

Selectmen's Meeting  
December 3, 2007

A special meeting of the Board of Selectmen was held on Monday, December 3, 2006, at 8:00 a.m. in the Selectmen's Meeting Room for Department Budget Presentations. Chairman Krieger, Mr. Kelley, Mr. Cohen, Mr. Manz and Mr. Burnell; Mr. Valente, Town Manager; and Ms. Pease, Executive Clerk, were present.

FY 2009 Budget Presentations

Library

Ms. Rawson presented the Library FY2009 Budget Requests. Level Service Requests: General and Technical Services \$402,955; Adult Library \$1,073,400; and Children's Library \$345,300. Total Level Service Budget: \$1,821,655. The decrease of 12.79% from FY2008 is due to transferring out \$219,800 in utility costs to the Department of Public Facilities and to significant turnover in staff resulting in the hiring of new staff at lower salaries.

Program Restoration Request: Postage - \$4,600

Program Improvement Requests: Library Materials Request - \$25,000; Library Program Coordinator - \$16,403; Enhanced Audiovisual and Broadcasting Service - \$14,200

Capital Improvement Project: Renovation of East Lexington Branch Library - \$ unknown in FY2009.

Department Goals include:

1. East Lexington Branch Library – continue to develop a comprehensive plan to address physical conditions and Trustees must decide on the future use.
2. Utility Usage – work with Facilities Department to identify ways to improve energy management.
3. Collection Development – restore library collection to pre-construction conditions; meet the 13% materials requirement required by the Massachusetts Board of Library and improve Lexington's Net Borrower Status within the Minuteman Library Network

Recreation

Ms. Simmons presented the Recreation FY2009 Budget Requests. Level Service Requests: Recreation \$1,059,621; Pine Meadows \$512,174; and Indirect Costs \$275,399. Total Level Service Budget \$1,847,194. The total increase of 3.57% reflects an increase in seasonal wages due to the increase in the State minimum wage and the transfer to this budget for employee benefits. There were reductions in contractual services, a reallocation of seasonal wages for in-house summer youth programs, professional services for a one-time FY2008 water quality study of the Old Reservoir and electricity based on the average usage over a 3-year period.

Budget Presentations – December 3, 2007

Capital Improvement Projects: Center Basketball Court Reconstruction Supplemental \$60,000; Old Reservoir Management - \$60,000; Center Complex Restroom Renovation - \$77,000; Park Improvements – Athletic Fields - \$350,000.

Department Goals: evaluate the current fee structure for field permitting; research the feasibility of implementing an online registration system; finalize the Operations Manual and Risk Management Plan for the Aquatics program and create a Field Use Sub-Committee/Community Sports Council.

Selectmen asked about indirect costs in the level service requests. Mr. Young showed how the annual \$248,000 transfer to the General Fund is broken down: Lincoln Park Debt \$100,000; DPW – Park Transfer \$100,000; and Insurance/benefits \$48,000. Mr. Valente will do an indirect cost analysis in the spring.

Town Clerk

Ms. Hooper presented the Town Clerk FY2009 Budget Requests. Level Service Requests: Town Clerk Administration \$233,199; Board of Registrars \$17,525; Elections \$100,550; and Records Management \$35,350. Total Level Service Budget \$386,624.

Program Improvement Requests: Laserfiche Web Link and GIS Integration - \$18,400 and Document Scanners - \$6,000.

Capital Improvement Project: CPA – Archives and Records Management Record Preservation and Conservation - \$35,000 each year from FY2009-FY2013

Department Goals include: develop fully integrated office staffing with tools and skills for effective and efficient operation of the office; operate efficient and legally compliant elections and evaluate and assess poll options; and implement Records Management Program for statutorily required and historically appropriate retention of organizational records and information.

FY2008 budget assumes that there will be a combined election in March 2008 for local election and presidential primary. If two separate elections are needed, approximately \$18,000 additional money will be needed. It is expected that handicap voting equipment will be available for FY2008 elections.

Ms. Hooper will come before the Selectmen in the near future to discuss polling location options.

Upon motion duly made and seconded, it was voted to adjourn at 10:10 a.m.

A true record; Attest:

Lynne A. Pease  
Executive Clerk