

FINANCIAL SECTION AND WARRANT
FOR
THE 2018 ANNUAL TOWN MEETING
LINCOLN, MASSACHUSETTS



SATURDAY, MARCH 24, 2018
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 24, 2018** 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 and the community center. You will also note that there are five 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 **SIX 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, 2018. 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. Fifth, a **GLOSSARY** of common terms used in the discussion of the budget. And sixth, information on **PROPERTY TAX RELIEF PROGRAMS**.

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 LUNCHESES** in the Brooks Gym/Reed Field House next to the Auditorium.

I look forward to this annual gathering on March 24th. 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, 2018 - JUNE 30, 2019

LINCOLN FINANCE COMMITTEE

Jeff Birchby

Gina Halsted

Eric Harris

Jim Hutchinson, Chair

Peyton J. Marshall

Andrew Payne, Vice Chair

Tom 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 '19 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. 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. Although these reports are too much work to produce annually, we hope to update them roughly every five years.

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 '19, the Finance Committee is recommending a base budget of \$37,679,944. For the eleventh 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, 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 '19, the property taxes on the median value house (assessed value of \$997,500) will increase by about \$322 (2.37%) with the proposed budget. This increase includes a 2.40% increase in the operating budget (\$326), a 1.01% net increase in debt exclusions (\$137) and a 1.04% decrease resulting from last year's capital exclusions for Department of Public Works bucket and dump trucks and Community Center feasibility study coming out of the levy (\$141).

These debt exclusion figures assume the application of CPA funds to the payment of the Town Offices debt payment (Warrant Article 10), which represents a reduction of 1.36% (\$185).

This year there is one warrant article (Warrant Article 9) and a related ballot question that would result in an FY '19 capital exclusion to fund a replacement for Fire Department equipment, specifically fire engine #3. If approved, the effect of this capital exclusion on its own would be a 2.09% increase (\$283) 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 exclusion (if approved) net of last year's capital exclusions coming out of the tax bill, the total impact would be a 3.10% (\$420) increase in the median property tax bill for FY '19 compared to FY '18. Individual property owners who have undertaken construction or made improvements to their properties may see an additional 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 '19, real estate taxes are projected to account for about 80% of revenue. The Town has a small number of commercial properties and relatively few opportunities to increase local revenues. Although the FY '19 state budget is not yet known, the FY '19 budget is built on an assumption that net state aid will increase by 2% relative to FY '18 to \$1,921,120.

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 '17 and assumptions that were considered reasonable at that time.

The Finance Committee has supported requests from the Board of Selectmen to increase departmental budgets and cash capital expenditures beyond the guideline. Additional funds are included in the recommended budget for consulting work needed to meet EPA storm water permit mandates, provide part-time nursing support, domestic violence support, provide contingency funds for a Special Town Meeting in the fall, and an increased budget for the Senior Tax Work-off Program.

In addition to the operating budget (Warrant Article 7), the capital budget (Warrant Article 8) and the Fire Department capital exclusion (Warrant Article 9), Town Meeting will consider maintenance articles and other appropriations (Warrant Articles 11, 12 and 13). The Finance Committee is also recommending an increase in the Stabilization Fund balance in FY '19 (Warrant Article 14) 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 15 and 16). The Finance Committee takes these other appropriations into account when determining the funds available for the operating and capital budgets.

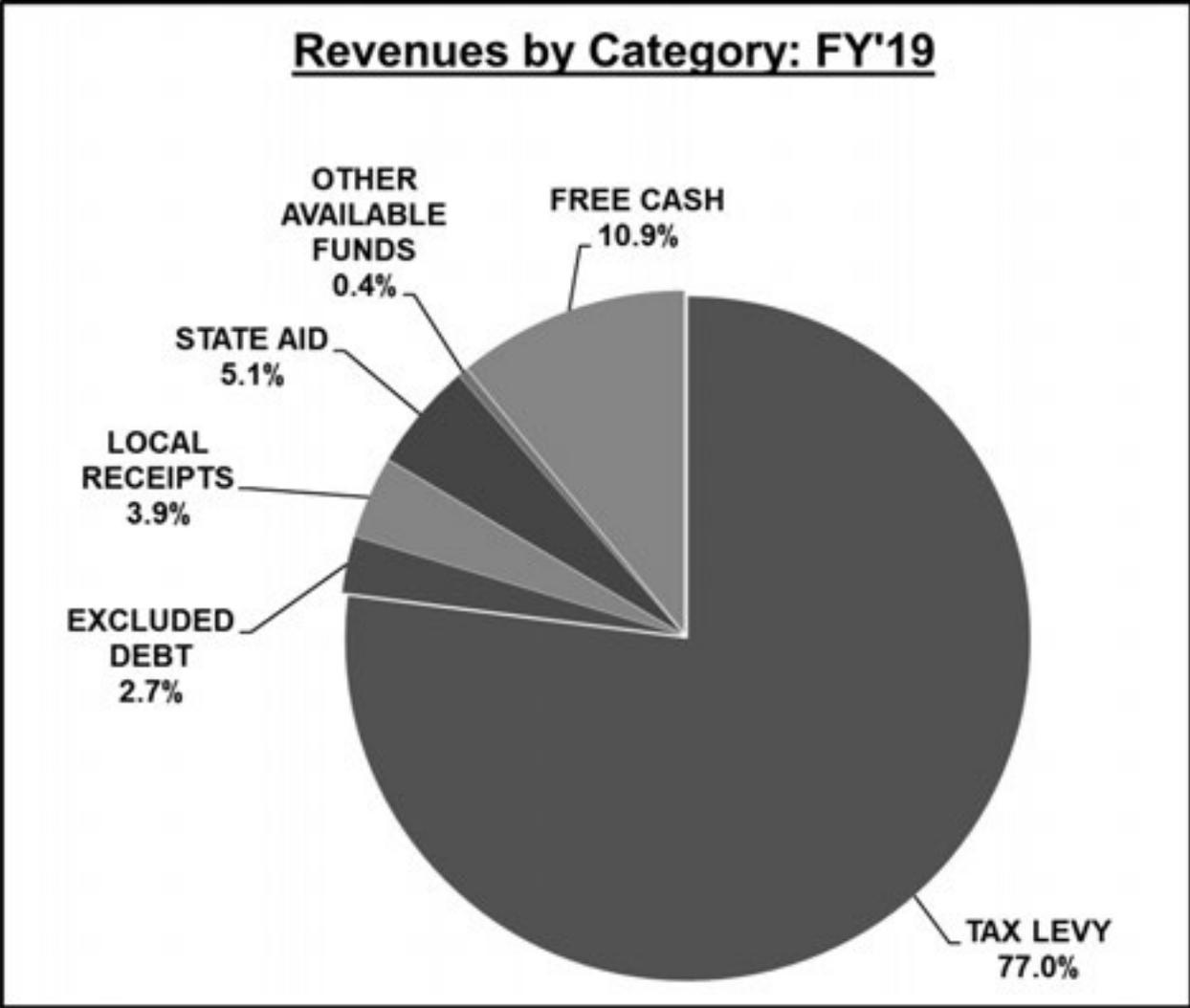
The Finance Committee places a high priority on maintaining adequate Emergency Reserves. Emergency Reserves allow unforeseen changes in revenues or needed expenditures to be addressed without undue disruption of ongoing activities. The committee's goal is to set aside an amount equal to 3 to 5% of the prior year's General Fund budget as Emergency Reserves (the General Fund budget is the Town operating budget as shown in the P&L-based presentation of Revenues and Expenditures on page 7). 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 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 '19 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 '19 are projected at \$37,679,944 (excluding Water Department revenues), a 3.1% increase as compared to FY '18. Revenue from state aid is projected to increase 2% from FY '18, while local receipts are anticipated to grow by 1.0%. Excluded debt will decrease by 10.5% 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.



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 '19, real estate taxes are projected to account for about 80% of revenue. As compared to FY '18, real estate taxes are projected to increase by \$974,958 (with CPA offset), including \$853,363 within the Proposition 2 ½ limit plus a net increase of \$182,548 from debt service and capital exclusions previously approved and less \$60,953 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 '19, excluded debt is projected to represent 2.7% of revenues.

The application of Free Cash is projected to provide 10.9% of FY '19 revenue. In October 2017, the Department of Revenue certified Free Cash for the Town from FY '17 at \$5,258,677. This represented a 2.6% increase from the amount certified in October 2016. The FY '19 budget targets Free Cash as part of Emergency Reserves at year-end of \$1,139,600. This is the major component of the Town's Emergency Reserves. Other contributors to the FY '17 Free Cash balance were: (1) a turn back from the Lincoln Schools and savings in health insurance, and (2) receipts in excess of budget, such as for motor vehicle excise and licenses and permits. The Free Cash balance is a major contributor to the Finance Committee's ability to propose a budget that can be funded without an operating override.

Local receipts, which include excise taxes, rental fees, license and permit fees, investment income, cell tower income, and other fee income, such as parking, recreation and ambulance fees, are projected to provide 3.9% of revenue in FY '19, compared to 4.2% in FY '18.

State aid, which includes Chapter 70 (education reform) funds, lottery, and other assistance, is projected to provide 5.1% of revenue in FY '19, compared to 5.2% in FY '18. 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 '18. 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 0.4% of revenue in FY '19, 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.

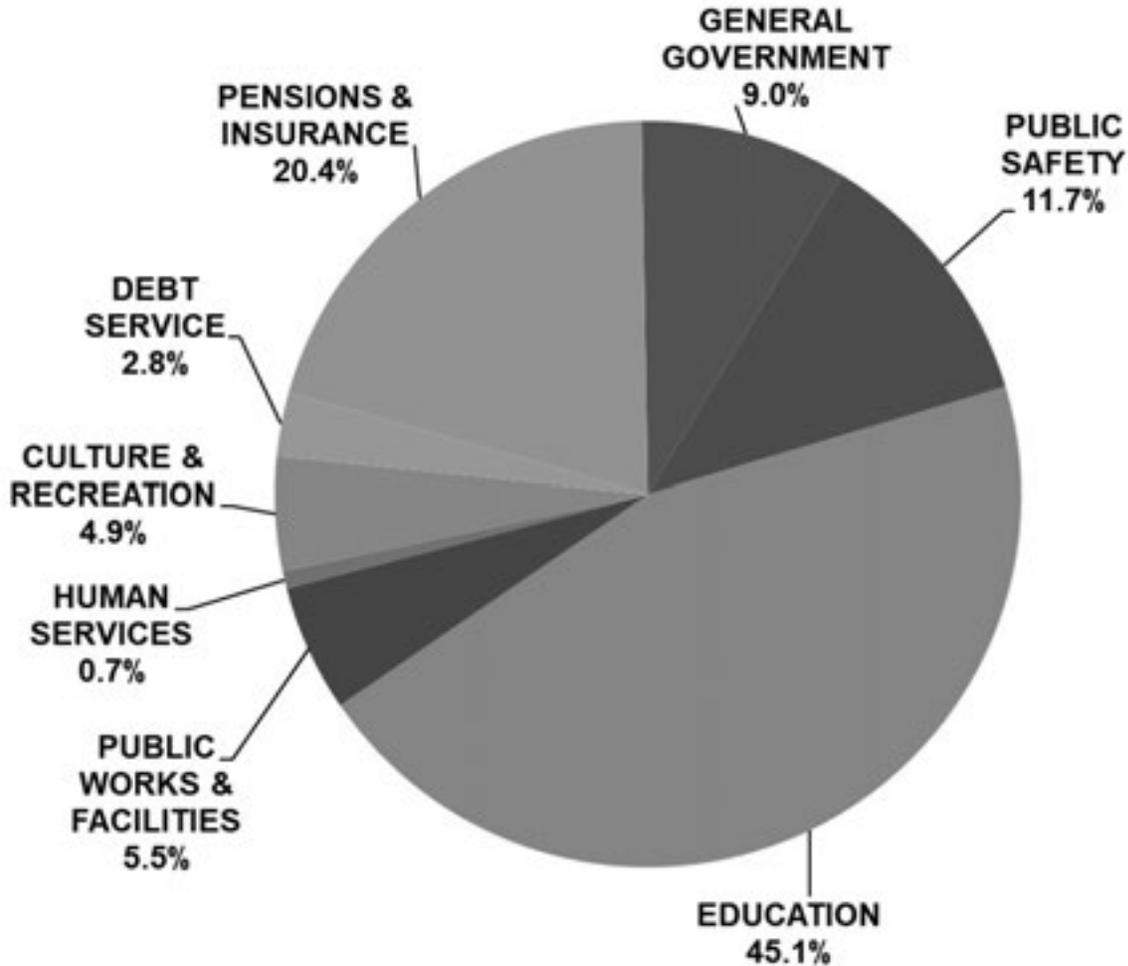
4. Operating Expenditures

Total Town operating expenditures consist of both the General Fund and the Water Enterprise Fund. The Water Department's operating budget (\$1,186,885 for FY '19) is funded entirely through fees paid by water consumers. The General Fund budget includes all other operating expenditures.

The proposed FY '19 budget is \$37,679,944. The General Fund total is \$34,429,291 exclusive of capital items and other articles.

The following pie chart shows the breakdown of expenditures by category (excluding Water Department expenditures). Education is the largest component, representing 45.1% 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'19



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 '19 estimated ratios are 13.0% for Lincoln and 87.0% for Sudbury, which is an approximately 0.5% lower percentage for Lincoln than in FY '18. 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 '19 is 2.6% above its level in FY '18. The growth in the Public Safety budget is 2.7%. Pensions and Insurance expenditures for FY '19 are projected at

\$7,009,321, compared to \$6,975,010 for FY '18, a 0.5% 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 \$1,343,575, representing a 28% increase versus FY '18. Including the proposed application of CPA funds to debt service for the Town Offices project, however, debt service would decrease by 9.3%. The decrease is due primarily to the decrease of debt outstanding as principal has been repaid.

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

A P&L-based presentation of Revenues and Expenditures for FY '19 compared to FY '18 follows:

Town of Lincoln				
FY2019 Proposed Budget				
	FY2018	FY2019	\$ change	% change
REVENUE				
TAX LEVY	27,914,962	29,013,812	1,098,850	
EXCLUDED DEBT	1,123,380	1,005,928	(117,452)	
LOCAL RECEIPTS	1,438,077	1,452,458	14,381	
STATE AID	1,883,451	1,921,120	37,669	
OTHER AVAILABLE FUNDS	176,549	167,549	(9,000)	
FREE CASH	4,016,000	4,119,077	103,077	
TOTAL REVENUE	36,552,419	37,679,944	1,127,525	3.1%
EXPENDITURES				
GENERAL GOVERNMENT	3,013,002	3,089,951	76,949	
PUBLIC SAFETY	3,914,957	4,020,614	105,657	
EDUCATION				
<i>Lincoln K-8 School</i>	11,176,203	11,455,608	279,405	
<i>Lincoln Sudbury High School</i>	4,231,790	3,830,529	(401,261)	
<i>Vocational School Assessment(s)</i>	242,273	225,000	(17,273)	
PUBLIC WORKS & FACILITIES	1,802,592	1,904,117	101,525	
HUMAN SERVICES	237,501	257,515	20,014	
CULTURE & RECREATION	1,629,397	1,685,636	56,239	
DEBT SERVICE	1,048,425	951,000	(97,425)	
PENSIONS & INSURANCE	6,975,010	7,009,321	34,311	
CAPITAL PLAN	441,760	924,850	483,090	
STABILIZATION FUND	310,000	625,807	315,807	
WARRANT ARTICLES	1,529,509	1,699,996	170,487	
TOTAL EXPENDITURES	36,552,419	37,679,944	1,127,525	3.1%

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 '19, the Finance Committee set guidelines of \$453,000 for capital expenditures within the annual budget, and \$236,000 for the annual maintenance warrant articles, representing a 2.5% increase from the previous year. Initial FY '19 requests (cash capital and maintenance) totaled **\$2,235,079**.

The Capital Committee suggested the following disposition:

Recommended funding for cash capital: \$427,070

Recommended funding for maintenance: \$237,780

Recommended for bonding/capital exclusion/other funding: \$1,245,000

These recommendations represented a preferred budget and were in excess of initial guidelines by \$1,220,850. Variations from guidance often occur, as capital projects are lumpy by nature. The projects recommended for bonding/debt exclusion/other funding consisted of \$600,000 for a replacement of fire engine 3, \$175,000 for a refurbishment of ambulance 1, \$260,000 for Library air conditioner replacement and \$210,000 for the enlargement of the police locker room and modifications to the public safety building. The \$175,000 refurbishment of ambulance 1 was recommended from the ambulance fund. The remaining items were recommended as capital exclusions or from additional cash capital as they may fit within the town's budget.

The Finance Committee has reviewed these funding requests and recommends the capital expenditure and maintenance articles at proposed levels, with one exception. Due to the larger than expected need regarding the fire engine replacement, the Finance Committee recommends

deferring the public safety building redesign, which was ranked as the lowest priority preferred budget request by Capcom. The \$260,000 for the Library air conditioner replacement was added to cash capital where it was combined with \$45,000 for Library air conditioner replacement design, for a single item of \$305,000.

Warrant Articles

Article 8, Cash Capital Expenditures:	\$687,070
Medium Dump Truck	\$80,000
Guardrail Repair	\$25,000
Replace Fire Hose	\$15,200
Firewall Replacement	\$16,000
Email Migration to Cloud	\$26,000
Library Air Conditioner replacement	\$305,000
District-wide Safety/Security Radio System	\$39,104
Instructional Technology Displays and Audio Phase	\$36,361
Closed Circuit TV Security Cameras for LSRHS	\$7,717
Water Heater replacement LSRHS	\$7,504
Phone System Replacement LSRHS	\$11,224
Engineering Assessment of Culverts Pierce House	\$15,000
Replacement Marked Police Car	\$40,575
Replacement Unmarked Police Car	\$34,600
Replacement of Five Portable Radios	\$13,785
Radio Communications Consultant Public Safety	\$14,000
 Article 9, Capital Outlay Exclusion: Fire Engine #3	 \$600,000
 Article 11, Annual Classroom Maintenance	 \$75,000
 Article 12, Town Buildings Maintenance	 \$118,280
 Article 13, Library Maintenance	 \$44,500

6. Community Preservation Act

The Town of Lincoln approved the Community Preservation Act (CPA) in November 2002. Pursuant to the CPA, the Town levies a surcharge of 3% on Lincoln real estate bills. These local CPA revenues are matched by the state from a dedicated fund. Through 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	FY17
81%	45%	35%	34%	34%	65%	40%	38.5%	26%	22%

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

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

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.

For example, this year, the CPC is recommending \$278,329 for the Affordable Housing Trust Fund for community housing. Of that amount, \$223,072 is the accumulated 10% annual statutory minimum from prior years (that must be spent on community housing).

For fiscal periods 2003 through 2018, 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		251,508	215,841	35,667	In progress
Historic Town buildings needs assessment		160,000	160,000	-	Complete
Inventory of historic properties		75,250	55,824	19,426	In progress
Model historic preservation restriction easement		5,000	5,000	-	Complete
Pierce House repairs		347,496	307,496	40,000	In progress
Purchase of conservation land		1,775,000	1,775,000	-	Complete
	<i>Harrington Row property</i>	350,000			
	<i>Booth property</i>	250,000			
	<i>MacDowell property</i>	400,000			
	<i>DeNormandie property (Rt 2 parcel)</i>	100,000			
	<i>Schmid Property</i>	200,000			
	<i>Jerodol Property</i>	100,000			
	<i>Hargreaves-Heald</i>	225,000			
	<i>Wang Property</i>	500,000			
Repairs & Improvements to Lincoln Library		1,044,137	1,044,137	-	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	50,000	-	Complete
Codman Tot Pool Renovation		182,000	151,475	30,525	In progress
Multisport Court		146,000	146,000	-	Complete
Tennis Court Rehabilitation		20,000	20,000	-	Complete
Town Office Renovation		1,000,000	1,000,000	-	Complete
Bemis Hall Repairs		639,985	533,516	106,469	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	131,432	568	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		35,500	35,500	-	Complete
Fund debt service on borrowing for CPC projects		1,378,866	1,053,915	324,951	In progress
Fund debt service on borrowing for Town Offices		2,117,400	1,718,525	398,875	In progress
GRAND TOTAL		16,088,553	14,857,976	1,180,577	

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	FY '18*
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	\$ 740,896	\$776,370
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	150,442
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	\$ 932,700	\$ 926,812
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	533,607	469,286
Conservation	513,500	36,500	250,000	56,585	20,300	400,000	-	20,000	62,774	-	525,000	70,512	540,000
Recreation	-	45,191	-	-	-	-	-	-	212,000	109,020	25,000	201,593	-
Administrative	5,000	-	-	5,000	3,000	2,500	2,500	3,000	3,000	2,875	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	\$ 808,587	\$ 1,012,286
* revenues not yet certified													
‡ includes interest earned													
# actual amount spent is shown, where less than appropriation													

At Town Meeting in March 2018, the CPC anticipates recommending funding for the following projects:

Warrant Article 10

FY19 Debt service on town office renovation project	\$ 392,575
Pierce House -back-up generator	\$ 16,480
Pierce House -decking and other carpentry repairs	\$ 25,000
Pierce House- wood gutter inspection & replacement study	\$ 1,000
Pierce House- chimney repair	\$ 12,000
Codman Farm Barn- Fire detection replacement	\$ 1,500
Battle Road Scenic Byway historic location study	\$ 1,000
Conservation land acquisition A-6 acres	\$ 100,000
Affordable Housing Trust transfer for-land and/or property purchase	\$ 278,329
Affordable Housing Trust transfer for-land and/or property purchase (change in terms from previous allocation to MAHTF)	\$ -
Archives Preserve-Plan of the Town of Lincoln 1830	\$ 895
Archives Preserve- Plan of Concord Road to Cambridge	\$ 3,445
Archives -Assessors valuation lists	\$ 5,746
Archives -Plan of New County Road from Lincoln Meetinghouse to Watertown	\$ 3,785
Library - 1884 Entrance restoration	\$ 6,500
Debt Service on previously approved projects (Wang Property)	\$ 127,550
Administrative Expenses	\$ 3,000
TOTAL	\$ 978,805

7. Other Post-Employment Benefits (OPEB) Liability

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 OPEB 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 OPEB trust fund toward the larger liability. The balance in the fund is now \$7,528,694. The most recent actuarial valuation with valuation date of July 1, 2015 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 OPEB trust fund each year. For FY '19, the committee recommends that Town Meeting appropriate \$950,000 (Article 15) as a further contribution to the trust fund against the liability. The Water Department has also included \$30,000 in its FY '19 budget to transfer to the Town's OPEB trust fund. In addition, the committee recommends that the Town Meeting appropriate \$49,996 to support Lincoln's portion of the high school's funding of its OPEB trust (Article 16).

New GASB standards are changing the requirements on OPEB accounting and reporting for the Town. Recently, the GASB issued Statement No. 74 Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans which was effective for the Town's FY'17 financial statements. GASB 74 required additional disclosures and Required Supplementary Information schedules regarding the Town's OPEB Trust Fund. Most of the data necessary for the new reporting requirement was provided by an actuary. GASB 74 also more tightly defines what discount rates can be utilized in the valuation, which may increase the Town's liability in its next valuation.

GASB also issued Statement #75 Accounting and Financial Reporting for Postemployment Benefit Plans Other Than Pensions, which most significantly requires the Town to report its entire OPEB liability on its financial statements beginning in FY'18. Prior to the issuance of GASB 75, the OPEB liability was being "phased in" to the Town's statement of net position. Reporting the entire OPEB liability will have a negative impact on the Town's Unrestricted Net Position. However, bond rating agencies and other informed readers have been considering OPEB liabilities for a number of years now, and thus the GASB 75 requirement may not cause any adverse impact on the Town's AAA bond rating.

Nonetheless, the Finance Committee continues to be alert to any additional actions needed to manage the Town's OPEB liability, and we continue to explore options that could further reduce our liability without significant impact on the Town's operations or capital plans. 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 OPEB issue.

Warrant Articles

- Article 15, Funds for Group Insurance Liability Trust Fund: \$950,000
- Article 16, Funds for Lincoln Sudbury Regional High School District Retirees Health Insurance Trust Fund: \$49,996

8. Property Tax

The table shows the estimated tax impact on the median house of the proposed FY '19 budget. It also shows the effect of capital exclusions to be considered at the Town Meeting. The estimate assumes a FY '18 assessment value for the median value single family home of \$997,500. FY '19 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.

FY19 Known Tax Increases						Potential Offsets to Reduce Taxes (To reduce debt service)			
Fiscal Year Impact	FY 2018	Prop 2.5% FY 2019	FY18 One-time Capital Exclusion Coming Off Levy	Existing Debt Exclusions	Total FY19 Estimated Tax Bill	CPC Funds FY 2019	Total Tax Bill FY 2019	Potential Capital Exclusion(s)	Grand Total Tax Bill
			FY 2019	FY 2019	FY 2019			FY 2019	
Increases/(decreases)		\$692,410	\$ (300,000)	\$ 291,672	\$ 684,082	\$ (392,575)	\$ 291,507	600,000	891,507
Dollar Tax Impact		\$ 326	\$ (141)	\$ 137	\$ 322	\$ (185)	\$ 137	283	420
% Tax Impact		2.40%	-1.04%	1.01%	2.37%	-1.36%	1.01%	2.09%	3.10%
Median Tax Bill	\$ 13,566				\$ 13,888		\$ 13,703		13,986

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 '18 to \$997,500, after steadily falling from a peak of \$948,400 in FY '07 to \$796,700 in FY '13. Town finances are strong, and the Finance Committee is able to recommend an annual budget with no operating override for the eleventh 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 \$5.3 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 '19 budget, Free Cash represents 10.9% 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 '19, funding for capital projects as measured by principal and interest payments on debt approved at prior Town Meetings is projected to be about 2.7% 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 15% 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. 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. The 2017 Town Meeting approved 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 Building Committee (SBC) started work last summer to develop options to be presented for Town consideration at a special Town Meeting on June 9, 2018, and will give an update on progress to date at the regular 2018 Town Meeting (Article 26). A school project of the magnitude under consideration would represent the largest Lincoln funding commitment in the Town's history.

The Town also continues to discuss building a new community center. 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 community center needs. In 2017 the Town approved funding by way of a capital exclusion for a feasibility study and schematic design of a potential community center. The Community Center Planning & Preliminary Design Committee (CCPPDC) started work last summer to develop options for the Town's consideration, and will give an update on progress to date at the regular 2018 Town Meeting (Article 26).

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 ’19, 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 ’19 budget, we propose adding \$625,807 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, although this turnback amount is likely to be smaller than recent years due to revised guidance procedures by the Finance Committee for FY’19 which should reduce the gap between budgeted amounts and actual assessment by the High School.

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 ’19 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.

10. Departmental Budgets

General Government

FY ‘17 Actual	FY ‘18 Budget	FY ‘19 Proposed
\$2,786,602	\$3,013,002	\$3,089,951

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

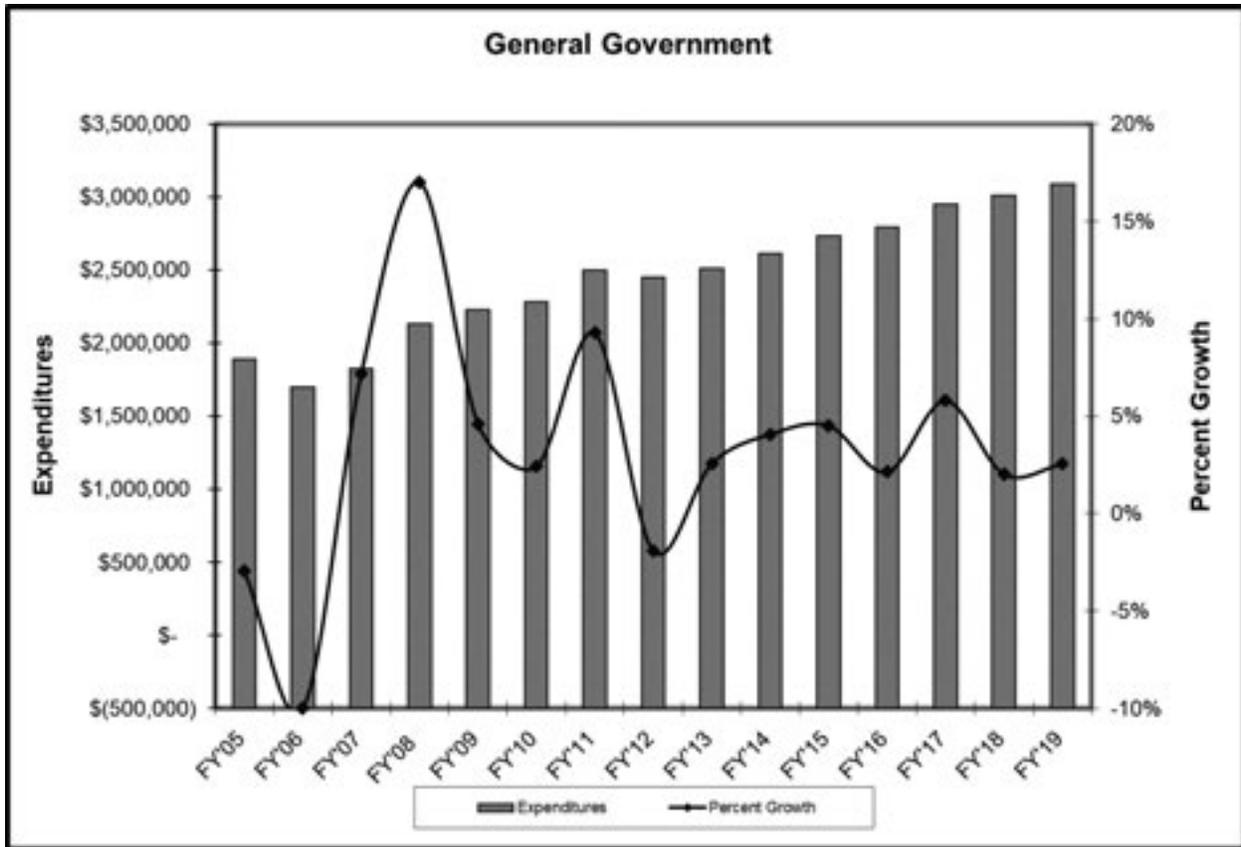
Commission, Board of Appeals, Town Report, Town Buildings, and Town Access PEG Cable. The largest account is Town Offices, which includes personnel costs and administrative and financial department expenses.

Key Issues

- The FY '19 budget represents an increase of 2.5% vs the FY'18 budget. 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.
- Based on a Board of Selectmen recommendation, supported by the Finance Committee, the Town Clerk budget includes an additional \$5,000 to support the increasing demand of early voting and the potential for additional special town meetings and elections during FY'19.
- All Town labor agreements expire at the end of FY'18. Negotiations have begun for successor agreements, but results are subject to collective bargaining. Given the uncertainty, town budgets assume a 2.5% cost of living adjustment for FY'19.
- The Town has enacted multiple programs to provide some measure of tax relief to residents who qualify, in the case of programs that have income and other limitations, or who are willing to work for the Town in various capacities, in the case of our Senior and Veteran Tax Work-off Programs. This year we are proposing to increase the budget for the Senior Tax Work-off Program by \$15,000, adding ten additional slots. A description of the Town's tax relief programs is included as an Appendix to this report.

Warrant Articles

- Article 8, Firewall replacement: \$16,000
- Article 8, Email Migration to Cloud: \$26,000
- Article 10, Debt Service on Town Offices Renovation: \$392,575
- Article 10, Codman Farm Barn – Fire Detection Replacement: \$1,500
- Article 10, Battle Road Scenic Byway Historic Location Study: \$1,000
- Article 10, Archives Preserve – Plan of the Town of Lincoln 1830: \$895
- Article 10, Archives Preserve – Plan of Concord Road to Cambridge: \$3,445
- Article 10, Archives – Assessors valuation lists: \$5,746
- Article 10, Archives – Plan of New County Road from Lincoln Meetinghouse to Watertown: \$3,785
- Article 10, Administrative Expenses: \$3,000
- Article 12, Town buildings maintenance: \$118,280
- Article 19, 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 21, Cable Television Revolving Fund: Required Annual Appropriation: \$50,000



Public Safety

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$3,801,215	\$ 3,914,957	\$4,020,614

General Information

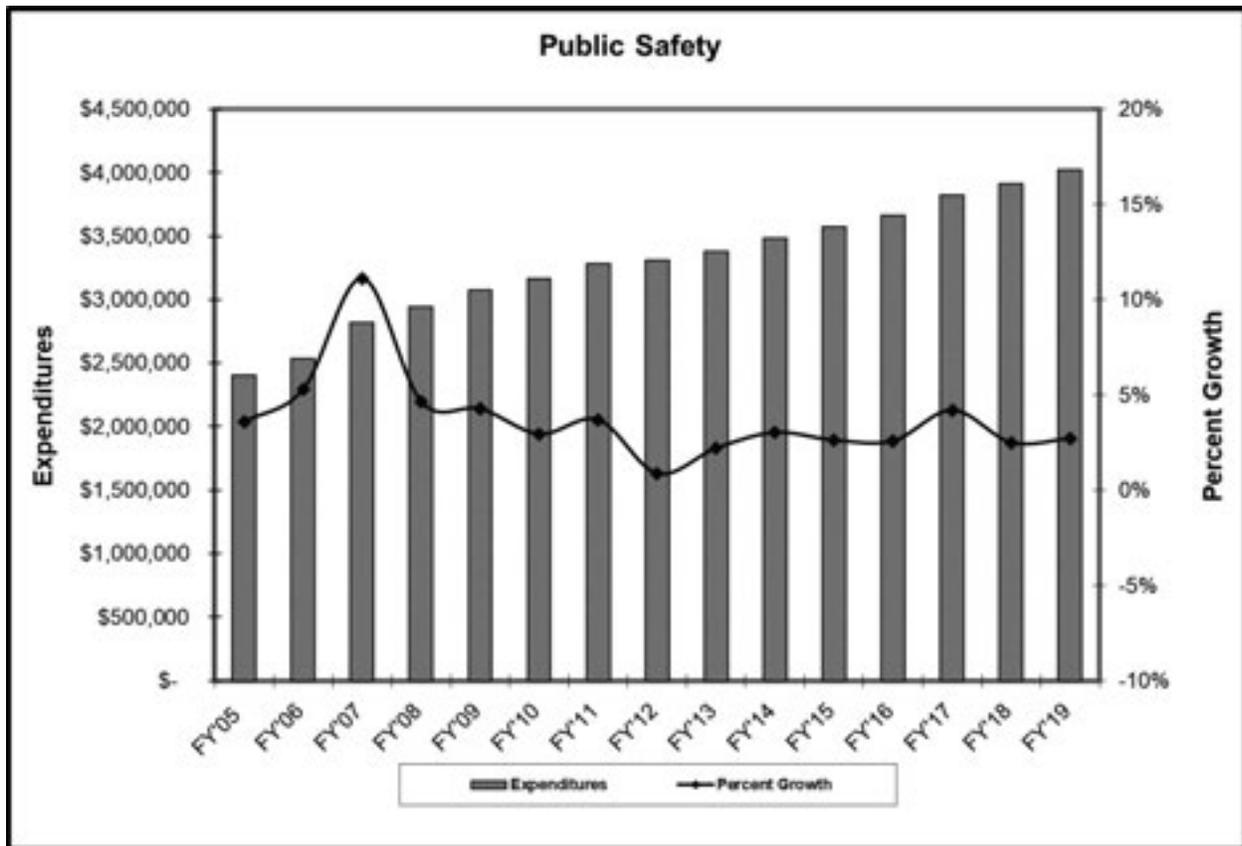
Public Safety includes the police department, the fire department, emergency medical services, the building department, the communications center, emergency management, the dog officer and the public safety building.

Key Issues

- The FY '19 budget is a level services budget and represents an increase of 2.7% versus FY '18. The budget retains permanent current staffing, with no additional positions or expanded hours for existing staff.
- Based on a Board of Selectmen recommendation, supported by the Finance Committee, the police budget includes an additional \$8,000 to offset the loss of a federal grant for domestic violence services.
- All Town labor agreements expire at the end of FY'18. Negotiations have begun for successor agreements, but results are subject to collective bargaining. Given the uncertainty, town budgets assume a 2.5% cost of living adjustment for FY'19.

Warrant Articles

- Article 8, Replace Fire Hose: \$15,200
- Article 8, Replacement Marked Police Car: \$40,575
- Article 8, Replacement Unmarked Police Car: \$34,600
- Article 8, Replacement of Five Portable Radios: \$13,785
- Article 8, Radio Communications Consultant Public Safety: \$14,000
- Article 9, Capital Outlay Exclusion: Fire Engine Replacement: \$600,000



Lincoln Public Schools

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$10,751,020	\$11,176,203	\$11,455,608

General Information

The Lincoln Public School Committee operates the Lincoln Public Schools Preschool to Grade 8 programs on the Lincoln Campus 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 '19 budget for the operation of the Lincoln School is a budget request representing an increase of 2.5%, within the growth guideline established by the Finance Committee. The budget is also supported by approximately \$1.16 million in grants, fees and reimbursements. This level of support will provide the resources needed to maintain the existing program and make modest improvements in supports for students and teachers. The School Committee continues to operate the schools at Hanscom under a contract with the Department of Defense. This contract is beneficial to the district and provides funding for half the cost of central office operations, curriculum and instructional leadership and professional development. The value of the contract is between \$65 million and \$76 million over five years, depending upon enrollment.

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. The 2017 Town Meeting approved a warrant article to re-appropriate the funds allocated in 2015 to conduct a Lincoln-only funded feasibility study to start a school project. The School Building Committee started work last summer to develop options to be presented for Town consideration at a special Town Meeting on June 9, 2018, and will give an update on progress to date at the regular 2018 Town Meeting.

Hanscom Middle School construction, funded by the Department of Defense, was completed in April 2016. 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.

The School Committee and administration continue to work with the Department of Defense on a design and construction program for a new Primary School for Hanscom. The federal government will fund the entire project. The construction contract for the replacement Hanscom Primary School to serve 450 was awarded last summer, and is currently underway. 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 in the summer of 2019.

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 building project 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. Maintenance projects will be needed until a revitalization project is underway.

Key Issues

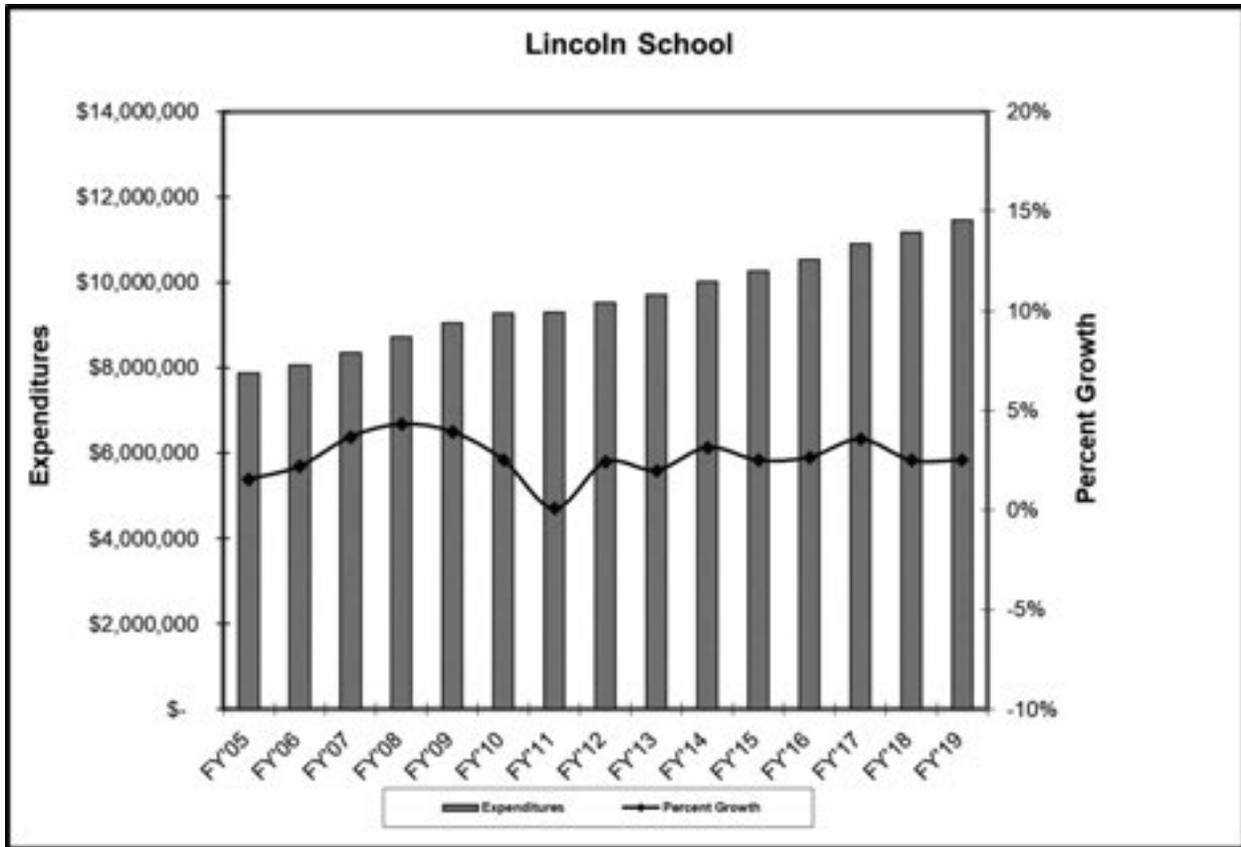
- Lincoln School K – 8 enrollment for the 2018-2019 school year is projected to decrease slightly to 536, compared to 544 students enrolled on October 1, 2017. The number of

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 91.

- 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 custodians, and completed negotiations with the union representing the faculty, and remains confident 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 '19 budget request. The first supports some significant professional and curriculum development in the areas of literacy and social-emotional learning. The second initiative will increase available support to students by adding a full-time psychologist. The district continues to work on refining the systems for standards-based assessment and reporting established for grades kindergarten through eighth grade.

Warrant Articles

- Article 8, District-wide Safety/Security Radio System: \$39,104
- Article 8, Instructional Technology-Display & Audio, Phase 2: \$36,361
- Article 11, Annual classroom rehabilitation and preventive maintenance program: \$75,000
- Article 18, Transfer SPED Medicaid reimbursements into budget: \$37,000



**Annual Town Report, FY 2018
Lincoln Public Schools
Executive Summary**

The School Committee’s highest priority for this year is to work with the residents of the town to develop a plan for the improvement of the school facilities on the Ballfield Road campus. The development of the plan for the school has been proceeding in parallel and in collaboration with the work to develop the plans for a community center that would share the campus. At a Special Town Meeting on Saturday, June 9, 2018, residents will choose a concept and budget for the school project, which will lead to a vote to bond the project in the Fall of 2018.

The School Committee is grateful beyond measure to the many residents and staff members who have been devoting their time, effort and talents to the campus projects. This group includes the members of the two building committees, the many liaisons from other town boards, departments and voluntary organizations –including the Board of Selectmen, the Commission on Disabilities, the Conservation Commission, the Council on Aging, the Finance Committee, the Green Energy Committee, the Historic Commission, the Parks and Recreation Department, the Planning Board, the Public Safety Departments, and the Water Board – and the many residents who have attended meetings, community forums, and informal discussions and are thereby helping to guide the

School Committee and the School Building Committee and the PPDC through a complicated and wide-ranging effort to find the best solutions for our community.

For the last five years, the School Committee has used this forum to report on the performance of the school, both according to our own benchmarks and in comparison with the performance of the schools in six neighboring towns (Bedford, Concord, Lexington, Sudbury, Wayland, and Weston). Because of the centrality of the school building process to our efforts this year, our comparative focus here is on how those towns manage their school facilities: what buildings they have, and how much they invest in the construction and renovation of their facilities.

The six towns have among them 34 schools (including Lincoln-Sudbury Regional HS):

- The Lincoln School last underwent a significant renovation in 1994.
- Since that time, 33 of the 34 schools in the neighboring towns have been built or renovated. The sole exception is the Concord Middle School, the reconstruction of which is a high priority for the town of Concord. Concord has submitted a Statement of Interest to the Massachusetts School Building Authority, seeking to obtain a state subsidy for the construction of a new middle school.
- 9 of the 34 schools have not had significant renovations since the 1990s.
- The average time since the last significant renovation or initial construction for the 34 schools is 15 years.

As the residents of Lincoln now know, school construction costs have increased dramatically in the last few years. Schools that were built or renovated in the years 2000-2010 cost these towns between \$138 and \$228 per square foot. The construction of the new Wayland High School (completed in 2011) cost \$361 per square foot, and the construction of the new Hastings School in Lexington, which is just starting, will cost \$593 per square foot. (These figures are based on the total project cost for each school.)

A table that lists the schools, with the dates of the last major work, the cost of any recent project, and the size and enrollment data, follows below:

<u>School</u>	<u>MSBA</u>	<u>Type</u>	<u>Date</u>	<u>Cost</u> (in millions)	<u>Sq., feet</u>	<u>Enrollment</u>	<u>Cost/Sq. Foot</u>
<u>Bedford:</u>							
High School	Y	Renovation	2008	\$51.00	229,000	781	\$222.69
Middle School		Renovation	2003		122,460	558	
Davis		Construction	1999		78,287	526	
Lane		Renovation	2000		80,580	564	
<u>Concord:</u>							
High School	Y	Construction	2015	\$92.58	240,000	1,273	\$385.74
Middle School		(MSBA Review)	1965		56,500	626	
Alcott		Construction	2004		81,000	432	
Thoreau	Y	Construction	2006	\$17.50	81,200	450	\$215.52
Willard	N	Construction	2009		81,300	386	
<u>Lexington:</u>							
High School		Renovation	2000		328,500	1,955	
Clarke Middle	N	Renovation	2000	\$18.10	130,000	751	\$139.23
Diamond Middle	N	Renovation	2000	\$30.80	139,604	733	\$220.62
Bowman		Renovation	2014		62,601	483	
Bridge		Renovation	2014		60,603	451	
Fiske		Construction	2007	\$18.00	78,883	486	\$228.19
Harrington		Construction	2005	\$13.00	75,000	460	\$173.33
Estabrook	Y	Construction	2014	\$43.35	82,080	570	\$528.14
Hastings	Y	Construction	2020	\$65.27	110,000	423	\$593.36
<u>Sudbury:</u>							
High School		Construction	2004	\$74.00	384,790	1,615	\$192.31
Curtis Middle		Construction	2000		151,153	1,042	
Nixon		Renovation	1995		60,479	465	
Loring		Construction	1999		96,848	586	
Haynes		Renovation	1998		61,747	423	
Noyes		Renovation	2000		109,868	648	
<u>Wayland:</u>							
High School	Y	Construction	2011	\$70.40	195,050	856	\$360.93
Middle School		Renovation	2001		124,311	638	
Claypit Hill		Renovation	1999		63,405	542	
Happy Hollow		Renovation	1999		48,174	416	
Loker		Renovation	1999		48,214	184	
<u>Weston:</u>							
High School		Renovation	1996		161,231	715	
Middle School		Renovation	1998		141,583	618	
Country		Construction	2004		100,000	363	
Field	Y	Construction	2014	\$31.50	65,400	325	\$481.65
Woodland		Renovation	2002		70,000	343	

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

Lincoln-Sudbury Regional High School

	FY17 Actual	FY18 Final Appropriation	FY19 Proposed ***
Total Budget	\$29,901,879	\$30,924,170	\$32,105,742
Offsets*	-3,350,697	-3,377,269	-3,658,668
Total Assessment	\$26,551,182	\$27,546,901	\$28,447,074
Lincoln Assessment**	\$3,672,047	\$3,710,587	\$3,684,359
Lincoln Appropriation	\$4,161,932	\$4,231,790	\$3,830,529

* Offsets include State and Other Revenues. Note: the FY19 budget proposes using \$218,240 from the district's Excess and Deficiency fund (E&D).

** Due to Sudbury's budget process and Town Meeting occurring after Lincoln's process, Lincoln's Assessment is subject to change after Lincoln's budget is finalized. In recent years, any amount from Lincoln's Appropriation that is not assessed has been moved to the Stabilization Fund.

*** FY19 Total Budget, Offsets, Total Assessment, and Lincoln Assessment are current estimates and are subject to change based partly on the budget process in Sudbury.

General Information

The FY19 proposed budget for 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 proposes adding 0.25 FTE for each of Science, Math and Instructional Technology support to address large class sizes, and a reduction of 0.17 FTE in wellness.

The budget also reflects recently negotiated agreements for teacher compensation, that include Cost Of Living Adjustments (COLA) as follows:

	COLA Effective Day 1	COLA Midyear
July 1, 2018 - June 30, 2019	0.5%	1.5%
July 1, 2019 - June 30, 2020	0.0%	3.0%
July 1, 2020 - June 30, 2021	0.5%	2.0%

The district is anticipating increased expenses for transportation, health insurance for active employees, and Middlesex Retirement System assessments. Additionally, there is a directive for the district to increase funding allocation for its Other Post-Employment Benefits (OPEB) accrued actuarial liability.

The FY19 budget includes a proposal to use \$218,240 of the district’s Excess & Deficiency (E&D) funds, and that request has been approved by both the Sudbury and Lincoln’s Board of Selectmen. Before this use of funds, the E&D fund is expected to certify at \$950,000.

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 FY18 are based on the released Governor’s Budget Chapter 70 numbers as well as the Minimum Contribution Rates established by the DESE. The Governor’s Budget is subject to affirmation by the State Legislature.

The high school’s FY18 enrollment is 1,529. The number of Lincoln students attending the High School was 189 in FY18 (Oct 1, 2017 enrollment) and are projected to be 193 in FY19. Projections indicate the overall on-campus enrollment could fall as low as 1,422 by FY23. While enrollment is declining, staffing has remained constant to reduce the number of large classes. Currently, over 30% of Math and English classes and over 50% of Science classes have 25 or more students per class. The number of students in out-of-district placements is expected to grow from 56 in FY18 to a projected 63 in FY19.

Each town’s share of the annual payment obligation to the high school district (“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 (net) assessment for FY19 is estimated at 12.95%, a decrease from the FY18 net assessment of 13.47%. Lincoln's total share has been in the 12-16% range for about the last 20 years. The preliminary estimate for Lincoln's minimum contribution in FY19 is 12.80%, a decrease from 12.96% in FY18. Lincoln's share of funding above the required minimum contribution is 13.05%. This portion is decreasing as the relative 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 Assessment" 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 FY18 is 2.5%, with an additional factor to allow for variances in the allocation between towns. 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 FY19. 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.

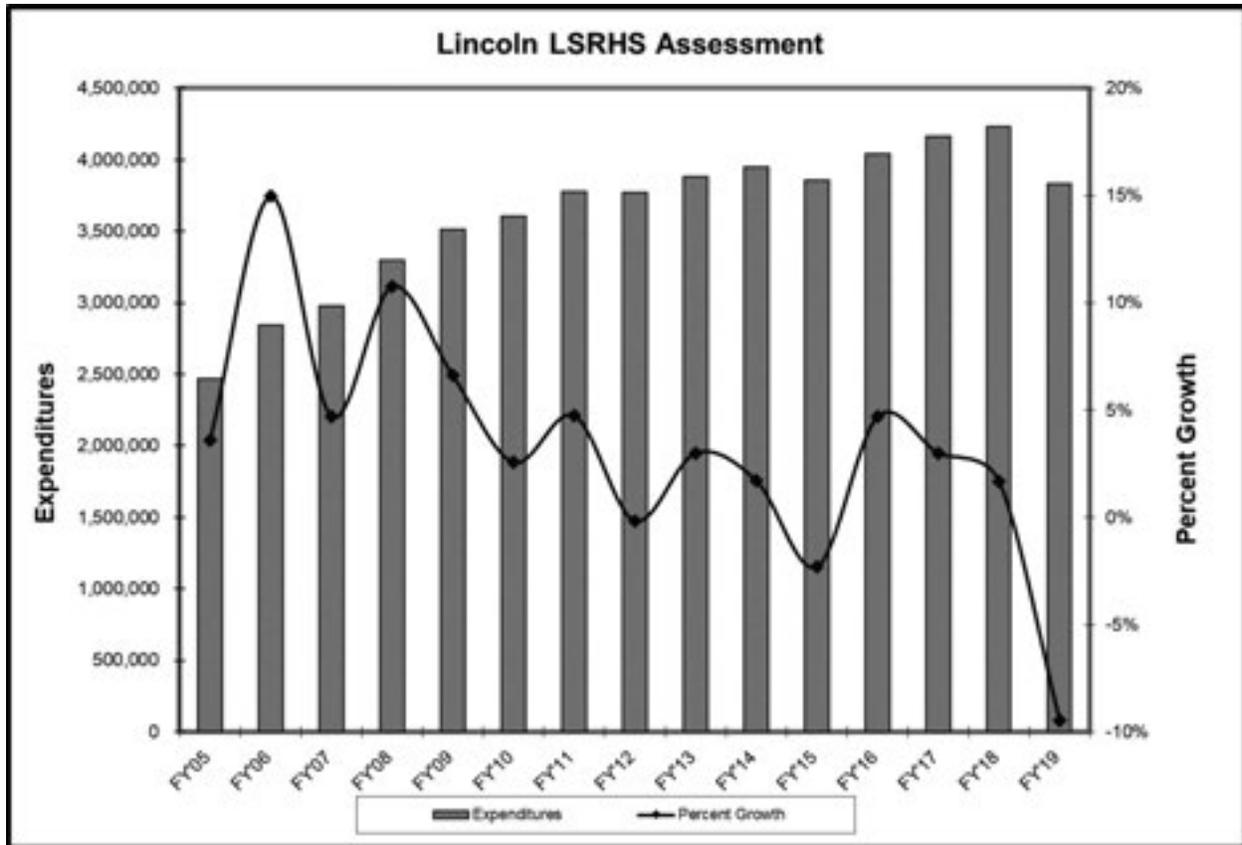
Key Issues

- The proposed FY19 budget meets Lincoln's budget guideline.
- The proposed budget retains the current educational program with no new initiatives and proposes modest additions for Science, Math, and Instructional Technology. It reflects higher costs for in-district transportation, increased funding for OPEB and growth in health insurance costs.
- The current on-campus enrollment level is projected to be lower in FY19 than past years with a projected steady decline.
- Class sizes remain high in core subject classes with up to 54% of classes having over 25 students. Level staffing helps to reduce class sizes.
- The proposed aggregate budget increase is 4.36% over the total FY18 budget.
- Lincoln's share of the total assessment for FY19 is estimated at 12.95%, a decrease of approximately 3.5% over the FY18 total assessment share of 13.47%.
- Lincoln's estimated FY19 total assessment based on the aggregate budget is projected to be approximately equal to the FY18 assessment.

Warrant Articles

- Article 8, Closed Circuit TV Security Cameras for LSRHS: \$7,717
- Article 8, Water Heater Replacement for LSRHS: \$7,504

- Article 8, Phone System Replacement for LSRHS: \$11,224
- Article 16, Funds for Lincoln Sudbury Regional High School District Other Post-Employment Benefits Trust Fund: \$49,996



**Annual Town Report: FY '18
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 section 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 data provided by the State’s Department of Elementary and Secondary Education (DESE). Data for the 2014-2015 school year is used where available. 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 FY15 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 Rates

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 Sizes

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	FY17
Science	48%	55%	54%
Math	44%	32%	37%
English	54%	49%	37%
History	51%	40%	36%
Language	33%	25%	30%
Fine, Applied, and Technical Arts (FATA)	34%	22%	27%
Wellness	27%	9%	6%

Math and science classes have relatively high class sizes, with section counts (for the 2017-2018 school year) as follows:

Advanced Algebra II	25/25/26
AP Math	31/30/25/20/23/27/26
Earth Science I	25/26/26/26/26/26/26/ 27/27/27/27/27
Accelerated Bio	25/26/26
Biology I	22/22/23/24/25/25/26/26
Accelerated Chemistry	26/28
Chemistry I	22/22/25/25/26/26/26/26/26
Accelerated Physics	30/29/28/28
AP Physics	19/27/25

Vocational Technical High School

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$ 252,593	\$242,273	\$225,000

General Information

FY '18 marked a change in the way in which vocational technical high school was provided to Lincoln students. As a result, budget estimates for vocational technical high school expenses going forward are less certain than they were in prior years. The Finance Committee's proposal for FY '19 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 \$11,753 in FY '19. 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 '18, the number is 11. The table below shows historic Lincoln enrollments.

Lincoln Vocational Technical High School Enrollment, 2004 to 2017
(measured at 10/1)

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Lincoln	11	8	5	4	2	3	4	4	4	6	6	11	8	11

Tuition Rates

Beginning in FY '18, Lincoln students were 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. At this time, there are no Lincoln resident students attending vocational technical high schools other than Minuteman. 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	Out-of District Tuition 2018
Assabet Valley	Marlborough	\$16,587	\$16,420	\$16,464	\$16,468
Minuteman	Lexington	\$18,467	\$17,556	\$16,464	\$16,728
Nashoba Valley	Westford	\$15,663	\$14,341	\$15,216	\$15,588
South Middlesex (Keefe)	Framingham	\$18,467	\$17,556	\$16,464	\$16,728

Additional Costs

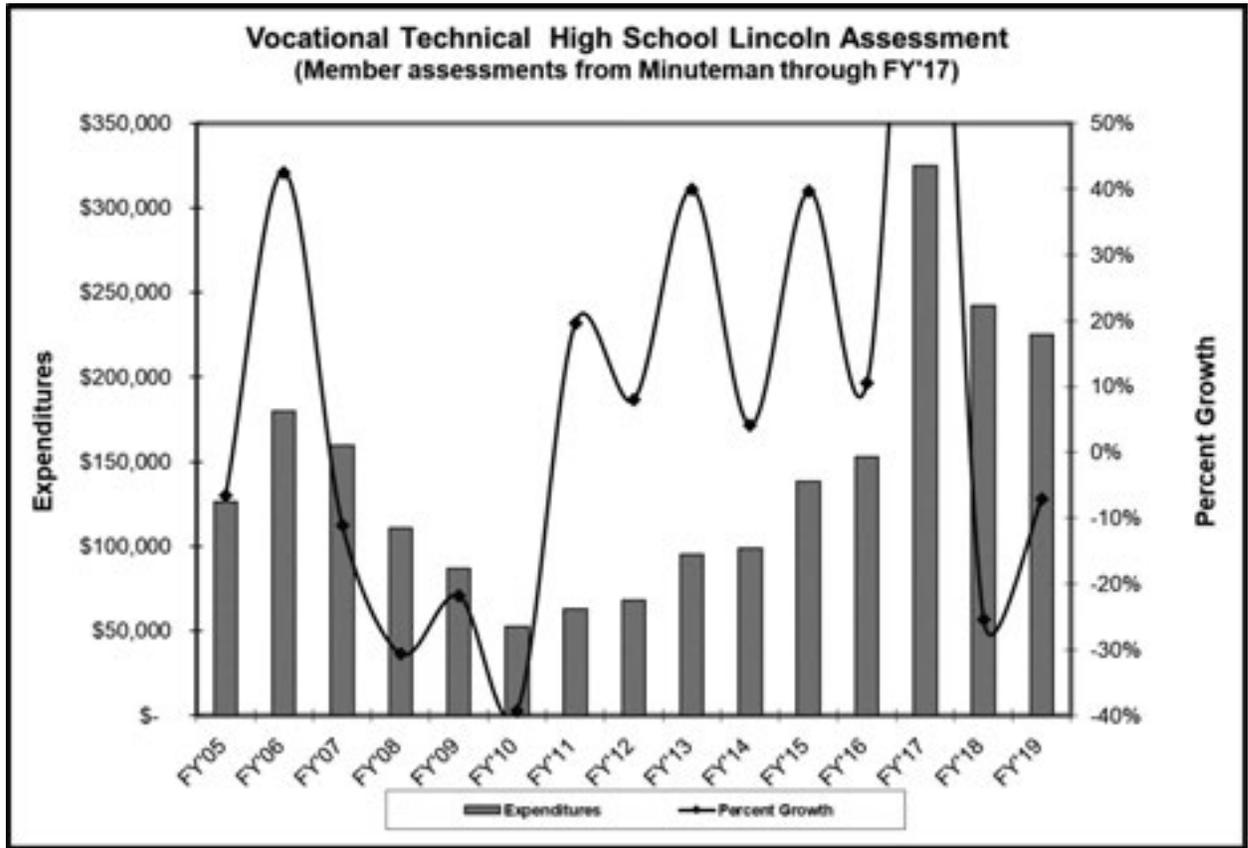
In addition to out-of-district tuition, some of the vocational technical high schools assess a fee for special education services. Minuteman currently charges an additional fee of \$4,500 per student which is expected to increase to \$5,500 to \$6,000 in FY '19. The Town would also expect to pay for transportation for students to vocational technical schools. 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 '19.

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 have expanded choices.
- 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 '19.
- 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 '17 Actual	FY '18 Budget	FY '19 Proposed
\$1,933,799	\$1,802,592	\$1,904,117

General Information

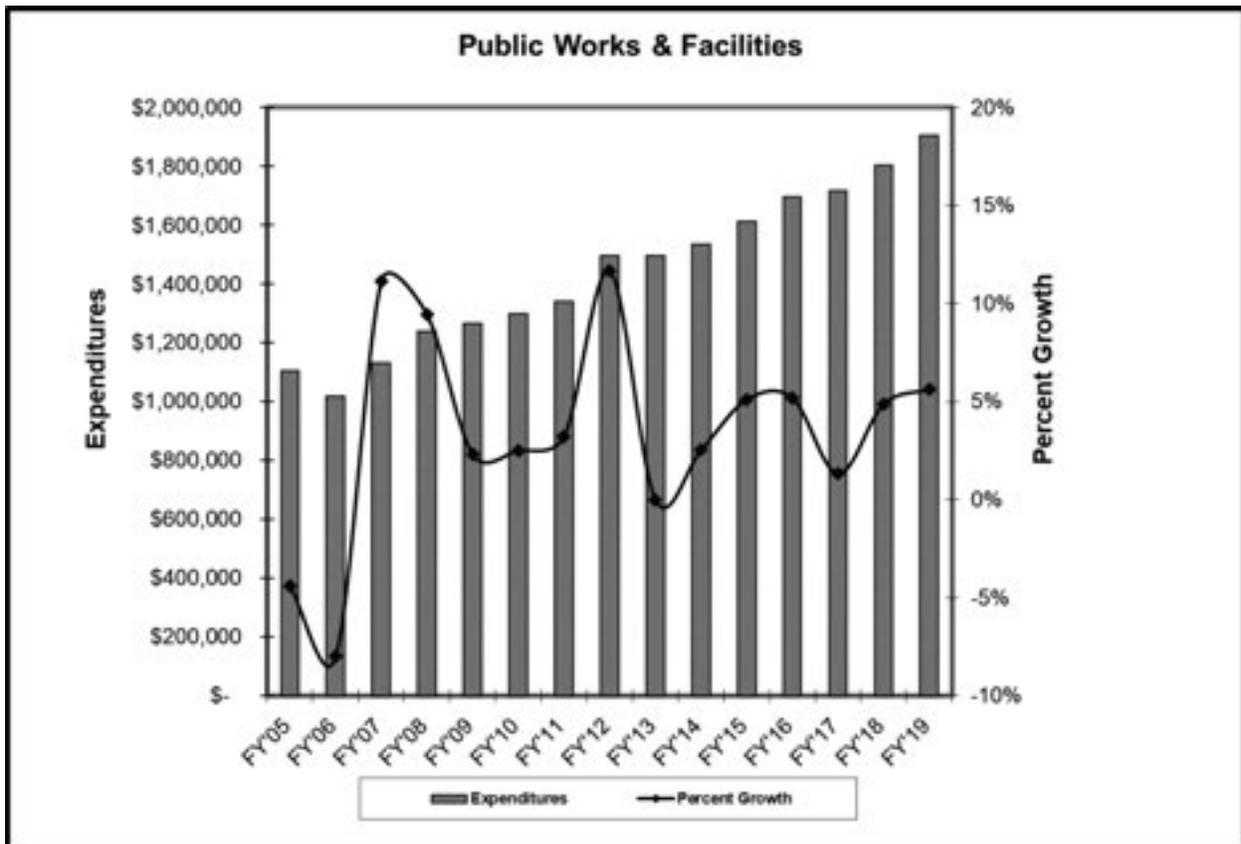
Public Works and Facilities includes Engineering & Consulting, DPW Operation & Maintenance, Snow & Ice Control, Street Lighting, Tree Warden, Building Maintenance, Rubbish Removal, Transfer Station, Facilities, and Cemetery.

Key Issues

- The FY '19 budget represents an increase of 5.6% vs the FY '18 budget. Based on a Board of Selectmen recommendation, supported by the Finance Committee, the consulting and engineering budget includes an additional \$50,000 to develop a federal EPA Storm Water Management Plan.
- All Town labor agreements expire at the end of FY'18. Negotiations have begun for successor agreements, but results are subject to collective bargaining. Given the uncertainty, town budgets assume a 2.5% cost of living adjustment for FY'19.
- 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.

Warrant Articles

- Article 8, Medium Dump Truck: \$80,000
- Article 8, Guardrail Repair: \$25,000



Human Services

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$196,188	\$237,501	\$257,515

General Information

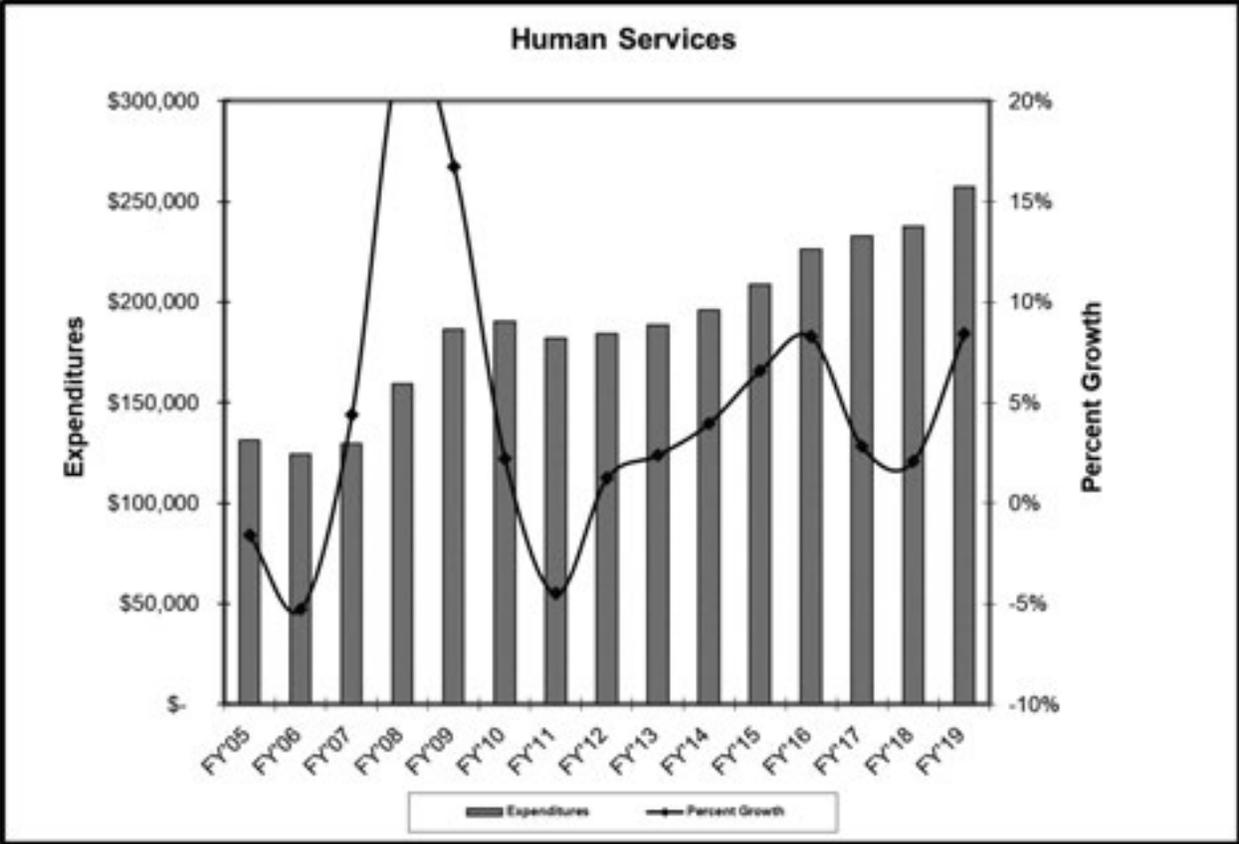
Human Services covers a broad range of programs. It includes the Board of Health, the Council on Aging, Veterans' Services, and the Minuteman Home Care Membership. The Council on Aging is the largest component. Lincoln has an agreement with Concord that provides for inspection services and health-related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

Key Issues

- The FY '19 budget represents an increase of 8.4% vs the FY'18 budget. Based on the Board of Selectmen recommendation, supported by the Finance Committee, the Board of Health budget includes an additional \$14,000 for a part-time nurse position to fulfill communicable disease reporting requirements and to maintain public health clinics and other public health services.
- Board of Health services are provided through an inter-town agreement with the Town of Concord.
- The budget includes \$37,500 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 expire at the end of FY'18. Negotiations have begun for successor agreements, but results are subject to collective bargaining. Given the uncertainty, town budgets assume a 2.5% cost of living adjustment for FY'19.
- The Town has enacted multiple programs to provide some measure of tax relief to residents who qualify, in the case of programs that have income and other limitations, or who are willing to work for the Town in various capacities, in the case of our Senior and Veteran Tax Work-off Programs. This year we are proposing to increase the budget for the Senior Tax Work-off Program by \$15,000, adding ten additional slots. A description of the Town's tax relief programs is included as an Appendix to this report.

Warrant Articles

- Article 5, Senior tax work-off program: \$57,500
- Article 6, Veterans tax work-off program: \$5,000
- Article 10, Affordable Housing Trust transfer for-land and/or property purchase: \$278,329
- Article 10, Affordable Housing Trust transfer for-land and/or property purchase (change in terms from previous allocation to MAHTF): \$0



Recreation, Conservation, Celebrations and Pierce House

	FY '17 Actual	FY '18 Budget	FY '19 Proposed
Recreation	\$476,427	\$478,882	\$493,345
Conservation	\$101,110	\$104,597	\$123,218
Celebrations	\$14,070	\$26,505	\$25,175
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.

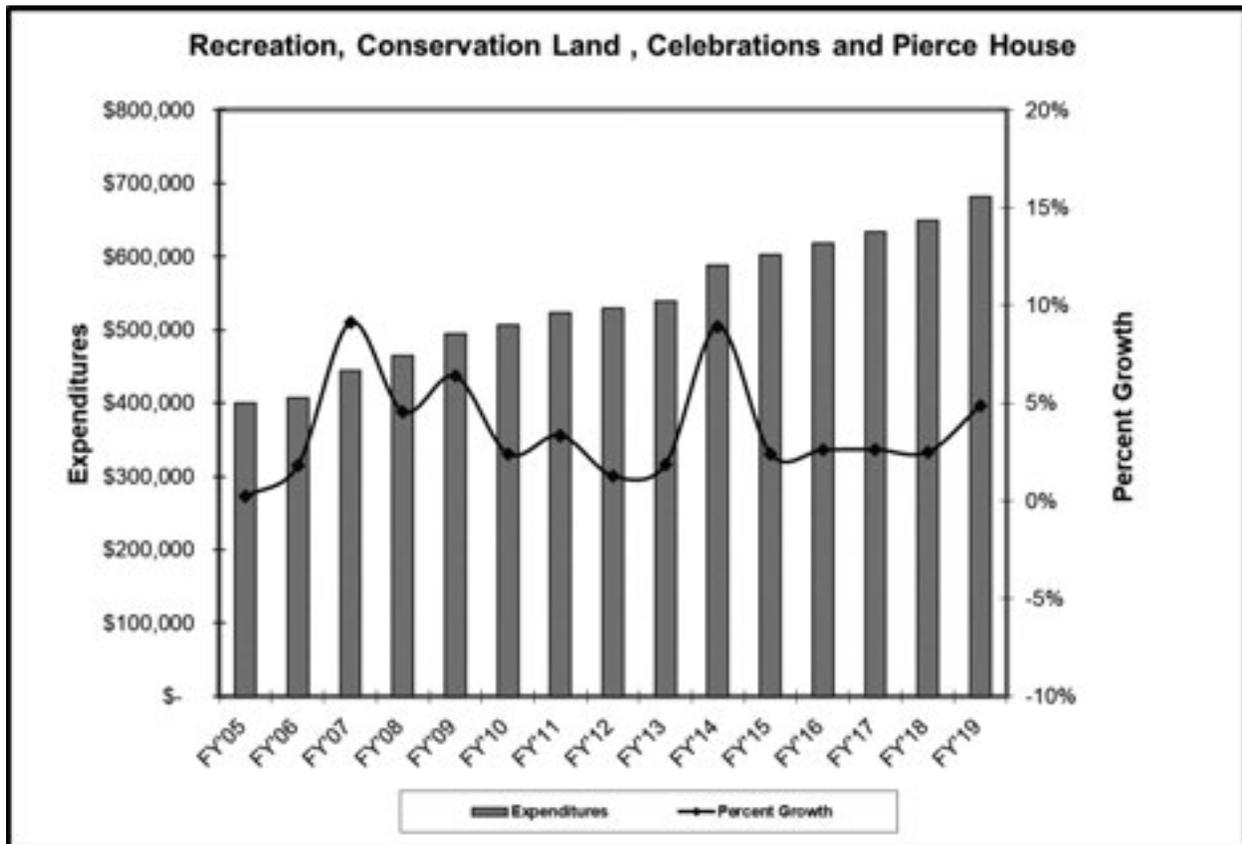
The conservation land budget includes expenses for the maintenance and recreational use of conservation land. Personnel costs for the Pierce House are also included in this category.

Key Issues

- The FY '19 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 expire at the end of FY'18. Negotiations have begun for successor agreements, but results are subject to collective bargaining. Given the uncertainty, town budgets assume a 2.5% cost of living adjustment for FY'19.

Warrant Articles

- Article 8, Engineering Assessment of Culverts – Pierce House: \$15,000
- Article 10, Pierce House – Back-up Generator: \$16,480
- Article 10, Pierce House – Decking and Other Carpentry Repairs: \$25,000
- Article 10, Pierce House – Wood Gutter Inspection & Replacement Study: \$1,000
- Article 10, Pierce House – Chimney Repair: \$12,000
- Article 10, Conservation Land Acquisition A – 6 acres: \$100,000
- Article 10, Debt Service on previously approved projects – Wang Property: \$127,550



Library

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$915,262	\$979,413	\$1,003,898

General Information

The Lincoln Public Library provides residents with services and resources that are at a level 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 from May through July, five days a week in August and six days a week in September. Free Internet access is available on Town owned computers in the reference room, children's department, basement, and throughout the library on a wireless connection. The Information Technology Department replaced the WiFi access points with ones having greater signal strength in order to eliminate areas of the library where patrons could not receive a WiFi signal. All of the Town owned computers were replaced by a Useful network having PCs with UNIX operating systems. Reliability has improved greatly! Through the LPL website www.LincolnPL.org, residents have online access at all times to the resources of the Minuteman Library Network's forty three member libraries (36 public and 7 college libraries), reference sources, downloadable titles (books, magazines, music, newspapers, and videos), language-learning, test taking, investment publications, genealogy databases and more!

The library trustees and staff continue to manage and maintain the historic and architecturally significant library building and grounds that anchor the town center and include Lincoln's War Memorial.

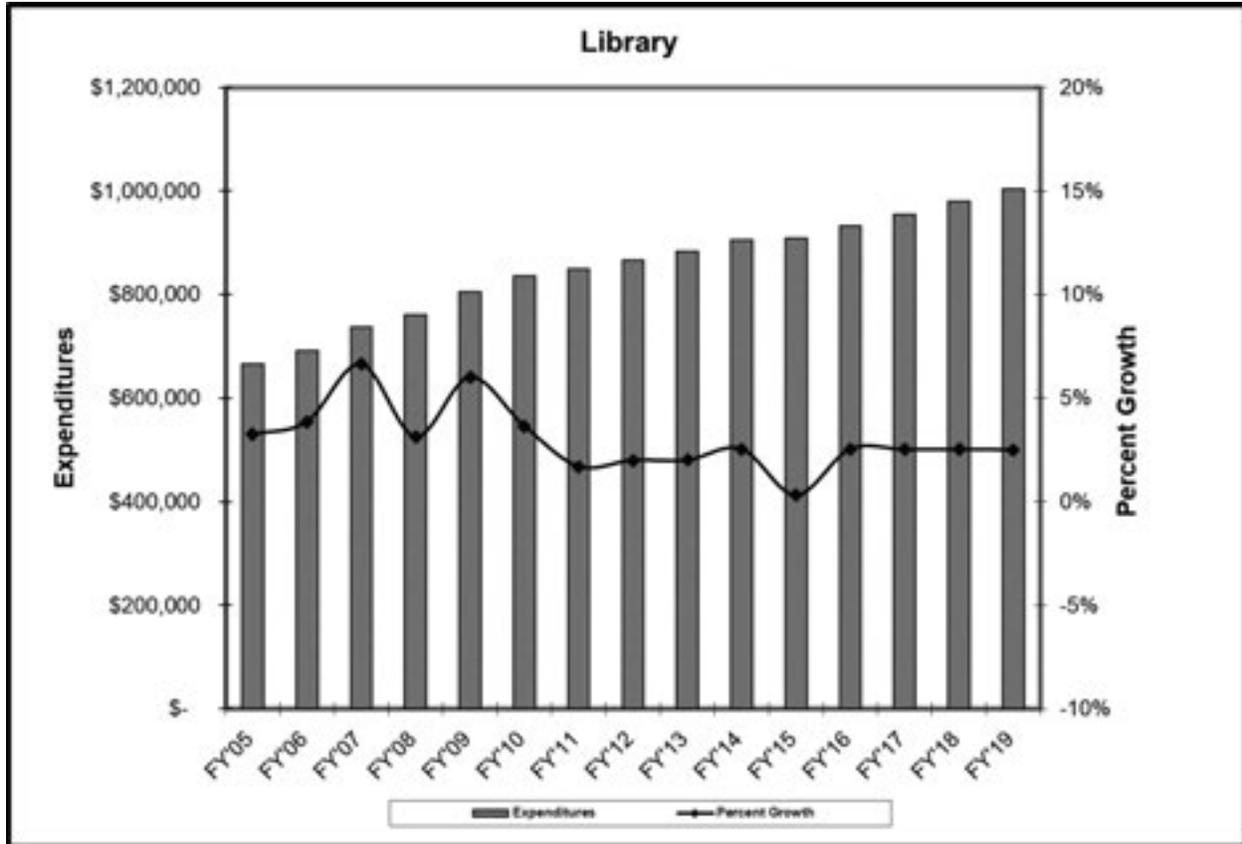
A new version of the Library's website was launched on December 19, 2016. The number of visitors to the website increased 106.6% to 135,562 from FY2016 to FY2017. Circulation of digital titles (eBooks, eAudio books, and eVideos) was 5.2% (8,468 items) of total circulation in FY2016 and rose to 8.1% (12,694 items) of total circulation in FY2017. The library spent 81.2% of its book budget on physical items and 18.8% on digital items. Circulation of physical items was 94.8% in FY2016 and decreased to 91.9% in FY2017. Cost per physical circulation is increasing (\$0.77 in FY2016 and \$0.80 in FY2017) while the cost per digital circulation is decreasing (\$3.25 in FY2016 and \$2.43 in FY2017).

Key Issues

- This budget is a level service budget.
- 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.
- High demand for events and programs at the library.
- 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, Engineering design and construction of new air conditioners: \$305,000
- Article 10, Restore the library's original entrance: \$6,500
- Article 13, Library building maintenance: \$44,500



Annual Town Report: FY '18 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 12.1 FTE plus 2 summer interns. Eleven staff members hold Master's degrees in Library Science. Of our core comparison towns, Concord (61.6%), Wayland (55.8%), and Sudbury (50.3%) have a majority of hours worked by staff with MLS degrees. Bedford (38.9%),

Lexington (40.2%), Carlisle (44.5%), Weston (48.6%), and Lincoln (49.2%) have a majority of hours worked by staff without MLS degrees.

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 '17 the Library borrowed 24,985 items from other libraries for Lincoln residents and loaned 26,600 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 '19 Budget

The 2.5% budget increase will allow the Library to maintain the current level of services. 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 and patron visits decreased slightly, the number of programs increased by 36.8% and the number of people attending programs increased by 48.5%. Remote use of the library by patrons downloading eBooks, eAudios, and eVideos increased by 49.9%.

Even though digital circulation increased by 49.9%, it only represents 8.1% of total circulation.

	FY2016	FY2017	% Increase
Total Circulation	162,768	157,220	-3.41%
Digital Circulation	8,468	12,694	+49.91%
Reference Questions	11,175	11,218	+0.38%
Programs	476	651	+36.76%
Program Attendance	8,193*	12,170	+48.54%
Patron Visits	88,071	87,894	-0.20%
Website Visits	65,144	134,562**	+106.56%
* Some data was lost during a conversion			
** New website launched in December 2016			

- The library was open for a half day on four July Saturdays. Before this change the library was always closed on Saturdays during July and August. 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 July Saturdays.
- Summer Reading Program – This past summer 454 children participated in the summer reading program. This is a 24.7% increase from 2016.
- Collaborations with Lincoln Organizations – Staff participated at school events sponsored by the Lincoln PTO and Lincoln School Foundation. The Children’s Librarians also read stories to students in Lincoln preschools. Each year the library has a program during the Recreation Department’s Winter Carnival. 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 providing new technologies and demonstrating how to use new technologies, such as mobile 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 '16 data collected by the MBLC shows that Lincoln has the smallest budget amongst the comparison towns, and the second smallest when Carlisle is also included. When comparing salaries as a percent of total operating expenditures, the Library is ranked last (72.1%) behind Lexington (84.3%), Concord (78.8%), Wayland (78.3%), Bedford (76.5%), Sudbury (75.8%), Carlisle (73.3%), and Weston (73.3%). However, because our core comparison towns have greater populations, their total operating expenditures per capita are lower than Lincoln’s.

Debt Service

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$1,091,650	\$1,048,425	\$951,000

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.

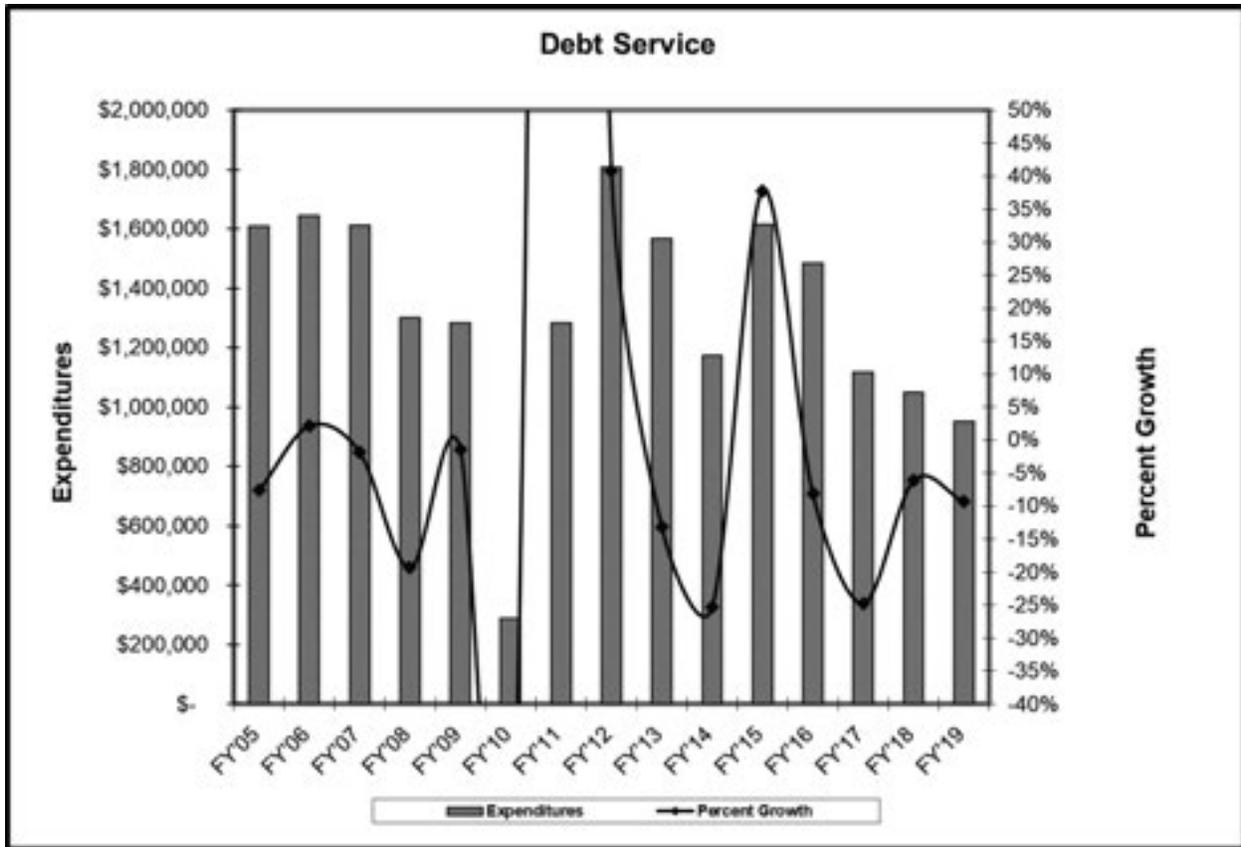
Debt service for LSRHS is part of the high school budget and not included in this section of the report.

Key Issues

- Projected debt service in FY '19 is \$97,425, or 9%, less than the amount in FY '18.
- The amount assumed excludes \$392,575 of debt service on the Town Offices project in FY '19 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 10, Debt service on Town Offices renovation: \$392,575
- Article 14, Additional funds to the Debt Stabilization Fund: \$625,807



Pensions and Insurance

FY '17 Actual	FY '18 Budget	FY '19 Proposed
\$5,920,214	\$6,975,010	\$7,009,321

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 '19, this budget is 0.5% higher than FY '18.

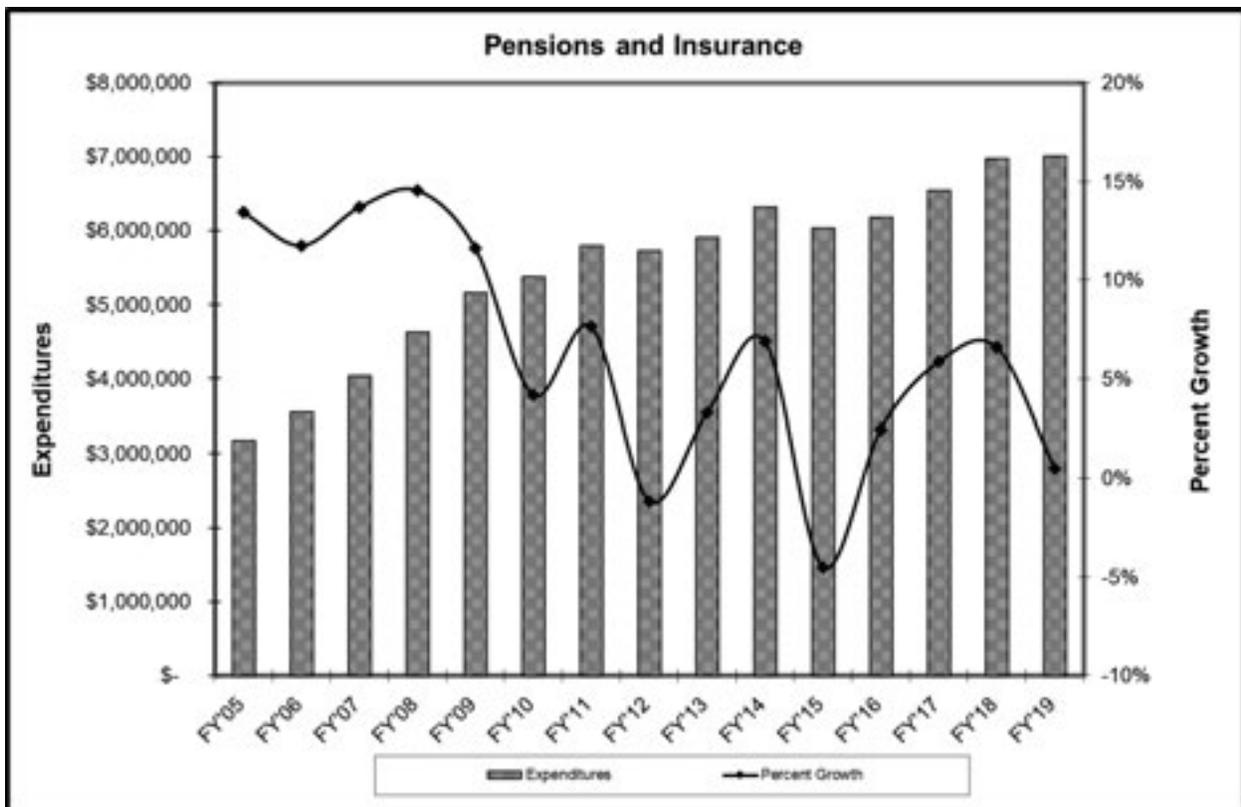
The largest component of this category of expense is health insurance, which represents \$3.9 million, or 56%, of the FY '19 Pensions and Insurance budget. The Town offers health insurance plans to its employees, including employees of the Lincoln Public Schools. These school employee health insurance expenses are carried in this line item, not in the K-8 School Budget. For FY '19, health insurance costs are expected to increase by 0.5% (\$18,523). 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); steps to reduce the cost of retiree prescription drug benefits (FY '17); plan design changes including an increase in ER co-pay (FY '18). 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 \$2.1 million, or 30%, of the FY '19 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 '19, the cost is expected to increase by 2.6% as compared to FY '18.

General Insurance includes worker's compensation, liability insurance, and the bonding of appropriate Town personnel. This cost of this insurance is expected to be \$489,500 in FY '19, which is a decrease of 7.1% as compared to FY '18.

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 \$529,052 in FY '19, which is an increase of 0.1% as compared to FY'18.



Water Department

FY '17 Actual	FY '18 Budget*	FY '19 Proposed*
\$1,098,355	\$1,158,374	\$1,186,885

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

General Information

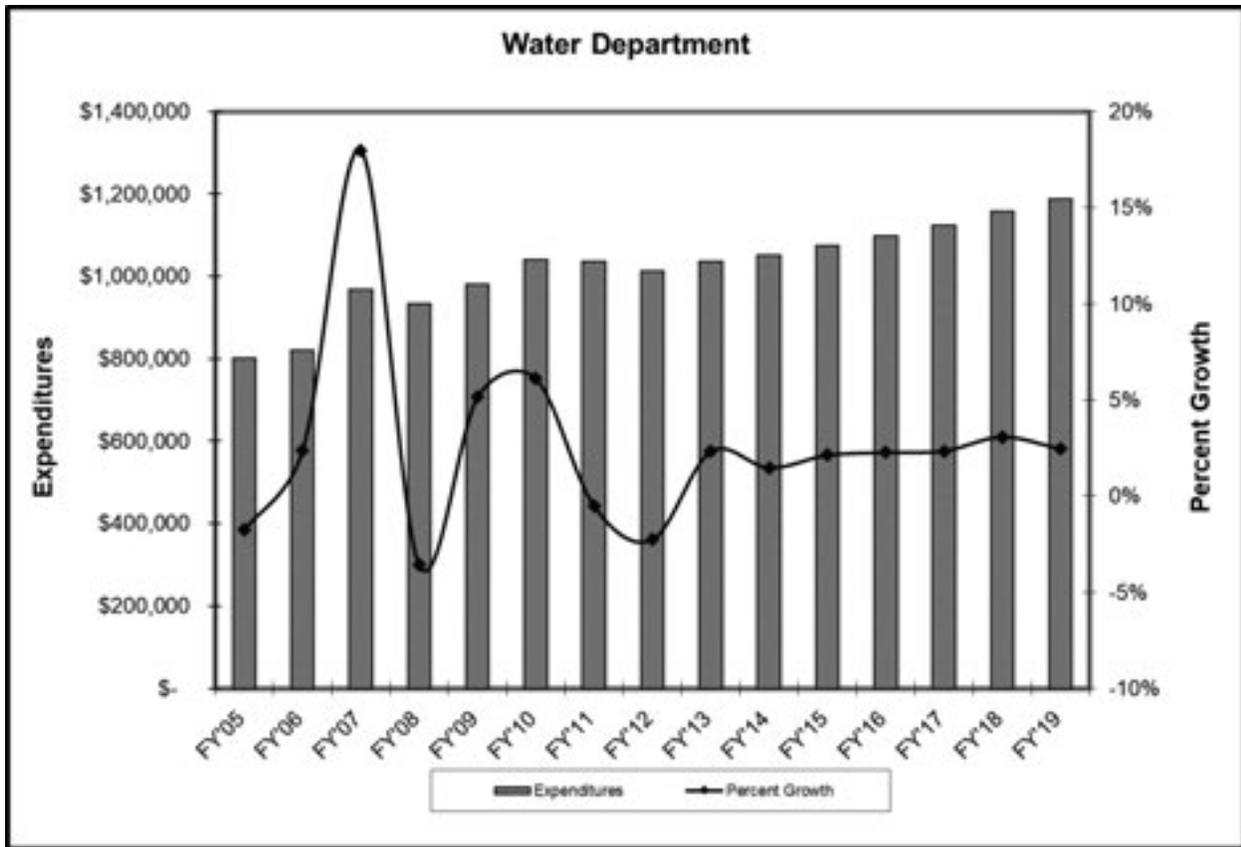
The Water Department maintains Lincoln's water supply and distribution system and assures the quality of the Town's drinking water. Its operating budget is funded entirely through fees paid by water consumers. Revenues in excess of operating costs are contributed to a surplus fund, for capital or emergency use. The surplus fund balance is \$ 1,536,091.

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 182.5 million gallons per year (or 10% of use). Unfortunately, in 2015 and 2016 our residential gallons per capita day were 79 and 77, respectively. We have only achieved the residential water use goal once in the 2010-2016 period and we have never met the total withdrawal goal.
- Outdoor water restrictions were implemented from 2016-2017 in response to water levels dropping to 5 feet below full level in Flint's Pond. Water levels by October 2017 had returned to 3 feet below level; the amount of winter precipitation and water use will determine what water restrictions will be needed for 2018.

Warrant Articles

- Article 22, Tower Road Well Cleaning \$20,000
- Article 23, Older shingle Reroofing at Treatment Plant: \$50,000
- Article 24, Handrail/catwalk system over Treatment Plant Filtration Units \$50,000



**Annual Town Report: FY '19
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 growth over the last ten fiscal years has been very moderate, averaging only 3% per year between FY11 and FY19 (proposed). Likewise, the Retained Earnings have also

been stable to growing, now at \$ 1,536,091. At the 2018 Town Meeting, we have three 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 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 or more years 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.

11. Appendix

**TABLE 1
FISCAL DETAIL
FY 2017-2019**

		ACTUAL EXPENDITURES FY17	CURRENT YEAR BUDGET FY18	PROPOSED BUDGET FY19
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		3,000	3,000
	TOTAL 1122	400	3,400	3,400
1290	TOWN OFFICES			
	Personnel Services	933,189	962,485	1,000,488
	Expense	513,026	540,642	537,638
	TOTAL 1290	1,446,215	1,503,127	1,538,126
11312	FINANCE COMMITTEE			
	Expense	176	552	566
	TOTAL 11312	176	552	566
11322	RESERVE FUND			
	Reserve Fund Appropriation	350,000	461,000	475,000
	TOTAL 11322	350,000	461,000	475,000
1137	ASSESSORS			
	Personnel Services	63,760	64,769	66,450
	Expense	87,372	93,600	95,865
	TOTAL 1370	151,132	158,369	162,315
11512	LAW DEPARTMENT			
	Expense	118,029	124,500	124,500
	TOTAL 11512	118,029	124,500	124,500
1590	TOWN ARCHIVES			
	Personnel Services	20,961	23,249	23,740
	Expense	764	1,140	1,250
	TOTAL 1590	21,725	24,389	24,990
1161	TOWN CLERK			
	Personnel Services	165,150	178,922	191,451
	Expense	4,190	5,850	11,110
	TOTAL 1161	169,340	184,772	202,561
1162	REGISTRAR OF VOTERS			
	Personnel Services	100	1,200	1,200
	Expense	12,510	8,150	9,200
	TOTAL 1162	12,610	9,350	10,400

1171	CONSERVATION COMMISSION			
	Personnel Services	145,474	148,275	135,153
	Expense	3,325	3,725	4,625
	TOTAL 1171	148,799	152,000	139,778
1175	PLANNING BOARD			
	Personnel Services	176,641	185,488	194,995
	Expense	4,651	6,700	8,378
	TOTAL 1175	181,292	192,188	203,373
1176	BOARD OF APPEALS			
	Personnel Services	23,225	25,158	25,782
	Expense	2,003	3,950	4,048
	TOTAL 1176	25,228	29,108	29,830
1792	AGRICULTURAL COMMISSION			
	Personnel Services	-	1,104	1,132
	Expense	5,264	4,416	4,526
	TOTAL 1792	5,264	5,520	5,658
1195	TOWN REPORT			
	Expense	17,335	18,800	19,950
	TOTAL 1195	17,335	18,800	19,950
1191	TOWN BUILDINGS			
	Personnel Services	66,148	67,205	66,914
	Expense	72,909	76,722	80,590
	TOTAL 1991	139,057	143,927	147,504
TOTALS FOR GENERAL GOVERNMENT		2,786,602	3,013,002	3,089,951
PUBLIC SAFETY				
1211	POLICE DEPARTMENT			
	Personnel Services	1,500,677	1,528,413	1,571,340
	Expense	102,350	109,294	115,309
	TOTAL 1211	1,603,027	1,637,707	1,686,649
1221	FIRE DEPARTMENT			
	Personnel Services	1,365,958	1,400,107	1,435,110
	Expense	56,991	57,154	58,583
	TOTAL 1221	1,422,949	1,457,261	1,493,693
1231	EMERGENCY MEDICAL SERVICES			
	Personnel Services	76,136	78,040	79,991
	Expense	24,201	24,806	25,426
	TOTAL 1231	100,337	102,846	105,417
1249	BUILDING DEPARTMENT			
	Personnel Services	202,908	204,626	211,671
	Expense	8,534	16,050	14,532
	TOTAL 1249	211,442	220,676	226,203

1251	COMMUNICATIONS CENTER				
	Personnel Services	302,943	335,840	345,017	
	Expense	50,152	38,697	38,883	
	TOTAL 1251	353,095	374,537	383,900	
1291	EMERGENCY MANAGEMENT				
	Personnel Services	4,950	5,048	5,048	
	Expense	10,530	10,818	11,214	
	TOTAL 1291	15,480	15,866	16,262	
1292	DOG OFFICER				
	Expense	9,102	9,000	9,000	
	TOTAL 1292	9,102	9,000	9,000	
1299	PUBLIC SAFETY BUILDING				
	Personnel Services	-	-	-	
	Expense	85,783	97,064	99,490	
	TOTAL 1299	85,783	97,064	99,490	
TOTALS FOR PUBLIC SAFETY		3,801,215	3,914,957	4,020,614	
EDUCATION					
1310	LOCAL SCHOOL SYSTEM				
	Personnel Services & Expense	10,751,020	11,176,203	11,455,608	
	TOTAL 1310	10,751,020	11,176,203	11,455,608	
1331	LINCOLN-SUDBURY REG HS				
	Regional School District Assessment	3,672,047	4,231,790	3,830,529	
	TOTAL 1331	3,672,047	4,231,790	3,830,529	
1333	VOCATIONAL SCHOOL ASSESSMENT(S)				
	Regional School District Assessment	252,593	242,273	225,000	
	TOTAL 1332	252,593	242,273	225,000	
TOTALS FOR EDUCATION		14,675,660	15,650,266	15,511,137	
PUBLIC WORKS & FACILITIES					
1411	ENGINEERING & CONSULTING				
	Expense	104,346	88,500	148,500	
	TOTAL 1411	104,346	88,500	148,500	
1422	DPW OPERATION & MAINTENANCE				
	Personnel Services	683,758	713,300	730,480	
	Expense	302,826	352,710	357,200	
	TOTAL 1422	986,584	1,066,010	1,087,680	
1423	DPW SNOW & ICE CONTROL				
	Personnel Services	103,729	78,290	80,230	
	Expense	415,054	207,600	212,800	
	TOTAL 1423	518,783	285,890	293,030	
1424	STREET LIGHTING				
	Expense	18,745	18,000	18,500	
	TOTAL 1424	18,745	18,000	18,500	

1427	TREE WARDEN				
	Expense	7,150	7,300	7,500	
	TOTAL 1427	7,150	7,300	7,500	
1429	DPW BUILDING				
	Expense	26,399	32,300	35,650	
	TOTAL 1429	26,399	32,300	35,650	
1433	RUBBISH REMOVAL				
	Expense	-	-	-	
	TOTAL 1433	-	-	-	
1434	TRANSFER STATION				
	Personnel Services	15,400	45,800	46,900	
	Expense	182,589	171,200	177,900	
	TOTAL 1434	197,989	217,000	224,800	
1435	FACILITIES DEPARTMENT				
	Personnel Services	50,213	58,271	58,437	
	TOTAL 1435	50,213	58,271	58,437	
1491	CEMETERY DEPARTMENT				
	Personnel Services	11,490	13,771	14,370	
	Expense	12,100	15,550	15,650	
	TOTAL 1491	23,590	29,321	30,020	
TOTALS FOR PUBLIC WORKS & FACILITIES		1,933,799	1,802,592	1,904,117	
HUMAN SERVICES					
1511	BOARD OF HEALTH				
	Expense	18,841	28,900	43,100	
	TOTAL 1511	18,841	28,900	43,100	
1522	MINUTEMAN HOME CARE				
	Expense	1,376	1,410	1,445	
	TOTAL 1522	1,376	1,410	1,445	
1541	COUNCIL ON AGING				
	Personnel Services	146,959	159,146	165,113	
	Expense	10,204	12,045	10,357	
	TOTAL 1541	157,163	171,191	175,470	
1543	VETERANS' SERVICES				
	Personnel Services	1,500	1,500	1,500	
	Expense	17,308	34,500	36,000	
	TOTAL 1543	18,808	36,000	37,500	
TOTALS FOR HUMAN SERVICES		196,188	237,501	257,515	
CULTURE & RECREATION					
1611	LIBRARY				
	Personnel Services	683,007	709,783	738,207	
	Expense	196,075	209,250	205,781	
	TOTAL 1611	879,082	919,033	943,988	

1612	LIBRARY BUILDING			
	Expense	106,380	60,380	59,910
	SUB-TOTAL	106,380	60,380	59,910
	Capital Outlay			
	TOTAL 1612	106,380	60,380	59,910
1631	RECREATION DEPARTMENT			
	Personnel Services	325,700	337,152	354,545
	Expense	150,727	141,730	138,800
	TOTAL 1631	476,427	478,882	493,345
1651	CONSERVATION LAND			
	Personnel Services	91,608	94,923	112,064
	Expense	9,502	9,674	11,154
	TOTAL 1651	101,110	104,597	123,218
1661	CELEBRATIONS COMMITTEE			
	Expense	14,070	26,505	25,175
	TOTAL 1661	14,070	26,505	25,175
16931	PIERCE HOUSE			
	Personnel Services	40,000	40,000	40,000
	TOTAL '16931	40,000	40,000	40,000
TOTALS FOR CULTURE & RECREATION		1,617,069	1,629,397	1,685,636
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	
	Interest Long-Term Debt	3,150	1,575	
	TOTAL 1792	48,150	46,575	-
17738	FIRE TRUCK PUMPER/TANKER			
	Principal Long-Term Debt	20,000	20,000	
	Interest Long-Term Debt	1,400	700	
	TOTAL 17738	21,400	20,700	-
17748	ROAD PROJECT			
	Principal Long-Term Debt	595,000	595,000	590,000
	Interest Short-Term Debt	57,900	40,050	22,200
	TOTAL 17748	652,900	635,050	612,200
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	12,075	9,675	7,275
	TOTAL 17750	92,075	89,675	87,275

17751	IT STRATEGIC PLAN			
	Principal Long-Term Debt	50,000	50,000	50,000
	Interest on Short Term Debt	6,125	4,625	3,125
	TOTAL 17751	56,125	54,625	53,125
17752	SCHOOL BUILDING FEASIBILITY STUDY			
	Principal Long-Term Debt	40,000	-	-
	Interest on Short Term Debt	800		
	TOTAL 17752	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	5,200	6,800	3,400
	TOTAL 17754	180,200	176,800	173,400
	TOTALS FOR DEBT SERVICE	1,091,650	1,048,425	951,000
	UNCLASSIFIED			
	INSURANCE			
1911	RETIREMENT ASSESSMENT			
	Expense	1,759,054	2,015,592	2,068,246
	TOTAL 1911	1,759,054	2,015,592	2,068,246
1913	UNEMPLOYMENT INSURANCE			
	Personnel Services	55,973	33,600	33,600
	TOTAL 1913	55,973	33,600	33,600
1914	HEALTH INSURANCE			
	Personnel Services	3,399,457	3,877,697	3,895,562
	Expense	-	26,303	26,961
	TOTAL 1914	3,399,457	3,904,000	3,922,523
1915	LIFE INSURANCE			
	Personnel Services	6,417	10,081	10,686
	TOTAL 1915	6,417	10,081	10,686
1916	FICA/MEDICARE			
	Personnel Services	359,140	484,766	484,766
	TOTAL 1916	359,140	484,766	484,766
1942	GENERAL INSURANCE			
	Expense	340,173	526,971	489,500
	TOTAL 1942	340,173	526,971	489,500
	TOTALS FOR UNCLASSIFIED	5,920,214	6,975,010	7,009,321
	TOTALS FOR GENERAL FUND	32,022,397	34,271,150	34,429,291

WATER ENTERPRISE FUND				
61451		WATER DEPARTMENT		
		Personnel Services	389,707	415,274
		Expense	485,575	513,100
		SUB-TOTAL	875,282	928,374
		Capital Outlay	173,073	180,000
		TOTAL 61451	1,048,355	1,108,374
614513		WATER DEPARTMENT		
		Emergency Reserve	50,000	50,000
		TOTAL 614513	50,000	50,000
TOTALS FOR WATER ENTERPRISE FUND			1,098,355	1,158,374
APPROPRIATION SUMMARY -				
		GENERAL GOVERNMENT	2,786,602	3,013,002
		PUBLIC SAFETY	3,801,215	3,914,957
		EDUCATION	14,675,660	15,650,266
		PUBLIC WORKS & FACILITIES	1,933,799	1,802,592
		HUMAN SERVICES	196,188	237,501
		CULTURE & RECREATION	1,617,069	1,629,397
		DEBT SERVICE	1,091,650	1,048,425
		UNCLASSIFIED	5,920,214	6,975,010
		WATER DEPARTMENT	1,098,355	1,158,374
TOTAL - ARTICLE 7			33,120,752	35,429,524
				35,616,176

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 24, 2018: 9:30 a.m.
ANNUAL ELECTION: Monday, March 26, 2018: 7:30 a.m. – 8:00 p.m.

2018 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 sixth day of March, 2018 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 fourth day of March, 2018 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 24th day of March next.

The polls for voting the ballot on Monday, March 26, 2018 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 14, 2018. Every reasonable attempt will be made to provide the necessary assistance.

Note: Town meeting shall be continued to Tuesday, March 27, 2018 at 7:30 p.m. in the Donaldson Auditorium, if needed.

ARTICLE 1

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

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

And to consider the following questions:

1. Shall the Town of Lincoln be allowed to assess an additional \$600,000 in real estate and personal property taxes for the purpose of purchasing a new Fire Department engine, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2018?

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 new Fire Department engine, 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(1/2), otherwise known as Proposition 2 1/2, so called; or take any other action relative thereto.

Capital Planning Committee

ARTICLE 10

To receive and act upon a report from the Community Preservation Committee on the Fiscal Year 2019 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 11

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 12

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 13

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

Library Trustees

ARTICLE 14

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 no later than July 31st, by the Lincoln Sudbury Regional High School Committee for the fiscal year 2019, 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 15

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, by borrowing or any combination thereof, to 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 16

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 17

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 18

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 FY19 Lincoln School operating budget; or take any other action relative thereto.

School Committee

ARTICLE 19

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 20

To see if the Town will vote, pursuant to G.L. c.44, 53E ½, to increase the following spending limits under the Town’s General Bylaw authorizing revolving funds, as follows:

Revolving Fund	Spending Limit
Student Transportation	\$125,000
Preschool Program	\$140,000
Firearms Licenses	\$10,000
Ambulance	\$280,000
Transfer Station/Recycling	\$25,000
Parks & Recreation	\$35,000

Selectmen

ARTICLE 21

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 22

To see if the Town will vote to appropriate and transfer a sum of money from Water Enterprise Retained Earnings for the cleaning and rehabilitation of the Tower Road well screen and motor, including all costs incidental and related thereto; or take any other action relative thereto.

Water Commissioners

ARTICLE 23

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

Water Commissioners

ARTICLE 24

To see if the Town will vote to appropriate and transfer a sum of money from Water Enterprise Retained Earnings for the purchase and installation of an elevated safety catwalk and handrail system for the filtration units at the Flints Pond Treatment Plant, including all costs incidental and related thereto; or take any other action relative thereto.

Water Commissioners

ARTICLE 25

To see if the Town will vote to appropriate and transfer 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 26

To see if the Town will vote to hear a report from the School Building and Community Center Committees; or take any other action relative thereto.

School Committee/Board of Selectmen

ARTICLE 27

To see if the Town will vote to amend the Zoning Bylaw, Section 17.7.3 (Procedures) to make various procedural revisions to site plan review of single family residences, including removing the requirement for publication in the newspaper, revising the process of preliminary meetings, and adding a sunset provision for site plan review of single family residences under 6500 square feet of calculated gross floor area after 5 years, as substantially on file with the Town Clerk; or take any other action relative thereto.

Planning Board

ARTICLE 28

To see if the Town will vote to add 18 properties to the existing Town of Lincoln Historic District under Section 1 of Article XXV (Historic District) of the Town of Lincoln General By-Laws, the locations and boundaries of which proposed additions are shown on plans to be filed with the Lincoln Town Clerk and the Massachusetts Historical Commission and to be recorded with the Middlesex South Registry of Deeds. (Map/Parcel Nos. 146-16-0; 152-39-0; 139-2-0; 139-3-0; 163-10-0; 149-20-0; 163-7-0; 150-48-0; 163-12-0; 163-16-0; 169-10-0; 146-5-0; 186-32-0; 182-7-0; 186-23-0; 189-2-0; 121-36-0; 135-4-0);

Or take any action relative thereto.

Historic District Commission/FOMA

ARTICLE 29

To see if the Town will vote to create a new historic district, consisting of 11 properties in the Brown's Wood neighborhood, under Section 1 of Article XXV (Historic District) of the Town of Lincoln General By-Laws, the locations and boundaries of which proposed historic district are shown on a plan to be filed with the Lincoln Town Clerk and the Massachusetts Historical Commission and to be recorded with the Middlesex South Registry of Deeds. (Map/Parcel Nos. 169-23-0; 169-22-0; 181-14-0; 181-22-0; 181-15-0; 181-21-0; 181-16-0; 181-20-0; 181-17-0; 181-18-0; 181-19-0).

The following paragraph shall be added to Section 1 of Article XXV (Historic District) of the Town of Lincoln General By-Laws:

1.2 A Brown's Wood Historic District (the Brown's Wood District) is hereby established in the Town of Lincoln, Massachusetts, in accordance with provisions of MGL, Chapter 40C of the Commonwealth. The Brown's Wood District consists of areas, the locations and boundaries of which are as shown on a plan to be filed with the Lincoln Town Clerk and the Massachusetts Historical Commission and to be recorded with the Middlesex South Registry of Deeds. The Brown's Wood District is intended to preserve and protect as a permanent legacy the significant

historical areas and distinctive architectural characteristics of the Town of Lincoln in their settings.

The following provision shall be added to Subsection 2.1 of Article XXV (Historic District) of the Town of Lincoln General By-Laws:

Further, a Brown's Wood Historic District Commission is hereby established for the Brown's Wood Historic District, consisting of seven members, all residents of Lincoln appointed by the Selectmen. Appointments shall be made as provided in this Section 2 for the Historic District Commission, provided that at least one member of the Brown's Wood Historic District Commission shall be a resident or property owner of the Brown's Wood Historic District. Some or all of the members of the Historic District Commission may also be appointed as members of the Brown's Wood Historic District Commission.

The following provision shall be added to Section 5 of Article XXV (Historic District) of the Town of Lincoln General By-Laws:

The following provision shall be added to Section 5 of Article XXV (Historic District) of the Town of Lincoln General By-Laws:

5.3 Standards Applicable to Brown's Wood Historic District

a. General Objectives of the District:

- (i) The maintenance and enhancement of the Modern design ideas and characteristics that inform the homes of the District, while supporting the updating of its homes and the diversity of the characteristic architectural expression of the District.
- (ii) The preservation of the woodland landscape, ensuring that the houses fit into that landscape rather than dominate it. The woodland is a major unifying factor that ties this District together, establishing its setting and context.

b. General Description of Neighborhood, Architectural and Historical Characteristics:

- (i) The absence of traditional or historical architectural styles as it was put by the founding homeowners in the 1950's: "no colonials and no ranches.
- (ii) The diversity of the architectural forms within the Modern architectural idiom.
- (iii) The dominance of the natural landscape, topography and woodland setting.
- (iv) Houses are sited within the landscape and topography, with massing and scale that are reflective of the sites, fit into the woodland and embrace nature, rather than competing with it.

- (v) Houses are set in the woods, rather than set on a lot surrounded by yard space. The houses are seen through a natural screen of trees and woodland.
- (vi) Property lines are generally invisible, without fences or large landscaped areas separating properties.
- (vii) Lawns and formal landscaping do not extend to the street. Large trees and natural woodland vegetation are preserved, and landscaping and plantings are natural or naturalized, maintaining the woodlands character.
- (viii) Varying setbacks, orientation and massing are used to minimize impacts and maximize privacy and access to nature. Houses are sited and oriented without reference to the streets of the neighborhood, and avoid the typical suburban relationship of houses to street.
- (ix) Houses are generally horizontal and low in their massing, utilizing flat or low-pitch roofs, either eaveless or with deep overhanging eaves.
- (x) Windows often serve to connect the inside and outside, bringing the outside into the house, rather than walling it off, economically expanding the apparent living areas.
- (xi) Houses have little in the way of decorative elements (shutters, gables etc.), so that decoration and interest arises out of the form, the materials used and especially the setting and surroundings.
- (xii) Houses have incorporated and experimented with new technologies and forms, in particular reflecting an early interest in sustainable design, including the use of industrial materials, sensitive siting, passive and active solar and efficient use of space and materials.

Or take any other action relative thereto.

Historic District Commission/FOMA

ARTICLE 30

To see if the Town will vote to amend the Zoning Bylaws in order to establish a North Lincoln Planning Development District within the NL-North Lincoln Planning District pursuant to the provisions of Section 12.5 of the Zoning Bylaw, by undertaking the following action:

- (i) Amending the Zoning Map to include the North Lincoln Planned Development District No. 6 for Oriole Landing located at 0 and 1 Mary's Way consisting of a 60-Unit Rental Development including 15 affordable units, having boundaries encompassing 6 acres, more or less, and being more particularly shown and described on a plan entitled "1 Mary's Way, Lincoln, MA Tax Map 111 - Lots 10 & 11 – Abutter Summary" prepared for Civico Development by Allen & Major Associates, Inc. and dated 1/23/18; and

- (ii) Approving a preliminary development and use plan for the North Lincoln Planned Development District No. 6, a proposed version of which plan entitled “Oriole Landing, 1 Mary’s Way, Lincoln, MA, Tax Map 111 - Lots 10 & 11 – Context Plan”, prepared by Allen & Major Associates, Inc. and dated 1/23/18 has been prepared and submitted by the owners of the premises to be included in said district.

Or take any other action relative thereto.

Housing Commission & Housing Trust

ARTICLE 31

To see if the Town will vote to initiate the process to aggregate electrical load pursuant to M.G.L. c. 164, s.134, and, further, to grant the Board of Selectmen, or its designee, authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation; or take any other action relative thereto.

Green Energy Committee

ARTICLE 32

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

ARTICLE 33

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 34

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 - Alternative Version,” as substantially on file with the Town Clerk; or take any other action relative thereto.

Citizens’ Petition

ARTICLE 35

To see if the Town will vote to adopt a resolution relative to Protecting Consumers of Gas and Electricity from Paying for Leaked and Unaccounted for Gas, as substantially on file with the Town Clerk; or take any other action relative thereto.

Citizens' Petition

ARTICLE 36

To see if the Town will vote to adopt a resolution declaring Lincoln to be a Welcoming, Safe Town which resolves to make all residents, workers and visitors feel safe and secure regardless of immigration status, as substantially on file with the Town Clerk; or take any other action relative thereto.

Citizens' Petition

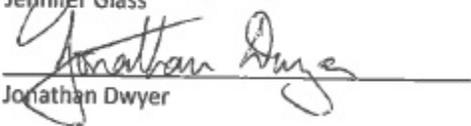
Hereof fail not and make return of this Warrant with your doings, thereon to the Town Clerk, at or before the time for the meeting aforesaid. Given under our hands this the 26th day of February, 2018.



James Craig, Chair



Jennifer Glass



Jonathan Dwyer

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.

Property Tax Exemptions

PROGRAM	Senior & Veterans Work Off	Deferral 41A	Temporary Deferral 18A	Elderly 17E	Elderly 41D	Blind 37A	MA Income Tax Circuit Breaker
Eligible Age	Seniors: 60 Veterans: none	60	None	70	65	None	65
Income Limit	None	\$60,000	Financial hardship	None	Single \$21,379. Married \$32,067. excluding some \$\$	None	Single \$55,000 Married \$82,000
Asset Limit	None	None	Financial hardship	\$42,756. excluding domicile	Single \$42,756. Married \$58,789. excluding domicile	None	Domicile \$700,000
Assistance	Up to \$1,500	Total Bill (but not CPA tax)	Total Bill (but not CPA tax)	\$615	\$2,000	\$1,000	For 2015, tax credit of up to \$1,050*
Inflation Adjustment	None	None	None	Annual CPI	None	None	Annual Adjustment
Apply	Annually	Annually	Annually (for 3 years only)	Annually	Annually	Annually	Annually
Deadline	Call Council on Aging 781-259-8811	Within 3 months after tax bill	Within 3 months after tax bill	Within 3 months after tax bill	Within 3 months after tax bill	Within 3 months after tax bill	File State Tax Form and Sch CB – can file for past 3 years

Veterans Exemptions

Clause	Type	Amount *	Veteran	Spouse	Surviving Spouse	Surviving Parent
22	Veterans with minimum 10% war service disability	\$800	X	X	Until remarriage	
22	Veterans awarded Purple Hearts	\$800	X	X	Until remarriage	
22	Gold Star parents	\$800				X
22A	Veteran who lost one hand, foot or eye; or received a Congressional Medal of Honor, Distinguished Service Cross, Navy Cross, or Air Force Cross	\$1,500	X	X	X	
22B	Veterans who lost two hands or feet, or both eyes	\$2,500	X	X	X	
22C	Veteran with 100% disability and specially adapted housing	\$3,000	X	X	X	
22D	Surviving spouses of veterans killed in a combat zone	Total for 5 years, then \$2,500			X	
22E	Veterans with 100% disability	\$2,000	X		X	
8A	Paraplegic veterans	Total	X		X	