

TMMA Warrant Information Report



March 28, 2016

This report has been prepared by the Town Meeting Members Association to provide information to Town Meeting members concerning the articles of the warrants for Special Town Meeting 2016-3 and the Annual Town Meeting beginning March 21, 2016. TMMA thanks town officials, town staff, and members of boards and committees for their assistance in providing information for this report.

The following people participated in research, composition, editing and proofreading:

Elaine Ashton	Jeanne Canale	Iang Jon	Jim Osten
Robert Avallone	Pat Costello	David Kaufman	Joe Pato
Gloria Bloom	Andy Friedlich	Ingrid Klimoff	Edith Sandy
George Burnell	Brian Heffernan	Barry Orenstein	Frank Sandy

For new and updated information, please refer to the
TMMA website at

www.LexingtonTMMA.org

Conflict of Interest Guideline for Town Meeting Members

In 1976, Town Meeting adopted the following non-binding Conflict of Interest Resolution:

Resolved, that Town Meeting Members abstain from voting in any particular matter in which to his knowledge, he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner, or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has any economic interest in the particular matter under consideration.

Please note that Town Meeting Members are specifically excluded from the responsibilities posed by the State conflict of interest statute, Chapter 268A.

Notes

Please note that all dollar amounts listed in this report are NOT final. The final dollar amounts will be provided in motions presented at the Annual Town Meeting starting on March 21.

Also note that the information provided in this report was current as of the publication date; some circumstances may have changed since then. See the TMMA web site for new and updated information.

Also note that the entire text of the Annual Town Meeting Warrant is included in this report. The Warrant text appears at the beginning of the write-up for each article and appears in 10-point italicized font. TMMA information appears in 12-point font.

Special thanks to:

Christopher Bing for the cover artwork

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ARTICLE 4

APPROPRIATE FY2017 OPERATING BUDGET

To see if the Town will vote to make appropriations for expenditures by departments, officers, boards and committees of the Town for the ensuing fiscal year and determine whether the money shall be provided by the tax levy, by transfer from available funds, by transfer from enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: See Appendix A

DESCRIPTION: This article requests funds for the FY2017 (July 1, 2016 to June 30, 2017) operating budget. The operating budget includes the school and municipal budgets. The operating budget includes requests for funds to provide prospective salary increases for employees, including salaries to be negotiated through collective bargaining negotiations. The budget also includes certain shared expenses. Appendix A lists, by account, FY2014 and FY2015 actual expenditures, FY2016 current appropriations and the preliminary FY2017 appropriations recommended by the Town Manager. Please note that figures for FY2016 have been restated to reflect the funding of negotiated salary agreements.

TMMA OVERVIEW

TMMA Review (as of 03/10/16)

The information provided for this report is from the Town Manager's Fiscal Year 2017 Recommended Budget & Financing Plan, February 29, 2016 (the "Brown Book"). The operating budget is comprised of Education, Shared Expenses and Municipal expenses, cash capital and other revenue set-asides. The "Brown Book" Section I: Budget Overview Program Summary is:

	<u>FY2016</u> <u>Appropriation</u>	<u>FY2017</u> <u>Recommended</u>	<u>Dollar</u> <u>Change</u>	<u>%</u> <u>Change</u>
Education				
Lex. Public Schools	92,060,316	97,293,299	5,232,983	5.68%
Regional Schools	<u>1,172,736</u>	<u>1,396,528</u>	<u>223,792</u>	<u>19.08%</u>
Total Education	93,233,052	98,689,827	5,456,775	5.85%
(The Education Operating Budget is further discussed in the next section)				
Total Shared Expenses	50,614,515	51,690,375	1,075,860	2.13%
Total Municipal	33,594,270	34,536,720	942,450	2.81%
Total Capital	4,642,987	5,554,789	911,802	19.64%
<u>Total Other Articles</u>	<u>10,904,668</u>	<u>8,091,020</u>	<u>(2,813,647)</u>	<u>-25.80%</u>
<u>General Fund Total</u>	<u>192,989,492</u>	<u>198,562,732</u>	<u>5,573,239</u>	<u>2.89%</u>

Shared Expense Major Changes, FY2016 to FY2017 (Brown Book, Program Summary I-3):

<u>Program</u>	<u>Reason</u>	<u>Increase Amount</u>
• 2110 ó Contributory Retirement	To meet actuariall valuation-base funding schedule mandated by State regulation.	\$250,000
• 2130 ó Medicare,Health, Dental, Life Ins.	Based on 5.0% increase across all health insurance plans and the addition or change of 82 subscribers.	968,187
• 2150 ó WorkersøComp.	Reflects a 16.26% increase in cost based on FY2015 actual experience.	104,553
• 2160 ó Property & Liab. Insurance	A 21.43% decrease due to rebid insurance package.	(184,357)
• 2170 ó Uninsured Losses	A 12.50% increase in the continuing balance account. The account balance on Dec. 30, 2015 was \$645,198.	25,000
• 2230 óTemp.Borrowing	Includes Within-Levy Interest & Principal and Temporary Borrowing	(13,106)

Municipal Operating Budget Major Changes, FY2016 to FY2017 (Program Summary I-3/4):

Except where otherwise noted below, the FY2017 budget is level funded from FY2016. Those departments having significant increases above \$50,000 are (salaries do not include benefits reflected in Shared Expenses):

<u>Program</u>	<u>Reason</u>	<u>Increase Amount</u>
• 3000 ó Public Works	Salary and COLA incr. per union contract, and expense increase of \$88,300	\$199,571
• 4200 ó Fire Dept.	Cost of contractually obligated step increases	56,468
• 5100 ó Library	Cost of contractually obligated step increases	62,330
• 7000 ó LU/IS/ED(sal)	Primarily due to increases at the Visitor Center	102,794
• 8230 ó Salary Transfer	Covers the potential cost of contract negotiations to be finalized during the year.	217,499
• 8600 ó Info. Srvcs(exp)	Mainly due to increases in contractual services	80,450

Total Capital includes òcash capitalö, the Building Envelope Set-Aside and the Streets Set-Aside (see Section I: Program Summary on page, I-4 and Section XI: Capital Investment). The increase of \$911,802 from FY 2016 results from an increase of \$650,543 in Capital Requests, an increase of \$4,569 for the Building Envelope/Systems Set-Aside and an increase of \$256,690 for the Streets Set-Aside.

Total Other Articles has a decrease from FY 2016 of \$2,813,647. The decrease is mainly due to the decrease of \$4,335,398 in funds allocated the *Capital Stabilization Fund*. Increases include \$200,00 for the *Set-Aside for Unanticipated Current Fiscal Year Needs*, \$10,000 for the *Senior Service Program* and \$312,318 for the *OPEB Trust Fund*. Pursuant to the Selectmenø policy to fund the OPEB liability, the amount appropriated for FY2017 is less than what the funding schedule would require, but itø all that the town felt it could do in the upcoming year. It shows as an increase from the prior year since last year we reduced funding for OPEB, otherwise it would be level funded. The *Unallocated* increase of \$983, 261 is the revenue in excess of the allocated budget. The *Set-Aside for Tax Levy Support of Community Center Program* has an increase of \$36,171 which is transferred to Article 5.

Under Shared Expenses, Employee Benefits and Debt Service figures include the expenses related to School Department employees and capital projects. The program expenses provided here do not reflect any salary and benefit adjustments that will result from ongoing collective bargaining negotiations. Because all associated costs must be incorporated into the Enterprise Funds budgets, projected salary and benefit increases are reflected in Article 5 numbers. The expenses related to the Water, Wastewater and Recreation Enterprise Funds have been separated from the municipal operating budget and will be approved by Town Meeting under Article 5. As has been done in prior years, Revolving Fund projected revenues have been offset against operating expenses from certain programs. This impacts line items 2400, 3300, 3400, 3500, 6100, 6200, 7100, 7300 and 8140 and is reflected under Article 7.

TMMA Questions

Question 1: Under Element 2170 - Uninsured Losses, the requested appropriation of \$225,000 represents \$25,000 increase over FY2016. What is covered under this appropriation and what has been the usage rate?

Question 2: How do the respective budget changes compare to the current U.S. inflation rate, e.g., the CPI, the Social Security COLA?

Question 3: Under Shared Expenses, what is the breakdown of Employee Benefits between the School Department and the Municipal budgets?

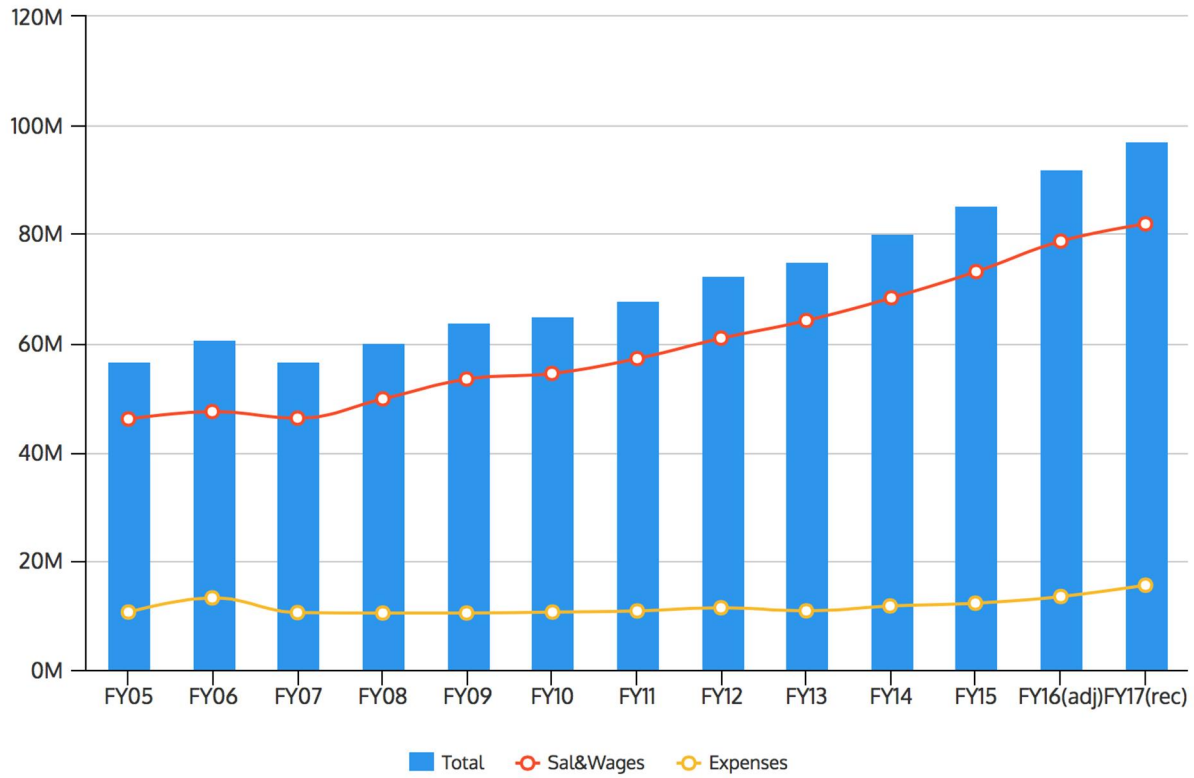
For further information:

The FY2017 Recommended Budget and Financing Plan has been posted to the Town's website at:
<http://www.lexingtonma.gov/town-meeting/pages/march-2016-annual-special-town-meetings>

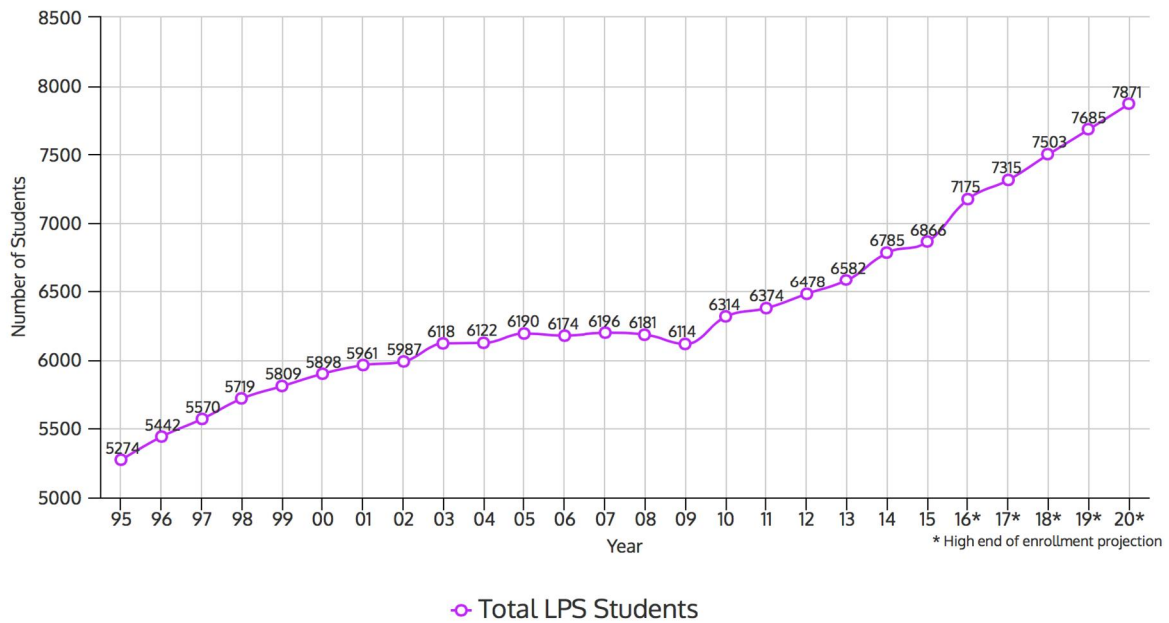
Summary of FY 2017 Recommended School Operating Budget

Total revenue allocation for FY 2017:	\$97,727,216
FY16 Budget:	\$92,060,316
Additional funds requested over FY16:	<u>\$5,666,900*</u>
*(includes \$433,917 to be transferred to the Town's Unclassified Account for the purpose of benefits, Medicare, and worker's comp insurance associated with new positions being requested)	
Total funds available under the Summit III budget allocation model:	\$98,654,323
FY17 Budget Request:	<u>\$97,727,216</u>
Remaining revenue allocation:	\$927,107
School Committee request FY17:	\$97,293,299
Percent Increase over FY16:	5.68%

LPS Budget 2005-2017



Total LPS Enrollment from 1995-2015



Executive Summary

As is illustrated by the LPS Budget graph, when compared to the Total LPS Enrollment graph, the budget increase correlates with growing enrollment which requires additional staff (salary and wages). Personnel, exclusive of benefits, account for 84% of the total FY17 LPS budget. It took 10 years for the budget of \$57m in FY05 to increase to a budget of \$80m in FY14, but it has taken only 3 years to increase by almost another \$20m to \$97m in FY17.

Much of the \$5,666,900 budget increase is due to increased enrollment, state mandated costs and contractual costs.

Dr. Czajkowski's 1/12/16 Budget Presentation may be found at <http://bit.ly/1W1wFAC>

FY17 Budget Categories

1. Contractual Requirements
 - Collective bargaining contracts
 - Adjustments/re-allocations of base budget
 - High Risk Tuition
 - Salary Differential
 - Position transfers
 - Cost of Living Adjustments
2. Legal/Mandates
 - Special Education
3. Enrollment Increases
 - Adherence to class size guidelines
 - Maintain program quality
4. Program Improvements
 - Academic Excellence
 - Elementary World Language

1. Contractual Requirements

Negotiated Salary Increases.

The budget includes projected amounts for all negotiated bargaining unit increases and non-union positions, including step increases, and COLA adjustments. Estimated amounts are used for contracts that remain unsettled and also for non-bargaining units.

Bargaining Unit	Contract Term
LEA Unit A	09/1/15-8/31/18
LEA Unit C	09/01/12-08/31/15
LEA Unit D	07/01/12-06/30/15
LEA Tech Unit	07/01/15-06/30/18
ALA - Administrators	07/01/15-06/30/17

Added Full-time Employees (FTE) Due to Increasing Enrollment.

Over the past five years, enrollment in LPS has increased by 552 students (+8.7%), averaging about 110 students per year (1.7% per year). Based on prior year trends, roughly 14.25 additional FTE are added for every 1% of increased enrollment. With the projected 149 added students (2.17%), in FY17, the request for an additional 30 FTE is consistent with the projection model to accommodate that growth. Of the 30 FTE, 23.49 are attributable to expanding enrollment. This accounts for \$1,729,211 (inclusive of benefits), 30.5%, of the \$5,666,900 additional funds requested in FY17.

High Risk Tuition

The FY17 LPS budget contains an increase of \$1.12m for out-of-district placements (54% of the expense budget increase) next year to \$6.5m, up 20% from FY16. The FY16 budget recommended a reduction in the High Risk category of the tuition budget by 50% (\$773,580), but after review, it has been reinstated and will be closely monitored to track trends. High-risk students are educated in-district, but could potentially be sent out of district during the course of FY17.

2. Legal/Mandates

Increased Demand for Special Education and Services

There are 7.73 FTE for the Special Education Department which are required for an increasing number of students with special needs and significant challenges. With increased enrollment comes increased numbers of children with special needs. Lexington is also seeing an increase in the number of special needs students with significant needs. The district is legally required to educate students with special needs from age 3-22.

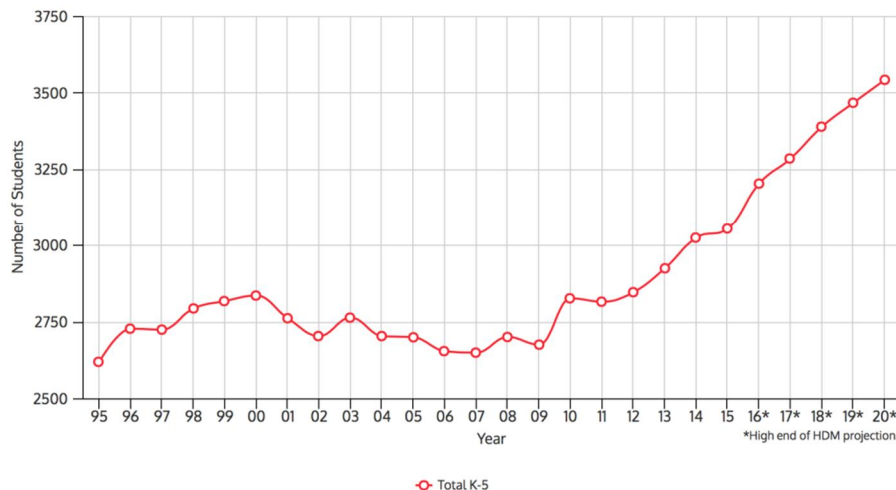
Also included are increased transportation costs for special education students which will increase by 16.15% to \$224,121 in FY17 (from \$1,387,574 to \$1,611,695) due to contract rate increases and increased ridership in-district and out-of-district. Currently, there are 108 in-district and 88-out-of-district students and the budget anticipates 5 additional students for both programs in FY17.

3. Enrollment, Enrollment, Enrollment and Redistricting.

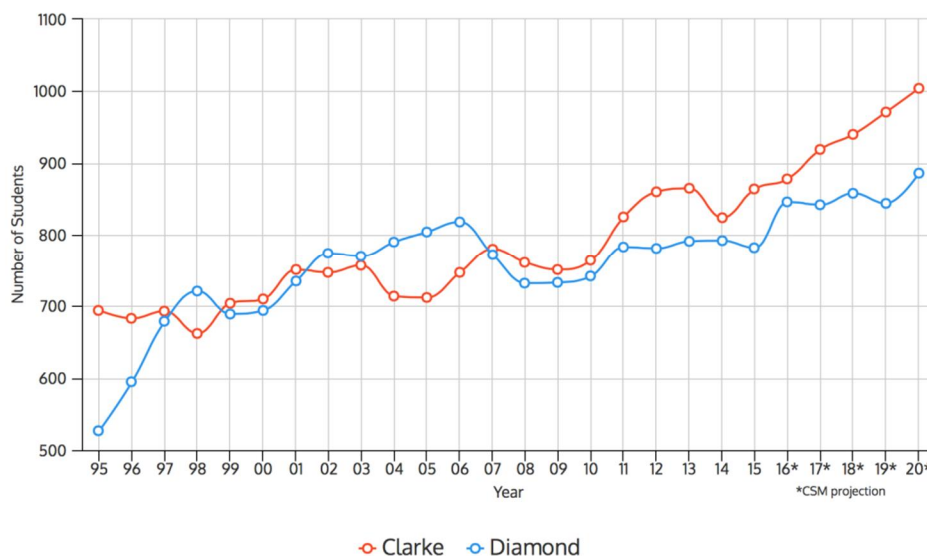
This year the expansion of enrollment continues to be a primary driver in both operating costs and capital needs and is expected, based on the projected enrollment into 2020, to continue. Enrollment growth exists at all educational levels; elementary, middle school and high school. The District is now preparing its own enrollment projections, updating the Enrollment Working Group's (EWG) projections, and they are higher than last year's EWG report with a smaller margin of error and a higher confidence in the data. For 2016 to 2021, the projection shows an increase of 612 students, to 7478 students in the LPS system.

Historic and Projected Enrollment

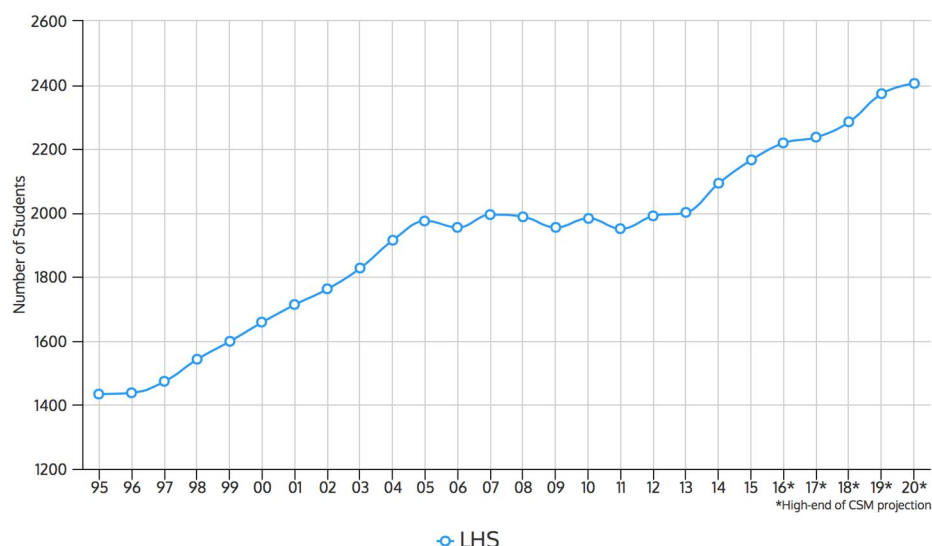
Elementary Enrollment 1995-2020



Middle School Enrollment 1995-2020



LHS Enrollment from 1995-2020



K-5 enrollment as of 2/29/16 is 3,116 and the 2016/17 LPS projection is 3,113 which is 3 students higher than what is expected in September 2016. The EWG K-5 forecast is 2,951 for 2016/17, so the trend is continuing upward and higher than the prior projection.

Increased Transportation Costs

Bus ridership increased 7.7% in FY16 to 3,427(10/16/15) from a budgeted 3,182, a 66% increase from 2061 riders in FY12. Three buses were added in the fall of 2015 to ease overcrowding on buses and to decrease the number of students on the waitlist, bringing the number of buses to 30. The FY17 budget includes the potential for an addition of two more buses based on enrollment trends and possible redistricting flexibility. The increase in cost to the regular education transportation is \$392,043.

The McKinney-Vento Act requires the district to provide transportation to homeless students. Though the number of homeless students has dropped to 6, the cost has nearly doubled from \$25,000 in FY16 to \$49,120 in FY17 because fewer students are able to be transported under the Regular Education Transportation program, triggering the need for more costly vans to transport the students.

The transportation increases; Regular Ed, Special Ed., and McKinney-Vento, amount to \$665,284, which is 32.06% of the \$2,074,909 expense budget increase.

Redistricting

Due to the increasing enrollment, the Superintendent and the Student Assignment Committee (SAC) retained the firm AppGeo in FY16 to assist them in finding ways to distribute students more evenly to the less crowded Hastings and Estabrook to ease overcrowding at the elementary level while awaiting 9 additional classrooms at the new Hastings in Fall 2019. Funding in the amount of \$35,000 was also included in the FY17 budget for potential future redistricting work to be completed next year. Redistricting will also involve the Transportation Department and unallocated teaching staff, both of which are also budgeted in FY17.

Current district boundaries GIS map may be viewed @ <http://arcg.is/1nfw6m>

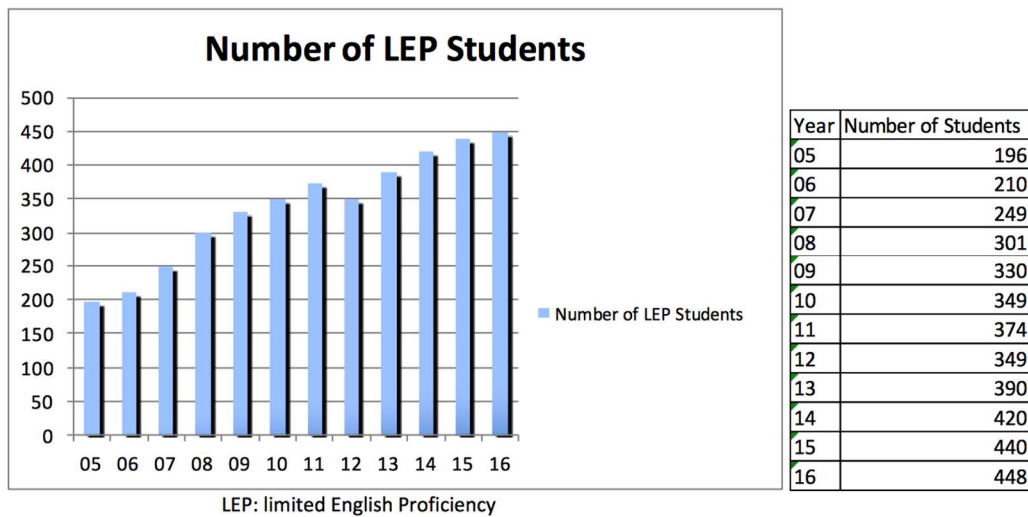
Capital Projects

As many of the schools are beyond their enrollment capacity, particularly when core spaces are taken into consideration, the need for expanding capacity, in addition to capital improvement, is great at a time when enrollment is steadily increasing at 1.8% or higher per year.

In FY17, LHS will evaluate options for HVAC replacement at LHS. Additionally, \$186,087 is budgeted for furniture, and equipment replacement, and \$1,198,000 is needed to expand, upgrade, and replace technology across the district.

Increase in ELL Demand

Since 2005, the number of students in LPS in the English Learner Education (ELE) program has increased from 196 to 448 in 2016, a 127% increase and 6.5% of the student population. As the diversity in Lexington continues to increase, the ELE program is expected to continue to grow.



4. Program Improvements

The FY17 budget adds 1.95 FTE for programmatic needs with a budget of \$143,683 (inclusive of benefits). The expense budget also includes \$80,725 for Per-pupil expenditure adjustments for the elementary schools to address expense budget adequacy for supplies. This is a large decrease from the FY16 request of 9.37 FTE and \$733,143 for programmatic improvements.

Elementary World Language

The district is adding a 0.25 FTE to aid in the development and planning of building the K-5 World Language Program in addition to a task force (\$50,000) to assess the restructuring of the elementary school day which would eliminate the half day on Thursdays. It is estimated that the program will cost between \$1,500,000 to \$1,800,000 to implement annually.

The LPS Budget Guidelines for FY 2017 were voted by the School Committee on 9/8/2015. They requested that the Superintendent present a level-service budget that addresses nine areas. 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 current collective bargaining requirements and special education laws.

The Superintendent developed a fiscal year 2017 budget that will:

1. Ensure all legal and contractual mandates will be met.
2. Include sufficient operating and capital funds to
 - a) continue the current level of services;
 - b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - c) move the district forward in meeting the increasing demands for technology and technology services in our different educational settings.

3. Ensure professional staffing guidelines will be met.
4. 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.
5. Continue to identify and plan alternatives that will provide services in more cost-effective ways.
6. Identify ways to reduce costs, if there are insufficient monies available to fund a level-service budget.
7. Identify a small number of high leverage new academic or prosocial programs or supports in anticipation of the potential elimination of Thursday afternoon half-days at the elementary level, as a result of the potential implementation of a World Language program in FY2018 at the elementary level.
8. Identify those funds necessary, should the district adopt a re-districting plan that addresses space needs for all students, as well as feeder patterns for special education programs.
9. Complete year two (of two) addressing adequacy of department and/or school per pupil expenditure levels

ARTICLE 5

APPROPRIATE FY2017 ENTERPRISE FUNDS BUDGETS

To see if the Town will vote to appropriate a sum of money to fund the operations of the DPW Water and Wastewater Divisions and the Department of Recreation and Community Programs; determine whether the money shall be provided by the estimated income to be derived in FY2017 from the operations of the related enterprise, by the tax levy, by transfer from available funds, including the relevant enterprise fund, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED:

Enterprise Fund	FY2015 Actual	FY2016 Appropriated	FY2017 Requested
a) Water			
Personal Services	\$593,594	\$695,679	\$699,218
Expenses	\$386,371	\$389,400	\$404,025
Debt Service	\$1,378,688	\$1,344,114	\$1,337,326
MWRA Assessment	\$6,035,893	\$6,695,144	\$7,364,658
Total Water Enterprise Fund	\$8,394,546	\$9,124,366	\$9,805,227
b) Wastewater			
Personal Services	\$217,497	\$296,917	\$298,234
Expenses	\$334,817	\$345,650	\$347,525
Debt Service	\$1,199,243	\$1,060,456	\$1,021,834
MWRA Assessment	\$7,177,387	\$6,970,176	\$7,667,194
Total Wastewater Enterprise Fund	\$8,928,944	\$8,673,199	\$9,334,786
c) Recreation and Community Programs			
Personal Services			
Expenses	\$657,739	\$1,127,630	\$1,290,742
Subtotal-Personal Services/Expenses	\$981,628	\$1,374,201	\$1,335,545
Debt Service	\$1,639,367	\$2,501,831	\$2,526,287
Total Recreation and Community Programs Enterprise Fund	\$100,000	\$100,000	\$100,000
	\$1,739,367	\$2,601,831	\$2,626,287

DESCRIPTION: Under Massachusetts General Laws Chapter 44, Section 53F½, towns may establish Enterprise Funds for a utility, health care, recreation and transportation facility, with its operation to receive related revenue and receipts and pay expenses of such operation. This article provides for the appropriation to and expenditure from three enterprise funds previously established by the Town. The Recreation and Community Programs, previously the Recreation Enterprise Fund, includes the operations and programs for the new Community Center.

TMMA OVERVIEW

TMMA Summary - (as of 03/10/16)

Passage of this article appropriates money for the Water, Wastewater and Recreation and Community Programs Enterprise Funds. Lexington has established individual Enterprise Funds for our water, wastewater (sewer), recreation and now community programs operations. These funds receive revenue from water and sewer bills and from recreation fees and pay the expenses for those departments. FY2017 represents the eleventh year in which the enterprise fund budgets have been separated from the general expenses of the municipal operating budget. This change was made to allow for greater transparency and to improve accounting functions.

Based on new information, the FY 2017 expenses for the Water and Wastewater Enterprise Funds have changed from the data published in the Warrant. The revised expenses are:

<u>Water</u>	<u>FY 2017</u>
Personal Services	\$ 699,218
Expenses	404,025
Debt Service	1,408,576
MWRA Assessment	<u>7,378,622</u>
Total	9,890,441

<u>Wastewater</u>	
Personal Services	298,234
Expenses	347,525
Debt Service	981,220
MWRA Assessment	<u>7,311,103</u>
Total	8,938,082

<u>Recreation and Community Programs</u>	
Personal Services	1,190,742
Expenses	1,335,545
Debt Service	<u>100,000</u>
Total	2,626,287

The major variations to the Water and Wastewater Enterprise funds budgets from FY2016 reflect estimated changes for the MWRA assessments and debt service. Debt service includes actual debt service on bonds issued to date, estimated debt service on projects authorized by Town Meeting for which debt has yet to be issued and estimated debt service on projects proposed for consideration at the 2017 Annual Town Meeting. For FY2017, no retained earnings (the enterprise fund equivalent of free cash) will be used to support the Water or WasteWater Enterprise Funds expenses. While the level of the retained earnings have been drawn down from prior levels, proposed levels are adequate to serve as a cushion for cash flow reasons (to keep the

enterprise funds independent from other Town funding sources) and to finance unanticipated revenue shortfalls and for emergency expenditures. The FY2017 MWRA assessments reflected in the recommended budgets are based on preliminary assessments issued by the MWRA. Final assessments will be voted by the MWRA Board of Directors later in the spring. Generally, there is little variance between the preliminary and final assessments. The budget adopted at the Annual Town Meeting plus indirect costs ó those costs borne by the general fund operating budget that support the operations of the water and wastewater divisions ó will serve as the basis for FY2017 rate recommendations to be made to the Board of Selectmen.

The FY2017 Recreation Enterprise Fund appropriation represents a 0.9% increase above that requested for FY2016. The Recreation Enterprise Fund debt service is related to the improvements made at Lincoln Field as approved under the debt exclusion in June of 2002. At that time, it was agreed that the Recreation Enterprise Fund would contribute \$100,000 towards the annual debt service payment for this project. The \$100,000 payment was previously an off-budget expense of the Recreation Enterprise Fund. Beginning in FY2009, this payment has been shown in the Recreation Enterprise Fund budget to clearly present to Town Meeting the total Recreation budget.

TMMA Questions

Question #1: What is an Enterprise Fund?

Answer #1: An enterprise fund is a self-supporting account for a specific service or program that the Town operates as a separate òbusinessö. Enterprise funds do not depend on taxes for operating revenue. For example, water operations are funded through the Water Enterprise Fund, which receives funds from a consumption-based fee system. Ideally, enterprise resources and expenditures should balance over time. Funds in enterprise accounts do not revert to the general fund at the end of the fiscal year.

Question #2: What are the retained earnings balances of each of the enterprise funds?

ARTICLE 6

APPROPRIATE FOR SENIOR SERVICE PROGRAM

To see if the Town will vote to raise and appropriate a sum of money for the purpose of conducting a Senior Service Program, to be spent under the direction of the Town Manager; to authorize the Board of Selectmen to establish and amend rules and regulations for the conduct of the program, determine whether the money shall be provided by the tax levy, by transfer from available funds or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: \$30,000

DESCRIPTION: In FY2007, the Town established its own Senior Tax Work-Off Program that provides more flexibility than the State program in assisting low-income seniors and disabled residents in reducing their property tax bills. This article requests funds to continue the program.

TMMA OVERVIEW

A vote of the 2006 Town Meeting rescinded the Town's acceptance of a State local option property tax law that allows low-income seniors to work for the Town replacing it with a program of our own called the Senior Tax Work Program that enables both low income seniors and disabled residents to work for the municipality in exchange for a reduction in their real estate bills.

To be eligible for the Town's program, a participant must be disabled or 60 years of age or over, own property in Lexington which serves as their principal residence and have gross income (including Social Security income) not exceeding \$53,000 for a single tax payer or \$55,000 for a couple.

Under the Town's program, an eligible individual may work no more than 110 hours at \$9.50/hr. to receive the maximum credit of \$1,045/year. A two-person household eligible to participate in the program may work no more than 140 hours to receive the maximum credit amount of \$1,330.

This article requests funds to continue the program. The FY2017 request of \$30,000 is \$10,000 more than that requested for FY 2016.

TMMA Question

Question #1: How many individuals are currently enrolled and what is the approximate cost.

Answer #1: There are currently 23 people using the program for an estimated cost of \$24,000.

ARTICLE 7 ESTABLISH AND CONTINUE DEPARTMENTAL REVOLVING FUNDS AND SPECIAL REVENUE FUND

To see if the Town will vote, pursuant to Chapter 44, Sections 53E½ and 53F¾ of the Massachusetts General Laws, to re-authorize the use of existing revolving fund accounts in FY2017; to establish new revolving fund accounts, and to appropriate funds for the PEG Access special revenue account; to determine whether such revolving fund accounts shall be credited with the following departmental receipts; to determine which boards, departments or officers shall be authorized to expend amounts from such revolving fund accounts; and to determine whether the maximum amounts that may be expended from such revolving fund accounts in FY2017 shall be the following amounts or any other amounts; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED:

Program or Purpose for Revolving Funds	Authorized Representative or Board to Spend	Departmental Receipts	FY2017 Authorization
Building Rental Revolving Fund	Public Facilities Director	Building Rental Fees	\$460,000
DPW Burial Containers	Public Works Director	Sale of Grave Boxes and Burial Vaults	\$40,000
DPW Compost Operations	Public Works Director	Sale of Compost and Loam, Yard Waste Permits	\$615,000
Trees	Board of Selectmen	Gifts and Fees	\$45,000
Minuteman Household Hazardous Waste Program	Public Works Director	Fees Paid by Consortium Towns	\$180,000
Health Programs	Health Director	Medicare Reimbursements	\$14,000
Council on Aging Programs	Human Services Director	Program Fees and Gifts	\$75,000
Tourism/Liberty Ride	Economic Development Director	Liberty Ride Receipts, including ticket sales, advertising revenue and charter sales	\$285,000
School Bus Transportation	School Committee	School Bus Fees	\$1,050,000
Regional Cache ó Hartwell Avenue	Public Works Director	User Fees for Participating Municipalities	\$10,000
Visitors Center	Economic Development Director	Sale of Goods, Program Fees and Donations	\$191,000
Program and Purpose Special Revenue Fund	Authorized Representative or Board to Spend	Receipts	FY2017 Appropriation
PEG Access	Board of Selectmen and Town Manager	License Fees from Cable TV Providers	\$500,000

DESCRIPTION: A revolving fund established under the provisions of Massachusetts General Laws Chapter 44, Section 53E½ and a special revenue fund under Chapter 44, Section 53F¾ must be authorized or appropriated annually by vote of the Town Meeting. The Funds are credited with only the receipts received in connection with the programs supported by such funds, and expenditures may be made from the revolving fund without further appropriation.

TMMA OVERVIEW

TMMA Overview (as of 3/10/16)

The amounts above represent the projected revenue for each program. Since the expenses associated with the Revolving Funds are not reflected in the Article 4 Operating Budget, the FY2017 Authorizations are spending limits which cannot be exceeded. A continuing balance in a revolving fund may be carried over to the next fiscal year. Expenditure ceilings are based on revenue projections, in no case can spending exceed revenues on hand. The Board of Selectmen, with approval by the Appropriation Committee, has the authority to increase a program's spending ceiling within expected receipts.

Based on experience to date, the anticipated FY 2017 authorizations as compared to FY2016 are:

	<u>FY 2016</u>	<u>FY 2017</u>
DPW Burial Containers	\$40,000	\$40,000
DPW Compost Operations	534,922	615,000
Trees	45,000	45,000
Minuteman Household Hazardous Waste Program	180,000	180,000
Council on Aging Programs	100,000	75,000
Tourism/Liberty Ride	280,000	285,000
School Bus Transportation	850,000	1,050,000
Regional Cache- Harwell Ave.	20,000	10,000
Visitor Center	117,000	191,000
PEG Access	565,000	500,000
Building Rental Revolving Fund	375,000	405,000

TMMA Question

Question #1: Were any authorizations changed during the year and why?

ARTICLE 8

APPROPRIATE THE FY2017 COMMUNITY PRESERVATION COMMITTEE OPERATING BUDGET AND CPA PROJECTS

To see if the Town will vote to act on the report of the Community Preservation Committee on the FY2017 Community Preservation budget and, pursuant to the recommendations of the Community Preservation Committee, to appropriate from the Community Preservation Fund, or to reserve amounts in

the Community Preservation Fund for future appropriations; for the debt service on previously authorized financing; for administrative expenses of the Community Preservation Committee for FY2017; for the acquisition, creation, and preservation and, if acquired with Community Preservation Act funds, the rehabilitation or restoration of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; and for the acquisition, creation, preservation and support and, if acquired with Community Preservation Act funds, the restoration or rehabilitation of community housing; including, in all cases, rehabilitation or restoration that constitutes capital improvements or extraordinary repairs to make assets functional for their intended use; and to determine whether the money shall be

provided by the tax levy, or from estimated Community Preservation Act surcharges and the estimated State match and supplement for the upcoming fiscal year, by available funds in the Community Preservation Fund, by transfer from other available funds, including enterprise funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen at the request of the Community Preservation Committee)

FUNDS REQUESTED:

- a) Munroe Tavern Archaeological Dig - \$15,000
- b) Munroe Center for the Arts Window Study - \$30,000
- c) Lexington Arts & Crafts Society Parsons Gallery Lighting Renovation - \$24,280
- d) Visitors Center Renovation - to be determined
- e) Keeler Farm Community Housing Acquisition - \$185,000
- f) Greeley Village Rear Door and Porch Preservation - \$263,250
- g) Wright Farm Barn Needs Assessment and Feasibility Study - \$35,000
- h) Antony Park Construction Funds - \$60,000
- i) Minuteman Bikeway Wayfinding Signs Implementation - \$120,000
- j) Town Pool Renovation Design and Engineering Costs - \$166,000
- k) Park Improvements - Hard Court Resurfacing - \$61,000
- l) Granite Forest Pocket Park Construction at Lincoln Park - \$30,000
- m) Park Improvements - Athletic Fields - \$120,000
- n) Park and Playground Improvements - \$75,000
- o) Grain Mill Alley Design Implementation - to be determined
- p) CPA Debt Service - \$3,295,359
- q) Administrative Budget - \$150,000

DESCRIPTION: This Article requests that Community Preservation funds and other funds, as necessary, be appropriated for the projects recommended by the Community Preservation Committee, the debt service on previously authorized financing, and for administrative costs.

TMMA OVERVIEW

This article presents projects to Town Meeting that have been qualified by the Community Preservation Committee to be paid for by Community Preservation Funds. Town Meeting may accept, reject or reduce the funding for each individual program. Town Meeting does not have the ability to change any part of a CPC proposal through amendments.

The Community Preservation Act (CPA) is funded by a property tax surcharge and by money from a dedicated state trust fund. The first \$100,000 of taxable residential property value is exempt from the surcharge. In addition, a full CPA exemption is available to qualifying moderate-income seniors and low-income residents.

CPA provisions state that at least 10% of the funds must be allocated to affordable housing, 10% for open space, and 10% for historic preservation. The remaining 70% is allocated among these three areas and recreation. Funds not spent in the year received will be retained for use in future years.

The Community Preservation Act was adopted by Lexington voters at the Town elections on March 6, 2006, after initial adoption by the 2005 Town Meeting.

Proposed projects for FY 2017 are:

a) Munroe Tavern Archaeological Dig - \$15,000

The Lexington Historical Society is withdrawing this request for \$15,000 due to pending litigation about the construction of the addition to Munroe Tavern proposed for the site of the dig.

b) Munroe Center for the Arts Window Study - \$30,000

\$30,000 Funding source -Community Preservation funds

The Munroe Center for the Arts seeks funds to complete a study of the 117 windows at their facility. The Munroe Center for the Arts is a private, non-profit, organization that has a lease on the Town owned Munroe School Building. It provides a community arts center with galleries, visual and performing arts education classes, and low cost studio space for artists, and organizes arts related events. The windows are believed to be original to the 110 year-old building and thus in poor condition. The proposed engineering study will provide recommendations for the replacement or restoration of the windows, construction documents and cost estimates. The Munroe Center anticipates that additional CPA funds will be requested in FY18 to complete the replacement or restoration, based on the study's recommendation.

The building is in the Historic District and the project satisfies four of the Historic Resources criteria for CPA funding. The old windows are not energy efficient, and are difficult to operate. They probably contain lead paint and children attend many classes, held there. The project will be overseen by the DPF.

TMMA Questions

Question #1: Is the Munroe Center paying market rate rent?

Question #2: Didn't the Munroe Center for the Arts agree to pay for maintenance in lieu of rent?

Question #3: How much has the Town paid for capital improvements since the art center started using the building?

Question #4: Are the individual schools/artists who rent space in the Munroe Center non-profits?

c) Lexington Arts & Crafts Society Parsons Gallery Lighting Renovation - \$24,280

The Lexington Arts and Crafts Society is a 501(c)(3) non-profit regional education center, with ten guilds of more than 400 artists. Exhibits are free and open to the public. Located at 130 Waltham Street, it needs to remove and replace the lighting system in its Parsons Gallery located at the front of the building. The Society is contributing approximately \$12,000 in

private funds towards the project and requests \$24,280 in CPA funds to complete the renovation. After 40 years of use, the existing light fixtures are worn, some are electrically unsafe or cannot be aimed or adjusted and the track system is failing in some locations. The proposal includes replacement of all current fixtures and the track system with an LED system designed for an art gallery. LED lighting will also be more energy efficient, and has an estimated service life of 50,000 hours.

The project meets 3 criteria for CPA funding under the Historical category, and the Historic Commission has determined that the society is "significant" in the history, architecture or culture of the Town of Lexington, as required by the CPA.

d) Visitors Center Renovation - to be determined

This request is being indefinitely postponed

e) Keeler Farm Community Housing Acquisition - \$185,000

LexHAB is requesting \$185,000 to purchase a stand-alone structure for affordable housing. It will be used as a single family home and will remain affordable housing in perpetuity. LexHAB has applied for \$70,000 from the U.S. Department of Housing and Urban Development under the "HOME" program. Should these funds be received, the CPA request will be reduced accordingly. Under the State's Chapter 40B, this unit will count towards our affordable housing inventory.

f) Greeley Village Rear Door and Porch Preservation - \$263,250

Given their age, the rear door frames have had problems with water leakage, the frames are sagging, have compromised the support beams and allow drafts through the doors. These will be replaced by new doors and frames. Additionally, the rear porches are in disrepair and will be replaced with new railings and steps. The CPA request will be augmented with \$87,750 in funding from the State Department of Housing and Community Development.

g) Wright Farm Barn Needs Assessment and Feasibility Study - \$35,000

The historic Wright Farm, at 241 Grove Street, was acquired by the Town in two separate transactions. The first 12.6 acres was all for Conservation and the second lot acquisition was for both Conservation and affordable housing. The second lot included a historic home that will become affordable housing and a barn that is on a part of the lot that will become Conservation land. The historic barn, which needs some repairs, is a three-story structure with a shed on the rear. The Conservation Commission wants to investigate the costs of renovations to make the space useful for possible environmental education programs, exhibit spaces, and for other possible conservation uses. Currently the barn is only useful for storage and needs maintenance to prevent further deterioration.

The vision for the barn is rehabilitation into a gateway building to Lexington from both Bedford, via Grove Street, and from Burlington, via trails from the Burlington Landlocked Forest, to provide an environmental education center for community members. Initial conversations have been conducted with LPS staff and education planners at Massachusetts Audubon Society investigating possible uses.

The next steps are to conduct an environmental programming feasibility study, and to do a structural and architectural needs assessment. An architectural professional will be retained to do the research and inspect the barn to identify structural stability, feasible renovation alternatives, and the associated costs to make the space accessible to the public and for uses in educational programming, or other conservation related uses.

An in-town environmental center, with classrooms, exhibit space, and bathrooms and with access to the diverse open meadows, grasslands, wetlands, and forested areas of the adjacent conservation parcel could become a significant town educational asset. At the same time, it will start the process of preserving a historic structure at a gateway to Lexington. This is only the first phase, to determine the costs and feasibility of a long-term project.

h) Antony Park Construction Funds - \$60,000

In 1999, members of the Lexington-Antony Sister City Association, the Minutemen, the Town Manager and others went to Antony for the dedication of Place de Lexington. The following year, the Selectmen approved the design and building of a park dedicated to Antony at the eastern end of Tower Park. Based on the initial \$60,000 raised by contributions, a design was completed, grading and water instillation was done. Last year trees were donated and planted but did not survive. With bids having come in higher than expected, the anticipated cost to finish the project is \$120,000 (including the \$60,000 raised before). This request will bring the park to fruition.

Question #1: With fundraising continuing, will the CPA request be reduced by anything raised?

i) Minuteman Bikeway Wayfinding Signs Implementation - \$120,000

Funding source -Community Preservation Recreation funds

A report, *Navigating the Minuteman Commuter Bikeway*, submitted to the Towns of Arlington, Bedford and Lexington was produced by the Toole Design Group (TDG) in July 2014, funded using a state DCR grant obtained by the three towns' bicycle committees. It recommended the purchase and installation of wayfinding, access, intersection and etiquette signs to provide information to the users of the bikeway. The signs will provide information on access points to the bikeway, resources and points of interest near the bikeway, including businesses, shopping areas and restaurants, and etiquette guidelines and control signs for use of the bikeway, and for cars crossing the bikeway at intersections. The full TDG Report can be found at http://minutemanbikeway.org/wp-content/uploads/2015/12/Navigating-the-Minuteman-Commuter-Bikeway_July_20141.pdf.

In 2015, as a second phase, Lexington hired TDG to develop a plan for wayfinding signs specific to Lexington. TDG is currently working on the 25% design. Town staff and members of the Bicycle Advisory Committee will be meeting with TDG to refine the plan, and it will then be presented to the public at hearings, to solicit further feedback, before the final plan is completed and executed. That public process will not be completed until after this Annual Town Meeting. The funds requested should be sufficient to complete the design phase and to do the actual installation of the signs on the Bikeway, on the intersecting streets, and associated crosswalk striping at intersections.

The bikeway is very heavily used year round by commuters and local recreational users who may bike, jog, use wheelchairs, skates, push baby carriages, or walk, and by visitors using bikes, who may be unfamiliar with the Lexington area. When the bikeway traffic is heavy, and at times it exceeds 500 users per hour, it is important for safety that users follow consistent basic rules of etiquette, since some are biking at 20 mph, or more, and others may be young children on a scooter, dog walkers, or elderly users with a walker.

Current permanent signs are minimally helpful. There are no signs to indicate when users have entered Lexington, the distances to points of interest, or to inform the users of nearby

resources. Many current signs are too small and in bad repair. Some etiquette signs installed by the Friends of Lexington Bikeways are temporary and need frequent replacement.

Installation of the signs by the DPW will improve safety, improve the ability of the bikeway users to find local businesses, and improve the ability, of visitors on bikes, to find access points to and from the bikeway and to use our local businesses

TMMA Questions

Question #1: Will businesses be asked to help fund signs containing their names?

Question #2: Will a public process determine which businesses are mentioned on signs?

Question #3: Is there evidence that users need more signs?

Question #4: Will there be signs for public toilets?

j) Town Pool Renovation Design and Engineering Costs - \$166,000

With Phases I and II completed, this request will fund the design and engineering of Phase III. It entails replacement of the filtration systems and a redesign of the wading pool. With some pools sharing a filtration system, Board of Health regulations now mandate a separate filtration system for each pool. Thus, all three pools won't have to be closed in the case of contamination. To accommodate more filtering systems, building modifications will have to be made.

k) Park Improvements - Hard Court Resurfacing - \$61,000

The Recreation Committee request will fund replacement of the basketball courts at the Kineen and Rindge Parks. It includes resurfacing, lining, installing new poles, hoops and nets and putting a bike rack by each court.

l) Granite Forest Pocket Park Construction at Lincoln Park - \$30,000

\$30,000 Funding source -Community Preservation Recreation funds

This project proposes construction of a pocket park within Lincoln Park, creating a greenway corridor that will connect the lower park to the upper park. The request for \$30,000 in CPA Recreation funds would supplement \$45,000 in private donations raised by the Lincoln Park Sub-Committee. Design plans call for the installation of granite benches and fixtures and 11 monumental granite pieces donated from the site of the Isaac Mulliken House will be utilized for that purpose. The Isaac Mulliken House is a private residence built around 1850 for the local politician, and is now a part of the Inn at Hastings Park.

The 11 pieces of hand carved granite were foundation stones that were made available to the Town, by gift of Mr. & Mrs. Michael Kennealy, when the building was moved during the development of the Inn. The park also will be landscaped with trees and shrubs. It is to be located in the meadow between the athletic fields and the woodland/gardens along the path connecting the LHS campus to the upper athletic fields.

m) Park Improvements - Athletic Fields - \$120,000

\$120,000 Funding source -Community Preservation Recreation funds

The FY17 request is for \$120,000 to renovate the Adams Park Multipurpose Athletic Field located behind the Waldorf School. Renovations will include laser grading the athletic field, grading for proper drainage and adding permanent park benches. The athletic field is used by the Waldorf School during school hours, and by various youth organizations and recreation programs when school is not in session. It undergoes excessive wear, like many heavily used Lexington athletic fields, and needs continuing maintenance and renovations to remain a safe and playable facility. Timely renovations and replacements by the DPW are critical in order to provide safe and playable fields for all user groups. While the Waldorf School owns the school building the land including the athletic fields belongs to the Town.

n) Park and Playground Improvements - \$75,000

The Recreation Committee request will fund replacement of the chain link fences along Worthen Road at the Center Fields and along Mass. Ave. at the Muzzey field. To minimize balls going on to Worthen Rd. from the baseball fields, and eight foot fence will be installed.

o) Grain Mill Alley Design Implementation - \$214,114

The Grain Mill Alley (coming from the Bank of America rear parking lot) planning has been going on for a number of years with multiple stakeholder meetings public input sessions. While there is not yet agreement between the Town and the abutters owning part of the site between Bank of America and the condo building, the funding will allow a rebuild of the section coming off the bikeway and a raised section across the road for traffic entering and leaving the public parking lot.

p) CPA Debt Service - \$3,295,359

The debt service on CPA borrowings from previous years must be appropriated annually, but it must be paid, or the debt will be in default. Default would seriously affect the Town's Aaa credit rating.

This year there are 4 prior acquisitions using borrowed CPA funds that require debt service appropriations. They are the Wright Farm Land Acquisition, 39 Marrett Road (Community Center) Land Acquisition, the Community Center renovations and Cary Memorial Building Construction. The funds borrowed for these four projects require payments of principal and interest this fiscal year totaling the recommended appropriation of \$3,295,359 for Community Preservation Fund Debt Service.

q) Administrative Budget - \$150,000

This budget item covers the cost of salary and benefits of the Community Preservation Committee's administrative assistant (a part time position), as well as appraisals, legal fees, surveying and other expenses involved in the purchase of land with CPA funding.

Any funds not expended in a given year are returned to the Community Preservation Fund.

TMMA Question

Question #1: How many full-time employees does this fund?

Answer #1: One part-time employees is funded as are the non-salary costs and a \$50,000 reserve.

ARTICLE 9

APPROPRIATE FOR RECREATION CAPITAL PROJECTS

To see if the Town will vote to appropriate a sum of money for capital projects or the purchase of equipment; and determine whether the money shall be provided by the tax levy, by transfer from available funds, including the Recreation and Community Programs Enterprise Fund, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen at the Request of the Recreation Committee)

FUNDS REQUESTED: \$65,000

DESCRIPTION: For a description of the proposed projects see Section XI: Capital Investment section of the FY2017 Town Manager's Preliminary Budget and Financing Plan dated January 11, 2016 and found at <http://www.lexingtonma.gov/fy17capital>.

TMMA OVERVIEW

The Recreation Committee request will fund reconstruction of the 4th putting green and the men's tee box of the 8th hole at Pine Meadows. Due to the configuration of the 4th green, drainage has been poor and loss of grass. With the back tee being small and in an environmentally sensitive area, the middle tee will be built at a higher elevation and larger.

This article will be on the consent agenda.

ARTICLE 11

APPROPRIATE FOR WATER SYSTEM IMPROVEMENTS

To see if the Town will vote to make water distribution system improvements, including the installation of new water mains and replace or clean and line existing water mains and standpipes, engineering studies and the purchase and installation of equipment in connection therewith, in such accepted or unaccepted streets or other land as the Selectmen may determine, subject to the assessment of betterments or otherwise; and to take by eminent domain, purchase or otherwise acquire any fee, easement or other interest in land necessary therefor; appropriate money for such improvements and land acquisition and determine whether the money shall be provided by the tax levy, by transfer from available funds, including any special water funds, or by borrowing, or by any combination of these methods; to determine whether the Town will authorize the Selectmen to apply for, accept, expend and borrow in anticipation of federal and state aid for such projects; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: For a description of the proposed project see Section XI: Capital Investment section of the FY2017 Town Manager's Preliminary Budget and Financing Plan dated January 11, 2016 found at <http://www.lexingtonma.gov/fy17capital>.

TMMA OVERVIEW

This article will be indefinitely postponed.

ARTICLE 15

APPROPRIATE FOR PUBLIC FACILITIES CAPITAL PROJECTS

To see if the Town will vote to appropriate a sum of money for capital improvements, renovations, including new construction to public facilities for:

- a) Town-wide Roofing Program;
- b) School Building Envelopes and Systems Program;
- c) LHS Heating Systems Upgrade;
- d) Municipal Building Envelopes and Systems;
- e) Building Flooring Program;
- f) Public Facilities Bid Document;
- g) Diamond Middle School Renovations ó Construction;
- h) Clarke Middle School Renovations ó Construction;
- i) School Traffic Safety Improvements;
- j) Security Camera Upgrade to Digital from Analog;
- k) Munroe School Roof;
- l) LHS Security Evaluation and Upgrade;
- m) LHS Guidance Space Mining ó Design;
- n) LHS Nurse Office and Treatment Space ó Design;
- o) LHS Fitness Center/Athletic Training Floor; and
- p) Fire Headquarters Exercise Room;

and determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, by borrowing, or by any combination of these methods; to determine if the Town will authorize the Selectmen to apply for, accept, expend and borrow in anticipation of state aid for such capital improvements; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: \$63,390,419

DESCRIPTION: For a description of the proposed projects see Section XI: Capital Investment section of the FY2017 Town Manager's Preliminary Budget and Financing Plan dated January 11, 2016 found at <http://www.lexingtonma.gov/fy17capital>.

TMMA OVERVIEW

This article will be voted on under the consent agenda. The request is for \$176,400 to stop water infiltration at the Central Administration Building by adding an ice and water shield, putting up new shingles and increasing the venting.

ARTICLE 17

VICTORY GARDEN WAY ACCEPTANCE

To see if the Town will vote to establish as a Town way and accept the layout of as a Town way Victory Garden Way from Hancock Street a distance of 1,172 feet, more or less, to Hancock Street, as laid out by the Selectmen, all as shown upon a plan on file in the office of the Town Clerk, dated October 14, 2015 and to take by eminent domain, purchase or otherwise acquire any fee, easement, or other interest in land necessary therefore; and raise and appropriate money for the construction of said street and for land acquisition; determine whether the money shall be provided in the tax levy, by transfer from available funds, by borrowing, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: none

DESCRIPTION: The road listed above was constructed under the Subdivision Control Law and it meets or exceeds the minimum Town standard for acceptance. No appropriation is required.

TMMA OVERVIEW

Acceptance is the formal process by which a private street (owned by the abutters) becomes a public street. After the street is accepted, the Town takes responsibility for all future upkeep of the street. Since this street meets all current requirements no improvements, which would be assessed to the abutters as betterments, are needed. The Town acquires the land the road occupies, so when the road needs repair or reconstruction after a number of years those costs will be part of the regular road budget.

Victory Garden Way serves the homes in the development at the former site of Lexington Gardens. The article has been placed on the consent agenda.

ARTICLE 18

APPROPRIATE TO POST EMPLOYMENT INSURANCE LIABILITY FUND

To see if the Town will vote to appropriate a sum of money to the Town of Lexington Post Employment Insurance Liability Fund, as established by Chapter 317 of the Acts of 2002; determine whether the money shall be provided by the tax levy, by transfer from available funds, including enterprise funds, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: \$1,512,318

DESCRIPTION: This article will allow the Town to continue to fund its unfunded liability for post-employment benefits for Town of Lexington retirees. Beginning with the FY2007 audit, the Town was required to disclose this liability. In preparation for funding this liability, Town Meeting voted to request special legislation to establish a trust fund for this purpose. This special legislation was approved in 2002.

TMMA OVERVIEW

At retirement, Lexington employees are eligible for health insurance and pension benefits. This article only applies to the health insurance component of benefits, referred to as Other Post Employment Benefits (OPEB) to distinguish them from pension benefits. These obligation to pay these benefits imposes a future liability on the Town. The Town routinely assesses the size of this liability using an actuarial analysis. The dollar amounts are large because they represent the sum of many years of benefits to be paid to many current and future retirees.

Appropriation to the Town's Post Employment Insurance Liability Fund (PEIL) started with Article 22 of the 2008 Annual Town Meeting. The 2012 Fall Special Town meeting did not vote to appropriate the additional funds requested then, but later requests during subsequent Town

Meetings have all passed. It has continued annually with the most recent appropriation of \$1,862,194 at the 2015 Annual Town Meeting under Article 21.

The Town receives reimbursements from the Federal Government to cover costs of the prescription drug insurance that would otherwise be covered under Medicare Part D. The Town was reimbursed \$312,318, which will be used to partially fund this request.

The balance in the PEIL Fund as of 12/31/15 was \$6,978,443. As of the date of the last actuarial study, 6/30/15, the unfunded liability was \$189,661,655. The estimated unfunded liability fluctuates from year to year, as expected rates of return on the invested balance in the PEIL vary, and the numbers of retirees, current employees and health care costs change with time.

This estimate used a blended discount rate of 5%, which assumes the Town may *never* fully fund the PEIL Trust Fund. The choice of discount rate has a major impact on the size of the estimated liability, and on the size of the appropriation recommended to achieve full funding.

By state law all Massachusetts municipalities are required to fully fund *pension* liabilities by the year 2040 following a schedule determined by the Public Employee Retirement Commission (PERC). There is, as yet, no legal mandate to pre-fund the liability for retiree health insurance benefits. However, as of FY2008, the Government Accounting Standards Board (GASB) began requiring municipalities to report the size of their unfunded OPEB liability as a long-term liability in the Town's annual financial statements. The primary issue posed by this article is how much money to dedicate to this fund, considering the available sources of funding and the Town's priorities for other uses of the money. Changes to the GASB requirements since last year are that an estimate of the \$6.5 million liability for the Affordable Health Care Act's "Cadillac Tax" must be included while the previous valuation did not include that.

Currently, the Town covers the full cost of current retiree health benefits within its annual operating budget. The Town has a long-term goal of funding the PEIL Trust Fund, thus lowering or eliminating the use of the operating budget to pay OPEB costs once the PEIL Trust Fund achieves significant investment earnings. Achieving that goal will require annual appropriations to the PEIL Trust Fund that cover the "normal cost" (the amount of future liability generated during the current fiscal year), and ideally an additional amount above the "normal cost" to reduce the accumulated liability from past years when no appropriations were made. The amount of the recommended annual appropriation depends on the target date adopted for achieving full funding, the actuarial assumptions used to estimate the size of the future liability (including retiree longevity and the investment discount rate), the anticipated cost of health care in the future, and the number of Town employees eligible for OPEB.

For a more detailed discussion, including the funding policy for the PEIL Trust Fund formally adopted by the Board of Selectmen in 2014, please see "Appendix F: Other Post Employment Benefits" in the *Appropriation Committee Report to the March 2014 Annual Town Meeting* and the discussion in the AC report on Article 21 to the 2015 Spring Annual Town Meeting. The 2016 AC report, on this Article 18, was not yet available at the time of publication.

Also see http://www.gasb.org/project_pages/opeb_summary.pdf

ARTICLE 19

APPROPRIATE BONDS AND NOTES PREMIUMS

To see if the Town will vote to apply premium received on account of the sale of bonds or notes of the Town that are the subject of a Proposition 2 ½ debt exclusion, to pay costs of the project being financed by such bonds or notes, provided that the amount authorized to be borrowed for such project, but not yet issued by the Town, is reduced by the same amount, or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

DESCRIPTION: Passage of this article would permit premiums received upon the sale of bonds or notes issued to finance projects approved at a debt exclusion election to be appropriated to pay for project costs, subject to guidelines promulgated by the Massachusetts Department of Revenue. Such appropriations would be for the purpose of supplanting, not supplementing, bond financing of the project in question.

TMMA OVERVIEW

When the Town issues a bond, the bond issuer pays the Town a premium payment when the bond is sold. Upon approval of the proposed Department of Revenue (DOR) regulatory change, a bond premium payment can be directly applied to projects costs. For excluded debt, this effectively reduces the amount that has to be borrowed and reduces excluded debt costs paid by the tax payers. The change in no way increases the authorized project cost but reduces the debt service cost. The alternative to this regulation requires the premium payment to be amortized over the life of the bond.

This article is on the consent agenda since no premiums have been received.

ARTICLE 20

RESCIND PRIOR BORROWING AUTHORIZATIONS

To see if the Town will vote to rescind the unused borrowing authority voted under previous Town Meeting articles; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

DESCRIPTION: State law requires that Town Meeting vote to rescind authorized and unissued debt that is no longer required for its intended purpose.

TMMA OVERVIEW

This article is an annual place-holder asking Town Meeting to rescind unused debt authorized in prior years. Nothing has been identified at press time and the article has been placed on the consent agenda.

ARTICLE 21

ESTABLISH AND APPROPRIATE TO AND FROM SPECIFIED STABILIZATION FUNDS

To see if the Town will vote to create, amend, rename and/or appropriate sums of money to and from Stabilization Funds in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purposes of: (a) Section 135 Zoning By-Law, (b) Traffic Mitigation, (c) Transportation Demand Management, (d) School Bus Transportation, (e) Special Education, (f) Center Improvement District; (g) Debt Service, (h) Transportation Management Overlay District (TMO-1), (i) Avalon Bay School Enrollment Mitigation Fund, and (j) Capital; and determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: This article proposes to establish and/or fund Stabilization Funds for specific purposes and to appropriate funds therefrom. Money in those funds may be invested and the interest may then become a part of the particular fund. These funds may later be appropriated for the specific designated purpose, by a two-thirds vote of an Annual or Special Town Meeting, for any lawful purpose.

TMMA OVERVIEW

At the 2007 Annual Town Meeting, various stabilization funds were created as repositories for money to be reserved for later use as appropriated at subsequent Town Meetings. Funds received by the Town since the last Town Meeting for purposes designated under any of the existing specified stabilization funds are recommended for appropriation into those funds under this article. The Debt Service Stabilization Fund is covered under Article 23 and is not listed below. In 2008 Town Meeting approved a new fund for Special Education.

At the 2012 Annual Town Meeting, two new Funds were created. The Transportation Management Overlay District Fund will collect fees specified under the new zoning regulations. The Avalon Bay School Enrollment Mitigation Fund collects money per the agreement with the developer. That agreement specifies that if actual school enrollment exceeds those projected at the time of the negotiation with the Town, payments are required up to a maximum of \$700,000.

The 2012 Fall Special Town Meeting approved creation of the Capital Projects / Debt Service Reserve / Building Renewal Stabilization Fund now known as the Debt Service Stabilization Fund. The Town is planning for a number of significant future capital projects over the next three to five years potentially including schools, a new fire station, police station, Center Streetscape improvements, Hartwell Avenue infrastructure improvements, expanded Visitor's Center and Community Center expansion.

For FY 2017 it is recommended that under this article, the Town appropriate \$5,112,434 to the Capital Stabilization Fund to be used to partially fund these future projects or to mitigate the debt service resulting from their debt financing. The funding sources are \$3,100,000 from Free Cash and \$2,012,434 from the tax levy.

Additionally, this article will expand the definition of the Transportation Demand Management Stabilization Fund. It was originally approved to support Lexpress bus services. The new definition will also support the planning and operations of transportation services to serve the needs of town residents and businesses.

TMMA Question

Question #1: What are the current balances of the individual stabilization funds?

Answer #1:	Transportation Demand Management (TDM):	\$147,220
	School Bus Transportation:	18
	Traffic Mitigation Stabilization Fund:	69,129
	Special Education:	1,057,612
	Center Improvement District:	86,666
	Transportation Management Overlay District Fund:	98,139
	Avalon Bay School Enrollment Mitigation Fund:	45
	Capital Stabilization Fund:	16,687,470

ARTICLE 22

APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to appropriate a sum of money to the previously created Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws; determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: Money may be appropriated into the existing Stabilization Fund that may be invested and the interest may then become part of the fund. These funds may later be appropriated, by a two-thirds vote of an Annual or Special Town Meeting, for any lawful purpose.

TMMA OVERVIEW

The article will be indefinitely postponed and has been placed on the consent agenda.

ARTICLE 23

APPROPRIATE FROM DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to appropriate a sum of money from the Debt Service Stabilization Fund to offset the FY2017 debt service of the bond dated February 1, 2003 issued for additions and renovations to the Lexington High School, Clarke Middle School and Diamond Middle School, as refunded with bonds dated December 8, 2011; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: \$124,057

DESCRIPTION: This article would allow the Town to pay a portion of the debt service on the 2003 School Bonds from the Debt Service Stabilization Fund set up for that specific purpose.

TMMA OVERVIEW

The Debt Service Stabilization Fund was established by the 2009 Town Meeting on the advice of bond counsel to comply with Department of Revenue (DOR) regulations related to excess school building reimbursements from the State to the Town. Municipal bonds are tax-exempt and thus pay lower interest rates. Theoretically, the town could borrow money via municipal bonds and then invest the money to obtain a higher return. This form of arbitrage is prohibited by DOR.

When the Massachusetts School Building Authority was established, it modified the way towns are paid for new or renovated school buildings resulting in towns getting reimbursed more quickly. The Town thus received money in excess of that required to make payments on short-term debt incurred by the project. The excess money was put into the Stabilization Fund with the principal and interest thereon used to reimburse payments made on long-term debt. The current balance is to be drawn down over the life of the bond related to the High School construction project, payable through 2023.

This article requests that \$124,057 be appropriated from the Debt Service Stabilization Fund to offset FY 2017 debt service of these bonds.

TMMA Question

Q1) What is the current balance of the fund?

ARTICLE 24

APPROPRIATE FOR PRIOR YEARS' UNPAID BILLS

To see if the Town will vote to raise and appropriate money to pay any unpaid bills rendered to the Town for prior years; to determine whether the money shall be provided by the tax levy, by transfer from available funds, or by any combination of these methods; or act in any other manner in relation thereto.

(Inserted by the Board of Selectmen)

FUNDS REQUESTED: unknown at press time

DESCRIPTION: This is an annual article to request funds to pay bills after the close of the fiscal year in which the goods were received or the services performed and for which no money was encumbered.

TMMA OVERVIEW

This article is an annual place-holder should bills from a prior year need to be paid. Nothing is known at press time.

Town Meeting Members Association Bylaws

Approved March 8, 1978 and amended March 20, 1985; March 20, 1986; March 11, 1998; March 17, 2005 and March 5, 2008

Article I - Purpose

The Town Meeting Members of Lexington, Massachusetts, in order better to fulfill the obligations of the representative form of government, have established this Association to acquaint themselves more fully with the facts necessary for intelligent decisions and to assist in any other constructive way in the government of Lexington.

Article II - General Organization

Section 1 - Name

This organization shall be known as the Lexington Town Meeting Members Association or TMMA.

Section 2- TMMA Membership

Membership shall be limited to elected Town Meeting Members and Town Meeting Members-at-Large.

Section 3 - Executive Committee

- A. **Membership.** There shall be an Executive Committee consisting of the TMMA Officers elected in accordance with the provisions of Article II, Sections 4 and 5, and the Precinct Officers elected in accordance with the provisions of Article III, Sections 1 and 2. In addition, any former TMMA Officer who remains a Town Meeting Member may elect to serve as an emeritus member of the Executive Committee for up to two years after leaving office.
- B. **Meetings.** The Executive Committee shall hold regular meetings during the year for the purpose of keeping abreast of Town affairs, particularly matters that may become the subject of future Town Meeting action, or for any other purpose relating to Town Meeting. The Executive Committee shall meet upon the call of the Chair, or at the request of five (5) Executive Committee members, with reasonable notice. The presence of nine (9) members, with at least five (5) precincts represented, shall constitute a quorum. Decisions shall be made by a majority of those members present and voting.
- C. **Attendance.** Executive Committee meetings shall be open to all TMMA members. Any TMMA member who is not a member of the Executive Committee may enter into Committee deliberations upon recognition by the Chair, but shall not vote.
- D. **Activities.** The Executive Committee shall undertake such activities as it deems appropriate to educate and inform Town Meeting Members and the public at large about pending and upcoming Town Meeting issues, including but not limited to the preparation of a warrant information booklet, the conduct of warrant information meetings, the conduct of bus tours or on-site visits, and the maintenance of a TMMA web site and email list. To this end, the Executive Committee may appoint subcommittees, working groups or task forces from among the TMMA membership from time to time when considered appropriate to the purposes of the TMMA.

- E. **Political Activity.** When supporting or opposing candidates or ballot questions, or when engaged in any other political activity, Executive Committee Members shall not use their Executive Committee title, or otherwise hold themselves out as representing the TMMA, unless specifically authorized by vote of the Executive Committee.

Section 4- TMMA Officers

- A. **Officers.** The TMMA shall elect annually from among the members of the TMMA, in accordance with Article II, Section 5C, the following TMMA officers: a Chair, a Vice-Chair, a Treasurer, a Clerk, a Communications Officer, and an Email List Moderator. These officers shall perform the duties normally associated with such offices, or as further specified by vote of the Executive Committee.
- B. **Term.** The term of each office shall be for one year, commencing on the first day of the Annual Town Meeting. Outgoing Officers shall continue in office until this date, whether or not re-elected to Town Meeting. The Chair, Vice-Chair and Treasurer shall not serve in the same office for more than two consecutive terms.
- C. **Disqualifications.** The following individuals shall not serve as TMMA Officers: townwide elected officials; members of the Appropriation Committee and the Capital Expenditures Committee; salaried employees of the Town; and Town Meeting Members-at-Large.
- D. **Leaves and Vacancies.** A TMMA Officer shall take a leave of absence in order to run for townwide office, and may take a leave of absence for other exigent reasons with the consent of the Executive Committee. In the Chair's absence, the Vice-Chair shall perform the duties of Chair for such time as the absence shall continue. A permanent vacancy in any TMMA office, or an absence in any office other than Chair, shall be filled by vote of the Executive Committee.

Section 5- TMMA Meetings

- A. **Annual Meeting.** The Chair shall call an Annual Meeting of the TMMA to be held on a date after the annual town election, but before the commencement of the Annual Town Meeting.
- B. **Treasurer's Report.** At the Annual Meeting, the Treasurer shall present a Treasurer's report setting forth the TMMA's assets and liabilities as of December 31 of the previous calendar year, its income and expenditures during the previous calendar year, and a brief statement of major changes through the date of the Annual Meeting.
- C. **Election of Officers.** TMMA Officers shall be elected at the Annual Meeting as follows:
 - 1. Prior to the Annual Meeting, the Chair shall appoint a Nominating Committee consisting of three TMMA members who are not TMMA Officers, and at least one of whom shall be a member of the Executive Committee. The Nominating Committee shall prepare a slate of proposed candidates for TMMA Officers for the ensuing year.
 - 2. The Chair shall present to the Annual Meeting the slate prepared by the Nominating Committee. After entertaining any additional nominations from the floor, the Chair shall put the question of the election of TMMA Officers to a vote.
- D. **General Meetings.** Additional general meetings of the TMMA membership may be called by the Chair with reasonable notice when deemed appropriate. A general meeting shall be called upon the request in writing of twenty-five (25) TMMA members.

- E. **Quorum and Voting.** The presence of fifty (50) Members shall constitute a quorum at a general meeting. Except to amend these bylaws under Article IV, decisions of the TMMA membership, including the election of TMMA Officers at the Annual Meeting, shall be made by a majority of those present and voting, as determined in accordance with the voting procedures customarily used at Town Meeting.

Section 6 - Dues

The Executive Committee shall establish annually, prior to the TMMA Annual Meeting, dues in an amount sufficient to defray the reasonable expenses of the TMMA. Such dues shall be payable by voluntary contribution.

Article III - Precinct Organization

Section 1- Precinct Officers

- A. **Officers.** The TMMA Members of each precinct shall elect annually from among the precinct Town Meeting Members, in accordance with Article III, section 2(B), the following Precinct Officers: Precinct Chair, Precinct Vice-Chair and Precinct Clerk.
- B. **Duties.** The Precinct Officers shall represent their respective precincts at meetings of the TMMA Executive Committee, and shall participate to the best of their ability in the activities of the Executive Committee. In addition, the Precinct Officers shall have the following duties:
1. **Precinct Chair:** The Precinct Chair shall be the presiding Officer at TMMA precinct meetings; oversee the nomination of candidates for TMMA precinct offices and the conduct of TMMA precinct elections; assist in the distribution of information to precinct Town Meeting Members during the Annual Town Meeting or any special town meeting; encourage the attendance of precinct Town Meeting Members at TMMA informational meetings or other TMMA activities; promote discussions and contacts among precinct Town Meeting Members concerning Town Meeting business; and help to maintain civility and decorum during Town Meeting sessions.
 2. **Precinct Vice-Chair:** The Precinct Vice-Chair shall assist the Precinct Chair in the performance of the Precinct Chair's duties; stand in for the Precinct Chair at precinct meetings and Town Meeting sessions during the Precinct Chair's absence; and stand in for the Precinct Clerk at Town Meeting during the Precinct Clerk's absence.
 3. **Precinct Clerk:** The Precinct Clerk shall count and report precinct Town Meeting Members' votes when a standing vote is called at Town Meeting; collect TMMA dues from precinct Town Meeting Members; and stand in for or assist the Precinct Chair and Vice-Chair in the performance of their duties as may be necessary.
- C. **Term.** The term of each Precinct Officer shall be for one year. The Precinct Chair and Vice-Chair shall not serve in the same office for more than two consecutive terms.
- D. **Vacancies.** In the event of a vacancy in the office of Precinct Chair, the Precinct Vice-Chair shall assume the office of Precinct Chair. In the event of a vacancy in the office of Precinct Vice-Chair or Clerk, the remaining Precinct Officers shall appoint a replacement from among the precinct Town Meeting Members for the balance of the term.

Section 2- Precinct Meetings

- A. **Annual Meeting.** An Annual Precinct Meeting shall be held prior to the Annual Meeting of the TMMA, at such time and place as directed or approved by the TMMA Chair.
- B. **Election of Precinct Officers.** Precinct Officers shall be elected at the Annual Precinct Meeting as follows:
 - 1. Prior to the Annual Precinct Meeting, any precinct Town Meeting Member may notify the Precinct Chair of his or her desire to be a candidate, or to nominate another precinct Town Meeting Member, for a precinct office.
 - 2. The Precinct Chair shall present at the Annual Precinct Meeting the names of all candidates who have volunteered, or who have been nominated by others and consented to run, for precinct office. After entertaining any additional nominations from the floor, the Precinct Chair shall put the question of the election of Precinct Officers to a vote.
 - 3. Precinct Officers shall be chosen by majority vote of those present and voting at the Annual Precinct Meeting. They shall assume office immediately upon completion of the election and announcement of the results.
- C. **General Meetings.** Additional precinct meetings may be called by the Precinct Chair with reasonable notice when deemed appropriate, and shall be called upon the request of the Executive Committee or upon the written request of five (5) members from the precinct.
- D. **Quorum.** The presence of five (5) precinct Town Meeting Members shall constitute a quorum at a precinct meeting.

Article IV - Amendments

These bylaws may be amended, on the initiative of the Executive Committee or of any twenty-five (25) TMMA members, by a two-thirds vote of those present and voting at a duly called general meeting of the TMMA membership.

Summary of Parliamentary Procedures

Rules of order for the conduct of Town Meeting business are Article V of the Town Bylaws. Where rules are not dictated by statute, Bylaw or tradition, Robertsø Rules of Parliamentary Practice govern. The Town Moderator serves as Parliamentarian.

Rules of Debate

No person may speak more than once on a question if others who have not previously spoken desire to speak. No person may speak more than ten minutes at any one time without being again recognized by the Moderator.

Without first obtaining permission of the meeting, no member may speak more than twice on any issue except to correct a mistake or to make an explanation. If, however, a motion contains distinct sections dealing with dissimilar subjects which get discussed and amended separately (as is the case in Article 4) this rule of speaking once applies only to each new section and not the entire motion. Also, speaking to an amendment does not count as time toward speaking to the main motion.

Interrupting Debate

A speaker may be interrupted for:

1. a POINT OF ORDER where a member has a question about the procedures or the proceedings. The Moderator then rules on the question raised.
2. a NOTICE OF RECONSIDERATION of an article which has been previously debated and voted upon.
3. a PRIVILEGED MOTION which may be to recess, adjourn or a question of privilege.

Closing Debate

Debate may be closed by MOVING THE PREVIOUS QUESTION. It is NOT DEBATABLE. The Moderator then asks "Shall the main question now be put?" or "Shall the question on the amendment now be put?" If a majority is in favor, debate ends. (See Practices and Procedures)

The Main Motion

A main motion is made under each article by a Town Meeting member. The Moderator states "The motion is the one before you dated . . . and on file with the town clerk." The Moderator summarizes the motion; the proposing member then states I so move." Usually the wording of the motion differs from the wording of the article printed in the warrant in that more information is given, specific action requested and the amount and source of funding specified. The motion cannot exceed the scope of the warrant article. By custom no second is required. A copy of each main motion is provided to each Town Meeting member and projected on a screen for those in the audience and viewing at home on Cable TV.

Amending the Motion

A main motion may be amended, but the amendment cannot exceed the scope of the article. An amendment may be amended only once before being put to a vote. A substitute motion is an amendment which replaces the entire original motion. A simple majority carries an amendment, and it then becomes part of the main motion. An amendment is a subsidiary motion and is governed by the limits on debate as set forth below.

Subsidiary Motions

A person may speak only once for no longer than three minutes on a subsidiary motion. Debate is limited to ten minutes except for an amendment which may be debated for 30 minutes unless changed by vote of Town Meeting. Subsidiary motions are listed below in order of precedence.

1. TO LAY UPON THE TABLE or TO TAKE FROM THE TABLE—the former means to end debate on the question to such time as a member moves to “take from the table” and resume debate. Both are NOT DEBATABLE.
2. TO MOVE THE PREVIOUS QUESTION is used to close debate and put the main motion and, or, an amendment to a vote. NOT DEBATABLE.
3. TO CLOSE THE DEBATE AT A SPECIFIED TIME sets a limit to the length of debate. To date this has been rarely used in Lexington.)
4. TO POSTPONE TO A TIME CERTAIN is to postpone action until a specified time or a specific article has been acted upon.
5. TO COMMIT, OR RECOMMIT, OR REFER sends the article to a specified Town board, committee or commission for further consideration, usually with directions to report to a future session of the meeting or to a future Town Meeting.
6. TO AMEND.
7. TO POSTPONE INDEFINITELY means to dismiss the article from consideration by the current Town Meeting. It “kills” the article and is often used by the article sponsors when they have decided not to bring the matter up before the meeting.

Votes

A QUORUM (100 members) is assumed and all votes valid, unless a member rises to doubt the quorum before the results of the vote on a motion have been declared, and a count shows that fewer than 100 members are present.

If a MOTION is readily susceptible of DIVISION it may be divided and a vote taken on each part separately if the Moderator deems best or 25 members present so request.

A SIMPLE MAJORITY VOTE is required for most articles. The Moderator will announce when more is required, e.g., the two-thirds required for eminent-domain land takings, zoning Bylaws and bond-issue authorizations.

Usually a voice vote is called first. A standing vote is called if the Moderator is in doubt or if 20 members stand to question the Moderator’s interpretation of the voice vote for a question requiring a majority, or if seven members stand for a question requiring a two-thirds vote. The tellers (currently the precinct clerks) report the count to the Town Clerk and the Moderator who announces the votes as they are reported from each precinct.

A RECORDED VOTE is taken if requested by 50 or more members. The recorded vote may be by roll call or in writing. In the latter case a list of the members is circulated in each precinct. Members record their votes in the appropriate places and affix their signatures beside their names. The recorded votes are posted in the Town Office Building within 24 hours and remain there for two weeks.

Reconsideration of Motions

A member MUST SERVE NOTICE OF RECONSIDERATION OF AN ARTICLE AT THE SAME SESSION OF THE MEETING AND WITHIN 30 MINUTES OF THE VOTE. Any member may serve notice. The member stands at their seat and says "Mme./Mr. Moderator, I serve notice or reconsideration of Article . . ." and the Clerk records the fact and time. The Moderator usually allows the server of the notice to make the actual motion for reconsideration if he/she chooses, but any other member may do so if the server does not. Debate on a motion to reconsider is limited to 30 minutes, and no one may speak for more than FIVE minutes at one time nor more than once without leave of the meeting. When a motion of reconsideration is decided that decision shall not be reconsidered and no question shall be twice reconsidered. Reconsideration is not permitted for motions to "adjourn," "the previous question," "to lay" or "take from the table," and to "close debate at a specified time."

Dissolution of the Meeting

The motion to dissolve the meeting is made by the Selectmen after all the articles in the warrant have been acted upon.

Please consult the Town Meeting in Lexington handbook to review Lexington Town Meeting Practices and Procedures.