

FINANCIAL SECTION AND WARRANT
FOR
THE 2016 ANNUAL TOWN MEETING
LINCOLN, MASSACHUSETTS



SATURDAY, MARCH 19, 2016
9:30 AM
BROOKS SCHOOL/DONALDSON AUDITORIUM

PLEASE read this document & bring it with you to the Meeting.

Handouts for Distribution at Town Meeting

In order to ensure that the voters are given clear information as to the source of each handout provided at Town Meeting, the Moderator has established the following conditions under which handouts will be allowed on the auditorium table:

1. Only those documents which deal directly with town meeting business will be allowed on the auditorium table.
2. All documents to be placed on the auditorium table must clearly identify the source of the document (committee/special interest group/person) on the front sheet.
3. Any documents not dealing with town meeting business or which do not clearly state the source will be removed and placed on a table outside of the auditorium.

To all Lincoln Registered Voters,

It's unusual to meet for Town Meeting this early in March but this has been an unusual year in many ways. Spring like weather in January, sub-zero temperatures, an extra day and a Special Town Meeting in February and a presidential primary season that keeps everyone guessing. Now it is time for us to exercise our rights and responsibilities at the local level. This **WARRANT** booklet contains materials related to the **Annual Town Meeting to be held at 9:30 on Saturday, March 19, 2016** at the Brooks School. Please bring it with you to the meeting. We hope the information will enlighten you and encourage you to attend and participate in Town Meeting. We especially urge and welcome new residents to come and take part in the legislative process of town government, where registered voters who attend and vote determine the policies and priorities of the Town of Lincoln which will affect our future.

EXERCISE YOUR RIGHT TO SPEAK AND TO VOTE. The big money issues of the day will be the town and school budgets. Of great interest but not requiring a vote or money will be the reports from the School Building Project and Campus Master Plan committees. They will give a status report as well as discuss options for next steps. We will be asked to support certain capital projects as well as routine building maintenance. You will also note that there are three citizen petitions on the Warrant.

ARRIVE EARLY SO YOU CAN SIGN IN AND GET SEATED. Once I find that we have a quorum I will call the meeting to order – so please be prompt so you don't miss anything.

There are **FIVE PARTS** to this booklet. First, the **FINANCE COMMITTEE REPORT** explaining the preparation of the Town's operating budget. Second, the **PROPOSED BUDGET** for the fiscal year beginning on July 1, 2016. Third, an outline of certain relevant **PROCEDURES** for the conduct of Town Meeting. Fourth, the **WARRANT** for the Meeting that lists the Articles to be presented at the meeting for consideration by the registered voters in attendance. And fifth a **GLOSSARY** of common terms used in the discussion of the budget.

The Annual Town Meeting is a significant event in the life of the Town - both in the conduct of business and also as an enjoyable community gathering where we can meet and greet our neighbors. While attendance at a first Town Meeting may be intimidating, the process is direct democracy in action and everyone is encouraged to participate. This is an opportunity to ask questions, learn to know fellow citizens, town volunteers and staff and to participate in the important decisions of the Town. You are encouraged, also, to consider where you might want to volunteer your services to the Town.

All volunteers started with a first step... and then jumped in!

The Lincoln Girl Scouts will be selling **coffee and donuts** upon your arrival and later **BOXED LUNCHES** in the Brooks Gym/Reed Field House next to the Auditorium.

I look forward to this annual gathering on March 19th. I hope you do as well.

Sarah Cannon Holden, Town Moderator

REPORT
of the
FINANCE COMMITTEE
of the
TOWN OF LINCOLN
for the
FISCAL YEAR
JULY 1, 2016 - JUNE 30, 2017

LINCOLN FINANCE COMMITTEE

Jeff Birchby

Gina Halsted

Eric Harris

Jim Hutchinson

Christian G. Kasper, Vice Chair

Peyton J. Marshall, Chair

Laura Sander

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1. Introduction

The Finance Committee is charged with advising and making recommendations to Town Meeting on the budget, capital projects and other areas of finance, as well as administering the Town's Reserve Fund. The committee seeks to develop an overall budget that is fiscally prudent, that reflects the Town's values, and that meets the needs of residents. It also seeks to obtain broad public understanding and support for the budget that it recommends at Town Meeting.

In this annual report we describe the FY '17 budget and its component parts, including supporting detail, and outline issues facing the Town that underlie our budget recommendations. The Finance Committee works closely with many boards and committees to build the recommended budget. Among many others, we thank Lincoln Town Administrator Tim Higgins, Finance Director & Town Accountant Colleen Wilkins, Lincoln Public Schools Administrator for Business and Finance Buck Creel, Lincoln-Sudbury Regional High School Business Manager Peter Rowe, Library Director Barbara Myles and Capital Planning Committee Chair Andy Beard.

In this year's report, the Finance Committee is again including "Annual Town Reports" from a number of departments and agencies. These reports are intended to provide greater context to the annual budget and increase transparency for Lincoln citizens about how budgeted expenditures are put to use. Participants in this year's installment are the Lincoln Public Schools, Lincoln-Sudbury Regional High School, the Library, and the Water Department. In their reports, the departments and agencies review their functions and present the challenges and opportunities they see for the future. In addition, they benchmark their costs and performance against peers in other communities.

Executive summaries of the Annual Town Reports are included in the respective department or agency section below. The full version of the reports can be found on the websites of the participating departments and agencies.

2. Overview

For FY '17, the Finance Committee is recommending a base budget of \$35,126,576. For the ninth year in a row, the operating budget can be funded without an override. The Town continues to benefit from the strong financial position that it established before the recession, strong cooperation from town employees in contract negotiations, changes in health insurance providers and plan design changes. In recognition of the capital needs facing the Town and the continuing recovery from the economic crisis, the Finance Committee established a modest budget increase guideline of 2.5%. The committee recommends limited increases in spending by more than the guideline for certain functions for specific newly identified needs, to preserve level services or to protect against the impact of unforeseen contingencies.

For FY '17, the property taxes on the median value house (assessed value of \$939,500) will decrease by about \$256 (1.95%) with the proposed budget. This decrease includes a 2.34% increase in the operating budget (\$308), a 1.31% net decrease in debt exclusions (\$172) and a 2.98% decrease resulting from last year's capital exclusion for the school building plan and campus master plan coming out of the levy (\$392). These debt exclusion figures assume the

application of CPA funds to the payment of the Town Offices debt payment (Warrant Article 11), which represents a reduction of 1.47% (\$193). Individual property owners who have undertaken construction or made improvements to their properties may see an increase in their taxes.

This year there is also a warrant article (Warrant Article 10) and a related ballot question that would result in FY '17 capital exclusion for to fund Department of Public Works equipment. If approved, the effect of this capital exclusion on its own would be a 1.16% increase (\$152) in the median property tax bill.

Taken together with the proposed budget, the net impact of this year's capital exclusion (if approved), last year's capital exclusion coming out of the tax bill, this year's operating budget and this year's debt service reduction would be a 0.79% (\$104) decrease in the median property tax bill for FY '17 compared to FY '16.

The Town budget is based on projections and assumptions which reflect local needs and available funds in the context of the economic and political conditions of Massachusetts and the United States. The budget is heavily dependent on real estate taxes (the tax levy and excluded debt). In FY '01, real estate taxes (tax levy plus excluded debt) accounted for 68% of revenue. In FY '17, real estate taxes are projected to account for about 79% of revenue. The Town has a small number of commercial properties and relatively few opportunities to increase local revenues. Although the FY '17 state budget is not yet known, the FY '17 budget is built on an assumption that state aid will increase by 2% relative to FY '16 to \$1,698,579.

The Finance Committee builds the budget by reviewing available funds and revenue projections and setting aside funds for fixed costs, such as pensions, insurance and debt service. This process, which the committee calls a "funds available analysis," results in a budget guideline for the base budget. Last fall, the committee set the base budget guideline at 2.5%, based on results of FY '15 and assumptions that were considered reasonable at that time.

The Finance Committee has supported one request from the Board of Selectmen to increase departmental budgets beyond the guideline. The request for additional funds that are included in the recommended budget bolster the Town's planning capabilities by enhancing the human resources available to bolster Town planning strategy and administration and to support the activities of the Planning Board. Other requests above the budget increase guideline are mandatory based on enrollment-based costs at Minuteman Regional High School (an increase of \$112% or \$172,000 over FY '16 due primarily to an increase in Lincoln enrollment).

In addition to the operating budget (Warrant Article 8) capital budget (Warrant Article 9) and the DPW capital exclusion (Warrant Article 10), Town Meeting will consider maintenance articles and other appropriations (Warrant Articles 13, 14 and 15). The Finance Committee is also recommending an increase in the Stabilization Fund balance in FY '17 (Warrant Article 16) as a means to smooth the tax impact of expected capital expenditures in the coming years. The Finance Committee takes these other appropriations into account when determining the funds available for the operating and capital budgets.

The Finance Committee places a high priority on maintaining adequate Emergency Reserves. Emergency Reserves allow unforeseen changes in revenues or needed expenditures to be addressed without undue disruption of ongoing activities. The committee's goal is to set aside an amount equal to 3 to 5% of the prior year's General Fund budget as Emergency Reserves (the General Fund budget is the Town operating budget less the total for the Water Enterprise Fund as shown in Table 1). The Finance Committee defines Emergency Reserves as unspent certified Free Cash, plus no more than half of the Reserve Fund, and the full amount of any Stabilization Funds. It is desirable that the 3% minimum Emergency Reserve be set aside entirely from unspent certified Free Cash.

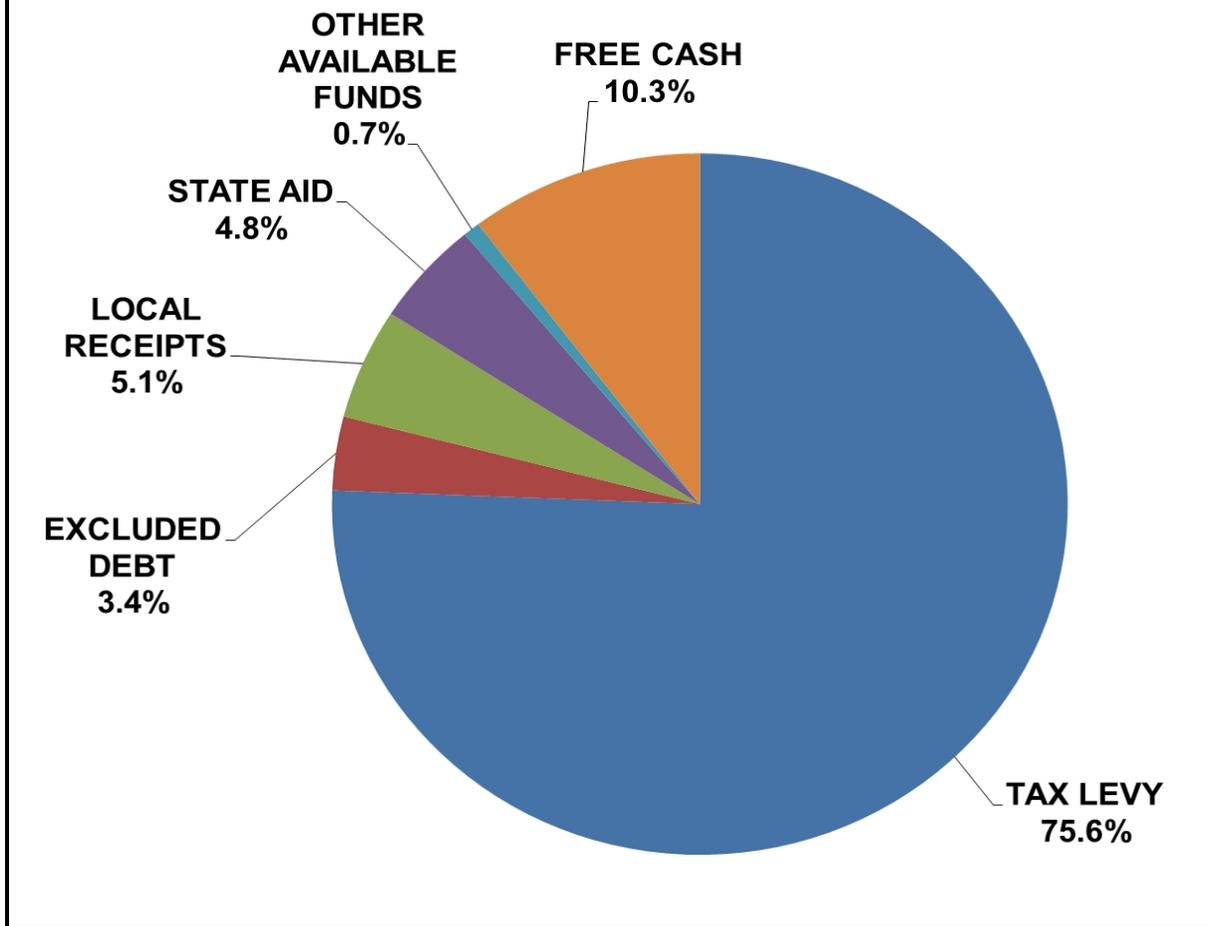
Following many years in which the financial reserves were well below the 3% minimum, the Finance Committee worked to rebuild the Town's financial reserves. Since FY '08, the reserves (also known as "unspent certified Free Cash") have been set at 3% of the General Fund budget for that year (including capital and other articles). The budget proposed for FY '17 would maintain the financial reserve at no less than 3%.

The committee also recognizes the importance of maintaining the Town's favorable bond rating. Lincoln has a bond rating from S & P of AAA, the highest available rating, as the result of prudent financial management. This rating reduces the Town's costs of borrowing money for capital projects.

3. Revenues

Total Town revenues for FY '17 are projected at \$35,126,576 (excluding Water Department revenues), a 0.5% increase as compared to FY '16. Revenue from state aid is projected to increase 2% from FY '16, while local receipts are anticipated to grow by 3.0%. Excluded debt will decrease by 2.7% as existing debt outstanding is being paid down. The pie chart shows the revenue categories and the percentages of total revenue that they represent. The categories are real estate taxes (tax levy and excluded debt), local receipts, state aid, Free Cash, and other available funds.

Revenues by Category: FY'17



Proposition 2 ½ allows towns to raise the real estate tax levy by 2.5% per year without an override. The tax levy may also increase because of taxes attributable to new construction. For FY '17, real estate taxes are projected to account for about 79% of revenue. As compared to FY '16, the tax levy is projected to decrease by \$23,047 (without CPA offset), including \$934,222 within the Proposition 2 ½ limit less a net decrease of \$858,023 from debt service and capital exclusions previously approved and less \$137,273 from a lower assumed amount of new construction.

Additional property tax revenues may be raised through debt exclusion, following approval by a two-thirds vote at Town Meeting and a majority vote at the Town Election. Excluded debt includes property tax revenues that pay for such Town debt (for example, a new fire truck, new buildings or major repairs to roads or existing buildings) as well as the Lincoln portion of the principal and interest payments on debt for the Lincoln-Sudbury Regional School District. When

payment is complete, the debt is retired and the property tax to fund the project is no longer collected. In FY '17, excluded debt is projected to represent 3.4% of revenues.

The application of Free Cash is projected to provide 10.3% of FY '17 revenue. In November 2015, the Department of Revenue certified Free Cash for the Town from FY '15 at \$4,662,890. This represented a 3.2% increase from the amount certified in October 2014. The FY '17 budget targets Free Cash as part of Emergency Reserves at year-end of \$1,047,890. This is the major component of the Town's Emergency Reserves. Other contributors to the FY '15 Free Cash balance were: (1) a turn back from the Lincoln Schools and savings in health insurance; and (2) receipts in excess of budget, such as for motor vehicle excise and licenses and permits. The Free Cash balance is a major contributor to the Finance Committee's ability to propose a budget that can be funded without an operating override.

Local receipts, which include excise taxes, rental fees, license and permit fees, investment income, cell tower income, and other fee income, such as parking, recreation and ambulance fees, are projected to provide 5.1% of revenue in FY '17, compared to 5.4% in FY '16.

State aid, which includes Chapter 70 (education reform) funds, lottery, and other assistance, is projected to provide 4.8% of revenue in FY '17, compared to 4.8% in FY '16. Actual State Aid is not yet known, as the state budget is determined after the Town budget, but it is projected to increase 2% relative to FY '16. If the actual amount is greater than budgeted, the difference will accrue to Free Cash. If the amount were to be lower than budgeted, the Town would first look to available Free Cash to make-up the difference.

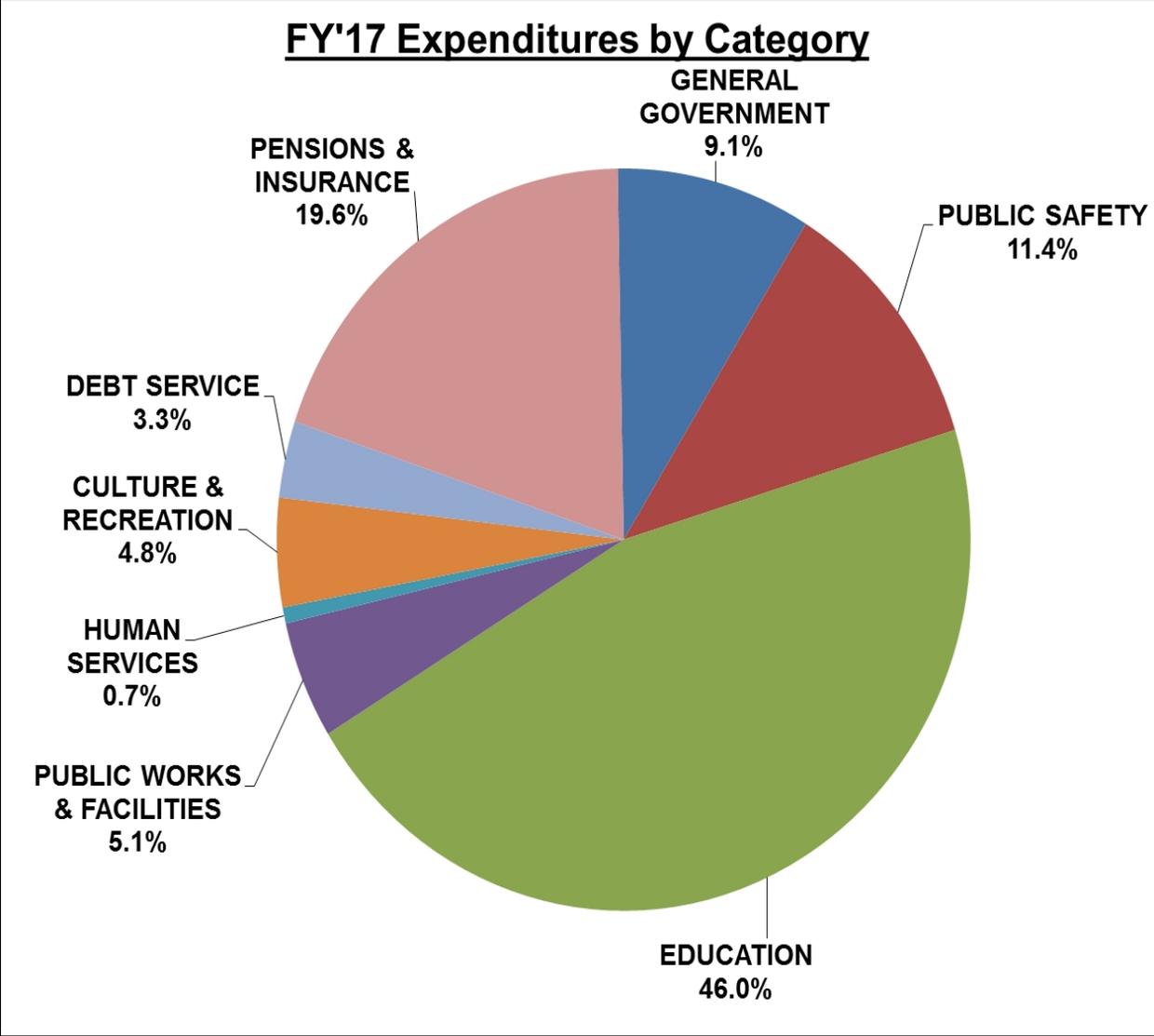
Other available funds, which are projected to provide .7% of revenue in FY '17, are a small category of miscellaneous items, such as payments from the Water Department and Hanscom Air Force Base for certain services provided by the Town. In general, the amounts received are offset by corresponding debits.

4. Operating Expenditures

Total Town operating expenditures consist of both the General Fund and the Water Enterprise Fund. The Water Department's operating budget (\$1,123,799 for FY '17) is funded entirely through fees paid by water consumers. The General Fund budget includes all other operating expenditures.

The proposed FY '17 budget is \$35,126,576. The General Fund total is \$33,448,291 exclusive of capital items and other articles

The following pie chart shows the breakdown of expenditures by category (excluding Water Department expenditures). Education is the largest component, representing 46% of General Fund expenditures. This includes the Lincoln Public Schools, Lincoln-Sudbury Regional High School and Minuteman Career and Technical High School. For the two regional high schools, the education component includes all costs to Lincoln, including debt service, pensions and insurance. For the Lincoln Public Schools, debt service, pensions and insurance are not included in the education component; they are part of the Town expenditures for these items.



The growth in the appropriated budget for the Lincoln Public Schools is 3.5%, exclusive of pensions and insurance. This growth includes the effect of including IT expenditures in the School’s operating budget that in FY ’16 were treated as capital items. The budget for Lincoln-Sudbury Regional High School is shared between Lincoln and Sudbury; it reflects a two-part formula that incorporates relative wealth between the two towns and a three-year rolling average of the number of students enrolled from each town. The FY ’17 resulting ratio for Lincoln is estimated to be 13.7% for Lincoln and 86.3% for Sudbury, which is an approximately 5.3% lower percentage for Lincoln than in FY ’16. While Lincoln’s portion of the high school’s operating budget is based on the level service budget presented by Lincoln-Sudbury Regional High School to the Finance Committee, Lincoln’s assessment may be less than the recommended appropriation or less than the budget guideline due to factors discussed below (See “Lincoln-Sudbury Regional High School”).

The growth in the General Government budget is 8.8%. This growth includes the effect of including IT expenditures in the Town’s operating budget that in FY ’16 and previous years were

treated as capital items. It also includes an increase in planning resources and an increase due to the reclassification of cable expenses previously funded by separate means. The growth in the Public Safety budget is 4.2%. This increase includes an increase in budgeted overtime that was previously dealt with by Reserve Fund transfers. Pensions and Insurance expenditures for FY '17 are projected at \$6,544,065, compared to \$6,182,266 for FY '16, a 5.9% increase. Pensions and Insurance represent 19.6% of General Fund expenditures.

Debt service, excluding the debt service for Lincoln-Sudbury Regional High School (and before application of the proposed CPC offset), is \$1,521,825 representing a 2.5% increase versus FY '16. Including the proposed application of CPA funds to debt service for the Town Offices project, however, debt service would decrease by 3.3%. The decrease is due primarily to the decrease of debt outstanding as principal has been repaid.

The categories of operating expenditures are covered in more detail in the departmental budget sections of this report.

A P&L-based presentation of Revenues and Expenditures for FY '17 compared to FY '16 follows:

Town of Lincoln				
FY2017 Proposed Budget				
	FY2016	FY2017	\$ change	% change
REVENUE				
TAX LEVY	26,587,966	26,564,919	(23,047)	
EXCLUDED DEBT	1,226,255	1,193,232	(33,023)	
LOCAL RECEIPTS	1,742,584	1,794,861	52,277	
STATE AID	1,665,237	1,698,579	33,342	
OTHER AVAILABLE FUNDS	196,224	259,985	63,761	
FREE CASH	3,522,000	3,615,000	93,000	
TOTAL REVENUE	34,940,266	35,126,576	186,310	0.5%
EXPENDITURES				
GENERAL GOVERNMENT	2,791,104	3,036,462	245,358	
PUBLIC SAFETY	3,665,822	3,819,701	153,879	
EDUCATION				
<i>Lincoln K-8 School</i>	10,529,900	10,903,613	373,713	
<i>Lincoln Sudbury High School</i>	4,040,790	4,161,932	121,142	
<i>Minuteman</i>	152,790	325,000	172,210	
PUBLIC WORKS & FACILITIES	1,696,258	1,718,670	22,412	
HUMAN SERVICES	226,282	232,692	6,410	
CULTURE & RECREATION	1,549,888	1,589,506	39,618	
DEBT SERVICE	1,155,075	1,116,650	(38,425)	
PENSIONS & INSURANCE	6,182,266	6,544,065	361,799	
CAPITAL PLAN	1,373,800	357,801	(1,015,999)	
STABILIZATION FUND	595,642	273,084	(322,558)	
WARRANT ARTICLES	980,649	1,047,400	66,751	
TOTAL EXPENDITURES	34,940,266	35,126,576	186,310	0.5%

5. Capital Expenditures

The Capital Planning Committee (CapCom) and the Finance Committee work collaboratively to enhance the Town's capacity to identify, prioritize, and understand the financial implications of capital projects and land acquisitions. The CapCom composition and charter were revised at the March 2012 Town Meeting. The committee is composed of 9 members: 5 At-Large Members, 3 of whom are appointed by the Board of Selectmen and 2 of whom are appointed by the Moderator; and 4 Representative Members, consisting of 1 appointed by and from each of the Board of Selectmen, the School Committee, the Conservation Commission, and the Library Board.

The CapCom reviews all requests for equipment and facility and infrastructure construction or improvements with a life of 5 years or more and a value of at least \$10,000. It also reviews

maintenance warrant articles. The Finance Committee strongly believes that timely maintenance, combined with a comprehensive understanding of the Town's assets, is the best way to protect the Town's investment in capital infrastructure. All proposed capital expenditures are also assessed to determine whether they might qualify for funding under the Community Preservation Act. Appropriate requests are referred to the Community Preservation Committee for its review.

Most approved capital expenditures are financed within the annual budget. Expensive items with a long useful life may be proposed for debt exclusion (bonding), which requires approval at Town Meeting and the Town Election. Bonding allows the Town to finance the purchase and spread the cost of capital items over several years, outside of the limitations of Proposition 2½. For FY '17, the Finance Committee set guidelines of \$450,000 for capital expenditures within the annual budget, and \$200,000 for the annual maintenance warrant articles. This represented a decrease from the previous year, as certain annual technology purchases were reclassified into operating expenses. Initial FY '17 requests (cash capital and maintenance) totaled \$1,006,997, which represented a 34.2% decrease from the prior year's requests of \$1,531,510.

During the past year, the committee continued to develop the 25-year capital plan and also reviewed the proposed school building project for Minuteman Career and Technical High School as well as the proposed new regional agreement.

The Capital Committee suggested the following disposition:

Recommended funding for cash capital: \$357,801
Recommended funding for maintenance: \$175,400
Recommended for bonding/debt exclusion/other funding: \$320,000

The projects recommended for bonding/debt exclusion/other funding consisted of capital outlay exclusions for a \$105,000 Wacker Neuson Loader and \$215,000 for a Road Sweeper both requested by the Department of Public Works.

The Finance Committee has reviewed and approved these funding requests, and recommends the capital expenditure and maintenance articles at proposed levels.

Warrant Articles

Article 9, Cash Capital Expenditures:	\$357,801
Update Jaws of Life	\$38,000
Update Portable Radios	\$35,000
Update AED's in Public Buildings	\$4,000
Replace Town Building Fire Alarm Radio Boxes	\$18,500
Replace the Police CAD & RMS	\$40,000
Library Sidewalk Stairs and Ramp	\$53,904
Library Engineering Study of A/C Options	\$4,500
Lincoln-Sudbury HS Security Camera System	\$21,450
Back-up Radio Fire Alarm Reporting System	\$10,300
Replacement of Car #4-Marked Police Utility Vehicle	\$40,255

Replacement of Marked Police Motorcycle	\$22,400
Purchase of less-Lethal Electronic Control Weapons	\$15,600
Lincoln School Wireless Network Infrastructure	\$53,892
Article 10, Capital Exclusion:	\$320,000
Wacker Neuson Loader	\$105,000
Road Sweeper	\$215,000
Article 13, Annual Classroom Maintenance	\$70,000
Article 14, Town Buildings Maintenance	\$61,900
Article 15, Library Maintenance	\$43,500

6. Community Preservation Act

The Town of Lincoln approved the Community Preservation Act (CPA) in November 2002. Pursuant to the CPA, the Town levies a surcharge of 3% on Lincoln real estate bills. These local CPA revenues are matched by the state from a dedicated fund. Through FY '07, the state matched local CPA revenues at 100%. Due to an increasing number of cities and towns participating in the CPA, and a decline in funds to the state matching fund, Lincoln received a match of 81% on its FY '08 surcharge, 45% based on its FY '09 surcharge, 35% based on its FY '10 surcharge, 34% based on its FY '11 surcharge, 34% based on its FY '12 surcharge, 65% based on its FY'13 surcharge, 40% based on its FY'14 surcharge and a 38.5% match on its FY'15 surcharge. The state matching percentage on Lincoln's FY '16 surcharge has not yet been announced.

The CPA requires that a Community Preservation Committee (CPC) be formed with four members appointed by the Selectmen and five other members nominated from each of the following: Conservation Commission, Housing Commission, Historical Commission, Planning Board, and Recreation Committee. The mandate of the CPC is: to study the needs of the Town in consultation with other municipal boards and committees; to solicit input from the Town as to its community preservation needs, possibilities, and resources; and to make recommendations to the Town for expenditures in four areas of community interest: open space, preservation of historic structures, community housing (defined as low to moderate income housing), and recreation. Spending must be recommended by the CPC and approved at Town Meeting.

For fiscal periods 2003 through 2016, the CPC has recommended, and the Town has approved, funding for the following projects:

Town of Lincoln					
CPA Appropriations & Project Status					
		Appropriation	Paid to Date	Balance	Status of Project
Battle Rd Farm Unit		150,000	150,000	-	Complete
Codman Barn A restoration		112,000	112,000	-	Complete
Construction of archival vault at the Library		489,097	489,097	-	Complete
Consultant to update Consolidated Housing Plan		32,000	17,230	14,770	In progress
Control invasive species on conservation land		51,300	51,280	20	Complete
Conservation stonewall restoration		20,000	20,000	-	Complete
Funding of Affordable Housing Trust		3,939,500	3,939,500	-	Complete
Funding of Conservation Fund		288,359	288,359	-	Complete
Historic records archive and preservation		128,690	102,546	26,145	In progress
Historic Town buildings needs assessment		160,000	160,000	-	Complete
Inventory of historic properties		75,250	52,624	22,626	In progress
Model historic preservation restriction easement		5,000	5,000	-	Complete
Pierce House repairs		316,800	304,983	11,817	In progress
Purchase of conservation land		1,400,000	1,400,000	-	Complete
	<i>Harrington Row property</i>	<i>350,000</i>			
	<i>Booth property</i>	<i>250,000</i>			
	<i>MacDowell property</i>	<i>400,000</i>			
	<i>DeNormandie property (Rt 2 parcel)</i>	<i>100,000</i>			
	<i>Schmid Property</i>	<i>200,000</i>			
	<i>Jerodel Property</i>	<i>100,000</i>			
Repairs & Improvements to Lincoln Library		1,044,137	1,020,162	23,975	In progress
Repairs to historic cemetery monument		42,300	42,300	-	Complete
Sunnyside Lane		792,500	792,500	-	Complete
Tot-lot at Codman Pool		50,000	45,191	4,809	Complete
Codman Tot Pool Renovation		182,000	151,475	30,525	In progress
Multisport Court		146,000	-	146,000	In progress
Tennis Court Rehabilitation		20,000	-	20,000	In progress
Town Office Renovation		1,000,000	1,000,000	-	Complete
Bemis Hall Repairs		633,985	520,986	112,999	In progress
Bemis Hall Basement Reconstruction		290,000	-	290,000	In progress
LSRHS Softball Fields		50,000	-	-	Withdrawn
Arborvitae Cemetery Stonewall		50,000	47,300	2,700	In progress
75 Tower Rd Renovation		150,000	150,000	-	Complete
Codman Farm Repairs		132,000	121,485	10,515	In progress
Flint Homestead Survey		8,000	7,860	140	Complete
Smith School Playground		50,000	50,000	-	Complete
School Wetland Trail & Observation Platform		137,355	11,350	126,005	In progress
FoMA Area Studies		6,000	-	6,000	In progress
Admin Expenses		29,500	25,750	3,750	In progress
Fund debt service on borrowing for CPC project		1,053,916	846,390	207,526	In progress
Fund debt service on borrowing for Town Offices		1,313,350	758,050	555,300	In progress
GRAND TOTAL		14,349,039	12,683,418	1,615,621	

The following chart summarizes money raised and appropriations to date:

CPA Revenues and Expenditures											
Revenues	FY '03-06	FY '07	FY '08	FY '09	FY '10	FY '11	FY '12	FY '13	FY '14	FY '15	FY '16*
Town Rev's‡	\$1,443,291	\$590,877	\$583,127	\$607,048	\$574,463	\$615,705	\$644,328	\$649,035	\$667,117	\$691,581	\$714,995
State Match	885,680	500,519	517,657	420,180	246,798	195,935	206,190	216,875	424,815	266,411	175,316
Total Revenues	\$2,328,971	\$1,091,396	\$1,100,784	\$1,027,228	\$821,261	\$811,640	\$850,518	\$865,910	\$ 1,091,932	\$ 957,992	\$ 890,311
Expenditures #											
Housing	\$ 942,500	\$ -	\$ -	\$ 912,000	\$553,500	\$260,000	\$ 90,000	\$ 90,000	\$ -	\$ 151,600	\$ -
Historic	445,047	331,182	246,731	528,385	339,175	139,500	64,593	629,250	558,051	564,364	644,075
Conservation	513,500	36,500	250,000	56,585	20,300	400,000	-	20,000	62,774	-	300,000
Recreation	-	45,191	-	-	-	-	-	-	232,000	109,020	166,000
Administrative	5,000	-	-	5,000	3,000	2,500	2,500	3,000	3,000	2,875	3,000
Total Approp's	\$ 1,906,047	\$ 412,873	\$ 496,731	\$ 1,501,970	\$ 915,975	\$ 802,000	\$ 157,093	\$ 742,250	\$ 855,825	\$ 827,859	\$ 1,113,075
* revenues not yet certified											
‡ includes interest earned											
# actual amount spent is shown, where less than appropriation											

At Town Meeting in March 2016, the CPC anticipates recommending funding for debt service for the Town Offices renovation, , Purchase of 3 Acres of Land for conservation, replenishing the Conservation Trust Fund, Archives C Flat Files for preservation, the preservation of various historic documents, administrative expenses and debt service for previously approved projects.

Warrant Article

• Article 11, Community Preservation Committee:	\$897,882
Debt Service on Town Offices Renovation	405,175
Purchase of 3 Acres of Land	225,000
Conservation Trust Fund	70,000
Preservation The Assessor's Valuation Book 1760-1833	47,410
Preservation of the Isabel Pierce collection	33,145
Archives C Flat Files for Preservation	7,007
Bemis Hall Generator	6,000
Preservation of the Samuel Hoar Map of Lincoln, 1772	3,015
Preservation of the Samuel Hoar Map of Lincoln, 1795	1,830
CPC Administrative Expenses	3,000
FY '17 Debt Service –Previously Approved Projects	96,300

7. Governmental Accounting Standards Board Statement No. 45

As a municipal government, the Town of Lincoln is subject to Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This accounting rule requires state and local governments to report the costs and obligations related to post-employment healthcare and other non-pension benefits. These are also known as OPEB (other post-employment benefits). Specifically, GASB 45 calls for municipal governments to recognize the benefits that have

already been earned by active and retired employees as well as the benefits active employees will earn in the future. The liability was first recorded by the Town in its FY '09 financial statements. There is no requirement to fund the obligation, but the liability will grow over time given the Town's current strategy for paying these costs.

The Town has a significant OPEB liability for benefits to be received through its Postretirement Medical and Life Insurance Plan. The liability represents the present value of benefits earned to date and can be spread, or amortized, over a period of up to 30 years. Biannual updates to the actuarial valuation are required. Many variables in actuarial assumptions contribute to the liability amount, including: discount rate; demographics of retirees and active employees; how health care costs are shared between employees and the Town; and benefit eligibility.

Following several actions by Town Meeting over the last few years, Lincoln's estimated liability has declined from \$61.7 million in 2007 to \$39 million at the end of FY '14. Actions taken by the Town that have reduced the original liability include establishing and depositing monies into a GASB 45 trust fund and adopting Section 18, under which qualified retirees must join Medicare. The Town also moved to provide health insurance through the Massachusetts Interlocal Insurance Association (MIIA) instead of self-insurance and made health care plan design changes. Recent changes put in place to reduce the liability include appointing the Massachusetts Pension Reserves Investment Management Board as the fund manager and a Finance Committee Policy enacted in June 2015 regarding trust fund contributions going forward.

To date, the Town has chosen to pay the portion of the annual cost that represents the current-year benefits to retired employees as well as appropriating an increasing amount into the GASB 45 trust fund toward the larger liability. The balance in the fund is now \$4,365,444. The recent preliminary actuarial valuation showed an annual required contribution of \$4.4 million, of which \$1.3 million represents current payments to retirees. The difference in these amounts each year is added to the liability.

Since 2009, the Finance Committee has recommended increasing the annual contribution to the GASB 45 trust fund each year. For FY '17, the committee recommends that Town Meeting appropriate \$750,000 (Article 17) as a further contribution to the trust fund against the liability. The Water Department has also included \$30,000 in its FY '17 budget to transfer to the Town's GASB 45 trust fund. In addition, the committee recommends that the Town Meeting appropriate \$36,000 to support Lincoln's portion of the funding of a GASB 45 trust for the high school (Article 18).

Our current practice of funding the annual cost of retirees and contributing an amount to the trust fund – as well as closely managing health care expenses – puts Lincoln ahead of many peer communities in addressing the GASB 45 issue. In the last several years, other towns have been progressively taking steps to fund a portion of their liabilities. A portion of the total liability is gradually being recognized in the Town's financial statements as a reduction to fund balances. Changes in accounting practices will result in the full liability being recognized in the Town's financial statements starting at the end of FY '17. GASB 45 liabilities are also drawing increasing attention from the rating agencies which could adversely affect the Town's AAA

bond rating. The Finance Committee continues to explore options that could further reduce our liability without significant impact on the Town’s operations.

Warrant Article

- Article 17, Funds for Group Insurance Liability Trust Fund: \$750,000
- Article 18, Funds for Lincoln Sudbury Regional High School District Retirees Health Insurance Trust Fund: \$36,000

8. Property Tax

The table shows the estimated tax impact on the median house of the proposed FY ‘17 budget. It also shows the effect of capital exclusions to be considered at the Town Meeting. The estimate assumes a FY ‘16 assessment value for the median value single family home of \$939,500. FY ‘17 assessment values will be determined in the fall when the Town sets its tax rate. It should be noted that the impact on individual homeowners who have undertaken construction or made improvements to their property could be higher.

FY17 Known Tax Increases						Potential Offsets to Reduce Taxes (To reduce debt service)			
Fiscal Year Impact	FY 2016	Prop 2.5%	FY16 One-time Capital Exclusion Coming Off Levy	Existing Debt Exclusions	Total FY17 Estimated Tax Bill	CPC Funds	Total Tax Bill	Potential Capital Exclusion	Grand Total Tax Bill
		FY 2017	FY2017	FY 2017	FY 2017				
Increases/(decreases)		\$646,949	\$ (825,000)	\$ 43,077	\$ (134,974)	\$ (405,175)	\$ (540,149)	320,000	(220,149)
Dollar Tax Impact		\$ 308	\$ (392)	\$ 21	\$ (63)	\$ (193)	\$ (256)	152	(104)
% Tax Impact		2.34%	-2.98%	0.16%	-0.48%	-1.47%	-1.95%	1.16%	-0.79%
Median Tax Bill	\$ 13,143				\$ 13,080		\$ 12,887		13,039

9. Looking Forward

The Finance Committee works closely with the Town, the Lincoln Public Schools, Lincoln-Sudbury Regional High School, the Capital Planning Committee and independent Boards to anticipate the Town’s future needs and to analyze the financial impact of these needs and various policy options for addressing them. The committee draws upon the expertise of the Town’s very able professional staff to manage Lincoln’s finances in the midst of uncertainties that impact both revenues and expenditures. For example, state aid is dependent upon economic performance of the Commonwealth as a whole and is typically not certain until after the Town’s budget is in place. On the expenditure side, the share of funding for operations at both Lincoln-Sudbury Regional High School and Minuteman Career and Technical High School is calculated in two parts, each of which are subject to a formula that could result in an increase or decrease in Lincoln’s assessment each year.

Many indicators point to improved economic conditions that could provide the Town comfort to boost spending for enhanced levels of service and capital investment. Unemployment is declining nationally and in Massachusetts. While both interest rates and inflation have recently displayed upward pressure, they remain low. Here in Lincoln, the assessed value of the median

single family home rose in FY '16 to \$939,500, after steadily falling from a peak of \$948,400 in FY '07 to \$796,700 in FY '13. Town finances are strong, and the Finance Committee is able to recommend an annual budget with no operating override for the ninth year in a row.

Despite the positive data, the committee remains cautious about committing Town resources, chiefly due to the dependence on Free Cash in the operating budget and concern about the capital needs facing Lincoln. Free Cash represents amounts accumulated from savings in prior years' budgeted expenditures as well as receipts in excess of budgeted sources. In recent years, the balance has grown due to savings in health insurance costs, higher revenues than estimated, and savings in the Lincoln Schools budget that were returned to the Town. Lincoln's high Free Cash balance of over \$4.6 million demonstrates the capabilities of the Town's professional staff and the success of a conservative budgeting philosophy. Nevertheless, Free Cash has become a greater share of the operating budget in recent years. In the FY '17 budget, Free Cash represents 10.3% of projected revenues. As recently as FY '08, that share was just 7.3%. The committee believes it is unlikely that savings which contributed to the current balance will persist, and consequently there may be pressure on the tax levy in future years.

After recent investment in road improvements and the renovation of Town Offices, Lincoln remains relatively underinvested in capital. In FY '17, funding for capital projects as measured by principal and interest payments on debt approved at prior Town Meetings is projected to be about 4.3% of operating expenditures including Town Offices debt service funded with CPA funds. While this is an increase from the low of 1.0% in FY '10, rating agency guidance suggests that funding for major capital projects should represent between 5% and 14% of operating expenditures.

The Town continues to discuss how to address facilities needs at the Lincoln School after a proposed building project developed with and partially funded by the Massachusetts School Building Authority (MSBA) failed to obtain the 2/3 majority required to pass Special Town Meeting in November 2012. In 2015 the Town approved funding by way of a capital exclusion for a feasibility study to address school facility needs and with an article to support a Statement of Intent application to the MSBA for state funds to support a school building project. In December 2015 the Town was informed that it had not been accepted into the MSBA process. Town Meeting will be presented with a warrant article (Article 28) to reapply to the MSBA in the coming year. If Article 28 fails, then the Town will be presented with a warrant article (Article 29) to apply the funds instead to a feasibility study of a non-MSBA supported building project. A school project of the magnitude under consideration would represent the largest Lincoln capital funding commitment in the Town's history.

In 2015 the Town approved funding by way of a capital exclusion for a Campus Master Plan to support school facilities as well as to consider facilities for a potential community center. This study, completed in 2016, points the Town toward ways in which the Ballfield Road campus can support a school building project but also sought to take next steps in addressing another significant need identified by the community.

With the possibility that both the school facility and community center projects may move forward, the committee is cognizant that the sequencing and coordination of capital projects is critical to managing the impact on the Town’s financial position and on residents’ tax bills.

As the Town faces potentially lower Free Cash balances in the future and works to determine next steps in addressing capital needs, the Finance Committee will continue to act to preserve Lincoln’s financial capacity and flexibility. For FY ’17, these actions include maintaining a budget that supports efficient operations and does not require an override for operations. Increasing the Town’s contribution to its OPEB trust is an important step to take in support of Lincoln’s long term financial health, given its substantial post-employment benefit liabilities. In addition, the Finance Committee recommends that the Town continue to build its reserves. With the FY ’17 budget, we propose adding \$273,000 to the Stabilization Fund to provide a means to smooth the impact of significant capital projects on our property tax bills. In addition any appropriation to Lincoln Sudbury Regional High School not assessed to the Town would, as in previous years, provide additional funds to the Stabilization Fund. The budget incorporates the committee’s decision to revise the formula for funding the Reserve Fund so that it represents 1.30% of the prior year’s operating budget.

General Government

FY ‘15 Actual	FY ‘16 Budget	FY ‘17 Proposed
\$2,570,484	\$2,791,104	\$3,036,462

General Information

General Government includes: Town Moderator, Board of Selectmen, Finance Committee, Town Offices, Legal Services, Reserve Fund, Assessors, Law Department, Town Clerk, Town Archives, Registrar of Voters, Conservation Commission, Planning Board, Agricultural Commission, Board of Appeals, Town Report, Town Buildings, and Town Access PEG Cable. The largest account is Town Offices, which includes personnel costs and administrative and financial department expenses.

Key Issues

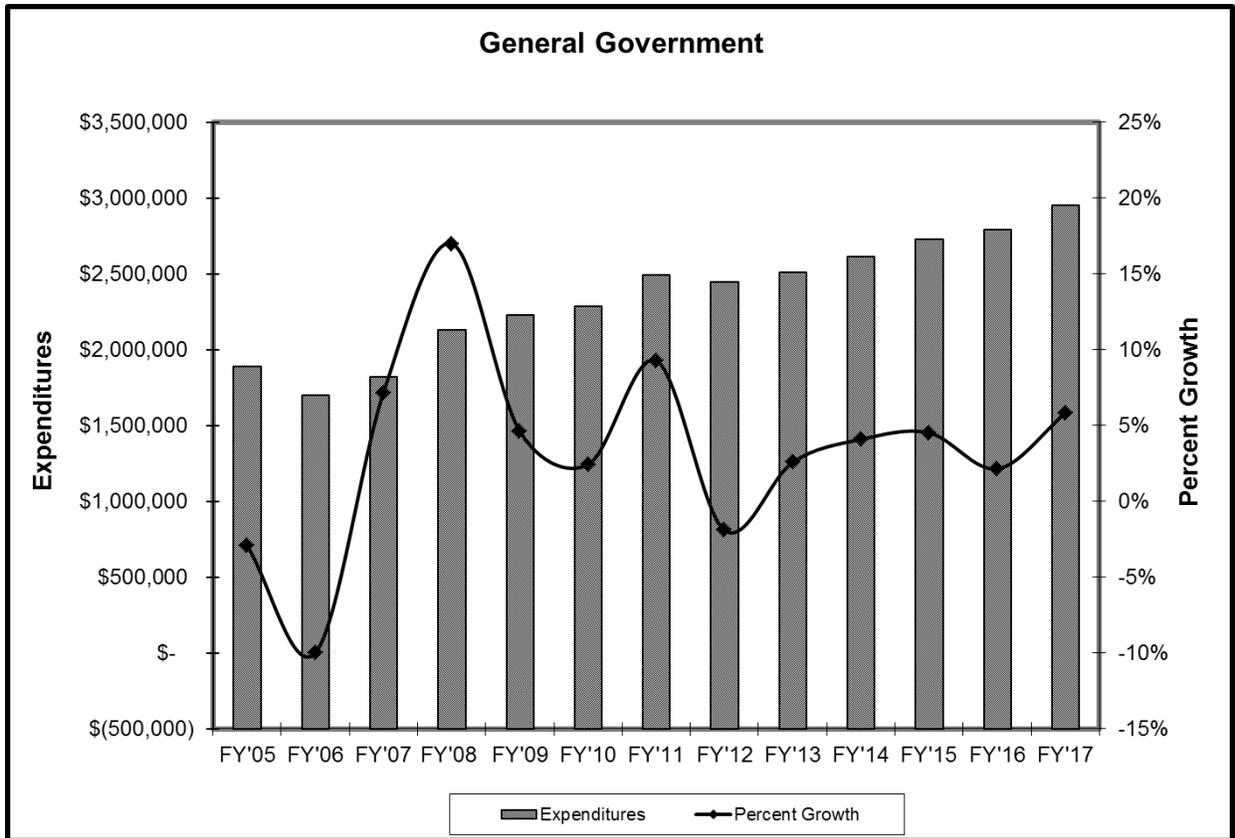
- Historically cable expenses were paid directly out of a special revenue fund where revenue received from cable contracts with Comcast and Verizon was deposited. Recent policy by the State Department of Revenue has prescribed that the special revenue should not be separate from the general fund. The state has passed legislation allowing the creation of a “PEG Access and Cable Related Fund” with the acceptance of CH44, S53F3/4, which is on our warrant for approval (Article 32). The law states that funds need to be appropriated and transferred from the new fund each year to be used for cable-related purposes. The revenue offset will be a special revenue “PEG Access and Cable Related Fund”, if approved under Article 32, and will not affect the tax levy. The effect is an increase in General Government expenses by \$83,436.
- Prior to FY ’17 routine Town Information Technology equipment outlays were treated as capital items and were not included in General Government expenditure. Following agreement by the Capital Planning Committee and the Finance Committee in June 2015,

for FY'17, these expenditures are included in operating expenditure subject to regular review of a rolling IT plan by the Capital Planning Committee. Corresponding adjustments were made in the Cash Capital budget for FY '17.

- The FY '17 budget represents an increase of 8.8%, which is above the 2.5% increase budget guideline. This increase is largely due to the two reclassifications previously mentioned, but also includes an increase in the Town's planning capabilities by enhancing the human resources available to bolster Town planning strategy and administration and to support the activities of the Planning Board. Both the Planning Board and the Board of Selectmen recommended this increase in planning resources to the Finance Committee.
- The Reserve Fund is part of the General Fund, and is intended to cover extraordinary and unforeseen needs of the Town, the Lincoln Public Schools, and independent Boards. The Finance Committee recommends that the Reserve Fund has been set at 1.30% of the prior year's budget. The Finance Committee reconsiders this percentage annually based on risks and operating experience.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '17 based on the new agreements.

Warrant Articles

- Article 11, Debt Service on Town Offices Renovation: 405,175
- Article 11, Preservation The Assessor's Valuation Book 1760-1833: \$47,410
- Article 11, Preservation of the Isabel Pierce collection: \$33,145
- Article 11, Archives Flat Files for Preservation: \$7,007
- Article 11: Preservation of the Samuel Hoar Map of Lincoln, 1772: \$3,015
- Article 11: Preservation of the Samuel Hoar Map of Lincoln, 1795: \$1,830
- Article 14, Town buildings maintenance: \$67,900
- Article 21, Bright Light Award (bestowed on a volunteer or staff person whose efforts helped improve the quality of town services/programs or led to savings): \$500
- Article 32, Cable expenses: \$83,436



Public Safety

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$3,542,921	\$ 3,665,822	\$3,819,701

General Information

Public Safety includes the police department, the fire department, emergency medical services, the building department, the communications center, emergency management, the dog officer and the public safety building.

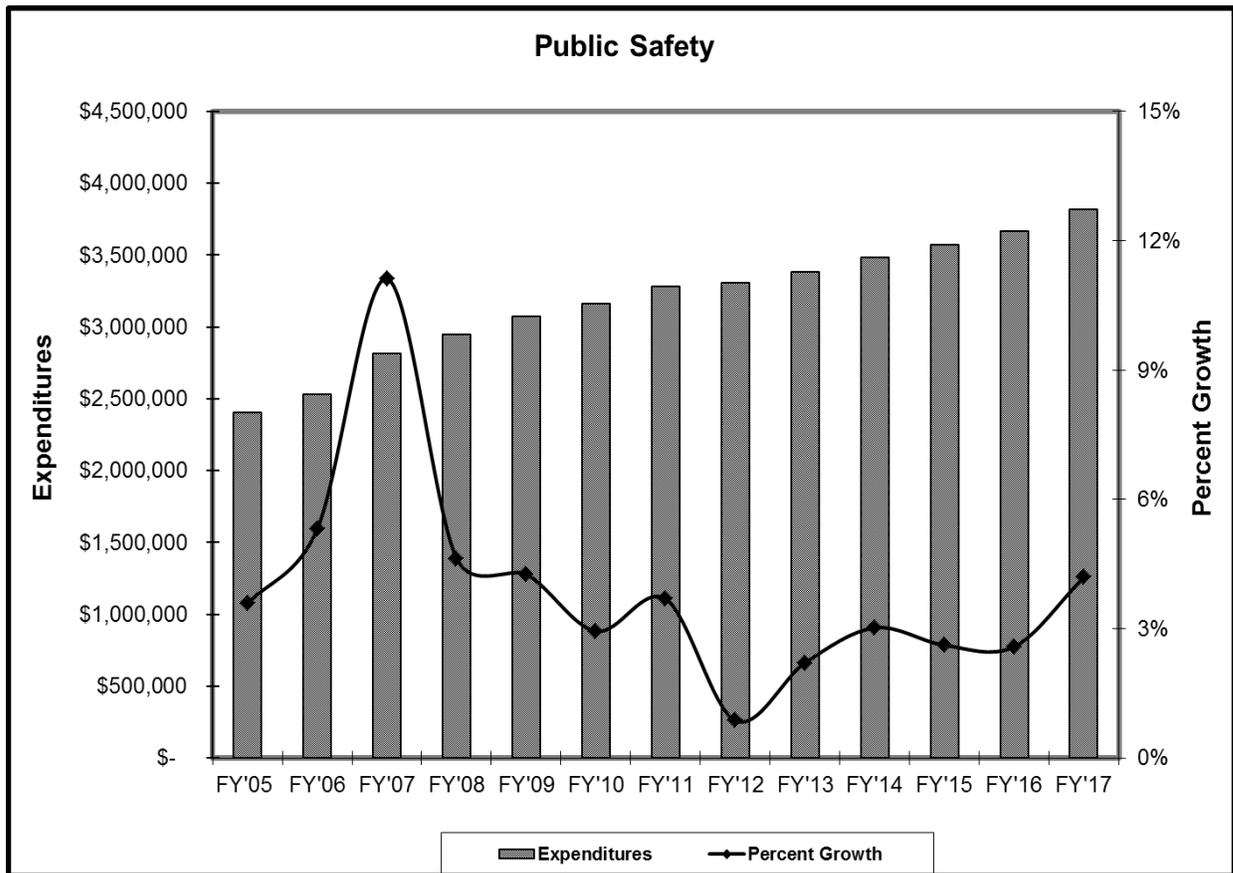
Key Issues

- The Finance Committee has recommended that the Public Safety budget include an increase in overtime that was previously dealt with by Reserve Fund transfers.
- The FY '17 budget is a level services budget and represents an increase of 4.2% versus FY '15. The budget retains permanent current staffing, with no additional positions or expanded hours for existing staff.

- All Town labor agreements were renegotiated under collective bargaining in FY '15. The budget includes a 2.0% cost of living adjustment for FY '17 based on the new agreements.

Warrant Articles

- Article 9, Update Jaws of Life: \$38,000
- Article 9, Update Portable Radios: \$35,000
- Article 9, Update AED's in Public Buildings: \$4,000
- Article 9, Replace Town Building Fire Alarm Radio Boxes: \$18,500
- Article 9, Replace the Police CAD & RMS: \$40,000
- Article 9, Back-up Radio Fire Alarm Reporting System: \$10,300
- Purchase of less-Lethal Electronic Control Weapons: \$15,600
- Article 9, Replacement of Car #4-Marked Police Utility Vehicle: \$40,255
- Article 9, Replacement of Marked Police Motorcycle: \$22,400
- Article 9, Purchase of less-Lethal Electronic Control Weapons: \$15,600



Lincoln Public Schools

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$10,156,263	\$10,529,900	\$10,903,613

General Information

The Lincoln Public School Committee operates the Lincoln Public Schools Preschool to Grade 8 programs at the Lincoln School on Ballfield Road and at the Hanscom Primary School and Hanscom Middle School located on Hanscom Air Force Base. The Committee's overarching goal is to maintain and improve educational programming and school facilities within the fiscal constraints established by the Lincoln Finance Committee and the contract with the Department of Defense to operate the Hanscom schools.

The FY '17 budget for the operation of the Lincoln School is a budget request representing an increase of 2.5%, within the growth guideline established by the Finance Committee. The budget is also supported by approximately \$1.16 million in grants, fees and reimbursements. This level of support will provide the resources needed to maintain the existing program and make modest improvements in supports for students and teachers. The School Committee continues to operate the schools at Hanscom under a contract with the Department of Defense. This contract is beneficial to the district and provides funding for half the cost of central office operations, curriculum and instructional leadership and professional development. The value of the contract is between \$50 million and \$65 million over five years, depending upon enrollment.

In 2014, the School Building Advisory Committee (SBACII) was re-established with the charge of developing a range of conceptual options and associated cost estimates to inform decision making related to the educational and facility needs of the Lincoln School. Dore & Whittier Architects collaborated with the SBACII and the community to develop a series of conceptual options ranging from basic repairs to a newly-constructed K-8 school.

At the 2015 Town Meeting an allocation of \$750,000 was approved to fund an MSBA feasibility study if invited into the MSBA process. In December, 2015 the Town received notification that the Lincoln School was not invited into the eligibility process. At the 2016 Town Meeting, the School Committee will solicit input regarding the submittal of an MSBA Statement of Interest.

The School Committee and administration are also working with the Department of Defense on the design and construction of a new Middle School and a new Primary School for Hanscom. The federal government will fund the entire project. The total project cost for the Hanscom Middle School is approximately \$34 million and will serve 310 students in 85,000 square feet of new educational space. A contract was awarded to J&J Contracting of Lowell, and construction is under way, with completion projected for early April of this year. The Middle School is currently housed in a large temporary modular facility, and the move into the new building is scheduled for the Spring Recess in April. The design of the replacement Hanscom Primary School to serve 450 students is essentially complete, with construction planned to follow the

completion of the new Middle School. The new Primary School is projected to cost \$36 million for the 80,000 square feet of new educational space to be constructed on the current Primary School footprint, and will be connected directly to the new Middle School when completed.

The School Committee requested funds for several capital warrant initiatives in recognition of the need for continued maintenance and repair of the current Lincoln School pending the outcome of the ongoing discussions. Cash capital in the amount of \$70,000 is recommended for continued preventive maintenance and classroom rehabilitation. These funds support routine maintenance for several smaller projects each year. Finally, the School Committee has proposed warrant articles to seek a Sense of the Town concerning resubmitting a Statement of Interest to the MSBA and to reauthorize a Feasibility Study to develop building projects to address the school building needs identified by the School Building Advisory Committee.

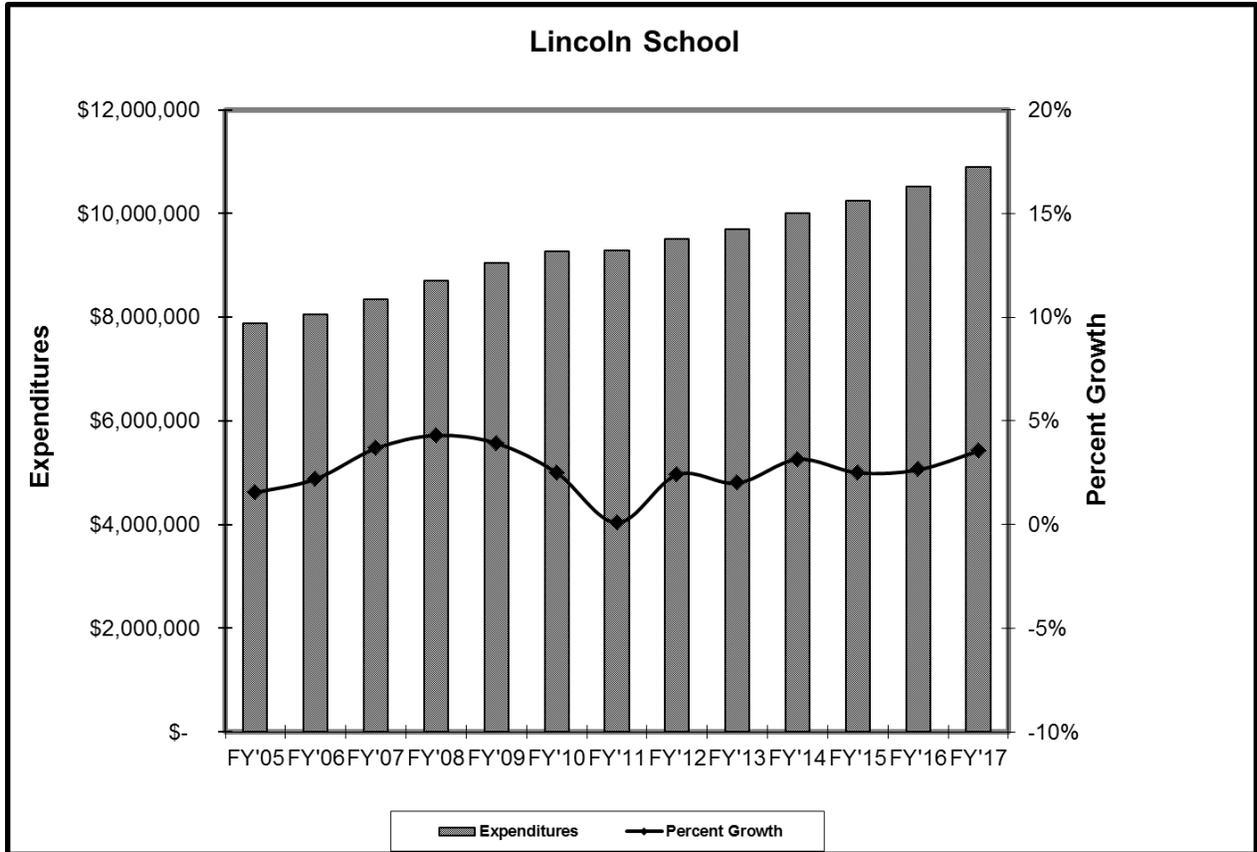
Key Issues

- Lincoln School K – 8 enrollment for the 2016-2017 school year is projected to increase by 1.3% to 610, compared to 602 students enrolled on October 1, 2015. The number of classroom sections will remain constant at 31 sections, and the number of sections at each grade will adjust to match the size of each cohort moving through the school. The Lincoln School will continue to enroll students from Boston through the METCO program, and the projected enrollment of METCO students is 90.
- Personnel costs continue to represent over 80% of the Lincoln School's operating costs. The School Committee is in negotiations with the union representing the secretaries, and remains optimistic that it will be possible to advance this year's program into next year and stay within the proposed budget.
- Special education costs at the Lincoln School are projected to increase by 13%, and receipts from special education circuit breaker and Medicaid reimbursements are factored into the FY'17 budget.
- In FY '16 selected school Information Technology equipment outlays were treated as capital items and were not included in budgeted School expenditure. Following agreement by the Capital Planning Committee and the Finance Committee in June 2015, for FY'17, these expenditures are included in operating expenditure subject to regular review of a rolling IT plan by the Capital Planning Committee. Corresponding adjustments were made in the Cash Capital budget for FY '17.
- Two major initiatives related to the educational program are included in the FY '17 budget request. The transition to new science curriculum frameworks begun this year will continue into the next several years. The second initiative is the adoption of new middle school mathematics textbooks and materials, which will follow the adoption of updated elementary school mathematics curriculum, developed this year. The district continues to work on refining the systems for standards-based teaching, assessing and reporting established for grades kindergarten through eighth grade.

Warrant Articles

- Article 9, Replace/upgrade wireless network infrastructure at the Lincoln School: \$53,892
- Article 13, Annual classroom rehabilitation and preventive maintenance program: \$70,000

- Article 20, Transfer Medicaid reimbursements into budget: \$36,000
- Article 28, Sense of the Town Vote on Resubmission to Commonwealth/MSBA for a possible Lincoln School project: \$0
- Article 29, Reauthorize Feasibility Study for the Lincoln School: \$750,000



Annual Town Report: Lincoln Public Schools Executive Summary FY '16

I. Introduction

The Lincoln Public School District serves a diverse student population in preschool through grade 8 with children from four communities: Lincoln residents; residents of the Hanscom Air Force Base; Boston families in the METCO Program; and school and town employees. The Lincoln school district differs from the neighboring school districts – it is smaller, it includes the schools on the Air Force Base, and it has a relatively high level of economic and racial diversity. Nevertheless, comparisons with the neighboring districts -- Bedford, Concord, Lexington, Sudbury K-8, Wayland, and Weston – provide useful information about the profile and performance of our schools.

II. District profile [Note: Unless otherwise noted, the information provided is based on the

2014-2015 school year. Where we refer to Lincoln Public Schools (LPS), the district, we are including the Hanscom schools, while ‘Lincoln School’ refers only to the Lincoln campus.]

Enrollment: The current (as of October 1, 2015) K-8 student enrollment at LPS is 1,133 students, including 531 students at Hanscom Air Force Base and 602 students on the Lincoln campus, an increase of 25 from the previous year. The Lincoln student population includes 88 children who attend the Lincoln schools through the METCO program, 32 non-resident children of school employees, and 6 children who attend through the CASE Collaborative. In addition, there are 119 preschool students attending programs at Hanscom Air Force Base and on the Lincoln campus.

Staffing: LPS salaries are comparable to our peer communities and reflect the high number of experienced, senior teachers. In 2014-2015, LPS had 121.4 full-time equivalent teachers (down from 123.4 in the previous school year) with an average teacher salary of \$82,938, up 1.5% from the previous year.

Class Size: In 2013-2014, LPS had an average class size of 15.2, while our peer communities had, on average, an average class size of 17.7 (ranging from 14.8 in Bedford to 20.2 in Sudbury K-8).

Diversity: Lincoln has a longstanding commitment to the METCO program, and now enrolls 88 Boston residents at the Lincoln School through this program (the highest percentage of any community in the Boston metropolitan area), to supplement the diversity of Lincoln’s resident students. In addition, Lincoln has the second highest level of low-income enrollment among the comparison communities (and the highest level if one includes the Hanscom schools).

Per-pupil Expenditure: The residents of Lincoln provide generous support to the public school district. Lincoln remains above most of our peer communities in per pupil expenses, but as responsible stewards of Town funds, the School Committee aims to ensure that tax dollars are used effectively and is trying to moderate budget growth slightly over the next 5 years, while still making important strategic investments in our budget.

In 2014, the LPS per-pupil expenditure increased slightly, to \$19,923. At the conclusion of the 2014-2015 school year, careful fiscal management allowed the school administration and School Committee to return \$122,399.95 from the school budget to the town. The Lincoln Public School District is committed to providing the community with a high quality educational experience that is a financial value.

Our per-pupil costs are relatively high for the following reasons:

- Lincoln is a *small district* that does not benefit from economies of scale that a larger district obtains by spreading administrative costs across a larger number of students.
- Lincoln has enviably *small class sizes* and an unusually high level of *instructional assistant support and training*.
- Lincoln is a pre-K-8 district, while most of our neighbors have a single school system to serve students through the 12th grade, which allows for further economies of scale.

- Lincoln provides a high level of *professional development and planning time* to teachers during Wednesday release days, weekly times for collaborative work with teams, summer work, and funds for conferences and courses. Teachers have at least 3 hours of planning time built into each week so they can prepare lessons, review and respond to assessments, connect with parents, and collaborate with colleagues.
- Lincoln’s educational program is intentionally rich in “*specials*” including foreign language, science enrichment, art, music, and technology/engineering. These programs provide a broad and rich educational experience for students. Secondly, the provision of specials provides the opportunity for teams of teachers to collaborate. This results in better teaching and more engaged teachers.

Another fiscal measure is total annual education spending per resident (which includes not just LPS, but also the town contributions to Lincoln-Sudbury High School and Minuteman). In 2013, Lincoln’s education spending per resident was \$2,097, markedly lower than in the comparison towns, where the education spending per resident ranged from \$2,361 in Lexington to \$3,010 in Weston.

III. Outcomes

The Lincoln school district, with all the districts in the state, is developing outcome measures and performance benchmarks, an integral part of a new evaluation system for teachers and administrators. Because much of this effort is relatively new in Lincoln and statewide, the Lincoln Public Schools is still in the process of developing consistent and reliable measures of student performance beyond MCAS. We think MCAS is *a useful* measure but not *the only useful* performance measure and we have identified other performance benchmarks for future years of the Annual Report. A summary of the District work on identifying the ‘Key Yearly Measures’ can be found at [5.4 2014-2015 Key Yearly Measures Report](#)

MCAS: In the spring of 2015, 100% of the 8th graders at the Lincoln School scored ‘proficient’ or ‘advanced’ on the English Language Arts portion of the MCAS. The median Student Growth Percentile (a measure of students’ growth relative to peers with similar performances on prior MCAS assessments) for the Lincoln 8th graders on this test was 69.0. This surpasses the State’s typical expected growth percentile of 40-60%.

On the Math portion of the MCAS in the spring of 2015, 81% of the Lincoln 8th graders scored ‘proficient’ or ‘advanced’. On the Science portion of the MCAS, 71% of the Lincoln 8th graders scored ‘proficient’ or ‘advanced’ in the spring of 2015. Many of the school districts in Massachusetts, including 5 of the 6 comparison towns, administered a different state test last year – the PARCC test rather than the MCAS – so it is not possible to benchmark the performance of the Lincoln students against that of the students in the neighboring districts.

Special Education: It is a legal and philosophical tenet of American education that students with special needs should be educated in the least restrictive environment available. An indicator of the district’s success in this regard was that, in the 2013-2014 school year, 92.4% of the LPS students in Special Education were in full inclusion programs (up from 90.6% the previous year), which means that they spent 80% or more of the school day in general education classrooms. That the district has the skilled professionals, administrative leadership and

programmatic supports that make this level of full-inclusion education possible is a point of pride. The average full inclusion rate for the six neighboring towns was 72.5%, ranging from 57.6% in Bedford to 85.6% in Wayland.

IV. Achievements and Challenges

The Lincoln Public School district has continued to maintain a high level of student achievement (as indicated by the 8th grade MCAS scores) while working with a non-override budget within Finance Committee guidelines. For each of the past four years, LPS has been able to return unspent funds to the town and has been able to make significant additional contributions to the town’s fund for retiree post-employment benefits other than pensions.

The main challenge facing the School Committee is to develop a plan, in cooperation with other Town boards, to address the serious facilities needs on the Lincoln campus. At the same time, the district is managing two building projects on the Hanscom campus (fully funded by the Department of Defense). Within the schools, the administration and faculty continue to work together to create opportunities for faculty collaboration, buttressed by professional development, with a view to enhancing teaching practices and improving student learning. You can find the District’s current strategic plan at [the web site for the Superintendent's Office](#).

The full school’s annual report (complete with annotated graphs and charts) can be accessed at: [Lincnet.org](#).

We welcome your feedback. For more information on the Lincoln schools, including our budget, Annual report to town meeting, complete MCAS report, visit [Lincnet.org](#) or [DESE](#).

Lincoln-Sudbury Regional High School

	FY '15 Actual	FY '16 Final Appropriation	FY '17 Proposed
Total Budget	\$28,333,430	\$29,311,137	\$29,963,282
Offsets*:	-3,251,235	-3,186,100	-3,223,260
Total Assessment:	25,082,195	26,125,037	26,740,022
Lincoln Share:	\$3,771,569	\$4,040,789	\$4,161,932

*Offsets include State and Other Revenues

General Information

The FY '17 proposed budget of Lincoln-Sudbury Regional High School meets the Town of Lincoln's budget guideline of a 2.5% increase excluding pensions and insurance. It reflects an essentially "level-services" budget plus some modest critical and important improvements. The district has made notable efforts to reduce operational costs and/or assessments, resulting in reduced expense lines for FY17 in Employee Benefits, Utilities and Debt Service Assessment. The proposed budget restores certain expense lines reduced in FY16 and continues to address the unfunded OPEB liability. The Lincoln appropriation encompasses operating expenses, including employee benefits, as well as debt service. At the time this report was prepared, neither the allocation of the required minimum contribution between Lincoln and Sudbury or the enrollment figures for FY '16 had been confirmed by the Massachusetts Department of Elementary and Secondary Education (DESE), and therefore Lincoln's share of the high school budget for FY '17 may be revised.

In addition to this appropriation, the high school has requested \$21,450 as Lincoln's share of a project to replace and upgrade the Security Camera System (Warrant Article 9) and \$36,000 as Lincoln's share the Other Post-Employment Benefits Trust Fund (Warrant Article 18). The Finance Committee recommends approval of both of these additional requests.

The high school's FY '16 enrollment is 1,664, which includes 1,602 on-campus students and 62 students in out-of-district placements. The on-campus enrollment figure has been elevated by the large number of students in the current 12th grade class. On-campus enrollment is expected to begin to decline in FY 17. The number of Lincoln students attending the High School rose to 264 for FY 16 and are projected to decline to 220 in FY 17 with a smaller entering 9th grade. Projections indicate that the on-campus enrollment could fall to as low as 1,484 (or more than 9%) by FY '21. The number of students in out-of-district placements has risen slightly from 59 in FY'14 to a projected 64 in FY17.

Each town's share of the annual payment obligation to the high school ("assessment") consists of two portions: the amount within the levy (operations) and the amount outside the levy (capital/debt). The amount within the levy is assessed in two parts. The first portion is a minimum contribution mandated by state law. The allocation of this portion is determined by a number of factors that include enrollment and a wealth formula established under state law and updated annually. The second portion is the amount of funding above the required minimum contribution. That portion is allocated based on a three-year rolling average that measures the town's relative number of students enrolled at the high school (as well as out-of-district special education and charter/choice school programs). The amount of the assessment outside the levy is typically for capital projects. These projects can be financed with debt or on a one-time basis. The amount of the assessment outside the levy is apportioned based on enrollment.

Lincoln's share of the total assessment for FY '17, is estimated at 13.74%, a decrease from the FY '16 total assessment of 15.39%. Lincoln's total share has been in the 12-16% range for about the last 20 years. The minimum contribution in FY '17 for both member towns remains to be determined, as allocations are yet to be established by the DESE. The preliminary estimate for

Lincoln is a 13.15% share of the required minimum contribution, a decrease from 15.85% in FY '16. Lincoln's share of funding above the required minimum contribution is 14.51%. This portion is decreasing as the number of Lincoln students declines.

The "Total Budget" shown in the above chart is the sum of the operating budget, which is subject to each town's respective Finance Committee guideline, and capital/debt, which is determined by the terms of the existing construction bonds or new capital projects. The "Offsets" are then subtracted to determine the "Total Assessment", and the "Lincoln Share" is then determined by the two-part apportionment ratio.

The regional agreement requires that the high school's budget be the lowest budget approved by Lincoln or Sudbury. Both the Lincoln and Sudbury Finance Committees adopt annual budget guidelines that establish an allowable increase in spending for the upcoming year. The Lincoln guideline for FY '17 is 2.5%. This guideline is applied to the high school budget after first accounting for the cost of debt service, health and other insurance, and pension contributions. Sudbury's initial guidelines for FY '16 were 2.04% (without requested OPEB funding or debt) and 2.60% (with requested OPEB funding) however, this increase also applies to the specific costs that Lincoln first excludes from the calculation. As a result, the Sudbury guidelines for FY '17 are more restrictive.

The high school's proposed budget for FY '17 proposes a 2.6% increase above the current year budget. The FY '17 budget carries forward all existing staff positions and adds .4 full-time equivalent (FTE) to the Nurse's Office and a .5 FTE computer technician specialist. Additional teachings FTEs include .125 Math Teacher, .25 Mandarin Language Teacher, .17 Drama Teacher, 1.0 Special Educator/Clinical Counselor, and 1.0 Intervention Specialist for the Academic Support Center. The additional support in the Nurse's Office will bring staffing closer to national guidelines for nurse: # student ratios. Currently, the district has 1.6 FTE to service 1,617 students for a ratio of 1 nurse per 1,000 students while the guideline calls for a 1:750 ratio. The additional computer technical support will assist the district in leveraging its new, more robust network and work towards further integration of technology tools in the classroom. The teacher FTEs will enhance our ability to provide specialized and generalized academic supports to a broader spectrum of struggling learners as well as diversify learning opportunities appropriate to 21st century learning related to public speaking and study of language. In addition, out-of-district student enrollment is anticipated to grow by 2 students to 64 in FY '17 and transportation costs for in-district students will increase by 5%.

Also notable are the district's continued efforts to reduce operational costs and/or assessments to its member communities. The following expense lines have been reduced for FY17: Employee Benefits (\$233,425), Utilities (\$67,000) and Debt Service Assessment (\$89,475).

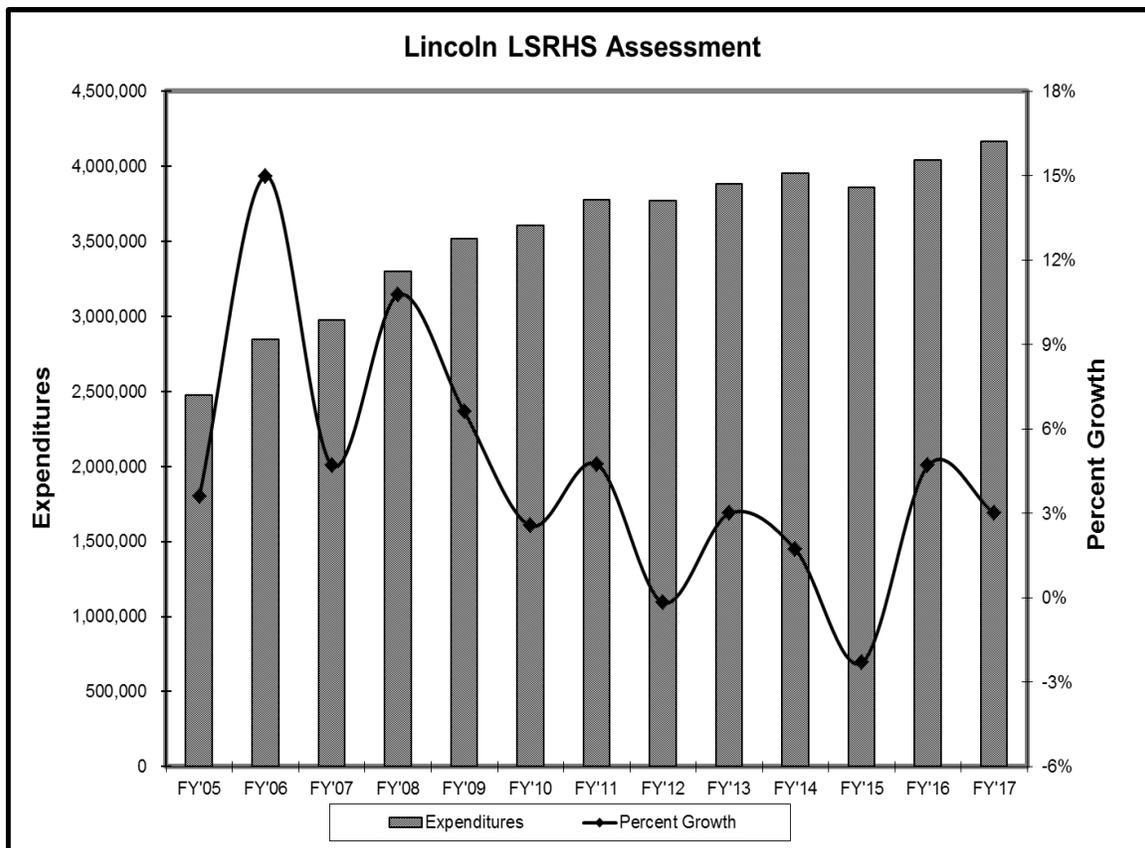
It is possible that some amount of funding for the high school that is available under the Lincoln Finance Committee guideline will not be required for spending in FY '17. The committee recommends that any allocation to the high school that is not required to fund its final budget be transferred to the Town's Stabilization Fund to use for needs in subsequent years.

Key Issues

- The FY '17 budget meets Lincoln's budget guideline.
- The proposed budget is generally a level services budget with modest additional positions to address critical and important improvements. It reflects lower costs for Employee Benefits, Utilities and Debt Service Assessment. It contains estimates for slightly higher costs for out-of-district tuition, funding for OPEB and growth in health insurance costs.
- The budget increase is 2.2% over FY '16.
- Funding provided by Lincoln town assessments would decrease by 8.6%. This decrease represents \$317,141 for Lincoln.
- Lincoln's share of the total assessment for FY '17 is estimated at 13.74%, a decrease of 5.3% over the FY '16 total assessment of 14.62%.
- Both Lincoln's allocation of the required minimum contribution to the high school and current year enrollment remained to be finalized by DESE. As a result, the assessment to Lincoln and the Finance Committee's recommended appropriation may change.
- The current on-campus enrollment level is projected to be lower in FY'17 than past years with a projected steady decline.

Warrant Articles

- Article 9, Lincoln Sudbury High School Security Camera Replacement and Upgrade: \$21,450
- Article 18, Funds for Lincoln Sudbury Regional High School District Other Post-Employment Benefits Trust Fund: \$36,000



**Annual Town Report: Lincoln-Sudbury Regional High School
Executive Summary
FY '17**

Comparative Data

Introduction

The high school serves students from the towns of Lincoln and Sudbury. As such, the school is comprised of students from the Pre-K to 8th Grade “feeder” districts, resident students of the towns that attended non-public schools, and students from Boston who participate in the Metropolitan Council for Educational Opportunity (METCO) program. This report compares Lincoln-Sudbury to the following neighboring and peer districts: Acton-Boxborough, Bedford, Concord-Carlisle, Lexington, Newton, Wayland, Wellesley, and Weston.

The comparative information provided herein is based on the latest data provided by the State’s Department of Elementary and Secondary Education (DESE). Whenever possible, data for the 2013-2014 school year is used. This data is available at <http://profiles.doe.mass.edu>.

Expenditures

The residents of Lincoln and Sudbury provide a high level of support to their regional high school. In turn, the high school provides a high quality educational experience to its students at a fiscally responsible per pupil expenditure. As shown below, Lincoln-Sudbury’s per pupil expenditure in FY’14 was \$18,116, 1.3% above the group average.

District	FY13 Per Pupil Expenditure	Out of District Tuition as % of Budget
Acton-Boxborough	\$14,937	12.2%
Bedford	\$17,226	15.5%
Concord-Carlisle	\$20,446	12.0%
Lexington	\$17,496	6.9%
Lincoln-Sudbury	\$18,116	17.1%
Newton	\$17,581	6.5%
Wayland	\$16,445	6.1%
Wellesley	\$17,108	7.5%
Weston	\$21,652	5.2%
Average:	\$17,890	8.7%

Graduation Rate

There are many data points to determine the effectiveness of the educational program at the high school. The state provides comprehensive analysis of MCAS results. These include scores on standardized tests, such as MCAS, and graduation rates. For the class of 2014, Lincoln-Sudbury had a 4-year graduation rate higher than the average among the peer groups – 97.1%.

4-Year Graduation Rates	
Acton-Boxborough	96.8%
Bedford	94.6%
Concord-Carlisle	95.5%
Lexington	94.9%
Lincoln-Sudbury	97.1%
Newton	95.3%
Wayland	98.5%
Wellesley	97.3%
Weston	99.5%
Group Average:	96.6%

MCAS Results

Using the 2015 MCAS scores for 10th graders reveals that 82% of our tenth grade students were advanced (the highest category) in Math, ranking 6th out of the peer group. In 10th grade English, 74% of our students were advanced, ranking 7th among the peer high schools. In 10th grade Science, 43% of our students were advanced, ranking 7th among the peer group. In regard to scoring Proficient/Higher on the 10th grade MCAS, the results were as follows: English – 98%, Math – 95%, and Science – 90%.

Class Size

The high school continues to see a large percentage of students in classes with 25 students or more.

% of Students in Classes of 25 Students or More

	FY14	FY15
Science	56%	48%
Math	31%	44%
English	60%	54%
History	40%	51%
Language	37%	33%
Fine, Applied, and Technical Arts (FATA)	36%	34%
Wellness	22%	27%
Average:	47%	42%

Minuteman Career and Technical High School

	FY '15 Actual	FY '16 Budget	FY '17 Proposed
Total District Budget	\$20,168,569	\$19,831,003	\$19,728,097
Lincoln's Assessment	\$150,617	\$152,790	\$325,000

General Information

Minuteman is a four-year career and technical high school located in Lexington and Lincoln that currently serves 16 member-towns: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. These municipalities comprise the Minuteman Regional Vocational School District. High school students from a number of non-member towns also attend Minuteman on an out-of-district basis. The school provides career and technical programs and academics, as well as a variety of part-time, after-school, middle school, and post-secondary programs, and a technical institute which offers individual economic opportunity and career development for adults.

At the time this report was written, Lincoln and other current member-towns had not concluded their Special Town Meetings being held through February 2016 to determine whether to exit the District and whether to approve a proposed amendment to the Regional Agreement among member-towns. In addition, member-towns have not yet voted on a proposed new building for Minuteman at their regular spring Town Meetings. If Lincoln were to vote to exit the District, withdrawal would be effective July 1, 2017. Therefore, the Town would remain obligated to pay an allocated share of Minuteman's budget through FY '17. While the District's budget for FY '17 is not expected to change significantly depending on the outcome of those votes, there could be a slight difference in Lincoln's assessment based on whether it remains in the District and whether the proposed new building is approved. The proposed budget amount contained in the warrant assumes that Lincoln continues to be a member and the building projected is approved. These assumptions result in the highest of possible assessment for FY '17.

The District is funded by a combination of assessments from the member-towns, tuition payments by each non-member town, and revenue from state and federal reimbursements. Under the current form of the Regional Agreement, operating costs are assessed on member-towns under a two-part formula. The State mandates that member-towns first be charged certain "foundation" or minimum amounts based on wealth factors. The amount of the operating budget in excess of the foundation budget is assessed on member-towns based on enrollment measured as of the previous October 1. The proposed amendment to the Regional Agreement changes this measure to a four-year rolling average enrollment share.

The current agreement assesses capital costs (including debt) to member-towns based on enrollment only with a minimum assessment based on five students. Non-member towns do not contribute toward capital costs. The proposed amendment to the Regional Agreement would revise the calculation to include several components: (1) each member-town pays 1%; (2) 50%

based on the four-year rolling average enrollment share with a minimum of one student; and (3) the same wealth factors as calculated by the State for the operating assessment. A new State regulation and the proposed amendment would allow Minuteman to charge non-member towns a capital charge for each out-of-district student.

The Budget for FY ‘17

The budget proposed for FY ‘17 of \$19,728,097 represents a decrease of \$103,000, 0.52%, over the budget for the previous year. The FY ’17 budget continues a transition to a smaller enrollment as called for by the planned building project (described below) and ongoing implementation of a new Educational Program Plan that includes a Career Academy model with revised program offerings. Total member community assessments would increase by 0.48%, as the District expects the State Commissioner of Education to establish a lower out-of-district tuition charge than in the current year and out-of-district enrollment has been declining. The expected decrease in out-of-district tuitions is \$973,000, or 18%, from FY ‘16. The district would also increase its use of Excess and Deficiency reserves to \$825,000 in FY ’17 to make up for lower out-of-district tuition revenue.

Key areas of reduction in the FY ’17 budget are the elimination of 11.5 full-time equivalent positions (savings of \$374,000) and lower spending on asset acquisition and improvement (savings of \$434,000). The District is budgeting approximately \$500,000 for one interest payment on new debt it expects to issue in the summer of 2016 to finance the building project. According to the District, these funds would be redirected to capital improvement projects in the current facility if the new building project is not approved. Other areas of increased spending include student services (increase of \$116,000) and insurance, retirement, and leases (addition of \$27,000).

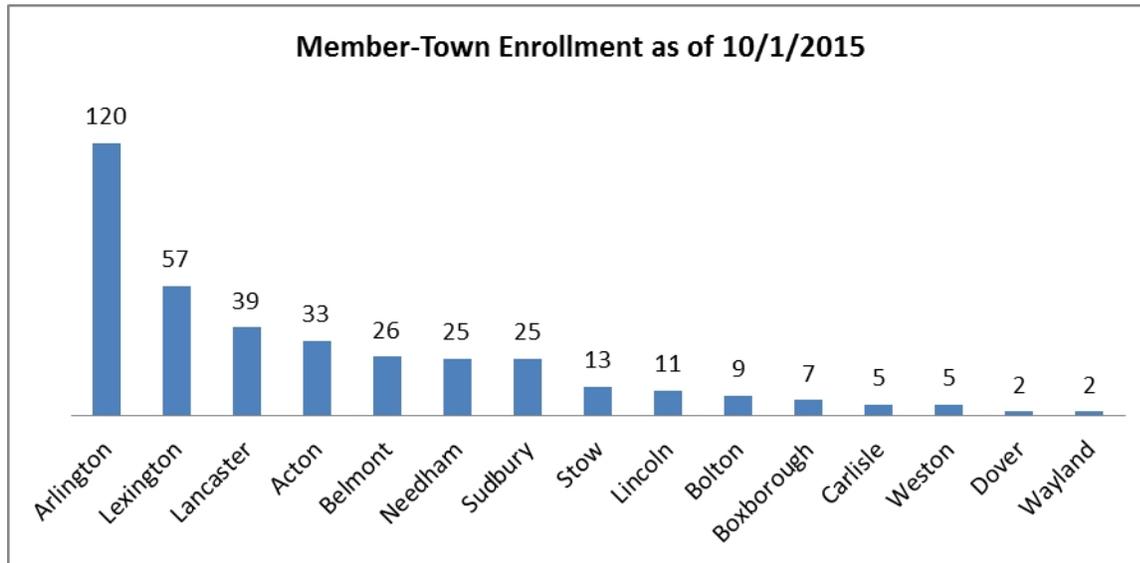
Enrollment

Total student enrollment at Minuteman for school year 2016 (as of October 1, 2015) is 673, of which 396, or 59%, came from the 16 member-towns and 277 from the non-member towns. These totals include post-graduate and part-time students. Lincoln’s total enrollment is 11, of which 10 are regular education students and 1 is a postgraduate student. The tables below show the respective 12-year history of enrollments and the comparative enrollments of member-towns. The number of students from member-towns declined by 24% over this period. Non-member enrollment in FY ’16 is nearly the same in 2004, but had been as high as 356 during this period.

Minuteman Total Student Enrollment
(measured at 10/1)

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Lincoln	11	8	5	4	2	3	4	4	4	6	6	11
Member-Towns	522	520	479	455	438	430	445	430	409	440	414	396
Nonmember Towns	270	254	245	245	260	250	309	355	340	356	331	277

Total	792	774	724	700	698	680	754	785	749	796	745	673
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Assessment

Of the total Minuteman budget, \$10,941,834, or 55%, is the amount to be assessed from the 16 member-towns. Lincoln’s share of the assessment is \$313,107, or 2.9% of the total. This amount represents an increase of \$162,135, or 107%, over the current year. The increase reflects the higher enrollment in FY ’16 and the revised formula for operating and capital assessments under the proposed Regional Agreement amendment. Given uncertainties regarding Lincoln’s participation in the building project and the amount of debt service that will be incurred in FY ’17, the Finance Committee recommends a slightly higher appropriation of \$325,000 that can accommodate additional expense.

Of Lincoln’s total assessment, 88% is the operating cost portion, or \$276,504. The debt and capital cost portion is \$33,227, or 11% of the Town’s assessment. The remaining \$3,375 pays for 1 post-graduate student. Non-member town tuition payments account for about 23% of revenues, a decrease from 27% in FY ’16.

Building Project

If Lincoln remains a member of the District, citizens will vote on whether to approve a proposed new building for Minuteman and associated debt service at Annual Town Meeting on March 19, 2016. Minuteman has been engaged in a building renovation process with the Massachusetts School Building Authority (MSBA) to address facility deficiencies for several years. The New England Association of Schools and Colleges has placed Minuteman on warning status for its inability to make progress on the facilities standard.

The result of the building planning process is a 260,000 square foot building to be located on the Lincoln portion of the Minuteman campus. The total cost of the building is \$145 million, of which the MSBA would pay \$44 million and the District would pay \$101 million. Minuteman

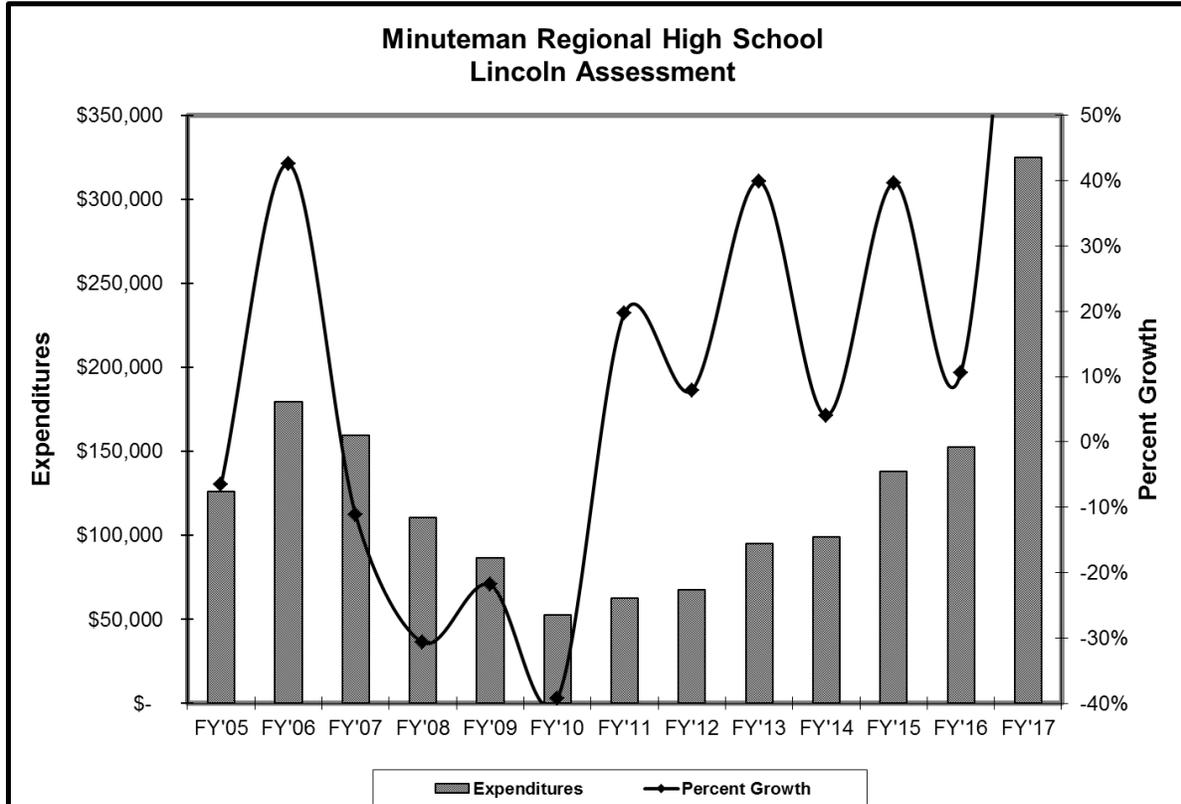
intends to charge a per-pupil capital fee to non-member towns that send students on an out-of-district basis to contribute to payment of debt service. The MSBA has set a deadline of May 23, 2016 for approval of the project by member-towns. Minuteman has designed the building for a capacity of 628 students, of which 524 are targeted to be in-district students and 104 are targeted to be from non-member towns.

Key Issues

- Lincoln's enrollment at Minuteman High School has varied between 2 to 11 students annually since 1999. Current enrollment is 11 students.
- Enrollment currently drives a portion of Lincoln's assessment for operating costs and all of the assessment for capital costs. Under the proposed amendments to the Regional Agreements, enrollment would remain the driver of operating costs but the measurement would be revised to a four-year rolling average enrollment. Capital costs would be assessed in three parts: 1% for each member-town, 50% on the four-year rolling average enrollment, and the remainder on wealth factors as determined by the State.
- Minuteman is planning a new 260,000 square foot building to be constructed on the Lincoln side of the campus. Of the total \$145 million cost, the MSBA has committed \$44 million (30%). The remaining \$101 million would be the obligation of member-towns, and Minuteman expects to charge towns that send students on an out-of-district basis a capital fee toward the costs of the building project debt.
- If Lincoln votes to withdraw from the Minuteman District, exit would be effective July 1, 2017. As a result, Lincoln would remain obligated for a share of the FY '17 budget. The amount assessed to Lincoln could vary under different scenarios:
 - If Lincoln votes to remain in the District and the proposed building project and associated debt service are approved, the Town would be responsible for debt service in FY '17
 - If Lincoln remains in the District and the building project is not approved, the Town's capital assessment in '17 would be similar to the amount if the project were approved because the District intends to spend the same amount for capital improvements in the absence of the building project.
 - If Lincoln votes to withdraw from the District and the building project is approved by towns that remain in the District, the Town's capital assessment would incorporate existing debt service but not debt service on the building project and therefore be lower.
- While the budget proposed for FY '17 would be lower than the current year by 0.52%, member-town assessments would increase by 0.48% due to an anticipated decrease in the out-of-district tuition established by the State and an expected reduction in enrollment from non-member towns.
- If Lincoln votes on the building project at Town Meeting, the Finance Committee will provide its recommendation on the project.

Warrant Articles

- Article 27, Authorize Debt for Minuteman High School Building Project



Public Works and Facilities

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$1,783,713	\$1,696,258	\$1,718,670

General Information

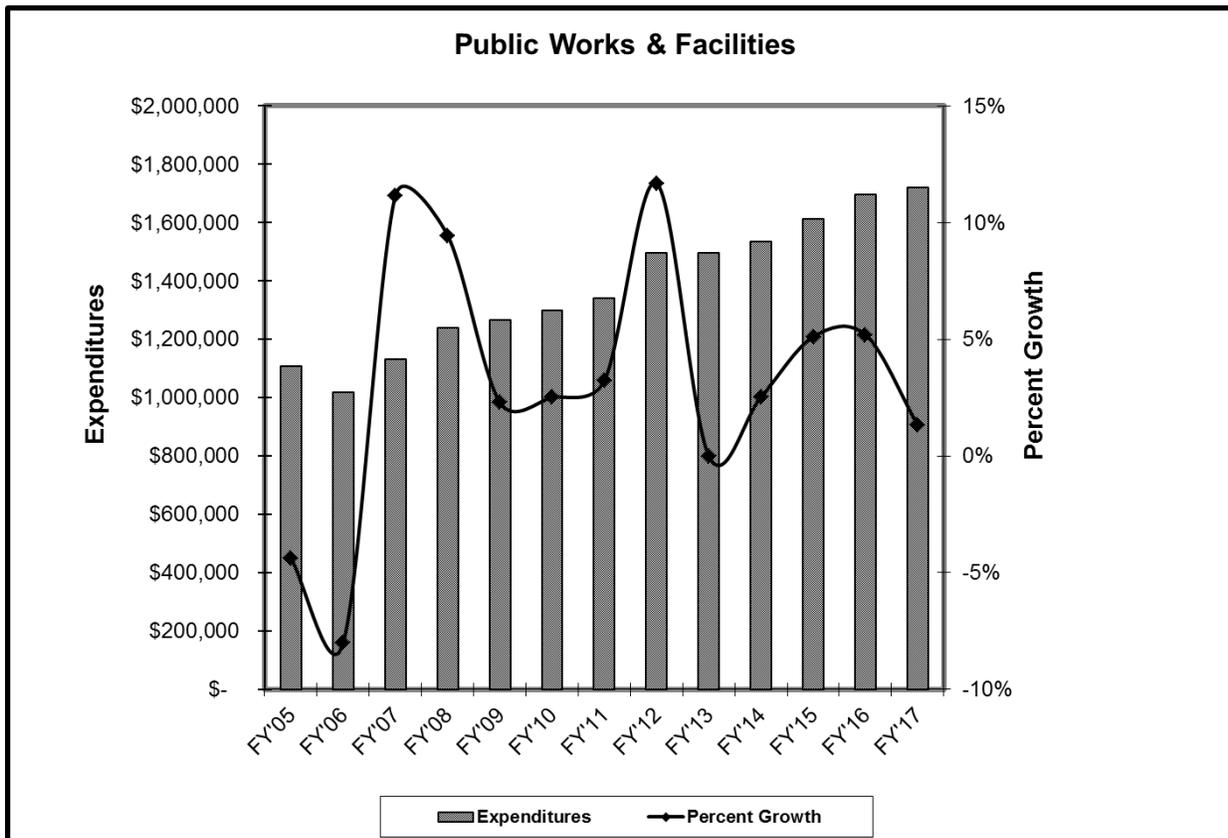
Public Works and Facilities includes Engineering & Consulting, DPW Operation & Maintenance, Snow & Ice Control, Street Lighting, Tree Warden, Building Maintenance, Rubbish Removal, Transfer Station, Facilities, and Cemetery.

Key Issues

- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '17 based on the new agreements.
- Lincoln receives Chapter 90 funds from the state each year, typically about \$200,000 depending on the state budget. These funds are typically used to resurface secondary roads.
- Following approval in FY '09, the Town spent \$5.5 million to repair the town's major roadways. Phase I roads (i.e., Bedford Road North, Trapelo Road, Baker Bridge Road, Sandy Pond Road and Route 126) were completed in the fall of 2009. Phase II roads (i.e., Lincoln Road, Bedford Road and Route 117) were completed in 2011. The FY '17 budget does not include any additional funds for roadway repaving.

Warrant Articles

- Article 10, Wacker Neuson Loader: \$105,000
- Article 10, Road Sweeper: \$215,000



Human Services

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$208,141	\$226,282	\$232,692

General Information

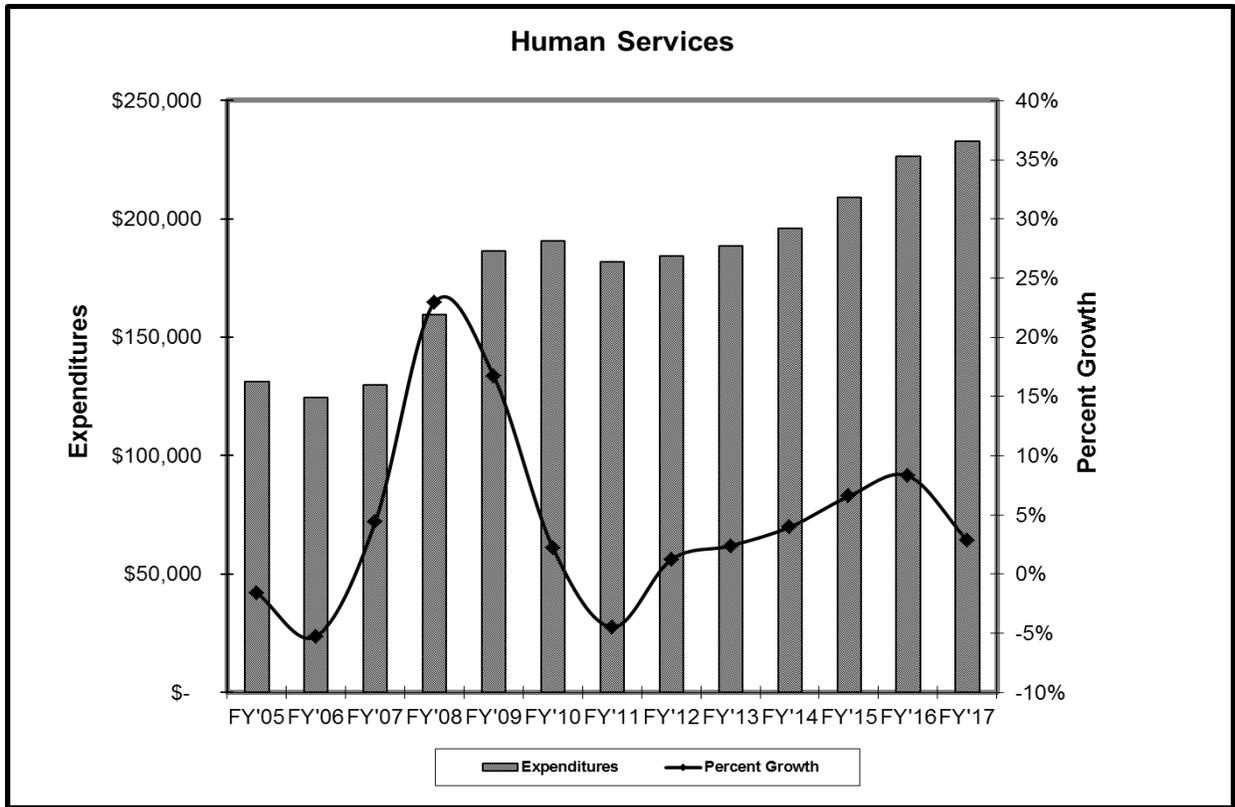
Human Services covers a broad range of programs. It includes the Board of Health, the Council on Aging, Veterans' Services, and the Minuteman Home Care Membership. The Council on Aging is the largest component. Lincoln has an agreement with Concord that provides for inspection services and health-related technical support.

Key Issues

- The FY '16 budget contains no change in staffing.
- Board of Health services are provided through an inter-town agreement with the Town of Concord.
- The budget includes \$36,000 for veterans' benefits. The state reimburses 75% of town expenditures for veterans' services. The budget also includes \$1,000 as a stipend for the Veterans' Service Officer.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '17 based on the new agreements.

Warrant Articles

- Article 6, Senior tax work-off program: \$30,000
- Article 7, Veterans tax work-off program: \$5,000
- Article 11, Bemis Hall Generator: \$6,000



Recreation, Conservation, Celebrations and Pierce House

	FY '15 Actual	FY '16 Budget	FY '17 Proposed
Recreation	\$441,323	\$455,516	\$467,130
Conservation	\$92,800	\$97,181	\$101,148
Celebrations	\$5,805	\$25,215	\$25,850
Pierce House	\$40,000	\$40,000	\$40,000

General Information

A six-member Parks and Recreation Committee, half elected and half appointed by the Board of Selectmen, oversees the Parks and Recreation Department. Staffed by a director and assistant director, the department provides a range of recreational activities for citizens of all ages. It manages all of the Town's recreational facilities, including the tennis courts, playgrounds, playing fields and the Codman Pool. The department also operates a children's summer camp and schedules use of facilities at the Lincoln School campus for after-hours activities.

The Parks and Recreation Department also has responsibility for organizing town celebrations, including Memorial Day, all July Fourth festivities, and the Pierce Park Summer Concert Series.

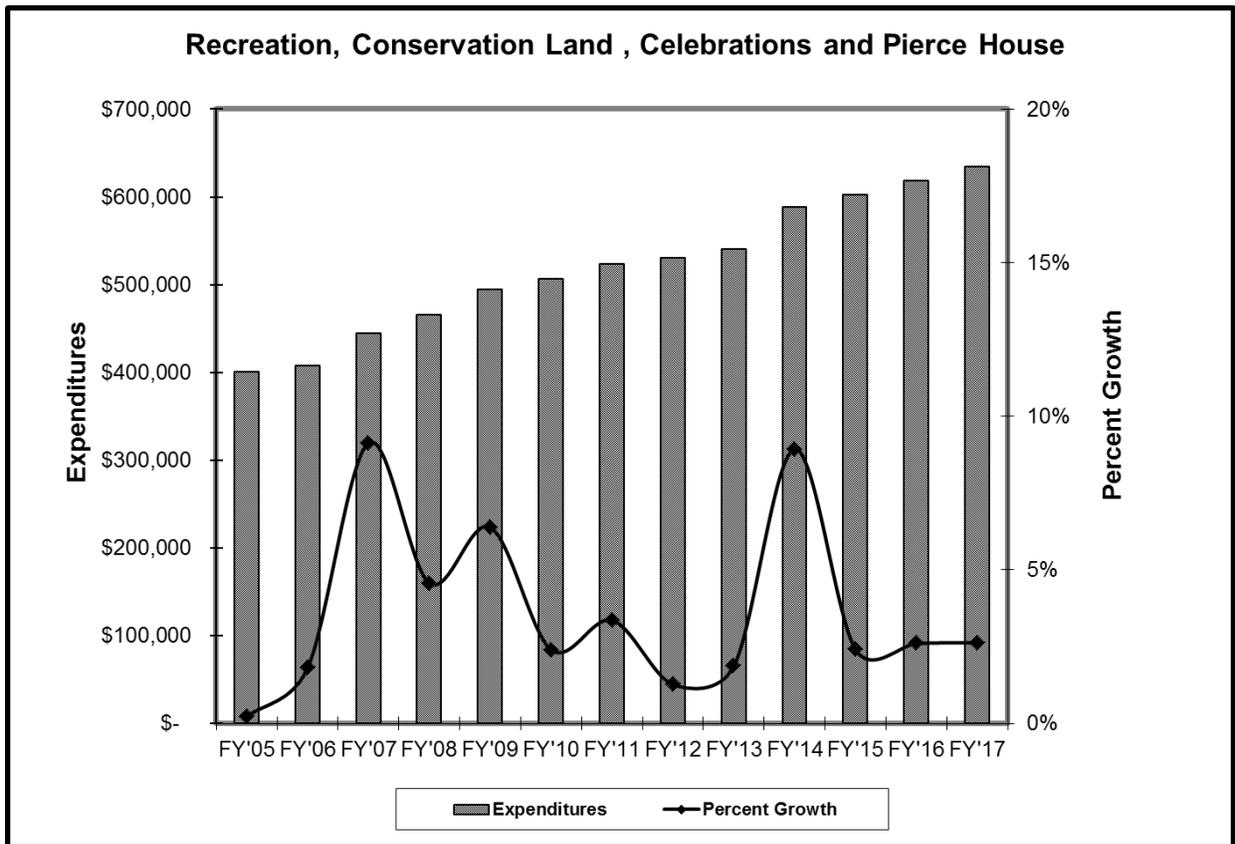
The conservation land budget includes expenses for the maintenance and recreational use of conservation land. Personnel costs for the Pierce House are also included in this category.

Key Issues

- The FY '17 budget maintains the current level of services, programs and staff.
- The Parks and Recreation Department recovers approximately 80% of its costs from user fees.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '17 based on the new agreements.

Warrant Articles

- Article 11, Purchase of 4 Acres of Land for conservation: \$200,000
- Article 11, Conservation Trust Fund: \$70,000



Library

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$876,552	\$931,976	\$955,378

General Information

The Lincoln Public Library provides residents with services and resources that are at a level that are equal to those found in neighboring towns having higher populations. The library's experienced staff provides a wide range of services for adults, teens and children seven days a week from October to April, six days a week in spring and fall, and five days a week in July and August. Free Internet access is available on computers in the reference room, children's department, and throughout the library on a wireless connection that was increased from 20 MB to 75 MB in March 2014. Through the LPL website www.LincolnPL.org, residents have online access at all times to reference sources, downloadable books, movies and music, language-learning, test taking, and the resources of the Minuteman Library Network's forty-three member libraries.

The library and the Town Clerk jointly manage the Lincoln Town Archives, which includes a part time archivist and two climate-controlled vaults. In addition, the library trustees and staff continue to manage and to maintain the historic and architecturally significant library building and grounds that anchor the town center and include the town's War Memorial.

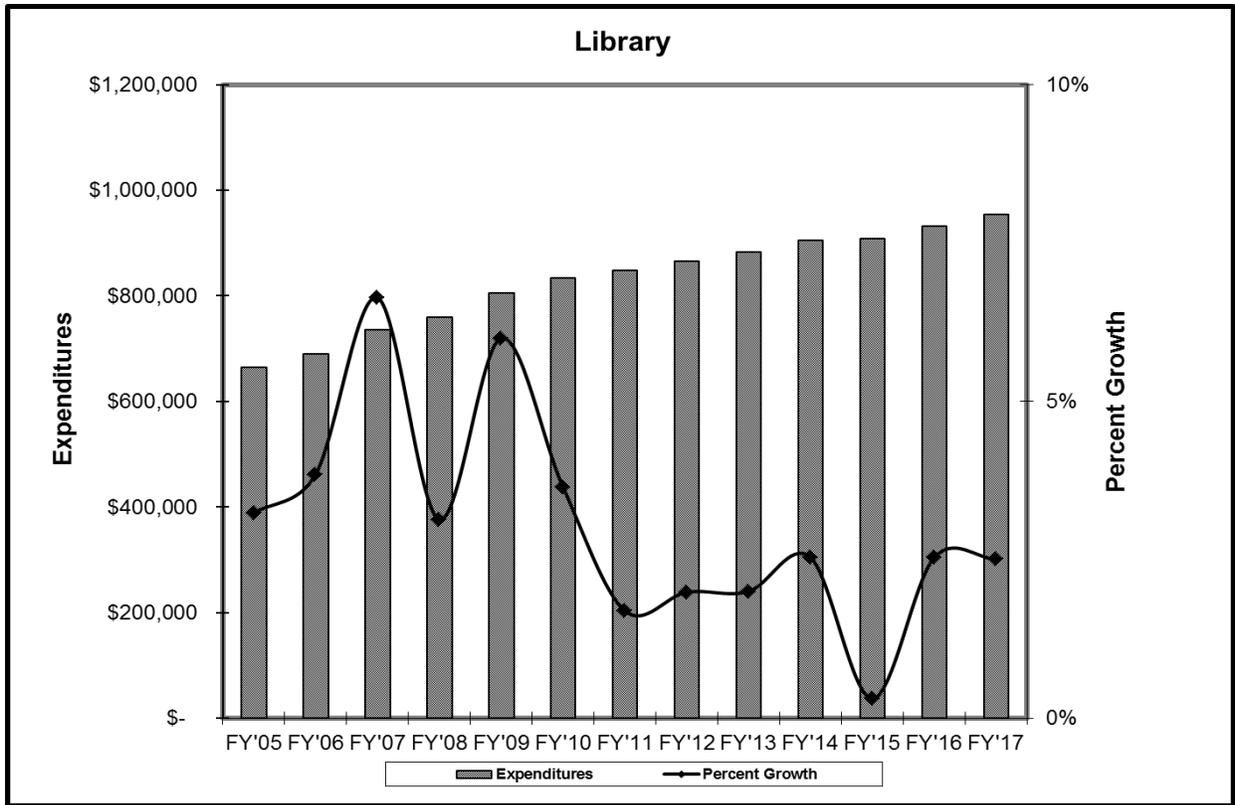
A large construction project was completed in 2015 to install fire suppression equipment (mainly sprinklers) in the public areas of the first floor, all of the second floor, and both attics.

Key Issues

- This budget will allow the library to reopen on Thursday evenings.
- Rapidly increasing availability of Internet-based library services depends on the high speed Internet connections, the Town's IT Department maintaining up-to-date computers, and on continued staff training and professional development.
- The library depends on donations raised by The Friends to pay for special programs for children, publicity, printing, and professional development opportunities.
- Collaborative programming with other Town departments and organizations keeps the library in the forefront of providing services to the community.

Warrant Articles

- Article 9, Library Sidewalk Stairs and Ramp: \$53,904
- Article 9, Library Engineering Study of A/C Options: \$4,500
- Article 15, Library building maintenance: \$43,500



Annual Town Report: Library Executive Summary FY '16

The Library's Vision Statement

The Library is the town's intellectual and cultural center and serves as a focus for life-long learning and literacy, local written and artistic expression, preservation of local history, access to information technology, and the sharing of knowledge and ideas.

Introduction

The Lincoln Public Library provides all the traditional services people expect from a library while extending services into the Internet. We have 3 full time staff and 19 part time staff for a total of 12 FTE plus 2 summer interns. Eleven staff members hold Master's degrees in Library Science. Of our core comparison towns, only Lincoln and Weston have a majority of hours worked by staff with MLS degrees. Providing excellent customer service is a high priority and our staff received praise in a survey that was conducted in May 2013. 98.2% of the survey respondents rated the staff as knowledgeable; 91.7% of the respondents rated the staff as approachable; 89.2% of the respondents rated the staff as welcoming.

In order to be certified by the Massachusetts Board of Library Commissioners (MBLC), the Library is required to serve anyone who is a resident of Massachusetts. Having MBLC certification makes it possible for the Library to borrow materials from other Massachusetts libraries for Lincoln residents. During FY '15 the Library borrowed 26,709 items from other libraries for Lincoln residents and loaned 29,529 items to other libraries for their residents. Most of these inter-library loans were transacted within the Minuteman Library Network (MLN) although some borrower requests were filled from libraries around the U.S. and Canada.

Library Services

- **Adult Services** – While the Library resides in a small town, the educational level of the population demands sophisticated, innovative and cutting edge materials and programs with a staff that matches those expectations. Our goal is to maintain the highest standards of Library Service for the entire Community.
- **Children's Services** – Lincoln residents demand high quality educational programs from their children's schools. For many children, the Library is their first introduction to a group learning environment. We are dedicated to providing comprehensive and innovative library services for children (from infancy through teenage years) and adults (including parents, educators and other caregivers).
- **The Library as a Commons** – A library that provides a commons environment helps address the need of people to meet and interact with others in their community and to participate in public forums about community issues and broader issues of shared interest and concern. Our goal is to give library patrons ready access to meeting rooms and public spaces.
- **Lincoln Town Archives** – The archives collections are housed at the Library and at Town Offices and include both published and unpublished materials relating to all aspects of the history of Lincoln. Our goal is to preserve Lincoln's history as it is documented then organize and catalog these materials to make them accessible to current and future researchers.

FY '17 Budget

The 2.5% budget increase will allow the Library to increase the level of services so that the library will be able to re-open on Thursday evenings. We greatly appreciate the support of Lincoln residents who make it possible for us to provide these services.

Accomplishments

- **Use of the Library** – A large construction project began in March 2014 to install fire suppression equipment (mainly sprinklers) in the public areas of the first floor, all of the second floor, and both attics. This construction project was very intrusive. Both the Children's Room was closed for four months and Reference Room was closed for seven months. During this time, the Children's Librarians set up a mini Children's Room across the hall in the Preston building and the Reference Librarians answered questions from the Circulation Desk. Eight of the twelve computers for patron use were not available during this time. Despite this disruption, statistics decreased minimally from

FY2014 to FY2015 and the number of reference questions and visits to our website both increased.

	FY2014	FY2015	% Increase
Circulation	174,596	165,351	-5.3%
Reference Questions	9,348	9,903	+5.9%
Programs	465	434	-6.7%
Program Attendance	115,282	11,424	-0.0%
Patron Visits	91,149	88,675	-2.7%
Website Visits	60,928	63,621	+4.4%

- Summer Reading Program – This past summer 272 children (including 27 teens) participated in the summer reading program.
- Collaborations with Lincoln Organizations – Staff participated at school events sponsored by the Lincoln PTO and Lincoln School Foundation. For example, the Children’s Librarians read stories to students at the Lincoln PTO’s Family Literacy Night. We continue to collaborate with the Green Energy Technology Committee to reduce electricity consumption in the archives suite.

Challenges

- Managing the change in the nature of library services towards new technologies, such as portable Internet devices and remote services, while supporting popular traditional library services, like story times and book discussion groups.
- Adapting and maintaining a historic library building to meet current demands while increasing services we provide on the Internet.

Benchmarking

FY ’14 data collected by the MBLC shows that Lincoln has the smallest budget amongst the core comparison towns, and the second smallest when Carlisle is also included. The Library is ranked sixth (70.8%) behind Lexington (89.2%), Concord (77.4%), Wayland (76.3%), Weston (73.2%), and Carlisle (72.7%) of the seven core comparison towns for salaries as a percent of total operating expenditures. However, because our core comparison towns have greater populations, their total operating expenditures per capita are lower than Lincoln’s.

Debt Service

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$1,584,136	\$1,155,075	\$1,116,650

Amount shown for FY '17 excludes \$405,175 proposed to be funded by the CPA fund.

General Information

Debt service represents principal and interest payments on the Town's outstanding loan obligations. It increases when Town Meeting authorizes short-term borrowing or the issuance of bonds. It decreases as the loans or bonds mature. Because principal has traditionally been repaid on a level basis and interest is paid on outstanding balances, debt service is "front loaded" with high payments initially that decline as principal is paid down over time (unlike a mortgage payment that remains level throughout its life). Some debt, however, such as the debt for the Town Offices renovation, was issued with a hybrid financing structure, with initial years of level debt service (like a home mortgage) and converting to level principal payments in later years. This structure has the effect of reducing the front loading effect of the debt, resulting in a smaller impact on property taxes, but does result in more total interest paid out over the life of the bond.

The Town of Lincoln has the highest long-term bond rating available, AAA, from S & P. This rating provides for the lowest borrowing costs available for future indebtedness. Town approval of debt exclusions (votes to exclude debt service from Proposition 2 ½ property tax limitations) is a positive credit rating factor.

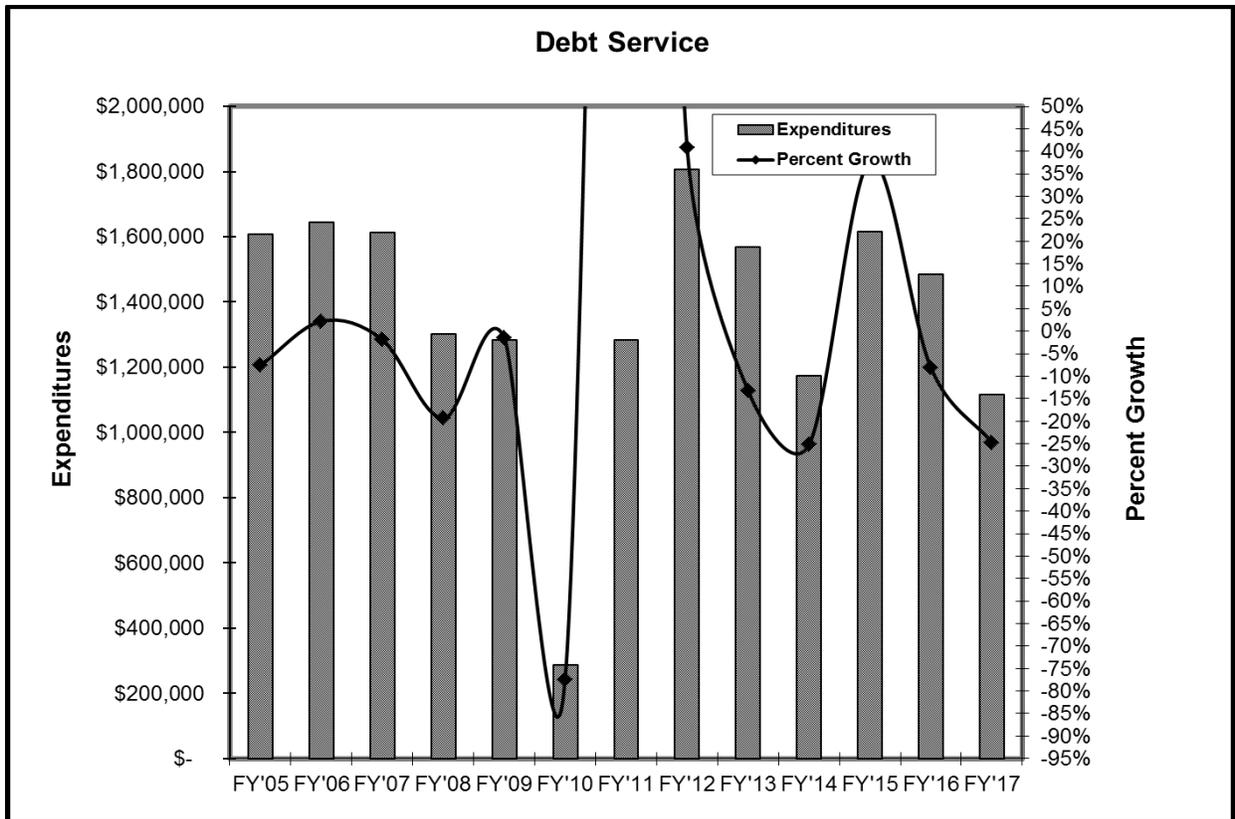
Debt service for LSRHS is part of the high school budget and not included in this section of the report.

Key Issues

- Projected debt service in FY '17 is \$38,425, or 3%, less than the amount in FY '16.
- The amount assumed excludes \$405,175 of debt service on the Town Offices project in FY '17 that the Community Preservation Committee is recommending be funded with Community Preservation Act funds.
- Remaining debt service costs represent continued payments on previously-issued debt for a variety of projects.

Warrant Articles

- Article 11, Debt service on Town Offices renovation: \$405,175
- Article 16, Additional funds to the Debt Stabilization Fund: \$273,000



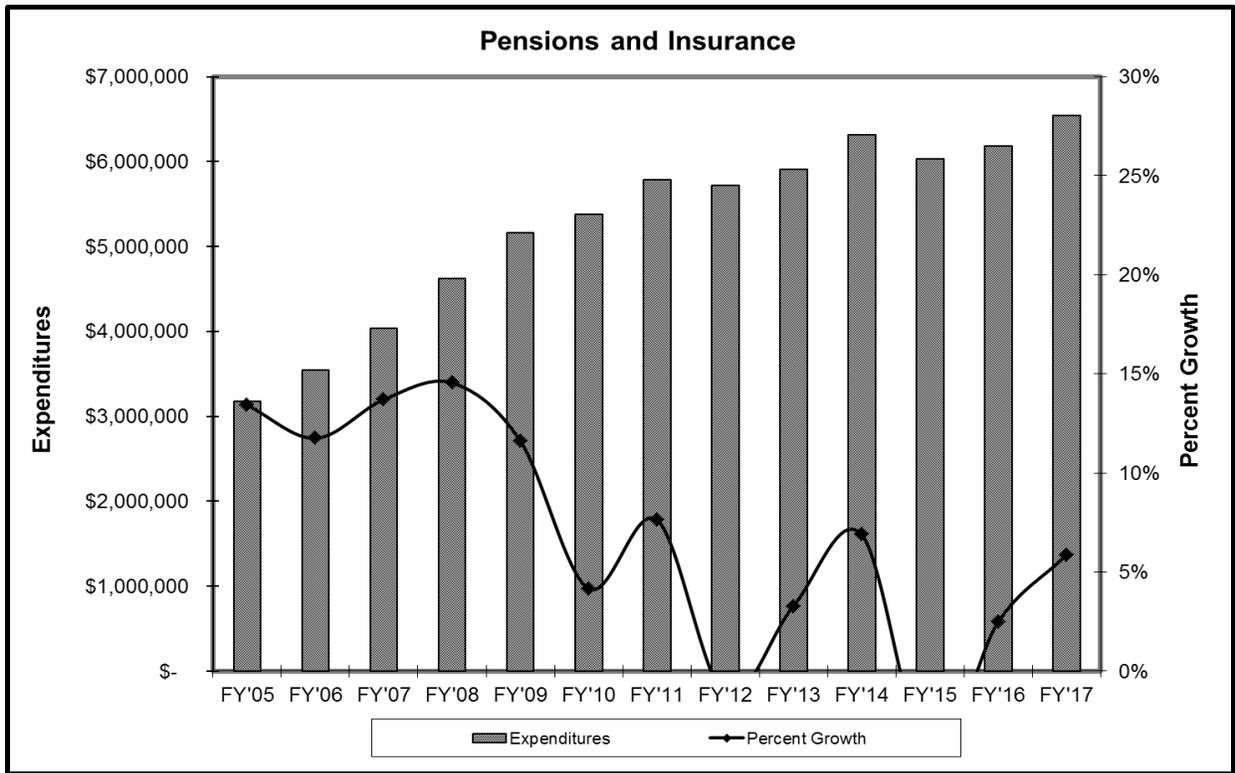
Pensions and Insurance

FY '15 Actual	FY '16 Budget	FY '17 Proposed
\$5,223,368	\$6,182,266	\$6,544,065

General Information

This category covers health insurance, retirement insurance, unemployment insurance, FICA/Medicare, life insurance, and general insurance, e.g., property and casualty. Overall for FY '17, this budget is 5.9% higher than FY '16.

The largest component of this category of expense is health insurance, which represents \$3.8 million, or 58%, of the FY '17 Pensions and Insurance budget. The Town offers health insurance plans to its employees, including employees of the Lincoln Public Schools. These school employee health insurance expenses are carried in this line item, not in the K-8 School Budget. For FY '17, health insurance costs are expected to increase by 5.8% (\$242,015). In recent years the Town, with the assistance of the employee unions, has saved approximately \$1.1 million in annual health care costs. The savings result from a number of actions including: health insurance plan design changes (FY '12); conversion of health insurance program to Massachusetts Interlocal Insurance Association (MIIA) from self-insurance (FY '11); and adoption of Section 18, which requires qualified retirees to join Medicare (FY '09). In addition, the Town has implemented plan design changes that shifted enrollment to lower premium plans. The Town pays 60% of premium costs.



The Town's assessment for retirement contributions accounts for \$1.8 million, or 28%, of the FY '17 Pensions and Insurance budget. Lincoln is a member of the Middlesex Retirement System and contributes annually to a retirement fund that covers public sector employees within the former Middlesex County. The assessment continues to grow each year as employees earn a portion of their retirement with each year of service as well as with the requirement to fully fund the liability by the year 2035. For FY '17, the cost is expected to increase by 6.4% as compared to FY '16.

General Insurance includes worker's compensation, liability insurance, and the bonding of appropriate Town personnel. This cost of this insurance is expected to be \$470,510 in FY '17, which is the same as for FY '16.

The Town also pays for unemployment, life insurance and employee related FICA/Medicare costs. State and federal law, personnel by-laws, and union contracts determine the Town's contributions. In combination, these expenses are expected to total \$471,827 in FY '17.

Water Department

FY '15 Actual	FY '16 Budget*	FY '17 Proposed*
\$991,821	\$1,098,049	\$1,123,799

*Budget includes a \$50,000 emergency reserve fund that reverts to the water surplus fund if not used.

General Information

The Water Department maintains Lincoln's water supply and distribution system and assures the quality of the Town's drinking water. Its operating budget is funded entirely through fees paid by water consumers. Revenues in excess of operating costs are contributed to a surplus fund, for capital or emergency use. The surplus fund balance is approximately \$901,100.

Key Issues

- The Massachusetts Department of Environmental Protection issued the Town's current water withdrawal permit in 2011. There are two major permit provisions with respect to water consumption: that we achieve the state-wide goal of 65 gallons per person per day residential use, and that our total annual withdrawal, including non-residential users and unaccounted for (lost) water not exceed 182 million gallons per year. Thanks to conservation efforts on the part of our residential customers, we have achieved the residential water use goal for the last two years. However, we have yet to meet the total annual withdrawal limit.

Warrant Articles

- Article 24, Purchase of fire hydrants: \$25,000
- Article 25, Tower Road Well Roof Replacement & Treat Plant Exterior Repairs: \$50,000

Annual Town Report: Lincoln Water Department Executive Summary FY '16

Established in 1874, the Lincoln Water Department (LWD) provides clean, safe drinking water and fire flow protection throughout the Town. The main components of the system are its two sources of supply, Flint's Pond and the Tower Road well; the micro-filtration plant on Sandy Pond Road to treat the Flint's Pond water; the storage tank on Bedford Hill; and the 57 miles of distribution piping and fire hydrants. In addition to the micro-filtration treatment, the purpose of which is to filter out potential viruses from the Flint's Pond water, both supplies are treated to reduce the corrosiveness of the water and are fluoridated for dental hygiene purposes, and the Flint's Pond water is chlorinated against the possibility of bacterial contamination.

Governed by three elected Commissioners, the Department is funded entirely by user fees. We operate as an Enterprise Fund, meaning that revenues are expected to meet or exceed

expenditures on a year-to-year basis, with the difference (Retained Earnings) held in reserve to fund emergency repairs and system improvements. Our budget and revenue structure must be approved by the Town, and system improvements are approved at the annual Town Meeting.

Our expenditures have remained relatively stable over the last ten fiscal years, at roughly \$1,000,000 per year. Likewise, the Retained Earnings have also remained stable, now standing at \$901,100. At the 2016 Town Meeting, we have two warrant articles for consideration by the Town, as noted above.

LWD works continuously to fulfill its mission of supplying safe and adequate water at a reasonable price. Currently, the cost to our consumers of our water is comparable to that in the surrounding communities, as shown in the chart below. The chart includes annual water bills, calculated by the Commissioners, for three levels of consumption in Lincoln and four surrounding towns. The low level of consumption is very close to the median household value for Lincoln, the middle level is approximately the consumption for a family of four at 65 gallons per person per day, the State target, and the highest level represents a house that is about halfway between the Lincoln lowest tier rate and the highest. The chart shows that Lincoln’s water rates are in line with those of most of its neighbors, and measurably less than Wayland’s. For the target water users, the middle cost column, the first four towns all have annual bills in the \$500-\$600 range.

Water Bill Comparison to Neighboring Towns				
	Values in \$ per year			
Town	50,000 gpy	100,000 gpy	150,000 gpy	2010 Population
Lincoln	\$334	\$598	\$937	5,112
Acton	\$340	\$584	\$882	21,924
Concord	\$274	\$548	\$926	17,668
Lexington	\$214	\$514	\$895	31,394
Wayland	\$467	\$977	\$1,690	12,994

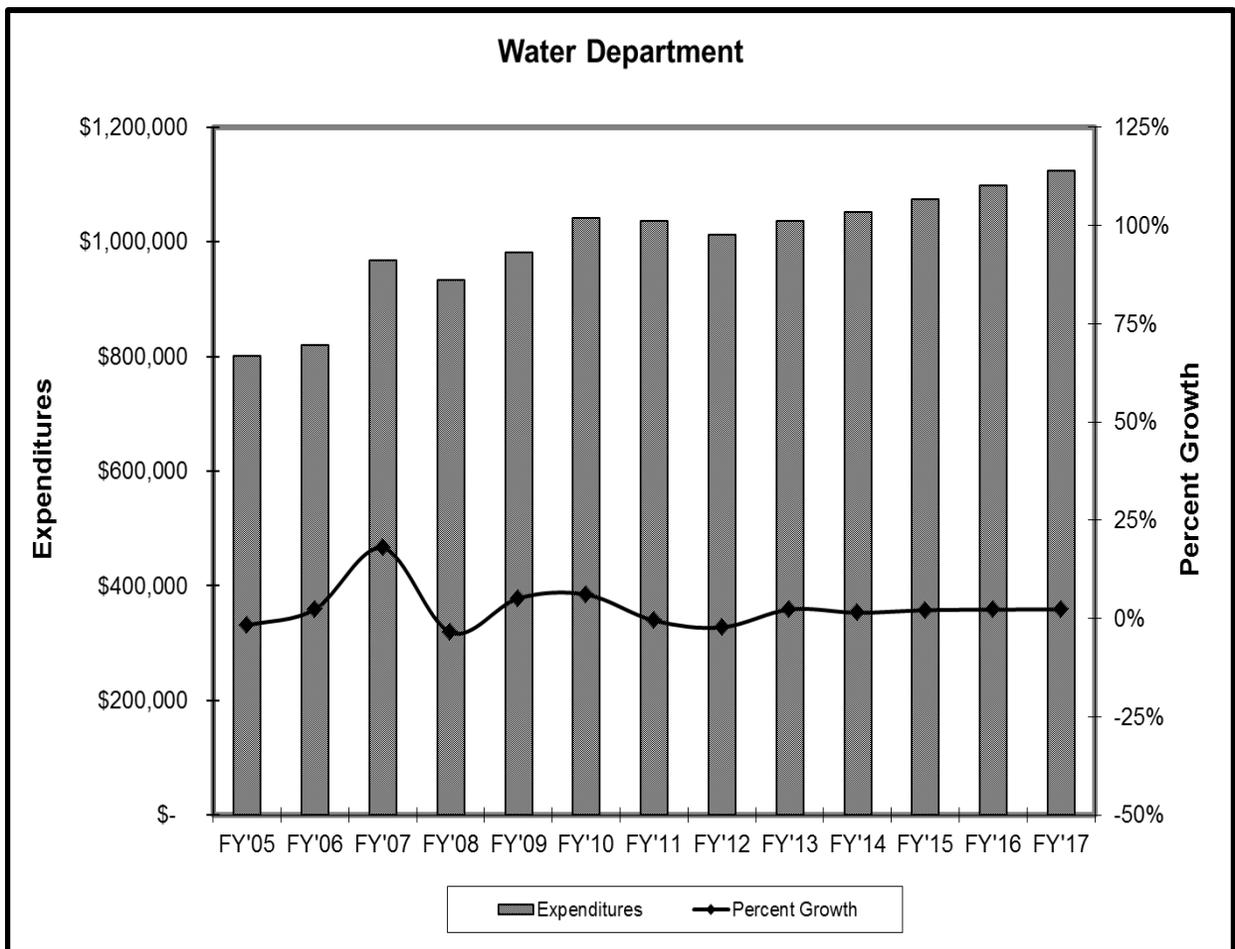
Considering our smaller size in comparison to these other communities, our ability to supply water at competitive rates speaks to the efficiency of our staff and its operations. As a further example, the State of Massachusetts considers an annual median water bill of between 1.25% and 1.75% of median annual income to reflect an efficient operation. Lincoln’s ratio is less than 0.50%, well below the acceptable range.

LWD faces several challenges for the future, which drive the agenda for the Commissioners. The most immediate is water conservation, since the State has reduced our annual allowable water use this year to 182.5 million gallons per year, lower than our use for each of the last several years. Our multi-faceted program to reduce consumption includes new leak-detecting meters in the home, regressive water billing, increased leak detection surveys of the water distribution mains, and encouraging conservation in the home by several means. The main reason we consume too much water is lawn and other irrigation in the summer, when our overall water use is twice the winter rate.

LWD is also actively pursuing the examination of the need for replacement of our water mains, many of which are 100 years or more old. A consultant’s report has concluded that replacement of these mains and other portions of the distribution system will be necessary in the future, probably in the next 20-50 years. LWD is developing a systematic approach to assessing the condition of the mains to provide a basis for long-range capital planning for their replacement.

The third major issue LWD faces is the provision of fire-protection water in the event the storage tank on Bedford Hill is out of service for repairs. Some options have been examined and rejected because of their cost, and others are under active consideration by the Commissioners. When we have arrived at a recommended option, we will include this in a warrant for consideration at Town Meeting.

A full copy of this report is posted on the LWD page of the Town website.



**TABLE 1
FISCAL DETAIL
FY 2015-2017**

		ACTUAL EXPENDITURES FY15	CURRENT YEAR BUDGET FY16	PROPOSED BUDGET FY17
GENERAL GOVERNMENT				
1114	MODERATOR			
	Personnel Services	-	500	500
	Expense	20	1,500	1,500
	TOTAL 1114	20	2,000	2,000
1122	SELECTMEN			
	Personnel Services	400	400	400
	Expense	-	3,000	3,000
	TOTAL 1122	400	3,400	3,400
1290	TOWN OFFICES			
	Personnel Services	864,809	912,059	938,850
	Expense	477,906	505,195	534,330
	TOTAL 1290	1,342,715	1,417,254	1,473,180
11312	FINANCE COMMITTEE			
	Expense	176	526	539
	TOTAL 11312	176	526	539
11322	RESERVE FUND			
	Reserve Fund Appropriation	354,663	416,000	454,000
	TOTAL 11322	354,663	416,000	454,000
1137	ASSESSORS			
	Personnel Services	61,046	62,763	63,760
	Expense	81,627	88,080	90,800
	TOTAL 1370	142,673	150,843	154,560
11512	LAW DEPARTMENT			
	Expense	101,847	115,000	110,500
	TOTAL 11512	101,847	115,000	110,500
1590	TOWN ARCHIVES			
	Personnel Services	16,977	21,778	22,794
	Expense	911	1,000	1,000
	TOTAL 1590	17,888	22,778	23,794
1161	TOWN CLERK			
	Personnel Services	155,792	162,400	167,136
	Expense	5,528	6,031	6,030
	TOTAL 1161	161,320	168,431	173,166
1162	REGISTRAR OF VOTERS			
	Personnel Services	100	200	200
	Expense	9,307	12,200	12,510
	TOTAL 1162	9,407	12,400	12,710
1171	CONSERVATION COMMISSION			
	Personnel Services	139,349	142,999	145,616
	Expense	3,503	3,575	3,575
	TOTAL 1171	142,852	146,574	149,191
1175	PLANNING BOARD			
	Personnel Services	143,511	148,265	199,077
	Expense	665	3,777	4,721
	TOTAL 1175	144,176	152,042	203,798

1176	BOARD OF APPEALS			
	Personnel Services	20,916	22,962	24,033
	Expense	1,710	3,900	3,900
	TOTAL 1176	22,626	26,862	27,933
1792	AGRICULTURAL COMMISSION			
	Personnel Services	-	1,051	1,077
	Expense	3,383	4,203	4,308
	TOTAL 1792	3,383	5,254	5,385
1195	TOWN REPORT			
	Expense	14,359	18,400	18,400
	TOTAL 1195	14,359	18,400	18,400
1191	TOWN BUILDINGS			
	Personnel Services	52,225	59,018	66,148
	Expense	77,643	74,322	74,322
	TOTAL 1991	129,868	133,340	140,470
1197	TOWN PEG ACCESS CABLE			
	Personnel Services		-	8,436
	Expense		-	75,000
	TOTAL		-	83,436
TOTALS FOR GENERAL GOVERNMENT		2,570,484	2,791,104	3,036,462
PUBLIC SAFETY				
1211	POLICE DEPARTMENT			
	Personnel Services	1,382,064	1,443,099	1,499,163
	Expense	83,996	94,253	98,600
	TOTAL 1211	1,466,060	1,537,352	1,597,763
1221	FIRE DEPARTMENT			
	Personnel Services	1,295,562	1,293,598	1,365,958
	Expense	50,841	54,402	55,760
	TOTAL 1221	1,346,403	1,348,000	1,421,718
1231	EMERGENCY MEDICAL SERVICES			
	Personnel Services	72,454	74,282	76,136
	Expense	25,228	23,611	24,201
	TOTAL 1231	97,682	97,893	100,337
1249	BUILDING DEPARTMENT			
	Personnel Services	190,935	196,474	200,120
	Expense	8,930	13,118	15,184
	TOTAL 1249	199,865	209,592	215,304
1251	COMMUNICATIONS CENTER			
	Personnel Services	288,006	318,536	327,132
	Expense	37,878	37,955	38,270
	TOTAL 1251	325,884	356,491	365,402
1291	EMERGENCY MANAGEMENT			
	Personnel Services	3,000	4,943	4,950
	Expense	11,377	10,163	10,530
	TOTAL 1291	14,377	15,106	15,480
1292	DOG OFFICER			
	Expense	8,402	9,000	9,000
	TOTAL 1292	8,402	9,000	9,000
1299	PUBLIC SAFETY BUILDING			
	Personnel Services	10,393	16,813	17,086
	Expense	73,856	75,575	77,611
	TOTAL 1299	84,249	92,388	94,697
TOTALS FOR PUBLIC SAFETY		3,542,921	3,665,822	3,819,701

EDUCATION				
1310	LOCAL SCHOOL SYSTEM			
	Personnel Services & Expense	10,333,853	10,529,900	10,903,613
	TOTAL 1310	10,333,853	10,529,900	10,903,613
1331	LINCOLN-SUDBURY REG HS			
	Regional School District Assessment	3,771,569	4,040,789	4,161,932
	TOTAL 1331	3,771,569	4,040,789	4,161,932
1332	MINUTEMAN REG VOC TECH SCH			
	Regional School District Assessment	150,617	152,790	325,000
	TOTAL 1332	150,617	152,790	325,000
TOTALS FOR EDUCATION		14,256,039	14,723,479	15,390,545
PUBLIC WORKS & FACILITIES				
1411	ENGINEERING & CONSULTING			
	Expense	59,424	76,500	80,200
	TOTAL 1411	59,424	76,500	80,200
1422	DPW OPERATION & MAINTENANCE			
	Personnel Services	691,022	730,800	727,800
	Expense	228,263	289,810	309,510
	TOTAL 1422	919,285	1,020,610	1,037,310
1423	DPW SNOW & ICE CONTROL			
	Personnel Services	120,363	74,450	76,350
	Expense	416,119	197,600	202,500
	TOTAL 1423	536,482	272,050	278,850
1424	STREET LIGHTING			
	Expense	28,046	31,000	18,000
	TOTAL 1424	28,046	31,000	18,000
1427	TREE WARDEN			
	Expense	6,656	6,970	7,150
	TOTAL 1427	6,656	6,970	7,150
1429	DPW BUILDING			
	Expense	23,627	28,400	31,850
	TOTAL 1429	23,627	28,400	31,850
1434	TRANSFER STATION			
	Personnel Services	1,458	15,000	15,400
	Expense	142,215	167,000	169,000
	TOTAL 1434	143,673	182,000	184,400
1435	FACILITIES DEPARTMENT			
	Personnel Services	37,198	47,268	48,450
	TOTAL 1435	37,198	47,268	48,450
1491	CEMETERY DEPARTMENT			
	Personnel Services	9,832	11,560	10,810
	Expense	19,492	19,900	21,650
	TOTAL 1491	29,324	31,460	32,460
TOTALS FOR PUBLIC WORKS & FACILITIES		1,783,713	1,696,258	1,718,670
HUMAN SERVICES				
1511	BOARD OF HEALTH			
	Expense	21,526	27,750	28,300
	TOTAL 1511	21,526	27,750	28,300
1522	MINUTEMAN HOME CARE			
	Expense	1,311	1,343	1,376
	TOTAL 1522	1,311	1,343	1,376

1541	COUNCIL ON AGING			
	Personnel Services	144,716	150,964	156,291
	Expense	8,791	10,725	10,725
	TOTAL 1541	153,507	161,689	167,016
1543	VETERANS' SERVICES			
	Personnel Services		1,000	1,000
	Expense	31,798	34,500	35,000
	TOTAL 1543	31,798	35,500	36,000
TOTALS FOR HUMAN SERVICES		208,141	226,282	232,692
CULTURE & RECREATION				
1611	LIBRARY			
	Personnel Services	642,152	675,310	696,951
	Expense	188,916	197,156	202,507
	TOTAL 1611	831,068	872,466	899,458
1612	LIBRARY BUILDING			
	Expense	45,484	59,510	55,920
	SUB-TOTAL	45,484	59,510	55,920
	Capital Outlay			
	TOTAL 1612	45,484	59,510	55,920
1631	RECREATION DEPARTMENT			
	Personnel Services	293,023	305,616	325,700
	Expense	148,300	149,900	141,430
	TOTAL 1631	441,323	455,516	467,130
1651	CONSERVATION LAND			
	Personnel Services	83,423	87,679	91,646
	Expense	9,377	9,502	9,502
	TOTAL 1651	92,800	97,181	101,148
1661	CELEBRATIONS COMMITTEE			
	Expense	5,805	25,215	25,850
	TOTAL 1661	5,805	25,215	25,850
16931	PIERCE HOUSE			
	Personnel Services	40,000	40,000	40,000
	TOTAL 16931	40,000	40,000	40,000
TOTALS FOR CULTURE & RECREATION		1,456,480	1,549,888	1,589,506
DEBT SERVICE				
176-177	BEMIS, TOWN OFFICE ROOF, POOL			
	Principal Long-Term Debt	80,000	-	-
	Interest Long-Term Debt	1,600	-	-
	Interest Short-Term			
	TOTAL 176-177	81,600	-	-
1791	INTEREST SHORT-TERM DEBT/ISSUANCE COSTS			
	Expenses	-	25,000	25,000
	TOTAL 1791	-	25,000	25,000
1792	FIRE TRUCK-ENGINE 2			
	Principal Long-Term Debt	45,000	45,000	45,000
	Interest Long-Term Debt	6,188	4,725	3,150
	TOTAL 1792	51,188	49,725	48,150
17738	FIRE TRUCK PUMPER/TANKER			
	Principal Long-Term Debt	20,000	20,000	20,000
	Interest Long-Term Debt	2,750	2,100	1,400
	TOTAL 17738	22,750	22,100	21,400

17748	ROAD PROJECT			
	Principal Long-Term Debt	595,000	595,000	595,000
	Interest Short-Term Debt	90,625	75,750	57,900
	TOTAL 17748	685,625	670,750	652,900
17749	EMS AMBULANCE			
	Principal Long-Term Debt	40,000	-	-
	Interest Long-Term Debt	1,000	-	-
	TOTAL 17749	41,000	-	-
17750	MACDOWELL LAND ACQUISITION			
	Principal Long-Term Debt	80,000	80,000	80,000
	Interest Long-Term Debt	16,875	14,475	12,075
	TOTAL 17750	96,875	94,475	92,075
17751	IT STRATEGIC PLAN			
	Principal Long-Term Debt	115,000	50,000	50,000
	Interest on Short Term Debt	11,075	7,625	6,125
	TOTAL 17751	126,075	57,625	56,125
17752	SCHOOL BUILDING FEASIBILITY STUDY			
	Principal Long-Term Debt	280,000	45,000	40,000
	Interest on Short Term Debt	7,158	1,700	800
	TOTAL 17752	287,158	46,700	40,800
17753	TOWN OFFICES RENOVATION			
	Principal Long-Term Debt	-	-	-
	Interest on Short Term Debt	-	-	-
	TOTAL 17753	-	-	-
17754	LIBRARY FIRE SUPPRESSION			
	Principal Long-Term Debt	175,000	175,000	170,000
	Interest on Short Term Debt	16,866	13,700	10,200
	TOTAL 17754	191,866	188,700	180,200
TOTALS FOR DEBT SERVICE		1,584,136	1,155,075	1,116,650
UNCLASSIFIED				
INSURANCE				
1911	RETIREMENT ASSESSMENT			
	Expense	1,454,005	1,702,909	1,812,136
	TOTAL 1911	1,454,005	1,702,909	1,812,136
1913	UNEMPLOYMENT INSURANCE			
	Personnel Services	2,106	30,000	30,000
	TOTAL 1913	2,106	30,000	30,000
1914	HEALTH INSURANCE			
	Personnel Services	3,150,739	3,521,916	3,763,289
	Expense	-	25,661	26,303
	TOTAL 1914	3,150,739	3,547,577	3,789,592
1915	LIFE INSURANCE			
	Personnel Services	8,622	9,000	9,000
	TOTAL 1915	8,622	9,000	9,000
1916	FICA/MEDICARE			
	Personnel Services	341,392	422,270	432,827
	TOTAL 1916	341,392	422,270	432,827
1942	GENERAL INSURANCE			
	Expense	266,505	470,510	470,510
	TOTAL 1942	266,505	470,510	470,510
TOTALS FOR UNCLASSIFIED		5,223,368	6,182,266	6,544,065
TOTALS FOR GENERAL FUND		30,625,282	31,990,174	33,448,291

WATER ENTERPRISE FUND			
61451	WATER DEPARTMENT		
	Personnel Services	579,103	390,449
	Expense	235,923	477,600
	SUB-TOTAL	815,027	868,049
	Capital Outlay	176,794	180,000
	TOTAL 61451	991,821	1,048,049
614513	WATER DEPARTMENT		
	Emergency Reserve	-	50,000
	TOTAL 614513	-	50,000
TOTALS FOR WATER ENTERPRISE FUND		991,821	1,098,049
APPROPRIATION SUMMARY -			
	GENERAL GOVERNMENT	2,570,484	2,791,104
	PUBLIC SAFETY	3,542,921	3,665,822
	EDUCATION	14,256,039	14,723,479
	PUBLIC WORKS & FACILITIES	1,783,713	1,696,258
	HUMAN SERVICES	208,141	226,282
	CULTURE & RECREATION	1,456,480	1,549,888
	DEBT SERVICE	1,584,136	1,155,075
	UNCLASSIFIED	5,223,368	6,182,266
	WATER DEPARTMENT	991,821	1,098,049
TOTAL - ARTICLE 8		31,617,102	33,088,223

An Outline of Town Meeting Procedures

Set forth below is a brief description of Town Meeting procedures which govern the presentation, consideration and voting on matters which come before Town Meeting. It is hoped this summary will answer some questions which citizens have regarding Town Meeting, and may serve to make the Meeting run more smoothly and efficiently. While it may not answer all questions people have, it does outline what appears to the Moderator to be the more important facts and basic procedures relating to Town Meeting.

Warrant - The Warrant is the Agenda for the actions to come before Town Meeting. It constitutes official notice to the Town of the matters to be considered in general terms, and indicates the sponsoring Town Department or Agency who will present the Motion and lead the discussion under the Warrant Article. It is worth noting that Articles in the Warrant are not self-executing; there needs to be a Motion presented to the Meeting with respect to action to be taken under each Article. Typically the Article will be “to see if the Town will . . . [take some action]” and the Motion will be “Moved: That the Town . . . [take the action]”. The Motion can be virtually identical with the Article or it can be somewhat more precise and specific as long as it is within the “scope” of the Article. As the Article serves the purpose of giving notice to the Town as to what is to be considered no Motion, nor any Amendment to a Motion, can go beyond or cover matters outside of what could reasonably be considered to have been included in the Article. For example, if the Article is to see if the Town will vote to purchase a police cruiser for \$50,000, it would not be within the scope of the Article for the Motion to be to purchase a police cruiser and a fire engine for \$150,000. It would, however, be within the scope of the article if the motion was to purchase a police cruiser for \$30,000. It is up to the Moderator to determine if a motion or an amendment to a motion meets the “scope” requirement.

The Articles in the Warrant will be taken up at the Meeting in the order in which they are printed in the Warrant unless the meeting votes to take an Article out of order. One exception to this rule relates to those Articles which are on the Consent Calendar, as to which see the discussion below. If there are two or more Articles which deal with the same or similar matters or issues, it may be desirable and appropriate for the sponsor of the Articles to make some general comments about all the related Articles before presenting the individual Motions under each one.

Motions - As indicated above there needs to be a Motion presented to the Town to be voted on under each Article. If it happens, as it does from time to time, that prior to Town Meeting but after the Warrant has been printed and posted the sponsor of the Article decides not to go forward with it, there must still be a Motion to dispose of the Article, the usual one being a motion to “pass over” the Article. As you come into the auditorium for the Meeting, one of the documents set out on the table to pick up will be a printed sheet of the proposed Motions to be made under each of the Articles. There may be some Articles (usually referring to by-law amendments) which state that the amendment is on file at the Town Clerk’s office. These amendments will also be included in the Motion Sheet. When the Article is called for presentation the sponsor may read the Motion as printed if it is short or may make the Motion “as printed on the Motion Sheet” if it is longer. If there are any changes or refinements to the printed Motion, these will, of course, be noted. An explanation of the proposed Action will then be made by the sponsor, some of which will be very brief and some may require more detailed explanation. The general guideline is to limit the explanation to no more than ten (10) minutes

and this is usually but not always followed (most notably with the presentation of the budget). There may be other Town Boards that wish to speak with respect to action proposed under an Article after which there is opportunity for general discussion and debate from the floor of the meeting. Anyone wishing to make a comment or raise a question need only raise his or her hand and when called upon by the Moderator, may stand and wait for the delivery of a portable microphone by one of the pages. When called upon to speak please give your name and your street address and then raise your question or make your comment. Once again, there is no hard and fast rule as to time but for speakers from the audience floor a two to three minute period should be sufficient. Amendments to a Motion can always be made, assuming they fall within the scope of the Article, as discussed above. If someone knows in advance of an Amendment they wish to make, it would be helpful to provide the text of that Amendment in writing to the Moderator. However it is not necessary to have a carefully worked out Amendment in advance. The Moderator and Town Counsel are willing and able to help with the wording of any proposed Amendments. Citizen engagement is vital in making Town Meeting an effective form of government. Please do not hesitate to ask questions or to express opinions or concerns.

Voting - Most motions which are made at Town Meeting are adopted by majority vote, although there are a few which by reason of a statute or Town By-Law require two-thirds vote – e.g. motions to borrow or to amend the Zoning By-Laws. If there are amendments which have been made to motions, the meeting first votes on the Amendment and then on the main motion as amended, if the amendment passes, or on the main motion without the amendment, if it fails. Voting is done first by voice vote and if the Moderator is uncertain whether the motion passes (sometimes those in the minority have louder voices!) the Moderator will call for a standing vote and if it is still unclear there will be a count by tellers appointed by the Moderator. It should be noted that the Moderator's determination of the result of the vote is final, unless seven voters stand and challenge the determination, in which event a count will be made. In accordance with a Town By-Law adopted a few years ago the same procedure is followed when a two-thirds vote is required; once again seven voters can challenge the Moderator's determination, in which case a count will be taken by the tellers.

Procedures for Voting on the Budget - The Budget as printed in this booklet is presented by the Finance Committee and after discussion and before any votes the Moderator will allow the major budgeting agencies – town and schools – to make further comments on their proposed expenditures. Following this, the Moderator will go down the Budget line by line and ask if anyone wishes to hold out any line item for further discussion or amendment. To hold a budget item out, simply raise your hand to be recognized then identify the budget line item number of concern. Once this process is completed, the Budget excluding the items held out will be voted on, presumably without further discussion, and we will then go back and take up each line item which has been held out for discussion and separate vote. The Moderator will typically return to the person holding out each item to begin the discussion.

Override Budget - In years when an Override Budget is presented by the Finance Committee, that Budget is also printed in the booklet and will be presented first and voted on in the manner outlined above. However, an affirmative vote on an Override Budget at Town Meeting is subject to a further affirmative vote on a specific override amount at the Town Election on the Monday following Saturday's Town Meeting. Therefore in order not to have to return and vote on the Non-Override Budget (also printed in the booklet) in the event the override on the ballot fails at

the Monday election, the Meeting then will go through and vote on a second, Non-Override Budget under the same procedures outlined above. That vote will only become operative if the override question on the ballot is defeated. (Note that this year there is no override budget being presented by the Finance Committee.)

Consent Calendar - Pursuant to the Town's By-Laws the Moderator can designate certain Articles which are considered to be routine, non-controversial and/or of a minor nature and which are not expected to generate any discussion or opposition to be placed on the Consent Calendar. The Articles so designated, and the motions to be made under each Article, are listed on the Consent Calendar which is included in the mailing with the budget and the warrant. When the Meeting reaches the first of these Articles the entire Consent Calendar (even though the Articles may not be consecutive) will be considered. The Moderator will first go down the list of Articles on the Consent Calendar to determine if anyone wants to remove an Article from the Consent Calendar. Any individual voter can do so by indicating the Article to be removed, in which event it will be taken up in the normal manner in its regular sequence on the Warrant. The motions under the Articles remaining on the Consent Calendar will be adopted in a single vote, presumably unanimous, which will incorporate the votes under each of the Articles as printed on the Consent Calendar. This procedure speeds up and expedites the conduct of the business of the Meeting by not requiring individual presentation and discussion of those Articles which are deemed to qualify for Consent Calendar treatment.

TOWN OF LINCOLN, MASSACHUSETTS

ANNUAL TOWN MEETING: Saturday, March 19, 2016: 9:30 a.m.
ANNUAL ELECTION: Monday, March 28, 2016: 7:30 a.m. – 8:00 p.m.

2016 WARRANT



TOWN OF LINCOLN

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

To either of the Constables of the Town of Lincoln in said County:

GREETINGS:

In the name of the Commonwealth you are hereby required to notify the legal voters of said Town of Lincoln qualified to vote at Town Meeting for the transaction of Town Affairs to meet for the annual election at the Smith School Gymnasium on Monday, the twenty eighth day of March, 2016 next, starting at 7:30 a.m., then and there to act on the following Article 1, **and also to meet for the annual town meeting in the Donaldson Auditorium in said Lincoln on Saturday, the nineteenth day of March, 2016 at 9:30 a.m., then and there to act on the following articles, except Article 1**, by posting a copy of this Warrant, by you attested, in said Town, seven days at least before the 19th day of March next.

The polls for voting the ballot on Monday, March 28, 2016 will be opened at 7:30 a.m. and will be closed at 8:00 p.m.

Any person requiring this warrant in a larger print format, or anyone requiring handicap related assistance at the town meeting, please contact the Selectmen's Office at 781-259-2601 prior to Wednesday, March 9, 2016. Every reasonable attempt will be made to provide the necessary assistance.

Note: Town meeting shall be continued to Tuesday, March 22, 2016 at 7:30 p.m. in the Donaldson Auditorium, if needed.

ARTICLE 1

To bring in their votes for one or more members for each of the following offices;

- Board of Assessors for three years
- Board of Health for three years
- Board of Selectmen for three years
- Cemetery Commission for three years
- Commissioner of Trust Funds for three years
- DeCordova Museum and Sculpture Park Trustee for four years
- Housing Commission for three years
- Housing Commission for one year
- Lincoln Sudbury Regional District School Committee, two seats for three years
- Parks and Recreation Committee for three years
- Planning Board, two seats for three years
- School Committee for three years
- Town Clerk for three years
- Trustees of Bemis for three years
- Trustees of Lincoln Library for three years
- Water Commission for three years

And to consider the following questions:

1. Shall the Town of Lincoln be allowed to assess an additional \$320,000.00 in real estate and personal property taxes for the purpose of purchasing an articulated loader and a street sweeper for the DPW, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2016?

YES NO

2. Shall the Town of Lincoln be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for its apportioned share of the bond issued by the Minuteman Regional Vocational Technical School District in order to finance costs of constructing and equipping a new District Vocational Technical High School, including the financing of all other costs incidental and related thereto?

YES NO

ARTICLE 2

To bring in their votes for any Committees, Commissioners, Trustees, and other officers required by law to be elected by ballot or otherwise.

Selectmen

ARTICLE 3

To receive and act upon the reports of the Town Officers, Committees, Commissioners and Trustees.

Selectmen

ARTICLE 4

To see if the Town will vote to fix the salaries and compensation of the several elective officers of the Town and to determine whether any Department, Board or Committee shall be authorized to employ for additional compensation any of its members and to fix additional compensation of such members; or take any other action relative thereto.

Selectmen

ARTICLE 5

To see if the Town will vote to accept the provisions of Chapter 59, Section 5C½ of the Massachusetts General Laws, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C or 43 of Chapter 59, Section 5 of the Massachusetts General Laws for the fiscal year beginning July 1, 2016, and thereafter, unless Town Meeting votes in a future fiscal year to reduce said additional exemption amount; or take any other action relative thereto.

Assessors

ARTICLE 6

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, or otherwise, to fund the Town's Senior Tax Work-off Program, as established pursuant to Massachusetts General Laws, Chapter 59, Section 5K, as it may be amended from time to time; or take any other action relative thereto.

Selectmen

ARTICLE 7

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, or otherwise, to fund the Town's Veteran Tax Work-off Program, as established

pursuant to Massachusetts General Laws, Chapter 59, Section 5N, as it may be amended from time to time; or take any other action relative thereto.

Selectmen

ARTICLE 8

To see if the Town will vote to raise and appropriate a sum of money for the necessary and expedient purposes of the Town; or take any other action relative thereto.

Finance Committee

ARTICLE 9

To receive and act upon a report of the Capital Planning Committee, and to see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, including stabilization funds, by borrowing or any combination thereof, to purchase various capital items, or to fund capital projects as recommended by the Capital Planning Committee, including all costs incidental and related thereto; or take any other action relative thereto.

Capital Planning Committee

ARTICLE 10

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing, or any combination thereof, for the purpose of purchasing an articulated loader and street sweeper, including all costs incidental and related thereto; provided, however, that the vote taken hereunder shall be made contingent upon approval by the voters of the Town at an election of a “capital outlay exclusion” in accordance with the provisions of Massachusetts General Laws, Chapter 59, Section 21C(i½), otherwise known as Proposition 2 ½, so called, or take any other action relative thereto.

Capital Planning Committee

ARTICLE 11

To receive and act upon a report from the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget, and to appropriate or reserve for later appropriation monies for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, and to determine whether such sums shall be raised from the Community Preservation Fund, transferred from available funds, borrowed, or any combination thereof; or take any other action relative thereto.

Community Preservation Committee

ARTICLE 12

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, or otherwise, to fund the proposal of the Eighth Grade Warrant Article Group to replace one or more of the existing water bubblers at the Brooks School with a Hydration Station(s) in order to encourage more sustainable drinking water and other environmentally friendly practices in the school and in the town at large; or take any other action relative thereto.

Citizens Petition

ARTICLE 13

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to be used for the repair and maintenance of certain Lincoln School Campus classrooms and buildings, including all costs incidental and related thereto; or take any other action relative thereto.

School Committee

ARTICLE 14

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to be used for the repair and maintenance of certain Town buildings, including all costs incidental and related thereto; or take any other action relative thereto.

Selectmen

ARTICLE 15

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to be used for the repair and maintenance of the Lincoln Library, including all costs incidental and related thereto; or take any other action relative thereto.

Library Trustees

ARTICLE 16

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds (including any amount appropriated under Article 8 that exceeds the final Lincoln assessment voted by the Lincoln Sudbury Regional High School Committee for the fiscal year 2017, in accordance with law), by borrowing or any combination thereof, to add funds to the Debt Stabilization Fund, so called, previously established in accordance with Massachusetts General

Laws, Chapter 40, Section 5B at the March 26, 2011 Annual Town Meeting, Article 19, for the purpose of funding future debt service obligations; or take any other action relative thereto.

Finance Committee

ARTICLE 17

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to add funds to the Group Insurance Liability Fund established by Chapter 474 of the Acts of 2008, which Fund will help offset the Town's so-called "other post-employment benefits" liability established by Statements 43 and 45 of the Governmental Accounting Standards Board; or take any other action relative thereto.

Finance Committee

ARTICLE 18

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to add funds, representing Lincoln's proportionate share of the contribution recommended by the LSRHS School Committee, to the Lincoln Sudbury Regional School District Retirees Health Insurance Trust Fund, established by the acceptance of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, section 57 of the Acts of 2011, for Lincoln Sudbury Regional High School, which Fund will help offset the High School's so-called "other post-employment benefits" liability established by Statements 43 and 45 of the Governmental Accounting Standards Board; or take any other action relative thereto.

Finance Committee

ARTICLE 19

To see if the Town will vote to accept and expend such sum or sums of money that may be available under the provisions of Massachusetts General Laws, Chapter 90 or any other state roadway reimbursement programs and to authorize the Board of Selectmen to enter into a contract with the Massachusetts Department of Transportation Highway Division and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts; or take any other action relative thereto.

Selectmen

ARTICLE 20

To see if the Town will vote to transfer from Free Cash a sum of money equal to the state reimbursement amount for Special Education Medicaid expenses to supplement the FY17 Lincoln School operating budget; or take any other action relative thereto.

School Committee

ARTICLE 21

To receive and act on a recommendation from the Board of Selectmen and Finance Committee with regard to the presentation of the annual Bright Light Award, and to transfer from Free Cash the necessary funds to support this award; or take any other action relative thereto.

Selectmen

ARTICLE 22

To see if the Town will vote to appropriate and transfer a sum of money from the Conservation Receipts Reserved for Appropriation Account for land stewardship initiatives including: control of Japanese knotweed, phragmites, and other invasive plants, Muster Field culvert repair, and native plantings; or take any other action relative thereto.

Conservation Commission

ARTICLE 23

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: school bus fees, preschool tuitions, ambulance services, fire alarm maintenance fees, firearms licenses fees, housing rental income, recycling program, Codman Farmhouse lease fees and parks and recreation fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

Selectmen

ARTICLE 24

To see if the Town will vote to appropriate and transfer a sum of money from Water Enterprise Retained Earnings for the purchase of fire hydrants, including all costs incidental and related thereto; or take any other action relative thereto.

Water Commissioners

ARTICLE 25

To see if the Town will vote to appropriate and transfer a sum of money from Water Enterprise Retained Earnings for the replacement of the Tower Road well roof and exterior repairs to the Sandy Pond treatment plant, including all costs incidental and related thereto; or take any other action relative thereto.

Water Commissioners

ARTICLE 26

To see if the Town will vote to appropriate and transfer from Free Cash or any other source of funds a sum of money to reduce the total amount to be raised by taxation pursuant to the votes previously taken under Article 8 of this Warrant, or any other article of this Warrant authorizing the appropriation of funds; or take any other action relative thereto.

Finance Committee

ARTICLE 27

To see if the Town will approve the \$144,922,478 borrowing authorized by the Minuteman Regional Vocational Technical School District (the "District") for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (i) forty four and three quarters percent (44.75 %) of eligible, approved project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA. Provided, however, that any approval of the District's borrowing by the vote taken hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 21/2), and provided further that any approval of this borrowing shall also be contingent upon the approval, on or before March 1, 2016, of the 2016 Amended Regional Agreement for the District by the town meetings of all 16 member towns of the District, or take any other action relative thereto.

Minuteman Regional Vocational Technical High School Committee

ARTICLE 28

To see if the Town, in order to financially support a COMPREHENSIVE RENOVATION of the Lincoln School which addresses long-range facilities needs and educational enhancement, will vote to seek partnership with the Massachusetts School Building Authority (MSBA) by supporting the School in filing a Statement of Interest with the MSBA; or take any other action relative thereto.

School Committee

ARTICLE 29

To amend the vote taken under Article 30 of the March 28, 2015 Town Meeting raising and appropriating the sum of \$750,000, contingent upon a Capital Outlay Exclusion, which was approved at the March 30, 2015 Town Election, for a Feasibility Study to develop building project renovation choices for the Lincoln School located at Ballfield Road, only in the event the Town was invited to participate in the Massachusetts School Building Authority Grant Program, to instead provide that such funds shall be used for a Feasibility Study, including all costs incidental and related thereto, to assist the School Committee in developing building project renovation choices for the Lincoln School, located at Ballfield Road, that respect the current campus configuration, noting that a project that meets long-range facilities needs and includes educational enhancements will likely require a MINIMUM Town investment of \$30 million; or take any other action relative thereto.

School Committee

ARTICLE 30

To see if the Town will vote to hear a report from the School Committee's and Board of Selectmen's Campus Master Planning Committee; or take any other action relative thereto.

School Committee/Board of Selectmen

ARTICLE 31

To see if the Town will vote to authorize the Board of Selectmen to allow the land known generally as the Town Landfill to be used by a solar energy provider to erect and operate solar energy facilities, and authorize two types of agreements between the Town and a solar provider at said location, or any other: (1) purchase of energy or energy credits and (2) payment-in-lieu of taxes to allow the Town to better predict the tax revenues related to solar energy facilities; all as set forth below, and further to authorize the Board of Selectmen to execute instruments and take all actions as may be necessary on behalf of the Town of Lincoln for such purposes:

(1) Use of Closed Landfill for Lease to Solar Energy Provider:

Authorize the Board of Selectmen to transfer the land commonly known as the Town Landfill, located at the corner of Route 2A (North Great Road) and Mill Street, and shown as Assessors Map and Parcel 115-19-0, from the Board of Selectmen for active and passive recreation purposes to the Board of Selectmen for such purposes and also for closed landfill and leasing for solar energy purposes, and authorize the Board of Selectmen to lease said land or any interest therein to a solar energy provider for the installation and operation of solar energy facilities, on such terms and conditions as the Board deems appropriate, and to take such other action as may be necessary to effectuate said transfer and lease, including but not limited to the filing of a home rule petition with the General Court for purposes of authorizing the transfer consistent with the provisions of Article 97; and

(2) Power Purchase/Net Metering Agreement(s) with Solar Energy Provider

Authorize the Board of Selectmen to enter into a renewable energy power purchase and/or net metering credit purchase agreement, including an agreement for power and net metering credits generated by a solar energy facility, for a term of up to twenty-five (25) years, on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town; and further

(3) PILOT Agreement(s) with Solar Energy Provider

Authorize the Board of Selectmen to (i) negotiate and enter into an agreement for payments-in-lieu-of-taxes ("PILOT") pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, or any other enabling authority, for both real property and personal property associated with a privately owned and operated solar energy facility to be located on the Town's landfill property as shown on Assessor's Map and Parcel 115-19-0 for a term of up to twenty-five (25) years on such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town; and

Or take any other action relative thereto.

Board of Selectmen/Green Energy Committee

ARTICLE 32

To see if the Town will accept the provisions of Massachusetts General Law, Chapter 44, Section 53F3/4 to establish a PEG Access and Cable Related Fund, into which revenue received in connection with a franchise agreement between cable operators and the Town of Lincoln shall be deposited, and which funds shall only be appropriated for cable-related purposes consistent with the franchise agreement, including but not limited to (i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license; and further to transfer the balance of current PEG Access funds to this fund to begin operation on July 1, 2017; or take any other action relative thereto.

Selectmen

ARTICLE 33

To see if the Town will vote to amend the General By-law, Section 13D (Dog Regulations) regarding registration and licensing fees, substantially as on file with the Town Clerk; or take any action relative thereto.

Town Clerk

ARTICLE 34

To see if the Town will vote to amend the Zoning By-Law, Sections 13.5 (exterior lighting) and 23 (definitions) by revising residential exterior lighting to incorporate "dark sky" principles and to

update definitions to reflect current technology, substantially as on file with the Town Clerk; or take any action relative thereto.

Planning Board

ARTICLE 35

To see if the Town will vote to amend the Zoning By-Law, Sections 6.1 and 6.2, to add parties permitted to farm by right, add agricultural uses permitted by right on parcels less than five acres, and to clarify agricultural uses requiring a special permit on parcels containing less than five acres, substantially as on file with the Town Clerk; or take any other action relative thereto.

Agricultural Commission

ARTICLE 36

To see if the Town will vote (1) to endorse **A Petition to the U.S. Congress to Adopt a Uniform National Gun Safety Law** acknowledging (a) that the number of privately owned firearms and the number of fatalities and injuries in the United States is far greater than any other industrialized country in the world, and (b) that a uniform national gun safety law would eliminate state by state differences that permit the spread of lethal weapons through illegal sales and trafficking, and (c) that the U.S. Congress needs to fund gun safety research as a public health epidemic, and (d) that core provisions of recently enacted gun safety laws in New York and Connecticut were found constitutional by Federal Appeals Court that therefore form a constitutional model for new uniform national legislation; and (2) to ask our Board of Selectmen to transmit copies of this Warrant Article and Resolution to our Federal elected officials including the President of the United States Barack Obama and Vice President Joseph Biden, Massachusetts Senators Elizabeth Warren and Edward Markey, and Congresswoman Katharine Clarke; or take any other action relative thereto.

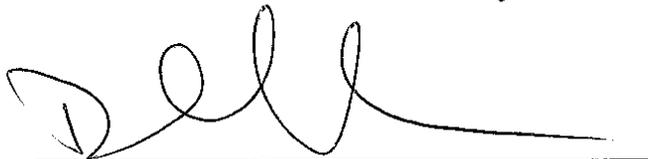
Citizens Petition

ARTICLE 37

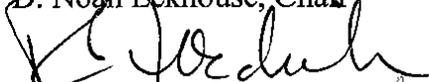
To see if the Town will vote to request the Board of Selectmen to endorse proposed state legislation requiring divestment of statewide retirement funds (Pension Reserve Investment Trust PRIT, House Bill No. 2269) from fossil fuel companies, the full text of which is available at the Town Clerk's Office; or take any other action relative thereto.

Citizens Petition

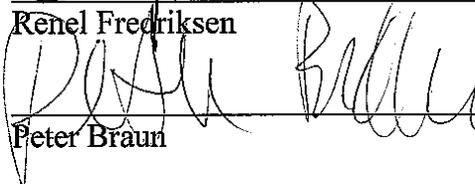
Hereof fail not and make return of this Warrant with your doings, thereon to the Town Clerk, at or before the time for the meeting aforesaid. Given under our hands this the 8th day of February 2016.



D. Noah Eckhouse, Chair



Renel Fredriksen



Peter Braun

Board of Selectmen

Glossary

Debt Exclusion and Capital Exclusion: Proposition 2½ allows a town to raise monies for capital projects or for the payment of debt service costs using either a **capital** or **debt exclusion**, respectively. Unlike the override, which results in a permanent increase in the town's levy limit, a **capital exclusion** is added to the levy limit or ceiling only for the year in which the project is being undertaken. Likewise, **debt exclusion** is added to the levy limit or levy ceiling for the life of the debt only. Both of these exclusions require a 2/3 vote of the Selectmen in order to be placed on a ballot, with a majority of the electorate needed for authorization.

Free Cash: This is money that had been appropriated but not spent for various budget line items together with unforeseen revenues. These monies are certified annually by the Department of Revenue as the town's **free cash**.

Levy (Tax), Levy Ceiling, and Levy Limit: The property **tax levy** is revenue raised through real and personal property taxes. Municipal revenues are raised through the tax levy, State Aid, and local receipts. The tax levy is the largest source of revenue.

Proposition 2½ places constraints on the magnitude of the levy imposed by a town as well as the amount by which the levy can be increased from one year to the next. The two limits on property taxes imposed by Proposition 2½ are:

- **levy ceiling** - This establishes an overall cap on the levy. Ordinarily a town cannot levy more than 2.5% of the total full and fair cash value of all taxable real and personal property.
- **levy limit** - The maximum levy allowed in a given year is the **levy limit**. This will always be equal to or less than the **levy ceiling**. The levy limit for any fiscal year amounts to the previous year's levy limit (less excluded debt) increased by 2.5% plus new growth, exclusions, and any override authorized by the electorate.

Levy Increase: The difference in the levy between one year and the next is the **levy increase**. This number is often represented as a percent. The town may set its levy at any amount up to its levy limit. It is important to recognize that the actual levy may increase more than 2.5% in a given year. This is allowable under Proposition 2½.

Local Revenue (Receipts): **Local revenue** or **local receipts** include excise taxes, rental fees, license and permit fees, investment income, cell tower income, and other “pay for service” fee income, such as recreation and ambulance fees.

New Growth: Proposition 2½ allows the town to increase its **levy limit** annually by an amount based on the value of new construction and other growth in the tax base that is not the result of revaluation. This provision allows the town to respond to **new growth** that may result in additional municipal costs; for example, the construction of new housing may result in increased school enrollments and therefore higher education costs. **New growth** becomes part of the levy limit base.

Override: Proposition 2½ allows a town to assess taxes in excess of the annual 2.5% increase plus **new growth** by passing an **override**. When an **override** is passed, the **levy limit** for the

year is increased by the amount of the **override**. This results in a permanent increase in the town's **levy limit**. An **override** requires a majority vote of the Selectmen to be placed on a ballot. A majority vote of the electorate is needed for approval.

Reserve Fund: This fund, established by the annual Town Meeting, is under the control of the Finance Committee. Transfers may be made from it for unforeseen expenditures. The limit on the size of this fund is 5% of the **tax levy** of the current fiscal year.

SBAB: This refers to State Aid available to the Town or the Regional School District through the **State Building Assistance Board (SBAB)** as partial reimbursement for the capital and interest costs of our school construction projects.

Stabilization Fund: The **stabilization fund** is a reserve account that allows the Town to put aside money in anticipation of future expenses.

Tax Rate: The **tax rate** is the amount of tax charged by the Town expressed in terms of a unit of the tax base: for example, \$9.35 per \$1000 of the assessed valuation of taxable property.