

FINANCIAL SECTION AND WARRANT
FOR
THE 2017 ANNUAL TOWN MEETING
LINCOLN, MASSACHUSETTS



SATURDAY, MARCH 25, 2017
9:30 AM
BROOKS SCHOOL/DONALDSON AUDITORIUM

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

Handouts for Distribution at Town Meeting

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

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

To all Lincoln Registered Voters,

It's time again to exercise our rights and take on our responsibilities as citizens. We have been reminded over the past year of the importance of being informed and voting. We have been reminded how important it is to participate in the democratic process. We can do that in a very direct way at the local level. This **WARRANT** booklet contains materials related to the **Annual Town Meeting to be held at 9:30 on Saturday, March 25, 2017** at the Brooks School. Please bring it with you to the meeting. We hope the information will enlighten you and encourage you to attend and participate in Town Meeting. We especially urge and welcome new residents to come and take part in the legislative process of town government, where registered voters who attend and vote determine the policies and priorities of the Town of Lincoln which will affect our future.

EXERCISE YOUR RIGHT TO SPEAK AND TO VOTE. The big money issues of the day will be the town and school budgets. We will be asked to support some significant capital projects as well as routine building maintenance. There will be discussions on next steps with the Lincoln schools. You will also note that there are three citizen petitions on the Warrant.

ARRIVE EARLY SO YOU CAN SIGN IN AND GET SEATED. Once we have a quorum I will call the meeting to order – please be prompt so you don't miss anything. *You do not have to own property to attend and vote; you need only to be a registered voter.* If you are not a registered voter, you are welcome to attend; however, you will be directed to an appropriate seating area as you will not be permitted to vote.

There are **FIVE PARTS** to this booklet. First, the **FINANCE COMMITTEE REPORT** explaining the preparation of the Town's operating budget. Second, the **PROPOSED BUDGET** for the fiscal year beginning on July 1, 2017. Third, an outline of certain relevant **PROCEDURES** for the conduct of Town Meeting. Fourth, the **WARRANT** for the Meeting that lists the Articles to be presented at the meeting for consideration by the registered voters in attendance. And fifth a **GLOSSARY** of common terms used in the discussion of the budget.

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

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

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

I look forward to this annual gathering on March 25th. I hope you do as well.

Sarah Cannon Holden, Town Moderator

REPORT
of the
FINANCE COMMITTEE
of the
TOWN OF LINCOLN
for the
FISCAL YEAR
JULY 1, 2017 - JUNE 30, 2018

LINCOLN FINANCE COMMITTEE

Jeff Birchby

Gina Halsted

Eric Harris

Jim Hutchinson, Vice Chair

Peyton J. Marshall, Chair

Andrew Payne

Laura Sander

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1. Introduction

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

In this annual report we describe the FY '18 budget and its component parts, including supporting detail, and outline issues facing the Town that underlie our budget recommendations. The Finance Committee works closely with many boards and committees to build the recommended budget. Among many others, we thank Lincoln Town Administrator Tim Higgins, Finance Director & Town Accountant Colleen Wilkins, Lincoln Public Schools Administrator for Business and Finance Buck Creel, Lincoln-Sudbury Regional High School Business Manager Sherry Kersey, Library Director Barbara Myles and Capital Planning Committee Chair Audrey Kalmus.

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

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

2. Overview

For FY '18, the Finance Committee is recommending a base budget of \$36,253,410. For the tenth year in a row, the operating budget can be funded without an override. The Town continues to benefit from the strong financial position that it established before the recession, strong cooperation from town employees in contract negotiations, changes in health insurance providers and plan design changes. In recognition of the capital needs facing the Town and the continuing recovery from the economic crisis, the Finance Committee established a modest budget increase guideline of 2.5%. The committee recommends limited increases in spending by more than the guideline for certain functions for specific newly identified needs, to preserve level services or to protect against the impact of unforeseen contingencies.

For FY '18, the property taxes on the median value house (assessed value of \$972,200) will increase by about \$151 (1.13%) with the proposed budget. This increase includes a 2.40% increase in the operating budget (\$320), a 0.13% net decrease in debt exclusions (\$17) and a 1.14% decrease resulting from last year's capital exclusion for Department of Public Works equipment coming out of the levy (\$152). These debt exclusion figures assume the application of

CPA funds to the payment of the Town Offices debt payment (Warrant Article 15), which represents a reduction of 1.43% (\$190).

This year there are two warrant articles (Warrant Article 9 and Warrant Article 10) and related ballot questions that would result in FY '18 capital exclusions to fund Department of Public Works equipment. There is also a warrant article (Warrant Article 35) and a related ballot question that would result in an FY '18 capital exclusion to fund feasibility and schematic design for a potential Community Center. If approved, the combined effect of these capital exclusions on their own would be a 1.07% increase (\$143) in the median property tax bill.

Combining the proposed operating budget, this year's net debt service reduction and the impact of this year's capital exclusions (if approved) net of last year's capital exclusions coming out of the tax bill, the total impact would be a 2.2% (\$294) increase in the median property tax bill for FY '18 compared to FY '17. Individual property owners who have undertaken construction or made improvements to their properties may see an increase in their taxes.

The Town budget is based on projections and assumptions which reflect local needs and available funds in the context of the economic and political conditions of Massachusetts and the United States. The budget is heavily dependent on real estate taxes (the tax levy and excluded debt). In FY '01, real estate taxes (tax levy plus excluded debt) accounted for 68% of revenue. In FY '18, real estate taxes are projected to account for about 79% of revenue. The Town has a small number of commercial properties and relatively few opportunities to increase local revenues. Although the FY '18 state budget is not yet known, the FY '18 budget is built on an assumption that state aid will increase by 2% relative to FY '17 to \$1,869,073.

The Finance Committee builds the budget by reviewing available funds and revenue projections and setting aside funds for fixed costs, such as pensions, insurance and debt service. This process, which the committee calls a "funds available analysis," results in a budget guideline for the base budget. Last fall, the committee set the base budget guideline at 2.5%, based on results of FY '16 and assumptions that were considered reasonable at that time.

The Finance Committee has supported one request from the Board of Selectmen and one request by the Capital Planning Committee to increase departmental budgets and cash capital expenditures beyond the guideline. Additional funds are included in the recommended budget to supplement in-house tree pruning with contract labor as well as funds to complete recommended funding of Lincoln School audiovisual equipment.

In addition to the operating budget (Warrant Article 7), the capital budget (Warrant Article 8) and the DPW capital exclusions (Warrant Articles 9 and 10), Town Meeting will consider maintenance articles and other appropriations (Warrant Articles 17, 18 and 19). The Finance Committee is also recommending an increase in the Stabilization Fund balance in FY '18 (Warrant Article 20) as a means to smooth the tax impact of expected capital expenditures in the coming years. The Finance Committee believes that the Town should make an ongoing commitment to address its liability for retiree health care benefits and is recommending contributions to trust funds that support the funding of these liabilities (Warrant Articles 21 and 22). The Finance Committee takes these other appropriations into account when determining the funds available for the operating and capital budgets.

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

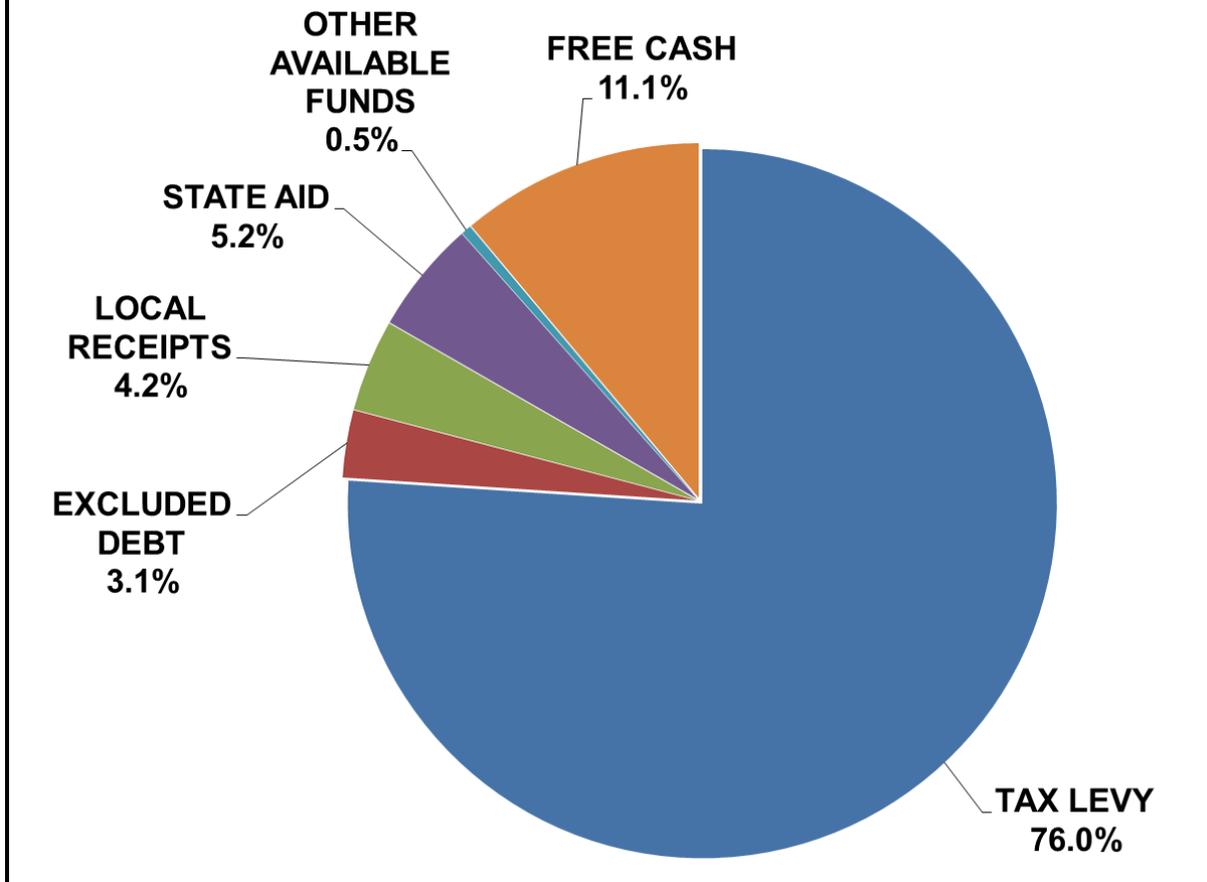
Following many years in which the financial reserves were well below the 3% minimum, the Finance Committee recommended that the Town work to rebuild the its financial reserves. Since FY '08, targeted minimum reserves (also known as "unspent certified Free Cash") have been set at 3% of the General Fund budget for that year (including capital and other articles). The budget proposed for FY '18 would maintain the financial reserve at no less than 3%.

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

3. Revenues

Total Town revenues for FY '18 are projected at \$36,253,410 (excluding Water Department revenues), a 2.3% increase as compared to FY '17. Revenue from state aid is projected to increase 2% from FY '17, while local receipts are anticipated to grow by 2.0%. Excluded debt will decrease by 5.4% as existing debt outstanding is being paid down. The pie chart shows the revenue categories and the percentages of total revenue that they represent. The categories are real estate taxes (tax levy and excluded debt), local receipts, state aid, Free Cash, and other available funds.

Revenues by Category: FY'18



Proposition 2 ½ allows towns to raise the real estate tax levy by 2.5% per year without an override. The tax levy may also increase because of taxes attributable to new construction. For FY '18, real estate taxes are projected to account for about 79% of revenue. As compared to FY '17, the tax levy is projected to increase by \$428,013 (without CPA offset), including \$1,050,531 within the Proposition 2 ½ limit less a net decrease of \$383,583 from debt service and capital exclusions previously approved and less \$238,935 from a lower assumed amount of new construction.

Additional property tax revenues may be raised through debt exclusion, following approval by a two-thirds vote at Town Meeting and a majority vote at the Town Election. Excluded debt includes property tax revenues that pay for such Town debt (for example, new trucks, new buildings or major repairs to roads or existing buildings) as well as the Lincoln portion of the principal and interest payments on debt for the Lincoln-Sudbury Regional School District. When payment is complete, the debt is retired and the property tax to fund the project is no longer collected. In FY '18, excluded debt is projected to represent 3.1% of revenues.

The application of Free Cash is projected to provide 11.1% of FY '18 revenue. In October 2016, the Department of Revenue certified Free Cash for the Town from FY '16 at \$5,084,978. This represented a 9.0% increase from the amount certified in November 2015. The FY '18 budget targets Free Cash as part of Emergency Reserves at year-end of \$1,063,978. This is the major component of the Town's Emergency Reserves. Other contributors to the FY '16 Free Cash balance were: (1) a turn back from the Lincoln Schools and savings in health insurance and in snow and ice; and (2) receipts in excess of budget, such as for motor vehicle excise and licenses and permits. The Free Cash balance is a major contributor to the Finance Committee's ability to propose a budget that can be funded without an operating override.

Local receipts, which include excise taxes, rental fees, license and permit fees, investment income, cell tower income, and other fee income, such as parking, recreation and ambulance fees, are projected to provide 4.2% of revenue in FY '18, compared to 5.1% in FY '17.

State aid, which includes Chapter 70 (education reform) funds, lottery, and other assistance, is projected to provide 5.2 % of revenue in FY '18, compared to 4.8% in FY '17. Actual State Aid is not yet known, as the state budget is determined after the Town budget, but it is projected to increase 2% relative to FY '17. If the actual amount is greater than budgeted, the difference will accrue to Free Cash. If the amount were to be lower than budgeted, the Town would first look to available Free Cash to make-up the difference.

Other available funds, which are projected to provide 0.5% of revenue in FY '18, are a small category of miscellaneous items, such as payments from the Water Department and Hanscom Air Force Base for certain services provided by the Town. In general, the amounts received are offset by corresponding debits.

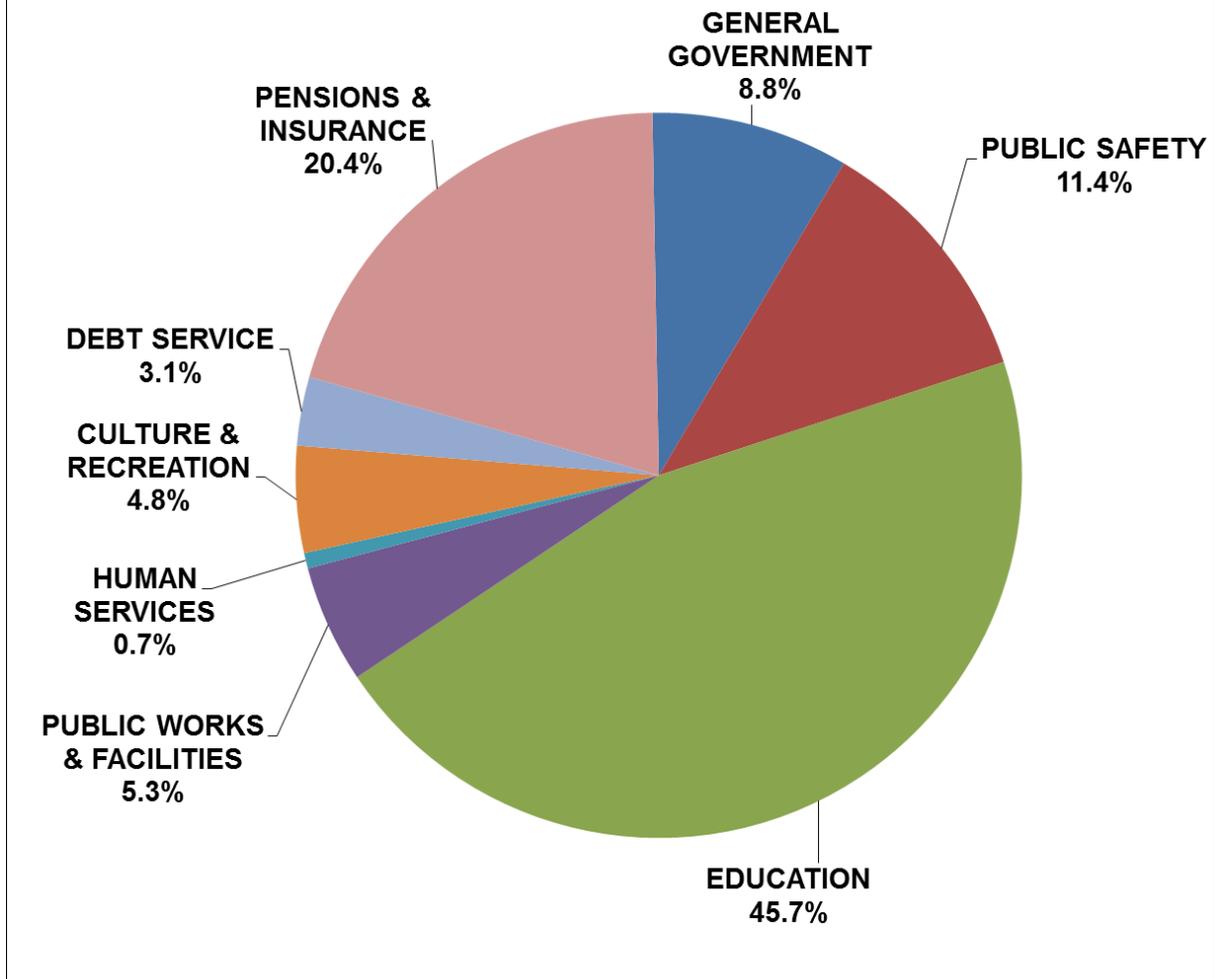
4. Operating Expenditures

Total Town operating expenditures consist of both the General Fund and the Water Enterprise Fund. The Water Department's operating budget (\$1,158,374 for FY '18) is funded entirely through fees paid by water consumers. The General Fund budget includes all other operating expenditures.

The proposed FY '18 budget is \$36,253,410. The General Fund total is \$34,271,150 exclusive of capital items and other articles.

The following pie chart shows the breakdown of expenditures by category (excluding Water Department expenditures). Education is the largest component, representing 45.7% of General Fund expenditures. This includes the Lincoln Public Schools, Lincoln-Sudbury Regional High School and expenditures for Vocational Technical High School. For high school expenditures, the education component includes all costs to Lincoln, including debt service, pensions and insurance. For the Lincoln Public Schools, debt service, pensions and insurance are not included in the education component; they are part of the Town expenditures for these items.

Expenditures by Category: FY'18



The growth in the appropriated budget for the Lincoln Public Schools is 2.5%, exclusive of pensions and insurance. The budget for Lincoln-Sudbury Regional High School is shared between Lincoln and Sudbury; it reflects a two-part formula that incorporates relative wealth between the two towns and a three-year rolling average of the number of students enrolled from each town. The FY '18 estimated ratios are 13.5% for Lincoln and 86.5% for Sudbury, which is an approximately 2% lower percentage for Lincoln than in FY '17. While Lincoln's portion of the high school's operating budget is based on the level service budget presented by Lincoln-Sudbury Regional High School to the Finance Committee, Lincoln's assessment may be less than the recommended appropriation or less than the budget guideline due to factors discussed below (See "Lincoln-Sudbury Regional High School").

The General Government budget in FY '18 is 0.8% below its level in FY '17. The growth in the Public Safety budget is 2.5%. Pensions and Insurance expenditures for FY '18 are projected at \$6,975,010, compared to \$6,544,065 for FY '17, a 6.6% increase. Pensions and Insurance represent 20.4% of General Fund expenditures.

Debt service, excluding the debt service for Lincoln-Sudbury Regional High School (and before application of the proposed CPC offset), is \$1,447,300 representing a 30% increase versus FY '17. Including the proposed application of CPA funds to debt service for the Town Offices project, however, debt service would decrease by 6.1%. The decrease is due primarily to the decrease of debt outstanding as principal has been repaid.

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

A P&L-based presentation of Revenues and Expenditures for FY '18 compared to FY '17 follows:

Town of Lincoln				
FY2018 Proposed Budget				
	FY2017	FY2018	\$ change	% change
REVENUE				
TAX LEVY	27,073,854	27,565,450	491,596	
EXCLUDED DEBT	1,175,521	1,111,938	(63,583)	
LOCAL RECEIPTS	1,488,628	1,518,401	29,773	
STATE AID	1,833,588	1,869,073	35,485	
OTHER AVAILABLE FUNDS	259,985	167,549	(92,436)	
FREE CASH	3,615,000	4,021,000	406,000	
TOTAL REVENUE	35,446,576	36,253,410	806,834	2.3%
EXPENDITURES				
GENERAL GOVERNMENT	3,036,462	3,013,002	(23,460)	
PUBLIC SAFETY	3,819,701	3,914,957	95,256	
EDUCATION				
<i>Lincoln K-8 School</i>	10,903,613	11,176,203	272,590	
<i>Lincoln Sudbury High School</i>	4,161,932	4,231,790	69,858	
<i>Vocational School Assessment(s)</i>	325,000	242,273	(82,727)	
PUBLIC WORKS & FACILITIES	1,718,670	1,802,592	83,922	
HUMAN SERVICES	232,692	237,501	4,809	
CULTURE & RECREATION	1,589,506	1,629,397	39,891	
DEBT SERVICE	1,116,650	1,048,425	(68,225)	
PENSIONS & INSURANCE	6,544,065	6,975,010	430,945	
CAPITAL PLAN	357,801	441,760	83,959	
STABILIZATION FUND	284,084	310,000	25,916	
WARRANT ARTICLES	1,356,400	1,230,500	(125,900)	
TOTAL EXPENDITURES	35,446,576	36,253,410	806,834	2.3%

5. Capital Expenditures

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

The CapCom reviews all requests for equipment and facility and infrastructure construction or improvements with a life of 5 years or more and a value of at least \$5,000. It also reviews maintenance warrant articles. During the past year, the committee continued to develop the 25-year capital plan. The Finance Committee strongly believes that timely maintenance, combined with a comprehensive understanding of the Town's assets, is the best way to protect the Town's investment in capital infrastructure. All proposed capital expenditures are also assessed to determine whether they might qualify for funding under the Community Preservation Act. Appropriate requests are referred to the Community Preservation Committee for its review.

Most approved capital expenditures are financed within the annual budget. Expensive items with a long useful life may be proposed for debt exclusion (bonding), which requires approval at Town Meeting and the Town Election. Bonding allows the Town to finance the purchase and spread the cost of capital items over several years, outside of the limitations of Proposition 2½. For FY '18, the Finance Committee set guidelines of \$461,000 for capital expenditures within the annual budget, and \$205,000 for the annual maintenance warrant articles, representing a 2.5% increase from the previous year after adjusting the base to reflect items moved from capital to operating. Initial FY '18 requests (cash capital and maintenance) totaled **\$1,138,627**.

The Capital Committee suggested the following disposition:

Recommended funding for cash capital: \$441,760

Recommended funding for maintenance: \$230,500

Recommended for bonding/debt exclusion/other funding: \$300,000

These recommendations represented a preferred budget and were in excess of initial guidelines by \$6,260. Small variations from guidance often occur, as capital projects are lumpy by nature. The projects recommended for bonding/debt exclusion/other funding consisted of \$75,000 for a bucket truck, \$75,000 for a small dump truck and \$150,000 for a community center feasibility study. All of these items were recommended as capital exclusions.

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

Warrant Articles

Article 8, Cash Capital Expenditures:	\$441,760
Guardrail Repair	\$25,000
IT Backup System Replacement	\$15,000
IT Server Operating System Replacement	\$30,000
Library Public Access Computers	\$13,000
Library Sidewalk Stairs and Ramp	\$20,000
Library First Floor Redesign Study	\$10,000
Lincoln Public School Food Service Van	\$29,000
Lincoln Public School IT Display & Audio Phase 1	\$163,000
Replacement of Car #7 (marked police cruiser)	\$45,185
Replacement of Car #1 (unmarked police cruiser)	\$34,015
Replacement of 2 cruiser radar units	\$4,820
Network Video Recorder, 8 Cameras	\$9,685
Highway Dept. Radio Communication Network	\$25,055
Electronic Vote Tabulators	\$18,000
Article 9, Capital Outlay Exclusion: DPW Bucket Truck	\$75,000
Article 10, Capital Outlay Exclusion: DPW Dump Truck	\$75,000
Article 17, Annual Classroom Maintenance	\$75,000
Article 18, Town Buildings Maintenance	\$111,500
Article 19, Library Maintenance	\$44,000
Article 35, Capital Outlay Exclusion: Community Center Feasibility Study	\$150,000

6. Community Preservation Act

The Town of Lincoln approved the Community Preservation Act (CPA) in November 2002. Pursuant to the CPA, the Town levies a surcharge of 3% on Lincoln real estate bills. These local CPA revenues are matched by the state from a dedicated fund. Through FY07, the state matched local CPA revenues at 100%. Due to an increasing number of cities and towns participating in the CPA, and a decline in funds to the state matching fund, Lincoln received a percentage match on its fiscal year surcharges since FY07 as follows:

FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
81%	45%	35%	34%	34%	65%	40%	38.5%	26%

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

Generally, the CPA also requires a minimum of 10% of annual revenues be spent on *each* of three categories: (1) open space (excluding recreation), (2) historical preservation, and (3) community housing. If the 10% annual minimum for a given category is not met, the shortfall must be “banked” and spent in subsequent years.

Spending must be recommended by the CPC and approved at Town Meeting.

For fiscal periods 2003 through 2017, the CPC has recommended, and the Town has approved, funding for the following projects:

Town of Lincoln
CPA Appropriations & Project Status

		Appropriation	Paid to Date	Balance	Status of Project
Battle Rd Farm Unit		150,000	150,000	-	Complete
Codman Barn A restoration		112,000	112,000	-	Complete
Construction of archival vault at the Library		489,097	489,097	-	Complete
Consultant to update Consolidated Housing Plan		32,000	17,230	14,770	Complete
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		358,359	358,359	-	Complete
Historic records archive and preservation		221,097	210,227	10,870	In progress
Historic Town buildings needs assessment		160,000	160,000	-	Complete
Inventory of historic properties		75,250	46,624	28,626	In progress
Model historic preservation restriction easement		5,000	5,000	-	Complete
Pierce House repairs		316,800	304,983	11,817	Complete
Purchase of conservation land		1,625,000	1,625,000	-	Complete
	<i>Harrington Row property</i>	<i>350,000</i>			
	<i>Booth property</i>	<i>250,000</i>			
	<i>MacDowell property</i>	<i>400,000</i>			
	<i>DeNormandie property (Rt 2 parcel)</i>	<i>100,000</i>			
	<i>Schmid Property</i>	<i>200,000</i>			
	<i>Jerodel Property</i>	<i>100,000</i>			
	<i>Hargreaves-Heald</i>	<i>225,000</i>			
Repairs & Improvements to Lincoln Library		1,044,137	1,040,162	3,975	Complete
Repairs to historic cemetery monument		42,300	42,300	-	Complete
Sunnyside Lane		792,500	792,500	-	Complete
Tot-lot at Codman Pool		50,000	45,191	4,809	Complete
Codman Tot Pool Renovation		182,000	151,475	30,525	In progress
Multisport Court		146,000	15,750	130,250	In progress
Tennis Court Rehabilitation		20,000	20,000	-	Complete
Town Office Renovation		1,000,000	1,000,000	-	Complete
Bemis Hall Repairs		639,985	529,898	110,087	In progress
Bemis Hall Basement Reconstruction		290,000	107,946	182,054	In progress
LSRHS Softball Fields		50,000	-	-	Withdrawn
Arborvitae Cemetery Stonewall		50,000	47,300	2,700	In progress
75 Tower Rd Renovation		150,000	150,000	-	Complete
Codman Farm Repairs		132,000	121,485	10,515	In progress
Flint Homestead Survey		8,000	7,860	140	Complete
Smith School Playground		50,000	50,000	-	Complete
School Wetland Trail & Observation Platform		137,355	112,943	24,413	In progress
FoMA Area Studies		6,000	6,000	-	Complete
Admin Expenses		32,500	28,625	3,875	In progress
Fund debt service on borrowing for CPC project		1,150,216	1,053,915	96,301	In progress
Fund debt service on borrowing for Town Offices		1,718,525	1,414,088	304,437	In progress
	GRAND TOTAL	15,246,921	14,226,737	970,184	

This table summarizes money raised and appropriations to date:

CPA Revenues and Expenditures												
Revenues	FY '03-06	FY '07	FY '08	FY '09	FY '10	FY '11	FY '12	FY '13	FY '14	FY '15	FY '16	FY '17*
Town Rev's‡	\$1,443,291	\$590,877	\$583,127	\$607,048	\$574,463	\$615,705	\$644,328	\$649,035	\$667,117	\$691,581	\$765,657	\$ 752,209
State Match	885,680	500,519	517,657	420,180	246,798	195,935	206,190	216,875	424,815	266,411	259,639	191,804
Total Revenues	\$ 2,328,971	\$ 1,091,396	\$ 1,100,784	\$ 1,027,228	\$ 821,261	\$ 811,640	\$ 850,518	\$ 865,910	\$ 1,091,932	\$ 957,992	\$ 1,025,296	\$ 944,013
Expenditures#												
Housing	\$ 942,500	\$ -	\$ -	\$ 912,000	\$ 553,500	\$ 260,000	\$ 90,000	\$ 90,000	\$ -	\$ 151,600	\$ -	\$ -
Historic	445,047	331,182	246,731	528,385	339,175	139,500	64,593	629,250	558,051	564,364	491,255	503,582
Conservation	513,500	36,500	250,000	56,585	20,300	400,000	-	20,000	62,774	-	525,000	295,000
Recreation	-	45,191	-	-	-	-	-	-	232,000	109,020	25,000	-
Administrative	5,000	-	-	5,000	3,000	2,500	2,500	3,000	3,000	2,875	2,875	3,000
Total Approp's	\$ 1,906,047	\$ 412,873	\$ 496,731	\$ 1,501,970	\$ 915,975	\$ 802,000	\$ 157,093	\$ 742,250	\$ 855,825	\$ 827,859	\$ 1,044,130	\$ 801,582
* revenues not yet certified												
‡ includes interest earned												
# actual amount spent is shown, where less than appropriation												

At Town Meeting in March 2017, the CPC anticipates recommending funding for the following projects:

Warrant Articles

Article 11, Purchase 12 acres of Municipal Land for conservation and recreation (NOTE: If approved, the \$500,000 would be funded from current CPA Funds. \$1,300,000 would be bonded with annual debt service for the proposed bonded amount of approximately \$135,500 per year)	\$1,800,000
Article 14, Accessory Apartment Loan/Grant: Funded via CPA Fund	\$125,000
Article 15, Community Preservation Fund (CPA)	\$605,436
Pay debt service on Town Offices renovation	\$398,875
Pierce House Chimney Repair	\$5,000
Pierce House Two Interior Bathrooms Remodeling	\$15,000
Pierce House Kitchen Floor	\$10,000
Pierce House Exterior Carpentry	\$10,000
Sophia Adams Family Registry Preservation	\$10,800
Lincoln School Records Box 10	\$5,940
Lincoln School Records Box 7	\$6,259
Poll & Estate Tax Assessments 1861, 1863, 1864, 1866	\$7,412
Conservation Fund, top off	\$40,000
Debt on previously approved projects (see table above)	\$93,150
Administrative fees	\$3,000

7. Governmental Accounting Standards Board Statement No. 45

As a municipal government, the Town of Lincoln is subject to Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This accounting rule requires state and local governments to report the costs and obligations related to post-employment healthcare and other non-pension benefits. These are also known as OPEB (other post-employment benefits). Specifically, GASB 45 calls for municipal governments to recognize the benefits that have already been earned by active and retired employees as well as the benefits active employees will earn in the future. The liability was first recorded by the Town in its FY '09 financial statements. There is no requirement to fund the obligation, but the liability will grow over time given the Town's current strategy for paying these costs.

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

Following several actions by Town Meeting over the last few years, Lincoln's estimated unfunded liability has declined from \$61.7 million in 2007 to \$39 million at the end of FY '14. The most recent actuarial assessment shows an increase in the Town's unfunded liability to \$43.4 million at the end of FY '15. The most significant reason for the recent increase was a revised set of assumptions about retiree mortality reflecting longer life expectancies.

Actions taken by the Town that have reduced the original liability include establishing and depositing monies into a GASB 45 trust fund and adopting Section 18, under which qualified retirees must join Medicare. The Town also moved to provide health insurance through the Massachusetts Interlocal Insurance Association (MIIA) instead of self-insurance and made health care plan design changes. Recent changes put in place to reduce the liability include appointing the Massachusetts Pension Reserves Investment Management Board as the fund manager and a Finance Committee Policy enacted in June 2015 regarding trust fund contributions going forward. In FY '17, the Town took further steps to reduce the cost of retiree prescription drug benefits that are not reflected in the most recent estimate of the Town's liability but are likely to have a beneficial impact in the next actuarial valuation.

To date, the Town has chosen to pay the portion of the annual cost that represents the current-year benefits to retired employees as well as appropriating an increasing amount into the Town's GASB 45 trust fund toward the larger liability. The balance in the fund is now \$5,577,166. The most recent actuarial valuation showed an annual required contribution of \$4.88 million, of which \$1.53 million represents current payments to retirees. The net annual required contribution, estimated most recently to be \$3.35 million would be the amount that the Town would need to contribute to the trust fund annually to fully fund the liability over a 30 year period.

Since 2009, the Finance Committee has recommended increasing the annual contribution to the GASB 45 trust fund each year. For FY '18, the committee recommends that Town Meeting appropriate \$850,000 (Article 21) as a further contribution to the trust fund against the liability. The Water Department has also included \$30,000 in its FY '18 budget to transfer to the Town's GASB 45 trust fund. In addition, the committee recommends that the Town Meeting appropriate \$55,000 to support Lincoln's portion of the high school's funding of its GASB 45 trust (Article 22).

Our current practice of funding the annual cost of retirees and contributing an amount to the trust fund – as well as closely managing health care expenses – puts Lincoln ahead of many peer communities in addressing the GASB 45 issue. In the last several years, other towns have been progressively taking steps to fund a portion of their liabilities. A portion of the total liability is gradually being recognized in the Town's financial statements as a reduction to fund balances. Changes in accounting practices will result in the full liability being recognized in the Town's financial statements starting at the end of FY '17. GASB 45 liabilities are also drawing increasing attention from the rating agencies which may have an adverse impact on the Town's AAA bond rating or may require additional actions in managing the liability to maintain the Town's AAA bond rating. The Finance Committee continues to explore options that could further reduce our liability without significant impact on the Town's operations or capital plans.

Warrant Article

- Article 21, Funds for Group Insurance Liability Trust Fund: \$850,000
- Article 22, Funds for Lincoln Sudbury Regional High School District Retirees Health Insurance Trust Fund: \$55,000

8. Property Tax

The table shows the estimated tax impact on the median house of the proposed FY '18 budget. It also shows the effect of capital exclusions to be considered at the Town Meeting. The estimate assumes a FY '17 assessment value for the median value single family home of \$972,200. FY '18 assessment values will be determined in the fall when the Town sets its tax rate. It should be noted that the impact on individual homeowners who have undertaken construction or made improvements to their property could be higher.

FY18 Known Tax Increases						Potential Offsets to Reduce Taxes (To reduce debt service)			
Fiscal Year Impact	FY 2017	Prop 2.5% FY 2018	FY17 One-time Capital Exclusion	Existing Debt	Total FY18 Estimated Tax Bill	CPC Funds FY 2018	Total Tax Bill FY 2018	Potential Capital Exclusion (s)	Grand Total Tax Bill
			Coming Off Levy FY2018	Exclusions FY 2018	FY2018				
Increases/(decreases)		\$671,596	\$ (320,000)	\$ 363,283	\$ 714,879	\$ (398,875)	\$ 316,004	300,000	616,004
Dollar Tax Impact		\$ 320	\$ (152)	\$ 173	\$ 341	\$ (190)	\$ 151	143	294
% Tax Impact		2.40%	-1.14%	1.30%	2.56%	-1.43%	1.13%	1.07%	2.2%
Median Tax Bill	\$ 13,319				\$ 13,660		\$ 13,470		13,613

9. Looking Forward

The Finance Committee works closely with the Town, the Lincoln Public Schools, Lincoln-Sudbury Regional High School, the Capital Planning Committee and independent Boards to anticipate the Town's future needs and to analyze the financial impact of these needs and various policy options for addressing them. The committee draws upon the expertise of the Town's very able professional staff to manage Lincoln's finances in the midst of uncertainties that impact both revenues and expenditures.

Revenue uncertainties include state aid which is dependent upon economic performance of the Commonwealth and local receipts, neither of which is known until after the Town's budget is in place. On the expenditure side, the share of funding for operations at Lincoln-Sudbury Regional High School is calculated in two parts, each of which are subject to a formula that could result in an increase or decrease in Lincoln's assessment each year. Health insurance costs and pension costs are subject to uncertainty and need to be estimated as part of the budget process.

Some indicators point to improved economic conditions that could provide the Town comfort to boost spending for enhanced levels of service or capital investment. Unemployment is declining nationally and in Massachusetts. While both interest rates and inflation have recently displayed upward pressure, they remain low. Here in Lincoln, the assessed value of the median single family home rose in FY '17 to \$972,200, after steadily falling from a peak of \$948,400 in FY '07 to \$796,700 in FY '13. Town finances are strong, and the Finance Committee is able to recommend an annual budget with no operating override for the tenth year in a row.

Despite the positive data, the committee remains cautious about committing Town resources, chiefly due to the dependence on Free Cash in the operating budget and concern about the capital needs facing Lincoln. Free Cash represents amounts accumulated from savings in prior years' budgeted expenditures as well as receipts in excess of budgeted sources. In recent years, the balance has grown due to savings in health insurance costs, higher revenues than estimated, and savings in the Lincoln Schools budget that were returned to the Town. Lincoln's high Free Cash balance of approximately \$5.1 million demonstrates the capabilities of the Town's professional staff and the success of a conservative budgeting philosophy. Nevertheless, Free Cash has become a greater share of the operating budget in recent years. In the FY '18 budget, Free Cash represents 11.1% of projected revenues. As recently as FY '08, that share was just 7.3%. The committee believes that savings which contributed to the current balance may come under pressure, and that there may be pressure on the tax levy in future years.

After investment in road improvements and the renovation of Town Offices, Lincoln remains relatively underinvested in capital. In FY '18, funding for capital projects as measured by principal and interest payments on debt approved at prior Town Meetings is projected to be about 4.1% of operating expenditures including Town Offices debt service funded with CPA funds. While this is an increase from the low of 1.0% in FY '10, rating agency guidance suggests that funding for major capital projects should represent between 5% and 14% of operating expenditures.

The Town continues to discuss how to address facilities needs at the Lincoln School after a proposed building project developed with and partially funded by the Massachusetts School

Building Authority (MSBA) failed to obtain the 2/3 majority required to pass Special Town Meeting in November 2012. In 2015 the Town approved funding by way of a capital exclusion for a feasibility study to address school facility needs with an article to support a Statement of Intent application to the MSBA for state funds to support a school building project. Lincoln School applied to the MSBA in 2015 and again in 2016 after not being accepted into the MSBA process in the previous year. In December 2016 the Town was informed that, once again, it had not been accepted into the MSBA process. The MSBA uses a set of weighted criteria to evaluate applications. Information available about accepted projects suggests that almost all MSBA approvals in recent years have been for districts that meet one or both of the top two criteria: structurally unsound facilities and/or significant overcrowding.

Town Meeting will be presented with a warrant article (Article 33) to reappropriate feasibility study funds to consider and plan a school building project without the benefit of MSBA financial support. If Article 33 fails, then the Town will be presented with a warrant article (Article 34) to reapply to the MSBA. A school project of the magnitude under consideration would represent the largest Lincoln funding commitment in the Town's history.

In 2016 the Town approved funding by way of a capital exclusion for a Campus Master Plan to support school facilities as well as to consider facilities for a potential community center. This study, completed in 2016, pointed the Town toward ways in which the Ballfield Road campus could better support a school building project but also sought to take initial steps in addressing another significant need identified by the community. Town Meeting will be presented with a warrant article (Article 35) to approve funding by way of a capital exclusion to study the feasibility and schematic design of a potential community center.

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

As the Town faces potentially lower Free Cash balances in the future and works to determine next steps in addressing capital needs, the Finance Committee will continue to act to preserve Lincoln's financial capacity and flexibility. For FY '18, these actions include maintaining a budget that supports efficient operations and does not require an override for operations. Increasing the Town's contribution to its OPEB trust is an important step to take in support of Lincoln's long term financial health, given its substantial post-employment benefit liabilities.

In addition, the Finance Committee recommends that the Town continue to build its reserves. With the FY '18 budget, we propose adding \$310,000 to the Stabilization Fund to provide a means to smooth the impact of significant capital projects on our property tax bills. In addition any appropriation to Lincoln Sudbury Regional High School not assessed to the Town would, as in previous years, provide additional funds to the Stabilization Fund.

The budget maintains the Committee's previous decision to appropriate money to the Reserve Fund at a level that represents 1.30% of the prior year's operating budget. Consistent with the Finance Committee's Emergency Reserves Policy, the FY '18 budget deliberately sets aside Free

Cash at a level of at least 3% of the prior year’s operating budget and deliberately attempts to incorporate conservative estimates of uncertain revenues and expenditures.

The rating agencies and the financial markets are increasingly focused on local government financial results and financial policies that ensure sufficient reserves and that address future and contingent liabilities. The Town’s AAA rating, its access to debt financing and its flexibility to consider major capital projects are all dependent on maintaining and improving sound financial decisions and practices.

General Government

FY ‘16 Actual	FY ‘17 Budget	FY ‘18 Proposed
\$2,415,240	\$3,036,462	\$3,013,002

General Information

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

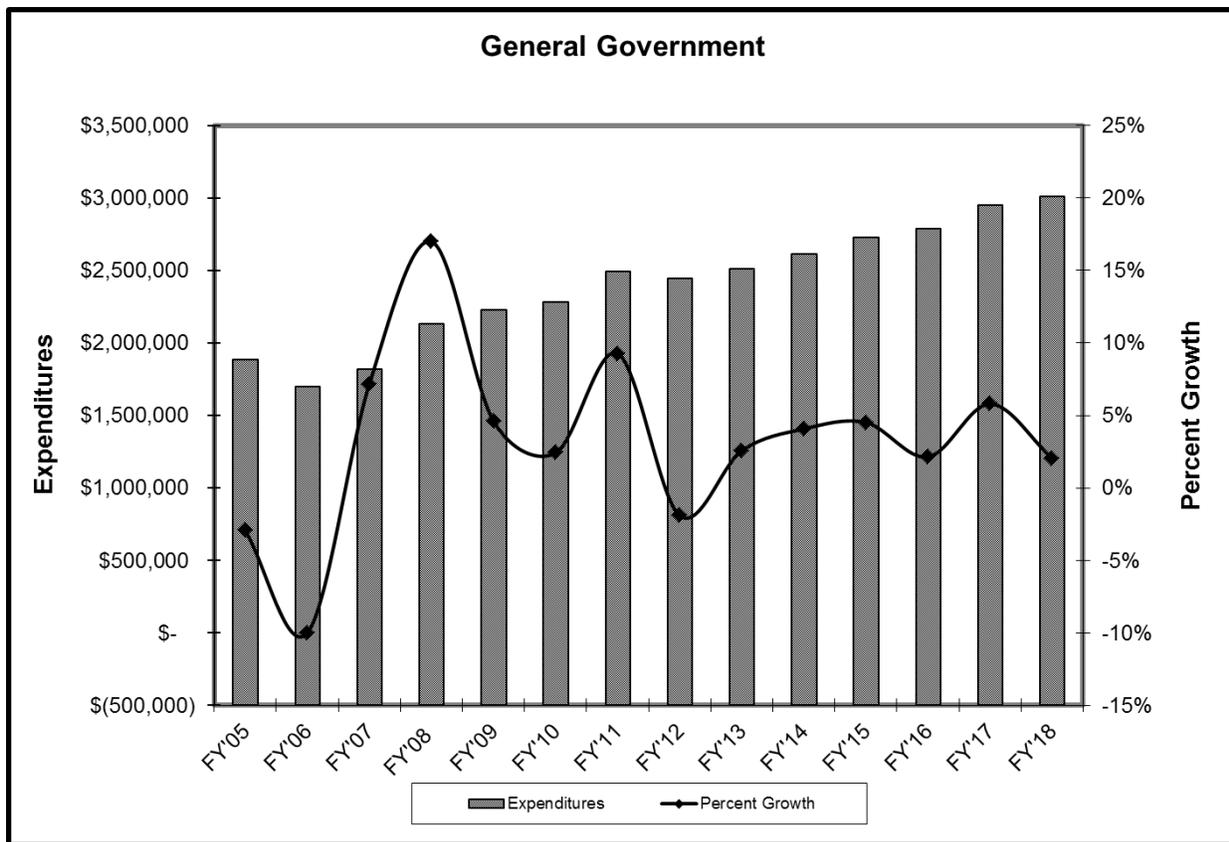
Key Issues

- At the March 2016 Town Meeting under Article 32, the Town authorized the establishment of the “PEG Access and Cable Related Fund” pursuant to Massachusetts General Law, Chapter 44 Section 53F3/4. FY’ 17 funds were appropriated and transferred from the new fund to the general fund for cable-related purposes, with a revenue offset that did not affect the tax levy. Recent guidance from the Department of Revenue allows expenditures to be appropriated directly from the new revolving fund, eliminating the need for the transfer and appropriation in the general fund in FY ‘18. Appropriations in FY ’18 from this fund for cable-related purposes will be presented in Article 27.
- The FY ‘18 budget represents a decrease of 1%, within the 2.5% increase budget guideline. The Reserve Fund is part of the General Fund, and is intended to cover extraordinary and unforeseen needs of the Town, the Lincoln Public Schools, and independent Boards. The Finance Committee recommends that the Reserve Fund has been set at 1.30% of the prior year’s budget. The Finance Committee reconsiders this percentage annually based on risks and operating experience.
- All Town labor agreements were renegotiated under collective bargaining in FY ’15. Town budgets include a 2.0% cost of living adjustment for FY ’18 based on the agreements.

Warrant Articles

- Article 8, IT Backup System Replacement: \$15,000

- Article 8, IT Server Operating System Replacement: \$30,000
- Article 8, Electronic Vote Tabulators: \$18,000
- Article 15, Debt Service on Town Offices Renovation: 398,375
- Article 15, Sophia Adams Family Registry Preservation: \$10,800
- Article 15, Lincoln School Records Box 10 Preservation: \$5,940
- Article 15, Lincoln School Records Box 7 Preservation: \$6,259
- Article 15, Poll & Estate Tax Assessments 1861, 1863, 1864, 1866 Preservation: \$7,412
- Article 18, Town buildings maintenance: \$111,500
- Article 25, Bright Light Award (bestowed on a volunteer or staff person whose efforts helped improve the quality of town services/programs or led to savings): \$500
- Article 27, Cable Television Revolving Fund: Required Annual Appropriation: \$42,300
- Article 35, Capital Outlay Exclusion: Community Center Feasibility Study: \$150,000



Public Safety

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$3,710,351	\$ 3,819,701	\$3,914,957

General Information

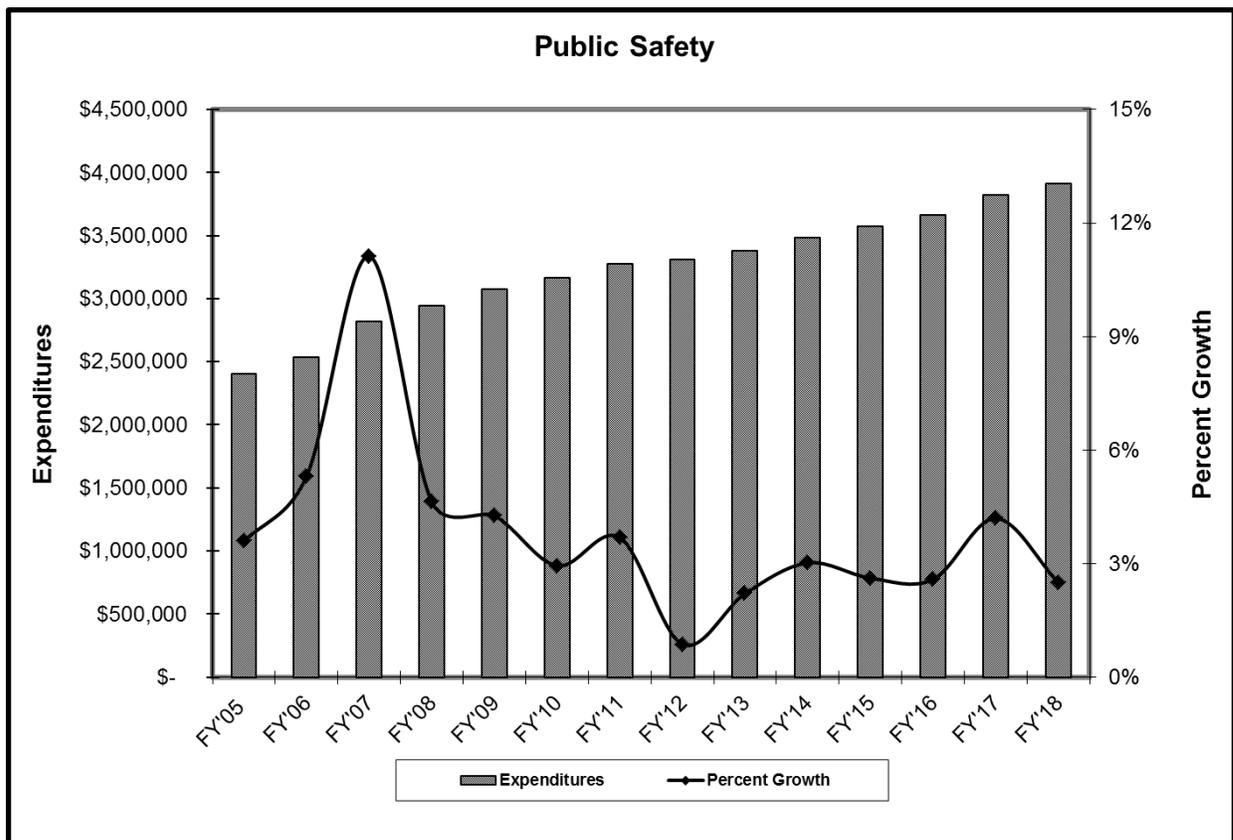
Public Safety includes the police department, the fire department, emergency medical services, the building department, the communications center, emergency management, the dog officer and the public safety building.

Key Issues

- The FY '18 budget is a level services budget and represents an increase of 2.5% versus FY '17. The budget retains permanent current staffing, with no additional positions or expanded hours for existing staff.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. The budget includes a 2.0% cost of living adjustment for FY '18 based on the agreements.

Warrant Articles

- Article 8, Replacement of Car #7 (marked police cruiser): \$45,185
- Article 8, Replacement of Car #1 (unmarked police cruiser): \$34,015
- Article 8, Replacement of 2 cruiser radar units: \$4,820
- Article 8, Network Video Recorder, 8 Cameras: \$9,685
- Article 8, Communications Department & Highway Department Radio Communication Network: \$25,055



Lincoln Public Schools

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$10,374,459	\$10,903,613	\$11,176,203

General Information

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

The FY '18 budget for the operation of the Lincoln School is a budget request representing an increase of 2.5%, within the growth guideline established by the Finance Committee. The budget is also supported by approximately \$1.14 million in grants, fees and reimbursements. This level of support will provide the resources needed to maintain the existing program and make modest improvements in supports for students and teachers. The School Committee continues to operate the schools at Hanscom under a contract with the Department of Defense. This contract is beneficial to the district and provides funding for half the cost of central office operations, curriculum and instructional leadership and professional development. The value of the contract is between \$65 million and \$76 million over five years, depending upon enrollment.

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

At the 2015 Town Meeting an allocation of \$750,000 was approved to fund an MSBA feasibility study if invited into the MSBA process. In December, 2016 the Town received notification that the Lincoln School was not invited into the eligibility process. At the 2017 Town Meeting, the School Committee will present a warrant article to reappropriate the funds allocated in 2015 to conduct a Lincoln-only funded feasibility study to start a school project.

The School Committee and administration continue to work with the Department of Defense on a design and construction program for a new Middle School and a new Primary School for Hanscom. The federal government will fund the entire project. The total project cost for the Hanscom Middle School was approximately \$34 million and can serve 310 students in 85,000 square feet of new educational space. Construction was completed last April. The construction contract for the replacement Hanscom Primary School to serve 450 students is nearing award,

with construction planned to begin this coming spring. The new Primary School is projected to cost \$42 million for the 80,000 square feet of new educational space to be constructed on the current Primary School footprint, and will be connected directly to the new Middle School when completed.

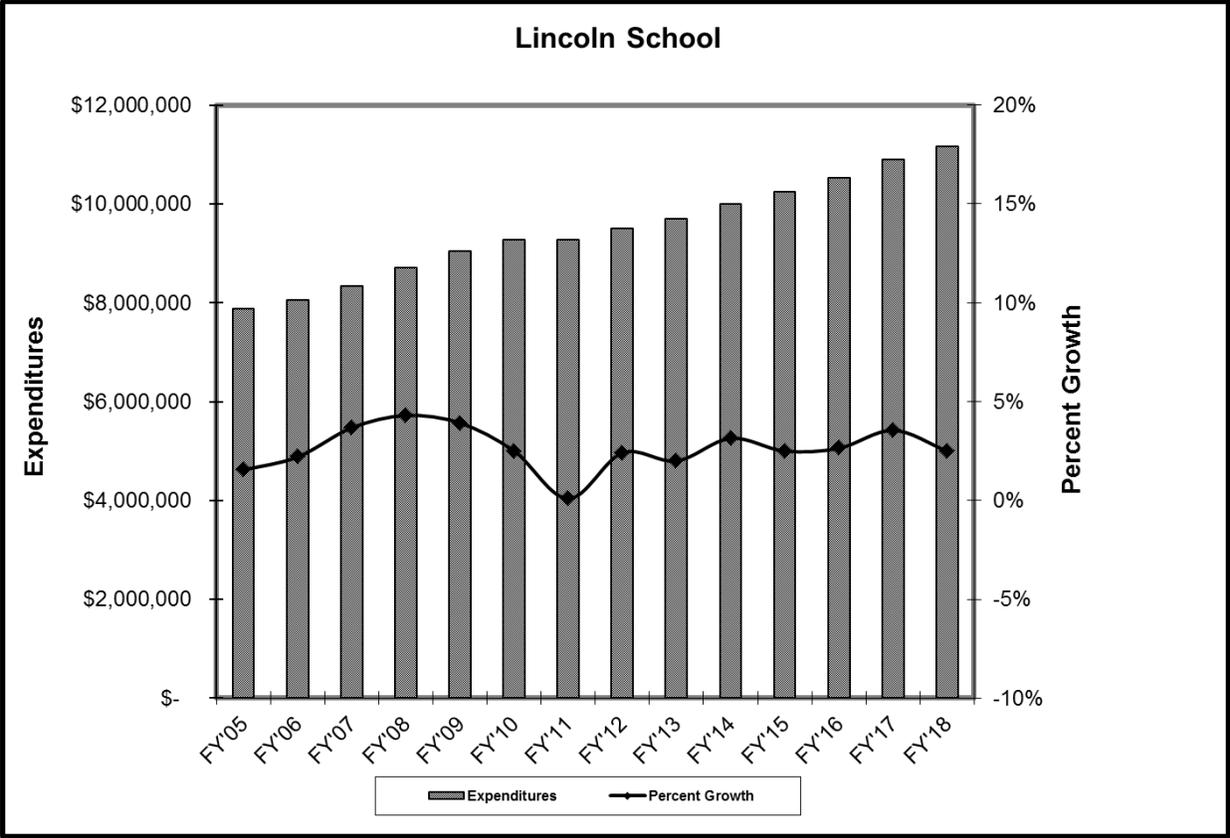
The School Committee requested funds for several capital warrant initiatives in recognition of the need for continued maintenance and repair of the current Lincoln School pending the outcome of the ongoing discussions. Cash capital in the amount of \$75,000 is recommended for continued preventive maintenance and classroom rehabilitation. These funds support routine maintenance for several smaller projects each year. Finally, the School Committee has proposed a warrant article to reappropriate funds for a Feasibility Study to develop a comprehensive school building project to address educational and facilities needs.

Key Issues

- Lincoln School K – 8 enrollment for the 2017-2018 school year is projected to decrease slightly to 556, compared to 582 students enrolled on October 1, 2016. The number of classroom sections will remain constant at 30 sections, and the number of sections at each grade will adjust to match the size of each cohort moving through the school. The Lincoln School will continue to enroll students from Boston through the METCO program, and the projected enrollment of METCO students is 90.
- Personnel costs continue to represent over 80% of the Lincoln School's operating costs. The School Committee is in negotiations with the union representing the faculty, and remains optimistic that it will be possible to advance this year's program into next year and stay within the proposed budget.
- Two major initiatives related to the educational program are included in the FY '18 budget request. The first supports innovations and risk-taking by funding teacher and administrator initiatives for learning opportunities that are out of the box ideas with the potential of creating a high level of positive impact on student learning. The second initiative will increase the materials available for robotics. The district continues to work on refining the systems for standards-based teaching, assessing and reporting established for grades kindergarten through eighth grade.

Warrant Articles

- Article 9, Replace Courier/Food Service Van: \$29,000
- Article 9, Instructional Technology-Display & Audio, Phase 1: \$163,000
- Article 17, Annual classroom rehabilitation and preventive maintenance program: \$75,000
- Article 24, Transfer Medicaid reimbursements into budget: \$40,000
- Article 33, Lincoln School Building Project: Reappropriate \$750,000 Building Feasibility Study Funds already available: \$750,000
- Article 34, Sense of the Town Vote on Resubmission to Commonwealth/MSBA for a possible Lincoln School project: \$0



**Annual Town Report, FY 2017
Lincoln Public Schools
Executive Summary**

I. Initiatives

Lincoln has a high-achieving K-8 school and a lot to be proud of. The administration of the Lincoln Public Schools, with the support of the School Committee, continues to work to improve the quality of the Lincoln education. Over the past year, this effort has had several key areas of focus, including:

Collaboration

The District is continuing to support and encourage the use of collaborative practices by faculty. Effective teams can reduce teacher isolation, can fuel academic and professional growth, and will lead to a more complete understanding of the individual needs of each student. The number of collaborative projects has increased across both campuses, with promising results in both the elementary and middle schools. As a result of faculty collaboration, students undertake projects that integrate several areas of the curriculum, they are taking ownership of their learning through civic engagement and through self-assessment and reporting opportunities, and they are spending increased time learning through authentic experiences outside of the classroom.

The District provides support for this work through professional development with experts in the area of project-based learning, by providing compensation for curriculum development, and by providing opportunities for visits to other schools and to academic conferences.

Innovation

In collaboration with the Lincoln School Foundation, the District is working to create a culture and structures that support innovation and risk-taking to improve student engagement and learning. This effort includes the provision of funding for new approaches to instruction, and the creation of forums for sharing innovative practices with colleagues.

Technology

As digital technology becomes increasingly important in education, both as a tool and as a subject, the District is working to implement a nuanced integration of technology into instruction, with an effort to differentiate the areas in which technology substitutes for previous tools and methods, where it augments, where it allows for a significant redesign of instructional tasks, and where it allows for the creation of whole new ways of learning. The District also places an emphasis on teaching students to be safe and discerning users of technology.

The District is also working to improve the systems that teachers use to record and retrieve student data. A more effective system, which we hope to have in place by the beginning of the 2017-18 school year, will create data-entry efficiencies for teachers and will allow for more effective differentiation of instruction.

II. Outcomes

The administrative team has identified a set of Key Yearly Measures, in-district measures of proficiency in English and Math for all grades, that will provide crucial information about performance and growth with greater validity and immediate applicability than the state standardized tests. Once the District is confident that the assessments are being applied with consistency, then we will start to publish the aggregate results as one set of measures of the effectiveness of our initiatives.

Students at the Lincoln Public Schools continue to take the annual MCAS exams, while the students at many of the neighboring districts have taken a different statewide exam (PARCC). So we can compare the MCAS results from the spring of 2016 with previous years at Lincoln, but our ability to compare Lincoln's results with those of the neighboring districts is very limited.

In 2016, 79% of the 8th grade students at the Lincoln School scored Proficient or Advanced on the Science and Technology MCAS, up from 71% in 2015, and above the statewide average of 41%. On the Mathematics MCAS, 87% of the Lincoln 8th graders scored Proficient or Advanced in 2016, up from 81% in 2015, and above the 2015 statewide average of 60%. In the ELA portion of the MCAS tests, 98% of the 2016 8th graders in Lincoln scored Proficient or Advanced, down slightly from the 100% who received top scores in 2015 (60 out of 61 students in 2016, compared to 52 of 52 in 2015).

Special Education

The Lincoln Public Schools District acts in accordance with state and federal laws related to special education. The Individuals with Disabilities Education Act (IDEA) of 2004 requires the provision of a free and appropriate public education (FAPE) in the least restrictive environment for all children with disabilities. While IDEA is the legal standard, the District values the philosophical tenet of educating students in the least restrictive environment to the extent possible to meet their individual needs. Inclusive schools provide children with disabilities a diverse and stimulating environment for learning and provide increased opportunities for social interactions, increased achievement of IEP goals, and enhanced skill acquisition and generalization.

An indicator of the District's success in this regard is that, in the 2014-2015 school year, 92.2% of the LPS students in Special Education were in full-inclusion programs, which means that they spent 80% or more of the school day in general education classrooms. The District takes great pride in the skilled professionals, administrative leadership and programmatic supports that make this level of full-inclusion possible. The average full-inclusion rate for the six neighboring towns was 72.5%, ranging from 59% in Bedford to 87% in Wayland.

III. District Profile

Enrollment

On October 1, 2016, there were 577 students in grades K through 8 on the Lincoln campus, including 89 Boston-resident students enrolled through the METCO program, 23 children of non-resident employees, and 4 students enrolled through the CASE collaborative. An additional 5 Lincoln students are enrolled in special-needs programs outside the District. The 2016 enrollment is 20 lower than the 2015 enrollment, and 5 more than the 2014 enrollment. The District also has 524 children in grades K through 8 on the Hanscom campus, and 117 children in pre-schools (57 on the Lincoln campus and 60 at Hanscom).

Staffing

In the 2015-2016 school year, the District (Lincoln and Hanscom) had 117.5 full-time equivalent teachers, down from 121.4 the previous year, and the student-teacher ratio rose slightly from 10.2 to 10.4. In 2014-2015 (the most recent year for which the DESE has compiled the data), the average teacher salary at the Lincoln Public Schools was \$86,451, up from \$82,249 the previous year (a 5.1% increase). Among the six neighboring districts, the average teacher salary was \$85,889, and among the four nearby towns with comparable populations and comparable levels of commercial activity (Carlisle, Cohasset, Dover and Sherborn), the average teacher salary was \$92,433.

Class Size

In 2015-2016, the average class size in the District was 15.8, up slightly from the previous year. The six neighboring communities had an average class size of 17.4, ranging from 14.5 in Bedford to 21.5 in Sudbury. Among the comparably small districts, the average class size was 19.5.

Per-pupil Expenditure

The residents of Lincoln provide support to the public school district in line with our commitment to educational outcomes. In 2014-15, the per-pupil expenditure (PPE) for the District was \$20,982, a 5.1% increase over the previous year. Among the neighboring districts, the average PPE was \$18,109 (a 4.5% increase from the previous year), ranging from \$14,710 in Sudbury to \$22,768 in Weston. Among the comparable small districts, the average PPE was \$19,196.

Another fiscal measure is total annual education spending per resident (which includes not just LPS, but also the town contributions to Lincoln-Sudbury High School and Minuteman). In 2015, Lincoln's education spending per resident was \$1,988, which is a decrease from 2013 (\$2,097), and is markedly lower than in the neighboring towns, where the education spending per resident ranged from \$2,637 in Lexington to \$3,197 in Weston. (The per-capita education spending is even higher in Carlisle, Dover and Sherborn.)

IV. Challenges

At the 2017 Town Meeting, the residents of Lincoln will be deciding whether to proceed with the planning for a comprehensive renovation program of the Lincoln school. The effort to find a solution that serves the educational program and constitutes a valuable investment of town resources will require a significant dedication of time and energy by the town and by the LPS administration. At the same time, the school administration will be managing the construction of a new primary school on the Hanscom campus (fully funded by the Department of Defense), and the town will be planning for a community center.

Meanwhile, the basic educational challenges continue: how to support effective collaboration among teachers, how to increase student engagement, how to maintain the high quality of service for the increasing population of children with special needs, how to encourage innovation in instruction, how to make the most of the new technologies. We are thankful for the partnership with the District Administration, the Lincoln Teachers Association, the Lincoln School Foundation, and the PTO in facing these challenges and are confident regarding our collective ability to address them fruitfully for the benefit of our children, our families and the town overall.

We welcome your feedback. For more information on the Lincoln schools, including our budget, Annual report to town meeting, complete MCAS report, visit Lincnet.org and DESE.

Lincoln-Sudbury Regional High School

	FY '16 Actual	FY '17 Final Appropriation	FY '18 Proposed
Total Budget	\$29,268,885	\$29,807,682	\$31,129,299
Offsets*:	-2,949,042	-3,087,680	-3,047,180
Total Assessment:	26,049,053	26,551,082	27,810,354
Lincoln Share**:	\$3,977,668	\$4,161,932	\$4,231,790

*Offsets include State and Other Revenues

**FY '18 Total Budget, Offsets and Total Assessment are current estimates and are subject to change based partly on the budget process in Sudbury. The FY '18 Lincoln Share is the amount to be appropriated.

General Information

The FY '18 proposed budget of Lincoln-Sudbury Regional High School generally reflects the continuation of current service levels and meets the Town of Lincoln's budget guideline. The budget carries forward all existing staff positions and adds 1.0 FTE Beacon program teacher and 0.25 FTE Mandarin Teacher. The Beacon program is a short-term, transitional learning environment for students returning to school after a prolonged absence. The Program helps students with their re-entry and re-integration to the school community and individual student schedule, if appropriate, by supporting their academic, social and emotional needs. This program is designed to minimize returning students' stress and anxiety when transitioning back to L-S, while encouraging their academic progress. Funding for the Beacon Program was provided by a MetroWest Grant for FY 15 – FY17. The grant was awarded on the premise that the cost of the program would be incorporated into the operating budget once the three-year grant expired. The program has successfully reduced temporary out of district placements. One section of Mandarin was added to the curriculum as a pilot program in FY 17. This requested additional section will complete the pilot to implement a two-year Mandarin language study program.

The district is anticipating increased expenses in the categories of health insurance for active employees and transportation. Additionally, there is a directive for the district to increase its

funding allocation for its Other Post-Employment Benefits (OPEB) accrued actuarial liability, resulting in an increase of over 50% for OPEB funding. The Lincoln appropriation encompasses operating expenses, including employee benefits, as well as debt service. The allocation of the required minimum contribution between Lincoln and Sudbury and the enrollment figures for FY '17 are based on the newly released Governor's FY18 Budget Chapter 70 numbers as well as the new Minimum Contribution Rates established by the DESE. The Governor's Budget is subject to affirmation by the State Legislature.

The high school's unofficial FY '17 enrollment is 1,667. Enrollment is expected to begin to decline in FY '18. The number of Lincoln students attending the High School declined to 221 in FY '17 and are projected to continue to decline to 215 in FY '18 with a smaller entering 9th grade. Projections indicate that the on-campus enrollment could fall to as low as 1,453 (or more than 9%) by FY '22. While enrollment is declining, staffing has remained constant to reduce the number of large classes. Currently, over 30% of core curriculum classes (Math, Science, English, Language and History) have more than 25 students per class. The number of students in out-of-district placements is about even, from 62 in FY '17 to a projected 63 in FY '18.

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

Lincoln's share of the total assessment for FY '18, is estimated at 13.47%, a decrease from the FY '17 total assessment of 13.74%. Lincoln's total share has been in the 12-16% range for about the last 20 years. The preliminary estimate for Lincoln's contribution the minimum contribution in FY '18 is 12.96%, a decrease from 13.15% in FY '17. Lincoln's share of funding above the required minimum contribution is 14.03%. This portion is decreasing as the number of Lincoln students declines.

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

The regional agreement requires that the high school's budget be the lowest budget approved by Lincoln or Sudbury. Both the Lincoln and Sudbury Finance Committees adopt annual budget guidelines that establish an allowable increase in spending for the upcoming year. The Lincoln guideline for FY '18 is 2.5%. This guideline is applied to the high school budget after first

accounting for the cost of debt service, health and other insurance, and pension contributions. At the time this report was written, Sudbury's guidelines were continuing to be refined, however the Sudbury guidelines are more restrictive than those of Lincoln.

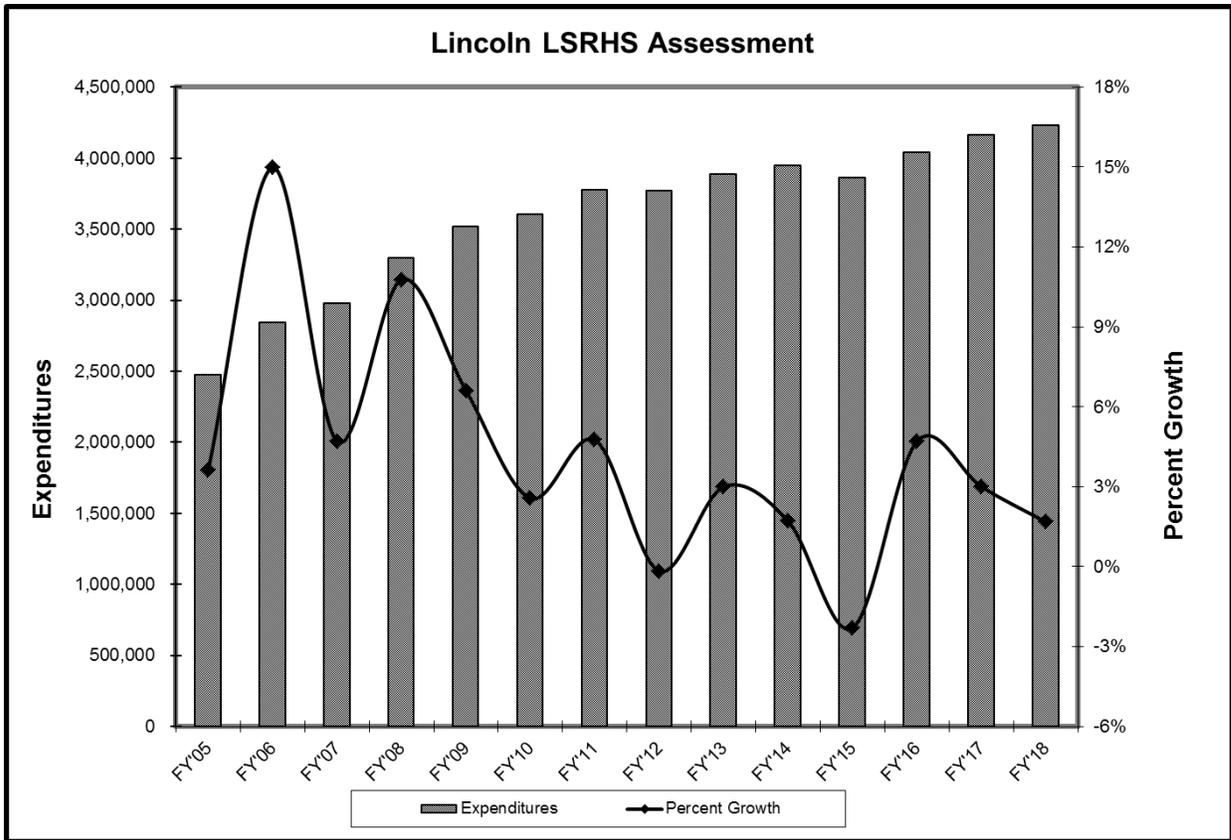
It is possible that some amount of funding for the high school that is available under the Lincoln Finance Committee guideline will not be required for spending in FY '18. The committee recommends that any allocation to the high school that is not required to fund its final budget be transferred to the Town's Stabilization Fund to use for needs in subsequent years.

Key Issues

- The proposed FY '18 budget meets Lincoln's budget guideline.
- The proposed budget retains the current educational program with no new initiatives and adds modest additional positions to fulfill a grant requirement and complete the second year of a two-year pilot. It contains higher costs for in-district transportation, substantially increased funding for OPEB and growth in health insurance costs.
- The current on-campus enrollment level is projected to be lower in FY'18 than past years with a projected steady decline.
- Class sizes remain high in core subject classes with up to 55% of classes having over 25 students. Level staffing helps to reduce class sizes.
- The proposed aggregate budget increase is 4.43% over the total FY '17 budget.
- Lincoln's share of the total assessment for FY '18 is estimated at 13.47%, a decrease of 2% over the FY '17 total assessment of 13.74%.
- Lincoln's estimated FY '18 total assessment based on the aggregate budget is projected to increase by 1.7% relative to FY '17.

Warrant Articles

- Article 22, Funds for Lincoln Sudbury Regional High School District Other Post-Employment Benefits Trust Fund: \$55,000



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

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 2014-2015 school year is used. This data is available at <http://profiles.doe.mass.edu>.

Expenditures

The residents of Lincoln and Sudbury provide a high level of support to their regional high school. In turn, the high school provides a high quality educational experience to its students at a

fiscally responsible per pupil expenditure. As shown below, Lincoln-Sudbury’s per pupil expenditure in FY’15 was \$18,550, nearly equal to the group average.

District	FY15 Per Pupil Expenditure	Out of District Tuition as % of Budget
Acton-Boxborough	\$14,016	10.5%
Bedford	\$17,839	15.1%
Brookline	\$17,652	3.6%
Concord-Carlisle	\$21,519	14.1%
Lexington	\$17,867	6.9%
Lincoln-Sudbury	\$18,550	16.4%
Newton	\$18,096	6.3%
Wayland	\$17,652	6.1%
Wellesley	\$18,185	8.3%
Weston	\$22,768	5.4%
Average:	\$18,414	11.3%

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 2015, Lincoln-Sudbury had a 4-year graduation rate approximately the same as the average among the peer groups – 96.3%.

4-Year Graduation Rates	
Acton-Boxborough	96.1%
Bedford	94.9%
Concord-Carlisle	97.7%
Lexington	97.2%
Lincoln-Sudbury	96.3%
Newton	95.5%
Wayland	99.0%
Wellesley	96.2%
Weston	100%
Group Average:	96.9%

MCAS Results

Using the 2016 MCAS scores for 10th graders reveals that 83% of our tenth grade students were advanced (the highest category) in Math. In 10th grade English, 74% of our students were advanced. In 10th grade Science, 47% of our students were advanced. In regard to scoring Proficient/Higher on the 10th grade MCAS, the results were as follows: English – 98%, Math – 93%, and Science – 91%.

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

	FY15	FY16
Science	48%	55%
Math	44%	32%
English	54%	49%
History	51%	40%
Language	33%	25%
Fine, Applied, and Technical Arts (FATA)	34%	22%
Wellness	27%	9%
Average:	32%	26%

Vocational Technical High School

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$150,974	\$325,000	\$242,273

General Information

FY '18 marks a change in the way in which vocational technical high school is provided to Lincoln students. As a result, budget estimates for vocational technical high school expenses during the year are less certain than in prior years. The Finance Committee's proposal for FY '18 is based on historic enrollments as well as estimated tuition rates and other associated costs.

Through FY '17, Lincoln was a member of the Minuteman Regional Vocational Technical High School District ("Minuteman"), a four-year career and technical high school located in Lexington and Lincoln that consisted of 16 member towns. In February 2016, six member towns including Lincoln voted to leave the district effective July 1, 2017. In September 2016, the Town of Belmont voted to leave the district effective July 1, 2020. Also in September 2016, a majority of voters in the district approved a \$145 million project to construct a new high school that will be located in Lincoln. The State is expected to pay \$44 million of the project costs. Having voted to exit the district, Lincoln is not obligated to pay for the debt service associated with the new building project. The Town is, however, still responsible for its share of prior outstanding debt. Lincoln's share of debt service on prior borrowings is \$12,717 in FY '18. This amount is included in the recommended budget appropriation.

Enrollment

Enrollment of Lincoln students in the vocational technical high school program at Minuteman in recent years has varied between 2 and 11. In FY '17, the number is 8. The table below shows historic Lincoln enrollments.

Lincoln Vocational Technical High School Enrollment, 2004 to 2016
(measured at 10/1)

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Lincoln	11	8	5	4	2	3	4	4	4	6	6	11	8

Tuition Rates

Beginning in FY '18, Lincoln students will be eligible to attend vocational technical high school programs at Minuteman or outside of the Minuteman district. Lincoln students who currently attend Minuteman may complete their high school programs there. Along with expanded choices in vocational technical schools, the amount paid by the Town for its vocational technical students could vary by student. With Lincoln's students considered non-resident students, tuition will be assessed at rates set by the State Commissioner of Education. Historically, the out-of-district tuition rates were lower than those assessed on a per-pupil basis to Minuteman member towns. The table below shows the out-of-district rates applicable at Minuteman and several other nearby regional vocational technical high schools in recent years. For all of these schools, the state-established out-of-district tuition rates have generally been declining.

Name	Location	Out-of-District Tuition 2015	Out-of-District Tuition 2016	Out-of-District Tuition 2017
Assabet Valley	Marlborough	\$16,587	\$16,420	\$16,464
Minuteman	Lexington	\$18,467	\$17,556	\$16,464
Nashoba Valley	Westford	\$15,663	\$14,341	\$15,216
South Middlesex (Keefe)	Framingham	\$18,467	\$17,556	\$16,464

Additional Costs

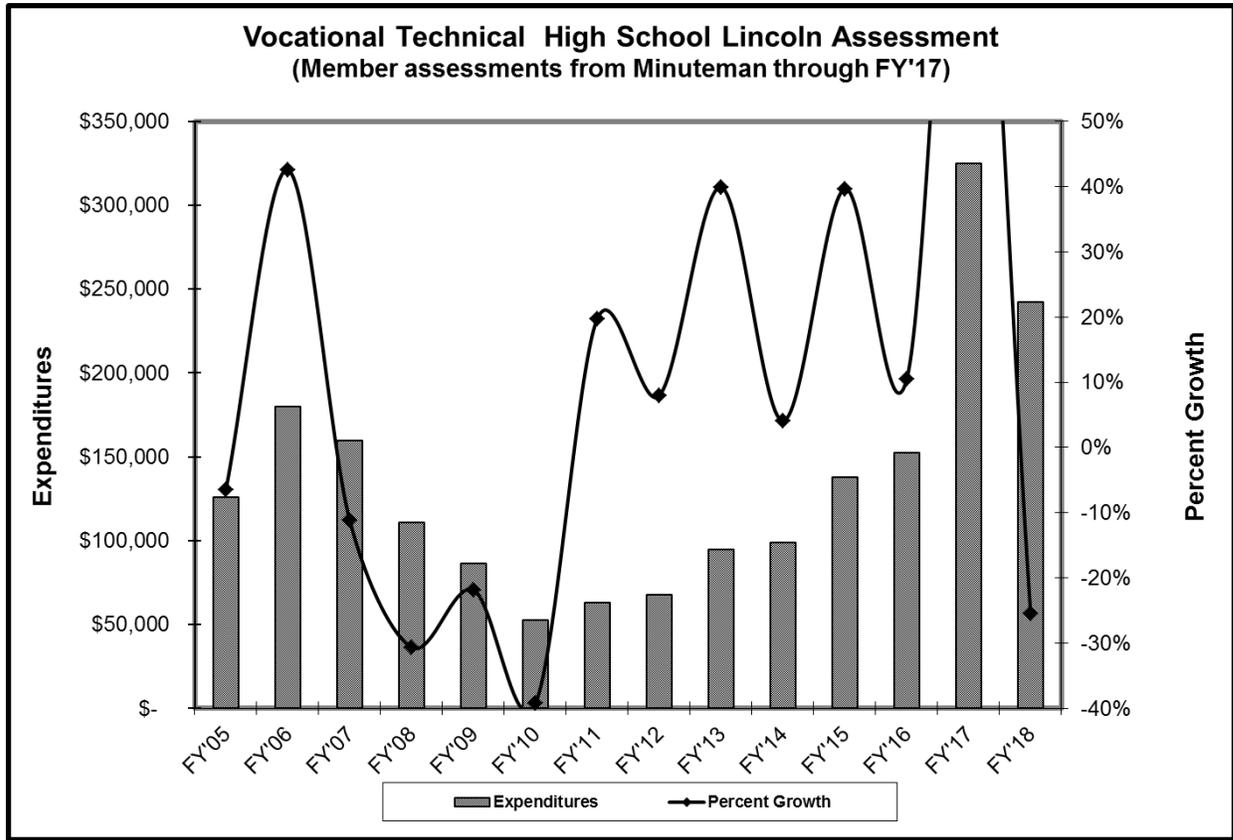
In addition to out-of-district tuition, some of the vocational technical high schools assess a fee for special education services. Minuteman charges an additional fee of \$4,500 per student. The Town would also expect to pay for transportation for students to vocational technical schools. Transportation costs are not yet quantified. When Minuteman's new building is completed in 2020, the district will impose a capital fee to non-member towns that send students. This fee will not be assessed in FY '18.

The Finance Committee believes the proposed budget amount would be sufficient to fund Lincoln's share of existing debt service for Minuteman as well as tuition, special education services, and transportation costs for high school students who choose to attend a vocational technical high school.

Key Issues

- Following Lincoln's decision to exit the Minuteman District, Lincoln high school students who wish to enroll in vocational technical programs will have expanded choices beginning in FY '18.
- Lincoln's historic number of vocational technical high school students has varied in recent years.
- Lincoln students at vocational technical high schools will pay out-of-district tuition rates, which are set by the State and are not yet known for FY '18.
- The Town also expects to pay transportation costs for Lincoln students enrolled at area vocational technical schools.
- Certain vocational technical high schools in the State assess a per-student fee for special education services.
- Lincoln remains obligated for debt service on borrowings undertaken while the Town was a member of the Minuteman District.

- Beginning when Minuteman’s new building is completed in 2020, non-member towns will be assessed a capital fee for each student who attends Minuteman.



Public Works and Facilities

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$1,584,126	\$1,718,670	\$1,802,592

General Information

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

Key Issues

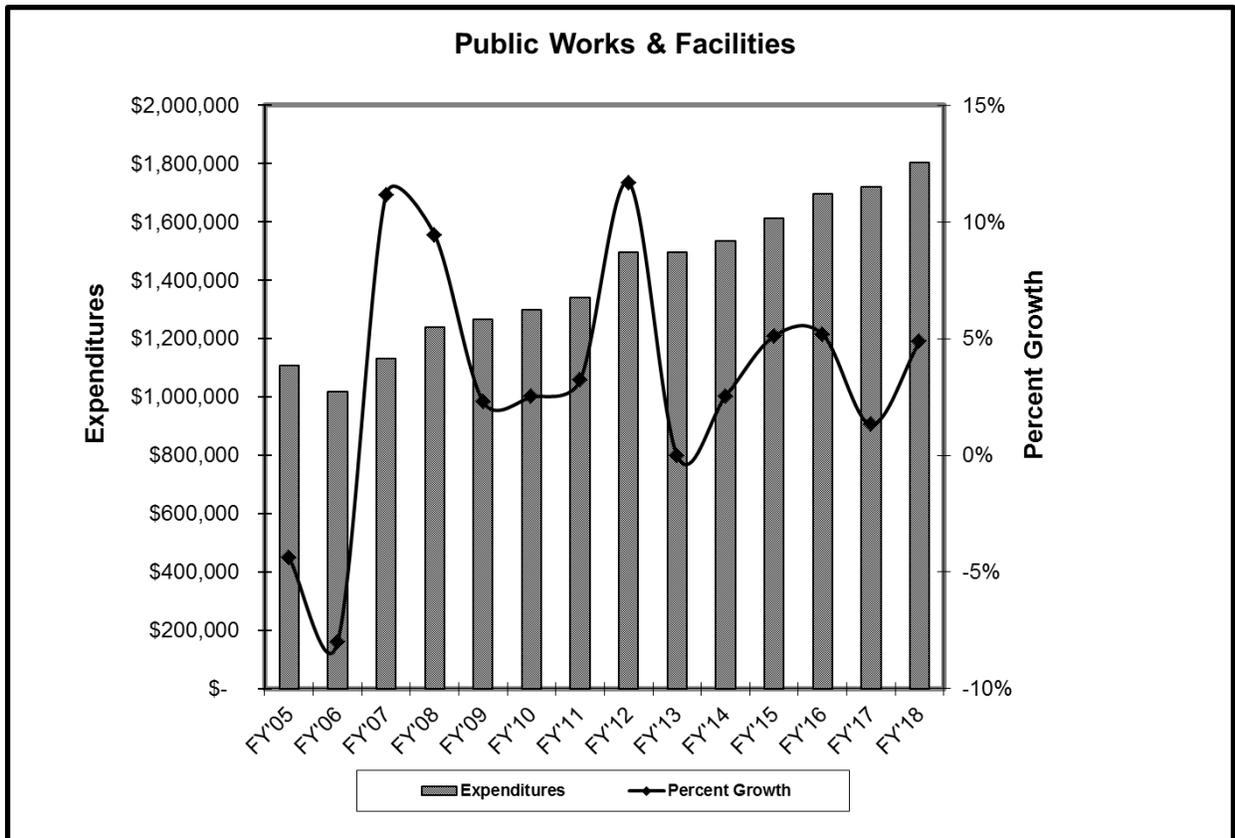
- The FY '18 budget represents an increase of 4.9% vs the FY '17 budget. Based on a Board of Selectmen recommendation, the Finance Committee’s recommended budget

includes an additional \$30,000 in excess of guideline to supplement in-house tree pruning with contract labor.

- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '18 based on the agreements.
- Lincoln receives Chapter 90 funds from the state each year, typically about \$200,000 depending on the state budget. These funds are typically used to resurface secondary roads.
- Following approval in FY '09, the Town spent \$5.5 million to repair the town's major roadways. Phase I roads (i.e., Bedford Road North, Trapelo Road, Baker Bridge Road, Sandy Pond Road and Route 126) were completed in the fall of 2009. Phase II roads (i.e., Lincoln Road, Bedford Road and Route 117) were completed in 2011. The FY '18 budget does not include any additional funds for roadway repaving.

Warrant Articles

- Article 8, Guardrail Repair: \$25,000
- Article 9, Capital Outlay Exclusion: DPW Bucket Truck: \$75,000
- Article 10, Capital Outlay Exclusion: DPW Dump Truck: \$75,000



Human Services

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$206,233	\$232,692	\$237,501

General Information

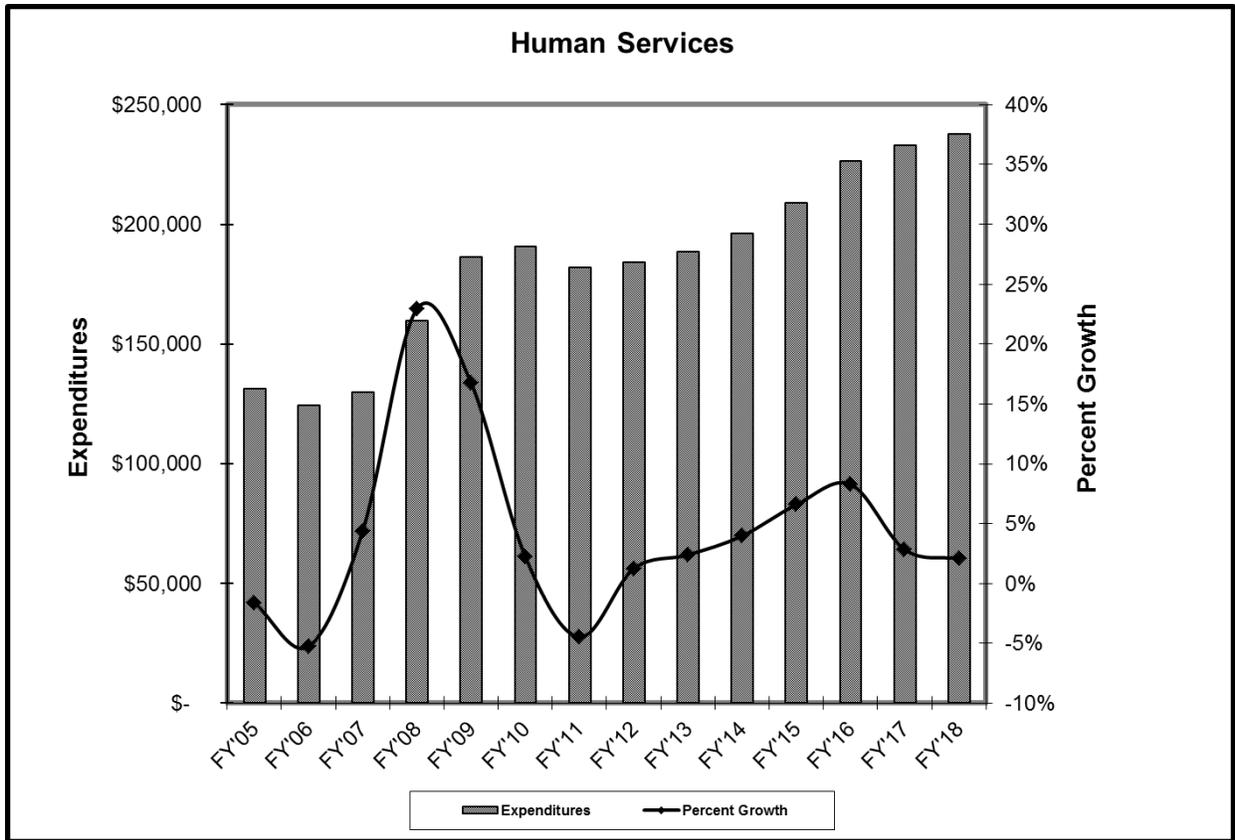
Human Services covers a broad range of programs. It includes the Board of Health, the Council on Aging, Veterans' Services, and the Minuteman Home Care Membership. The Council on Aging is the largest component. Lincoln has an agreement with Concord that provides for inspection services and health-related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

Key Issues

- The FY '18 budget contains no change in staffing.
- Board of Health services are provided through an inter-town agreement with the Town of Concord.
- The budget includes \$36,000 for veterans' benefits. The state reimburses 75% of town expenditures for veterans' services. The budget also includes \$1,500 as a stipend for the Veterans' Service Officer.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '18 based on the new agreements.

Warrant Articles

- Article 5, Senior tax work-off program: \$42,500
- Article 6, Veterans tax work-off program: \$5,000
- Article 35, Capital Outlay Exclusion: Community Center Feasibility Study: \$150,000



Recreation, Conservation, Celebrations and Pierce House

	FY '16 Actual	FY '17 Budget	FY '18 Proposed
Recreation	\$455,794	\$467,130	\$478,882
Conservation	\$97,181	\$101,148	\$104,597
Celebrations	\$24,643	\$25,850	\$26,505
Pierce House	\$40,000	\$40,000	\$40,000

General Information

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

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

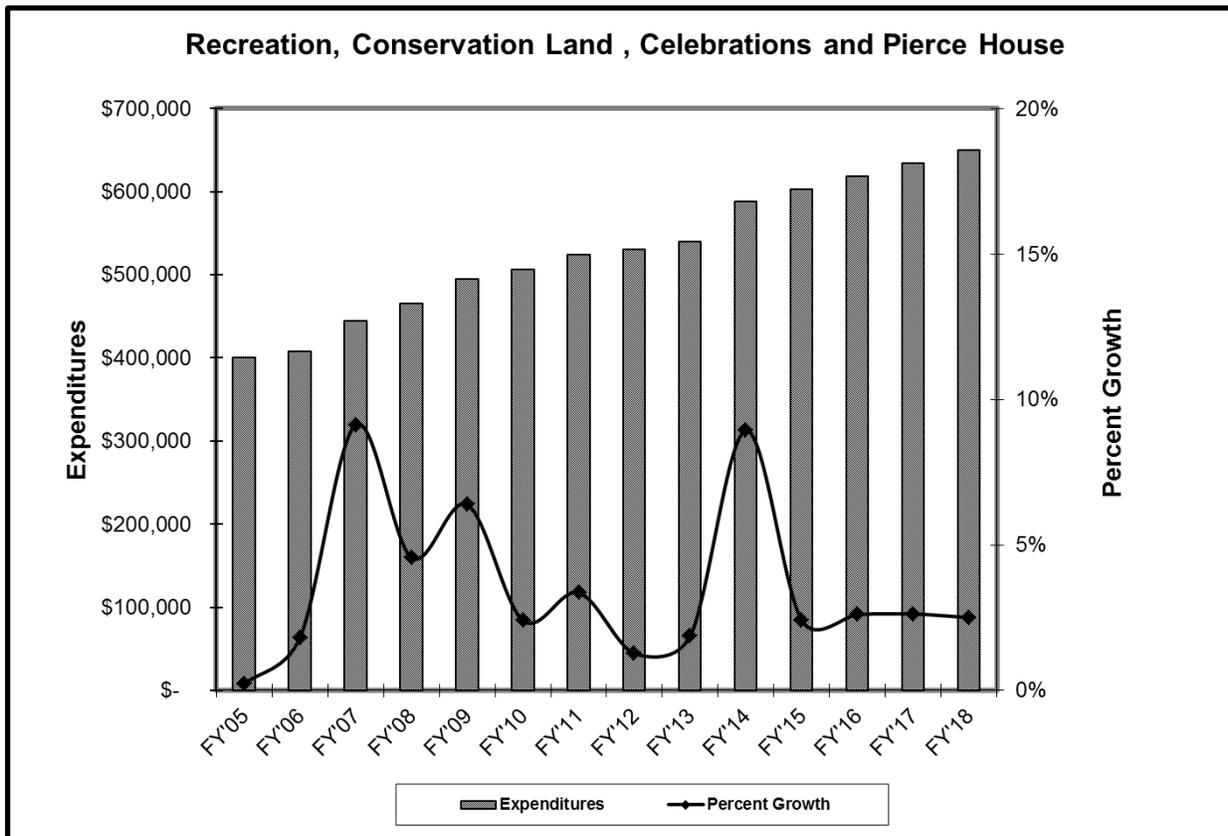
The conservation land budget includes expenses for the maintenance and recreational use of conservation land. Personnel costs for the Pierce House are also included in this category.

Key Issues

- The FY '18 budget maintains the current level of services, programs and staff.
- The Parks and Recreation Department recovers approximately 80% of its costs from user fees.
- All Town labor agreements were renegotiated under collective bargaining in FY '15. Town budgets include a 2.0% cost of living adjustment for FY '18 based on the agreements.

Warrant Articles

- Article 11, Purchase 12 acres of Municipal Land for conservation and recreation (NOTE: If approved, the \$500,000 would be funded from current CPA Funds. \$1,300,000 would be bonded with annual debt service for the proposed bonded amount of approximately \$135,500 per year): \$1,800,000
- Article 15, Pierce House Chimney Repair: \$5,000
- Article 15, Pierce House Two Interior Bathrooms Remodeling: \$15,000
- Article 15, Pierce House Kitchen Floor: \$10,000
- Article 15, Pierce House Exterior Carpentry: \$10,000
- Article 15, Conservation Fund, top off: \$40,000
- Article 35, Capital Outlay Exclusion: Community Center Feasibility Study: \$150,000



Library

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$919,457	\$955,378	\$979,413

General Information

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

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

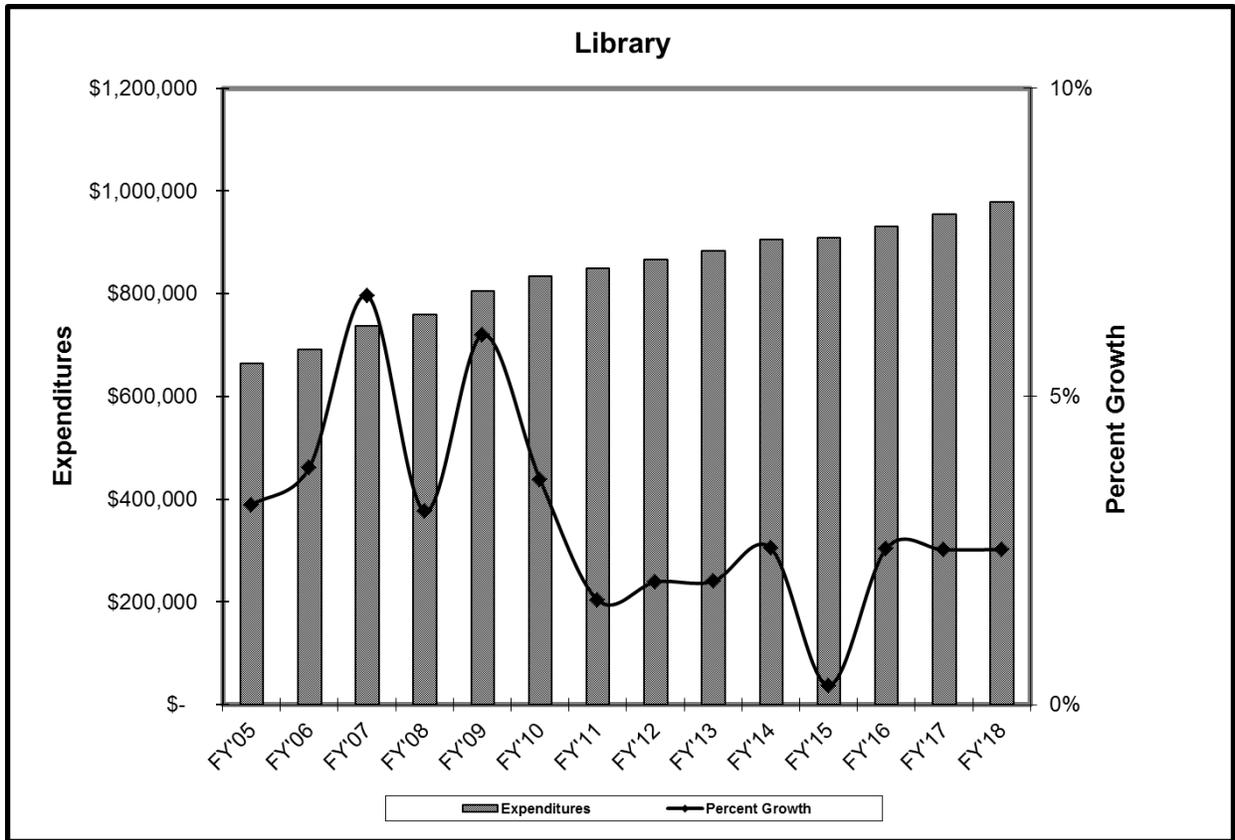
A new version of the Library's website was launched on December 19, 2016. The number of visitors to the website increased 2.4% to 65,144 from FY2015 to FY2016. Circulation of digital titles (eBooks, eAudio books, and eVideos) was 1.64% (2,715 items) of total circulation in FY2015 and rose to 5.2% (8,468 items) of total circulation in FY2016.

Key Issues

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

Warrant Articles

- Article 8, Library Public Access Computers: \$13,000
- Article 8, Library Sidewalk Stairs and Ramp: \$20,000
- Article 8, Library First Floor Redesign Study: \$10,000
- Article 19, Library building maintenance: \$44,000



**Annual Town Report: FY '17
Library
Executive Summary**

The Library’s Vision Statement

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

Introduction

The Lincoln Public Library provides all the traditional services people expect from a library while extending services into the Internet. We have 3 full time staff and 19 part time staff for a total of 12 FTE plus 2 summer interns. Eleven staff members hold Master’s degrees in Library Science. Of our core comparison towns, Lincoln (52.7%), Concord (58.6%), Sudbury (52.3%) and Wayland (57%) have a majority of hours worked by staff with MLS degrees. Bedford (39.2%), Lexington (43.1%), Carlisle (44.5%), and Weston (8.6%) have a majority of hours worked by staff without MLS degrees. Providing excellent customer service is a high priority and our staff received praise in a survey that was conducted in May 2013. 98.2% of the survey respondents rated the staff as knowledgeable; 91.7% of the respondents rated the staff as approachable; 89.2% of the respondents rated the staff as welcoming.

In order to be certified by the Massachusetts Board of Library Commissioners (MBLC), the Library is required to serve anyone who is a resident of Massachusetts. Having MBLC certification makes it possible for the Library to borrow materials from other Massachusetts libraries for Lincoln residents. During FY '16 the Library borrowed 25,398 items from other libraries for Lincoln residents and loaned 31,614 items to other libraries for their residents. Most of these inter-library loans were transacted within the Minuteman Library Network (MLN) although some borrower requests were filled from libraries around the U.S. and Canada.

Library Services

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

FY '18 Budget

The 2.5% budget increase will allow the Library to increase the level of services so that the library will be able open half days on Saturdays during July. We greatly appreciate the support of Lincoln residents who make it possible for us to provide these services.

Accomplishments

- **Use of the Library** – Use of the library is expanding overall. While the number of items checked out decreased slightly, reference questions rose by almost 13%. The number of programs increased by almost 10%. Remote use of the library by patrons downloading eBooks, eAudios, and eVideos increased significantly.

	FY2015	FY2016	% Increase
Total Circulation	165,351	162,768	-1.56%
Digital Circulation	2,715	8,468	+211.9%
Reference Questions	9,903	11,175	+12.84%
Programs	434	476	+9.68%
Program Attendance	11,424	8,193*	-28.28%
Patron Visits	88,675	88,071	-0.68%
Website Visits	63,621	65,144	+2.39%
* Some was data lost during a conversion			

- Beginning July 1, the library was open on Thursday evenings. (Thursday evenings were cut in 1992.) This increase in the number of hours that the library is open makes it more convenient for people to use the library. We are also offering additional programming on Thursday evenings.
- Summer Reading Program – This past summer 364 children (including 42 teens and 56 adults) participated in the summer reading program.
- Collaborations with Lincoln Organizations – Staff participated at school events sponsored by the Lincoln PTO and Lincoln School Foundation. For example, the Children’s Librarians read stories to students at the Lincoln PTO’s Family Literacy Night. The Children’s Librarians also read stories to students in Lincoln preschools. One of our Children’s Librarians participates in the Metco Book Buddies program at the Lincoln Public Schools. Each year the library has a program during the Recreation Department’s Winter Carnival. We had a joint program, “Football 101,” with the Council on Aging and the Parks and Recreation Department last fall. We regularly have joint programs with the Council on Aging. The library is open late during Lincoln Sudbury Regional High School’s mid-terms and finals weeks. We continue to collaborate with the Green Energy Committee to reduce energy consumption at the library.

Challenges

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

Benchmarking

FY ’15 data collected by the MBLC shows that Lincoln has the smallest budget amongst the core comparison towns, and the second smallest when Carlisle is also included. The Library is ranked fifth (73.1%) behind Lexington (87.71%), Concord (78.87%), Wayland (77.66%), and Weston (73.12%) of the seven core comparison towns for salaries as a percent of total operating expenditures. Sudbury (72.91%), Carlisle (72.3%), and Bedford (68.90%) rank sixth through

eighth. However, because our core comparison towns have greater populations, their total operating expenditures per capita are lower than Lincoln's.

Debt Service

FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$1,130,075	\$1,116,650	\$1,048,425

Amount shown for FY '18 excludes \$398,875 proposed to be funded by the CPA fund.

General Information

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

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

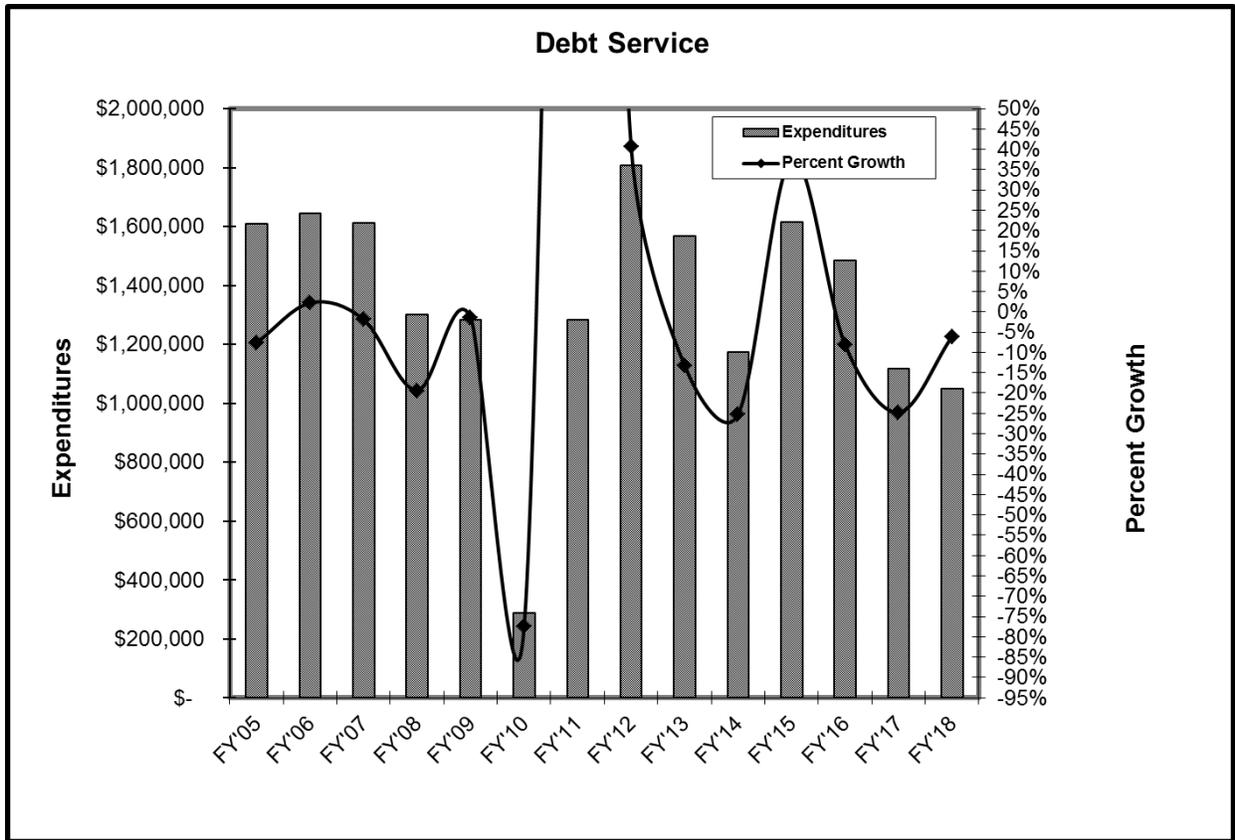
Debt service for LSRHS is part of the high school budget and not included in this section of the report.

Key Issues

- Projected debt service in FY '18 is \$68,225, or 6%, less than the amount in FY '17.
- The amount assumed excludes \$398,875 of debt service on the Town Offices project in FY '18 that the Community Preservation Committee is recommending be funded with Community Preservation Act funds.
- Remaining debt service costs represent continued payments on previously-issued debt for a variety of projects.

Warrant Articles

- Article 15, Debt service on Town Offices renovation: \$398,875
- Article 20, Additional funds to the Debt Stabilization Fund: \$310,000



Pensions and Insurance

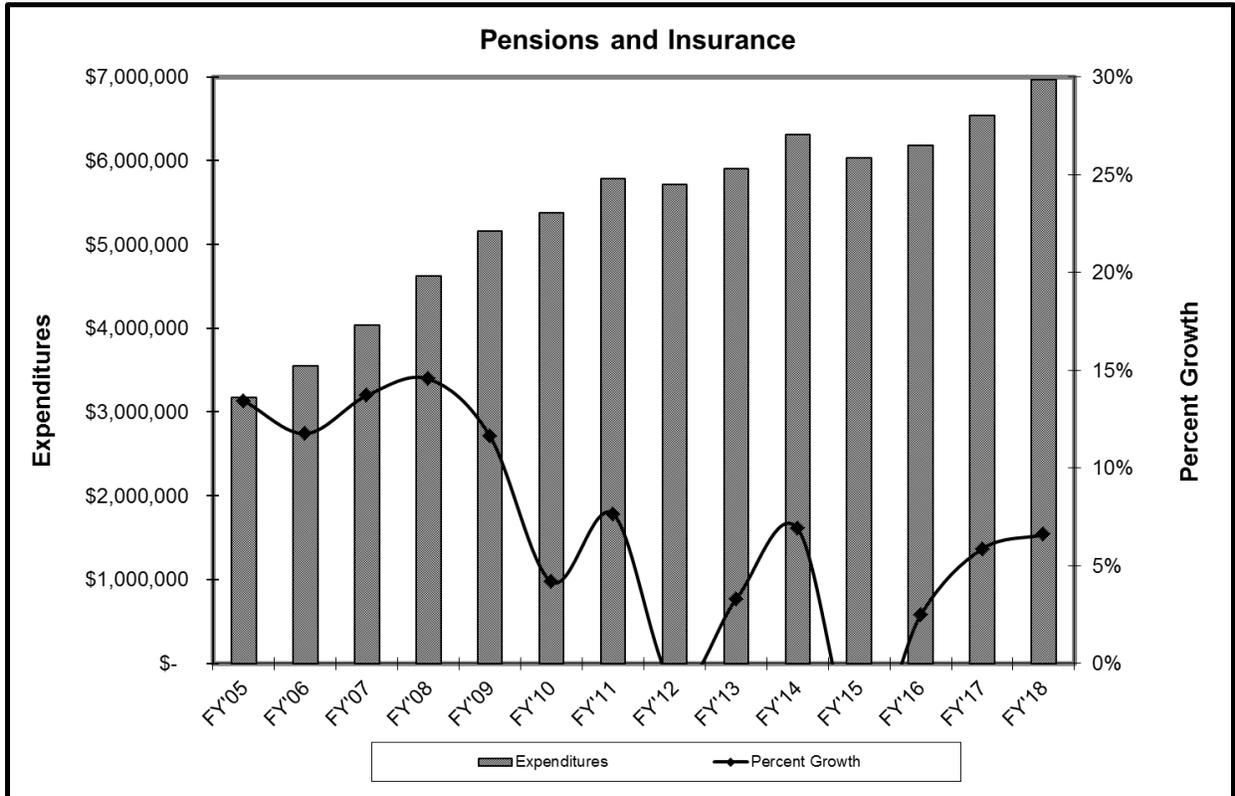
FY '16 Actual	FY '17 Budget	FY '18 Proposed
\$5,600,836	\$6,544,065	\$6,975,010

General Information

This category covers health insurance, retirement insurance, unemployment insurance, FICA/Medicare, life insurance, and general insurance, e.g., property and casualty. Overall for FY '18, this budget is 6.6% higher than FY '17.

The largest component of this category of expense is health insurance, which represents \$3.9 million, or 56%, of the FY '18 Pensions and Insurance budget. The Town offers health insurance plans to its employees, including employees of the Lincoln Public Schools. These school employee health insurance expenses are carried in this line item, not in the K-8 School Budget. For FY '18, health insurance costs are expected to increase by 3.0% (\$114,408). In recent years the Town, with the assistance of the employee unions, has saved approximately \$1.6 million in annual health care costs. The savings result from a number of actions including: adoption of Section 18, which requires qualified retirees to join Medicare (FY '09); health insurance plan design changes (FY '12); conversion of health insurance program to Massachusetts Interlocal Insurance Association (MIIA) from self-insurance (FY '11); and steps to reduce the cost of retiree prescription drug benefits (FY '17). In addition, the Town has

implemented plan design changes that shifted enrollment to lower premium plans. The Town pays 60% of premium costs.



The Town’s assessment for retirement contributions accounts for \$2.0 million, or 29%, of the FY ‘18 Pensions and Insurance budget. Lincoln is a member of the Middlesex Retirement System and contributes annually to a retirement fund that covers public sector employees within the former Middlesex County. The assessment continues to grow each year as employees earn a portion of their retirement with each year of service as well as with the requirement to fully fund the liability by the year 2035. For FY ‘18, the cost is expected to increase by 11.2% as compared to FY ‘17.

General Insurance includes worker’s compensation, liability insurance, and the bonding of appropriate Town personnel. This cost of this insurance is expected to be \$526,971 in FY ‘18, which is an increase of 12% as compared to FY ‘17.

The Town also pays for unemployment, life insurance and employee related FICA/Medicare costs. State and federal law, personnel by-laws, and union contracts determine the Town’s contributions. In combination, these expenses are expected to total \$528,447 in FY ‘18.

Water Department

FY '16 Actual	FY '17 Budget*	FY '18 Proposed*
\$993,705	\$1,123,799	\$1,158,374

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

General Information

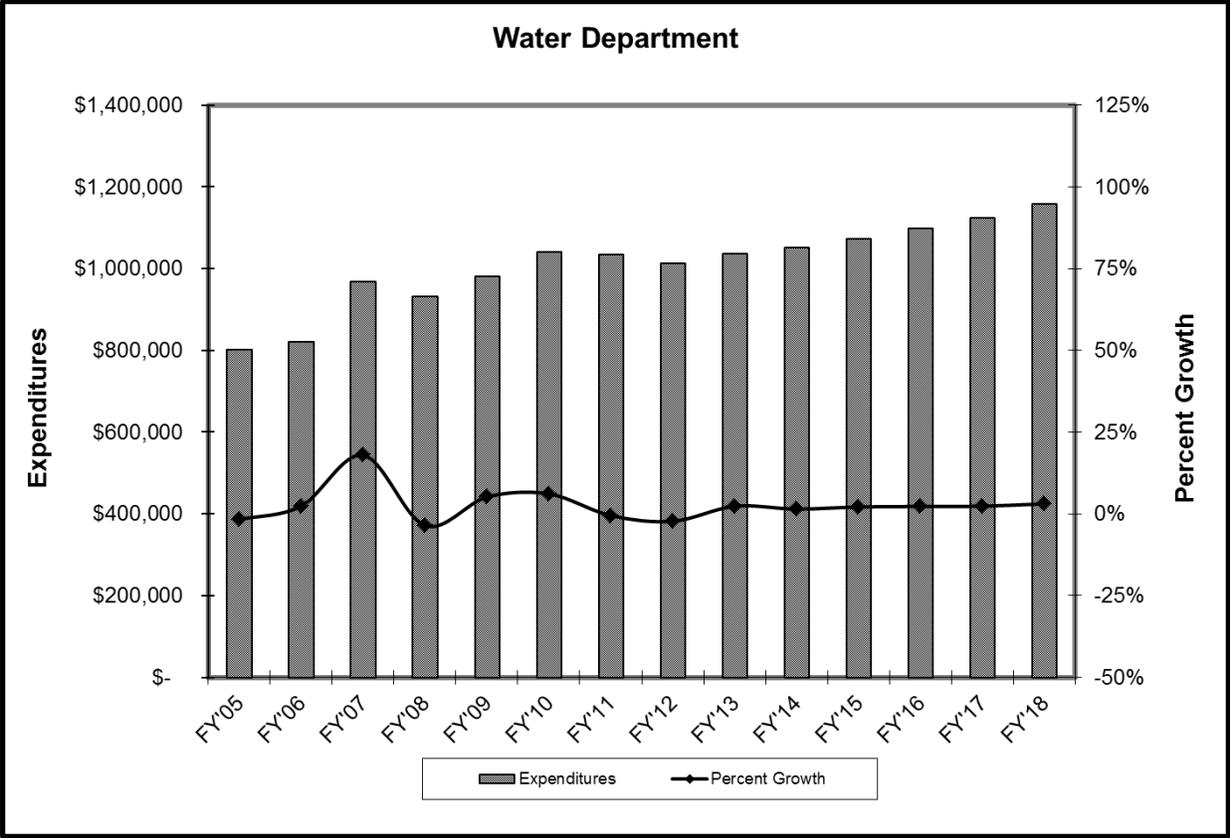
The Water Department maintains Lincoln's water supply and distribution system and assures the quality of the Town's drinking water. Its operating budget is funded entirely through fees paid by water consumers. Revenues in excess of operating costs are contributed to a surplus fund, for capital or emergency use. The surplus fund balance is \$1,354,927.

Key Issues

- The Massachusetts Department of Environmental Protection issued the Town's current water withdrawal permit in 2011. There are two major permit provisions with respect to water consumption: that we achieve the state-wide goal of 65 gallons per person per day residential use, and that our total annual withdrawal, including non-residential users and unaccounted for (lost) water not exceed 182 million gallons per year. Unfortunately in 2015 and 2016 our residential gallons per capita day were 79 and 73, respectively. We have only achieved the residential water use goal once in the last seven years and we have never met the total withdrawal goal.
- The drought conditions of the last two years, and the associated increase in water use, has resulted in dramatically lower water level in Flints Pond. A mandatory outdoor water ban was implemented in August and it is likely the ban will continue into 2017. This ban has the potential of significantly impacting the Department's yearly revenue and the Commissioners are investigating the ramifications of this potential loss on the budget.

Warrant Articles

- Article 28, Purchase of replacement vehicle: \$32,000
- Article 29, Purchase of a replacement finished water pump at Treatment Plant: \$17,000
- Article 30, Purchase of a replacement automatic strainer at Treatment Plant: \$28,000
- Article 31, Purchase of a water mixer at the Bedford Road storage tank: \$11,000



**Annual Town Report: FY '18
Lincoln Water Department
Executive Summary**

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

Governed by three elected Commissioners, the Department is funded entirely by user fees. We operate as an Enterprise Fund, meaning that revenues are expected to meet or exceed expenditures on a year-to-year basis, with the difference (Retained Earnings) held in reserve to fund emergency repairs and system improvements. Our budget and revenue structure must be approved by the Town, and system improvements are approved at the annual Town Meeting. Our expenditures have remained relatively stable over the last ten fiscal years, at roughly \$1,000,000 per year. Likewise, the Retained Earnings have also remained stable, now standing

at \$1,354,927. At the 2017 Town Meeting, we have four warrant articles for consideration by the Town, as noted above.

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

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

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

A full copy of the original 2014 report is posted on the LWD page of the Town website

**TABLE 1
FISCAL DETAIL
FY 2016-2018**

		ACTUAL EXPENDITURES FY16	CURRENT YEAR BUDGET FY17	PROPOSED BUDGET FY18
GENERAL GOVERNMENT				
1114	MODERATOR			
	Personnel Services	-	500	500
	Expense		1,500	1,500
	TOTAL 1114	-	2,000	2,000
1122	SELECTMEN			
	Personnel Services	400	400	400
	Expense	109	3,000	3,000
	TOTAL 1122	509	3,400	3,400
1290	TOWN OFFICES			
	Personnel Services	921,846	938,850	962,485
	Expense	488,863	534,330	540,642
	TOTAL 1290	1,410,709	1,473,180	1,503,127
11312	FINANCE COMMITTEE			
	Expense	176	539	552
	TOTAL 11312	176	539	552
11322	RESERVE FUND			
	Reserve Fund Appropriation	112,934	454,000	461,000
	TOTAL 11322	112,934	454,000	461,000
1137	ASSESSORS			
	Personnel Services	62,763	63,760	64,769
	Expense	87,117	90,800	93,600
	TOTAL 1370	149,879	154,560	158,369
11512	LAW DEPARTMENT			
	Expense	81,006	110,500	124,500
	TOTAL 11512	81,006	110,500	124,500
1590	TOWN ARCHIVES			
	Personnel Services	18,926	22,794	23,249
	Expense	921	1,000	1,140
	TOTAL 1590	19,847	23,794	24,389
1161	TOWN CLERK			
	Personnel Services	159,609	167,136	178,922
	Expense	3,991	6,030	5,850
	TOTAL 1161	163,599	173,166	184,772
1162	REGISTRAR OF VOTERS			
	Personnel Services	150	200	1,200
	Expense	8,303	12,510	8,150
	TOTAL 1162	8,453	12,710	9,350
1171	CONSERVATION COMMISSION			
	Personnel Services	142,999	145,616	148,275
	Expense	3,463	3,575	3,725
	TOTAL 1171	146,463	149,191	152,000
1175	PLANNING BOARD			
	Personnel Services	147,822	199,077	185,488
	Expense	3,785	4,721	6,700
	TOTAL 1175	151,607	203,798	192,188

1176	BOARD OF APPEALS			
	Personnel Services	23,080	24,033	25,158
	Expense	2,209	3,900	3,950
	TOTAL 1176	25,289	27,933	29,108
1792	AGRICULTURAL COMMISSION			
	Personnel Services	-	1,077	1,104
	Expense	4,470	4,308	4,416
	TOTAL 1792	4,470	5,385	5,520
1195	TOWN REPORT			
	Expense	18,129	18,400	18,800
	TOTAL 1195	18,129	18,400	18,800
1191	TOWN BUILDINGS			
	Personnel Services	65,009	66,148	67,205
	Expense	77,007	74,322	76,722
	TOTAL 1991	142,016	140,470	143,927
1197	TOWN PEG ACCESS CABLE			
	Personnel Services		8,436	-
	Expense		75,000	-
	TOTAL		83,436	-
TOTALS FOR GENERAL GOVERNMENT		2,415,240	3,036,462	3,013,002
PUBLIC SAFETY				
1211	POLICE DEPARTMENT			
	Personnel Services	1,442,227	1,499,163	1,528,413
	Expense	94,442	98,600	109,294
	TOTAL 1211	1,536,669	1,597,763	1,637,707
1221	FIRE DEPARTMENT			
	Personnel Services	1,333,213	1,365,958	1,400,107
	Expense	54,251	55,760	57,154
	TOTAL 1221	1,387,464	1,421,718	1,457,261
1231	EMERGENCY MEDICAL SERVICES			
	Personnel Services	73,971	76,136	78,040
	Expense	23,611	24,201	24,806
	TOTAL 1231	97,582	100,337	102,846
1249	BUILDING DEPARTMENT			
	Personnel Services	195,652	200,120	204,626
	Expense	9,437	15,184	16,050
	TOTAL 1249	205,089	215,304	220,676
1251	COMMUNICATIONS CENTER			
	Personnel Services	327,114	327,132	335,840
	Expense	40,298	38,270	38,697
	TOTAL 1251	367,411	365,402	374,537
1291	EMERGENCY MANAGEMENT			
	Personnel Services	3,000	4,950	5,048
	Expense	10,141	10,530	10,818
	TOTAL 1291	13,141	15,480	15,866
1292	DOG OFFICER			
	Expense	7,902	9,000	9,000
	TOTAL 1292	7,902	9,000	9,000
1299	PUBLIC SAFETY BUILDING			
	Personnel Services	8,540	17,086	-
	Expense	86,553	77,611	97,064
	TOTAL 1299	95,092	94,697	97,064
TOTALS FOR PUBLIC SAFETY		3,710,351	3,819,701	3,914,957

EDUCATION				
1310	LOCAL SCHOOL SYSTEM			
	Personnel Services & Expense	10,374,459	10,903,613	11,176,203
	TOTAL 1310	10,374,459	10,903,613	11,176,203
1331	LINCOLN-SUDBURY REG HS			
	Regional School District Assessment	3,977,668	4,161,932	4,231,790
	TOTAL 1331	3,977,668	4,161,932	4,231,790
1333	VOCATIONAL SCHOOL ASSESSMENT(S)			
	Regional School District Assessment	150,974	325,000	242,273
	TOTAL 1332	150,974	325,000	242,273
TOTALS FOR EDUCATION		14,503,101	15,390,545	15,650,266
PUBLIC WORKS & FACILITIES				
1411	ENGINEERING & CONSULTING			
	Expense	64,713	80,200	88,500
	TOTAL 1411	64,713	80,200	88,500
1422	DPW OPERATION & MAINTENANCE			
	Personnel Services	675,058	727,800	713,300
	Expense	288,136	309,510	352,710
	TOTAL 1422	963,193	1,037,310	1,066,010
1423	DPW SNOW & ICE CONTROL			
	Personnel Services	59,222	76,350	78,290
	Expense	185,103	202,500	207,600
	TOTAL 1423	244,325	278,850	285,890
1424	STREET LIGHTING			
	Expense	20,715	18,000	18,000
	TOTAL 1424	20,715	18,000	18,000
1427	TREE WARDEN			
	Expense	9,408	7,150	7,300
	TOTAL 1427	9,408	7,150	7,300
1429	DPW BUILDING			
	Expense	30,122	31,850	32,300
	TOTAL 1429	30,122	31,850	32,300
1434	TRANSFER STATION			
	Personnel Services	1,434	15,400	45,800
	Expense	182,328	169,000	171,200
	TOTAL 1434	183,762	184,400	217,000
1435	FACILITIES DEPARTMENT			
	Personnel Services	40,671	48,450	58,271
	TOTAL 1435	40,671	48,450	58,271
1491	CEMETERY DEPARTMENT			
	Personnel Services	10,669	10,810	13,771
	Expense	16,548	21,650	15,550
	TOTAL 1491	27,217	32,460	29,321
TOTALS FOR PUBLIC WORKS & FACILITIES		1,584,126	1,718,670	1,802,592
HUMAN SERVICES				
1511	BOARD OF HEALTH			
	Expense	19,899	28,300	28,900
	TOTAL 1511	19,899	28,300	28,900
1522	MINUTEMAN HOME CARE			
	Expense	1,343	1,376	1,410
	TOTAL 1522	1,343	1,376	1,410

1541	COUNCIL ON AGING			
	Personnel Services	153,100	156,291	159,146
	Expense	8,928	10,725	12,045
	TOTAL 1541	162,028	167,016	171,191
1543	VETERANS' SERVICES			
	Personnel Services		1,000	1,500
	Expense	22,963	35,000	34,500
	TOTAL 1543	22,963	36,000	36,000
TOTALS FOR HUMAN SERVICES		206,233	232,692	237,501
CULTURE & RECREATION				
1611	LIBRARY			
	Personnel Services	675,310	696,951	709,783
	Expense	190,420	202,507	209,250
	TOTAL 1611	865,730	899,458	919,033
1612	LIBRARY BUILDING			
	Expense	53,727	55,920	60,380
	SUB-TOTAL	53,727	55,920	60,380
	Capital Outlay			
	TOTAL 1612	53,727	55,920	60,380
1631	RECREATION DEPARTMENT			
	Personnel Services	306,116	325,700	337,152
	Expense	149,678	141,430	141,730
	TOTAL 1631	455,794	467,130	478,882
1651	CONSERVATION LAND			
	Personnel Services	87,679	91,646	94,923
	Expense	9,502	9,502	9,674
	TOTAL 1651	97,181	101,148	104,597
1661	CELEBRATIONS COMMITTEE			
	Expense	24,643	25,850	26,505
	TOTAL 1661	24,643	25,850	26,505
16931	PIERCE HOUSE			
	Personnel Services	40,000	40,000	40,000
	TOTAL '16931	40,000	40,000	40,000
TOTALS FOR CULTURE & RECREATION		1,537,075	1,589,506	1,629,397
DEBT SERVICE				
1791	INTEREST SHORT-TERM DEBT/ISSUANCE COSTS			
	Expenses	-	25,000	25,000
	TOTAL 1791	-	25,000	25,000
1792	FIRE TRUCK-ENGINE 2			
	Principal Long-Term Debt	45,000	45,000	45,000
	Interest Long-Term Debt	4,725	3,150	1,575
	TOTAL 1792	49,725	48,150	46,575
17738	FIRE TRUCK PUMPER/TANKER			
	Principal Long-Term Debt	20,000	20,000	20,000
	Interest Long-Term Debt	2,100	1,400	700
	TOTAL 17738	22,100	21,400	20,700

17748	ROAD PROJECT			
	Principal Long-Term Debt	595,000	595,000	595,000
	Interest Short-Term Debt	75,750	57,900	40,050
	TOTAL 17748	670,750	652,900	635,050
17749	EMS AMBULANCE			
	Principal Long-Term Debt	-	-	-
	Interest Long-Term Debt	-	-	-
	TOTAL 17749	-	-	-
17750	MACDOWELL LAND ACQUISITION			
	Principal Long-Term Debt	80,000	80,000	80,000
	Interest Long-Term Debt	14,475	12,075	9,675
	TOTAL 17750	94,475	92,075	89,675
17751	IT STRATEGIC PLAN			
	Principal Long-Term Debt	50,000	50,000	50,000
	Interest on Short Term Debt	7,625	6,125	4,625
	TOTAL 17751	57,625	56,125	54,625
17752	SCHOOL BUILDING FEASIBILITY STUDY			
	Principal Long-Term Debt	45,000	40,000	-
	Interest on Short Term Debt	1,700	800	-
	TOTAL 17752	46,700	40,800	-
17753	TOWN OFFICES RENOVATION			
	Principal Long-Term Debt	-	-	-
	Interest on Short Term Debt	-	-	-
	TOTAL 17753	-	-	-
17754	LIBRARY FIRE SUPPRESSION			
	Principal Long-Term Debt	175,000	170,000	170,000
	Interest on Short Term Debt	13,700	10,200	6,800
	TOTAL 17754	188,700	180,200	176,800
TOTALS FOR DEBT SERVICE		1,130,075	1,116,650	1,048,425
UNCLASSIFIED				
INSURANCE				
1911	RETIREMENT ASSESSMENT			
	Expense	1,642,733	1,812,136	2,015,592
	TOTAL 1911	1,642,733	1,812,136	2,015,592
1913	UNEMPLOYMENT INSURANCE			
	Personnel Services	2,511	30,000	33,600
	TOTAL 1913	2,511	30,000	33,600
1914	HEALTH INSURANCE			
	Personnel Services	3,264,019	3,763,289	3,878,040
	Expense	-	26,303	25,960
	TOTAL 1914	3,264,019	3,789,592	3,904,000
1915	LIFE INSURANCE			
	Personnel Services	3,952	9,000	10,081
	TOTAL 1915	3,952	9,000	10,081
1916	FICA/MEDICARE			
	Personnel Services	342,887	432,827	484,766
	TOTAL 1916	342,887	432,827	484,766
1942	GENERAL INSURANCE			
	Expense	344,734	470,510	526,971
	TOTAL 1942	344,734	470,510	526,971
TOTALS FOR UNCLASSIFIED		5,600,836	6,544,065	6,975,010
TOTALS FOR GENERAL FUND		30,687,037	33,448,291	34,271,150

WATER ENTERPRISE FUND				
61451		WATER DEPARTMENT		
		Personnel Services	379,322	400,199
		Expense	439,229	493,600
		SUB-TOTAL	818,551	893,799
		Capital Outlay	175,154	180,000
		TOTAL 61451	993,705	1,073,799
614513		WATER DEPARTMENT		
		Emergency Reserve	-	50,000
		TOTAL 614513	-	50,000
TOTALS FOR WATER ENTERPRISE FUND			993,705	1,123,799
APPROPRIATION SUMMARY -				
		GENERAL GOVERNMENT	2,415,240	3,036,462
		PUBLIC SAFETY	3,710,351	3,819,701
		EDUCATION	14,503,101	15,390,545
		PUBLIC WORKS & FACILITIES	1,584,126	1,718,670
		HUMAN SERVICES	206,233	232,692
		CULTURE & RECREATION	1,537,075	1,589,506
		DEBT SERVICE	1,130,075	1,116,650
		UNCLASSIFIED	5,600,836	6,544,065
		WATER DEPARTMENT	993,705	1,123,799
TOTAL - ARTICLE 7			31,680,742	34,572,090
				35,429,524

An Outline of Town Meeting Procedures

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

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

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

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

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

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

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

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

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

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

TOWN OF LINCOLN, MASSACHUSETTS

ANNUAL TOWN MEETING: Saturday, March 25, 2017: 9:30 a.m.
ANNUAL ELECTION: Monday, March 27, 2017: 7:30 a.m. – 8:00 p.m.

2017 WARRANT



TOWN OF LINCOLN

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

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

GREETINGS:

In the name of the Commonwealth you are hereby required to notify the legal voters of said Town of Lincoln qualified to vote at Town Meeting for the transaction of Town Affairs to meet for the annual election at the Smith School Gymnasium on Monday, the twenty seventh day of March, 2017 next, starting at 7:30 a.m., then and there to act on the following Article 1, **and also to meet for the annual town meeting in the Donaldson Auditorium in said Lincoln on Saturday, the twenty fifth day of March, 2017 at 9:30 a.m., then and there to act on the following articles, except Article 1**, by posting a copy of this Warrant, by you attested, in said Town, seven days at least before the 25th day of March next.

The polls for voting the ballot on Monday, March 27, 2017 will be opened at 7:30 a.m. and will be closed at 8:00 p.m.

Any person requiring this warrant in a larger print format, or anyone requiring handicap related assistance at the town meeting, please contact the Selectmen's Office at 781-259-2601 prior to Wednesday, March 15, 2017. Every reasonable attempt will be made to provide the necessary assistance.

Note: Town meeting shall be continued to Tuesday, March 28, 2017 at 7:30 p.m. in the Donaldson Auditorium, if needed.

ARTICLE 1

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

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

And to consider the following questions:

1. Shall the Town of Lincoln be allowed to assess an additional \$75,000 in real estate and personal property taxes for the purpose of purchasing a used bucket truck for the Department of Public Works, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2017?

YES NO

2. Shall the Town of Lincoln be allowed to assess an additional \$75,000 in real estate and personal property taxes for the purpose of purchasing a small dump truck for the Department of Public Works, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2017?

YES NO

3. Shall the Town of Lincoln be allowed to assess an additional \$150,000 in real estate and personal property taxes for the purpose of funding a feasibility study and preliminary design development plans for a community center to be located within the Hartwell Complex of the Ballfield Road school campus, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2017?

YES NO

ARTICLE 2

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

Selectmen

ARTICLE 3

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

Selectmen

ARTICLE 4

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

Selectmen

ARTICLE 5

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

Selectmen

ARTICLE 6

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

Selectmen

ARTICLE 7

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

Finance Committee

ARTICLE 8

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

Capital Planning Committee

ARTICLE 9

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

Board of Selectmen

ARTICLE 10

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

Board of Selectmen

ARTICLE 11

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a portion or portions of the former Wang Family property located at 100 Bedford Road, consisting of approximately 12.6 acres, more or less, which parcels are identified on the Lincoln Assessors' Maps as a portion of Parcel 127-11-0 (approximately 3.5 acres), a portion of Parcel 127-10-0 (approximately .70 acres), Parcel 127-9-0 (approximately 1.4 acres), Parcel 127-7-0 (approximately 2.8 acres), Parcel 127-6-0 (approximately .58 acres), and Parcel 127-19-0 (approximately 3.7 acres), a portion of the above land (approximately 3 acres) to be held by the Board of Selectmen for recreational purposes, including, without limitation, for the development of an athletic field, and the remaining portion is to be acquired for conservation purposes under the provisions of G.L. c.40, §8C; and to raise and appropriate,

transfer from available funds, including, but not limited to Community Preservation Act funds, and/or borrow a sum of money for the purpose of acquiring said land and costs incidental or related thereto, and to authorize the Treasurer, with the approval of the Selectmen, to borrow said funds under the provisions of G.L. c.44B, G.L. c.44 and/or any other enabling authority and to issue bonds or notes of the Town therefor; and to authorize the Board of Selectmen to grant a restriction on said land, and further to authorize the Board of Selectmen or its designees to enter into any and all agreements and execute any and all instruments as may be necessary or convenient to accomplish the foregoing purposes; or to take any other action relative thereto.

Community Preservation Committee

ARTICLE 12

To see if the Town will vote to amend the Zoning By-Law of the Town of Lincoln, deleting Section 14.3, Accessory Apartments in a R-1 District, in its entirety, and replacing it with a new Section 14.3, to be consistent with Department of Housing and Community Development (DHCD) regulations, so that affordable accessory apartment units that are added in accordance with the terms of this Bylaw may be counted in the Town's Subsidized Housing Inventory (SHI), and by reorganizing and reformatting other provisions of this Section 14, as substantially on file with the Town Clerk; or take any other action relative thereto.

Housing Commission

ARTICLE 13

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation substantially as set forth below, authorizing the Board of Assessors to exempt from property taxation the value of any accessory apartment created consistent with Section 14 of the Town's Zoning Bylaw as amended pursuant to Article 12 of this Warrant; 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 purpose objectives of this petition; or take any other action in relation thereto.

An Act Relative to Property Tax Exemptions for Rental Properties in the Town of Lincoln Deed Restricted as Affordable Housing

WHEREAS, the Town desires to increase the number of rental housing units in Lincoln that are affordable;

THEREFORE, the Town's representatives in the General Court are instructed to file a home rule petition for a special act entitled, "An Act Relative to Property Tax Exemptions for Rental Properties in the Town of Lincoln Deed Restricted as Affordable Housing" to read as follows:

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, upon the approval by the Attorney General of the Town of Lincoln's Affordable Accessory Apartment Bylaw, the proportional value of affordable accessory dwelling units created under said by-law

that are subject to an affordable housing deed restriction shall be exempt from taxation under Chapter 59 of the General Laws.

SECTION 2. Such exemption shall be equal to the tax otherwise owed on the property based on the assessed value of the entire property, including any accessory dwelling units multiplied by the square feet of the living space of all accessory dwelling units on the property that are restricted to occupancy by low or moderate income households, divided by the total square feet of all structures on the property. For purposes of determining the assessed value of the entire property, if by income approach to value, such assessment shall assume that all housing units are rented at fair market value.

SECTION 3. The date of determination as to the qualifying factors required by this act shall be September first of each year.

SECTION 4. This act shall take effect upon its passage.

Housing Commission

ARTICLE 14

To see if the Town will vote to appropriate and transfer from Community Preservation Funds, or borrow under Chapter 44B, Section 11 of the General Laws or any other enabling authority, a sum of money for the purpose of funding a program for the creation and support of affordable accessory apartments, permitted under the Accessory Apartment Bylaw, with said funds to be expended under the direction of the Municipal Affordable Housing Trust, and to authorize the Board of Selectmen to accept affordable housing restrictions that may be granted to the Town pursuant to said program; or take any action relative thereto.

Community Preservation Committee

ARTICLE 15

To receive and act upon a report from the Community Preservation Committee on the Fiscal Year 2018 Community Preservation Budget, and to appropriate or reserve for later appropriation monies for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, and to determine whether such sums shall be raised from the Community Preservation Fund, transferred from available funds, borrowed, or any combination thereof; or take any other action relative thereto.

Community Preservation Committee

ARTICLE 16

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, or otherwise, to fund the proposal of the Eighth Grade Warrant Article Group to purchase and install a certain number of benches at some of the Town's playing fields for use by athletic teams and others, including all costs incidental and related thereto; or to take any other action relative thereto.

Citizens Petition

ARTICLE 17

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

School Committee

ARTICLE 18

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

Selectmen

ARTICLE 19

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

Library Trustees

ARTICLE 20

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds (including any amount appropriated under Article 7 that exceeds the final Lincoln assessment voted by the Lincoln Sudbury Regional High School Committee for the fiscal year 2018, in accordance with law), by borrowing or any combination thereof, to add funds to the Debt Stabilization Fund, so called, previously established in accordance with Massachusetts General Laws, Chapter 40, Section 5B at the March 26, 2011 Annual Town Meeting, Article 19, for the purpose of funding future debt service obligations; or take any other action relative thereto.

Finance Committee

ARTICLE 21

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to add funds to the Group Insurance Liability

Fund established by Chapter 474 of the Acts of 2008, which Fund will help offset the Town's so-called "Other Post-employment Benefits (OPEB)" liability established by Statements 43 and 45 of the Governmental Accounting Standards Board; or take any other action relative thereto.

Finance Committee

ARTICLE 22

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

Finance Committee

ARTICLE 23

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

Selectmen

ARTICLE 24

To see if the Town will vote to transfer from Free Cash a sum of money equal to the state reimbursement amount for Special Education Medicaid expenses to supplement the FY18 Lincoln School operating budget; or take any other action relative thereto.

School Committee

ARTICLE 25

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

Selectmen

ARTICLE 26

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw, as substantially on file with the Town Clerk; and, further, to set FY2018 spending limits for such revolving funds; or take any other action relative thereto.

Selectmen

ARTICLE 27

To see if the Town will vote to appropriate a sum of money from the PEG Access and Cable Related Fund, previously established at the March 19, 2016 Town Meeting, Article 32, to support cable related purposes consistent with the franchise agreement between cable operators and the Town of Lincoln, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license; or take any other action relative thereto.

Selectmen

ARTICLE 28

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

Water Commissioners

ARTICLE 29

To see if the Town will vote to appropriate and transfer a sum of money from Water Enterprise Retained Earnings for a replacement finish water pump at the Treatment Plant, including all costs incidental and related thereto; or take any other action relative thereto.

Water Commissioners

ARTICLE 30

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

Water Commissioners

ARTICLE 31

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

Water Commissioners

ARTICLE 32

To see if the Town will vote to appropriate and transfer from Free Cash or any other source of funds a sum of money to reduce the total amount to be raised by taxation pursuant to the votes previously taken under Article 7 of this Warrant, or any other article of this Warrant authorizing the appropriation of funds; or take any other action relative thereto.

Finance Committee

ARTICLE 33

To see if the Town will vote to amend the vote taken under Article 30 of the March 28, 2015 Town Meeting raising and appropriating the sum of \$750,000, contingent upon a Capital Outlay Exclusion, which was approved at the March 30, 2015 Town Election, for a Feasibility Study to develop building project renovation or repair choices for the Lincoln School located at Ballfield Road, only in the event the Town was invited to participate in the Massachusetts School Building Authority (MSBA) Grant Program, **to instead provide that such funds shall be used for a Feasibility Study, including all costs incidental and related thereto, conducted by a School Building Committee appointed by the School Committee, to assist the School Committee, independent of the MSBA, and including engagement with the community in an inclusive process and building on the work of previous committees, in developing building project choices for the Lincoln School, located at Ballfield Road, that will serve the District's educational goals, meet long-term facilities needs, and necessitate a MINIMUM Town investment of \$30 million;** or take any other action relative thereto.

School Committee

ARTICLE 34

To see if the Town, in order to financially support a comprehensive renovation of the Lincoln School, will vote to seek partnership with the Massachusetts School Building Authority (MSBA) by supporting the School Committee in filing a Statement of Interest with the MSBA; or take any other action relative thereto.

School Committee

ARTICLE 35

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing, or any combination thereof, for the purpose of funding a feasibility study and preliminary design development plans for a community center to be located within the Hartwell

Complex of the Ballfield Road school campus, including all costs incidental and related thereto; provided, however, that the vote taken hereunder shall be made contingent upon approval by the voters of the Town at an election of a “capital outlay exclusion” in accordance with the provisions of Massachusetts General Laws, Chapter 59, Section 21C(i½), otherwise known as Proposition 2 ½, so-called; or take any other action relative thereto.

Board of Selectmen

ARTICLE 36

To see if the Town will vote to authorize the Board of Selectmen to enter into the following two types of agreements with a solar energy provider in connection with solar energy facilities on the parcel of land known generally as the Town Landfill and described more particularly below: (1) net metering credit or power purchase agreement, for the purchase, by the Town, of energy or energy and/or net metering credits and (2) payment-in-lieu of taxes agreement, to allow the Town to better predict the tax revenues related to solar energy facilities, as set forth below; and further to authorize the Board of Selectmen to take such other actions as may be necessary or convenient to accomplish the foregoing purposes:

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

To transfer the care, custody and control of the parcel of land commonly known as the Town Landfill, located at the corner of Route 2A (North Great Road) and Mill Street, and shown as Assessors Map 115, Lot 19, from the Board of Selectmen for active and passive recreation and open space purposes to the Board of Selectmen for general municipal purposes. Such purposes shall include, without limitation, for active and passive recreation and closed landfill purposes, and also for the purpose of leasing said land for solar energy purposes; and to authorize the Board of Selectmen to lease said land or any interest therein to a solar energy provider for the installation and operation of solar energy facilities and to grant such easements, on such terms and conditions and for such a duration, up to twenty-five (25) years, as the Board deems appropriate, and to take such other action as may be necessary to effectuate said transfer and lease, including but not limited to seeking an amendment to the landfill closure approval as issued by the Department of Environmental Protection and the filing of a home rule petition with the General Court for purposes of authorizing the transfer of such land consistent with the provisions of Article 97 of the Massachusetts Constitution; and

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

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

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

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

Selectmen

ARTICLE 37

To see if the Town will vote to accept the provisions of Massachusetts General Law, Chapter 90, Section 17C, in the interests of public safety and without further authority, to establish a speed limit of 25 miles per hour on any roadway inside a thickly settled or business district in the Town of Lincoln on any way that is not a state highway; or take any other action relative thereto.

Selectmen

ARTICLE 38

To see if the Town will vote to amend the Zoning By-Law, Sections 6.1 and 6.2 and Section 23 Definitions, to add parties permitted to farm by right, add agricultural uses permitted by right on parcels less than five acres, and to clarify agricultural uses requiring a special permit on parcels containing less than five acres, substantially as on file with the Town Clerk; or take any other action relative thereto.

Agricultural Commission

ARTICLE 39

To see if the Town will vote to amend the Zoning Bylaw of the Town of Lincoln by adding a new Section 18.6, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, as substantially on file with the Town Clerk; or take any other action relative thereto.

Selectmen

ARTICLE 40

To see if the Town will vote to amend the Zoning By-Law, Section 13.6, to delete the requirement of a one foot setback for roof top solar installations, increase the height allowed for ground mounted and pole mounted installations from 10 feet to 12 feet and to give the Planning Board the ability to grant waivers for requirements on a case by case basis, as substantially on file with the Town Clerk; or take any action relative thereto.

Planning Board/Green Energy Committee

ARTICLE 41

To see if the Town will vote to amend the General Bylaws by adopting a bylaw entitled “The Regulation of Sale and Use of Bottled Water”, as substantially on file with the Town Clerk; or take any other action relative thereto.

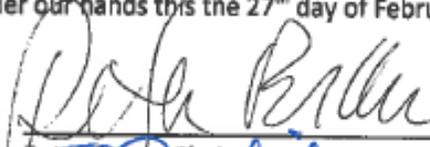
Citizens Petition

ARTICLE 42

To see if the Town will vote to amend the General Bylaws by adopting a bylaw entitled “Plastic Bag Ban”, as substantially on file with the Town Clerk; or take any other action relative thereto.

Citizens Petition

Hereof fail not and make return of this Warrant with your doings, thereon to the Town Clerk, at or before the time for the meeting aforesaid. Given under our hands this the 27th day of February, 2017.



Peter Braun, Chair



Renel Fredriksen



James Craig
Board of Selectmen

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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