

REPORT
of the
OFFICERS AND COMMITTEES
of the
TOWN OF LINCOLN
FOR THE YEAR 2013



LINCOLN, MASSACHUSETTS

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TOWN INFORMATION

| | |
|---|-------------------------------|
| <i>First Settled</i> | 1650-1680 |
| <i>Town Incorporated</i> | 1754 |
| <i>Town Area</i> | 14.56 square miles |
| <i>Population</i> | 5,942(including Hanscom AFB) |
| <i>Registered Voters</i> | 4,160 (including Hanscom AFB) |
| <i>Type of Government</i> | Town Meeting |
| <i>2013 Annual Town Meeting</i> | March 23, 2013 |
| <i>2013 Annual Election of Officers</i> | March 25, 2013 |

| | | |
|---------------------------|----------------------------|---------------------------|
| <i>FY 2013 Tax Rate =</i> | <i>Residential \$14.23</i> | <i>Commercial \$18.72</i> |
| <i>FY 2014 Tax Rate =</i> | <i>Residential \$14.41</i> | <i>Commercial \$18.95</i> |

MUNICIPAL AND SCHOOL OFFICES

| DEPARTMENT | OFFICE HOURS | PHONE |
|--|--------------|-----------------------|
| TOWN OFFICES | | |
| Mon-Fri 8:30 AM – 4:30 PM | | 781-259-2600 |
| 16 Lincoln Road | | (main Phone #) |
| Accounting & Finance | | 259-2608 |
| Town Administrator | | 259-2601 |
| Assessors | | 259-2611 |
| Building Inspector | | 259-2613 |
| Collector/Treasurer | | 259-2605 |
| Conservation | | 259-2612 |
| Health, Board of | | 259-2614 |
| Housing Commission | | 259-2614 |
| Historical Commission & Historic District Comm. | | 259-2614 |
| Planning | | 259-2610 |
| Selectmen, Board of | | 259-2601 |
| Town Clerk | | 259-2607 |
| Zoning Board of Appeals | | 259-2615 |

COUNCIL ON AGING

Mon-Fri 8:30 AM – 4:30 PM

Bemis Hall 259-8811
15 Bedford Road

PUBLIC SAFETY

169 Lincoln Road
Emergencies 911
General Business 259-8113

PUBLIC WORKS

30 Lewis Street Mon-Fri 7:00 AM – 3:30 PM 259-8999
Transfer Station (Rte 2A) Wed & Sat 7:30 AM - 3:30 PM

WATER DEPARTMENT Mon- Fri. 7:00 AM – 3:30 PM

Pumping Station, 77 Sandy Pond Road 259-8997
Filtration Plant, 80 Sandy Pond Road (manned daily) 259-1329

RECREATION

Ballfield Road, Hartwell Campus 259-0784

LINCOLN PUBLIC SCHOOLS

Ballfield Road 259-9400
Smith School (K – 4) 259-9404
Brooks School (5 – 8) 259-9408
Superintendent 259-9409
Business Office 259-9401

LINCOLN SUDBURY REGIONAL DISTRICT SCHOOL

390 Lincoln Road, Sudbury 978-443-9961

HANSCOM SCHOOLS - Hanscom AFB

Hanscom Primary 781-274-7721
Hanscom Middle 781-274-7720

MINUTEMAN REGIONAL SCHOOL DISTRICT

758 Marrett Road, Lexington 781-861-6500

PUBLIC MEETINGS ARE POSTED ON THE TOWN OFFICES
BULLETIN BOARD AND ON THE TOWN MUNICIPAL CALENDAR @
www.lincolntown.org.

GENERAL GOVERNMENT

BOARD OF SELECTMEN

Peter Braun, Chair
Renel Fredriksen
Noah Eckhouse

INTRODUCTION

2013 was another active and challenging year for Lincoln's Board of Selectmen, as it was for many of the Town's boards, committees and staff. While there was only one Town Meeting, there were once again several elections, the school's long-term facilities needs continued to receive focused attention, the Town Offices renovation was completed, our Town employees moved into their new offices, our revamped Town web site commenced, the Route 2 construction project very visibly commenced, our police force was directly impacted by the Marathon bombings aftermath, and several matters of importance to our future were discussed at a State Of The Town meeting.

As always, we must begin by saying **THANKS!** to all the volunteers who help run our Town. Our chosen form of government would not function properly without scores of enthusiastic and committed volunteers who work with our experienced and knowledgeable Town staff to keep Lincoln running smoothly. In particular, the Selectmen continue to recognize the work of those who have come before us: not only prior Selectmen, but other volunteers and elected officials who have worked collaboratively with us along the way.

The Board of Selectmen sees our overarching role to be to carry out the direction of Town Meeting, while facilitating the good works of other boards and committees. As costs continue to rise while town government strives to meet increasingly sophisticated expectations, we strive to deliver high quality services with minimal budget growth. Lincoln has a unique, participatory culture that relies on an informed, grassroots-style approach to problem-solving. The Board of Selectmen and Town staff work to support this approach to problem-solving while occasionally providing the "spark" of leadership to help achieve a solution.

TOWN OFFICES PROJECT

After approximately four years of planning and construction overseen by Selectman Eckhouse, several committees of dedicated volunteers, and our hard-working staff, the renovated Town Office building was completed with a celebration in June 2013 and reoccupied in July. We hope you have enjoyed or will soon take the opportunity to enjoy the transformed interior, new rear entrance, increased office and meeting spaces, and energy-efficiency (including the elevator that generates electricity on its way down).



NEW WEB SITE

The Town's transformed web site became operational in May 2013. IT Director Chuck Miller and other staff and volunteers, including Selectman Fredriksen, worked diligently to deliver a new system, designed with ease of navigation for users, improved content management for staff and boards, and greater transparency for all. Each department, board, or committee can now manage its own content, and update it in a timely manner. Each department had to put in extra time to get all the data gathered and organized in order to get this done on time. Chuck Miller spearheaded the important process and skillfully handled the difficult task of producing all the documentation needed for the new site while maintaining the old one.

ROUTE 2

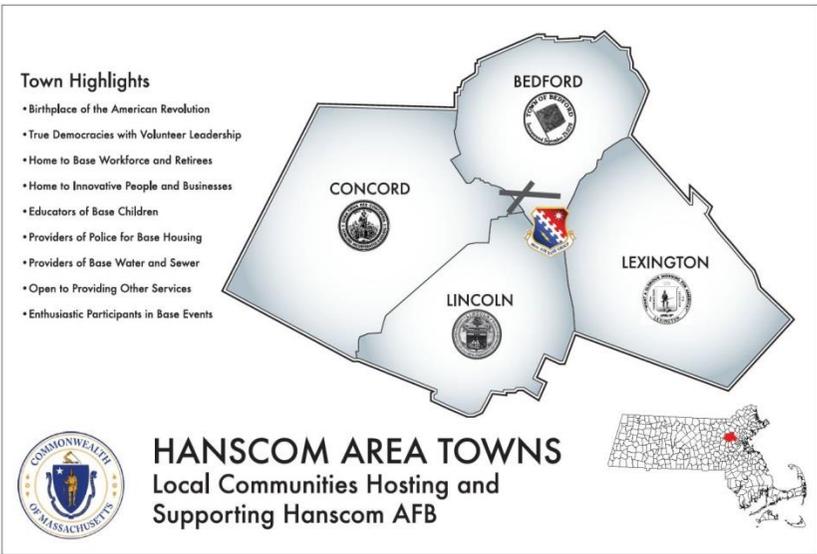
Several generations of Lincoln officials have taken their turns leading a coalition of neighboring towns to persuade the Commonwealth of Massachusetts' highway agencies to act on and prioritize the long-recognized need for significant safety improvements for Route 2 by transforming it into a limited access highway from Tracey's Corner west to Route 126. The project finally began in earnest in the Spring of 2013, and, as expected, the Town, and particularly the residents who live on or very near the construction site, are experiencing impacts and inconvenience. The Board of Selectmen, our staff, and other committee members have worked hard to attempt to mitigate the impacts, including regular meetings with highway construction staff and with affected residents. We request the public to remain mindful of the substantial long-term safety benefits of the project, including for those residents who will no longer be required to access their homes directly from Route 2. In fact, several of the new local access roads serving the immediate abutters of Route 2 have been completed and several others are expected to be completed by mid-2014. Special thanks continue to go to Dan Boynton, who has been intensively involved as a volunteer for many years in advocating for locally-sensitive design solutions and who provides us with an invaluable, detailed knowledge-base of how the project evolved.

HANSCOM AIR FORCE BASE

Approximately one-half of Hanscom Air Force Base (or about 400 acres) is in Lincoln, including all of the housing and schools. The Base is a Constitutionally-protected "federal enclave": the federal government has exclusive jurisdiction;

and Lincoln has neither the obligation to provide services nor the right to tax. Under a contract with the federal government, we are paid our costs for operating the Hanscom schools. We are happy with this status quo, which has existed for about 60 years.

However, the federal government could close the Base or forego its federal enclave status and thereby create substantial challenges for Lincoln for which we would clearly need the Commonwealth's assistance. The Defense Department targeted the Base for closure in 2005, and a resulting professional study estimated that Lincoln could inherit an approximately 35% increase in housing and residents, with the accompanying costs of providing services, which would only partially be offset by the increased tax revenue. The net negative cost to Lincoln was estimated to be \$6.6 million per year, which would be a much larger amount in current dollars. This level of financial impact would clearly present a significant challenge.



Discussions continue in Washington regarding whether and when to authorize another round of base closures across the country. It therefore behooves us to continue to pay close attention to the Base and to maintain our close working relationship with Lexington, Bedford, and Concord, which share our additional concerns that a Base closure could create issues related to traffic, airport usage, and potential lack of local control. We believe it is also essential that we actively support the Commonwealth of Massachusetts' substantial efforts to maintain the Base's "federal enclave" status.

Our Hanscom liaison, Selectman Braun, continues to have productive interactions with our neighboring towns through the “HATS” organization and with the senior staff of the Commonwealth’s two organizations that are focused on preserving and enhancing Hanscom and other Massachusetts military installations: MassDevelopment, which is one of the Commonwealth’s principal development and financing arms; and the Military Asset and Security Strategy Task Force, now chaired by Governor Deval Patrick and Congresswoman Niki Tsongas and composed of many of the Governor’s cabinet secretaries, other senior officials, and legislators. As an example, Selectman Braun was invited to participate with the Commonwealth’s organizations as the “HATS” representative in a recent unusual two-day visit to the Base by the Air Force’s Chief of Staff, General Mark Welsh.

We believe that the Task Force and MassDevelopment are well organized and actively involved in enhancing the Base’s future prospects. They are assembling and communicating data to support the case for the Base’s preservation, including working closely with the public-private partnership known as the Defense Technology Initiative that grew out of the 2005 BRAC process. The Task Force and MassDevelopment are also using the Commonwealth’s resources to assist with improvements of the Base’s infrastructure, energy-efficiency, and cost-effectiveness, as well as working with the Base to develop synergistic activities including the recently-opened Massachusetts Air and Army National Guard joint headquarters on the Base, workforce development initiatives, and enhanced contract opportunities for small businesses. Additionally, at the Base’s request, MassDevelopment is working with the Air Force and Mass Department of Transportation to convey 18 acres of Commonwealth-owned land to the Air Force so that the Vandenberg Gate can be moved and improved to eliminate a security issue for the Base. The Task Force and MassDevelopment are also working with an experienced Washington-based government-relations firm to monitor and play a helpful role in base-closure process discussions. Finally, the Task Force and MassDevelopment are assisting the Base to identify additional cost-efficiencies that might be aided by local municipal involvement, a process in which we expect to play an active role soon.

We believe that demonstrating that we are a reliable ally for the Commonwealth’s efforts will serve us well under any scenario involving the Base in which we might need the Commonwealth’s assistance. What is important at this time is that we have open communication with the Commonwealth’s senior staff and continue to play an active role in demonstrating local support of the Base, including regularly interacting with Base leadership.

PUBLIC SAFETY

Our dedicated Public Safety staff puts their lives at risk for us every day, for which we are immeasurably grateful. This was amply demonstrated by numerous

members of our police force participating actively and selflessly in the aftermath of the Marathon bombings in the Watertown area, while grieving the loss of one of our own – Sean Collier, who served as a Lincoln Special Police Officer for the two years before he was murdered. Our police force’s skill was demonstrated in its active involvement in gathering the evidence necessary to make an arrest in the case involving a body found in Lincoln several months ago. We routinely receive praise from citizens and other police departments regarding the professionalism and caring displayed by each member of our force.

STATE OF THE TOWN MEETING

We were pleased to facilitate a successful State Of The Town meeting in November, in which there was active discussion of senior center/community center concepts, South Lincoln planning concepts, and municipal electric concepts. We plan to continue to study the senior center/community center concepts, as we attempt to identify alternatives for further town-wide discussion regarding the space and safety issues faced by the Council on Aging at Bemis Hall.

ROADS, ROADSIDES AND TRAFFIC

One of the key portions of the Town’s infrastructure is our roadway system, what travels over it and what lies adjacent to it. To assist in maintaining year-round focus on this set of issues, the Board relies heavily on the expertise and opinion of the Roadway And Traffic Committee (RTC).

Like most years, this was a busy one for the RTC. Projects completed included replacing fencing and removal of trees at the southwestern corner of Route 117 and Lincoln Road – dramatically improving sight lines at this busy corner. Additional lighting was installed at Bemis Hall and at the crosswalk across Bedford Road, servicing Bemis. The Bemis parking lot was repaved, and the modified entryway was finalized. Additional work continues to focus on how to make that area safer for pedestrians, particularly at night. Other project included the piloting of an LED streetlight on Lincoln Road (low energy, better light, more local control over illumination); the final layout and construction of the Northeastern corner of the Codman Road/Lincoln Road intersection.

We continue to receive compliments for the work our Highway Department has done in recent years, rehabilitating our roads and roadsides. Many of our roads have been resurfaced and improvements made to the adjacent paths – including restoration of stone walls and construction of new sections of wall. With the advice and support of the RTC, we’ve also undertaken a number of roadway safety improvement projects. The Route 2 construction project will result in the addition of several new local roads; the DPW is making plans to ensure that these new roads are properly maintained. The DPW Superintendent has identified a more environmentally sensitive approach for treating our roads during snow storms. The new program will rely on a salt brine solution that is applied to

the roadways in advance of storms. Area towns that have employed this technology report an improved ability to keep the roadways clear and that they are using significantly less sand in the process. Subject to funding at the March Annual Town Meeting, the Superintendent plans to implement this new roadway treatment program next winter.

LIQUOR LICENSES

Following the successful awarding of liquor licenses to Donelans and AKA Bistro, we have implemented the mandate of the March 2013 Town Meeting and filed legislation to authorize final election ballot approval for the right to issue a license to DeCordova and special one-day licenses. We are hopeful that these matters will appear on the March 2014 ballot. The Board of Selectmen believe that these licenses, held by responsible operators, enhance the quality of life in Town and further support the businesses who choose to operate in Lincoln. These licenses must be renewed annually by the Board of Selectmen, and, together with Public Safety, we pledge to keep a watchful eye on compliance with all laws and regulations.

SUMMARY

We are all fortunate to be a part of this community. While far from perfect, we do not have to engage in the struggles that so many municipalities must confront daily: we are able to provide a quality education for our children, manage our finances in a responsible manner, and maintain a safe community. Our biggest challenge going forward is to maintain the key elements of our past while developing an appropriate vision for the next 50-100 years. Shared values, open, respectful debate, and broad participation will help us get there. We encourage all citizens of Lincoln, both young and old, to get involved! From passing out water during the 4th of July road race, baking cookies for the Council on Aging, supporting the Parent Teacher Organization or running, or volunteering for an elected/appointed board or committee seat, there is a role for you!

OFFICERS AND COMMITTEES ELECTED

| | |
|---|------|
| <u>Moderator</u> | |
| Sarah Cannon Holden | 2014 |
| <u>Town Clerk</u> | |
| Susan Brooks | 2016 |
| <u>Board of Selectmen</u> | |
| Peter Braun | 2014 |
| Noah Eckhouse | 2016 |
| Ragnhild Fredriksen | 2015 |
| <u>Board of Assessors</u> | |
| Ellen Meadors | 2014 |
| Edward Morgan | 2015 |
| John G. Robinson | 2016 |
| <u>School Committee</u> | |
| Timothy Christenfeld | 2016 |
| Jennifer Glass | 2014 |
| Jen James | 2014 |
| Tom Sander | 2016 |
| Alvin L. Schmertzler | 2015 |
| <u>Water Commission</u> | |
| Ion C. Abraham | 2015 |
| Ruth Ann Hendrickson | 2014 |
| Patrick J. Lawler | 2016 |
| <u>Board of Health</u> | |
| Herbert Haessler | 2015 |
| Steven Kanner (interim appointment) | 2014 |
| Frederick L. Mansfield | 2014 |
| <u>Cemetery Commission</u> | |
| Manley Boyce | 2014 |
| Susan S. Harding | 2015 |
| Conrad Todd | 2016 |
| <u>Lincoln-Sudbury Regional District School Committee</u> | |
| Radha Gargeya | 2016 |
| Elena M. Kleifges | 2014 |
| Nancy Marshall (Lincoln Resident) | 2015 |
| Kevin J. Matthews | 2016 |
| Patricia M. Mostue (Lincoln Resident) | 2014 |
| Gerald E. Quirk | 2015 |
| <u>Planning Board</u> | |
| James Craig, Associate (Planning Board Appointee) | 2016 |
| Lynn DeLisi (Elected) (interim appointment) | 2014 |

| | |
|---------------------------|------|
| Robert Domnitz (Elected) | 2015 |
| Margaret Olson (Elected) | 2016 |
| Richard Rundell (Elected) | 2014 |
| Bryce Wolf (Elected) | 2016 |

Commissioners of Trust Funds

| | |
|--------------------|------|
| Donald Collins | 2015 |
| D. Paul Fitzgerald | 2014 |
| Douglas Harding | 2016 |

Trustees of Bemis Fund

| | |
|--------------------|------|
| Stacy Osur | 2014 |
| Susan Conway Pease | 2014 |
| Ruth Rothstein | 2015 |

Trustees of Lincoln Library

| | |
|---|------|
| Jacquelin Apsler (Board of Selectmen Appointee) | 2014 |
| Julie Brogan (Elected) | 2016 |
| Martin Dermady (School Committee Appointee) | 2016 |
| John B. French (Library Trustees Appointee) | |
| Alfred Kraft (Library Trustees Appointee) | |
| Peter Sugar (Library Trustees Appointee) | |

Decordova Museum and Sculpture Park Trustees

| | |
|---|------|
| Scarlett H. Carey (Elected) | 2015 |
| Jamie Jaffee (Elected) | 2014 |
| Melinda Webster Loof (Board of Selectmen Appointee) | 2014 |
| Stacy Osur (Elected) | 2017 |
| Peter Sugar (Library Trustees Appointee) | 2016 |
| Dune Thorne (Elected) | 2016 |

Housing Commission

| | |
|--|------|
| Stephen Dirrane (Board of Selectmen Appointee) | 2014 |
| Pamela Gallup (Elected) | 2014 |
| Constance Lewis (Elected) | 2015 |
| Gila Naderi (Elected) | 2016 |
| Mary Sheldon (Council On Aging Appointee) (Non-voting) | 2015 |
| Robert Wadsworth (State Appointee) | 2015 |

Parks and Recreation Committee

| | |
|---|------|
| Doug Carson (Board of Selectmen Appointee) | 2014 |
| Patricia, M. Donahue (Elected) | 2016 |
| Jonathan Dwyer (Board of Selectmen Appointee) | 2016 |
| Chris Fasciano (Board of Selectmen Appointee) | 2015 |
| Edward A. Julian (Elected) | 2015 |
| Ingrid Neri (Elected) | 2014 |

APPOINTED BY THE BOARD OF SELECTMEN

Town Administrator

Timothy Higgins

Assistant Town Administrator

Anita Scheipers
Mary Day

(end June 2013)
acting

Accountant/Finance Director

Colleen Wilkins

Treasurer/Collector

Mary Day

Town Counsel

Joel Bard

Superintendent of Public Works

Christian Bibbo

Superintendent of Water Department

Gregory Woods

Fire Chief

Stephen E. Carter

Chief of Police

Kevin Mooney

Constables

Robert Paul Millian

Joseph Topol

2014

2014

Dog Officer

Leslie Boardman

Sealer of Weights & Measures

Courtney Atkinson

Building Inspector

Daniel Walsh

Wiring Inspector

Robert Norton

Assistant Wiring Inspector

John Bolli

Plumbing Inspector

Russell Dixon

Assistant Plumbing and Gas Inspector

George Dixon

Kenneth Rich

Emergency Management

Stephen E. Carter

| | |
|---------------------------------------|--------|
| <u>Hazardous Waste Coordinator</u> | |
| Elaine Carroll | |
| <u>Veterans' Services Officer</u> | |
| Priscilla Leach | 2014 |
| <u>Veterans' Programming Officer</u> | |
| James Hogan | 2014 |
| <u>Minuteman Senior Services</u> | |
| Dilla Tingley (Council on Aging) | acting |
| <u>Tree Warden</u> | |
| Kenneth Bassett | 2014 |
| <u>Registrars of Voters</u> | |
| Susan Brooks, Ex Officio (Town Clerk) | |
| Christopher Bursaw | 2016 |
| Deborah C Kahn | 2015 |
| Nancy Zuelke | 2014 |
| <u>Conservation Commission</u> | |
| Diana B Beaudoin | 2014 |
| Julia R. Dobrow | 2015 |
| James Henderson | 2016 |
| Ari Kurtz | 2015 |
| James Meadors | 2016 |
| Robert Noah | 2014 |
| Peter von Mertens | 2016 |
| <u>Zoning Board of Appeals</u> | |
| Steve Daigle | 2014 |
| Joel Freedman | 2016 |
| David Henken | 2017 |
| Eric Snyder, Associate | 2016 |
| Megan Stride | 2015 |
| David Summer | 2018 |
| <u>Council On Aging</u> | |
| Margaret Boyer | 2014 |
| Eugene C. Cooper | 2016 |
| John B. French | 2015 |
| Benjamin Horne | 2014 |
| Sarah Kindleberger | 2016 |
| Tricia McGean | 2014 |
| Don Milan | 2015 |
| Mary Sheldon | 2015 |
| Robert Sutherland | 2016 |
| Dorothy Taylor | 2016 |
| Dilla Tingley | 2014 |
| Rob Todd | 2015 |

Disabilities Commission

| | |
|----------------|------|
| Deborah Dorsey | 2016 |
| Janet Lipcon | 2014 |
| John Ritz | 2015 |
| Nancy Torti | 2015 |

Lincoln Historical Commission

| | |
|----------------|------|
| Douglas Adams | 2014 |
| Lucretia Giese | 2016 |
| Andrew Glass | 2015 |
| Andrew Ory | 2016 |
| Ruth Wales | 2014 |

Historic District Commission

| | |
|---|------|
| Douglas Adams (Architect) | 2014 |
| Lucretia Giese (Historical Society) | 2016 |
| Andrew Glass (Real Estate Agent) | 2015 |
| John MacLean, Alternate | 2015 |
| Andrew Ory (Historic District Resident) | 2016 |
| Richard Rundell (Planning Board) | 2014 |
| Ruth Wales | 2014 |
| Bryce Wolf (Planning Board) | 2015 |

Lincoln Cultural Council

| | |
|----------------------|------|
| Melinda Abraham | 2014 |
| Patrick Greene | 2016 |
| Lisa Putukian | 2016 |
| Dana Risley | 2016 |
| Ruth Rothstein | 2016 |
| Joanie Schaffner | 2014 |
| Nancy Leigh Thompson | 2015 |

Pierce House Property Committee

| | |
|------------------------|------|
| Anne Crosby | 2014 |
| Judy Gross | 2014 |
| Jean Horne | 2016 |
| Lucia MacMahon | 2014 |
| Virginia Quinn Rundell | |

Recycling Committee

| | |
|--|--|
| Laura Berland | |
| Christian Bibbo (Superintendent of Public Works) | |
| Barbara Buchan | |
| Elizabeth Cherniak | |
| Jennifer Gundy Morris | |
| Janice Phillips | |
| Bernadette Quirk | |
| Sue Stason | |

| | |
|---|--------|
| <u>Emergency Assistance Fund Committee</u> | |
| Carolyn Bottum, Ex Officio (COA Director) | |
| Lorraine Fiore (First Parish Church) | 2016 |
| Nancy Ritchie (St. Anne's Church) | 2015 |
| Mary Sheldon (Council on Aging) | 2015 |
| Jane Thomas (St. Julia's Parish) | acting |
| <u>Green Energy Technology Committee</u> | |
| Linda Conrad | 2014 |
| Edmund Lang | 2014 |
| Jennifer Gundy Morris | 2014 |
| Anita Scheipers (Assistant Town Administrator) | |
| John Snell | 2014 |
| William Stason | 2014 |
| <u>Cable Advisory Committee</u> | |
| James Cunningham | 2014 |
| Marty Fahey | 2016 |
| Harold McAleer | 2016 |
| David Trant | |
| <u>Agricultural Commission</u> | |
| Nancy Bergen | 2014 |
| Lynne Bower | 2014 |
| Kit Carmody, Alternate | 2015 |
| Christy Foote-Smith | 2015 |
| Kip Kumler, Alternate | 2014 |
| Ari Kurtz (Conservation Commission) | 2015 |
| Ellen Raja | 2015 |
| Beth Taylor, Alternate | 2016 |
| George Travis, Non-voting | acting |
| <u>Hanscom Field Advisory Commission (HFAC)</u> | |
| Peter Braun | |
| Ragnhild Fredriksen, Alternate | |
| <u>Hanscom Area Towns Study Committee (HATS)</u> | |
| Peter Braun (Board of Selectmen) | 2014 |
| Robert Domnitz (Planning Board) | acting |
| <u>Metropolitan Area Planning Council (MAPC)</u> | |
| Christopher Reilly | 2014 |
| <u>Suasco Wild and Scenic River Stewardship Council</u> | |
| James Henderson, Alternate | 2014 |
| James Meadors | 2014 |

Affordable Housing Trust

| | |
|--|------|
| Ragnhild Fredriksen (Board of Selectmen) | 2014 |
| Pamela Gallup (Housing Commission) | 2015 |
| Jim Hutchinson (Finance Committee) | 2015 |
| Betty-Jane Scheff (At Large) | 2015 |
| Gerald Taylor (At Large) | 2015 |
| Peter von Mertens (Lincoln Foundation) | 2015 |

Healthy Communities Implementation Committee

| | |
|--|-----------------|
| Jacquelin Apsler | |
| Carolyn Bottum (COA Director) | |
| Kevin Kennedy (Police Department) | |
| Tricia McGean | |
| Barbara Myles (Library Director) | |
| Rev. Roger Paine | |
| Daniel Pereira (Parks & Recreation Department) | |
| Maureen Richichi (Nurse) | |
| John Ritz (Disabilities Commission) | |
| Anita Scheipers (Asst. Town Administrator) | (end June 2013) |

Roadside and Traffic Committee

| | |
|---------------------------------|------|
| Kenneth Bassett (Tree Warden) | 2014 |
| Noah Eckhouse (Selectman) | 2014 |
| Kenneth Hurd (Planning Board) | 2014 |
| Alex MacLean (Citizen At Large) | 2014 |
| Beth Ries (Garden Club) | 2014 |

Route 128 Corridor Coordinating Committee

Peter Braun

Town Offices Building and Study Committee

| | |
|--|-----------------|
| Susan Brooks | |
| Noah Eckhouse | |
| Christopher Knollmeyer | |
| Edmund Lang | |
| Brooks Mostue | |
| Anita Scheipers (Asst. Town Administrator) | (end June 2013) |
| Mary Day (Acting Assistant Town Administrator) | |
| Jim Spindler | |

APPOINTED BY THE TOWN CLERK

Assistant Town Clerk

Patricia Arseneault
Valerie Fox

Assistant Town Clerk for the Town Archives

Barbara Myles

APPOINTED BY THE BOARD OF HEALTH

Burial Agent

Susan Brooks

Inspector of Animals

Leslie Boardman

acting

APPOINTED BY THE MODERATOR

Personnel Board

Barbara J. Hogan

2014

Beth Ries

2014

Graham Walker

acting

Finance Committee

Jeffrey Birchby

2015

Paul Giese

acting

Eric Harris

2015

Jim Hutchinson

2016

Christian G. Kasper

2016

Sanj Kharbanda

acting

Peyton Marshall

2014

Laura Sander

2014

Minuteman Career & Technical High School

Kemon Taschioglou

2015

APPOINTED BY THE PLANNING BOARD

Comprehensive Plan Implementation Committee

Chris Hamilton

Mark Hochman

Lewis Lloyd

Peter Sugar

Kemon Taschioglou

Lincoln Station Planning Committee

Kenneth Bassett

Andrew Cole (Water Commission)

Ragnhild Fredriksen (Housing Commission)

Kenneth Hurd (Planning Board)

Sara Mattes (Board of Selectmen)

David O'Neil

Ellen Meyer Shorb (Finance Committee)

Jonathan Soo

Peter von Mertens (Conservation Commission)

Bryce Wolf, Alternate (Planning Board)

APPOINTED BY VARIOUS BOARDS AND COMMITTEES

Community Preservation Committee

| | |
|---|------|
| Susan Collins (Board of Selectmen Appointee) | 2016 |
| Craig Donaldson (Board of Selectmen Appointee) | 2015 |
| Chris Fasciano (Recreation Committee Appointee) | 2015 |
| Lucretia Giese (Historical Commission Appointee) | 2015 |
| Christian G. Kasper (Board of Selectmen Appointee) (FinCom) | 2015 |
| Constance Lewis (Housing Commission Appointee) | 2015 |
| Margaret Olson (Planning Board Appointee) | 2016 |
| John Valpey (Board of Selectmen Appointee) | 2016 |
| Peter von Mertens (Conservation Commission Appointee) | 2014 |

Capital Planning Committee

| | |
|--|--------|
| Jacquelin Apsler (Trustees of Lincoln Library Appointee) | |
| Andrew Beard (Moderator Appointee) | 2015 |
| Gustav Beerel (Board of Selectmen Appointee) | acting |
| Peter Braun (Board of Selectmen Appointee) | 2014 |
| Carol Lovell Carmody (Board of Selectmen Appointee) | 2015 |
| James Henderson (Conservation Commission Appointee) | |
| Peter Montero (Board of Selectmen Appointee) | 2014 |
| Timothy Moynihan (Moderator Appointee) | 2016 |
| Alvin L. Schmertzler (School Committee Appointee) | |

Scholarship Fund Committee

| | |
|--|------|
| Carolyn Dwyer (Moderator Appointee) | 2015 |
| Nancy Marshall (Board of Selectmen Appointee) | 2014 |
| Margaret Ramsey McCluskey (School Committee Appointee) | 2014 |

School Building Advisory Committee

| | |
|---|--|
| Douglas Adams (School Committee Appointee) | |
| Loretta Arthur (Moderator Appointee) | |
| Kenneth Bassett (School Committee Appointee) | |
| Owen Beenhouwer (School Committee Appointee) | |
| Vincent Cannistraro (School Committee Appointee) | |
| Timothy Christenfeld (School Committee Appointee) | |
| Jen James (School Committee Appointee) | |
| Steven Perlmutter (Moderator Appointee) | |
| Maggy Pietropaolo (Moderator Appointee) | |
| Hathaway Russell (Moderator Appointee) | |
| Peter Sugar (School Committee Appointee) | |
| Gerald Taylor (School Committee Appointee) | |

Leaf Blower Study Committee

| | |
|---|--|
| Jamie L. Banks (Conservation Commission Appointee) | |
| Christian Bibbo (Conservation Commission Appointee) | |
| John Koenig (Conservation Commission Appointee) | |
| Geoff McGean (Conservation Commission Appointee) | |
| James Meadors (Conservation Commission Appointee) | |
| Daniel Pereira (Conservation Commission Appointee) | |
| Fan Watkinson (Conservation Commission Appointee) | |
| Robin Wilkerson (Conservation Commission Appointee) | |

OFFICE OF THE TOWN CLERK

Susan F. Brooks, Town Clerk
Patricia Arseneault, Assistant Town Clerk
Valerie Fox, Deputy Town Clerk

The Town Clerk's Office (TCO) carries a full portfolio of legal responsibilities. It is the portal for information about the operations of town government for both residents and local, state and federal officials. The Office serves as the "real time" historian of certain milestone private events (vital records) and municipal actions (Town Meeting appropriations, by-laws, land use decisions); it shares direction of the Town Archives with Library Director Barbara Myles; it is responsible for local management of public records; it administers elections, the annual census and street listing process, and the year-round Voter Registration function; it conducts the annual induction of new officers and is responsible for implementation of recent "ethics reform" measures in respect to the town's +/-800 public officials and public employees; it licenses dogs (565 this year!), manages the town's Do Not Solicit database, issues raffle permits and business certificates; and it administers the town's public cemeteries and assists Lincoln families in the purchase of cemetery lots and the burial of their dead.

That's the overview. The particulars of the year 2013 and our aspirations for the year ahead are as follows:

The TCO is responsible for insuring that the local **public records system** functions ably to provide for the preservation (short or long-term), and ready availability of, records deemed public. With the June return to the renovated Town Offices Building, the office, relying heavily on Town Archivist Marie Wasnock, began the long process of retrieving the town's public records from their various temporary homes (Pod B storage trailer, Bemis basement, the Library) and re-organizing them in the new Transient Storage and Vault areas.

The **Town Archives**, a joint endeavor of the TCO and the Library Trustees, entered its fifth year of operation, insuring the permanent preservation and ready availability of historic public (as well as private) records. The **Town Archives Advisory Council (TAAC)**, composed of designees of twelve local historic preservation entities, meets twice yearly to seek opportunities to collaborate and amplify their individual efforts, as well as to learn from one another, and build a network of professional peers. Having ably served the Town Archives in the development of their policies and procedures over the last four years, the TAAC developed and adopted its own Long Range Plan this year, re-focusing its mission with a greater emphasis on collaborative endeavors.

In pursuit of the office's responsibility for capturing and preserving today's unspooling of tomorrow's history, the Town Archives continues its work with the Conservation Commission and other public and private partners on the **Lincoln Conservation History Project**. Some participants are concentrating on filming

and interviewing. The Town Archives is working with the Lincoln Historical Society, providing tools and training as the two assume responsibility for cataloging existing conservation history materials.

In case you've not been paying close attention, 2013, known in the regular election cycle as an "off" or limited election year, has turned out to be anything but. Senator John Kerry's designation as Secretary of State led to a Special Primary, April 30, and then a Special State Election, June 25, to elect his successor as one of the Commonwealth's two United States Senators. The election of our own 5th District Congressman, Edward Markey, to the Senate seat then occasioned yet another Special Primary, October 15, followed by a Special State Election on December 10 to determine the state's newest Representative in Congress, Katherine M. Clark. We extend our thanks to the town's all volunteer election workforce who have faithfully stayed the course over five (yes, **five!**) **elections this year**, the results of which are reported elsewhere in these pages.

Federal law continues to impact **election administration**, most notably the advent of absentee voting by email. We continue to see an increase in their use; because of the relatively high incidence of overseas military and civilians in Lincoln, we expect that trend to accelerate. The current session of the Massachusetts legislature has taken up a comprehensive review of state election laws. We are alert to the possibilities of legislative mischief, but remain cautiously optimistic about the prospect of thoughtful reform.

The state's Department of Public Health's **Registry of Vital Records & Statistics** continues the transition of its vital records system to the cloud with, it appears, no more than the usual problems with rolling out a new, "super secure," state-wide, idiot proof, many-partnered program. Birth records have almost entirely transitioned to an electronic format and death records have begun that transition, with a few more "bugs" still to be worked out.

Our service on the Town Offices Building renovation committee (or **TOBASCO**, as it is known) came finally (and blessedly!) to an end shortly after the public Re-Dedication of the building on June 22, 2013.

A particular pleasure this year has been the **G8 Warrant Article Group**, a project conceived, implemented and on-going with Town Moderator, Sarah Cannon Holden, to offer Lincoln School students a direct educational experience of the Town Meeting form of local government and underscore the importance of civic engagement as a critical life skill. The group is in the process of researching and promoting a modest proposal (called a Citizen Petition) for consideration at Town Meeting in March. Stay tuned!

And last but never least is the office's work with the **Cemetery Commission and the Department of Public Works**, attending to the town's four public cemeteries and the families who have need of them. Preservation work in the Arbor Vitae

(AV) Cemetery was ably completed by Historic Gravestone Services of New Salem, MA. Monument conservator Tamara Conde conducted a most edifying hands-on preservation workshop at the very same cemetery in the spring and also performed emergency repairs at the Town Hill Cemetery over the summer. We are also delighted to report that the Cemetery Commission has hired long-time Lincolnite, Joey Cotoni, to serve as its part-time caretaker. His care is evident and most gratefully appreciated.

And finally, 2013 marks the year that the Town supported the creation of a full-time Deputy position, similar to those in other essential municipal departments, in the Town Clerk's Office. We are thankful for the Town's support, but infinitely more so for the continuing support of long-term Assistant Town Clerk, Pat Arseneault, and the newly full-time and freshly credentialed Deputy Town Clerk, Valerie Fox. They are my mainstays, and yours.

We are grateful, as always, for the many other helping hands along the way and look forward to the challenges and opportunities in the year ahead.

Susan F. Brooks
Town Clerk

VITAL STATISTICS

The Massachusetts Registry of Vital Records and Statistics is the state agency responsible for compiling and maintaining a permanent repository of birth, death and marriage records, all of which are locally created. In 2011, the Registry introduced the first phase of the Vital Information Partnership (VIP), a new, cloud based application which, when fully implemented, will significantly enhance creation, registration, retention, and retrieval efficiencies in the vital records system.

As recommended by the Massachusetts Registry of Vital Records and Statistics, Lincoln birth, death and marriage records for 2013 will remain nameless. Information that is public record may be obtained in the Town Clerk's Office.

- The year marked another birth "boomlet" of sorts for the Town, with 52 babies born to Hanscom parents and another 21 to Lincoln parents, for a total of 73 newborns. Girl babies continue to out-number boy babies, 44 to 29.
- Twenty-six couples, including fifteen indigenous to Lincoln, were granted Lincoln marriage licenses this year. Continuing another recent trend, eleven of those couples were united in matrimony by lay individuals of their own choosing, certified to serve as "one day solemnizers." And of the twenty-seven Lincoln residents lost to death this year, the eldest, a woman, had achieved a hundred and four years of living. Five of this year's decedents were veterans of either World War II or the Korean War.

ELECTIONS
Special US Senate Primary
April 30, 2013

Pursuant to a warrant duly served, the polls were opened at 7 a.m. by Town Clerk, Susan F. Brooks, assisted by Deputy Warden, Valerie Fox, and Elections Clerk, Pat Arseneault. The following Deputy Wardens assisted Ms. Brooks throughout the day: Ruth Rothstein, Alaric Naiman, Lyn Spaeth and Judy Fox. Election Inspectors were: Lindsay Clemens, Ruth Ann Hendrickson, Joyce DiToro, Elaine Carroll, Stacy Osur, Claire Mount, Royce Taylor, Walter Van Wart, Rhoda Taschioglou, Priscilla Damon, Jack French, Cheryl Wilson, Kemon Taschioglou, Beth Taylor, Susan Sugar, Nancy Hammond, Peggy Boyer, Diana Glendon, Carolyn Birmingham, Carol White, Al Schmertzler, Dot Taylor, Karen Moss, Avram Kalisky, Judy Stein, Dilla Tingley, Jackie Snelling, Peggy Schmertzler, B-J Scheff and Walter Page. The polls were declared closed at 8:00 p.m. The total number of votes cast was: 964 Democrat and 195 Republican out of 4378 registered voters. Results were as indicated:

| SPECIAL US SENATE PRIMARY | | | |
|----------------------------------|-------------|-------------|------------|
| April 30, 2013 | | | |
| Republican | | | |
| OFFICIAL TALLY | | | |
| Offices & Candidates | Precinct #1 | Precinct #2 | TOTAL |
| SENATOR IN CONGRESS | | | |
| Blanks | 0 | 0 | 0 |
| Gabriel E. Gomez | 78 | 41 | 119 |
| Michael J. Sullivan | 18 | 19 | 37 |
| Daniel B. Winslow | 24 | 14 | 38 |
| Write Ins | 0 | 1 | 1 |
| Republican ballots cast | 120 | 75 | 195 |
| | | | |
| | | | |

| SPECIAL US SENATE PRIMARY | | | |
|----------------------------------|-------------|-------------|-------------|
| April 30, 2013 | | | |
| Democratic | | | |
| Official Tally | | | |
| Offices & Candidates | Precinct #1 | Precinct #2 | TOTAL |
| SENATOR IN CONGRESS | | | |
| Blanks | 0 | 1 | 1 |
| Stephen F. Lynch | 46 | 37 | 83 |
| Edward J Markey | 597 | 282 | 879 |
| Write Ins | 1 | 0 | 1 |
| Democratic ballots cast | 644 | 320 | 964 |
| | | | |
| | | | |
| TOTAL VOTES CAST | 764 | 395 | 1159 |

**Special US Senate Election
June 25, 2013**

Pursuant to a warrant duly served, the polls were opened at 7 a.m. by Town Clerk, Susan F. Brooks, assisted by Deputy Warden, Valerie Fox, and Elections Clerk, Pat Arseneault. The following Deputy Wardens assisted Ms. Brooks throughout the day: Ruth Rothstein, Alaric Naiman, Connie Lewis, Lyn Spaeth and Judy Fox. The Inspectors were: Eric Harris, Andrew Pang, Phoebe McCarthy, Elaine Carroll, Lindsay Clemens, Rhoda Taschioglou, Priscilla Damon, Walter Van Wart, Claire Mount, Dot Taylor, Martha Lufkin, Peggy Schmertzler, Royce Taylor, Jackie Snelling, Carol White, Ruth Ann Hendrickson, Stacy Osur, Diana Glendon, Karen Moss, Kemon Taschioglou, Becca Gilbert, Maurice Nobles, Bernadette Quirke, Jack French, Judy Stein, Terri Morgan, Dilla Tingley, Al Schmertzler, and B-J Scheff. . The polls were declared closed at 8:00 p.m. The total number of votes cast was 1924 out of 4309 registered voters. Results were as follows:

| SPECIAL US SENATE ELECTION OFFICIAL RESULTS June 25, 2013 | | | |
|--|--------------------|--------------------|--------------|
| Office & Candidates | Pct. #1 | Pct. #2 | Total |
| Senator in Congress | | | |
| Gabriel E. Gomez | 307 | 221 | 528 |
| Edward J. Markey | 913 | 479 | 1392 |
| Richard A. Heos | 3 | 0 | 3 |
| John J. Howard | 0 | 0 | 0 |
| All Others | 1 | 0 | 1 |
| Blanks | 0 | 0 | 0 |
| TOTAL VOTES CAST | 1224 | 700 | 1924 |

**Special 5th District Congressional Primary Election
October 15, 2013**

Pursuant to a warrant duly served, the polls were opened at 7 a.m. by Town Clerk, Susan F. Brooks, assisted by Deputy Warden, Valerie Fox, and Elections Clerk, Pat Arseneault. The following Deputy Wardens assisted Ms. Brooks throughout the day: Ruth Rothstein, Alaric Naiman, Connie Lewis and Judy Fox. The Inspectors were: Irene Weigel, Sandra Bradlee, Joyce DiToro, Elaine Carroll, Walter Van Wart, Jane Herlacher, Lindsay Clemens, Carol White, Judy Stein, Jeff Eaton, Jackie Lenth, Claire Mount, Agnes Wigger, Robin Wilkerson, Dilla Tingley, Belinda Gingrich, Avram Kalisky, Terri Morgan, Royce Taylor and Walter Page. The polls were declared closed at 8:00 p.m. The total number of votes cast was 908 out of 4379 registered voters. Results were as follows:

| SPECIAL US CONGRESS PRIMARY | | | |
|------------------------------------|---------------|---------------|--------------|
| Republican | | | |
| OFFICIAL TALLY | | | |
| Offices & Candidates | Pct #1 | Pct #2 | TOTAL |
| SENATOR IN CONGRESS | | | |
| Blanks | 0 | 0 | 0 |
| Frank John Addivino, Jr. | 27 | 17 | 44 |
| Michael P. Stopa | 20 | 13 | 33 |
| Tom Tierney | 9 | 8 | 17 |
| Write Ins | 0 | 0 | 0 |
| Republican ballots cast | 56 | 38 | 94 |
| SPECIAL US CONGRESS PRIMARY | | | |
| Democratic | | | |
| OFFICIAL TALLY | | | |
| Offices & Candidates | Pct #1 | Pct #2 | TOTAL |
| SENATOR IN CONGRESS | | | |
| Blanks | 0 | 0 | 0 |
| William N. Brownsberger | 128 | 64 | 192 |
| Katherine M. Clark | 200 | 108 | 308 |
| Peter J. Koutoujian | 93 | 41 | 134 |
| Martin Long | 3 | 0 | 3 |
| Paul John Maisano | 1 | 1 | 2 |
| Carl M. Sciotino, Jr. | 73 | 53 | 126 |
| Karen E. Spilka | 41 | 8 | 49 |
| Write Ins | 0 | 0 | 0 |
| Democratic ballots cast | 539 | 275 | 814 |
| TOTAL VOTES CAST | 595 | 313 | 908 |

**Special 5th District Congressional Election
December 10, 2013**

Pursuant to a warrant duly served, the polls were opened at 7 a.m. by Town Clerk, Susan F. Brooks, assisted by Deputy Warden, Valerie Fox, and Elections Clerk, Pat Arseneault. The following Deputy Wardens assisted Ms. Brooks throughout the day: Ruth Rothstein, Alaric Naiman, Connie Lewis, Judy Fox and Jeff Eaton. The Inspectors were: Irene Weigel, Sandra Bradlee, Joyce DiToro, Elaine Carroll, Walter Van Wart, Carol White, Judy Stein, Jackie Lenth, Claire Mount, Robin Wilkerson, Avram Kalisky, Terri Morgan, Royce Taylor, Walter Page, Terry Perlmutter, Karen Moss, Susan Sugar, Peggy Boyer and B-J Scheff. The polls were declared closed at 8:00 p.m. The total number of votes cast was 747 out of 4415 registered voters. Results were as follows:

| SPECIAL US CONGRESSIONAL (5th Dist.) ELECTION | | | |
|--|----------------|----------------|--------------|
| December 10, 2013 | | | |
| OFFICIAL TALLY | | | |
| Office & Candidates | Pct. #1 | Pct. #2 | Total |
| Representative in Congress | | | |
| Frank John Addivinola, Jr. | 83 | 57 | 140 |
| Katherine M. Clark | 402 | 193 | 595 |
| James V. Aulenti | 7 | 1 | 8 |
| James O. Hall | 1 | 3 | 4 |
| All Others | 0 | 0 | 0 |
| Blanks | 0 | 0 | 0 |
| TOTAL VOTES CAST | 493 | 254 | 747 |

Annual Town Election March 25, 2013

In accordance with Article 1 of the Warrant for the Annual Town Meeting, the polls were opened at 7:30 a.m. by Town Clerk, Susan F. Brooks, assisted by Deputy Warden, Valerie Fox, and Elections Clerk, Pat Arseneault. The following Deputy Wardens assisted Ms. Brooks throughout the day: Lyn Spaeth, Alaric Naiman, Al Schmertzler and Agnes Wiggins. The polls were declared closed at 8:00p.m. The total number of votes cast was 259 out of 4356 registered voters. Results as indicated:

| ANNUAL TOWN ELECTION | | | |
|---|------------|-----------|------------|
| March 25, 2013 | | | |
| OFFICIAL RESULTS | | | |
| Offices and Candidates | Pct. #1 | Pct. #2 | Total |
| Board of Selectment (3 yrs) | | | |
| Blanks | 18 | 19 | 37 |
| D. Noah Eckhouse | 144 | 70 | 214 |
| All Others | 7 | 1 | 8 |
| Board of Assessors (3 yrs) | | | |
| Blanks | 23 | 18 | 41 |
| John G. Robinson | 146 | 72 | 218 |
| All Others | 0 | 0 | 0 |
| Board of Health (3 yrs) | | | |
| Blanks | 26 | 19 | 45 |
| Arnold N. Weinberg | 142 | 70 | 212 |
| All Others | 1 | 1 | 2 |
| Cemetery Commissioner (3 yrs) | | | |
| Blanks | 20 | 16 | 36 |
| Conrad H. Todd | 149 | 74 | 223 |
| All Others | 0 | 0 | 0 |
| Commissioner of Trust Funds (3 yrs) | | | |
| Blanks | 19 | 16 | 35 |
| Douglas B. Harding | 149 | 74 | 223 |
| All Others | 1 | 0 | 1 |
| Trustee DeCordova Museum (4 yrs.) | | | |
| Blanks | 31 | 13 | 44 |
| Stacy Osur | 135 | 77 | 212 |
| All Others | 3 | 0 | 3 |
| Housing Commission (3 yrs) | | | |
| Blanks | 123 | 71 | 194 |
| Write In - Gila Naderi | 42 | 15 | 57 |
| All Others | 4 | 4 | 8 |
| Library Trustee (3 yrs.) | | | |
| Blanks | 30 | 20 | 50 |
| Julie A. Brogan | 95 | 51 | 146 |
| Ramona P. Tanabe | 44 | 19 | 63 |
| All Others | 0 | 0 | 0 |
| Lincoln Sudbury Reg. H.S. (2 for 3 yrs.) | | | |
| Blanks | 112 | 67 | 179 |
| Radha Gargeya | 127 | 67 | 194 |
| Kevin Matthews | 96 | 46 | 142 |
| All Others | 3 | 0 | 3 |
| Parks & Recreation Committee (3 yrs) | | | |
| Blanks | 22 | 20 | 42 |
| Patricia Donahue | 147 | 70 | 217 |
| All Others | 0 | 0 | 0 |
| Planning Board (1 yr.) | | | |
| Blanks | 29 | 22 | 51 |
| Richard L. Rundell | 139 | 66 | 205 |
| All Others | 1 | 2 | 3 |
| Planning Board (3 yrs.) | | | |
| Blanks | 30 | 23 | 53 |
| Setha Margaret Olson | 139 | 67 | 206 |
| All Others | 0 | 0 | 0 |
| School Committee (2 for 3 yrs) | | | |
| Blanks | 60 | 58 | 118 |
| Timothy Christenfeld | 143 | 60 | 203 |
| Thomas Sander | 135 | 59 | 194 |
| All Others | 0 | 3 | 3 |
| Town Clerk (3 yrs.) | | | |
| Blanks | 14 | 17 | 31 |
| Susan F. Brooks | 155 | 73 | 228 |
| All Others | 0 | 0 | 0 |
| Water Commissioner | | | |
| Blanks | 26 | 22 | 48 |
| Patrick J. Lawler | 143 | 68 | 211 |
| All Others | 0 | 0 | 0 |
| Q#1 - Fire suppression debt exclusion | | | |
| Blanks | 20 | 7 | 27 |
| YES | 115 | 58 | 173 |
| NO | 34 | 25 | 59 |
| TOTAL VOTES CAST | 169 | 90 | 259 |

ANNUAL TOWN MEETING
Saturday, March 23, 2013

Pursuant to a Warrant duly served, the Meeting was called to order in the Donaldson Auditorium by the Moderator, Ms. Sarah Cannon Holden, at 9:46 a.m. The Return of Service for the Warrant was read, the many volunteers and staff involved in the preparation and conduct of the day thanked, and a quorum being present (412 voters throughout the day), the following business was transacted.

The Moderator opened the meeting with a review of the general procedure to be followed, and called attention to ARTICLE 1 of the Warrant (Election of Officers and a debt exclusion ballot question), which will be acted upon on Monday, March 25, 2013, at the Smith School Gym, with the polls open from 7:30 a.m. until 8:00 p.m.

ARTICLE 2 Proposed by the Selectmen
Voted: (Unanimously)

That James Craig, Dan Boynton and Neal Maxymillian be elected Fence Viewers, and that Paul Giese, Ellen Meyer Shorb, Karl Geiger, Susan Taylor and Marshall Clemens be elected Measurers of Wood and Bark, for the ensuing year.

The Moderator welcomed Town Meeting newcomers, commended the Town's professional staff and board members, and asked all to join her in silent recognition of the lives and contributions of former townspeople Julie Campobasso Walton, Robert Frank, Flo Caras, Dorothy Thompson, Marcia Bibring, Win Harrington, Henry Flint and Max Mason.

After a quick review of Town Meeting protocol, the Moderator introduces the Consent Calendar. Pursuant to Article II, Section 13 of the General Bylaws, a Motion was made and seconded to adopt the motions listed under the Articles on the Consent Calendar, those being Articles 3, 4, 5, 6, 12, 13, 14, 18, 19, 22, 30 and 31. The motion, excluding Article 12, was carried unanimously.

ARTICLE 3 Proposed by the Selectmen
Voted: (Unanimously, on the Consent Calendar)

That the reports of the Town Officers, Committees, Commissioners and Trustees, as printed in the annual Town Report, be accepted.

ARTICLE 4 Proposed by the Selectmen
Voted: (Unanimously, on the Consent Calendar)

That the Town set the salaries of the elected officials of the Town at the following amounts for the fiscal year beginning July 1, 2013:

| | |
|--|-------------|
| Board of Selectmen Chair | \$200.00 |
| Board of Selectmen (Other members, each) | \$100.00 |
| Town Clerk | \$77,577.39 |
| Assessors (Chair) | \$200.00 |
| Assessors (Other members, each) | \$175.00 |
| Water Commissioners (Each) | \$75.00 |

ARTICLE 5 Proposed by the Assessors

Voted: (Unanimously, on the Consent Calendar)

That the Town accept Chapter 73, Section 4 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, 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 and 41C under Chapter 59, Section 5 of the Massachusetts General Laws.

ARTICLE 6 Proposed by the Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the Town raise and appropriate the sum of \$30,000 by taxation to fund the Town's Senior Tax Work-off Program, as established pursuant to Massachusetts General Laws, Chapter 59, Section 5K.

ARTICLE 7 Proposed by the Selectmen

Voted: (Unanimously)

That the Town accept the provisions of M.G.L. c. 59, §5N to create a Veteran Tax Work-off Abatement, similar to the existing Senior Tax Work-off Program, and to authorize the Board of Assessors, in consultation with the Board of Selectmen, to establish appropriate rules and regulations to be established for the program, provided, that, as set forth in the statute: (1) the taxpayer's hourly earnings may not exceed the state minimum wage; (2) the earned abatement may not exceed \$1,000, or 125 hours of service; and (3) the earned abatement shall not be considered income for state tax and worker's compensation purposes; and in connection therewith, to raise and appropriate \$5,000 by taxation to be used for funding this program.

ARTICLE 8 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town adopt as the FY14 budget appropriation the recommendations listed in the report of the Finance Committee (with the exception of Line Items 1631 and 1434, subsequently approved unanimously) printed on pages 53-58 inclusive, of the Financial Section and Warrant for the 2013 Annual Town Meeting, summarized in the chart below, and that all items be raised by taxation except to the following extent:

APPROPRIATION SUMMARY FY15

| | |
|---------------------------|---------------|
| GENERAL GOVERNMENT | \$ 2,614,533 |
| PUBLIC SAFETY | \$ 3,482,427 |
| EDUCATION | \$ 14,057,955 |
| PUBLIC WORKS & FACILITIES | \$ 1,534,214 |
| HUMAN SERVICES | \$ 196,057 |
| CULTURE & RECREATION | \$ 1,494,225 |
| DEBT SERVICE | \$ 1,172,180 |
| UNCLASSIFIED | \$ 6,318,718 |
| WATER DEPARTMENT | \$ 1,051,390 |

| | |
|--------------------------|----------------------|
| TOTAL - ARTICLE 8 | \$ 31,921,699 |
|--------------------------|----------------------|

- Dept. 1491 **Cemetery Department-Expenses-** \$5,000 to be taken from Cemetery Perpetual Care Trust Fund Income-Expendable Trust.

- Dept. 1171 **Conservation Commission- Personnel Services-** \$10,000 to be taken from the Wetlands Protection Fees-Receipts Reserved for Appropriation.

- Dept. 1290 **Town Offices- Personnel Services-** \$71,000 to be taken from the Hanscom Fund.

- Dept. 1290 **Town Offices- Personnel Services-** \$60,000 to be taken from Water revenue.

- Dept.176-17753 **Debt Service- Principal & Interest-** \$17,317 to be taken from various Premium on the Sale of Bonds accounts.

- Dept. 61451 **Water Department**
 - Personnel Services-** \$424,840 to be taken from Water revenue
 - Expenses-** \$397,550 to be taken from Water revenue
 - Debt Service-** \$179,000 to be taken from Water revenue

- Dept. 614513 **Water Department- Emergency Reserve-** \$50,000 to be taken from Water Enterprise Retained Earnings (Water Surplus).

- Dept. 1914 **Health Insurance- Personnel Services-** \$311,672 to be taken from the Health Insurance Trust Fund.

And further, to raise and appropriate the sum of \$10,000 by taxation for the installation of the fire suppression system at the Lincoln Public Library, and including all costs incidental and related thereto; provided, however, that such appropriation shall be contingent upon approval by the voters of a Proposition 2 ½, so-called, debt exclusion ballot question, authorizing the Town to exempt from the provisions of Proposition 2 ½ the amounts required to pay the principal and interest on a borrowing for the purposes set forth therein.

The meeting took a brief breather to review a short film concerning a new multi-board initiative to capture and catalogue Lincoln's conservation history.

ARTICLE 9 Proposed by the Capital Planning Committee
 Voted: (Unanimously, with the exception of item L, which was subsequently approved by majority vote)
 That the Town accept the report of the Capital Planning Committee and that the following amounts (items A - O) be appropriated as stated in the table below for the following purposes:

| FY14 CAPITAL PROJECTS | | | | |
|-----------------------|--|----------|-----------|-----------------------------------|
| | ITEM | \$ AMT | SPONSOR | FUNDING SOURCE |
| A | DPW - Hybrid SUV for Supt.: To fund the purchase of a hybrid SUV, and any related equipment, for the DPW, including all costs incidental and related thereto, and to authorize disposal of, by sale or otherwise, any related excess vehicle or equipment. | \$35,000 | Selectmen | Raise and appropriate by taxation |
| B | Fire Dept. - Engine 1 Refurbishment: To fund the purchase of services to repair the Fire Department's Engine 1, including all costs incidental and related thereto. | \$38,000 | Selectmen | Raise and appropriate by taxation |

| | | | | |
|---|---|-----------|-----------|-----------------------------------|
| C | Fire Dept. - Alarm System Upgrade: To fund the purchase of a radio based fire alarm system for the Fire Department, and any related equipment, including all costs incidental and related thereto. | \$23,000 | Selectmen | Raise and appropriate by taxation |
| D | Police - two cruisers: To fund the purchase of two cruisers for the Police Department, and any related equipment, including all costs incidental and related thereto, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment. | \$74,240 | Selectmen | Raise and appropriate by taxation |
| E | Dispatch - Emergency Medical Dispatch Software: To fund the purchase of necessary emergency dispatch software for the Public Safety Dispatch Center, including all costs incidental and related thereto. | \$19,500 | Selectmen | Raise and appropriate by taxation |
| F | Town Admin. - Furniture, Fixtures and Equipment: To fund the purchase of necessary hardware, equipment and furniture to complete the fit-out of the renovated town offices building, including all costs incidental and related thereto. | \$217,183 | Selectmen | Transfer from free cash |

| | | | | |
|---|--|-----------|------------------|-----------------------------------|
| G | Schools - Hartwell window curtain wall Phase 1: To fund the purchase of design and engineering services to design the replacement of the curtain wall systems at the Hartwell Building, and to pay for the first phase of curtain wall replacement on the west wall, including all costs incidental and related thereto. | \$105,000 | School Committee | Raise and appropriate by taxation |
| H | Schools - Security System: To fund the purchase and integration of various security system components in the K-8 school buildings, including all costs incidental and related thereto. | \$40,000 | School Committee | Raise and appropriate by taxation |
| I | Library - Phase 1 of Construction of Sidewalk: To fund the final design and construction of a sidewalk along Library Lane, including all costs incidental and related thereto. | \$16,000 | Library Board | Raise and appropriate by taxation |
| J | IT - Munis Treasury Module Software: To fund the purchase and implementation of investment account integration software for the Munis financial system, including all costs incidental and related thereto. | \$9,000 | Selectmen | Raise and appropriate by taxation |
| K | IT - Munis Content Manager Software: To fund the purchase and integration of financial document management software for the Munis financial system, including all costs incidental and related thereto. | \$29,100 | Selectmen | Raise and appropriate by taxation |

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|---|---|----------|-----------|-----------------------------------|
| L | IT - Hardware Rack: To fund the purchase of a hardware rack for the Public Safety building data closet to allow safe enclosure of all hardware and cabling, including all costs incidental and related thereto. | \$9,000 | Selectmen | Raise and appropriate by taxation |
| M | IT - Data Center Servers: To fund the purchase and set-up of PCs and laptops for various town departments in accordance with the Town's 5 Year IT plan, including all costs incidental and related thereto. | \$30,000 | Selectmen | Raise and appropriate by taxation |
| N | DPW - Lightning Protection: To fund the purchase and installation of a lightning protection system for the DPW garage, including all costs incidental and related thereto. | \$22,775 | Selectmen | Raise and appropriate by taxation |
| O | Public Safety - Phone System Hardware: To fund the purchase of a new phone system for the Public Safety building to replace the existing failing system, including all costs incidental and related thereto. | \$40,900 | Selectmen | Raise and appropriate by taxation |

ARTICLE 10 Proposed by the School Committee

Voted: (By the required two thirds as declared by the Moderator)

That the Town appropriate the sum of \$17,700 from the Town's Debt Stabilization Fund, established pursuant to the March 26, 2011 Town Meeting, Article 19, in accordance with Massachusetts General Laws, Chapter 40, Section 5B, for the purposes of conducting a school feasibility study evaluation to address facilities issues of the Lincoln School, including all costs incidental and related thereto; provided that the money be spent if the Town is invited by the Massachusetts School Building Authority to enter the feasibility study phase of the Massachusetts School Building Authority process.

ARTICLE 11 Proposed by the Library Trustees

Voted: (By the required two thirds as declared by the Moderator)

That the Town raise and appropriate by borrowing the sum of \$860,000 for the purposes of completing the installation of the fire suppression system at the Lincoln Public Library, including all costs incidental and related thereto; and that the Treasurer, with the approval of the Selectmen, borrow the full amount of such appropriation under Massachusetts General Laws, Chapter 44 or any other general or special law, and to issue bonds or notes of the Town in connection therewith; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of a ballot question to exclude the amounts required to pay for the bond or any notes issued for such project from the provisions of Proposition 2 ½, so called.

ARTICLE 12 Proposed by the School Committee

Voted: (Unanimously)

That the Town raise and appropriate the sum of \$75,000 by taxation to be used for the repair and maintenance of certain Lincoln School Campus classrooms and buildings, including all costs incidental and related thereto.

ARTICLE 13 Proposed by the Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the Town raise and appropriate the sum of \$43,495 by taxation to be used for the repair and maintenance of certain Town buildings, including all costs incidental and related thereto.

ARTICLE 14 Proposed by the Library Trustees

Voted: (Unanimously, on the Consent Calendar)

That the Town raise and appropriate the sum of \$29,000 by taxation to be used for the repair and maintenance of the Lincoln Library, including all costs incidental and related thereto.

The Moderator, at the request of the Selectmen, made a determination to take the following Article out of order.

ARTICLE 20 Proposed by the Selectmen

Voted: (Unanimously)

That the Town act on a recommendation from the Board of Selectmen and Finance Committee and present the annual Bright Light Award to Nancy Pimental, for her tireless leadership of the Celebrations Committee, and in grateful appreciation for the many joyful events and lasting memories Nancy helped create; and to transfer from free cash the sum of \$500 to support this award.

The Moderator suspended the Meeting for lunch at 12:50. The Meeting reconvened at 1:45 and a brief acknowledgement was made of and by retiring State Senator Susan Fargo.

ARTICLE 34 Proposed by the Planning Board

Voted: (Unanimously)

That the Town amend and revise the preliminary development and use plan for the North Lincoln Planned Development District No. 5 entitled "Preliminary Development and Use Plan for NL – North Lincoln Planned Development District No. 5 – an age 62 and over Multifamily Independent Living Community at 9, 11, 15 and 17-19 Cambridge Turnpike, Lincoln, Massachusetts" dated September 6, 2006 and approved by Town Meeting on November 4, 2006, to also allow for a Continuing Care Facility consisting of assisted living, memory care and skilled nursing uses, as shown on an amended plan entitled "Revised Preliminary Development and Use Plan for NL – North Lincoln Planned Development District No. 5 – an age 62 and over Multifamily Independent Living and Continuing Care Community at 9, 11, 15 and 17-19 Cambridge Turnpike, Lincoln, Massachusetts" dated February 5, 2013; and, further, to authorize the Board of Selectmen to accept an affordable housing restriction for said property.

ARTICLE 15 Proposed by the Community Preservation Committee

Voted: (Unanimously, following unanimous votes on items B, C, H and , O, which had been held out)

That the Town receive and act upon a report from the Community Preservation Committee and that the following amounts (items A - O) be appropriated or reserved from Fiscal Year 2014 Community Preservation Fund Revenues, or transferred from prior year's revenues for Community Preservation purposes as specified:

| | Project | Total Appropriation | Source of Appropriation |
|---|---|----------------------------|---|
| | Appropriations: | | |
| A | To fund, for historic preservation purposes, the FY14 debt service payment on the Town Office renovation project. | \$326,425 | \$326,425 from FY14 projected revenues |
| B | To fund for recreation purposes, the renovation of the Codman Tot Wading Pool. | \$182,000 | \$182,000 from general CPA fund balance |

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|---|--|------------------|--|
| C | To fund, for open space purposes, a transfer of money to the Conservation Trust. | \$62,774 | \$62,774 from CPA open space reserves |
| D | To fund, for historic preservation purposes, Bemis Hall roof repairs. | \$37,743 | \$37,743 from general CPA fund balance |
| E | To fund, for historic preservation purposes, Bemis Hall brickwork/flashing repairs. | \$112,570 | \$112,570 from FY14 projected revenues |
| F | To fund, for historic preservation purposes, historic records in the Lincoln archives. | \$28,313 | \$28,313 from CPA historic reserves |
| G | To fund, for historic preservation purposes, the installation of insulation in the Town Library-Preston Building attic roof. | \$36,000 | \$36,000 from CPA historic reserves |
| H | To fund, for historic purposes, an inventory of historically important modern homes in Lincoln. | \$17,000 | \$17,000 from general CPA fund balance |
| I | To fund CPC administrative expenses. | \$3,000 | \$3,000 from CPA FY 14 projected revenues |
| J | To fund FY14 debt service payments due on permanent borrowing for previously voted CPA projects. | \$121,125 | \$121,125 from CPA FY14 projected revenues |
| | Project Appropriation Subtotal | \$926,950 | |
| | Reserves: | | |
| K | Housing Reserve | \$27,645 | from CPA FY14 projected revenues |
| L | Open Space/Land Acquisition Reserve | \$39,670 | from CPA FY14 projected revenues |
| M | Historic Preservation Reserve | \$0.00 | |

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|---|---|-----------------|--|
| N | Recreation Reserve | \$0.00 | |
| | Reserves Subtotal | \$67,315 | |
| | Additional Appropriation: | | |
| O | To fund, for recreation purposes, improvements to the Lincoln-Sudbury Regional High School Softball Field, subject to conditions set forth below... | \$50,000 | \$50,000 from general CPA fund balance |

Additional conditions for CPA line item O:

And further, To see if the Town will vote to appropriate \$50,000 from the Community Preservation Fund, general CPA fund balance, as recommended by the Community Preservation Committee, as a grant to the Lincoln-Sudbury Regional School District, for the rehabilitation and restoration of land for recreational use of both Lincoln and Sudbury citizens, under the Community Preservation program, and specifically, for the purpose of completing improvements to the Softball Field at Lincoln-Sudbury Regional High School (the "Field"), and further, to authorize the Board of Selectmen to enter into a grant agreement or inter-municipal agreement with the Regional High School Committee, as appropriate, setting forth the terms and conditions of such grant, which shall include, but not be limited to the following: (i) such funds shall not be expended by the Regional School District until the Town of Sudbury appropriates not less than \$250,000 in Community Preservation Act Funds for improvements to the Field, and provides such funds to the District; (ii) that the December 19, 2006 Inter-municipal Agreement between the Town of Sudbury and the Regional School District be amended to include the Town of Lincoln as a signatory to the agreement, be named as an additional insured, and addresses the issues implicated by the Town of Lincoln's contribution of the funds at issue, including a limitation on the Town of Lincoln's liability with respect to any claims brought in relation to or as a result of such project, its ability to utilize said field, and the priority as to its requests for the same; (iii) a requirement for a complete accounting of the manner in which District spends the funds, at least quarterly in each fiscal year until the project is complete, and more often as may be requested by said Board ; (iv) that such funds be used no later than three years from the date of the agreement and otherwise be returned to the Town of Lincoln; and (v) an express statement that such funds shall be used solely for the purposes granted and shall not constitute payment of any portion of the Regional School District's assessment to the Town for its share of the District's operating budget in the current fiscal year, nor shall it be included as part of the District's calculations of the Town's assessment in any future fiscal year; or take any other action relative thereto.

| | | | |
|--|--|--------------------|--|
| | Grand Total of all CPA Appropriations | \$1,044,265 | |
|--|--|--------------------|--|

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| | Other Business: | | |
| P | To rescind the excess borrowing authorization of \$214,353, previously voted on April 2, 2005, Article 8, authorizing \$461,750 in borrowing, to preserve the Lincoln Library by replacing the roof on the Gund addition. | | Project was finished under original budget. The difference remains "authorized and unissued" to bond market and rating agencies until rescinded at town meeting. |

**Article 15
Explanations**

This article proposes projects recommended by the Community Preservation Committee under Lincoln’s Community Preservation Act (CPA) passed at the March, 2002 Annual Town Meeting and the November, 2002 Election. The descriptions of the proposed projects/actions are contained below:

- A. Debt Service on Town Offices Renovation** – The 2011 Town Meeting approved the use of \$1,000,000 of CPA funds to reduce the town borrowing needed to renovate the Town Office Building. The annual debt service on the residual amount to complete the renovation is \$326,425. It is recommended that CPA funds be used for this purpose in FY 2014.
- B. Renovate the Codman Tot Wading Pool** – The pool is over 20 years old and is leaking badly. This amount is needed to perform a thorough renovation of the pool and bring it up to current ADA codes.
- C. Restore the Balance of the Conservation Fund for Purchase of Open Space** – The goal is to keep a \$100,000 balance in the Conservation Commission account so that rapid action can be taken when desirable open space parcels become available.
- D. Repair Bemis Hall Roof** – The funds are needed to repair leaks in the roof and replace an existing copper standing seam.
- E. Repair Bemis Hall Brickwork and Flashing** – The funds are needed to repoint exterior brick surfaces and install metal capping and counter-flashing.

- F. Restore and Preserve Historically Meaningful Documents in Town Archives** – The funds will be used to preserve and digitize Lincoln’s first book of Treasurer’s Accounts, the 1846 diary of a teacher, records of Lincoln’s Militia Company, Nelson family papers and financial records of this Lincoln’s carpenter and houseright, and Lincoln’s Vital Records from 1844-1875.
- G. Install Insulation in the Library’s Preston Building Attic** – The insulation will help conserve energy in this oldest of library buildings. At present, the attic has no insulation.
- H. Inventory of Architecturally and Historically Important Modern Homes in Lincoln** – Lincoln’s architecturally significant modern homes represent an important resource. The \$17,000 will be used complete the inventory of these homes.
- I. Administrative Expenses** – These funds will be used primarily to pay the \$2,500 annual membership dues in the Community Preservation Coalition, a statewide organization that represents the interests of CPA communities. The balance will be available for costs associated with public information, mailings, and public hearings. Any funds not spent prior to the end of FY14 will be returned to the CPA Fund.
- J. FY14 Debt Service payments** – Debt payment costs associated with the fifth year of permanent financing for previously voted CPA projects pursuant to Article 8 of the April 2, 2005 Town Meeting including the Harrington Row Land Acquisition, Affordable Housing – Sunnyside Lane construction and rehabilitation, and the Library Gund Roof replacement.
- K. Housing Reserve** - The CPA requires that a minimum of 10% of annual revenues be spent or set aside for affordable housing.
- L. Open Space/Land Acquisition Reserve** - The CPA requires that a minimum of 10% of annual revenues be spent or set aside for open space/land conservation.
- M. Historic Preservation Reserve** - The CPA requires that a minimum of 10% of annual revenues be spent or set aside for historic preservation.
- N. Recreation Reserve** – The CPA permits, but does not require, the town to spend or set aside funds for recreational purposes. No funds are reserved for recreational purposes at this time.
- O. Renovate Softball Field at Lincoln Sudbury Regional High School for Use by Both Lincoln and Sudbury Youth** – The CPA legislation has

been modified to permit renovation of existing athletic facilities, including facilities located in neighboring towns. This \$50,000 of Lincoln's CPA funds will be used to improve softball fields located on Lincoln-Sudbury High School property in a collaborative agreement with the Town of Sudbury, Sudbury's CPC, and the LSRHS. Sudbury's share of expenses is at least \$250,000.

P. Other Business – The original vote for this project was taken on April 2, 2005 and authorized the CPA fund to borrow \$461,750. The project was completed under budget and was bonded for \$247,397. This vote decreases the amount “authorized and unissued” to the exact amount bonded for the project. Without this vote the “excess” authorization of \$214,353 remains on the balance sheet and appears to the bond market and rating agencies as potential debt.

ARTICLE 16 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town raise and appropriate the sum of \$543,000 by taxation to add funds to the Debt Stabilization Fund, so called, previously established pursuant to the March 26, 2011 Town Meeting, Article 19, in accordance with Massachusetts General Laws, Chapter 40, Section 5B, for the purpose of funding future debt service payments; and to transfer the sum of money appropriated under Article 8 for the Lincoln-Sudbury Regional High School that exceeds the final Lincoln assessment for FY 2014 that is voted by the Lincoln-Sudbury Regional High School committee for FY 2014 in accordance with law.

ARTICLE 17 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town raise and appropriate the sum of \$350,000 by taxation 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 the Statements 43 and 45 of the Governmental Accounting Standards Board.

ARTICLE 18 Proposed by the Board of Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the Town accept and expend such sum or sums of money that may be available under the provisions of Massachusetts General Laws, Chapter 90, Section 34, Clause 2(a) or 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.

ARTICLE 19 Proposed by the School Committee

Voted: (Unanimously, on the Consent Calendar)

That the Town transfer from free cash the sum of \$36,000, said sum being equal to the state reimbursement amounts for Special Education Medicaid expenses, to supplement the FY14 Lincoln School operating budget.

ARTICLE 21 Proposed by the Selectmen

Voted: (Unanimously)

That the Town establish a new revolving account for the Board of Selectmen under Massachusetts General Laws, Chapter 44, Section 53E ½, in an amount not to exceed \$25,000 for Fiscal Year 2014, for the purpose of accepting receipts received in connection with the lease of the Codman Farm House; said receipts to be expended by the Board of Selectmen, in connection with activities associated with the care and maintenance of the Codman Farm buildings and without further appropriation; and to transfer \$28,000 (representing the Codman Farm House fund balance) from the Affordable Housing Revolving Account, where such Codman Farm House revenue is currently accounted for.

ARTICLE 22 Proposed by the Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the Town 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, and parks and recreation fees, with minor changes from prior year noted in **bold type**; said fees of the revolving accounts to be expended by the authorized entity without further appropriation.

FY14 Reauthorization of Revolving Funds

| Fund | Revenue Source | Authority To Spend | Use of Funds | Spending Limit |
|----------------------------|----------------------------|------------------------------|---|-----------------------|
| Student Transportation | Bus Fees | School Committee | To defray expenses related to student transportation | \$80,000 |
| Preschool Program | User Fees | School Committee | To defray expenses related to Preschool Program services | \$135,000 |
| Fire Alarm | Alarm Fees | Lincoln Fire Department | To defray expenses related to fire alarm services | \$25,000 |
| Affordable Housing | Rental Income | Housing Commission | To defray expenses for maintenance and rehabilitation of town-owned affordable homes, to cover administrative costs of running the housing program and to defray miscellaneous costs of membership, or trainings for housing commission members, staff and related boards. | \$100,000 |
| Firearms Licenses | Firearm Fees | Lincoln Police Department | To defray expenses for the cost of administering the firearms licensing program. | \$8,500 |
| Ambulance | Service Charges | Lincoln Fire Department | To defray expenses for the cost of ambulance service operations and to build the balance in the fund to offset the purchase of a future ambulance | \$100,000 |
| Parks & Recreation | Park & Rec fees | Parks & Recreation Committee | To defray expenses for the cost of Town activities organized or sponsored by the Parks & Recreation Committee | \$30,000 |
| Transfer Station/Recycling | Recycling Program receipts | Highway Department | To defray expenses for the cost of transfer station operations | \$5,000 |

ARTICLE 23 Proposed by the Water Commissioners

Voted: (Unanimously)

That the Town transfer from Water Enterprise Retained Earnings the sum of \$198,500 for the purchase of water meters and the repair or replacement of broken valves in the distribution system, including all costs incidental and related thereto.

ARTICLE 24 Proposed by the Water Commissioners

Voted: (Unanimously)

That the Town pass over this article.

ARTICLE 25 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town transfer from free cash the sum of \$2,981,343 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.

ARTICLE 26 Proposed by the Housing Commission

Voted: (Unanimously)

That the Town pass over this article.

ARTICLE 27 Proposed by the Housing Commission

Voted: (Unanimously)

That the Town authorize the Board of Selectmen to convey to the Lincoln Affordable Housing Trust an affordable housing restriction upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, including such terms as may be required by the U.S. Department of Housing and Urban Development, on the property described below:

30 & 30A Sunnyside Lane – Parcel 11 Block 42 Lot 0, acquired by deed dated March 10, 2004, recorded with said Deeds in Book 42211, page 256.

That the Town pass over this article.

ARTICLE 28 Proposed by the Selectmen

Voted: (Unanimously)

That the Town authorize the Board of Selectman to petition the General Court for special legislation, as set forth below, to authorize the Board to issue so-called “Special” or “One Day” liquor licenses; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto.

An Act Relative to the Granting of Special Licenses for the Sale of Alcoholic Beverages in the Town of Lincoln

Section 1. Notwithstanding any general or special law to the contrary, the licensing authority of the Town of Lincoln may grant special licenses for the sale of alcoholic beverages pursuant to section 14 of said chapter 138. Licenses granted under this section shall be subject to all of said chapter 138, except sections 11 and 11A. Once any such license is issued by the licensing authority, said authority shall not approve the transfer the license to any other person, organization, corporation or location.

Section 2. Notwithstanding [sections 11](#) and [11A of chapter 138](#) of the General Laws as to the time and manner of voting on the question of issuing the licenses set forth above, this act shall be submitted for its acceptance to the qualified voters of the Town of Lincoln at an annual or special town election following the effective date of this act in the form of the following question:

“Shall an act passed by the General Court in the year 2013, entitled ‘An Act Relative to the Granting of Special Licenses for the Sale of Alcoholic Beverages in the Town of Lincoln’ be accepted?”

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by town counsel and approved by the Board of Selectmen. If a majority of the votes cast in answer to the question is in the affirmative, this act shall immediately take effect in the Town of Lincoln, but not otherwise.

Section 3. This act shall take effect upon its passage.

ARTICLE 29 Proposed by Citizen Petition

Voted: (By majority voice vote)

That the Town authorize the Board of Selectmen to petition the General Court for special legislation as set forth below authorizing the Board to issue a license for the sale of beer and wine to be drunk on the premises at the deCordova Museum and Sculpture Park; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action in relation thereto.

An Act Authorizing the Town of Lincoln to Grant a License for the Sale of Wine and Malt Beverages to be Drunk on the Premises

Section 1. Notwithstanding the provisions of section 11 of chapter 138 or of any other general or special law to the contrary, the Board of Selectmen of the Town of Lincoln is hereby authorized to issue a license for the sale of wine and malt beverages to be drunk on the premises at the deCordova Museum and Sculpture Park, located at 51 Sandy Pond Road in said Town of Lincoln, under the provisions of section 12 of chapter 138. The license shall be subject to all of said chapter 138 except for said section 17, and to any regulations and guidelines adopted by the Massachusetts Alcoholic Beverages Control Commission relative to the service of alcoholic beverages.

The Board of Selectmen shall not approve the transfer of the license to any other location, but the license may be granted by the Board of Selectmen at the same location if an applicant for the license files with the Board of Selectmen a letter from the Department of Revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid. If the license granted under this section is cancelled, revoked or no longer in use, such license shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the Board of Selectmen, and the Board of Selectmen may then grant the license to a new applicant at the same location and under the same conditions as specified in this section.

Section 2. Notwithstanding the provisions of sections 11 and 11A of chapter 138 of the General Laws as to the time and manner of voting on the question of issuing the license set forth above, this act shall be submitted for its acceptance to the qualified voters of the Town of Lincoln following the effective date of this act at an annual or special town election in the form of the following question:

“Shall an act passed by the General Court in the year 2013, entitled ‘An Act Authorizing the Town of Lincoln to Grant a License for the Sale of Wine and Malt Beverages to be Drunk on the Premises’, be accepted?”

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by town counsel and approved by the Board of Selectmen.

If a majority of the votes cast in answer to the question is in the affirmative, the Town shall be taken to have authorized the issuance to the deCordova Museum and Sculpture Park of a license to sell wine and malt beverages to be drunk on the premises, but not otherwise.

Section 3. This act shall take effect upon passage.

ARTICLE 30 Proposed by the Selectmen
Voted: (Unanimously, on the Consent Calendar)

That the Town authorize the Board of Selectmen to petition the General Court to repeal the provisions of Chapter 349 of the Acts of 2006, An Act Authorizing the Town of Lincoln to Grant a License for the Sale of Wines and Malt Beverages to be Drunk on the Premises, because such act is no longer needed, in the form set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

An Act Repealing the Law Authorizing the Town of Lincoln to Grant a License for the Sale of Wines and Malt Beverages to be Drunk on the Premises

Section 1. Chapter 349 of the acts of 2006 is hereby repealed.

Section 2. This act shall take effect upon passage.

Note: In March of 2006, the Town Meeting authorized the submission of special legislation that led to the establishment of a beer and wine license for AKA Bistro. In March of 2012, at the request of the licensee, Town Meeting voted to submit special legislation to convert the license from beer and wine to all alcohol. The matter before the Town Meeting this year is simply housekeeping, the intent of which is to authorize the Selectmen to submit special legislation to repeal AKA Bistro's original beer and wine license. The clear intent of the March 2012 vote was to convert the original license, and not to create a second license.

ARTICLE 31 Proposed by the Assessors

Voted: (Unanimously, on the Consent Calendar)

That the Town adopt the provisions of M.G.L. Chapter 59, Sec 5, Clauses 17E and 41D, which annually increase the qualifying gross receipts and whole estate for property owners seeking senior tax exemptions; such annual increases being tied to the Consumer Price Index as reported to the Town by the Department of Revenue.

Note: This article would allow the income and asset limits for these senior exemptions to increase yearly by a cost-of-living (COLA) percentage defined by the state. The current 17D exemption has no income limit and an asset limit of \$40,000. The exemption amount changes yearly with the COLA and is currently \$570.88. The current 41C exemption has an income limit of \$20,000 (single) and \$30,000 (married), and an asset limit of \$40,000 (single) and \$55,000 (married). The exemption amount is \$2,000.

ARTICLE 32 Proposed by the Town Clerk

Voted: (Unanimously)

That the Town adopt the provision of M.G.L. c.53, §9A, which, among other things, establishes the final date for acquisition of nomination papers as 48 weekday hours prior to the hour on which nomination papers are required to be submitted to the Board of Registrars.

ARTICLE 33 Proposed by the Selectmen

Voted: (Unanimously)

That the Town authorize the Board of Selectmen to grant to Verizon New England Inc. a permanent easement on a portion or portions of the property located at 16 Lincoln Road (formerly Center School), which property is identified as Assessors Map 65 – Block 18 – Parcel 1 and

described in a deed recorded with the Middlesex South District Registry of Deeds in Book 13790, Page 526, for the purpose of installing, maintaining and repairing equipment, wires, cables, conduits, and other appurtenances for the transmission of telecommunications and intelligence to serve the foregoing property, which easement shall be conveyed on such other terms and conditions, and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate.

The Moderator recognizes Peter Sugar who reports on the work of the Implementation Committee of the recently completed Comprehensive Long Range Plan.

ARTICLE 35 Proposed by the Selectmen

Voted: (By majority voice vote)

That the Town amend the General By-laws of the Town by inserting a new by-law, Article XI, Section 18, as detailed below, to be known as the "Civil Fingerprinting By-law," in accordance with G.L. c. 6, §172B ½, which by-law would enable the Lincoln Police Department to conduct fingerprint-based criminal history checks for individuals applying for the following licenses: Solicitors and Peddling or other Door-to-Door Salespeople; Manager of Alcoholic Beverages; Dealer of Second-hand Objects and Pawn, Old Metal and Junk Dealers, and Hackney Drivers.

Section 18. Civil Fingerprinting By-law

A. Purpose and Scope

This By-law authorizes the Police Department to conduct state and national fingerprint based criminal history checks for individuals applying for specific licenses in Town to enhance public safety, as authorized by Massachusetts General Laws Chapter 6, Section 172B½. To carry out the criminal history checks authorized by this by-law, the Police Department shall be authorized to use state and Federal Bureau of Investigation ("FBI") records, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

The by-law further authorizes the Board of Selectmen, in consultation with the Chief of Police, to promulgate regulations to implement this by-law, which may include, but shall not be limited to establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing as a result of the criminal history check, procedures for assessing, correcting or amending any such record, criteria for fitness determinations, security of information obtained and penalties for failure to comply with this by-law.

B. Criminal History Check Authorization

The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172, conduct State and Federal Fingerprint Based Criminal History checks for individuals and entities applying for the following licenses:

- Solicitors and Peddling or other Door-to-Door Salespeople, including manager of the business entity (Police Department-Licensing Authority)
- Alcoholic Beverage License, including manager of the business entity (Board of Selectmen - Licensing Authority)
- Dealer of Second-hand Articles, including manager of the business entity (Board of Selectmen - Licensing Authority)
- Pawn, Old Metal and Junk Dealers, including manager of the business entity (Board of Selectmen - Licensing Authority) and
- Hackney Drivers, including manager of the business entity (Board of Selectmen - Licensing Authority)

At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's criminal history records and obtain the individual's consent.

After the applicant completes a consent form, provides his/her fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this by-law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services ("DCJIS"), and/or the FBI or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks for the license applicants specified in this by-law.

The Town authorizes the Massachusetts State Police, the DCIS and the FBI and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this by-law. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this by-law and its implementation regulations. In accordance with its implementation regulations, the Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town.

C. Use of Criminal Record by Licensing Authorities

Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the

suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed licensed activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

Licensing authorities of the Town are hereby authorized to deny an application for any license specified herein and in the implementing regulations, including renewals and transfers of said licenses, from any person who is determined unfit for the license due to information obtained pursuant to this by-law. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for a crime, that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, or sex-related offense.

D. Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100) for each fingerprinting and criminal history check.

A portion of the fee, as specified in Massachusetts General Laws Chapter 6, Section 172B 1/2, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

E. Effective Date

This by-law shall take effect after compliance with all requirements of Massachusetts General Laws Chapter 6, Section 172B ½ and Massachusetts General Laws Chapter 40, Section 32 have been met.

ARTICLE 36 Proposed by the Planning Board

Voted: (Unanimously)

That the Town amend the General By-laws of the Town by amending Article XI, Section 3A, as shown below, with **Additions** to the by-law language shown in deletions shown in bolded italicized text and **Deletions** shown in bolded strikethrough text, to modify criteria for review and conditions which may be applied to public way access permits.

Section 3A. Public Way Access Permits

A. Purpose

It is the purpose of this By-law to provide for the review of public way access permit applications and to establish procedures for the predictable, timely, and uniform review of such applications so as to ensure public safety. These procedures apply to public way access permit applications for: (1) new access to a public way; (2) physical modification to existing access to a public way; (3) use of new or existing access to serve the building or expansion of a facility or use that generates a substantial increase in or impacts on traffic on a public way. Such procedures shall not be construed to apply to State owned ways according to MGL Chapter 81, §21.

B. Definitions

In this By-law, the following terms shall have the meanings prescribed below: (1) "Modification" shall mean any alteration of the physical or traffic operational features of the access. (2) "Substantial" increase or impact on traffic shall mean that generated by a facility which meets or exceeds any of the following thresholds: (a) Residential, including hotels, motels, lodging houses and dormitories: any increase to the existing certificate of occupancy of more than 25 persons; (b) Nonresidential: ~~250~~ 50 trips per day as defined in the ITE Trip Generational Manual.; (c) Nonresidential: 25 new parking spaces; (d) Nonresidential: 5,000 new square feet.

C. Submittal of Permit Application

The Board of Selectmen shall be responsible for the issuance and/or denial of public way access permits. A permit applicant shall request issuance of a permit on a standard form, supplied by the Board of Selectmen. A permit shall be limited to a single curb cut, unless expressly authorized by the Board of Selectmen following recommendation of the Planning Board. A permit application shall be deemed complete by the Board of Selectmen only after the following items have been submitted:

- 1) standard application form;
- 2) evidence of compliance with the Massachusetts Environmental Policy Act by the Executive Office of Environmental Affairs of the Commonwealth, if determined to be necessary;
- 3) where required by the Board, engineering plans shall be submitted showing:
 - (a) the location of the property, any driveway that is to be created, altered or closed, and the intersection of the driveway with the Town way;

- (b) specific details of drainage affecting the Town way;
- (c) specific provisions to minimize slope or soil erosion when required;
- (d) specific provisions to protect existing trees and vegetation in the public right of way and on any land owned by the Town; and
- (e) such other information, including a traffic or engineering review conducted at the expense of the applicant, as may be requested.

The Board of Selectmen, by regulation, may adopt a schedule of reasonable fees to accompany said application.

D. Procedures of the Board of Selectmen

1) Any application for a public way access permit, other than an application pertaining to a single-family residential structure, shall be transmitted by the Board of Selectmen within three (3) working days to the Planning Board for review and comment. The Planning Board shall, within twenty (20) days of receipt of the application, report to the Board of Selectmen in writing its findings as to the safety of the proposed activity and, in the event of a finding that the proposed activity would be unsafe, its recommendations, if possible, for the adjustment thereof. Failure by the Planning Board to respond within twenty (20) days of the receipt of the application shall be deemed lack of opposition thereto.

2) Where an application is deemed complete, the Board of Selectmen shall render a decision within the following timetable, by filing same with the Town Clerk:

- (a) for an application pertaining to a single-family residential structure: twenty (20) days; and
- (b) for any other application: forty (40) days.

3) Where the Board of Selectmen denies said application, it shall state specific findings for the denial in its decision.

E. Powers of the Board of Selectmen

1) The Board of Selectmen may deny the issuance of a public way access permit due to the failure of the applicant to provide sufficient roadway improvements to facilitate safe and efficient roadway operations, or when the construction and use of the access applied for would create a condition that is unsafe or endangers the public safety and welfare. The Board of Selectmen may also deny or condition a public way access permit if the applicant fails to comply with the design guidelines set forth in Section G.

- 2) The Board of Selectmen may, in the alternative, impose conditions upon an access permit to facilitate safe and efficient traffic operations, to mitigate traffic impacts, and to avoid or minimize environmental damage during the construction period and throughout the term of the permit. Such conditions may include, but not be limited to:
- (a) necessary limitations on turning movements;
 - (b) restrictions on the number **and location** of access points to serve the parcel;
 - (c) vehicle trip reduction techniques;
 - (d) necessary and reasonable efforts to maintain existing levels of service;
 - (e) design and construction of necessary public way improvements by the permittee;
 - (f) reimbursement by the permittee of costs to Town inspection of public way improvement work.

ARTICLE 37 Proposed by the Planning Board

Voted: (By better than the required two thirds as declared by the Moderator)

That the Town amend the Zoning By-Law Section 12.4 to replace Section 12.4 Reserved with a new Section 12.4 Aquifer Protection & Watershed Protection Overlay District and amend the Zoning Map to add the overlay map entitled "Town of Lincoln Massachusetts, Zoning Map Aquifer & Watershed Protection Overlay Districts", with district boundary lines compiled by Town of Lincoln GIS Department dated March 2013. Note: Proposed **Additions** to the bylaw language are shown in bolded italicized text and **Deletions** being shown in crossed-out bolded text as follows:

~~12.4 Reserved~~

12.4 Aquifer Protection & Watershed Protection Overlay Districts

12.4.1 Purpose The Town has determined that:

(a) The groundwater underlying the Town is an important source of its drinking water supply.

(b) The groundwater aquifers are integrally connected with, and flow into, surface waters that constitute significant resources of the Town.

(c) Spills and discharges of petroleum products and other toxic and hazardous materials and discharges of sewage have repeatedly threatened the quality of groundwater and related water resources

throughout Massachusetts and elsewhere, posing potential public health and safety hazards and threatening economic losses to the affected communities.

Therefore, the Town has designated an Aquifer Protection District and Watershed Protection District and enacted this bylaw to:

- (a) Preserve and maintain the existing and potential groundwater supplies, aquifers and recharge areas of the Town and to protect them from development or land use practices that would adversely affect their quality or quantity.**
- (b) Preserve and protect present and potential sources of drinking water supply for the public health and safety.**
- (c) Conserve the water resources of the Town.**

12.4.2 Authority. The Aquifer Protection District and Watershed Protection District are adopted pursuant to authority provided by G.L. c. 40A and the Home Rule Amendment, Article 89 of the Amendments to the Constitution of the Commonwealth.

The Aquifer Protection District and Watershed Protection District are overlay districts whose boundaries are superimposed on all districts established by this Bylaw and whose regulations are in addition to any other regulations established by this Bylaw. The regulations in these districts are not intended to supersede or limit the protections contained in state or federal groundwater protection programs, but to supplement protections contained in other statutes and regulations.

12.4.3 Definitions. For the purposes of this section, the following words and phrases shall be defined as follows. References to statutes and regulations shall be deemed a reference to such laws and regulations as of the effective date of this section.

Accumulated Manure: The collection and storage of manure and/or manure litter such as bedding, sawdust, woodchips, or straw.

Aquifer: Geologic formation composed of rock, sand, or gravel that contains significant amounts of potentially recoverable water.

Aquifer Protection District (APD): Those land area(s) designated on a map adopted pursuant to this Bylaw that provide recharge to an existing or planned public drinking water supply well. The Aquifer

Protection District includes all areas designated as a Zone II and approved by the DEP.

Automobile Graveyard and Junkyard: An establishment or place of business which is used, maintained, or operated for storing, keeping, buying, or selling wrecked, scrapped, mined, or dismantled motor vehicles or motor vehicle parts, or junk as defined in MGL C. 140B, § 1.

Commercial Fertilizers: Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use, or claimed to have value, in promoting plant growth, except unmanipulated animal and vegetable manures, marl, lime, limestone, wood ashes, and gypsum, as defined in MGL C. 128, § 64.

De-icing Chemicals: Sodium chloride, chemically treated abrasives, or other chemicals used for snow and ice removal.

DEP: Massachusetts Department of Environmental Protection.

Discharge: The intentional or accidental introduction of a liquid, or a soluble or leachable solid material, upon or into land or water bodies. Discharge includes, without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any wastewater disposal system, dry well, catch basin or landfill that has not received site assignment by the Board of Health.

Earth Removal: The removal or relocation of geologic materials including, but not limited to, topsoil, sand, gravel, metallic ores, or bedrock.

Hazardous Material: Any substance or mixture of physical, chemical, or infectious characteristics posing a significant, actual or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or water. Hazardous materials include, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious wastes, acids and alkalis, and all substances defined as toxic or hazardous under MGL C. 21C and 21E and 310 CMR 30.000.

Hazardous Waste: Any waste defined in the Massachusetts Hazardous Waste Regulations, 310 CMR Section 30.000. This

includes, but is not limited to, waste oil, waste solvents, waste oil-based paint and waste pesticides.

Impervious Surface: *Material or structure on, above, or below the ground that does not allow precipitation to penetrate directly into the soil.*

Landfill and Open Dump: *A facility or part of a facility for solid waste disposal (excluding transfer facilities) established in accordance with the provisions of 310 CMR 19.006.*

Petroleum Product: *Petroleum or petroleum by-product including, but not limited to: fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas including, but not limited to, liquefied natural gas, propane or butane*

Sanitary Wastewater: *Any water-carried putrescible waste resulting from the discharge of water closets, laundry tubs, washing machines, sinks, showers, dishwashers, or any other source.*

Septage: *The liquid, solid, and semi-solid contents of privies, chemical toilets, cesspools, holding tanks, or other sewage waste receptacles. Septage does not include any material that is a hazardous waste as defined by 310 CMR 30.000.*

Sludge: *The solid, semi-solid, and liquid residue that results from a process of wastewater treatment or drinking water treatment. Sludge does not include grit, screening, or grease and oil which are removed at the head-works of a facility.*

Soil Conditioner: *Any manipulated substance or mixture of substances whose primary function is to modify the physical structure of soils so as to favorably influence plant growth, except un-manipulated animal and vegetable manures, marl, lime, limestone, wood ashes, cement kiln dust, and gypsum, as defined in MGL C. 128, § 64.*

Storage or Landfilling of Sludge and Septage: *Use of land to store sludge or septage as those terms are defined in 310 CMR 32.00.*

Very Small Quantity Generator: *Any public or private entity, other than residential, which produces less than 27 gallons (100 kilograms) a month of hazardous waste or waste oil, but not*

including any acutely hazardous waste as defined in 310 CMR 30.136.

Wastewater Treatment Works: Any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation, or reuse of waterborne pollutants, but not including any works receiving a hazardous waste from off the site of the works for the purpose of treatment, storage or disposal, all as defined and regulated by 314 CMR 5.00.

Watershed Protection District (WPD): That area of land beyond the Aquifer Protection District from which surface water and groundwater drain into Zone II, as that term is defined in 310 CMR 22.02.

Zone I: The protective radius required around a public water supply well or wellfield, as defined in 310 CMR 22.02.

Zone II: The DEP approved area of an aquifer which contributes water to a well under the most severe pumping and recharge conditions that can be realistically anticipated as defined in 310 CMR 22.02.

12.4.4 Establishment of Districts. The Aquifer Protection District & Watershed Protection District are herein established as overlay districts. The Protection Districts are described on a map entitled "Town of Lincoln Massachusetts, Zoning Map Aquifer & Watershed Protection Overlay Districts", with district boundary lines compiled by Town of Lincoln GIS Department dated March 2013. All maps are hereby made a part of this Zoning Bylaw and are on file in the office of the Town Clerk.

12.4.5 Boundary Disputes. Where the bounds of the APD and the WPD are in dispute, as delineated on the Aquifer & Watershed Protection Overlay Districts map, the burden of proof shall be upon the owners of the land in question to show where they should properly be located. Resolution of boundary disputes shall be through a special permit application to the Planning Board. Any application for a special permit under this subsection shall be accompanied by documentation prepared by a person who meets the following two requirements:

- 1. Is experienced in delineating hydrogeologic zones in Massachusetts; and***
- 2. Has one of the following credentials:***

| TITLE | CONFERRING ENTITY |
|---|---|
| <i>Registered Professional Hydrogeologist</i> | <i>American Institute of Hydrology</i> |
| <i>Certified Professional Geologic Scientist</i> | <i>American Institute of Professional Geological Scientists</i> |
| <i>Registered Professional Engineer, Sanitary</i> | <i>Commonwealth of Massachusetts</i> |
| <i>Certified Ground Water Professional</i> | <i>Association of Ground Water Scientists and Engineers</i> |
| <i>Certified Professional Soil Scientist</i> | <i>American Registry of Certified Professionals in Agronomy, Crops, and Soils, Ltd.</i> |

Where the boundary line of the APD and/or the WPD divides a lot or parcel, the requirements established by this bylaw shall apply only to the portion of the lot or parcel located within the Protection District(s).

The applicant shall provide information in substantial conformance with the criteria set forth in 310 CMR 22.00, as administered by the DEP, to show where the boundary should properly be located.

12.4.6 Use Regulations. *The APD and WPD are overlay districts superimposed over the underlying districts set forth in this Zoning Bylaw. Within an Aquifer Protection District or Watershed Protection District, the requirements of the underlying district continue to apply, except where the requirements of the Aquifer Protection District or Watershed Protection District are more restrictive.*

This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses except as provided in Section 4 of this Bylaw.

Allowed Uses: *The following uses are permissible within the APD, provided that all necessary permits, orders or approvals required by local, state or federal law are also obtained:*

- (a) conservation of soil, water, plants, and wildlife;*
- (b) outdoor recreation, nature study, boating, fishing, and hunting where otherwise legally permitted;*
- (c) foot, bicycle and/or horse paths, and bridges;*

(d) normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices;

(e) maintenance, repair, and enlargement of any existing structure, subject to Table 1 of this bylaw;

(f) residential development, subject to Table 1 of this bylaw;

(g) farming, gardening, nursery, conservation, forestry, harvesting, and grazing, subject to Table 1 of this bylaw;

(h) construction, maintenance, repair, and enlargement of drinking water supply related facilities such as, but not limited to, wells, pipelines, aqueducts, and tunnels.

Restricted Uses within APD and WPD: *Uses are prohibited where indicated by "N" in the following schedule, and require a special permit where indicated by "SP", even where the underlying district requirements are more permissive. Uses allowed in a Protection District are indicated by "Y". Where a portion of the lot is located partially within the Protection District(s) and partially outside the Protection District(s), site design shall, to the extent feasible, locate potential pollution sources outside the District boundaries.*

TABLE 1
Use Regulations with Aquifer Protection District and Watershed Protection District

| | <i>APD</i> | <i>WPD</i> |
|--|-------------------|-------------------|
| <i>Landfills and open dumps</i> | <i>N</i> | <i>N</i> |
| <i>Landfilling of sludge and/or septage</i> | <i>N</i> | <i>N</i> |
| <i>Automobile graveyards, junkyards or automotive salvage operations</i> | <i>N</i> | <i>N</i> |
| <i>Stockpiling and disposal of snow and ice containing de-icing chemicals if brought in from outside the district</i> | <i>N</i> | <i>SP</i> |
| <i>Petroleum, fuel oil, and heating oil bulk stations and terminals, including but not limited to those listed under Standard Industrial Classification (SIC) Codes 5171 and 5983.</i> | <i>N</i> | <i>N</i> |
| <i>Treatment or disposal works subject to 314 CMR 5.00 for wastewater other than sanitary sewage. This includes, but is not limited to, treatment or disposal works related to activities under the Standard Industrial Classification (SIC) Codes set forth in 310 CMR 15.004(6) (Title 5), except the following:</i> <i>(a) the replacement or repair of an existing system(s) that</i> | <i>N</i> | <i>SP</i> |

| | | |
|---|---------------------------------|----------------------------------|
| will not result in a design capacity greater than the design capacity of the existing system(s); and (b) treatment works approved by the Massachusetts Department of Environmental Protection designed for the treatment of contaminated ground or surface waters and operated in compliance with 314 CMR 5.05(3) or 5.05(13); and (c) publicly owned treatment works, or POTWs | | |
| Business and industrial uses, not agricultural, which manufacture, use, process, store, or dispose of hazardous materials or wastes subject to MGL 21C and 310 CMR 30.000 as amended as a principal activity, except for the following: 1) very small quantity generators, as defined by 310 CMR 30.00; 2) household hazardous waste collection centers or events operated pursuant to 310 CMR 30.390; 3) waste oil retention facilities required by G.L. c. 21, s. 52A; 4) treatment works approved by the DEP for treatment of contaminated ground or surface waters | N | SP |
| Storage of sludge and septage in compliance with 310 CMR 32.30 & 32.21 | SP | SP |
| Road salt stockpile or storage of other de-icing chemicals in the following manner: (1) outside a structure (2) within a structure designed to prevent the generation and escape of contaminated runoff or leachate | N SP | N SP |
| Storage of commercial fertilizers and soil conditioners, as defined in M.G.L. c.128, s.64, in the following manner: (1) outside a structure (2) within a structure designed to prevent the generation and escape of contaminated runoff or leachate. | N SP | SP Y |
| Storage of animal manure in the following manner: (a) Uncovered: (1) Less than 4 cubic yards of accumulated manure per lot, (2) More than 4 cubic yards but less than 8 cubic yards accumulated manure per lot, (3) More than 8 cubic yards of accumulated manure per lot (b) Covered or within a structure designed to prevent the generation and escape of contaminated runoff or leachate. | Y N N Y | Y Y SP Y |
| Storage of liquid hazardous materials as defined in MGL c. 21E and/or liquid petroleum products provided that such | SP | SP |

| | | |
|--|----|----|
| <p>storage is above ground and on an impervious surface and either:</p> <p>a. In container(s) or above-ground tank(s) within a building; or</p> <p>b. Outdoors in covered container(s) or above-ground tank(s) in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all containers or 110% of the largest container's storage capacity, whichever is greater.</p> <p>However these storage requirements shall not apply to the replacement of existing tanks or systems for the keeping, dispensing or storage of gasoline, provided that the replacement is performed in a manner consistent with state and local requirements</p> | | |
| <p>The removal of soil, loam, sand, gravel or any other mineral substances within four feet of the historical high groundwater table elevation (as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey), provided that the substances removed are redeposited within 45 days of removal on site to achieve a final grading greater than four feet above the historical high water mark; and excavations for the construction of building foundations or the installation of utility works, or wetland restoration work conducted in accordance with a valid Order of Conditions issued pursuant to M.G.L. c. 131, § 40</p> | SP | Y |
| <p>Rendering impervious more than 15 percent of the lot, or 2500 sq. ft., whichever is greater, excluding operations associated with the construction or occupancy of a single family dwelling</p> | SP | SP |
| <p>Any enlargement, intensification or alteration of an existing use that does not conform to the Protection Districts</p> | SP | SP |
| <p>Wastewater treatment works for non-sanitary wastewaters that are subject to 314 CMR 5.00, including privately owned facilities, except the following: (1) replacement or repair of existing system(s) that will not result in a design capacity greater than the design capacity of the existing system(s)</p> | N | N |
| <p>Wastewater treatment works for sanitary wastewaters that are subject to 314 CMR 5.00, including privately owned facilities</p> | SP | SP |
| <p>Gasoline station, motor vehicle repair or body shop, marine repair shop, car wash</p> | N | N |
| <p>Any building, structure, or use, other than single family</p> | SP | SP |

| | | |
|--|----|----|
| <i>dwelling with accessory structures and uses, to be served by on-site wastewater disposal system with a design capacity of greater than 10,000 gallons per day</i> | | |
| <i>Golf courses, whether public or private</i> | SP | SP |
| <i>Nursing homes or hospitals</i> | SP | SP |
| <i>Accessory uses or activities: manufacture, use, transport, storage or disposal of toxic or hazardous materials in excess of 5 gallons or 25 pounds dry weight of any substance or a total of all substances not to exceed 50 gallons or 250 pounds dry weight, on a site at any one time as an accessory activity for non-residential and non-agricultural principal activities</i> | SP | SP |
| <i>Storage of heating oil or petroleum in quantities greater than 500 gallons</i> | SP | SP |

12.4.7 Special Permit Procedures.

(a) Special Permit Granting Authority. The Special Permit Granting Authority (SPGA) shall be the Planning Board. The Planning Board may approve, approve with conditions, or deny an application for a special permit that is governed by the provisions of this Section. Such special permit may be granted if the Planning Board determines that the intent of this Section 12.4 as well as the specific criteria herein are met. In making such determination, the Planning Board shall give consideration to the simplicity, reliability, and feasibility of the control measures proposed and the degree of threat to groundwater quality which would result if the control measures failed.

(b) Review by Other Boards and Officials. Whenever an application for a special permit is filed with the Planning Board under this Section 12.4, said board shall transmit within six (6) working days of the filing of the completed application, copies of the application, accompanying site plan, and other documentation, to the Board of Health, Conservation Commission, Agricultural Commission, Building Inspector, Fire Chief, and Water Department, as appropriate, for their consideration, review, and report. The copies necessary to fulfill this requirement shall be furnished by the applicant. Reports from other boards and officials shall be submitted to the Planning Board by the date of the Public Hearing, but in any case within 35 days of receipt of the reviewing party of all of the required materials; failure of these reviewing parties to make recommendations after having received copies of all such required materials shall be deemed a lack of opposition thereto. In the event that the Public Hearing by the Planning Board is held prior to the expiration of the 35 day period, the Planning Board shall continue

the Public Hearing to permit the formal submission of reports and recommendations within that 35 day period.

3. Applicability. *Any special permit required under this Section 12.4 shall be in addition to, and separate from, any other special permit required under this Bylaw.*

12.4.8 Special Permit Submittals. *All applications for special permits shall contain the information listed below, unless waived or modified by the Planning Board, with reasons therefore.*

(a) *A site plan, submitted on 24-inch by 36-inch sheets, on a minimum scale of one inch (1") equals 40 feet, and prepared by a Registered Professional Engineer and a Registered Land Surveyor. Site plans submitted under this section shall also include the following:*

- i. All property lines;*
- ii. All adjacent public streets;*
- iii. All existing and proposed buildings, structures, parking areas, and service areas;*
- iv. All facilities for sewage, refuse, and other waste disposal;*
- v. Facilities for surface water drainage, both temporary and permanent;*
- vi. Future expansion areas.*

(b) *A narrative statement detailing all of the information set forth below, if applicable:*

- i. A complete list of all chemicals, pesticides, herbicides, fuels, or other potentially hazardous materials, including but not limited to road salt or de-icing chemicals, manure, and fertilizers or soil conditioners, to be used or stored on the premises in quantities greater than associated with normal household use, accompanied by a description of the measures proposed to protect all storage containers from vandalism, accidental damage, corrosion, and leakage, and to provide for control & remediation of spills.*
- ii. A description of all potentially hazardous wastes to be generated in quantities greater than associated with normal household use, accompanied by a description of the measures proposed to protect all waste storage containers from vandalism, accidental damage, corrosion, and leakage, and to provide for control & remediation of spills.*
- iii. For underground or aboveground storage of hazardous materials, certification by a Registered Professional*

Engineer that such storage facilities or containers are (i) in compliance with all applicable federal or state regulations, (ii) in compliance with design specifications, as prepared by a Registered Professional Engineer, and (iii) are designed with secondary containment adequate to contain a spill the size of the container's total storage capacity.

iv. For any proposed activity on a lot which will render more than 15 percent of the total lot area or more than 2,500 sq. ft., whichever is greater, impervious, a system for groundwater recharge must be provided that does not degrade groundwater quality, by storm water infiltration basins or similar system covered with natural vegetation. Dry wells shall be used only where other methods are infeasible. The SPGA may require that such basins and wells be preceded by oil, grease and sediment traps to facilitate removal of contaminants.

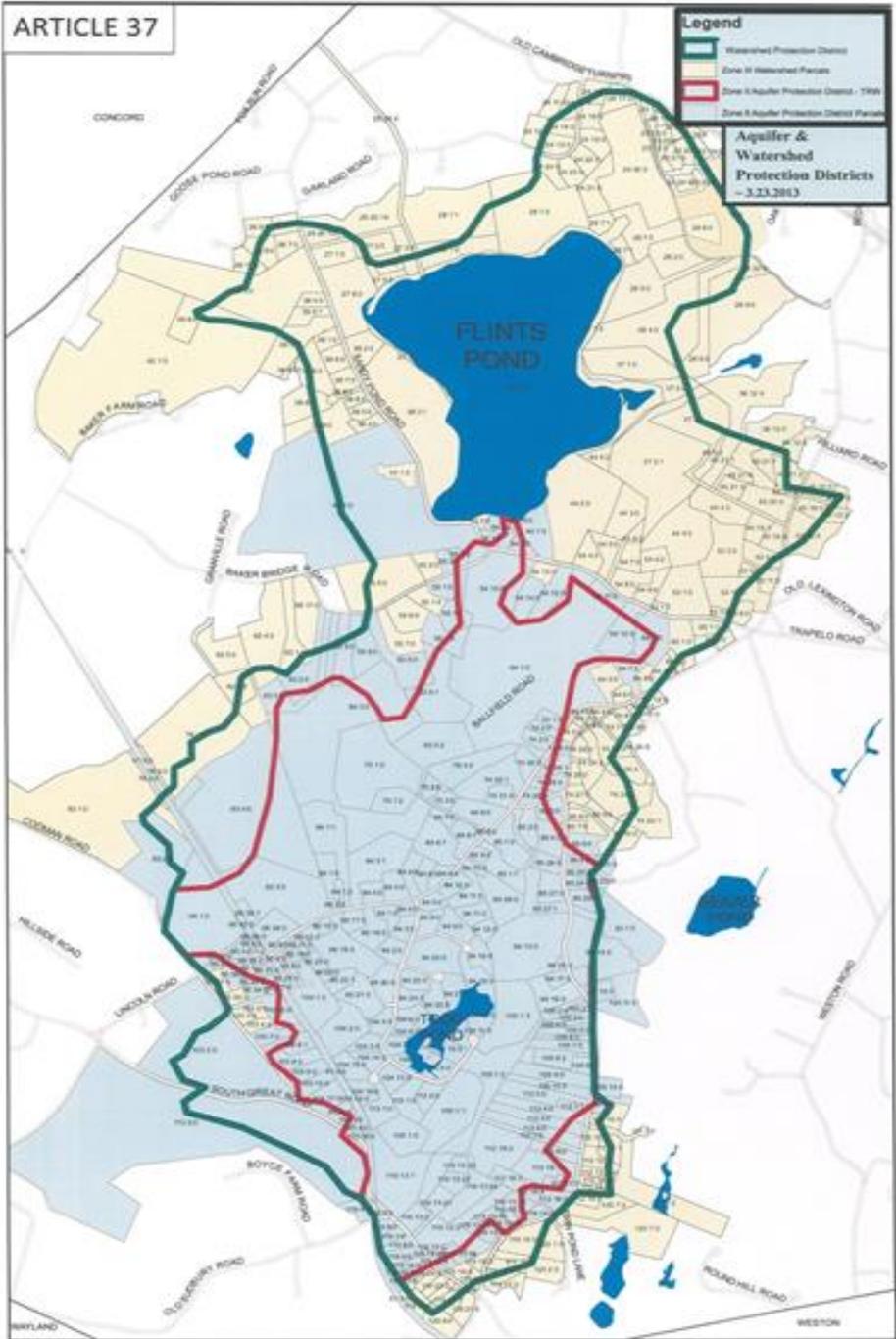
v. For stockpiling or disposal of snow from outside the Protection Districts, district, earth removal, storage of sludge or septage, manure storage, treatment works, and/or discharge or process wastewater, a narrative statement, prepared by a Registered Professional Engineer, assessing the impacts, if any, of the proposed activity on groundwater and surface water quality on the premises, adjacent to the premises, and on any wells or wellfields downgradient from the proposed activity or use, accompanied by a description of the measures proposed to protect such wells or wellfields.

vi. Where the premises are partially outside the Protection Districts, such potential sources of pollution as on-site waste disposal systems, if permitted, shall be located outside the Protection Districts to the extent feasible.

12.4.9 Special Permit Criteria. Special permits shall be granted only if the Planning Board determines, after reviewing the recommendations of the reviewing parties delineated herein, that groundwater quality resulting from on-site wastewater disposal or other operations on-site shall not fall below the more restrictive of federal or state standards for drinking water, or, if existing groundwater quality is already below those standards, on-site disposal or operations shall result in no further deterioration.

12.4.10 Regulations. After public notice and public hearing, the Planning Board may adopt and from time to time amend reasonable regulations for the administration of this section.

ARTICLE 37



ARTICLE 38 Proposed by the Planning Board

Voted: (Unanimously)

To pass over this article.

ARTICLE 39 Planning Board

Voted: (By better than the required two thirds as declared by the Moderator)

That the Town amend the Zoning Bylaw Section 13 to amend Section 13.1.2 as follows and to add a new Section 13.6 Solar Energy Systems Note: Proposed **Additions** to the bylaw language are shown in bolded italicized text and **Deletions** being shown in crossed-out bolded text as follows:

13.1.2 Limitations of height shall not apply to radio and television towers, permits for which have been granted under Section 6.2(f) above, or to features of buildings such as chimneys, ventilators, skylights, spires, tanks, ~~and antennae, and solar panels~~, which are carried above roofs, provided that in a residential district such features are in no way used for living purposes.

SECTION 13.6 Solar Energy Systems

13.6.1 Purpose *The purpose of this Solar Energy System By-Law is to encourage investment in Solar Energy Systems in the Town of Lincoln, while providing guidelines for the installation of those systems that are consistent with the character of the Town and are necessary to protect the public health, safety and general welfare.*

13.6.2 Definitions

Building-Integrated Solar Energy System - A Solar Energy System that is an integral part of a principal or accessory building replacing or substituting for an architectural or structural component of the building. Building-Integrated Solar Energy Systems include but are not limited to Photovoltaic, hot air, or hot water solar systems that are contained within roofing materials, walls, windows, or skylights.

Photovoltaic (PV) - The technology that uses a semi-conductor material to convert light directly into electricity.

Solar Collector Panel -Any part of a Solar Energy System that absorbs solar energy for use in the system's energy transformation process. The Solar Collector Panel does not include frames, supports, or mounting hardware.

Solar Energy System – A device or structural design feature, a substantial purpose of which is to provide for the collection, storage, and distribution of solar energy for space heating or cooling, electrical generation, or water heating.

13.6.3 General Standards

(a) A Solar Energy System shall provide power for the principal use and /or accessory use of the property on which the Solar Energy System is located and shall not be used for the generation of power for the sale of energy to other users, although this provision shall not prohibit the sale of excess power generated to the local utility company.

(b) Whenever practical, all Solar Energy Systems shall be installed on an existing dwelling or building. All other systems shall require site plan review under Section 17.7.

(c) A Solar Energy System shall not be used to display advertising, including but not limited to signage.

(d) Solar Energy Systems shall be placed and arranged such that reflected solar glare shall not be directed onto adjacent buildings, properties or roadways.

(e) Roof-mounted Solar Energy Systems shall be set back a minimum of 1 foot from all roof edges (eaves, gutterline, ridge) of the roof surface.

(f) Appurtenant electric, piping, wiring or equipment for Solar Energy Systems shall be allowed to extend beyond the perimeter of the building on a side or rear yard exposure.

13.6.4 Design Standards in Residential Districts

(a) Building-Mounted Solar Energy Systems

Building-mounted Solar Energy Systems are permitted in the following locations:

- i. On the roofs of principal and accessory structures, and/or**
- ii. On side and rear building facades**
- iii. Building-Integrated Solar Energy Systems are also permitted on front or corner building facades**

All Solar Energy System appurtenances such as, but not limited to, plumbing, water tanks, mounting structures, and support equipment shall be screened to the maximum extent possible without compromising the effectiveness of the Solar Collector Panels.

(b) Roof-Mounted Solar Energy Systems

All roof-mounted Solar Collector Panels on a sloped roof will be subject to the following height limitations:

- i. The top surface of any Solar Collector Panel mounted on a south-facing sloped roof shall not exceed 12 inches above the adjacent finished roof surface**
- ii. The top surface of any Solar Collector Panel mounted on a north -, east-, or west-facing sloped roof shall not exceed 24 inches above the adjacent finished roof surface**
- iii. The top most point of any Solar Collector Panel mounted on a flat roof (1/2 inch or less per foot slope) shall not exceed 30 inches above the adjacent finished roof surface on flat roofs with or without parapets**

The Planning Board may waive strict compliance of these height limitations and allow a roof-mounted solar energy system to exceed such height limitations where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.

(c) Ground-Mounted Solar Energy Systems

Ground mounted Solar Energy Systems shall be treated as an accessory structure and require site plan review under Section 17.7.

Ground-mounted Solar Energy Systems shall comply with all minimum setback requirements. Ground-mounted Solar Energy Systems shall not be located within the front yard, defined as the area between the front façade of the dwelling extended to the side property lines and extending to the street line (corner lots have two (2) front facades).

Ground- or pole-mounted Solar Energy Systems shall not exceed the maximum height of ten feet. The Planning Board may waive

strict compliance and allow a ground- or pole-mounted Solar Energy System to exceed such height limitation where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.

13.6.5 Design Standards in Non-Residential Districts

(a) Building-Mounted Solar Energy Systems

Building-mounted Solar Energy Systems are permitted in the following locations:

- i. On the roofs of principal and accessory structures, and/or**
- ii. On side and rear building facades**
- iii. In addition, Building-Integrated Solar Energy Systems are permitted on front or corner building facades**

All Solar Energy System appurtenances such as, but not limited to, plumbing, water tanks, mounting structures, and support equipment shall be screened to the maximum extent possible without compromising the effectiveness of the Solar Collector Panels.

(b) Roof-Mounted Solar Energy Systems

All roof-mounted Solar Collector Panels on a sloped roof will be subject to the following height limitations:

- i. The top surface of any Solar Collector Panel mounted on a south-facing sloped roof shall not exceed 12 inches above the adjacent finished roof surface**
- ii. The top surface of any Solar Collector Panel mounted on a north-, east-, or west-facing sloped roof shall not exceed 24 inches above the adjacent finished roof surface**
- iii. The top most point of any Solar Collector Panel mounted on a flat roof (1/2 inch or less per foot slope) shall not exceed 30 inches above the adjacent finished roof surface on flat roofs with or without parapets**

The Planning Board may waive strict compliance of these height limitations and allow roof-mounted Solar Energy Systems to exceed

such height limitations where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.

(c) Ground-Mounted Solar Energy Systems

Ground-mounted Solar Energy Systems shall be treated as an accessory structure and require site plan review under Sections 17.1-17.6.

Ground-mounted Solar Energy Systems shall comply with all minimum setback requirements. Ground-mounted Solar Energy Systems shall not be located within the front yard, defined as the area between the front façade of the main building (or structure) extended to the side property lines and extending to the street line (corner lots have two (2) front facades).

A ground- or pole-mounted Solar Energy System shall not exceed the maximum height of ten feet. The Planning Board may waive strict compliance of this height limitation and exceed such height limitation where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.

ARTICLE 40 Proposed by Citizen Petition

Moved: (The Motion, as declared by the Moderator, was not adopted)

That the Town authorize the Board of Selectmen to petition the General Court for special legislation as set forth below; provided, however, that the General Court may make editorial or clerical changes of form only to the bill unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments as are within the scope of the general public objectives of this petition, or take any other action relative thereto.

An Act Authorizing the Town of Lincoln to Include on an Annual or Special Election Ballot in the Town a Certain Question relative to Fluoridation of the Public Water Supply

SECTION 1. Notwithstanding section 8C of chapter 111 of the General Laws or any other general or special law to the contrary, the town of Lincoln is hereby authorized to include the following question on the ballot at the next occurring annual or special town

election held at least 35 days after the effective date of this act: “Shall the public water supply for domestic use in the Town of Lincoln continue to be fluoridated?”

If the majority of votes in answer to this question is in the negative, the water supply of the town of Lincoln shall not be fluoridated, and the fluoridation of the water supply shall not be ordered again by the Board of Health for a period of at least 2 years from the date of that vote.

Higgins

SECTION 2. This act shall take effect upon passage.

ARTICLE 41 Proposed by Citizen Petition

Voted: (By majority voice vote as declared by the Moderator, following a successful amendment of the portion *italicized below*)

That the Town instruct the Board of Selectmen (or another organization designated by the Selectmen) to appoint a working group to study noise and air pollution relating to increasing use of leaf blowers for public and private property maintenance, to research alternatives, *to study cost impacts to both public and private sectors*, and to present findings and recommendations at Town Meeting 2014.

Following which the 2013 Annual Town Meeting was dissolved at approximately 5:20 pm.

Respectfully submitted,

Susan F. Brooks
Town Clerk

FINANCE
FINANCE DIRECTOR/ TOWN ACCOUNTANT
Colleen Wilkins

Town of Lincoln, Massachusetts
 Combined Balance Sheet - All Fund Types and Account Groups
 June 30, 2013

| | Governmental Fund Types | | Proprietary Fund Type | Fiduciary Fund Type | Fiduciary Self Insured Trust Fund | General Long Term Debt Group | General Fixed Asset Account Group | Totals (Memo Only) |
|--|-------------------------|--------------------------|-----------------------|---------------------|-----------------------------------|------------------------------|-----------------------------------|----------------------|
| | General | Special Revenue Projects | | | | | | |
| Assets | | | | | | | | |
| Cash/Investments | \$9,769,095 | \$9,726,142 | \$239,870 | \$1,346,558.29 | \$4,489,643.53 | \$311,672 | | \$25,882,982 |
| Petty Cash | 900 | \$945 | | | | | | \$1,845 |
| Receivables: | | | | 90,190 | | | | \$90,190 |
| Property Taxes | 529,742 | 7,075 | | | | | | \$536,817 |
| Allowance for Abatements and Exempt | (297,196) | | | | | | | (\$297,196) |
| Excises | 150,560 | | | | | | | \$150,560 |
| Tax Liens | 597 | 0 | | | | | | \$597 |
| Tax Possession | 31,150 | | | | | | | \$31,150 |
| Subdivision Bond -40 Deerhaven | 25,000 | | | | | | | \$25,000 |
| User Charges, Net of Allowance for Uncollectible | | | | | | | | \$0 |
| Due from Other Governments | | 1,562,752 | | | | | | \$1,562,752 |
| Fixed Assets, Net of Depreciation | | | 0 | 11,789,424 | | | 77,550,085 | \$89,339,508 |
| Land | | | | 750,000 | | | | \$750,000 |
| Accum Depr Plant | | | | (4,020,246) | | | | (\$4,020,246) |
| Machinery & Equip | | | | (184,165) | | | | (\$20,672,621) |
| Accum Depr Machinery & Equip | | | | | | | (20,488,456) | \$0 |
| Amount to be Provided for Payment of Bonds | | | | | | 11,430,000 | | \$11,430,000 |
| Total Assets | \$10,209,849 | \$11,296,914 | \$239,870 | \$9,771,761 | \$4,489,644 | \$311,672 | \$11,430,000 | \$104,811,339 |

COLLECTOR'S REPORT
Mary C. Day, Collector

| Description | Balance 6/30/2012 | Commitments / New Charges | Abatements / Credits | Payments Received | Refunds | Balance 6/30/2013 |
|---|----------------------|------------------------------|-------------------------|-------------------------|----------------------|----------------------|
| REAL ESTATE TAXES | | | | | | |
| Tax Title Accounts | 551.35 | 46.00 | | | | 597.35 |
| Taxes in Deferral | 218,010.92 | 51,413.44 | 961.85 | | | 268,462.51 |
| 2011 Real Estate | (65.98) | | | 22.30 | 88.28 | 0.00 |
| 2012 Real Estate | 226,826.54 | | | 181,104.65 | 491.04 | 46,212.93 |
| 2013 Real Estate | - | 24,155,185.23 | 82,001.27 | 23,942,521.46 | 84,712.85 | 215,375.35 |
| Real Estate Possession | 31,150.00 | | | | | 31,150.00 |
| TOTAL REAL ESTATE | \$ 476,472.83 | \$ 24,206,644.67 | \$ 82,963.12 | \$ 24,123,648.41 | \$ 85,292.17 | \$ 561,798.14 |
| PERSONAL PROPERTY TAXES | | | | | | |
| 2000 Personal Property | 866.20 | | | | | 866.20 |
| 2001 Personal Property | 1,047.69 | | | | | 1,047.69 |
| 2002 Personal Property | 1,103.59 | | | | | 1,103.59 |
| 2003 Personal Property | 372.58 | | | | | 372.58 |
| 2004 Personal Property | 2,010.04 | | | | | 2,010.04 |
| 2005 Personal Property | 1,618.64 | | | | | 1,618.64 |
| 2006 Personal Property | (0.00) | | | | | (0.00) |
| 2007 Personal Property | 398.81 | | | | | 398.81 |
| 2008 Personal Property | 179.75 | | | | | 179.75 |
| 2009 Personal Property | 41.84 | | 28,323.37 | | 28,323.37 | 41.84 |
| 2010 Personal Property | 714.67 | | | 727.57 | | (12.90) |
| 2011 Personal Property | 2.65 | | | | | 2.65 |
| 2012 Personal Property | 1,370.67 | | | 711.26 | | 659.41 |
| 2013 Personal Property | - | 589,685.59 | 679.16 | 597,364.69 | | (8,358.26) |
| TOTAL PERSONAL PROPERTY | \$ 9,727.13 | \$ 589,685.59 | \$ 29,002.53 | \$ 598,803.52 | \$ 28,323.37 | \$ (69.96) |
| MOTOR VEHICLE AND TRAILER EXCISE | | | | | | |
| 2000 Excise | 7,875.12 | | | | | 7,875.12 |
| 2001 Excise | 8,200.32 | | | | | 8,200.32 |
| 2002 Excise | 6,602.93 | | | 38.75 | | 6,564.18 |
| 2003 Excise | 5,952.63 | | | 38.75 | | 5,913.88 |
| 2004 Excise | 6,159.07 | | | 25.00 | | 6,134.07 |
| 2005 Excise | 3,875.23 | | | | | 3,875.23 |
| 2006 Excise | 4,319.07 | | | | | 4,319.07 |
| 2007 Excise | 5,668.25 | | | | | 5,668.25 |
| 2008 Excise | 4,482.32 | | 90.94 | 192.83 | 55.31 | 4,253.86 |
| 2009 Excise | 4,627.52 | | 120.83 | 277.29 | 53.75 | 4,283.15 |
| 2010 Excise | 6,135.63 | 152.50 | 790.00 | 780.73 | | 4,717.40 |
| 2011 Excise | 10,031.79 | | 1,854.29 | 2,590.02 | 426.37 | 6,013.85 |
| 2012 Excise | 28,113.64 | 94,696.10 | 18,170.80 | 96,327.58 | 7,385.61 | 15,696.97 |
| 2013 Excise | - | 854,190.89 | 28,740.05 | 764,170.60 | 5,764.78 | 67,045.02 |
| TOTAL EXCISE | \$ 102,043.52 | \$ 949,039.49 | \$ 49,766.91 | \$ 864,441.55 | \$ 13,685.82 | \$ 150,560.37 |
| WATER USAGE CHARGES | | | | | | |
| Total Water Commitments | 111,512.41 | 1,019,466.28 | 18,837.51 | 1,030,537.65 | 8,601.16 | 90,204.69 |
| Water Liens Added to Tax | 5,302.68 | 39,000.27 | | 44,302.95 | | - |
| Water Liens Added to Tax Title | - | | | | | - |
| TOTAL WATER | \$ 116,815.09 | \$ 1,058,466.55 | \$ 18,837.51 | \$ 1,074,840.60 | \$ 8,601.16 | \$ 90,204.69 |
| COMMUNITY PRESERVATION ACT | | | | | | |
| 2011 CPA | - | | | | | - |
| 2012 CPA | 5,707.24 | | | 4,508.05 | | 1,199.19 |
| 2013 CPA | - | 637,077.25 | 2,489.81 | 629,411.22 | 699.79 | 5,876.01 |
| Tax Title CPA | 0.00 | | | | | 0.00 |
| TOTAL CPA | \$ 5,707.24 | \$ 637,077.25 | \$ 2,489.81 | \$ 633,919.27 | \$ 699.79 | \$ 7,075.20 |
| GRAND TOTALS: | \$ 710,765.81 | \$ 27,440,913.55 | \$ 183,059.88 | \$ 27,295,653.35 | \$ 136,602.31 | \$ 809,568.44 |
| MISC. OTHER COLLECTIONS | | | | | | |
| | | | | <u>Receipts</u> | | |
| Interest on R.E. Taxes | | | | \$ 52,074.89 | | |
| Interest on P.P. Taxes | | | | 1,090.40 | | |
| Interest on Tax Title/Deferred Accts | | | | 0.00 | | |
| Interest on Mot. Veh. Excise | | | | 3,092.18 | | |
| Interest on CPA Surcharge | | | | 1,283.99 | | |
| Late Charge on Water | | | | 4,050.00 | | |
| Demand & Warrant Fees | | | | 7,460.38 | | |
| License Marking Fees | | | | 2,307.00 | | |
| Municipal Lien Cert. Fees | | | | 5,850.00 | | |
| TOTAL | | | | \$ 77,208.84 | | |

| TREASURER'S REPORT | |
|---|------------------------|
| MARY C. DAY, TOWN TREASURER | |
| CASH BALANCES AS OF JUNE 30, 2013 | |
| General Town Funds | Cash on Deposit |
| <u>Citizen's Bank</u> | |
| Depository Account | 2,010,564.94 |
| Vendor Account | -972.72 |
| Payroll Account | 3.10 |
| Hanscom Account | 4,838.07 |
| Justice Drug Fund | 1,691.24 |
| State Drug Fund | 3,810.36 |
| Recreation Revolving Account | 33,488.78 |
| Student Activity Agency Funds | 58,909.64 |
| Escrow Account | 96,347.21 |
| Community Preservation Act Fund | 1,340,143.72 |
| Self-Insurance Fund | 311,694.95 |
| Cultural Council | 7,016.08 |
| <u>Century Bank</u> | |
| Certificate of Deposit | 527,079.60 |
| Invoice Cloud | 148,981.67 |
| <u>UniBank</u> | |
| Remote Capture | 445,078.09 |
| ACH Transfers | 302,261.70 |
| Stabilization | 1,102,623.60 |
| Certificate of Deposit | 1,007,178.72 |
| School Unipay | 30,595.22 |
| <u>Cambridge Trust Company</u> | |
| Depository Account | 15,371.48 |
| School Lunch Revolving Fund | 82,760.80 |
| Road Construction Account | 222.09 |
| Police Narcotics Fund | 1,292.60 |
| <u>Commonwealth Financial</u> | |
| OPEB Funds | 2,026,460.81 |
| Library Funds | 525.73 |
| <u>Rollstone Bank</u> | |
| Repurchase Agreement | 22,468.93 |
| <u>Mass. Municipal Depository Trust (pooled investment)</u> | |
| General Town Account | 154,809.39 |
| Community Preservation Act Fund | 753,284.42 |
| Affordable Housing | 882,716.55 |
| <u>Belmont Savings Bank</u> | |
| Depository Account | 6,761,753.18 |
| Hanscom Account | 6,347,981.13 |
| Petty Cash (located in various offices) | 1,845.00 |
| General Town Funds - Total | \$24,482,826.08 |
| Trust Funds | |
| Market Value | |
| <u>Commonwealth Financial Network</u> | |
| Various Investments | |
| Cash/Cash Equivalents | 19,253.62 |
| Equities | 946,951.95 |
| Fixed Income | 435,795.64 |
| Mutual Funds | |
| Trust Funds - Totals | \$1,402,001.21 |
| TOTAL CASH BALANCE (06/30/13) | \$25,884,827.29 |
| (General Town Funds Total + Trust Funds Total) | |

| STATEMENT OF OUTSTANDING DEBT | | | |
|---|-----------------|----------------------|---------------------|
| AS OF JUNE 30, 2013 | | | |
| General Obligation Bond (3.249494%) - For Remodeling of Bemis Hall & purchase of a Fire Truck | | | |
| Issued August 15, 2004 under Ch. 645 of the Acts of 1948 as amended and voted at annual town meeting on March 23, 2002 for the remodeling of Bemis Hall and March 27, 2004 for the purchase of a fire truck; and Ch. 44, Sec. 7 of the Mass. General Laws | | | |
| OUTSTANDING PRINCIPAL | | | \$160,000.00 |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 8/15/2013 | 80,000.00 | 3,080.00 |
| | 2/15/2014 | | 1,600.00 |
| | 8/15/2014 | 80,000.00 | 1,600.00 |
| | TOTAL | 160,000.00 | 6,280.00 |
| General Obligation Bond (3.190372%) - For Affordable Housing | | | |
| Issued June 15, 2008 under Ch. 44 Section 7 (3 & 3A) and Ch. 44B Section 11 and as amended and voted at annual town meeting on April 2, 2005 | | | |
| OUTSTANDING PRINCIPAL | | | \$205,000.00 |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 12/15/2013 | | 3,481.25 |
| | 6/15/2014 | 45,000.00 | 3,481.25 |
| | 12/15/2014 | | 2,750.00 |
| | 6/15/2015 | 40,000.00 | 2,750.00 |
| | 12/15/2015 | | 2,100.00 |
| | 6/15/2016 | 40,000.00 | 2,100.00 |
| | 12/15/2016 | | 1,400.00 |
| | 6/15/2017 | 40,000.00 | 1,400.00 |
| | 12/15/2017 | | 700.00 |
| | 6/15/2018 | 40,000.00 | 700.00 |
| | TOTAL | 205,000.00 | 20,862.50 |
| General Obligation Bond (3.190372%) - For Land Acquisition | | | |
| Issued June 15, 2008 under Ch. 44 Section 7(3) and Ch. 44B Section 11 and voted at annual town meeting on April 2, 2005 | | | |
| OUTSTANDING PRINCIPAL | | | \$155,000.00 |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 12/15/2013 | | 2,631.25 |
| | 6/15/2014 | 35,000.00 | 2,631.25 |
| | 12/15/2014 | | 2,062.50 |
| | 6/15/2015 | 30,000.00 | 2,062.50 |
| | 12/15/2015 | | 1,575.00 |
| | 6/15/2016 | 30,000.00 | 1,575.00 |
| | 12/15/2016 | | 1,050.00 |
| | 6/15/2017 | 30,000.00 | 1,050.00 |
| | 12/15/2017 | | 525.00 |
| | 6/15/2018 | 30,000.00 | 525.00 |
| | TOTAL | 155,000.00 | 15,687.50 |

| | | | |
|---|-----------------|-------------------------------------|----------------------------|
| General Obligation Bond (3.190372%) - For Library Roof Replacement | | | |
| Issued June 15, 2008 under Ch. 44 Section 7 (3A) and Ch. 44 B Section 11 and as amended and voted at annual town meeting on April 2, 2005 | | | |
| | | <u>OUTSTANDING PRINCIPAL</u> | <u>\$115,000.00</u> |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 12/15/2013 | | 1,950.00 |
| | 6/15/2014 | 25,000.00 | 1,950.00 |
| | 12/15/2014 | | 1,543.75 |
| | 6/15/2015 | 25,000.00 | 1,543.75 |
| | 12/15/2015 | | 1,137.50 |
| | 6/15/2016 | 25,000.00 | 1,137.50 |
| | 12/15/2016 | | 700.00 |
| | 6/15/2017 | 20,000.00 | 700.00 |
| | 12/15/2017 | | 350.00 |
| | 6/15/2018 | 20,000.00 | 350.00 |
| | TOTAL | 115,000.00 | 11,362.50 |
| General Obligation Bond (3.190372%) - For purchase of a Firetruck | | | |
| Issued June 15, 2008 under Ch. 44 Section 7(9) and as amended and voted at annual town meeting on March 24, 2007 | | | |
| | | <u>OUTSTANDING PRINCIPAL</u> | <u>\$225,000.00</u> |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 12/15/2013 | | 3,825.00 |
| | 6/15/2014 | 45,000.00 | 3,825.00 |
| | 12/15/2014 | | 3,093.75 |
| | 6/15/2015 | 45,000.00 | 3,093.75 |
| | 12/15/2015 | | 2,362.50 |
| | 6/15/2016 | 45,000.00 | 2,362.50 |
| | 12/15/2016 | | 1,575.00 |
| | 6/15/2017 | 45,000.00 | 1,575.00 |
| | 12/15/2017 | | 787.50 |
| | 6/15/2018 | 45,000.00 | 787.50 |
| | TOTAL | 225,000.00 | 23,287.50 |
| General Obligation Bond (3.190372%) - For purchase of a Firetruck | | | |
| Issued June 15, 2008 under Ch. 44 Section 7(9) and as amended and voted at annual town meeting on March 24, 2007 | | | |
| | | <u>OUTSTANDING PRINCIPAL</u> | <u>\$100,000.00</u> |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 12/15/2013 | | 1,700.00 |
| | 6/15/2014 | 20,000.00 | 1,700.00 |
| | 12/15/2014 | | 1,375.00 |
| | 6/15/2015 | 20,000.00 | 1,375.00 |
| | 12/15/2015 | | 1,050.00 |
| | 6/15/2016 | 20,000.00 | 1,050.00 |
| | 12/15/2016 | | 700.00 |
| | 6/15/2017 | 20,000.00 | 700.00 |
| | 12/15/2017 | | 350.00 |
| | 6/15/2018 | 20,000.00 | 350.00 |
| | TOTAL | 100,000.00 | 10,350.00 |

| | | | |
|--|-----------------|-----------------------|---------------------|
| General Obligation Bond (2.206555%) - For purchase of an Ambulance Issued May 1, 2010 under Ch. 44 Section 7(9) and as amended and voted at annual town meeting on March 27, 2010 (Article 10) and March 29, 2010 (Question 4). | | | |
| OUTSTANDING PRINCIPAL | | \$80,000.00 | |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 11/1/2013 | | 1,000.00 |
| | 5/1/2014 | 40,000.00 | 1,000.00 |
| | 11/1/2014 | | 500.00 |
| | 5/1/2015 | 40,000.00 | 500.00 |
| | TOTAL | 80,000.00 | 3,000.00 |
| General Obligation Bond (2.206555%) - For road improvements Issued May 1, 2010 under Ch. 44 Section 7(5) and as amended and voted at annual town meeting on March 29, 2008 and March 31, 2008 Article 21, Question 1 | | | |
| OUTSTANDING PRINCIPAL | | \$3,715,000.00 | |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 11/1/2013 | | 52,750.00 |
| | 5/1/2014 | 595,000.00 | 52,750.00 |
| | 11/1/2014 | | 45,312.50 |
| | 5/1/2015 | 595,000.00 | 45,312.50 |
| | 11/1/2015 | | 37,875.00 |
| | 5/1/2016 | 595,000.00 | 37,875.00 |
| | 11/1/2016 | | 28,950.00 |
| | 5/1/2017 | 595,000.00 | 28,950.00 |
| | 11/1/2017 | | 20,025.00 |
| | 5/1/2018 | 595,000.00 | 20,025.00 |
| | 11/1/2018 | | 11,100.00 |
| | 5/1/2019 | 590,000.00 | 11,100.00 |
| | 11/1/2019 | | 2,250.00 |
| | 5/1/2020 | 150,000.00 | 2,250.00 |
| | TOTAL | 3,715,000.00 | 396,525.00 |
| General Obligation Bond (2.0497%) - For Land Acquisition Dated May 10, 2011 under GL Ch 44 Section 7(3) and a vote of the Town passed on March 27, 2010 (Article 11) and March 29, 2010 (Question 1) | | | |
| OUTSTANDING PRINCIPAL | | \$630,000.00 | |
| REMAINING REPAYMENT SCHEDULE | | | |
| | DUE DATE | PRINCIPAL DUE | INTEREST DUE |
| | 11/1/2013 | | 9,637.50 |
| | 5/1/2014 | 80,000.00 | 9,637.50 |
| | 11/1/2014 | | 8,437.50 |
| | 5/1/2015 | 80,000.00 | 8,437.50 |
| | 11/1/2015 | | 7,237.50 |
| | 5/1/2016 | 80,000.00 | 7,237.50 |
| | 11/1/2016 | | 6,037.50 |
| | 5/1/2017 | 80,000.00 | 6,037.50 |
| | 11/1/2017 | | 4,837.50 |
| | 5/1/2018 | 80,000.00 | 4,837.50 |
| | 11/1/2018 | | 3,637.50 |
| | 5/1/2019 | 80,000.00 | 3,637.50 |
| | 11/1/2019 | | 2,437.50 |
| | 5/1/2020 | 75,000.00 | 2,437.50 |
| | 11/1/2020 | | 1,218.75 |
| | 5/1/2021 | 75,000.00 | 1,218.75 |
| | TOTAL | 630,000.00 | 86,962.50 |

| General Obligation Bond (1.710%)- For Computer Hardware and Software Dated May 10, 2011 under GL Ch 44 Section 7(28) and 7(29) and a vote of the Town passed on March 27, 2010 (Article 11) and March 29, 2010 (Question 1) | | | | |
|---|-----------------|-------------------------------------|------------------------------|---------------------|
| | | <u>OUTSTANDING PRINCIPAL</u> | <u>\$485,000.00</u> | |
| REMAINING REPAYMENT SCHEDULE | | | | |
| | DUE DATE | | PRINCIPAL DUE | INTEREST DUE |
| | 11/1/2013 | | | 7,337.50 |
| | 5/1/2014 | | 120,000.00 | 7,337.50 |
| | 11/1/2014 | | | 5,537.50 |
| | 5/1/2015 | | 115,000.00 | 5,537.50 |
| | 11/1/2015 | | | 3,812.50 |
| | 5/1/2016 | | 50,000.00 | 3,812.50 |
| | 11/1/2016 | | | 3,062.50 |
| | 5/1/2017 | | 50,000.00 | 3,062.50 |
| | 11/1/2017 | | | 2,312.50 |
| | 5/1/2018 | | 50,000.00 | 2,312.50 |
| | 11/1/2018 | | | 1,562.50 |
| | 5/1/2019 | | 50,000.00 | 1,562.50 |
| | 11/1/2019 | | | 812.50 |
| | 5/1/2020 | | 50,000.00 | 812.50 |
| | TOTAL | | 485,000.00 | 48,875.00 |
| General Obligation Bond (3.886%)- For Town Hall Remodeling Dated May 10, 2011 under GL Ch 44 Section 7(3A) and a vote of the Town passed on March 26, 2011 (Article 9) and March 28, 2011 (Question 1) | | | | |
| | | <u>OUTSTANDING PRINCIPAL</u> | <u>\$5,560,000.00</u> | |
| REMAINING REPAYMENT SCHEDULE | | | | |
| | DUE DATE | | PRINCIPAL DUE | INTEREST DUE |
| | 11/1/2013 | | | 103,212.50 |
| | 5/1/2014 | | 120,000.00 | 103,212.50 |
| | 11/1/2014 | | | 101,412.50 |
| | 5/1/2015 | | 125,000.00 | 101,412.50 |
| | 11/1/2015 | | | 99,537.50 |
| | 5/1/2016 | | 130,000.00 | 99,537.50 |
| | 11/1/2016 | | | 97,587.50 |
| | 5/1/2017 | | 210,000.00 | 97,587.50 |
| | 11/1/2017 | | | 94,437.50 |
| | 5/1/2018 | | 210,000.00 | 94,437.50 |
| | 11/1/2018 | | | 91,287.50 |
| | 5/1/2019 | | 210,000.00 | 91,287.50 |
| | 11/1/2019 | | | 88,137.50 |
| | 5/1/2020 | | 210,000.00 | 88,137.50 |
| | 11/1/2020 | | | 84,725.00 |
| | 5/1/2021 | | 210,000.00 | 84,725.00 |
| | 11/1/2021 | | | 81,312.50 |
| | 5/1/2022 | | 210,000.00 | 81,312.50 |
| | 11/1/2022 | | | 78,162.50 |
| | 5/1/2023 | | 210,000.00 | 78,162.50 |
| | 11/1/2023 | | | 75,012.50 |
| | 5/1/2024 | | 210,000.00 | 75,012.50 |
| | 11/1/2024 | | | 71,600.00 |
| | 5/1/2025 | | 210,000.00 | 71,600.00 |
| | 11/1/2025 | | | 67,925.00 |
| | 5/1/2026 | | 210,000.00 | 67,925.00 |
| | 11/1/2026 | | | 64,250.00 |
| | 5/1/2027 | | 210,000.00 | 64,250.00 |
| | 11/1/2027 | | | 60,312.50 |
| | 5/1/2028 | | 210,000.00 | 60,312.50 |
| | 11/1/2028 | | | 56,375.00 |
| | 5/1/2029 | | 205,000.00 | 56,375.00 |
| | 11/1/2029 | | | 52,275.00 |
| | 5/1/2030 | | 205,000.00 | 52,275.00 |
| | 11/1/2030 | | | 48,175.00 |
| | 5/1/2031 | | 205,000.00 | 48,175.00 |
| | 11/1/2031 | | | 44,075.00 |
| | 5/1/2032 | | 205,000.00 | 44,075.00 |
| | 11/1/2032 | | | 39,975.00 |
| | 5/1/2033 | | 205,000.00 | 39,975.00 |
| | 11/1/2033 | | | 35,618.75 |
| | 5/1/2034 | | 205,000.00 | 35,618.75 |

COMMISSIONERS OF TRUST FUNDS

Mary Day, Treasurer
Paul Fitzgerald
Doug Harding
Donald Collins Chair

2013 was a great year to own equities. Both US and International stocks appreciated nearly 20% in the fiscal year ending September. We are pleased to report that the Town's trust funds benefited from this good performance as the percentage of the portfolio allocated to equities was kept at the maximum weight throughout the year.

Conversely, bonds were poor performers last year as rising interest rates produced losses for the longer duration bond indices. Fortunately, the Trust Fund's bond investments were kept short term and the return for the Trust fund's fixed income portfolio was positive.

The recent introduction of alternative investments performed more or less as expected yielding returns that were higher than bonds but less than stocks. Over the past few years the investment committee has expanded the asset classes that the portfolio is invested in and we believe the portfolio has the appropriate level of diversification. Going forward we will continue to rebalance the portfolio to stay within the asset allocation guidelines.

TRUST FUND COMMISSIONER'S REPORT – 2013

| | 6/30/2012 | | | 6/30/2013 | |
|--|------------------------|----------------------|-----------------------|------------------------|----------------------|
| | BALANCE | REVENUE | EXPENSES | BALANCE | PRINCIPAL* |
| Library Funds | | | | | |
| Katherine S. Bolt Fund | \$ 2.61 | \$ 0.33 | | \$ 2.94 | \$ - |
| John W. & Eleanor Tarbell Carman Fund | 52,970.21 | 6,374.63 | (300.00) | \$ 59,044.84 | 30,652.50 |
| Codman Fund | 1,367.40 | 165.50 | | \$ 1,532.90 | 1,000.00 |
| Virginia S. Dillman Fund | 7,387.98 | 894.16 | | \$ 8,282.14 | 5,000.00 |
| Mary Jane & Murray P. Farnsworth Fund | 1,233.77 | 149.32 | | \$ 1,383.09 | 1,000.00 |
| Alice D. Hart & Olive B. Floyd Fund | 1,335.08 | 161.59 | | \$ 1,496.67 | 1,000.00 |
| Gleason Fund | 33,110.41 | 4,003.69 | (30.01) | \$ 37,084.09 | 30,000.00 |
| Herschbach Fund | 8,015.61 | 970.11 | | \$ 8,985.72 | 5,025.00 |
| Lucretia J. Hoover Fund | 3,195.32 | 386.71 | | \$ 3,582.03 | 2,206.26 |
| Lincoln Library Fund | 1,280.84 | 155.01 | | \$ 1,435.85 | 1,000.00 |
| Dorothy Moore Fund | 8,878.87 | 1,074.60 | | \$ 9,953.47 | 5,000.00 |
| John H. Pierce Fund | 1,043.45 | 126.29 | | \$ 1,169.74 | 869.21 |
| George Russell Fund | 1,492.73 | 180.65 | | \$ 1,673.38 | 1,000.00 |
| Edith Winter Sperber Fund | 0.01 | - | | \$ 0.01 | - |
| Abbie J. Stearns Fund | 3,355.94 | 328.54 | (38.66) | \$ 3,645.82 | 1,500.00 |
| Joseph & Henri-Ann Sussman Fund | 12,430.11 | 1,504.40 | | \$ 13,934.51 | 9,400.00 |
| George G. Tarbell Fund | 7,044.78 | 852.63 | | \$ 7,897.41 | 4,000.00 |
| George C. & Eleanor F. Tarbell Fund | 14,387.20 | 1,741.28 | | \$ 16,128.48 | 11,875.62 |
| West Abrashkin Fund | 1,355.50 | 164.08 | | \$ 1,519.58 | 1,000.00 |
| C. Edgar & Elizabeth S. Wheeler Fund | 1,742.99 | 210.94 | | \$ 1,953.93 | 1,000.00 |
| Library Funds - TOTAL | \$ 161,630.81 | \$ 19,444.46 | \$ (368.67) | \$ 180,706.60 | \$ 112,528.59 |
| Miscellaneous Funds | | | | | |
| Bemis Lecture Fund | \$ 31,303.55 | \$ 3,788.65 | | \$ 35,092.20 | 29,202.06 |
| Betty Bjork Prof Dev Fund | 22,183.25 | 2,764.86 | 500.00 | \$ 25,448.11 | 19,605.00 |
| Alfred Callahan Fund | 3,731.12 | 435.56 | (100.00) | \$ 4,066.68 | 3,015.93 |
| Codman Scholarship Fund | 152,796.79 | 22,943.04 | 35,000.00 | \$ 210,739.83 | 178,356.26 |
| DeCordova School Equipment Fund | 35,945.03 | 4,350.43 | | \$ 40,295.46 | 32,541.67 |
| Donald Gordon Recreation Fund | 12,443.19 | 1,505.99 | | \$ 13,949.18 | 5,256.07 |
| Joseph Brooks Grammar School Fund | 1,757.12 | 212.65 | | \$ 1,969.77 | 1,217.27 |
| Lawrence H. Green Fund | 4,417.26 | 534.62 | | \$ 4,951.88 | 1,307.65 |
| Norman Hapgood Fund | 335.01 | 40.55 | | \$ 375.56 | 286.17 |
| Christine Patterson Fund | 13,276.90 | 1,606.90 | | \$ 14,883.80 | 11,425.05 |
| John H. Pierce Legacy Fund | 185,763.36 | 22,104.07 | (5,360.03) | \$ 202,507.40 | 115,000.00 |
| Jane Hamilton Poor Scholarship Fund | 7,684.64 | 930.04 | | \$ 8,614.68 | 1,235.00 |
| Lincoln Scholarship Fund | 272,127.62 | 31,491.90 | (10,799.96) | \$ 292,819.56 | 193,803.50 |
| Abbie J. Stearns Fund for the Silent Poor | 2,754.97 | 441.36 | 288.67 | \$ 3,485.00 | 1,225.05 |
| John Todd Fund | 42,083.87 | 4,972.24 | (1,000.00) | \$ 46,056.11 | 30,000.00 |
| Tricentennial Fund | 7,892.52 | 955.23 | | \$ 8,847.75 | 6,912.15 |
| Miscellaneous Funds - TOTAL | \$ 796,496.20 | \$ 99,078.09 | \$ 18,528.68 | \$ 914,102.97 | \$ 630,388.83 |
| Special Funds | | | | | |
| Cemetery Perpetual Care Fund | \$ 237,423.90 | 28,662.07 | (860.00) | 265,225.97 | 143,356.26 |
| Conservation Fund | 92,226.69 | 3,375.98 | (53,637.00) | 41,965.67 | 466.00 |
| Special Funds - TOTAL | 329,650.59 | 32,038.05 | (54,497.00) | 307,191.64 | 143,822.26 |
| All Funds - TOTAL | \$ 1,287,777.60 | \$ 150,560.60 | \$ (36,336.99) | \$ 1,402,001.21 | \$ 886,739.68 |
| *NOTE: Principal represents the portion of the Fund Balance which cannot be spent. | | | | | |

BOARD OF ASSESSORS

Ellen Meadors
Edward Morgan, Chair
John G. Robinson

Staff – Our Administrator, Patrice Brennan is the helpful person most people see in the Assessors' office. To provide additional assessing services we have a contract with Regional Resources Group, Inc. George Bourgault, an employee of RRG, is in the office two days a week and Harald Scheid, President of RRG, is in the office two mornings a week.

Housing Values – Sales in calendar year 2012 (the basis for the FY 2014 values) showed that prices increased about 3-4 percent on average from the previous year. The strengthening real estate market will likely result in the need to increase fiscal year 2015 valuations.

Split Tax Rate – As in the past several years, the Selectmen approved a split tax rate that increases the proportion of taxes paid by the owners of commercial properties. For fiscal year 2014, the tax rate was set at \$14.41 per \$1,000 for residential property and at \$18.95 per \$1,000 for non-residential property.

Property Tax Deferrals and Exemptions – Lincoln's property tax deferral program allows seniors 60 years or older with income below \$60,000 to defer all or part of their annual property taxes. Deferred property taxes and interest at 4% are repaid to the Town when the owner dies or sells the home. Six property owners took advantage of the property tax deferral in fiscal year 2013. Please call the office at any time of the year to receive an application or consult with office staff about the various exemption and deferral programs.

Re-inspections – Each year the Assessors conduct re-inspections of about one-fifth of Lincoln properties. The re-inspection consists of measurement of the outside of the house and a quick walk-through of the inside to verify that the data on the Property Record Card is correct. This process helps keep valuations accurate and up to date. You will receive notification in the mail if your property is planned for re-inspection.

Assessments – A list of fiscal year 2014 assessed values is available on the Assessors page on the Town website at www.lincolntown.org or by calling our office at 781-259-2611. In addition, Property Record Cards are available online at <http://www.lincolntown.org/index.aspx?NID=536>. The Assessors encourage residents to review their Property Record Card and contact the office about inaccuracies, questions or concerns.

| Board of Assessors | | | | |
|--|--|----------------------|-------------------------|------------------------|
| Recap of Fiscal Year 2014 | | | | |
| <u>Valuation</u> | | | | |
| Taxable Real Estate | | | \$1,729,917,972 | |
| Personal Property | | | 31,730,270 | |
| Exempt Property | | | 393,836,582 | |
| TOTAL | | | \$2,155,484,824 | |
| <u>Appropriations and Assessments</u> | | | | |
| Town Appropriations | | | \$35,002,857.00 | |
| State and County Charges | | | 206,620.00 | |
| Overlay | | | 100,051.50 | |
| Other Amounts to be Raised | | | 294,227.23 | |
| TOTAL | | | | \$35,603,755.73 |
| <u>Estimated Receipts</u> | | | | |
| Property Tax Revenues | | | \$25,683,859.73 | |
| Cherry Sheet Receipts | | | \$1,705,040.00 | |
| Local Estimated Receipts | | | 1,973,785.00 | |
| Enterprise Funds - Water Dept. | | | 1,309,890.00 | |
| Community Preservation Funds | | | 1,263,466.00 | |
| Free Cash | | | 3,235,026.00 | |
| Other Available Funds | | | 432,689.00 | |
| TOTAL | | | | \$35,603,755.73 |
| <u>Property Tax Valuations and Revenues</u> | | | | |
| | | Valuation | Tax Rate/\$1,000 | Levy |
| Residential | | 1,695,785,179 | 14.41 | 24,436,264.43 |
| Commercial | | 31,555,575 | 18.95 | 597,978.15 |
| Industrial | | 2,550,318 | 18.95 | 48,328.53 |
| Personal Property | | 31,730,270 | 18.95 | 601,288.62 |
| TOTAL | | 1,761,621,342 | | 25,683,859.73 |
| <u>Number of Parcels</u> | | | | |
| Real Estate | | | 2,180 | |
| Personal Property | | | 35 | |
| Exempt Property | | | 511 | |

CAPITAL PLANNING COMMITTEE

Andy Beard, Chair and At-large Citizen Representative
Jacqueline Apsler, Library Trustee Representative
Gustav Beerel, At-large Citizen Representative
Peter Braun, Selectmen Representative
Jim Henderson, Conservation Commission Representative
Carol Lovell, At-large Citizen Representative
Peter Montero, At-large Citizen Representative
Tim Moynihan, At-large Citizen Representative
Al Schmertzler, School Committee Representative
Anita Scheipers, Assistant Town Administrator – Member Ex-officio

Since the establishment of the modified Capital Planning Bylaw, the Capital Planning Committee (CapCom) is charged with evaluating capital requests as well as maintenance funding requests. The CapCom is tasked with evaluating each proposal for need, viability and impact funding might have on the Town's debt capacity and operating budgets.

In 2013, the CapCom reviewed the FY14 requests which totaled \$2,827,782, and made decision regarding funding recommendations as shown in the following table.

To aide in future capital planning, the Capital Committee has undertaken the development of a 25 year forecast for all capital needs of the various town offices and departments. The plan is intended to be used as a tool to assist the Town in determining financial capacity and timing of projects or expenditures in order to optimize the Town's cash capital, maintenance expenditures and debt load and to minimize impacts on the Town's operating budget and taxes.

The CapCom is currently in the process of reviewing the FY15 capital and maintenance funding requests, and will have that information available to inform the town meeting process in March of 2014.

| FY14 Capital | | 3/12/2013 | | |
|---|-----------------------|-----------------------|---------------------|---------------------|
| DEPARTMENT | REQUESTED | DISAPPROVED ITEMS | CASH CAPITAL ITEMS | MAINTENANCE ITEMS |
| | | | \$650,000 available | \$250,000 available |
| | | | \$900,000 IN TOTAL | |
| PUBLIC WORKS | | | | |
| Supt Vehicle - Hybrid SUV | \$35,000.00 | | \$35,000.00 | |
| DPW Site Improvements | \$110,000.00 | \$110,000.00 | | |
| 4 WD Backhoe | \$130,000.00 | \$130,000.00 | | |
| DPW Sub-total | \$275,000.00 | | | |
| FIRE DEPARTMENT/Emergency Mgt | | | | |
| Engine 1 Refurb - Phase 2 | \$38,000.00 | | \$38,000.00 | |
| Fire Alarm System Upgrade (lease to own) | \$9,200.00 | | \$23,000.00 | |
| Public Safety Site Upgrades | \$182,789.00 | \$182,789.00 | | |
| Fire Sub-total | \$229,989.00 | | | |
| POLICE DEPARTMENT/COMMUNICATIONS | | | | |
| Cruisers - 2 un-marked and 1 utility | \$74,240.00 | | \$74,240.00 | |
| Communications Dept - Emerg Medical Dispatch Software | \$19,500.00 | | \$19,500.00 | |
| Police Sub-total | \$93,740.00 | | | |
| TOWN OFFICES | | | | |
| FF&E | \$217,183.00 | | \$217,183.00 | |
| Electric Vehicle | \$0.00 | | | |
| Town Offices Sub-total | \$217,183.00 | | | |
| SCHOOLS | | | | |
| Annual Classroom Maintenance | \$75,000.00 | | | \$75,000.00 |
| Hartwell Window Curtain Walls - Phase 1 | \$105,000.00 | | \$105,000.00 | |
| Replace main fire alarm panel | \$100,000.00 | \$100,000.00 | | |
| Replace/upgrade EMS | \$316,000.00 | \$316,000.00 | | |
| Increase security measures at K-8 | \$40,000.00 | | \$40,000.00 | |
| Add'l feasibility study funds | \$400,000.00 | | | |
| Schools Sub-total | \$1,036,000.00 | | | |
| LIBRARY | | | | |
| Preston Bldg Attic Insulation | \$36,000.00 | \$36,000.00 | | |
| Fire Suppression System | \$279,700.00 | | | |
| Library Lane Sidewalk - Part 1 | \$16,000.00 | | \$16,000.00 | |
| Annual Library Maintenance Article | \$29,000.00 | | | \$29,000.00 |
| Library Sub-total | \$331,700.00 | | | |
| PARKS & RECREATION | | | | |
| Pickup Truck | \$25,000.00 | \$25,000.00 | | |
| Tot Pool Replacement (revised) | \$182,000.00 | \$182,000.00 | | |
| Parks & Rec Sub-total | \$207,000.00 | | | |
| IT | | | | |
| Munis Treasury Module | \$7,200.00 | | \$9,000.00 | |
| Munis Content Manager Module | \$24,000.00 | | \$29,100.00 | |
| IT Email Archiving | \$24,000.00 | \$24,000.00 | | |
| Public Safety Rack Consolidation | \$9,000.00 | | \$9,000.00 | |
| Town Hall WiFi Network | \$19,000.00 | \$19,000.00 | | |
| IT Data Center Servers | \$22,500.00 | \$22,500.00 | | |
| IT Annual PC Replacements | \$30,000.00 | | \$30,000.00 | |
| IT Maintenance Article | \$25,730.00 | \$25,730.00 | | |
| IT Sub-total | \$161,430.00 | | | |
| Facilities Management | | | | |
| Bemis Hall Roofing Repairs | \$56,000.00 | \$56,000.00 | | |
| Bemis Hall Repointing | \$112,570.00 | \$112,570.00 | | |
| DPW lightning protection | \$22,775.00 | | \$22,775.00 | |
| Public Safety Phone System | \$40,900.00 | | \$40,900.00 | |
| Annual Town Bldgs Maintenance Article (revised) | \$43,495.00 | | | \$43,495.00 |
| Facilities Management Sub-total | \$275,740.00 | | | |
| ANNUAL TOTALS | \$2,827,782.00 | \$1,341,589.00 | \$708,698.00 | \$147,495.00 |
| | | | \$856,193.00 | |

COMMUNITY PRESERVATION COMMITTEE

Craig Donaldson
 Lucretia Giese
 Chris Kasper
 Connie Lewis
 Peter von Mertens
 Margaret Olson
 John Valpey, Vice Chair
 Chris Fasciano, Chair

The Community Preservation Committee's (CPC's) mandate is to study the needs of the Town in four areas of community interest: open space, preservation of historic structures, community housing (defined as low and moderate income housing), and recreation. It solicits inputs from citizens and other town boards and committees and makes funding recommendations to the Town in these areas. The goals of the Community Preservation Act (CPA) coincide closely with Lincoln's Vision Statement on open space, historical legacy, economic diversity, and citizens' convenience. To address these goals, the CPC meets with town boards and other organizations to develop a thorough understanding of the town's present and future needs, priorities, and objectives in the areas of CPA concern. It solicits proposals and evaluates them in light of these priorities.

At Town Meeting in March, 2013, the CPC proposed and the Town approved the following CPA fund appropriations:

| | |
|---|--------------------|
| Town Offices renovation - payment of debt service | \$326,425 |
| Renovation of the Codman Tot Wading Pool | \$182,000 |
| Transfer to the Conservation Trust | \$62,774 |
| Bemis Hall roof repairs | \$37,743 |
| Bemis Hall brickwork/flashing repairs | \$112,570 |
| Preservation of Lincoln archives | \$28,313 |
| CPC administrative expenses | \$3,000 |
| Town Library –Preston Building attic roof | \$36,000 |
| Inventory of historically modern homes in Lincoln | \$17,000 |
| FY14 debt service for previously approved projects | \$121,125 |
| Lincoln-Sudbury Regional High School Softball Field | \$50,000 |
| Reserves for housing, open space, historical preservation | \$67,315 |
| TOTAL | \$1,044,265 |

The table below summarizes total appropriations and expenditures by the Town for projects funded using CPA funds from 2003 through 2014.

| Town of Lincoln | | | | | |
|--|---|----------------------|---------------------|------------------|--------------------------|
| CPA Appropriations & Project Status | | | | | |
| | | Appropriation | Paid to Date | Balance | Status of Project |
| Battle Rd Farm Unit | | 150,000 | 150,000 | - | Complete |
| Bemis Hall roof replacement | | 150,000 | 146,987 | 3,013 | In progress |
| Codman Barn A restoration | | 112,000 | 90,153 | 21,847 | 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 | | 77,023 | 55,014 | 22,010 | In progress |
| Historic Town buildings needs assessment | | 160,000 | 160,000 | - | Complete |
| Inventory of Historic properties | | 70,250 | 34,744 | 35,506 | In progress |
| Model historic preservation restriction easement | | 5,000 | 5,000 | - | Complete |
| Pierce House Repairs | | 316,800 | 291,396 | 25,404 | In progress |
| Bemis Hall & Pierce House energy efficient windows | | 264,000 | 54,444 | 209,556 | In progress |
| Purchase of conservation land | | 1,100,000 | 1,100,000 | - | 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> | | | |
| Repairs & Improvements to Lincoln Library | | 658,679 | 622,679 | 36,000 | Complete |
| Repairs to historic cemetery monument | | 42,300 | 42,300 | - | In progress |
| 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 | 2,093 | 179,907 | In progress |
| Update of Library's fire suppression system | | 123,408 | 123,408 | - | Complete |
| Town Office Renovation | | 1,000,000 | 1,000,000 | - | Complete |
| Bemis Hall Repairs | | 190,313 | 139,856 | 50,457 | In progress |
| LSRHS Softball Fields | | 50,000 | - | 50,000 | |
| Admin Expenses | | 23,500 | 20,000 | 3,500 | In progress |
| Fund debt service on borrowing for CPC project | | 841,578 | 728,515 | 113,063 | In progress |
| Fund debt service on borrowing for Town Offices | | 656,450 | 330,025 | 326,425 | In progress |
| | GRAND TOTAL | 11,836,058 | 10,739,772 | 1,096,285 | |

CPA funding has helped Lincoln considerably to create affordable housing, purchase conservation land, preserve key historic properties and enhance recreational opportunities. Funds have been obtained through a 3% surcharge on our property taxes, which was supplemented by a 100% state match until 2008 and reduced levels of matching since. However, due to new legislation at the state level the match in FY2014 is increasing to 65%. At the current level of matching, savings to the Town are substantial.

The committee is currently reviewing proposals for the 2014 Town Meeting. In evaluating these proposals, it is considering:

- consistency with Lincoln's vision
- support by relevant town committees or organizations

- the extent to which the project helps to preserve threatened resources or town-owned assets;
- the extent to which the project serves multiple needs and populations, including the underserved;
- whether the project can realistically be accomplished within the proposed time frame and budget;
- the impact of delays in initiating the project; and
- the breadth of support for the project as indicated by fundraising through grants or private donations.

We welcome community inputs during all stages of our process – requesting, examining, and decision- making.

ODGEN CODMAN TRUST – 2103 ANNUAL REPORT

The Ogden Codman Trust was created under the will of Dorothy S. F. M. Codman. Grants are geographically restricted to organizations and activities located within the Town of Lincoln and which primarily serve residents of the Town.

Appointment of Susan T. Monahan as Fourth Trustee

“As Trustees of the Ogden Codman Trust, it gives us much gratification for both personal and philanthropic reasons to make this announcement to our friends and beneficiaries in the Town of Lincoln with whom we have been dealing with such considerable pleasure and satisfaction over the years. For some time the trustees had been considering whether to enlarge their number and have now moved forward and secured the appointment of Susan Tyler Monahan as a fourth member of our Trustee body.

Because Susan has fully demonstrated her capability in grants management, we believe that the Lincoln community will indeed find it reassuring for the years ahead, as well as appropriate from the standpoint of age and gender balance, to have Susan become a member of the fiduciary team. By this action the Lincoln community will have the continuing benefit of Susan's background knowledge and experience in all matters relating to the Trust.

In short, because Susan has displayed significant competence in her multiyear undertaking to facilitate a wise and equitable distribution of the Trust's resources, we believe that her advancement to fiduciary status is well warranted.”

William B Tyler, Trustee
Walter G. Van Dorn, Trustee
Daniel W. Fawcett, Trustee

In 2013 the Codman Trust made the following grants totaling \$180,000.

- **Codman Community Farm - \$35,000**
For General Operating Support - \$25,000
Capital Campaign Challenge - \$10,000
- **Historic New England - \$25,000**
2013/2014 Exterior Improvements to the Codman Estate
- **Town of Lincoln/Dorothy S.F.M. Codman Scholarship Fund - \$30,000**
To support scholarships in year twelve of the Codman Scholarship Program
- **Town of Lincoln/Dorothy S.F.M. Codman Scholarship Fund - \$22,000**
To augment the Codman Scholarship Endowment
- **Massachusetts Audubon - \$50,000**
Drumlin Farm Fox Exhibit
- **Lincoln School Foundation - \$10,000**
Big Idea Grants Program

INFORMATION TECHNOLOGY

Chuck Miller – Director

As this report is being written, in January 2014, I would like to review the progress that has been made in FY2014 to date in the area of information technology.

Financial Systems

Over the past year, we resumed addressing issues that were raised in the 2009 Five-Year Plan. Progress had been delayed due to the Town Office Renovation project, which was not anticipated when the five year plan had been drafted.

We have begun the process of migrating all Utility Billing and Tax Billing applications, from our legacy system, to our “cloud-based” Financial Systems platform, MUNIS. This is a nine-month long project and these applications are scheduled to cutover and “go live” in September 2014.

Town Web Site

The new Town website was rolled out in May of 2013 and it has been well-received by citizens, departments and committees.

In addition to the pleasing aesthetics, and improved navigation, a major improvement is that content management is decentralized. Every town agency, that has presence on the site, is able to create, edit and post material from any web browser. This ensures that content creators are enabled to keep the content fresh and timely for citizens.

Town Office Relocation

A significant amount of time and resources were allocated towards the moving of staff back into Town Offices. This included working with contractors to ensure that the data center and all network wiring would support business operations.

The new building, being a “smart building”, has added to the IT service portfolio since the new facility is managed by computers. There are now servers in place for HVAC, Access Control, Lighting, and Security.

Telephones

Another new service that was introduced into the IT Service portfolio is office phones. The new building has a dedicated Phone server and Voicemail server for Voice-Over-Internet-Protocol (VOIP) phones. Simply stated, voice is treated as data and runs on a similar Ethernet network.

All Voice Communication runs over fiber optic cabling, as there is not a speck of copper cabling used in our telephony or internet network into this facility.

PUBLIC SAFETY

LINCOLN POLICE DEPARTMENT

Chief: Kevin A. Mooney
Lieutenant: A. Kevin Kennedy

Officers: Andrew Davis
Robert Gallo
Laura Stewart
Anthony Moran
David Regan
Robert Surette

Sergeants: Sean Kennedy
Richard McCarty
Paul Westlund
Ian Spencer

Detective: Jon Wentworth

Dispatchers: Owen Boyle
Ryan Farrell
Katherine Henkler
Michael Keough
Katelyn Pohlman

Admin. Assistant: Catherine Dubeshter

In 2013, there were two (2) personnel changes within the department. Dispatcher Daniel Kingan left the department to take a position as a full time police officer with the Boston Housing Police Department and Dispatcher James MacDonald left the department to take a full time position with the Bentley College Police Department. As a result, Dispatchers Owen Boyle and Katherine Henkler were hired as their replacements.

BOSTON MARATHON BOMBING: After the Boston Marathon Bombings, the NEMLEC SWAT team was activated to assist the Boston Police Department with securing various parts of the city. Officer Surette, who is a member of the NEMLEC SWAT team, was activated and assisted with this mutual aid request for a number of days.

On the Thursday following the Marathon bombings, it was learned that former Lincoln Special Police Officer Sean Collier was killed in the line-of-duty while working for the MIT Police Department. Shortly after learning of Officer Collier's death, Sergeant Sean Kennedy and Officer Ian Spencer responded to Watertown on a mutual aid request because Watertown police officers were being shot at and were having bombs thrown at them. As the incident unfolded, it was learned that the suspects were the Boston Marathon Bombers and that they had just killed Officer Collier. Sergeant Kennedy and Officer Spencer remained in Watertown for several hours securing the various crime scenes as well as establishing a perimeter in order to apprehend the suspects. Due to the need for increased personnel in Watertown to handle the various calls for service, Officer David Regan and Detective Jon Wentworth were assigned to the Watertown Police and handled various calls for service many of which involved reports of suspicious persons.

DOMESTIC VIOLENCE: All members of the department received specialized training in identifying high risk domestic violence offenders. As part of our membership with the Domestic Violence Victim Services Network, a High Risk Team was established with Detective Wentworth being the department's representative and member of the team. This is a multi-disciplinary team that works together in order to increase the safety of the victim while providing the victim with comprehensive services.

TRAFFIC MONITORING PROGRAM: This year, the department completed its third year of the Traffic Monitoring Program which consists of deploying traffic counters at sixty-one (61) different locations throughout the town. These counters collect data from each designated location over a period of seven (7) consecutive days. This has allowed the department to evaluate the data collected from each location in order to assist with traffic enforcement and traffic patterns.

SELF-DEFENSE CLASS: This year, Officers Laura Stewart and Ian Spencer conducted two (2) self-defense classes for women. This is a nine (9) hour class that discusses personal safety whether you are alone at an ATM machine, at the Mall, or in your home. Officers teach the students various self-defense tactics as well as various means of escape.

DARE PROGRAM: This year, the department continued to provide instruction of the D.A.R.E. (Drug Abuse Resistance Education) Program at both the Lincoln and Hanscom Middle Schools. The program is ten (10) weeks and is taught to the fifth (5th) grade students. The curriculum focuses on the harmful effects of substances abuse, peer pressure, conflict resolution, and decision making.

AWARDS: In November, Officer Robert Gallo (Safety Officer) received an award on behalf of the department from AAA in recognition that there has not been a pedestrian fatality in the Town for over thirty-seven (37) years.

PROTECTION OF PERSONS & PROPERTY

The following is a summary of some of the activity by the Lincoln Police Department for the 2013 calendar year.

| | |
|-------------------------------|-------|
| Calls for Service | 9,520 |
| Crimes against Person | 102 |
| Crimes against Property | 98 |
| Arrests | 80 |
| Criminal Complaints | 121 |
| Traffic Stops | 2,356 |
| Traffic Citations | 1,883 |
| Operating Under the Influence | 22 |
| Accident Investigations | 108 |

Kevin A. Mooney, Chief

LINCOLN FIRE DEPARTMENT

Chief: Stephen E. Carter

Lieutenants: Frank Gray
Scott Christensen
Mark Mola
Ben Juhola

Firefighters: Joseph Cavanaugh
Richard Russes
Mike O'Donnell
William Whalen
Timothy Neufell
Brian Young
David Appleton
Mike Ott
Mike Gassiraro

Call Fighters: David Whalen
Caleb Hagarty
Charles Hopkins
John Mitchell
Mike Parr
Kevin Kiremeliwicz

The Lincoln Fire Department strives to achieve absolute confidence from the community by providing residents and neighboring communities with professional emergency medical services, fire suppression and fire prevention programs.

Regional Impacts: Chief Carter has been become more involved in area planning and system design for services. He became a full council member of the Homeland Security Council (NERAC) which brings in resources as needed in times of need as well as providing equipment opportunities that otherwise would not be considered under current budget guidelines. The use of message boards, barricades and lighting plants became a real need during the Blizzard of 2013 and the 4th of July celebration. Other pieces of hazard mitigation equipment are also being distributed to again offset municipal expenses. The use of "specialized teams" continues to be a theme with Lincoln being active in "Rapid Intervention Teams" for firefighter safety, district dive team, regional ALS teams (ProEMS) and fire investigation. The unfortunate "Marathon Monday bombings" have simply emphasized the need for regional services in order to provide needed services in a timely efficient manner. The NERAC communities will soon receive "bleeding control kits" with specialized equipment to control profuse bleeding as was seen in the marathon incident of April 15th. All first responders will be equipped with these kits.

GRANTS: A fire grant awarded for the S.A.F.E. "Student Awareness of Fire Education" Program was once again awarded and this provided valuable classroom experience for our elementary age school children throughout the year. This year a grant for elderly safety education was also given to the department to develop a program in conjunction with the Council on Aging for enhanced safety of our elderly populations. Other grants received were primarily involving emergency management and improving the administrative capabilities.

The operational components were augmented by grants from the Homeland Security Council (NERAC).

Emergency Medical Services: The Lincoln Fire Department has once again ranked in the top 10 Emergency Medical Services on a National customer service performance survey. An independent Medical Emergency Service survey team conducts an assessment on patient treatment through a voluntary questioner. The department currently responds the ambulances over 550 times a year for various types of medical assistance. The EMT's also having new challenges this year with newer current concepts in training and more changes in actual emergency care. A new protocol and method of performing CPR and a selective spinal immobilization program were among the most impactful programs utilized.

Summary: The department remains busy with a steady call volume averaging over 1250 emergency calls and another 300+ of "routine inspections and drills" performed at schools and other various institutions around town. Several significant house fires impacted homeowners but due to a rapid and coordinated response the firefighters were able to preserve many of the owner's belongings but above all were able to insure all the occupants got out safely. Fire prevention and education continue to be a focus to keep reducing incidents by stopping events from occurring through education and inspections. Training for all members is always a focus to insure that the staff is properly prepared for all types of incidents both routine and major. Ice rescue, basic fire prevention and core firefighting skill reviews were a few of the topics this year.

On behalf of the Lincoln Fire Department, I would like to thank all the Lincoln residents, organizations, and societies for your much appreciated support and valued donations. I would like to thank all of the town departments, boards, and committees for the encouragement and cooperation as still a relative newcomer over the past year. The foundation for the department has continued to strengthen because of the teamwork between the town departments and the citizens supporting our efforts to safeguard the community.

At this time I would like to acknowledge the positive enthusiasm and professionalism performed by the fire officers and firefighters during both routine and extreme missions they are assigned. This type of dedication to the department and the townspeople is immeasurable.

Respectively Submitted,

Stephen E. Carter, Fire Chief

BUILDING DEPARTMENT

Daniel Walsh, Inspector of Buildings
Robert Norton, Wiring Inspector
John Bolli, Assistant Wiring Inspector
Russell Dixon, Jr., Plumbing & Gas Inspector
George Dixon, Assistant Plumbing & Gas Inspector
Kenneth Rich, Assistant Plumbing & Gas Inspector
Gregory Kirkland, Custodian
Michael Haines, Building Maintenance Manager
Elaine Carroll, Administrative Assistant

The Building Department is charged with statutory responsibilities that have an effect on public safety, the physical growth, and development of Lincoln and works closely with all land use departments in a coordinated and comprehensive manner. The Building Commissioner is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the permitting process and in the Town's Zoning By-Law. Some specific services that the Building Department provides include reviewing applications and plans to construct, alter, and demolish any building or structure, for compliance with applicable Zoning and General By-laws, Massachusetts State Building Code, Stretch Energy Code, Sheet Metal Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Lincoln Sign By-law and oversees Massachusetts's requirement for Sealer of Weights & Measures.

The Building Commissioner supports the Planning, Conservation and Zoning functions of the land use departments. The goal of this position is to support the needs of the then existing departments, to improve operational efficiency, and to enhance service delivery.

Values as submitted by applicants in 2013:

| | |
|---|-----------------|
| Building (Residential and Commercial) | \$21,028,979.00 |
| Plumbing (Residential and Commercial) | 1,053,580.00 |
| Electrical (Residential and Commercial) | 1,629,373.00 |

Permit Fees Collected in 2013 – Residential and Commercial

| | |
|-----------------------|-----------------|
| Building | \$208,715.00 |
| Plumbing | \$38,318.00 |
| Electrical | \$63,066.00 |
| Re-certification Fees | <u>\$600.00</u> |
| Total | \$310,699.00 |

| | |
|------------------------------------|-----|
| Building permits issued in 2013: | |
| New Residential | 8 |
| Additions and Remodeling | 142 |
| Garages and barns | 13 |
| Sheds | 1 |
| Decks and porches | 6 |
| Steel Metal Permits | 44 |
| Demolitions (house) | 3 |
| Demolitions (accessory structures) | 11 |
| Swimming Pools | 1 |
| Town Wading Pool repairs | 1 |
| Re-roofing | 25 |
| Tents (temporary) | 40 |
| Wood Burning Stoves | 10 |
| Fences | 5 |
| Cell Tower – addition to existing | 2 |
| Solar Panels | 15 |
| Signs | 2 |
| Tennis Court | 1 |

| | |
|---------------------------|-----|
| Building permits issued | 330 |
| Plumbing permits issued | 304 |
| Electrical permits issued | 266 |

After a year and a half at the Public Schools, the Town Office renovation project was completed this year. In order to be able to move back in on July 1, the inspectors were busy making sure that all aspects of the work were done according to code.

SEALER OF WEIGHTS AND MEASURES

Courtney Atkinson

The Sealer of Weights and Measures for the Town of Lincoln is Courtney Atkinson, retired Building Inspector for the Town of Weston.

In 2013, Mr. Atkinson inspected 3 service stations, 1 restaurant (Whistle Stop) and Donelan’s Supermarket in Town as required by the Commonwealth of Massachusetts.

| | |
|------------------------|----------|
| Service Stations | 3 |
| Supermarkets | 1 |
| Restaurant | 1 |
| Sealing fees collected | \$680.00 |

Any questions regarding weights and measures for the Town of Lincoln should still be directed to the Office of the Building Inspector, Telephone No. 781 –259-2613.

HUMAN SERVICES

BOARD OF HEALTH

Herbert Haessler, M.D.
Steven Kanner, M.D.
Arnold Weinberg, M.D.
Frederick L. Mansfield, M.D., Chair

The Board of Health meets the first Wednesday of each month at 7:30 p.m., and all meetings are open to the public. Citizens wishing to be placed on the agenda should contact the Board of Health Office at least ten days before the scheduled meeting date. This year the Board said goodbye to Dr. Arnold Weinberg after many years of service as the Board's infectious disease specialist and welcomed Dr. Steven Kanner as the newly appointed member.

The Board's office manager is Elaine Carroll, who is also the Administrative Assistant for the Building Department. Inspectional services are provided through an inter-municipal agreement with the Town of Concord with Stan Sosnicki acting as our Health Inspector.

The Board of Health is responsible for a variety of issues related to water protection, solid and hazardous waste disposal, communicable diseases, and public health hazards in the environment. The Board is charged with overseeing the onsite wastewater (septic) system program; enforcing the State Sanitary Code for food establishments; summer camps, swimming pools, beaches, private water wells, overseeing mosquito control programs; supporting mental health services for Lincoln residents through Eliot Community Human Services; organizing a flu vaccination clinic each autumn; and works closely with the Town appointed dog officers.

PERMIT ACTIVITY

In 2013, the Board of Health issued: 28 permits to construct/alter onsite wastewater (septic) systems, 4 Recreational Camp permits, 2 pools, 20 Food Establishment Permits, 17 catering permits, 17 temporary events permits and 8 private wells. This year, the Board of Health Agent witnessed over 21 deep test holes and percolation tests for the siting of onsite wastewater (septic) systems, conducted 25 Title 5 building reviews, and 47 food service inspections.

HEARINGS

The Board voted to grant 11 variances to local septic regulations this year during its regular meetings. On February 6, 2013 after proper advertisement, the members adopted new Board of Health Regulations for Wastewater Management.

OTHER ACTIVITIES

Communicable disease control: All communicable disease reports are forwarded to Maureen Richichi, the School and Town Nurse, for review. Case reports investigated for the Board of Health since 2011 are summarized on the following table. Some of the reports are suspect but not confirmed.

| Disease Reports | 2011 | 2012 | 2013 |
|---------------------------------|------|------|------|
| Lyme Disease | 25 | 10 | 25 |
| Human Granulocytic Anaplasmosis | 0 | 0 | 1 |
| Campylobacter | 3 | 2 | 3 |
| Salmonellosis | 1 | 1 | 1 |
| Influenza | 0 | 0 | 3 |
| Giardiasis | 3 | 1 | 1 |
| Hepatitis A | 0 | 0 | 1 |
| Hepatitis B (chronic) | 0 | 1 | 1 |
| Hepatitis C (chronic) | 1 | 1 | 4 |
| Babesiosis | 0 | 0 | 2 |
| Ehrlichiosis | 0 | 2 | 0 |
| Toxoplasmosis | 0 | 1 | 0 |
| Varicella | 0 | 1 | 1 |
| Group A Streptococcus | 1 | 1 | 1 |
| Pertussis | 0 | 0 | 1 |

HAZARDOUS WASTE COLLECTIONS:

This year 97 residents signed up to bring their hazardous waste to the facility in Lexington. The Town is one of eight towns that participate in the Minuteman Hazardous Waste Facility located on Hartwell Avenue in Lexington. The facility holds eight collection days a year beginning in April and ending in November.

ANIMAL CENSUS:

The following table lists the population of farm animals since 2006.

| Type | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cattle, dairy | 7 | 9 | 6 | 9 | 7 | 5 | 7 | 0 |
| Cattle, beef | 46 | 49 | 76 | 41 | 48 | 54 | 79 | 53 |
| Cattle, steer/oxen | 0 | 0 | 11 | 13 | 8 | 1 | 0 | 0 |
| Cattle, yearlings | 29 | 7 | 0 | 32 | 15 | 9 | 1 | 14 |
| Goats | 13 | 18 | 24 | 25 | 21 | 24 | 22 | 20 |
| Sheep | 123 | 112 | 1126 | 84 | 100 | 88 | 142 | 126 |
| Swine | 16 | 16 | 15 | 15 | 16 | 23 | 13 | 45 |
| Horses/Ponies | 83 | 87 | 96 | 86 | 84 | 77 | 74 | 78 |
| Llamas/Alpacas | 4 | 4 | 5 | 4 | 4 | 7 | 7 | 5 |
| Donkeys | 3 | 3 | 3 | 1 | 1 | 1 | 1 | 2 |
| Chickens | 676 | 622 | 490 | 636 | 530 | 566 | 370 | 417 |
| Turkeys | 18 | 12 | 15 | 0 | 4 | 3 | 48 | 4 |
| Waterfowl | 72 | 54 | 60 | 33 | 31 | 18 | 9 | 12 |
| Game Birds | 0 | 0 | 10 | 9 | 12 | 0 | 3 | 7 |
| Guinea Hens | 0 | 4 | 9 | 0 | 10 | 0 | 0 | 0 |
| Water Buffalo | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 |
| Pigeons | 0 | 0 | 0 | 9 | 6 | 10 | 0 | 0 |
| Rabbits | 16 | 26 | 20 | 2 | 6 | 5 | 2 | 0 |

DOG OFFICER

| | |
|--|--|
| TOTAL NUMBER CALLS HANDLED | 225 |
| # Complaint Calls | 7 |
| # Lost Dog Calls | 7 |
| # Animal / Wildlife Calls | 17 |
| # Miscellaneous Calls | 120 |
| TOTAL # DOGS PICKED UP | 15 |
| Total # not licensed | 10 |
| Total # dogs not claimed # still in dog officer custody #surrendered to Humane Shelter | 2 |
| TOTAL # HUMAN BITE CALLS | 8 (includes 1 Cat Bite) |
| 10 Day Quarantine Order -Human Bite | Issued = 7 ; Released = 7 1-transferred out of town |
| 45 Day/6 Month Quarantine Orders | Issued = 17 ; Released = 17 |
| TOTAL # CITATIONS ISSUED | |
| # No license citations | |
| # Leash Law/Dog not under owner control | |
| # Other Offense | |
| # Court summons processed | |
| | |

LINCOLN COUNCIL ON AGING

Margaret Boyer, Treasurer
Crawley Cooper
Jack French
Ben Horne, Vice-Chair
Sally Kindleberger
Patricia McGean
Don Milan
Mary Sheldon
Robert Sutherland
Dilla Tingley, Recorder
Rob Todd
Dorothy Taylor, Chair

Mission Statement: The Council on Aging strives to enrich the lives of Lincoln's over 1800 residents 60 years of age or older (29% of the non-Hanscom population) by providing ongoing activities and programs. Assistance is available to help our older residents enjoy more years of independent living in their own homes. In addition, the Council on Aging is a resource to all Lincoln residents who request information to help their parents or other elderly relatives. It is the responsibility of the Council on Aging to: identify the total needs of Lincoln elders; enlist support and participation to meet these needs; and design, advocate for and/or implement services to fill these needs.

A facility that is safe, accessible, large enough, with confidential and other specialized spaces and adequate parking, and designed for the special needs of older residents is essential to the COA's ability to provide programs and services now and in the future. Thus, we presented information about the COA's space needs to the State of the Town Meeting as part of the discussion on a potential community center and to the School Building Advisory Committee.

We have focused this year on working with other departments to enhance Bemis Hall to make it as useable as possible. Projects included a repaved parking lot, a new heating system, making our windows energy-efficient, repairing the roof and brickwork, and the design and installation of a new audio-visual system in the upstairs hall. We also worked with the Board of Selectmen and Police department to enhance the safety of the crosswalk across Bedford Road.

We were delighted to hire Barbara Low as our new Bemis Hall Coordinator, overseeing scheduling of the upstairs hall. The reservation system has now been moved online on the Town's website, making reserving Bemis Hall easier and reducing the possibility of scheduling conflicts and other problems.

We expanded our program offerings to meet the increasingly diverse needs of residents. We offered numerous classes and presentations on health and legal

issues, the arts and humanities, services and benefits, and more, as well as support groups, performances, and social events. Highlights included:

- A collaboration with the Concord Conservatory of Music on a very successful “Musical Ear Training” class that will continue into the future
- New activities and ongoing groups included a Fireside Chat about current events, a play reading group, an intermediate bridge group, improvisation workshops, a series on Mind, Body, Spirit Renewal, accessory swaps, and more
- A collaboration with the Discover India Cultural Festival to host a screening of a film, including a discussion with one of those who was responsible for its making
- A new series titled “Lincoln Academy at the Movies” featuring documentaries followed by a discussion with residents knowledgeable about the subject. Topics have included Lincoln history, education, classical music, jazz, and more
- The Trip Committee, with a number of newly-recruited members, ran many extremely successful trips to such destinations as a Cape Ann Cruise, the Mark Twain and Harriet Beecher Stowe houses, musicals, museums, and more
- Cultural events included a Lincoln Cultural Council-funded dramatic presentation of “All the President’s Women,” a jazz recital by Ehud Ettun and Haruka Yabuno, a concert by vocalist Mary Crowe and pianist Evelyn Harris, a Japanese Tea Ceremony presented by the Japanese Consulate in Boston, and a First Annual Short Film Festival featuring Lincoln filmmakers

We continue to enhance our services to enable our most vulnerable residents to remain in our community. Among our efforts this year have been:

- Adding Anne Meade as our second SHINE counselor to offer assistance with Medicare, MassHealth, and other health insurance issues
- Working with the Emergency Assistance Committee and the Board of Selectmen to institute what may become an annual appeal to ensure that the Emergency Assistance Fund has a stable source of funding
- A new Veterans Tax Work-Off Program, similar to the Senior Tax Work-Off Program
- A significantly expanded Resource Guide that includes more kinds of services as well as information on how to choose and use them
- Programs on Medicaid as well as a program on Community-Based Elder Services presented by COA staff at various times to accommodate different schedules

A special thanks goes to our almost 150 volunteers, the Friends of the COA, and the many businesses and organizations who contribute to the COA with collaborative programming and donations, all of whom make our work possible.

COMMISSION ON DISABILITIES

Deb Dorsey

Jan Lipcon

Nancy Torti

Anita Scheipers, Asst. Town Administrator, Ex-officio (end June 2013)

Mary C. Day, Acting Town Administrator, Ex-officio

John Ritz, Chair

A disability may affect a person from birth or at any age. It may result from a genetic cause, an accident, illness, or aging (and ours is an aging population). It may be physical, sensory, communicative, emotional, or intellectual. It may be incapacitating or merely a hindrance. It affects the quality of life for the disabled individual, family and household members, friends, and caretakers. It is not shameful and should not be denied or concealed out of embarrassment. We are all subject to disablement and should try to provide the best resources to those who need help. One problem is that until a disability strikes close to home, we are unlikely to be aware of the limits it can impose. Another is people's self-consciousness and desire for privacy, even at cost to their quality of life.

The main purpose of the LCD is to provide assistance to Lincoln residents and town officials in dealing with disabling conditions. In the past, we have helped survey the town's public buildings and spaces to assure that they provide access to all, in accordance with ADA (Americans with Disabilities Act) and MAAB (Massachusetts Architectural Access Board) requirements. Improvements to Bemis Hall and the Library are sample outcomes. We have provided information to townspeople and helped with issues they have raised. The Commission has begun to research and provide advice on the growing topic of Universal Design, intended to fill the gaps in the current disability-related standards related to reduced function, such as common problems of aging.

In 2013 the Commission collaborated with the Mass Office on Disability and the Selectmen's office to ensure the accessibility of the new Town Office building. It also offered help to the Library Board with accessible parking.

Mr. Jim Spindler retired from the Commission in 2013 after many years of service; most recently he sat on the TOBASCO (Town Offices Building and Study Committee) and was a temporary co-chair of the Commission on Disabilities.

PUBLIC WORKS

PUBLIC WORKS AND HIGHWAY DEPARTMENT

The 2013 Lincoln Department of Public Works:

Chris Bibbo – Superintendent
Carol Withycombe – Administrative Secretary
Joe Hayward – Foreman
David McKnight – Crew Chief
Jim Durkin ***
Brian Kerrigan
Bob Maker
Steve McDonald
John Neri
Gary White
Ian Wilkins ***

2013 was another busy year for the Lincoln Department of Public Works.

In 2013, road repair and repaving continued. Road paving included:

- Conant Road
- Stonehedge Road
- Woodcock Lane
- Woods End Road

Snow fall in January and February 2013 was exceptionally heavy.

The Department's municipal tractor continued to do a good job cleaning snow from sidewalks and pathways. In 2013, Public Works only used in-house staff for snow removal from sidewalks. Using in-house staff reduces damage to the pathways and abutting properties.

Transitioning from the winter snow and ice control activities to the springtime work; the Department performed roadway and path maintenance through the months of April and May. This included street sweeping, pothole repair, and roadside path repair. Rehabilitation efforts continued on with major restoration work on the shoulder of Conant Road.

During the spring the Department also continued the process of removing tons of built up sand on the roadway shoulders. This sand was built up over decades and is the result of our heavy reliance on sand for snow and ice control. The sand interferes with the roadway drainage and is a major contribution to pavement damage..

This past summer, the Department fixed the elevation of numerous catch basins, performed roadside vegetative maintenance, performed roadway striping, cut dead roadside trees, planted trees, and filled potholes. We also continued the rebuilding of the Town's historic stone walls, including Lincoln Road at Codman Road, Route 117 at Lincoln Road, Weston Road at Silver Hill, Trapelo Road at Old County Road. Many of these walls had fallen into disrepair.

The Public Works Department continued to use the municipal tractor to trim back overgrown roadside vegetation. By trimming back this vegetation the Town's residents have a safer, more aesthetically pleasing roadway. The beautiful farmer's stone walls that we have been repairing can now be seen and enjoyed.

Library improvements included a new sidewalk. A new sidewalk and parking lot were also installed at Bemis Hall.

During the fall, the Department cleaned leaves and fixed damaged catch basins. The Department also continued with its roadside program, trimming approximately 5 miles of roadside.

During the course of the year, the Department was also tasked with the operation of the Town's Transfer Station. The new entry shed was finished at the entrance of the Transfer Station to better monitor day to day activities and residential usage.

The Department continued with the maintenance and operation of the Town's cemeteries.

Looking ahead to 2014, the Department anticipates continuation of the trail and path maintenance program, roadside improvements including stonewall repair, continued improvements to the Transfer Station, improved leaf removal program, and continued development of the Public Works yard and materials handling.

*** Jim Durkin was hired in September to replace Ian Wilkins who left to further his education.

CEMETERY COMMISSION

Susan Harding
Conrad Todd
Manley Boyce, Chairperson
Susan Brooks, Agent for the Cemetery Commission and Town Clerk

This was a very rewarding year for the Cemetery Commission. We accomplished goals that were not only of great importance to the commission members but for the townspeople of Lincoln, as well.

We welcomed Rob Todd to our commission and bade Alexander “Jack” Pugh a fond farewell with grateful thanks for his work in the past years.

Early in the year, the Town Hill Cemetery had significant damage to upright stones, known as “markers,” due to a winter storm. The commission paid Historic Gravestone Services to assess the damage and make emergency repairs to these markers to preserve their historic integrity.

The final phase of the 2012 restoration of monuments in the Arbor Vitae Cemetery was successfully completed by TaMara Conde of Historic Gravestone Services. A follow-up to the well-attended December 2012 seminar conducted by Ms. Conde resulted in an instructional “work day” at the Arbor Vitae Cemetery in June of this year. Overseen by Ms. Conde, enthusiastic volunteers participated in a “hands-on” tutorial in the delicate and painstaking work of cleaning, preserving and replacing broken stones in that cemetery. TaMara Conde is to be commended for her expertise, experience, knowledge and dedication in this field. We are thankful for her kindness in working with us.

The cemetery expanded in size last year with the opening of Juniper Way. As the cemetery grew in size, its maintenance issues became larger, as well. We are very fortunate to have hired Lincoln native, Joseph Cotoni, as caretaker of the cemeteries. Joe is as devoted to the upkeep of the cemeteries as he is to the people of Lincoln. His assistance made it possible for the Commission to start work on the northeast section of the cemetery, by the pond, cleaning up landscape with a view to future burials in that area. With the excellent assistance of both Joseph Cotoni and the Lincoln Highway Department, the Commission was able to accomplish much more than we projected this year.

The cemeteries’ in-house horticulturist, Susan Harding, continues her mission and dedication to the beauty of the cemetery with the regular addition of colorful plantings artfully and thoughtfully scattered throughout. These plantings are appreciated by all.

While encouraged by our accomplishments of last year, we recognize that there are always projects that need to be implemented. The northeast expansion, the safety of visitors to our cemeteries, the continued dedication by our commission to the preservation of cemetery markers, and the rebuilding of the stone wall in the Arbor Vitae Cemetery are but a few of the imminent plans for 2014.

We are indebted to Dan Pereira and the Parks & Recreation Committee for coming to the financial aid of the Cemetery Commission. The high-cost of outside contractors and the unexpected emergency repairs to the Town Hill Cemetery inhibited the Commission's ability to pay for the Veterans' Day clean-up. Thank you to Parks & Recreation!.

As always, the committee members extend a heartfelt "Thank You" to Susan Brooks, our Agent, and the Lincoln Highway Department. We couldn't do it without you! There were thirty-nine interments and nine deeds sold in 2013.

WATER COMMISSION & DEPARTMENT

Ion Abraham
Packy Lawler
Ruth Ann Hendrickson, Chair
Gregory Woods, Superintendent

Established in 1872, Lincoln's Water Department (LWD) provides clean safe drinking water to its customers and fire flow protection throughout the town. Lincoln's water comes from Flint's Pond (primary) and the Tower Road Well (secondary). Flint's Pond water is purified by an advanced microfiltration plant then pumped into the distribution system, including the storage tank on top of Bedford Road.

Lincoln's position at the head of the watershed plus the wisdom of previous generations in protecting the watershed by selected land purchases and by-laws means that Lincoln has some of the purest drinking water in the state. Continuing this tradition, we hope to partner with the Conservation Commission to protect an additional piece of watershed land at this year's Town Meeting.

Governed by three elected Commissioners, the Department is funded totally by user fees. We do receive certain accounting, insurance, and personnel services from the general town government, for which we are billed. While LWD is self-funded, our budget and capital expenses are approved at the Town Meeting and we maintain liaisons with various town entities.

In FY2013 LWD collected approximately \$1,024K in revenue and expended approximately \$869K in operating expenses, resulting in the addition of \$155K to Retained Earnings. The Commission targets a Retained Earnings balance of approximately \$1M to support future capital expenses. The average annual residential water bill is about \$520.

The LWD is cooperating with the long range capital planning effort initiated by the Town in the 2011 State of the Town meeting. Major LWD capital expenditures to plan and schedule over the next 20 years include regular distribution system upgrades, water tower back up, and filtration plant membrane renewal. These items are a moving target as technology improves and more cost effective approaches are explored. This capital planning is an on-going process.

This year's annual maintenance program included replacing four hydrants and continuing the meter upgrade program, on target for completion in 2015. To date, 956 meters (57% of the total) have been replaced, and another 720 will be replaced in the next two years. During the last meter reading event, the new meters identified 89 continuous leak conditions within residential houses, proving the value of the advanced meters. Notification letters were mailed to these addresses informing the homeowners of the leak and how to identify its source. The improved efficiency enabled by the new meters will enable quarterly meter

reading/billing to be implemented in late 2014, thus providing users with better information to discover leaks and manage their water consumption.

We also conducted a system-wide leak detection survey that identified 11 service line leaks and four water main leaks, which have all been repaired. The estimated total leakage rate ranged between 49 and 94 gallons per minute. The leak detection program will continue annually as we attempt to reduce our water use by minimizing lost water.

As part of our long term stewardship of Water Department infrastructure, we commissioned a study of the Flint Pond dam's breach potential, successfully lowering the state's hazard rating of the dam from Significant to Low, which dramatically lowered the work required to bring the dam into compliance with state regulations. Modest repairs to the dam are required, to be funded out of retained earnings. A spring warrant article will seek approval by Town Meeting.

Water conservation continues to be an LWD focus. The State Department of Environmental Protection requires that the Town reduce individual water consumption to the 65 gallons per person per day performance standard. For the 2011 and 2012 calendar years, Lincoln's consumption was 68 and 69 gallons per person per capita day, respectively. According to LWD data collection, water use in 2013 is similar to 2012 and as a result the Town will remain above the standard. The summer water usage continues to be nearly double that of the winter usage, largely due to lawn irrigation. Due to the periods of drought this summer, the water level in Flint's Pond is at an historical low. A dry winter may require more serious restrictions on water use for summer 2014.

To encourage compliance with the Mass DEP water usage guidelines, the LWD initiated various water conservation initiatives including education flyers and programs promoting drought-tolerant grass seed and rain barrels. The LWD also initiated a rebate program to residents in toward the purchase of qualifying low flow toilets, washing machines and lawn irrigation moisture sensors. Rebates were approved for 19 toilets, 14 washing machines and one irrigation system moisture sensor.

The Commissioners are grateful for the support of our Superintendent Greg Woods and his dedicated staff, Heather Clary, John Logan, Rose Murphy, Jeremy Bernard and Victor Vasselin.

LAND USE BOARDS AND DEPARTMENTS

PLANNING BOARD

Lynn Delisi
Rick Rundell
Margaret Olson
James Craig (Associate)
Robert Domnitz (Vice-Chair)
Bryce Wolf (Chair)

In 2013 the Planning Board remained busy with its ongoing permitting activities, the consideration of amendments to several sections of the Zoning Bylaw, implementation of the Town's Comprehensive Plan, and support for special regional projects such as the Route 2 Crosby's Corner highway improvement program and the Battle Road Scenic Byway. The Board also had some vacancies to fill, and happily welcomed 3 new eager and well-qualified members to Board - Rick Rundell, Margaret Olson and Lynn Delisi. With the departure of Neal Maxymillian and transition to Associate member by James Craig there were big shoes to fill, and all 3 have stepped up admirably.

The Planning Board's usual business of reviewing site plan review applications, primarily for construction of single family houses, was ongoing, as was focus on groundwater protection and planning options for Lincoln Station. Applications for demolition and construction of large, single-family homes kept the Planning Board well-engaged through the spring and fall, along with numerous modification requests to prior site plan approvals from the summer on.

In addition to the workload of its untiring liaisons and ongoing invaluable involvement by Bryce Wolf and Bob Domnitz in numerous planning issues before the Town, the Board reviewed 2 fence applications, 3 sign applications, 23 new site plans, 16 site plan modifications, 2 accessory apartment recommendation requests and 3 subdivision discussions. Other permitting matters the Board considered were 4 scenic road applications and a church application for expansion under the so-called Dover Amendment, as permitted through our Zoning Bylaw, referring to a state statute allowing relief from "reasonable" regulations.

On the regulatory front the Board amended the Subdivision Rules and Regulations slightly to limit waiver requests on roadway length and supported a change to the General Bylaw to require curb cut review for uses generating substantial traffic. The Board culminated discussions with the new owner of The Groves regarding their request to change the use and development plan to allow for a memory care and assisted living facility where residential cottages were previously approved. After much discussion The Board supported the amendment to the plan before Town Meeting, where it passed overwhelmingly, and began the special permit process leading to expected construction in 2014.

The Board also worked cooperatively with members of the Water Commission, the Conservation Commission, and others on the development of a new Aquifer Protection bylaw within the Zoning Bylaw. This too was approved at the 2013 Town Meeting.

Through the spring and fall of 2013 the Planning Board continued to work on refining our Zoning Bylaw to bring additional amendments to the 2013 and 2014 Town Meetings. Numerous zoning workshops were held by the Board from January through May and October on, to provide as much opportunity for residents and other boards, committees and commissions to weigh-in on proposed zoning changes.

On the Comprehensive Plan front the Implementation Committee (CPIC) met with the Board in July and August to follow up on progress and coordination of high priority action items in the Plan. One action item the Board reported on to both the CPIC and SOTT was working with Planning staff to organize meetings of the Lincoln Station Planning Committee, which led to a Town Meeting-funded draft report by a consultant that explored planning needs for the Lincoln Station area. With the Board's direction, this group will continue efforts to study housing, transportation, and commercial/retail infrastructure needs to include in the final report.

In 2013 the Planning Board, together with other land-use boards (Conservation Com., Housing Com., ZBA, Historical Com., etc.) also continued to examine coordination among the various boards. Under the direction of the Planning Board, the Director of Planning and Land Use Permitting continued to coordinate functions of the land-use staff and Chairs through biweekly and quarterly meetings, respectively, to address additional issues of mutual concern.

During this past year, current and former Planning Board members and the Director of Planning and Land Use Permitting continued to work with MassDOT in moving the Route 2/Crosby's Corner project towards completion. The Planning Board also participated in an Oversight Committee formed to address neighborhood construction impacts from the project, and remained involved with various regional organizations, such as HATS (Hanscom Area Towns), MAGIC (Minuteman Advisory Group on Interlocal Coordination), and the Battle Road Scenic Byway, as well as the MAPC (Metropolitan Area Planning Council).

In summary, as the economy continues to recover there is continuing interest in Lincoln land-use development, especially in the construction and alteration of large homes. The Board will maintain its efforts to strengthen site plan review as it deals with traffic concerns, cell towers, teardowns, group homes, nonconforming uses and the sustainability of Lincoln Station.

The minutes of our meetings are available on the Planning Board page of the Town website, as are links to other useful documents such as the Zoning Bylaw, the Comprehensive Plan, and the Land Use Permitting Guide. We welcome your interest, and we encourage qualified applicants to seek Planning Board membership as we move forward with implementation of our Comprehensive Plan and other planning initiatives vital to the sustainability and vitality of our Town.

ZONING BOARD OF APPEALS

Steve Daigle
David Henken, Associate Member
Megan Stride
David Summer
Eric Snyder, Associate Member
Joel Freedman, Chair

The Zoning Board of Appeals (ZBA) is a land use board that interprets and applies the Town's zoning bylaw. It decides on a case by case basis requests for variances, special permits and appeals of decisions of the Building Inspector, considering the impact on the town and neighborhoods, and the requirements of the bylaw and of State law. The Board regrettably accepted resignations from Board members John Kimball, Jeff Macklin, and Margaret Olson and thanks them for their years of service. The Board welcomed new associate member Eric Snyder. There were 12 meetings held, and 30 applications heard, in 2013. The list below represents major requests considered by the Board in 2013, listed by the date of the initial hearing.

January 10, 2013

- Edvaldo Morata and Caroline Lu, 33 Tabor Hill Road, special permit to construct additions to existing home – GRANTED
- John and Ingrid Neri, 109 Cambridge Turnpike, variance to reconstruct a single family home – GRANTED
- Barbara Doe, 89 Conant Road, variance to construct additions to existing home – GRANTED
- Marc Lewandowski, 3 Bowles Terrace, special permit to reconstruct a single family home – GRANTED

February 7, 2013

- Jim Cunningham, 124 Lexington Road, special permit to enlarge existing deck – GRANTED
- Sharon Weinstein, 23 Morningside Lane, special permit to add a deck - GRANTED

March 7, 2013

- Robert and Erica Mason, 136 Weston Road, special permit to install ground based solar array – GRANTED
- Richard and Julie Kelleher, 91 Weston Road, special permit to construct a barn – WITHDRAWN
- Giuseppe and Rachel D'Ambrosio, 8 Sunnyside Lane, special permit to construct additions to existing home – GRANTED
- Lloyd Dahmen, 10 Grasshopper Lane, special permit to construct additions to existing home - GRANTED

April 4, 2013

- Karen Prince and Jeff Hacker, 211 Lincoln Road, special permit to construct additions to existing home – GRANTED

May 2, 2013

- Pilar and Mark Doughty, 5 Farrar Road, for revisions to a previously approved variance - GRANTED

June 6, 2013

- Sharon Collura, 3 Orchard Lane, special permit to construct a deck – GRANTED
- First Parish Church, special permit to reconstruct the Stearns Room – WITHDRAWN

July 11, 2013

- William Hamilton and Barbara Sampson, 126 South Great Road, special permit to add a balcony – GRANTED
- Christopher Hug, 18 Beaver Pond Road, special permit to construct additions – GRANTED
- Lothrop Mill LLC, 121 Tower Road, special permit to reconstruct a single family home – GRANTED

August 1, 2013

- Vincent and Suzette Durso, 10 Old Sudbury Road, special permit to construct additions - GRANTED
- Andrea Greiff and Steven Durante, 7 Brooks Road, special permit or variance to reconstruct a detached garage - CONTINUED

September 12, 2013

- Rebecca Bermont and Alexander Benik, 4 Storey Drive, special permit to construct additions – GRANTED

October 10, 2013

- Melissa Wafer and Robert Lussy, 15 Hillside Road, for an appeal of the Building Inspector's denial of a building permit – DENIED
- The Board renewed the following accessory apartment special permits: Gus Browne, 11 Trapelo Road, Randal Briggs, 31 Morningside Lane, Keith Miller 15 Baker Bridge Road, Richard and Agnes Wiggin, 59 Winter Street

November 7, 2013

- John and Dorothy Bockoven, 179 South Great Road, special permit to construct a detached structure, a post and beam barn - CONTINUED

December 5, 2013

- Brian Cummings, 188 Concord Road, special permit for a new accessory apartment – GRANTED
- Lisette Cooper, 5 Longmeadow Road, special permit to construct additions to existing home – GRANTED
- John Klobuchar, 27 Conant Road, special permit renewal for an amateur radio antenna support structure – GRANTED
- Alexander Creighton, 117 Lincoln Road, renewal of an accessory apartment special permit – GRANTED

HISTORIC DISTRICT COMMISSION and LINCOLN HISTORICAL COMMISSION

Douglas Adams
Andrew Glass
James Craig (HDC only) (resigned in March)
Henry Hoover (Alternate – HDC/LHC) (resigned in September)
Jack MacLean (Alternate - HDC)
Andrew Ory
Richard Rundell (Historic District Commission only)
Bryce Wolf (Historic District Commission only)
Lucretia Giese (Chair for LHC)
Ruth Wales (Chair for HDC)

The Historic District Commission had to say goodbye to two members this year and thanked James Craig and Henry Hoover for their many years of valuable service. Rick Rundell was welcomed as the new HDC member from the Planning Board..

The Lincoln Historical Commission is responsible for preservation of all structures outside the Historic District and also reviews requests for demolition under the Demolition Delay By-law. The Historic District Commission reviews applications for all exterior changes within the District visible from a public way.

Lincoln Historical Commission

Demolition Approvals:

- 211 Lincoln Road – more than 25% of the roof structure, attached garage and detached barn
- 121 Tower Road – house
- 131 Tower Road – more than 25% of dwelling and/or roof structure
- 15 Hillside Road – more than 25% of roof structure
- 10 Old Sudbury Road – detached garage
- 63 Winter Street – more than 25% of the dwelling
- 3 Bowles Terrace – house and garage (permission had expired)
- 199 Concord Road – permission to move an historic carriage house to another location on the property

Demolition Approvals: (After Demolition Plan Review):

(Considered Historically/Architecturally Significant but not Preferably Preserved)

- 207 Old Concord Road – house
- 91 Weston Road – house

Demolition Plan Review Deferred (initial plan not approved):

(Considered Historically/Architecturally Significant, and determined Preferably Preserved)

- 7 Woodcock Lane - house

Historic District Commission

Certificates of Appropriateness:

- 15 Bedford Road – repairs to roof, installation of snow guards, repair and re-point brick, and restore or replace windows
- 16 Weston Road – restore or replace windows
- 7 Old Lexington Road – remove and replace stairway in back of garage
- 15 Sandy Pond Road – changes to window wells and window replacements
- 58 Codman Road – change to door for second egress)
- 61 Bedford Road – re-roof dwelling

Certificates of Non-Applicability:

- 49 Bedford Road – repairs to siding of house
- 7 Old Lexington Road – repairs to back of the barn
- 9 Sandy Pond Road – repair wood gutters and replace rotted fence
- 61 Bedford Road – repair wood gutters

Preservation Restriction Agreement:

- 61 Bedford Road – replace knob and tube wiring and replace boiler

The Historical Commission made its annual inspection visit to The Flint Homestead on March 16, 2013 and the Wheeler House on August 31, 2013, both houses under Preservation Restriction Agreements.

The Historic District Commission has held several public hearings on proposals for an addition to the First Parish's Stearns Room. Discussions were postponed by the applicant in October.

The Historic District Commission also informally discussed with Ruth Ann Hendrickson, Water Commissioner, possible installation of rain barrels at Bemis Hall and the Town Offices. The Commission expressed general support pending specific proposals

LINCOLN HOUSING COMMISSION

Stephen Dirrane
Constance Lewis
Gila Naderi
Mary Sheldon
Robert Wadsworth
Pamela Gallup, Chair

Housing Production Plan

Our major initiative in 2012 and 2013 involved completing a Housing Plan that will both help us chart our future course and also make it possible for Lincoln to apply for state grants for affordable housing.

The Affordable Housing Coalition

The Housing Commission, the Affordable Housing Trust, and the Lincoln Foundation together create the Affordable Housing Coalition with a unified mission to provide housing for people of low or moderate incomes and for others whose needs are not met by the regular housing market.

The Affordable Housing Coalition has met to discuss the issues we wanted the housing plan to highlight and to clarify the roles of the groups since their individual mandates are complementary and vital to the success of our housing program.

The three groups are also working together to create an effective Asset Management Strategy and develop a funding plan to support a professional consultant to manage the significant needs of the Coalition.

The Housing Commission's Mandate in Context

The Housing Commission is charged with affordable housing planning, advocacy and policy making and with the administration of the town's rental units. Because the Massachusetts Department of Housing and Community Development now expects towns to monitor all the units on our Subsidized Housing Inventory, the monitoring aspect of the commission's work has grown during the past year. The commission has also worked to streamline administration tasks and absorb the monitoring services once provided by the Regional Housing Services Office.

Except for the revolving fund that is used primarily to pay for maintenance and capital improvements of the town-owned rental units, the Housing Commission does not have independent access to money. Therefore, the **Affordable Housing Trust** was established in 2006 as the financial center for the development of affordable housing in Lincoln because it has the ability and flexibility to hold money and real estate and enter into real estate transactions outside of the Town Meeting cycle.

The **Lincoln Foundation** is a private non-profit organization that monitors re-sales of affordable home ownership units. It can also provide affordable unit owners with loans for capital improvements and condo assessments, which the Housing Commission cannot do because it does not have discretionary funds.

Town-owned Housing Units

The Housing Commission worked with the Affordable Housing Trust and the MetroWest HOME Consortium to apply for all the funds available to Lincoln (\$74,000) to renovate one of the older town-owned units. The work was completed and a new family began tenancy on October 1, 2013.

The Housing Commission is working with the Community Preservation Committee and the Affordable Housing Trust to fund rehabilitation of one of the houses on Tower Road, including the addition of an accessory apartment. The Housing Commission worked closely with the Water Department, the Board of Health and the Conservation Commission to develop a site plan harmonious with the town's water supply. The four-month project is expected to get underway in July.

New Units for our Affordable Housing Inventory

The Zoning Board of Appeals and the Planning Board approved an eight-unit apartment building in the old pickle factory on Lewis Street. Two of the units are designated as affordable units, but all eight units will count on the Subsidized Housing Inventory.

The Housing Commission and Planning Board worked with Benchmark Senior Living the new owners of The Groves to contract for up to two units of affordable housing to counterbalance the assisted living units that Benchmark will build later this year.

Changes in Membership

Gila Naderi ran a successful write-in campaign for the seat formerly held by Renel Fredriksen. We welcome Gila Naderi as a new and valuable member of the Housing Commission.

Contributions of Town Employees

We have had valuable help from many town employees, especially Anita Scheipers, who left in June to become the Town Manager for the Town of Hubbardston. We miss Anita's many contributions to the Housing Commission and wish her all the best in her new position. The Affordable Housing Coalition could not manage nearly as well without the administrative assistance of Elaine Carroll, professional support of Chris Reilly, and the hands-on approach to facility management of Michael Haines; all three serve the Housing Commission well and make valuable contributions to our Affordable Housing Program.

CONSERVATION COMMISSION

Diana Beaudoin
Julie Dobrow
Jim Henderson
Ari Kurtz
Robert Noah
Jim Meadors, co-Chair
Peter von Mertens, co-Chair

Resident volunteers, appointed by the Board of Selectmen, make up the 7-member Conservation Commission that works closely with Conservation Department staff to protect our natural resources. All are welcome to join Commission meetings, typically held every third Wednesday evening. Please contact us to arrange a visit to your property, set up a meeting in the office, or simply to discuss natural resource related issues.

Commission and Department membership did not change this year. David McKinnon-Land Manager, Angela Kearney-Conservation Planner, Jane Layton-Ranger, and Tom Gumbart-Director make up the staff who works hard for our community. Gary Davis, a new Senior Tax Work-Off Program participant, did great field work for us, going above and beyond what is required for the program. Many volunteered with us and all deserve credit, but special thanks go out to Margaret Flint who provided many hours of work that helped significantly with our transition back into our nicely renovated Town Office space.

2013 was challenging for the stewardship of Lincoln's trails, fields, and woodlands. On a positive note, our trails are open and safe for walking, jogging, and skiing; our fields are welcome habitat for birds, bees, and other wildlife; and our field edge and stone wall work (done by Messina & Associates of Concord) maintains rural vistas. The stone wall project was generously supported with Community Preservation funds and agricultural licensing fees. Residents enthusiastically embraced helping salamanders and frogs in the spring, are proud to be part of an ongoing effort to pull garlic mustard and other destructive invasive plants, and have helped clear old and establish new trails.

On the other hand, several storms over the past year brought down many mature trees. Other trees are adversely affected by insects, disease, and drought, especially hemlock and white ash. Invasive plants continue to pose a threat to the ecological health of our public conservation lands. To help coordinate management of these and other issues the ConCom established a Land Stewardship Subcommittee. This group also works closely with the Lincoln Land Conservation Trust to make sure that all of our 80 miles of trail are properly maintained. The LLCT employed two interns this past summer who worked on both LLCT and Town conservation land. Several "work days" for volunteers to help in the work of trail clearing and improvement were held. Our Land Manager,

Dave McKinnon, secured a Recreational Trails Program grant for \$8,998 from the MA Department of Conservation and Recreation. This will fund the rebuilding of many of our decaying trail bridges and boardwalks.

We have several new agricultural initiatives. There are now alpacas grazing in the field west of the Codman House, cattle in the Codman North Fields and a young peach orchard in the field behind St Anne's Church. These reflect our commitment to maintain Lincoln's agricultural heritage and to improve the quality of the soil. In total there are 13 farms, each with its own unique program, licensing approximately 200 acres of conservation land.

Lincoln has a very significant multi-million dollar investment in our conservation land. Municipal conservation land totals over 1,500 acres and Conservation Restrictions granted to the Town total nearly 500 acres and both these totals continue to rise. Preservation of conservation land is a core value of Lincoln and it is incumbent upon us to ensure that resources are available to provide proper stewardship for this land. Our staff and budget needs to keep pace with the increased complexity of land management issues and our increased acreage. To meet today's land management needs the Conservation Commission will be looking to fund seasonal staff (which used to be part of the ConCom budget) during the busy summer months and acquire some additional needed equipment. We thank you for your past and current support and are eager to hear your views on how we can improve our cherished public lands.

We administer the MA Wetlands Protection Act and our local Wetlands Protection Bylaw to make sure projects do not adversely affect wetland and buffer zone resources. In 2013 there were 10 Notices of Intent, 6 Requests for Determination of Applicability, 1 Abbreviated Notice of Resource Area Delineation, 1 Enforcement Action, and 7 Certificates of Compliance. Prior to undertaking any land clearing activity or new construction please check with the Conservation Department to see if your proposed work is located within a protected resource area and will need permitting.

To help promote environmentally friendly projects our Conservation Planner, Angela Kearney, created a user-friendly guide "Ecological Design, Construction and Maintenance Handbook – best practices for balancing site construction & land protection". Material included within the guide applies to projects that come before all the land use boards, not just the Conservation Commission. This document, and other current information, can be found on our webpage at the Town's updated website, www.lincolntown.org.

Our student outreach with the Lincoln Public Schools and the Birches School continues to be successful. We also worked with a variety of other school, scout, and other local organizations. There are monthly Conservation Coffees and fall and spring Wednesday morning walks. If you want to be on the e-mail list to be notified about events please email Tom Gumbart, gumbart@lincolntown.org.

LINCOLN LAND CONSERVATION TRUST (LLCT)

Susan Allen
Kenneth E. Bassett
William G. Constable, President
Daniel England
Andrew Falender
James Henderson, Vice Chair
Weston Howland III, Treasurer
Susan M. Klem

Gwyneth Loud
Ellen B. Meadors, Vice Treasurer
Rachel Munn
Paul Shorb, Chair
Nancy Soulette, Secretary
Andrew Stevenson
Susan Welsh
Ellen Withrow

The Lincoln Land Conservation Trust (LLCT), founded in 1957, is one of the oldest, private, volunteer, land trusts in the country. The LLCT also has the distinction of holding the oldest private conservation restriction (known outside of Massachusetts as a conservation easement) in the country, dating back to 1962. The LLCT is dedicated, per its mission statement, to “maintaining the rural character of the Town for the benefit of the inhabitants of Lincoln.” Now well into its sixth decade of conservation work, LLCT continues to fulfill its mission thanks to the selfless efforts of its trustees, members, donors, friends, and other supporting organizations in Lincoln and beyond.

Acquisition: For the 2013 year, the LLCT assisted the Rural Land Foundation, the Conservation Commission, and the City of Cambridge in completing the acquisition of, 55 acres of important watershed land off of Route 2 (DeNormandie Property). The Stewardship committee remains very active procuring important trail easements to ensure our beloved trail network remains intact. The Trust currently owns or has stewardship responsibilities for, nearly 1,000 acres of land that not only enhances Lincoln’s bucolic landscape, but also helps provide important wildlife habitat, scenic vistas, clean drinking water, and a myriad of recreational opportunities for our fellow citizens. Together with the Town’s Conservation Commission), the LLCT maintains nearly 60 miles of inter-connected trails throughout Town.

Stewardship: Stewardship of conservation land in Lincoln involves documenting the physical and ecological characteristics of more than two thousand acres of permanently preserved agricultural and natural areas in our Town, reviewing each of them periodically to ensure that we are aware of significant man-made or natural changes that might occur. Landowners of conserved land are informed that the Conservation Restrictions must be heeded, and that the LLCT and Conservation Commission are available to help interpret their requirements. As the LLCT continues its monitoring and enforcement program, it reminds landowners that baseline studies and monitoring reports are available for all conservation lands at Town Offices. Thanks to the efforts of many volunteers and Conservation Commission and LLCT staff a new version (2013) of the beloved trail map was published late in the year. The new map includes an

updated trail layer and is published on tear-resistant paper for use out on the trails.

Land Management: Preserving conservation land as “natural” requires constant effort involving managing trails, stone walls, fields, field edges, and invasive species. Weather extremes in 2013 made such efforts more necessary placing additional unusual burdens on the LLCT as it maintained approximately 60 miles of inter-connected trails throughout Town. Thanks to countless volunteers, the work of two summer land management interns, the Conservation Commission staff who helped manage the interns while our staff member was on maternity leave, and the continued efforts of long-time President Buzz Constable, the Land Trust properties remain well cared for. We continue to assist with invasive removal and field edge clearing projects with the Farrar Pond Condo Association. In addition, the LLCT supported the Conservation Commission’s highly successful town-wide “Garlic Mustard Pull”.

Education: Our educational outreach continued to reach residents of all ages. Our grant to the Lincoln Public Schools, now in its fourth year, brought teacher-naturalists from Drumlin Farm to work with students and teachers in grades one, five, and seven to explore local ecology outdoors. We were delighted that, due to the success of the program, the School incorporated both program and funding into the school budget, starting in the 2013-14 year. For the second year, we provided funds from the Warren Flint, Jr. Memorial Fund to take all third graders to Matlock Farm to help the students learn about local history and colonial farming methods. A committee, under the leadership of Selina Rossiter, with key input from James DeNormandie on the maps, revised the children’s Passport to Lincoln’s Conservation Lands. Our monthly winter environmental film series continued with showings of four varied and interesting films. We organized ‘walks ‘n talks”, including a bird walk, exploration of a vernal pool, and visits in spring and fall to Robin Wilkerson’s native plant garden. A popular family program on raptors was held at Bemis Hall and Greg Woods, Lincoln’s Water Dept. superintendent, led a walk by Flint’s Pond focused on our drinking water. In May Henry Tepper, the new President of Mass Audubon, was the speaker at our annual meeting. The Nature of Lincoln, written by Sue Klem and published by the LLCT in 2012, continued to sell well and prints from the book were on display in a gallery at the Library. Sue gave a talk, sponsored by the Library, on “Lincoln by the Land” to a large crowd in November. Gwyn Loud continues to write a monthly wildlife column for the Lincoln Journal.

Trustees/Staff: The LLCT continues to work closely with its private conservation “sister” group, the Rural Land Foundation (RLF). Given the increasing complexity of land transactions, the RLF’s expertise in acquisition and “conservation subdivision” to protect land has been invaluable to the town and a great resource for the LLCT. The two organizations now share staff (Geoff McGean and Anna Wilkins) and trustees which not only facilitates the LLCT’s primary role as

steward, educator, and advocate for protected lands but helps maintain each organization’s focus on the Town’s Open Space Plan for protecting “lands of conservation interest.” The LLCT honors longstanding trustee of the RLF and more recently the LLCT, Gary Anderson who has stepped down. .

The LLCT, like many other volunteer land trusts, must continually find insightful ways to address the increasingly complex nature of land protection and long-term management. From “conservation subdivision” pioneered by the RLF as a method of saving land, to the holding of restrictions on house size and architecture, conservation efforts in Lincoln must continue to creatively and diligently balance many competing interests. As we work to protect the important conservation land and historic landscapes in Lincoln, the LLCT trustees are grateful for the support of our members and for their financial contributions that make this work possible.

Financials: The LLCT thanks the tireless work of its vice treasurer, Ellen Meadors, for her never ending efforts tracking, monitoring and analyzing the organization’s finances:

**LINCOLN LAND CONSERVATION TRUST
Preliminary selected financial information
as of December 31, 2013**

| | |
|---------------------------------------|----------------|
| 2013 Receipts | |
| Direct Public Support (Contributions) | 66,463 |
| Sale of Maps and Books | 9,100 |
| Other Income | 37,176 |
| Total Receipts | 112,739 |
| 2013 Expenses | |
| Land Management | 10,667 |
| Stewardship | 5,840 |
| Education | 11,188 |
| Membership and Outreach | 29,350 |
| Acquisition | 89 |
| Administration | 12,133 |
| Publications | 11,680 |
| Total Expenses | 80,947 |
| 2013 Balance | 642,980 |

GREEN ENERGY TECHNOLOGY COMMITTEE

Linda Conrad
Jennifer Morris Gundy
Edmund Lang
Bill Stason
Anita Scheipers, Asst. Town Administrator, Ex-officio (end June 2013)
Mary Day, Acting Asst. Town Administrator, Ex-officio
John Snell, Chair

Town facilities - Michael Haines, Lincoln's facility manager has been busy overseeing energy-related construction work at Bemis Hall, Public Safety, and Hartwell this year. Some of the measures are more visible than others. More visible measures include wooden interior storm windows, prime window repairs, and new forced hot water radiators at Bemis Hall. Less visible measures include new energy management systems in Hartwell and Public Safety, insulation, air sealing and a high efficiency air source heat pump for Public Safety, and a new high efficiency hot water boiler at Bemis Hall. Committee member Ed Lang and Michael Haines are working several building monitoring and controls projects to improve the performance of individual buildings.

Town vehicles – Lincoln's Volt electric hybrid car has been very dependable. Gas mileage has been acceptable but could improve once an electric charging station is installed at the Town Office building. A new gasoline and diesel fuel charge card system will help the town monitor the performance of the rest of the Town's vehicle fleet.

Green Community Program - MA Department of Energy Resource's (MA DOER) Green Community Program is the primary source for GETC's capital project funding. The state legislature designed the program as a carrot and stick approach to move cities and towns towards lower community energy consumption. More stringent building code requirements and energy saving commitments that the Town made in 2010 allows us to compete for program grant funding. GETC is actively working on proposals for this year's grant program. Applications are due shortly after Town Meeting.

Residential initiatives – The flagship of our residential initiative called *Greening Lincoln* is our website: www.greeninglincoln.org. Designed as a hub for 'sustainable living in Lincoln', the site contains information on energy efficiency, water conservation, sustainable landscaping, local food, recycling, and transportation. We send information about upcoming events and programs via an e-newsletter sent to 250 residents who have attended forums or subscribed through our site. These substantive updates have broadened the base of residents involved in energy conservation and sustainable living. The site offers links to other organizations in town such as the Lincoln Land Conservation Trust,

Garden Club, Agricultural Commission, and Water Department. This integrated approach has attracted a number of people with specific topic interests who have added valuable information to the website. The site is growing organically and incrementally as residents begin to use the site as their one-stop resource for sustainable living. Stay tuned; we hope to have new opportunities for town residents to procure more energy efficient and renewable energy measures this year.

LIBRARY, RECREATION, AND SCHOOLS

TRUSTEES OF THE LINCOLN PUBLIC LIBRARY 2013

| | | <u>Term Expires</u> |
|-------------------------|----------------------------|---------------------|
| Jacquelin Apsler, Chair | Selectmen's Appointee | 2014 |
| Julie Brogan | Elected | 2016 |
| Marshall Clemens | School Committee Appointee | 2013 |
| Martin Dermady | School Committee Appointee | 2016 |
| Jack French | Self-Perpetuating | |
| Alfred Kraft | Self-Perpetuating | |
| Peter Sugar | Self-Perpetuating | |
| Susan Taylor | Elected | 2013 |

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.

FY2013 Statistics

| | FY2012 | FY2013 | % Increase |
|---------------------|---------|---------|------------|
| Circulation | 176,409 | 183,924 | +4.3% |
| Reference Questions | 10,207 | 9,350 | -8.4% |
| Programs | 503 | 531 | +5.6% |
| Program Attendance | 10,687 | 11,992 | +12.2% |
| Patron Visits | 85,989 | 95,810 | +11.4% |
| Website Visits | 34,604 | 42,734 | +23.5% |

The statistics show that patrons' use of the library is increasing both at 3 Bedford Road and on the Internet. Our programs and events continue to expand into new areas and bring more people to the library.

Staffing Changes

Laura Paryl returned from maternity leave in April on a part time schedule. Kerry McGuirl was the temporary Reference Librarian during Laura's maternity leave. Now Kerry and Laura share the Reference Librarian position.

Accomplishments

- With generous grant funding by the Ogden Codman Trust and the Friends of the Lincoln Library, we were able to hire Extra Mile Design to redesign the Library's website (www.lincolnpl.org). The new website was launched in May. It has a content management system that allows staff to update web pages easily.
- This year's Summer Reading Program was another big success. This year we hired a police detail to coordinate traffic for overflow parking!

- The Friends of the Lincoln Library donated funding for special programs, museum passes, staff development, and furniture for a new, comfy seating area in the Children's Room.
- In January, two teenagers began volunteering in the Children's Department from the Cotting School, a school in Lexington serving students with disabilities.
- PuppeTree Puppet Theater performed "Caps for Sale" as part of Lincoln's Winter Carnival in February.
- In November, Amy and Jane were "celebrating readers" at the Lincoln PTO Family Reading Night at the Lincoln Public Schools.
- Local mother-daughter illustrators, Jane and Brooke Dyer, did a reading of their new book, Santa and the Three Bears, and did a presentation about their artistic process.
- The Children's Department staff collaborated with several other Lincoln organizations on the Discover India! Cultural Festival during the October 18 weekend.
- We worked with librarians at Lincoln-Sudbury Regional High School to give library borrower cards to 10th grade METCO students who attended Lincoln Public Schools. With these borrower cards, they can access the online databases remotely that their classmates have access to. We will continue to work with LSRHS librarians to give borrower cards to the 9th and 11th graders.
- The Library was the first stop on Lincoln author, Katherine Hall Page's, book tour for her new book, The Body in the Piazza!
- Lincoln author, Rick Wiggin, held his book launch party at the Library, for Embattled Farmers: Campaigns and Profiles of Revolutionary Soldiers from Lincoln, Massachusetts, 1775-1783.
- We collaborated with the Green Energy Technology Committee to reduce electricity consumption in the archives suite.
- We opened the Library on Saturday, July 20 (a day the Library would have been closed) during a heat wave and served as a cooling station as well as a Library. We had 222 visitors that day!
- A new fire resistant book drop was installed as recommended by the Town's insurance company.
- A sidewalk along Library Lane from Bedford Road to the handicapped parking area was completed in November. It allows people to walk from their cars to the Library without having to walk in the road.
- The design phase of the fire suppression project was completed and construction is set to begin in early 2014.

LINCOLN TOWN ARCHIVES 2013

Susan F. Brooks, Town Clerk, Co-Director
Barbara Myles, Library Director, Co-Director
Marie Wasnock, Archivist

INTRODUCTION

Work performed by Lincoln Town Archives (LTA) staff directly supports goal CH-3 of Lincoln's 2010 Comprehensive Plan, "Promote stewardship of Lincoln's cultural and historic resources."

Accomplishments

CH-3.1 Make information on Lincoln's cultural and historic character, buildings, districts, cemeteries, and other heritage treasures widely available to residents and visitors in formats that are attractive, accurate, and easily understood.

- The new Archives webpage was set up on the new Library website. Finding aids for archival collections stored in the LTA are posted on the new Library website so that they are searchable by anyone with Internet access.
- A grant was received from the Boston Public Library for scanning a complete set of Town Reports and Financial Sections and making them available online through the Library website.
- The Farrar Historical Houses Manuscript on Digital Commonwealth was made available online through the Library website.
- The Archivist regularly answers local history and genealogy questions by phone, email, and in person. She retrieved archival material from the vault for researchers to study.
- The Lincoln Historical Society regularly uses archival materials for its programs.
- The Lincoln Cultural Council made use of archival materials for their exhibit about town projects they have supported.
- Grants from the Community Preservation Committee were used for preservation treatment and digitization of archival materials.

CH-3.2 Expand the collections and finding aids for the newly integrated archives and records management initiative spearheaded by the Lincoln Public Library and the Town Clerk's Office.

- Approximately 400 linear feet of town records were moved back into the newly renovated archives vault at the Town Offices from temporary storage in the Library Vault and Bemis Hall.

- The Archives received organizational records, photographs, clippings, and other materials from the Lincoln Minute Men, Lincoln Players, and the Lincoln 4-H Club.
- The Archivist met John Linnell and John Flansburgh of the rock band, They Might Be Giants, to talk about possible acquisition of materials from the band. Linnell and Flansburgh are from Lincoln and attended LSRHS.
- A finding aid was completed for the Lincoln Players collection. Miscellaneous donated items were added to existing collections and the associated finding aids for these collections were updated. (All finding aids are available on the Library's web site.)

CH-3.3 Support stewardship by collaborating with existing local organizations and providing funding from local and non-local sources.

- The Town Archives Advisory Council completed its Long-Range Plan 2013-2018 that outlines goals and priorities for the group.
- The Town Archives worked with the Lincoln Historical Society on a collaborative panel event for February 2014. The topic will be Digital Archiving.
- The Town Archives offered advice and suggestions for a project to record the history of land conservation in Lincoln which began last summer. The organizations participating on this project are: the Conservation Commission, Lincoln Land Conservation Trust, Rural Land Foundation, and the Lincoln Town Archives.
- The Town Archives is planning to work with Carloyn Bottum (COA Director) and Cheryl Wilson to gather Center School alumni for an informal reunion/discussion over school photos from the Archives.

PARKS AND RECREATION COMMITTEE

Douglas Carson
Jonathan Dwyer, Chair
Chris Fasciano
Ted Julian
Ingrid Neri
Patty Donahue

The Lincoln Parks and Recreation Committee strives to provide affordable and diverse leisure opportunities, community-based special events and safe recreational facilities to enhance the quality of life for Lincoln residents of all ages. The Committee sets policy and oversees all facets of the department including: community programs, athletic fields, tennis courts, playgrounds, public parks, the Codman Pool, the Lincoln Summer Day Camp, and various town wide events; as well as strategic facility planning and development.

We deliver these services at a low-cost to the Town, as user fees typically recover a large percent of our annual operating budget. We offer all our programs via web registration and accept credit card payments. As the Town navigates challenging fiscal waters, we strive to contribute (and not deplete) town resources and add to the fabric of daily life.

The Parks and Recreation Office is located in the Hartwell A Pod on Ballfield Road. We would like to thank the Lincoln Public Schools for their continued support by providing office and programming space. The office is generally open 8:30am - 4:30pm, but we recommend calling (781-259-0784) before you come by as our staff may be out supporting programs at any given time.

During the school year we offer a wide variety of children's programs, special events, trips, sports and adult education classes. All Lincoln residents are encouraged to participate. A full list of program and facility information, as well as online registration is available at www.LincolnRec.com.

The Department maintains the town's athletic fields and baseball diamonds with annual cycles of slice seeding, aerating, and lime/natural fertilizer applications. This will develop healthy, safe turf for the benefit of the public schools, sports leagues and community programs. We would like to thank our youth sports organizations, Lincoln Youth Soccer and Lincoln/Sudbury Little League, for their annual contributions to this work. They are terrific collaborators.

Under the umbrella of our Events Subcommittee, which allows us to partner with organizations such as the Lincoln Minuteman, the Girl and Boy Scouts, our Public Safety Department and various residents, we oversee annual town-wide events including Patriots Day, Memorial Day, July 4th, the Summer Concert

Series, and Winter Carnival. Thank you to all our volunteers for a job very well done! We also want to thank our sponsoring businesses. We are grateful for their cooperation.

In fiscal year 2013, the department generated approximately \$306,000 in revenue and recovered 83% of its budget. In addition to our well-attended community programs, we sold 85 family tennis stickers and 62 individual tennis stickers. The Codman Pool had 314 memberships, its' swim team had 118 swimmers, and 118 swim lessons were conducted. The summer day camp filled 661 camper slots and our specialty camps filled an additional 18 slots. Our youth basketball program had approximately 135 players and our adult fitness program averaged around 80 participants per week. We'd like to acknowledge the hard work of our staff and instructors who make these programs so successful.

This spring marked the final term of long-time committee member Susie Collins. Susie has provided the committee and town with 17 years of dedicated service, and we will miss her wisdom, perspective, thoughtful consideration and humor. Although she was active in all facets the Parks and Recreation Committee, spending her final 3 years as the committee chair, she had a special interest in the town's clay tennis courts, working tirelessly to maintain this treasured asset and promote the sport of tennis to the community.

With Susie's transition to "recreational retirement", we had an opportunity to welcome a new member, and were fortunate that Patty Donahue was willing to fill the spot. Patty is already active in a variety of community organizations and activities and brings a wealth of energy and new ideas to our meetings. We feel lucky to have her... and she's a tennis lover!

This year did bring to completion a special project of note, mostly because it proved much more challenging than originally anticipated. Thanks to Capital Funds allocated, we were able to replace the old, rotting tennis court storage shed with a new building that includes a waterless toilet for public use. Providing restrooms for outdoor facilities has been a long-term goal, so we are pleased to have one completed. It may not be luxurious, but you'll appreciate it when you need it!

Parks and Recreation facilities and offerings are a wonderful component of the Lincoln community and we thank you for your support. We are always looking for new ways to meet the changing needs and interests of community and welcome any suggestions and ideas.

PIERCE PROPERTY COMMITTEE

Anne Crosby
Jean Horne
Lucia MacMahon
Virginia Rundell
Judith Gross, Chairman

This report is being written the day after the First Day Celebration. The year 2013 was given a spectacular send-off as we welcomed 2014 with joy on the First Day. The Celebration had the largest crowd ever. There were no dogs present and some of the children were exceptionally well behaved (of course we know “they are all above average”). Delicious refreshments were served by “Tastings Caterers” with musical entertainment provided as usual by “The Ancient Mariners”. The party ended with family style dancing led by a little girl whose name we never learned but who appeared to be a friend of Peg and Bill Eliot. This party has been held on New Year’s Day since 2000. It was Richard Silver’s idea, and is one of the nicest events held in town. It is paid for by the Pierce House and contributions left in the jars at the event.

There were 48 major events held at the house in 2013 as well as 109 town events. Richard gave 99 tours. There were 150 meetings. Several of those were about a plan to enlarge the parking lot which was studied by an assortment of committees in town who met very early in the morning to walk the grounds. Among other topics they discussed the idea of building a little foot bridge across the pond. The idea is on hold for the time being.

As usual we want to thank the Richard and Susan Silver for all they do to keep the house up and running. Dealing with brides and their mothers is often not easy.

LINCOLN CULTURAL COUNCIL

Patrick Greene
Dana Risley
Ruth Rothstein
Joanie Schaffner
Nancy Thompson, Treasurer
Melinda Abraham, Co-Chair
Lisa Putukian, Co-Chair

All members of the Lincoln Cultural Council (LCC) are volunteers and are appointed by the Selectmen. This year the Selectmen appointed Patrick Greene, Dana Risley, and Ruth Rothstein as new members of the LCC.

Barbara Low and Susan Welsh completed their second three-year terms during 2013. All of the members of the LCC send a heartfelt thank you to Barbara and to Susan for their many years of exceptional volunteer service to the town.

The LCC is a part of the Massachusetts Cultural Council (MCC), a state agency. The MCC provides money to local councils to distribute in their communities in support of the arts, interpretive sciences and humanities.

For fiscal year 2013, the LCC received \$3,870 from the MCC. In addition to the annual allocation from the MCC, the LCC has a small sum of money in a gift account available for use in support of its mission, and to help complete funding for things beyond the strict guidelines mandated by the MCC.

The LCC does not derive any of its funding directly from the town of Lincoln.

Each year the LCC tries to fund grants for a variety of programs which will benefit the residents of Lincoln. A community survey was conducted just prior to the decision making process last year and input was applied accordingly. During fiscal year 2013 the LCC provided funds in support of the following projects:

- All the Presidents' Women (Council on Aging)
- Play & Work: Two Sides of History (Historic New England - Codman Estate)
- Mediatrician (Lincoln Parent Teacher Organization)
- Bauhaus Inspired Workshop/Lecture (Historic New England – Gropius House)
- Exploring Wetlands (Lincoln Public Schools)
- Down on the Farm Story Hour (Codman Farm)

- Society of Orpheus and Bacchus a capella concert (Lincoln Parent Teacher Organization)

In October, the LCC hosted a display in the main gallery at the Lincoln Library. The exhibit highlighted some of the many diverse events sponsored in whole or in part by the LCC over the last 16 years.

For fiscal year 2014, twenty-two applications were received and reviewed. Twelve programs were selected for funding.

During 2014 two council members will complete their second terms. MCC's mandatory term limits will prevent them from continuing on the LCC.

We encourage anyone interested in supporting and promoting cultural events in Lincoln to volunteer to serve as a member of the LCC.

School Committee

Preditta Cedeno, METCO Representative
Tim Christenfeld
Jen James
Tom Sander, Vice Chair
Al Schmertzler
Jennifer Glass, Chair

Lincoln Public Schools Core Values

<http://www.lincnet.org/domain/7>

- Excellence and Innovation in Teaching and Learning
- Respect for Every Individual
- Collaboration and Community

Strategic Objectives 2013 – 2015

Educator Growth: Build educator expertise and a shared vision of effective teaching through the new educator evaluation system, professional collaboration, and professional development

Curriculum and Instruction: Refine curriculum and instruction to strengthen the engagement and achievement of all students

Assessment and Data: Use assessment and data to effectively promote and monitor student growth

Responding to Student Needs: Respond skillfully to the academic, social emotional, and physical needs of all students

District On-Going Priorities

- Develop a budget that aligns with District Goals and initiatives and is responsive to economic conditions
- Develop and implement strategies to close the documented achievement gaps for identified groups of students
- Provide a professional development program that supports the curricular and instructional priorities of the district.
- Support the faculty and administration in their participation in professional development activities to sustain a high level of instructional practice as well as to satisfy state and federal licensure requirements.
- Develop plans for the Lincoln School, Hanscom Middle School, and Hanscom Primary School building projects
- Technology Review and Development of District Technology Plan
- Carry out necessary steps to comply with new ELL standards, assessments, and professional training.
- Implement hiring practices to recruit and retain a highly qualified and culturally competent faculty and staff
- Provide on-going professional development for paraprofessionals

- Build the capacity for the Mental Health Team to provide supports and services
- Provide professional development in DDMS and Responsive Classroom for newly hired faculty.
- Review and address school security needs.
- Maintain accreditation and entitlement grants and carry out all mandated accountability processes. i.e. NAEYC, Title I, II, III, Coordinated Program Review
- Negotiation of employee contracts.
- Continue to implement practices consistent with the standards established by the Healthy U.S. Schools Challenge
- Continue to assess and improve custodial practices
- Review and update Lincoln Public Schools policies

Accountability and Assessment

All Massachusetts schools and districts are classified into one of five accountability and assistance levels (1 – 5), with the highest performing in Level 1 and lowest performing in Level 5. (DESE) School districts receive the level classification of their lowest performing school. Level designations are based on meeting state set targets for students scoring proficient or above on MCAS. Lincoln Public Schools Accountability and Assistance Levels for 2013:

| | |
|------------------------|---------|
| Lincoln District | Level 1 |
| Hanscom Primary School | Level 1 |
| Hanscom Middle School | Level 1 |
| Lincoln School | Level 1 |

Additional information about district MCAS results can be found on the District website under School Committee reports.

<http://www.lincnet.org/Page/3375> and <http://www.lincnet.org/Page/3365>

Lincoln Public Schools Extracurricular Participation

| <i>Activity</i> | <i>Total Students</i> | <i>% Participation</i> |
|----------------------------|-----------------------|------------------------------|
| School-Sponsored Athletics | 198 | 43.3% of grade 5-8 students |
| After School Music Lessons | 148 | 3.86% of all students |
| Drama | 116 | 25.4% of grade 5-8 students* |

Additional information about extracurricular participation can be found on the District website under School Committee reports. * Some students participate in two or three productions over the course of the school year.

Report on Extracurricular Participation: <http://www.lincnet.org/Page/3377>

District Enrollment 2013 – 2014

The official enrollment date for all schools in the Commonwealth is October 1, and all state reporting is based upon October 1 enrollment numbers. As of October 1, 2013, the Lincoln Public Schools total enrollment pre-K – 8 was 1,282 students. Enrollment on the Lincoln campus includes 65 pre-K students, 349 students in the Lincoln School grades K - 4, and 253 students in the Lincoln School grades 5 - 8. Enrollment on the Hanscom campus includes 73 pre-K students, 293 students at Hanscom Primary School grades K - 3, and 249 students at Hanscom Middle School grades 4 - 8.

Housing at Hanscom Air Force Base is near capacity (96-98%) and highly sought after by active military personnel working in the greater Boston area. Enrollment in the Hanscom schools has increased over the last two years and we anticipate minor fluctuations over the next few years but overall greater stability at higher levels of enrollment due to the capacity of housing.

Educator Evaluation System

Every school district in the Commonwealth of Massachusetts is in the process of implementing a new state mandated system of evaluation for all educators including school administrators. A major focus for the district is to develop a process that is of high quality and assists educators to grow professionally thereby improving teaching and positively affecting student learning. Using the evaluation process as a tool, we are working to assess our practices and refine and develop instructional approaches that more effectively and efficiently meet the needs of all students.

Every educator develops professional practice and student learning goals aligned with School Improvement Plans and the District Strategic Plan. Educators are encouraged to work collaboratively on team goals to maximize our collective knowledge, resources, and skills. Administrators are working on calibrating their practice to ensure consistency in carrying out evaluation processes that include frequent classroom observations, coaching conversations with faculty, and collaboration of educator goals. The district is currently focused on developing a shared vision and understanding of what constitutes high quality, effective teaching and learning.

School Building Projects

The Lincoln School Committee and school administration continue to develop plans to ensure that the school district and Town of Lincoln provide its constituents with school facilities that meet the needs of its student population and provide learning environments that support teaching and learning for the present and the future.

Hanscom Middle School – In partnership with the Department of Defense, the School Committee and school administration have finalized the plans for a new

Hanscom Middle School building. Groundbreaking is anticipated in June 2014 and construction will continue through 2016.

Hanscom Primary School – Plans for a new Hanscom Primary School have reached the 35% design phase and funding has been secured through the Federal Government to proceed with design to the 65% design phase.

Lincoln School – Work to develop appropriate plans to address the facilities needs of the Lincoln School continue. The School Committee, school administration, and School Building Advisory Committee continued to review the needs of the school and Town over the summer and into the fall of 2013. In December 2013, the MSBA informed the superintendent and town boards that the Statement of Interest submitted in April, 2013 was not accepted into the MSBA process for the FY14 funding cycle. The School Committee, school administration, and members of other town boards will continue to review the Town and school needs and develop plans for moving forward.

SBAC Final Report: <http://www.lincnet.org/Page/3375>

Lincoln School Graduates 2013
Thursday, June 24, 2013

Marie Elizabeth Alden
Catherine Anne Appleby
José Agustín Azócar
Nicholas Sargent Beard
Iris Anna Bennett
Lillian Spring Bennett
Nathan Harris Bennett
Leah Hayden Berger
Jeffrey Harris Berlowitz
Olivia Ann Bibbo
Elizabeth Gates Bigelow
Joan Elizabeth Blair
Camille Michelle Blanc
Kara Rose Bolli
Serena Leah Burke
Christopher O. Bursaw
Sophia Teresa Buzanis
Marissa Ann Cannistraro
Nelle Guerin Carmody
Myles Joseph Carter
Sammi Chen
Tara Chandra Christian
Michael James Ciampa
Marni Porter Clary
Brian Lyle Cooper
Lucy Rose Cousins
William Crowell
Quincee Sarpong Day
Aidan Parker Dermady
Aidan Byrne Doyle
Eliot Popper Eckhouse
Eva Lynn Elder
Ian Anders Engstrom
Nicholas Isaiah Shneider
Fairweather
Ian Andrew Fay
Neandra Alves Fernandes
Benjamin Michael Flomenbaum
Sophie Hanna Flomenbaum

Sakai Christine Fuller-Long
Lia Regrut Gallo
Trishla Himanshu Gandhi
Cecilia Marie Gutierrez
Alana Nicole Halstead
Dylan Thomas Harris
Tessa Margaret Heller
Larsen Amanda Henken
Daniel Phillip Hoenig
Cameron James Howorth
Eliza Taite Jevon
Jessica Abby Julian
Jake Michael Leonardi
Jason Liu
Avery Katherine Stokes MacLean
Matthew Wills Maloney
Amelia Jane Mangini
Charlotte Emerson Marshall
Dennis John McCarthy
Denis Melnic
Dante Alexander Muzila
Patrick Christopher Newcombe
Mirrah Papovsky
Daniel Matariki Parangi
Ecco Finn Parks
Amelia Derby Patterson
Wiliana Pinales
Helen Elizabeth Rhines
Alice Rina Sade Ritz
Ryan Thornton Rogers
Aiyana Jean Santana
Nicholas Richard Soukup
Taylor Rachel Sussman
Charlotte Flannery Sykes
Tamar Natanya Terell
Calvin Victor Terpstra
Tiauna Divine Walker
Katherine O Toole Whalen
Zachary Kade Wilcox

Hanscom Middle School Graduation

Thursday, June 24, 2013

Luc-Alexander Santiago Angulo
Patrick Baker
Robert Bonham
Selena Nycole Burrell
Julianna Grace Byington
Grace Carty
Emilee H. Claffey
Ariyan Cynthiamarie-Dawkins Davis
Thomas Foulk
Xiomara Crystina Franceschi
Dean Glenn
Kayla A. Gonsalves
Luisiano Armando Jones
Katie Krumm
Owen L. LaForge
Justin Xavier Lattimer
Tamerah Marie Lyles
Brandon Tyler Maddin
Leah A. Marley
Kody Seigo Martin

Cydnee Jeanine Mathis
Rebecca L. McIllece
Katelyn Elizabeth Miller
Lilia Esperanza Muñoz
Ailie Ann Niemeyer
Cruse Gary Otte
Trinity Ouellette
Michael W. Pataki
Maeve Christian Rogers
Yulian Santos
Ryan Franklin Sarra
Alija Schan
Veronica G. Seguin
Jason Singletary
Alex L. Sisneros
Dillon Thomas Walker
Conner Jakob Walsh
Darius T. Withrow
Jessica Elizabeth Wright

LINCOLN SUDBURY REGIONAL HIGH SCHOOL

Radha Gargeya, Sudbury, Chair
Elena Kleifges, Sudbury, Vice-Chair
Nancy Marshall, Lincoln
Kevin Matthews, Sudbury
Patricia Mostue, Lincoln
Gerald Quirk, Sudbury
Bella Wong, Interim Superintendent of Schools/Principal

2013 Superintendent's Report

The High School's core values emphasize cooperative and caring relationships, respect for differences, and maintenance of a purposeful and rigorous academic program. Our school culture strives to personalize education for all students in order to enhance achievement by building on individual talents and creating an educational environment where students want to learn and discover their passions. Our teachers develop engaging courses, foster strong connections with students, and produce well-rounded graduates who are prepared for the best colleges and other post-graduate endeavors.

2013 brought new leadership opportunities to the school with Bella Wong hired as Interim Superintendent/Principal to succeed Scott Carpenter, Glenn Fratto hired as Business Administrator to succeed Michael Connelly, Aida Ramos hired as Director of Student Services to succeed Rhonda Taft-Farrell, and Virginia Blake hired as Curriculum Coordinator to succeed Leslie Belcher. Additionally, a fourth House Administrator, Jason Medeiros, was increased from .5 to full-time status to accommodate anticipated enrollment increases. These administrative hires were effective for the FY14 school year, along with the hiring of 18 new faculty members that includes 4.16 new full-time equivalent teaching positions. The School Committee views the change in leadership and teaching staff as an opportunity for new ideas and fresh approaches.

In cooperation with our Teachers Association, the School Committee completed negotiations of a three-year contract agreement that will extend through June 30, 2015. In addition, the Teachers and School Committee continued to collaborate to implement the redesign of the health plans that mirror plan designs of the State's Group Insurance Commission (GIC). The school participates in Minuteman Nashoba Health Group, a coalition of Massachusetts towns and school districts that have joined together to more affordably purchase health benefits. Also, the Teachers and School Committee agreed on a new teacher evaluation system.

While the number and cost of out-of-district placements for students with profound learning needs has leveled off, in-school enrollment increased

significantly this year. As of October 1, 2013, the school's total enrollment reached 1,699 students, with 1,640 enrolled in-school and 59 students in out-of-district placements. The in-school enrollment represents an increase of 62 students from the prior year, with the 9th grade class of 452 students being the highest grade level enrollment in over three decades. Fortunately, we were able to add the previously mentioned 4.16 teaching positions to help service growing enrollment. Unfortunately, most class sizes remain between 24 to 28 students.

2013 extended the recent stretch of challenging financial limitations for the school. Despite budget challenges, the high school continues to provide a rigorous and challenging academic program and maintains a wealth of extracurricular options for all students. In addition to the successful implementation of the ACE Program and specialized programming to better serve in-school students with Language-Based Learning Differences (LBLD), we have engaged the services of Walker Partnerships Inc. to conduct a review of services provided to students with learning challenges. Ideally, we will continue to expand our capacity to provide sufficient services at the high school in order to limit the number of students in certain "out-of-district" placements.

Along with our two "feeder" districts, the Lincoln and Sudbury Public Schools, the High School continues to serve disadvantaged students from Boston. The Metropolitan Council for Educational Opportunity, Inc. (METCO) program was established to provide the opportunity for children from racially-imbalanced schools in Boston and children from relatively isolated suburban schools to learn together in an integrated public school setting. This year we continue to serve 91 students from Boston. We share a METCO Director with Sudbury Public Schools.

During 2013, the School Committee continued its goal of improving the technology infrastructure at the school. Intermittent wireless and hard wire connectivity to the Internet at Lincoln-Sudbury is currently a significant barrier to student and educator access to global networks for the purpose of supporting teaching and learning. Infrastructure adjustments necessary to improve this service are being evaluated by external consultants to support a request for a one-time capital funding with an expected expenditure of at least \$600,000 to be presented for consideration at the upcoming 2014 Lincoln and Sudbury Town Meetings.

We continue to review a proposal to install a solar canopy above the main parking lot. In addition to reducing our "carbon footprint", the project must offer the opportunity to reduce the cost of energy. A decision on moving forward with this project will be made in early 2014. In similar fashion to reduce energy costs, we are pursuing various opportunities to reduce energy consumption within the complex.

We appreciate continued support of the Towns of Lincoln and Sudbury of our annual operating costs. We also appreciate the supplemental supports of FELS and SERF that provide mini grants to fund teacher initiated projects to benefit teaching and learning in the school. We could also not provide service at the current level of excellence without the financial support and hard work of our many parent organization groups: LSPO, Boosters, and Friends of Music.

LINCOLN SUDBURY HIGH SCHOOL BUSINESS REPORT

Review of Lincoln’s Share of Assessment

The cost to operate the high school is shared between the towns of Lincoln and Sudbury. Each town’s share of the annual payment obligation to the high school (“assessment”) consists of two portions. The first portion is the Minimum Local Contribution calculated by the state based on a number of factors, but primarily enrollment and relative wealth of the municipality. For FY15, Lincoln’s minimum local contribution \$2,246,891 – as determined by state on January 22nd.

The rest of Lincoln’s assessment is based on the “apportionment ratio” established in the Regional Agreement between the two towns. This ratio represents each town’s “share” of costs based on the most recent three years of student enrollment. For FY15, Lincoln’s share of expenses above the minimum local contribution is projected at \$1,419,955 based on the FY15 Proposed Budget.

Lincoln’s Preliminary Assessment for FY15, representing the two figures above, is \$3,666,846. This assessment is \$283,501 less than the \$3,950,347 amount approved at the 2013 Lincoln Town Meeting.

Below is a table referencing the actual assessments for FY13 and FY14 and the proposed FY15 assessment based on the preliminary calculations above. Please note that Lincoln has historically approved funding for the high school at a higher amount than actually assessed. The actual assessment will be finalized once Sudbury’s Town Meeting has concluded.

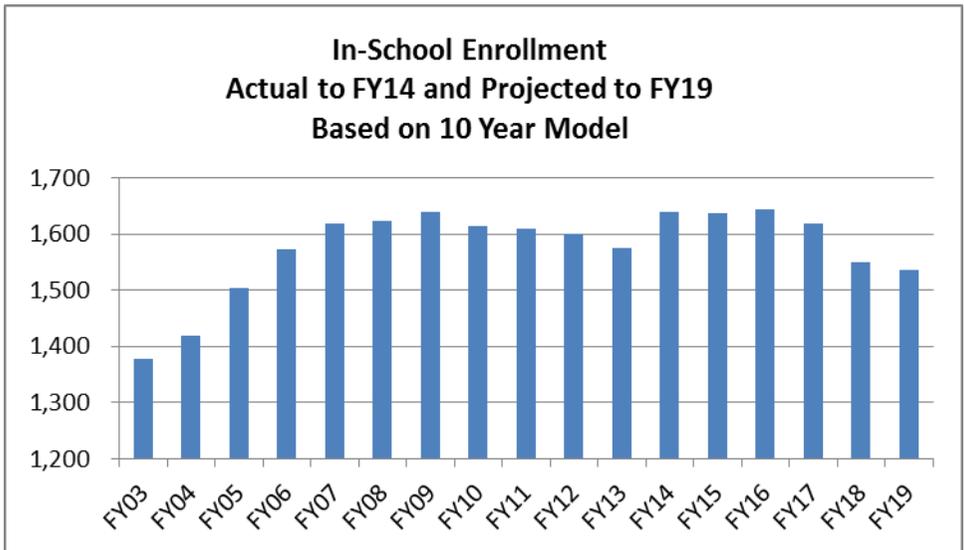
Review of Assessments and Lincoln’s Share

| | FY13 Actual | FY14 Approved | FY15 Proposed |
|------------------|-------------|---------------|---------------|
| Total Budget | 27,490,129 | 28,485,194 | 29,401,236 |
| Total Assessment | 24,687,877 | 25,301,347 | 25,082,195 |
| Lincoln's Share | 3,853,997 | 3,562,450 | 3,666,846 |

General Information

The high school's FY14 in-school enrollment is 1,640. This figure represents an increase of 62 students compared to FY13, and 13 students more than projected. Our out of district placements for FY14 are 59 students, 2 fewer students than projected. Our total enrollment of 1,699 is the highest in over twenty years, and our 9th grade enrollment of 452 students is the largest in over three decades. The enrollment is projected to be in excess of 1600 students through FY17 with a projected decrease beginning in FY18.

In School Enrollment Chart



Budget Summary

The "Net Operating Budget" figures shown in the chart below represent the total operating expenses of the high school, excluding debt service. The Net Operating Budget amount represents Total Operating Expenses less Offsets. Offsets consist of revenue generated by the school, such as athletic, activity, and rental fees, as well as circuit breaker reimbursements from the state (to assist in paying the cost of out of district placements), transportation reimbursement, and other receipts.

The Proposed Net Operating Budget for FY15 is 2.5% higher than the FY14 amount. Again, this increase was established by the Finance Committees in both Lincoln and Sudbury. The school administration and the LSRHS School Committee have committed to presenting a budget that meets that municipal directive.

Three Year Comparison of High School Operating Budget

| | FY13 Actual | FY14 Approved | FY15 Proposed |
|----------------------------|----------------|------------------|------------------|
| Total Operating Expenses | 27,490,129 | 28,485,194 | 29,401,236 |
| Budget Offsets | (1,910,261) | (1,843,507) | (2,093,507) |
| Net Operating Budget | 25,579,868 | 26,641,687 | 27,307,729 |
| % Increase from Prior Year | 4.70% | 3.64% | 2.50% |

Debt Service

While operating expenses are subject to variable factors that include enrollment, staffing, contract negotiations, revenue offsets, etc., debt service is a fixed expense each year based on the obligations accepted by the towns of Lincoln and Sudbury when the new high school was approved and constructed. The debt service obligation on the school was front-loaded with principal payments (in part due to reimbursement from the state for its share of the construction expense). While the interest owed on the debt obligation declines gradually each year, principal payments can decrease significantly. That is the case for FY15.

In FY15, the debt service on the high school construction will decrease by \$1,478,688, from \$2,283,613 in FY14 to \$804,925 in FY15. This represents a debt reduction of 64.7%.

Review of Debt Service Obligations

| | FY13 Actual | FY14 Approved | FY15 Proposed |
|-----------------------------|----------------|------------------|------------------|
| Debt Principal | 2,150,000 | 1,950,000 | 550,000 |
| Debt Interest | 410,800 | 333,613 | 254,925 |
| Total Debt Obligation | 2,560,800 | 2,283,613 | 804,925 |
| \$ Decrease from Prior Year | -79,150 | -277,187 | -1,478,688 |

Taking into consideration the 2.5% increase in the Net Operating Budget and the 64.7% decrease in Debt Service, *the Total Budget for FY15 is 2.81% less than in FY14.*

Key Issues in Preparing the FY15 High School Budget

- The regional agreement requires that the high school's budget be the lowest budget approved by Lincoln or Sudbury. The proposed budget meets the Sudbury Finance Committee's directive of a 2.5% increase for net operating expenses. This directive is similar to that of the Lincoln Finance Committee in that they requested a 2.5% limit. However, Lincoln's 2.5% increase is based on the amount approved for FY14 at the 2013 Annual Town Meeting. In addition, Lincoln's 2.5% increase was for all operating expenses - except for Insurances and Pensions accounts – which could be increased by up to 10%.
- Total enrollment is expected to exceed 1,600 students from FY14 through FY17. In-school enrollment for FY15 is projected to be 7 students less than this year (from 1,640 students to 1,633 students). Out of district placements have leveled off in the past three years at approximately 60 students, and are not expected to increase in FY15.
- Due to the \$1.48 million decrease in debt service obligation, the FY15 Total Budget request is 2.81% less than FY14
- We are currently in the second year of a three-year contract agreement with the Teacher's Association. The FY15 budget for personnel costs reflects the assumptions embedded in that agreement. Negotiations for a successor contract are anticipated to start in FY15.
- For FY15, a nominal increase in tuition rates for Out of District placements will be offset by a decrease in transportation expenses for these students.
- An additional 2.05 FTE instructional staff are included to address class size and other program adjustments directed toward targeted supports for students.
- An additional 0.25 FTE technology instructional support is included.
- The 3rd Campus Aide position has been added back to enhance safety of facility and grounds.
- The Operating Budget Offset has increased by \$250,000 due to carry-forward of Circuit Breaker Reimbursement receipts.
- Utility expenses are level-funded as the school will implement energy-saving initiatives.
- Health Insurance expenses are level-funded.
- Middlesex Retirement Assessment is increased by 5%.
- Regular Transportation expenses are increased by 5%.
- The Operating Budget includes \$150,000 designated for instructional capital expenses.
- The "Total Budget" includes items not normally found in local school budgets, such as health insurance, other insurance and other employee benefit expenses.

- The high school has requested a warrant article for Lincoln’s Town Meeting to fund technology needs.

FY15 Net Operating Budget by Category

| | FY13 Actual | FY14 Approved | FY15 Proposed | \$ Change | % Change |
|--------------------------------------|-------------|---------------|---------------|-----------|----------|
| Salaries | 16,003,267 | 16,784,183 | 17,429,265 | 645,082 | 3.84% |
| Insurances & Pensions | 3,369,470 | 3,654,154 | 3,684,651 | 30,497 | 0.83% |
| Out-of-District Tuitions | 4,758,146 | 4,493,662 | 4,565,402 | 71,740 | 1.60% |
| Supplies, Materials & Other Expenses | 2,677,706 | 2,816,395 | 2,973,715 | 157,320 | 5.59% |
| Utilities & Contingency | 681,540 | 736,800 | 736,800 | - | 0.00% |
| Offsets | -1,910,261 | -1,843,507 | -2,093,507 | -250,000 | 13.56% |
| Total: | 25,579,868 | 26,641,587 | 27,307,729 | 666,142 | 2.50% |

Financial Summary

The high school appreciates Lincoln’s longstanding support of the school, students, programs, facility, and our faculty and staff. We hope the town supports our FY15 Budget Request as it complies with the guidelines established by the Lincoln Finance Committee.

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 2012-2013 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 FY12 was \$17,340, 2.5% above the group average.

| District | FY12 Per Pupil Expenditure | Out of District Tuition as % of Budget |
|------------------|----------------------------|--|
| Acton-Boxborough | \$13,697 | 11.9% |
| Bedford | \$16,600 | 16.7% |
| Concord-Carlisle | \$20,525 | 14.0% |
| Lexington | \$16,726 | 6.9% |
| Lincoln-Sudbury | \$17,340 | 16.2% |
| Newton | \$16,400 | 6.7% |
| Wayland | \$15,902 | 5.6% |
| Wellesley | \$15,085 | 9.6% |
| Weston | \$19,915 | 3.8% |
| Average: | \$16,910 | 10.1% |

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 2012, Lincoln-Sudbury had the highest 4 year graduation rate among the peer groups 98.7%.

| 4 Year Graduation Rates | |
|-------------------------|-------|
| Acton-Boxborough | 97.1% |
| Bedford | 92.2% |
| Concord-Carlisle | 96.5% |
| Lexington | 95.4% |
| Lincoln-Sudbury | 98.7% |
| Newton | 95.5% |
| Wayland | 97.8% |
| Wellesley | 97.1% |
| Weston | 95.0% |
| Group Average: | 96.1% |

MCAS Results

Using the 2013 MCAS scores for 10th graders, reveals that 81% of our tenth grade students were advanced (the highest category) in Math, ranking 4th out of the peer group. In 10th grade English, 71% of our students were advanced, ranking 6th among the peer high schools. In 10th grade Science, 49% of our students were advanced, ranking 5th among the peer group. In regard to scoring Proficient/Higher on the 10th grade MCAS, the results were as follows: English – 98%, Math – 93%, and Science – 85%.

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

| | FY13 | FY14 |
|--|------|------|
| Science | 61% | 50% |
| Math | 36% | 39% |
| English | 56% | 61% |
| History | 64% | 70% |
| Language | 36% | 44% |
| Fina, Applied, and Technical Arts (FATA) | 40% | 33% |
| Wellness | 34% | 32% |
| Average: | 47% | 47% |

Lincoln Sudbury Regional High School appreciates Lincoln’s on-going support. Thank you.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a REVOLUTION IN LEARNING, preparing every student for success in college, industry and life.

Lincoln Enrollment

As of October 1, 2012, three (3) high school students were enrolled at Minuteman providing a full time equivalent (FTE) of three (3) residents of Lincoln.

While attending Minuteman, these students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

Lincoln and Minuteman Half Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Lincoln Sudbury Regional High School

and receive a competency certificate from Minuteman. Currently, no Lincoln students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

2012 Lincoln Graduates and Awards

Maxwell Peterson, Electrical Wiring

At the 2012 graduation, Maxwell Peterson received the Bryan Lounsbury Memorial Award.

This award is given to students of superior academic achievement and significant participation in school or community activities.

Class of 2012 Graduate Achievement Highlights

- 66% college bound or advanced Technical Training, 27% career bound and 3% military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care Infant/Toddler and Preschool graduates achieved Teacher Certification.
- 100% of Cosmetology graduates passed State Board examinations.
- 100% of Health Occupation graduates achieved college acceptance or career placement.
- 100% of Environmental Technology graduates were certified in OSHA 40-Hour HAZWOPER training, and confined-space entry training. 62% passed either the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian James Cardillo, Electrical Wiring graduate from Peabody attending Florida Atlantic University in Boca Raton Fl. Salutatorian Daniel Dangora, Robotics graduate from Medford attending UMass, Lowell to pursue electrical engineering.

Capital Projects

- MSBA Update: Minuteman moves forward in the “pipeline” of the MSBA Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. On December 3, 2012 Minuteman was approved by MSBA to hire SKANSKA as the Owner’s Project Manager (OPM) for the Feasibility Study. The OPM and School Building Committee will work together to review various models of enrollment as stated in the Request For Service for the OPM. In January of 2013 a link to the School Building Project will keep all towns informed of our progress.

Curriculum and Instruction

- Since 2008, all 9th grade students to have English and Math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning. Minuteman is rated a Level 1 school by the DESE. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2012.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science, Entertainment Engineering, Advanced Computer Manufacturing, and Medical Equipment Repair.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

Professional Development

- Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers meet to review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher peer observations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: note-taking, unit organization, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development has also been focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed).

Student Access, Participation and Support

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading

strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.

- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills, and techniques to minimize the impact of the student's disability, and to promote independence and personal responsibility. The SLC supports the transition to college. The SLC also supports the transition to college, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continues to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.