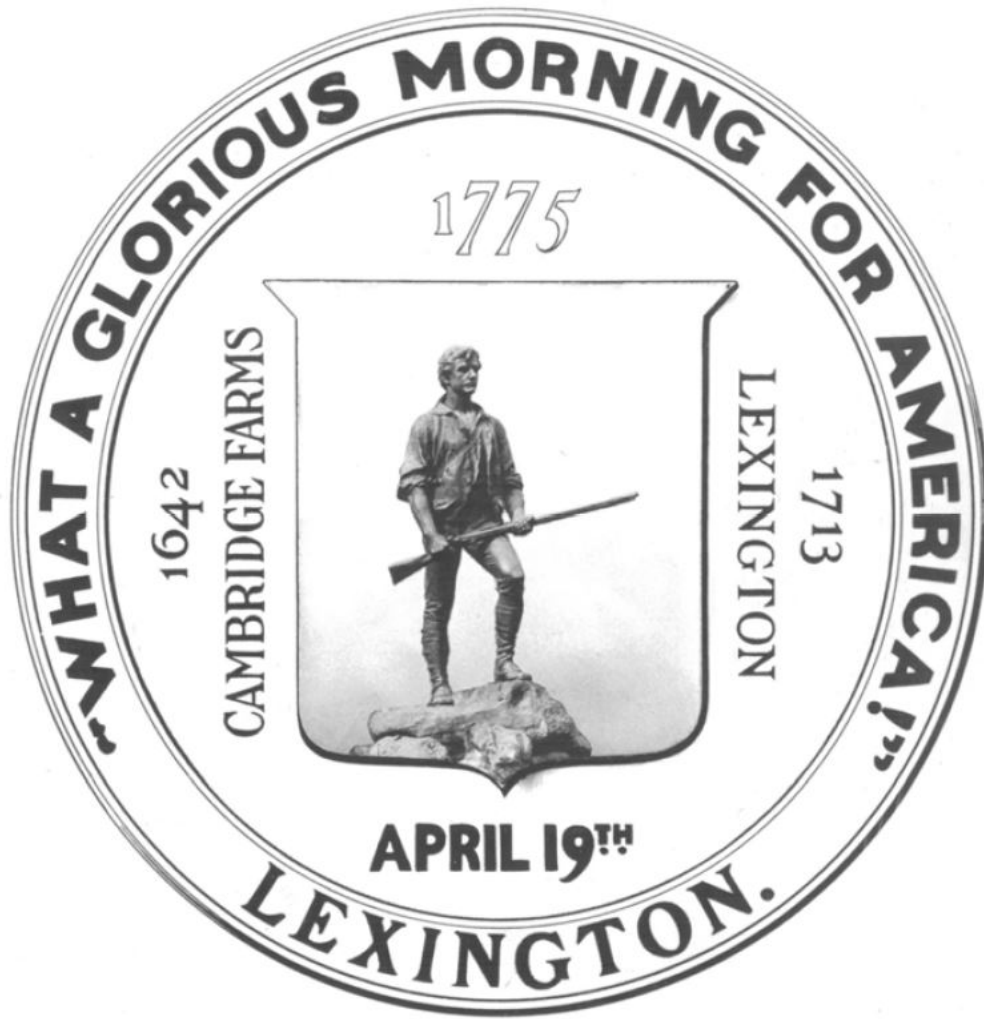


Town of Lexington,
Massachusetts



Fiscal Year 2024
Town Manager's Preliminary Recommended
Budget & Financing Plan
January 20, 2023

(Revised January 26, 2023)



Town of Lexington Organizational Chart

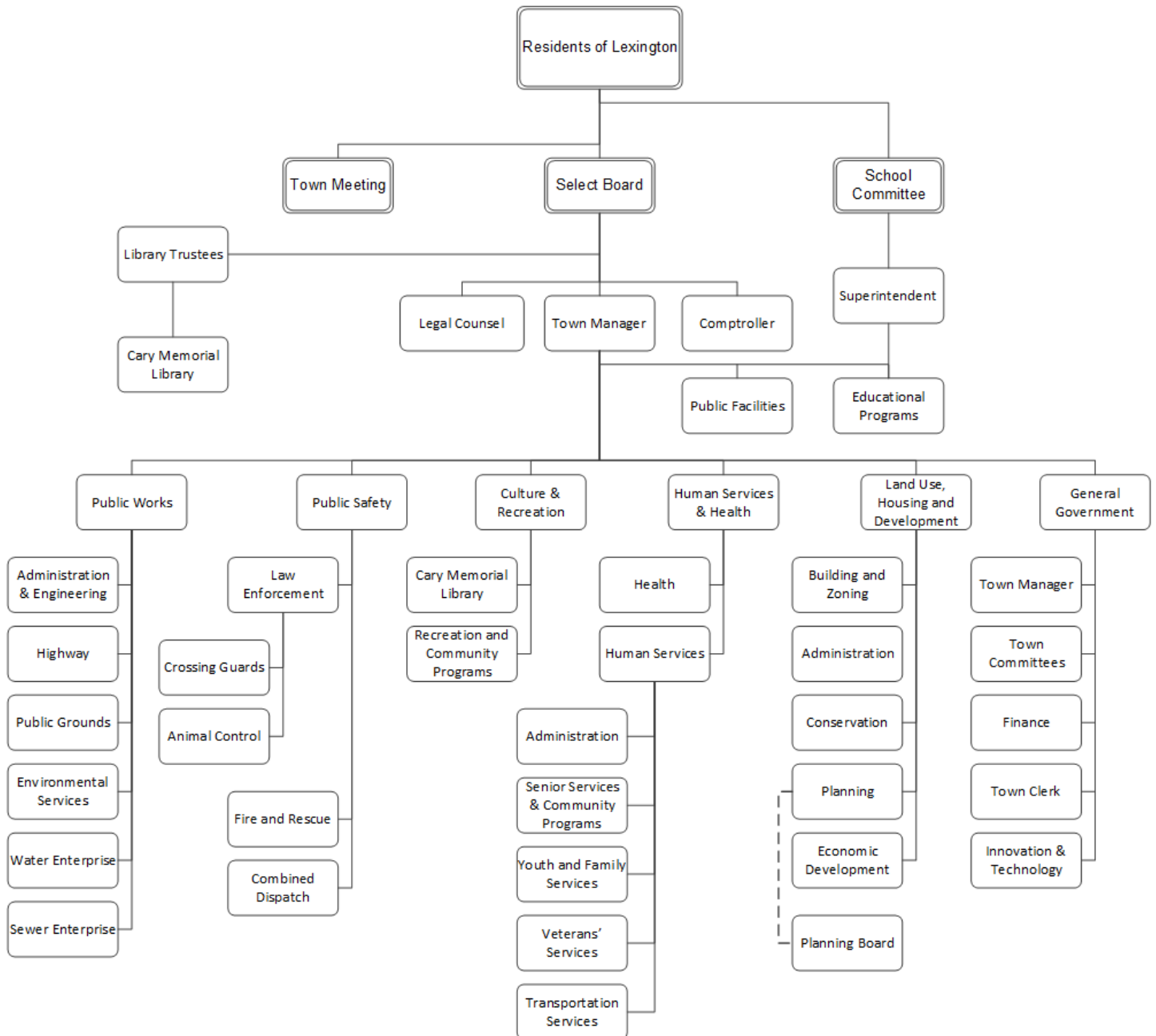


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The budget document outlines the Town's financial plan as recommended by the Select Board. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1, 2023 to June 30, 2024.



Budget-In-Brief

Report of the Town Manager

The Budget Message is a letter to the Select Board from the Town Manager in support of the enclosed budget recommendations. The letter provides an overview of the operating and capital budget, identifies significant budget issues, and explains the Town Manager's rationale for budget recommendations.

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Acknowledgments

Preparing a budget document with this level of detail is a significant undertaking. I would like to express my appreciation to Superintendent of Schools Julie Hackett, Assistant Superintendent for Finance and Administration David Coelho, as well as the Senior Management Team and board and committee members who contributed to the development of this budget. I would like to specifically acknowledge Town Accountant Krista Murphy, Director of Assessing Robert Lent, Management Analyst James Robinson, Human Resources Director Anne Kostos, and Deputy Town Manager Kelly Axtell for their work in preparing the many facets of this document. In addition, the completion of the Town Manager's Preliminary Recommended Budget and Financing Plan is due directly to the analysis and extraordinary efforts of Assistant Town Manager for Finance/Comptroller Carolyn Kosnoff and Budget Officer Katharine Labrecque.

James J. Malloy, Town Manager



Town of Lexington

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January 20, 2023

The Honorable Select Board, Appropriation Committee and Capital Expenditures Committee:

I am hereby submitting the FY2024 Town Manager's Preliminary Budget and Financing Plan for your review. Our primary goal has been to develop a budget and financing plan that maintains a high level of municipal and school services while remaining sustainable for the community in the long term. We strive to articulate this plan in a transparent manner through the leadership actions, behaviors and visions of the Select Board and various policy and advisory committees.

A Sustainable Budget: Budgets are about priorities and should be strategic in explaining what we do, why we do it, when we do it, and how we propose to invest the resources of our taxpayers to achieve the results our community desires. While focusing on long-term priorities sometimes takes a back seat to the immediate demands placed on Town officials, it is important to strike a balance among competing demands. We hope this document is helpful in this regard.

It should be acknowledged that the Town has weathered many challenges through the past three fiscal years, yet we remain in a solid financial position due to conservative budgeting and strong fiscal management. FY2024 will be particularly difficult due to inflationary pressure on goods and services including increasing wages, and rising healthcare premiums, energy, and refuse disposal costs, all of which had a significant impact on this FY2024 Recommended Budget. The Town also continues to experience supply chain delays and increasing costs for contract labor. The School Department is experiencing challenges with post pandemic learning loss and special education needs. This budget was developed around these challenges, and we expect the Town will maintain a sound financial position leading up to and throughout FY2024.

Revenues for FY2024 are expected to remain stable and we expect a modest amount of new growth from commercial development. While this modest level of revenue may not allow for program improvements in FY2024, it is sufficient to maintain contractual obligations and current levels of service. Importantly, new commercial growth will allow the Town to maintain financial policies and goals that address long-term liabilities and capital needs.

This Preliminary Budget is balanced and based on a 3.9% increase in revenue as projected in the Town's Revenue Allocation Model which has been used by the Town for the past two decades to ensure a fair distribution of new revenues to the School and Municipal sides of Town government. This provides funding for the School Department at \$133,238,358 for FY2024, an increase of \$4,983,911 over the FY2023 budget. The Municipal budget is \$47,191,058, an increase of \$1,750,442 over the FY2023 budget. This budget also recommends the use of \$395,272 from free cash to offset an

extraordinary increase in curbside sanitation collection costs, which will not be included in FY2025 or subsequent years.

In addition to the budget presented here, the Town continues to utilize \$9.9 million in Federal funds that were directly allocated to Lexington via the American Rescue Plan Act (ARPA). This federal grant funding is allocated by the Lexington Select Board, these funds must be obligated by end of calendar year 2024 and fully expended by the end of calendar year 2026. The Board has committed to utilize this funding to support economic recovery, maintain public health and safety and assist those residents and businesses disproportionately impacted by the pandemic.

A Transparent Budget: In preparing this Preliminary Budget, Town and School department staff strived to create a document that presents the budget in a manner that meets the requirements and expectations of our boards, committees, Town Meeting members and residents. The best way to explain Town operations, in depth and for the critical eye, is for Town officials to be transparent in everything we do. This FY2024 Preliminary Budget proposes \$273 million in General Fund spending, \$33 million in Enterprise Fund spending, \$4 million in Revolving Fund spending and \$42 million in capital projects.

We believe this document is comprehensive enough so that readers understand where Town revenue comes from and what they are spent on, yet succinct enough that the details are not overwhelming. Staff and I will continue to endeavor to improve not only this document, but the budgeting process and will continue to strive to provide improvements and welcome comments and suggestions in order to provide a better communicated budget in the future.

The operating and capital budget the Board recommends to Town Meeting is the single most important policy document considered each year, as the budget is the one-year spending plan based on the Board's strategic priorities. It reflects many competing interests, but in the end has been, and should continue to be, a reflection on what is best for the Town as a whole.

As always, the Senior Management Team and I remain committed to working with the Select Board, School Department and financial committees in striking a balance in the allocation of projected revenues for Town services, educational programs and capital improvements. We look forward to working with you to address the Town's challenges in the coming years.

I want to acknowledge and thank the work and effort that Carolyn Kosnoff, Assistant Town Manager for Finance and Katharine Labrecque, Budget Officer have contributed to this document and the entire budget process, along with the entire Senior Management Team and other staff of the Town.

Very truly yours,

James J. Malloy

Town Manager

Preliminary Budget - In Summary

This budget, as submitted, is **balanced** given the revenue assumptions shown in Section II of this document, and presented at Financial Summit III and subsequently updated.

Town Manager's Overall Recommendations

In light of the goals and priorities of the Select Board and the discussions at Fiscal Summits I II & III, this preliminary budget includes the following key recommendations:

- **Municipal and School Department Revenue Allocations** - At Financial Summit III, a Revenue Allocation Formula was presented which projected an available funding increase of 3.6%. This figure was recently refined and the allocation to both Town and School increased to 3.9%. The Town Manager's recommended budget, including recommended program improvements, fully expends the allocation for municipal services. The Superintendent of Schools' recommended budget fully expends the allocation for the schools.
- **Municipal Program Improvement Requests (PIR's)** - While FY2024 revenues are expected to increase modestly, several contractual expenses are increasing at a faster rate than revenue, which results in little to no funding for discretionary program improvements in FY2024. Senior managers submitted a total of \$1,516,404 in municipal program improvement requests, of which \$189,727 are being recommended in the General Fund. The programs selected for funding are either one-time in nature (not ongoing expenses), critical for maintaining services, or mandated by the State. In some cases, the Town Manager has recommended minor reductions to department budgets in other areas to allow for funding these critical or mandated programs. Additional program improvements are recommended if they are outside the General Fund and will be covered with Enterprise or Revolving Fund revenues.
- **Capital Budget** - This Preliminary Budget includes recommendations for \$42.1 million in capital projects, including those identified as priorities by the Select Board, as well as the typical capital programs included in the capital plan in order to maintain the Town's infrastructure. Of this amount, \$29.3 million is sourced from available funding sources, such as the tax levy, user charges, Free Cash and Enterprise retained earnings, the Community Preservation Act (CPA), and other funds. The remaining amount will be debt financed, all of which will be within the limits of Proposition 2½.
- **Reduced Reliance on Free Cash for Operating Budget** - In FY2023, the Town completed a 5-year transition of eliminating the use of Free Cash to support the operating budget. This is down from \$3.74 million in FY2019, \$2.9 million in FY2020, and \$2.2 million in fiscal years 2021 and 2022 and \$700,000 in FY2023. Implementation of this fiscal guideline has begun showing results by increasing funds available for cash capital, thereby reducing within levy debt service resulting in greatly reduced interest costs. Despite this guideline, the FY2024 Preliminary Budget proposes to use \$395,272 in Free Cash to support the extraordinary increase in the town's proposed curbside sanitation collection contract, and a one-time \$30,000 expense for conducting a municipal salary study for non-represented employees. The Town does not intend to use Free Cash for operations in FY2025.
- **Dedicated Tax Levy for Capital Stabilization Fund (CSF)** - The Town has utilized the CSF over the last several years to create stability in the Town's obligated debt service, and has reaffirmed the intention to continue this practice in the coming years. The FY2024 budget includes the implementation of a fiscal guideline adopted in 2022 to dedicate new tax levy growth from specific properties (PSDUP & Hartwell Redevelopment) to increase reserves for future capital projects, specifically, the High School construction project. In FY2023, \$1,733,137 was transferred to the CSF from the tax levy under this new guideline. That

amount continues into FY2024 and is anticipated to grow once new levy growth for the targeted properties is calculated for FY2024. Fall 2023 Special Town Meeting will be asked to transfer that further amount to the CSF. This funding will provide a sustainable funding source that will mitigate a portion of the new high school debt service costs.

- **Dedicated Tax Levy for Retirement Fund (CSF)** - In FY2023 Takeda, a large pharmaceutical company in Lexington changed its tax strategy to no-longer claim a personal property tax exemption. This resulted in \$1.06M in unanticipated new tax revenue. This new revenue was dedicated to the Town's Retirement Fund for FY2023 via a supplemental appropriation at the Fall 2022-3 Special Town Meeting. This budget proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5% for a total of \$1,086,500. Continuing to allocate this revenue to the Retirement Fund in future years will allow the Town to remain on schedule to reach full-funding in FY2030.
- **Appropriate into Special Education Stabilization (SPED) Fund** - In FY2022 Town Meeting appropriated \$500,000 from the Special Education Stabilization Fund to support School Operations during a period of operating uncertainty due to the pandemic. None of these funds were utilized and therefore reverted to Free Cash as of June 30, 2022. This budget proposes to appropriate \$500,000 of Free Cash back into the Special Education Stabilization Fund for future unanticipated or extraordinary expenses in Special Education, which will bring the balance in the fund to approximately \$1.2 million. This funding may be allocated in future budget cycles by a vote of Town Meeting.
- **Establish and Appropriate into Special Education (SPED) Reserve Fund** - In 2016 the Municipal Modernization Act enacted Chapter 40, Section 13E of the Massachusetts General Laws allows the establishment of a Special Education Reserve Fund. This fund is limited in size to 2% of annual Net School Spending as defined by the Department of Elementary and Secondary Education (DESE). This Reserve Fund is more flexible than a Stabilization Fund as funds may be appropriated by affirmative vote of the School Committee and Select Board at any point during the fiscal year. Given current challenges at the School Department, this budget recommends establishing a SPED Reserve Fund and appropriating \$750,000 of Free Cash into said fund to be used for unanticipated special education expenses that arise during FY2024. This is a continuing balance fund and any unspent appropriation will carry forward into future fiscal years.
- **Health Department Organizational Change** - In FY2022 the Town Manager conducted an organizational study of the Municipal department structure. A primary recommendation of that study was to separate the Health Department from Land Use, Health & Development to a stand-alone department. The study further recommended that the Health Director position being upgraded to a member of the Senior Management team. This change is reflected in the FY2024 proposed budget, under Section VIII, Program 6500. The Land Use Health & Development Department has been renamed the Land Use Housing & Development Department.
- **Unallocated Revenues** - In planning the proposed operating and capital budget, there are unknowns in revenue projections (e.g., State Aid), proposed operating budgets (e.g., employee benefits/health insurance), certain capital project estimates, as well as potentially competing priorities of the Select Board, School Committee and the financial committees. This preliminary budget provides \$750,000 in unallocated funds (Free Cash) that can be directed towards any of these purposes during the review and vetting process.

Select Board Priorities

This preliminary FY2024 budget is responsive to many of the priorities identified by the Select Board during its annual goal-setting meetings, and in response to needs arising throughout the year, including:

- **Sustainability:** Departments have continued to implement the Select Board's electric vehicle policy, and have factored increased costs into planned vehicle purchases for the Facilities, Public Works and Police Departments.
- **Solar Canopies:** In FY2023, Town Meeting approved the debt authorization for the construction of a new Police Station at 1575 Massachusetts Avenue. This budget recommends the addition of solar canopies over the Municipal Parking lot behind the new Police Station and Cary Memorial Building. The Town will own the solar panels and expects to generate enough electricity to offset the energy expenses of the new Police Station.
- **Capital Improvement Planning:** From 2020-2021 the Department of Public Facilities (DPF) conducted an evaluation of the Town's building-related capital assets. This study produced a detailed report on the current condition of DPF assets, including a 20-year Master Plan and schedule for renovating or replacing all town buildings and related systems. The FY2024 budget includes preliminary steps to address priorities in this long term plan such as site study for the East Lexington Fire Station and preliminary design and engineering work for the Stone Building and 173 Bedford St. This budget also continues to plan for a large-scale reconstruction or renovation of Lexington High School in the next 3-5 years.
- **Maintain Public Access Television:** This budget includes a partial funding of the LexMedia contract from the tax levy. As local subscriptions to cable television continue to decline, revenues to the Town's PEG Access Fund have declined. Projections indicate that continuation of Public Access Television will no longer be possible without General Fund support. This budget allocates \$100,000 of tax levy support to maintain current levels of service. This amount of General Fund support is expected to increase in future budget cycles.
- **Pedestrian, Bicycle and Vehicle Safety on Town Roads:** Overall, \$5,108,312 is recommended for the construction of new Sidewalks; existing Sidewalk Improvements; and Street Improvements.
- **Fiscal Stability:** This budget implements fiscal guidelines discussed above to dedicate a portion of the tax levy to the CSF to align with long-term capital spending, and to the Retirement Fund to continue to address the Town's unfunded liabilities.

Budget Highlights

This document includes General Fund operating budgets, the Capital budget, Enterprise Fund budgets and proposed Community Preservation Act funded projects.

A comparison of the FY2023 appropriated budget to the FY2024 recommended General Fund budget is shown below.

Table 1	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Lexington Public Schools	\$ 128,254,447	\$ 133,238,358	\$ 4,983,911	3.9 %
Minuteman High School	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.7 %
Shared Expenses	\$ 65,846,454	\$ 68,525,440	\$ 2,678,985	4.1 %
Municipal Departments	\$ 44,812,553	\$ 46,934,383	\$ 2,121,830	4.7 %
Cash Capital-Tax Levy and Available Funds	\$ 14,251,037	\$ 15,078,033	\$ 826,997	5.8 %
Other*	\$ 8,057,163	\$ 6,169,533	\$ (1,887,630)	(23.4) %
Total - General Fund Only	\$264,445,552	\$ 273,450,788	\$9,005,235	3.4 %

**Other captures Unallocated revenue, contributions to the Capital Stabilization and OPEB Trust Funds, and various other expenses.*

Preliminary Budget and Financing Plan

To facilitate review of this document, some of the salient aspects of this budget are highlighted below:

1. FY2024 Projected Revenues

- **Revenue Projections (Section II)** - General Fund operating revenues are projected to increase by \$9,005,235 or 3.4% over FY2023 estimated revenues. Lexington's projected and actual revenue growth for prior years is shown below:

	<u>Projected</u>	<u>Actual</u>		<u>Projected</u>	<u>Actual</u>
FY2024	3.4%		FY2018	4.6%	6.6%
FY2023	3.9%		FY2017	2.8%	3.3%
FY2022	7.0%	7.2%	FY2016	4.2%	6.8%
FY2021	3.6%	2.5%	FY2015	3.6%	2.6%
FY2020	3.5%	3.4%	FY2014	6.9%	9.4%
FY2019	3.6%	3.6%	FY2013	4.7%	4.7%

- **Revenue Allocation Model** - Each year, the Town Manager recommends the allocation of projected revenues that can be applied to fund the operating budget in the next fiscal year. This model was developed in 2006 by the Town Manager, Assistant Town Manager for Finance and Superintendent of Schools and is reviewed annually. The FY2024 model was reviewed by the Select Board, financial committees and School Committee at Financial Summit III, and was subsequently updated in January 2023 to allocate an additional \$484,828 in revenue between the Town and School. The final model projected \$6.73 million in net new revenue to be allocated, which represents a 3.9% increase compared to budgeted amounts from the prior year.

The amounts shown in this Preliminary Budget and Financing Plan represent the Town Manager's recommended FY2024 budget for municipal operations and Superintendent of School's recommended FY2024 budget, inclusive of benefits for new employees. The Superintendent's budget is pending review and adoption by the School Committee. All budgets are pending review and adoption by the Select Board.

- **New Revenue: Refuse Collection Revolving Fund** - This Preliminary Budget proposes implementing a fee for collection and disposal of bulky items and white goods. In prior years, collection and disposal of these large items was included in the Town's Refuse Collection budget with regular curbside collection at no additional cost to the user. However, the proposed increase for refuse collection and disposal in FY2024 is extraordinary and necessitates a change in services. Creating a **Refuse Collection Revolving Fund** will allow the Town to pass-through the collection and disposal expense for large items to the user. Fees would be set a level that would cover the Town's contracted expense, plus a small administrative fee. The final refuse and recycling collection contract is under negotiation and will be determined in the coming weeks. The budget for the new Refuse Collection Revolving Fund can be found in Section V: Program 3400 - Environmental Services.
- **Future Revenue Considerations** - While not included in this preliminary Budget, staff and the Select Board continue to examine options for creating a **Stormwater Enterprise Fund** to be funded by a **Stormwater Management Fee**. The Town is expending approximately \$2,500,000 annually as part of the capital and operating budgets to improve and maintain drainage townwide, to comply with its National Pollution Discharge Elimination system (NPDES) permit, and manage the stormwater regulations, in addition to over 1.5 FTE of Engineering staff time. Stormwater management is an important local, state and national concern. While Lexington's NPDES permit was based on the original 2003 issuance, regulation levels have increased and we are now under new EPA regulations which are much more prescriptive and stringent. Capital and operating budget impacts will increase as the NPDES permit continues and our infrastructure continues to age. In anticipation of this mandated program and the ever-increasing costs of managing stormwater, a number of municipalities nationwide have instituted a Stormwater Management Fee, including at least 21 in Massachusetts. Over the last several years, staff have presented the Select Board with a preliminary framework, fee options, and implementation timeline for a new Stormwater Enterprise Fund. The Town expects to seek public input on the framework and further refine plans over the coming months, and intends to have a recommendation prepared for the 2023 Fall Special Town Meeting.

2. Departmental Budget Summary

- Section III** of this document reflects the School Department operating budget proposed by the Superintendent of Schools summarized in the table shown below:

Lexington Public Schools	FY2023 Appropriation	FY2024 Superintendent's Recommended Budget	\$ Change	% Change
Compensation/Expenses	\$ 128,254,447	\$ 133,238,358	\$ 4,983,911	3.89%

The Superintendent's proposed budget, presented to the School Committee on January 3, 2023, can be found on the School Department Website at <https://sites.google.com/lexingtonma.org/lps-finance-and-operations/fy-24-budget>

- b. **Section IV** of this document includes all Shared Expenses. Overall, Shared Expenses are increasing by \$2,678,985 or 4.1%.

A summary table of Shared Expenses is shown below:

Shared Expenses	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Contributory Retirement	\$ 9,219,250	\$ 9,984,800	\$ 765,550	8.30 %
Employee Benefits	\$ 32,743,388	\$ 34,707,101	\$ 1,963,712	6.00 %
Unemployment	\$ 200,000	\$ 200,000	\$ —	— %
Workers Compensation	\$ 625,000	\$ 500,000	\$ (125,000)	(20.00) %
Property & Liability Insurance	\$ 895,000	\$ 992,000	\$ 97,000	10.84 %
Uninsured Losses	\$ 200,000	\$ 200,000	\$ —	— %
Solar Producer Payments	\$ 390,000	\$ 390,000	\$ —	— %
Within-Levy Debt Service*	\$ 7,254,509	\$ 6,851,036	\$ (403,473)	(5.56) %
Reserve Fund	\$ 1,250,000	\$ 750,000	\$ (500,000)	(40.00) %
Facilities Department	\$ 13,069,307	\$ 13,950,503	\$ 881,196	6.74 %
Total	\$ 65,846,454	\$ 68,525,440	\$ 2,678,985	4.07 %

*This is gross within-levy debt service, excluding any use of the Capital Stabilization Fund and other reserve accounts.

- c. **Sections V to X** of this document include the recommended budgets for each municipal department. Municipal department managers initially submit level-service budget requests. A level-service budget is defined as the funds necessary to replicate the current level of services provided and to meet all legal requirements, including collective bargaining requirements and State or federal mandates. Any increases proposed beyond level-service are shown in each departmental budget as Program Improvement Requests (PIRs) submitted by the Department manager for evaluation by the Town Manager. A table of requested Program Improvements Requests can be found in the Appendix, located in Section XII of this document.

The FY2024 budget presented multiple challenges as noted in the Town Manager's Report, and therefore only critical or mandated PIR's are recommended in the FY2024 municipal department budgets. Further, the Town Manager has recommended minor reductions to department budgets in other areas to allow for funding these critical or mandated changes. These reductions are also reflected in the Manager's Add/Delete column.

1. Providing enhanced administrative support to the Human Resources Office by upgrading the Administrative Assistant position from 19 to 35 hours per week (\$44,727);
2. Supporting local access cable TV; \$ \$100,000 of supplemental funding will be provided through the General Fund due to declining PEG revenues;
3. Hiring a part-time Sealer of Weights and Measurers at 18 hours a week shared with the Town of Burlington. This is a mandated service that the State will no longer be providing and therefore must be assumed by the municipality (\$15,000);
4. Supporting a Classification and Compensations Study (\$30,000) for the Lexington Municipal Management Association, Municipal Employees Association and the Town's Non-Represented employees. This is a one-time expense that will be funded from Free Cash.
5. The Tour Services Coordinator position will promote Lexington's tourism programs and tour offerings to the local, national, and international hospitality community to increase revenue and visitorship. As opposed to the part-time Liberty Ride Coordinator position,

the full-time Tour Service Coordinator position would oversee all tour services that Lexington offers- Battle Green Walking Tours, Liberty Ride, and Charter Tours. This position has been vacant since the beginning of the pandemic and will be fully funded by the Tourism Revolving Fund at (\$76,817), including benefits.

6. Upgrading two Heavy Equipment Operator Positions to Leadman Positions (\$12,174) which will be funded by the Water and Wastewater Enterprise Funds (\$6,087 from each fund).

The following table provides a summary of the FY2023 to FY2024 municipal department budget requests, as adjusted and recommended by the Town Manager:

Municipal Budgets*	FY2023 Appropriated	FY2024 Recommended Budget	\$ Change	% Change
Public Works	\$ 11,968,145	\$ 12,738,509	\$ 770,364	6%
Police	\$ 8,265,377	\$ 9,051,330	\$ 785,953	10%
Fire	\$ 8,068,468	\$ 8,120,441	\$ 51,973	1%
Library	\$ 3,336,219	\$ 3,380,320	\$ 44,101	1%
Human Services	\$ 1,527,421	\$ 1,561,698	\$ 34,277	2%
Health	\$ 457,870	\$ 527,313	\$ 69,443	15%
Land Use Departments	\$ 2,334,743	\$ 2,383,716	\$ 48,973	2%
Select Board	\$ 1,298,802	\$ 1,334,327	\$ 35,526	3%
Town Manager	\$ 1,305,971	\$ 1,416,624	\$ 110,653	8%
Salary Adjustment Account	\$ 826,422	\$ 725,300	\$ (101,122)	(12)%
Town Committees	\$ 70,160	\$ 66,208	\$ (3,952)	(6)%
Finance	\$ 2,058,151	\$ 2,115,172	\$ 57,021	3%
Town Clerk	\$ 627,297	\$ 597,360	\$ (29,937)	(5)%
Innovation & Technology	\$ 2,667,509	\$ 2,918,565	\$ 251,057	9%
Total	\$ 44,812,553	\$ 46,936,883	\$ 2,124,330	5%
* Health is newly separated from the Land Use Departments and will function as a separate Town department beginning in FY2024.				

Proposed Appropriations Into Reserves/Trust Funds

The Town maintains a variety of reserve funds. This includes stabilization funds that can be used to balance the budget in times of economic downturn or volatility, (General Stabilization Fund, SPED Stabilization Fund); Specialized Stabilization funds that can be used for specific purposes (Capital Stabilization Fund); OPEB and Pension funds to cover future liabilities, and a General Fund reserve (\$750,000) which is set aside in the operating budget for extraordinary and unforeseen expenses within the fiscal year and can be allocated at the recommendation of the Appropriation Committee.

Special Education Reserve Fund - As discussed above, this Preliminary Recommended Budget proposes to create a new Special Education Reserve Fund to set aside \$750,000 for unexpected expenses related to special education, out-of-district tuition or transportation. This funding can be allocated at the recommendation of the School Committee and the Select Board at any point during the fiscal year. Unspent funds will carry forward into future fiscal years.

As in prior years, the proposed budget includes recommendations to increase certain reserves/trusts that are for targeted purposes. The table below presents the current balance of our larger reserve funds:

Reserve Fund	General Stabilization	Special Education Stabilization	Other Post Employment Benefits (OPEB)	Capital Stabilization
Balance as of December 31, 2022	\$10,272,398	\$664,170	\$22,417,134	\$21,985,362

OPEB Trust Fund - The purpose of this Trust fund is to continue to fund the Town's Retiree Health Insurance Liability. The Town's most recent actuarial valuation calculated the net OPEB liability to be approximately \$242 million.

Recent Appropriations into the Other Post Employment Benefits (OPEB) Trust Fund

FY2018 Appropriated	FY2019 Appropriated	FY2020 Appropriated	FY2021 Appropriated	FY2022 Appropriated	FY2023 Appropriated	FY2024 Recommended
\$1,842,895	\$1,842,895	\$1,885,486	\$750,000	\$1,885,486	\$1,935,486	\$1,985,486

Capital Stabilization Fund (CSF) - The Town has recently completed a number of significant capital projects, including a new Hastings Elementary School, a new facility for the Lexington Children's Place (LCP), a new Fire Station Headquarters, a new Visitors Center, and the Center Streetscape project. In addition, construction is underway for a new Police Station. Finally, Town Meeting approved funding for a feasibility study for renovating or reconstructing Lexington High School at the 2022-2 Special Town Meeting.

A key aspect for funding these projects has been to set aside one-time revenues to build the Capital Stabilization Fund (CSF) and then use a portion of the CSF in future budgets to materially reduce the property tax impact of these projects on taxpayers. This approach has generated healthy balances in the CSF, which have been successfully used to mitigate the impact of the Hastings School, LCP, Fire Headquarters, and Police Station. A Fiscal Guideline Working Group was formed to review this approach and propose updates, which resulted in a new fiscal framework for the CSF.

At the fiscal summits in 2021, policy makers endorsed a new fiscal framework to dedicate to the CSF the new tax levy growth generated from projects approved at Town Meeting for a Preliminary Site Development and Use Plan (PSDUP), as well as for many of the new projects approved under the revised zoning on Hartwell Avenue. The amounts dedicated to the CSF are expected to grow significantly over the next few years. The initial FY2024 set aside of \$1,733,137 can be found in Table 1A of the Revenue section. That amount is expected to increase once FY2024 new levy growth is calculated; Fall 2023 Special Town Meeting will be asked to transfer that further amount to the CSF.

The accumulated CSF balance will be available to either mitigate annual increases in debt service, or fund projects with cash. Once new exempt debt for the high school comes due, the ongoing annual revenue stream can be diverted to cover part of the debt service payments. Each of those approaches allows for flexibility in capital planning and reduces dramatic impacts to taxpayers from a high school construction project. In addition, one-time revenues will continue to be dedicated to the CSF, as available during the annual budget process.

Below is a history use of the Capital Stabilization Fund to mitigate the property tax impact of the projects noted above, as well as the two middle school additions/renovations and the elementary school modular classrooms approved by the voters in May 2016.

Capital Stabilization Fund (CSF)	FY2020 Appropriated	FY2021 Appropriated	FY2022 Actual	FY2023 Appropriated	FY2024 Proposed Allocation
Appropriated One-Time Sources for CSF	\$ 2,269,456	\$ —	\$ 3,730,836	\$ 3,784,689	\$ —
Dedicated Tax Levy Growth for CSF	\$ —	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137
Prior Year Balance	\$ 27,727,713	\$ 25,229,254	\$ 20,674,058	\$ 21,730,961	\$ 26,448,787
Investment Income	\$ 432,085	\$ 44,804	\$ 68,929	\$ —	<i>TBD</i>
Subtotal - Available for Appropriation	\$ 30,429,254	\$ 25,274,058	\$ 24,530,961	\$ 27,248,787	\$ 28,181,924
Appropriation From Stabilization Fund					
Excluded Debt Service Tax Relief	\$ 5,200,000	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000
Within Levy Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —
Subtotal	\$ 5,200,000	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000
Projected Balance of Fund	\$ 25,229,254	\$ 20,674,058	\$ 21,730,961	\$ 26,448,787	\$ 27,681,924

Capital Budget (Section XI)

The proposed capital budget continues to make important progress in addressing the Town's list of planned capital projects. The capital budget recommendations include \$42 million for a variety of capital projects for FY2024.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources	Debt	Total	Other**
General Fund	\$ 14,878,348	\$ —	\$ 7,309,159	\$ 22,187,507	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 199,685	\$ —	\$ 199,685	\$ 990,428
Water Enterprise	\$ —	\$ 1,375,000	\$ 2,909,580	\$ 4,284,580	\$ —
Sewer Enterprise	\$ —	\$ 1,115,404	\$ —	\$ 1,115,404	\$ —
Recreation Enterprise	\$ —	\$ 309,000	\$ —	\$ 309,000	\$ —
Community Preservation Act*	\$ —	\$ 11,984,010	\$ 2,000,000	\$ 13,984,010	\$ —
Total (all Funds)	\$ 14,878,348	\$ 14,983,099	\$ 12,218,739	\$ 42,080,186	\$ 990,428

*Includes both Town and non-Town CPA funded projects. In FY2024 a total of \$9,042,335 of non-Town projects are requested.

**Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.

In 2021, the Department of Public Facilities (DPF) completed an evaluation of the Town's building-related capital assets. This study produced a detailed report on the current condition of DPF assets, including a 20-year Master Plan and schedule for renovating or replacing all town buildings and related systems. The existing conditions of Town and School buildings were presented at joint Summit meetings in the Spring of 2022, and Town staff and policy makers are continuing discussions on long-term planning and priorities.

The FY2024 budget includes preliminary steps to address priorities in this long term plan such as a site study for the East Lexington Fire Station and preliminary design and engineering work for the Stone Building and 173 Bedford St. The Town and School departments also continue to move forward with planning for a new or renovated **Lexington High School**. No funding for that project is requested in FY2024, but additional appropriations for design and construction are expected in the the next 3-5 years.

Other large or notable projects for FY2024 are highlighted below. The Town's full FY2024 Capital Plan and additional information on these projects may be found in Section XI: Capital Investment of this Preliminary Budget.

- **Solar Canopy & System - New Police Station** - This request for **\$3,400,000** will fund the purchase and installation of photovoltaic panels at the new Police Station site, utilizing a combination of both rooftop and canopy arrays over the parking area. The proposed canopies will be designed to fit into the Historic District downtown landscape. The Town will own the panels and the goal of the solar array is to generate enough power to allow the Police Station to operate as Net Zero.
- **New Sidewalk Installations (Hill Street)** - This request for **\$1,620,000** will fund the survey, design and installation of new sidewalks in various locations throughout the Town. The request for FY2024 is for design and construction of a sidewalk on Cedar Street, in it's entirety, including a roundabout at Paul Revere and Hill Street.
- **Bedford St. and Hartwell Ave. Long-Range Transportation Improvements** - This request for **\$1,750,000** is to complete the 25% design related to a future capital project for improvements to Route 4/225 (Bedford Street/Hartwell Avenue), including the "jug-handle" intersection. Lexington will partner with the State on this construction project, and funding this design is critical to keeping Lexington's place for this project on the State's Long Range Transportation Plan (LRTP) for the 2030-2034 time band. The project aims to create a complete street for vehicles, pedestrians, and cyclists by widening Route 4/225, adjusting the intersection, and adding pedestrian and transit facilities.
- **Lincoln Park Field Improvements** - This FY2024 request for **\$3,391,500** is to begin construction and preparation to replace the three athletic fields at Lincoln Park, as well as construction of lighting at Lincoln Fields 1 and 3. The fields are approaching the end of their lifespans and must be replaced if safe and anticipated use is to continue. These improvements will allow for increased usage of the fields, alleviating the shortage of available hours the Recreation Department now experiences. This project will be funded from Community Preservation Funds and the Tax Levy.
- **Lead and Copper Program** - The Department of Environmental Protection (DEP) recently revised the lead and copper rule requiring communities to inventory and replace lead service water lines. This **\$4,209,580** funding request is to provide consulting services to develop the inventory, bid specifications, and hire a contractor to perform the replacement work. This project will be funded from the Water Enterprise Fund and may qualify for a zero interest loan from MWRA.

Policy Issues

This has been a particularly challenging budget year as there is a limited amount of resources to be allocated and the Town has set aggressive guidelines for addressing our long-term capital needs and funding of the Town's long-term liabilities. Policy items to be reaffirmed or addressed by the Select Board in finalizing this preliminary budget include:

- **Dedicate New Tax Levy Growth to the Capital Stabilization Fund (CSF)** - Whether to support the future transfers of new tax levy growth into the CSF. The FY2024 recommended transfer is \$1,733,137. This amount is expected to grow in future years as new projects are completed. The contributions and future dedicated revenues are anticipated to be applied in future budgets to offset the debt service from the renovation or reconstruction of Lexington High School.
- **Dedicate New Tax Levy Growth to the Retirement Fund** - As discussed in the Budget Overview, \$1.06M in unanticipated new tax revenue was dedicated to the Town's Retirement Fund for FY2023. This budget proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5%. The Board should consider whether to continue setting-aside this funding in future budget cycles, in which case it may be built into the retirement funding schedule.
- **Appropriate into the Special Education Stabilization Fund** - Whether to appropriate \$500,000 from Free Cash into the Special Education Stabilization Fund for future unanticipated or extraordinary expenses in Special Education. As discussed above this is equal the appropriated, unexpended amount of SPED Stabilization funds returned to Free Cash at the end of FY2022.
- **Establish and Appropriate into Special Education (SPED) Reserve Fund** - Whether to create and appropriate \$750,000 into a Special Education Reserve Fund. This Reserve Fund would supplement the existing SPED Stabilization Fund and may be utilized by affirmative vote of the School Committee and Select Board for unanticipated special education expenses that arise during FY2024. A greater amount of Free Cash is available for appropriation in FY2024 due to a \$2.6 million turn-back from the school circuit breaker.
- **Expand Use of Cash Capital** (Free Cash and Tax Levy) - For FY2024, a total of \$11,265,007 in Free Cash is recommended to fund capital items with cash rather than by issuing debt, thereby reducing future debt service expenses. Further, this budget proposes to allocate \$700,000 of tax levy to support ongoing capital programs. This amount is available due to the decreasing amount of debt service in FY2024 compared to FY2023. Beginning to fund part of the Town's ongoing capital programs with tax levy will allow the town to maintain its assets if lower amounts of Free Cash are available in future years.
- **Appropriate from the Capital Stabilization Fund for Excluded Debt Service** - Whether to appropriate \$500,000 from the Capital Stabilization Fund to mitigate excluded debt service. Original projections for FY2024 did not indicate using the CSF to mitigate Exempt debt for FY2024, and projected using \$500,000 in FY2025 to mitigate the impact of the Police Station construction project. The current interest rate environment and recommendation of our financial advisors is to accelerate the issuance of a bond for the Police Station into February 2023. Accordingly, the draw from the CSF to mitigate this debt service is also accelerated by one year into FY2024. This recommendation is consistent with previous discussions at Financial Summits to offset the impact of excluded debt on the taxpayers.

- **Appropriate into the Other Post-Employment Benefits (OPEB) Trust Fund** - Whether to support the appropriation of \$1,985,486 into the OPEB Trust Fund. This amount is comprised of \$1,739,721 from free cash, \$240,000 made available from the Health Insurance Claims Trust Fund, and \$5,765 from Enterprise Funds. FY2024 is the last year the Health Claims Trust funding will be available as the fund will be fully drawn-down after this last appropriation of \$240,000. This amount has decreased compared to the \$750,000 contribution from the Health Claims Trust over the last several years. This budget proposes to maintain the same funding level as in prior years with the difference being funded from Free Cash.
- **Unallocated Revenues for Contingencies** - The recommended budget includes \$750,000 in unallocated revenues sourced from Free Cash which is a one-time revenue source and can be allocated if needed for three primary purposes:
 1. To balance the budget if State Aid is less than projected. The Legislature will likely not approve the FY2024 State budget until after the conclusion of Town Meeting;
 2. To fund programs, services, capital projects or reserves not currently proposed in this Preliminary Budget; and/or
 3. To balance the budget if the GIC health insurance premiums are greater than estimated. The Town's health insurance rates, as established by the Group Insurance Commission (GIC), will not be known until early March. Since the GIC is currently re-procuring its plans, and there are known mergers and cancellations, there is considerably more uncertainty than usual.
- **Reduce/Eliminate the Use of Free Cash to balance the General Fund Operating Budget** - The Government Finance Officers Association (GFOA) recommends against using non-recurring revenues to balance the operating budget. The Town had used Free Cash to support operations for many years, and in FY2019, Lexington used \$3.74 million of free cash (non-recurring revenues) to balance the General Fund operating budget. The Town Manager implemented a phase-out of this practice over a 5-year period which was subsequently completed in FY2023. As currently proposed, the FY2024 budget includes using \$395,272 from free cash to support operations, directly related to the large increase in curbside sanitation collection. This is a one-time use of free cash and will not be included in the municipal budget in FY2025.

Additional policy considerations to be discussed either during finalization of the FY2024 budget, or in anticipation of future budgets, include the following:

- **Establishing a Stormwater Enterprise Fund** - As discussed in greater detail above, Town staff have been working for the past several years on a proposal to create a Stormwater Enterprise Fund. This is proposed to go before Town Meeting in the Fall of 2023, but will not have a budgetary impact until the FY2025 budget. The Select Board is currently considering methods of mitigating the impact of the new stormwater fee on taxpayers through an in-kind reduction in property taxes for costs that are transferred from the General Fund to the Stormwater Enterprise Fund.

Budget Schedule





This is a comprehensive budget, including both the Town Manager's recommendations and the Superintendent of School's proposed budget. In keeping with the schedule established by the Select Board, the remaining FY2024 budget dates are proposed to be the following:

- **January 30, 2023** - Summit IV to review this Preliminary budget;
- **February 13, 2023** - Select Board to vote recommended FY2024 budget;
- **February 17, 2023** - The recommended budget will be forwarded, electronically, to the Appropriation Committee, Capital Expenditures Committee and Town Meeting Members. Printed copies to follow the week of March 6th.
- **March 20, 2023** - Town Meeting begins and may consider financial articles.

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FY2024 Budget Process

	July	August	September	October	November	December	January	February	March	April	May	June
Elections												
Town Meeting					STM							
Town Manager												
Summit			FG	I		II	III					
Select Board												
School Cmte.												

Calendar Year 2022

Calendar Year 2023

Important Dates

July 2022		
	Issuance of Capital and Operating Budget Guidelines	July 15th
September 2022		
FG	Budget Summit I - Review FY2022 results	September 14th
	Town Manager Review of Capital Budget Requests	
October 2022		
I	Budget Summit II - Financial Indicators & Projections	October 13th
	Town Manager Review of Operating Budget Requests	
November-December 2022		
STM	Special Town Meeting	November 1-3
II	Budget Summit III - Revenue Projections and Revenue Allocation	November 17th
	Municipal Budget Presentations for Select Board	Dec. 1, 2, 6
January 2023		
	Submittal of Superintendent's Recommended Budget to SC	January 3rd
	Submittal of Manager's Recommended Budget to Select Board	January 20th
	School Committee Hearings on Budget	January 24th
III	Budget Summit IV - Review of Town Manager's Preliminary Budget	January 30th
February 2023		
	Select Board Vote on FY2024 Recommended Budget	February 13th
	FY2024 Recommended Budget submitted to Town Meeting	February 17th
March 2023		
	Municipal Election	March 6th
	Town Meeting Commences	March 20th
	Budget Presentations by Town Manager and Superintendent	TBD
	Town Meeting Begins Budget Deliberations	March 20th

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Section I Budget Overview

Town of Lexington, MA

Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY2021-FY2024. It reflects actual results of FY2021 and FY2022, FY2023 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2023 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2024 budget and projected revenues to support those recommendations.

Revenue Summary	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected
Tax Levy	\$ 194,329,878	\$ 204,228,739	\$ 216,187,220	\$ 224,625,572
State Aid	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204
Local Receipts	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104
Available Funds	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426
Revenue Offsets	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)
Enterprise Funds (Indirect)	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067
Total General Fund	\$ 237,690,239	\$ 254,913,641	\$ 264,445,552	\$ 273,450,788
General Fund Expenditure Summary				
Education				
Lexington Public Schools	\$ 114,464,314	\$ 120,636,545	\$ 128,254,447	\$ 133,238,358
Minuteman Regional School	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042
<i>Subtotal Education</i>	<i>\$ 117,327,461</i>	<i>\$ 123,766,583</i>	<i>\$ 131,478,345</i>	<i>\$ 136,743,400</i>
Municipal Departments	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 46,934,383
Shared Expenses				
Benefits & Insurance	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,391,901
Property Insurance & Solar	\$ 1,408,990	\$ 1,440,965	\$ 1,485,000	\$ 1,582,000
Debt (within-levy)	\$ 10,237,538	\$ 10,364,264	\$ 7,254,509	\$ 6,851,036
Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000
Facilities	\$ 11,141,011	\$ 12,183,930	\$ 13,069,307	\$ 13,950,503
<i>Subtotal Shared Expenses</i>	<i>\$ 58,783,939</i>	<i>\$ 61,821,631</i>	<i>\$ 65,846,454</i>	<i>\$ 68,525,439</i>
Capital				
Cash Capital (designated)	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033
<i>Subtotal Capital</i>	<i>\$ 7,812,019</i>	<i>\$ 10,136,491</i>	<i>\$ 14,251,037</i>	<i>\$ 15,078,033</i>
Other				
Other (allocated)	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 5,419,533
Other (unallocated)	\$ —	\$ —	\$ —	\$ 750,000
<i>Subtotal Other</i>	<i>\$ 1,368,916</i>	<i>\$ 6,541,910</i>	<i>\$ 8,057,163</i>	<i>\$ 6,169,533</i>
Total General Fund	\$ 224,774,184	\$ 243,290,173	\$ 264,445,552	\$ 273,450,788
General Fund Surplus/(Deficit)	\$ 12,916,055	\$ 11,623,468	\$ —	\$ —

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
Operating Budget - General Fund Expenses									
<u>Program 1000: Education</u>									
1100	Lexington Public Schools	\$ 114,464,314	\$ 120,636,545	\$ 128,254,447	\$ 133,238,358		\$ 133,238,358	\$ 4,983,911	3.89 %
1200	Regional High School	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ —	\$ 3,505,042	\$ 281,144	8.72 %
Total Education		\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
<u>Program 2000: Shared Expenses</u>									
2110	Contributory Retirement	\$ 6,679,199	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ —	\$ 9,984,800	\$ 765,550	8.30 %
2120	Non-Contributory Retirement	\$ 15,907	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	— %
2130	Employee Benefits (Health/Dental/Life/Medicare)	\$ 28,361,983	\$ 29,568,050	\$ 32,743,388	\$ 34,688,874	\$ 18,227	\$ 34,707,101	\$ 1,963,712	6.00 %
2140	Unemployment	\$ 64,311	\$ 88,124	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
2150	Workers' Comp.* (MGL Ch.40:13A&13C, Ch.41:111F)	\$ 875,000	\$ 750,000	\$ 625,000	\$ 500,000	\$ —	\$ 500,000	\$ (125,000)	(20.00) %
Subtotal 2100 Benefits		\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09 %
2210	Property & Liability Insurance	\$ 791,296	\$ 830,781	\$ 895,000	\$ 992,000	\$ —	\$ 992,000	\$ 97,000	10.84 %
2220	Uninsured Losses* (MGL Ch. 40, Sec. 13)	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	— %
Subtotal 2200 Property & Liability Insurance		\$ 1,041,296	\$ 1,080,781	\$ 1,095,000	\$ 1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %
2310	Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Subtotal 2300 Solar Producer Payments		\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
2410	Principal on Long Term Debt	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22) %
2420	Interest on Long Term Debt	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58) %
2430	Principal & Interest on Temporary Debt	\$ 2,843,863	\$ 3,781,666	\$ 762,975	\$ 800,245	\$ —	\$ 800,245	\$ 37,270	4.88 %
Subtotal 2400 Debt Services		\$ 10,237,538	\$ 10,364,264	\$ 7,254,509	\$ 6,851,036	\$ —	\$ 6,851,036	\$ (403,473)	(5.56) %
2510	Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$ (500,000)	(40.00) %
Subtotal 2500 Reserve Fund		\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$ (500,000)	(40.00) %
2600	Facilities	\$ 11,141,011	\$ 12,183,930	\$ 13,069,307	\$ 14,073,128	\$ (122,625)	\$ 13,950,503	\$ 881,196	6.74 %
Total Shared Expenses		\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
<u>Program 3000: Public Works</u>									
3100-3500	DPW Personal Services	\$ 4,746,049	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
3100-3500	DPW Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total Public Works		\$ 10,495,308	\$ 10,703,605	\$ 11,968,145	\$ 12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
<u>Program 4000: Public Safety</u>									
4100	Law Enforcement Personal Services	\$ 7,002,993	\$ 7,047,347	\$ 7,169,307	\$ 7,868,662	\$ —	\$ 7,868,662	\$ 699,355	9.75 %
4100	Law Enforcement Expenses	\$ 933,689	\$ 1,005,548	\$ 1,096,070	\$ 1,217,668	\$ (35,000)	\$ 1,182,668	\$ 86,598	7.90 %
<i>Subtotal 4100 Law Enforcement</i>		<i>\$ 7,936,682</i>	<i>\$ 8,052,895</i>	<i>\$ 8,265,377</i>	<i>\$ 9,086,330</i>	<i>\$ (35,000)</i>	<i>\$ 9,051,330</i>	<i>\$ 785,953</i>	<i>9.51 %</i>
4200	Fire Personal Services	\$ 6,987,078	\$ 7,367,013	\$ 7,269,665	\$ 7,286,211	\$ —	\$ 7,286,211	\$ 16,546	0.23 %
4200	Fire Expenses	\$ 630,691	\$ 632,642	\$ 798,803	\$ 834,230	\$ —	\$ 834,230	\$ 35,427	4.44 %
<i>Subtotal 4200 EMS/Fire</i>		<i>\$ 7,617,769</i>	<i>\$ 7,999,655</i>	<i>\$ 8,068,468</i>	<i>\$ 8,120,441</i>	<i>\$ —</i>	<i>\$ 8,120,441</i>	<i>\$ 51,973</i>	<i>0.64 %</i>
Total Public Safety		\$ 15,554,451	\$ 16,052,550	\$ 16,333,845	\$ 17,206,771	\$ (35,000)	\$ 17,171,771	\$ 837,926	5.13 %
<u>Program 5000: Culture & Recreation</u>									
5100	Library Personal Services	\$ 2,162,069	\$ 2,412,910	\$ 2,637,708	\$ 2,696,650	\$ —	\$ 2,696,650	\$ 58,942	2.23 %
5100	Library Expenses	\$ 563,057	\$ 606,529	\$ 698,511	\$ 701,170	\$ (17,500)	\$ 683,670	\$ (14,841)	(2.12) %
Total Culture & Recreation		\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32 %
<u>Program 6000: Human Services and Health</u>									
6000	Human Services Personal Services	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
6000	Human Services Expenses	\$ 657,109	\$ 529,081	\$ 809,771	\$ 812,781	\$ —	\$ 812,781	\$ 3,010	0.37 %
<i>Subtotal 6000 Human Services</i>		<i>\$ 1,293,647</i>	<i>\$ 1,216,207</i>	<i>\$ 1,527,421</i>	<i>\$ 1,561,698</i>	<i>\$ —</i>	<i>\$ 1,561,698</i>	<i>\$ 34,277</i>	<i>\$ —</i>
6500	Health Personal Services	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62 %
6500	Health Expenses	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	— %
<i>Subtotal 6500 Health</i>		<i>\$ 301,634</i>	<i>\$ 330,575</i>	<i>\$ 457,870</i>	<i>\$ 527,313</i>	<i>\$ (2,500)</i>	<i>\$ 524,813</i>	<i>\$ 66,943</i>	<i>\$ —</i>
Total Human Services and Health		\$ 1,595,280	\$ 1,546,782	\$ 1,985,291	\$ 2,089,011	\$ (2,500)	\$ 2,086,511	\$ 101,220	5.10 %

Program 7000: Land Use, Health and Development (LUHD) Department

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A		B		C		D		E		D		E (D-C)		F (E/C)	
Element	Description	FY2021 Actual		FY2022 Actual		FY2023 Restated		FY2024 Request		FY2024 Add/Delete		FY2024 Recommended		Change \$		Change %	
7100-7400 LUHD Dept.	Personal Services	\$ 1,636,227	\$	1,761,781	\$	1,978,656	\$	2,024,579	\$	—	\$	2,024,579	\$	45,923		2.32	%
7100-7400 LUHD Dept.	Expenses	\$ 306,897	\$	256,933	\$	356,087	\$	373,837	\$	(14,700)	\$	359,137	\$	3,050		0.86	%
Total Land Use, Health & Development Dept.		\$ 1,943,124	\$	2,018,714	\$	2,334,743	\$	2,398,416	\$	(14,700)	\$	2,383,716	\$	48,973		2.10	%
Program 8000: General Government																	
8110 Select Board	Personal Services	\$ 128,668	\$	136,988	\$	145,163	\$	150,784	\$	—	\$	150,784	\$	5,621		3.87	%
8110 Select Board	Expenses	\$ 77,136	\$	81,625	\$	134,838	\$	136,338	\$	—	\$	136,338	\$	1,500		1.11	%
8120 Legal		\$ 399,245	\$	327,582	\$	395,000	\$	395,000	\$	(20,000)	\$	375,000	\$	(20,000)		(5.06)	%
8130 Town Report		\$ 10,445	\$	11,653	\$	13,688	\$	13,688	\$	—	\$	13,688	\$	—		—	%
8140 PEG Access		\$ 597,702	\$	608,831	\$	610,113	\$	658,517	\$	—	\$	658,517	\$	48,405		7.93	%
Subtotal 8100 Select Board		\$ 1,213,197	\$	1,166,679	\$	1,298,802	\$	1,354,327	\$	(20,000)	\$	1,334,327	\$	35,526		2.74	%
8210-8220 Town Manager	Personal Services	\$ 828,323	\$	934,899	\$	1,011,696	\$	1,142,154	\$	(67,833)	\$	1,074,321	\$	62,625		6.19	%
8210-8220 Town Manager	Expenses	\$ 176,481	\$	152,185	\$	294,275	\$	334,103	\$	8,200	\$	342,303	\$	48,028		16.32	%
8230 Salary Transfer Account*	(MGL Ch.40, Sec 13D)	\$ 408,732	\$	313,529	\$	826,422	\$	725,300	\$	—	\$	725,300	\$	(101,122)		(12.24)	%
Subtotal 8200 Town Manager		\$ 1,413,536	\$	1,400,613	\$	2,132,393	\$	2,201,557	\$	(59,633)	\$	2,141,924	\$	9,531		0.45	%
8310 Financial Committees		\$ 6,329	\$	6,630	\$	8,397	\$	8,535	\$	—	\$	8,535	\$	138		1.64	%
8320 Misc. Boards and Committees		\$ 6,005	\$	6,502	\$	10,500	\$	10,500	\$	—	\$	10,500	\$	—		—	%
8330 Town Celebrations Committee		\$ 12,557	\$	44,842	\$	51,263	\$	47,173	\$	—	\$	47,173	\$	(4,090)		(8.0)	%
Subtotal 8300 Town Committees		\$ 24,890	\$	57,974	\$	70,160	\$	66,208	\$	—	\$	66,208	\$	(3,952)		(5.6)	%
8400 Finance	Personal Services	\$ 1,393,047	\$	1,487,307	\$	1,549,316	\$	1,623,147	\$	—	\$	1,623,147	\$	73,831		4.77	%
8400 Finance	Expenses	\$ 371,841	\$	432,482	\$	508,835	\$	502,025	\$	(10,000)	\$	492,025	\$	(16,810)		(3.30)	%
Subtotal 8400 Finance		\$ 1,764,887	\$	1,919,788	\$	2,058,151	\$	2,125,172	\$	(10,000)	\$	2,115,172	\$	57,021		2.77	%
8500 Town Clerk	Personal Services	\$ 427,766	\$	396,034	\$	470,247	\$	487,985	\$	—	\$	487,985	\$	17,738		3.77	%
8500 Town Clerk	Expenses	\$ 94,904	\$	108,656	\$	157,050	\$	109,375	\$	—	\$	109,375	\$	(47,675)		(30.36)	%
Subtotal 8500 Town Clerk		\$ 522,670	\$	504,690	\$	627,297	\$	597,360	\$	—	\$	597,360	\$	(29,937)		(4.77)	%
8600 IT	Personal Services	\$ 836,010	\$	830,098	\$	812,064	\$	808,139	\$	—	\$	808,139	\$	(3,925)		(0.48)	%
8600 IT	Expenses	\$ 1,393,367	\$	1,802,626	\$	1,855,445	\$	2,110,426	\$	—	\$	2,110,426	\$	254,981		13.74	%
Subtotal 8600 Innovation & Technology		\$ 2,229,377	\$	2,632,724	\$	2,667,509	\$	2,918,565	\$	—	\$	2,918,565	\$	251,057		9.41	%
Total General Government		\$ 7,168,558	\$	7,682,467	\$	8,854,311	\$	9,263,190	\$	(89,633)	\$	9,173,556	\$	319,245		3.61	%
Total Municipal		\$ 39,481,849	\$	41,023,558	\$	44,812,553	\$	47,207,817	\$	(273,433)	\$	46,934,383	\$	2,121,830		4.73	%

Operating Department Summary

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
	Education Operating	\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
	Shared Expenses	\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
	Municipal Operating	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 47,207,817	\$ (273,433)	\$ 46,934,383	\$ 2,121,830	4.73 %
		\$ 215,593,249	\$ 226,611,772	\$ 242,137,353	\$ 252,581,054	\$ (377,831)	\$ 252,203,223	\$ 10,065,870	4.16 %

Capital

Capital Requests (Cash-GF, Prior Bond Auth., BAN Premiums)	\$ 4,775,531	\$ 6,806,505	\$ 11,049,906	12,035,007		\$ 12,035,007	\$ 985,101	8.92 %
Non-General Fund Capital Requests	\$ 193,504	\$ 464,126	\$ 311,824	\$ 129,685	\$ —	\$ 129,685	\$ (182,139)	(58.41) %
Building Envelope & Systems Set-Aside	\$ 208,962	\$ 214,186	\$ 219,540	\$ 225,029	\$ —	\$ 225,029	\$ 5,489	2.50 %
Streets Set-Aside	\$ 2,634,022	\$ 2,651,674	\$ 2,669,767	\$ 2,688,312	\$ —	\$ 2,688,312	\$ 18,545	0.69 %
Total Capital	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033	\$ —	\$ 15,078,033	\$ 826,997	5.80 %

Other

Unallocated	\$ —	\$ —	\$ —	\$ 750,000	\$ —	\$ 750,000	\$ 750,000	— %
Set-Aside for Unanticipated Current FY Needs	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	\$ 200,000	— %
Special Education Stabilization Fund	\$ —	\$ —	\$ —	\$ 500,000	\$ —	\$ 500,000	\$ 500,000	— %
General Fund Support for Recreation & Community Programs (Transfer to Article 5, ATM)	\$ 618,916	\$ 509,215	\$ 242,790	\$ 256,675	\$ —	\$ 256,675	\$ 13,885	5.72 %
Tax Levy Dedicated to Capital Stabilization Fund	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	\$ 1,733,137	\$ —	— %
Allocated to Capital Stabilization Fund	\$ —	\$ 3,730,836	\$ 3,784,689	\$ —	\$ —	\$ —	\$ (3,784,689)	(100.0) %
Transfer to the Transportation Demand Management (TDM) Stab. Fund from Tax Levy	\$ —	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Senior Service Program	\$ —	\$ 15,000	\$ 15,000	\$ —	\$ —	\$ —	\$ (15,000)	(100.0) %
Climate Action Plan	\$ —	\$ —	\$ 50,570	\$ —	\$ —	\$ —	\$ (50,570)	(100.0) %
Vision for Lexington Townwide Survey	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —	— %
OPEB Trust Fund**	\$ 750,000	\$ 1,879,721	\$ 1,929,721	\$ 1,979,721	\$ —	\$ 1,979,721	\$ 50,000	2.59 %
Warrant Articles	\$ —	\$ 100,000	\$ 301,256	\$ —	\$ —	\$ —	\$ (301,256)	(100.0) %
Total Other Articles	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 6,169,533	\$ —	\$ 6,169,533	\$ (1,887,630)	(23.43)%

General Fund Total	\$ 224,774,184	\$ 243,290,173	\$ 264,445,552	\$ 273,828,620	\$ (377,831)	\$ 273,450,789	\$ 9,005,237	3.41 %
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Line-Items marked with an asterisk () will be presented at Town Meeting as Continuing Balance accounts.

**Reflects the OPEB funding from General Fund sources; additional amounts will be appropriated from the Water and Wastewater Enterprise funds, as detailed in those budget sections.

Enterprise Funds

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A		B		C		D		E		D		E (D-C)		F (E/C)	
Element	Description	FY2021 Actual		FY2022 Actual		FY2023 Restated		FY2024 Request		FY2024 Add/Delete		FY2024 Recommended		Change \$		Change %	
3600	Water Enterprise	\$	11,402,688	\$	12,448,489	\$	12,707,237	\$	13,721,989	\$	6,000	\$	13,727,989	\$	1,020,752	8.03	%
3700	Sewer Enterprise	\$	10,448,199	\$	10,855,261	\$	11,798,658	\$	12,793,816	\$	6,000	\$	12,799,816	\$	1,001,158	8.49	%
5200	Recreation Enterprise	\$	2,066,677	\$	2,597,045	\$	3,425,097	\$	3,566,436	\$	—	\$	3,566,436	\$	141,339	4.13	%
	Cash Capital - Enterprise	\$	1,600,000	\$	430,000	\$	1,317,000	\$	2,799,404	\$	—	\$	2,799,404	\$	1,482,404	112.56	%
Total Enterprise Funds (Oper. Exp. ONLY)		\$	25,517,564	\$	26,330,795	\$	29,247,992	\$	32,881,645	\$	12,000	\$	32,893,645	\$	3,645,653	12.46	%

Revolving Funds

1100	School Bus Transportation	\$	1,149,283	\$	207,782	\$	1,150,000	\$	1,150,000	\$	—	\$	1,150,000	\$	—	—	%
2600	Building Rental Revolving Fund	\$	8,458	\$	225,809	\$	585,226	\$	602,066	\$	—	\$	602,066	\$	16,840	2.88	%
3100	Regional Cache - Hartwell Avenue	\$	1,883	\$	—	\$	50,000	\$	—	\$	—	\$	—	\$	(50,000)	(100.00)	%
3320	Tree (DPW-Forestry)	\$	23,450	\$	70,000	\$	75,000	\$	90,000	\$	—	\$	90,000	\$	15,000	20.00	%
3330	Burial Container (DPW-Cemetery)	\$	21,815	\$	24,882	\$	60,000	\$	60,000	\$	—	\$	60,000	\$	—	—	%
3420	Compost Operations (DPW-Recycling)	\$	889,408	\$	750,850	\$	866,495	\$	853,233	\$	—	\$	853,233	\$	(13,262)	(1.53)	%
3420	MHHP Operations	\$	255,449	\$	156,770	\$	260,000	\$	300,000	\$	—	\$	300,000	\$	40,000	15.38	%
6120	Senior Services	\$	6,469	\$	29,461	\$	75,000	\$	75,000	\$	—	\$	75,000	\$	—	—	%
7110	Residential Engineering Review	\$	—	\$	—	\$	57,600	\$	57,600	\$	—	\$	57,600	\$	—	—	%
7140	Health Programs	\$	—	\$	—	\$	—	\$	90,000	\$	—	\$	90,000	\$	90,000	—	%
7140	Lab Animal Permits	\$	—	\$	—	\$	—	\$	40,000	\$	—	\$	40,000	\$	40,000	—	%
7320	Tourism/Liberty Ride	\$	—	\$	146,758	\$	104,000	\$	—	\$	—	\$	—	\$	(104,000)	(100.00)	%
7340	Visitors Center	\$	—	\$	255,101	\$	259,465	\$	—	\$	—	\$	—	\$	(259,465)	(100.00)	%
7350	Tourism Revolving Fund	\$	—	\$	—	\$	—	\$	413,150	\$	76,817	\$	489,967	\$	489,967	—	%
Total Revolving Funds		\$	2,356,214	\$	1,867,411	\$	3,542,786	\$	3,731,049	\$	76,817	\$	3,807,866	\$	265,080	7.48	%

Community Preservation Act (CPA)

CPA Cash Capital	\$	2,283,367	\$	2,233,495	\$	585,000	\$	11,384,010	\$	—	\$	11,384,010	\$	10,799,010	1,846	%
CPA Debt Service	\$	3,094,680	\$	3,968,594	\$	2,989,550	\$	1,788,900	\$	—	\$	1,788,900	\$	(1,200,650)	(40.16)	%
CPA Other (Projects & Admin.)	\$	150,000	\$	150,000	\$	150,000	\$	150,000	\$	—	\$	150,000	\$	—	—	%
Total CPA	\$	5,528,047	\$	6,352,089	\$	3,724,550	\$	13,322,910	\$	—	\$	13,322,910	\$	9,598,360	257.71	%

Grants

Grants & Subsidies (MBTA & Elder Affairs)	\$	156,074	\$	146,444	\$	149,764	\$	189,992	\$	—	\$	189,992	\$	40,228	26.86	%
Total Grants	\$	156,074	\$	146,444	\$	149,764	\$	189,992	\$	—	\$	189,992	\$	40,228	26.86	%

Exempt Debt

Municipal	\$	2,061,354	\$	2,268,827	\$	2,228,673	\$	2,117,251	\$	—	\$	2,117,251	\$	(111,422)	(5.00)	%
School	\$	15,223,476	\$	14,479,164	\$	13,779,712	\$	15,239,187	\$	—	\$	15,239,187	\$	1,459,475	10.59	%

Section I Budget Overview

Town of Lexington, MA

Program Summary

		A	B	C	D	E	D	E (D-C)	F (E/C)
		FY2021	FY2022	FY2023	FY2024	FY2024	FY2024		
Element	Description	Actual	Actual	Restated	Request	Add/Delete	Recommended	Change \$	Change %
	Less Capital Stabilization Fund Mitigation	\$ (4,600,000)	\$ (2,800,000)	\$ (800,000)	\$ (500,000)	\$ —	\$ (500,000)	\$ 300,000	(37.50) %
Total Exempt Debt		\$ 12,684,830	\$ 13,947,991	\$ 15,208,385	\$ 16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Non-General Fund Total		\$ 46,242,730	\$ 48,644,730	\$ 51,873,477	\$ 66,982,034	\$ 88,817	\$ 67,070,851	\$ 15,197,374	29.30 %
Combined Budget Total		\$ 271,016,914	\$ 291,934,903	\$ 316,319,029	\$ 340,810,654	\$ (289,014)	\$ 340,521,640	\$ 24,202,611	7.65 %

Reconciliation

Education	\$ 117,327,461	\$ 123,766,583	\$ 131,478,345	\$ 136,743,400	\$ —	\$ 136,743,400	\$ 5,265,055	4.00 %
Shared Expenses	\$ 58,783,939	\$ 61,821,631	\$ 65,846,454	\$ 68,629,837	\$ (104,398)	\$ 68,525,440	\$ 2,678,985	4.07 %
Municipal	\$ 39,481,849	\$ 41,023,558	\$ 44,812,553	\$ 47,207,817	\$ (273,433)	\$ 46,934,383	\$ 2,121,830	4.73 %
Capital	\$ 7,812,019	\$ 10,136,491	\$ 14,251,037	\$ 15,078,033	\$ —	\$ 15,078,033	\$ 826,997	5.80 %
Other	\$ 1,368,916	\$ 6,541,910	\$ 8,057,163	\$ 6,169,533	\$ —	\$ 6,169,533	\$ (1,887,630)	(23.43) %
Enterprise	\$ 25,517,564	\$ 26,330,795	\$ 29,247,992	\$ 32,881,645	\$ 12,000	\$ 32,893,645	\$ 3,645,653	12.46 %
Revolving Funds & Grants	\$ 2,512,289	\$ 2,013,855	\$ 3,692,550	\$ 3,921,041	\$ 76,817	\$ 3,997,858	\$ 305,308	8.27 %
CPA	\$ 5,528,047	\$ 6,352,089	\$ 3,724,550	\$ 13,322,910	\$ —	\$ 13,322,910	\$ 9,598,360	257.71 %
Exempt Debt	\$ 12,684,830	\$ 13,947,991	\$ 15,208,385	\$ 16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Totals	\$ 271,016,914	\$ 291,934,903	\$ 316,319,029	\$ 340,810,654	\$ (289,014)	\$ 340,521,640	\$ 24,202,611	7.65 %

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Section II: Revenues

This section includes detailed information about FY2024 Projected Revenues. It includes:

- General Fund Revenue Description

II-2

The summary below presents Total General Fund Operating Revenues and Net General Fund Revenues. General Fund Operating Revenues include all revenues projected as available for use in FY2024.

- Total General Fund Operating Revenues are from annually recurring and non-recurring sources, including transfers from special revenue funds, Specialized Stabilization Funds, and the Health Claims Trust Fund.
- Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses.

In FY2024, Total General Fund Operating Revenues are projected to increase by approximately \$9.01 million, or 3.4%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$7.96 million, or 3.3%.

General Fund Revenue Summary	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected	FY2023-24 Change	
					\$	%
Property Tax Levy (Table 1)	\$ 194,329,878	\$ 204,171,601	\$ 213,394,083	\$ 221,805,935	\$ 8,411,851	3.94%
Tax Levy Dedicated to Capital Stabilization Fund	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	—%
Tax Levy Dedicated to Pension Fund	\$ —	\$ —	\$ 1,060,000	\$ 1,086,500	\$ 26,500	2.50%
Total Property Tax Levy	\$194,329,878	\$204,228,739	\$216,187,220	\$224,625,572	\$ 8,405,502	3.89%
State Aid (Table 2)	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204	\$ 238,606	1.40%
Local Receipts (Table 3)	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104	\$ 733,659	5.30%
Available Funds (Table 4)	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426	\$ (53,592)	(0.31)%
Revenue Offsets (Table 5)	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)	\$ (440,244)	23.14%
Enterprise Receipts (Table 6)	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 88,454	4.90%
Total General Fund Operating Revenues	\$237,690,239	\$254,913,641	\$264,445,553	\$273,450,788	\$ 9,005,235	3.41%
Less - Revenues Set-Aside for Designated Purposes	\$ 9,180,935	\$ 15,038,401	\$ 20,198,797	\$ 21,247,566	\$ 1,048,769	5.19%
Net General Fund Revenues	\$228,509,304	\$239,875,240	\$244,246,756	\$252,203,222	\$ 7,956,467	3.26%

Detailed Description:

Property Tax Levy: The FY2024 property tax levy is projected to increase approximately \$8.41 million, or 3.9%. The projected levy is a function of the FY2023 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth. FY2024 new growth will be a function of construction activity for the period July 1, 2022 to June 30, 2023. FY2024 new growth is estimated at \$3,000,000 based on a review of historical data on new growth.

Tax Levy Dedicated to Capital Stabilization Fund: In Fall 2021 the Town Manager proposed a new fiscal guideline, a Capital Stabilization Framework, to prepare for future capital projects. Beginning in FY2022, new levy growth generated from specified commercial and industrial development will be dedicated to the Capital Stabilization Fund (CSF) rather than becoming general revenue for the town's operating budget. Projects include those with a Preliminary Site Development and Use Plan (PSDUP) approved by Town Meeting, or those eligible for development due to new zoning changes on Hartwell Ave. This framework will reserve levy capacity to absorb a sudden increase in debt service for large capital projects such as a high school construction project in future years. The set-aside funds can also be applied in future years to mitigate exempt debt service created by those capital projects. A list of properties currently subject to this guideline is available in Table 1A.

Tax Levy Dedicated to Retirement Fund: In FY2023 Takeda, a large pharmaceutical company in Lexington changed its tax strategy to no-longer claim a personal property tax exemption. This resulted in \$1.06M in unanticipated new tax revenue. This new revenue was dedicated to the Town's Retirement Fund for FY2023 via a supplemental appropriation at the Fall 2022 STM-2. This budget

proposes to continue dedicating this ongoing revenue to the Retirement Fund in FY2024, plus the incremental growth of 2.5% for a total of \$9,984,800 . Continuing to allocate this revenue to the Retirement Fund in future years will allow the Town to maintain it's the current funding schedule and reach full-funding in FY2030.

State Aid: In recent years the Town has received minimal increases in State Aid. This trend is expected to continue in FY2024 and this budget is projecting an overall increase of 1.40%. The State is still developing its FY2024 budget, and the Governor's initial FY2024 State aid numbers are not expected until later in January 2023. Final figure are likely to be known in June 2023 when the Legislature adopts, and the Governor signs, the FY2024 State budget.

Local Receipts: FY2024 projections for each category of receipt are based on the history of actual collections and projections of 3 and 5 year historical averages, with some adjustments to specific categories due to the pandemic, such as Other Excise - Meals and Hotel/Motel. FY2024 local receipts are estimated to increase by approximately \$733,659 or 5.30% over FY2023 estimates, which were adjusted downward due to pandemic recovery. The main contributors to this growth are Other Excise which are now trending close to pre-pandemic levels, and an increase in revenues for permits, particularly building permits which will benefit from commercial and residential growth.

Available Funds: Available Funds are projected to remain relatively stable, with a decrease of \$(53,592), or (0.31)%. FY2024 reflects a decrease in two ongoing available funds that supported operations in prior years. First, the transfer of \$240,000 from the Health Claims Trust Fund to fund the Town's Other Post Employment Benefit Fund is down compared to \$750,000 in FY2023. This transfer represents the remaining balance in the Health Claims Trust Fund. Second, the transfer from the PEG Access Fund is decreasing due to a decline in cable franchise fees as residents move from cable to streaming platforms. The Select Board has committed to funding Public Access television, and this decreasing transfer from the PEG Access Fund represents the amount of General Fund support for this service.

The decrease in available funds is partly offset by a projected increase in Free Cash, and a \$100,000 transfer from the Parking Meter Fund. Free Cash is currently estimated and is under review by the Department of Revenue. Staff expect a Free Cash to be certified before the final Recommended Budget is published. The balance of the Parking Meter Fund has decreased significantly in the last three years due to the temporary cessation of parking meter enforcement to support businesses and less traffic during the pandemic and Center Streetscape project. The Town has recently started to enforce parking fees which will rebuild the balance in the Parking Fund.

Consistent with prior years, FY2024 Available Funds includes a transfer of \$171,000 from the Transportation Demand Management Stabilization Fund to finance the Lexpress service and the Town's contribution to the REV Shuttle.

Revenue Offsets: Revenue Offsets are projected to increase by approximately \$440,244 or 23.14%. Revenue Offsets represent the set-aside of a portion of projected revenues legally required for particular purposes including:

- (1) the component of state aid (Public Library aid reimbursement) that is distributed as Cherry Sheet aid, but, in fact, is a categorical grant that is not available to support General Fund operations;
- (2) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town, based on updated projections issued alongside the Governor's budget;

- (3) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers; and
- (4) potential snow and ice deficits.

The FY2024 increase in total Revenue Offsets is driven by the set-aside of \$400,000 in estimated FY2024 revenue to cover a potential snow and ice deficit at the end of FY2023. For FY2023, \$400,000 was set-aside, but was ultimately not needed since actual FY2022 snow and ice removal expenses fell within their budgeted levels.

Enterprise Receipts: This category of revenue represents transfers from the Water, Sewer and Recreation Enterprise Funds to the General Fund to cover General Fund expenditures that support the operations of the water, sewer and recreation departments. Overall Enterprise Receipts are increasing by 4.9%, or \$88,454. Water and Sewer transfers are increasing by 5.0%, as supported by a detailed indirect analysis completed by Finance. The Recreation indirect charge was paused in FY2022 due to the pandemic and a significant decrease in operations. This charge resumed in FY2023 and will continue into FY2024.

Revenue Summary						
	FY2021 Actual	FY2022 Actual	FY2023 Recap	FY2024 Projected	FY2023-24 Change	
					\$	%
Table 1: Property Tax Levy						
Tax Levy	\$ 184,938,303	\$ 194,415,313	\$ 204,199,633	\$ 213,426,933	\$ 9,227,299	4.52%
Prop. 2.5%	\$ 4,623,458	\$ 4,803,244	\$ 5,106,419	\$ 5,379,002	\$ 272,582	5.34%
New Growth	\$ 4,853,553	\$ 4,981,076	\$ 4,120,880	\$ 3,000,000	\$ (1,120,880)	(27.20)%
Override/Excess Levy Capacity	\$ (85,435)	\$ (28,032)	\$ (32,849)	NA		
Subtotal	\$ 194,329,878	\$ 204,171,601	\$ 213,394,083	\$ 221,805,935	\$ 8,411,851	3.94%
Table 1A: Property Tax Levy Dedicated to the Capital Stabilization Fund						
1050 Waltham St.	\$ —	\$ —	\$ 1,252,291	\$ 1,252,291	\$ —	—%
186 Bedford St.	\$ —	\$ 21,451	\$ 45,939	\$ 45,939	\$ —	—%
55 Watertown St.	\$ —	\$ 35,687	\$ 434,907	\$ 434,907	\$ —	—%
Subtotal	\$ —	\$ 57,138	\$ 1,733,137	\$ 1,733,137	\$ —	—%
Table 1B: Property Tax Levy Dedicated to the Pension Fund						
Subtotal	\$ —	\$ —	\$ 1,060,000	\$ 1,086,500	\$ 26,500	2.50%
Table 2: State Aid						
Chapter 70	\$ 14,438,034	\$ 14,647,494	\$ 15,058,494	\$ 15,261,594	\$ 203,100	1.35%
Charter School Reimbursement	\$ 60,652	\$ 101,651	\$ 64,890	\$ 64,890	\$ —	—%
Unrestricted General Government Aid	\$ 1,627,400	\$ 1,769,494	\$ 1,775,314	\$ 1,810,820	\$ 35,506	2.00%
Veterans' Benefits & Exemptions	\$ 31,454	\$ 105,119	\$ 92,035	\$ 92,035	\$ —	—%
Offsets (Library)	\$ 63,823	\$ 60,127	\$ 65,865	\$ 65,865	\$ —	—%
Subtotal	\$ 16,221,363	\$ 16,683,885	\$ 17,056,598	\$ 17,295,204	\$ 238,606	1.40%
Table 3: Local Receipts						
Motor Vehicle Excise Tax	\$ 5,335,129	\$ 5,330,281	\$ 5,455,000	\$ 5,418,000	\$ (37,000)	(0.68)%
Other Excise	\$ 813,643	\$ 1,351,204	\$ 1,188,300	\$ 1,373,000	\$ 184,700	15.54%
Penalties & Interest	\$ 445,590	\$ 590,842	\$ 341,500	\$ 380,500	\$ 39,000	11.42%
PILOT's	\$ 660,966	\$ 682,107	\$ 715,000	\$ 811,000	\$ 96,000	13.43%
Rentals	\$ 473,201	\$ 394,624	\$ 361,850	\$ 350,296	\$ (11,554)	(3.19)%
Departmental-Schools	\$ 337,909	\$ 1,169,058	\$ 244,500	\$ 297,500	\$ 53,000	21.68%
Departmental-Municipal	\$ 2,398,261	\$ 2,742,233	\$ 2,629,525	\$ 2,705,525	\$ 76,000	2.89%
Licenses & Permits	\$ 3,542,914	\$ 3,171,808	\$ 2,462,080	\$ 2,824,850	\$ 362,770	14.73%
Special Assessments	\$ 25,644	\$ 18,165	\$ 10,433	\$ 10,433	\$ —	—%
Fines & Forfeits	\$ 59,820	\$ 79,398	\$ 101,000	\$ 98,000	\$ (3,000)	(2.97)%
Investment Income	\$ 277,170	\$ 281,726	\$ 250,000	\$ 300,000	\$ 50,000	20.00%
Miscellaneous Non-Recurring	\$ 987,817	\$ 903,030	\$ 76,256	\$ —	\$ (76,256)	(100.00)%
Subtotal	\$ 15,358,065	\$ 16,714,478	\$ 13,835,445	\$ 14,569,104	\$ 733,659	1.41%
Table 4: Available Funds						

Section II Revenues

Town of Lexington, Massachusetts

Parking Fund	\$ 562,000	\$ 828,237	\$ —	\$ 100,000	\$ 100,000	—%
Cemetery Sale of Lots Fund	\$ 40,480	\$ 51,933	\$ 16,125	\$ 50,408	\$ 34,283	212.61%
Free Cash*	\$ 9,468,456	\$ 14,638,059	\$ 15,339,570	\$ 16,000,000	\$ 660,430	4.31%
Health Claims Trust Fund	\$ 750,000	\$ 750,000	\$ 750,000	\$ 240,000	\$ (510,000)	(68.00)%
Transportation Demand Management Stab. Fund	\$ 141,000	\$ 141,000	\$ 141,000	\$ 171,000	\$ 30,000	21.28%
Traffic Mitigation Stabilization Fund	\$ —	\$ —	\$ 240,000	\$ 80,000	\$ (160,000)	(66.67)%
Transportation Management Overlay District (TMOD) Stabilization Fund	\$ —	\$ —	\$ 65,000	\$ 42,000	\$ (23,000)	(35.38)%
Center Improvement District Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
PEG Access Special Revenue Fund	\$ 620,711	\$ 629,287	\$ 637,576	\$ 586,833	\$ (50,743)	(7.96)%
Transportation Network Company (TNC) Special Revenue Fund	\$ 16,504	\$ 20,889	\$ 6,824	\$ 7,685	\$ 862	12.63%
Betterments Fund	\$ 6,200	\$ —	\$ —	\$ 11,500	\$ 11,500	—%
Visitors Center Stabilization Fund	\$ 200,000	\$ —	\$ —	\$ 50,000	\$ 50,000	—
General Stabilization Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Special Education Stabilization Fund	\$ —	\$ 500,000	\$ —	\$ —	\$ —	—%
Special Education Reserve Fund	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Avalon Bay School Enrollment Mitigation/School Bus Stabilization Funds	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Balances from Prior Yr. Capital Articles	\$ —	\$ 155,974	\$ 266,923	\$ —	\$ (266,923)	(100.00)%
Use of BAN Premiums	\$ —	\$ 110,000	\$ —	\$ 70,000	\$ 70,000	—%
Subtotal	\$ 11,805,351	\$ 17,825,379	\$ 17,463,018	\$ 17,409,426	\$ (53,592)	(0.31)%

Table 5: Revenue Offsets

Cherry Sheet Assessments	\$ (960,031)	\$ (1,011,069)	\$ (1,086,476)	\$ (1,126,720)	\$ (40,244)	3.70%
Cherry Sheet Offsets - Public Libraries	\$ (63,823)	\$ (60,127)	\$ (65,865)	\$ (65,865)	\$ —	—%
Overlay (abatements)	\$ (750,000)	\$ (900,000)	\$ (750,000)	\$ (750,000)	\$ —	—%
Snow Deficit	\$ —	\$ —	\$ —	\$ (400,000)	\$ (400,000)	—
Subtotal	\$ (1,773,854)	\$ (1,971,196)	\$ (1,902,341)	\$ (2,342,585)	\$ (440,244)	23.14%

Table 6: Enterprise Receipts

Water	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ 34,247	3.50%
Wastewater (Sewer)	\$ 541,663	\$ 514,111	\$ 542,416	\$ 588,040	\$ 45,624	8.41%
Recreation & Community Programs	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ 8,583	3.00%
Subtotal	\$ 1,749,435	\$ 1,432,356	\$ 1,805,613	\$ 1,894,067	\$ 88,454	4.90%
Gross General Fund Revenues	\$ 237,690,239	\$ 254,913,641	\$ 264,445,553	\$ 273,450,788	\$ 8,978,735	3.40%
Revenues Set Aside for Designated Expenses	\$ 9,180,935	\$ 15,038,401	\$ 20,198,797	\$ 21,247,566	\$ 1,048,769	5.19%
Net General Fund Revenues Available for Appropriation	\$ 228,509,304	\$ 239,875,240	\$ 244,246,756	\$ 252,203,222	\$ 7,929,967	3.25%

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside for designated purposes. The proposed purposes are shown in the table below.

		Financing Sources			Total	Notes
		Tax Levy	Free Cash	Other		
1	Set-Aside for Unanticipated Current Fiscal Year Needs		\$ 200,000		\$ 200,000	Reserved for appropriation at the 2023 annual town meeting to fund supplemental appropriations to the FY2023(current year) budget.
2	Other Post-Employment Benefits (OPEB)	\$ 240,000	\$ 1,739,721		\$ 1,979,721	\$240,000 from the tax levy made available by an equal transfer from the Health Insurance Claims Trust Fund to fund FY2024 Health Insurance.
3	Unallocated		\$ 750,000		\$ 750,000	Set aside for yet-to-be identified one-time needs in the FY2024 budget.
4	Cash Capital	\$ 700,000	\$ 11,265,007	\$ 199,685	\$ 12,164,692	Free Cash, Tax Levy and other available funds to support capital improvements.
5	Appropriate into Capital Stabilization Fund	\$ 1,733,137			\$ 1,733,137	To meet future capital/debt service needs.
6	Appropriate from Capital Stabilization Fund			\$ —	\$ —	Proposed use of Capital Stabilization Fund to hold debt service increases to 5% annually.
7	Special Education Stabilization Fund		\$ 500,000		\$ 500,000	Special Education Stabilization Fund (Free Cash)
8	Special Education Reserve Fund		\$ 750,000		\$ 750,000	Special Education Reserve Fund (Free Cash)
9	Street Improvement Program	\$ 2,688,312			\$ 2,688,312	Tax Levy designated for long-term street maintenance plan.
10	Municipal Building Envelope and Systems	\$ 225,029			\$ 225,029	Initially funded in 2006 override; increases by 2.5% per year.
11	Warrant Articles	\$ —	\$ —	\$ —	\$ —	None proposed.
12	Support of Recreation and Community Programs	\$ 256,675			\$ 256,675	Tax Levy support of Recreation and Community Programs Enterprise (Transfer to Article 5)
13	Subtotal	\$ 5,843,153	\$ 15,204,728	\$ 199,685	\$ 21,247,566	
14	Free Cash to Support Operating Budget	\$ —	\$ 395,272	\$ —	\$ 395,272	One-time set-aside for Refuse & Recycling Collection contract and Municipal Wage Study
15	Funding for New Pension Schedule		\$ 400,000		\$ 400,000	Amount of incremental increase in the updated Pension Funding schedule will continue to be supported with Free Cash in FY2024.
16	Grand Total	\$ 5,843,153	\$ 16,000,000	\$ 199,685	\$ 22,042,838	

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Section III: Program 1000: Education

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional High School III-18

BUDGET OVERVIEW

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January 6, 2023

Dear Elected Officials and Lexington Residents:

Education is Changing

The world is changing socially, politically, and technologically, with new demands being placed on public education. As we establish the FY24 school budget, it would be foolhardy to pretend that pandemic education could cost the same as it has in years past. If ever there were a year for an infusion of funding to stabilize the school budget, this is it. Students continue to experience the lingering effects of unfinished learning, needing increasingly more intervention and support. We are in the midst of a "tripledemic," with the influenza (flu), respiratory syncytial virus (RSV), and COVID-19 creating unanticipated, ongoing student and staff needs. In addition to these challenges, there is a nationwide labor shortage, and finding talented educators to support all students—especially those with higher needs—requires more resources.

By the Numbers

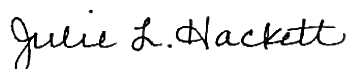
A "rainy day fund" is a budget stabilization set aside for unanticipated expenses. As we prepare the FY24 school budget, the truth of the matter is this: *it's not raining, it's pouring*, and we need more resources to get through these challenges now and in the future. We are committed to increasing capital stabilization funds for a new high school, and we will continue to do our part. At the same time, our student needs are increasing, and the need for additional resources is an inconvenient but unavoidable truth. The Lexington Public Schools FY24 budget allocation is lean, and this is our most challenging year yet. We will continue to collaborate with our Town partners to find ways to add flexibility to the budgetary process, along with the resources necessary to deliver the services our students need. The amount we requested during the Budget Summit is the minimum amount we need in the FY24 allocation to continue the services from the previous year. The \$133,238,120 represents a 3.89% increase from the previous year, and we have worked with our municipal counterparts to increase special education stabilization funding. The proposed FY24 school budget accounts for all anticipated contractual increases, as well as the negotiated increases for five of our six bargaining units.

A History of Healthy "Turn backs"

Each year for the past several years, we managed to return several million dollars to the Town of Lexington. Last year, we received an infusion of federal funds that we expended first, enabling us to return well over \$6.6 million to the Town, reverting to free cash. This year is drastically different and pandemic-related needs are increasing rapidly; therefore, a portion of these funds will be returned to the school system in the form of special education stabilization. Our students are counting on us to provide the additional resources they need to overcome the challenges brought on by the pandemic.

The proposed FY24 school budget will help us maintain the academic excellence our families have come to expect. There isn't a community in the nation that believes more strongly in public education than the residents of Lexington, Massachusetts. We know that we can count on you, as we navigate a rather challenging FY24 school budget process. Many thanks in advance for all your support.

Sincerely,



Julie L. Hackett, Ed.D.
Lexington Public Schools

The Strategic Plan of the Lexington Public Schools, 2019–2029

Mission Statement

Joy in learning; curiosity in life;
and compassion in all we do.

Our Core Values

- We all Belong
- Use Your Mind
- Be Curious & Have Fun
- Care for Yourself & Others
- Do Your Part
- Be Courageous
- Embrace Your Revolutionary Spirit
- You are Enough

Vision Statement

- Diversity, Equity, Inclusion
- Redefining Success
- Students as Active Agents
- Authentic Learning Experiences
- Community Partnership

Strategic Goals

- Goal 1: Address and Narrow Equity Gaps—Identify, address, and narrow equity gaps in student opportunities, experiences, and achievement, ensuring the meaningful inclusion and integration of every member of our school community.
- Goal 2: Redefine Success—Transform our practices, systems, and structures to reflect a broader definition of success for our students, staff, and schools, including new measures of student achievement that extend beyond academics to include the knowledge, skills, and attributes students need to be prepared for the future and content in life.
- Goal 3: Cultivate Student Agency—Cultivate student agency and a sense of self-efficacy by ensuring that all our Pre-K–12 students' educational experiences place them at the center of their learning; consistently revisit our curriculum, instruction, assessment, and professional learning practices to (1) ensure relevancy and student voice; (2) to teach students to set their own meaningful goals; (3) to value productive struggle as they work toward them; and (4) to reflect and monitor their progress toward attaining those goals.
- Goal 4: Innovate for Sustainable Change—Refine and improve our school- and district-wide practices, systems, and structures related to managing innovation and promoting lasting change. We will develop clear decision-making structures and communication methods to prevent initiative overload and enable us to more consistently scale up promising practices.

The complete Strategic Plan document can be found here:

<https://drive.google.com/file/d/1GVH8DTfz0LEbrgTwln2ITxnFFnQ6Pef/view?usp=sharing>

Organizational Structure

The Education Reform Act of 1993 determined that the School Committee's charge is (1) to select and/or terminate the Superintendent; (2) to review and approve the budget; and (3) to establish educational goals and/or policies for the district consistent with the requirements of law and statewide goals and standards established by the Department of Elementary and Secondary Education.

School Committee Members

Sara Cuthbertson, Chair	Term Expires: 2023
Deepika Sawhney, Vice-Chair	Term Expires: 2024
Kathleen Lenihan, Clerk	Term Expires: 2024
Eileen Jay	Term Expires: 2025
Larry Freeman	Term Expires: 2025

Budget Development

Budget Process

Annually, the administration develops its capital and operating budgets, which begin July 1 and end June 30. This highly collaborative and public process engages the School Committee, the Select Board, the Appropriation Committee, the Capital Expenditures Committee, municipal and school staff, and citizens. The employees of the Finance Office are responsible for coordinating, developing, and monitoring the annual budget process. Each year, the School Committee develops its annual goals, budget guidelines, and budget calendar. These provide the administration with the roadmap to develop the recommended annual budget. The Superintendent is tasked with developing a budget that advances the district in concert with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation within the complete Town budget.

Major Steps in FY 2024 Budget Development:

Summer: School Committee and Superintendent establish Collective Goals.

Early Fall: School Committee approves annual budget guidelines and calendar.

Fall: Staff develop budget recommendations.

Late Fall/Early Winter: All departments meet with the Assistant Superintendent for Finance and Operations to review existing staffing levels, review budget priorities, and discuss anticipated budget requests. During this time, a series of working summit meetings including the School Committee, the Select Board, the Appropriation Committee, and the Capital Expenditures Committee are conducted to discuss the current financial health of the Town, along with any budgetary issues, and provide policy guidance to the municipal and school staff in finalizing budget recommendations. The Superintendent, in consultation with the Assistant Superintendent for Finance and Operations and the School Department's Administrative Council, reviews budget requests and makes recommendations for all school programs to the School Committee. The School Committee takes the recommendations of the Superintendent and after public hearings on the Superintendent's Budget Recommendations, makes final budget decisions consistent with their collective goals.

Early Spring: Before Town Meeting members discuss financial articles, the approved budget of the School Committee is distributed to Town Meeting members and the finance committees; it also is available to citizens at the Library and the Town Manager's Office. In addition, the budget documents are publicly available on the Lexington Public Schools website: <https://bit.ly/fy24budget>.

Spring: The Annual Town Meeting begins in March with meetings held on weekday evenings. Town Meeting debates and adopts the School Department budget as part of the complete Town budget. Town Meeting has authority over the total appropriation of school department funds, but line-item authority and spending priorities are the purview of the School Committee.

Budget Guidelines

On September 27, 2022, the School Committee was presented the FY 2024 Budget Guidelines and requested that the Superintendent present a level-service budget that attempts to address the eleven highlighted areas. These guidelines serve as the basis for the Superintendent's Recommended Budget in FY 2024. For purposes of clarification, a level-service budget is defined as an allocation of the funds necessary to replicate the current level of services provided, accommodating changes in enrollment, all legal requirements, including current collective bargaining requirements, and special education laws. The FY 2024 budget guidelines are as follows:

In order to provide for the educational needs of Lexington students, the Superintendent of Schools will develop a fiscal year 2024 budget that will:

1. Ensure the safety, security, and social-emotional well-being of our students, and continue the Town's joint effort on mental health.
2. Ensure all legal and contractual mandates are met.
3. Ensure professional staffing guidelines will be met and class sizes will remain within the established guidelines, to the extent possible given space and personnel limitations.
4. Identify efficiencies and cost-saving measures that do not compromise the educational program.
5. Include sufficient operating and capital funds to:
 - a. continue the current level of services;
 - b. be responsive to projected enrollment changes and corresponding needs, including those related to staffing, instructional supplies, and facilities;
 - c. move the district forward in meeting the increasing technological demands in various educational settings; and
 - d. continue to monitor and update a master capital plan to expand school capacity and meet changing enrollment.
6. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.

7. Continue to identify funds and strategies to continue implementing diversity, equity, and inclusion efforts and to increase the cultural proficiency of our school community.
8. Identify funds and strategies to implement world language programs at the elementary level, including scheduling, phasing, staffing, and curricula materials that promote a comprehensive and sustainable program.
9. Identify funds and strategies to continue to leverage and support social and emotional learning efforts throughout the district.
10. Continue to explore possible alternatives and improvements to school programs at all levels, the scope and sequence of science classes at the secondary level, and continue the research and implementation of graduation requirements.
11. Continue monitoring costs, impacts, and contingency plans associated with COVID-19 health crisis.
12. Identify funds and/or strategies necessary to implement the multi-year comprehensive Lexington Public Schools Strategic Plan for the district, to include equity and master planning.
13. Initiate process to identify and monitor potential budget expenses which may be required to adequately operate a new Lexington High School.

Approved by School Committee 12/13/22

Budget Calendar

Each year, the Superintendent presents a budget calendar to the School Committee. This calendar outlines the timing of events and guides the budget development process. This timeline can be found below:

2022

September 13	School Committee Reviews LPS Technology Capital Budget Request
September 22	Google Form link distributed for FY 2024 staffing and expense budget requests. FY 2024 Google Form requests for staffing and expenses are due to the Assistant Superintendent for Finance and Operations at the date of individual budget meeting.
September 27	School Committee reviews FY 2024 budget calendar and FY 2024 budget guidelines
September 29	Summit I: Financial Indicators; 5–Year Forecast; Initial Revenue Projection
October 1–October 15	Review capital proposals: Superintendent, Director of Public Facilities, and Assistant Superintendent for Finance and Operations

October 1–October 15	Superintendent, Director of Public Facilities, and Assistant Superintendent for Finance and Operations discuss project requests with administrators
October 24–November 8	SPED budget staffing meetings (with Assistant Superintendent for Finance and Operations, Assistant Director of Finance, ETS, Director of Special Education, and building principals)
October 27	Summit II Town FY 2024 Town Budget Allocation
TBD	Submittal of Town (Municipal & School) FY 2024–2028 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 1–November 18	Budget Review: Central Office and department staff meet at assigned times with Assistant Superintendent for Finance and Operations and Assistant Director of Finance
TBD	Recommended FY 2024–2028 capital budget requests approved by the School Committee (School Department and Public Facilities)
November 1–November 3	Fall Special Town Meeting
November 16	Summit III: Final Revenue Allocation Model
November 21–December 19	FY 2024 Budget request reviews with Superintendent
December 13	School Committee approves FY 2024 budget calendar and FY 2024 budget guidelines
December 19 (tentative)	Superintendent finalizes FY 2024 budget recommendation
December 24–January 2	School Vacation Week Budget distributed to School Committee and posted to website

2023

January 3	School Committee Meeting: Superintendent's Budget Presentation
January 10, 8:00 a.m.	School Committee Meeting: Superintendent's Budget Presentation Public Hearing: Location: School Committee Meeting Room
January (TBD)	White Book Town Manager Submittal of Preliminary Operating and Capital Budget to Board of Selectmen (White Book)
January 19	Summit IV: White Book
January 24, 6:00 p.m.	Public Hearing: Superintendent's Recommended FY 2024 Budget: Location: School Committee Meeting Room

February 7	School Committee FY 2024 budget discussions, consideration of community feedback on FY 2024 Operating Budget (including fees) and FY 2024–2028 Capital Budget; Discussion of Warrant Articles for 2023 Annual Town Meeting
February TBD	Board of Selectmen vote to approve FY 2024 Recommended Operating Budget and FY 2024–2028 Capital Improvement Plan (CIP)
February 28	School Committee adopts FY 2024 Operating Budget (including fees) and FY 2024–2028 Capital Budget; Discussion of Warrant Articles for 2023 ATM
March 6 (tentative)	Distribution of FY 2024 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriation Committee, Capital Expenditures Committee, Board of Selectmen, School Committee, Central Office, and Principals
March TBD	Annual Town Meeting (Mondays and Wednesdays until completed; Town Meeting does not meet during April school vacation week)
March TBD	Budget presentation to Town Meeting by the Town Manager and Superintendent
April 24	Notification of budget approvals; Employee Action Forms sent to Human Resources
June 1	School Operating Budget opens for entry of supply and services requisitions

Approved by School Committee 12/13/22

Revenue Allocation Process

The Town of Lexington has established a collaborative budget development process that is conducted through a series of budget summit meetings. These budget summit meetings begin in October and end in February. These meetings include the School Committee, the Select Board, the Appropriation Committee, and the Capital Expenditures Committee. Topics covered at these meetings include:

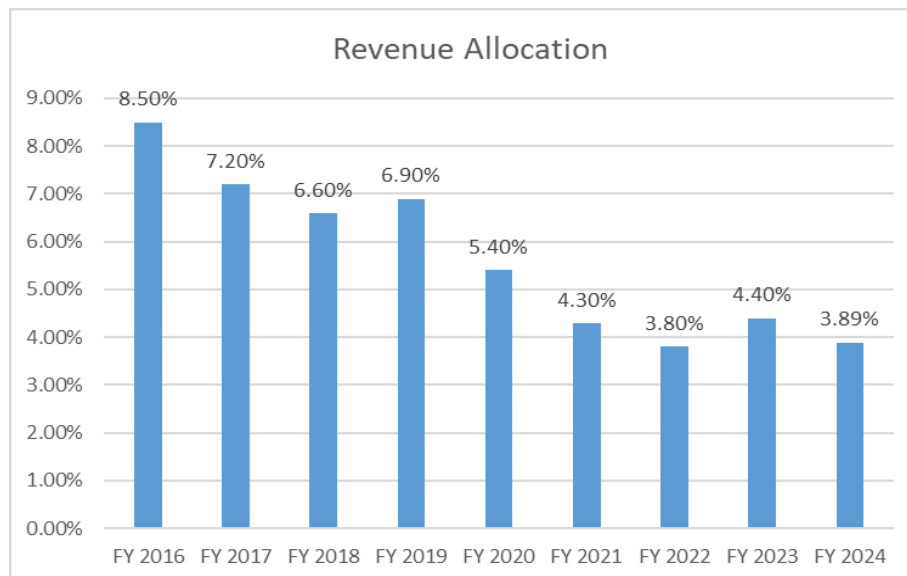
Summit I:	Financial Indicators; 5-Year Forecast; Initial Revenue Projection
Summit II:	FY 2024 Town FY 2024 Town Budget Allocation
Summit III:	FY 2024 Revenue Allocation Model
Summit IV:	FY 2024 White Book Preview

The final Revenue Allocation Model, presented at Summit III on November 16, 2022, provides for a projected 3.6% increase over the School Department's FY 2023 budget, the detail of which is broken out in the table that follows:

FY2024 Revenue Allocation Model

\$273,451				Projected FY2024 Revenue	
	Shared	Municipal	School		
(1)	\$ (128,254)	\$ —	\$ (128,254)		FY2023 School Budget
(2)	\$ (45,045)	\$ —	\$ (45,045)		FY2023 Municipal Budget + Community Center Support
(3)	\$ (3,505)	\$ (3,505)	\$ —		FY2024 Minuteman
(4)	\$ (9,985)	\$ (9,985)	\$ —		FY2024 Contributory Retirement
(5)	\$ (34,707)	\$ (34,707)	\$ —		FY2024 Benefits
(6)	\$ (200)	\$ (200)	\$ —		FY2024 Unemployment
(7)	\$ (500)	\$ (500)	\$ —		FY2024 Workers' Comp
(8)	\$ (992)	\$ (992)	\$ —		FY2024 Property and Liability Insurance
(9)	\$ (200)	\$ (200)	\$ —		FY2024 Uninsured Losses
(10)	\$ (390)	\$ (390)	\$ —		FY2024 Solar Production Payment
(11)	\$ (6,851)	\$ (6,851)	\$ —		FY2024 Debt Service
(12)	\$ (750)	\$ (750)	\$ —		FY2024 Reserve Fund
(13)	\$ (13,951)	\$ (13,951)	\$ —		FY2024 Facilities Department Budget
(14)	\$ —	\$ —	\$ —		Facilities PIRs
	\$ (750)	\$ —	\$ —		Set-Aside for as yet to be identified FY2024 needs (Free Cash)
	\$ (1,250)	\$ —	\$ —		Special Education Stabilization Fund (Free Cash)
	\$ (200)	\$ —	\$ —		Unanticipated Current Fiscal Year Needs FY2023 (Free Cash)
	\$ (1,733)	\$ —	\$ —		Tax Levy Dedicated to Capital Stabilization Fund
	\$ —	\$ —	\$ —		Free Cash Set-Aside to Capital Stabilization Fund
	\$ (11,465)	\$ —	\$ —		Cash Capital - Free Cash and Other Available Funds
(15)	\$ (21,386)	\$ (700)	\$ —		Cash Capital - Tax Levy
	\$ (1,980)	\$ —	\$ —		OPEB (Free Cash, HCT)
	\$ (2,688)	\$ —	\$ —		Street Improvement Program (Tax Levy)
	\$ (225)	\$ —	\$ —		Building Envelope Program (Tax Levy)
	\$ —	\$ (395)	\$ —		Set-aside for Refuse Collection & Recycling contracts (Free Cash)
	\$ —	\$ —	\$ —		Municipal Wage Study (Free Cash)
	\$ —	\$ —	\$ —		Senior Tax Work-Off Program (Free Cash)
(16)	\$ (266,716)	\$ (93,021)	\$ (45,045)	\$ (128,254)	Base Budget - Used for Allocation
		26.0 %	74.0 %		Percentage - Municipal and School Only
(17)	\$6,734	\$1,750	\$4,984		Incremental Revenue
		3.9 %	3.9 %		Percent of Current Budget

Revenue Allocation History & Trends: Below is the growth factor approved during the last eight budget cycles:



Recommended Budget and Summary of Significant Budget Changes

Funding Sources	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget Recommended Allocation	Dollar Increase	Percent Increase
Tax Levy	\$113,222,275	\$118,318,895	\$122,633,481	\$128,009,947	\$132,940,620	\$4,930,673	3.85%
Fees & Charges	\$331,482	\$88,500	\$243,500	\$244,500	\$297,500	\$53,000	59.89%
Special Education Stabilization Fund			\$500,000	\$0	\$0		
Total 1100 Lexington Public Schools	\$113,553,757	\$118,407,395	\$123,376,981	\$128,254,447	\$133,238,120	\$4,983,673	3.89%
Appropriation Summary	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget Recommended	Dollar Increase	Percent Increase
Salary and Wages	\$94,593,795	\$96,807,462	\$101,412,689	\$106,450,152	\$111,365,179	\$4,915,027	4.62%
Expenses	\$15,015,367	\$18,464,904	\$19,407,875	\$21,804,295	\$21,661,306	-\$142,989	-0.66%
Total	\$109,609,162	\$115,272,366	\$120,820,565	\$128,254,447	\$133,026,486	\$4,772,039	3.72%
Special Education Stabilization Fund							
Total 1100 Lexington Public Schools	\$109,609,162	\$115,272,366	\$120,820,565	\$128,254,447	\$133,026,486	\$4,772,039	3.72%

* Amounts shown are general fund only and does not reflect spending supported by Labbb Credit, Circuit Breaker Funds, Revolving Funds, or local/state/federal grant funds

Transfer to Unclassified (Health, Medicare, Workers Comp)

\$211,634.40

12.00 FTE

Total Recommended

\$133,238,120

\$4,983,673

3.89%

Unallocated from Revenue Allocation Model

The School Department was allocated a revenue increase of \$4,983,673 (3.89% over FY 2023) for FY 2024 through the Revenue Allocation Model adopted at Summit III and revised on January 19, 2023. The current FY 2024 School Department Recommended Budget is \$133,238,120, an increase of \$4,983,673 (3.89% over FY 2023).

For FY 2024 the salaries and wages line is increased by \$4,915,027 (4.62%) to support existing positions plus an additional 13.43 FTEs to satisfy enrollment and mandate requirements. Salaries and wages comprise over 83% of the School Department budget. The expense line is recommended to decrease by \$142,989 (-0.89%) over the FY 2023 appropriation, a small but significant reduction from previous years. In order to achieve this, we are relying more heavily on some departmental offset accounts.

Negotiated Salary Increases

The FY 2024 budget includes funding for estimated wage increases for all collective bargaining units and non-union positions, including step increases and cost of living adjustments (COLA). The current status of collective bargaining agreements, corresponding expiration dates, and negotiated adjustments is listed below:

Bargaining Unit	Contract Term	Negotiated Increases
LEA: Unit A	09/01/2019 – 08/31/2022	Pending negotiations; prior contract was 2.25%; 2.25%; 3%
LEA: Unit C	09/01/2021 – 08/31/2024	Effective Sept. 1, 2021: 2% (with modifications to steps) Effective Sept. 1, 2022: Market adjustments and further modifications to full salary scale Effective Sept. 1, 2023: 2%
LEA: Unit D	07/01/2020 – 06/30/2023	Effective July 1, 2020: 2.25%

		Effective July 1, 2021: 2.5%; Effective July 1, 2022: 2.75%
LEA: Tech	07/01/2021 – 06/30/2024	Effective July 1, 2021: 2.25% Effective July 1, 2022: 2.5% Effective July 1, 2023: 1.5% (with modifications to steps)
ALA: Administrators	07/01/2022 – 06/30/2023	Effective Sept. 1, 2022: 3%(with modifications to steps); 2023-2026 contract pending negotiations

Enrollment Overview

Table 1 summarizes enrollment by school and grade as of October 1, 2022, which was 6,845 (PK–12), which is up 55 students since last year. This table also features enrollment totals by school and district for FY 2020, FY 2021, and FY 2022.

Table 1: What Is Current LPS Enrollment (October 1, 2022)?

					FY23 By Grade													
	FY20	FY21	FY22	FY23	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
District Total	7190	6901	6790	6845	75	347	403	409	477	531	535	566	575	624	593	591	540	579
Lex Children's Place	68	57	67	75	75													
Bowman	531	470	430	451		64	59	68	75	88	97							
Bridge	525	400	360	374		51	50	66	64	67	76							
Estabrook	574	522	524	542		70	89	87	92	105	99							
Fiske	481	387	342	341		43	47	54	67	56	74							
Harrington	471	446	423	396		52	54	48	77	81	84							
Hastings	437	565	623	598		67	104	86	102	134	105							
Clarke Middle	926	881	829	823								267	267	289				
Diamond Middle	902	912	919	942								299	308	335				
Lexington High	2275	2261	2273	2303											593	591	540	C

Figures 1 and 2 show historical enrollment by grade span for the last 30 years. When reviewing enrollments, it is critically important to note that enrollment changes continue to vary across grade levels. Variation in enrollment, as well as variation in staffing models, student schedules, programs, facilities, and other operational details, must be taken into account while planning and can be more critical than changes in overall enrollment.

In sync with state and national trends, elementary and middle school enrollment declined significantly going into the 2020–2021 school year, corresponding with the timing of COVID-19 pandemic. The majority of the decline occurred in grades K–5. Decline at the middle school level during this time has been more modest. Based on enrollment for October 1, 2022, there was no change in K–5 elementary enrollment since last year and was 2,702. This is still lower than pre-pandemic levels. At the middle school level, October 1 enrollment was 1,765, which is up slightly from last year's enrollment of 1,748 (+17 students) and is also still lower than pre-pandemic levels.

In contrast, high school enrollment had remained relatively stable between FY 2018 and FY 2022. High school enrollment for FY 2023 is 2,303, an increase of 30 students compared to last year's enrollment. Enrollment continues to be well over the building's planned operating capacity for large core spaces, such as the cafeteria and other spaces (designed for a capacity of 1,850). Current high school enrollment would need to decline by approximately 450 students for the core spaces to be within the planned operating capacity.

Fig. 1: How has LPS Enrollment Changed Over Time? Annual PK - 12 Enrollment

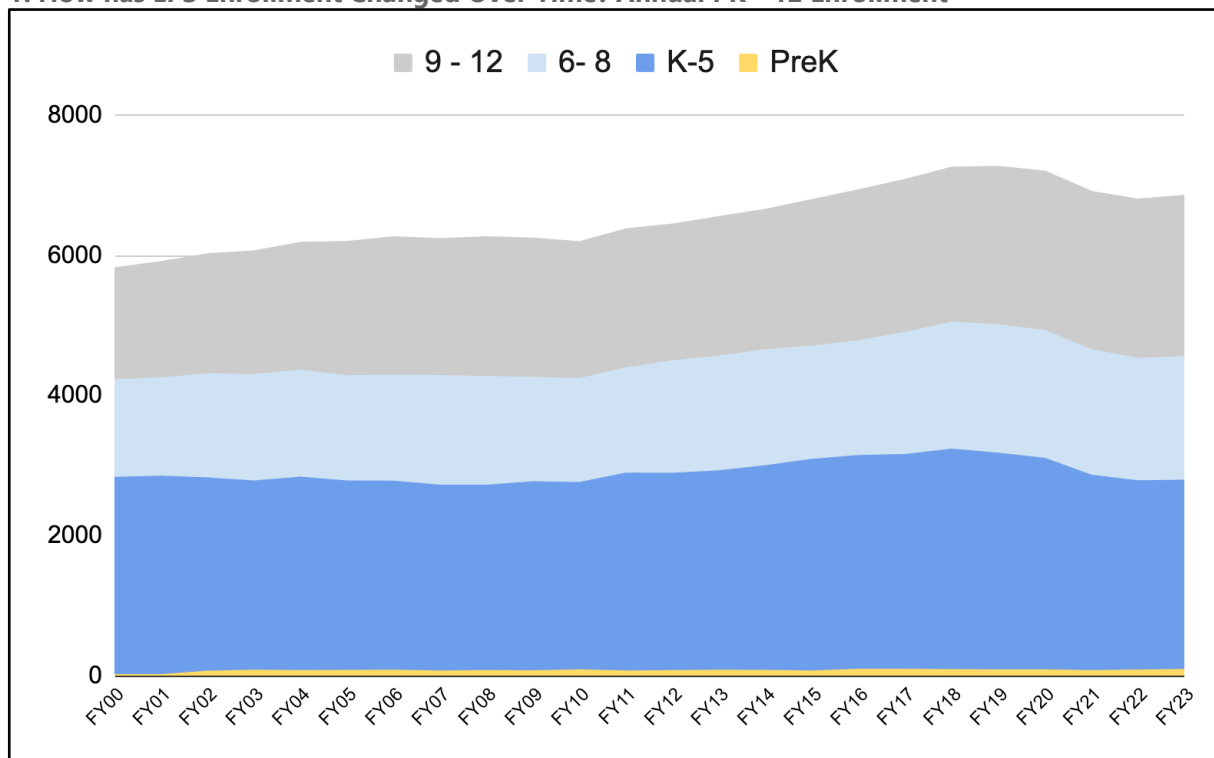
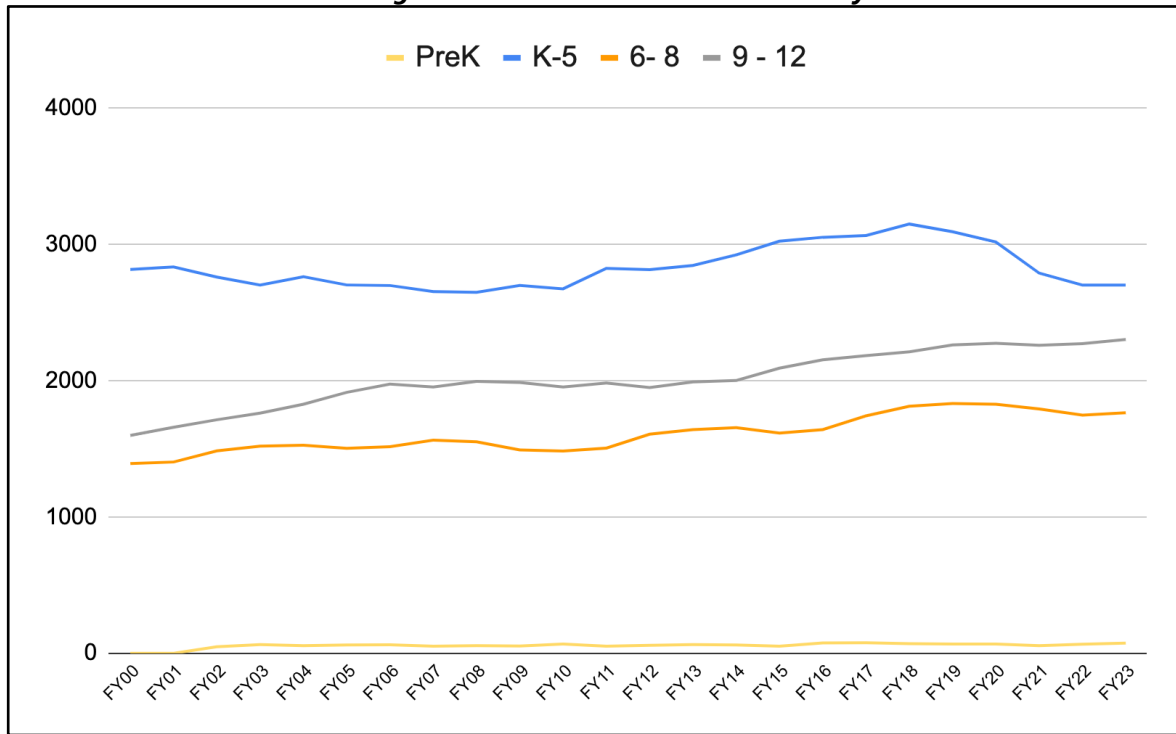


Fig. 2: How has LPS Enrollment Changed Over Time? Annual Enrollment by Grade Level

A Closer Look at Enrollment Changes

In 2020–2021 a portion of the decline in elementary enrollment was the consequence of lower than typical kindergarten enrollments (See Table 3), a similar pattern observed in other communities. As of October 1, 2020, Lexington enrolled 309 kindergarten students (compared to 382 to 414 students during the previous years). Although K enrollment had been declining prior to this year, the decline of 73 students in kindergarten was much sharper than recently experienced. This year's K enrollment (347) is higher than 2020–2021, but is still lower than pre-pandemic levels. As larger cohorts graduate from the system and these smaller than typical cohorts replace them, the net impact is an overall decline in enrollment.

Table 3: How does Enrollment Vary by Grade? (FY 2018 to FY 2023)

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	1 year change
PK	71	69	68	57	67	75	+8
K	412	401	382	309	343	347	+4
1	493	467	453	408	364	403	+39
2	526	509	507	480	441	409	-32
3	535	552	538	507	494	477	-17
4	590	560	563	532	519	531	+12
5	594	605	576	554	541	535	-6
6	568	619	615	567	552	566	+14
7	630	574	625	601	591	575	-16
8	615	640	588	625	605	624	+19
9	530	598	607	550	576	593	+17
10	576	542	591	599	547	591	+44
11	554	572	526	582	583	540	-43
12	552	551	551	530	567	579	+12
K - 5	3150	3094	3019	2790	2702	2702	0
6 - 8	1813	1833	1828	1793	1748	1765	+17
9 - 12	2212	2263	2275	2261	2273	2303	+30
K - 12	7175	7190	7122	6844	6723	6770	+47
Pk - 12	7246	7259	7190	6901	6790	6845	+55

Prior to the pandemic, LPS student cohorts generally increased in size as they progressed K–8. Beginning with the transition from 8th to 9th grade, it had also been typical to have some decline in cohort size as cohorts reached and progressed through the high school grades. This was due to the combined effect of more students transferring to other schools (see Table 4 for further detail) and also fewer new students entering the system than in other grades.

With the 2020–2021 school year, there was a change in trend, where LPS had more students transferring from LPS in the lower grades. Prior reviews of student transfer data found an increase in the number of students transferring to other public schools in Massachusetts, transferring to private schools in Massachusetts, transferring to schools out of state, or switching to homeschooling (See Table 4).

Review of data from October 1, 2022 finds the overall number of students transferring from LPS since the end of 2021–2022 has decreased substantially (289 students for 2022–2023; compared to 383 and 401 the prior two years), though trends vary when looking at specific transfer reasons. The number of students transferring to other in-state public schools, which is more likely than other transfer reasons to coincide with a residential move out of the Town of Lexington, continued to increase (117 for 2022–2023; +27 from the prior year). Some of these transfers do represent students who have moved to Minuteman Technical Vocational School. Overall Lexington enrollment at

Minuteman is up this year (75 for 2022–2023 as of December 2022 compared to 66 in 2021–2022, 70 in 2020–2021, and 62 in 2019–20). Private school transfers may also include a residential move, but not always. The number of students leaving LPS for in-state private schools (76 for 2022–2023; -59 from the prior year) or out-of-state schools (public or private; 92 for 2022–2023; -58 from the prior year. has decreased substantially from the prior year (See Table 4).

Table 4: LPS Transfer Reasons: October FY 2020 to FY 2023

	Transferred — In state public				Transferred — In state private				Transferred — Out-of- State (public or private)				Transferred — Home- school				Combined Transfer Reasons			
	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
K	3	5	5	8	0	7	0	3	3	5	9	3	0	0	0	0	6	17	14	14
1	2	11	5	7	2	11	6	2	5	5	7	6	0	5	2	2	9	32	20	17
2	4	3	9	11	1	10	4	3	11	12	12	10	0	2	2	0	16	27	27	24
3	3	9	13	6	2	17	5	7	4	8	15	7	0	1	2	1	9	35	35	21
4	2	10	5	4	2	12	11	4	4	12	11	6	1	4	1	0	9	38	28	14
5	5	6	5	7	1	10	13	9	11	20	6	10	0	0	0	0	17	36	24	26
6	6	3	6	16	6	20	19	5	10	13	22	8	0	0	0	1	22	36	47	30
7	6	10	6	9	2	13	6	1	5	18	13	5	0	2	1	0	13	43	26	158
8	3	22	22	30	3	21	40	20	6	13	9	12	0	0	0	0	12	56	71	62
9	8	5	6	16	14	14	13	5	19	16	19	6	0	0	0	0	41	35	38	27
10	1	5	3	1	8	10	11	5	13	7	12	10	0	1	0	0	22	23	26	16
11	2	3	4	1	3	8	4	8	7	6	13	7	0	0	0	0	12	17	21	16
12	5	1	1	1	1	4	3	4	6	1	2	2	0	0	0	0	12	6	6	7
Total	50	93	90	117	45	157	135	76	104	136	150	92	1	15	8	4	200	401	383	289

(Source: LPS SIMS, Grade is the student's grade as of the October reporting period)

Review of the most recent School Attending Children data collected by the Massachusetts Department of Elementary and Secondary Education (MA DESE), finds the majority of school-aged children residing in Lexington are enrolled in a public school (87%). (Table 5). This is similar to the prior two years.

Table 5: How Many Lexington Children Attend a Lexington Public School (K–12)?

Year	LPS (K-12)*	% LPS	Voc. Tech. Regional Schools	Collab. Schools	Charter Schools	Out-of-District Public Schools	Home Schooled	In State Private & Parochial Schools	Out-of-State Private & Parochial Schools	Total
2021-22	6716	87.1	66	34	2	25	35	799	34	7711
2020-21	6624	86.8	70	40	5	29	54	762	46	7630
2019-20	7077	88.8	62	48	1	20	26	692	41	7967
2018-19	6986	89.3	54	47	2	22	27	653	29	7820
2017-18	6982	89.4	51	41	2	19	25	671	23	7814
2016-17	6810	88.9	49	39	1	23	23	677	35	7657
2015-16	6617	88.6	45	37	2	28	25	678	38	7470
2014-15	6621	89.1	40	38	2	15	37	653	27	7433
2013-14	6384	88.4	44	34	2	18	39	674	29	7224
2012-13	6363	88.1	53	32	3	21	33	681	33	7219
2011-12	6545	88.4	53	29	2	19	26	706	28	7408
2010-11	6082	87.3	58	24	0	18	35	715	32	6964
2009-10	6015	89.0	35	17	-	8	-	655	27	6757

(SOURCE: LPS School Attending Children Report)

*The count for local public schools included in this chart does not include preschool students, state wards, foster care students, homeless students or students attending part time or evening classes. It also does not include students from another city or town, even if they are enrolled in our school system (e.g METCO students).

Along with the overall decline in enrollment going into the 2020–2021 school year, there was also a decline in Pre-K–12 students enrolled and receiving special education services (979 in FY 2021, a decline of 72 students from the previous year; this includes both in- and out-of-district students). Pre-K–12 special education enrollment has since increased to 1018 or 14.7% of total enrollment. This rate is slightly higher than LPS special education rates during the pandemic (FY 2021 14.0% and FY 2022 14.2%) and rates just prior to the pandemic (FY 2020 14.4%).

Table 6: How Many Lexington Children Attend a Lexington Public School (K–12)?

		Total # Students (Gen Ed & Spec. Ed)	Total Special Education	% Special Ed (In District)	% Special Ed (In District + Out of District)
2022-2023	In District	6845	925	13.5%	14.7%
	Out-of-District		93		
2021-2022	In District	6790	885	13.0%	14.2%
	Out-of-District		94		
2020-2021	In District	6901	877	12.7%	14.0%
	Out-of-District		103		
2019-2020	In District	7190	940	13.1%	14.4%
	Out-of-District		111		

Future LPS Enrollment

Each year the district reviews new student enrollment based on October 1 and produces updated enrollment projections. These projections are offered as a planning tool, but not a definitive prediction of future enrollment. Projections are built on the assumption that historical data and enrollment patterns can offer clues about the future. However, if new variables not present or accounted for in historical data are introduced (i.e. a global pandemic) that have an impact on enrollment, enrollment projections based on this data are unlikely to hold.

About LPS Projections:

For the purposes of this budget, a version of the Cohort Survival Method was used, which is one of multiple models the district runs each year. In this version, future kindergarten enrollments are based on a non-linear regression that incorporates 40 years of historical kindergarten enrollments. Average grade-to-grade progression rates are then applied to the rest of the grades. See [LPS Annual Review of Enrollment](#) for more information.

Projections also include 90% confidence intervals, reflecting the inherent uncertainty associated with projections. Correct interpretation of intervals is that there is a 90% chance that the confidence interval contains the true value of future enrollment. It is recommended that plans based on projections consider this confidence interval and incorporate appropriate flexibility. LPS will continue to monitor enrollment very closely and strongly encourage those engaged in planning that considers multiple possible future scenarios when possible.

Updated enrollment projections and confidence intervals are summarized in Table 7.

District-wide, Lexington's elementary enrollment is projected to decrease over the next three years. Two primary factors impacting future growth at this level are the size of the incoming kindergarten classes and the size of the outgoing upper elementary cohorts. The recent smaller size of kindergarten classes combined with comparatively larger elementary classes moving to middle school, even with continued cohort growth through elementary, results

in lower elementary projections. Although elementary projections for the next three years show an overall decrease, growth in enrollment can and will likely continue to vary across elementary schools and should be factored into decisions about staffing and resource allocation.

Overall middle school enrollment is also projected to decline into FY 2024 (an approximate decline of 45–50 students) and then level out the following year. Similar to patterns expected at the elementary, the larger outgoing middle school cohorts (currently 552, 591, and 605 in grades 6–8) are projected to be replaced by slightly smaller cohorts moving up from elementary in the next few years. The overall result is a projected decline over the next three years.

The updated forecast for the high school level suggests enrollment will continue at or be slightly above current levels, with enrollments around 2,300 for the next three years.

Table 7: What Is The LPS's Forecasted Enrollment?

	Actual						Projected		
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
K - 5	3150	3094	3019	2790	2702	2702	2656	2592	2551
							+/-70	+/-170	+/-265
6 to 8	1813	1833	1828	1793	1748	1765	1719	1717	1692
							+/-45	+/-70	+/-100
9 -12	2212	2263	2275	2261	2273	2303	2304	2320	2302
							+/-40	+/-80	+/-115

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Budget Overview: The Regional High School subprogram budget is for the assessment levied by the Minuteman Regional Vocational Technical School District to support the operations of the School. Minuteman is a regional high school, located in Lexington and Lincoln, which provides technical and academic education for students in grades 9-12 from the Minuteman district, which includes 9 towns as of July 1, 2022, as well as out-of-district students.

Minuteman Tech's programs include courses in Biotechnology, Environmental Science, Multi-media Engineering, Design and Visual Communication, Engineering and Robotics Automation, Cosmetology, Early Education and Teaching, Carpentry, Culinary Arts and Hospitality, Plumbing, Electrical, Health Occupations, Horticulture, Programming and Web Development, Automotive Technology, Welding and Metal Fabrication, Advanced manufacturing courses and a new Animal Science program, as well as four-year academic and college preparatory programs. In addition, adult students can pursue a variety of continuing education programs at Minuteman.

Lexington's historical enrollment at Minuteman is shown in the table below as of October 1st of each year, the date that enrollments from school districts throughout the Commonwealth are reported to the Massachusetts Department of Elementary and Secondary Education.

	10/1/2017	10/1/2018	10/1/2019	10/1/2020	10/1/2021	10/1/2022
High School Students	53.5	52	62	71	68	77
Post Graduate Students*	1	1	4	0	0	0
Total	54.5	53	66	71	68	77

*Beginning in FY2021, Minuteman began offering Minuteman Technical Institute (MTI) for post-secondary students. MTI students pay tuition directly to Minuteman; it had previously been included in the assessment. Two Lexington residents are enrolled in MTI in FY2022.

Appropriated/Authorized Staffing:

No Town staff are charged to this budget.

Budget Recommendations

The FY2024 projected budget for the Minuteman Regional High School assessment is \$3,505,042, an increase \$281,144 or 8.72% from the FY2023 budget. This is a preliminary figure, as the district is still developing its FY2024 budget. Minuteman will hold a public budget hearing on January 24, 2023, and the Town expects to receive a final FY2024 assessment ahead of publishing the final Recommended Budget.

The assessment incorporates \$929,570 in debt service, a decrease of \$(87,582) or (8.6)%. Debt for the new school building that opened in September 2019 has been issued, and Minuteman projects that future debt requirements will gradually reduce as debt is paid down.

The annual assessment is broken out as follows -

Category	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Minimum Required Contribution	\$ 1,057,954	\$ 1,156,993	\$ 1,158,939	\$ 1,310,022	\$ 151,083	13.0%
Transportation Assessment	\$ 83,516	\$ 109,594	\$ 78,524	\$ 79,620	\$ 1,096	1.4%
Remaining Operating Assessment	\$ 1,011,769	\$ 935,559	\$ 969,283	\$ 1,182,766	\$ 213,483	22.0%
Capital/Debt Service	\$ 709,909	\$ 927,892	\$ 1,017,152	\$ 929,570	\$ (87,582)	(8.6)%
Total Assessment	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,501,978	\$ 278,080	8.6%

**Numbers may not add due to rounding.*

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Recommended	Dollar Increase	Percent Increase
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Compensation</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ —</i>	<i>—%</i>
Contractual Services	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 2,863,147</i>	<i>\$ 3,130,038</i>	<i>\$ 3,223,898</i>	<i>\$ 3,505,042</i>	<i>\$ 281,144</i>	<i>8.72%</i>
Total 1200 Minuteman	\$ 2,863,147	\$ 3,130,038	\$ 3,223,898	\$ 3,505,042	\$ 281,144	8.72%

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Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for shared expenses. It includes:

- 2100 Employee Benefits IV-3
- 2200 Property & Liability Insurance IV-8
- 2300 Solar Producer Payments IV-10
- 2400 Debt Service IV-12
- 2500 Reserve Fund IV-14
- 2600 Public Facilities IV-17

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Mission: To provide and manage a comprehensive benefits program for Town and School employees and retirees.

Budget Overview: Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on date of hire - provide the majority of pension system funding.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System. Beginning in FY2023 the Town no longer has any non-contributory retirees.
- Employee/Retiree Benefits: The Town's annual contribution for health, dental and life insurance for active Municipal and School Department employees and retirees, and the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Municipal or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Municipal and School employees injured on the job, and medical costs of former public safety employees who retired on accidental disability. The Town largely self-insures for this expense, but purchases "stop loss" insurance for extraordinary work-related medical claims. The premiums for that insurance are captured in the Workers' Compensation budget.

Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and the Finance Department. Portions of the salaries of four employees are charged to the General Fund health insurance budget.

Budget Recommendations:

The FY2024 recommended All Funds Employee Benefits and Insurance budget is \$45,550,598. This is a \$2,615,488 or 6.09% increase from the FY2023 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for all municipal and school staff and retirees as of November 1, 2022.

Changes Include:

1. A \$765,550, or 8.30% increase in Contributory Retirement based on the approved funding schedule from the January 1, 2021 actuarial valuation of the Lexington Retirement System, plus an amount of dedicated tax levy new growth. In FY2023, \$1,060,000 of new levy growth from Takeda personal property taxes was dedicated to the Pension Fund. This amount, plus an increase of 2.5% per year will continue to be set-aside to the Pension Fund in future years. The dedicated tax levy plus growth for FY2024 is \$9,984,800. For FY2024, \$400,000 is funded from Free Cash, which is the same level of Free Cash funding as in FY2023. The Retirement system's unfunded liability is expected to be funded by 2030, given the current actuarial assumptions.
2. Beginning in FY2023 the Town no longer has Non-Contributory Retirement costs.
3. A \$134,099 or 6.53% increase in the Town's contribution for the Medicare Tax based on FY2022 actual costs, projected FY2023 and FY2024 salaries and wages, new municipal positions, and historical rates of increase in this item.
4. A \$1,835,478 or 6.21% increase in health insurance costs (General Fund). The FY2024 budget is based on an increase of 7.0% in health insurance premiums across all plans at November 2022 enrollment levels, and the projected addition of eighty (80) subscribers (new enrollees to health coverage, either from new retirees, active employees electing to begin or resume coverage, and active employees switching from individual to family plans).
5. A \$(5,864) or (0.53)% decrease in dental insurance costs (General Fund) based on a slight decrease in premium rates for FY2024 as compared to originally budgeted FY23 rates, further updated to reflect November 2022 enrollment levels.
6. No increase in life insurance costs based on projected enrollments.
7. Level-funding of unemployment insurance based on the revised budget of \$200,000, which is reflective of average claim activity.
8. A \$(125,000) or (20.00)% decrease in workers' compensation costs to a total of \$500,000. As of June 30, 2022, this continuing appropriation account had a total balance of \$2,816,884. In light of the fund balance, staff recommend a gradual reduction in the appropriation through FY2026, with a guideline of maintaining a fund balance of \$2 million.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 35,228,913	\$ 37,215,122	\$ 41,577,204	\$ 44,105,427	\$ 18,227	\$ 44,123,654	\$ 2,546,449	6.12%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 762,237	\$ 611,775	\$ 805,256	\$ 863,256	\$ —	\$ 863,256	\$ 58,000	7.20%
Free Cash for Updated Pension Schedule	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ —	\$ 400,000	\$ —	—%
PEG Access Special Revenue Fund	\$ 5,250	\$ 5,575	\$ 5,178	\$ 4,991	\$ —	\$ 4,991	\$ (187)	-3.61%
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,670.6	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Expenses	\$ 35,892,440	\$ 37,713,476	\$ 42,666,591	\$ 45,247,003	\$ 2,261	\$ 45,249,265	\$ 2,582,673	6.05%
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Level-Service Requests (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 6,679,199	\$ 7,417,500	\$ 9,219,250	\$ 9,984,800	\$ —	\$ 9,984,800	\$ 765,550	8.30%
Total 2120 Non-Contributory Retirement	\$ 15,907	\$ 8,798	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Subtotal - Retirement</i>	<i>\$ 6,695,106</i>	<i>\$ 7,426,298</i>	<i>\$ 9,219,250</i>	<i>\$ 9,984,800</i>	<i>\$ —</i>	<i>\$ 9,984,800</i>	<i>\$ 765,550</i>	<i>8.30%</i>
Total 2130 Medicare	\$ 1,907,961	\$ 1,986,677	\$ 2,054,651	\$ 2,188,255	\$ 495	\$ 2,188,750	\$ 134,099	6.53%
Total 2130 Health Insurance	\$ 25,448,028	\$ 26,483,798	\$ 29,554,494	\$ 31,372,860	\$ 17,212	\$ 31,389,972	\$ 1,835,478	6.21%
Total 2130 Dental Insurance	\$ 985,610	\$ 1,080,414	\$ 1,109,243	\$ 1,102,859	\$ 520	\$ 1,103,379	\$ (5,864)	-0.53%
Total 2130 Life Insurance	\$ 20,384	\$ 17,160	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	—
<i>Subtotal - Health/Life Benefits</i>	<i>\$ 28,361,983</i>	<i>\$ 29,568,050</i>	<i>\$ 32,743,388</i>	<i>\$ 34,688,874</i>	<i>\$ 18,227</i>	<i>\$ 34,707,101</i>	<i>\$ 1,963,712</i>	<i>6.00%</i>
Total 2140 Unemployment	\$ 64,311	\$ 88,124	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—%
Total 2150 Workers Compensation*	\$ 875,000	\$ 750,000	\$ 625,000	\$ 500,000	\$ —	\$ 500,000	\$ (125,000)	-20.00%
<i>Subtotal - Other Employee Benefits</i>	<i>\$ 939,311</i>	<i>\$ 838,124</i>	<i>\$ 825,000</i>	<i>\$ 700,000</i>	<i>\$ —</i>	<i>\$ 700,000</i>	<i>\$ (125,000)</i>	<i>-15.15%</i>
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,671	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Personal Services</i>	<i>\$ 103,959</i>	<i>\$ 118,996</i>	<i>\$ 121,047</i>	<i>\$ 126,671</i>	<i>\$ 15,965</i>	<i>\$ 142,636</i>	<i>\$ 21,589</i>	<i>17.84%</i>
Contractual Services	\$ 35,892,440	\$ 37,713,476	\$ 42,666,591	\$ 45,247,003	\$ 2,261	\$ 45,249,265	\$ 2,582,673	6.05%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
<i>Expenses</i>	<i>\$ 35,892,440</i>	<i>\$ 37,713,476</i>	<i>\$ 42,666,591</i>	<i>\$ 45,247,003</i>	<i>\$ 2,261</i>	<i>\$ 45,249,265</i>	<i>\$ 2,582,673</i>	<i>6.05%</i>
Total 2100 Employee Benefits	\$ 35,996,400	\$ 37,832,472	\$ 42,787,638	\$ 45,373,674	\$ 18,227	\$ 45,391,901	\$ 2,604,262	6.09%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Directed Funding (Revolving Funds)	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%
Total 2100 Employee Benefits	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Level-Service Requests (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2130 Health Insurance	\$ 129,199	\$ 135,729	\$ 143,337	\$ 154,563	\$ —	\$ 154,563	\$ 11,226	7.83%
Total 2130 Dental Insurance	\$ 4,387	\$ 4,134	\$ 4,134	\$ 4,134	\$ —	\$ 4,134	\$ —	—%
Total 2100 Employee Benefits	\$ 133,586	\$ 139,863	\$ 147,471	\$ 158,697	\$ —	\$ 158,697	\$ 11,226	7.61%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 103,959	\$ 118,996	\$ 121,047	\$ 126,671	\$ 15,965	\$ 142,636	\$ 21,589	17.84%
Expenses	\$ 36,026,026	\$ 37,853,339	\$ 42,814,062	\$ 45,405,700	\$ 2,261	\$ 45,407,962	\$ 2,593,899	6.06%
Total 2100 Employee Benefits	\$ 36,129,986	\$ 37,972,335	\$ 42,935,109	\$ 45,532,371	\$ 18,227	\$ 45,550,598	\$ 2,615,488	6.09%

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

Focus on: Health Benefits – Line Item 2130

While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which has helped to slow the growth of this large cost driver.

The Town has an agreement with the Public Employees Committee (PEC) to remain in the GIC through June 30, 2023, and will begin bargaining for a successor agreement this spring.

The table below displays an approximate distribution of health insurance costs for Municipal and School employees and Retirees.

Table 1: Health Insurance Budget: FY2019 - FY2024							
	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	Budgeted FY2023	Projected FY2024	Increase FY2023 to FY2024
Town ⁽¹⁾	\$ 3,636,336	\$ 3,903,453	\$ 4,242,098	\$ 4,148,176	\$ 5,059,791	\$ 5,306,524	4.88%
School	\$12,141,910	\$13,170,788	\$13,965,697	\$13,985,906	\$16,244,427	\$17,270,064	6.31%
Retirees	\$ 6,725,482	\$ 6,980,911	\$ 7,165,298	\$ 7,233,013	\$ 8,175,329	\$ 8,718,255	6.64%
Total	\$22,503,728	\$24,055,153	\$25,373,093	\$25,367,096	\$29,479,547	\$31,294,843	6.16%
Mitigation Fund ⁽²⁾	---	---	---	---	---	---	---
Medicare Part B Penalty ⁽³⁾	\$ 82,241	\$ 78,264	\$ 74,935	\$ 77,917	\$ 74,935	\$ 77,917	3.98%
Net Budget Amount	\$22,585,970	\$24,133,417	\$25,448,028	\$25,445,013	\$29,554,482	\$31,372,760	6.15%

(1) Portion of salaries attributable to health insurance administration is inclusive in these figures.

(2) Payment made to the Public Employee Committee (PEC) HRA Mitigation Fund to offset increasing co-pays and deductibles.

(3) Medicare Part B Penalty is the penalty the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, MA

The table below shows the number of employees and retirees enrolled in the Town's health insurance program.

Table 2: Health Insurance Enrollments ⁽¹⁾

Actual Subscribers				FY2023 Budget	FY2024 Budget
				Based on Actual Subscribers, plus Additional Projected Lives shown below	
Subscribers	Nov. 2018 (FY2019)	Nov. 2019 (FY2020)	Nov. 2020 (FY2021)	Nov. 2021 (FY2022)	Nov. 2022 (FY2023)
Municipal					
Individual	96	107	98	110	105
Family	164	168	171	172	166
subtotal	260	275	269	282	271
School					
Individual	356	350	358	376	374
Family	536	561	555	536	520
subtotal	892	911	913	912	894
Retirees	1,289	1,307	1,302	1,338	1,372
subtotal	2,441	2,493	2,484	2,532	2,537
Additional projected lives for budget purposes					
Position Vacancies					
Municipal				9	9
School				26	23
subtotal				35	32
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				9	9
Family				27	27
Retirees				44	44
subtotal				80	80
total	2,441	2,493	2,484	2,647	2,649
New Positions					
School ⁽³⁾				0	12
Municipal ⁽³⁾				0	1
Facilities Dept.				1	0
subtotal				1	13
Estimated Reduction in Subscribers					
Retirees				(34)	(34)
total	2,441	2,493	2,484	2,614	2,628
(1) The subscriber counts above do not include COBRA subscribers, but include employees whose salaries and benefits are funded either fully or partially from non-General Fund sources.					
(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.					
(3) Based on the budgets as recommended by the School Committee and Select Board and assumes that each full-time equivalent will subscribe to Town's insurance. The cost is estimated at a composite rate based on school and municipal personnel enrollment.					

2200 Property & Liability Insurance

Program: Shared Expenses
Town of Lexington, MA

Mission: To provide and manage a comprehensive property and liability management program for all property and equipment in the Town.

Budget Overview: The property and liability management program consists of the following elements:

- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

Authorized/Appropriated Staffing:

A portion of the Deputy Town Manager's salary is charged to this line-item in recognition of the ongoing support provided.

Budget Recommendations:

The FY2024 overall recommendation for Property and Liability Insurance is \$1,192,000, which is a increase from the FY2023 appropriation.

1. Property and liability insurance is increasing by \$97,000 or 10.84%. This reflects an anticipated premium increases of approximately 10% compared to the FY2023 budgeted amount, and a 4.04% increase in compensation to due to cost of living and contractual increases.
2. A level funding of the budget for uninsured losses. The balance in this continuing balance account as of June 30, 2022, is \$1,011,722. Staff recommend a guideline of maintaining a fund balance of approximately \$1 million.

2200 Property & Liability Insurance

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,008,200	\$1,055,742	\$ 1,064,863	\$1,162,050	\$ —	\$ 1,162,050	\$ 97,187	9.13 %
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 33,096	\$ 25,039	\$ 30,137	\$ 29,950	\$ —	\$ 29,950	\$ (187)	(0.62)%
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Expenses	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2210 Property & Liability Insurance	\$ 791,296	\$ 830,781	\$ 895,000	\$ 992,000	\$ —	\$ 992,000	\$ 97,000	10.84 %
Total 2220 Uninsured Losses	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ —	\$ 200,000	\$ —	—
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Compensation	\$ 37,035	\$ 38,718	\$ 37,806	\$ 39,333	\$ —	\$ 39,333	\$ 1,527	4.04 %
Contractual Services	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—
Expenses	\$1,004,261	\$1,042,063	\$ 1,057,194	\$1,152,667	\$ —	\$ 1,152,667	\$ 95,473	9.03 %
Total 2200 Property & Liability Insurance	\$1,041,296	\$1,080,781	\$ 1,095,000	\$1,192,000	\$ —	\$ 1,192,000	\$ 97,000	8.86 %

2300 Solar Producer Payments

Program: Shared Expenses
Town of Lexington, MA

Mission: To provide obligated payments for the installation and operating costs of the solar array at the Hartwell Avenue Compost Facility.

Budget Overview: For the solar arrays installed at the Hartwell Avenue Compost Facility, Eversource elected to reimburse the Town for the solar power generated via monthly payments, rather than issue a credit on the Town's electric bills. For the rooftop solar panels on Town and School buildings, that energy is credited in the monthly bill, thereby reducing utility costs at the Department of Public Facilities. As a means of separately tracking the Hartwell Avenue arrangement, this budget division reflects:

- Net Metering Credits: The revenues received from Eversource in return for solar power generated at Hartwell Avenue. Any excess revenues are deposited into the General Fund.
- Solar Producer Payments: The annual amount paid to Syncarpha, the current owner of the solar panels, for the cost of construction and operating costs.

Authorized/Appropriated Staffing:

No direct staff is charged to this line-item. Staff support is provided through the Public Facilities, Town Manager and Finance departments.

Budget Recommendations:

The FY2024 overall recommendation for Solar Producer Payments is \$390,000, which is level-funded from the FY2023 appropriation.

2300 Solar Producer Payments

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (306,604)	\$ (281,965)	\$ (280,000)	\$ (280,000)	\$ —	\$ (280,000)	\$ —	— %
Net-Metering Credits	\$ 674,298	\$ 642,150	\$ 670,000	\$ 670,000	\$ —	\$ 670,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Utilities	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %
Total 2300 Solar Producer Payments	\$ 367,694	\$ 360,184	\$ 390,000	\$ 390,000	\$ —	\$ 390,000	\$ —	— %

Summary of Townwide Solar Credits and Expenses

	FY2018 Actual**	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actuals	FY2023 Estimate	FY2024 Projection
Rooftop Solar Bill Credits	\$ 303,696	\$ 333,329	\$ 326,421	\$ 308,738	\$ 336,046	\$ 291,500	\$ 330,000
Rooftop PILOT*	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Rooftop Solar Payments	\$ (157,038)	\$ (159,033)	\$ (173,254)	\$ (164,249)	\$ (156,669)	\$ (165,000)	\$ (156,000)
Net Revenue subtotal	\$ 176,658	\$ 204,296	\$ 183,167	\$ 174,489	\$ 209,377	\$ 156,500	\$ 204,000
Hartwell Solar Revenue	\$ 647,232	\$ 720,493	\$ 691,986	\$ 674,298	\$ 755,891	\$ 670,000	\$ 700,000
Hartwell PILOT*	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400	\$ 55,400
Hartwell Annual Lease	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Hartwell Solar Payments	\$ (355,257)	\$ (351,839)	\$ (385,512)	\$ (367,694)	\$ (395,706)	\$ (390,000)	\$ (390,000)
Net Revenue subtotal	\$ 348,375	\$ 425,054	\$ 362,875	\$ 363,004	\$ 416,585	\$ 336,400	\$ 366,400
Total Net Revenue	\$ 525,033	\$ 629,350	\$ 546,042	\$ 537,493	\$ 625,962	\$ 492,900	\$ 570,400

*Per MA DOR, solar PILOTs (Payments in Lieu of Taxes) are deposited as Personal Property taxes rather than under a PILOT category of revenue.

**FY2018 costs/revenue for Hartwell are not representative of a full year of operations.

Mission: To manage the issuance of Town debt in a manner which protects assets that are required to deliver town services and yet limits large increases or decreases in annual debt service.

Budget Overview: Debt service includes General Fund principal and interest payments for levy-supported (non-exempt) debt, both authorized by Town Meeting, as well as for capital projects being proposed to the 2023 Annual Town Meeting.

Debt service on projects funded from the Compost Revolving Fund is shown in the DPW Budget element 3420; and debt service for Water and Sewer Enterprise projects is shown in the DPW Budget under elements 3610 and 3710, respectively.

Debt Service voted to be exempt from Proposition 2½, while not appropriated by Town Meeting, is presented for informational purposes.

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support for managing debt service is provided through the Town Manager and Finance departments.

Budget Recommendations:

Total gross debt service (before mitigation) is increasing by \$944,580, or 4.06% compared to FY2023 which reflects a decrease in within levy debt service offset by a larger increase in exempt debt service.

Within-Levy debt service of \$6,851,036 is decreasing by \$(403,473), or (5.56)% as existing debt on older projects has been fully paid-off. In recent years the Town has increased the cash capital program and accordingly reduced the issuance of new within-levy debt. Lower debt service expense reduces interest costs and creates capacity within the tax levy to fund future capital projects with cash. The Town will continue to issue new within levy debt to meet ongoing capital needs when cash financing is not available.

FY2024 gross exempt debt service is projected at \$17,356,438, a increase of \$1,348,053, or 8.42% compared to FY2023 gross exempt debt service. The increase in FY2024 exempt debt service is primarily due to new bonds that will be issued in February 2023 to fund the construction of the new Police Station. To mitigate the impact of this increase on Lexington taxpayers, it is proposed that \$500,000 of Capital Stabilization Funds be appropriated to offset exempt debt service in FY2024. Net exempt debt service in FY2024 (after mitigation) is projected to be \$16,856,438.

The Town is preparing for a new or renovated Lexington High School in the coming years. This process and timing are driven by the schedule outlined by the Massachusetts School Building Authority (MSBA). The Town expects that a future debt exclusion vote will be proposed for the costs of design and construction for the High School Building project.

The FY2024 proposed capital projects are described in greater detail in Section XI: Capital Investment in this Town Manager's Preliminary Recommended Budget and Financing Plan.

2400 Debt Service

Program: Shared Expenses
Town of Lexington, MA

Budget Summary

Funding Sources (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$22,675,688	\$24,260,322	\$ 22,446,769	\$23,595,566	\$ —	\$ 23,595,566	\$ 1,148,797	5.12 %
Fund Transfers								
Capital Stab. Fund - Exempt Debt	\$ 4,600,000	\$ 2,800,000	\$ 800,000	\$ 500,000	\$ —	\$ 500,000	\$ (300,000)	(37.50)%
Cemetery Sale of Lots Fund	\$ 40,480	\$ 51,933	\$ 16,125	\$ 50,408	\$ —	\$ 50,408	\$ 34,283	212.61 %
Betterments Fund	\$ 6,200	\$ —	\$ —	\$ 11,500	\$ —	\$ 11,500	\$ 11,500	— %
Visitors Center Stabilization Fund	\$ 200,000	\$ —	\$ —	\$ 50,000	\$ —	\$ 50,000	\$ 50,000	— %
Total Debt Service	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %
Total Debt Service	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %

Gross Within Levy Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal*	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22)%
Total 2420 Within-Levy Long-Term Interest	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58)%
Total 2430 Within-Levy Short-Term Principal	\$ 2,712,350	\$ 3,708,638	\$ 598,529	\$ 138,954	\$ —	\$ 138,954	\$ (459,575)	(76.78)%
Total 2430 Within-Levy Short-Term Interest	\$ 131,513	\$ 73,028	\$ 164,446	\$ 661,291	\$ —	\$ 661,291	\$ 496,845	302.13 %
Total Gross Within-Levy Debt Service	\$10,237,538	\$10,364,264	\$ 7,254,509	\$ 6,851,036	\$ —	\$ 6,851,036	\$ (403,473)	(5.56)%

Net Within Levy Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2410 Within-Levy Long-Term Principal	\$ 6,292,000	\$ 5,626,400	\$ 5,274,000	\$ 4,840,333	\$ —	\$ 4,840,333	\$ (433,667)	(8.22)%
Total 2420 Within-Levy Long-Term Interest	\$ 1,101,675	\$ 956,198	\$ 1,217,534	\$ 1,210,458	\$ —	\$ 1,210,458	\$ (7,076)	(0.58)%
Total 2430 Within-Levy Short-Term Borrowing	\$ 2,843,863	\$ 3,781,666	\$ 762,975	\$ 800,245	\$ —	\$ 800,245	\$ 37,270	4.88 %
Funding from Cemetery Sale of Lots/ Betterments/Visitors Center	\$ (246,680)	\$ (51,933)	\$ (16,125)	\$ (111,908)	\$ —	\$ (111,908)	\$ (95,783)	594.00 %
Total Net Within-Levy Debt Service	\$ 7,670,584	\$10,312,331	\$ 7,238,384	\$ 6,739,128	\$ —	\$ 6,739,128	\$ (499,256)	(6.90)%

Exempt Debt Service	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total Exempt Debt Service	\$17,284,830	\$16,747,991	\$ 16,008,385	\$17,356,438	\$ —	\$ 17,356,438	\$ 1,348,053	8.42 %
Use of Capital Stabilization Fund to mitigate impact of excluded debt service on property tax bills	\$ (4,600,000)	\$ (2,800,000)	\$ (800,000)	\$ (500,000)	\$ —	\$ (500,000)	\$ 300,000	(37.50)%
Net Exempt Debt Service	\$12,684,830	\$13,947,991	\$ 15,208,385	\$16,856,438	\$ —	\$ 16,856,438	\$ 1,648,053	10.84 %
Total Gross Debt Service - All Funds	\$27,522,368	\$27,112,255	\$ 23,262,894	\$ 24,207,474	\$ —	\$ 24,207,474	\$ 944,580	4.06 %
Total Net Debt Service - All Funds	\$20,355,414	\$24,260,322	\$ 22,446,769	\$23,595,566	\$ —	\$ 23,595,566	\$ 1,148,797	5.12 %

Mission: To provide for extraordinary and unforeseen expenses.

Budget Overview: The Reserve Fund (General Fund) is under the jurisdiction of the Appropriation Committee. Funds may be utilized for extraordinary and/or unforeseen expenses in any given fiscal year. If not utilized, the budget in this account reverts to Free Cash at the end of the fiscal year.

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

Budget Recommendations:

The FY2024 recommendation for the Reserve Fund is \$750,000, which is level funded compared to the original FY2023 appropriation.

In Fall 2022, the Town moved public safety communication equipment from the Police Station at 1575 Massachusetts Ave, to a temporary location at 173 Bedford St. while the new Police Stations is being constructed. The old communication equipment was not compatible with the infrastructure at the temporary location and our Police and Fire Departments began to experience radio communication problems. The Town requested a transfer for the full \$750,000 Reserve Fund to replace this public safety communication equipment. Subsequently, Fall 2022-3 Special Town Meeting, appropriated \$500,000 from tax levy new growth into the Reserve Fund to cover any additional extraordinary and unforeseen expenses for the remainder of FY2023. The revised Reserve Fund appropriation for FY2023 is \$1,250,000, and to-date, no further transfers have been made from the Reserve Fund for FY2023.

Notes: The FY2021 and FY2022 budgets for the Reserve Fund were \$750,000 in each year.

- In FY2021, \$15,000 was transferred to the Conservation Division to allow them to respond to a Letter of Map Revision from the Town of Belmont.
- In FY2022, \$174,000 was transferred to the Recreation Department to address a drainage issue at Pine Meadows Golf Course. An equal amount was transferred back to the Reserve Fund from the Enterprise Fund at annual Town Meeting.

2500 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Level-Service Requests	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%
Total 2500 Reserve Fund	\$ —	\$ —	\$ 1,250,000	\$ 750,000	\$ —	\$ 750,000	\$(500,000)	(40.00)%

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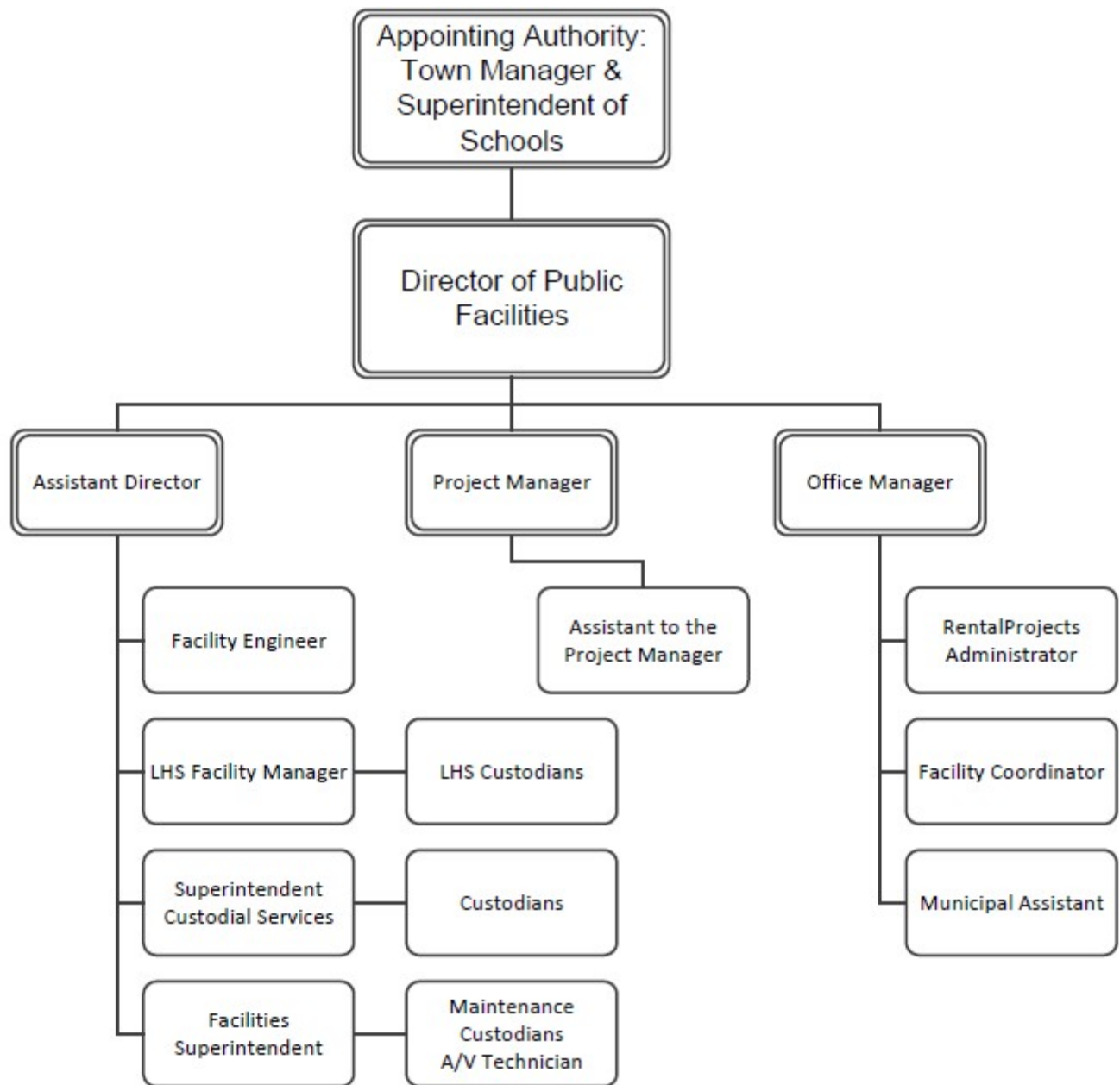


Mission: The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve the facility and equipment assets of the Town, and plan and implement capital improvements. This mission is accomplished by establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a five-year capital plan in collaboration with the Permanent Building Committee and other Town committees.

Budget Overview: The Department of Public Facilities (DPF) is responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Town Manager, Library Trustees, Recreation Committee, and School Committee. The primary areas of service include custodial care and cleaning, building maintenance and repair (including preventative maintenance), utilities, and landscaping and grounds (school buildings only). The DPF administrative staff develops and implements the maintenance programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Building Rental Revolving Fund are managed by DPF staff.

Departmental Initiatives:

1. Continue renovations, additions and new construction at schools to support teaching and learning environments.
2. Support implementation of Town Public Safety projects.
3. Review results of Conditions Facility Assessment and incorporate into a 20-year capital plan.
4. Implement other priority projects.



2600 Public Facilities

Program: Shared Expenses
Town of Lexington, MA

Authorized/Appropriated Staffing

School Facilities 2610	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Maintenance Staff	12	12	12	12
Custodian	54	54	54	54
Subtotal FTE	66	66	66	66

Municipal Facilities 2620

Custodian	12	12	12	12
Subtotal FTE	12	12	12	12

Shared Facilities 2630

Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager	1	1	1	1
LHS Facility Manager	1	1	1	1
Office Manager	1	1	1	1
Admin. Asst. - Facility Coordinator	1	1	1	1
Admin. Asst. - Clerical/Rental Administrator	1	1	1	1
Municipal Assistant - Part time*	0.5	0.5	1	1
Subtotal FTE	11.5	11.5	12.0	12.0

Total FTE	89.5	89.5	90	90
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Notes:

*In FY2023, a program improvement request revised the Municipal Assistant's responsibilities to reflect the management of the 20-year capital plan database, and increased the FTE from 0.5 to 1.0.

Budget Recommendations:

The FY2024 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget and the Building Rental Revolving Fund is \$14,552,569. The recommended budget is a \$898,036, or 6.58% increase from the FY2023 budget.

The Department of Public Facilities FY2024 recommended General Fund operating budget, inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions, is \$13,950,503, which is a \$881,196, or 6.74% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$6,777,986, and reflects a \$316,730 or 4.90% increase, which provides contractually obligated and projected step increases and cost of living increases for AFSCME, and the SEIU contract that expired June 30, 2021.

The General Fund operating budget for Expenses is \$7,172,517 and reflects a \$564,466, or 8.54% increase. This reflects an overall increase in the cost of cleaning materials and other supplies, contract labor and utilities.

For FY2024, Utilities are increasing by \$424,976 or 10.84%. A project to add extensive solar panels and batteries to seven school buildings is expected to be complete by the summer of 2023. Staff have incorporated projected solar savings into the FY2024 budget, however, there should be greater clarity and refinement of the impact of solar during the development of future budgets, once the panels have been in operation for a full year.

The FY2024 Facilities Department recommended Building Rental Revolving Fund budget is \$602,066, an increase of \$16,840 or 2.88%, which is attributable to increases in wages, staff overtime and benefits charged to this account.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
VFA Annual Subscription Fee	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ —	\$ —	\$ 24,000

2600 Public Facilities

Program: Shared Expenses
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$11,120,701	\$12,162,718	\$ 13,047,022	\$14,049,802.5	\$(122,624.5)	\$ 13,927,178	\$ 880,156	6.75 %
PEG Special Revenue Fund	\$ 20,310	\$ 21,212	\$ 22,285	\$ 23,325	\$ —	\$ 23,325	\$ 1,040	4.67 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	7.68 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,588,376	\$ 5,966,608	\$ 6,461,256	\$ 6,777,986	\$ —	\$ 6,777,986	\$ 316,730	4.90 %
Expenses	\$ 5,552,635	\$ 6,217,322	\$ 6,608,051	\$7,295,141.5	\$(122,624.5)	\$ 7,172,517	\$ 564,466	8.54 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
2610 - Education Facilities	\$ 7,904,917	\$ 8,814,863	\$ 9,220,062	\$9,873,489.5	\$ (62,418)	\$ 9,811,071.5	\$591,009.5	6.41 %
2620 - Municipal Facilities	\$ 2,024,605	\$ 2,191,909	\$ 2,457,224	\$ 2,759,424	\$ (46,692)	\$ 2,712,732	\$ 255,508	10.40 %
2630 - Shared Facilities	\$ 1,211,489	\$ 1,177,159	\$ 1,392,021	\$ 1,440,214	\$ (13,514.5)	\$ 1,426,699.5	\$ 34,678.5	2.49 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,372,219	\$ 5,489,552	\$ 6,115,199	\$ 6,418,666	\$ —	\$ 6,418,666	\$ 303,467	4.96 %
Overtime	\$ 216,157	\$ 477,056	\$ 346,057	\$ 359,320	\$ —	\$ 359,320	\$ 13,263	3.83 %
Personal Services	\$ 5,588,376	\$ 5,966,608	\$ 6,461,256	\$ 6,777,986	\$ —	\$ 6,777,986	\$ 316,730	4.90 %
Contractual Services	\$ 1,501,518	\$ 1,539,017	\$ 1,568,250	\$ 1,733,827	\$ (66,267.5)	\$ 1,667,559.5	\$ 99,309.5	6.33 %
Utilities	\$ 3,115,925	\$ 3,688,401	\$ 3,920,601	\$ 4,349,577	\$ (4,000)	\$ 4,345,577	\$ 424,976	10.84 %
Supplies	\$ 809,598	\$ 856,074	\$ 868,700	\$ 945,877.5	\$ (50,337)	\$ 895,540.5	\$ 26,840.5	3.09 %
Small Capital	\$ 125,594	\$ 133,830	\$ 250,500	\$ 265,860	\$ (2,020)	\$ 263,840	\$ 13,340	5.33 %
Expenses	\$ 5,552,635	\$ 6,217,322	\$ 6,608,051	\$7,295,141.5	\$(122,624.5)	\$ 7,172,517	\$ 564,466	8.54 %
Total 2600 - Gen'l Fund	\$11,141,011	\$12,183,930	\$ 13,069,307	\$14,073,127.5	\$(122,624.5)	\$ 13,950,503	\$ 881,196	6.74 %

Budget Summary - Non-General Funds

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 32,591	\$ 358,979	\$ 586,000	\$ 600,650	\$ —	\$ 600,650	\$ 14,650	2.50 %
Total 2600 - Non-Gen'l Fund	\$ 32,591	\$ 358,979	\$ 586,000	\$ 600,650	\$ —	\$ 600,650	\$ 14,650	2.50 %

*PEG revenues are tied to spending. For overall revenue, see Select Board budget presentation.

Appropriations Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Building Rental Revolving Fund	\$ 8,458	\$ 225,809	\$ 585,226	\$ 602,066	\$ —	\$ 602,066	\$ 16,840	2.88 %
Personal Services	\$ 2,333	\$ 210,019	\$ 368,054	\$ 384,178	\$ —	\$ 384,178	\$ 16,124	4.38 %
Expenses	\$ 6,125	\$ —	\$ 198,000	\$ 198,000	\$ —	\$ 198,000	\$ —	— %
Benefits	\$ —	\$ 15,789	\$ 19,172	\$ 19,888	\$ —	\$ 19,888	\$ 716	3.73 %
Total 2600 - Non-Gen'l Fund	\$ 8,458	\$ 225,809	\$ 585,226	\$ 602,066	\$ —	\$ 602,066	\$ 16,840	2.88 %

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,590,709	\$ 6,176,627	\$ 6,829,310	\$ 7,162,164	\$ —	\$ 7,162,164	\$ 332,854	4.87 %
Expenses	\$ 5,558,760	\$ 6,217,322	\$ 6,806,051	\$ 7,493,142	\$ (122,625)	\$ 7,370,517	\$ 564,466	8.29 %
Benefits	\$ —	\$ 15,789	\$ 19,172	\$ 19,888	\$ —	\$ 19,888	\$ 716	3.73 %
Total 2600 (All Funds)	\$11,149,469	\$12,409,738	\$ 13,654,533	\$14,675,193	\$ (122,625)	\$ 14,552,569	\$ 898,036	6.58 %

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Section V: Program 3000: Public Works

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for the Department of Public Works (DPW). It includes:

- | | |
|---|------|
| • 3000-3500 DPW Summary | V-3 |
| • 3100 DPW Administration & Engineering | V-8 |
| • 3200 Highway | V-12 |
| • 3300 Public Grounds | V-16 |
| • 3400 Environmental Services | V-20 |
| • 3600 Water Enterprise | V-25 |
| • 3700 Sewer Enterprise | V-29 |

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

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

Along with the day-to-day duties of DPW staff, many are also actively involved or work with Town committees. Those committees include the Permanent Building Committee, the Tree Committee, the Center Committee, the Water and Sewer Abatement Board, the Capital Expenditures Committee, the Appropriation Committee, the Transportation Safety Group, the Bicycle Advisory Committee, the Commission on Disabilities, the Monuments and Memorials Committee, Sustainable Lexington Committee, the Noise Advisory Committee and the Recreation Committee. Committee members and staff also work collaboratively on internal committees and teams.

Departmental Initiatives:

1. Coordinate Administrative and Operations functions to maintain a functionally efficient organization.
2. Continue to research, test and implement new technologies to improve efficiencies.
3. Ensure staff accessibility and participation for training and advancement opportunities.

Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	0.6	1	1
Office Manager	1	1	1	1
Department Account Assistant**	2.6	2.6	2.6	2.6
Department Assistant - Pub Grounds/ Cemetery	1	1	1	1
Department Lead Assistant	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	3	3	3	3
Engineering Assistant	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	6	6	6	6
Heavy Equipment Operators	16	16	16	16
Information Coordinator	1	1	1	1
Seasonal Laborer	1.7	1.7	1.1	1.1
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Leadmen	7	7	7	7
Arborists	3	3	3	3
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman***	—	—	1	1
Heavy Equipment Operator***	2	2	1	1
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	65.3	65.3	65.1	65.1
Total FT/PT	62 FT/8 PT	62 FT/8 PT	63 FT/5 PT	63 FT/5 PT

Explanatory Notes

*The DPW Management Analyst transitioned to full-time in FY2023 via a program improvement.

**Full-time Dept. Account Assistant shown as 0.6 from General Fund; 0.4 is charged to Water/Sewer Enterprise.

***A Heavy Equipment Operator was upgraded to a Leadman in FY2023 as a program improvement.

Budget Recommendations:

The FY2024 recommended All Funds Public Works budget inclusive of the General Fund operating budget and the Burial Containers, Compost Operations, Lexington Tree Fund, and Minuteman Household Hazardous Waste revolving funds is \$14,271,742. The recommended budget is a \$992,102, or 7.47% increase from the FY2023 budget.

The FY2024 recommended Public Works General Fund operating budget is \$12,738,509, which is a \$770,364, or 6.44% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$5,014,681, and reflects a \$136,682 or 2.80% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments.

The General Fund operating budget for Expenses is \$7,723,828 and reflects a \$633,682 or 8.94% increase.

The combined FY2024 recommended Revolving Fund budgets (see page V-7) are \$1,303,233 which is a \$(8,262) or -0.63% increase from the FY2023 budget, which includes two position upgrades in the Water and Sewer division.

Please see the division sections on the following pages for a detailed explanation of the FY2024 budget changes.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Streetscape Maintenance Program	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ —	\$ —	\$ 28,000
Assistant Superintendent for Public Grounds	\$ 83,895	\$ 18,949	\$ 102,844				\$ 102,844
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

3000-3500 DPW Summary

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,344,507	\$ 9,585,798	\$ 10,981,494	\$11,454,875	\$ (114,100)	\$ 11,340,775	\$ 359,281	3.27 %
Enterprise Funds (Indirects)	\$ 624,564	\$ 519,198	\$ 614,351	\$ 633,912	\$ —	\$ 633,912	\$ 19,561	3.18 %
Fees, Charges and Available Funds								
Free Cash	\$ —	\$ —	\$ —	\$ 365,272	\$ —	\$ 365,272	\$ 365,272	— %
Parking Fund	\$ 72,900	\$ 72,900	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Cemetery Trust	\$ 72,925	\$ 95,969	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	— %
Cemetery Prep Fees	\$ 237,123	\$ 308,303	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	— %
Misc. Charges for Service	\$ 114	\$ 247	\$ 200	\$ 200	\$ —	\$ 200	\$ —	— %
Licenses & Permits	\$ 143,175	\$ 121,191	\$ 52,100	\$ 78,350	\$ —	\$ 78,350	\$ 26,250	50.38 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,746,049	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 660,102	\$ 689,192	\$ 738,687	\$ 767,015	\$ (100)	\$ 766,915	\$ 28,228	3.82 %
Total 3120 Town Engineering	\$ 930,378	\$ 921,050	\$ 1,080,193	\$ 1,117,915	\$ —	\$ 1,117,915	\$ 37,722	3.49 %
Total 3130 Street Lighting	\$ 123,287	\$ 148,140	\$ 203,500	\$ 194,300	\$ —	\$ 194,300	\$ (9,200)	-4.52 %
Total 3210 Highway	\$ 1,305,787	\$ 1,402,731	\$ 1,695,756	\$ 1,724,389	\$ (25,000)	\$ 1,699,389	\$ 3,633	0.21 %
Total 3220 Equipment Maint.	\$ 753,403	\$ 800,784	\$ 921,051	\$ 1,003,295	\$ —	\$ 1,003,295	\$ 82,244	8.93 %
Total 3230 Snow Removal	\$ 1,447,960	\$ 1,445,837	\$ 1,585,694	\$ 1,662,186	\$ (69,000)	\$ 1,593,186	\$ 7,492	0.47 %
Total 3310 Parks	\$ 1,418,322	\$ 1,449,229	\$ 1,545,793	\$ 1,561,606	\$ (20,000)	\$ 1,541,606	\$ (4,187)	-0.27 %
Total 3320 Forestry	\$ 525,200	\$ 535,853	\$ 523,391	\$ 533,103	\$ —	\$ 533,103	\$ 9,712	1.86 %
Total 3330 Cemetery	\$ 344,843	\$ 286,447	\$ 405,634	\$ 409,072	\$ —	\$ 409,072	\$ 3,438	0.85 %
Total 3410 Refuse Collection	\$ 952,423	\$ 980,996	\$ 1,010,426	\$ 1,222,297	\$ —	\$ 1,222,297	\$ 211,871	20.97 %
Total 3420 Recycling	\$ 1,265,853	\$ 1,282,728	\$ 1,468,095	\$ 1,876,197	\$ —	\$ 1,876,197	\$ 408,102	27.80 %
Total 3430 Refuse Disposal	\$ 767,750	\$ 760,618	\$ 789,925	\$ 781,235	\$ —	\$ 781,235	\$ (8,690)	-1.10 %
Total 3100-3500 DPW Gen'l Fund	\$10,495,308	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,975,546	\$ 4,060,081	\$ 4,422,844	\$ 4,546,720	\$ —	\$ 4,546,720	\$ 123,876	2.80 %
Prior Year Retro Payments	\$ 191,964	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ 578,539	\$ 646,632	\$ 455,155	\$ 467,961	\$ —	\$ 467,961	\$ 12,806	2.81 %
Personal Services	\$ 4,554,085	\$ 4,706,712	\$ 4,877,999	\$ 5,014,681	\$ —	\$ 5,014,681	\$ 136,682	2.80 %
Contractual Services	\$ 4,372,826	\$ 4,591,678	\$ 5,189,746	\$ 5,838,028	\$ (88,600)	\$ 5,749,428	\$ 559,682	10.78 %
Utilities	\$ 399,893	\$ 331,109	\$ 516,400	\$ 602,000	\$ (15,500)	\$ 586,500	\$ 70,100	13.57 %
Supplies	\$ 939,898	\$ 1,020,293	\$ 1,280,500	\$ 1,296,400	\$ (10,000)	\$ 1,286,400	\$ 5,900	0.46 %
Small Capital	\$ 36,641	\$ 53,813	\$ 103,500	\$ 101,500	\$ —	\$ 101,500	\$ (2,000)	(1.93) %
Expenses	\$ 5,749,259	\$ 5,996,893	\$ 7,090,146	\$ 7,837,928	\$ (114,100)	\$ 7,723,828	\$ 633,682	8.94 %
Total 3100-3500 DPW Gen'l Fund	\$10,303,345	\$10,703,605	\$ 11,968,145	\$12,852,609	\$ (114,100)	\$ 12,738,509	\$ 770,364	6.44 %

3000-3500 DPW Summary

Program: Public Works
Town of Lexington, MA

Budget Summary - Revolving Funds*

Funding Sources (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00 %
Lexington Tree Fund	\$ 54,120	\$ 121,390	\$ 75,000	\$ 80,000	\$ —	\$ 80,000	\$ 5,000	6.67 %
Burial Containers	\$ 35,680	\$ 44,005	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
Compost Operations	\$ 804,309	\$ 1,075,242	\$ 855,000	\$ 875,000	\$ —	\$ 875,000	\$ 20,000	2.34 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$ 230,000	— %
Minuteman Household Hazardous Waste	\$ 206,854	\$ 155,587	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3100-3500 DPW Rev. Funds	\$ 1,110,211	\$ 1,446,224	\$ 1,300,000	\$ 1,545,000	\$ —	\$ 1,545,000	\$ 245,000	18.85 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue (3110)								
Expenses	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00 %
Tree Revolving Fund (3320)								
Expenses	\$ 23,450	\$ 70,000	\$ 75,000	\$ 90,000	\$ —	\$ 90,000	\$ 15,000	20.00 %
Burial Containers Revolving Fund (3330)								
Expenses	\$ 21,815	\$ 24,882	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	— %
Compost Operations Rev. Fund (3420)	\$ 889,409	\$ 750,851	\$ 866,495	\$ 853,233	\$ —	\$ 853,233	\$ (13,262)	-1.53 %
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$ 245,515	\$ 241,689	\$ 194,000	\$ 204,000	\$ —	\$ 204,000	\$ 10,000	5.15 %
Benefits	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Refuse & Recycling Collection Rev. Fund (3420)								
Expenses	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$ 230,000	— %
Minuteman Household Hazardous Waste (3420)								
Expenses	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3100-3500 DPW Rev. Funds	\$ 1,192,004	\$ 1,002,502	\$ 1,311,495	\$ 1,533,233	\$ —	\$ 1,303,233	\$ (8,262)	-0.63 %

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,098,672	\$ 5,056,428	\$ 5,239,081	\$ 5,384,889	\$ —	\$ 5,384,889	\$ 145,808	2.78 %
Expenses	\$ 6,297,370	\$ 6,490,234	\$ 7,729,146	\$ 8,721,928	\$ (114,100)	\$ 8,607,828	\$ 878,682	11.37 %
Benefits (Revolving Funds)	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt Service (Revolving Fund)	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Total 3100-3500 DPW All Funds	\$11,687,313	\$11,706,107	\$ 13,279,640	\$14,385,842	\$ (114,100)	\$ 14,271,742	\$ 992,102	7.47 %

Mission: This element of the budget provides executive direction and leadership to all aspects of the Department of Public Works (DPW) by promoting best management practices, administering Town policies and providing engineering support to other DPW divisions and Town departments.

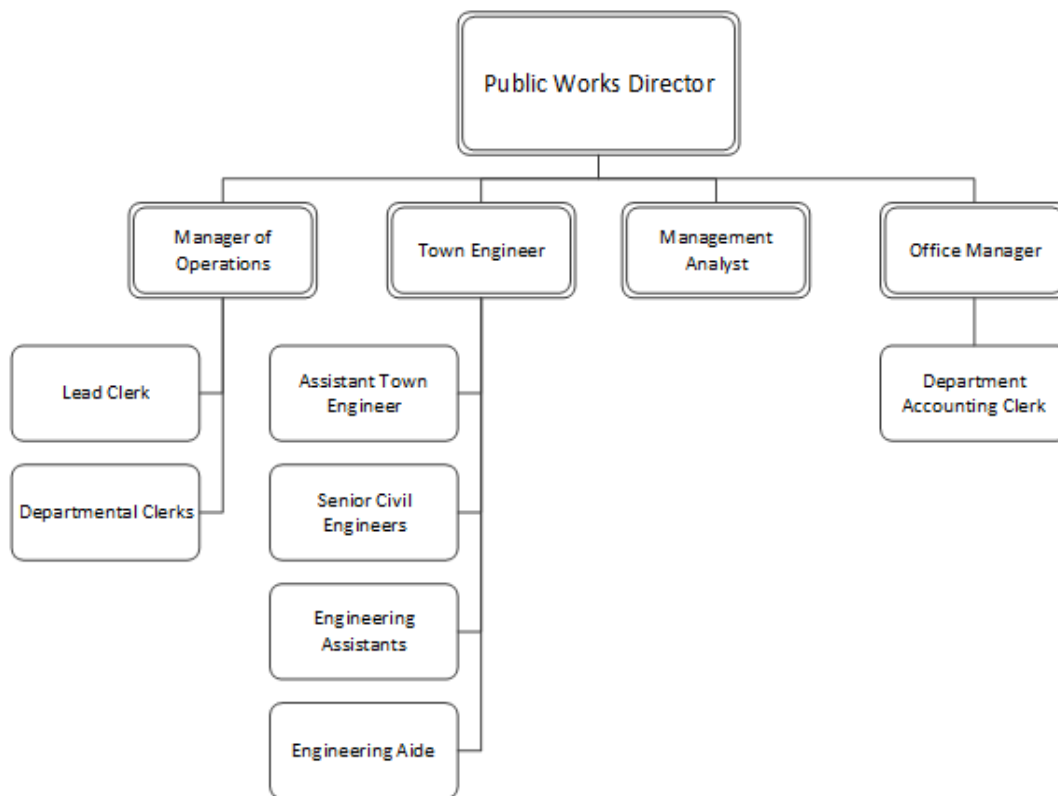
Budget Overview:

DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration Management staff plan, supervise, coordinate, schedule and direct the department's activities. Staff are responsible for preparing budgets, monitoring expenditures, developing bid specifications for DPW procurements, responding to citizens' questions and concerns, evaluating work performance, performing inspections, managing projects and scheduling work assignments.

Staff also support various committees including the Permanent Building Committee, the Center Committee, the Capital Expenditures Committee, the Conservation Committee, the Bicycle Advisory Committee, the Tree Committee, and Sustainable Lexington.

Division Initiatives:

1. Continue use of work order system and explore other programs that ensure the efficiency of customer response and also enhance employee skills.
2. Collaborate across divisions to focus on increasing storage, both physical and digital, by encouraging proper retention times and to eliminate when necessary.
3. Maintain and create a diverse and talented workforce by utilizing improved employee recruitment processes and continuing to promote professional growth and development of staff.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst*	0.6	0.6	1	1
Office Manager	1	1	1	1
Department Lead Assistant	1	1	1	1
Department Account Assistant**	2.6	2.6	2.6	2.6
Subtotal FTE	7.2	7.2	7.6	7.6
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	8 FT/0 PT	8 FT/0 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	3	3	3	3
Engineering Assistant	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Subtotal FTE	8.7	7.7	8.7	8.7
Subtotal FT/PT	8 FT/1 PT	8 FT/1 PT	8 FT/1 PT	8 FT/1 PT
Total FTE	15.9	14.9	15.9	15.9
Total FT/PT	15 FT/2 PT	15 FT/2 PT	16 FT/1 PT	16 FT/1 PT

* 1 FT Assistant split between DPW, Water & Sewer

** FY2021 reflects a program improvement request to promote an Engineering Assistant to Senior Engineer.

Budget Recommendations:

The FY2024 recommended All Funds Administration and Engineering budget, inclusive of the General Fund operating budgets for Administration, Engineering and Street Lighting is \$2,079,130. The recommended budget is a \$6,750 or 0.33% increase from the FY2023 budget.

The recommended FY2024 Administration and Engineering General Fund operating budget is \$2,079,130 which is a \$56,750, or 2.81% increase from FY2023. Of this amount, \$1,646,030 is for Compensation and reflects a \$64,550 or 4.08% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2024 Administration and Engineering General Fund operating budget for Expenses is \$433,100 and reflects a \$(7,800), or (1.77)% decrease. This is decrease of \$(600) or (1.42)% due to some realignments in the Administration expense budget and \$(7,200) or (3.72)% in the Street Lighting budget, realizing savings in electricity and maintenance expenses due to the LED Street Light conversion.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Streetscape Maintenance Program	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ —	\$ —	\$ 28,000

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,131,593	\$ 1,192,280	\$ 1,521,603	\$ 1,531,839	\$ (100)	\$ 1,531,739	\$ 10,136	0.67%
Enterprise Funds (Indirects)	\$ 437,185	\$ 442,964	\$ 448,477	\$ 468,841	\$ —	\$ 468,841	\$ 20,364	4.54%
Fees & Charges								
Charges for Service	\$ 114	\$ 247	\$ 200	\$ 200	\$ —	\$ 200	\$ —	—%
Licenses & Permits	\$ 143,175	\$ 121,191	\$ 52,100	\$ 78,350	\$ —	\$ 78,350	\$ 26,250	50.38%
Parking Fund	\$ 1,700	\$ 1,700	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Expenses	\$ 274,617	\$ 315,201	\$ 440,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (7,800)	-1.77%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 660,102	\$ 689,192	\$ 738,687	\$ 767,015	\$ (100)	\$ 766,915	\$ 28,228	3.82%
Total 3120 Engineering	\$ 930,378	\$ 921,050	\$ 1,080,193	\$ 1,117,915	\$ —	\$ 1,117,915	\$ 37,722	3.49%
Total 3130 Street Lighting	\$ 123,287	\$ 148,140	\$ 203,500	\$ 194,300	\$ —	\$ 194,300	\$ (9,200)	-4.52%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,428,923	\$ 1,436,156	\$ 1,567,491	\$ 1,633,909	\$ —	\$ 1,633,909	\$ 66,418	4.24%
Overtime	\$ 10,227	\$ 7,024	\$ 13,989	\$ 12,121	\$ —	\$ 12,121	\$ (1,868)	-13.35%
Personal Services	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Contractual Services	\$ 170,346	\$ 200,739	\$ 285,300	\$ 279,900	\$ (100)	\$ 279,800	\$ (5,500)	-1.93%
Utilities	\$ 95,096	\$ 89,658	\$ 102,400	\$ 102,200	\$ —	\$ 102,200	\$ (200)	-0.20%
Supplies	\$ 9,131	\$ 24,285	\$ 52,200	\$ 50,100	\$ —	\$ 50,100	\$ (2,100)	-4.02%
Small Capital	\$ 44	\$ 519	\$ 1,000	\$ 1,000	\$ —	\$ 1,000	\$ —	—%
Expenses	\$ 274,617	\$ 315,201	\$ 440,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (7,800)	-1.77%
Total 3100 - General Fund	\$ 1,713,767	\$ 1,758,382	\$ 2,022,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 56,750	2.81%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%
Total 3100 - Revolving Funds	\$ 9,248	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.								
Expenses	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%
Total 3100 - Revolving Funds	\$ 1,883	\$ —	\$ 50,000	\$ —	\$ —	\$ —	\$ (50,000)	-100.00%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,439,150	\$ 1,443,180	\$ 1,581,480	\$ 1,646,030	\$ —	\$ 1,646,030	\$ 64,550	4.08%
Expenses	\$ 276,499	\$ 315,201	\$ 490,900	\$ 433,200	\$ (100)	\$ 433,100	\$ (57,800)	-11.77%
Total 3100 - All Funds	\$ 1,715,650	\$ 1,758,382	\$ 2,072,380	\$ 2,079,230	\$ (100)	\$ 2,079,130	\$ 6,750	0.33%

Mission: The Highway Division maintains the town streets, sidewalks and stormwater infrastructure, providing for the safe movement of vehicular and pedestrian traffic. The Highway Division performs minor construction repairs, snow and ice operations for roadways and sidewalks, maintains all traffic signage, traffic markings and supervises contractual service providers that perform repairs, cleaning and maintenance work. In addition, the Equipment Maintenance Division ensures the Town's fleet is operational and well maintained by performing repairs, preventive maintenance and managing the fuel management program.

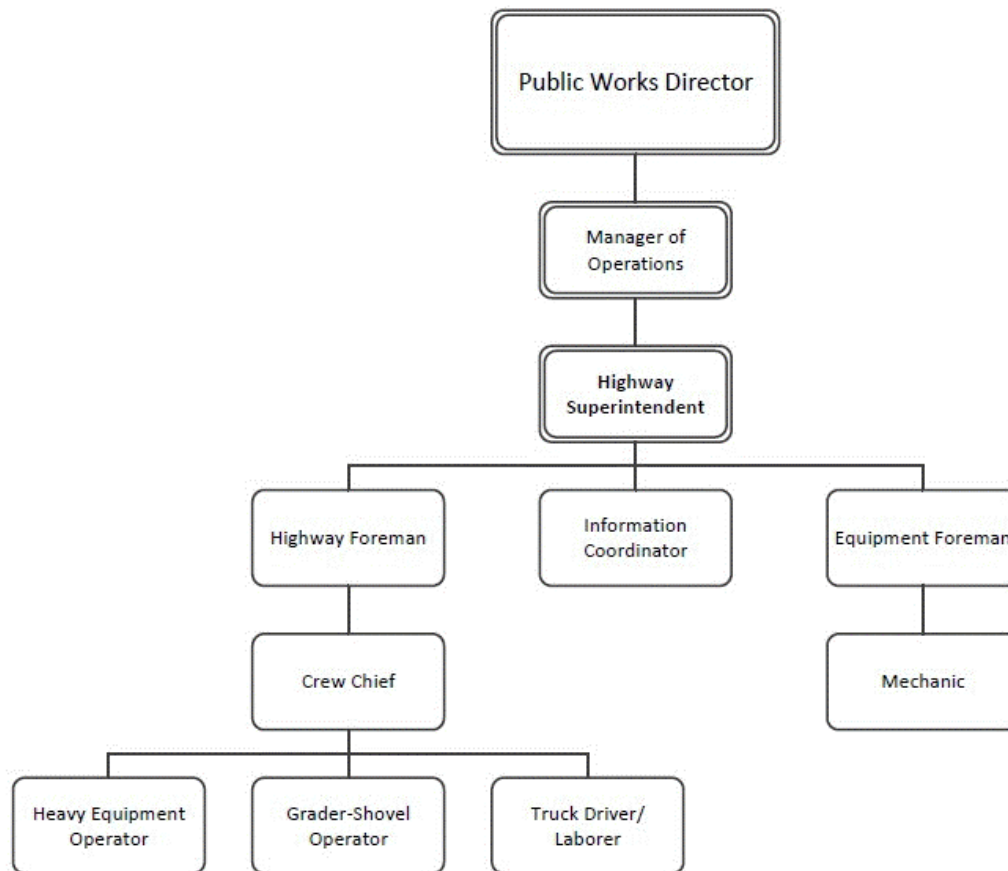
Budget Overview: The Highway Division includes Highway Maintenance, Equipment Maintenance and Snow Removal.

- Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.
- Equipment Maintenance is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.
- Snow Removal is responsible for removing snow and treating 155 miles of roads and 62 miles of sidewalks.

The Highway Division staff works with and provides support to the Sidewalk and Center Committees.

Division Initiatives:

1. Continue with the repair and replacement of sidewalks based on the 2020 BETA sidewalk assessment report.
2. Continue with MS4 permitting requirements including street sweeping, catch basin cleaning, culvert cleaning, brook cleaning and stormwater BMP's.
3. Take proactive measures to clean and repair catch basins townwide.
4. Provide timely and efficient response to road hazards that arise on Town roads.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Leadman	2	2	2	2
Shovel Operator	1	1	1	1
Heavy Equipment Operator	5	5	5	5
Information Coordinator	1	1	1	1
Seasonal Laborer	0.5	0.5	0.5	0.5
Subtotal FTE	13.5	13.5	13.5	13.5
Subtotal FT/PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT
Element 3220: Equipment Maintenance				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Subtotal FTE	5	5	5	5
Subtotal FT/PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	18.5	18.5	18.5	18.5
Total FT/PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT

Budget Recommendations:

The FY2024 recommended Highway budget inclusive of the Highway Maintenance, Equipment Maintenance and Snow Removal divisions is \$4,295,870. The recommended budget is a \$93,369, or 2.22%, increase from the FY2023 budget.

The budget for Compensation is \$1,582,870, and reflects an increase of \$46,669 or 3.04%, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff.

The budget for Expenses is \$2,713,000 and reflects a \$46,700 or 1.75% increase which includes an anticipated \$66,000 increase (22.3%) in the cost of gasoline and diesel fuel due to current market conditions, as well as inflationary increases in supplies and materials across the division. The guardrail replacement program started in FY2020, and the bicycle sharerow program initiated in FY2018, both continue in FY2024.

Program Improvement Requests:

None requested.

3200 Highway

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$3,342,711	\$3,501,918	\$ 4,133,590	\$4,324,671	\$ (94,000)	\$ 4,230,671	\$ 97,081	2.35%
Enterprise Funds (Indirects)	\$ 93,240	\$ 76,234	\$ 68,911	\$ 65,199	\$ —	\$ 65,199	\$ (3,712)	-5.39%
Fees & Charges								
Parking Fund	\$ 71,200	\$ 71,200	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$1,601,662	\$1,591,880	\$ 1,536,201	\$1,582,870	\$ —	\$ 1,582,870	\$ 46,669	3.04%
Expenses	\$1,905,489	\$2,057,472	\$ 2,666,300	\$2,807,000	\$ (94,000)	\$ 2,713,000	\$ 46,700	1.75%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$1,305,787	\$1,402,731	\$ 1,695,756	\$1,724,389	\$ (25,000)	\$ 1,699,389	\$ 3,633	0.21%
Total 3220 Equipment Maintenance	\$ 753,403	\$ 800,784	\$ 921,051	\$1,003,295	\$ —	\$ 1,003,295	\$ 82,244	8.93%
Total 3230 Snow Removal	\$1,447,960	\$1,445,837	\$ 1,585,694	\$1,662,186	\$ (69,000)	\$ 1,593,186	\$ 7,492	0.47%
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$1,124,698	\$1,179,636	\$ 1,222,877	\$1,259,124	\$ —	\$ 1,259,124	\$ 36,247	2.96%
Prior Year Retro Payments	\$ 84,899	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 392,064	\$ 412,244	\$ 313,324	\$ 323,746	\$ —	\$ 323,746	\$ 10,422	3.33%
<i>Personal Services</i>	<i>\$1,601,662</i>	<i>\$1,591,880</i>	<i>\$ 1,536,201</i>	<i>\$1,582,870</i>	<i>\$ —</i>	<i>\$ 1,582,870</i>	<i>\$ 46,669</i>	<i>3.04%</i>
Contractual Services	\$ 950,752	\$1,037,156	\$ 1,256,000	\$1,301,400	\$ (68,500)	\$ 1,232,900	\$ (23,100)	-1.84%
Utilities	\$ 218,867	\$ 197,462	\$ 328,300	\$ 411,600	\$ (15,500)	\$ 396,100	\$ 67,800	20.65%
Supplies	\$ 705,066	\$ 781,842	\$ 991,000	\$1,005,000	\$ (10,000)	\$ 995,000	\$ 4,000	0.40%
Small Capital	\$ 30,804	\$ 41,012	\$ 91,000	\$ 89,000	\$ —	\$ 89,000	\$ (2,000)	-2.20%
<i>Expenses</i>	<i>\$1,905,489</i>	<i>\$2,057,472</i>	<i>\$ 2,666,300</i>	<i>\$2,807,000</i>	<i>\$ (94,000)</i>	<i>\$ 2,713,000</i>	<i>\$ 46,700</i>	<i>1.75%</i>
Total 3200 Highway	\$3,507,151	\$3,649,352	\$ 4,202,501	\$4,389,870	\$ (94,000)	\$ 4,295,870	\$ 93,369	2.22%

Mission: The Public Grounds Division, working with other Town Departments, user groups and concerned citizens, supports various Town services and recreational opportunities that help to preserve the Town's green character and open spaces, and promote public safety. Through the Cemetery Division, it also serves bereaved families and provides well-maintained cemetery grounds.

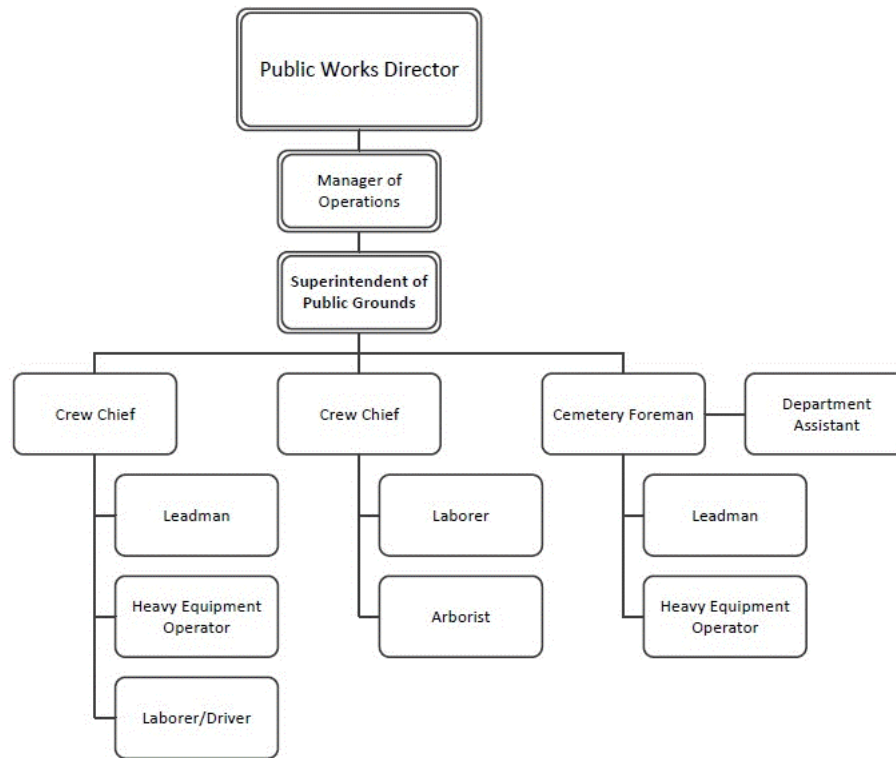
Budget Overview: The Public Grounds Division is comprised of the Parks, Forestry and Cemetery functions.

- The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes as well as the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which put excessive demands on these facilities. The new turf program has continued to make a marked improvement in the safety and playability of these fields.
- The Forestry staff maintain approximately 10,000 street trees, an undetermined number of trees on Park and Conservation lands and numerous shrub bed plantings on park, cemetery, school and conservation properties and along right-of-ways.
- The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and 0.5 acres in Robbins.

Staff support the Recreation, Tree and Bicycle Advisory Committees.

Division Initiatives:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public ground areas.
2. Continue to improve two turf areas per year; the Center Complex softball and Center Complex little league fields are targeted for FY2024.
3. Continue to implement a proactive tree maintenance program to minimize hazard trees and provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public ground areas.
4. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
5. Continue overseeing the construction of the new cemetery building.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	8	8	8	8
Subtotal FTE	16	16	16	16
Subtotal FT/PT	16 FT/0 PT	16 FT/0 PT	16 FT/0 PT	16 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Arborists	3	3	3	3
Heavy Equipment Operator	1	1	1	1
Seasonal Laborer	0.6	0.6	0.3	0.3
Subtotal FTE	5.6	5.6	5.3	5.3
Subtotal FT/PT	5 FT/2 PT	5 FT/2 PT	5 FT/1 PT	5 FT/1 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Assistant	1	1	1	1
Seasonal Laborer	0.6	0.6	0.3	0.3
Subtotal FTE	4.6	4.6	4.3	4.3
Subtotal FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/1 PT	4 FT/1 PT
Total FTE	26.2	26.2	25.6	25.6
Total FT/PT	25 FT/4 PT	25 FT/4 PT	25 FT/2 PT	25 FT/2 PT

Budget Recommendations:

The FY2024 recommended All Funds Public Grounds budget inclusive of the General Fund operating budgets for the Parks, Forestry and Cemetery divisions and the Burial Containers and Lexington Tree Fund Revolving Funds is \$2,633,781, which is a \$23,963 or 0.92% increase over the FY2023 budget.

The combined Parks, Forestry and Cemetery FY2024 recommended General Fund operating budget is \$2,483,781 which is a \$8,963 or 0.36% increase from the FY2023 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,785,781 and reflects a \$25,463 or 1.45% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$698,000 and reflects a \$(16,500) or (2.31)% decrease .

The combined FY2024 revolving fund budgets are funded at \$150,000, an increase of \$15,000.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Assistant Superintendent for Public Grounds	\$ 83,895	\$ 18,949	\$ 102,844	\$ —	\$ —	\$ —	\$ 102,844

3300 Public Grounds

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,884,177	\$ 1,867,257	\$ 2,057,855	\$ 2,083,909	\$ (20,000)	\$ 2,063,909	\$ 6,054	0.29%
Enterprise Funds (Indirects)	\$ 94,139	\$ —	\$ 96,963	\$ 99,872	\$ —	\$ 99,872	\$ 2,909	3.00%
Fees & Charges								
Cemetery Prep Fees	\$ 237,123	\$ 308,303	\$ 250,000	\$ 250,000	\$ —	\$ 250,000	\$ —	—%
Directed Funding								
Cemetery Trust	\$ 72,925	\$ 95,969	\$ 70,000	\$ 70,000	\$ —	\$ 70,000	\$ —	—%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,705,237	\$ 1,671,652	\$ 1,760,318	\$ 1,785,781	\$ —	\$ 1,785,781	\$ 25,463	1.45%
Expenses	\$ 583,127	\$ 599,877	\$ 714,500	\$ 718,000	\$ (20,000)	\$ 698,000	\$ (16,500)	-2.31%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 1,418,322	\$ 1,449,229	\$ 1,545,793	\$ 1,561,606	\$ (20,000)	\$ 1,541,606	\$ (4,187)	-0.27%
Total 3320 Forestry	\$ 525,200	\$ 535,853	\$ 523,391	\$ 533,103	\$ —	\$ 533,103	\$ 9,712	1.86%
Total 3330 Cemetery	\$ 344,843	\$ 286,447	\$ 405,634	\$ 409,072	\$ —	\$ 409,072	\$ 3,438	0.85%
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,421,925	\$ 1,444,289	\$ 1,632,476	\$ 1,653,687	\$ —	\$ 1,653,687	\$ 21,211	1.30%
Prior Year Retro Payments	\$ 107,065	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 176,248	\$ 227,363	\$ 127,842	\$ 132,094	\$ —	\$ 132,094	\$ 4,252	3.33%
<i>Personal Services</i>	<i>\$ 1,705,237</i>	<i>\$ 1,671,652</i>	<i>\$ 1,760,318</i>	<i>\$ 1,785,781</i>	<i>\$ —</i>	<i>\$ 1,785,781</i>	<i>\$ 25,463</i>	<i>1.45%</i>
Contractual Services	\$ 275,117	\$ 349,797	\$ 421,500	\$ 418,500	\$ (20,000)	\$ 398,500	\$ (23,000)	-5.46%
Utilities	\$ 85,929	\$ 43,989	\$ 85,700	\$ 88,200	\$ —	\$ 88,200	\$ 2,500	2.92%
Supplies	\$ 216,287	\$ 193,809	\$ 195,800	\$ 199,800	\$ —	\$ 199,800	\$ 4,000	2.04%
Small Capital	\$ 5,794	\$ 12,282	\$ 11,500	\$ 11,500	\$ —	\$ 11,500	\$ —	—%
<i>Expenses</i>	<i>\$ 583,127</i>	<i>\$ 599,877</i>	<i>\$ 714,500</i>	<i>\$ 718,000</i>	<i>\$ (20,000)</i>	<i>\$ 698,000</i>	<i>\$ (16,500)</i>	<i>-2.31%</i>
Total 3300 - General Fund	\$ 2,288,364	\$ 2,271,529	\$ 2,474,818	\$ 2,503,781	\$ (20,000)	\$ 2,483,781	\$ 8,963	0.36%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 54,120	\$ 121,390	\$ 75,000	\$ 80,000	\$ —	\$ 80,000	\$ 5,000	6.67%
Burial Containers	\$ 35,680	\$ 44,005	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
Total 3300 - Revolving Funds	\$ 89,800	\$ 165,395	\$ 135,000	\$ 140,000	\$ —	\$ 140,000	\$ 5,000	3.70%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Lexington Tree Revolving Fund								
Expenses	\$ 23,450	\$ 70,000	\$ 75,000	\$ 90,000	\$ —	\$ 90,000	\$ 15,000	20.00%
Burial Container Revolving Fund								
Expenses	\$ 21,815	\$ 24,882	\$ 60,000	\$ 60,000	\$ —	\$ 60,000	\$ —	—%
Total 3300 - Revolving Funds	\$ 45,265	\$ 94,882	\$ 135,000	\$ 150,000	\$ —	\$ 150,000	\$ 15,000	11.11%

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,705,237	\$ 1,671,652	\$ 1,760,318	\$ 1,785,781	\$ —	\$ 1,785,781	\$ 25,463	1.45%
Expenses	\$ 628,392	\$ 694,759	\$ 849,500	\$ 868,000	\$ (20,000)	\$ 848,000	\$ (1,500)	-0.18%
Total 3300 - All Funds	\$ 2,333,630	\$ 2,366,411	\$ 2,609,818	\$ 2,653,781	\$ (20,000)	\$ 2,633,781	\$ 23,963	0.92%

Mission: The Environmental Services Division manages the solid waste, recyclables, yard waste and household hazardous products generated by households and municipal facilities. The Division also provides educational materials on ways to reduce solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

Budget Overview: The Environmental Services Division includes Refuse Collection and Disposal, Recycling, Yard Waste and Appliance/Electronic Waste.

Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. Recycling is the curbside collection of recyclable products, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and curbside collection of televisions, computer monitors and other electronics (CRT's) and drop-off of corrugated cardboard.

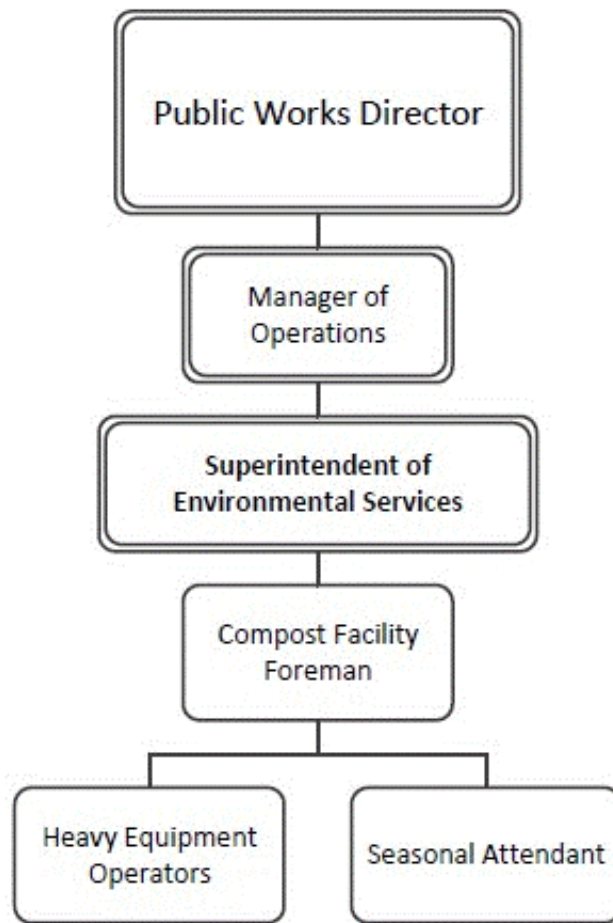
The Town entered into a 5-year contract for the collection of trash and recyclables with E. L. Harvey & Sons, Inc. beginning July 1, 2018 running through June 30, 2023. The Town solicited proposals for a new refuse and recycling collection contract beginning in FY2024 and price proposals increased substantially compared to the current contract. The final refuse and recycling collection contract is under negotiation and will be determined in the coming weeks. This preliminary budget incorporates expected price increases.

Further, this Preliminary Budget proposes the establishment of a Refuse Collection Revolving Fund and implementing a fee for collection and disposal of bulky items and white goods. In prior years, collection and disposal of these large items was included in the the Town's Refuse Collection budget with regular curbside collection at no additional cost to the user. However, the proposed increase for refuse collection necessitates a change in services. Creating a Refuse Collection Revolving Fund will allow the Town to pass-through the collection and disposal expense for large items to the user. Fees would be set a level that would cover the Town's contracted expense, plus a small administrative fee.

The Town is also currently under contract with Wheelabrator in North Andover for refuse disposal through June 30, 2025.

Division Initiatives:

1. Continue to support programs to divert organics from residential trash. Since May 2018, DPW has provided over 1,000 specialized green carts to residents participating in a food scraps program. Lexington Public Schools divert approximately 100 tons of organics throughout the school year.
2. Continue to assess markets and pricing for compost, loam, leaf, bark mulch and yard waste disposal permits.
3. Continue to support Zero Waste activities and programs, to promote waste reduction programs at public events such as Discovery Day, community fairs and other events.
4. Complete implementation of DPW yard/compost facility operation's plan including gate installation, security and conservation improvements.
5. Explore and implement new revenue opportunities.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Element 3420: Recycling* (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Leadman**	—	—	1	1
Heavy Equipment Operator	2	2	1	1
Seasonal Attendant	0.7	0.7	0.7	0.7
Subtotal FTE	4.7	4.7	4.7	4.7
Subtotal FT/PT	4 FT/1 PT*	4 FT/1 PT*	4 FT/1 PT*	4 FT/1 PT*
Total FTE	4.7	4.7	4.7	4.7
Total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT

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

**The FY2023 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The recommended FY2024 All Funds Environmental Services budget inclusive of the General Fund operating budgets for the Refuse Collection, Recycling and Refuse Disposal divisions and the Compost Operations and Minuteman Household Hazardous Waste Program Revolving Funds is \$5,262,961, which is a net \$868,020 or 19.75% increase from the FY2023 budget.

There is no Compensation in the Refuse Collection, Recycling and Refuse Disposal General Fund operating budget as all staff are funded within the Compost Operations Revolving Fund budget.

The combined General Fund Refuse Collection, Recycling and Refuse Disposal operating budget for Expenses is \$3,879,728 and reflects a \$611,282 or 18.70% increase. The Refuse Collection expense budget is recommended at \$1,222,297, a increase of \$211,871 or 20.97%, and the Recycling expense budget is recommended at \$1,876,197 a increase of \$408,102 or 27.80%, both of which reflect an anticipated increase in the Town's contracts for refuse and recycling collections. The Refuse Disposal expense budget is recommended at \$781,235, a decrease of \$(8,690) or (1.10)%, attributable to a projected decrease in tonnage, offset by a 3.25% or \$2.70 increase in the Town's tipping fee per ton.

The FY2024 revolving fund budgets, including the new Refuse Collection Revolving Fund, are recommended at \$1,383,233, a \$256,738 or 22.79% net increase. The Minuteman Household Hazardous Waste Program Revolving Fund is level-funded at \$300,000. The Compost Operations Revolving Fund is recommended at \$853,233, a \$(13,262) or (1.53)% decrease. The new Refuse Collection Revolving Fund has a proposed budget of \$230,000 for FY2024.

Program Improvement Requests:

None requested.

3400 Environmental Services

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,514,456	\$ —	\$ 3,514,456	\$246,010	7.53 %
Free Cash	\$ —	\$ —	\$ —	\$ 365,272	\$ —	\$ 365,272	\$365,272	— %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 952,423	\$ 980,996	\$ 1,010,426	\$1,222,296.5	\$ —	\$ 1,222,296.5	\$211,870.5	20.97 %
Total 3420 Recycling	\$1,265,853	\$1,282,728	\$ 1,468,095	\$1,876,196.5	\$ —	\$ 1,876,196.5	\$408,101.5	27.80 %
Total 3430 Refuse Disposal	\$ 767,750	\$ 760,618	\$ 789,925	\$ 781,235	\$ —	\$ 781,235	\$ (8,690)	-1.10 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Personal Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Contractual Services	\$2,976,612	\$3,003,986	\$ 3,226,946	\$3,838,228	\$ —	\$ 3,838,228	\$611,282	18.94 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 9,414	\$ 20,357	\$ 41,500	\$ 41,500	\$ —	\$ 41,500	\$ —	— %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %
Total 3400 - General Fund	\$2,986,026	\$3,024,343	\$ 3,268,446	\$3,879,728	\$ —	\$ 3,879,728	\$611,282	18.70 %

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Compost Operations Rev. Fund	\$ 804,309	\$1,075,242	\$ 855,000	\$ 875,000	\$ —	\$ 875,000	\$ 20,000	2.34 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	— %
Minuteman Haz. Waste Rev. Fund	\$ 206,854	\$ 155,587	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3400 - Revolving Funds	\$1,011,163	\$1,230,829	\$ 1,115,000	\$1,405,000	\$ —	\$ 1,405,000	\$290,000	26.01 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compost Operations Rev. Fund	\$ 889,409	\$ 750,851	\$ 866,495	\$ 853,233	\$ —	\$ 853,233	\$ (13,262)	-1.53%
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$ 245,515	\$ 241,689	\$ 194,000	\$ 204,000	\$ —	\$ 204,000	\$ 10,000	5.15 %
Benefits	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Refuse & Recycling Collection Rev. Fund	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	—%
Expenses	\$ —	\$ —	\$ —	\$ 230,000	\$ —	\$ 230,000	\$230,000	— %
Minuteman Haz. Waste Rev. Fund	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38%
Expenses	\$ 255,449	\$ 156,770	\$ 260,000	\$ 300,000	\$ —	\$ 300,000	\$ 40,000	15.38 %
Total 3400 - Revolving Funds	\$1,144,856	\$ 907,620	\$ 1,126,495	\$1,383,233	\$ —	\$ 1,383,233	\$256,738	22.79 %

3400 Environmental Services

Program: Public Works
Town of Lexington, MA

Budget Summary - All Funds

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 352,623	\$ 349,716	\$ 361,082	\$ 370,208	\$ —	\$ 370,208	\$ 9,126	2.53 %
Expenses	\$3,486,989	\$3,422,802	\$ 3,722,446	\$4,613,728	\$ —	\$ 4,613,728	\$891,282	23.94 %
Benefits (Revolving Fund)	\$ 85,714	\$ 1,945	\$ 83,938	\$ 89,589	\$ —	\$ 89,589	\$ 5,651	6.73 %
Debt Service (Revolving Fund)	\$ 205,557	\$ 157,501	\$ 227,475	\$ 189,436	\$ —	\$ 189,436	\$ (38,039)	-16.72 %
Total 3400 - All Funds	\$4,130,883	\$3,931,963	\$ 4,394,941	\$5,262,961	\$ —	\$ 5,262,961	\$ 868,020	19.75 %

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

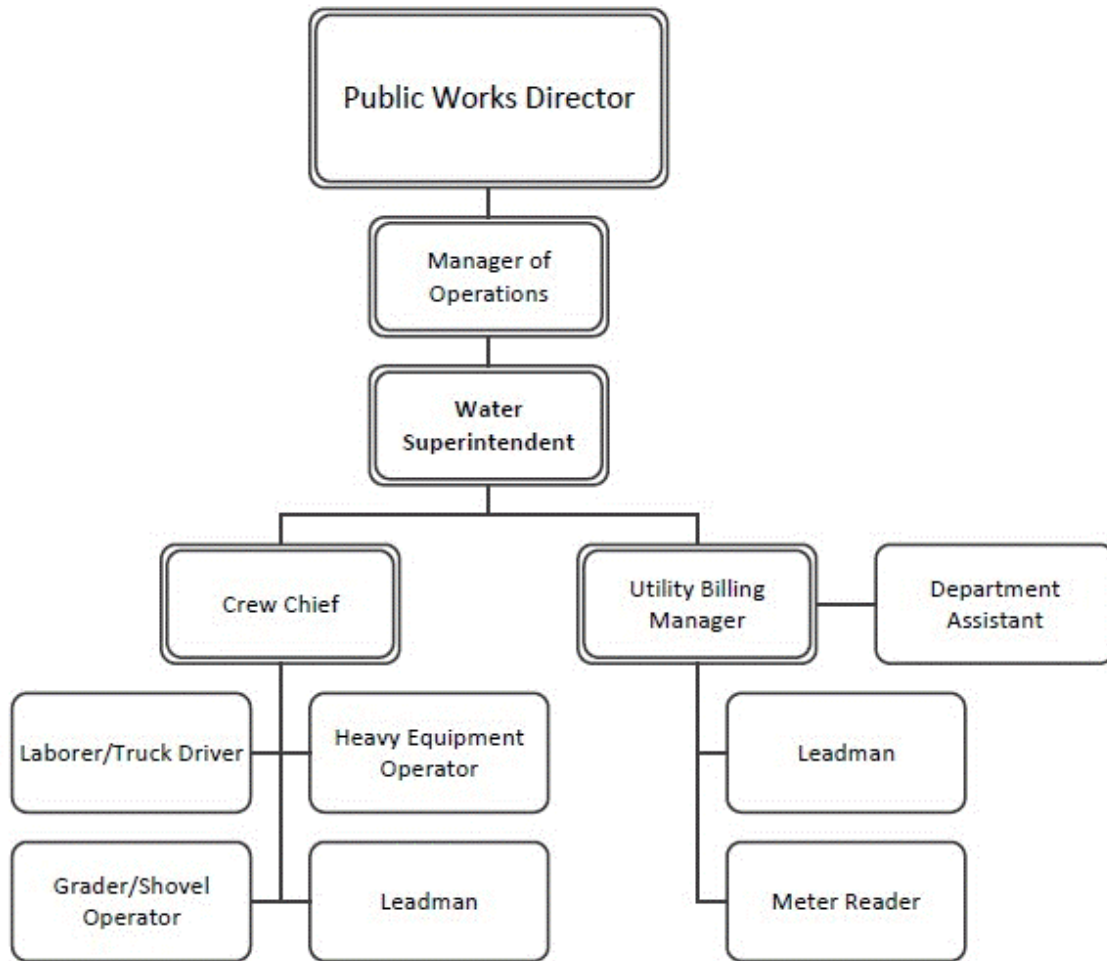
Budget Overview: The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1,747 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee. The MWRA provides water to Lexington and greater Boston.

Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. In FY2024, the Water Enterprise Fund will contribute to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue with the Hydrant Maintenance Program.
2. Continue implementation of the Automatic Meter Reading Infrastructure System (AMI).
3. Continue working on a valve/hydrant maintenance and/or backflow/cross connection program.
4. Continue to evaluate water usage, to move towards conservation efforts.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector*	2	2	2	3
Heavy Equipment Operator*	4	4	4	3
Laborer-Meter Reader	1	1	1	1
Department Assistant	0.2	0.2	0.2	0.2
Total FTE	11.2	11.2	11.2	11.2
Total FT/PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT

*The FY2024 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The FY2024 recommended Water operating budget is \$13,727,989, inclusive of indirect costs. The recommended budget reflects a \$1,020,752 or 8.03% increase from the FY2023 budget.

The budget for Compensation is \$892,639, and reflects a \$16,969 or 1.94% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff, as well as a program improvement to upgrade one Heavy Equipment Operator Position to a Leadman Position.

The budget for Expenses is \$577,500 which is an increase of \$44,000, or 8.25% from FY2023, and is primarily due to an increase in Software Maintenance (\$68,000), which reflects 54% of the cost for the Advanced Metering Infrastructure System, with the remaining 46% in the Sewer Enterprise budget. The software cost was partly offset by a decrease in Meter Supplies due to the success of the AMI meter replacement program.

In FY2021, a new budget category of Cash Capital was initiated to begin to transition the ongoing water main replacement program to being funded directly by user charges instead of debt financing. This is the third year of an 11-year transition to move the entire \$2,200,000 annual program to cash financing. In doing so, rate payers will save a considerable amount on interest costs in the long-term. The FY2024 recommendation for cash capital is \$800,000.

Debt service is recommended to decrease by \$(123,811) or (10.11)%.

The preliminary MWRA Assessment is \$9,342,814, which is a \$849,347 or 10.00% increase from FY2023. The final assessment will be issued in June 2023.

In FY2024, it is recommended that the Water Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of water operations are projected at \$1,011,340, an increase of \$34,247 or 3.50%.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

3600 Water Enterprise

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
User Charges	\$ 13,560,393	\$ 10,892,419	\$ 12,397,237	\$ 13,411,989	\$ 6,000	\$ 13,417,989	\$ 1,020,752	8.23%
Meter Charges	\$ 75,844	\$ 84,872	\$ 35,000	\$ 35,000	\$ —	\$ 35,000	\$ —	—%
Investment Income	\$ 6,399	\$ 11,196	\$ 8,000	\$ 8,000	\$ —	\$ 8,000	\$ —	—%
Fees & Charges	\$ 265,633	\$ 398,196	\$ 267,000	\$ 267,000	\$ —	\$ 267,000	\$ —	—%
Total 3600 Water Enterprise	\$ 13,908,268	\$ 11,386,683	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 834,114	\$ 823,447	\$ 875,670	\$ 886,639	\$ 6,000	\$ 892,639	\$ 16,969	1.94%
Expenses	\$ 467,078	\$ 462,428	\$ 533,500	\$ 577,500	\$ —	\$ 577,500	\$ 44,000	8.25%
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000		\$ 800,000	\$ 200,000	33.33%
Debt	\$ 965,096	\$ 1,097,696	\$ 1,224,746	\$ 1,100,935	\$ —	\$ 1,100,935	\$ (123,811)	-10.11%
MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
3610 Water Operations	\$ 2,266,288	\$ 2,383,571	\$ 2,633,916	\$ 2,565,074	\$ 6,000	\$ 2,571,074	\$ (62,842)	-2.39%
3620 MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000	\$ —	\$ 800,000	\$ 200,000	33.33%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 598,162	\$ 643,422	\$ 689,487	\$ 698,035	\$ 6,000	\$ 704,035	\$ 14,548	2.11%
Prior Year Retro Payments	\$ 54,507	\$ —	\$ —	\$ —		\$ —	\$ —	—%
Overtime	\$ 181,445	\$ 180,025	\$ 186,183	\$ 188,604	\$ —	\$ 188,604	\$ 2,421	1.30%
<i>Personal Services</i>	<i>\$ 834,114</i>	<i>\$ 823,447</i>	<i>\$ 875,670</i>	<i>\$ 886,639</i>	<i>\$ 6,000</i>	<i>\$ 892,639</i>	<i>\$ 16,969</i>	<i>1.94%</i>
Contractual Services	\$ 247,112	\$ 300,613	\$ 279,800	\$ 365,300	\$ —	\$ 365,300	\$ 85,500	30.56%
Utilities	\$ 18,032	\$ 25,920	\$ 17,000	\$ 17,000	\$ —	\$ 17,000	\$ —	—%
Supplies	\$ 198,018	\$ 135,895	\$ 211,700	\$ 170,200	\$ —	\$ 170,200	\$ (41,500)	-19.60%
Small Capital	\$ 3,916	\$ —	\$ 25,000	\$ 25,000	\$ —	\$ 25,000	\$ —	—%
<i>Expenses</i>	<i>\$ 467,078</i>	<i>\$ 462,428</i>	<i>\$ 533,500</i>	<i>\$ 577,500</i>	<i>\$ —</i>	<i>\$ 577,500</i>	<i>\$ 44,000</i>	<i>8.25%</i>
Cash Capital	\$ 200,000	\$ 400,000	\$ 600,000	\$ 800,000	\$ —	\$ 800,000	\$ 200,000	33.33%
Debt	\$ 965,096	\$ 1,097,696	\$ 1,224,746	\$ 1,100,935	\$ —	\$ 1,100,935	\$ (123,811)	-10.11%
MWRA	\$ 8,006,399	\$ 8,743,912	\$ 8,493,467	\$ 9,342,814	\$ —	\$ 9,342,814	\$ 849,347	10.00%
OPEB	\$ —	\$ 2,761	\$ 2,761	\$ 2,761	\$ —	\$ 2,761	\$ —	—%
Indirects	\$ 930,001	\$ 918,245	\$ 977,093	\$ 1,011,340	\$ —	\$ 1,011,340	\$ 34,247	3.50%
Total 3600 Water Enterprise	\$ 11,402,688	\$ 12,448,489	\$ 12,707,237	\$ 13,721,989	\$ 6,000	\$ 13,727,989	\$ 1,020,752	8.03%

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

Budget Overview: The Sewer Division budget is comprised of Wastewater Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 10,326 service connections. There are also ten sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period, with the exception of meters dedicated to outdoor irrigation.

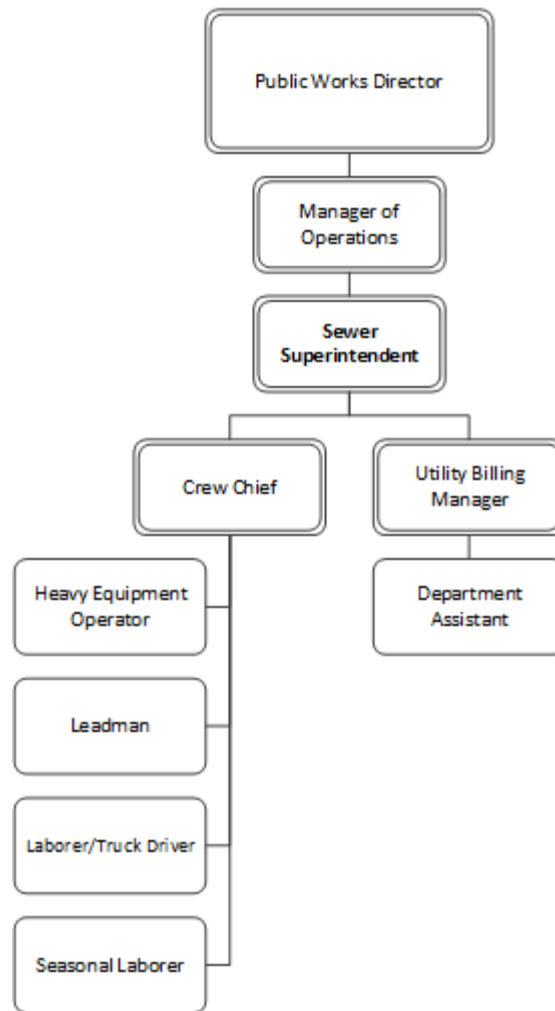
The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

Indirect support from the General Fund reflects Sewer Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Sewer Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer.

In FY2024, the Sewer Enterprise Fund is recommended to contribute to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue the pipe flushing program and root removal in all areas.
2. Work with the Water Enterprise Division on the ongoing Automatic Meter Infrastructure System project (AMI).
3. Continue to educate the public on the costs and problems created by Inflow & Infiltration.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Supt. of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Leadman*	0	0	0	1
Heavy Equipment Operator*	2	2	2	1
Department Assistant	0.2	0.2	0.2	0.2
Seasonal Assistant	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.9	4.9	4.9	4.9
Total FT/PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT

*The FY2024 budget requests upgrading a Heavy Equipment Operator to a Leadman as a program improvement.

Budget Recommendations:

The FY2024 recommended Sewer operating budget, inclusive of indirect costs, is \$12,799,816, a \$1,001,158 or 8.49% increase over the FY2023 budget.

The budget for Compensation is \$421,922 and reflects a \$22,074 or 5.52% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments in the contract with Public Works staff, as well as a program improvement to upgrade one Heavy Equipment Operator Position to a Leadman Position.

The budget for Expenses is \$517,400, an increase of \$59,000 or 12.87%, which reflects anticipated inflationary increases for electricity, supplies and materials, and a increase in Software Maintenance (\$58,000), which reflects 46% of the cost for the Advanced Metering Infrastructure System. The software cost was partly offset by a decrease in Meter Supplies due to the success of the AMI meter replacement program.

In FY2021, a new budget category of Cash Capital was initiated to begin to transition the ongoing sanitary sewer main replacement program to being funded directly by user charges instead of debt financing. This is the third year of a 10-year transition to move the entire \$1,000,000 annual program to cash financing. In doing so, rate payers will save a considerable amount on interest costs in the long-term. The FY2024 recommendation for cash capital is \$400,000.

Debt service is recommended to decrease by \$(75,497) or (4.73)%.

The preliminary MWRA Assessment is \$9,349,530, which is a \$849,957 or 10% increase from FY2023. The final assessment will be issued in June 2023.

In FY2024, it is recommended that the Sewer Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of sewer operations are projected at \$588,040, a increase of \$45,624 or 8.41%.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Leadman Upgrade	\$ 6,000	\$ 87	\$ 6,087	\$ 6,000	\$ 87	\$ 6,087	\$ —

3700 Sewer Enterprise

Program: Public Works
Town of Lexington, MA

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Enterprise Funds								
Retained Earnings	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
User Charges	\$10,763,060	\$10,831,707	\$11,436,658	\$12,431,816	\$6,000	\$12,437,816	\$1,001,158	8.75%
Connection Fees	\$773	\$1,824	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Investment Income	\$8,811	\$5,827	\$8,000	\$8,000	\$ —	\$8,000	\$ —	—%
Fees & Charges	\$388,599	\$462,270	\$354,000	\$354,000	\$ —	\$354,000	\$ —	—%
Total 3700 Sewer Enterprise	\$11,161,242	\$11,301,628	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$315,205	\$279,417	\$399,848	\$415,922	\$6,000	\$421,922	\$22,074	5.52%
Expenses	\$325,634	\$329,323	\$458,400	\$517,400	\$ —	\$517,400	\$59,000	12.87%
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
Debt	\$1,243,337	\$1,352,192	\$1,595,417	\$1,519,920	\$ —	\$1,519,920	\$ (75,497)	-4.73%
MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
3710 Sewer Enterprise	\$1,884,177	\$1,960,933	\$2,453,665	\$2,453,242	\$6,000	\$2,459,242	\$5,577	0.23%
3720 - MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$252,732	\$241,222	\$314,031	\$328,989	\$6,000	\$334,989	\$20,958	6.67%
Prior Year Retro Payments	\$12,329	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$50,144	\$38,195	\$85,817	\$86,933	\$ —	\$86,933	\$1,116	1.30%
<i>Personal Services</i>	<i>\$315,205</i>	<i>\$279,417</i>	<i>\$399,848</i>	<i>\$415,922</i>	<i>\$6,000</i>	<i>\$421,922</i>	<i>\$22,074</i>	<i>5.52%</i>
Contractual Services	\$131,011	\$148,624	\$207,400	\$292,400	\$ —	\$292,400	\$85,000	40.98%
Utilities	\$111,977	\$149,329	\$131,000	\$132,000	\$ —	\$132,000	\$1,000	0.76%
Supplies	\$81,788	\$31,370	\$105,900	\$79,000	\$ —	\$79,000	\$ (26,900)	-25.40%
Small Capital	\$858	\$ —	\$14,100	\$14,000	\$ —	\$14,000	\$ (100)	-0.71%
<i>Expenses</i>	<i>\$325,634</i>	<i>\$329,323</i>	<i>\$458,400</i>	<i>\$517,400</i>	<i>\$ —</i>	<i>\$517,400</i>	<i>\$59,000</i>	<i>12.87%</i>
Cash Capital	\$100,000	\$200,000	\$300,000	\$400,000	\$ —	\$400,000	\$100,000	33.33%
Debt	\$1,243,337	\$1,352,192	\$1,595,417	\$1,519,920	\$ —	\$1,519,920	\$ (75,497)	-4.73%
MWRA	\$7,922,359	\$8,177,213	\$8,499,573	\$9,349,530	\$ —	\$9,349,530	\$849,957	10.00%
OPEB	\$ —	\$3,004	\$3,004	\$3,004	\$ —	\$3,004	\$ —	—%
Indirects	\$541,663	\$514,111	\$542,416	\$588,040	\$ —	\$588,040	\$45,624	8.41%
Total 3700 Sewer Enterprise	\$10,448,199	\$10,855,261	\$11,798,658	\$12,793,816	\$6,000	\$12,799,816	\$1,001,158	8.49%

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Section VI: Program 4000: Public Safety

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement VI-3
- 4200 Fire & Rescue VI-8

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Mission: The Lexington Police Department provides public safety services to enhance the quality of life in Lexington. A team of dedicated police officers, detectives, dispatchers and support staff work in a coordinated manner to effectively intervene in emergencies, promote traffic safety, suppress crime, reduce fear and deliver services to the community through a variety of prevention, problem solving and law enforcement programs.

Budget Overview: The Police Department is comprised of seven divisions: Administration, Patrol and Enforcement, Traffic Bureau, Investigations, Dispatch, Animal Control and Crossing Guards. In FY2022, the Police Department responded to 14,711 calls for service with 851 crimes investigated.

The Administration division is comprised of 11 full-time and 6 part-time employees including: the Chief and two Captains who oversee administrative and operational functions including budget, planning, training, personnel administration, public affairs and policy development; four Lieutenants who each lead a workgroup consisting of patrol officers, dispatchers and a Sergeant providing 24/7 policing services; an administrative Sergeant who tends to the accreditation program as well as detail assignments and event planning; an office manager and clerk who handle records management, accounting and payroll; 6 cadets who provide administrative support; and a mechanic who purchases, equips and maintains the vehicle fleet and other specialized equipment.

The Patrol and Enforcement division is comprised of 34 officers (29 patrol officers and five sergeants) responsible for responding to a variety of critical front-line services 24/7 including intervening in emergencies, promoting crime prevention and traffic safety as well as suppressing crime.

The Traffic Bureau has one supervisor who oversees the Parking Enforcement Officer (PEO) and one account assistant. Meter and parking enforcement in Lexington Center is done by the PEO. The Traffic Bureau supervisor also manages the school crossing guard program.

The Investigations division is supervised by a Detective Lieutenant who is assisted by the Sergeant Prosecutor and oversees six detectives responsible for investigation and prevention including: three major case detectives, a family services detective, a Community Resource Officer (CRO) and a School Resource Officer (SRO).

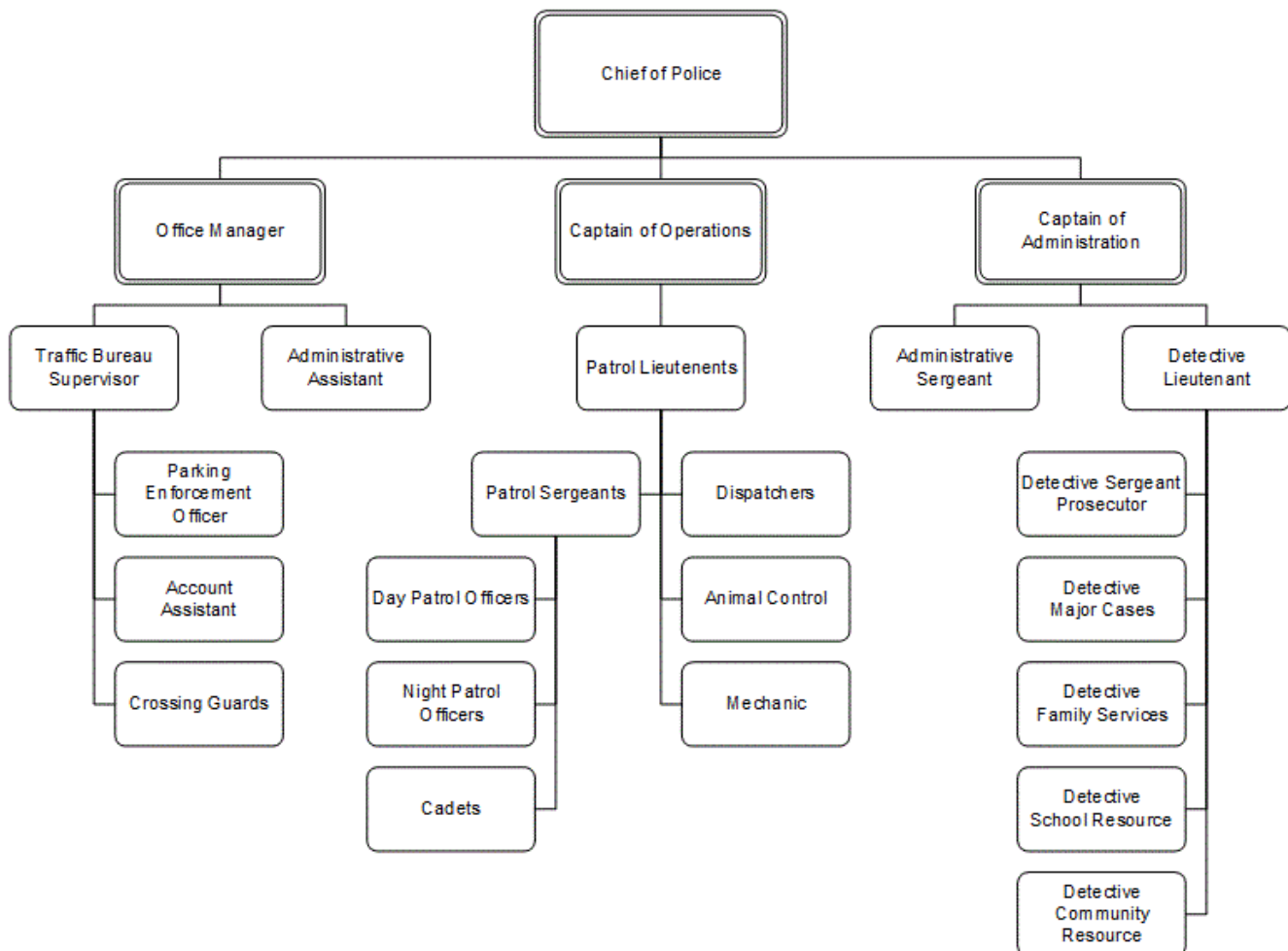
The Dispatch division is comprised of ten civilian dispatchers responsible for directing the proper resources for over 14,000 service calls that require a police, fire or medical unit response.

The Animal Control division entered into an agreement to share a full-time Animal Control Officer (ACO) with the Town of Bedford in October 2015, with 70%, or 27 hours per week allocated to Lexington. The ACO is an employee of the Town of Bedford, but will continue to work collaboratively with the Lexington Board of Health regarding animal related health issues.

The School Crossing guard program has 18 part-time civilian members who cover 16 school crossings during the school year.

Departmental Initiatives:

1. The Police Department has been relocated to its temporary location at 173 Bedford Street. We will now focus on the construction of the new police station and continue to work with the architects from Tecton, the builders from CTA Construction Managers and members of the Facilities Department, Permanent Building Committee and other members of town government and community groups for the duration of the project.
2. There have been major changes in the past year regarding documentation and submissions surrounding the Accreditation Process and Peace Officer Standards and Training (POST). We will be reviewing our current processes and making changes as needed to ensure we are meeting and exceeding all standards in the area of training; including Diversity, Equity and Inclusion (DEI), Mental Health and De-Escalation as well as meeting strict submission timelines.
3. In Accordance with the Green Fleet Policy adopted by the Select Board in 2021 and in collaboration with the Sustainability and Resilience Officer, the department will continue to explore innovative ways to incorporate fuel efficient and zero emission vehicles into the police fleet. We currently have five (5) hybrid vehicles in our patrol fleet and one (1) electric vehicle in an administrative capacity.



Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	1	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	29	29	29
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	3	3	3	3
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Officer	1	1	1	1
Cadets - 6 part-time	3.06	3.06	3.06	3.06
Parking Enforcement Officer	1	1	1	1
Dispatch Supervisor	1	1	1	1
Dispatchers	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Administrative Assistant	1	1	1	1
Department Account Assistant	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	—	—	—	—
Parking Lot Attendants - 8 part-time	2.81	—	—	—
Crossing Guards - 18 part-time	3.69	3.69	3.91	3.91
Total FTE	75.56	72.75	72.97	72.97
	50 Officers	50 Officers	50 Officers	50 Officers
Total FT/PT	65FT/32PT	66FT/24PT	66FT/25PT	66FT/25PT

Budget Recommendations:

The FY2024 recommended Police Department budget is \$9,051,330 which is a \$785,953 or 9.51% increase from the FY2023 budget.

The budget for Compensation is \$7,868,662 and reflects an increase of \$699,355 or 9.75%, which is a net increase that reflects contractually obligated step increases as well as cost of living and stipend increases for contracts that expired. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$1,182,668 and reflects an increase of \$86,598 or 7.90%. The majority of the increase is due to the purchase of additional Hybrid vehicles in our fleet along with the costs associated to transfer and/or upgrade the equipment to fabricate these vehicles for Police use. There were minor increased costs due to general inflation as well as a decrease in costs mainly in contractual services; CodeRed was transferred to the Town Manager's budget and there were a decrease in costs associated with meter and credit card transaction fees.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Professional Standards Lieutenant	\$ 149,160	\$ 19,895	\$ 169,055	\$ —	\$ —	\$ —	\$ 169,055
Deputy Chief Position	\$ 9,237	\$ —	\$ 9,237	\$ —	\$ —	\$ —	\$ 9,237
Community Resource Dog	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000
School Resource Officer	\$ 96,521	\$ 19,132	\$ 115,653	\$ —	\$ —	\$ —	\$ 115,653
Code Enforcement Officer	\$ 16,000	\$ —	\$ 16,000	\$ —	\$ —	\$ —	\$ 16,000

4100 Law Enforcement

Program: Public Safety
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 7,471,636	\$ 7,565,076	\$ 8,046,377	\$ 8,770,330	\$ (35,000)	\$ 8,735,330	\$ 688,953	8.56%
Fees & Charges								
Fees	\$ 88,026	\$ 92,420	\$ 115,000	\$ 115,000	\$ —	\$ 115,000	\$ —	—%
Fines & Forfeitures	\$ 59,820	\$ 79,398	\$ 101,000	\$ 98,000	\$ —	\$ 98,000	\$ (3,000)	-2.97%
Licenses & Permits	\$ 5,100	\$ 3,900	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	—%
Parking Fund*	\$ 312,100	\$ 312,100	\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	—%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$ 9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 7,002,993	\$ 7,047,347	\$ 7,169,307	\$ 7,868,662	\$ —	\$ 7,868,662	\$ 699,355	9.75%
Expenses	\$ 933,689	\$ 1,005,548	\$ 1,096,070	\$ 1,217,668	\$ (35,000)	\$ 1,182,668	\$ 86,598	7.90%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$ 9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,920,486	\$ 1,645,214	\$ 1,785,846	\$ 1,918,504	\$ (1,000)	\$ 1,917,504	\$ 131,658	7.37%
Total 4120 Patrol & Enforcement	\$ 3,765,199	\$ 4,204,150	\$ 4,186,368	\$ 4,726,391	\$ —	\$ 4,726,391	\$ 540,023	12.90%
Total 4130 Traffic Bureau	\$ 428,958	\$ 389,295	\$ 399,256	\$ 416,174	\$ (34,000)	\$ 382,174	\$ (17,082)	-4.28%
Total 4140 Investigations	\$ 917,043	\$ 832,152	\$ 920,843	\$ 1,009,435	\$ —	\$ 1,009,435	\$ 88,592	9.62%
Total 4150 Dispatch	\$ 700,905	\$ 759,419	\$ 722,587	\$ 779,975	\$ —	\$ 779,975	\$ 57,388	7.94%
Total 4160 Animal Control	\$ 67,053	\$ 69,728	\$ 73,104	\$ 75,400	\$ —	\$ 75,400	\$ 2,296	3.14%
Total 4170 Crossing Guards	\$ 137,039	\$ 152,937	\$ 177,373	\$ 160,451	\$ —	\$ 160,451	\$ (16,922)	-9.54%
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$ 9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,754,440	\$ 5,575,843	\$ 6,146,308	\$ 6,822,838	\$ —	\$ 6,822,838	\$ 676,530	11.01%
Prior Year Retro Payments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime	\$ 1,248,553	\$ 1,471,504	\$ 1,022,999	\$ 1,045,824	\$ —	\$ 1,045,824	\$ 22,825	2.23%
<i>Personal Services</i>	<i>\$ 7,002,993</i>	<i>\$ 7,047,347</i>	<i>\$ 7,169,307</i>	<i>\$ 7,868,662</i>	<i>\$ —</i>	<i>\$ 7,868,662</i>	<i>\$ 699,355</i>	<i>9.75%</i>
Contractual Services	\$ 287,089	\$ 330,177	\$ 419,324	\$ 437,578	\$ (35,000)	\$ 402,578	\$ (16,746)	-3.99%
Utilities	\$ 112,457	\$ 111,930	\$ 164,747	\$ 166,523	\$ —	\$ 166,523	\$ 1,776	1.08%
Supplies	\$ 264,008	\$ 264,609	\$ 219,623	\$ 230,067	\$ —	\$ 230,067	\$ 10,444	4.76%
Small Capital	\$ 270,135	\$ 298,832	\$ 292,376	\$ 383,500	\$ —	\$ 383,500	\$ 91,124	31.17%
<i>Expenses</i>	<i>\$ 933,689</i>	<i>\$ 1,005,548</i>	<i>\$ 1,096,070</i>	<i>\$ 1,217,668</i>	<i>\$ (35,000)</i>	<i>\$ 1,182,668</i>	<i>\$ 86,598</i>	<i>7.90%</i>
Total 4100 Law Enforcement	\$ 7,936,682	\$ 8,052,895	\$ 8,265,377	\$ 9,086,330	\$ (35,000)	\$ 9,051,330	\$ 785,953	9.51%

*Reflects transfers from the Parking Fund to the General Fund rather than actual revenue from parking permits, Depot Square lot fees, and Pay-by-Phone and meter revenue. The fund balance is insufficient to support a transfer to the General Fund in FY2023 and FY2024 due to effects from the pandemic as well as sizeable capital projects in FY2022.

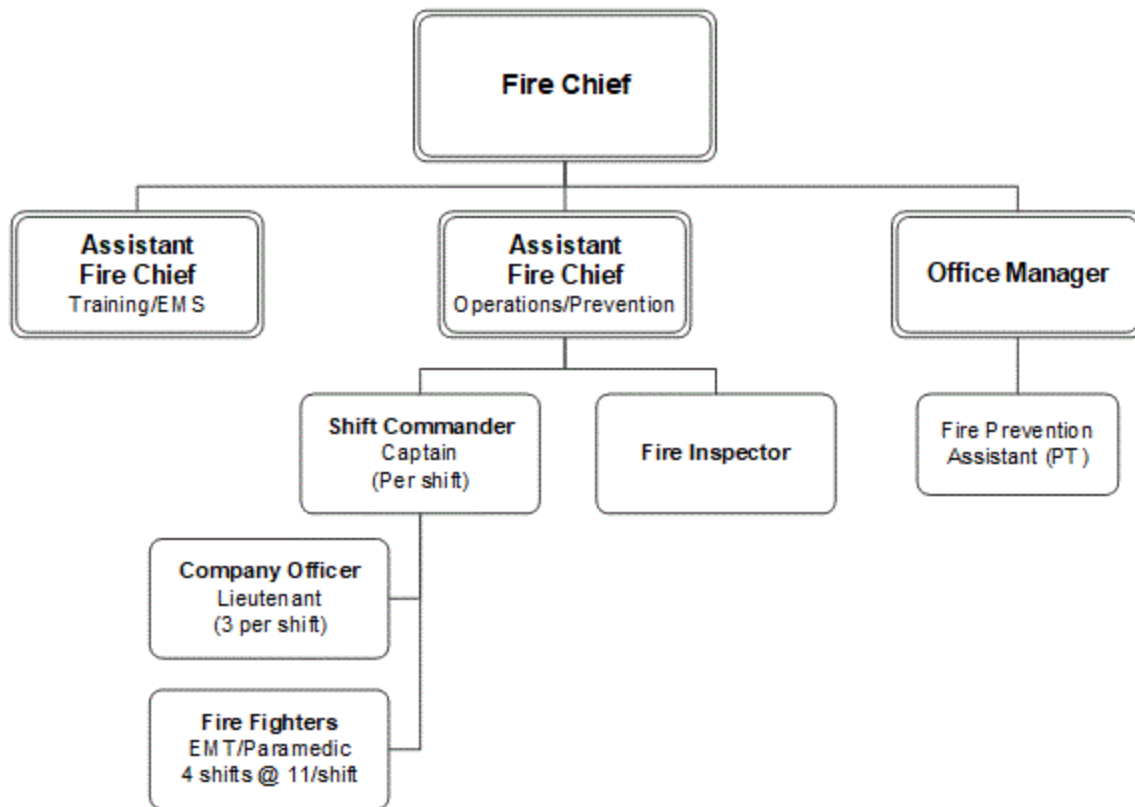
Mission: The Lexington Fire Department protects the people, homes and businesses in our community from fire, medical emergencies, hazardous material incidents and natural disasters. This is accomplished through public education, safety code management and emergency response.

Budget Overview: The Fire Department is comprised of five divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services and Emergency Management.

- Administration is responsible for developing policies and procedures, training, inventory control, financial and budgetary oversight, and managing the day-to-day operations of the Department.
- Fire Prevention is responsible for fire code enforcement activities, public education, plan review, permit application and approval, flammable/combustible liquid storage approval and regulatory enforcement of blasting applications and permits.
- Fire Suppression is staffed 24/7, operating out of two stations and responding to emergency calls including: fire suppression, motor vehicle accidents, medical emergencies, hazardous material responses, and other emergency incidents.
- Emergency Medical Services operates in conjunction with the Fire Suppression division, staffing two ambulances 24/7 at the Advanced Life Support (ALS) level. These vehicles respond to over 2,500 calls for assistance annually.
- Emergency Management is responsible for communications with the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA), as well as reviewing and commenting on numerous Townwide emergency operation plans. The Chief serves as the Emergency Management Director and the department's administrative staff support this division.

Departmental Initiatives:

1. Implement online inventory tracking continues to be developed.
2. Roll out online fire permitting process has made great progress and continues to expand.
3. Develop an improved employee recruitment process to address diversity and retention.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	44	44	44	44
Fire Prevention Assistant	0.86	0.86	0.86	0.86
Total FTE	65.86	65.86	65.86	65.86
Total FT/PT	65FT/1PT	65FT/1PT	65FT/1PT	65FT/1PT

Budget Recommendations:

The FY2024 recommended Fire Department budget is \$8,120,441. The recommended budget is a \$51,973 or 0.64% increase from the FY2023 budget.

The recommended budget for Compensation is \$7,286,211, and reflects an increase of \$16,546 or 0.23% from the revised FY2023 budget for contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$834,230 and reflects a net increase of \$35,427 or 4.44%, which includes anticipated increases in diesel fuel costs (\$18,370); increases in fire apparatus, ambulance and fleet vehicle maintenance costs (\$10,000); increases in turnout gear due to routine replacement and new technology that better protects our firefighters (\$18,000); and an increase in contract services to cover ambulance billing fee increases (\$15,000).

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Lieutenant Fire Inspector	\$ 87,438	\$ 19,000	\$ 106,438	\$ —	\$ —	\$ —	\$ 106,438

4200 Fire & Rescue

Program: Public Safety
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 6,357,519	\$ 6,479,688	\$ 6,644,793	\$ 6,631,766	\$ —	\$ 6,631,766	\$ (13,027)	-0.20%
Fees & Charges								
Ambulance Fees	\$ 1,157,735	\$ 1,425,457	\$ 1,340,000	\$ 1,400,000	\$ —	\$ 1,400,000	\$ 60,000	4.48%
Fire Department Fees	\$ 47,395	\$ 39,061	\$ 33,675	\$ 38,675	\$ —	\$ 38,675	\$ 5,000	14.85%
Licenses & Permits	\$ 55,120	\$ 55,450	\$ 50,000	\$ 50,000	\$ —	\$ 50,000	\$ —	—%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 6,987,078	\$ 7,367,013	\$ 7,269,665	\$ 7,286,211	\$ —	\$ 7,286,211	\$ 16,546	0.23%
Expenses	\$ 630,691	\$ 632,642	\$ 798,803	\$ 834,230	\$ —	\$ 834,230	\$ 35,427	4.44%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 550,049	\$ 550,877	\$ 608,685	\$ 647,740	\$ —	\$ 647,740	\$ 39,055	6.42%
Total 4220 Fire Prevention	\$ 233,563	\$ 244,408	\$ 245,071	\$ 253,635	\$ —	\$ 253,635	\$ 8,564	3.49%
Total 4320 Fire Suppression	\$ 6,625,477	\$ 6,998,539	\$ 6,945,138	\$ 6,963,325	\$ —	\$ 6,963,325	\$ 18,187	0.26%
Total 4240 Emergency Medical Services	\$ 204,780	\$ 199,733	\$ 261,174	\$ 247,041	\$ —	\$ 247,041	\$ (14,133)	-5.41%
Total 4250 Emergency Management	\$ 3,900	\$ 6,099	\$ 8,400	\$ 8,700	\$ —	\$ 8,700	\$ 300	3.57%
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,878,461	\$ 5,993,437	\$ 6,133,174	\$ 6,134,946	\$ —	\$ 6,134,946	\$ 1,772	0.03%
Overtime	\$ 1,108,616	\$ 1,373,576	\$ 1,136,491	\$ 1,151,265	\$ —	\$ 1,151,265	\$ 14,774	1.30%
<i>Personal Services</i>	<i>\$ 6,987,078</i>	<i>\$ 7,367,013</i>	<i>\$ 7,269,665</i>	<i>\$ 7,286,211</i>	<i>\$ —</i>	<i>\$ 7,286,211</i>	<i>\$ 16,546</i>	<i>0.23%</i>
Contractual Services	\$ 292,933	\$ 324,000	\$ 351,154	\$ 378,744	\$ —	\$ 378,744	\$ 27,590	7.86%
Utilities	\$ 44,402	\$ 48,652	\$ 80,331	\$ 98,701	\$ —	\$ 98,701	\$ 18,370	22.87%
Supplies	\$ 180,807	\$ 211,740	\$ 218,185	\$ 236,785	\$ —	\$ 236,785	\$ 18,600	8.52%
Small Capital	\$ 112,549	\$ 48,250	\$ 149,133	\$ 120,000	\$ —	\$ 120,000	\$ (29,133)	-19.53%
<i>Expenses</i>	<i>\$ 630,691</i>	<i>\$ 632,642</i>	<i>\$ 798,803</i>	<i>\$ 834,230</i>	<i>\$ —</i>	<i>\$ 834,230</i>	<i>\$ 35,427</i>	<i>4.44%</i>
Total 4200 Fire & Rescue	\$ 7,617,769	\$ 7,999,655	\$ 8,068,468	\$ 8,120,441	\$ —	\$ 8,120,441	\$ 51,973	0.64%

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Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for culture & recreation services. It includes:

- 5100 Cary Memorial Library VII-3
- 5200 Recreation and Community Programs VII-9

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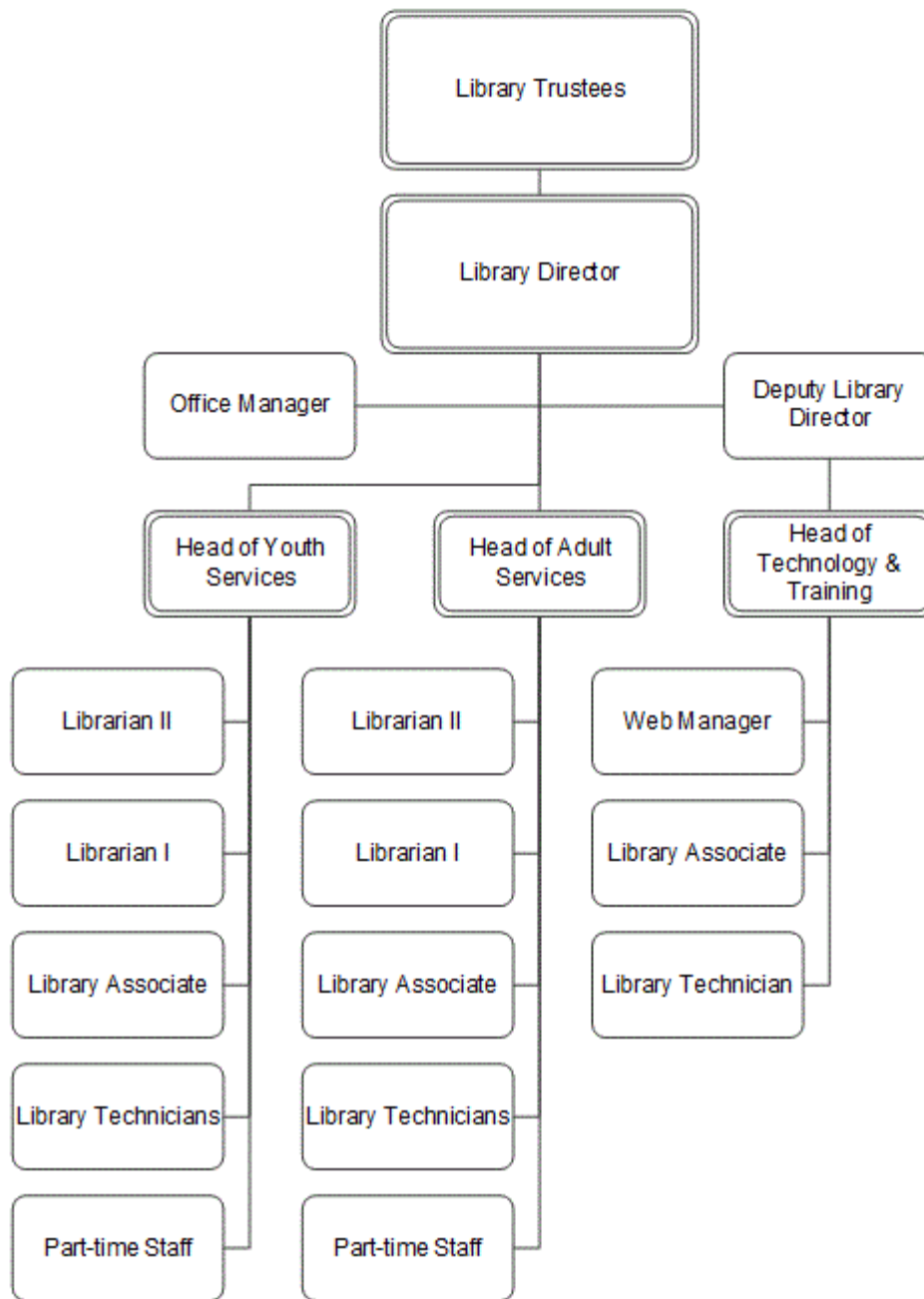
Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Memorial Library is comprised of three divisions: Administration and General Services, Adult Services, and Youth Services.

- Administration and General Services includes administrative staff and webmaster salaries, as well as the supply, equipment, and Minuteman Library Network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult books and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children and teens.

Departmental Initiatives: Our Guiding Principles

1. Books, information, and so much more: We continue our 150-year-long tradition of providing books and other materials that reflect the needs and interests of Lexington residents. Though much has changed since our doors first opened in 1869, our essential function remains the same - to bring the world of information and ideas to you.
2. At the intersection of learning, making, and play: In recent years, educational research has increasingly shown that we learn best through experience - by making mistakes and trying again. In furthering this effort, we are expanding these types of learning opportunities, giving you more chances to build, create and play.
3. A place that works for everyone: We value the rich diversity of our community, and our commitment to equitable service for all is unwavering. Efforts to identify and remove barriers to access are ongoing - we are a work in progress.
4. With opportunities for human connection: In a world where technology is ever-present, we are committed to fostering human interactions. Sometimes that is as simple as providing comfortable chairs for a serendipitous meeting between old friends. Other times it takes the shape of an elaborate event with community partners and hundreds of guests. Large and small, these moments, shared among neighbors, strengthen the social fabric of Lexington.
5. A future as vibrant as our past: With more than a half million visitors each year, Cary Library is a cherished community asset and a source of civic pride. Stewardship of this resource requires equal attention to preservation and transformation.



5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, MA

Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Library Director	1.0	1.0	1.0	1.0
Deputy Library Director*	1.0	1.0	1.0	1.0
Office Manager	1.0	1.0	1.0	1.0
Webmaster**	0.0	1.0	1.0	1.0
Head of Adult Services	1.0	1.0	1.0	1.0
Head of Youth Services	1.0	1.0	1.0	1.0
Head of Technology & Training*	—	1.0	1.0	1.0
Head of Bibliographic Services***	—	—	1.0	1.0
Librarian I****, *****	5.0	6.0	8.7	8.7
Librarian II/Manager *, ***	5.0	4.0	3.0	3.0
Library Associates****, *****	7.0	8.0	6.0	6.0
Library Technician II	2.8	2.8	2.9	2.9
Library Technician I****	8.0	6.0	6.0	6.0
Adult Pages*****	1.6	1.6	2.6	2.6
Student Pages*****	0.7	0.7	—	—
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
Total FTE	35.1	36.1	37.2	37.2
Total FT/PT	27FT/22PT	28FT/22PT	28FT/22PT	28FT/22PT

*In FY2022, due to staff turnover, the Head of Technology role was broken out from the Deputy Library Director and re-established as a Department Head position. A Librarian II was assigned to the role.

**In FY2022, Fall STM approved the transfer of the Library's dedicated webmaster from the Innovation & Technology budget to the Library budget.

***In FY2023 a new Department Head position was created, and a Librarian II was assigned to the role.

****In FY2022, two Library Technician Is were reclassified to a Library Associate and a Librarian I.

*****In FY2023, two Library Associates were reclassified to a Librarian Is.

*****In FY2023, all Pages were combined under Adult Pages.

Budget Recommendations:

The FY2024 recommended General Fund Library budget is \$3,380,320, which is a \$44,101 or 1.32% increase from the FY2023 budget.

The General Fund operating budget for Compensation is \$2,696,650, and reflects a \$58,942 or 2.23% increase, which incorporates contractually obligated step increases and cost of living increases.

The General Fund operating budget for Expenses is \$683,670 and reflects a \$(14,841) or (2.12)% decrease, which reflects anticipated expenses for FY2024.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Full-Time Youth Services Librarian	\$ 74,978	\$ 18,819	\$ 93,797	\$ —	\$ —	\$ —	\$ 93,797
Building updates not covered by Facilities	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000
Full-Time World Language Librarian I	\$ 74,978	\$ 18,819	\$ 93,797	\$ —	\$ —	\$ —	\$ 93,797

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 2,162,069	\$ 2,412,910	\$ 2,637,708	\$ 2,696,650	\$ —	\$ 2,696,650	\$ 58,942	2.23%
Expenses	\$ 563,057	\$ 606,529	\$ 698,511	\$ 701,170	\$ (17,500)	\$ 683,670	\$ (14,841)	-2.12%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 5110 Admin. & General Services	\$ 522,196	\$ 546,897	\$ 654,704	\$ 670,399	\$ (13,500)	\$ 656,899	\$ 2,195	0.34%
Total 5120 Adult Services	\$ 1,492,243	\$ 1,591,779	\$ 1,776,326	\$ 1,790,030	\$ (4,000)	\$ 1,786,030	\$ 9,704	0.55%
Total 5130 Youth Services	\$ 710,687	\$ 880,763	\$ 905,189	\$ 937,391	\$ —	\$ 937,391	\$ 32,202	3.56%
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 2,161,492	\$ 2,351,919	\$ 2,572,582	\$ 2,631,524	\$ —	\$ 2,631,524	\$ 58,942	2.29%
Prior Year Retro Payments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Overtime (Sunday Premium)	\$ 578	\$ 60,991	\$ 65,126	\$ 65,126	\$ —	\$ 65,126	\$ —	—%
<i>Personal Services</i>	<i>\$ 2,162,069</i>	<i>\$ 2,412,910</i>	<i>\$ 2,637,708</i>	<i>\$ 2,696,650</i>	<i>\$ —</i>	<i>\$ 2,696,650</i>	<i>\$ 58,942</i>	<i>2.23%</i>
Contractual Services	\$ 124,486	\$ 124,499	\$ 160,752	\$ 164,724	\$ (2,000)	\$ 162,724	\$ 1,972	1.23%
Utilities	\$ 7,353	\$ 858	\$ 5,000	\$ 1,000	\$ —	\$ 1,000	\$ (4,000)	-80.00%
Supplies	\$ 392,521	\$ 441,059	\$ 492,759	\$ 495,446	\$ (5,500)	\$ 489,946	\$ (2,813)	-0.57%
Small Capital	\$ 38,697	\$ 40,114	\$ 40,000	\$ 40,000	\$ (10,000)	\$ 30,000	\$ (10,000)	-25.00%
<i>Expenses</i>	<i>\$ 563,057</i>	<i>\$ 606,529</i>	<i>\$ 698,511</i>	<i>\$ 701,170</i>	<i>\$ (17,500)</i>	<i>\$ 683,670</i>	<i>\$ (14,841)</i>	<i>-2.12%</i>
Total 5100 Library	\$ 2,725,127	\$ 3,019,439	\$ 3,336,219	\$ 3,397,820	\$ (17,500)	\$ 3,380,320	\$ 44,101	1.32%

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Mission: To provide the community opportunities to engage in quality, inclusive and accessible programs and services. To be a leader in promoting inclusion, community engagement and a healthy active lifestyle. Creating Community Through People, Parks, and Places.

Budget Overview: The Department operates as an Enterprise Fund whereby program and facility fees must cover the direct cost of operations including all full- and part-time staff and program, services and facility expenses including supplies, equipment, utilities and wages/overhead. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. The Director of Recreation and Community Programs, through the Recreation Committee, sets program fees with the approval of the Select Board. The operating budget supports staff who manage and deliver programs along with the supplies and equipment needed to operate those programs and services in addition to seven full-time staff. The Enterprise Fund is comprised of four divisions: Recreation, Pine Meadows Golf Club, Community Center and the Administrative Division. The Administrative Division was created in FY2020 to centralize administrative support for the business aspects within the Recreation, Pine Meadows and Community Center operations.

Program revenues (Recreation, Pine Meadows Golf Club and Community Center) also help fund Capital Improvement Projects. In FY2024, the Department's contribution to the General Fund to cover the costs of employee benefits and indirect services has been reintroduced. Staff will be working to provide options for alternative funding models for the Department to the Fiscal Guideline Working Group. That model may be implemented as soon as FY2024.

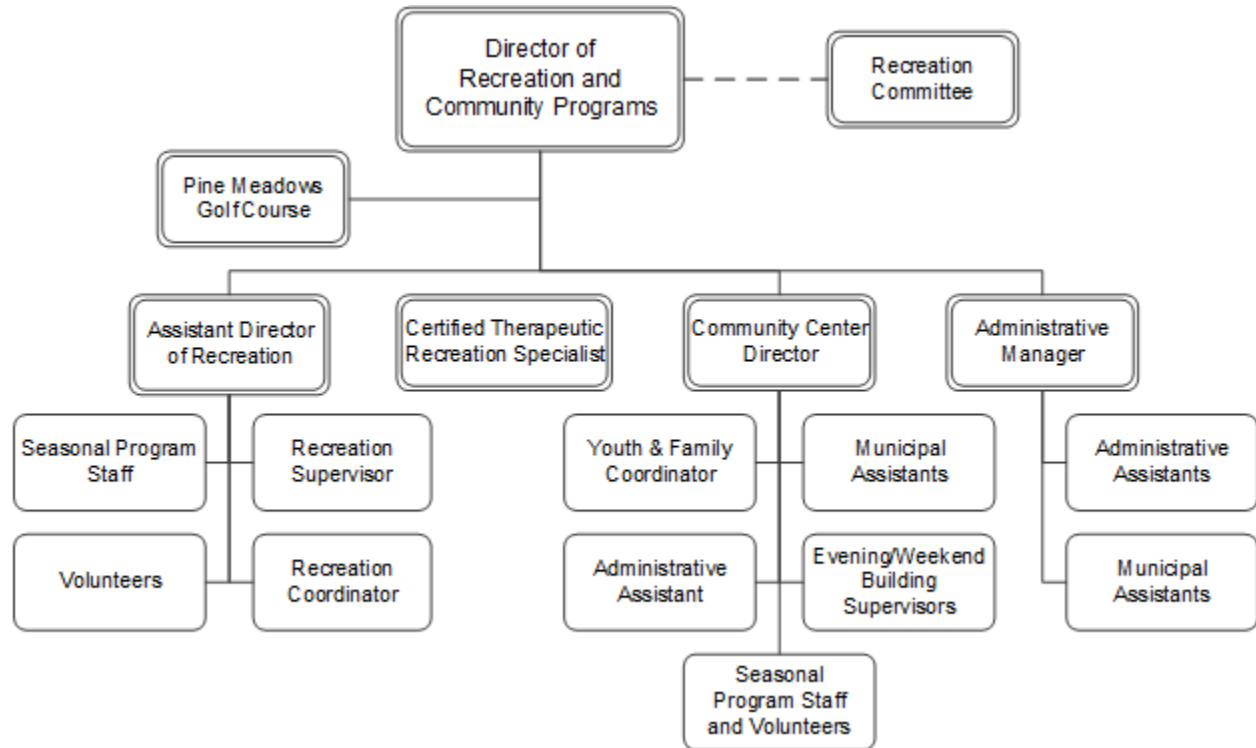
The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Staff plan, schedule and coordinate programs, activities and special events at Outdoor Recreation Facilities such as, parks, playgrounds, athletic fields, tennis and basketball courts, the Town Pool, Old Reservoir and Pine Meadows Golf Club. Other outdoor resources include Conservation and Open Spaces. Additionally, the indoor facilities the department utilize include the Community Center, the Public Schools, off-site and out-of-town venues.

Departmental Initiatives:

1. Implement the Key Findings and Recommendation of the 2022 Open Space and Recreation Plan, the 2020 Town of Lexington Community Needs Assessment and the 2017 Recreation Facilities ADA Compliance Study in the development of the operational and capital improvement planning for the future needs of the community.
2. Recommend and implement Key Findings Comprehensive Study of Athletic and Outdoor Recreation Facilities 2021-2022 in the development of the capital improvement planning for the future needs of the community.
3. Continue the growth and implementation of the therapeutic, adaptive and inclusive recreation programs and services.
4. Explore alternative funding sources for the Recreation and Community Programs Department in order to sustain the Recreation Enterprise Fund and operations.
5. Support Townwide cultural and historic events.
6. Support Townwide diversity equity and inclusion initiatives.

5200 Recreation & Community Programs

Program: Culture & Recreation
Town of Lexington, MA



Note: Pine Meadows staffing is provided via contractual services.
Oversight is provided by the Director of Recreation and Community Programs.

5200 Recreation & Community Programs

Program: Culture & Recreation
Town of Lexington, MA

Authorized/Appropriated Staffing

Element: 5210 Administration	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Director of Recreation and Community Programs	1	1	1	1
Administrative Manager	1	1	1	1
Municipal Assistant*	—	—	—	—
Administrative Assistant	2	1.8	1.8	1.8
Subtotal FTE	4.00	3.8	3.8	3.8
Subtotal FT/PT	3FT/1PT	3FT/1PT	3FT/1PT	3FT/1PT

Element: 5220 Recreation	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Director	1	1	1	1
Recreation Supervisor	1	1	1	1
Recreation Coordinator**	—	—	—	0.4
Certified Therapeutic Recreation Specialist	1.00	1	1	1
Seasonal (Part-time)	225+/-	225+/-	225+/-	225+/-
Subtotal FTE	3.00	3.0	3.0	3.4
Subtotal FT/PT	3FT/0PT	3FT/0PT	3FT/1PT	3FT/1PT

Element: 5240 Community Center	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Community Center Director	1	1	1	1
Youth & Family Coordinator	1	1	1	1
Administrative Assistant***	1	1	1	1
Municipal Assistant (3, PT)*	—	1	1	1
Building Supervisor (2, PT)*	—	1	1	1
Seasonal (Part-time)	50+/-	50+/-	50+/-	50+/-
Subtotal FTE	3	5	5	5
Subtotal FT/PT	3 FT/0 PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT

Total FTE	10.00	11.8	11.8	12.2
Total FT/PT	9FT/7PT + Seasonal	10FT/6PT + Seasonal	10FT/7PT + Seasonal	10FT/7PT + Seasonal

*In FY2021, in light of the Community Center being closed, a number of staff were furloughed.

**A part-time Recreation Coordinator was funded as a program improvement in FY2023.

*** In FY2023, title change from Department Assistant to Administrative Assistant.

Budget Recommendations:

The FY2024 recommended budget for the Department of Recreation and Community Programs - comprised of four divisions: Pine Meadows Golf, Recreation, Community Center and Administrative - is \$3,566,436. The recommended budget is an increase of \$141,339 or 4.13% from the FY2023 budget.

It should be noted that the Recreation and Community Programs Department operating budget has historically been supported solely from program fees. In FY2016, with the opening of the Community Center, the tax levy began to contribute the equivalent of the wages and benefits for the three full-time employees who are most closely involved with managing the Community Center operations and programming. This will continue in FY2024, with \$256,675 being proposed in General Fund support of Community Center wages.

The Community Center provides free drop-in programs and opportunities to promote social, emotional, and cognitive well-being and wellness for residents of all ages and abilities. It provides residents with a wide variety of programs that are fun, educational and life-enriching. The Community Center provides opportunities and access to all residents that are generally not supported through fees, in addition to many programs, activities and services that may require a fee. The customer service counter at the Center supports the Community Center, including the operations of the Human Services and the Recreation & Community Programs Departments, allowing for one-stop shopping for services and programs.

The recommended budget for Compensation is \$1,682,935, which is a \$115,182 or 7.35% increase from the FY2023 budget, and reflects a return to more comprehensive programming, as well as step increases, cost-of-living adjustments, and a rate increase for Seasonal staff commensurate with the January 2023 state minimum wage increase.

The recommended budget for Expenses is \$1,588,814 and reflects a \$17,574 or 1.12% increase from the FY2023 budget, primarily due to the introduction of new programming and the ability to resume offering a wide, diverse and accessible variety of in-person and virtual recreational programming for the community, post-pandemic. The recommended budget for the operation of the Pine Meadows Golf Course is \$569,500 and reflects a net increase of \$18,700 or 3.40%. The current course management contract was awarded in December 2018 for a contract period of 3 years beginning January 2019 through December 2021, with options for annual renewals through December 2023.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Non-Program Facility expenses	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000

5200 Recreation & Community Programs

Program: Culture & Recreation
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 618,916	\$ 509,215	\$ 242,790	\$ 256,675	\$ —	\$ 256,675	\$ 13,885	5.72%
Enterprise Funds								
Retained Earnings	\$ 375,000	\$ —	\$ 375,000	\$ 375,000	\$ —	\$ 375,000	\$ —	—%
Recreation User Charges	\$ 1,062,285	\$ 1,626,464	\$ 1,461,752	\$ 1,707,530	\$ —	\$ 1,707,530	\$ 245,778	16.81%
Community Center User Charges	\$ 252,313	\$ 318,413	\$ 445,555	\$ 327,231	\$ —	\$ 327,231	\$ (118,324)	-26.56%
Golf User Charges	\$ 1,162,256	\$ 1,099,659	\$ 900,000	\$ 900,000	\$ —	\$ 900,000	\$ —	—%
Investment Income	\$ 3,206	\$ 5,999	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Total 5200 Recreation	\$ 3,473,975	\$ 3,559,750	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 896,659	\$ 1,250,760	\$ 1,567,753	\$ 1,682,935	\$ —	\$ 1,682,935	\$ 115,182	7.35%
Expenses	\$ 892,248	\$ 1,346,285	\$ 1,571,240	\$ 1,588,814	\$ —	\$ 1,588,814	\$ 17,574	1.12%
Debt Service	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Indirect Costs (Trans. to Gen. Fund)	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 5210 Administration	\$ 367,309	\$ 451,308	\$ 532,078	\$ 509,073	\$ —	\$ 509,073	\$ (23,005)	-4.32%
Total 5220 Recreation	\$ 544,972	\$ 1,106,994	\$ 1,426,153	\$ 1,529,855	\$ —	\$ 1,529,855	\$ 103,702	7.27%
Total 5230 Pine Meadows	\$ 526,933	\$ 513,167	\$ 550,800	\$ 569,500	\$ —	\$ 569,500	\$ 18,700	3.40%
Total 5240 Community Center	\$ 349,692	\$ 525,576	\$ 629,962	\$ 663,321	\$ —	\$ 663,321	\$ 33,359	5.30%
Indirect Costs	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 896,567	\$ 1,250,227	\$ 1,567,753	\$ 1,682,935	\$ —	\$ 1,682,935	\$ 115,182	7.35%
Overtime	\$ 92	\$ 533	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 896,659</i>	<i>\$ 1,250,760</i>	<i>\$ 1,567,753</i>	<i>\$ 1,682,935</i>	<i>\$ —</i>	<i>\$ 1,682,935</i>	<i>\$ 115,182</i>	<i>7.35%</i>
Contractual Services	\$ 802,222	\$ 1,190,844	\$ 1,278,350	\$ 1,357,654	\$ —	\$ 1,357,654	\$ 79,304	6.20%
Utilities	\$ 39,636	\$ 52,248	\$ 95,385	\$ 79,925	\$ —	\$ 79,925	\$ (15,460)	-16.21%
Supplies	\$ 50,389	\$ 99,853	\$ 133,505	\$ 134,235	\$ —	\$ 134,235	\$ 730	0.55%
Small Capital	\$ —	\$ 3,339	\$ 64,000	\$ 17,000	\$ —	\$ 17,000	\$ (47,000)	-73.44%
<i>Expenses</i>	<i>\$ 892,248</i>	<i>\$ 1,346,285</i>	<i>\$ 1,571,240</i>	<i>\$ 1,588,814</i>	<i>\$ —</i>	<i>\$ 1,588,814</i>	<i>\$ 17,574</i>	<i>1.12%</i>
Debt	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Indirect	\$ 277,771	\$ —	\$ 286,104	\$ 294,687	\$ —	\$ 294,687	\$ 8,583	3.00%
Total 5200 Recreation	\$ 2,066,677	\$ 2,597,045	\$ 3,425,097	\$ 3,566,436	\$ —	\$ 3,566,436	\$ 141,339	4.13%

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Section VIII: Program 6000: Human Services & Health

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for Human Services and Health. It includes:

- 6100-6200 Administration; Veteran's Services; Youth and Family Services
and Community Programs; and Transportation Services VIII-2
- 6500 Health VIII-8

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Mission: The Human Services Department connects Lexington residents across the lifespan to information, support and services that promote health and well being; and is responsible for managing the Lexpress bus system, Lex-Connect taxi, and other transportation initiatives. The department seeks to identify the unmet needs of our community by providing outreach and prevention services to families, seniors, veterans and youth.

Budget Overview: The Human Services Department is organized to provide services and support to residents of all ages. Department Staff oversee the following divisions: Administration and Outreach, Senior Services, Youth and Family Services, Veterans' Services and Transportation Services. Since moving to the Lexington Community Center in 2015, attendance, walk-in visits, phone calls and requests for information have increased significantly.

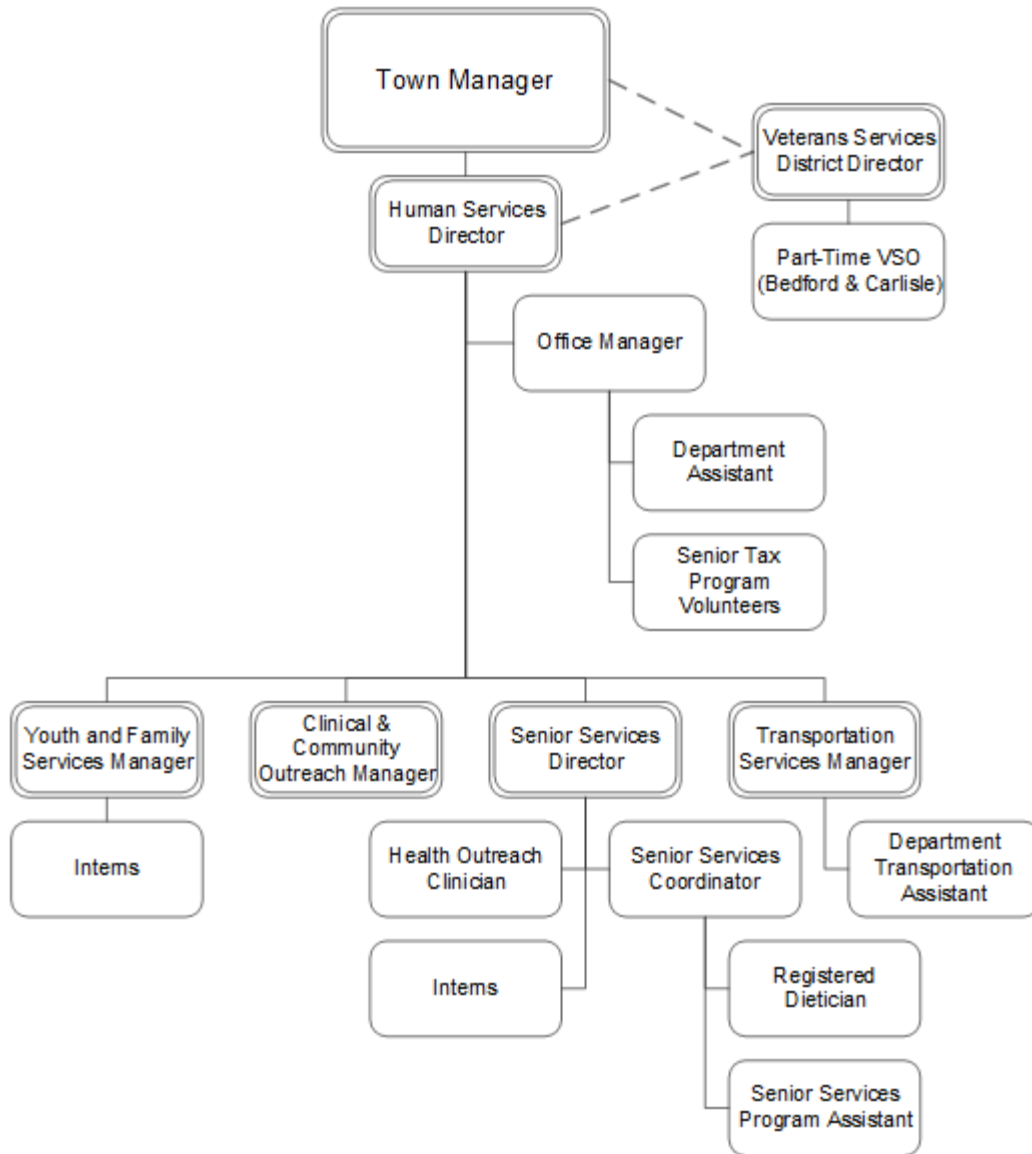
Staff from Senior Services and Youth and Family Services provide senior, youth and intergenerational programming, assessments, information and referral, short-term counseling and case management, financial assistance, and consultation on life changes. Veterans' services staff provide veterans in Lexington, Bedford, and Carlisle with information and connection to State and Federal benefits, as well as work with colleagues to plan Town celebrations and special events that honor Veterans. Transportation Staff manage the Lexpress bus and Lex-Connect taxi, as well as provide travel consultation on other transit options.

Departmental Initiatives:

1. Continue to identify and implement programming specific to diversity, equity, and inclusion, as well as participate in Town-sponsored racial justice initiatives.
2. Continue to support and promote access to mental health services through direct therapeutic services offered by Eliot Community Human Services and department staff, as well as through the William James INTERFACE Referral Service.
3. Continue implementation of action plan based on findings and recommendations from Age Friendly needs assessment.
4. Continue advocating for and advancing towards regionalization of transportation services. Pilot utilizing one current Lexpress vehicle for more demand service, but allowing flexibility to alternate between fixed-route and demand based on ridership/times of day. Complete the Bike Friendly Communities application and continue to advocate and advance goals for active transportation at schools through Safe Routes to School program.

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA



6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Authorized/Appropriated Staffing:

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Director of Human Services	1	1	1	1
Senior Services Director	1	1	1	1
Youth & Family Services Manager*	1	1	1	1
Clinical & Community Outreach Manager	1	1	1	1
Senior Services Coordinator	1	1	1	1
Health Outreach Clinician**	0.57	0.57	0.57	0.57
Office Manager	1	1	1	1
Department Assistant***	0.69	0.69	0.69	0.69
Veterans' Services District Director	1	1	1	1
Veterans' Services Officer	0.51	0.51	0.51	0.51
Transportation Services Manager	1.00	1	1	1
Department Transportation Assistant	0.80	0.80	0.80	0.80
Registered Dietician****	PT	PT	PT	PT
Volunteer Coordinator/Program Assistant****	PT	PT	PT	PT
Total FTE	10.57	10.57	10.57	10.57
Total FT/PT	8FT / 6PT	8FT / 6PT	8FT / 6PT	8FT / 6PT

Explanatory Notes:

*This position was formerly the Assistant Director of Youth & Family Services and was updated to better align with other titles/roles in the department.

**This position was formerly the Senior Services Nurse and was updated to Health Outreach Clinician in February 2022.

*** This position was reclassified in FY2022 from Municipal Assistant to Department Assistant.

****The part-time temporary positions of Registered Dietician and Volunteer Coordinator/Program Assistant are fully funded by grants from the Executive Office of Elder Affairs.

Budget Recommendations:

The recommended FY2024 All Funds Human Services budget is \$1,933,450 which is a \$85,520 or 4.63% increase from the revised FY2023 budget. The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs (EOEA) grant, the Massachusetts Bay Transportation Authority (MBTA) Suburban Transportation grant, and the Senior Services Revolving Fund. In addition, the Towns of Bedford and Carlisle fund a portion of the Veterans' Services budget through an Intermunicipal Veterans' District agreement.

The Human Services FY2024 recommended General Fund operating budget request is \$1,561,698 and reflects a \$34,277 or 2.24% increase from the revised FY2023 budget.

The General Fund operating budget for Compensation is \$748,917, and reflects a \$31,267 or 4.36% increase, which reflects the cost of contractually obligated step increases and cost of living adjustments, offset by staff turnover. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$812,781 and reflects a \$3,010 or 0.37% increase, which is a net change that reflects an increase in the William James INTERFACE Referral Service contract.

Program Improvement Requests:

None requested.

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Budget Summary - General Fund

Funding Sources (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,127,642	\$ 1,075,088	\$ 1,387,945	\$ 1,392,222	\$ —	\$ 1,392,222	\$ 4,277	0.31 %
Veteran Benefits Reimbursement	\$ 61,498	\$ 30,109	\$ 14,476	\$ 14,476	\$ —	\$ 14,476	\$ —	— %
TDM Allocation	\$ 95,000	\$ 95,000	\$ 95,000	\$ 125,000	\$ —	\$ 125,000	\$ 30,000	31.58 %
Fees								
Lexpress Fares	\$ 9,506	\$ 16,010	\$ 30,000	\$ 30,000	\$ —	\$ 30,000	\$ —	— %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
Expenses	\$ 657,109	\$ 529,081	\$ 809,771	\$ 812,781	\$ —	\$ 812,781	\$ 3,010	0.37 %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 211,663	\$ 227,095	\$ 237,334	\$ 248,094	\$ —	\$ 248,094	\$ 10,760	4.53 %
Total 6140 Veterans' Services	\$ 56,748	\$ 76,743	\$ 91,554	\$ 94,655	\$ —	\$ 94,655	\$ 3,101	3.39 %
Total 6150 Youth & Family Services	\$ 184,651	\$ 186,389	\$ 212,253	\$ 215,694	\$ —	\$ 215,694	\$ 3,441	1.62 %
Total 6170 Senior Services & Community Programs	\$ 146,415	\$ 178,149	\$ 198,454	\$ 205,383	\$ —	\$ 205,383	\$ 6,929	3.49 %
Total 6210 Transportation Services	\$ 694,168	\$ 547,831	\$ 787,826	\$ 797,872	\$ —	\$ 797,872	\$ 10,046	1.28 %
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 636,538	\$ 687,126	\$ 717,650	\$ 748,917	\$ —	\$ 748,917	\$ 31,267	4.36 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Personal Services</i>	<i>\$ 636,538</i>	<i>\$ 687,126</i>	<i>\$ 717,650</i>	<i>\$ 748,917</i>	<i>\$ —</i>	<i>\$ 748,917</i>	<i>\$ 31,267</i>	<i>4.36 %</i>
Contractual Services	\$ 638,725	\$ 495,250	\$ 770,796	\$ 774,036	\$ —	\$ 774,036	\$ 3,240	0.42 %
Utilities	\$ 3,266	\$ 3,217	\$ 3,240	\$ 3,260	\$ —	\$ 3,260	\$ 20	0.62 %
Supplies	\$ 12,849	\$ 26,997	\$ 31,235	\$ 30,985	\$ —	\$ 30,985	\$ (250)	-0.80 %
Small Capital	\$ 2,269	\$ 3,617	\$ 4,500	\$ 4,500	\$ —	\$ 4,500	\$ —	— %
<i>Expenses</i>	<i>\$ 657,109</i>	<i>\$ 529,081</i>	<i>\$ 809,771</i>	<i>\$ 812,781</i>	<i>\$ —</i>	<i>\$ 812,781</i>	<i>\$ 3,010</i>	<i>0.37 %</i>
Total 6000 - General Fund	\$ 1,293,647	\$ 1,216,207	\$ 1,527,421	\$ 1,561,698	\$ —	\$ 1,561,698	\$ 34,277	2.24 %

6100-6200 Program Summary

Program: Human Services & Health
Town of Lexington, MA

Budget Summary - Revolving Funds* and Grants

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
EOEA Grant	\$ 94,764	\$ 94,764	\$ 94,764	\$ 124,992	\$ —	\$ 124,992	\$ 30,228	31.90 %
Veterans Services Regional Funding	\$ 89,671	\$ 97,641	\$ 95,745	\$ 106,760	\$ —	\$ 106,760	\$ 11,015	11.50 %
Senior Services Revolving Fund*	\$ 8,151	\$ 42,011	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
MBTA Grant	\$ 56,243	\$ 58,493	\$ 55,000	\$ 65,000	\$ —	\$ 65,000	\$ 10,000	18.18 %
Total 6000 - Non-General Fund	\$ 248,830	\$ 292,909	\$ 320,509	\$ 371,752	\$ —	\$ 371,752	\$ 51,243	15.99 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriations Summary (Non-General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
EOEA Grant	\$ 99,831	\$ 87,951	\$ 94,764	\$ 124,992	\$ —	\$ 124,992	\$ 30,228	31.90%
<i>Personal Services</i>	\$ 79,391	\$ 62,954	\$ 68,447	\$ 68,447	\$ —	\$ 68,447	\$ —	— %
<i>Expenses</i>	\$ 20,440	\$ 24,997	\$ 26,317	\$ 56,545	\$ —	\$ 56,545	\$ 30,228	114.86 %
Veterans' Services Regional Funding	\$ 92,997	\$ 97,459	\$ 95,745	\$ 106,760	\$ —	\$ 106,760	\$ 11,015	11.50%
<i>Personal Services</i>	\$ 89,388	\$ 93,830	\$ 93,320	\$ 104,485	\$ —	\$ 104,485	\$ 11,165	11.96 %
<i>Expenses</i>	\$ 3,609	\$ 3,629	\$ 2,425	\$ 2,275	\$ —	\$ 2,275	\$ (150)	-6.19 %
Senior Services Revolving Fund								
<i>Expenses</i>	\$ 6,469	\$ 29,461	\$ 75,000	\$ 75,000	\$ —	\$ 75,000	\$ —	— %
MBTA Grant - Transportation Services								
<i>Expenses</i>	\$ 56,243	\$ 58,493	\$ 55,000	\$ 65,000	\$ —	\$ 65,000	\$ 10,000	18.18 %
Total 6000 - Non-General Fund	\$ 255,541	\$ 273,364	\$ 320,509	\$ 371,752	\$ —	\$ 371,752	\$ 51,243	15.99 %

Budget Summary - All Funds

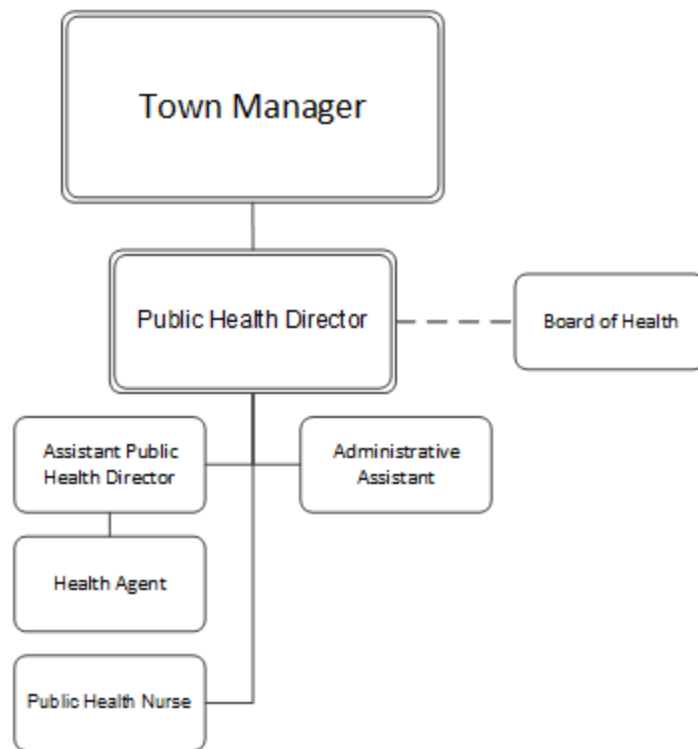
Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 805,317	\$ 843,910	\$ 879,417	\$ 921,849	\$ —	\$ 921,849	\$ 42,432	4.83 %
Expenses	\$ 743,871	\$ 645,661	\$ 968,513	\$ 1,011,601	\$ —	\$ 1,011,601	\$ 43,088	4.45 %
Total 6000 Human Services (All Funds)	\$ 1,549,187	\$ 1,489,570	\$ 1,847,930	\$ 1,933,450	\$ —	\$ 1,933,450	\$ 85,520	4.63 %

Mission: Under the direction of the Lexington Board of Health, the mission of the Lexington Health Department is to prevent disease and promote wellness in order to protect and improve the health and quality of life of its residents, visitors and workforce.

Budget Overview: Beginning in FY2024, the Public Health Office will become a separate Town department to better reflect the vital importance of Local Public Health, and will no longer be a division of what is now called the Land Use, Housing and Development Department (Program 7000). The Health Department manages disease prevention and surveillance programs designed to protect the health of the community. Programs include but are not limited to public health education, infectious disease surveillance and case investigation activities, oversight and enforcement of all state and local community health and environmental health regulations, mosquito-borne disease prevention efforts, public vaccination clinics, and public health emergency planning and response efforts. The Health Department staff is comprised of the Health Director, an Assistant Health Director, a Health Agent, a Public Health Nurse, and an Administrative Assistant.

Division Initiatives:

1. Continue to monitor Covid-19 in the community, to continue to be a resource for COVID 19 education and to offer services such as vaccine and booster.
2. Continue to review all the local Board of Health regulations, and update as necessary, to coincide with current State and Federal regulations, standards and best practices. Research and develop new regulations as necessary.
3. Continue to enhance customer service satisfaction and improve staff efficiency by updating Board of Health permit applications in ViewPoint Cloud. Implement new inspection software and tablets which will decrease reliance on paper forms and allow for more efficient and accurate record keeping.
4. Continue involvement with the 4A Medical Reserve Corps transition team working to disband the existing non-functioning MRC into 3 smaller more sustainable units. Submit Federal application for the new Central Middlesex MRC as Chair of the unit transition team. Offer preparedness trainings and classes such as Stop the Bleed and Behavioral First Aid.
5. Evaluate and expand Clinical Public Health programs such as expansion of adult and pediatric vaccine availability, CPR/First Aid, collaborate with Human Services Health Outreach Clinician to expand services to Elders, and collaborate with other clinical partners in the community.
6. Expand the working relationship with the Lexington public and private schools, administration and school nursing services. Become a partner and resource for programming and collaboration to enhance our shared commitment to the health and well being of our youth.
7. Evaluate and expand the Environmental focus of the Health Office by offering or sponsoring trainings, certifications or education, such as ServSafe for food establishments, septic/cesspool maintenance, well water testing, mosquito/tick safety.
8. Research grants and other financial opportunities to enhance and expand functions of the Health Office such as the FDA Voluntary Retail Food Grant, Public Health Excellence Grants, NAACHO grants for the MRC, or other opportunities offered by the Office of Local and Regional Health of the Massachusetts Department of Public Health.
9. Strive to make the Health Department more visible and accessible to residents, businesses and staff as a reference, resource and trusted municipal partner.

**Authorized/Appropriated Staffing**

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Public Health Director	1	1	1	1
Public Asst. Health Director*	—	1	1	1
Public Health Agent*	2	1	1	1
Public Health Nurse**	0.6	0.6	1	1
Administrative Assistant***	0	0	0	1
Total FTE	3.6	3.6	4.0	5.0
Total FT/PT	3FT/1PT	3FT/1PT	5FT/0PT	5FT/0PT

*In FY2021, a second Health Agent was funded via a program improvement. During that year, one of the Health Agents was reclassified to Assistant Health Director.

**Public Health Nurse was previously shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009. In FY2023, the position was reassigned to Lexington on a full-time basis.

***The FY2024 budget recommends the transfer of an Administrative Assistant from the Land Use, Housing and Development Department to the Health Department.

Budget Recommendations:

The recommended FY2024 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$654,813. The recommended budget is a \$111,943 or 20.62% increase from the FY2023 budget.

The FY2024 recommended Health General Fund operating budget is \$524,813, which is a \$66,943 or 14.62% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$426,513 and reflects a \$66,943 or 18.62% increase due to the cost of contractually obligated step increases and cost of living adjustments, as well as the transfer of the Administrative Assistant from Land Use, Housing and Development.

The General Fund operating budget for Expenses is \$98,300 and is level-funded from FY2023.

The FY2024 Health Programs Revolving Fund is recommended at \$90,000 which is a \$45,000 or 100.00% increase from the FY2023 authorization, which is attributed to a rise in vaccines costs and a proposal to expand the vaccine program in FY2024 . First authorized in FY2021, a revolving fund for Lab Animal Permits is recommended at \$40,000 to handle inspections for an increasing number of lab animals in the commercial and industrial properties in town.

Program Improvement Requests:

None requested.

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 249,721	\$ 258,585	\$ 427,870	\$ 487,313	\$ (2,500)	\$ 484,813	\$ 56,943	13.31%
Directed Funding								
Permits	\$ 51,912	\$ 71,990	\$ 30,000	\$ 40,000	\$ —	\$ 40,000	\$ 10,000	33.33%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Expenses	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	—%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 267,144	\$ 265,934	\$ 357,777	\$ 424,697	\$ —	\$ 424,697	\$ 66,920	18.70%
Overtime	350	506	1,793	1,816	—	1,816	23	1.28%
<i>Personal Services</i>	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Contractual Services	\$ 32,526	\$ 59,637	\$ 89,250	\$ 90,750	\$ (1,500)	\$ 89,250	\$ —	—%
Utilities	\$ 960	\$ 1,453	\$ 2,800	\$ 2,800	\$ —	\$ 2,800	\$ —	—%
Supplies	\$ 654	\$ 3,045	\$ 6,250	\$ 7,250	\$ (1,000)	\$ 6,250	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	\$ 34,140	\$ 64,135	\$ 98,300	\$ 100,800	\$ (2,500)	\$ 98,300	\$ —	—%
Total 7140 Health	\$ 301,634	\$ 330,575	\$ 457,870	\$ 527,313	\$ (2,500)	\$ 524,813	\$ 66,943	14.62%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Health Programs Revolving Fund	\$ 21,342	\$ 27,176	\$ 45,000	\$ 90,000	\$ —	\$ 90,000	\$ 45,000	100.00%
Lab Animal Permits Revolving Fund	\$ —	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	—%
Total 7140 Health	\$ 21,342	\$ 67,176	\$ 85,000	\$ 130,000	\$ —	\$ 130,000	\$ 45,000	52.94%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7140 - Health Programs Revolving Fund								
<i>Expenses</i>	\$ 27,352	\$ 34,207	\$ 45,000	\$ 90,000	\$ —	\$ 90,000	\$ 45,000	100.00%
7140 - Lab Animal Permits Revolving Fund								
<i>Expenses</i>	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	\$ 40,000	\$ —	—%
Total 7140 Health	\$ 27,352	\$ 34,207	\$ 85,000	\$ 130,000	\$ —	\$ 130,000	\$ 45,000	52.94%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 267,494	\$ 266,439	\$ 359,570	\$ 426,513	\$ —	\$ 426,513	\$ 66,943	18.62%
Expenses	\$ 61,492	\$ 98,342	\$ 183,300	\$ 230,800	\$ (2,500)	\$ 228,300	\$ 45,000	24.55%
Total 7140 Health - All Funds	\$ 328,986	\$ 364,781	\$ 542,870	\$ 657,313	\$ (2,500)	\$ 654,813	\$ 111,943	20.62%

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Section IX: Program 7000: Land Use, Housing and Development Department

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for the Land Use, Housing and Development Department. It includes:

- | | |
|-----------------------------|-------|
| • 7100-7400 Summary | IX-3 |
| • 7110 Building and Zoning | IX-11 |
| • 7120 Administration | IX-15 |
| • 7130 Conservation | IX-17 |
| • 7200 Planning | IX-21 |
| • 7300 Economic Development | IX-25 |

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7100-7400 Program Summary

Mission: The Land Use, Health and Development department was created in 2015 to support the Town Manager, under the direction of an Assistant Town Manager for Development, by providing strategic leadership and accountability for a new Department comprising the Planning, Economic Development, Building & Zoning, Conservation, and Public Health functions, and by managing land-related negotiations, acquisitions, agreements, restrictions, leases. The Department included those offices that manage and promote residential and commercial development in Lexington while protecting the health and safety of residents through local bylaws and regulations, as well as state statutes and regulations, in the areas of building code, zoning, wetland protection, planning, economic development, housing and land-use. This structure enabled the Town to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development and local public health.

In recent years the COVID-19 pandemic highlighted vital importance of local public health, and in 2022 the Town Manager conducted an organization study of the Town's departmental structure. Based on that evaluation, the Health Department will become a stand-alone Town department, with the Health Director joining Senior Management Team. The Health Department has been removed from the Land Use Health and Development's FY2024 budget, and is now separately reflected under Program 6500.

Further, Lexington's commitment to Affordable Housing goals has come to the forefront of the Town's initiatives. Going forward 'Housing' will be reflected in the Department's new name: the Land Use, Housing and Development Department.

Budget Overview: The Land Use, Housing and Development Department is comprised of: Building and Zoning, Conservation, Planning, Housing and Economic Development.

- Building and Zoning is responsible for enforcing the State building, electrical, gas and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.
- Conservation is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.
- Planning supports the Planning Board in the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the commercial manufacturing district, and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives.
- Affordable Housing has become an increasing priority in Lexington, and the Town has recently established an Affordable Housing Trust to assist with the acquisition and maintenance affordable housing units in Lexington. While the FY2024 budget does not reflect dedicated staffing or expenses, the Town's Affordable Housing initiatives are expected to expand in future years.
- Economic Development works to encourage new investment and support our local businesses. It serves as a liaison for businesses and works to address business-related issues from Center parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging

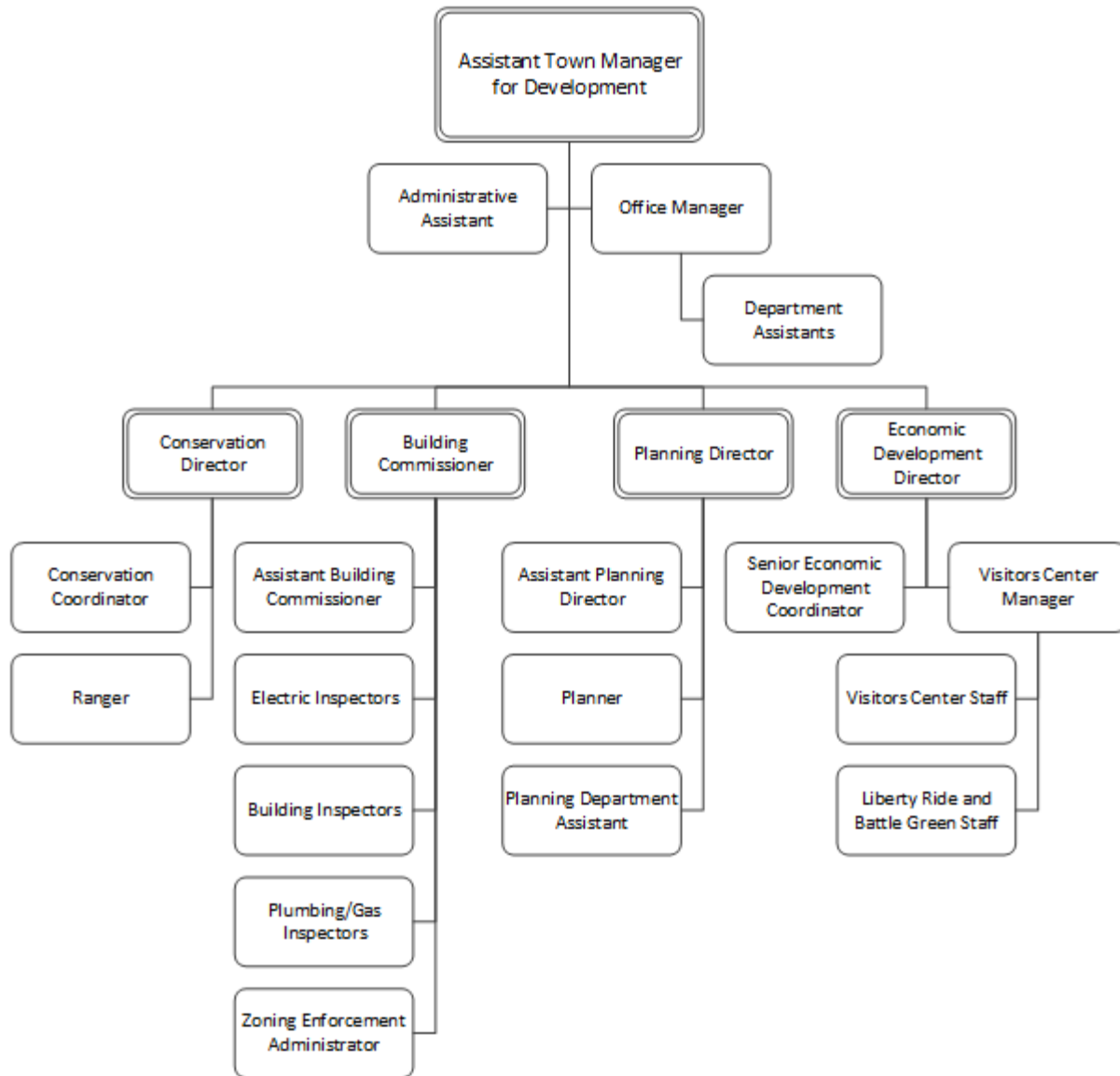
7100-7400 Program Summary

State economic development tools and resources designed to improve the business environment. The Economic Development Office manages the Visitors Center and Tourism operations.

Departmental Initiatives:

1. Implement the Select Board's goals associated with the work of the Department.
2. Support the transition of the Public Health function into a new, separate Department, while continuing to coordinate with the Health staff to facilitate Health-related permitting of Economic Development and other development-related work.
3. Support affordable housing studies, plans, resources and initiatives, including the new Affordable Housing Trust.
4. Implement high priority and near-term action steps and recommendations of LexingtonNext, Comprehensive Plan Update adopted September 2022.
5. Continue to support the community input on the Bedford Street/Hartwell Avenue 25% design development with the Engineering Division.

7100-7400 Program Summary



7100-7400 Program Summary

Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Administration Dept Office Manager	1	1	1	1
Administration Dept Assistants*	4	4	4	3
Economic Development Director	1	1	1	1
Senior Economic Development Coordinator**	1	1	1	1
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center PT Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Service Coordinator***	0.7	0	0	1
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. Assistant	1	1	1	1
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Building Commissioner	1	1	1	1
Asst Building Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-time Electric Inspector****	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector****	0.14	0.14	0.14	0.14
Part-time Building Inspector****	0.38	0.38	0.58	0.58
Part-time Sealer of Weights and Measures*****	0	0	0	0.51
Total FTE	29.02	28.32	28.52	29.03
Total FT/PT	22FT/9PT + Seasonal	22FT/8PT + Seasonal	22FT/8PT + Seasonal	22FT/9PT + Seasonal

Note: In FY24, the Public Health Office will become a separate Town department.

*The FY2024 budget recommends a Department Assistant be reassigned to the new Health Department.

**In FY2023, Title change from Economic Development Coordinator to Senior Economic Development Coordinator.

***The FY2024 budget recommends transitioning the Tour Service Coordinator from PT to FT as a program improvement from the Revolving Fund.

****The hours budgeted for part-time inspectors are filled by multiple individuals.

*****The State has stopped performing the job of weights and measures, therefore, the FY2024 budget recommends a new part time position that will be a shared position with the Town of Burlington.

7100-7400 Program Summary

Budget Recommendations:

The FY2024 recommended All Funds Land Use, Housing and Development Department budget, inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center, Residential Engineering Review Revolving Funds, is \$2,931,283, which is a \$175,475 or 6.37% increase from the FY2023 budget.

The FY2024 recommended Land Use, Housing and Development General Fund operating budget is \$2,383,716 which is a \$48,973, or 2.10% increase from the FY2023 General Fund budget.

The General Fund operating budget for Compensation is \$2,024,579 and reflects a \$45,923 or 2.32% increase, which funds contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$359,137 and reflects a increase of \$3,050 or 0.86%, which reflects a decrease in Contract Services as the state will no longer be responsible for weights and measurers inspections for municipalities (\$4,050) as well an overall decrease in expenses to reflect actual spending.

The FY2024 recommended budget for the Residential Engineering Review and Tourism revolving funds is \$547,567, an increase of \$126,502 or 30.04%, as tourism is expected to continue to rebound from the pandemic.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Sealer of Weights and Measures	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —
Chipping	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ —	\$ —	\$ 4,000
Conservation Regulatory Assistant Hours	\$ 20,000	\$ 290	\$ 20,290	\$ —	\$ —	\$ —	\$ 20,290
Housing Officer/Planner	\$ 75,000	\$ 18,820	\$ 93,820	\$ —	\$ —	\$ —	\$ 93,820
Liberty Ride Driver	\$ 29,880	\$ 433	\$ 30,313	\$ —	\$ —	\$ —	\$ 30,313
Full-Time Tour Service Coordinator	\$ 58,240	\$ 18,577	\$ 76,817	\$ 58,240	\$ 18,577	\$ 76,817	\$ —
Full-time Assistant Visitors Center Manager	\$ 49,152	\$ 18,445	\$ 67,597	\$ —	\$ —	\$ —	\$ 67,597

7100-7400 Program Summary

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$(1,386,582)	\$(972,575)	\$(11,937)	\$(260,484)	\$(14,700)	\$(275,184)	\$(263,247)	2,205.30 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
Fees & Charges								
Departmental Fees	\$ 70,022	\$ 92,260	\$ 69,200	\$ 86,900	\$ —	\$ 86,900	\$ 17,700	25.58 %
Licenses & Permits	\$ 3,213,684	\$2,853,029	\$ 2,231,480	\$2,526,000	\$ —	\$2,526,000	\$ 294,520	13.20 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Compensation	\$ 1,636,227	\$1,761,781	\$ 1,978,656	\$2,024,579	\$ —	\$2,024,579	\$ 45,923	2.32 %
Expenses	\$ 306,897	\$ 256,933	\$ 356,087	\$ 373,837	\$(14,700)	\$ 359,137	\$ 3,050	0.86 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Level-Service Requests (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21 %
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$(31,806)	-5.59 %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$(800)	\$ 267,876	\$ 13,994	5.51 %
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80 %
Total 7300 Economic Development	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$(28,900)	\$ 435,053	\$ 14,255	3.39 %
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,619,930	\$1,746,626	\$ 1,945,435	\$1,990,927	\$ —	\$1,990,927	\$ 45,492	2.34 %
Overtime	\$ 16,298	\$ 15,155	\$ 33,221	\$ 33,652	\$ —	\$ 33,652	\$ 431	1.30 %
<i>Personal Services</i>	<i>\$ 1,636,227</i>	<i>\$1,761,781</i>	<i>\$ 1,978,656</i>	<i>\$2,024,579</i>	<i>\$ —</i>	<i>\$2,024,579</i>	<i>\$ 45,923</i>	<i>2.32 %</i>
Contractual Services	\$ 206,980	\$ 209,510	\$ 289,426	\$ 298,326	\$(3,700)	\$ 294,626	\$ 5,200	1.80 %
Utilities	\$ 9,714	\$ 9,982	\$ 10,761	\$ 10,561	\$ —	\$ 10,561	\$(200)	-1.86 %
Supplies	\$ 90,203	\$ 37,441	\$ 55,900	\$ 62,950	\$(11,000)	\$ 51,950	\$(3,950)	-7.07 %
Small Capital	\$ —	\$ —	\$ —	\$ 2,000	\$ —	\$ 2,000	\$ 2,000	— %
<i>Expenses</i>	<i>\$ 306,897</i>	<i>\$ 256,933</i>	<i>\$ 356,087</i>	<i>\$ 373,837</i>	<i>\$(14,700)</i>	<i>\$ 359,137</i>	<i>\$ 3,050</i>	<i>0.86 %</i>
Total 7100-7400 - General Fund	\$ 1,943,124	\$2,018,714	\$ 2,334,743	\$2,398,416	\$ (14,700)	\$2,383,716	\$ 48,973	2.10 %

7100-7400 Program Summary

Budget Summary - Revolving Funds

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Residential Engineering Review Revolving Fund	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
Liberty Ride Revolving Fund	\$ 790	\$ 72,083	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Visitor Center Revolving Fund	\$ 74,242	\$ 260,184	\$ 260,000	\$ —	\$ —	\$ —	\$ (260,000)	-100.00 %
Tourism Revolving Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Total 7100-7400 - Rev. Funds	\$ 132,632	\$ 389,867	\$ 421,600	\$ 470,750	\$ 76,817	\$ 547,567	\$ 125,967	29.88 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
7110 - Residential Engineering Review								
Expenses	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	— %
7320 - Liberty Ride	\$ —	\$146,758	\$ 104,000	\$ —	\$ —	\$ —	\$(104,000)	-100.00 %
Compensation	\$ —	\$ 23,652	\$ 14,000	\$ —	\$ —	\$ —	\$ (14,000)	-100.00 %
Expenses	\$ —	\$ 123,106	\$ 90,000	\$ —	\$ —	\$ —	\$ (90,000)	-100.00 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
7340 - Visitor Center	\$ 59,470	\$255,101	\$ 259,465	\$ —	\$ —	\$ —	\$(259,465)	-100.00 %
Compensation	\$ 26,501	\$ 139,493	\$ 114,750	\$ —	\$ —	\$ —	\$ (114,750)	(100.00)%
Expenses	\$ 32,970	\$ 115,608	\$ 144,715	\$ —	\$ —	\$ —	\$ (144,715)	-100.00 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
7350 - Tourism	\$ —	\$ —	\$ —	\$413,150	\$ 76,817	\$489,967	\$ 489,967	— %
Compensation	\$ —	\$ —	\$ —	\$ 138,000	\$ 58,240	\$ 196,240	\$ 196,240	— %
Expenses	\$ —	\$ —	\$ —	\$ 275,150	\$ —	\$ 275,150	\$ 275,150	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7100-7400 - Rev. Funds	\$ 59,470	\$ 401,858	\$ 421,065	\$ 470,750	\$ 76,817	\$ 547,567	\$ 126,502	30.04 %

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 nded	Dollar Increase	Percent Increase
Compensation	\$ 1,662,728	\$1,924,926	\$ 2,107,406	\$2,162,579	\$ 58,240	\$2,220,819	\$ 113,413	5.38 %
Expenses	\$ 339,867	\$ 495,646	\$ 648,402	\$ 706,587	\$ (14,700)	\$ 691,887	\$ 43,485	6.71 %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7100-7400 - All Funds	\$ 2,002,595	\$2,420,572	\$ 2,755,808	\$2,869,166	\$ 62,117	\$2,931,283	\$ 175,475	6.37 %

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7110 Building & Zoning

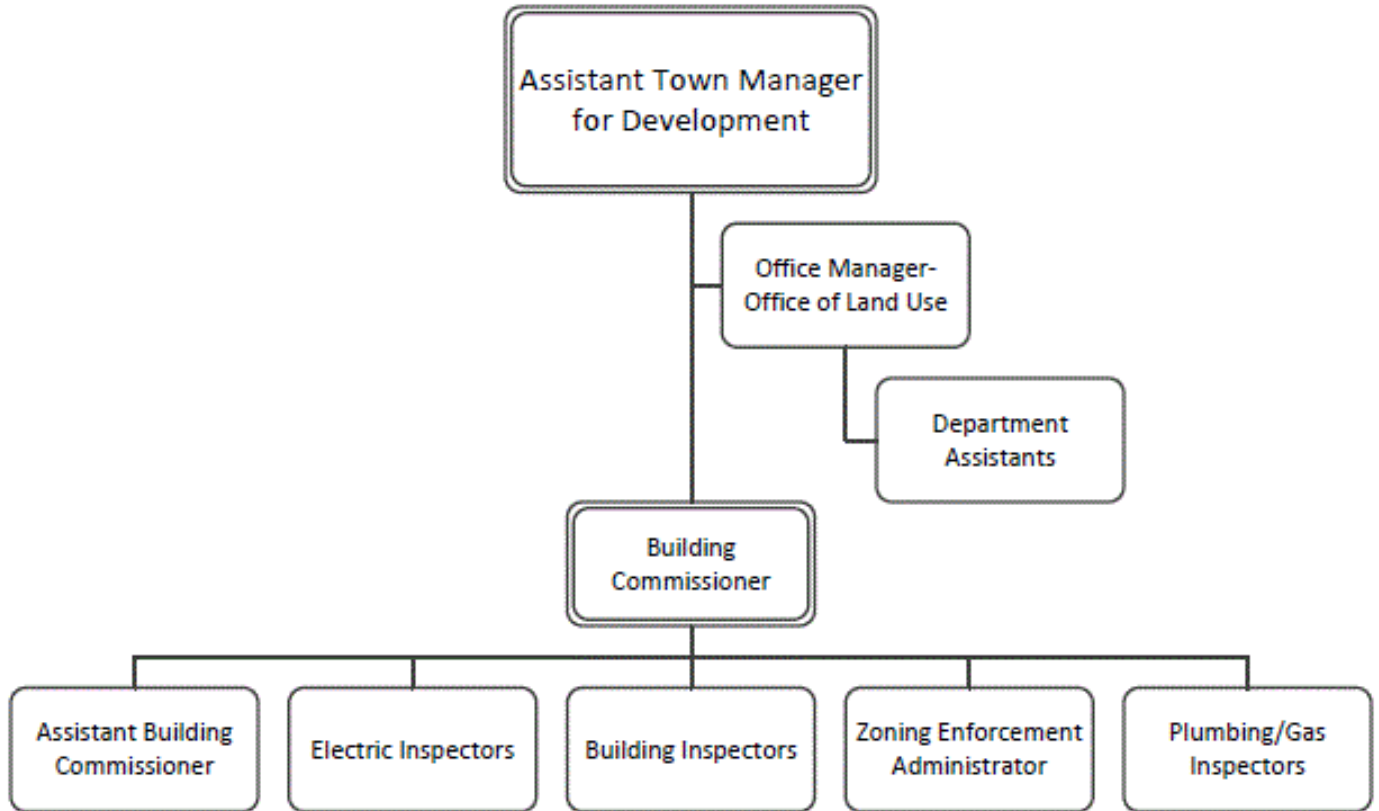
Mission: The Building and Zoning Division is a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations.

Budget Overview: The Building and Zoning Division enforces state building, electrical, plumbing, gas and mechanical codes, Architectural Access Board Regulations and local zoning bylaws. Staff, comprised of the Building Commissioner, Assistant Building Commissioner, Building Inspectors, Electrical Inspector, Plumbing & Gas Inspector and Zoning Enforcement Administrator, review construction drawings and specifications, issue permits, inspect new construction, conduct periodic inspections of restaurants, day care centers, schools, religious institutions, museums, places of public assembly and multi-family housing, and levy fines or prosecute when necessary to maintain code compliance.

Division Initiatives:

1. Continue the efforts to improve and administer the online permitting system, helping applicants obtain their permits. The ViewPoint Cloud permit system requires all building, zoning, electrical, plumbing and gas permits to be applied for electronically. This permitting system allows applicants to do much of their work from their office or home, thereby saving time and money from having to visit the Town offices.
2. Create, advertise, interview and fill the new shared part time position of the Sealer of Weights and Measures.
3. Permit, inspect, monitor and ensure code compliance for the New Police Station. This is a major Town Construction project located in the Center of Historic Downtown Lexington, and will require substantial effort and time from the Inspectional Services Division.
4. Prepare the staff, residents, contractor and designers of the new Super Stretch Code , a new and improved state energy code for all electric homes to be required in Lexington.
5. Assist the Planning office and Economic Development office in amending the zoning sign bylaw to address signs in Lexington.
6. Work with the Select Board to adopt a fee structure for the Sealer of weights and Measures Inspection services.

7110 Building & Zoning



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Building Commissioner	1	1	1	1
Asst. Bldg. Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspector	1	1	1	1
Part-time Electric Inspector*	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector*	0.14	0.14	0.14	0.14
Part-time Building Inspector*	0.38	0.38	0.58	0.58
Part-time Sealer of Weights and Measures**	0	0	0	0.51
Total FTE	6.76	6.76	6.96	7.47
Total FT/PT	6FT/3PT	6FT/3PT	6FT/3PT	6FT/4PT

*The hours budgeted for part-time inspectors are filled by multiple individuals.

**The State has stopped performing the job of weights and measures, therefore, the FY2024 budget recommends a new part time position that will be a shared position with the Town of Burlington.

7110 Building & Zoning

Budget Recommendations:

The FY2024 recommended All Funds Building and Zoning budget is \$742,292 a \$40,019 or 5.70% increase from the FY2023 budget.

The FY2024 recommended General Fund Building and Zoning budget is \$684,692 a \$40,019 or 6.21% increase from the FY2023 budget.

The recommended budget for Compensation is \$639,652 and reflects a \$29,069, or 4.76% increase, which is due to contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$45,040 and reflects a increase of \$10,950 or 32.12% from FY2023, primarily due to funding a program improvement for \$15,000 to hire a part-time Sealer of Weights and Measurers shared with the Town of Burlington. This is a mandated service that the State will no longer be providing to municipalities.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Sealer of Weights and Measures	\$ 15,000	\$ —	\$ 15,000	\$ 15,000	\$ —	\$ 15,000	\$ —

7110 Building & Zoning

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (2,616,550)	\$ (2,204,914)	\$ (1,569,307)	\$ (1,868,808)	\$ 15,000	\$ (1,853,808)	\$ (284,501)	18.13%
Directed Funding								
Departmental Fees	\$ 16,170	\$ 12,490	\$ 12,500	\$ 12,500	\$ —	\$ 12,500	\$ —	—%
Licenses and Permits	\$ 3,161,772	\$ 2,781,039	\$ 2,201,480	\$ 2,526,000	\$ —	\$ 2,526,000	\$ 324,520	14.74%
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 537,920	\$ 557,775	\$ 610,583	\$ 639,652	\$ —	\$ 639,652	\$ 29,069	4.76%
Expenses	\$ 23,473	\$ 30,839	\$ 34,090	\$ 30,040	\$ 15,000	\$ 45,040	\$ 10,950	32.12%
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 532,287	\$ 551,423	\$ 604,161	\$ 633,147	\$ —	\$ 633,147	\$ 28,986	4.80%
Overtime	\$ 5,633	\$ 6,352	\$ 6,422	\$ 6,505	\$ —	\$ 6,505	\$ 83	1.29%
<i>Personal Services</i>	<i>\$ 537,920</i>	<i>\$ 557,775</i>	<i>\$ 610,583</i>	<i>\$ 639,652</i>	<i>\$ —</i>	<i>\$ 639,652</i>	<i>\$ 29,069</i>	<i>4.76%</i>
Contractual Services	\$ 15,329	\$ 19,201	\$ 22,140	\$ 18,090	\$ 15,000	\$ 33,090	\$ 10,950	49.46%
Utilities	\$ 5,983	\$ 7,021	\$ 6,800	\$ 6,800	\$ —	\$ 6,800	\$ —	—%
Supplies	\$ 2,161	\$ 4,617	\$ 5,150	\$ 5,150	\$ —	\$ 5,150	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 23,473</i>	<i>\$ 30,839</i>	<i>\$ 34,090</i>	<i>\$ 30,040</i>	<i>\$ 15,000</i>	<i>\$ 45,040</i>	<i>\$ 10,950</i>	<i>32.12%</i>
Total 7110 Building and Zoning	\$ 561,393	\$ 588,614	\$ 644,673	\$ 669,692	\$ 15,000	\$ 684,692	\$ 40,019	6.21%

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Residential Engineering Review	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600		\$ 57,600	\$ —	—%
Total 7110 B&Z Rev. Funds	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	—%

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7110 - Residential Engineering Review Revolving Fund								
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 57,600</i>	<i>\$ 57,600</i>		<i>\$ 57,600</i>	<i>\$ —</i>	<i>—%</i>
Total 7110 B&Z Rev. Funds	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	\$ 57,600	\$ —	—%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 537,920	\$ 557,775	\$ 610,583	\$ 639,652	\$ —	\$ 639,652	\$ 29,069	4.76%
Expenses	\$ 23,473	\$ 30,839	\$ 91,690	\$ 87,640	\$ 15,000	\$ 102,640	\$ 10,950	11.94%
Total 7110 B&Z - All Funds	\$ 561,393	\$ 588,614	\$ 702,273	\$ 727,292	\$ 15,000	\$ 742,292	\$ 40,019	5.70%

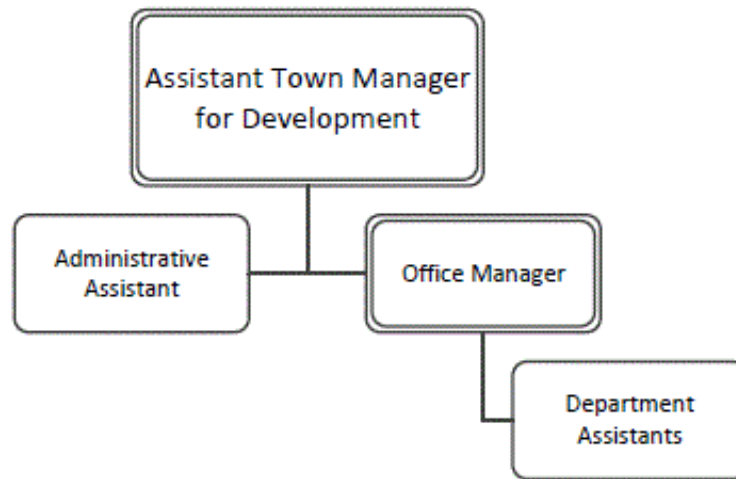
7120 Administration

Mission: To develop comprehensive regulatory and technical assistance services to town residents and commercial entities transacting development business with the Town.

Budget Overview: Administration provides management oversight and administrative support to the Building and Zoning, Conservation, Planning and Economic Development Offices and to the numerous boards and commissions, including the Zoning Board of Appeals and Historic Districts Commission, and coordinates their daily operations. The staff, comprised of an Assistant Town Manager, an Office Manager, Administrative Assistant and four Department Assistants, schedules and coordinates hearings, prepares legal notices, sets agendas, processes applications and permits, inputs data into Access databases, maintains files, circulates petitions among Town boards and officials, prepares meeting notices, agendas and minutes, determines and notifies abutters, communicates with the public, attends meetings, performs payroll and accounts payable functions, makes daily deposits, and files all final documentation. The Assistant Town Manager for Development position oversees all operations of the five divisions within the Land Use, Housing and Development Department.

Division Initiatives:

1. Support the Department and the Town in implementing LexingtonNext.
2. Direct the Department in supporting the Select Board goals and the Planning Board's work plan especially as they may relate to housing, economic development and planning
3. Assist the Town Manager in planning and executing on operations and delegated strategic actions in land use, housing, conservation, building, planning, preservation and economic development.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Office Manager	1	1	1	1
Department Assistants*	4	4	4	3
Total FTE	7	7	7	6
Total FT/PT	7 FT	7 FT	7 FT	6 FT

*The FY2024 budget recommends a Department Assistant be reassigned to the new Health Department.

7120 Administration

Budget Recommendations:

The recommended FY2024 General Fund budget for the Office of Administration is \$537,344, an decrease of \$(31,806) or -5.59% from the FY2023 budget.

The General Fund operating budget for Compensation is \$483,944 and reflects an decrease of \$(30,106) or (5.86)% due to the transfer of the Administrative Assistant to the new Health Department, offset by contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$53,400 and reflects a net decrease of \$(1,700) or (3.09)%, which incorporates adjustments to reflect anticipated FY2024 expenditures.

Program Improvement Requests:

None requested.

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 423,275	\$ 490,504	\$ 555,450	\$ 515,944	\$ —	\$ 515,944	\$ (39,506)	-7.11%
Directed Funding								
Departmental Fees	\$ 8,100	\$ 8,100	\$ 13,700	\$ 21,400	\$ —	\$ 21,400	\$ 7,700	56.20%
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 414,009	\$ 470,270	\$ 514,050	\$ 483,944	\$ —	\$ 483,944	\$ (30,106)	-5.86%
Expenses	\$ 17,366	\$ 28,334	\$ 55,100	\$ 53,400	\$ —	\$ 53,400	\$ (1,700)	-3.09%
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

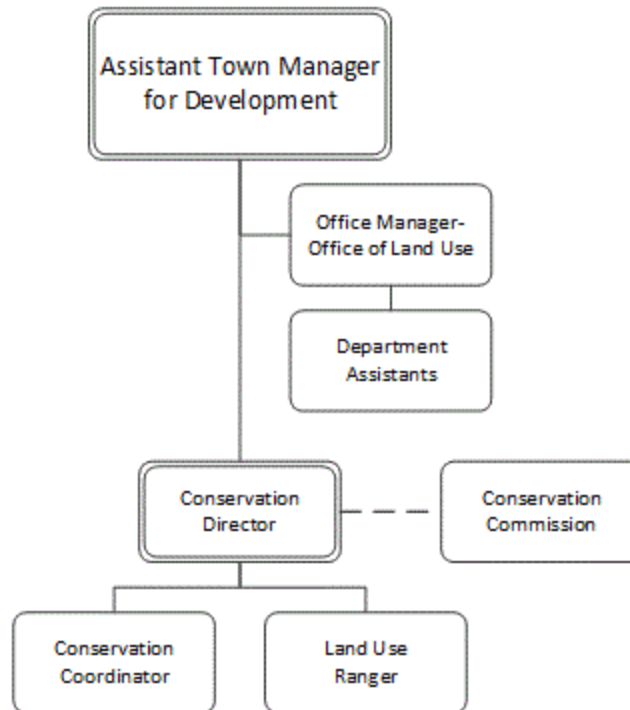
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 406,987	\$ 464,759	\$ 501,225	\$ 470,952	\$ —	\$ 470,952	\$ (30,273)	-6.04%
Overtime	\$ 7,022	\$ 5,512	\$ 12,825	\$ 12,992	\$ —	\$ 12,992	\$ 167	1.30%
<i>Personal Services</i>	<i>\$ 414,009</i>	<i>\$ 470,270</i>	<i>\$ 514,050</i>	<i>\$ 483,944</i>	<i>\$ —</i>	<i>\$ 483,944</i>	<i>\$ (30,106)</i>	<i>-5.86%</i>
Contractual Services	\$ 11,165	\$ 17,203	\$ 46,700	\$ 45,200	\$ —	\$ 45,200	\$ (1,500)	-3.21%
Utilities	\$ 940	\$ 630	\$ 900	\$ 700	\$ —	\$ 700	\$ (200)	-22.22%
Supplies	\$ 5,261	\$ 10,501	\$ 7,500	\$ 7,500	\$ —	\$ 7,500	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 17,366</i>	<i>\$ 28,334</i>	<i>\$ 55,100</i>	<i>\$ 53,400</i>	<i>\$ —</i>	<i>\$ 53,400</i>	<i>\$ (1,700)</i>	<i>-3.09%</i>
Total 7120 Administration	\$ 431,375	\$ 498,604	\$ 569,150	\$ 537,344	\$ —	\$ 537,344	\$ (31,806)	-5.59%

Mission: To protect the health and safety of Town residents through education about and regulation of and management of natural areas and wetlands.

Budget Overview: The Conservation Division provides administration, interpretation and enforcement of all applicable State laws and Local codes; counsel, guidance and education to the public on environmental issues; research and reports on relevant issues for the Conservation Commission meetings to aid the Commission in key decision making; enforcement of permit conditions through construction inspections; management of conservation areas and the Land and Watershed Stewardship Program. The Conservation Director manages and supervises the Conservation staff and operations and, along with the Conservation Stewardship Coordinator, performs administrative, supervisory, professional and technical work in connection with managing and directing comprehensive environmental programs.

Division Initiatives:

1. Continue efforts to provide for a comprehensive online records management program for conservation historical records via the Laserfiche Document Imaging Software.
2. Plan for and implement enhanced public outreach and programming to protect, preserve, and promote Lexington's natural resources.
3. Implement Year 1 of the Seven Year Action Plan of the 2022 Open Space and Recreation Plan Update.
4. Onboard a new community garden coordinator volunteer and provide a comprehensive orientation and training program.
5. Finalize and record Conservation Restrictions for all CPA conservation land acquisitions.
6. Plan for and acquire open space parcels as prioritized by the Conservation Commission.
7. Implement the numerous conservation land management and stewardship prioritized projects, including Willard's Woods, Chiesa Farm, and West Farm meadows preservation (FY2018/2023 CPA), Wright Farm Barn Stabilization (FY2023 CPA) and Conceptual Site Access Design and Parking (FY2021 CPA), Willard's Woods Accessible Improvements Design and Engineering (FY2020 CPA) and ADA Construction (subject to FY2024 CPA funding), and Whipple Hill Trail Repair and Fire Access (subject to FY2024 CPA funding)



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.26	0.26	0.26	0.26
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	2.26	2.26	2.26	2.26
Total FT/PT	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals	2FT/1PT + Seasonals

7130 Conservation

Budget Recommendations:

The recommended FY2024 General Fund Conservation budget is \$267,876, a increase of \$13,994 or 5.51% from the FY2023 budget.

This includes a \$13,994 or 6.26% increase in compensation to reflect contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$30,247 and is level-funded from FY2023.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Conservation Regulatory Assistant Hours	\$ 20,000	\$ 290	\$ 20,290	\$ —	\$ —	\$ —	\$ 20,290
Chipping	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ —	\$ —	\$ 4,000

7130 Conservation

Budget Summary:

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 184,635	\$ 217,335	\$ 250,882	\$ 265,676	\$ (800)	\$ 264,876	\$ 13,994	5.58 %
Directed Funding								
Departmental Fees	\$ 12,752	\$ 10,000	\$ 3,000	\$ 3,000	\$ —	\$ 3,000	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 171,404	\$ 206,246	\$ 223,635	\$ 237,629	\$ —	\$ 237,629	\$ 13,994	6.26 %
Expenses	\$ 25,983	\$ 21,089	\$ 30,247	\$ 31,047	\$ (800)	\$ 30,247	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 169,673	\$ 204,700	\$ 220,516	\$ 234,470	\$ —	\$ 234,470	\$ 13,954	6.33 %
Overtime	\$ 1,731	\$ 1,546	\$ 3,119	\$ 3,159	\$ —	\$ 3,159	\$ 40	1.28 %
Personal Services	\$ 171,404	\$ 206,246	\$ 223,635	\$ 237,629	\$ —	\$ 237,629	\$ 13,994	6.26 %
Contractual Services	\$ 19,972	\$ 13,148	\$ 21,436	\$ 22,186	\$ (800)	\$ 21,386	\$ (50)	-0.23 %
Utilities	\$ 2,191	\$ 1,851	\$ 3,061	\$ 3,061	\$ —	\$ 3,061	\$ —	— %
Supplies	\$ 3,820	\$ 6,090	\$ 5,750	\$ 5,800	\$ —	\$ 5,800	\$ 50	0.87 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 25,983	\$ 21,089	\$ 30,247	\$ 31,047	\$ (800)	\$ 30,247	\$ —	— %
Total 7130 Conservation	\$ 197,387	\$ 227,335	\$ 253,882	\$ 268,676	\$ (800)	\$ 267,876	\$ 13,994	5.51 %

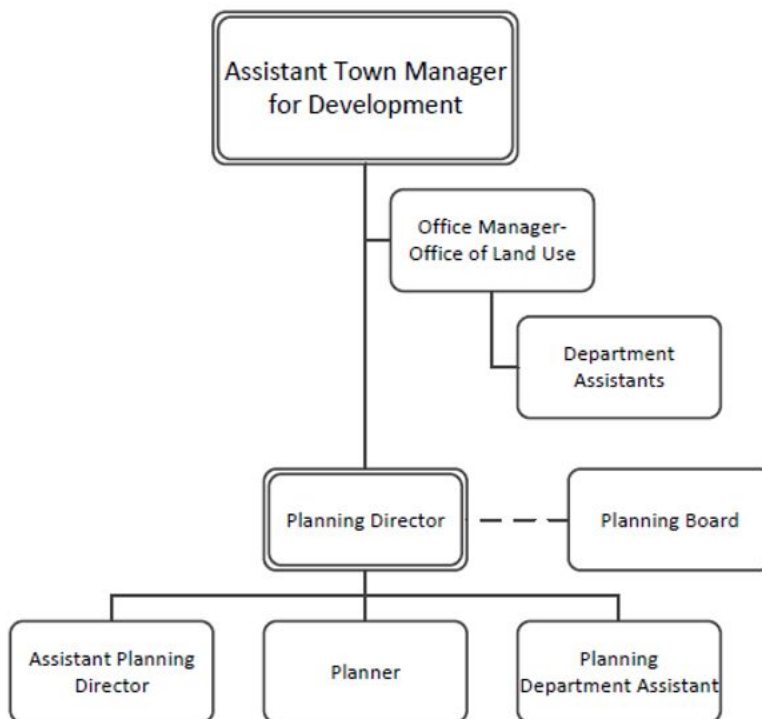
Mission: The Planning Office helps residents envision and work toward a community that serves the needs of all its citizens and to manage growth and change. The Planning Office provides staff assistance to the Planning Board, helps to administer the Zoning Bylaw and reviews development permit applications for residential and commercial projects.

Budget Overview: The Planning Office supports the Planning Board in the administration of the Subdivision Regulations, the adequacy determinations of unaccepted streets, the granting of special permits for development, site plan review and granting of special permits, as well as proposing and making recommendations on all zoning amendments and planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning regarding growth and development issues in Lexington, actively participants in various committees dealing with transportation, affordable housing, economic development, as well as regional and statewide initiatives.

The planning staff participates on the Development Review Team, the Housing Partnership Board, the Transportation Safety Group, Parking Management Group, Transportation Forum, the HOME Consortium, and the Boston Metropolitan Planning Organization.

Division Initiatives:

1. Implement various recommendations in Lexington's updated Comprehensive Plan (Lexington NEXT) adopted in September 2022 to guide future land development over the next 5, 10, 15 years, and beyond.
2. Propose and adopt zoning amendments and regulations outlined in the Comprehensive Plan to promote economic development and housing goals such as mixed-use development, more affordable housing, missing middle housing, and maximizing commercial development.
3. Formalize a practice of professional peer review consultant services for new construction application projects under review by the Planning Board.
4. Collaborate with other town departments and divisions to promote and improve stormwater best management practices.
5. Adopt and implement District Plans for Lexington's three Transportation Demand Management Overlay Districts (TMOD) - Hartwell Avenue Area, South Lexington, and Forbes Road - Marrett Street.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
Total FTE	4	4	4	4
Total FT/PT	4 FT	4 FT	4 FT	4 FT

Budget Recommendations:

The FY2024 recommended General Fund Planning Office budget is \$458,751, which is an increase of \$12,511 or 2.80% from the FY2023 budget.

The General Fund operating budget for Compensation is \$381,401 and reflects a \$12,511 or 3.39% increase from the FY2023 budget, due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$77,350 and is level-funded from FY2023.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Housing Officer/Planner	\$ 75,000	\$ 18,820	\$ 93,820	\$ —	\$ —	\$ —	\$ 93,820

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 342,185	\$ 335,035	\$ 406,240	\$ 408,751	\$ —	\$ 408,751	\$ 2,511	0.62%
Directed Funding								
Fees	\$ 33,000	\$ 61,670	\$ 40,000	\$ 50,000	\$ —	\$ 50,000	\$ 10,000	25.00%
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 339,806	\$ 352,206	\$ 368,890	\$ 381,401	\$ —	\$ 381,401	\$ 12,511	3.39%
Expenses	\$ 35,379	\$ 44,499	\$ 77,350	\$ 77,350	\$ —	\$ 77,350	\$ —	—%
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 339,028	\$ 350,460	\$ 360,995	\$ 373,403	\$ —	\$ 373,403	\$ 12,408	3.44%
Overtime	\$ 778	\$ 1,745	\$ 7,895	\$ 7,998	\$ —	\$ 7,998	\$ 103	1.30%
<i>Personal Services</i>	<i>\$ 339,806</i>	<i>\$ 352,206</i>	<i>\$ 368,890</i>	<i>\$ 381,401</i>	<i>\$ —</i>	<i>\$ 381,401</i>	<i>\$ 12,511</i>	<i>3.39%</i>
Contractual Services	\$ 33,283	\$ 41,848	\$ 72,850	\$ 72,350	\$ —	\$ 72,350	\$ (500)	-0.69%
Utilities	\$ 600	\$ 480	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ 1,497	\$ 2,170	\$ 4,500	\$ 5,000	\$ —	\$ 5,000	\$ 500	11.11%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 35,379</i>	<i>\$ 44,499</i>	<i>\$ 77,350</i>	<i>\$ 77,350</i>	<i>\$ —</i>	<i>\$ 77,350</i>	<i>\$ —</i>	<i>—%</i>
Total 7200 Planning	\$ 375,185	\$ 396,705	\$ 446,240	\$ 458,751	\$ —	\$ 458,751	\$ 12,511	2.80%

7300 Economic Development

Mission: The Economic Development Office works to encourage new investment and support for our local businesses - big and small. A strong local business environment is a critical component of a healthy and sustainable community, creating places to eat and shop, as well as opportunities for employment and added revenue to support local services. To that end, the Economic Development Office serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, and leveraging State economic development resources. The Economic Development Office also cultivates and maintains relationships with State-level partners for business development, tourism, and infrastructure investment opportunities. The Economic Development Office works to leverage economic opportunities from tourism through the operations of the Visitors Center, the Liberty Ride Trolley Tour, and the Battle Green Guides program. Sharing our role in American history attracts many thousands of visitors to Lexington each year. These visitors help to support our local businesses which contributes to our community's overall economic sustainability.

Budget Overview: The Economic Development Office is tasked with strengthening the commercial tax base, providing services to existing and prospective businesses, and overseeing tourism functions and staff. The Economic Development Office works on initiatives with input from the Economic Development Advisory Committee, the Lexington Center Committee, and the Tourism Committee.

In prior years the Economic Development budget was divided into three elements: the Economic Development Office, the Liberty Ride Trolley Tour Program, and the Visitors Center Operations. This FY2024 Preliminary Budget recommends combining the Liberty Ride Revolving Fund and the Visitor Center Revolving Fund into one Tourism Revolving Fund.

The Liberty Ride is a trolley tour of Lexington and Concord which also serves as the only transportation link to the area's historic sites. The Visitors Center, located next to the Lexington Battle Green serves as gateway for over 120,000 people who come to visit Lexington every year and generates revenue from gift shop retail sales to offset operating costs. The Town recently completed construction of a new Visitors Center which opened to the public in Spring 2020.

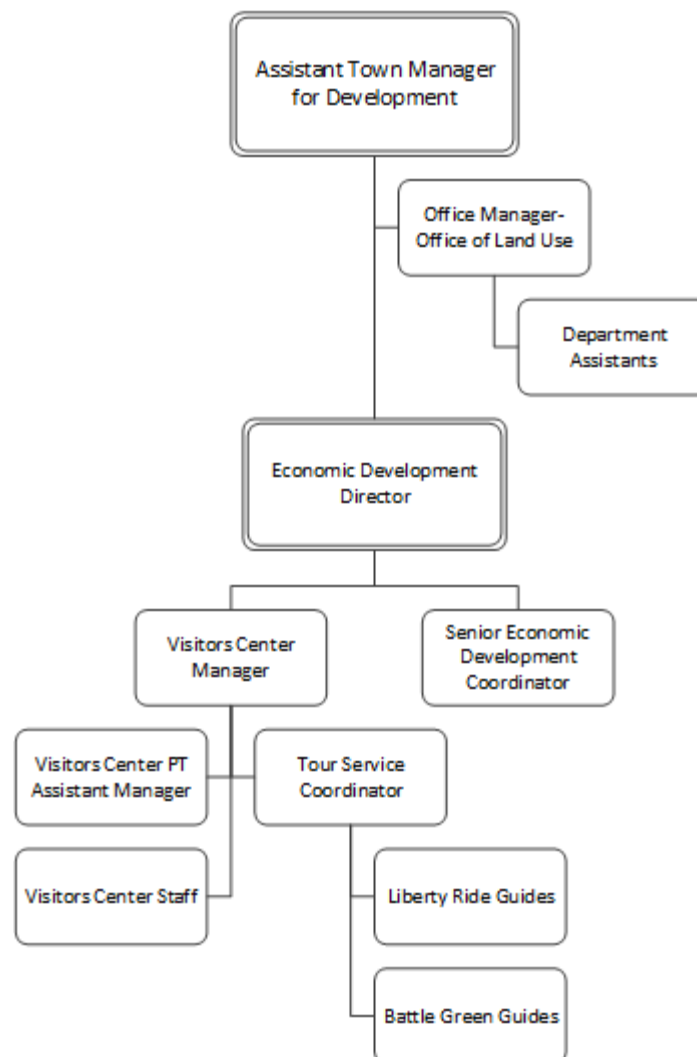
Division Initiatives:

1. Ensure long-term viability of Lexington businesses in light of the COVID-19 Pandemic and changing retail environment.
2. Implement and complete the wayfinding project for East Lexington.
3. The ED Office will be working on a new Tourism Website that will address all destination marketing needs in FY 2024.
4. The ED office will also be working on a store façade improvement program for East Lexington to improve the stores to be more attractive and vibrant.
5. Continued implementation of ARPA funds to help with economic stimulus and resiliency for the community.

7300 Economic Development

Tourism/Visitor Activities

1. Expand programs & retail operations in the Visitors Center.
2. Develop additional materials for non-English speaking visitors and implement the Freedoms Way Grant.
3. Identify other funding opportunities to augment revenue for the tourism revolving funds.
4. Increase the use of social media and target online advertising to increase visits to Lexington.



7300 Economic Development

Program: Land Use, Housing and
Development Department
Town of Lexington, MA

Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Economic Development Director	1	1	1	1
Senior Economic Development Coordinator*	1	1	1	1
Economic Development Intern	Seasonal	Seasonal	Seasonal	Seasonal
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Service Coordinator**	0.7	0	0	1
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	9.01	8.31	8.31	9.31
Total FT/PT	1FT/1PT + Seasonal	3FT/7PT + Seasonal	3FT/8PT + Seasonal	3FT/8PT + Seasonal

Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015. There are 7 Visitor Center staff (1 works full-time and 6 work part-time) and 30 seasonal workers from April to October

*In FY2023, Title change from Economic Development Coordinator to Senior Economic Development Coordinator.

**The FY2024 budget recommends transitioning the Tour Service Coordinator to full-time as program improvement from the Tourism Revolving Fund. The title was also changed from Liberty Ride Coordinator to Tour Services Coordinator as the position will oversee all tour services that Lexington offers.

7300 Economic Development

Budget Recommendations:

The FY2024 recommended All Funds Economic Development budget, inclusive of the General Fund operating budget and the Tourism Revolving Fund, is \$925,020, which is a \$140,757 or 17.95% increase from the FY2023 budget.

The FY2024 recommended General Fund Economic Development operating budget is \$435,053, which is a \$14,255 or 3.39% increase from the FY2023 General Fund budget. The recommended General Fund operating budget for Compensation is \$281,953, and reflects a \$20,455 or 7.82% increase, which is a net change, and captures contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended General Fund operating budget for Expenses is \$153,100, a decrease of \$(6,200) or (3.89)% to reflect actual spending. Contractual costs include expenses associated with the REV Shuttle, a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, funded via a transfer from the Transportation Demand Management (TDM) Stabilization Fund.

For FY2024 the Department is proposing a new Tourism Revolving Fund which will combine the operations of Lexington Visitors Center and the Liberty Ride trolley service, both of which previously operated as independent Revolving Funds. The Tourism Revolving Fund will generate revenue from the sale of gift shop merchandise, the sale of ticketed walking tours on the Lexington Battle Green, and the sale of tickets and charters for the Liberty Ride trolley tour. Combining the two revolving funds will allow for increased flexibility in budgeting and decrease the administrative and accounting burden of managing two separate revolving funds. This operation will be overseen by the Visitor's Center Manager, Assistant Manager, and a new Tour Services Coordinator position.

The Revolving Fund budget is \$489,967, an increase of \$126,502 or 34.80% compared to the FY2023 budget, which includes both the Liberty Ride and Visitor Center operations. The FY24 revolving fund budget includes a program improvement that transitions the part time Liberty Ride Coordinator position to a full-time Tour Service Coordinator to be funded out of the revolving fund. The Tour Services Coordinator position will promote Lexington's tourism programs and tour offerings to the local, national, and international hospitality community to increase revenue and visitorship.

COVID-19 travel restrictions affected the travel and tourism industry overall and the Liberty Ride did not operate during calendar 2020. It opened on a limited schedule in 2021 and 2022. In 2022 the trolley ran twice a day, Friday through Monday, selling over 3,700 tickets. The Town expects that tourism in Lexington will increase in the coming years, particularly as the Town approaches the 250th anniversary of the Battle of Lexington in April 2025.

Beyond the affects of the COVID-19 pandemic and its impact on travel and tourism overall, the Liberty Ride operations have been hampered by increasing transportation costs, a tight labor market and new competition as Concord pilots a new trolley ride. The Liberty Ride trolley contract has been extended through March of 2024, prior to the spring tourism season. We expect to continue working with Joseph's Trolley through the end of this contract. Beginning in Spring 2024, the Office of Economic Development is exploring alternative options for the Liberty Ride Trolley, including bringing the operation in-house. Purchasing a new trolley may provide enhanced and flexible programming and ensure the entire Liberty Ride operation is economically viable.

7300 Economic Development

In FY2023, in an effort to provide greater stability for the operation going forward, the salary for the Visitors Center Manager was moved to the General Fund. A small amount of support remains in the General Fund budget (\$20,000) in the event that sales do not adequately fund the remaining operating expenses. Staff anticipate that this level of support will allow the Visitors Center to remain open year-round.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Liberty Ride Driver	\$ 29,880	\$ 433	\$ 30,313	\$ —	\$ —	\$ —	\$ 30,313
Full-time Assistant Visitors Center Manager	\$ 49,152	\$ 18,445	\$ 67,597	\$ —	\$ —	\$ —	\$ 67,597
Full-Time Tour Service Coordinator	\$ 58,240	\$ 18,577	\$ 76,817	\$ 58,240	\$ 18,577	\$ 76,817	\$ —

7300 Economic Development

Budget Summary - General Fund

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 331,784	\$ 261,456	\$ 374,798	\$ 417,953	\$ (28,900)	\$ 389,053	\$ 14,255	3.80 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000	\$ —	— %
Center Impr. District Stab. Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Appropriation Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 173,089	\$ 175,284	\$ 261,498	\$ 281,953	\$ —	\$ 281,953	\$ 20,455	7.82 %
Expenses	\$ 204,696	\$ 132,172	\$ 159,300	\$ 182,000	\$ (28,900)	\$ 153,100	\$ (6,200)	-3.89 %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Program Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7310 Economic Development Office	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %
Object Code Summary (General Fund)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 171,955	\$ 175,284	\$ 258,538	\$ 278,955	\$ —	\$ 278,955	\$ 20,417	7.90 %
Overtime	\$ 1,134	\$ —	\$ 2,960	\$ 2,998	\$ —	\$ 2,998	\$ 38	1.28 %
<i>Personal Services</i>	<i>\$ 173,089</i>	<i>\$ 175,284</i>	<i>\$ 261,498</i>	<i>\$ 281,953</i>	<i>\$ —</i>	<i>\$ 281,953</i>	<i>\$ 20,455</i>	<i>7.82 %</i>
Contractual Services	\$ 127,231	\$ 118,110	\$ 126,300	\$ 140,500	\$ (17,900)	\$ 122,600	\$ (3,700)	-2.93 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 77,464	\$ 14,062	\$ 33,000	\$ 39,500	\$ (11,000)	\$ 28,500	\$ (4,500)	-13.64 %
Small Capital	\$ —	\$ —	\$ —	\$ 2,000	\$ —	\$ 2,000	\$ 2,000	— %
<i>Expenses</i>	<i>\$ 204,696</i>	<i>\$ 132,172</i>	<i>\$ 159,300</i>	<i>\$ 182,000</i>	<i>\$ (28,900)</i>	<i>\$ 153,100</i>	<i>\$ (6,200)</i>	<i>-3.89 %</i>
Total 7300 - General Fund	\$ 377,784	\$ 307,456	\$ 420,798	\$ 463,953	\$ (28,900)	\$ 435,053	\$ 14,255	3.39 %

Budget Summary - Revolving Funds*

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Liberty Ride Rev. Fund	\$ 790	\$ 72,083	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Visitors Center Rev. Fund	\$ 74,242	\$ 260,184	\$ 260,000	\$ —	\$ —	\$ —	\$ (260,000)	-100.00 %
Tourism Revolving Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Total 7300 - Revolving Funds	\$ 75,032	\$ 332,267	\$ 364,000	\$ 413,150	\$ 76,817	\$ 489,967	\$ 125,967	34.61 %

*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
7320 Liberty Ride Rev. Fund	\$ —	\$146,758	\$ 104,000	\$ —	\$ —	\$ —	\$ (104,000)	-100.00 %
Compensation	\$ —	\$ 23,652	\$ 14,000	\$ —	\$ —	\$ —	\$ (14,000)	-100.00 %
Expenses	\$ —	\$ 123,106	\$ 90,000	\$ —	\$ —	\$ —	\$ (90,000)	-100.00 %
7340 Visitors Center Rev. Fund	\$ 59,470	\$255,101	\$ 259,465	\$ —	\$ —	\$ —	\$ (259,465)	-100.00 %
Compensation	\$ 26,501	\$ 139,493	\$ 114,750	\$ —	\$ —	\$ —	\$ (114,750)	-100.00 %
Expenses	\$ 32,970	\$ 115,608	\$ 144,715	\$ —	\$ —	\$ —	\$ (144,715)	-100.00 %
7350 Tourism Rev. Fund	\$ —	\$ —	\$ —	\$ 413,150	\$ 76,817	\$ 489,967	\$ 489,967	— %
Compensation	\$ —	\$ —	\$ —	\$ 138,000	\$ 58,240	\$ 196,240	\$ 196,240	— %
Expenses	\$ —	\$ —	\$ —	\$ 275,150	\$ —	\$ 275,150	\$ 275,150	— %
Benefits	\$ —	\$ —	\$ —	\$ —	\$ 18,577	\$ 18,577	\$ 18,577	— %
Total 7300 - Revolving Funds	\$ 59,470	\$ 401,858	\$ 363,465	\$ 413,150	\$ 76,817	\$ 489,967	\$ 126,502	34.80 %

7300 Economic Development

Budget Summary - All Funds

Appropriations Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 199,589	\$ 338,429	\$ 390,248	\$ 419,953	\$ 58,240	\$ 478,193	\$ 87,945	22.54 %
Expenses	\$ 237,665	\$ 370,885	\$ 394,015	\$ 457,150	\$ (28,900)	\$ 428,250	\$ 34,235	8.69 %
Total 7300 - All Funds	\$ 437,254	\$ 709,314	\$ 784,263	\$ 877,103	\$ 47,917	\$ 925,020	\$ 140,757	17.95 %

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Section X: Program 8000: General Government

This section includes detailed information about the FY2024 Operating Budget & Financing Plan for General Government. It includes:

- | | |
|--------------------------------|------|
| • 8100 Select Board | X-2 |
| • 8200 Town Manager | X-6 |
| • 8300 Town Committees | X-11 |
| • 8400 Finance | X-13 |
| • 8500 Town Clerk | X-18 |
| • 8600 Innovation & Technology | X-22 |

Mission: The Select Board, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Select Board members serve without compensation. The Board acts as the Town's primary policy-making body for a wide variety of issues affecting service delivery, finance and Town infrastructure. They provide oversight in matters of litigation, act as the licensing authority, enact rules and regulations regarding traffic control and are responsible for calling Town Meetings and approving the Town Meeting Warrant.

Budget Overview: This budget includes funding for the Select Board's Office, Town Counsel, the Annual Town Report, and the Public, Education, Governmental (PEG) programming budget.

Day-to-day operation of the Select Board's Office is under the direction of the Office Manager/Executive Clerk and the Department Assistant who assist the Select Board members and coordinate activities with the Town Manager's Office. The staff prepare the Annual and Special Town Meeting Warrants and assist the Select Board members in responding to questions and inquiries from the public. They also receive all contributions to Select Board gift accounts, the Fund for Lexington, the PTA Council Scholarship, the Lexington Education Fund and all other Trustees of Public Trusts funds.

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

Staff maintain approximately 320 Select Board appointments to more than 50 committees. In addition, the Select Board's Office notifies Lexington residents of all national, state and local elections.

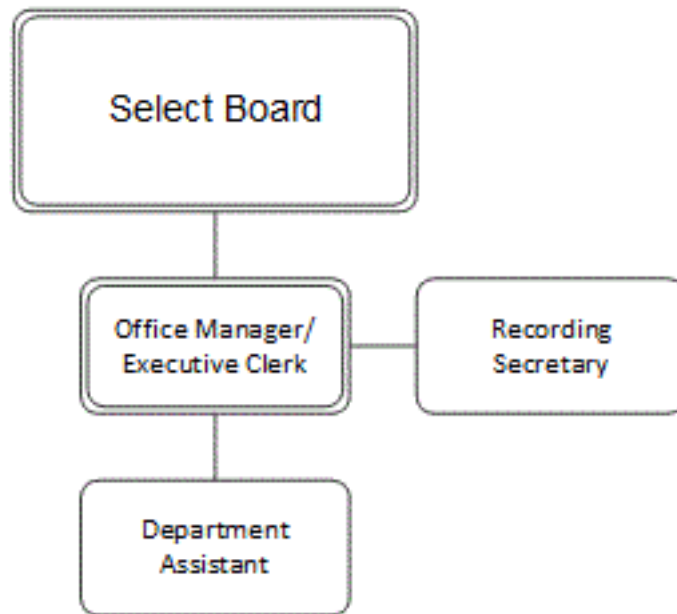
Town Counsel represents the Town, through the Select Board and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

The PEG budget funds activities related to the Town's cable television programming. Under Massachusetts law, municipalities may receive up to 5% of the basic cable bill for PEG programming activities. These funds are largely used, under the guidance of the Communications Advisory Committee, to fund the LexMedia contract.

Departmental Initiatives:

1. Develop enhanced recruitment and onboarding processes for Select Board appointments to Boards and Committees.
2. Improve methods of Communication between the Select Board and residents.
3. Continue to work with the IT Department to automate the remaining Permitting and Licensing workflows for Select Board Permits.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Office Manager/Executive Clerk	1	1	1	1
Department Assistant	1	1	1	1
Recording Secretary	0.25	0.25	0.25	0.25
Total FTE	2.25	2.25	2.25	2.25
Total FT/PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT

Budget Recommendations:

The FY2024 recommended General Fund operating budget for the Select Board is \$1,334,327, which is a \$35,525 or 2.74% increase from the FY2023 General Fund budget.

The Compensation budget is \$150,784, which is a \$5,621 or 3.87% increase, which reflects step increases. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The overall Select Board operating budget is \$1,183,543, which is an increase of \$29,904 or 2.59%. The increase is primarily due to expenses for LexMedia, the Town's public access television provider, partly offset by a decrease in legal expenses for FY2024. Expenses also reflect an increase of \$1,500 in the contracted expense for the Town's annual financial audit.

The recommended FY2024 budget for legal expenses has decreased from \$395,000 in FY2023 to \$375,000 in FY2024. The recommended FY2024 budget for the annual Town Report is unchanged from FY2023 at \$13,688.

The FY2024 recommended budget for the Town's annual contract with LexMedia for broadcasting public meetings and events is \$658,517 which is a \$48,404 or 7.93% increase from FY2023. This reflects contractual commitments to LexMedia, and an increase in the Town's lease agreement for Kline Hall, the location from which LexMedia operates. This lease agreement escalates annually with the Consumer Price Index (CPI).

Beginning in FY2024 the Town will begin funding LexMedia (\$100,000) partly from the tax levy in addition to the PEG Access Special Revenue Fund. PEG Access revenues are primarily from cable fees which have been on the decline as consumers discontinue cable subscriptions in favor of streaming platforms. Cable fees will not fully cover expenses needed to support local access cable TV going forward, and the amount of General Fund support is expected to increase in the coming years. This program improvement does not add expense to the Town's overall budget; instead the revenue contribution from the PEG Access Special Revenue fund is \$100,000 less than the PEG Access expense budget.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
LexMedia Supplemental Funding	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —	\$ 100,000	\$ —

8100 Select Board

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 542,450	\$ 481,187	\$ 609,018	\$ 714,092	\$ (20,000)	\$ 694,092	\$ 85,074	13.97%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 1,071	\$ 664	\$ 1,171	\$ 1,218	\$ —	\$ 1,218	\$ 47	4.01%
PEG Access Special Revenue Fund			\$ 610,113	\$ 558,517	\$ —	\$ 558,517	\$ (51,596)	-8.46%
Fees								
Licenses & Permits	\$ 74,525	\$ 82,329	\$ 78,500	\$ 80,500		\$ 80,500	\$ 2,000	2.55%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Expenses	\$1,084,528	\$1,029,691	\$ 1,153,639	\$1,203,543	\$ (20,000)	\$ 1,183,543	\$ 29,904	2.59%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8110 Select Board's Office	\$ 205,805	\$ 218,613	\$ 280,001	\$ 287,122	\$ —	\$ 287,122	\$ 7,121	2.54%
Total 8120 Legal	\$ 399,245	\$ 327,582	\$ 395,000	\$ 395,000	\$ (20,000)	\$ 375,000	\$ (20,000)	-5.06%
Total 8130 Town Report	\$ 10,445	\$ 11,653	\$ 13,688	\$ 13,688	\$ —	\$ 13,688	\$ —	—%
Total 8140 PEG Access	\$ 597,702	\$ 608,831	\$ 610,113	\$ 658,517	\$ —	\$ 658,517	\$ 48,404	7.93%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

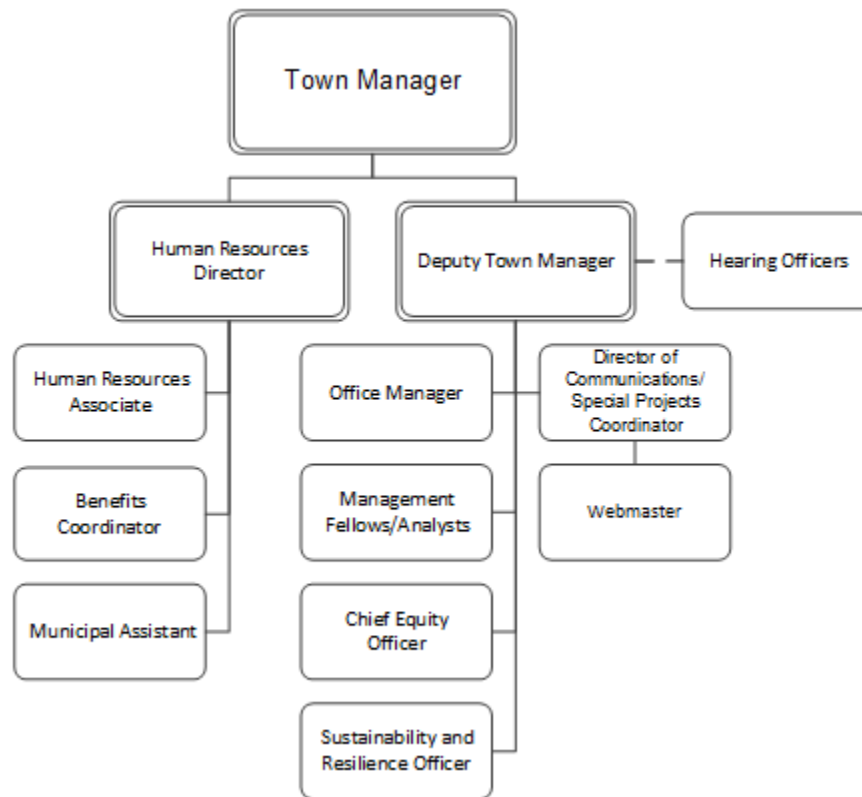
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Personal Services	\$ 128,668	\$ 136,988	\$ 145,163	\$ 150,784	\$ —	\$ 150,784	\$ 5,621	3.87%
Contractual Services	\$1,069,616	\$1,013,549	\$ 1,133,126	\$1,183,030	\$ (20,000)	\$ 1,163,030	\$ 29,904	2.64%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ 14,913	\$ 16,142	\$ 20,513	\$ 20,513	\$ —	\$ 20,513	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$1,084,528	\$1,029,691	\$ 1,153,639	\$1,203,543	\$ (20,000)	\$ 1,183,543	\$ 29,904	2.59%
Total 8100 (General Fund)	\$1,213,197	\$1,166,679	\$ 1,298,802	\$1,354,327	\$ (20,000)	\$ 1,334,327	\$ 35,525	2.74%

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

Budget Overview: The Town Manager's Office budget is comprised of the following elements: Organizational Direction and Administration, Human Resources, Sustainability, Public Outreach and Communication, and Diversity, Equity and Inclusion. Organizational Direction and Administration includes day-to-day oversight for all Town departments, townwide staff training and professional development, and special projects. This function also implements all decisions of the Select Board and provides staff support to various Town committees. The Sustainability and Resilience Officer, Director of Communications/Special Projects Coordinator, and Chief Equity Officer positions are in the Town Manager's Office to support and further the goals and priorities of the Town. In addition, the Town Manager's Office, through the Human Resources function, is responsible for personnel administration, benefits administration, collective bargaining negotiations, workers compensation and unemployment benefits.

Departmental Initiatives:

1. Continue to support the Racial Diversity, Inclusion, and Equity Transformation plan and other social equity initiatives in coordination with the Select Board.
2. Work to support the organization's high-performance culture by providing directed team building to the Middle and Senior Management Team.
3. Develop new revenue sources to support the budget, particularly the capital budget, by developing long-term debt management strategies to mitigate the impact of large project debt service.
4. Continue the initiative to develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals.
5. Continue reviewing new fiscal policies, specifically updating strategies for funding the Town's Pension and OPEB Liabilities. The next policy review will evaluate the funding model for the Recreation Enterprise Fund.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Director of Communications & Special Projects*	1	1	1	1
Sustainability and Resilience Officer	1	1	1	1
Chief Equity Officer**	—	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst	1	1	1	1
Management Analyst***	0	1	1	1
Hearing Officers****	0.12	0.12	0.12	0.12
Human Resources Director	1	1	1	1
Human Resources Associate	1	1	1	1
Benefits Coordinator	1	1	1	1
Administrative Assistant*****	0.54	0.54	0.54	1.00
Webmaster*****	0	0	0	1
Total FTE	9.66	11.66	11.66	13.12

Total FT/PT	9FT / 3PT	11FT / 3PT	11FT / 3PT	13FT / 2PT
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*Title change from Public Information Officer to Director of Communications/Special Projects Coordinator in FY2023.

**A Chief Equity Officer was added in FY2022 via a program improvement in response to community organizing around racial justice and equity.

***A second Management Analyst role was added via 2021 Fall STM, in part to help manage the American Recovery Plan Act (ARPA) projects. A portion of their salary is funded from ARPA. In FY2024, this position is vacant and will not be funded to allow for funding for other mandated changes. Funding for this position will resume in FY2025.

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

*****The HR Administrative Assistant transitioned to full-time in FY2023, with a portion of their salary is funded from ARPA. The FY2024 budget commits to funding this position from the tax levy in perpetuity.

*****A Webmaster was reassigned to the Town Manager's Office via a Budget Adjustment at 2022 Fall STM.

Budget Recommendations:

The FY2024 recommended budget inclusive of the Town Manager's Office and Human Resources is \$1,416,624, which is a \$110,653 or 8.47% increase from the revised FY2023 budget.

The recommended FY2024 budget for Compensation is \$1,074,321, and reflects a \$62,625 or 6.19% increase, which captures step increases and the transfer of the Webmaster position from the department of Innovation and Technology. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended FY2024 budget for Expenses is \$342,303, which reflects an increase of \$48,028 or 16.32% from FY2023, primarily due to the transfer of the CodeRed notification system from the Police Dispatch budget to the Town Manager's Office, as well as a program improvement request for a Classification and Compensation Study. Additionally, personnel-related expenses were transferred from the Innovation & Technology Department to the Town Manager's Office to account for the Webmaster and their professional development and memberships following an FY2023 budget adjustment approved at 2022-3 Special Town Meeting.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2024 collective bargaining settlements, other wage increases, and compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Select Board. Professional Services will continue to fund HR consultations, investigations, and assessment centers for the Police and Fire Departments, as well the cost of scanning and converting paper files into the Tyler Content Manager module.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Hiring of a Benefits Assistant	\$ 64,070	\$ 18,661	\$ 82,731	\$ —	\$ —	\$ —	\$ 82,731
Lexington HeatSmart Program	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000
Classification and Compensation Study	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	\$ —	\$ 30,000	\$ —
Full-time Administrative Assistant	\$ 26,609	\$ 18,118	\$ 44,727	\$ 26,609	\$ 18,118	\$ 44,727	\$ —

8200 Town Manager

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 489,410	\$ 655,731	\$ 891,305	\$ 1,044,148	\$ (59,633)	\$ 984,515	\$ 93,210	10.46%
Enterprise Funds (Indirect)	\$ 42,193	\$ 36,728	\$ 52,816	\$ 51,813	\$ —	\$ 51,813	\$ (1,003)	-1.90%
Available Funds								
Free Cash	\$ —	\$ —	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	—%
Rentals*	\$ 473,201	\$ 394,624	\$ 361,850	\$ 350,296	\$ —	\$ 350,296	\$ (11,554)	-3.19%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 828,323	\$ 934,899	\$ 1,011,696	\$ 1,142,154	\$ (67,833)	\$ 1,074,321	\$ 62,625	6.19%
Expenses	\$ 176,481	\$ 152,185	\$ 294,275	\$ 334,103	\$ 8,200	\$ 342,303	\$ 48,028	16.32%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 755,320	\$ 838,806	\$ 989,321	\$ 1,154,880	\$ (100,277)	\$ 1,054,603	\$ 65,282	6.60%
Total 8220 Human Resources	\$ 249,485	\$ 248,277	\$ 316,650	\$ 321,377	\$ 40,644	\$ 362,021	\$ 45,371	14.33%
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 828,323	\$ 934,899	\$ 1,011,696	\$ 1,142,154	\$ (67,833)	\$ 1,074,321	\$ 62,625	6.19%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 828,323</i>	<i>\$ 934,899</i>	<i>\$ 1,011,696</i>	<i>\$ 1,142,154</i>	<i>\$ (67,833)</i>	<i>\$ 1,074,321</i>	<i>\$ 62,625</i>	<i>6.19%</i>
Contractual Services	\$ 155,818	\$ 111,523	\$ 254,850	\$ 284,678	\$ 18,200	\$ 302,878	\$ 48,028	18.85%
Utilities	\$ 1,107	\$ 1,760	\$ 1,400	\$ 1,400	\$ —	\$ 1,400	\$ —	—%
Supplies	\$ 16,217	\$ 36,562	\$ 31,525	\$ 41,525	\$ (10,000)	\$ 31,525	\$ —	—%
Small Capital	\$ 3,339	\$ 2,339	\$ 6,500	\$ 6,500	\$ —	\$ 6,500	\$ —	—%
<i>Expenses</i>	<i>\$ 176,481</i>	<i>\$ 152,185</i>	<i>\$ 294,275</i>	<i>\$ 334,103</i>	<i>\$ 8,200</i>	<i>\$ 342,303</i>	<i>\$ 48,028</i>	<i>16.32%</i>
Total 8200 Town Manager	\$ 1,004,804	\$ 1,087,084	\$ 1,305,971	\$ 1,476,257	\$ (59,633)	\$ 1,416,624	\$ 110,653	8.47%

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

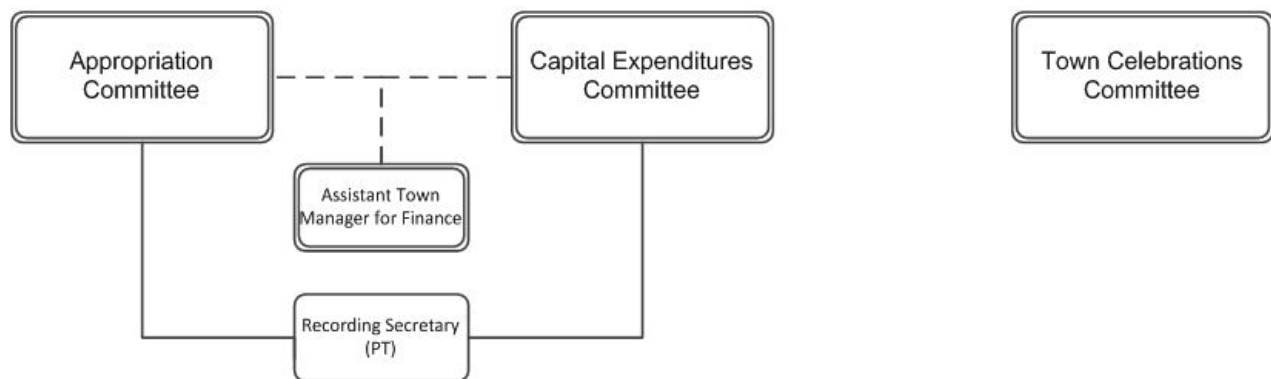
Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300		\$ 725,300	\$ (101,122)	-12.24%
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300	\$ —	\$ 725,300	\$ (101,122)	-12.24%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300		\$ 725,300	\$ (101,122)	-12.24%
Total 8230 Salary Adjustment	\$ 408,732	\$ 313,529	\$ 826,422	\$ 725,300	\$ —	\$ 725,300	\$ (101,122)	-12.24%

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

Budget Overview: The Town Committees budget provides funding for a variety of statutory and advisory committees that are an integral part of the operation of local government in Lexington. The financial committees - the Appropriation Committee and the Capital Expenditures Committee - provide detailed financial review and analysis to Town Meeting. The Town Celebrations Committee, appointed by the Select Board, plans the Town's annual celebrations, including the Martin Luther King Day celebration, and parades on Veterans' Day, Patriots' Day, and Memorial Day.



Authorized/Appropriated Staffing

Limited staff support is provided through the Town Manager's Office and Finance Department, and a part-time Recording Secretary takes meeting minutes.

8300 Town Committees

Program: General Government
Town of Lexington, MA

Budget Recommendations:

The FY2024 recommended Town Committees budget is \$66,208, which is an decrease of \$(3,952) or (5.63)% from FY2023.

Compensation will increase by \$135 or 2%, which reflects a cost of living adjustment. Expenses are funded at \$59,173, which is a decrease of \$(4,090) or (6.47)%. This is a net change which reflects the biennial Dance Around the World event being in its off-year, offset by a \$948 or 2.5% increase in supplies for the Town Celebrations Committee for increasing costs for Patriots' Day.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Human Rights Committee	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ —	\$ —	\$ 5,000
Lexington Council for the Arts	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Expenses	\$ 19,085	\$ 51,735	\$ 63,263	\$ 59,173	\$ —	\$ 59,173	\$ (4,090)	(6.47)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,329	\$ 6,630	\$ 8,397	\$ 8,535	\$ —	\$ 8,535	138	1.64 %
Total 8320 Misc. Boards & Committees	\$ 6,005	\$ 6,502	\$ 10,500	\$ 10,500	\$ —	\$ 10,500	\$ —	— %
Total 8330 Town Celebrations	\$ 12,557	\$ 44,842	\$ 51,263	\$ 47,173	\$ —	\$ 47,173	\$ (4,090)	(7.98)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Compensation	\$ 5,805	\$ 6,238	\$ 6,897	\$ 7,035	\$ —	\$ 7,035	\$ 138	2.00 %
Contractual Services	\$ 6,183	\$ 6,048	\$ 10,000	\$ 10,000	\$ —	\$ 10,000	\$ —	— %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 12,902	\$ 45,687	\$ 53,263	\$ 49,173	\$ —	\$ 49,173	\$ (4,090)	(7.68)%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 19,085	\$ 51,735	\$ 63,263	\$ 59,173	\$ —	\$ 59,173	\$ (4,090)	(6.47)%
Total 8300 Town Committees	\$ 24,890	\$ 57,974	\$ 70,160	\$ 66,208	\$ —	\$ 66,208	\$ (3,952)	(5.63)%

Mission: The Finance Department is responsible for: (1) maintaining timely and accurate records on all financial activities of the Town; (2) administering internal financial controls; (3) facilitating the evaluation of the Town's financial condition; (4) ensuring that the delivery of Town services is done in compliance with Massachusetts General Laws that govern municipal finance; (5) providing timely and accurate financial information to managers of Town services to facilitate the evaluation of the cost effectiveness and efficiency of Town programs; (6) providing timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (7) safeguarding the financial assets of the Town.

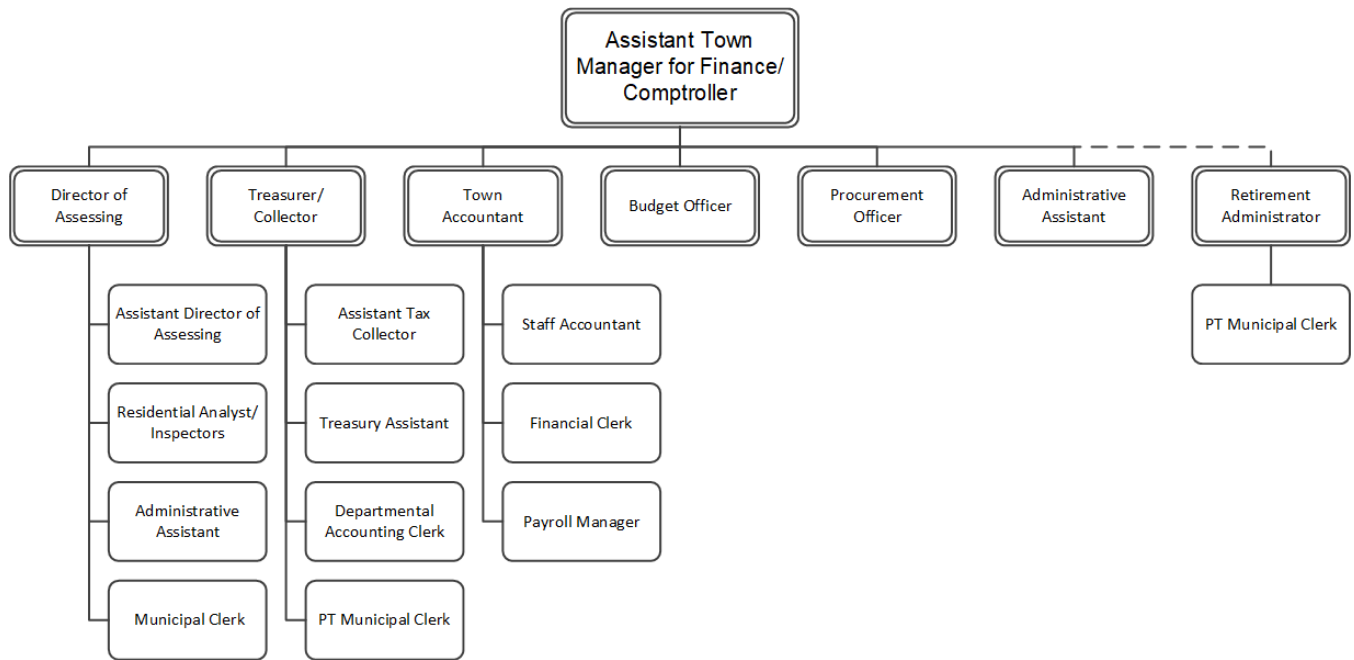
Budget Overview: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessing Office.

- The Comptroller's Office is responsible for maintaining the Town's general ledger (accounting), accounts payable, payroll and centralized purchasing. The Comptroller's budget is also inclusive of funding for the Assistant Town Manager for Finance, who oversees all financial operations of the Town, and the Budget Officer who in concert with the Assistant Town Manager for Finance and the Town Manager, develops and monitors the annual capital and operating budgets.
- The Treasurer/Collector's Office has three primary responsibilities: the collection and deposit of all Town taxes, fees and charges including property taxes, motor vehicle excise, utility billing and other local receipts (permit and license fees, fines, etc.); the management and investment of all revenues collected; and the issuance and servicing of debt.
- The Assessor's Office's primary function is the development of assessed values of real and personal property.

Staff also support various boards and committees including the Appropriation Committee, Capital Expenditures Committee, Retirement Board, Water and Sewer Abatement Board and other ad-hoc committees as assigned.

Departmental Initiatives:

1. In Spring of 2023 we expect to complete a full upgrade from the existing desktop client version of Munis (v11.3 sunsets in Fall of 2023) to the modern cloud-based version (v.2021).
2. Implement additional functionality in Munis ESS, including supporting the HR department with automated benefits enrollment and Employee Action Forms to and move the department closer to paperless processing.
3. Support the Town Manager in accounting and reporting of American Rescue Plan Act (ARPA) funds. The Town of Lexington has been granted \$9.9 million to be used for pandemic relief and economic recovery that will be available for spending until 12/31/2026.
4. Implement electronic Accounts Payable as requested by vendors to decrease the overall number of printed and mailed checks, and further utilize TCM and miscellaneous receivables for supplemental tax billing, PILOTS and TDM payments.
5. Finance is recommending implementing a new Munis module for online payments and electronic cashiering. This initiative will improve the online payment experience for residents and allow for electronic payments at the counter for the Treasurer and Town Clerk.



Authorized/Appropriated Staffing

Element 8410: Comptroller	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	0.91	0.91	0.91	0.91
Financial Clerk	1	1	1	1
Payroll Manager*	—	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.40	0.40	0.40	0.40
Subtotal FTE	6.31	7.31	7.31	7.31
Subtotal FT/PT	5FT/2PT	6FT/2PT	6FT/2PT	6FT/2PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal FT/PT	4FT/1PT	4FT/1PT	4FT/1PT	4FT/1PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Assistant Director of Assessing**	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Municipal Clerk	1	1	1	1
Subtotal FTE	6.0	6.0	6.0	6.0
Subtotal FT/PT	6FT/0PT	6FT/0PT	6FT/0PT	6FT/0PT
Total FTE	16.77	17.77	17.77	17.77
Total FT/PT	15FT/3 PT	16FT/3 PT	16FT/3 PT	16FT/3 PT

*In FY2022, a payroll manager was added via a program improvement.

**In FY2023, title change from Residential Field Manager to Assistant Director of Assessing.

Budget Recommendations:

The FY2024 recommended Finance Department budget is \$2,115,172, which represents a \$57,021, or 2.77% increase from the FY2023 budget.

The operating budget for Compensation is \$1,623,147, and reflects an increase of \$73,831 or 4.77%, which captures contractually obligated step increases and contractual cost of living adjustments effective for FY2024. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$492,025, and reflects a decrease of \$(16,810) or (3.30)%, primarily due to a decrease in professional services for the Comptroller and Assessor.

Program Improvement Request:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Tyler ERP/Cashiering Module	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ —	\$ —	\$ 133,408

8400 Finance

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,555,492	\$ 1,734,265	\$ 1,847,725	\$ 1,908,951	\$ (10,000)	\$ 1,898,951	\$ 51,226	2.77%
Enterprise Funds (Indirects)	\$ 166,750	\$ 149,914	\$ 178,426	\$ 181,221	\$ —	\$ 181,221	\$ 2,795	1.57%
Fees & Charges								
Charges for Services	\$ 42,645	\$ 35,609	\$ 32,000	\$ 35,000	\$ —	\$ 35,000	\$ 3,000	9.38%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,393,047	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Expenses	\$ 371,841	\$ 432,482	\$ 508,835	\$ 502,025	\$ (10,000)	\$ 492,025	\$ (16,810)	-3.30%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 630,442	\$ 708,641	\$ 807,386	\$ 816,491	\$ (10,000)	\$ 806,491	\$ (895)	-0.11%
Total 8420 Treasurer/Collector	\$ 433,903	\$ 452,707	\$ 465,201	\$ 488,904	\$ —	\$ 488,904	\$ 23,703	5.10%
Total 8430 Assessing	\$ 700,543	\$ 758,440	\$ 785,564	\$ 819,777	\$ —	\$ 819,777	\$ 34,213	4.36%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,393,252	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Overtime	\$ (205)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Personal Services	\$ 1,393,047	\$ 1,487,307	\$ 1,549,316	\$ 1,623,147	\$ —	\$ 1,623,147	\$ 73,831	4.77%
Contractual Services	\$ 349,997	\$ 396,651	\$ 463,745	\$ 452,265	\$ (10,000)	\$ 442,265	\$ (21,480)	-4.63%
Utilities	\$ (1,980)	\$ 498	\$ 2,750	\$ 2,910	\$ —	\$ 2,910	\$ 160	5.82%
Supplies	\$ 23,823	\$ 35,333	\$ 42,340	\$ 46,850	\$ —	\$ 46,850	\$ 4,510	10.65%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Expenses	\$ 371,841	\$ 432,482	\$ 508,835	\$ 502,025	\$ (10,000)	\$ 492,025	\$ (16,810)	-3.30%
Total 8400 Finance	\$ 1,764,887	\$ 1,919,788	\$ 2,058,151	\$ 2,125,172	\$ (10,000)	\$ 2,115,172	\$ 57,021	2.77%

Mission: The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, fulfilling public records requests, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws, and with the Board of Registrars, processes voter registrations and certifications. The Town Clerk reports to the Deputy Town Manager.

Budget Overview: The four elements comprising the Office of the Town Clerk include Town Clerk Administration, Registration, Elections, and Archives & Records Management.

Town Clerk Administration: The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk is the official record-keeper of Town Meeting, certifies bylaws, Town Meeting appropriations, filings with the Department of Revenue, signs notes for borrowing, and certifies official documents. The Town Clerk also registers all vital events within Lexington, recording births, marriages and deaths in accordance with State law. The Town Clerk is keeper of the seal, administers the oath of office to elected and appointed members of boards and committees, maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. The Town Clerk's Office issues licenses and permits and serves as a central information point for residents.

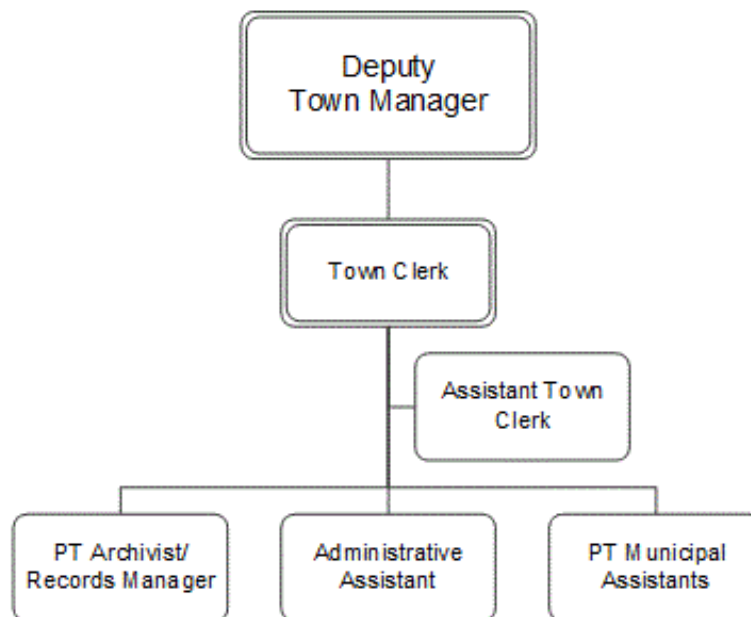
Board of Registrars: Registrars, appointed by the Select Board, are responsible for promoting voter registration, overseeing voter records and ruling on voter eligibility. Stipends for the Board of Registrars remain level-funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded in this element.

Election Management: This element includes administration and oversight of local, state and federal elections in accordance with election laws, most recently including Early Voting by mail for all local, State and Federal elections, pre-registration of 16 and 17 year-olds, and automatic voter registration. Staff provide information for candidate certifications, referenda, initiative petitions, campaign finance laws, election procedures, ballot initiatives and voter information. Over 110 Election Workers staff Lexington's polling locations, and site preparations are coordinated with Public Works, Public Facilities, Police and Lexington Public Schools.

Records Management: This element addresses inventory and retention of historic and current records and documents, including proper maintenance and storage, preservation, management of electronic documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for this work and oversees the conservation and preservation of Lexington's historic documents.

Departmental Initiatives:

1. Ongoing administration of town/state/federal elections in conformance with statutory requirements to provide legal and accessible elections to Lexington voters. Emphasis on management of the new vote-by-mail and State election procedural changes.
2. Further development of Archives & Records Management Program, including the management of the Town's electronic documents and historical data, especially with regards to public records requests.
3. Expanded use of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal. Further develop automatic uploads for Work with Select Board Office to integrate the new Board/Committee database.
4. Act as the liaison to the State Ethics Commission to learn and implement the new online learning management system (LMS) across the Town.



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant	1.23	1.23	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.69	4.69	4.69	4.69
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3FT/ 2 PT

Budget Recommendations:

The FY2024 recommended Town Clerk budget is \$597,360 which is a \$(29,937) or (4.77)% decrease from the FY2023 budget. This decrease is due to the reduction in number of elections in this fiscal time period. The Annual Town Election will be held as a dual election in conjunction with the Presidential Primary (March 2024).

The budget for Compensation is \$487,985 and reflects a \$17,738 or 3.77% increase in FY2024. The increase in FY2024 compensation is inclusive of contractually obligated step increases and an increased need for poll workers to manage vote-by-mail and the dual election. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$109,375, which is an decrease of \$(47,675) or (30.36)%, and reflects anticipated expenses for FY2024.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Archivist/Records Officer	\$ 20,494	\$ 18,029	\$ 38,523	\$ —	\$ —	\$ —	\$ 38,523

8500 Town Clerk

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 439,361	\$ 422,505	\$ 546,397	\$ 516,460	\$ —	\$ 516,460	\$ (29,937)	-5.48%
Directed Funding								
Departmental Fees	\$ 36,943	\$ 30,725	\$ 35,900	\$ 35,900	\$ —	\$ 35,900	\$ —	—%
Licenses and Permits	\$ 46,366	\$ 51,460	\$ 45,000	\$ 45,000	\$ —	\$ 45,000	\$ —	—%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 427,766	\$ 396,034	\$ 470,247	\$ 487,985	\$ —	\$ 487,985	\$ 17,738	3.77%
Expenses	\$ 94,904	\$ 108,656	\$ 157,050	\$ 109,375	\$ —	\$ 109,375	\$ (47,675)	-30.36%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Admin.	\$ 339,142	\$ 348,536	\$ 347,595	\$ 363,251	\$ —	\$ 363,251	\$ 15,656	4.50%
Total 8520 Board of Registrars	\$ 16,906	\$ 20,548	\$ 19,825	\$ 19,825	\$ —	\$ 19,825	\$ —	—%
Total 8530 Elections	\$ 121,755	\$ 92,653	\$ 204,875	\$ 157,200	\$ —	\$ 157,200	\$ (47,675)	-23.27%
Total 8540 Records Management	\$ 44,867	\$ 42,952	\$ 55,002	\$ 57,084	\$ —	\$ 57,084	\$ 2,082	3.79%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

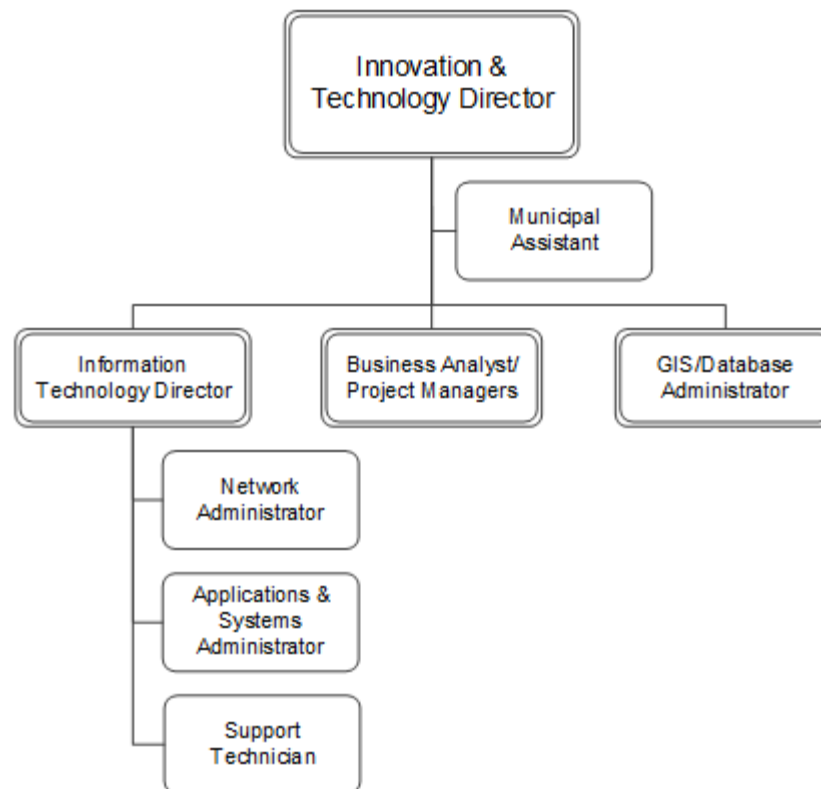
Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 406,539	\$ 387,141	\$ 457,622	\$ 475,360	\$ —	\$ 475,360	\$ 17,738	3.88%
Overtime	\$ 21,226	\$ 8,893	\$ 12,625	\$ 12,625	\$ —	\$ 12,625	\$ —	—%
Personal Services	\$ 427,766	\$ 396,034	\$ 470,247	\$ 487,985	\$ —	\$ 487,985	\$ 17,738	3.77%
Contractual Services	\$ 90,195	\$ 93,958	\$ 113,600	\$ 96,425	\$ —	\$ 96,425	\$ (17,175)	-15.12%
Utilities	\$ 2,400	\$ 2,460	\$ 2,000	\$ 2,000	\$ —	\$ 2,000	\$ —	—%
Supplies	\$ 2,309	\$ 12,238	\$ 10,850	\$ 10,850	\$ —	\$ 10,850	\$ —	—%
Small Capital	\$ —	\$ —	\$ 30,600	\$ 100	\$ —	\$ 100	\$ (30,500)	-99.67%
Expenses	\$ 94,904	\$ 108,656	\$ 157,050	\$ 109,375	\$ —	\$ 109,375	\$ (47,675)	-30.36%
Total 8500 Town Clerk	\$ 522,670	\$ 504,690	\$ 627,297	\$ 597,360	\$ —	\$ 597,360	\$ (29,937)	-4.77%

Mission: The Department of Innovation and Technology (IT) provides a customer-centric approach to the delivery of innovative technology solutions to meet the needs of the Town Departments and to strengthen the services provided to our residents while ensuring the highest level of security to the Town Network.

Budget Overview: The Department of Innovation and Technology supports, maintains and manages townwide business-related technology. The department supports townwide core services including the financial system (MUNIS), time keeping (NovaTime), document management (Laserfiche), facilities maintenance and management technology, domain management, emergency management web sites and services, and VoIP telephone systems. IT maintains the infrastructure and security of the network core and co-manages the townwide area network for Municipal and School departments. The Department manages all Municipal technology purchases and performs the installations and maintenance of Municipal IT equipment and services. IT collaborates with Town departments to select, design and implement technologies. Some Municipal systems supported by the Department include the public safety system (ProPhoenix), Assessors database (VISION), Town permitting and inspections system (Citizen Services), GIS systems (ESRI), work and asset management systems (PeopleGIS, SchoolDude, Freshservice), Town website and social communication systems, Municipal Systems and Infrastructure (VMWare, Microsoft applications, antivirus/cybersecurity software, archiving applications, backup systems, IT management systems, cloud storage), and many other applications. IT staff also provide support and training for end-users.

Departmental Initiatives:

1. Continue to invest in the Town's IT infrastructure and security posture
 - a. Implement recommendations from the network assessment
 - b. Implement recommendations from the cybersecurity assessment
 - c. Investigate additional cybersecurity measures and services
 - d. Provide cybersecurity training to all staff
2. Maximize the value of current systems
 - a. Laserfiche
 - b. ViewPoint Cloud
 - c. MUNIS
 - d. VISION
 - e. BlueBeam
 - f. ProPhoenix
3. Increase Customer Service Quality
 - a. Emphasis on a customer-centric approach to working with the departments and staff
4. Focus on future visioning for IT
 - a. Mobile work initiatives
 - b. Hybrid work/meeting spaces
 - a. Disaster Recovery (DR) planning and expansion of capabilities
 - b. Network redundancy planning and implementation



Authorized/Appropriated Staffing

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Request
Innovation & Technology Director	1	1	1	1
Information Technology Director	1	1	1	1
Administrative Assistant*	0.43	0.43	0.54	0.54
Business Analyst/Project Manager	2	2	2	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications & Systems Administrator	1	1	1	1
Webmaster**	2	1	1	—
Part-time Intern	0.25	0.25	0.25	0.25
Total FTE	10.68	9.68	9.79	8.79
Total FT/PT	10 FT/2 PT	10 FT/2 PT	9 FT/2 PT	8 FT/2 PT

*In FY2023, a program improvement increased the hours for the Municipal Assistant from 15 to 19 per week. Title was also changed from Municipal to Administrative Assistant.

**In FY2022, a webmaster was reassigned to Cary Library at Fall 2021 Special Town Meeting, and in FY2023, a webmaster was reassigned to the Town Manager's Office at Fall 2022 Special Town Meeting.

Budget Recommendations:

The FY2024 recommended Innovation & Technology budget is \$2,918,565, which is a \$251,056 or 9.41% increase from the FY2023 budget.

The recommended budget for Compensation is \$808,139, and reflects a \$(3,925) or (0.48)% decrease, due to transferring the Webmaster position to the Town Manager's Office, offset by contractually obligated step increases and cost of living adjustments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2023. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$2,110,426 and reflects a \$254,981 or 13.74% increase, which incorporates the following adjustments:

- Decrease in Contracted Services (\$10,600) due to fewer projects requiring contracted services during FY2024.
- Increase in Communications and Network Support (\$100,000) to cover the increase in the Firewall support contract, increases in Network Core and Edge Switches contracts, and new additions of Fiber Municipal Area Network Capital contracts for maintenance and repair contingency.
- Increase in Utilities (\$54,000), which is attributed to the large increase in fiber conversions, and the two 911 fiber costs that IT is absorbing as part of the new Police Station Project.
- Increase in Mobile Devices (\$12,400) to cover the growing demand for cell-enabled devices such as Tablets, Laptops and hot spots.
- Increase in PC Hardware (\$10,000) due to inflation and demand for new and replacement computers and tablets.
- Increase in LAN Peripherals (\$18,000) to cover inflation costs that is currently hitting Network Switches, and added replacement cost for small-sized UPS's that are located in some network rooms.
- Increase in PC Peripherals (\$15,000) to cover the cost of accessories, such as webcams, printers and monitors, etc, many of which are increasing in cost as a result of inflation.
- Increase in Townwide Software Support (\$30,205) to cover the cost of additional applications such as Two-Factor authentication (security) and the MUNIS Recruiting module, and a 5% annual increase in costs associated with some enterprise applications.
- Decrease in Municipal Software Support (\$7,834) as a result of eliminating some Department applications, offset by purchasing a new email encryption application.
- Increase in IT Software Support (\$29,400) for the cost of adding a new security application.
- Decrease in various other items (\$16,390) relating to office equipment, memberships, and professional development to reflect the transition of the Webmaster position to the Town Manager's Office and actual expenses.

Program Improvement Requests:

None requested.

8600 Innovation & Technology

Program: General Government
Town of Lexington, MA

Budget Summary

Funding Sources	FY2021 Actual	FY2022 Actual	FY2023 Estimate	FY2024 Projected	Manager's Add/Del	FY2024 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,109,853	\$ 2,543,685	\$ 2,544,054	\$ 2,785,868	\$ —	\$ 2,785,868	\$ 241,814	9.51%
Enterprise Funds (Indirects)	\$ 119,524	\$ 89,039	\$ 123,455	\$ 132,697	\$ —	\$ 132,697	\$ 9,242	7.49%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Appropriation Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 836,010	\$ 830,098	\$ 812,064	\$ 808,139	\$ —	\$ 808,139	\$ (3,925)	-0.48%
Expenses	\$ 1,393,367	\$ 1,802,626	\$ 1,855,445	\$ 2,110,426	\$ —	\$ 2,110,426	\$ 254,981	13.74%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Program Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
8610 IT Administration	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

Object Code Summary	FY2021 Actual	FY2022 Actual	FY2023 Appropriation	FY2024 Request	Manager's Add/Del	FY2024 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 831,717	\$ 822,858	\$ 807,588	\$ 803,605	\$ —	\$ 803,605	\$ (3,983)	-0.49%
Overtime	\$ 4,293	\$ 7,240	\$ 4,476	\$ 4,534	\$ —	\$ 4,534	\$ 58	1.30%
<i>Personal Services</i>	\$ 836,010	\$ 830,098	\$ 812,064	\$ 808,139	\$ —	\$ 808,139	\$ (3,925)	-0.48%
Contractual Services	\$ 1,179,015	\$ 1,482,784	\$ 1,547,235	\$ 1,700,706	\$ —	\$ 1,700,706	\$ 153,471	9.92%
Utilities	\$ 95,684	\$ 77,483	\$ 127,500	\$ 193,900	\$ —	\$ 193,900	\$ 66,400	52.08%
Supplies	\$ 7,560	\$ 18,222	\$ 16,710	\$ 14,820	\$ —	\$ 14,820	\$ (1,890)	-11.31%
Small Capital	\$ 111,108	\$ 224,138	\$ 164,000	\$ 201,000	\$ —	\$ 201,000	\$ 37,000	22.56%
<i>Expenses</i>	\$ 1,393,367	\$ 1,802,626	\$ 1,855,445	\$ 2,110,426	\$ —	\$ 2,110,426	\$ 254,981	13.74%
Total 8600 Innovation & Tech.	\$ 2,229,377	\$ 2,632,724	\$ 2,667,509	\$ 2,918,565	\$ —	\$ 2,918,565	\$ 251,056	9.41%

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Section XI: Capital Investment

FY2024 Capital Improvement Budget & Financing Plan

INTRODUCTION

A crucial aspect of the Town's operations, from providing services to its residents and businesses to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets. These assets include streets, water mains, parks, buildings, large equipment and technology. They must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish. The Town's five-year Capital Improvements Program and annual Capital Budget are developed to ensure adequate capital investment in the Town's assets.

Definition of Capital Projects

A capital project is defined as a major, non-recurring expenditure that generally meets the following criteria:

- Massachusetts General Law permits the Town to issue bonds to finance the expenditure;
- The expenditure is \$25,000 or more;
- The expenditure will have a useful life of 10 years or more for buildings or building components and 5 years for vehicles and equipment; and
- Planning, engineering, or design services may be considered capital when such services are integral to a construction, renewal or replacement project that meets the criteria for a capital expenditure.

CAPITAL POLICY FRAMEWORK

The FY2024 Capital Budget was developed within the capital policy framework initially adopted by the Select Board in 1991, and subsequently amended in 2006 and 2009 to ensure adequate planning and funding for capital investment, particularly cash capital projects within the General Fund. This capital investment strategy includes the following major elements:

- Multi-year planning for capital investment;
- Debt exclusions for major capital projects; and
- Ensuring sufficient operating budget resources for maintaining capital assets.

FIVE-YEAR CAPITAL PROGRAM

Five-year capital improvement planning has been part of Lexington's budget development process for many years. Multi-year planning allows proper staging and sequencing of capital projects to smooth financing plans and to make funding needs more predictable. Capital investment requirements can vary, involving unique large projects such as a fire vehicle or a school building. Other capital investment needs are recurring such as the annual program to resurface roadways.

The five-year Capital Improvement Program includes all anticipated capital projects identified by school and municipal departments over the next five years.

In 2021, the Department of Public Facilities completed a full review of the Town's buildings and systems and developed a 20-year plan for replacing and maintaining building assets. The existing conditions of Town and School buildings were presented at joint Summit meetings in the Spring of 2022, and Town staff and policy makers are continuing discussions on long-term planning and priorities. The FY2024 budget, and five-year capital plan includes preliminary steps to address priorities

in this long term plan. In addition to full building construction or renovation, some of the Department's ongoing capital programs have been re-aligned to allow the Facilities Department to better manage capital needs as they arise:

- **Mechanical/Electrical/Plumbing** has been combined into one capital program, and this appropriation will cover school and/or municipal buildings as needed based on priorities identified in the plan.
- **Public Facilities Interior Finishes** includes mill work, ceiling work, tile work, countertop replacement and bathroom finish renovations will be utilized for school and/or municipal buildings as needed based on the priority of the plan.
- **School Parking Lot Paving and Sidewalks** will continue to be managed by Public Facilities. Paving and Sidewalks for other municipal buildings fall under Public Works.
- Separate programs remain for **School Building Envelope** and **Municipal Building Envelope**. The building envelope programs include extraordinary repairs and modifications to buildings and systems such as siding, caulking, masonry, weather proofing materials, windows, doors, roofs and painting of wood exteriors.

The Town also continues to plan for a large-scale reconstruction or renovation of Lexington High School in the next 3-5 years. Special Town Meeting 2022-2 appropriated \$1,825,000 for a Feasibility Phase of this project. There is no FY2024 appropriation for the High School, but future appropriations are expected in fiscal years 2025-2027 as reflected in Table IX: Deferred Capital and FY2025-2028 Capital Requests.

The following are potential funding sources for financing the Town's capital investments:

- **Cash Financing** - The Town regularly appropriates available funds (i.e., cash financing) from the general and enterprise funds to finance certain capital investment projects. Examples of available funds are unreserved fund balance (Free Cash), tax levy, enterprise fund retained earnings, specialized stabilization funds, premiums received when issuing bond anticipation notes, and, when available, unexpended balances of prior years' capital articles.
- **Debt** - The Town has traditionally financed large dollar value capital projects with debt. Depending upon the project, the debt service resulting from debt-funded capital projects can be financed from a variety of sources including the General Fund (either within the Levy Limit or from a voter approved Proposition 2½ debt exclusion), Enterprise and Revolving Funds or the Community Preservation Fund (see discussion of the CPA below).

In 2019, the Town's management, Select Board and finance committees reviewed the Town's finance policies and have since implemented new strategies for funding the Town's capital plan. This includes increasing cash financing of projects, particularly the items that are part of a continuing capital program, and reducing the Town's overall reliance on debt financing. These efforts have greatly reduced interest costs and the amount of within-levy debt service.

- **Other Sources** - The Town uses dedicated state aid and grant funding to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** - Beginning in FY2007, following voter approval, the Town began to assess a Community Preservation Surcharge of 3% of the property tax levied against all taxable real property. For owners of residential property, the assessed value used to calculate the surcharge is net of a \$100,000 residential exemption. Community Preservation

funds can be used for those purposes defined by the Community Preservation Act, MGL Ch. 44B. Such purposes include the acquisition and preservation of open space, the creation and support of community (affordable) housing, the acquisition and preservation of historic resources, and the creation and support of recreational facilities.

Beginning in FY2008, the Town began to receive State matching funds to supplement the local surcharge. Over time, as additional communities in the Commonwealth adopted the CPA surcharge, the annual percentage of state matching funds gradually decreased. In 2019, the state enacted new legislation to increase funding to the Community Preservation budget, and Lexington's annual match increased significantly. In FY2021 Lexington received a State match of \$1.5 million, or 29.7% of its surcharge revenue. The State match further increased to a total of 40.9%, or \$2.2 million in FY2022. As new communities continue to adopt the CPA surcharge, available state matching funds will be spread thinner, and matching funds for Lexington may again decrease. The FY2023 initial match was 31.5%, but was recently supplemented with state surplus funds for a total of \$2.32 million or 39.96%. Receipts for FY2024 from the surcharge and state matching funds are preliminarily estimated at \$8.1 million, reflecting an estimated match of \$1.8 million, or 30%.

FY2024 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2024 capital budget is shown in the table below.

Capital Requests Summary					
	Free Cash/ Tax Levy	Other Funding Sources	Debt	Total	Other**
General Fund	\$ 14,878,348	\$ —	\$ 7,309,159	\$ 22,187,507	\$ —
Excluded Debt Projects	\$ —	\$ —	\$ —	\$ —	\$ —
Other Funding & Chapter 90	\$ —	\$ 199,685	\$ —	\$ 199,685	\$ 990,428
Water Enterprise	\$ —	\$ 1,375,000	\$ 2,909,580	\$ 4,284,580	\$ —
Sewer Enterprise	\$ —	\$ 1,115,404	\$ —	\$ 1,115,404	\$ —
Recreation Enterprise	\$ —	\$ 309,000	\$ —	\$ 309,000	\$ —
Community Preservation Act*	\$ —	\$ 11,984,010	\$ 2,000,000	\$ 13,984,010	\$ —
Total (all Funds)	\$ 14,878,348	\$ 14,983,099	\$ 12,218,739	\$ 42,080,186	\$ 990,428

*Includes both Town and non-Town CPA funded projects.

**Other represents Chapter 90 Aid for street improvements. This item does not require a Town Meeting appropriation.

The following table, FY2024 Recommended Capital Budget, lists all FY2024 projects recommended by the Town Manager for consideration and their estimated costs by program area and funding source. The Capital Expenditures Committee and Appropriation Committee have also been evaluating these requests and will issue reports and recommendations to Town Meeting.

FY2024 Recommended Capital Budget

Department	Project Description	Recommendation	Requested Funding Source(s)	ATM Article
Conservation	Willard's Woods Site Improvements	\$ 1,211,675	CPA	10
Conservation	Whipple Hill Trail Repair, Fire Access	\$ 300,000	CPA	10
Planning	TMOD Implementation - Permitting and Progress Tracking	\$ 42,000	TMOD Stabilization Fund	12
Planning/Engineering	Transportation Mitigation	\$ 87,685	TNC Spec. Revenue Fund/ Traffic Mitigation SF	12
Total Land Use, Health and Development		\$ 1,641,360		
Fire	All Terrain Vehicle (ATV)- Forestry	\$ 65,000	Free Cash	12
Total Public Safety		\$ 65,000		
Recreation & Comm. Pgms.	Pine Meadows Improvements	\$ 150,000	Recreation RE	11
Recreation & Comm. Pgms.	Pine Meadows Equipment	\$ 124,000	Recreation RE	11
Recreation & Comm. Pgms.	Park and Playground Improvements	\$ 155,000	CPA	10
Recreation & Comm. Pgms.	Park Improvements - Athletic Fields	\$ 285,000	CPA	10
Recreation & Comm. Pgms.	Pine Meadows Clubhouse Renovation- Design	\$ 120,000	Free Cash	16
Recreation & Comm. Pgms.	Lincoln Park Field Improvements	\$ 3,391,500	CPA/ Free Cash	10
Recreation & Comm. Pgms.	Pool Water Chemistry Automated Controllers	\$ 35,000	Recreation RE	11
Total Culture and Recreation		\$ 4,260,500		
Public Facilities	Public Facilities Bid Documents	\$ 125,000	Free Cash	16
Public Facilities	Public Facilities Interior Finishes	\$ 407,200	Free Cash	16
Public Facilities	School Paving and Sidewalks	\$ 265,000	Free Cash	16
Public Facilities	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 849,200	Free Cash	16
Public Facilities	Municipal Building Envelopes and Associated Systems	\$ 225,029	Tax Levy	16
Public Facilities	School Building Envelopes and Associated Systems	\$ 1,457,684	Free Cash	16
Public Facilities	173 Bedford Street Renovation- Design	\$ 100,000	Free Cash	16
Public Facilities	Solar Canopy & System - New Police Station	\$ 3,400,000	GF Debt	16
Public Facilities	East Lexington Fire Station- Feasibility Study	\$ 50,000	Free Cash	16
Public Facilities	Stone Building Renovation and Addition	\$ 400,000	CPA	10
Total Public Facilities Department		\$ 7,279,113		
Public Works	Townwide Culvert Replacement	\$ 390,000	Free Cash	12
Public Works	Equipment Replacement	\$ 1,755,000	Water-Sewer RE/Free Cash	12
Public Works	Sidewalk Improvements	\$ 800,000	Free Cash/ GF Debt	12
Public Works	Storm Drainage Improvements and NPDES Compliance	\$ 570,000	Free Cash	12
Public Works	Comprehensive Watershed Stormwater Management	\$ 390,000	Free Cash	12
Public Works	Street Improvements	\$ 2,688,312	Tax Levy	12
Public Works	Pump Station Upgrades	\$ 75,000	Wastewater RE	14
Public Works	Sanitary Sewer System Investigation and Improvements	\$ 1,040,404	Wastewater RE/User Charges	14
Public Works	Hydrant Replacement Program	\$ 150,000	Water RE/Free Cash	12
Public Works	Municipal Parking Lot Improvements	\$ 575,000	Free Cash	12
Public Works	New Sidewalk Installations	\$ 1,620,000	GF Debt	12
Public Works	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ 1,750,000	GF Debt	12
Public Works	Public Grounds Irrigation Improvements	\$ 200,000	CPA, Free Cash	10
Public Works	Lead and Copper Program	\$ 4,209,580	Water RE/User Charges/ WaterDebt	13
Total Public Works Department		\$ 16,213,296		
Lexington Public Schools	LPS Technology Program	\$ 1,465,488	Free Cash	15
Total Lexington Public Schools		\$ 1,465,488		
Innovation & Technology	Network Core Equipment Replacement	\$ 980,000	Free Cash	12
Innovation & Technology	Network Redundancy & Improvement Plan	\$ 988,094	Free Cash	12
Innovation & Technology	Scanning - Electronic Document Management	\$ 110,000	Free Cash	12
Town Clerk	Archives & Records Management	\$ 35,000	CPA	10
Total General Government		\$ 2,113,094		
Citizen Article	East Village Clock Restoration	\$ 9,600	CPA	10
Citizen Article	First Parish Clock Restoration	\$ 12,000	CPA	10
Munroe Center for the Arts	Munroe Center for the Arts Building Renovation	\$ 6,635,191	CPA/ CPA Debt	10

<i>Citizen Article</i>	Hancock-Clarke Barn Restoration	\$ 118,419	CPA	10
<i>Affordable Housing Trust Study Committee</i>	Affordable Housing Trust pre-funding	\$ 1,500,000	CPA	10
<i>LexHAB</i>	LexHAB Property Acquisition	\$ 400,000	CPA	10
<i>LexHAB</i>	LexHAB Rehabilitation/Preservation and Installation	\$ 345,125	CPA	10
<i>Citizen Article</i>	Transforming Trees Into Art	\$ 22,000	CPA	10
Total Non-Governmental Projects		\$ 9,042,335		
Total FY2024 Recommendations - All Funds		\$ 42,080,186		

CAPITAL PLAN BY FINANCING SOURCE

The following pages include tables that show the recommended FY2024 capital projects by financing source: General Fund debt; Water Fund debt; Wastewater Fund debt; Recreation and Community Programs Fund debt; Proposition 2½ excluded debt; Community Preservation Fund debt; Compost Revolving Fund debt; and cash capital (i.e., current revenue).

Each debt-related table includes the projected debt service impact of recommended projects, actual debt service on debt authorized and issued, and projected debt service on debt authorized and unissued. Finally, each table is accompanied by a written description of each recommended project.

FY2024 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

TABLE I: FY2024 RECOMMENDED PROJECTS - GENERAL FUND DEBT										
				PROJECTED DEBT SERVICE						
	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
MUNICIPAL PROJECTS										
1	Sidewalk Improvements (\$800,000)	\$ 539,159	10	5%		\$ 16,175	\$ 78,178	\$ 75,752	\$ 73,326	\$ 70,899
2	New Sidewalk Installations (\$1,620,000)	\$ 1,620,000	10	5%		\$ 48,600	\$ 234,900	\$ 227,610	\$ 220,320	\$ 213,030
3	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements (\$1,750,000)	\$ 1,750,000	5	5%		\$ 52,500	\$ 428,750	\$ 413,000	\$ 397,250	\$ 381,500
Subtotal		\$ 3,909,159			\$ 117,275	\$ 741,828	\$ 716,362	\$ 690,896	\$ 665,429	
FACILITIES PROJECTS										
Within-Levy Projects										
1	Solar Canopy & System - New Police Station	\$ 3,400,000	10	5%		\$ —	\$ 493,000	\$ 477,700	\$ 462,400	\$ 447,100
Subtotal		\$ 3,400,000			\$ —	\$ 493,000	\$ 477,700	\$ 462,400	\$ 447,100	
TOTAL PROJECT COSTS		\$7,309,159			\$ 117,275	\$ 1,234,828	\$1,194,062	\$ 1,153,296	\$ 1,112,529	
AUTHORIZED LEVY SUPPORTED DEBT SERVICE				FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
A	Approved and Issued				\$ 5,472,708	\$ 4,142,558	\$ 2,972,282	\$ 2,432,262	2,103,430	
B	Projected Approved and Unissued				\$ 1,261,053	\$ 3,126,933	\$ 3,021,908	\$ 2,916,883	\$ 2,811,858	
C	Total Debt Service on Authorized Debt				\$ 6,733,761	\$ 7,269,491	\$ 5,994,190	\$ 5,349,145	\$ 4,915,288	
D	Projected New Levy Supported Debt Service (above)				\$ 117,275	\$ 1,234,828	\$ 1,194,062	\$ 1,153,296	\$ 1,112,529	
E	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE				\$ 7,163,397	\$ 6,851,036	\$ 8,504,319	\$ 7,188,252	\$ 6,502,441	\$ 6,027,817
F	Plus: Projected Debt Service on Future Capital Projects					\$ 162,889	\$ 1,514,872	\$ 2,893,731	\$ 4,300,811	
G	Less: Debt Service Funded from Special Revenue Accounts				\$ (16,125)	\$ (50,408)	\$ (124,148)	\$ (124,148)	\$ (124,148)	\$ (124,148)
H	Less: Proposed Use of Stabilization Fund				\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
I	Total Offsets to Projected Levy Supported Debt Service (G+H)				\$ (16,125)	\$ (50,408)	\$ (124,148)	\$ (124,148)	\$ (124,148)	\$ (124,148)
J	PROJECTED NET LEVY SUPPORTED DEBT SERVICE (E+F+I)				\$ 7,147,272	\$ 6,800,628	\$ 8,543,060	\$ 8,578,976	\$ 9,272,024	\$ 10,204,480

Municipal Projects

1. Sidewalk Improvements- \$800,000 (\$539,159 General Fund Debt, \$190,841 Free Cash): This request seeks funds to rebuild and/or repair existing sidewalks that are in poor condition. DPW (in conjunction with various committees and town departments) generates a list each year of sidewalks most in need of repair/replacement, based on four determining factors:

- 1) Is the sidewalk unsafe for travel due to trip hazards, defects, etc.
- 2) Is the sidewalk within the Safe Routes to School Program
- 3) Is the volume of pedestrian traffic heavy, light or average
- 4) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching

DPW currently reviews the condition for 30% of town sidewalks annually, which is used to identify the work to be done. Sidewalks considered for FY2024 funding include:

Mass Ave westbound from Pleasant St. to Bowker St.	2865 LF Asphalt
Waltham St. from Forest St. to High School entrance	1567 LF Asphalt
Coolidge Ave.	1530 LF Asphalt
Shirley St. from Bedford St. to Sargent St.	330 LF Asphalt
Paul Revere Rd. from Mass. Ave. to Harbell St.	1380 LF Asphalt
Hancock St. from Adams St. to Harrington Rd.	2140 LF Asphalt
Lowell St. from Waltham St. to Fulton Rd. (east side)	1900 LF Asphalt
Bow St.	500 LF Asphalt
Reconstruction of Ramps, Townwide	

The following table presents the recent history of Sidewalk appropriations:

FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
\$ 600,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000

- 2. New Sidewalk Installations - \$1,620,000 (General Fund Debt):** This annual request funds the survey, design and installation of new sidewalks in various locations throughout the Town. The request for FY2024 is for design and construction of a sidewalk on Cedar Street, in its entirety, including a roundabout at Paul Revere and Hill Street. This request follows an appropriation of \$75,000 for initial survey, design and public outreach for the Cedar St. sidewalk in FY2023.

- 3. Bedford St. and Hartwell Ave. Long-Range Transportation Improvements (\$1,750,000 General Fund Debt):** The 2019 Fall Special Town Meeting appropriated \$1.5 million for the 25% design related to a future capital project for improvements to Route 4/225 (Bedford Street/Hartwell Avenue), including the "jug-handle" intersection. The project aims to create a complete street for vehicles, pedestrians, and cyclists by widening Route 4/225, adjusting the intersection, and adding pedestrian and transit facilities.

This project will:

- Improve traffic safety
- Fix choke points
- Provide safe pedestrian crossings and safe bus stops
- Expand our existing pedestrian and bicycle network and improve access to the Minute Man Bikeway.

The FY2024 request of \$1.75 million provides an iterative funding step toward the final P,S&E (Plans, Specifications & Estimates) set for the 25% design, and is critical to keeping Lexington's place for this project on the State's Long Range Transportation Plan (LRTP) for the 2030-2034 time band.

Facilities Projects

- 1. Solar Canopy & System - New Police Station - \$3,400,000 (General Fund Debt):** This request will fund the purchase and installation of photovoltaic panels at the new Police Station site, utilizing a combination of both rooftop and canopy arrays over the parking area. The proposed canopies will be designed to fit into the Historic District downtown landscape. The Town will own

the panels and the goal of the solar array is to generate enough power to allow the Police Station to operate as Net Zero. If funded, the intent is to construct the system so it comes online at the same time the Police Department moves into the new Police Station facility in calendar year 2024.

FY2024 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

TABLE II: FY2024 RECOMMENDED PROJECTS - WATER DEBT										
Project		Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	Lead and Copper Program (\$4,209,580)	\$ 2,909,580	10	—%		\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
TOTAL PROJECT COSTS		\$2,909,580				\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
AUTHORIZED WATER DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A Subtotal: Authorized and Issued						\$ 1,037,635	\$ 881,368	\$ 854,706	\$ 823,515	\$ 673,089
B Subtotal: Approved and Unissued (short and long-term)						\$ 63,300	\$ 477,000	\$ 461,100	\$ 445,200	\$ 429,300
C Total: Debt Service on Authorized Debt						\$1,100,935	\$1,358,368	\$1,315,806	\$1,268,715	\$1,102,389
D Subtotal: Projected Debt Service on Proposed Capital Projects						\$ —	\$ 290,958	\$ 290,958	\$ 290,958	\$ 290,958
E TOTAL PROJECTED WATER DEBT SERVICE					\$1,195,179	\$1,100,935	\$1,649,326	\$1,606,764	\$1,559,673	\$1,393,347

- 1. Lead and Copper Program - \$4,209,580 (\$2,909,580 Water Fund Debt; 500,000 Water Retained Earnings; \$800,000 Water User Charges):** The Department of Environmental Protection (DEP) revised the lead and copper rule requiring communities to inventory and replace lead service water lines. This funding request is to provide consulting services to develop the inventory, bid specifications, and hire a contractor to perform the replacement work. Staff will be pursuing an interest-free loan from MWRA to partly fund this project.

FY2024 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)

TABLE III: FY2024 RECOMMENDED PROJECTS - WASTEWATER DEBT										
	Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$—	—	—%		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$—				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED SEWER DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Authorized and Issued Debt					\$ 1,288,320	\$ 1,207,824	\$ 1,116,687	\$ 1,033,785	\$ 867,119
B	Subtotal: Approved and Unissued Debt (short and long-term)					\$ 231,600	\$ 624,000	\$ 603,050	\$ 582,100	\$ 561,150
C	Total: Debt Service on Authorized Debt					\$1,519,920	\$1,831,824	\$1,719,737	\$1,615,885	\$1,428,269
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED SEWER DEBT SERVICE				\$1,561,467	\$1,519,920	\$1,831,824	\$1,719,737	\$1,615,885	\$1,428,269

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - RECREATION FUND DEBT (Table IV)

TABLE IV: FY2024 RECOMMENDED PROJECTS - RECREATION and COMMUNITY PROGRAMS DEBT										
	Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$ —	---	---		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED RECREATION REVENUE DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
B	Subtotal: Approved and Unissued Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Debt Service					\$ —	\$ —	\$ —	\$ —	\$ —
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED DEBT SERVICE				\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION (Table V)

TABLE V: FY2024 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2½ DEBT EXCLUSION									
Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
None Proposed	\$ —	—	—		\$ —	\$ —	\$ —	\$ —	\$ —
Total Project Cost	\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
APPROVED AND PROPOSED EXCLUDED DEBT SERVICE				FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Subtotal: Approved and Issued Debt					\$ 14,023,382	\$ 13,629,861	\$ 13,229,441	\$ 12,681,295	\$ 12,003,767
Subtotal: Approved and Unissued Debt					\$ 3,333,056	\$ 3,628,797	\$ 3,532,868	\$ 3,436,940	\$ 3,341,011
Total: Approved Excluded Debt Service					\$ 17,356,438	\$ 17,258,658	\$ 16,762,309	\$ 16,118,235	\$ 15,344,778
Subtotal: Subtotal - Projected Exempt Debt Service (above)					\$ —	\$ —	\$ —	\$ —	\$ —
Total Approved and Proposed Excluded Debt Service				\$16,008,385	\$17,356,438	\$17,258,658	\$16,762,309	\$16,118,235	\$15,344,778
Less: use of Capital Stabilization Fund to Mitigate Debt Service Impacts on Property Tax Bills				\$ (800,000)	\$ (500,000)	\$ —	\$ —	\$ —	\$ —
Net Excluded Debt Service				\$15,208,385	\$16,856,438	\$17,258,658	\$16,762,309	\$16,118,235	\$15,344,778

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - Community Preservation Act Debt (Table VI)

TABLE VI: FY2024 RECOMMENDED PROJECTS - COMMUNITY PRESERVATION ACT DEBT										
Project		Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	Munroe Center for the Arts Building Renovation (\$6,635,191)	\$ 2,000,000	5	5		\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
TOTAL PROJECT COSTS		\$ 2,000,000				\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
AUTHORIZED CPA REVENUE DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt					\$ 1,788,900	\$ 681,200	\$ —	\$ —	\$ —
B	Subtotal: Approved and Unissued Debt					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Debt Service					\$1,788,900	\$ 681,200	\$ —	\$ —	\$ —
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ 490,000	\$ 472,000	\$ 454,000	\$ 436,000
E	TOTAL PROJECTED DEBT SERVICE				\$1,936,512	\$1,788,900	\$1,171,200	\$ 472,000	\$ 454,000	\$ 436,000

- Munroe Center for the Arts Building Renovation - \$6,635,191 (\$4,035,191 CPA; \$2,000,000 CPA Debt):** This request is to enable the Munroe Center for the Arts (MCA) to become ADA-compliant, including the installation of an elevator and the relocation of restrooms from the original floor plan to a new addition at the rear of the building. These renovations will take place on the first floor, where restrooms were designed for elementary school-aged children in the early 20th century. The project will also replace the existing HVAC system from a boiler system to a more efficient heat pump, reducing the building's need for fossil fuels. As a Town-owned building under long-term lease to the MCA, all renovations will be approved and overseen by the Department of Public Facilities.

FY2024 RECOMMENDED PROJECTS - Compost Revolving Fund (Table VII)

TABLE VII: FY2024 RECOMMENDED PROJECTS - Compost Revolving Fund										
	Project	Amount Financed	Term	Interest Rate	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
1	None Proposed	\$ —	---	---		\$ —	\$ —	\$ —	\$ —	\$ —
TOTAL PROJECT COSTS		\$ —				\$ —	\$ —	\$ —	\$ —	\$ —
AUTHORIZED REVENUE SUPPORTED DEBT SERVICE					FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
A	Subtotal: Approved and Issued Debt					\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338
B	Subtotal: Approved and Unissued Debt					\$ —	\$ —	\$ —	\$ —	\$ —
C	Total: Approved Revenue Supported Debt Service					\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ —	\$ —	\$ —	\$ —	\$ —
E	TOTAL PROJECTED DEBT SERVICE				\$ 227,475	\$ 189,436	\$ 181,966	\$ 174,496	\$ 111,226	\$ 14,338

No recommendations for debt financing.

FY2024 RECOMMENDED PROJECTS - CASH CAPITAL (Table VIII)

TABLE VIII: FY2024 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)									
Project	Free Cash	Tax Levy	Water/ Sewer Retained Earnings	Recr. Retained Earnings	Enterprise Operating Funds	CPA*	Other Funds**	Total Cost	Other ***
SCHOOL PROJECTS									
1 LPS Technology Program	\$ 1,465,488						\$ —	\$ 1,465,488	\$ —
SUBTOTAL	\$ 1,465,488	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,465,488	\$ —
FACILITIES									
2 Public Facilities Bid Documents	\$ 125,000						\$ —	\$ 125,000	
3 Public Facilities Interior Finishes	\$ 407,200						\$ —	\$ 407,200	
4 School Paving and Sidewalks	\$ 265,000						\$ —	\$ 265,000	
5 Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ 849,200						\$ —	\$ 849,200	
6 Municipal Building Envelopes and Associated Systems		\$ 225,029					\$ —	\$ 225,029	
7 School Building Envelopes and Associated Systems	\$ 1,457,684						\$ —	\$ 1,457,684	
8 173 Bedford Street Renovation- Design	\$ 100,000						\$ —	\$ 100,000	
9 East Lexington Fire Station- Feasibility Study	\$ 50,000						\$ —	\$ 50,000	
10 Stone Building Renovation and Addition						\$ 400,000	\$ —	\$ 400,000	
SUBTOTAL	\$ 3,254,084	\$ 225,029	\$ —	\$ —	\$ —	\$ 400,000	\$ —	\$ 3,879,113	\$ —
MUNICIPAL PROJECTS									
11 Willard's Woods Site Improvements						\$ 1,211,675	\$ —	\$ 1,211,675	
12 Whipple Hill Trail Repair, Fire Access						\$ 300,000	\$ —	\$ 300,000	
13 TMOD Implementation - Permitting and Progress Tracking							\$ 42,000	\$ 42,000	
14 Transportation Mitigation							\$ 87,685	\$ 87,685	
15 All Terrain Vehicle (ATV)- Forestry	\$ 65,000						\$ —	\$ 65,000	
16 Pine Meadows Improvements				\$ 150,000			\$ —	\$ 150,000	
17 Pine Meadows Equipment				\$ 124,000			\$ —	\$ 124,000	
18 Park and Playground Improvements						\$ 155,000	\$ —	\$ 155,000	
19 Park Improvements - Athletic Fields						\$ 285,000	\$ —	\$ 285,000	
20 Pine Meadows Clubhouse Renovation- Design	\$ 120,000						\$ —	\$ 120,000	
21 Lincoln Park Field Improvements	\$ 216,500	\$ 700,000				\$ 2,475,000	\$ —	\$ 3,391,500	
22 Pool Water Chemistry Automated Controllers				\$ 35,000				\$ 35,000	
23 Townwide Culvert Replacement	\$ 390,000						\$ —	\$ 390,000	
24 Equipment Replacement	\$ 1,755,000		\$ —				\$ —	\$ 1,755,000	
25 Sidewalk Improvements	\$ 190,841						\$ 70,000	\$ 260,841	
26 Storm Drainage Improvements and NPDES Compliance	\$ 570,000						\$ —	\$ 570,000	
27 Comprehensive Watershed Stormwater Management	\$ 390,000						\$ —	\$ 390,000	
28 Street Improvements****		\$ 2,688,312					\$ —	\$ 2,688,312	\$ 990,428
29 Pump Station Upgrades			\$ 75,000				\$ —	\$ 75,000	
30 Sanitary Sewer System Investigation and Improvements			\$ 640,404		\$ 400,000		\$ —	\$ 1,040,404	
31 Hydrant Replacement Program	\$ 75,000		\$ 75,000				\$ —	\$ 150,000	
32 Municipal Parking Lot Improvements	\$ 575,000						\$ —	\$ 575,000	
33 Public Grounds Irrigation Improvements	\$ 120,000					\$ 80,000	\$ —	\$ 200,000	
34 Lead and Copper Program			\$ 500,000		\$ 800,000		\$ —	\$ 1,300,000	
35 Network Core Equipment Replacement	\$ 980,000						\$ —	\$ 980,000	
36 Network Redundancy & Improvement Plan	\$ 988,094						\$ —	\$ 988,094	
37 Scanning - Electronic Document Management	\$ 110,000						\$ —	\$ 110,000	
38 Archives & Records Management						\$ 35,000	\$ —	\$ 35,000	
SUBTOTAL	\$ 6,545,435	\$ 3,388,312	\$ 1,290,404	\$ 309,000	\$ 1,200,000	\$ 4,541,675	\$ 199,685	\$ 17,474,511	\$ 990,428

OTHER CPA FUNDED PROJECTS

39	East Village Clock Restoration							\$ 9,600		\$ 9,600	
40	First Parish Clock Restoration							\$ 12,000		\$ 12,000	
41	Munroe Center for the Arts Building Renovation							\$ 4,035,191		\$ 4,035,191	
42	Hancock-Clarke Barn Restoration							\$ 118,419		\$ 118,419	
43	Affordable Housing Trust pre-funding							\$ 1,500,000		\$ 1,500,000	
44	LexHAB Property Acquisition							\$ 400,000		\$ 400,000	
45	LexHAB Rehabilitation/Preservation and Installation							\$ 345,125		\$ 345,125	
46	Transforming Trees Into Art							\$ 22,000		\$ 22,000	
SUBTOTAL		\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 6,442,335	\$ —	\$ 6,442,335	\$ —
TOTAL		\$11,265,007	\$3,613,341	\$1,290,404	\$309,000	\$1,200,000	\$11,384,010	\$199,685	\$29,261,447	\$990,428	

* CPA totals do not include proposed FY2024 administrative budget of \$150,000 and \$1,788,900 for debt service.

**Other Funds include the Parking Fund, TDM Stabilization Fund, Transportation Network Company (TNC) Special Revenue Fund, and Prior Bond Authorizations.

*** Other includes \$990,428 in Chapter 90 Aid for street improvements.

**** Proposed funding for the annual street resurfacing program is comprised of \$2,688,312 of tax levy dollars and an anticipated distribution of \$990,428 of Chapter 90 funds. This level of funding is intended to maintain the Town's roadway surface rating (RSR) in the mid-80s.

School Department Projects

- LPS Technology Program - \$1,465,488 (Free Cash):** This request addresses the District's strategic goal for enhancing the capacity to utilize technology as an instructional and administrative tool. The request will continue to support student access to devices to allow for innovative learning methods that integrate supportive technologies, problem-based approaches and higher order thinking skills. It also maintains and improves, when needed, current infrastructure such as networks, access points and servers.

The capital improvement request for FY2024 would provide funding for the following:

Tech Workstations - \$177,900 is requested for this category of the capital project. Replace Unit A (all classroom teachers, counselors, librarians and staff working under the teacher contract; Unit A) workstations and peripheral devices (laptops, desktops, printers and monitors). Staff workstations were replaced from FY2020 funds, thus, only a minimal number are needed until the full replacement cycle begins in 2026. Prices have remained relatively stable for all devices in this category

PreK-5 Mobile Devices - \$280,477 in total is requested for this category of the capital project.

- Replace 260 Second Grade iPads across all district Grade 2 classes due to current devices having reached their end of life. (260 iPads @ \$410.00 each).
- Additionally, each elementary school has one whole class cart to be replaced which holds iPads that have multimedia applications on them. (156 iPads @ \$410.00 each).
- Each elementary school second grade team also shares a cart of Chromebooks across a team and those devices are at the end of their life cycle as well and need replacement (156 Chromebooks @ \$282 each).
- Lastly, we found out this year that the classroom pendant microphones installed at Estabrook at the opening of the school were models which were at the end of production at the time they were purchased. Thus, due to time, breakage and connectivity issues, those need to be replaced school wide. The cost for the full replacement is \$65,925. This was not anticipated, as the building is still relatively new.

1:1 Middle School Program - \$218,205 is requested to fund 585 Chromebooks for 6th graders entering Diamond and Clark Middle Schools. All middle school students have 1:1 devices and the devices follow them through middle school (three year life span). Generally, by the end of middle school, many devices have reached their end of life due to use. These Chromebooks are more

expensive than the high school devices due to their having dual cameras and touch screens. (585 Chromebooks @ \$373 each)(

1:1 at Lexington High School - \$176,250 is requested to purchase 625 Chromebooks for 9th graders. All high school students, once provided a device in 9th grade or upon entering the high school, have the device through their senior year (four-year life span). (625 Chromebooks @ \$282 each)

Science/Technology/Engineering/(Art)/Math (STEM/STEAM)/Computer Science - \$51,000 is requested to update computer labs at the High School level and purchase STEM/STEAM based curricular materials. The high school world language lab will be updated next year.(\$45,000 for one lab, \$6,000 for STEM/STEAM Materials).Digital Learning Coaches (DLCs) work with all department heads that are holding curriculum reviews. The small amount of money allocated for STEM/STEAM may result in equipment being piloted or may also replace some equipment currently being used (elementary small robots for coding, etc.)

Interactive Projectors/Whiteboard Units and Document Cameras - \$241,656 is requested for this category of the capital project.

- Replace 48 interactive projectors districtwide. This equips buildings with a touch-activated, interactive system and soundbar. The replacements will begin with the oldest model per school until all systems are within a 7 year window with all of the same functionality. Forty-eight (48) projectors @ \$4660 each.
- The request will also replace 28 document cameras at Lexington Middle and High School. All elementary schools have had document cameras replaced, and upgrades have been made in many middle school classrooms as well. Twenty-eight (28) document cameras @ \$642 each

District and Building Network Infrastructure - \$300,000 is requested to replace end of life Wireless Access Points (WAPs), switches and Power over Ethernet (POE) districtwide, improve controllers, and make network improvements. Over the next five years, Wireless Access Points (WAPS) across the district will begin to not be supported due to age. A recent recommendation from our vendor, Custom Computers, recommended that we begin replacing Wireless Access Points (WAPS) and cabling associated with the WAPS. The amount requested for the upcoming year reflects costs for equipment however, we have not got the final quotes which should include labor. The average cost for the equipment is approximately \$273,000 per year without the labor. Providing that E-rate funding continues, some of this may be subject to discounts, however, not knowing that, we budget for the entire amount.

Server/Storage Infrastructure - \$20,000 is requested to maintain and upgrade any server related hardware

Department of Public Facilities Projects

- 2. Public Facilities Bid Documents - \$125,000 (Free Cash):** This is an annual request for funding professional services to produce design development, construction documents and/or bid administration services for smaller projects in anticipation of requests for construction funding at town meeting that have a high probability of approval. This will ensure that both municipal and school projects can be completed in the then-current construction season, which is particularly important for the timely completion of school building projects given the short window between the end of school in June and the end of summer. For FY2024 this request has been increased from \$100,000 in prior years due to a steady uptick in the number of projects requiring these services, specifically HVAC, roofing, electrical and building envelope projects.

- 3. Public Facilities Interior Finishes - \$407,200 (Free Cash):** Initiated in FY2011, this is an annual request for funds to be used for the replacement of flooring systems in municipal and school buildings and interior finishes including mill work, ceiling work, tile work, countertop replacement and bathroom finish renovations. The goal of this annual program is to ensure failing systems are replaced and are safe for all users. The FY2024 request will allow the Department of Public Facilities to complete approximately four classroom flooring systems and prioritize other floors requiring attention. This request also covers other building finishes, based on priority. Projects funded in FY2023 included classroom flooring replacement at the Clarke, Harrington , Fiske and Bridge schools.
- 4. School Paving and Sidewalks - \$265,000 (Free Cash):** This capital request provides 'as needed' replacement of sidewalks, bus loops and parking areas on school grounds. Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public safety and highlights the Safe Routes to School. The FY2024 request will specifically fund the Diamond Middle School access road and the sidewalk from the Hancock Street rotary.
- 5. Public Facilities Mechanical/Electrical/Plumbing Replacements - \$849,200 (Free Cash):** This request is part of an annual replacement of HVAC, plumbing and electrical systems that have exceeded their useful lives and require replacement before excessive failures occur. The FY2024 appropriation will address items identified in the 20-year Master Plan including the replacement of domestic hot water heaters at Fisk and Harrington Schools and the Public Services building, and HVAC improvements at Clark School and the Lexington Community Center.
- 6. Municipal Building Envelopes and Associated Systems - \$225,029 (Tax Levy):** This ongoing capital request, originally approved for funding in the 2006 Proposition 2½ Override, includes repair and replacement projects for the maintenance and upgrade of municipal buildings and systems. The FY2024 request seeks funding to begin a window and exterior door replacement project at the Lexington Community Center. Windows in the mansion section of the building are single pane, difficult to open and have significant air leaks. This funding will replace the windows with a safer and more energy efficient option.
- 7. School Building Envelopes and Associated Systems - \$1,457,684 (Free Cash):** The purpose of this ongoing capital request is to perform annual prioritized extraordinary repairs and modifications to school buildings and systems, including siding, caulking, masonry, weather proofing materials, windows, doors, roofs and painting of wood exteriors. Specifically, the FY2024 request will fund the second phase of the Bridge School Roof Replacement project. The 2020 Annual Town Meeting approved \$2.01 million to replace the Bridge roof. The project as scoped and bid increased from the original estimate, and therefore the roof is being completed in two sections. This appropriation will complete the project.
- 8. 173 Bedford Street Renovation- Design - \$100,000 (Free Cash):** The building at 173 Bedford St has temporarily housed members from both Police and Fire departments while those buildings are reconstructed. However neither department has occupied the entire interior of the building due to a lack of accessibility or a working HVAC system on the top floor. As the Town continues master planning for large-scale facilities projects over the next 10 years this building may be a key factor in continuing operations. As this plan is being developed, and the potential next occupant is identified, this request is for the design of interior upgrades including an elevator, HVAC replacement, sprinkler system, and potentially reconfiguration of the interior spaces to suit the next occupant.

- 9. East Lexington Fire Station- Feasibility Study- \$50,000 (Free Cash):** This request will fund a feasibility study to ascertain whether the current site of the East Lexington Fire Station is suitable for a new fire station. The current station has been modified several times over the past 70 years but currently is not fit for its intended purpose and is unable to house necessary department apparatus including Ladder and Engine trucks. The facility also needs major investment in the roof, HVAC, electrical, plumbing and interior finishes. IF the current site is not adequate for a new or renovated station, the study will determine the appropriate side of land to accommodate a new station.
- 10. Stone Building Renovation and Addition- \$400,000 (CPA):** This request is for the first phase of a major repair, renovation and addition to the historic Ellen Stone Building in East Lexington. Overall this project seeks to restore the floor plan and interior finishes to those recommended in the 2009 Stone Building Historic Structure Report, and to make the building functional for a future tenant. This initial request is to engage an architect for design and design documents for the project. Future phases of the project will seek funding for stabilization, repairs and renovations to the foundation, stormwater management system, roof, and exterior finishes. The larger project will make the building fully accessible, including the construction of an elevator, stairwell to serve as a second means of egress and bathrooms, as well as structural and safety improvements to the interior sub-flooring, windows, sprinklers and electrical systems. Lastly, other interior renovations will be requested to suit a future tenant.

Municipal Projects

- 11. Willard's Woods Site Improvements - \$1,211,675 (CPA):** Willard's Woods is the largest and most popular conservation area in Lexington, with over 100 acres of open meadows, old growth pine forests and wetlands and a historic mill pond, as well as over three miles of trails. This is a second-phase request to achieve Universal Accessibility under the American with Disabilities Act (ADA) at Willard's Woods. This funding will expand trail segments including a loop trail in the northern meadow and around the millpond connecting the North Street parking lot, and a stone dust bike path to Brent Road. It will also construct a trail to provide access to the two UA improved fire pits, and an observation deck and wayside interpretive panel at the Millpond. Lastly, it will improve parking areas and create handicap-accessible parking spaces at North Street and the Hathaway Road entrance.
- 12. Whipple Hill Trail Repair, Fire Access - \$300,000 (CPA):** Whipple Hill is the Town's second largest conservation area, with 124 acres of land and over four miles of trails. This request is to reconstruct a wetland crossing along the Whipple Hill trail system. The existing crossing serves as emergency fire access and has been evaluated as not fit for purpose by the Conservation Division, Engineering and Fire Department staff. These upgrades will allow for a 17,200-pound fire apparatus to safely traverse the trail and access areas that could be affected by fire. The current state of the site due to erosion also means that constant trail repair is ongoing, not only for fire access but also to meet the needs of those who use the trail system.
- 13. TMOD Implementation - Permitting and Progress Tracking - \$42,000 (Transportation Management Overlay District (TMOD) Stabilization Fund):** The updated TMO-1 Hartwell Area Transportation Demand Management Plan proposed several improvements to the existing Transportation Demand Management (TDM) Program within the TMO-1 TMOD District including a permitting and tracking system separate from the Planning Board's development application. This FY2024 request would fund the implementation of a TDM permitting and tracking process system that can be set up with the existing Viewpoint Cloud Permitting system and an online survey service. Implementing a tracking service will allow for better monitoring of transportation demand strategies.

- 14. Transportation Mitigation - \$87,685 (\$7,685 Transportation Network Company (TNC) Special Revenue Fund; \$80,000 Traffic Mitigation Stabilization Fund):** This annual capital request is to support the ongoing work of the Transportation Safety Group (TSG). The TSG is staffed by the Planning, Engineering, School and Police Departments. Between FY2008 and FY2011, Town Meeting appropriated funds to collect data, perform analysis, review citizen requests and recommendations for various townwide transportation improvements in support of the Traffic Mitigation Group (dissolved in 2012 and later reconstituted as the TSG). Anticipated projects for the FY2024 funds and beyond include a "No Turn on Red" pilot program at the Mass Ave/ Maple Street intersection, a vegetation trimming line-of-sight maintenance program, and purchase and installation of speed feedback sig
- 15. All Terrain Vehicle (ATV)- Forestry - \$65,000 (Free Cash):** This request would fund the purchase of a new ATV vehicle for the Fire Department. The current ATV has been in service since 2000 and does not have appropriate protective equipment for occupants of the vehicle, including no roof, doors, windshield, rollover or protective equipment. The new ATV would be roadworthy and enclosed with heat and air, and would allow for more flexibility in carrying equipment. It would also be better equipped to respond to incidents on the trails and bikeways, and to brush fires in remote places.
- 16. Pine Meadows Improvements - \$150,000 (Recreation Retained Earnings):** This request will restore the cart path at the 7th and 8th holes and allow for dredging of the ponds at the golf course. The cart path and tee boxes of the 7th and 8th holes have deteriorated over time and require restoration to maintain the quality of the golf course. The ponds have also accumulated silt and have become too shallow to fulfill their intended function as water features/hazards. The silt build-up has also impacted the water quality for irrigation purposes.
- 17. Pine Meadows Equipment - \$124,000 (Recreation Retained Earnings):** This request would fund the purchase 3 new pieces of equipment for the maintenance of the grounds at the Pine Meadows Golf Course: a Toro Groundskeeper rough mower, a Turfco top dresser, and a tow-behind Buffalo turbine blower. Timely end-of-life replacement of the commercial grade equipment is required for the professional maintenance of the grounds at Pine Meadows Golf Club.
- 18. Park and Playground Improvements (Justin Park) - \$155,000 (CPA):** This request will replace the playground equipment, upgrade to pour-in-place safety surfacing and replace signage at Justin Park. The new playground equipment would be designed for children ages 2-5 and/or ages 5-12 depending on the needs of the community which will be determined by public outreach. This funding will also renovate the pathway from the parking spaces to the park. The existing playground equipment was last replaced in 2003 and is nearing the end of its useful life. The proposed improvements will result in the park being in compliance with the Consumer Product Safety Commission (CPSC), the American Society for Testing and Materials (ASTM) and the American with Disabilities Act (ADA).
- 19. Park Improvements - Athletic Fields (Bridge School) - \$285,000 (CPA):** This ongoing capital program is to address safety and playability concerns as well as provide adequate and safe field conditions. This program funds improvements to athletic fields, including renovations to natural turf, drainage, new irrigation systems, and site amenities including benches, backstops and signage. The FY2024 funds will be used for such improvements to the Bridge School Fields including updates and replacements to irrigation systems and the installation of new natural grass. Further, based on recommendations from a 2017 ADA Compliance Study, the route to the fields from the sidewalk that runs along the school's entrance driveway will be formalized to become compliant with accessibility regulations, and new paths will be constructed between the two softball field and the playground to provide universal access throughout the site.

- 20. Pine Meadows Clubhouse Renovation - \$120,000 (Free Cash):** This FY2024 request seeks funding for the design and engineering costs associated with renovation of the clubhouse at the Pine Meadows Golf Club. The clubhouse, constructed prior to the Town's purchase of the property in 1988, has not undergone any significant renovation in the past 30 years and is suffering the typical deficiencies and wear and tear associated with its age and heavy usage. This project will engage a professional architect to develop design and engineering documents for the complete renovation of the clubhouse including but not limited to renovation and/or replacement of the main concourse area, the bathrooms, plumbing system and fixtures, windows, roof, and additional work as needed to improve accessibility and bring the building into ADA compliance. If design funding is approved, the Town expects to request construction funding for FY2025.
- 21. Lincoln Park Field Improvements - \$3,391,500 (\$216,500 Free Cash, \$700,000 Tax Levy, \$2,475,000 CPA):** This FY2024 request is to begin construction and preparation to replace the three athletic fields at Lincoln Park, as well as construction of lighting at Lincoln Fields 1 and 3. The fields are approaching the end of their lifespans and must be replaced if safe and anticipated use is to continue. These improvements will allow for increased usage of the fields, alleviating the shortage of available hours the Recreation Department now experiences.
- The project will start with a professional evaluation to determine if subsurface/base pad can be reused or if a replacement is required for safe function of the field. This request also provides funding for design, engineering, and construction Lincoln Field 1, including laser grading of the subsurface, inspection and repair of the drainage system, replacement of the base pad if indicated by the aforementioned study, replacement/recycling of the infill material and synthetic surface turf. This request will also install four (4) light towers at both Lincoln Field 1 and Lincoln Field 3 consistent with those currently installed at Lincoln Field 2. Lastly, this request will fund restoration of the walkways, guardrails, and plantings surrounding the fields. Future funding requests are expected to replace the turf at Lincoln 2 and 3.
- 22. Pool Water Chemistry Automated Controllers- \$35,000 (Recreation Retained Earnings):** This request will replace the water chemistry automated controllers that are at the Irving H. Mabee Town Pool Complex. The new automated controller system would ensure that the four pools at the complex remain chemically balanced at all times by allowing staff to adjust the water chemistry settings both in person and remotely.
- 23. Townwide Culvert Replacement - \$390,000 (Free Cash):** This request is part of an ongoing program to proactively replace culverts prior to catastrophic failure, which will allow for proper design considerations and funding while also minimizing the impact to residents through unexpected road closures and flooding. A comprehensive Culvert Asset Management Plan guides the work to replace culverts in town, which is a companion effort with the ongoing Watershed Management Plan. Construction is underway at the Valleyfield/Waltham Street culvert and is expected to complete during the 2023 construction season. The Grove Street, Allen Street and Winthrop Road culverts have been identified as high priority candidates for future replacement.
- 24. Equipment Replacement - \$1,755,000 (Free Cash):** This is an annual request to replace equipment that is beyond its useful life and whose mechanical condition no longer meets the requirements of the Department of Public Works (DPW). The DPW has an inventory of 146 pieces of equipment including sedans, hybrid SUVs, construction vehicles and specialized equipment used to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the efficiency and cost effectiveness of the DPW's operations would be handicapped due to equipment down time and excessive repair costs.

Each piece of equipment is inventoried with original and current replacement cost, state of condition and replacement time interval. Replacement intervals vary from 5 to 20 years and are based on manufacturer recommendations and use (type and duration).

The selection of vehicles to be replaced begins with the proposed replacement date. Then each vehicle is assessed as to its mechanical condition and work requirements. The systematic replacement program defines what equipment is expected to need replacement during the next five years with the intent of preventing any unexpected emergency purchases. Annual updates are conducted by the Equipment Maintenance Division, Division Superintendents and reviewed by the Manager of Operations and Director of Public Works.

The FY2024 request, by funding source, is shown in the table below. The request for Electric Charging Infrastructure will upgrade the electric service at the Public Works Building in order to support Level 1 chargers and the purchase of large electric equipment in future budget cycles. The current electric service does not support the installation of Level 1 chargers. The Town received quotes for both electric and gas models for the Rubbish Packer and Pelican Broom. This budget recommends the gas powered models for both pieces of equipment as the electric models are new to the market and the price of the electric models were cost prohibitive at twice the price of the gas models (\$650K, and \$550K, respectively).

Equipment	Free Cash	Sewer RE	Water RE	Total
Ford F450	\$ 150,000			\$ 150,000
Toro Gang Mower	\$ 145,000			\$ 145,000
Toro Groundmaster Mower	\$ 100,000			\$ 100,000
Vehicle Lift	\$ 40,000			\$ 40,000
6 Wheel Dump Truck	\$ 360,000			\$ 360,000
Elgin Pelican Broom	\$ 300,000			\$ 300,000
Bombardier Tractor	\$ 185,000			\$ 185,000
International Rubbish Packer	\$ 225,000			\$ 225,000
Electric Charging Infrastructure	\$ 250,000			\$ 250,000
Total	\$1,755,000	\$ —	\$ —	\$1,755,000

25. Sidewalk Improvements- \$800,000 (\$539,159 General Fund Debt, \$190,841 Free Cash): See a detailed description under Table I: General Fund Debt.

26. Storm Drainage Improvements and NPDES Compliance - \$570,000 (Free Cash): This is an annual request to replace and supplement existing drainage structures, issues typically uncovered during roadway related construction activity. Funds will also be used for continued compliance with the Environmental Protection Agency (EPA) Phase II regulations which help improve the water quality of Lexington's streams and ponds. Approximately \$300,000 of this funding request is for compliance with the construction-related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by the EPA in the stormwater general permit. The permit also requires the Town to comply with requirements for illicit discharge detection and elimination (IDDE), best management practices (BMP), installation, and retrofits. The remaining \$270,000 will be used to repair/replace drainage structures encountered during road construction, repair other drainage areas of concern in the Town and improve stormwater issues discovered during NPDES investigation work. Work in the Oakland Street, Massachusetts Ave and Battle Green Road areas have been completed. The IDDE program has continued with two summer interns and work is underway on the design of numerous BMPs, as well as drainage improvements in other areas of town. The preemptive repair of existing drainage structures will reduce damage to structures themselves, existing pavement, and private and public property.

27. Comprehensive Watershed Stormwater Management - \$390,000 (Free Cash): DPW, Engineering and Conservation collaborate on this annual capital request which addresses drainage/brook management issues. The request funds the continuing design and implementation of watershed plans and the construction of priorities established in those plans. Staff has reviewed three watershed plans already completed (Charles River, Shawsheen River and Mystic River) and developed a prioritization schedule with built-in flexibility pending unforeseen changes. Requested funding will be used to move forward with those prioritized areas. Oxbow/Constitution phase 1 is complete and phase 2 is preparing to bid. The first phase of Valleyfield/Waltham Street is under construction and phase 2 will be bid upon completion of phase 1. Long-term benefits of the program include prevention of property damage, reduction in liability and overall improvement to the health of Lexington's waterways.

28. Street Improvements - \$3,678,740 (\$2,688,312 Tax Levy, \$990,428 Chapter 90 funding): This is an annual request for the street resurfacing and maintenance program. In addition to the \$2,688,312 appropriated from the tax levy, \$990,428 of Chapter 90 funds will be utilized. (Chapter 90 funding is based on Lexington's most recent allocation and on the current state allocation of \$200 million statewide.) Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently being developed. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This funding will allow for the proper improvements and repair of Lexington's streets and sidewalks, increasing their quality and safety.

Street Improvements - Financing Components

	FY2024
2001 Override Increased by 2.5% per year	\$ 760,357
Maintenance of unallocated revenue from FY2012 Revenue Allocation Model	\$ 281,234
Maintenance of unallocated revenue from FY2013 Revenue Allocation Model	\$ 164,850
FY2014 Health Insurance Savings	\$ 1,100,000
Additional Tax Levy Funding	\$ 381,871
Estimated Chapter 90 Aid	\$ 990,428
Total	<u>\$ 3,678,740</u>

Without Chapter 90 \$ 2,688,312

29. Pump Station Upgrades - \$75,000 (Sewer Retained Earnings): In 2013, an evaluation and asset management plan was developed for the Town's pump stations with the assistance of Wright-Pierce, including a detailed engineering survey of the Town's existing infrastructure. This ongoing program was developed to upgrade Lexington's ten sewer pumping stations. The goal of this program is to upgrade all of the pumps and support systems to enable better energy efficiency and avoid emergency expenditures. The survey helped determine current and future needs, timetable and probable costs for the proposed work, and the Town has funded this program over the last 10 years.

Construction was recently completed on the pump stations at Worthen Road, Marshall Road and Constitution Road. Construction is underway at the Hayden Ave Pump Station and bids for construction at the North Street Pump Station are expected to be received in February 2023. Staff believe existing appropriations for this program will cover the upgrades to the stations mentioned above. This FY2024 request is to fund an update to the existing asset management plan performed in 2013 and to determine next steps in this capital program.

30. Sanitary Sewer System Investigation and Improvements - \$1,040,404 (\$640,404 Wastewater Retained Earnings, \$400,000 Wastewater User Charges): This is an annual program that provides for rehabilitation of sanitary sewer infrastructure. Work will include replacement or repair of deteriorated sewers, force mains and manholes in order to improve flow and reduce inflow and infiltration into the system. Engineering investigation and evaluation will continue on sewers throughout town, including those in remote, hard to access areas. These capital investments improve the operation of the sewer system, reduce backups and potential overflows, prevent system malfunctions and reduce the measured flows through the MWRA meter.

Beginning in FY2021, the funding source for this ongoing capital replacement program has been gradually shifting to Wastewater user charges, with the ultimate goal of transitioning the entire program to cash funding over 10 years.

- 31. Hydrant Replacement Program - \$150,000 (\$75,000 Free Cash & \$75,000 Water Retained Earnings):** This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. Faulty hydrants need to be replaced to meet safety requirements. A list of hydrants needing replacement is generated each year during the annual inspection and flushing of hydrants by the Water and Fire Departments. Based on discussions between the two departments, the updated target goal is to replace approximately 45 hydrants per year at a cost of \$3,500 per hydrant, with labor covered by the operating budget. The cost of hydrants was recently increased from \$2,500 in prior years. The Town of Lexington has 1,747 fire hydrants in its fire protection system; a total of 22 hydrants were replaced in FY2022, and 7 were repaired.
- 32. Municipal Parking Lot Improvements - \$575,000 (Free Cash):** This request is for the construction of the parking lot that extends from Fletcher Avenue on the most easterly side to the limits of the Town Office Building parcel on the most westerly side. Funds for survey and design of this project were appropriated in FY2023. The project includes reconstruction of the existing asphalt parking areas as well as new construction and reconfiguration of parking in the area nearest the new Police Station. This will provide for improved flow through the parking area as well as the potential for additional parking spaces. The design and construction of the parking lot is being coordinated with the Police Station reconstruction.
- 33. Public Grounds Irrigation Improvements - \$200,000 (\$120,000 Free Cash; \$80,000 CPA):** This request is to upgrade the irrigation systems at several locations around Town, including the lawns at the Town Hall Complex, Cary Hall, Hastings Park and the Battle Green. Funding will replace water lines, valves, irrigation heads and water controllers, to promote greater efficiency in the distribution of water resources. These improvements will help avoid deteriorating turf from lack of proper irrigation and also reduce the costs associated with overwatering areas of natural grass.
- 34. Lead and Copper Program - \$4,209,580 (\$2,909,580 Water Fund Debt; 500,000 Water Retained Earnings; \$800,000 Water User Charges):** See a detailed description under Table II: Water Enterprise Fund Debt.
- 35. Network Core Equipment Replacement - \$980,000 (Free Cash):** This multi-year capital program is to replace aging equipment or add equipment that functions as the core or head end for the Town network. The head end is made up of many components including, but not limited to, routers, switches, DNS servers, firewalls, access control devices, e-mail spam filters, and web access control devices. The overall purpose of the head end is to provide security and to manage network traffic. The FY2024 funding request is to install a new redundant network core, router and firewalls in the new Police Station (completion expected in 2024). This new network core will become our primary core and require approximately 10 times the number of fiber connections as our current core due to the increased count in connections with the new Fiber Municipal Area Network.

- 36. Network Redundancy & Improvement Plan - \$988,094 (Free Cash):** This is a multi-phase request to build a standalone fiber network for town computing and communications in an effort to achieve redundancy and vendor-independent capability. The purpose of this program is to both improve the resiliency of the Townwide fiber network and to provide better networked services. This includes enhancement of communications within municipal buildings through the installation of wireless access to our wide area and local area networks. This will protect communication (both data and voice) between sites that are assessed as critical to the daily function and safety of the Town. The first phase of this project in FY2023 was \$945,000 to construct multi-loop core infrastructure to top-tier critical buildings, however inflation significantly increased the cost of fiber and network equipment. This second-phase request is to complete phase I, and additionally fund fiber connections to tier 2 and tier 3 sites.
- 37. Scanning - Electronic Document Management - \$110,000 (Free Cash):** This is an ongoing program to scan existing physical documentation into the Town's document management systems (Laserfiche and Tyler Content Manager). This effort will support continued efforts to migrate to paperless workflows. Once workflows have been established and no additional paper records are being created, historical records are scanned to ensure a complete repository and to allow departments to reclaim the physical space previously occupied by their records.
- 38. Archives & Records Management - \$35,000 (CPA):** This is an ongoing request to fund the conservation and preservation of historic municipal documents and records and to make them available on the Town's digital archives. This FY2024 request will include the conservation and preservation of a three-part set of oversized map books belonging to the Engineering Department and containing schematic drawings, cemetery plot information and other engineering and urban layout plans spanning from 1856-1912. Significant progress has been made in preserving Lexington's historic documents but there remains a continuing need to preserve records from the early 1900s and make them accessible. It is projected that this will be a yearly request for treatment/digitization/microfilming of records. The preservation and conservation of permanent records for archiving creates the basis for documenting Lexington's history for the future.
- 39. East Village Clock Restoration - \$9,600 (CPA):** This request is to repair and restore the 1914 E. Howard Clock located in the steeple of Follen Church in East Lexington. The iconic octagonal church building, added to the National Register of Historic Places in 1976, has housed the village clock owned by "the Citizens of the East Village" and entrusted to the church since 1914. Ownership of the clock has passed to the Town of Lexington and the maintenance has been completed by volunteers from the church and Lexington community. The clock needs professional overhaul, as it is beginning to show significant signs of distress. The repair and restoration will include the strike trip lever, time and striking gears, vertical shaft and bevel gear, clock frame and dials.
- 40. First Parish Clock Restoration - \$12,000 (CPA):** This request is to repair and restore the 1868 E. Howard clock located in the steeple of the First Parish Church directly across from the historic Lexington Green. The clock is one of only a few examples still in original working order, as the vast majority of these clocks have been converted to electric-motored mechanisms or have simply disappeared. Clocks from the E. Howard Company were considered at the time to be some of the finest clocks available, and the First Parish Church Clock is a fine example of a small shop build that predates mass production. This funding would repair the mechanism that drives the three clock faces, along with the bevel gear, pivots and brushings. To complete the project the clock gear will be restored to its original tensions and settings.
- 41. Munroe Center for the Arts Building Renovation - \$6,635,191 (\$4,035,191 CPA; \$2,000,000 CPA Debt):** See a detailed description under Table VI: CPA Fund Debt.

- 42. Hancock-Clarke Barn Restoration - \$118,419 (CPA):** This project request is for funding to stabilize the Barn located directly behind the 1737 National Historic Landmark Hancock-Clarke House. This first phase of the project will stabilize the structure and prevent it from collapse, and at the same time bring it up to code in terms of accessibility, lighting and climate control. The Barn was constructed c. 1850, measures approximately 24 by 30 feet in size and is currently used for limited storage. The Barn is in need of a new roof, foundation repairs and modifications to the grounds to prevent water from entering the basement. Funding will also allow for assessment and trimming of trees surrounding the building. Subsequent steps will allow the Lexington Historical Society to turn the Barn into a fully accessible space that will be used year-round for education and other public historic society functions.
- 43. Affordable Housing Trust pre-funding - \$1,500,000 (CPA):** Article 12 of 2022-3 Special Town Meeting, established an Affordable Housing Trust (AHT), which will be a useful tool in the ongoing effort to increase the stock of affordable housing in Lexington. This request is to fund the Lexington AHT by providing CPA seed money for affordable housing acquisitions, and to allow the AHT greater flexibility in purchasing property and competing with for-profit developers in the real estate market.
- 44. LexHAB Property Acquisition - \$400,000 (CPA):** This request is to pre-fund the Lexington Housing Assistance Board (LexHAB) to allow the organization to purchase and convert a single-family property from a market rate to an affordable unit of housing. Similar to the Affordable Housing Trust, access to cash funding will allow LexHAB greater flexibility in competing with developers for the purchase of market rate homes.
- 45. LexHAB Rehabilitation/Preservation and Installation - \$345,125 (CPA):** This FY24 request seeks funding for the preservation, rehabilitation and restoration of 15 Lexington Housing Assistance Board (LexHAB) affordable housing units. The scope of the work at these units varies by property. There will be six rehabilitation and preservation projects at the units which were acquired with CPA funds, including kitchen and bath renovations, new appliances, furnace and water heater replacement, fence replacement; and the installation of solar panels at two additional properties. This funding request will also cover preservation projects at seven LexHAB-operated units *not* acquired with CPA funds. These include re-roofing or roof replacement; replacement of doors, porches, decks, stairs and retaining walls; chimney repairs; electrical work; and exterior painting to prevent damage and failure of the structures. All improvements are intended to ensure the continued safety and functionality of the units.
- 46. Transforming Trees Into Art - \$22,000 (CPA):** This request is to take a series of eight stumps that are located adjacent to the Gallagher Tennis Courts and turn them into public art sculptures depicting examples of the New England region's avian life. The removal of the 80-100-year-old white pines which left the stumps was necessitated by their age, height and condition, as well as their proximity to residential homes along Parker Street and the tennis facility. The resulting sculptures would be approximately 10 feet tall and would be made by an artist with a chainsaw. These sculptures would provide an educational and aesthetically pleasing experience for those near the Center Recreation Complex.

Table IX: Deferred FY2024 and Proposed FY2025-FY2028 Capital Requests

Ongoing Capital Programs - General Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
<i>Innovation & Technology</i>							
	Application Implementation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	Network Core Equipment Replacement	\$ —	\$ 400,000	\$ —	\$ 630,000	\$ —	\$ 1,030,000
	Municipal Technology Improvement Program	\$ —	\$ 390,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 690,000
	Network Redundancy & Improvement Plan	\$ —	\$ 917,018	\$ 495,000	\$ 110,000	\$ 110,000	\$ 1,632,018
	Phone Systems & Unified Communications	\$ —	\$ 90,000	\$ 80,000	\$ 60,000	\$ 60,000	\$ 290,000
		\$ —	\$ 1,797,018	\$ 675,000	\$ 900,000	\$ 270,000	\$ 3,642,018
<i>Land Use, Health and Development</i>							
	Transportation Mitigation	\$ —	\$ 50,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 330,000
		\$ —	\$ 50,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 330,000
<i>Public Facilities</i>							
	Public Facilities Bid Documents	\$ —	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 550,000
	Public Facilities Interior Finishes	\$ —	\$ 423,488	\$ 440,428	\$ 458,045	\$ 476,367	\$ 1,798,328
	School Paving and Sidewalks	\$ —	\$ 200,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 925,000
	Public Facilities Mechanical/Electrical/Plumbing Replacements	\$ —	\$ 916,300	\$ 1,309,000	\$ 1,485,000	\$ 2,046,000	\$ 5,756,300
	Municipal Building Envelopes and Associated Systems	\$ —	\$ 230,655	\$ 236,421	\$ 242,332	\$ 522,581	\$ 1,231,989
	Building Envelope	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	School Building Envelopes and Associated Systems	\$ —	\$ 264,127	\$ 270,600	\$ 277,365	\$ 284,299	\$ 1,096,391
		\$ —	\$ 2,159,570	\$ 2,606,449	\$ 2,862,742	\$ 3,729,247	\$ 11,358,008
<i>Public Works</i>							
*	Townwide Culvert Replacement	\$ —	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Equipment Replacement	\$ —	\$ 2,070,000	\$ 2,270,000	\$ 1,800,000	\$ 1,065,000	\$ 7,205,000
	Sidewalk Improvements	\$ —	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000
	Townwide Signalization Improvements	\$ —	\$ 50,000	\$ 55,000	\$ —	\$ —	\$ 105,000
*	Storm Drainage Improvements and NPDES Compliance	\$ —	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 2,280,000
*	Comprehensive Watershed Stormwater Management	\$ —	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Street Improvements	\$ —	\$ 2,707,321	\$ 2,726,806	\$ 2,746,777	\$ 2,767,247	\$ 10,948,151
	Hydrant Replacement Program	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	*Potential future funding from Stormwater Management Fee	\$ —	\$ 7,052,321	\$ 7,276,806	\$ 6,771,777	\$ 6,057,247	\$ 27,158,151
<i>Schools</i>							
	LPS Technology Program	\$ —	\$ 1,331,963	\$ 1,430,296	\$ 1,425,753	\$ 1,359,156	\$ 5,547,168
		\$ —	\$ 1,331,963	\$ 1,430,296	\$ 1,425,753	\$ 1,359,156	\$ 5,547,168
	Total Capital Programs - General Fund	\$ —	\$ 12,390,872	\$ 12,068,551	\$ 12,060,272	\$ 11,515,650	\$ 48,035,345
Ongoing Capital Programs - Enterprise Funds							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
<i>Public Works</i>							
	Pump Station Upgrades	\$ —	TBD	TBD	\$ —	\$ —	\$ —
	Sanitary Sewer System Investigation and Improvements	\$ —	\$ 1,061,210	\$ 1,082,431	\$ 1,104,080	\$ 1,126,161	\$ 4,373,882
	Water Distribution System Improvements	\$ —	\$ 2,288,900	\$ 2,334,670	\$ 2,381,360	\$ 2,428,987	\$ 9,433,917
	Hydrant Replacement Program	\$ —	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	Water Tower(s) replacement	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	\$ —	\$ 11,960,000
		\$ —	\$ 5,581,360	\$ 13,295,851	\$ 3,560,440	\$ 3,630,148	\$ 26,067,799
<i>Recreation & Community Programs</i>							
	Pine Meadows Improvements	\$ —	\$ 350,000	\$ 75,000	\$ 100,000	\$ —	\$ 525,000
	Pine Meadows Equipment	\$ —	\$ —	\$ 65,000	\$ 30,000	\$ —	\$ 95,000
		\$ —	\$ 350,000	\$ 140,000	\$ 130,000	\$ —	\$ 620,000
	Total Capital Programs - Enterprise Funds	\$ —	\$ 5,931,360	\$ 13,435,851	\$ 3,690,440	\$ 3,630,148	\$ 26,687,799

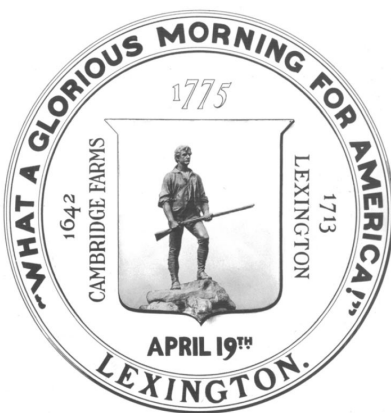
Table IX: Deferred FY2024 and Proposed FY2025-FY2028 Capital Requests

Ongoing and One-time Capital Projects - CPA Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
Public Facilities	Stone Building Renovation and Addition	\$ —	\$ 5,150,000	\$ 2,950,000	\$ 2,400,000	\$ —	\$ 10,500,000
Land Use, Health and Development	Idylwilde and Poor Farm Meadow Preservation	\$ —	\$ 23,500	\$ —	\$ 30,550	\$ —	\$ 54,050
	Wright Farm Barn Preservation and Rehabilitation (Step 3)	\$ —	TBD	TBD	\$ —	\$ —	\$ —
	Lower Vine Brook Trail Improvements	\$ —	\$ —	\$ 100,000	TBD	\$ —	\$ 100,000
	Cotton Farm/Community Center Connector	\$ —	\$ —	\$ 200,000	\$ —	TBD	\$ 200,000
Recreation & Community Programs	Park and Playground Improvements	\$ —	\$ 805,000	\$ 1,130,000	\$ 300,000	\$ —	\$ 2,235,000
	Park Improvements - Athletic Fields	\$ —	\$ 480,000	\$ —	\$ —	\$ 4,180,000	\$ 4,660,000
	Park Improvements - Site Amenities	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 60,000
	Outdoor Pickleball Courts Construction	\$ —	\$ —	\$ —	\$ 250,000	\$ —	\$ 250,000
	Lincoln Park Fitness Stations Equipment	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ 100,000
	Lincoln Park Field Improvements	\$ —	\$ 530,400	\$ 552,000	\$ —	\$ —	\$ 1,082,400
Town Clerk	Archives & Records Management	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Total Capital Projects - CPA Funds		\$ —	\$ 7,138,900	\$ 4,952,000	\$ 3,030,550	\$ 4,200,000	\$ 19,321,450
One-Time Capital Projects - General Fund							
Dept.	Project Name	Deferred FY2024	FY2025	FY2026	FY2027	FY2028	Total
Fire	Replace Pumper Truck	\$ —	\$ —	\$ 875,000	\$ —	\$ —	\$ 875,000
	Heavy Vehicle Extrication Equipment	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ 150,000
	Off Road Fire Engine	\$ —	\$ —	\$ —	\$ —	\$ 300,000	
	Ambulance Replacement	\$ —	\$ —	\$ 500,000	\$ —	\$ —	
Public Facilities	LHS School Project	\$ —	\$ 8,000,000	\$ 12,000,000	\$ 380,000,000	\$ —	\$ 400,000,000
	173 Bedford Street Renovation- Design	\$ —	\$ 6,000,000	\$ —	\$ —	\$ —	\$ 6,000,000
	East Lexington Fire Station- Feasibility Study	\$ —	\$ 2,000,000	\$ 1,000,000	\$ 12,000,000	\$ —	\$ 15,000,000
	Central Administration Building Demolition	\$ —	\$ —	\$ 1,650,000	\$ —	\$ —	\$ 1,650,000
	Cary Library Children's Room Renovation Project	\$ —	\$ 5,500,000	\$ —	\$ —	\$ —	\$ 5,500,000
Public Works	Hartwell Ave. Compost Site Improvements	\$ —	\$ —	\$ 220,000	\$ —	\$ —	\$ 220,000
	Public Parking Lot Improvement Program	\$ —	TBD	\$ 990,000	TBD	\$ —	\$ 990,000
	New Sidewalk Installations	\$ —	\$ 300,000	\$ —	\$ 3,250,000	\$ —	\$ 3,550,000
	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ —	\$ —	\$ 1,950,000	\$ —	\$ —	\$ 1,950,000
	Street Acceptance	\$ —	TBD	TBD	TBD	TBD	\$ —
	Cemetery Columbarium	\$ —	\$ 30,000	\$ 420,000	\$ —	\$ —	\$ 450,000
Recreation & Community Programs	Pine Meadows Clubhouse Renovation	\$ —	\$ 1,680,000	\$ —	\$ —	\$ —	\$ 1,680,000
	Lincoln Park Field Improvements	\$ —	\$ 953,600	\$ 992,100	\$ —	\$ —	\$ 1,945,700
	Park Improvements - Athletic Fields	\$ —	\$ —	\$ —	\$ —	\$ 2,000,000	\$ 2,000,000
	Strategic Plan Update	\$ —	\$ —	\$ —	\$ 100,000	\$ —	\$ 100,000
Innovation and Technology	Scanning - Electronic Document Management	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000
		\$ —	\$ 24,723,600	\$ 20,597,100	\$ 395,350,000	\$ 2,300,000	\$ 442,170,700

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Appendix A: Program Improvement Request Summary



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Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 - 8000

FY2024 Recommended Budget: Program Improvements

Program Improvement Request Summary

Program	Department Requests	Recommended	Not Recommended
General Fund			
Public Facilities	\$ 24,000	\$ —	\$ 24,000
Public Works	\$ 130,844	\$ —	\$ 130,844
Police	\$ 329,945	\$ —	\$ 329,945
Fire	\$ 106,438	\$ —	\$ 106,438
Library	\$ 197,594	\$ —	\$ 197,594
Recreation - Non-Enterprise	\$ 20,000	\$ —	\$ 20,000
Human Services	\$ —	\$ —	\$ —
Land Use, Health and Development	\$ 231,020	\$ 15,000	\$ 216,020
Select Board	\$ 100,000	\$ 100,000	\$ —
Town Manager's Office	\$ 177,458	\$ 74,727	\$ 102,731
Miscellaneous Boards and Committees	\$ 15,000	\$ —	\$ 15,000
Finance	\$ 133,408	\$ —	\$ 133,408
Town Clerk	\$ 38,523	\$ —	\$ 38,523
Innovation & Technology	\$ —	\$ —	\$ —
Total General Fund Requests	\$ 1,504,230	\$ 189,727	\$ 1,314,503

Non-General Fund

Water/Sewer Enterprise	\$ 12,174	\$ 12,174	\$ —
Recreation Enterprise	\$ —	\$ —	\$ —
Tourism Revolving Fund	\$ 76,817	\$ 76,817	\$ —
Total Non-General Fund	\$ 12,174	\$ 88,991	\$ —

Combined Requests Total	\$ 1,516,404	\$ 278,718	\$ 1,314,503
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GENERAL FUND		Departmental Request				Recommendation	
Program	Description	Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
Public Facilities							
2630 - Shared Facilities	VFA Annual Subscription Fee	\$ —	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ 24,000
Total Public Facilities		\$ —	\$ 24,000	\$ —	\$ 24,000	\$ —	\$ 24,000
Public Works							
3210 - Highway Maintenance/ 3100 - Engineering	Streetscape Maintenance Program	\$ —	\$ 28,000	\$ —	\$ 28,000	\$ —	\$ 28,000
3300 - Public Grounds	Assistant Superintendent for Public Grounds	\$ 83,895	\$ —	\$ 18,949	\$ 102,844	\$ —	\$ 102,844
Total Public Works		\$ 83,895	\$ 28,000	\$ 18,949	\$ 130,844	\$ —	\$ 130,844
Police							
4110 - Police Administration	Professional Standards Lieutenant	\$ 149,160	\$ —	\$ 19,895	\$ 169,055	\$ —	\$ 169,055
4110 - Police Administration	Deputy Chief Position	\$ 9,237	\$ —	\$ —	\$ 9,237	\$ —	\$ 9,237
4110 - Investigations and Prevention	Community Resource Dog	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
4140 - Investigations and Prevention	School Resource Officer	\$ 96,521	\$ —	\$ 19,132	\$ 115,653	\$ —	\$ 115,653
4110 - Investigations and Prevention	Code Enforcement Officer	\$ 16,000	\$ —	\$ —	\$ 16,000	\$ —	\$ 16,000
Total Police		\$ 270,918	\$ 20,000	\$ 39,027	\$ 329,945	\$ —	\$ 329,945
Fire							
4220 Fire Prevention	Lieutenant Fire Inspector	\$ 87,438	\$ —	\$ 19,000	\$ 106,438	\$ —	\$ 106,438
Total Fire		\$ 87,438	\$ —	\$ 19,000	\$ 106,438	\$ —	\$ 106,438
Library							
5130 - Youth Services	Full-Time Youth Services Librarian	\$ 74,978	\$ —	\$ 18,819	\$ 93,797	\$ —	\$ 93,797
5120 - Adult Services	Full-Time World Language Librarian I	\$ 74,978	\$ —	\$ 18,819	\$ 93,797	\$ —	\$ 93,797
5110- Administration	Building updates not covered by Facilities	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000
Total Library		\$ 149,956	\$ 10,000	\$ 37,638	\$ 197,594	\$ —	\$ 197,594
Recreation - General Fund							
5240 - Community Center	Non-Program Facility expenses	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Total Recreation - General Fund		\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Land Use, Housing & Development							
7120 - Administration	Increase Health Admin support to full time	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	\$ —
7130 - Conservation	Chipping	\$ —	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ 4,000
7130 - Conservation	Conservation Regulatory Assistant Hours	\$ 20,000	\$ —	\$ 290	\$ 20,290	\$ —	\$ 20,290
7200- Planning	Housing Officer/Planner	\$ 75,000	\$ —	\$ 18,820	\$ 93,820	\$ —	\$ 93,820
7300 - Economic Development	Liberty Ride Driver	\$ 29,880	\$ —	\$ 433	\$ 30,313	\$ —	\$ 30,313
7300 - Economic Development	Full-Time Tour Service Coordinator	\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
7300 - Economic Development	Full-time Assistant Visitors Center Manager	\$ 49,152	\$ —	\$ 18,445	\$ 67,597	\$ —	\$ 67,597
Total Land Use, Housing & Development		\$ 174,032	\$ 19,000	\$ 37,988	\$ 231,020	\$ 15,000	\$ 216,020
Select Board							
8110 - Select Board Office	LexMedia Supplemental Funding	\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —
Total Select Board		\$ —	\$ 100,000	\$ —	\$ 100,000	\$ 100,000	\$ —
Town Manager							
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended

8220 - Human Resources	Hiring of a Benefits Assistant	\$ 64,070	\$ —	\$ 18,661	\$ 82,731	\$ —	\$ 82,731
8220 - Human Resources	Full-time Administrative Assistant	\$ 26,609	\$ —	\$ 18,118	\$ 44,727	\$ 44,727	\$ —
8220 - Human Resources	Classification and Compensation	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000	\$ —
8210 - Org. Dir. & Admin.	Lexington HeatSmart Program	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000
Total Town Manager		\$ 90,679	\$ 50,000	\$ 36,779	\$ 177,458	\$ 74,727	\$ 102,731

Town Committees		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8320 - Misc. Boards & Committees	Human Rights Committee	\$ —	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ 5,000
8320 - Misc. Boards & Committees	Lexington Council for the Arts	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000
Total Town Committees		\$ —	\$ 15,000	\$ —	\$ 15,000	\$ —	\$ 15,000

Finance		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8410 - Comptroller	Tyler ERP/Cashiering Module	\$ —	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ 133,408
Total Finance		\$ —	\$ 133,408	\$ —	\$ 133,408	\$ —	\$ 133,408

Town Clerk		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8500 - Town Clerk	Archivist/Records Officer	\$ 20,494	\$ —	\$ 18,029	\$ 38,523	\$ —	\$ 38,523
Total Town Clerk		\$ 20,494	\$ —	\$ 18,029	\$ 38,523	\$ —	\$ 38,523

Total General Fund \$ 877,412 \$ 419,408 \$ 207,410 \$ 1,504,230 \$ 189,727 \$ 1,314,503

NON-GENERAL FUND		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
Water/Sewer Enterprise							
3600 - Water	Leadman Upgrade	\$ 6,000	\$ —	\$ 87	\$ 6,087	\$ 6,087	\$ —
3700 - Sewer	Leadman Upgrade	\$ 6,000	\$ —	\$ 87	\$ 6,087	\$ 6,087	\$ —
Total Water/Sewer Enterprise		\$ 12,000	\$ —	\$ 174	\$ 12,174	\$ 12,174	\$ —

Tourism Revolving Fund		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
7300 - Economic Development	Full-Time Tour Service Coordinator	\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
Total Tourism Revolving Fund		\$ 58,240	\$ —	\$ 18,577	\$ 76,817	\$ 76,817	\$ —
Total Non-General Fund		\$ 70,240	\$ —	\$ 18,751	\$ 88,991	\$ 88,991	\$ —

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Appendix B: Budget Information



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This document summarizes local and state law regarding town budget preparation and submission. References are made to Massachusetts General Laws, the bylaws of the Town of Lexington, the Lexington Selectmen-Town Manager Act, and the Administrative Directives of the Lexington Town Manager. Those references offering the greatest amount of information on the given topic have been listed first.

The Town Manager

The Town Manager is appointed by the Select Board to oversee the daily operations of the Town, to administer the policies and procedures of the Board, and to enforce all bylaws and actions passed at Town Meetings. The Manager is the Chief Executive Officer of the Town, and his/her authority and responsibilities are established in the Selectmen-Town Manager Act of 1968 (at page A20107 - Appendix §A201 Special Acts).

REQUEST FOR DEPARTMENTAL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request all boards, departments, committees, commissions and officers of the Town, except the School Committee, to submit to him/her in writing a detailed estimate of the appropriations required for the efficient and proper conduct of the respective departments and offices during the next fiscal year.

REQUEST FOR SCHOOL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request from the School Committee a total budget estimate for the next fiscal year.

The Town Manager (continued)

REQUEST FOR CAPITAL EXPENDITURES INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)
Sections 29-13 and 29-14 of the Code of the Town of Lexington

All boards, departments, committees, commissions and officers of the Town shall annually submit to the Town Manager and to the Capital Expenditures Committee in writing a detailed estimate of the capital expenditures (as defined below) required for the efficient and proper conduct of their respective departments and offices for the next fiscal year and the ensuing four year period.

Definitions of Capital Expenditures

Per Section 29-14 of the Code of the Town of Lexington, "Capital Expenditures shall mean any and all expense of a non-recurring nature not construed as an ordinary operating expense, the benefit of which will accrue to the Town over an extended period of time."

Per the Manager's budget, "A capital project is defined as a major, non-recurring expenditure including at least one of the following:

- acquisition of land for a public purpose;
 - construction of, or addition to, a facility such as a public building, water or sewer lines, or playfields, etc.;
 - rehabilitation or repair of a building, facility, or equipment; provided the cost is \$25,000 or more and the improvement will have a useful life of 10 years or more;
 - purchase of equipment costing \$25,000 or more, with a useful life of 5 years or more (all cars are defined to be non-capital items);
 - any planning, engineering or design study related to an individual capital project."
-

The Town Manager (continued)

SUBMISSION OF TOWN BUDGET TO SELECT BOARD

TO OCCUR: On the specified date

REFERENCE: Section 90-12 of the Code of the Town of Lexington
Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

Section 12. The Town Manager shall annually submit to the Select Board, the Appropriation Committee, and the Capital Expenditures Committee for their consideration a proposed budget, revenue statement and tax rate estimate on a date specified no later than September 30 by the Select Board after consultation with the School Committee, Appropriation Committee and the Capital Expenditures Committee.

SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECT BOARD

TO OCCUR: Annually

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)

The Town Manager shall submit in writing to the Select Board and to the Capital Expenditures Committee a careful, detailed estimate of the recommended capital expenditures for the next fiscal year and the ensuing four year period, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the interest and maturing bonds and notes or other indebtedness of the Town.

The Select Board

Lexington's charter establishes an elected five-member Select Board to oversee the executive branch of Town government. Select Board Members are elected for three-year terms and are responsible for the general direction and management of the property and affairs of the Town.

RECOMMENDATIONS ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)
Mass. General Law Ch. 41, §60

The Select Board shall consider the proposed budget submitted by the Town Manager and make such recommendations relative thereto as they deem expedient and proper in the interest of the Town. The Select Board shall transmit a copy of the budget together with their recommendations relative thereto to the Appropriation Committee and, for its information, a copy to the Capital Expenditures Committee.

RECOMMENDATIONS ON CAPITAL BUDGET

TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §12-13 (Appendix §A201 Special Acts at page A20113)

The Select Board shall consider the capital budget submitted by the Town Manager and make such recommendations relative thereto as they deem appropriate and proper in the interests of the Town. The Select Board shall transmit a copy of the capital budget together with their recommendations relative thereto to the Appropriation Committee and to the Capital Expenditures Committee.

SUBMISSION OF BUDGET TO TOWN MEETING

TO OCCUR: At least four weeks prior to the date when the Annual Town Meeting is scheduled to consider the budget.

REFERENCE: Section 90-13 of the Code of the Town of Lexington

The Select Board shall submit a budget at the annual Town Meeting. The Select Board's proposed budget shall be distributed to the Appropriation Committee, the Capital Expenditures Committee, and to each Town Meeting Member at least four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

The Appropriation Committee

The Appropriation Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and serve to evaluate the fiscal policies and priorities set by the Select Board and the Town Meeting. The Committee advises Town Meeting Members on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. The Committee's approval is required to use reserve funds for unanticipated operating costs.

APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Section 29-11(A) of the Code of the Town of Lexington
Mass. General Law Ch. 39, §16

The Committee shall prior to each annual town meeting for the transaction of business prepare, publish and distribute by making copies available at the Office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each town meeting member a review of the budget adopted by the Select Board to be considered at the Annual Town Meeting. This review will include the Committee's advice and recommendations with reference to the various appropriations of town funds, and other municipal matters coming before such town meeting. The Appropriation Committee shall include in its report an assessment of the budget plan based on all the data available to it concerning the next year's revenues and expenses as well as a projection for future years' revenues and expenses.

This publication may be combined with and distributed at the same time as the Capital Expenditures Committee Report (Section 29-13(B) of the Code of the Town of Lexington).

EXPLANATION OF APPROPRIATION COMMITTEE REPORT

TO OCCUR: At the annual Town Meeting

REFERENCE: Section 29-11(B) of the Code of the Town of Lexington

The Appropriation Committee shall explain its report with advice and recommendations and it shall also at each special Town meeting give its advice and recommendations with reference to any appropriation of the Town funds or other municipal matter coming before such special Town meeting.

The Capital Expenditures Committee

The Capital Expenditures Committee is a five to seven member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and consider the relative need, timing and cost of capital expenditure projects proposed for the ensuing five-year period.

CAPITAL EXPENDITURES REPORT

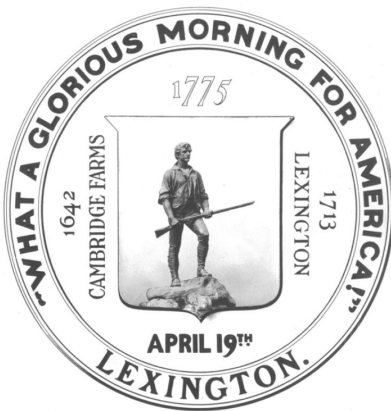
TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Section 29-13 of the Code of the Town of Lexington

Each year the Capital Expenditures Committee shall request and receive from the Town boards and departments a list of all capital expenditures that may be required within the ensuing five-year period. The Committee shall consider the relative need, timing and cost of these projects, the adequacy thereof and the effect these expenditures might have on the financial position of the Town.

The Committee shall prior to each annual meeting for the transaction of business prepare, publish and distribute by making copies available at the office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each Town meeting member, a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five-year period and the approximate date on which each recommended project should be started. This publication may be combined with and distributed at the same time as the Appropriation Committee report.

Appendix D: Glossary



Glossary

ABATEMENT - An Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual's assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING - A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

APPROPRIATION - An authorization granted by Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

APPROPRIATED BUDGET - As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

ARTICLE - An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for "Supplementary Appropriations for the Current Fiscal Year" (the current fiscal year was appropriated at the previous year's Town Meeting); an Article for Prior Years' Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. "New" capital project requests and other special items generally appear as individual articles without a predetermined order.

ARTICLE TRANSFERS - Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

ASSESSED VALUATION - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every five years.

ASSETS - Property, plant and equipment owned by the Town.

AUDIT - An examination of the town's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community.

BUDGETARY FUND BALANCE (also FREE CASH) - Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts at the Department of Revenue.

BOND - A written promise to pay a specified sum of money - called the face value or principal amount - at a specified date in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time. State statute and the Select Board establish the length of a bond repayment.

BOND ANTICIPATION NOTE (BAN or Note) - A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

BUDGET MESSAGE (Town Manager's Transmittal Letter) - The opening section of the budget that provides the Select Board, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

CAPITAL EXPENDITURE - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

CEMETERY FUND - See Special Revenue Fund.

CHAPTER 90 - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds for pre-approved projects on a reimbursement basis.

CHERRY SHEET - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of revenue is a function of the State budget, which begins July 1st. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

COMMUNITY PRESERVATION ACT (CPA) - A local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2007 to 17.8% in 2017.

COMMUNITY PRESERVATION COMMITTEE (CPC) - This nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Select Board (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

COMPETITIVE BIDDING PROCESS - The process following State law requiring that for purchases of \$50,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

CONTINUING BALANCE ACCOUNTS - At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts.

DEBT EXCLUSION - The amount of taxes assessed in excess of the Proposition 2½ levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Select Board and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE - Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT - A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION - 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs, not replacement value.

ELEMENT - The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

ENCUMBRANCE - To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUND - An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

EXPENDITURE - Decrease in net financial resources for the purpose of acquiring and providing goods and services.

EXPENSES - Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

FINES & FORFEITURES - Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

FREE CASH - see Budgetary Fund Balance.

FUND BALANCE - The excess of assets over liabilities.

FUNDING SOURCE - The specifically identified funds allocated to meet budget requirements/ expenses.

GENERAL FUND - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GFOA - Government Finance Officers Association of the United States and Canada. The GFOA is a professional organization of governmental finance officers.

GRANT - A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

INVESTMENT INCOME - The Town earns interest on cash held in savings accounts and invested in short-term securities. The investment goal is to ensure that all funds are invested in short-term, risk-averse investments. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

LIABILITY - Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS - A category of revenue sources including municipal and school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2½ Tax Levy.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) - A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING - A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

MOTOR VEHICLE EXCISE - All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2½ percent or \$25 for each \$1,000 of the vehicle's value.

MWRA - Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

OPEB - Other Post-Employment Benefits refer to the Town's fiscal obligation to provide health, dental and life insurance benefits to qualified retirees. Over the next 30 years, the Town's OPEB liability is approximately \$150 million. In FY2009, the Town began funding an OPEB Trust Fund for the purpose of reducing the liability. (See page C-3 for the current balance in the Fund.)

OPERATING BUDGET - The portion of the budget that pertains to daily operations, which provides basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OPERATING EXPENDITURE - An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

OPERATING OVERRIDE - An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

OTHER EXCISE (Hotel/Motel, Meals and Jet Fuel) - Lexington hotels and motels charge an 11.7% room tax to guests, which includes a 6% local option. Lexington restaurants collect a 7.0% sales tax, which includes a 0.75% local option. A portion of the jet fuel tax collected at Hanscom airport is distributed to Lexington. These revenues are collected by the Department of Revenue and distributed to the Town of Lexington on a quarterly basis. (See page II-4 of the Revenue Section).

OTHER FEES AND CHARGES - Revenue is received from fees or charges by the Building & Zoning, and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

OVERLAY - The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

PARKING FUND - Revenue from electric vehicle (EV) charging stations, town parking meters, pay-by-phone, and parking permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services and parking meter expenses, and Department of Public Works expenses directly related to parking lot maintenance and EV charging station maintenance and operations.

PERSONAL SERVICES - A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

PROGRAM - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

PROPOSITION 2½ - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an **operating override** or a **debt exclusion**. (See page xxiii of the Town Manager's Report for an Override History.)

RECREATION FEES - Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some Recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

RESERVE FUND - An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund. (See page C-4 for the a history of the funding and use of Lexington's Reserve Fund.)

RETAINED EARNINGS - The equity account reflecting the accumulated earnings of the enterprise funds.

REVENUE - Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section. (See page II-4.)

SCHOOL REVENUE - Revenue received by Lexington Public Schools from athletic fees, as well as applicable bus transportation fees.

SENIOR MANAGEMENT TEAM - A group of top managers including department heads from ten departments and the Town Manager's Office.

SEWER & WATER CHARGES - The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

SPECIAL REVENUE FUND - A group of accounts that are funded by revenues from other sources such as the Parking, Cemetery, and Public Education Government (PEG) Access Funds.

STABILIZATION FUND - Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by a two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Stabilization Fund, and the Capital Stabilization Fund. (See page C-3 for the current balances in the Town's Stabilization Funds.)

TAX LEVY - The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Select Board conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$13 and a property's assessed value is \$1,000,000, the property owner will pay \$13 times 1,000 (\$1,000,000/1,000), or \$13,000. Tax levy revenues are the largest source of funding for the Town.

TAX LEVY LIMIT - The maximum amount that can be raised by a municipality within Proposition 2½.

TAX RATE - The amount of tax levied for each \$1,000 of assessed valuation.

TRANSPORTATION NETWORK COMPANY (TNC) SPECIAL REVENUE FUND - A 2018 state law began regulating Transportation Network Companies (TNCs - e.g., Uber and Lyft). Part of that law established a surcharge of \$0.40 per ride, of which \$0.20 is returned to the community where the ride originated. Those funds are distributed by the state each year, and must be appropriated by Town Meeting for projects that offset the impact of the TNCs.

USER FEES - Fees paid for direct receipt of a public service by the user or beneficiary of the service.