



Town Meeting Articles

The following article summaries are provided as a convenience for Town Meeting members. Included are the excerpts of specific requests from municipal and the school departments that benefit the Lexington Public Schools or our students. Questions should be directed to the originator of the article.

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Special Town Meeting Articles benefitting the Lexington Public Schools

Article 2 – Appropriate for School Facilities Capital Projects

This article is to request \$4,080,000 for design, engineering and architectural services for plans and specifications for the following capital projects; and for the payment of all other costs related to:

- a) Diamond Middle School – Renovations
- b) Diamond Middle School – Modular Classrooms
- c) Clarke Middle School – Modular Classrooms
- d) Bridge School – Modular Classrooms
- e) Bowman School – Modular Classrooms
- f) Hastings School – Construction
- g) Pre-Kindergarten – Space Assessment and Design
- h) Harrington School – Renovation
- i) Fiske School and Old Harrington (Pre-K) – Renovation
- j) Fiske School - – Modular Classrooms

This Article will request initial funding to develop various school-building projects in response to ongoing and future overcrowding issues, and building-condition issues, in the Lexington Public School (LPS) System. The projects cover school buildings serving grades Pre-Kindergarten (Pre-K), K-5, and 6-8, and may include pre-fabricated classrooms, brick-and mortar additions, and/or a new elementary school building. Total costs are estimated to be on the order of \$100 to \$120 million. A debt-exclusion vote will be required to finance the costs of the actual construction and the design & engineering costs for projects that proceed to construction.

{Please see the [School Building Project Consensus Plan](#): Consensus of the 25 February 2015 Lexington Budget Collaboration/Summit, appended to this document}



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Article 7 – Establish and Continue Departmental Revolving Funds

A revolving fund established under the provisions of Massachusetts General Laws Chapter 44, Section 53E½ must be authorized annually by vote of the Town Meeting. The fund is credited with only the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation.

Program or Purpose	Authorized Representative or Board to Spend	Departmental Receipts	FY 2016 Authorization Request
School Bus Transportation	School Committee	School Bus Fees	\$850,000

The School Committee annually submits a maximum revenue expenditure request for the Transportation Revolving Fund of \$830,000. This amount is derived from the maximum potential receipts that could be generated should ridership increase.

The district anticipates that ridership will continue to grow. As a result the request has been made to increase the \$830,000 annual expenditure cap to \$850,000 for FY16. The district anticipates expending approximately \$840,000 or higher from the revolving fund in FY15. If ridership continues to grow past the projected budget in which ridership is projected to be the same in FY16 as in FY15, an additional request to change the cap will need to be made.

Summary of Ridership Change:

In FY15 the district has experienced an increase of over 306 fee based riders (1,619 to 1,925). This increase represents an additional \$107,000 in revenue. In addition, the district has experienced an overall ridership increase of 337 riders between FY14 and FY15. Other riders who are part of the overall increase are Town-paid or Town Subsidized riders that include Financial Assistance, Homeless, and distance eligible riders.



Article 8 – Appropriate the FY 2016 Community Preservation Committee Operating Budget & CPA Projects

- j) Park Improvements, Athletic Fields; \$85,000 (Community Preservation Act Funds): This request is for funds to renovate the natural grass Softball Field at Lincoln Park. The renovation to the softball field will include laser grading the skinned infield, adding a new irrigation system, grading the outfield for proper drainage, replacing the existing backstop, and adding two permanent player benches. The Town's athletic fields see excessive use and timely renovations and replacement are critical to provide safe and playable fields for all user groups. This project was originally scheduled for FY2017, but based on the condition of the field, it was advanced to FY2016.

- m) Lincoln Park Field Improvements; \$650,000 (\$236,500 General Fund Debt, \$220,000 Community Preservation Act Funds, \$193,500 Recreation Retained Earnings): This is the third phase of a three-phase capital improvement program to address safety and playability at Lincoln Park. The Recreation Committee requests \$650,000 to replace the synthetic turf field at Lincoln Park field #3 and work in the vicinity of the field. The estimated cost is based on the actual amount for Lincoln Park field #1 in October of 2013 and cost estimate developed by a landscape architect in August 2014. Funding to replace the synthetic turf on Field #2 was approved in 2014 and that work should be completed in the Spring of 2015, Article 10 - Appropriate for Recreation Capital Projects.

Article 11 – Municipal Capital Projects and Equipment

- a) Center Streetscape Improvements and Easements-Phase 1; Not School Related
- b) DPW Equipment; Not School Related
- c) Storm Drainage Improvements and NPDES Compliance; Not School Related
- d) Comprehensive Watershed Storm Water Management Study and Implementation; Not School Related

- e) Sidewalk Improvements, Additions, Designs and Easements; \$600,000 (General Fund Debt):
This is an annual request to rebuild and/or repave existing asphalt sidewalks and to begin design work on new sidewalks. Proposed funding has been increased from prior years in order to address the Selectmen's goal of improving the overall condition of existing sidewalks and providing new sidewalks. Specifically, it is recommended that the Selectmen consider using a portion of this capital request to forward the neighborhood petitions for: a) a feasibility study for a sidewalk on Pleasant Street (estimated at \$20,000); and b) a sidewalk and intersection improvements on Prospect Hill Road, subject to neighborhood consensus (estimated at \$50,000 for the sidewalk and \$50,000 for the intersection improvements).

DPW, in conjunction with various committees and other town departments develops a list each year of the sidewalks most in need of repair/replacement. There are four determining factors that dictate the repair of a sidewalk 1) Is the sidewalk unsafe for travel due to trip hazards, defects, etc. 2) Is the sidewalk within the Safe Routes to School Program 3) Is the volume of pedestrian traffic heavy, light or average, and 4) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching? All work will be ADA compliant. DPW has worked with Fay, Spofford & Thorndike, a pavement consulting firm, to compile a sidewalk condition survey that will help prioritize sidewalk repair locations. It is recommended that \$20,000 of this funding be used for a



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feasibility study for a sidewalk on Pleasant Street, which is also being supported by a neighborhood petition.

- f) Town-wide Culvert Replacement; Not School Related
- g) Town-wide Signalization Improvements; Not School Related
- h) Hartwell Avenue Infrastructure Improvements and Easements; Not School Related
- i) Street Improvements and Easements; Not School Related
- j) Bikeway Bridge Repairs and Engineering; Not School Related

- k) Hastings Park Undergrounding Wires; \$300,000 (Free Cash): This request is for the undergrounding of utility wires at Hastings Park. NStar has provided preliminary design and installation estimates to place the current overhead wires underground. The use and overall aesthetic view of the park is obstructed by the power lines that run through the park from Worthen Road to Lincoln Street. This request will provide funds to put the power lines underground, which will open up useable space and make the park more aesthetically pleasing. The project will involve removal of the existing utility poles and wires and installation of underground conduit and wires. Hastings Park is one of the most used park areas in Town. It provides green space and a gazebo for events such as the carnival, weddings, company picnics, concerts, family functions, school events, recreation events and other community related events.

- l) Hydrant Replacement Program; Not School Related
- m) Westview Cemetery Building Assessment; Not School Related

- n) Replace Town-wide Phone Systems – Phase IV; \$52,000 (Free Cash): This request is being submitted on behalf of the Municipal Information Services Department, the School Department and the Public Facilities Department. This is Phase IV of a multi-phase VOIP system to address Town wide telephone needs. The request is to fund the replacement of the phone system at the Police Station. The bulk of the two system cores, located in the High School and the Public Services Building, were installed in FY2014. Buildings that have received new VoIP systems in the earlier phases are the Town Office Building and the High School .

- o) Municipal Technology Improvement Program – Phase III; \$140,000 (Free Cash): This request is for additional disk-based storage to be added to the redundant SANs and additional backup via disk and tape libraries. The SANs installed in both the Town Office Building and 201 Bedford St. server rooms will be expanded by adding expansion drive arrays to the SANs. Backup expansion will be achieved by adding another backup disk array and backup tape library. This storage growth is expected to meet the needs of the expanded use of the Town's document management system and the addition of Public Safety storage needs. Additional software will also be purchased to assist with file storage, archiving and discovery. Future year funding will be to continue to expand the SAN capacity by adding expansion arrays to the existing SAN and expanding backup capacity to match the file storage growth.

- p) Police/Fire Dispatching and Records Software; Not School Related
- q) Parking Meter Replacement; Not School Related
- r) Public Safety Radio Stabilization – Phase I; Not School Related
- s) Design/Engineering – Firing Range at Hartwell Avenue Compost Site. Not School Related



Article 16 – School Department Capital Projects and Equipment

School Technology Capital Request - \$1,378,000 (General Fund Debt): This request is to the District's Strategic Goal for enhancing the capacity to utilize technology as an instructional and administrative tool. This technology equipment includes technology workstations (desktops, laptops, and mobile devices), printers/peripherals, interactive projection systems, network head-end equipment, and improved wireless network delivery systems for the High School and middle schools.

This capital improvement project would provide the funding for:

- Technology Workstations (Desktops, Laptops, Mobile Devices) - \$575,000 is requested of which \$525,000 is to replace aging computers that will be 5-6 years old during FY15 with up-to-date technology workstations. Approximately 550 computers during FY16 will need replacement. \$50,000 will be allocated as part of a three year plan to make sure all six of our elementary schools are equitable in their technology.
- Expanding One-To-One Mobile Technology Initiative at Grade 8 Middle Schools - \$275,000 is requested to provide every Grade 8 student (550 students) at Diamond and Clarke Middle schools an iPad for use at home and school.
- Expanding Individualized iPad initiative in High School - \$45,000 is requested to expand and further embed our current iPad initiative at the High School to provide iPads to additional 9th grade classrooms so that these classes can utilize the iPads on a regular basis to engage in classroom activities supported by technology.
- Technology Peripherals - \$30,000 is requested to purchase and replace old printers, document readers, and projection systems through the district as the building needs arise.
- Upgrading the Managed Wireless Networks at the High School and middle schools - \$277,000 is requested to upgrade the density and capacity of our wireless networks at the high school and two middle schools.
- Upgrading Additional Components schools' LAN networks - \$86,000 is requested to:(1) upgrade backbone between network head-end to 10 Gb for Estabrook, Clarke, and Diamond schools, (2) replace the current mail and media storage servers, and (3) purchase expanded fireproof data storage repository for the data backup of key systems.
- Interactive Projector/Whiteboards Units - \$90,000 is requested for the fourth stage in our completion of our goal that will allow the Lexington School District of having every Grade 3-12 classroom equipped with interactive projector/whiteboard unit.

System Wide School Furniture Request - \$317,500 (\$117,500 General Fund Debt and \$200,000 Free Cash): The school department annually requests replacement of furniture that has reached the end of its useful life. In addition, new furniture inventory is required to address growing enrollment in our schools. Generally furniture repair, replacement, or additions consist of workstations, office furniture, folding chairs/tables, conference room furniture, bookshelves, storage units and cabinets, student work tables, library furniture, carts, bulletin boards, partitions, and other classroom equipment or systems that facilitate the delivery of instruction.

The Furniture, Equipment and Systems Replacement Program includes requests for

- a. Replacing Furniture Program: \$88,230
 - i. School-wide Furniture Replacement
 - Art Tables and Stools & Cafeteria Tables



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- Whiteboards, Bookshelves, Wooden Cubbies, Adult Classroom Desks and Chairs, Student Desks and Chairs, Lab Tables
- Art Tables and Art Stools and Fire Proof Filing Cabinets
- ii. Disposal, Recycling, and moving of furniture
- b. New Program Furniture: \$129,270
 - i. 3 elementary classrooms and Cafeteria Tables at \$15,000 each
 - ii. 2 Middle school Classrooms at \$7,000 each
 - iii. High School staff member replacement/new office furniture (5 @ \$2500 each) plus \$12,500 for other new office and classroom spaces.
 - iv. Emergency Response Communication System (62 District Two Way Radios) \$25,000
 - v. Special Education Equipment Program \$20,270
- c. District Furniture Assessment Analysis \$100,000
 - i. Services would include:
 - Assessment for Repair and Replacement
 - Subsequent inventory assessment, surplus and discard each year

Additional Time Clock System Funds - \$208,000 (General Fund Debt): Under the Fair Labor Standards Act, employers are required to record and have available for audit and payment to employees the following information for hourly employees:

- Time and day of week when employee's workweek begins;
- Hours worked each day and total hours worked each workweek;
- Basis on which employee's wages are paid;
- Regular hourly pay rate;
- Total daily or weekly straight-time earnings;
- Total overtime earnings for the workweek;
- All additions to or deductions from the employee's wages;
- Total wages paid each pay period; and
- Date of payment and the pay period covered by the payment.

The goal of this system is to not only meet the requirements of pay under the Fair Labor Standards Act for our employees, but to also have accurate recording an reporting of time worked, overtime, and absences for our hourly employees.

Food Service, LHS Dishwasher and Installation - \$82,500 (Food Service Revolving Fund): This request is for the purchase and installation of a dishwasher in the main kitchen of the High School. It is driven largely by the increase average daily participation from SY2012 through SY2015 of 21% and an increase in utensil usage by 35%.

Article 17 – Technical Correction to the Borrowing Authorization under Article 13b of the 2014 Annual Town Meeting

The purpose of this article is to make a technical correction to the borrowing authorization approved under Article 13b of the warrant for the 2014 Annual Town Meeting (School Technology) by deleting the figure “\$1,100,000” and substituting therefore the figure “\$1,110,000”.



Article 18 – Public Facilities’ Projects and Equipment

- a) Middle School Space Mining; \$ 674,000 (General Fund Debt): A study, funded by Article 14H of 2014 Annual Town Meeting for \$40,000, evaluated the two middle schools for opportunities to improve space utilization. As a result of the study, two projects are being recommended. The first project is to divide the underutilized Clarke teacher’s lunchroom into two spaces, a conference room and smaller lunch room. The second project, also at Clarke, is to renovate the Resource Room 318 into a more functional space. A suite with a group area and smaller educational spaces will be created for staff and students, and the remainder of the space will be separated as a full classroom, thereby increasing overall utilization for the space. The Diamond School space mining project, originally planned for FY16, has been deferred by the Superintendent.
- b) Clarke Middle School Circulation and Parking Improvements, Design; \$363,000 (General Fund or Excluded Debt): This project is requesting design funds to modify and expand paving around the Clarke Middle School for increased parking, improved circulation for vehicles and to improve the safety of pedestrian and bicycle routes. The construction funds will be requested after the design and phasing schedule is completed. The current construction estimate is \$2.2 million. During the school drop off and pick up period, the existing paved areas do not provide adequate circulation for the amount of passenger cars and busses that access the site. Additionally, students weave themselves through the often stopped vehicles. Implementing this project will improve safety and circulation of vehicles, pedestrians and bicyclists; provide adequate parking and provide needed capacity from increasing enrollments.
- c) LHS Phase 2 Overcrowding/Completion; \$90,200 (General Fund Debt): This project is requesting funds to complete the renovation of Room 228. LHS Overcrowding Phase 2 repurposed Room 228 into programmable space. The room has been temporarily used as a small classroom, and for FY 2016 funding is requested to complete the renovation into offices for the English and Social Studies Department Heads. After this renovation is completed, the two department heads and administrators will be relocated and their current offices in suite 217 will be used to consolidate Special Education Department staff into one area.
- d) Major Mechanical/Electrical Systems’ Replacement; \$463,000 (General Fund Debt): This project is an annual replacement of HVAC and electrical systems that have exceeded their useful life and require replacement before excessive failures begin occurring. The following systems have been identified for replacement in FY 2016: LHS –Replace RTU A-1, serving the IT Department, due to failure history and replace with larger, RTU with energy recovery, sized for the additional IT room 164. Town Office Building: Replace both AHUs serving the Town Office Building due to failure history and inability to maintain conditions. Design for return air and energy recovery.
- e) Lexington Public School Educational Capacity Increase – Short- and Long-Term; {Assuming action is taken under Article 2 of the March 23 Special Town Meeting, this article will be indefinitely postponed.}
- f) LHS Heating Systems Upgrade, Phases 2 & 3 – Design; \$150,000 (General Fund or Candidate for Excluded Debt): 2014 Annual Town Meeting, Article 14B, funded \$75,000 to evaluate options to determine the most cost effective approach to extend the useful life of the LHS main building HVAC systems. Phase one of this project was completed under an authorization at 2009 Annual Town Meeting, Article 19C, which made improvements to the LHS outer buildings. The analysis completed by the consulting engineers presented four options: 1) replace all controls, including actuators and dampers pneumatic controls with



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DDC controls 2) replace all equipment, including new DDC controls, but replace with the same equipment, 3) similar as option 2, but upgrade with condensing hot water boilers, hot water unit ventilators, and energy recovery ventilation, and 4) new energy recovery ventilation, with partial air conditioning, for all spaces. Remove unit ventilators from the classrooms. The steam Distribution system and unit ventilators for the classrooms are original to the buildings (1948 and 1953). During the 2000 renovation and 2003 renovations several roof top units were added, some with steam heat and some with hot water. The project cost for option 4 is approximately \$10,000,000. This is just over \$50/sq. ft. for the 190,000 square feet that is part of this analysis. This project is recommending funding of the design of the option 4, so that funding for phased implementation, which aligns with the Lexington Public School Master Plan, can be presented at future Town Meetings.

- g) School Building Envelope and Systems; \$210,000 (Free Cash): This project involves performing annual prioritized design, repairs and modifications to prevent deterioration of school building exteriors and building systems. Proper maintenance of school buildings requires continual investment in the building envelope and building systems. This includes but is not limited to repair of damaged panels and siding, re-caulking and weatherproofing windows and doors, repainting the wood exterior and extraordinary repairs to mechanical systems. Small, individual items such as failure of a specific door or window or small painting projects will continue to be funded through the operating budget. FY 2016 priorities may include Clarke Middle School drainage improvements and caulking replacement, network improvements to the DPF building automation system, and educational space modifications from enrollment changes.
- h) Municipal Building Envelope and Systems; Not School Related
- i) Repairs/Replacements/Upgrades:
- School Building Flooring Program: \$125,000 (Free Cash): This is a multi-year project that will replace carpet, vinyl tile, and ceramic tile flooring systems are beyond their useful life. Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Worn or broken flooring creates a tripping hazard, can provide harborage for bacteria and water, and is difficult to clean. Smaller repairs of flooring components are funded through the operating budget. This is the sixth year of this program and new flooring systems have been installed in Clarke stairwells, classrooms, and auditorium, Hastings main corridor, Diamond School, and Central Administration and LHS. This year the Department will also be evaluating replacing flooring in areas that house 12 month programs with low maintenance flooring systems.
 - School Interior Painting Program: \$133,425 (Free Cash): This is a multi-year project for a school building interior painting program with the intent of systematically repainting interior surfaces on a 7 to 10 year schedule. Elementary school interiors are occasionally painted through PTA planning of community volunteers. The last two years has resulted in FY 2016 Preliminary Budget & Financing Plan January 12, 2015 XI - 19 improvements at the middle schools and the high school. The third year will focus on the elementary schools and Town office buildings. *(Original request reduced. Project will be completed out of the FY15 DPF Operations Budget)*
 - Diamond Middle School Lighting to Rear Parking Lot: \$77,000 (Free Cash): This project is for adding additional lighting at the Sedge Road side of Diamond Middle School. This project will install seven (7) new LED light fixtures on twenty five (25) foot aluminum poles.
 - Diamond Middle School Motors for Backboards: *(Original request reduced. Project will be completed out of the FY15 DPF Operations Budget)*: This project is for adding motors and controls to the Diamond six (6) basketball backboards. This will improve functionality of the gymnasium and reduce potential for injury to staff while raising the manual winches. The



manual winches have been in place for many years. They have become difficult to operate and a gym teacher nearly was injured operating the manual crank, due to backlash.

- LHS Bike Racks and Installation: *(Original request reduced. Project will be completed out of the FY15 DPF Operations Budget)*: The School Department previously purchased 11 bike racks for the high school. These bike racks need to be constructed and secured into the ground around the High School. Additional bike racks also need to be purchased in order to maintain enough racks for bikes to be secured while students are in school due to the increased enrollment. In the front of High School, drainage work will need to be constructed in order for bike racks to be installed in the front of the building. For FY16, the district is also requesting an additional (8)5 Loop "UX" (31 wide) for 10 bikes available for each rack.
- j) School Paving Program; \$150,000 (Free Cash): This project requests funds for design and construction to maintain school parking and paved pedestrian surfaces in a condition suitable for public use. This program funds paving replacement on school grounds and has resulted in improvements at Bridge, Bowman, Fiske, Hastings, Diamond, and Central Administration buildings. In addition, improvements were made to various school buildings to remove access barriers identified in the ADA Survey completed in 2011. It is anticipated that a priority for next year will be to replace paving in the Bowman School parking lot and to study the requirements for the Sedge Road entrance to Diamond Middle School for replacement in FY 2017.
- k) Public Facilities Bid Documents; \$75,000 (Free Cash): This is an annual request for funding of professional services to produce design development, construction documents, and/or bid administration services for smaller school projects in anticipation of requests for construction funding at town meeting that that have a high probability of approval. This will insure that the projects can be completed in the then-current construction season, which is particularly important for the timely completion of such projects given the short window between the end of school in June and the beginning of school the following August.
- l) Security Cameras Upgrade; \$38,500 (Free Cash): This project is to upgrade the older PELCO analog security camera system to the newer evacqVision digital security camera system over a five year period.

Article 26 – Establish And Appropriate to and from Specified Stabilization Funds

This article proposes to establish and/or fund Stabilization Funds for specific purposes and to appropriate funds there from. Money in those funds may be invested and the interest may then become a part of the particular fund. The use of these funds may be appropriated for the specific designated purpose by a two-thirds vote of an Annual or Special Town Meeting.

(d) School Bus Transportation:

Established:

Balance: approximately \$17 or closed

(e) Special Education:

Established: 2009 Annual Town Meeting

Balance as of June 30, 2014: \$1,071,495



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Program Description: The Special Education Stabilization Fund was established to provide for extraordinary need in special education tuition and transportation expenses. The fund started with \$350,000 transfer from the FY08 School Department operating budget voted at the February 11, 2008 School Committee Meeting.

Fund Restrictions: Use is restricted to Special Education Tuition or Transportation expenditures that exceed the schools operating budget and require regular education programs to be severely impacted by the budget deficit.

Article 27 – Appropriate From Debt Service Stabilization Fund

To see if the Town will vote to appropriate a sum of money from the Debt Service Stabilization Fund to offset the FY2016 debt service of the bond dated February 1, 2003, issued for additions and renovations to the Lexington High School, Clarke Middle School and Diamond Middle School, as refunded with bonds dated December 8, 2011; or act in any other manner in relation thereto. FUNDS REQUESTED: \$ 124,057

This article would allow the Town to pay the debt service on the 2003 School Bonds from the Capital Debt Service Stabilization Fund set up for that specific purpose.

Article 29 – Appropriate For Prior Years' Unpaid Bills

This is an annual article to request funds to pay bills after the close of the fiscal year in which the goods were received or the services performed and for which no money was encumbered.

School Department Status: There are no unpaid bills submitted to Town Meeting that were unfunded in a prior fiscal year.

Article 45 – Town wide Process for Safety (Citizens Article)

This article requests a resolution encouraging the Town to make the process for citizens raising safety issues more simple. The citizen's petition requests the Selectmen make it a priority to develop a town wide process to improve safety for pedestrians and cyclists in a unified, efficient and speedy way.