



BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2017



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ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING DECEMBER 2017



9/11 MEMORIAL PRESENTED ON SEPTEMBER 11, 2017 ~ BURLINGTON TOWN COMMON

Front Cover: Salute to 9/11 Memorial installed September 2017, Photo: Bob Hogan
Intro Page: 9/11 Memorial on Burlington's Town Common, Photo: Betty McDonough
Back Cover: Burlington's Open Space: Mary Cummings Park, Photo: Jonathan Sachs;
Landlocked Forest, Photo from: Monte Pearson; Simonds Park, Photo: Robert Fahey;
Blanchard Road, Photo: Betty McDonough; Mill Pond Reservoir, Photo from: John Keeley,
Conservation Commission
Financial Reporting: Paul F. Sagarino Jr., Town Accountant &
Whitney Haskell, Budget Analyst & Powers & Sullivan, LLC, Certified Public Accountants
Government/Residential/Election/Town Meeting Reporting: Amy Warfield, Town Clerk
Report compiled by: Betty McDonough
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BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2017

Burlington Website: www.burlington.org

TOWN HALL HOURS:	8:30 AM - 4:30 PM	Monday, Tuesday and Thursday
	8:30 AM - 7:00 PM	Wednesday
	8:30 AM - 1:00 PM	Friday

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- Elected Officials and Appointed Boards and Committees
- Town Meeting Members
- January, May and September 2017 Town Meeting Minutes
- Town Election Results - April 8, 2017
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BURLINGTON ADMINISTRATION

• American Disabilities Act Coordinator	Christopher Hanafin
• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James Doherty
• Archivist/Records Manager	Daniel McCormack
• Assistant Town Administrator	Paul Sagarino
• Board of Health Director	Susan Lumenello
• Building Inspector	John Clancy
• Conservation Administrator	John Keeley
• Council on Aging Director	Margery McDonald
• Department of Public Works Director	John Sanchez
• Emergency Management Director	Michael Patterson
• Environmental Engineer	Christine Mathis
• Fire Chief	Steven Yetman
• Health Agent/Sanitarian	Marlene Johnson
• Housing Authority Executive Director	Colleen Lacey
• Human Resources Director	Joanne Faust
• Labor Counsel	Collins, Loughran & Peloquin
• Library Director	Michael Wick
• Metropolitan Area Planning Council Rep(MAPC)	Kristin Kassner
• MWRA Designee	John Sanchez
• Parks and Recreation Director	Brendan Egan
• Planning Director	Kristin Kassner
• Police Chief	Michael Kent
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Paul Sagarino
• Town Administrator	John Petrin
• Town Clerk	Amy Warfield
• Town Counsel	Murphy, Hesse, Toomey & Lehane, LLP
• Town Engineer	Thomas Hayes
• Town Treasurer Tax Collector	Brian Curtin
• Veteran Services Director	Christopher Hanafin
• Youth & Family Services Director	Christine Shruhan

DIRECTORY

	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	accounting@burlington.org
Assessors	781-270-1650	assessor@burlington.org
BCAT	781-273-5922	bcat@bcattv.org
Burlington Public Transit	781-270-1965	Burlingtonpublictransit@burlington.org
Board of Health	781-270-1955	boh@burlington.org
Building Department	781-270-1615	building@burlington.org
Burlington Youth & Family Services	781-270-1961	byfs@burlington.org
Conservation Commission	781-270-1655	conservation@burlington.org
Council on Aging	781-270-1950	coa@burlington.org
Disability Access Commission	781-270-1749	dac@burlington.org
Fire Department	781-270-1925	fire@burlington.org
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	library@burlington.org
Information Technology	781-270-6800	it@burlington.org
Planning Board	781-270-1645	planning@burlington.org
Police Department	781-272-1212	police@bpd.org
Emergency and Communications for the Deaf	911	
Public Works	781-270-1670	dpw@burlington.org
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	engineering@burlington.org
Highway	781-270-1677	dpw-highway@burlington.org
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	recreation@burlington.org
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen	781-270-1600	selectmen@burlington.org
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	tax@burlington.org
Town Administrator	781-270-1635	selectmen@burlington.org
Town Clerk	781-270-1660	clerk@burlington.org
Treasurer	781-270-1623	treasurer@burlington.org
Veterans' Agent	781-270-1959	veterans@burlington.org
Zoning Board of Appeals	781 505-1150	boa@burlington.org

2017 BURLINGTON COMMUNITY PROFILE

- Burlington was a part of Woburn in 1642 and a Woburn Precinct as of 1730
- Burlington was incorporated as a town on February 28, 1799
- Population as of January 1st: 24,396
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY17 - Residential: \$11.06; Commercial: \$28.10
- Elevation at Town Hall - 220 feet above sea level

Scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town's web page <http://www.burlington.org/calendar.php>

2017 BURLINGTON REPRESENTATION

Governor:	Charles Baker State House, Room 360 Boston, MA 02133	www.mass.gov 617-725-4005
U.S. Senators:	Elizabeth Warren 317 Hart Senate Office Building Washington, DC 20510	www.warren.senate.gov 202-224-2742
	Edward Markey 218 Russell Senate Office Building Boston, MA 02203	www.markey.senate.gov 202-224-2742
Congressman: 6th District	Seth Moulton 1408 Longworth House Office Bldg. Washington, DC 20510	http://moulton.house.gov/ 202-225-8020
Governor's Councilor 3rd District	Marilyn M. Petitto 98 Westminster Avenue Watertown, MA 02472	marilyn.p.devaney@gov.state.ma.us 617-725-4015 x 3
State Senator: 4th Middlesex	Cindy Friedman State House, Room 416-A Boston, MA 02133	Cindy.Friedman@masenate.gov 617-722-1432
Representative: 21st Middlesex	Kenneth Gordon State House, Room 472 Boston, MA 02133	ken.gordon@mahouse.gov 617-722-2014

IN MEMORIAM

Notification received for following employees, board and committee members
who passed away during 2017

NAME	DATE OF DEATH	POSITION HELD
Robert Adams	December 19, 2017	Police - Retired
Jean Arin	May 14, 2017	Teacher - Retired
Teresa Battistello	June 6, 2017	Police - Retired
Grace Bushee	November 20, 2017	School Nurse - Retired
Benedetto DelDuca	October 3, 2017	Teacher - Retired
Harry Dern	October 10, 2017	Police - Retired
Vincent Gerbrands	October 20, 2017	Town Meeting, Ways & Means, Civil Defense
Celio (Joseph) Impemba	October 2, 2017	Superintendent of Public Works - Retired
George Judge	October 26, 2017	Selectman - Retired
Michael Kelly	March 19, 2017	Foreman-Rec Dept - Active
Cathy Lee	November 5, 2017	Former Town Meeting Member
Roger Malone	December 25, 2017	Teacher - Retired
John Martinoli	November 16, 2017	Teacher - Retired
Rita Murphy	January 1, 2017	Disability Access Commission Member
Barbara O'Doherty	June 20, 2017	Teacher - Retired
Martha Schofield	November 24, 2017	Bookkeeper - Retired
Paul Strati	September 7, 2017	Pres. Burl Hockey & Skating Assoc, BCAT Sports Call
Rosemarie Trangfaglia	May 22, 2017	Teacher - Retired

BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



BOARD OF SELECTMEN

Back row (l to r) James Tigges; Michael S. Runyan

Front row (l to r) Joseph Morandi, Vice-Chairman; Christopher Hartling, Chairman; Robert C. Hogan

DEPARTMENT STAFF

John D. Petrin, Town Administrator

Katherine Moskos, Purchasing Analyst

Betty McDonough, Office Manager and Selectmen's Recording Clerk

Sandra Madigan, Administrative Assistant I

Jean Gallant, Administrative Assistant I

WEBSITE

[http://www.burlington.org/town_government/administrationtest.php.](http://www.burlington.org/town_government/administrationtest.php)

PURPOSE

The Board of Selectmen is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The Town Administrator acts as the chief administrator officer and is responsible to the Board of Selectmen for the efficient administration and coordination of all matters that come under the jurisdiction of the Board of Selectmen.

The office is responsible for overall coordination of Town affairs and provides oversight of departments under the jurisdiction of the Board. Activities include budget coordination, licenses, annual report, personnel coordination, economic development and providing overall direction for future success.

Besides the five members of the Board and Town Administrator, the office is staffed with an office manager, three clerks and a purchasing analyst. We are located on the second floor of Town Hall and further information can be found on the website.

MISSION STATEMENT FOR BOARD OF SELECTMEN AND ADMINISTRATION

- To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.

- To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.
- To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.
- To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning.

2016 HIGHLIGHTS

- The annual April election brought James Tigges as a newly elected member to the Board replacing Daniel Grattan. Dan served two terms on the Board. We wish him well in his future endeavors.
- Upon its annual reorganization, the Board elected Chris Hartling as Chair and Joe Morandi as Vice-Chair. The Board acknowledged the leadership offered by Dan Grattan as outgoing Chair.
- The Marion Tavern at Grand View Farm continues to be a facility that the Town can take pride in. It has now been open and operating for three-and-a-half years. The facility is beautiful. The Hall, which seats 100, is a modernized replica of the 19th Century barn. Marion Tavern has multiple rooms on the first floor to accommodate 75, while the Conference Center on the second floor can host meetings of up to 40. Meeting rooms are available to local groups from Monday to Wednesday evenings at no cost. Further information can be obtained by contacting our office or going to http://www.burlington.org/residents/grand_view_farm/index.php.
- The Town's fiscal condition continues to be a model for communities. We have attained the highest rating of AAA from the Standard and Poors rating company for the fourth year in a row. Our reserves have grown since last year and we continue to provide a high level of service to our residents. Thanks to our financial team for their guidance and oversight of our financials.
- Economic Development continues to be a priority for the Board and the Administration as we understand the direct correlation between a healthy, diverse and growing commercial sector and its impact on the Town's ability to engage in infrastructure upgrades, modest increases in real estate taxes for our residents and a service delivery system that remains the envy of many of our neighbors. Please be aware that our tax structure in Burlington is very unique. We certainly have one of the best ratios of commercial to business in the State. It is not uncommon to have a 95% residential to 5% commercial ratio on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. That means we are collecting \$66.1M in property taxes from commercial as compared to \$40.7M from residential. Think about what that would mean to services if we had to convert that \$66.1M to residential taxes. This year's average residential tax bill increased by 2.78%, one of the lowest in the area.
- 2017 continued a trend of commercial development in Burlington. Burlington continues to have a very high occupancy rate and a strong appeal to businesses. Many of the open office spaces in Town have been filled. We are certainly seen as the premier alternative to downtown Boston. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the "economic capitol" for the 128 belt. It is certainly a main cog in the engine for the State. There has been a lot of recent recognition of that in this area. Several new restaurants have again been opened this past year and we will continue to see the opening of additional restaurants in 2017.
- The District, formerly the New England Executive Park, continued with their mass renovation of the site with several additional building being opened this past year. Third Avenue continues with their enhancements with a new hotel and fitness facility being built. Millipore Sigma opened this past

October and now holds a prominent location on the Summit. Once again, we are anticipating the opening of new restaurants in Town. There are several proposals before the Town at this time. Burlington Mall is also beginning to transition into the future with the anticipated closing of Sears. This will allow for new growth for the Mall. We also look forward to working with Northeastern University as to the changes they are proposing for their campus which will bring more opportunities to expand their presence in Town. The Planning Board continues to lead the process of master planning. We look forward to the insight and decisions that will be developed through this process.

GOALS

- We wish to start by stating that we have a highly professional work force that provides a high level of service to our citizens. We wish to thank our employees for their efforts in maintaining a high quality of service and programs. We have negotiated several contracts and have three outstanding negotiations ongoing.
- We wish to continue to develop our budget and capital plan process. We have taken great strides in the last several years with the budget analyst position. We will continue to develop our plans and seek to clearly define our future financial capacity. In recent years, we have been able to implement a more aggressive program of investing limited resources in improving our overall infrastructure/facilities for the enjoyment of future generations.
- We will continue to seek financial stability in our budgets and tax levy. The Town has performed admirably when it comes to financial stability. Over the years, the Town has been conservative when dealing with your tax dollar. As noted above, the commercial base that we enjoy has afforded us the opportunity to be fiscally conservative while maintaining a high level of service. The Town has been fortunate to be able to maintain services at the level we do without having to impose higher property taxes or onerous fees. We have not had to consider layoffs or a reduction of services as many Massachusetts communities have.
- We continue to forecast all expected revenues very conservatively while moderating the growth of our overall budget. This past year, our overall growth in the budget was 3.91% while our tax levy increased at 3.94%. The increase to the average single-family tax bill was 2.78%. Burlington increased its amount to \$10,345,661 below our allowed taxing capacity. Many communities do not have this capacity. Ours is 9.6% of the tax levy actually collected.
- We have a Stabilization Fund of \$7.7M with an additional Other Post Employee Benefits Fund of \$5.4M. Our Free Cash was certified at over \$12.7M for June 30, 2017. This Free Cash will allow us to start the new year in a reasonable fiscal position.
- Our bond rating was approved at AAA by Standard & Poors for the second in a row. We will work to maintain this position for the Town.
- We will be stressed with capital needs as we move into the future, and we will also need to continue to address information systems improvements as well as develop a facilities plan for the maintenance of our facilities.

CHANGES

- With the commercial success we have seen the need to address public safety issues. The Town did approve an additional police officer and four new firefighter positions for the upcoming year. We will continue to address public safety in the coming years to be able to address the increased volume in calls. We also saw the opening of the emergency facility at Lahey Hospital that will provide a new level of emergency care to our community and the region. The Town is quickly proceeding with its review of its level of care for emergency medical services. We currently operate two ambulances with a third in reserve. Our firefighters are trained as emergency medical technicians and rely on an outside service to provide advance life support with paramedics. We are proceeding with the plan to transition to paramedics in 2019 or 2020. This incorporation of paramedics will allow us to upgrade our ambulance component to advanced life support from basic life support.

- We continue to address our infrastructure needs. Town Meeting approved funds for various projects the last couple of years. We have been able to open the new facility at 33 Center Street housing the Youth and Family Services. The improvements to 61 Center Street to create additional space for our Council on Aging should be completed this summer. This will certainly improve our space so that services can be expanded to our seniors. We are nearly ready to award a bid for the new fire station to replace the existing fire station on Terrace Hall Avenue. The engine company has relocated temporarily to the Town facility on Great Meadow Road. We hope to break ground this spring and open sometime next summer. We continue to plan for the future of the DPW facility which needs to replace our outdated facilities. We implemented another year of road improvements and upgraded additional sidewalks to concrete and granite. We continue to pursue improvements to our water and sewer infrastructure in order to maintain the high level of service that we provide. We will be continuing our review of our water supply to determine the best course of action for the future. As always, we must stress that our water supply is regularly tested and meets all state and federal requirements.

Finally, the Board and the Administration want to express our sincere appreciation to all our committed volunteers who continue to dedicate themselves to the community. We have a lot of people who put time, love and dedication into what they do for the Town. There are so many boards, committees and positions that are needed to make it all work. Burlington is a great place to live and it is a direct result of our volunteers from across our entire community.

We also appreciate the partnerships we have with our businesses and entities. The Burlington Chamber of Commerce works well with us to promote our community. There are many groups and organizations in Town that work together to assist all.

Our professional staff in the Selectmen's Office makes for a great team, and we thank them for all that they do for us and the Town. Our staff in all our departments are truly terrific. We can certainly say that we are proud of our operations and the people that make it work. Thank you for all you do for our citizens.

And, of course, we wish to thank all of our residents who hold us accountable for the professional operation of this wonderful Town. We work hard in trying to understand your expectations and we are committed to doing our best to meet the standards and expectations set by others before us. Please do not forget to vote in local elections and to be an active participant in the community that we all love. It is a true privilege to serve our constituencies and we wish you all a wonderful year ahead.



Jean Gallant, Sandra Madigan, Betty McDonough



*Paul Mills Retiring After 41 Years
(l to r) John Sanchez, DPW Director;
Paul; and Head Custodian, Kevin
Mehigan, Photo: Terri Keene*

TOWN HALL EMPLOYEE MILESTONES

RETIREMENTS IN 2017 YEARS OF SERVICE

Gary Arbing, Fire	29.5
Scott Carpenter, Fire	32
Laura Hodgson, Library	15.5
John Lancelotte, Recreation	15.5
Gerard Letendre, Fire	28.9
Paul Mills, DPW	41
Maureen Nicoloro, Assessors	16.5
John Thompson, Police	18

5 YEARS OF SERVICE

Matthew Davis, DPW

Raymond Blenkhorn, Fire

Christopher DiDonato, Police

Patrick Duran, DPW

Brian Sullivan, DPW

Jenna Cantino, Library

James Doherty, DPW

Andrea O'Shea, Treasury/Tax

John Petrin, Town Administrator

Christine Mathis, Board of Health

10 YEARS OF SERVICE

Thomas MacLeod, Fire

Sage Costa, Police

Joanne Faust, Human Resources

Domenic Grossi, Police

Vito Costa, Police

Mary Naugle, Library

15 YEARS OF SERVICE

Pialisa Manent, DPW

Teresa Keene, DPW

John Walthall, Fire

Kristin Kassner, Planning

Daniel McCormick, Town Clerk's

Kevin Doherty, Police

John Keeley, Conservation

Stephen Baia, Fire

Brendan Miccichde, Fire

Loreen Perron, Fire

Todd Ficociello, Fire

20 YEARS OF SERVICE

Mark Saia, Fire

Paul Glejzer, Police

James Browne, Fire

Jennifer Gelinas, Planning

James Round, IT

Karen Carlson, Fire

Gregory Skehan, Police

Michael Dwyer, DPW

Albert Gagne, Police

30 YEARS OF SERVICE

John Clancy, Building

Gerry Hanafin, Fire

Donna Manning, DPW

Timothy Browne, Fire

Richard Reid, DPW

Robert McMahon, DPW

George Lee, DPW

James Tigges, Police

35 YEARS OF SERVICE

Paul Bieren, DPW

Rich Cote, Recreation

Paul Cauldwell, DPW

PUCHASING ANALYST

*Katherine Moskos
Purchasing Analyst*

WEBSITE

http://www.burlington.org/town_government/purchasing_analyst.php

The main function of this position is to ensure town departments are in compliance with the Commonwealth of Massachusetts Office of the Inspector General Procurement Laws. Additional responsibilities include managing double poles, all aspects of town insurance, surplus supplies, property leases for town owned buildings, water tank cell phone leases and oversite of town cell phone plan.

2017 HIGHLIGHTS

- Over the past year the Purchasing Analyst have included:
Assisting departments in the purchasing of goods, services and construction in compliance with Massachusetts General Laws Chapter 30B, Chapter 30 §39M, Chapter 147 and Chapter 7C.
- Being the primary contact person between the Town and the Town's insurance company in managing all aspects of insurance for Town Departments and School Departments as needed
- Municibid auctions
- Review and implement cost containment for workers compensation
- Continuation of municipal aggregation program
- Renegotiation of 3 cable contracts
- Purchase order pilot program

CHANGES

- Streamline Workers Compensation procedure
- Review and implement cost containment for works compensation
- Direct collaboration for works compensation
- Created online Car damage form to streamline process
- Participated in group purchase agreement for ammunition

FUTURE GOALS

- Implementation of purchase order system in MUNIS
- Electronic signature capabilities

HUMAN RESOURCES

DEPARTMENT STAFF

*Joanne M. Faust, SPHR, SHRM-SCP, Human Resources Director
Cheralyn Rosati, Human Resources Coordinator*

WEBSITE

http://www.burlington.org/town_government/human_resources/index.php

PURPOSE

The human resources function plays an important role for all Town and School employees by working in partnership across all departments on issues such as recruitment/retention, training, employee/labor

relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees.

The Human Resources Department serves as an employee advocate and a management partner, a delicate balance at times. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity. The Human Resources Office participates in the hiring of all permanent positions within the Town of Burlington, including administrative and other Central Office positions within the Burlington Schools.

The Human Resources Office is usually the first point of contact for any new employee to Burlington. All of our position openings are posted on our careers website, www.burlington.catsone.com/careers, as well as in Town buildings. We strive to reach the most appropriate candidate pool and therefore will also post in the local newspaper and/or trade publication as the situation dictates, as well as career-oriented websites. The Human Resources Office will also occasionally participate in career fairs and partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni.

The Human Resources Office is located in Town Hall at 29 Center Street, on the basement level. You can reach us at (781) 505-1160 or through email: hr@burlington.org.

2017 HIGHLIGHTS

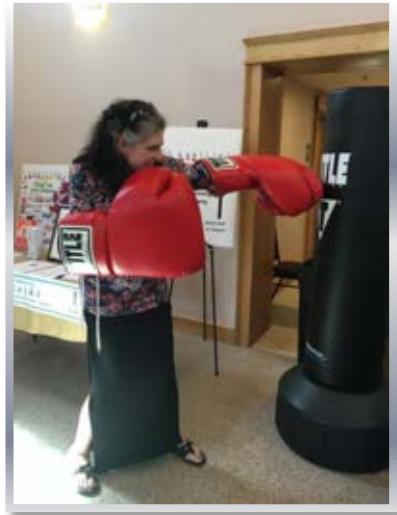
During 2017 the Human Resources office was involved in the hiring for 26 Town positions. In total, we received applications from 858 candidates for these open positions, 154 of which were Burlington residents. From our pool of applicants, we conducted interviews with 101 candidates. Of those interviewed 36 were Burlington residents, and on 12 occasions we hired either a current or former Burlington resident. In addition am extremely pleased to report that 8 Burlington employees were promoted during 2017.

The Human Resources Office strives to offer and support professional development opportunities for our employees. During 2017 we sponsored two employees for Suffolk University's Certificate in Local Government Program, an 8-month graduate-level program that prepares candidates for a career in public management. This program is designed for municipal employees with an interest in furthering their professional career. In addition, two employees completed an 18-hour Supervisory Leadership Development Program. This program is provided by the University of Massachusetts and is geared to municipal managers and those aspiring to enter management.

The Human Resources Department continued its focus on wellness initiatives for all Town and School employees during 2017. We brought another team of runners and walkers to the annual Harvard Pilgrim Corporate 5K, who all enjoyed some beautiful weather and scenery on that evening. We brought in experts to lead on-site workshops on many wellness topics such as healthy eating, stress and resiliency, and nutritious movement, as well as a presentation on the Occupational Athlete for all Firefighters. We again provided a series of flu shot clinics for all employees. Our popular annual Wellness Fair continued, showcasing over 35 wellness providers. Over 100 employees visited to participate in health screening and activities, and all received information on numerous health-related topics.



Town Employees at Harvard Pilgrim Corporate 5K
Daniel McCormack, Paula McMahon, Patty Konstanopoulos, Laura Nichols, Stephanie Fishel
Rosemary DeSousa, Maria Lombardo, Cheralyn Rosati, Joanne Faust



Annual Employee Wellness Fair

Betty McDonough, and Christine Sinacola at Annual Employee Wellness Fair

FUTURE GOALS

2018 will continue to bring wellness in focus, continuing the programs that have shown to be successful and providing new ones. We will continue to educate our employees on overall well-being, which has been shown to have a positive correlation with our insurance claims. We will continue to work hand-in-hand with the Treasurer's Office to encourage our employees to make the best use of the benefit programs offered to them. In 2018 the Human Resources Department will continue to promote the professional growth and development of our employees, which will include bringing quality educational workshops onsite.

2017 STATISTICAL DATA**Hiring Summary**

26 Positions Filled	Total Candidates	Candidates Interviewed	Hired Burlington Resident	Hired Past/Present Burlington employee
	858	101	12	9
Burlington Residents (total):	154	36		
Burlington Residents (%):	18%	36%		

Average time to fill positions in 2017 was 77 days

Burlington employees who were promoted during 2017:

Employee Name	Former Position	Promoted To
Marnie Smith	Head Reference Librarian	Assistant Library Director
Michael Wicks	Assistant Library Director	Library Director
Donna Manoogian	Reference Librarian	Head Reference Librarian
Mark Gerbrands	Maintenance Craftsman/Mechanic	Working Foreman
Bill Baker	Working Foreman	Lead Working Foreman/ Maintenance Craftsman
John Lancelotte	Maintenance Craftsman	Maintenance Craftsman/Mechanic
Robert Lee	Maintenance Craftsman	Maintenance Craftsman/Mechanic
Justin Dekow	Mechanic	Emergency Vehicle Technician

Top 5 Candidate Sources - January 1, 2017 through December 31, 2017				
				Last Year's Rank
1	Indeed	303	57%	1
2	Burlington Website	142	27%	2
3	Burlington Employee	40	7%	3
4	MA Municipal Association	29	5%	4
5	Word of Mouth	21	4%	5
Total from top sources		535		

TOWN COUNSEL



*Karis L. North for Murphy, Hesse, Toomey & Lehane, LLP
Town Counsel*

Town Counsel handled a variety of matters for the Town in 2017. We established monthly office hours which have been well attended and which will continue in 2018. Office hours are generally held on the last Wednesday of the month, and are an opportunity for face-to-face interactions between Town Counsel, Department heads, staff, and members of Town boards, committees, and commissions.

2017 HIGHLIGHTS

- Provided legal opinions to a variety of Town boards and departments;
- Provided advice concerning conflicts of interest related to potential new hires;
- Provided advice on a variety of personnel matters;
- Provided strategy and advice concerning the Vine Brook wells;
- Worked with a foreclosing mortgage holder to place an affordable housing unit back into the affordable housing inventory;
- Reviewed and advised on new and updated rules and regulations for boards and departments;
- Reviewed contracts as to form, including review of documents for Fire Station 2; and,
- Supported Town Meeting and its committees, including work with the Bylaw Review Committee.

At the request of the Town Clerk, we provided two training sessions on the Open Meeting Law, which included a discussion of the updated Open Meeting Law regulations.

We represented the Town in matters concerning the issuance, transfer, (and revocation) of licenses to serve alcohol, and we provided advice to the Board of Selectmen while it monitors the success of license holders located throughout Burlington.

We handled one tax title matter in 2017, which is ongoing. We pursued the matter in Land Court and also worked with the interested party towards satisfying the obligation.

We represented the Town in multiple matters at the Appellate Tax Board involving the assessment of real property in fiscal years 2013 through fiscal year 2017. Several of these matters are scheduled for trial in the Spring of 2018.

We are pleased to have been selected by the Board of Selectmen to provide Town Counsel legal services to Burlington, and we appreciate the time and effort of all of the departments and boards in making this transition seamless. We look forward to a long, effective, and productive relationship with the Town.

ASSESSORS

BOARD OF ASSESSORS

Paul Sheehan, Chair; Louise Crocker, Vice Chair; Catherine O'Neil, Secretary

DEPARTMENT STAFF

James Doherty, Town Appraiser/Assistant Assessor

Maureen Nicoloro

Debra Smoske

Maria Lombardo

WEBSITE

http://www.burlington.org/town_government/assessors.php

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2017. During the past year the Assessors held regular meetings and when needed, had meetings with taxpayers, interested citizens, and state/local officials. The Appraiser/Assistant Assessor, James Doherty, attended Department Head, Ways & Means and Town Meeting as the Assessing Department representative.

PURPOSE

The primary function of the Assessors' Office is to value all real and personal property within the community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers, NRRAAO and IAAO, in an effort to maintain their proficiency in the administration of the office, and the appraisal and valuation of all real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and market characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to commercial and industrial property owners every year, and sales verification forms are mailed to every new owner of real property each month. Forms of List are sent to all business owners requesting information on all taxable personal property. All building permits received in the office are reviewed and, if necessary, are visited by a representative of the Assessors' Office.

The Massachusetts Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. The Town of Burlington opted for a cyclical inspection cycle rather than a full measure and list (defined as all the data being collected within one fiscal year). The Town of Burlington entered into a new verification cycle starting in Fiscal Year 2010. Patriot Properties will be conducting the cyclical inspections under the direction of the Town Appraiser. Inspections will be conducted by map area (between 100-200 parcels per map) while visiting about 900 homes each year. A letter from the Assessors' Office will then be mailed to each owner notifying the taxpayer when to expect a data collector. If access is not gained, each property owner will receive a second letter requesting they schedule an appointment for the data collector to visit their home. We encourage all property owners to cooperate and schedule an inspection. In December, once the Board of Selectmen sets the tax rate, the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemption and abatement applications. The information gathered, along with the Assistant Assessor's recommendation, is provided to the Board of Assessors for a determination on the application.

This year we processed over 294 exemption applications, which included disabled veterans, widows, senior citizens, and blind persons. The Assessors' Office has continued to provide awareness of these exemptions and encourages any property owners interested to contact the office.

During the first two weeks of January over 1,200 Forms of List were mailed to businesses and are due back to the office on March 1st. Also, approximately 425 Income and Expense requests were mailed out at the beginning of the year to owners or lessees of income producing property. The Income and Expense forms are due in the office sixty days after they are mailed.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with numerous additional smaller commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate numerous questions that are addressed by the office staff. Out of over 27,655 excise tax bills mailed, almost 1,217 required some sort of adjustment. Some examples include; if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state and the plates are transferred to another vehicle or returned to the Registry of Motor Vehicles.

CHANGES

The general public now has access to look up deeds that have been recorded in the Middlesex Registry of Deeds, Southern District. The web site address is www.cambridge deeds.com. The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2017 the Assessors' Office processed over 131 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$3,954 in fees from abutter lists as well as from copies and research time for the Archivist. The money received is deposited back into the Town's General Fund (unfortunately based on information from the Town Clerk, under the recently adopted Public Records Law, we will no longer be able to charge for many of these services. Therefore we expect that this revenue will be greatly reduced next year.)

The past year was focused on updating all taxable property, effective January 1, 2017, in accordance with state law. This resulted in a Fiscal Year 2018 tax roll for the Town of Burlington of 8,015 taxable real property accounts and 1,236 personal property accounts.

The total assessed value of all taxable property was \$6,240,542,042 with a tax levy of \$106,921,270. The Selectmen voted to continue dual tax rates which resulted in an \$10.62 residential and a \$27.56 commercial rate per thousand of assessed value.

Located at the Assessors' counter are two touch screen computers for public use. The computer software searches by ownership, street, or, parcel for all taxable and exempt properties in the Town of Burlington. Residents can look up different properties as well as their own for detailed information. In addition to this information, along with other pertinent data, is available on the Town website.

The Board of Assessors would also like to thank the Administrative staff, Maureen Nicoloro, Debra Smoske, Maria Lombardo, and James Doherty for their continued service.

TOWN CLERK'S DEPARTMENT



DEPARTMENT STAFF

(l to r)

Daniel McCormack, Archivist/Record Manager,

Janice Archer, Administrative Assistant

Amy Warfield, Town Clerk

Linda McNeill Assistant Town Clerk

Kirsten Midgley, Department Assistant,

The office of Town Clerk is an important source for information and records for residents and businesses. We handle vital records, business records, and administrative paperwork for the town. Our office also oversees the updating of the Town website, a valuable resource for both residents and businesses. We work with the other town departments to keep information up-to-date and accurate on the Town website. Visit us at www.burlington.org.

2017 HIGHLIGHTS

- Elections: We continued to be busy with 3 elections this year. Our annual Town Election in April which had average turnout of 17%. Due to the passing of our State Senator, Kenneth Donnelly, we also had Special Primary and State elections in the summer
- Completion of the 2017 Census with 94% of Households responding
- Processed and managing dogs licenses for the year for a total registered dogs of 2417.
- Issued 120 new “Doing Business As” (DBA) certificates, and managing renewals and changes for over 1100 small businesses in town.
- Processed and managed 102 applications, decisions and files from Applicants, Planning Department and Board of Appeals
- Implemented a tracking system for Public Record requests to work with the new law which will come in Jan 2017. Handled



over 160 requests under the FOIA regulations, working with other Departments such as Schools, Board of Health, Fire and Police.

- Major redesign of the Town's website – working with Schools, Library, Recreation and Police subsites to update and add more functionality to the town's web.
- Revenue generated for the year was \$147,804, including over 900 online requests via the web resulting in \$36,498 of revenue. This is revenue turned over to the Town Treasurer and added to the general fund.
- Management and oversite of the Burlington Town Web site, keeping the individuals and businesses informed with 24/7 access to information and data about the town.
- Continue to expand the use of online and in-house electronic forms, to better serve for the town's residents and business.

LOOKING FORWARD TO 2018

Moving into the future we will continue to be improving the workflows of the office. One major area will be the electronic permitting and workflow of documents from development departments such as Planning, Building and Board of Appeals. The planning phases were begun in 2016, due to the failure of the vendor to implement in 2017 this projects implementation will continue into 2018. These documents usually come in the form of applications or permits from these departments and need to be distributed to various other departments for review and comment. This is creating large amount of duplicated paper that needs to be created, distributed, and stored. Then when the project work is completed it needs to be recollected, reviewed and compiled. The duplicated copies many then be able to be destroyed. This process can be greatly streamlined with an electronic document workflow.

Another issue on the horizon for next year will be the new public records laws currently being formulated at the state level, as well as continued momentum toward centralized management of electronic records. With the regulations now in place we will be able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the structures of the laws.

Finally I'd like to thank my staff, Linda McNeill, Janice Archer, and Daniel McCormack, for all their hard work through the year. Their extra efforts thru the year in regards to the elections really made our year successful, as a team we are able to serve the town of Burlington effectively and with a smile! Our part time Department Assistant position was handled this year with a summer intern, Kaitlyn O'Shea, who went back to school in the fall. We were joined in October by Kirsten Midgley, who has been a great addition to the office and has us now back to full staffing.

VITAL STATISTICS

Following are the historical profiles on Vital Statistics (Births, Marriages, and Deaths), Voting Statistics, Election Results, and the Archives report. Town Meeting Minutes and Appointed Boards and Committees are included in the Addenda section of the Annual Reports.



BIRTHS, MARRIAGES, DEATHS AS OF DECEMBER 31, 2017

	Births	Marriages	Deaths	Residents Deaths
2000	297	161	705	150
2005	257	123	788	177
2010	275	119	841	205
2015	302	130	1028	249
2016	268	126	1002	242
2017	286	130	1006	241

VOTER STATISTICS THROUGH 2017

<u>TOWN ELECTION</u>	Prec.1	Prec.2	Prec.3	Prec.4	Prec.5	Prec.6	Prec.7#	Total	%
2010	660	343	610	491	682	687	---	3473	23%
2011	446	222	495	345	427	470	---	2405	16%
2012	461	233	538	390	503	476	320	2921	19%
2013	344	129	331	283	343	316	151	1897	12%
2014	324	104	267	210	304	274	116	1599	11%
2015	381	154	324	271	377	314	184	2005	13%
2016	730	240	577	502	672	659	333	3713	24%
2017	591	179	426	423	489	478	322	2908	18%

STATE PRIMARIES

Sep 2010	305	228	337	261	313	262	---	1706	11%
Sep 2012	353	162	288	267	332	288	222	1,912	13%
** April 2013	446	243	439	400	436	384	313	2,661	17%
Sep 2014	412	220	409	329	414	370	321	2475	16%
Sep 2016	113	80	161	96	138	143	98	829	5%
*** June 2017	160	73	149	138	143	157	118	938	6%

STATE/PRESIDENTIAL ELECTIONS

** Jan 2010	1748	1319	1763	1267	1683	1581	---	9361	61%
Nov 2010	1730	1379	1815	1303	1663	1585	---	9475	63%
* Nov 2012	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%
** June 2013	817	435	734	648	731	703	553	4621	30%
Nov 2014	1619	865	1403	1227	1518	1431	1271	9334	61%
* Nov 2016	2327	1493	2025	1830	2228	2175	2141	14219	86%
*** July 2017	98	55	95	93	96	107	94	638	4%

ARCHIVES DIVISION

Daniel McCormack, CA, Archivist/Records Manager

WEBSITE

<http://www.burlington.org/residents/archives.php>

The Town of Burlington Archives was established under Article 4 of Town Meeting in May, 1999. The Archives acquires, preserves, and makes accessible records of town departments, historical records, and documents relating to the town's operations and history. It serves town officers, employees, taxpayers, ratepayers, and other interested parties. The Archives undertakes municipal records functions in accordance with Massachusetts General Laws Chapter 66, and relevant state and federal laws, rules, and regulations.

PURPOSE

The purpose of the Town of Burlington Archives is to organize, preserve, and make accessible records not in current use and to collect and maintain documentation relevant to the work of the municipal government. The Archives primarily services the municipal government operations of the Town of Burlington. The Archives holds both archival and inactive records relating to 1) current and ongoing municipal operations, 2) municipal departments, 3) committees and boards, 4) the history of the Town 5) the growth and development of the town, 6) vital documents of individuals, 7) Town Meeting, 8) municipal personnel, 9) secondary sources relating to the history of the town and its people and 10) individuals and organizations related to, or functioning within the Town.

The Archives collects documents related to Burlington history, government and operations in several different forms, including, but not restricted to: microimages, photographs, manuscripts, paper, maps, digital records, audio and visual recordings. The Archives primarily collects unpublished items but will acquire published items relating to the town, its growth and development and its history.

The Archives provides technical and advisory services related to recordkeeping and documents management, as well as compliance and regulatory functions. Reference services are undertaken on behalf of residents, taxpayers, ratepayers, and other interested parties. Recordkeeping services involve storage of documents, processing of collections, conservation and preservation activities, reformatting, and document destruction.

In exercising its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations.

2017 HIGHLIGHTS

- Acquired 435 feet of records.
- Fulfilled 903 reference requests.
- Advised the Historical Commission on technical issues relating to programming and collections. Procured supplies to better house collection materials and related artifacts. Performed research as needed for Commission members.
- Supervised destruction of obsolete records from numerous town departments.
- Participated in a major national conference (Society of American Archivists), a regional meeting (New England Archivists), and two state meetings (Massachusetts History Conference and the New York Archives Conference). Elected vice-chair/chair elect of SAA's Privacy and Confidentiality Section. Elected to the Steering Committee of SAA's Human Rights Section. Spoke as a panelist at the New York Archives Conference in June and at SAA's Preservation Section annual meeting in

July. Served as a grant reviewer for the SAA Foundation's National Disaster Recovery Fund for Archives. Received New England Archivists Distinguished Service Award at the organization's Annual Meeting.

- Contributed service to the profession as a member of the Northeast Document Conservation Center Advisory Board and the Massachusetts State Historical Records Advisory Board.
- Hosted officials from several area towns visiting the Archives to about our operations.

THE FUTURE

The Archives faced a greater challenge than in any year since its founding through the state's revised Chapter 66, the Public Records law. This law has shifted many responsibilities for reporting and responding to records requests and has led to changes in functions within the Archives. We have altered our activities to be more responsive than before to patrons and department personnel. In some ways, an established program such as ours is penalized for having been responsible and proactive through this law. We find ourselves forced to change course to meet the letter of the law, as opposed to continue providing the same effective and efficient services as before. We continue to alter our focus to both meet the dictates of the law and while providing excellent service – as always, with no interruption in service. That has been our objective since our founding and will never change.

Changes in personnel and in facilities for certain departments resulted in the Archives moving, shifting, lifting and hauling boxes of paper, as well as reformatting permanent records and advising department heads and other personnel on more efficient recordkeeping practices. We spent substantial time at the School Department with Mr. Robert Cunha and at Burlington Youth and Family Services, where Christine Shruhan and Jennifer Priest addressed record issues going back many years. These departments are looking to better manage their important documents and take a more businesslike approach to operations involving records in all forms of media. These interactions did, however, result in the acquisition of large volumes of material,

We commend these and other municipal departments for their efforts and look forward to similar positive interactions in the near future. Between our service to them and to other departments we are finding that services rendered to town offices is the predominant focus of our efforts. Add to that the more formalized responding requirements of the revised Public Records Law and we find ourselves evolving into a corporate archives/records center than the hybrid model of the past 20 years.

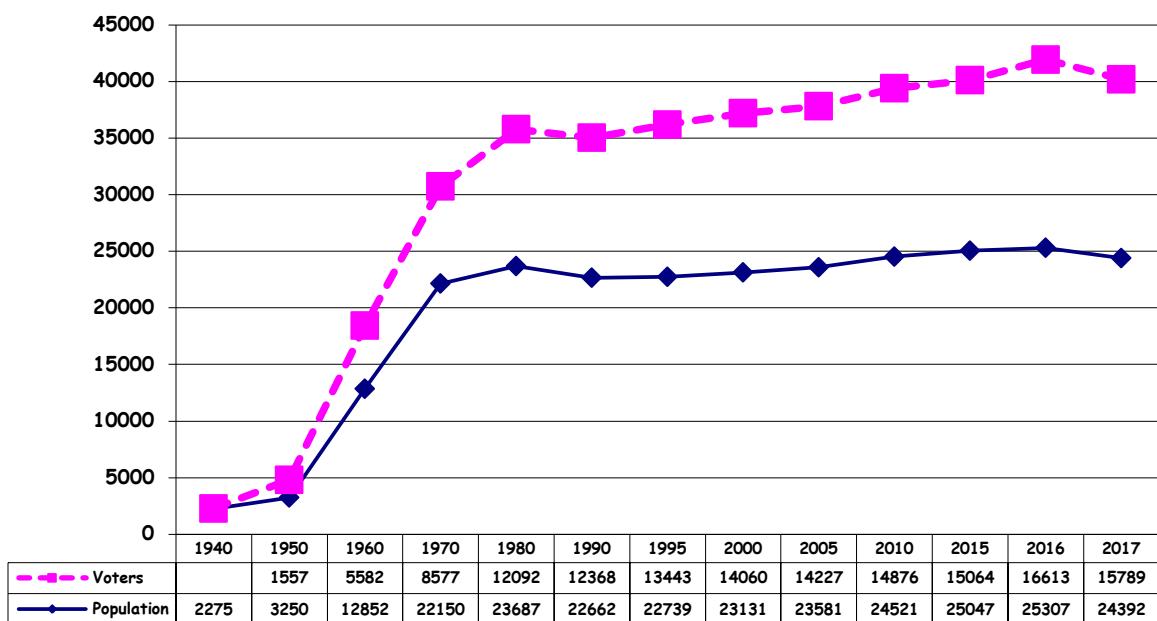
We will continue providing storage and safekeeping of historical and manuscript materials – that will not change. To provide more efficient service to the town and a better return on investment of taxpayer dollars we have to look differently at what we keep and how we keep it. Our foci on service and information security will not change. The relevancy of our holdings will, we hope, be even sharper before. A subtle shift in approach will make us more flexible and able to respond to changes in laws and regulations while maintaining our service orientation. In this evolution we are fortunate to have the leadership of Town Clerk Amy Warfield and her staff. We will look for additional support from the town's administration and from department heads to keep the Archives a vital office and a leader in the field.

BOARD OF REGISTRARS

*Jeanne S. Ganley,
Elmer Bud Larson
Jessica Senesi
Amy E. Warfield*

Working with the Town Clerk's office the Board of Registrars is responsible for overseeing Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2017.

POPULATION/REGISTERED VOTERS: Based on Annual Town Census



2017 YEAR-END SUMMARY:

954	# of residents registered and added to the rolls
921	# of residents dropped from the rolls
1577	- # of voters on the inactive rolls
1965	# of persons eligible but not registered
89%	eligible residents registered to vote
290	Registration Forms sent to 18 yr. olds
52	Mail-In Registrations Received from 18 yr. olds
38	Registrations from 18 yr. olds via VRIS and OVR

POPULATION TRENDS

Age Group

	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2017</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	2257	-19.8%	-23.0%
11-20	3160	2620	2833	987	2607	-17.5%	-8.0%
21-30	3889	3476	2500	2644	2611	-32.9%	4.4%
31-40	3311	3877	3624	2950	2752	-16.9%	-24.1%
41-50	3062	3208	3378	3660	2756	-10.0%	-18.4%
51-60	3031	2712	2905	3220	3451	13.9%	18.8%
61-70	1756	2220	2325	2546	2752	56.7%	18.4%
71-80	672	926	1398	1844	1931	187.4%	38.1%
81-90	220	270	417	922	1217	453.2%	191.8%
91+	24	34	75	133	255	962.5%	240.0%
Unknown	722	442	745	912	1807	150.3%	142.6%
Total	22662	22740	23131	22521	24396	7.7%	5.5%

2017 has been very active year for The Board of Registrars, having 3 elections this year. Normally in the odd numbered years we have just a Town Election, but with the passing in the beginning of the year of our State Senator Kenneth Donnelly, we had both a Primary and a General Election to choose his replacement. We even worked on our emergency plans by running the second special election in the High School Cafeteria, which was very successfully run by the election staff.

Finally, we had another retirement from our board, Republican member Jeanne Ganley has stepped down after many years of membership. We have enjoyed working with her and wish her all the best in the future. Our new member Marianne Girouard will be joining us in 2018.



4th Middlesex State Senate Second Special Election



2017 Election

TREASURER/TAX COLLECTOR

DEPARTMENT STAFF

Brian Curtin, Treasurer/Tax Collector

Teresa Clement Assistant Tax Collector

Andria O'Shea Assistant Treasurer

Tax Office Staff: Paula McMahon, Lisa Runyan and Lyn Mills

Benefit Staff: Christine Sinacola, Jennifer Ryan, Lynn Newhouse and Eileen Ferren

Payroll: Deborah Callahan

WEBSITES

http://www.burlington.org/town_government/treasurer.php

http://www.burlington.org/town_government/tax.php

PURPOSE

The Treasurer and Tax Collector office provides services to Town and School Employees as well as the residents of the Town of Burlington. The Treasurer's office receives and invests all revenue received by the Town. Sufficient balances must be maintained to assure the timely paying of all expenditures including payroll, accounts payable and debt service. The Treasurer and Tax Collector office also facilitates the benefits for Town and School Employees such as health, dental and life insurance, disability and retirement.

HIGHLIGHTS

- The Town of Burlington's average residential single-family homeowner's annual tax increase for fiscal year 2018 was 2.33 %. The commercial industrial increase was 4.97% in 2018 and the average residential tax bill increased by 2.78 % for fiscal year 2018.

BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FY 2017

	LEVY	VALUATION		LEVY
CLASS	PERCENTAGE	BY CLASS	TAX RATES	BY CLASS
Residential	38.1518%	3,841,090,234.00	10.62	40,792,378.29
Open Space	0	0.0000%		0.0000%
Commercial	52.7383%	2,046,022,312.00	27.56	56,388,374.92
Industrial	4.5414%	176,191,636.00	27.56	4,855,841.49
SUBTOTAL	95.4315%	6,063,304,182.00		102,036,594.70
Personal	4.5685%	177,237,860.00	27.56	4,884,675.42
TOTAL	100.0000%	6,240,542,042.00		106,921,270.12

- The Town of Burlington continued to explore and review strategies to reduce rising health insurance costs for both our employees and the Town. Disease management and cost utilization review are crucial to controlling health care costs. The Town continued to be aggressive in managing these elements of our annual health care system.
- The Town of Burlington claims experience has seen a large improvement in total claims since changing to high deductible insurance plans in 2011. We have reduced our claims experience significantly over the last six years averaging in claims of just under 3% for active and retired employees under 65 years old.
- The Town is self-insured and we have been able to increase the Town and employees trust fund to a balance to 7,923,073 as of 06/30/17.
- The two high deductible alternative HMO plans through Harvard Pilgrim Insurance called the Best Buy plan and Network Blue New England a deductible plan with BX-BS have almost identical benefits. These plans offer a \$1,000 deductible for an individual and \$2,000 for a family. The Town pays the first \$500 of the individual plan deductible costs and \$1,000 of the family plans deductible costs. The decision to go to high deductible plans saved the Town well over \$ 3,500,000 in budget increases for fiscal year 2012 through 2017. The Town's budget has had an average increase of less 3% over the last 5 years. The Town continued to offer a PPO plan from BX-BS called Blue Care Elect.
- The Town also continued the several senior health care plan options for retirees over 65. This gives our seniors more choices and price competition.
- We have also expanded our Wellness Program to all employees to try and promote good health with Walking Programs, Physical Fitness Programs and a diabetes incentive program to promote weight loss and education about reducing health insurance costs and future claims by making smart choices.
- The Town has contracted with Abacus health solution the past three years to offer our employees dealing with diabetes a program to help monitor, control and reduce the cost of drugs for individuals and the Town. We currently have 26 members enrolled out of 68 eligible and have 18 that are successfully using the program. The number enrolled has increased each year. We have also contracted with CanaRX since September 2013 and have saved the Town and our employees combined \$50,015 in reduced prescription costs.

The following is a listing of Gross and Net Payrolls as well as Withholding for Benefits and other Payroll Deductions of Town Employees for the Years 2013 through 2017

	2013	2014	2015	2016	2017
GROSS PAYROLL	65,713,477.14	67,304,809.77	70,704,898.22	74,145,059.24	76,990,803.06
WITHHOLDING					
Federal Tax	7,379,423.90	7,613,793.80	8,137,784.80	8,571,866.69	8,868,447.78
State Tax	2,910,254.72	2,944,899.59	3,082,419.32	3,209,902.51	3,315,115.14
Retirement	5,770,320.20	5,933,949.95	6,194,689.13	6,534,455.13	6,862,815.94
Health Insurance	2,827,573.25	2,920,284.52	3,029,706.31	3,101,136.31	3,363,266.15
Disability Insurance	183,964.40	181,150.08	190,513.94	202,295.96	224,016.60
Delta Dental Insurance	318,305.68	327,963.69	336,224.14	369,879.27	412,981.31
Credit Union	2,183,939.95	2,130,760.74	2,155,750.86	2,259,778.06	2,264,119.49
Tax Shelter Annuities	805,606.12	787,789.58	842,194.39	866,024.37	875,461.84
Deferred Comp Plans	1,469,025.61	1,596,973.48	1,630,838.56	1,702,061.66	1,861,652.84
SMART Roth	0	0	0	2,800.00	8,387.00
Teachers Association	273,232.88	278,006.11	284,609.27	296,924.22	303,083.05
Union Dues	214,413.01	210,306.81	216,677.54	224,204.23	242,291.70
Suspence	24,939.54	18,497.00	16,126.00	18,948.14	6,968.00
Life Insurance	96,470.91	98,508.66	114,732.98	126,288.40	130,168.88
Fica-Medex	806,138.90	833,926.91	886,106.26	937,437.60	985,740.25
Social Security	3,194.20	3,401.00	0	2,493.56	0
Flexible Spending	450,927.21	483,480.25	523,392.57	558,971.72	610,554.94
Firepac	4,135.59	4,034.28	4,007.12	4,007.12	3,852.12
Cops for Kids with Cancer	0	756	1,272.00	1,300.00	0
Sprouts	329,175.00	359,814.75	384,089.01	393,202.50	357,656.50
TOTAL WITHHOLDINGS	26,051,041.07	26,728,297.20	28,031,134.20	29,383,977.45	30,696,579.53
NET PAYROLL	39,662,436.07	40,576,512.57	42,673,764.02	44,761,081.79	46,294,223.53

- The Town of Burlington Community Scholarship Foundation Dollars for Scholars had another successful year of fund raising and continued to grant over \$ 300,000 in scholarships awards. The Scholarship Foundation received \$8,825 from residents donating from our tax billing check-off system. These Funds are given out each year to graduating seniors. We were also able to raise \$27,996 from our Adopt-A-Class programs and our Adopt-A-Class partners donated \$14,000 to their respective classes. The High school program received \$109,651 in donations for the annual scholarship program they awarded annually. The Burlington Community Scholarship Foundation Dollars for Scholars awarded a total of \$361,700 in scholarships given out for all programs for 2017. The foundation also awards \$14,000 in adult scholarships as well.

- The Endowment funds invested at UBS Financial Services had a return of 11.15%. These funds are professionally managed. The total investment gain and interest income on the scholarship funds was \$80,067 for 2017.
- The Town issued a \$730,000 one-year bond anticipation note at a low interest rate of 1.60% due 7/20/18. The bond note proceeds will be used to finance the Meadowbrook school HVAC upgrade. The Town also issued another one-year bond anticipation note for several capital projects totaling \$13,750,000 at an interest rate of 1.0123% maturing 7/20/18. The Town has been very fortunate to have been able to finance and complete so many important infrastructure improvements during this very favorable interest rate environment.
- The Town has committed to using our meals tax revenue to help finance our annual bonded debt principal and interest payments. We collected \$1,729,824 in fiscal year 2017 as a revenue source to help finance these capital projects. This will help the Town continue its commitment to improve the infrastructure without putting a strain on our budget every year.
- The Town Stabilization Fund balance was \$7,761,151 as of 6/30/17 and the Town's Free Cash balance was \$12,732,930 as of 07/01/2017. The Town of Burlington cash reserves are healthy compared to most cities and towns in Massachusetts.
- We have been able to maintain all current services offered to residents during this most difficult economic climate. The Town also was able to avoid layoffs, override votes to increase taxes and no user fees for busing, trash, or athletic programs.
- The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$10,345,661
- The economy has improved and unemployment and the housing market have had a healthy recovery. The construction industry is doing very well in Burlington with several new projects under construction. The Town of Burlington continues to prosper because of our diverse tax base. We must continue to maintain conservative spending habits and look for alternative revenue sources to help provide the funding necessary to provide the quality of services residents in Burlington have expected.



Spring on the Town Common, Photo by: Terri Keene



FIRE DEPARTMENT

FIRE CHIEF

Steven Yetman

ASSISTANT FIRE CHIEF

Michael Patterson

CAPTAINS

Kevin Browne, Timothy Brown, Andy Connerty, Robert Paul

LIEUTENANTS

Michael Bibbey, James Browne, Todd Ficociello, Peter McAnespie, Kevin Pollicelli, John Skinner, James Sorenson, Jack Walthall

FIRE PREVENTION / INSPECTION SERVICES

Captain Michael Hanafin, Lieutenant Steven McLean

TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES

Captain Mark Cedrone, Lieutenant Mark Saia

ADMINISTRATIVE STAFF

Loreen Perron, Stacey Hindle, Karen Carlson

FIREFIGHTERS

Preston Angelucci	Kurt Duprez	Richard Hovasse	Brandan Micciche
David Angelo	Tyler Falconer	Timothy Hovasse	Thomas Monagle
Michael Bennett	Eric Fitzgerald	Jason Hughes	Michael Morgan
Rob Blenkhorn	Michael Fontannay	Paul Kadilak	Paul O'Meara
Jefferey Boucher	Michael Gledhill	Justin Kane	Alexander Preece
Kyle Browne	Brandon Gonzalez	Shaun Kenney	Jesse Ribeiro
Craig Callahan	Connor Grenier	Sean Killilea	Michael Runyan
Joshua Carabello	Gerald Hanafin	Thomas MacLeod	James Sherman
Clifford Comeau	John Hanafin	Michael McLaughlin	William Toland
Sean Connors	James Hapenney	Edgar McLean	Stephen White
Ernest Covino	Eric Holey	Nicholas Menkello	Fred Williams

EMERGENCY VEHICLE TECHNICIAN

Justin Dekow

CIVILIAN DISPATCHERS

Stephen Baia, Elaine Carpenter, Brian Letendre, Scott Perry

WEBSITE

<http://www.burlington.org/departments/fire/index.php>

MISSION

The mission of the Burlington Fire Department is to protect and preserve life and property in the Town of Burlington through code enforcement, public education programs and incident response to fire, medical and other emergencies.

We accomplish this mission by providing code and regulation enforcement through inspections and plan reviews. We meet and train regularly with other town departments to provide a team approach to various issues including responding to emergent and non emergent events. The fire department provides public safety education in our schools, CPR training to our residents and Community Risk Reduction Programs including providing and installing smoke and carbon monoxide (CO) detectors to our senior population through the Council on Aging (COA). We extinguish and investigate all fires and are the emergency medical service for the Town of Burlington providing treatment and transport for the sick and injured.

DEPARTMENT OVERVIEW

The Burlington Fire Department currently employs a total of seventy (70) personnel, including both professional firefighters (62) and civilian support staff operating out of two stations. Headquarters, located at 21 Center Street, houses all of the administrative staff, support services and most of the emergency response personnel. Station 2, located at 114 Terrace Hall Avenue, is currently closed with personnel and apparatus temporarily relocated to 10 Great Meadow Road. Monies have been approved and allocated for the replacement of Station 2 with a new fire station.



Headquarters



Station 2 (Closed)



Temporary Quarters - 10 Great Meadow Road

DIVISIONS

Administrative (Chief, Assistant Chief, Administrative Secretary and Administrative Assistant)

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of a 7.5 million dollar budget, capital requests / purchases, short & long term business planning.

Fire Prevention (Fire Prevention Captain, Fire Prevention Lieutenant and Senior Clerk)

Assist in the oversight and approval of commercial and residential construction projects throughout the Town of Burlington. Duties include site plan reviews; permit processing, on-site inspections during construction and final inspections for the issuance of occupancy certifications. New development in commercial and residential properties continued in 2017. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits and fire education programs much has been achieved in the past year.

Commercial and large residential construction projects require many steps including site plan reviews, which consider requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

The following is a list of permits and inspections made in 2017:

TYPE OF SERVICE	
Commercial Occupancy Inspections	147
On Site - Inspections	413
Permits Issued	657
Plan Review	268
Residential Occupancy Inspections	100
Site Plan Reviews	34
Smoke Detector Inspections	269
TOTAL:	1888

INSPECTIONS	
Commercial Occupancy	147
Fire Drills	2
Knox Box	28
Oil Burner	28
Oil Tank Installation	24
Oil Tank Removal	57
On Site – Fire Prevention	257
Propane Tank Inspection	17
Residential Occupancy	10
Smoke Detectors	269
TOTAL:	929

PERMITS	
AST	41
Blasting	2
Campfire	4
Dumpster	41
Extinguishing System	5
Fire Alarm	115
Fireworks Display	4
Flammable Storage	56
Haz-Mat	1
Oil Burner	34
Oil Line	2
Propane Storage	55
Sprinkler	125
Tank Installation	31
Tank Removal	64
Tank Truck	6
UST	19
Welding/Burning	<u>51</u>
TOTAL:	657

BUILDING PLANS STAMPED & REVIEWED	268
SITE PLAN REVIEWS	<u>34</u>
COMBINED TOTALS	1888



Inspectional services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

The last two pieces of steel from the World Trade Center were released from the City of New York and given to the Town of Burlington to be added to the towns 9/11 Memorial on the Town Common.

Training / Emergency Medical Services / Communications / Dispatch

Training Captain, E.M.S. Officer, Civilian Dispatchers (4)

The Training Captains is responsible for the ongoing training of all department members including officers, firefighters, dispatchers and maintaining all department training records. The E.M.S. Officer oversees the departments' emergency medical services division including the ambulances, equipment and maintaining all associated records. Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the designated E.M.D. provider. Our dispatchers answer, screen and dispatch all incoming emergency calls and will give medical instructions over the phone when necessary.

Training

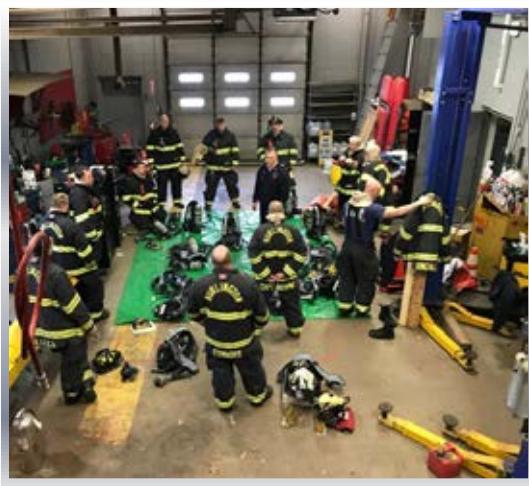
Burlington Firefighters continue to train on a regular basis. Training can either be given in house in a classroom session or practical hands on training. Teaching can also be given by in house instructors, instructors from the Massachusetts Firefighting Academy or private companies / vendors. When apparatus or technical equipment is newly bought usually training is included and incorporates all four shifts.

Firefighters also participate in pre-incident and in service inspections to familiarize themselves with local businesses and buildings including new construction (Archer Hotel, Residence Inn and 400 / 600 Summit). They also take part in annual liquor licenses inspections for yearly license renewals. During the holiday season firefighters participate in inspections of shopping centers on a regular basis to ensure stores are not overstocked and there are clear means of egress for all employees and patrons.

In 2017 the Burlington Fire Department worked closely with the Burlington Police Department in training for "active shooter" drills and the development of a Rescue Task Force. The Training Division also worked closely with all the new hires for firefighter recruit orientation.



Burlington Firefighters take part in fire pump training exercises



Firefighters participate in hands on training with self-contained breathing apparatus (SCBA)

Ambulance / Emergency Medical Services

Burlington Firefighter / EMT's responded to a record number of ambulance calls in 2017. Fire Department ambulances responded to a total of 3,150 calls for assistance a five percent (5%) increase over 2016. Emergency Medical Services (EMS) continues to play a major role in our service and our mission. The men and women of the Burlington Fire Department continue to make every effort possible to provide the best medical care to those that live in, work in and visit Burlington.

Advanced Life Support (ALS)

The Burlington Fire Department is in the process of changing from a Basic Life Support (BLS) service to an in house Advanced Life Support (ALS) service. We currently contract with a private ambulance company to provide that service. In the last 2 years the Selectman have given the authority to hire Firefighter/Paramedics from a selective Civil Service certification list. They have also given authority to develop and implement an ALS plan as well as given the authority to the Town Administrator to negotiate a contract with the Burlington Firefighters Union regarding the implementation of Advanced Life Support.



Lt. Sorenson, FF. Micciche, and FF. Falconer assisting a elderly Woodhill Road resident by clearing snow from driveway while waiting for Eversource for wires down in the street.

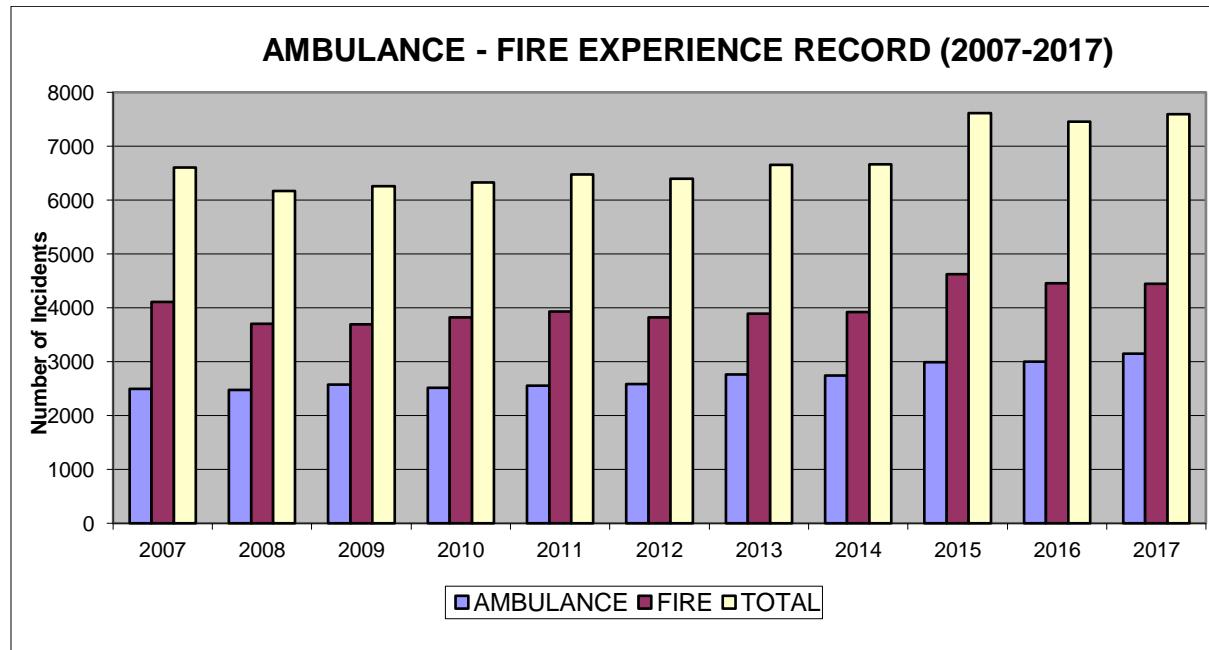
Maintenance Emergency Vehicle Technician (E.V.T)

The E.V.T. is responsible for the maintenance and repair of all emergency response apparatus, staff vehicles, trailers, power equipment and self contained breathing apparatus (SCBA).



2017 Review

2017 was another busy year for the Burlington Fire Department. Fire responses showed a slight decrease from the previous year while ambulance responses showed a significant increase.



Firefighters respond to multi – vehicle accident involving a residential home on Bedford Street



Firefighters made a quick knockdown of an involved house fire on Alma Road

New Fire Station 2

The process of replacing the existing Station 2 with a new facility continues. In 2017 the Project Management Company (Cardinal Construction), Architect Firm (Context Architecture) and the Building Committee met several times over the last year and a half to engineer and design the new station. We went out for bid just before the end of the year and bids are currently being reviewed. Station 2 is closed temporarily for demolition and construction. Firefighters, apparatus and equipment have been temporarily moved to the old Clark & Reid property on Great Meadow Road during the construction period. We anticipate this project to be complete in the Spring of 2019.



View from Middlesex Turnpike Intersection

Context Architects drawing of the proposed new Station 2

The Burlington Fire Department received several grants and gifts in 2017. They include:

- In 2016 the Burlington Fire Department was awarded a grant from the Federal Emergency Management Agencies (FEMA) SAFER Program for the hiring of four additional firefighters. The grant award was in the amount of \$578,112 and is paying for the salaries and benefits for two years. We are currently in the second half of that program.
- Two grants from the Department of Fire Services (DFS). One for the Student Awareness in Fire Education Program (SAFE) for \$4,540 and another for the Senior Awareness and Fire Education (Senior SAFE) Program for \$2,796.
- A grant from the Department of Public Health (DPH) for the maintenance of the fire department's Mobile Decontamination Union (MDU) in the amount of \$2,000.

Gifts include:

- The Oracle Corporation donated \$9,901 for the purchase of equipment.
- The Digital Federal Credit Union (DCU) donated \$5,000 for the purchase of equipment.

The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support.

PERSONNEL CHANGES:

Retirements

- In February of 2017 Captain Scott Carpenter retired after 32 years of service. Scott joined the department in 1985, was promoted to Lieutenant in 1988 and in 1997 Scott was promoted to the rank of Captain serving as a Shift Commander on Group 4.
- In June Firefighter Gerard Letendre retired after 29 years on the department. Gerry was appointed in 1988. Gerry was also a member of the Department of Fire Services Hazardous Materials Response Team serving as a Hazardous Materials Technician for over 26 years. Gerry received the Commonwealth of Massachusetts Firefighter of the Year in 2002 (Group Award) for numerous responses after 9/11.
- In August Firefighter Gary Arbing retired after 29 years of service. Gary joined the department in 1988. Gary also received the States' Firefighter of the Year Award (Group Award) in 2005 as part of rescue efforts at a fatal house fire in Burlington.

With a combined 90 years of service to the Town of Burlington we would like to thank these men for their dedication to the department and the town and wish them all a long and healthy retirement.

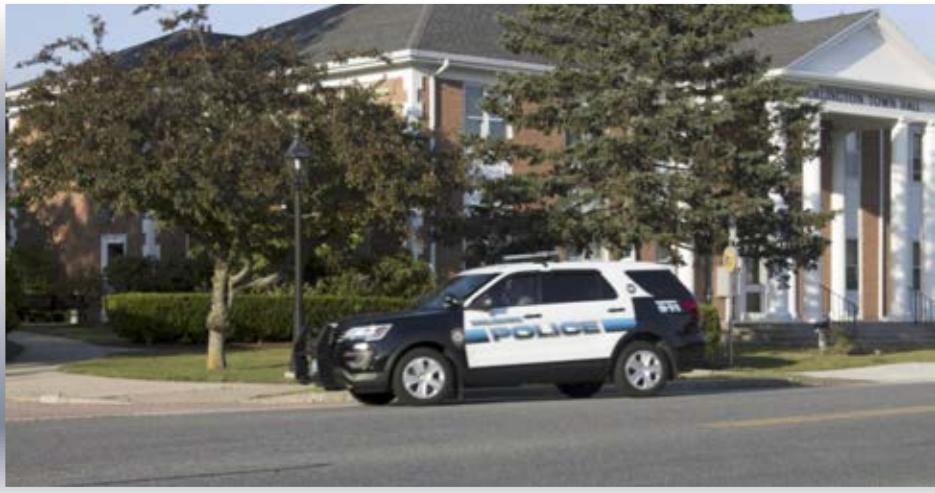
TOWN OF BURLINGTON, MASSACHUSETTS

Burlington Fire Department Report of Incidents by Type of Incident - 2017:

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
Accidents													
Motor Vehicle Crash	17	29	17	18	19	23	15	11	17	14	22	28	230
Pedestrian	0	0	3	1	0	0	0	0	0	1	1	0	6
Medicals	189	191	215	212	255	227	184	220	246	222	191	239	2591
Alarms													
Accidental	35	32	31	14	33	33	31	40	26	31	50	24	380
False	1	0	0	1	1	0	0	1	0	3	1	1	9
System Malfunction	10	9	7	12	9	12	6	16	10	17	15	18	141
Fire													
Cooking Fire	2	0	1	2	1	0	1	1	0	1	0	3	12
Residential	0	0	1	0	0	3	1	0	1	0	0	1	7
Apartments	0	0	0	0	0	0	0	0	0	0	0	0	0
Assisted Living	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotel	0	0	0	0	0	0	0	0	0	0	0	0	0
Brush, Grass	0	0	1	8	1	4	1	2	3	2	2	0	24
Business/store/restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0
Dumpster-trash	0	1	3	2	0	0	1	1	1	0	0	2	11
Motor Vehicle Fire	0	2	2	0	2	2	2	0	0	0	0	3	13
Lightning strikes/Weather	0	0	0	0	0	0	0	0	0	0	0	0	0
Oil burner Malfunction	1	0	0	0	0	0	0	0	0	0	0	0	1
Motor Malfunction	0	0	0	0	0	2	0	2	0	0	0	0	4
Smoke Scare/Removal	7	8	1	3	3	3	4	1	4	3	5	2	44
Fire; Other	0	1	0	0	0	0	0	0	0	0	0	0	1
Outside Burning													
Authorized	0	0	0	0	0	0	0	0	0	0	0	0	0
Unauthorized	0	0	3	2	1	1	1	2	2	0	0	1	13
Hazmat	0	0	1	0	0	0	0	0	1	0	0	0	2
CO Problem	3	1	3	1	4	6	0	1	1	1	7	8	36
Spill Leak Fuel	2	1	1	1	2	2	0	1	1	2	3	2	18
Natural Gas Leak	2	7	6	1	4	1	1	2	7	2	3	6	42
Power lines down/ Arcing	2	9	3	0	2	0	2	2	0	1	0	4	25
Electrical Problem	0	11	3	5	3	3	1	2	0	9	4	8	49
Water Problem	5	0	1	2	2	0	2	0	1	0	2	1	16
Service Call	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Service/Assistance	27	41	30	43	58	48	50	78	51	68	44	52	590
Elevator Extrication	0	1	2	0	0	0	1	2	0	1	1	3	11
Lock Outs/Ins	0	3	0	0	1	3	1	1	1	0	0	4	14
Nothing Found	1	5	4	5	2	2	1	6	0	3	1	2	32
Cancelled en-route	7	2	7	3	6	6	6	1	7	8	10	4	67
Good Intent Call	0	0	0	0	0	0	0	0	0	0	0	0	0
Cover Assignment/Mutual Aid	2	1	2	2	1	0	3	2	0	2	1	1	17
Totals	313	355	348	338	410	381	315	395	380	391	363	417	4406

PURPOSE

Your Burlington Police Department continues to be one of the most highly regarded and professional police departments in the Commonwealth of Massachusetts. A large majority of Burlington Police Officers were born, raised, and choose to reside in the community they love. This is not the case in most police departments. With intrinsic knowledge of their community Burlington Police Officers are “problem solvers” and not just “report takers.”



- The department has joined the Police Assisted Addiction & Recovery Initiative (P.A.A.R.I.) to bring on a full time program coordinator and a part time recovery coach to enhance the departments substance abuse prevention and recovery efforts. This program achieves synergy by combining the powers of community service, the recovery community, and police based referral programs.
- Lieutenant Michael McDade attended the Police Executive Research Forum’s Senior Management Institute for Police focusing on executive strategic management
- Four new officers were hired in 2017: Dominic Calicchio; Michael Julce; Keith Hodges; Matthew Trahan
- The department has continued to partner with the Chamber of Commerce to offer workplace violence training and on-site assessments of specific work places.
- For the second consecutive year officers were sent to Columbine, CO for training on school safety and critical incidents within schools.
- Three officers were sent to an Active Shooter Threat training hosted by the Federal Law Enforcement Training Center in Glynco, GA. To date the department has sent 16 officers through this training.
- Active shooter/critical threat drills were conducted at the Burlington Mall and the new Emergency Department at the Lahey Hospital. These drills were done with conjunction with the fire department and management at both facilities.
- In August a very successful 2nd annual Public Safety Night was held in conjunction with the Fire Department. Wegmans and 3rd Ave Burlington generously partnered with the department for this annual event.
- The department was Re-Accredited this past year. Accreditation is a self-initiated evaluation process by which police departments strive to meet and maintain standards and best practices that have been established for modern law enforcement agencies
- In November two men were successfully prosecuted for a 2015 murder in Burlington. These men were sentenced to life without parole.



The Burlington Police Facility is functionally obsolete for the needs of a modern police department. The Facilities section of the DPW is kept busy keeping up with the maintenance that is required in a building that is over 100 years old.

I would like to thank everyone who helped the department in 2017, including the Town Administrator John Petrin, the Board of Selectmen along with other boards and departments in town. The residents of Burlington have been very supportive of the police department. I thank them also.

Finally, I would like to thank the women and men of the Burlington Police Department for their hard work, courage and dedication to the citizens of Burlington and all who visit Burlington.



New officer Michael Julce along with Captain Skehan, Chief Kent and Deputy Chief Duffy



New officer Dom Calicchio along with Chief Kent, Deputy Chief Duffy and Captain Skehan



Officer Joe Papseadero and Ashley Daniels at range



Rescue Task Force Drill at Lahey Clinic with Burlington Fire Department



K-9 Officer Joe Papseadero and Havoc pose with students from Pine Glen School



Officers and administration serving at the annual holiday luncheon sponsored by the police department members

2017 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

Total calls for service for 2016	29,793
51A filed (Child abuse/neglect notifications to DCF)	38
Arrests	153
Arrests (Warrant)	48
Arson	2
Assaults	20
Assaults (Dangerous Weapons)	6
Assist Other Police/L.E. Agencies	191
Attempted Murder	1
ATVs; Dirtbikes; Go-carts	27
B & E MVs - attempted	1
B & E MVs; Thefts from MV	73
B & Es – other	1
Bomb Threats	3
Burglaries - Business/Commercial	2
Burglaries - Residential	7

TOWN OF BURLINGTON, MASSACHUSETTS

Burglary attempts - Business/Commercial	2
Burglary attempts - Residential	5
Child Abuse/Neglect/Endangered	21
Civil Matters	55
Computer/Internet Crime (non theft)	8
Counterfeiting/Forgery	8
Credit/Debit Card Misuse	44
Criminal Motor Vehicle Offenses	175
Disturbances (Non domestic)	175
Domestic - Custody/Probate Issues	52
Domestic - other	52
Domestic related harassment	19
Domestic related WBC	22
Domestic Stand By	13
Domestics	174
Drug Offenses	75
Elder Issues/Abuse/Neglect	32
Exposure (Indecent)	4
Fake/Altered License or ID	3
Fatal Motor Vehicle Crashes	1
Fraud/Cons	37
Gas leaks; odor of gas	31
Group Home Incidents/Disturbances	5
Harassment	40
Harassment Order Violation	1
Harassment Orders - served/issued	3
Identity Theft	43
K9 Activity	12
License Plate Stolen	4
Liquor Violations; possession/transporting	5

TOWN OF BURLINGTON, MASSACHUSETTS

Littering; Dumping	13
Malicious Damage / Vandalism	78
Miscellaneous	33
Missing Person/Found Person	24
Missing Persons	6
Missing Persons Located	2
MV Complaints / Traffic issues	411
MV Thefts	4
Narcan administrations by police officers	6
Neighbor disputes/issues	34
Noise Complaints	95
On-line Thefts/attempts/scams	9
OUI - Drugs	2
OUI - Liquor	22
Phone Calls / Text messages	14
Poles/Wires down	167
Prescriptions; false/uttering false	2
Prostitution	3
Protective Custody	20
Psych incidents	34
Rape	4
Receiving/Recovered Stolen Property	3
Recovered Stolen MVs in Burlington	5
Recovered MVs out of town stolen from Burlington	2
Restraining Orders - served/issued	33
Retail / Shoplifting	276
RO Violations	22
Road Hazards	277
Road Rage Incidents	23
Robberies, Armed	3

TOWN OF BURLINGTON, MASSACHUSETTS

Robberies, Unarmed	4
Sex Offenses – all others	11
Sexual Assaults	10
Solicitors	10
Sudden Deaths	23
Suicide Attempts or Threatened	48
Robberies, Unarmed	4
Suicide Attempts or Threatened	48
Suicides	4
Summonses	326
Susp persons; MVs; activity	1036
Thefts / Larcenies - Attempted	6
Thefts / Larcenies - other	76
Threats	23
Town By Law Violation	20
Trespassing	8
Using MV without authority	9
Warrant of Apprehension (non-criminal)	16
Weapons (Incidents involving weapons)	18
Well Being Checks	435
Youth Complaints	70



16TH ANNIVERSARY OF 9/11 MEMORIAL DEDICATION CEREMONY

Robert C. Hogan

2017 9-11 Ceremony Coordinator

Burlington hosted an emotionally charged 16th anniversary 9/11 ceremony to a large gathering on September 11, 2017 on Burlington's Town Common. Sixteen years ago we all said "We Shall Never Forget" that horrific day, and Burlington continues to reinforce those words.

In September of 2017 the Town of Burlington dedicated a very special Memorial to those First Responders who died on September 11, 2001 and to those who continue to serve today. The two 700 pound rails dedicated that day, sat below the two World Trade Center buildings that collapsed on that horrid day in September 2001. We honor and remembered not only the innocent souls lost that day, but we recognized those brave First Responders who died running towards the danger.

We were presented with these two Artifacts in August of 2016 on the very final day that World Trade Center Artifacts were being distributed. With that information this could have been one of the very last - new, 9/11 Memorial with Artifacts from that horrible day.

Those two rails sat below the two World Trade Center buildings that day, shuttling commuters between New Jersey and New York. On the very last day that the NY/NJ Port Authority were giving away artifacts, Firefighter Ed McLain, Deputy Chief Mike Patterson and Selectman Bob Hogan traveled to JFK Airport's Hanger 17 in New York to pick up these two pieces of history. These two Artifacts are permanent reminders of the sacrifice made by the firefighters and police officers who died that day running towards the danger.

This world is a better place because of all those brave First Responders in New York City that day. This world is a better place, and this town is a better place because of the men and women First Responders who serve us here in Burlington every day.

This Memorial will also be here to remind us of those who died in the days, months and years after 2001, because of the rescue work they did at the site.

Colonel Roman Hund, Commander of the 66th Air Base Group at Hanscom Air Force Base and Chief Command Sergeant Henry Hayes from Hanscom AFB joined us and spoke to those in attendance.

Members of the Burlington Fire Department and the Burlington Police Department were in attendance. Police Chief Michael Kent and Police Lt. Robert Kirchner spoke as did Fire Chief Steve Yetman and Firefighter Ed McLain.



Four wreaths were placed for the individuals we lost that day including all those innocent souls who tragically died that day, simply living their lives.

Colonel Hund and Chief Command Sergeant Hayes assisted the MacDonald family in placing a wreath for a young local Marine, L/Cpl Gregory MacDonald who died in Iraq too soon and too young. Both Chiefs placed a wreath for all the firefighters and police officers who died that day and to all who continue to serve us.

Long before radio dispatches and computer links, 5-5-5, (three sets of five) had been the signal used to communicate that someone has died in the line of duty. Bells were rung ceremonially at 9:59 and 0:28, to co-inside with the times that the two World Trade buildings collapsed.

It is our hope that people will view this permanent 9/11 Memorial, with pride that we have here in Burlington on our beautiful town common, honoring the brave men and women who run towards danger to protect us, and those who stand between us and the evils of this world.



The Burlington 9/11 Memorial consists of a World Trade Center Memorial granite marker along with two 700 lb. steel underground commuter rails that were unburied from beneath the destroyed World Trade Center

DEPARTMENT OF PUBLIC WORKS

Administration

*John G. Sanchez, Director of Public Works
 Teresa Keene, Administrative Assistant II
 Rachel Caplan, Operations Analyst
 Pialisa Manent, Accounting Specialist
 Patti Robichaud, Accounting Specialist
 Arlene Defilippo, Administrative Assistant I*

Central Maintenance

<i>George T. Lee</i>	<i>Superintendent</i>
<i>Leo Fernandes</i>	<i>Master Mechanic</i>
<i>Brian McCarthy</i>	<i>Motor Equip. Repair</i>
<i>TBD</i>	<i>Motor Equip. Repair</i>

Engineering

<i>Thomas Hayes</i>	<i>Town Engineer</i>
<i>Brian White</i>	<i>Asst. Town Engineer</i>
<i>Lisa Matarazzo</i>	<i>Admin. Assistant 1</i>
<i>Tim Mazzone</i>	<i>Sr. Engineer</i>
<i>Steve Hildreth</i>	<i>Sr. Engineer</i>
<i>Anthony Repucci</i>	<i>Jr. Engineer</i>

Buildings & Cemeteries

<i>Paul Cauldwell</i>	<i>Superintendent</i>
<i>Rich Reid</i>	<i>Lead Foreman</i>
<i>Michael Quinones</i>	<i>Working Foreman</i>
<i>Pari Doherty</i>	<i>Office Assistant</i>
<i>James Bieren</i>	<i>Spec. Equip. Oper.</i>
<i>Billy Bouley</i>	<i>Bldg Maint. Crafts.</i>
<i>James Gavula</i>	<i>Sr. Bldg. Maint. Crafts.</i>
<i>Nichole Noorigian</i>	<i>Bldg. Maint. Crafts.</i>
<i>Jeffrey Sousa.</i>	<i>Bldg. Maint. Crafts.</i>
<i>Kevin Mehigan</i>	<i>Head Custodian</i>
<i>Kevin Crehan</i>	<i>Bldg. Custodian</i>
<i>Steve Doyle</i>	<i>Lead Custodian</i>
<i>Mary Hamel</i>	<i>Lead Custodian</i>
<i>Laura Sorensen</i>	<i>Bldg. Custodian</i>
<i>Eric Moran</i>	<i>Bldg. Custodian</i>

Highway

<i>Kevin Keene</i>	<i>Superintendent</i>
<i>Robert McMahon</i>	<i>Lead Foreman</i>
<i>Frank Anderson</i>	<i>Working Foreman</i>
<i>Donna Manning</i>	<i>Timekeeper</i>
<i>Michael Delong</i>	<i>Spec. Equip Oper.</i>
<i>Michael DeSimone</i>	<i>Spec. Equip Oper.</i>
<i>Pat Duran</i>	<i>Spec. Equip Oper.</i>
<i>Mike Giardina</i>	<i>Spec. Equip Oper.</i>
<i>Thomas Harrington</i>	<i>Spec. Equip Oper.</i>
<i>Chris Lavoie</i>	<i>Spec. Equip Oper.</i>
<i>Rich Lembo</i>	<i>Spec. Equip Oper.</i>
<i>Daniel Matarazzo</i>	<i>Spec. Equip Oper.</i>
<i>Ricky McClenningham</i>	<i>Spec. Equip Oper.</i>
<i>Michael Murphy</i>	<i>Spec. Equip Oper.</i>

Water & Sewer

<i>Paul Bieren</i>	<i>Superintendent</i>
<i>Chuck Woods</i>	<i>Lead Foreman</i>
<i>Matthew Davis</i>	<i>Working Foreman</i>
<i>Aaron Chase</i>	<i>W&S Equip Maint.</i>
<i>Michael Dwyer</i>	<i>Pump. Stat. Oper.</i>
<i>Kenneth Ganley</i>	<i>W&S Equip. Maint.</i>
<i>Donald McNeil</i>	<i>W&S Equip. Maint.</i>
<i>Jamie Phillion</i>	<i>Pump Stat. Oper.</i>
<i>Michael Rose</i>	<i>Pump. Stat. Oper.</i>

Water Treatment

<i>Russ Makiej</i>	<i>Manager</i>
<i>Brian Sullivan</i>	<i>Chief Chemist</i>
<i>Nanette Masotta</i>	<i>Backflow Tech.</i>
<i>Robert Clougherty</i>	<i>Operator</i>
<i>James Doherty</i>	<i>Operator</i>
<i>John Doherty</i>	<i>Operator</i>
<i>Paul Dubois</i>	<i>Operator</i>
<i>Sinan Enrem</i>	<i>Operator</i>
<i>Jose Pimentel</i>	<i>Operator</i>
<i>Gabrielle Fitzgerald Leger</i>	<i>Operator</i>

WEBSITE

<http://www.burlington.org/departments/dpw.php>

DEPARTMENT OF PUBLIC WORKS

John G. Sanchez, Director of Public Works

The goal of the department is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. The Department of Public Works is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 64 full-time and part-time employees and 16 seasonal employees the department maintains the town's roadway, drainage, water, sewer, street lights, traffic lights, buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, Burlington Public Transit (formerly B-Line), trash pick-up and winter maintenance operations.

2017 HIGHLIGHTS - DPW

- South Bedford Street and Wayside Road sanitary sewer rehabilitation
 - This sewer line had experienced collapses in the past. Manhole repairs were done to extend the life of this system.
- Pine Haven columbarium
 - This project was completed offering the first structure of this type in the Town of Burlington
- LED Street light upgrade
 - All streets lights were replaced with energy efficient LED fixtures reducing electric bills by over 50%
- 33 Center Street
 - Remodeling of the building was completed allowing for more space at the Human Services building (currently under remodeling)
- Salt Shed
 - The new salt shed was completed just prior to the snow season.

FUTURE GOALS

Construction of a new DPW and Parks facility.

ENGINEERING

Thomas F. Hayes, P.E., Town Engineer

The Engineering Division evaluates, designs, bids, and manages Town-funded infrastructure improvement projects. Additionally, the Division manages consulting engineers hired to design projects outside the expertise of the Division.

2017 HIGHLIGHTS - Engineering

- Utility Permits (0031) - 311 street opening/utility permits issued.
- Project 6 & 7 Sewer Rehabilitations (7101) - Rehabilitations of sewer infrastructure



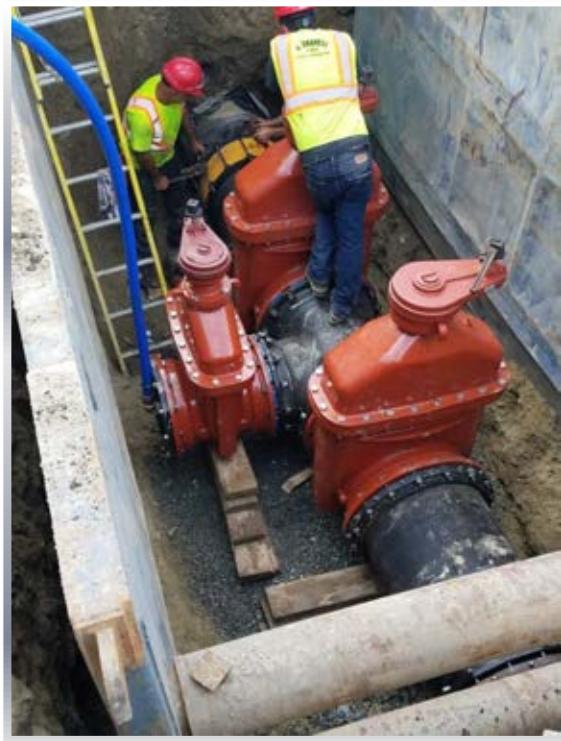
Newly completed salt shed, Photo by: Rich Reid

contributing towards inflow & infiltration throughout Town was awarded to National Water Main Cleaning Co. at a contract price of \$1,044,721.71

- Street Light Program (7111) – Awarded to Dagle Electrical Construction Corp, for 3 years at a contract value of \$57,573
- Lucaya Circle Pump Station (7162) – Rehabilitations of the sewer pump station and its force main, awarded to D&C Construction Co. Inc. at a contract price of \$1,290,048.05.
- Sewer Rehabilitations Downstream of Terrace Hall Force Main Discharge (7170) – Rehabilitations of sewer infrastructure downstream of the Terrace Hall pump station discharge was awarded to N. Granese & Sons Inc. at a contract price of \$1,748,855.00
- Pine Haven Cemetery Columbarium (7186) – Construction of a free standing columbarium at the Pine Haven Cemetery was awarded to Hardy Doric, Inc. at a contract price of \$166,015.00.
- LED Street light Retrofit (7204) - conversion of 2,565 street lights to LED technology, awarded to Coviello Electric & General Contracting Inc. at the amount of \$123,120.
- Drainage Improvements 2017(7226) - Installation of new and/or upgraded drainage in Fred Street, Glen Avenue and Alcine Lane, awarded to P.G Construction Inc. at a contract price of \$191,871.
- Stream Cleaning 2017 (7226) - Sediment removal for streams in the Hilltop Avenue, Sandy Brook Road area awarded to Rapid Flow Inc. at a contract price of \$173,998.
- Parking Lot Paving (7232) – Full depth reclamation and paving of the existing parking lots at the Francis Wyman Elementary School and the Burlington Ice Palace was awarded to Lazaro Paving Corp. at a contract price of \$578,721.80.
- Bituminous Paving 2017 (7233) – Coldplaning and Reclaim of various streets, awarded to Sunshine Paving Corporation at a contract price of \$1,214,073.91.
- Grind and Inlay 2017 (7264) – Excavating bituminous pavement in designated areas to improve paved trenches, awarded to Superior Sealcoat Inc. at a contract price of \$64,800.00.



Insertion Valve – South Bedford Street Sewer forcemain
Photos by: Brian White, Engineering Division



Valve Pit - South Bedford Street Sewer by-pass



*Pine Haven Cemetery Columbarium
Photo by: Stephen Hildreth, Engineering Division*

BUILDINGS & CEMETERIES DIVISION

Paul Cauldwell, Buildings & Cemeteries Superintendent

Richard Reid, Lead Foreman for Buildings and Cemeteries

Buildings Section

The overall mission of the Buildings Section of the Buildings and Cemeteries Division is to maintain and repair our 26 town owned buildings and the outbuildings associated with them. These buildings include the Town Hall, Town Hall Annex, Police Station, Fire Station, Library, Human Services Building, Grandview Farm, 33 Center Street, Vinebrook Treatment, Mill Pond Treatment, Highway Division Garage, Water Division Garage and Fire Station #2.

In 2017, we processed and completed 388 (18% increase) repair and maintenance jobs at various locations. Of the completed jobs, 284 (18% increase) were handled by in-house employees, with 104 (17% increase) performed by outside contractors, under department supervision.

In-house jobs included building, electrical, plumbing repairs and general maintenance work needed. Projects performed by outside contractors were related to elevator testing, inspections and repairs; HVAC inspections, maintenance and repairs; emergency generator repairs; fire alarm testing and repairs; fire extinguishers annual testing and replacements and pest control.

2017 HIGHLIGHTS - Buildings

- Continuing with the evaluation and implementation of an energy management system. This system will aid in the conservation and cost savings of utilities used by the town buildings. This is done in conjunction with an Eversource energy program;
- Replacement of steel door entrances at the Library and Central Maintenance buildings.

Some of the larger completed jobs were:

- Painting of the Historic Museum;
- Replacement of Historic Museum front entrance;
- Installation of energy management systems at the Library and Police Station;
- Design and Building of a new salt shed;
- Installation of fire alarms in the Wilmington Road Garage and Main Sewer Station
- Rehabilitation of 33 Center Street

Major projects still in progress include:

- Rehabilitation of 61 Center Street;
- Completion of the new columbarium at Pine Haven Cemetery;
- Installation of energy management systems at the Main Fire Headquarters.

The Buildings Section of the Building and Cemeteries Division has had a very busy year maintaining the town buildings.

Cemetery Section

The overall mission of the Cemetery Section of the Buildings and Cemetery Division is maintaining the quality and standards of care of the grounds of the three town owned cemeteries that have been continuously upheld for many years.

2017 HIGHLIGHTS - Cemeteries

Pine Haven Cemetery

- The Buildings & Cemeteries Division performed 94 burials at Pine Haven Cemetery and sold 48 burial plots in the new "E" Section of the cemetery.
- Completion of the first phase of the columbarium project is underway and sales will begin January, 2018.

Chestnut Hill Cemetery

Cemetery and Buildings Division personnel performed 73 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.

Old Burial Ground

Maintenance and preservation of historic markers are conducted throughout the year to keep this historic cemetery in good condition.

Regular maintenance is performed throughout the year in all cemetery areas including weed whacking of grass around headstones and trees, cutting grass, trimming trees and brush, repair and painting of fences, removal of trash and debris and lawn sprinkler repair.

The Buildings and Cemeteries Division, working in conjunction with the Engineering Division completed the Architectural Design of the Columbarium Project and look forward to the bidding stage with hopes for construction to begin this spring.

We would like to thank all Buildings and Cemeteries Division personnel for their great work throughout the year. Many thanks to DPW employees, The Middlesex County Sheriff's Office Community Work Program and Town of Burlington seasonal help work program for their assistance with heavy seasonal

clean-ups and summer production. The Town of Burlington Veterans' Office and Retired Veterans continued assistance in maintaining our valued Veterans areas is also greatly appreciated.

CENTRAL MAINTENANCE DIVISION

George Thomas Lee, Central Maintenance Superintendent

The Central Maintenance Division continued to repair and perform preventive maintenance on the DPW, Recreation and Police vehicles and equipment. The goal of the department is a safe and efficient fleet.

In the past year we have added some new electronic diagnostic equipment, to work on the newer vehicles and equipment.

In total the division maintains 121 vehicles, and heavy equipment, as well as 22 generators and miscellaneous equipment.

I would like to thank the staff at Central Maintenance, Leo Fernandes, and Brian McCarthy for their hard work and dedication. I also would like to thank the rest of the DPW employees who are always ready to lend a helping hand.

HIGHWAY DIVISION

Kevin Keene, Highway Division Superintendent

The Highway division had another productive year completing 1254 work orders to include:

2017 HIGHLIGHTS:

- The winter started with 7 snow events and 10 sanding operations.
- Repair of pot holes, berms, lawn damage from snow events
- Basins and manholes – over 50 repaired
- Sweeping of sidewalks and roads to comply with EPA permits
- Line painting of roads
- Oversee basin cleaning – completed by end of summer, totally 2600
- Miles of brush cutting
- Signs – replaced and/or repaired over 140
- Roads paved to include Ganley, Gayland, and Partridge
- Paved numerous water breaks throughout the Town
- Clean-up of trees after storms

In the fall the Highway division began a neighborhood sidewalk replacement program which is a new endeavor for our division. We are compiling a list with Engineering for future sidewalk replacement. The Highway Division looks forward to serving our residents and thank all that assist us with help over the past year.

WATER & SEWER DIVISION

Water Treatment

Paul Bieren, Water & Sewer Division Superintendent

2017 was a successful year for us in the Water Treatment Division. We appreciate the continued cooperation of our residents and businesses in complying with the outside watering restrictions that are necessary to impose and enforce when prolonged drought conditions occur.

I would like to thank our Chief Operator and our Water Treatment Plant Operators for their dedication to their profession and for their commitment to the town and its residents. Their commitment ensures the efficient operation of both the Mill Pond and the Vine Brook Treatment Facilities while producing the highest quality drinking water possible. We strive to produce a safe and high quality drinking water to our residents and visitors that meets and/or exceeds D.E.P. and E.P.A. guidelines and standards.

Some of the year's highlights are listed below:

- Produced just below 1.049 billion gallons of water for our consumers in 2017.
- Vine Brook produced 378.32 million gallons and Mill Pond produced 670.03 million gallons respectively.
- Successfully operated and maintained our 2 drinking water treatment facilities; 7 wells; water storage tanks; Wellesley Ave. pressure booster station; Robin Lea drainage collection pump station; Diversion Station on the Shawsheen River in Billerica which is utilized to help pump raw water to fill (when river flow permits) and maintain reservoir levels at Mill Pond.
- Purchased new laboratory analysis equipment at both facilities to enable the operators with the tools and technology they need to properly monitor the treatment process.
- Collected over 700 samples for bacteria analysis. Conducted several thousand routine bench lab tests during our plant operations. Some of the parameters analyzed on a daily basis are: pH, Turbidity, Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates. Collected over 200 water samples to be analyzed by our contracted state approved lab for parameters that we are unequipped and/or certified to analyze for in our own lab setting.
- Conducted several hydrant flow tests. These tests are required by insurance companies when a building in town is constructed or redeveloped to ensure that the flow meets fire flow guidelines and also helps determine if a building may require booster pumps for their fire suppression system.

The division looks forward to another year of serving our consumers the highest quality drinking water that we are able to produce in our facilities.

Backflow Prevention

Russ Makiej, Water Treatment Manager

A backflow device is a device that is used to protect water supplies from contamination or pollution. We have 3 different types of testable backflow devices used in the Town. They are Reduced Pressure Zone (RPZ), Pressure Vacuum Breaker (PVB), and Double Check Valve (DC). The state regulations require that tests be done twice a year on RPZs and once a year on PVBs and DCs. Mechanical backflow devices have internal seals, springs and moving parts that are subject to wear and tear. Backflows have to be tested to make sure they are functioning properly. Residential backflows only have to be tested upon installation, whereas, Commercial and Municipal buildings are required to be tested upon installation and every year after. The Town charges a small fee per device tested. Currently, the Town has a contract with Weston & Sampson to survey each commercial building.

TOWN OF BURLINGTON, MASSACHUSETTS

Total Reduced Pressure Zone devices	855
Total Pressure Vacuum Breaker devices	51
Total Double Check Valve devices	<u>330</u>
Total testable devices in Commercial/Municipal buildings 1236	

TEST RESULTS		
	PASSED	FAILED
DC Residential	21	1
DC Municipal	18	0
DC Commercial	<u>284</u>	<u>0</u>
DC Totals	323	1
PV Residential	50	0
PV Municipality	2	0
PV Commercial	<u>41</u>	<u>0</u>
PV Totals	93	0
RPZ Residential	14	0
RPZ Municipal	99	0
RPZ Commercial	<u>1440</u>	<u>5</u>
RPZ Totals	1553	5
Grand Totals	1969	6
SURVEY RESULTS		
Commercial	118	9
Municipal	<u>4</u>	<u>1</u>
Grand Total	122	10

Water Distribution and Sewer Section

Paul Bieren, Water & Sewer Division Superintendent

Water & Sewer Section commits to bring our best to work each day with a positive and professional attitude to providing the highest level of service possible to the residents of the town.

This year was a demanding and challenging year for all of us. I would like to thank all the hard working and highly skilled employees for their dedication and professionalism.

I hope this report provides an insight to the services we provide as a team as well as a better understanding of our daily operations. The Water Distribution and Sewer Section employees maintain proper certifications required by the state.

This section performs many functions in order of ensure quality services: some of these functions are including the following:

Water

- Maintain over 135 miles of public water mains
- Perform emergency repairs on public water mains as necessary
- Repair and maintain over 1000 fire hydrants
- Flushing of water mains by use of hydrants
- Repair and maintain the operation of all town gate valves
- Install meters and M.I.U.s
- Perform meter appointments as well as trouble shoots
- Perform mark outs of water services and mains

Sewer

- Maintain over 156 miles of sanitary sewer pipes
- Perform emergency repairs of sewer pipes
- Responds to emergency sewer blocks
- Roding of public sewers with Vactor truck
- Maintain 14 pumping facilities for continuous operations
- As well as sewer mark outs
- Respond to emergency sewer alarms

We also assist other divisions when needed. We assist the Highway Division in snow & ice removal and operations. We assist the Building & Cemeteries Division with burials and their Memorial Day services. We Assist the Engineering Division with water & sewer projects.



Main Town Hall in Winter, Photo by: Terri Keene

STATISTICS

Number of appointments (meters, mark out and troubleshoots)	914
Number of water main breaks	32
Number of hydrants repaired/replaced	63
Number of hydrants flushed	400 out of 1100
Water shut off/on	85
Linear feet of sewers rodded	35,800
Sewer blocks responded to	29
Wet well cleaning	8
Emergency sewer alarms responded to	194
Sewer main breaks	0

We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day.

BURLINGTON PUBLIC TRANSIT

Patti Robichaud, Burlington Public Transit Coordinator

You've probably seen our bus traveling around Burlington. The pictures on the side of the bus depict the major destinations where the bus stops throughout the Town. The Burlington Public Transit System bus is safe, wheelchair accessible, clean and convenient (just wave him down).

Anyone can take advantage of this opportunity by using the Burlington Public Transit system, as it is public transportation. The bus travels around the main roads of Burlington from 7:30 am until 6:30 pm getting people to and from work, school, shopping, medical appointments and connecting to the MBTA system.

The bus stops at all the supermarkets (Wegman's, Shaw's and Market Basket in Burlington), all the Malls (Crossroads, Burlington Mall, Middlesex Commons, Vinebrook Plaza and Wayside Commons) and the Lahey Clinic on Mall Road, as well as the Harvard Van Guard at Wall Street (on request).

Bus Fares are as follows:

	Seniors (Age 65)	
	Students With ID's	
	Medicare Cardholders	
	<u>Special Needs</u>	<u>Adults</u>
Cash Ride (exact change)	\$1.00	\$3.00
Transfers	.25	.50
Children under 6 are free.		

TOWN OF BURLINGTON, MASSACHUSETTS

Pass applications may be obtained from the bus drivers or on-line through the website.
Pass rates are as follows:

Special Needs		Medicare Cardholders
	<u>Adults</u>	<u>Seniors (65) & Students w/ID</u>
<u>6 Month Pass</u>		
January-June or	\$250.00	\$125.00
July-December		
<u>3 Month Pass</u>		
Jan-Mar/Apr-June	\$150.00	\$ 75.00
July-Sept/Oct-Dec		

The Burlington Public Transit system connects with the MBTA and other routes:

Lowell LRT at Chestnut Ave., the Burlington Mall & Lahey Clinic
Burlington-Alewife (Bus #350) along Cambridge Street & Burlington Mall
Bedford (Bus #351) at Chestnut Ave. & the Burlington Mall
Boston Express (Bus #352) at Chestnut Ave.
Boston Express (Bus #354) on Van DeGraaff Drive

The Burlington Public Transit system does not operate on weekends or holidays.

Once again, we would like to thank the Burlington Mall for funding the cost of operating 2 buses for the four Saturdays between Thanksgiving and Christmas. This is a terrific way to get your holiday shopping done and not worry about fighting the traffic or finding a parking space at the Mall and it is FREE to all on those four Saturdays.

For more information, visit our web-site at www.BurlingtonPublicTransit.com or go to the Town's website and click on "For Residents" and link to "Burlington Public Transit" for routes, maps and schedules.

You CAN get there from here – Buzz around Burlington on the Burlington Public Transit Bus!



Burlington Public Transit Photo provided by Patti Robichaud

BUILDING DEPARTMENT

DEPARTMENT STAFF

*John Clancy, Inspector of Buildings
John Luther, Local Building Inspector
James McDonough, Inspector of Wires*

*Andrew Ungerson, Senior Building Inspector
Glenn Paparo, Plumbing & Gas Inspector
Michael Kenney, Local Building Inspector*

*Judy Sorensen, Administrative Assistant I
Erin Killilea, Part Time Administrative Assistant*

WEBSITE

<http://www.burlington.org/departments/building/index.php>

PURPOSE

The Building Department ensures public safety throughout the Town of Burlington in the built environment through plan reviews, daily inspections and code enforcement.

2017 HIGHLIGHTS

This office is responsible for managing plan reviews, permits and inspections relating to new construction, additions and remodeling projects. As such, the Building Department reviews building plans submitted to the Town and approves them based on compliance with Planning and Zoning approvals as well as the Massachusetts State Building Code. The Building Department is also responsible for Annual Inspections of certain public assembly occupancies (e.g. theaters, schools and restaurants) and responds to complaints regarding potential code violations and work done without the proper permits.

The office works diligently with state agencies and public safety departments going through a continuation of certifications classes, meetings and training sessions. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), the Board of Building Regulations and Standards (BFRS) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

CHANGES

The construction growth within the town over the last five (5) years has been tremendous. During these five (5) years, this office has issued permits totaling \$1.4 Billion in construction value, which resulted in the collection of \$13.7 Million in permit fees. The construction value of the permits issued during 2017 was in excess of \$259 Million, in which this office collected \$2,591,224 in fees. We performed 7,624 inspections during calendar year 2017.

FUTURE NEEDS/GOALS

Looking forward to 2018 and beyond the Town has approved another \$667 Million in construction projects (as of January 1, 2018) that have not been issued building permits. This is in addition to the normal \$100/\$120 Million in construction projects that we permit on an annual basis. Therefore, we are recommending retaining one (1) additional full-time Local Building Inspector to help in this work load and at the same time help the department transition to new staff (retirements) over the next two years and increasing the part-time Administrative Assistant to Full-time.

STAFF

We would like to thank the Building Department Staff: Andrew Ungerson- Senior Local Building Inspector, John Luther- Local Building Inspector, Michael Kenney- Local Building Inspector, James

McDonough- Inspector of Wires, Glenn Paparo- Plumbing and Gas Inspector, Judy Sorensen- Administrative Assistant 1 and Erin Killilea- Administrative Assistant for their dedication and hard work during this very difficult and demanding time.

2017 BUILDING DEPARTMENT STATISTICAL DATA

TYPE PERMIT	# ISSUED	FEES PAID	INSPECTIONS
Building	1189	\$2,148,538	3371
Electrical	1040	240,846	2729
Gas	360	28,440	462
Plumbing	301	77,345	862
Sheet Metal	162	89,160	78
Certificates of Inspection	122	6,895	122
TOTAL	3,365	\$2,591,224	7,624



18 Third Ave. Archer Hotel



20 Second Ave. Apartment Building



Burlington Mall Rd. Lahey Clinic Emergency Room



400 Summit Dr. Millipore Corp. Office

CONSERVATION COMMISSION & CONSERVATION DEPARTMENT



*Back row (l to r) Ed LoTurco, Indra Deb, Gail Lima
Front row (l to r) Ann McNamara, Larry Cohen, William Boivin
Not in photo: Kerry Melanson*

DEPARTMENT STAFF:

John Keeley, Conservation Administrator

Heather Charles Lis, Assistant Conservation Administrator

Eileen Coleman, Interim Assistant Conservation Administrator

Lisa Crockett-Crowe, Administrative Assistant

Noelle Judd, Recording Clerk

WEBSITE

http://www.burlington.org/community_development/conservation.php

PURPOSE

The Conservation Commission is a seven-member volunteer board appointed by the Town Administrator/Board of Selectmen to three-year terms. Larry Cohen has chaired the Commission since 1994 and continued as chair in 2017. This was his 26th year on the Commission. William Boivin, who has been a Commissioner since 2012, continued for a third year as the vice-chair in 2017. The Commission is fortunate to have several other members with many years of service. Kerry Melanson has been on the Commission since 1993, Indra Deb since 1996, Gail Lima since 2001, and Ann McNamara since 2009. Ed LoTurco completed his first full year on the Commission in 2017.

The Conservation Department was staffed in 2017 by Conservation Administrator John Keeley, Assistant Conservation Administrator Heather Charles Lis and Administrative Assistant Lisa Crockett-Crowe. In December 2017 Heather resigned and was replaced by Eileen Coleman, who had filled in for her during Heather's maternity leave over the summer. Noelle Judd is the Recording Clerk for Conservation Commission meetings. The Department is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and open space to residents.

The Conservation Commission and the Conservation Department are responsible for local administration of, and ensuring compliance with, the Massachusetts Wetlands Protection Act, the local Wetland Bylaw (Burlington Bylaws Article XIV, section 1.0), the U.S. Environmental Protection Agency's NPDES MS4 stormwater program and the Burlington Erosion and Sedimentation Control Bylaw (Burlington Bylaws Article XIV, section 6.0). To this end, the Commission receives and reviews applications for construction projects involving work within one hundred feet of wetland resource areas, within FEMA floodplain, within 200 feet of a river or perennial stream or those creating land disturbances equal to, or in excess of, 10,000 square feet. Through the public hearing process, the Commission determines whether a project is permissible under the various wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.



Beaver dam, Photo: John Keeley

The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under its jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several other smaller parcels. Many of these areas have hiking trails. The Conservation Department has digital maps of the largest Conservation areas that can be downloaded as pdf files from the department's web page, or obtained by emailing conservation@burlington.org. Additionally, the Conservation Department assists the Board of Selectmen in the management of the Landlocked Forest. The Conservation Commission also holds a number of conservation restrictions (CRs) on privately-owned land. CRs are customized land use restrictions that allow a landowner to retain ownership of the land and possibly reduce their taxes, while protecting the land in its natural, scenic or undeveloped condition, typically in perpetuity.

2017 HIGHLIGHTS

- The Commission issued **twenty (20)** Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued **twenty-one (21)** Erosion & Sedimentation Control Permits for construction projects disturbing at least 10,000 sq. ft. of land, many for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects permitted included the Verizon parking lot reconstruction on South Bedford Street and the Francis Wyman School parking lot reconstruction.
- The Commission also issued **twenty-nine (29)** Determinations of Applicability for smaller construction projects proposed near wetlands.
- The Commission and/or Conservation Department also issued a smaller number of Orders of Resource Area Delineation, Enforcement Orders, Emergency Certifications, and Certificates of Compliance.
- The Conservation Department helped resolve several beaver-related flooding issues.
- The Conservation Department helped coordinate the deer hunt at the Landlocked Forest.
- The Conservation Department continued to update and expand the Town's stormwater website, with information on reducing water pollution, flooding and erosion, and pages targeted to residential and commercial properties, as well as the construction sector.

FUTURE GOALS

In 2018 and beyond, the Conservation Commission and the Conservation Department will be working together to:

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing discharges of untreated stormwater to streams and wetlands.
- Continue to educate the public and business community about the importance of wetlands and streams, as well as buffer zones to those resource areas.
- Continue to educate the public and business community about managing stormwater and reducing pavement and other impervious cover.
- Implement the NPDES MS4 Stormwater Permit administered by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection.

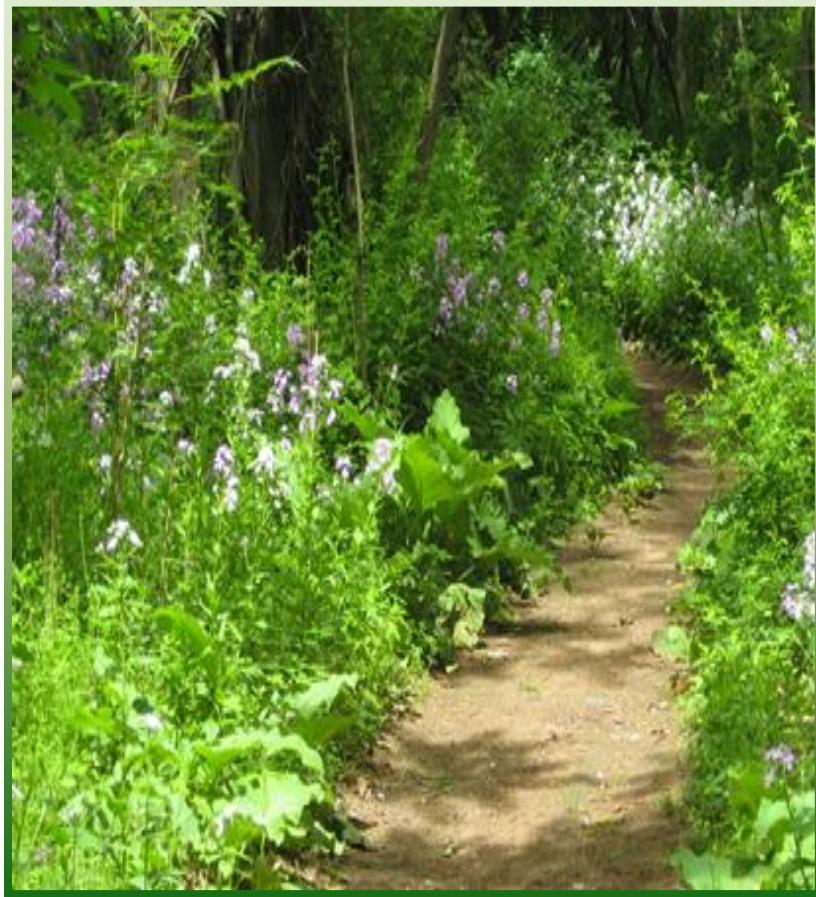


Beaver-felled tree, Photo: John Keeley

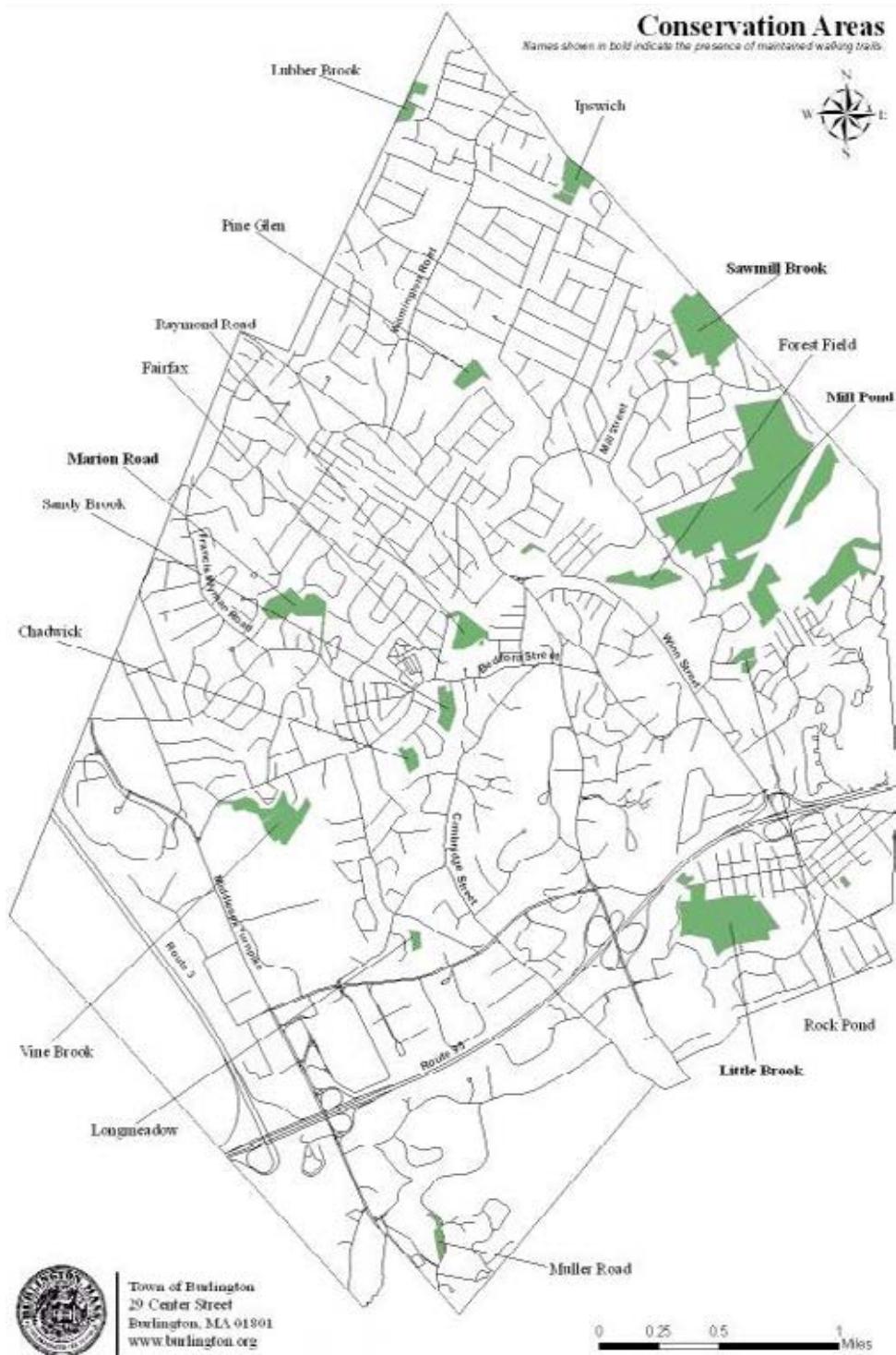
- Continue the environmentally-sensitive hand stream cleaning program.

- Update the Open Space & Recreation Plan.
- Improve management of conservation areas, including continuing to work with the Burlington Police Department to control illegal ATV usage, and increasing volunteer stewardship opportunities.

The Commission encourages the involvement of all interested Burlington residents in helping to preserve the natural resources of the Town and to expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:00 p.m. and all Burlington citizens are invited to attend. Additional information, including meeting schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department web page.



Pathway along Burlington Conservation hiking area
Photo: Burlington Conservation Website



PLANNING DEPARTMENT



PLANNING BOARD

*Back Row (l to r) William Gaffney; Ernest E. Covino, Jr.; Joseph A. Impemba; Barbara G. L'Heureux
Front Row (l to r) Paul R. Raymond, Vice Chairman; John D. Kelly, Chairman; Carol A. Perna, Member Clerk*

DEPARTMENT STAFF

*Kristin E. Kassner, AICP, Planning Director
Josh K. Morris, AICP, Senior Planner
Elizabeth Bonventre, Assistant Planner
Jennifer Gelinas, Principal Clerk
Noelle Judd, Recording Clerk*

WEBSITE & LOCATION

We are located on the first floor of the Town Hall Annex and further information can be found on the web at: http://www.burlington.org/community_development/planning.php

PURPOSE

Planning is a dynamic profession that works to improve the welfare of people and their communities by creating more convenient, equitable, healthy, efficient and attractive places for present and future generations. Planning involves technical, political and legal processes to guide the use of land and design of the urban environment to ensure the orderly development and fiscal stability of the community. It concerns itself with research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich our lives.

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. Development activity under the jurisdiction of the Planning Board falls into three categories: Subdivisions, Site Plans, and Special Permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction

over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authorities are derived from Town Meeting through the Burlington Zoning Bylaw.

COMITTEE MEMBERSHIP

Select Members of the Planning Board serve as representatives on the following committees: Route 3A Committee, Sign Bylaw Committee, Liaison Committee, North Suburban Planning Council (Subregion of the Metropolitan Area Planning Council), Burlington Housing Partnership and Burlington Public Transit Committee. Paul R. Raymond serves as the Board's representative to the Recreation Commission.

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and Route 3A Subcommittee. The Director and Senior Planner serve as the Town's representatives to the Metropolitan Area Planning Council. The Planning Board Chairman and Staff, jointly with the Town Administrator and Selectmen, continue to participate in regional initiatives including the Middlesex 3 Coalition, a regional partnership, in cooperation with municipal, academic and business institutions within Bedford, Billerica, Chelmsford, Westford, Lowell, Lexington, Tyngsborough, Tewksbury, and Lowell; and the Massachusetts Area Planning Council (MAPC) and Northern Middlesex County of Governments (NMCOG) mobility studies to identify regional transportation and infrastructure needs within the North Suburban Planning Council sub-region.

The Planning Department provided ongoing technical assistance to several committees including: The Route 3A Committee with architectural design review for proposed projects and ongoing construction oversight of approved projects within the Town Center.

The Planning Department continues to report to the Office of Housing and Economic Development on the status of growth within the Priority Development Sites within Burlington, including Northwest Park and Network Drive. Planning Staff has also works very closely with Town Departments including: The Town Administrator, Engineering Department, Fire and Police Departments and local property owners on the implementation of the MassWorks grant funding and mitigation requirements outlined in various Planned Development Districts (PDDs) to advance improvements along Middlesex Turnpike. The Department also works closely with Town Departments holding by-monthly Development Coordination Meetings (DCM).

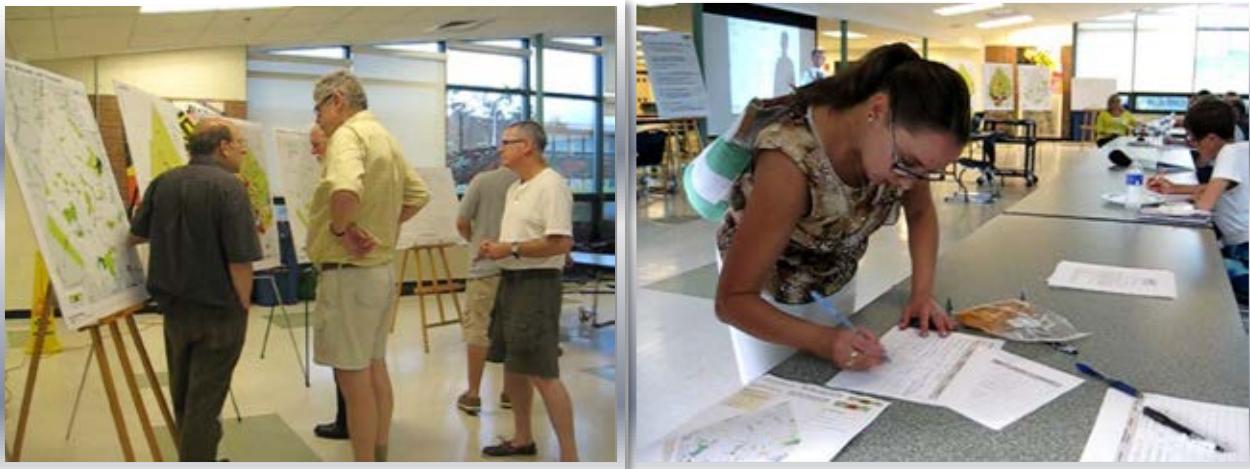
LONG-RANGE PLANNING

Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan, Burlington is reaching the 20-year mark since the last Plan was created. A Master plan is "A statement through text, maps, illustrations or other forms of communication that is designed to provide a basis for decision making regarding the long-term physical development of the municipality..." – (*Chapter 41 Section 81D of the General Laws of Massachusetts*). It serves as the community's general "blueprint" for its future, guiding regulatory changes, land use policies, budgeting decisions, and much community decision making.

The Master Plan is a comprehensive process which has taken place over the last three (3) years. We have had the assistance of four (4) consultants: Harriman, the lead consultant, FXM Associates, RKG Associates, and The Engineering Corporation (TEC). The elements within the Master Plan include:

- **Vision Statement** – Visioning process decides the future the community wants and considers Where are we now, Where are we going, Where do we want to be, and How do we get there?
- **Land Use** – Provides an analysis of land uses in Burlington, presents a future land use map, and identifies where changes in land use will provide important benefits.
- **Transportation** – Assesses transportation modes and circulation networks in Burlington to identify challenges and opportunities.

- **Housing** – Presents existing housing conditions and characteristics, analyzes affordability, and considers methods to provide housing choice.
- **Economic Development** – Examines economic conditions, trends, and potential actions to preserve the town's strengths and address its challenges.
- **Natural and Cultural Resources** – Provides strategies to protect and enhance Burlington's natural, historic, and cultural resources.
- **Open Space and Recreation** – Outlines the town's outdoor spaces and recreational facilities and presents strategies to support their protection, management, and expansion.
- **Town Center** – Provides an analysis of the Town Center for placemaking and as a community resource and suggests actions to foster it as a destination area and improve connections.
- **Services and Facilities** – Analyzes existing and forecasted needs for municipal services and facilities and provides strategies for future service needs and high quality facilities.
- **Implementation Guide** – Reference resource for accomplishing recommendations within the plan. The challenge is looking at all of the elements together and finding a vertical and horizontal balance between identified priorities. The Implementation Guide outlines tasks and action plans across all elements.



The Plan involved a public process, community outreach and engagement, and a dialog with residents to draw a roadmap for Burlington for the next 20 years. We held over 100 meetings – including, over 50 Steering Committee Meetings, 8 Public Workshops, 3 public surveys, 6 neighborhood walks and an extensive social media presence with over 400 people following the Burlington Master Plan Facebook page.



In 2014 a Master Plan Steering Committee was created to assist in the creation of the Master Plan. This committee is comprised of a diverse cross section of representatives of the community including the

Planning Board, Board of Selectman, Conservation, Town Meeting, Board of Appeals, Recreation, School Committee, Board of Health, Council on Aging, Chamber of Commerce, Business Representatives and Residents. There are 21 appointed members of the Steering Committee. Over the last three years the Steering Committee has held over 50 meetings. Below is a list of all appointed persons who have at any time served on the committee. We recognize the names in bold as truly dedicated members that have attended almost all of the meetings held over the past three years. We thank all members for their service in this very important task, setting the path for Burlington's future.

MASTER PLAN STEERING COMMITTEE (MPSC)

Ernie Covino, Chairman of the MPSC – Planning Board

Chris Hartling, Vice-Chairman of the MPSC – Board of Selectmen

Jack Kelly – Planning Board

Carol Perna – Planning Board

Paul Raymond – Planning Board

Paul Roth – Planning Board

Dan Grattan – Board of Selectmen

Larry Cohen (Bill Bovin) – Conservation Commission

Martha Simon – School Committee

Steve Nelson – School Committee

Wayne Saltsman – Board of Health

Joanne Kinchla – Council on Aging

Edward Mikolinski – Board of Appeals

David Kelly – Board of Appeals

James Halloran – Board of Appeals

Chris Murphy – Town Meeting Member

Kristine Brown – Recreation Commission

Sonia Rollins – Town Meeting Member

Gary Gianino – Town Meeting Member

Karen Cooper – Town Meeting Member

Roger Riggs – Town Meeting Member

Christian Delaney – Town Meeting Member

Erin Ellis – Town Meeting Member

Robert Buckley – Chamber of Commerce

Sean P. Curtin - Resident

Fred Robbins - Resident

Charles Murphy - Resident

Jonathan Sachs - Resident

Rick Parker- Small Business Rep

**Frank DiPietro – BSC Group*

The Master Plan is currently in draft form and the Public Hearing is open with the Planning Board. It is anticipated that the Planning Board will keep the hearing open through the month of March 2018 (longer if needed). The goal is to complete the Comprehensive Master Plan in the spring of 2018. Information regarding the Master Plan can be found here:

http://www.burlington.org/community_development/master_plan_information/index.php

2017 ZONING BYLAW AMENDMENTS & REZONINGS

January Town Meeting 2017

ARTICLE 3 RE: Amend Zoning Bylaw and Zoning Map

To see if the Town will vote to amend Article III of the Zoning Bylaw and adopt updated and digitized Zoning Maps as follows:

- Zoning Map 2017
- Aquifer and Water Resources Zoning Overlay Map 2017
- Wireless Communications Zoning Overlay Map 2017
- Civic and Central Business District Zoning Overlay Map 2017

ACTION: PASSED UNANIMOUSLY

ARTICLE 5 RE: Rezone Landlocked Forest Parcels

To see if the Town will vote to amend the Zoning Map by rezoning 23 parcels of land owned by the Town of Burlington, commonly referred to as the “Landlocked Forest” or the “Landlocked Parcel”, from the General Industrial (IG) District to the Open Space (OS) District.

ACTION: A STANDING COUNT VOTE WAS TAKEN 92 FOR 11 AGAINST, PASSES 2/3RDS

May Town Meeting 2017

ARTICLE 30 RE: Moratorium on Recreational Marijuana

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 10.7: “Temporary Moratorium on Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for nonmedical use and the operation of a marijuana establishment for non-medical use)” in order to undertake a planning process to evaluate regulation of marijuana and other uses related to the regulation of marijuana and address the potential impact of the state regulations on local zoning.

ACTION: A COUNT WAS MADE AND IT PASSED UNANIMOUSLY, 97 IN FAVOR

September Town Meeting 2017

ARTICLE 17 RE: Amend Zoning Bylaws Prohibition on Marijuana Establishments

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 10.8, Prohibition on Marijuana Establishments.

ACTION: PASSED 2/3s 75 For/ 3 Against

ARTICLE 18 RE: Proposed Rezoning From IG and BG District To Planned Development (PD) District (Wall Street Planned Development (PD) District)/15 Wall Street

To see if the Town will vote to amend the Zoning Map to rezone the property located at 15 Wall Street (Map 48/Parcel 35) (“Premises”) from the General Industrial (IG) and General Business (BG) Districts to the Wall Street Planned Development (PD) District.

ACTION: PASSED BY 2/3s 75 For/3 Against

ARTICLE 19 RE: Proposed Text Amendment Wall Street Planned Development (PD) District

To see if the Town will vote to Amend the Wall Street Planned Development (PD) District Concept Plan, Zoning Provisions, Use Table and Special Conditions as originally adopted by Town Meeting on May 16, 2001. *ACTION: PASSED BY 2/3s 70 For/ 4 Against*

Zoning Bylaw can be found here:

http://www.burlington.org/town_government/town_clerk/bylaws.php#revize_document_center_rz568

PERMITTING ACTIVITIES

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential, and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent properties. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority. In 2017, there were 66 applications and requests related to land development that required a formal decision by the Planning Board.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Five (5) Site Plan applications were filed in 2017.

Site Plan Waivers

For property where a Site Plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a Site Plan Waiver. The Planning Board received four (4) requests for Site Plan Waivers in 2017.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved Site Plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received fourteen (14) requests for Minor Engineering Changes in 2017.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with Site Plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways or minor handicapped accessibility improvements. The Planning Board received ten (10) requests for Insignificant Changes in 2017.

Special Permits

The purpose of a Special Permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special Permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a Special Permit in Burlington. Most site construction within a Planned Development District (PDD) also requires a Special Permit. Nineteen (19) Special Permit applications were filed in 2017.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2017, the following fees were collected:

Definitive Subdivisions	1,740.00
Approval Not Required	1,160.00
Preliminary Subdivisions	1,817.00
Special Permits	21,330.00
Site Plans	9,600.00
Site Plan Waivers	9,500.00
Minor Engineering Changes	6,000.00
Insignificant Changes	2,250.00
Rezoning Applications	365.00
Determinations	<u>1,000.00</u>
TOTAL FEES COLLECTED	54,762.00

2017 PERMITTING HIGHLIGHTS

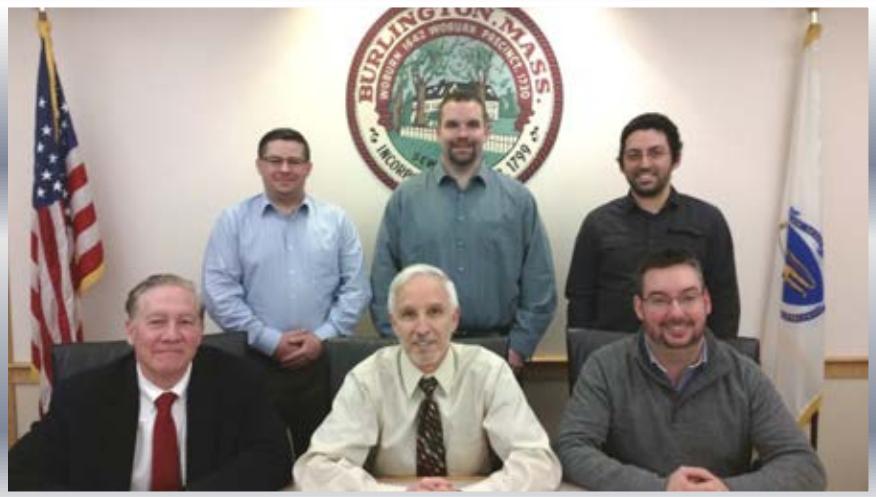
Projects under construction or redevelopment during the past year include EMD Millipore, 350,000 SF on Summit Drive, the Huntington (120-multifamily units at Northwest Park), The Archer Hotel, The District (formally known as New England Executive Park) restaurants, including Black and Blue and Feng Shui, and the Marriott Residence Inn. Projects permitted in 2017 included Lifetime Fitness, 240,000SF office at 174 Middlesex Turnpike, Building 19 ½ Redevelopment, including multi-family residential, retail and restaurants, General Walker Estates (5-lot subdivision) and many other smaller projects throughout the year.



The Huntington, 2nd Avenue, Photo by: Betty McDonough

Looking forward to 2018 the Planning Department expects the pace of permitting to continue. The Northeastern campus is looking to construct a new building to bring academic and commercial applications of innovative technologies together, we also expect a turnover of a few older restaurants and as the face of retail is changing across the United States, we expect to see changes at the Burlington Mall. To stay at the forefront of these changes and to ensure that the mall continues to a place residents are proud of, we expect to undertake a master planning process together with the Simon Company and Macy's to review current and future land use controls and uses. Last but certainly not least as the Master Plan moves from plan to action the Planning Department will begin to bring forward many of the recommendations of the plan to Town Meeting and other relevant Boards and committees.

ZONING BOARD OF APPEALS



BOARD MEMBERS

*(l to r back row) Kent Moffatt; Michael Murray; Rob Paccione
(l to r front row) Charles Viveiros; Mark Burke, John Alberghini; Charles Viveiros
Not Pictured: David Kelly; Jo-Ellen Carkin, Recording Clerk*

WEBSITE

http://www.burlington.org/departments/community_development/board_of_appeals.php

The Board of Appeals of the Town of Burlington was created under section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. Five permanent members of the Board are appointed by the Board of Selectman to unpaid terms of five years and so arranged that the terms of one member expires each year. Associate members are also appointed by the Board of Selectman to sit on the Board of Appeals in case of absence, inability to act or conflict of interest. The recording clerk supports the Board of Appeals by maintaining the records of business assisting applications and ensuring compliance per the bylaws.

PURPOSE

The purpose of the Board of Appeals is to hear and decide appeals from an adverse decision of the Building Department or any town board, to make determinations in Flood Hazard Districts, and to hear and decide petitions for variances. In particular instances the Board of Appeals makes a determination to permit signs in a Business or Industrial Zoning District larger than those specified permits under MGL Chapter 40A.

The vast majority of cases heard by the Board are petitions for variance from strict compliance with the Zoning By-Law. After the abutters are given notice by certified mail of the affected parcel and notice is given to all others by newspaper publication all within required timeframes, the Board holds a public hearing to hear evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from strict requirements of the applicable Zoning By-Laws, the Board must find the following:

1. That owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure but not affecting generally the zoning district in which it is located, a literal enforcement

of the provisions of the Zoning By-Law would involve substantial hardship, financial or otherwise to the petitioner.

2. That desired relief may be granted without substantial detriment to the public good.
3. The desired relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens and the business community to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make a decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the Zoning By-Law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. The Board listens to the presentation made by the petitioner and reviews the submitted material and asks many questions in order to ensure that the request is appropriate. The Board also takes into great consideration the opinions presented by abutters. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

2017 ZONING BOARD OF APPEAL STATISTICS

In 2017 a total of 37 new applications were received requiring a decision by the Board of Appeals for municipal, residential and commercial sites. The town collected fees from the applicants through the Town Clerk's Office and the Assessor's Office totaling \$9,000.00 with the bulk of the fees collected being directed to the town's General Fund.

Some of the major commercial signage applications under review by the Board of Appeals in 2017 included signage for Millipore, Archer Hotel, BAE Systems, Temazcal Tequila Cantina and Jack's Coal Fired Pizza as well as signage for the new Burlington Fire Station 2.

Anyone wishing to learn more about the function and purpose of the Board of Appeals may visit the board's website: http://www.burlington.org/departments/community_development/board_of_appeals.php

BOARD OF HEALTH



BOARD OF HEALTH MEMBERS

*Back row (l to r) David McSweeney; Elizabeth Walendziewicz, RN; Maribeth Welch
Front row (l to r) Edward Weiner, Ph.D., Vice Chairman; Wayne Saltsman, MD, Ph.D., Chairman*

DEPARTMENT STAFF

*Susan Lumenello, REHS/RS, CHMM, Director
Christine Mathis, Environmental Engineer
Marlene Johnson, RS, Health Agent
Samantha Hardy, Associate Health Inspector
Sylvia Musoke, RN, Supervising Nurse
Leslie McLaughlin, Principal Clerk
Cathy Piccolo, Principal Clerk*

WEBSITE

http://burlington.org/departments/board_of_health/index.php

PURPOSE

The mission of the Burlington Board of Health is to protect, promote, and prepare for all public health issues or potential crises that occur within the community. The Board of Health enforces state-mandated and local public health regulations, conducts inspections as mandated, issues town permits, investigates community-based complaints or concerns, and supports the goals of public health by providing education and community programs. In addition, the Board of Health is responsible for the review of many aspects of proposed land use and development issues--including drainage, safety and quality of life—and thus is a

protector of town natural resources as well (i.e., its aquifers). The Board of Health specifically oversees and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, recombinant DNA-use industries, and any necessary actions that may occur as a consequence of communicable disease surveillance.

The Board of Health has and continues to play a critical role in both the investigation and coordination of care required for short and long-term remediation of the multiple “historical” contaminated sites within the community. Through local programming, routine investigations, establishment of by-laws and policies, as well as overseeing a bi-annual, household hazardous waste (HHW) program, the Board of Health is the organization for the protection of the Burlington environment.

The Board continues ongoing work as the leader in preparation for and response to any and all public health emergencies that may arise in the town. The Board focuses on the needs of the community with specific programming and education for emergency preparedness, including “drills,” a community “health fair,” and a “sharps” disposal program. The Board also works with the boards of surrounding towns, when needed, to promote public health safety and wellness as well.

GOALS

Goals for the Board of Health include an emphasis in public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC), a unique, independent volunteer group that is sponsored by the Board itself. The Board of Health will strive to improve the town’s capabilities in emergency preparedness, provide health-related information and services to residents, and maintain the current level of regulatory oversight required to protect the Burlington community.

2017 HIGHLIGHTS

Speakers and Trainings on Public Health and Emergency Preparedness Topics: The Burlington Board of Health and the Burlington Volunteer Reserve Corps (BVRC) hosted several speakers and trainings throughout the year. Topics included domestic violence awareness, cultural proficiency, emerging infectious diseases, suicide prevention, and falls prevention. These events were well attended by both BVRC volunteers and members of the public.



Dr. Donald Craven, infectious disease specialist, came to Burlington to provide education on emerging infectious diseases. Shown l to r, Sandra Voltero, BVRC Executive Committee Chairman, Dr. Edward Weiner, Board of Health Vice Chairman, and Dr. Donald Craven, Infectious Disease Specialist with Lahey Health (Photo: Susan Lumenello)

Household Hazardous Waste Collections: The Board of Health continues to organize two events per year for the collection of household hazardous waste for Burlington residents. In 2017, there were a total of 908 cars attending these events. The Board of Health has begun an initiative to educate residents on how to reduce their use of household hazardous waste products and potential non-hazardous products that can be used as alternatives. The Board of Health has also began an effort to educate the public on what constitutes a hazardous waste, specifically, that latex paint is not hazardous and can be dried out and disposed of in the trash rather than disposed of as hazardous waste.

*Maribeth Welch, BOH Member, and Roger Morrison, BVRC Volunteer hand out educational information at a household hazardous waste collection event
(Photo: Susan Lumenello)*



Seminar for Swimming Pool Operators: The number of public and semi-public swimming pools in Burlington is growing. In 2017, Marlene Johnson, RS, Health Agent and Certified Pool Operator held a seminar for local pool operators. Ms. Johnson discussed required signage, special purpose pools, water testing requirements and more. Eighteen pool operators representing eleven properties were in attendance.



*Marlene Johnson, RS, BOH Health Agent, conducts a Pool Operator's Seminar at Grandview Farm
(Photo: Susan Lumenello)*



Community Health Fair: 2017 marked the third year for the Annual Burlington Community Health Fair. The Community Health Fair was held at the Burlington High School and included a number of exhibitors who had not attended in previous years. Sponsored by Lahey Health and Medical Center, the health fair is designed to promote healthy living for Burlington residents across all stages of life.

*Lahey Health staff member provides a massage to visitors at Burlington's Community Health Fair
(Photo: Kevin Carnell)*

“Stop the Bleed” Initiative: “Stop the Bleed” is a nationwide campaign to empower non-medical individuals to learn more about bleeding control and how to act in a situation that requires an immediate response. Similar to how the general public learns and performs CPR, the public can learn proper bleeding control techniques, such as using tourniquets. In 2017, Burlington Volunteer Reserve Corps nurses received training from Lahey Health’s Trauma Program Coordinator on how to conduct “Stop the Bleed” training. The Board of Health sponsored several “Stop the Bleed” training events throughout the year, training seventy five members of the public at the Annual Community Health Fair, forty-nine MRC Volunteers and Burlington Recreation Department Staff, and several students through the Burlington High School Medical Careers Club.



Heidi Mover, RN, BVRC Volunteer, demonstrates “Stop the Bleed” techniques at the Board of Health’s Annual Community Health Fair (Photo: Susan Lumenello)



Sun Safety Program: Skin cancer is the most common type of cancer in the United States and is a significant concern to Public Health. In 2016, the Board of Health, with assistance from a public health intern, created a Sun Safety Program Guide to assist the town with the creation of skin cancer prevention initiatives. In 2017, the initiatives described in the Sun Safety Program Guide were implemented through collaboration with the Burlington Recreation Department and the Children’s Melanoma Foundation. A Sun Safety Display that showcased important information on sun safety was created and displayed in areas throughout the town, such as the Human Services Building, the Burlington Community Health Fair, the Burlington Public Library, Community Night Out, and the Burlington Farmer’s Market. In addition, the Children’s Melanoma Foundation conducted educational presentations to the Burlington Department of Public Works and Recreation Maintenance staff.

Maura Flynn, RN of the Children’s Melanoma Foundation talks about the UV index to Recreation Department summer staff as they take turns using the sun damage camera (Photo: Roberta Gullage, RN)



Sylvia Musoke, RN, Board of Health Supervising Nurse, and Fran Learner, NP, BVRC, educated the public on sun safety at Burlington's Community Night Out (Photo: Susan Lumenello)

Blood Pressure Screenings: The Burlington Board of Health and the Burlington Volunteer Reserve Corps (BVRC) provide regular blood pressure screenings at community events and at public locations such as the Burlington Council on Aging and the Burlington Public Library. This year blood pressure screenings were expanded at the Burlington Public Library to include a time slot in the evening.



Carolyn Abruzzo, RN, BVRC Volunteer, conducts blood pressure screenings at the Burlington Public Library (Photo: Burlington Public Library Staff)

2017 STATISTICS

	FY2017	FY2016	% CHANGE
Complaint Investigations			
Food	50	48	0.2
Suspect Foodborne Illness	13	16	-0.3
Housing	15	32	-1.7
Nuisance	7	15	-0.8
Environmental	14	13	0.1
Drainage	9	9	0
Smoking in the Workplace	1	4	-0.3
Beaver	1	0	0.1
Tobacco	0	0	0
Trash	22	41	-1.9
Pool	1	0	0.1
Animal	1	2	-0.1
Routine Inspections			
Food Service Establishments	657	601	5.6
Mobile Food Trucks	12	25	-1.3
Swimming Pool	81	117	-3.6
Tanning Establishments	4	4	0
Tobacco	30	30	0
Electronic Cigarette	16	16	0
Tobacco Compliance	54	56	-0.2
Recreational Camps	3	3	0
Hazardous Material Inspections	108	111	-0.3
Septic Tank Removals	16	1	1.5
Occupancy	36	56	-2
Test Pits	15	6	0.9
Keeping of Animals	6	2	0.4
Kennel	15	6	0.9
Pre-Demolition	49	50	-0.1
Pre-Renovation	98	68	3
Permits			
Food Service Establishments	241	250	-0.9
Temporary Food Events	15	56	-4.1
Mobile Trucks	12	25	-1.3
Swimming Pools	23	23	0
Tanning Establishments	2	2	0
10-Day Emergency Beaver	1	1	0

TOWN OF BURLINGTON, MASSACHUSETTS

Tobacco	30	30	0
Electronic Cigarette	16	16	0
Septic Hauler Permits	17	16	0.1
Funeral Homes	1	1	0
Recreational Camps	3	3	0
Keeping of Animals	8	2	0.6
Private Wells (Monitoring & Irrigation)	9	2	0.7
Recombinant DNA	4	3	0.1
Communicable Disease Surveillance			
Amebiasis	0	1	-0.1
Babesiosis	1	1	0
Botulism	1	0	0.1
Calicivirus/Norovirus	2	1	0.1
Campylobacter	3	6	-0.3
Cryptosporidiosis	0	1	-0.1
Giardiasis	2	2	0
Group B Streptococcus	3	1	0.2
Hepatitis B	1	0	0.1
Hepatitis C (chronic)	4	6	-0.2
Human Granulocytic Anaplasmosis	1	0	0.1
Influenza	151	74	7.7
Lyme Disease	0	10	-1
Malaria	2	1	0.1
Salmonellosis	7	4	0.3
Tuberculosis (latent)	30	4	2.6
Tuberculosis (active)	2	1	0.1

BURLINGTON HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Michael Austin, Chairman

James Langley

Richard Howard

Bernice Ferguson

Al Fay (State Appointee)

DEPARTMENT STAFF

Colleen M. Lacey, Executive Director

Mariella Scribner, Office Admin.

Al Savoie, Maintenance

Michael Burke, Maintenance

MISSION

The mission of the Burlington Housing Authority is to empower people of low and moderate income, especially the elderly and the non-elderly disabled, to have access to safe, decent, and affordable housing. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and with appropriate community agencies in order to accomplish this mission.



15 Birchcrest Street Apartments and Office

The Burlington Housing Authority manages 105 affordable apartments for seniors and young disabled: Tower Hill and Birchcrest Arms. In addition to these 105 state public housing units; two local initiative properties, two state 705 family homes and 93 Federal section eight mobile vouchers. The Section 8 voucher program is currently under contract with The Arlington Housing Authority. The Board of Commissioners continues to give preference to Veterans and Burlington Residents.

We also participate in the Massachusetts Centralized Wait List along with ninety-nine (99) other local housing authorities in the Commonwealth. Currently, the Section 8, Elderly and Young Disabled lists are all open. Applications may be obtained at the BHA office, on our website @ burlingtonhama.org or online @ massnahro.org.

2017 HIGHLIGHTS

In 2017 we completed the long-awaited repaving of Birchcrest Arms driveway and parking lots as well as the Tower Hill lower driveway and parking areas. The sidewalk was replaced at Tower Hill with 3 ramps installed making entry to the office and foyer accessible for everyone.

We replaced the roofs on (1) 705 family home as well as our Veteran home and were able to make some repairs to the Tower Hill roof. The fire alarm panel was replaced at Birchcrest Arms with a direct building to fire-department efficient system.

The hallways in Both Tower Hill and Birchcrest Arms were brightened by having them all painted with the assistance of the Middlesex Sheriff's Office – Community Work Program.

GOALS

As we move into 2018, and with the assistance of the Disability Access Commission, we will be installing automatic door openers at both the office entrances, thereby connecting the new sidewalk ramps with easy access for all to our office. Residents will be able to enter from the lobby uninhibited as well.



14 Birchcrest Street Apartments

Also, we are excited to begin a much needed kitchen update at Birchcrest Arms Apartments. Replacing counters, stoves, hoods, flooring, and updating cabinets.

The BHA would like to thank the Disability Access Commission for their assistance in helping us provide the automatic door update. We would also like to thank Janet Sullivan and People Helping People for their continued caring and generosity to our residents.

The BHA would like to thank the Tenant Presidents, James Duggan & Richard Rensky and their Boards for their continued work throughout the year implementing and organizing socials and functions.

The Staff at the Burlington Housing Authority strives to go above and beyond to serve our seniors, veterans and young disabled by providing quality living and will continue to affect positive changes in our community.



A gathering to say "Thank You" to People Helping People

COUNCIL ON AGING

COUNCIL ON AGING BOARD MEMBERS

*Joanne Kinchla, Chairperson
Eleanor Hutchinson, Vice Chair
Susan DeRosa, Secretary
Mark Burke
Carole Castellano*

*Carol Parker
Patricia McDermott
Mike Runyan, Selectman Liaison*

DEPARTMENT STAFF

*Margery McDonald, Director
Debra Gochis, Principle Clerk
Brenda Pappas, Outreach Coordinator
Andrea Cross, Outreach Worker
Audrey Allen, Outreach Worker
Patricia Walsh, Van Driver*

*Michelle Vella, Van Driver
Lynne Murphy, Clerk
Joyce LeBlanc, Clerk
Kim Fitzgerald, Meal Site Manager
David Burk, Weekend Van Driver
Jim Healey, Weekend Van Driver*

PURPOSE

The Council on Aging (COA) is an advisory board that serves Burlington residents age 60 and over and their families. The COA provides information, social services and social, educational and physical activities geared toward keeping our older residents healthy and safe in their own homes as long as possible. When that is no longer possible the COA assists in the search to find the best solution for them and their families.

The COA forms collaborations and works with other town departments, state agencies, private non-profits and for-profit entities to ensure the safety and welfare of Burlington's older residents.

2017 HIGHLIGHTS

At least 58 volunteers provided more than 4025 hours of service to the senior center, a value of about \$88,100. Volunteers help with meals and activities around the center, greet people when they come to the center and show them where activities are taking place. Some volunteers are here several times a week and others are only able to help out a few hours a year. Carol Parker was named our volunteer of the year at the 2017 Volunteer Breakfast and Ellie Hutchinson was given a lifetime achievement award.

In 2015 the COA was fortunate to be awarded a **\$100K for 100** grant from the Cummings Foundation. This grant pays for an outreach worker to work with the Indian population as well as exploring ways to assist older adults who are unemployed or under employed and looking for support in a number of ways. The COA has the equivalent of 2 full-time outreach workers who provide a plethora of services and supports to the over 60 residents in need of help and/or guidance. Brenda Pappas is our full-time outreach worker; Andrea Cross and Audrey Allen are part time. Audrey Allen is working with the Indian population and unemployed or underemployed older adults. She was hired after a 10 month search. The outreach workers are available by appointment, which may be made by calling the COA office. Home visits are available by request. Time spent with each resident and/or their family can vary from 5 minutes to many hours over a long period of time depending on the severity and number of concerns. Outreach saw a 29% increase from the first half of fiscal year 2017 to the first half of fiscal year 2017.



Ellie Hutchinson received a lifetime achievement award for her many years of volunteering and jumping in where needed.

Pictured left-right Town Administrator John Petrin, Director Marge McDonald, Volunteer Ellie Hutchinson and Representative Ken Gordon who presented Ellie a citation for her service to the town

The Senior Spotlight, is a monthly informational newsletter that serves as a very valuable link between the Council on Aging and the over 60 community. An average of 3,982 newsletters are mailed or emailed out each month to households with someone 60 or older residing in

them at no charge. The printing of the Spotlight is paid for by the advertising and the mailing of the newsletter is paid for by the state allocation known as the "Formula Grant" through the Executive Office of Elder Affairs.

The Singing Trooper Sgt Daniel Clark (RET) serenades Steve Stamm at the annual holiday show at the senior center

The COA provides door-to-door transportation free to our frailest within the boundaries of the town for senior center programs, including the lunch program, grocery shopping and to contiguous towns for medical appointments. The COA bus also participates in the Fourth of July Parade along with several seniors.



Congregate noontime meals are served at the senior center and funded by Minuteman Senior Services and Title 111 (Federal) funds. Lunch at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends and is available Monday through Friday for anyone over 60. Operated by Minuteman Senior Services, the Nutrition Program provided Home Delivered Meals to Burlington residents who are homebound and in need or unable to prepare their own meals. Fifty to sixty meals a day go out to these homebound seniors. There were a total of 132 individuals who attended the congregate lunches at the senior center. A total of 1,598 meals were served, 53 of whom attended the Wednesday Indian Lunch. A total of 562 Indian meals were served in 2017.

Counselors from SHINE (Serving the Health Insurance Needs of Everyone) (including COA outreach worker Brenda Pappas who is a certified SHINE Counselor) served 159 clients during 2017 at the Burlington Senior Center, of the 130 clients, Brenda Pappas helped 26 of them through office and home

visits. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits.

The Newsletter remains the primary way to get information out to the over 6,000 seniors who live in Burlington. The COA also has a segment on the BCAT Friday night news twice a month, and accounts on Facebook (www.facebook.com/burlingtoncoa) and Twitter (@BurlingtonCOA). We have 181 followers on Twitter and 151 “Likes” or followers on Facebook.

Help with Fuel Assistance is available at the Council on Aging Office from October through April in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. Fifty-seven individuals were assisted with fuel assistance applications, fuel applications doubled from last year. Thirty-four seniors were assisted in receiving help buying groceries with SNAP for the first time tripling from 2016.

Legal assistance with Attorney Wendy Guthro is offered September through June and Tax Assistance is available FREE from February to April 15. Forty-two people received legal assistance during 59 visits. During the 2016 tax season 160 seniors received assistance taxes with a total of 165 visits through the AARP Tax Assistance Program. The number of senior receiving tax assistance has gone down from the previous year, we are unsure if this is an anomaly or if the ease of using online computer programs has lessened the need.



*One of several intergenerational activities, the students from the high school Student Council throw an annual Spring Fling.
Pictured are students and attendees*

We spent much of 2017 anticipating the start of renovations to the Human Service building. When completed the COA will gain 4 new rooms, more than doubling our fitness room space, adding two good sized conference rooms and new large activity space, larger offices for our outreach staff and a real front door, hopefully decreasing confusion for people walking in the building. We hope to be utilizing all of our new and improved spaces by the end of spring 2018.

The Town of Burlington offers seniors 60 and older, the opportunity to apply for the Senior Citizens Property Tax Work-Off Program to receive up to a \$1,500 property tax relief benefit. The earnings are credited to their property tax obligations to the Town of Burlington at the end of the program. Seniors have the opportunity to volunteer up to 150 hours to receive the full benefit. If they cannot reach the 150 hours, they are credited with the number of hours worked. Seniors must live in the home and their name must be on the deed in order to be eligible. The income guidelines are \$45,000 for a one person

household and \$55,000 for a two person household. The program runs from January 2nd to October 31st of each year and seniors must apply each year. Twenty-two residents took part in this program, working up to 125 hours in order to receive \$1,000 off their property tax bill as well as providing the town with well over 2,500 hours of invaluable assistance.

One of the COA's biggest successes continues to be the senior prom. A committee made up of local business people help plan the event with 120 seniors attending in 2017. Everyone, from the seniors to the committee to the staff at the Hilton Garden Inn had a fabulous time. Many members of the Interact Club help out day of and also have a great time.

The COA continues to have great success with the Wednesday evening suppers. Begun in March 2013 and entering our fifth year, the COA asks a different Burlington restaurant or assisted living facility each month to donate enough for 50 meals and on the third Wednesday 50 seniors can be found enjoying a meal out with their friends in a comfortable and familiar setting. A Whole Bunch Flower Market has been the biggest supporter of this monthly event with a donation of table centerpieces for each table every month. Only area assisted livings participated in 2017. The participating assisted livings' are Brightview Concord River, Stonebridge, Atria Longmeadow Place, Billerica Crossings, The Commons in Lincoln and Sunrise Assisted Living. This continues to bring in some new faces that have not been seen at the center before and is still one of the hottest "tickets" in town. The "New" New Orleans Jazz Band is also very successful and has about 30 people in attendance for each event.

Other successful programs include our Lahey Farmers Market. Fifty CSA shares are donated and distributed to seniors during the growing season to help with nutrition and the high cost of groceries.

Exercise Classes are the #1 attraction at the senior center. Lahey Health funds Tai Chi, senior stretch and yoga. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. Lahey also provides a therapy aide for a Monday/Wednesday 8:00am class.



The early bird catches the worm, or in our case an exercise class first thing in the morning.

Thanks to Myrna Saltman, who introduced **"Bridges"** to Burlington the COA has been partnering with the schools to run a very successful intergenerational program with the elementary schools, specifically 4th graders. "Seniors" (over 55) volunteer one hour a week for six weeks for each program and meet with students and do projects with them in the classroom in an effort for both groups to learn more about each other. Courtney Wasserburger is the volunteer coordinator and is doing a spectacular job. We once again filled all of the fourth grade classrooms, thanks to our dedicated volunteers.

It is truly the community that enables us to do as much as we do and we would like to take this opportunity to once again thank Shaws and Wegmans, for their continued generous donations of baked goods and other edibles throughout the year.

Thank you to A Whole Bunch Flower Market and their continuous support of the COA and senior center, they donate centerpieces each month for the Wednesday night supper as well as all of the flowers needed for our annual prom.

Thank you to The Original Burlington Rotary for their support of the Prom and their continued support of senior agencies. Also, thank you to Lahey Hospital & Medical Center for their funding and support that provides us with a Tai Chi instructor, senior stretch and yoga teachers, and Balance Workshops. Thank you to the Student Council for the Spring Fling held at the senior center for the seniors and the Burlington Police Department for the annual holiday dinner.

We would also like to thank The Cummings Foundation for their 10K for 100 grant that funds one of our outreach workers, CareOne, The Breakfast Rotary, Burton's Grill, Billerica Crossings, Sunrise Assisted Living, Brightview Concord River, Hilton Garden Inn, Atria Longmeadow Place and Stonebridge Assisted Livings, Don Gedick for their support of our efforts.

Thank you to Wegmans and the Salvation Army for their donations towards our Christmas Outreach and the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags.

Prom committee members were Reena Scott of Reading Cooperative, Diane Robinson of Stonebridge Assisted Living, Jennifer St. Onge of Guardian Angels Senior Services, Ray Graber of Graber Assoc., Cheryl Shafman, Sonia Rollins of Exit Real Estate and Carolyn Brogen of Brogen Photography who also photographs the event, providing a lovely momento to all of the attendees. Contributors to the Prom were Reimer & Braunstein, Kings Bowling, Lahey Health, Burlington Rotary, Sullivan Funeral Home, Diane Bedard, Burlington Breakfast Rotary Club, Tufts Foundation, UFC Express, Gutierrez Company, Brookline Bank, John Petrin and Mike Runyan.

FUTURE GOALS

The board and staff will continue to assess the current and future growth of older residents in Burlington and how to best assess their needs. We look forward having renovations completed during the spring of 2018 on the human service building to better serve Burlington's residents' needs now and into the future.

2017 STATISTICAL DATA

Not all of our statistics are captured. For instance the Burlington Medical Reserve Corps often does a blood pressure screening during Bingo but we do not log who has their blood pressure taken and we have been unable to successfully acquire the sign in sheets for the Aquafit class, sponsored by Lahey Hospital that takes place at the YMCA in Woburn. Capturing everyone who comes for activities remains one of our greatest opportunities.

There are only two or three Sundays during which there are activities at the senior center. The average number above is inclusive for all Sundays of the year whether there are activities or not. There were no Saturday activities through the COA at the senior center so Saturday does not show up on the chart.

Summary Statistics from 01/01/2016 to 12/31/2016

Activity Type	Duplicated	Unduplicated
Events	28160	1027
Rides	7306	185
Services	1367	284
Volunteers	1180	44
Logs	6495	884
Total Seniors Served	44508	1487

Average Daily Attendance from 01/01/2017 to 12/31/2017

Check-in Count	28144
Days-in Range	246
Avg Duplicated	114.41

Average Per Weekday

Sunday	46
Monday	160.91
Tuesday	45.08
Wednesday	178.83
Thursday	99.94
Friday	93.42

Average Per Day by Month

January	104.7
February	101.12
March	118.3
April	131.74
May	129.5
June	100.36
July	97.81
August	119.65
September	127.7
October	121.71
November	120.84
December	96.74

The biggest highlight this year involved several people dressed in yellow and black. In a partnership between Lahey Health and the Bruins organization, we spent a day last February with players Joe Morrow and Frank Vatrano along with many others from the Bruins organization including Blade their mascot playing floor hockey.



Carol Parker and Ellie Hutchinson fight over the puck, while Selectman Mike Runyan tries to defend his goal



Members of the Bruins Organization joined Selectmen Mike Runyan and Bob Hogan, Police Senior Liaison Officer Lyn Reynolds, COA Board members Carol Castellano, Carol Parker, Pat McDermott, Ellie Hutchinson and several seniors for a game of floor hockey last February

DISABILITY ACCESS COMMISSION



*Back Row (l to r) Christopher Hanafin, ADA Coordinator; Tom Carlson;
Bob Hogan, Selectmen Representative; Bunny Ferguson
Front Row l to r) Maura Mazzocca, Co-Chairman; Alfredo Arno
Not Pictured: Kenny Tigges, Co-Chairman; Joe Stordy*

DISABILITY ACCESS COMMISSION MEMBERS

*Maura Mazzocca and Kenneth Tigges, Co- Chairmen
Christopher Hanafin, ADA Coordinator; Bob Hogan, Selectman Liaison
Tom Carlson; Bunny Ferguson; Joe Stordy; Alfredo Arno
Jennifer Goldsmith, Recording Clerk*

WEBSITE

http://www.burlington.org/town_government/disability_access_commission/index.php

The Burlington Disability Access Commission (BDAC) was established in 1991 by the Board of Selectmen to advocate for the town to ensure that all town and school public service buildings are in compliance with the ADA. The ADA requires that all local governments provide equal access to all programs and services provided by the town.

BDAC is not an enforcement agency but an advisory group which monitors the town's compliance at schools and recreation owned properties as well as programs. Non-discrimination and equal opportunity are the policies of the Town of Burlington in all aspects of business, programs and activities. The BDAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. The Veterans' office coordinates schedules and maintains records of all BDAC business.



Throughout 2017, BDAC has used the fines collected from handicap parking violations within the Town of Burlington for projects to help with accessibility. Here are a few of the projects the commission undertook this year:

- Election system updates for the AutoMark Machine for the 2017 elections
- Assisted the Recreation Department in funding the “Light it up Blue” night.
- Assisted with funding the Therapeutic Recreation Horseback riding program.
- Assisted the Recreation Department in funding handicap accessible port-a-potties for Burlington’s Parks over the summer.
- In partnership with the Recreation Department the Commission completed their first “Adopt-A-Park” initiative. New accessible pathways and handicap parking spots were installed at Regan Park.

Beyond the Commission directly funding projects they continued to focus on reducing accessibility issues around Town. We have diligently worked alongside departments such as DPW, Recreation, Planning, and Building Inspectors & Schools to bring awareness to areas of concern in regards to accessibility. Each department has been instrumental in ensuring that the accessibility needs and or requirements are met.

The members continued this year with their Differently Abled presentation. The presentation is given by members of the commission in hopes to connect with students about disability awareness. In 2017 they presented this at the Muraco Elementary School in Winchester. The Commission hopes to do more presentations in the upcoming year especially throughout the Elementary schools within Town.

THE OFFICE OF VETERANS SERVICES

DEPARTMENT STAFF

Christopher J. Hanafin, Director

Jennifer R. Goldsmith, Administrative Assistant

WEBSITE

http://www.burlington.org/community_development/veterans_services.php

Most people in town know this office through the public events such as Memorial Day and Veterans Day, but the focus and primary concerns of the Burlington Office of Veterans Services is working in private with Veterans and their families to ensure they receive the proper counseling and benefits due to them.



2017 HIGHLIGHTS AND HISTORY

★ Memorial Day May 29, 2017

25th Recognition of “Veterans & Gold Star Families

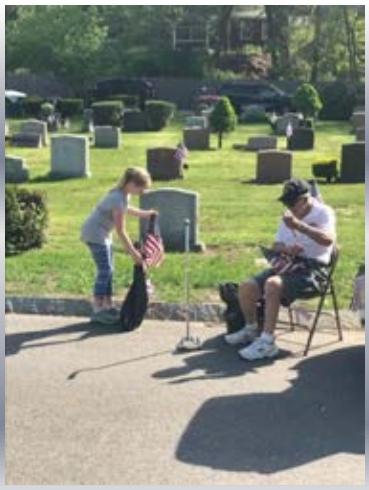


On Memorial Day we recognized the often forgotten community of Veteran's families. We are quick to thank Veterans for their service, but rarely do we thank their families for their sacrifice and support. What families have to go through while a military member is overseas is unimaginable, waiting up at all hours of the night, hoping/praying that they might get a phone call with assurance that their loved one is alive and well; chasing down the mailman on a daily basis, wondering if a letter from overseas has arrived; watching the news of the war abroad, not wanting to know what is going on, but unable to look away. Hundreds of thousands of mothers and fathers, husbands and wives and children will never see their loved ones again. It is the horror of war that will never be justified. The gold star families of this country don't get enough credit.

Their loved ones are considered heroes for making the ultimate sacrifice for their Nation, but the same could be said about the Gold Star families back home. They didn't have to let their loved ones go, they didn't have to show their service member the undying support that they did, but they chose too because they understood the principles and dedication to a cause that their loved ones felt so strongly about.

Our guest speaker for Memorial Day to tell his story of being a Gold Star Father was Arthur MacDonald, himself a veteran of the United States Army, assigned as a Signals Intelligence Analyst and was deployed to Southeast Asia multiple times throughout the 1960's. Arthur MacDonald and his wife have been decade's long citizens of Burlington, raising their three children here, to include the late Lance Corporal Gregory MacDonald. Gregory was a graduate of BHS and went on to earn his master's degree in Philosophy and Near East Policy at American University, Washington D.C. in 2001. LCpl MacDonald joined the U.S. Marine Corps Reserves in 1999 and was a member of Bravo Company, 4th

Reconnaissance Battalion out of Ft. Detrick in Frederick MD. LCpl MacDonald's unit was activated in February of 2003 and attached to the 1st Marine Expeditionary Force. His unit deployed to Iraq in support of Operation Iraqi Freedom. LCpl MacDonald was killed in action on June 25th 2003.



We also invited and recognized Burlington High School's Class of 2017 who were entering the military upon graduation. This year, 7 brave young men and women volunteered to serve their country.

The weekend prior to our Memorial Day celebration, over 150 volunteers helped place brand new American Flags at the foot of every Veteran buried in one of our two cemeteries in Town. Volunteers young and old helped make the event memorable with their sacrifice and dedication to their community.

★ Veterans Day, November 11, 2017

This year we remembered the Korean War Veterans of Burlington. The conflict turned into open warfare when North Korean forces, supported by the Soviet Union and China, crossed the 38th parallel on June 25th 1950. On June 27th, the United Nations Security

Council authorized the formation and dispatch of UN forces to Korea to repel what was recognized as a North Korean invasion. Twenty-one countries of the United Nations eventually contributed to the UN force, with the United States providing 88% of the UN's military personnel.

After the first two months of war, South Korean and U.S. forces were on the point of defeat, forced back to a small area in the south known as the Pusan Perimeter. In September 1950, an amphibious landing made up of Soldiers, Marines and Sailors was launched at Incheon, cutting off many North Korean troops. UN forces rapidly approached the border with China, but in October 1950, Chinese forces crossed the Yalu River and entered the war. The last two years of fighting became a war of attrition, with the front line close to the 38th parallel. The fighting ended on July 27th 1953, when an armistice was signed. The agreement created the Korean Demilitarized Zone to separate North and South Korea.



We presented the Korean Ambassador for Peace Medal to 22 Korean War Veterans and Surviving Family members that were with us on Veterans Day. The Award was given to these fine men from the Ministry of Patriots and Veterans Affairs of the Republic of Korea in honor of their brave service and sacrifice during the Korean War. The Consulate General of the Republic of Korea was scheduled to be there that morning to issue the award himself, but was unexpectedly called back to Korea last month.

The Consulate General personally wrote his regret that he could not be there but in the letter to our office to the Veterans receiving this award, he wrote that the people of the Republic of Korea will always remember you as a hero who took on the call to defend freedom and democracy for the Korean People. He wrote "On behalf of the Government of the Republic of Korea; I warmly congratulate you for receiving this honorable medal today."

SERVICES:

Veterans Services: Massachusetts General Laws Chapter 115 grants eligible Burlington veterans', their families and their surviving dependents, benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system. The

Massachusetts definition of a veteran now coincides with the federal definition to include everyone who served in uniform for at least 180 days. The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits covered under Ch-115 MGL and for the U.S. flags placed on the graves of deceased veterans' buried in our three cemeteries.

Over the last year, Jennifer revamped our filing system, sending 18 boxes (over 2,000 files) of outdated files to archives. The system is now current and easily accessible with up to date and relevant information. Along with updating these new files, Jennifer has electronically filed over 2,500 DD-214 discharge papers, creating a readily accessible electronic system. This system not only aids our interoffice searches, but also aids the Massachusetts War Records Department with historically recording Massachusetts Veterans, going as far back as WWII.

Veterans Affairs: US Code, Title 38 directs federal benefits to eligible veterans' and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs. In 2013 we continue to have hundreds of Burlington veterans' and families receiving federal VA Benefits. More veterans' and surviving spouses are also now eligible and applying for additional state veterans' services benefits. Even as the war in Iraq has ended and Afghanistan winds down, hundreds will continue to seek advice on health care and prescription assistance from the VA as well as education, home loans and a wide range of other benefits from the state and federal governments.

Deceased Veterans: Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services thanks the Allied Veterans and other volunteers for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven Cemetery, Chestnut Hill Cemetery, and the Old Burial Ground. The Burlington Office of Veterans Services wants to acknowledge the wonderful relationship and all the continued support of the Sullivan Family. Along with providing families with information and assistance with burial expenses and markers, our office now offers a Presidential Certificate, recognizing the deceased Veteran of their service. We mail the Certificate to the next of kin as token of gratitude from our Country and community.

GOALS

As State or Federal Veteran's benefits are not automatic, this office will strive to continue to assist with applying for all benefits to which a client is entitled in accordance with strict state and federal laws, rules and regulations. Outreach will continue and this office will be committed to spending many hours counseling each veteran, their families, and surviving dependents; Helping them file claims to the Department of Veterans Services in Boston for the State, and the Department of Veterans Affairs in Washington for federal benefits.

Outreach opportunities will continue to be held at Burlington High School, mentoring young students thinking about entering the military after graduation. The program will also lead to internships for graduating seniors that have already committed to joining the military. This past year we had our second intern; Kyle Forester; who joined the Marine Corps as an Infantryman after graduation. We intend on increasing our number of interns to two seniors, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.



YOUTH AND FAMILY SERVICES



DEPARTMENT STAFF

*(l to r): Jennifer Priest, Administrative Secretary
K Channing Storey, LICSW Clinical Supervisor
Jess Reedy, LMHC Group Work Coordinator
Daphne Davidson, LICSW Individual & Family Therapist
Emily Hall-Hampton, LICSW Individual & Family Therapist;
Christine Shruhan, LMHC Executive Director
David Miller, MS Individual & Family Therapist*

WEBSITE

<http://www.burlington.org/byfs>

PURPOSE

The Burlington Youth and Family Services is a department for the Town with the responsibility of providing mental health care to families with children, adolescents and young adults (specifically ages 9-25). BYFS also provides social services for ALL Burlington residents of any age. The social services provided include assisting residents in applying for food stamps, MassHealth and any other state and federal assistance programs; housing advocacy, including eviction and foreclosure prevention; referral for mental health services; and screening and referring residents seeking help from Salvation Army, the People Helping People Covenant for Basic Needs Fund and the Food Pantry.

BYFS has been a Town department since 1974 with a mandate to provide community mental health services to youth and their families.

BYFS staff continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol abuse, depression and suicide, neglect, domestic violence and the like. The BYFS offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment

whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

2017 HIGHLIGHTS

In 2017, BYFS continued expansion of its group program. FitGirls Group, which is offered to 4th and 5th grade girls looks to reach girls in three different ways: body, mind and heart. It is committed to helping girls live healthy, happy and responsible lives. BYFS launched its pilot program in the fall of 2014 and has expanded it to three of the four elementary schools. As of March 2016, this program is now running at all elementary schools in Burlington.

In the summer of 2017, we added 'Mindfulness and the Outdoors' Hiking Group for middle school students. This Activity Therapy Group focuses on helping youth develop better coping and social skills. Kids learn best through play and practice. This four week program engages kids using outdoor activities that help them develop the skills that are vital to developing good peer relationships. This group will also be offered as part of our Winter Groups and will run for 8 weeks.

INTERDEPARTMENTAL/AGENCY COLLABORATION

BYFS staff work collaboratively with town departments and other mental health and social service agencies. At the request of Burlington High School's health education department, this year we provided workshops for the freshman health classes on teen depression and suicide prevention. Freshman students were presented with material to help them identify signs and symptoms of depression and how to access a trusted adult if they or someone they know is threatening to take their own life. The funding for this curriculum is made possible by a grant BYFS receives from Lahey Hospital and Medical Center.

In 2017, BYFS staff continued their participation in the peer education program at BHS. BYFS staff members provide training and coaching sessions with the Peer Leader candidates. A group of 40 students who come highly recommended by faculty and administrators, pledge to be drug- and alcohol-free and commit their time to over 15 hours of direct training in addition to many hours of research between training sessions. In the spring, these high school students engage in discussions about healthy ways to manage stress and the dangers of substance abuse with approximately 200 seventh graders over the course of four sessions. There is an emphasis on helping seventh graders develop a more realistic perception of alcohol use by high school students and an understanding that over 50% of high school students do not drink, and that those who choose not to drink can be well-accepted socially. BYFS staff work with the Peer Leaders as they design their own four week curriculum to teach a small group of 7th grade students. This model presumes that seventh graders will be particularly receptive to these issues when hearing about them from other socially successful, non-drinking high school students.

BYFS staff also meet periodically with members of the Burlington Interfaith Clergy Association and are involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Initiative Committee, Local Officials of Human Services Council, Youth Commission Coordinators, the Department of Children and Family Services, Burlington School Department Wellness Committee, the YRBS subcommittee and other adolescent service organizations).

BYFS along with the Board of Health, Council on Aging, Fire Department and Building Department continued to be part of the Burlington Hoarding Task Force. In 2017, BYFS has been actively involved in three hoarding cases.

SOCIAL SERVICES

BYFS also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Clinicians have assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like.

The BYFS staff provides screening for those seeking assistance from the Burlington organization People Helping People, Inc., and helps residents access these services. PHP is a non-profit, umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Food Pantry, Covenant for Basic Needs Fund and the Holiday Program. Because of our role in human services in town, the director of BYFS has served on the Board of Directors of PHP since its inception in 1988.

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In 2017, BYFS staff screened 173 requests. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Food Pantry.

In addition to the Covenant for Basic Needs, BYFS staff provides screening for those seeking assistance from the Salvation Army fund. A total of ten vouchers were given to residents for items ranging from prescriptions to utilities and clothing.

In 2013, BYFS established a new partnership with HELPIS an organization dedicated to helping those in need. This year, HELPIS has provided assistance to more than 50 Burlington residents with items ranging from clothing to camperships.

STATISTICAL NOTES

An average 186 residents each month received counseling services, and counseling services were provided to 327 Burlington residents in 2017.

OTHER COMMUNITY SERVICES

As in previous years, the BYFS provided administrative and other support to a number of programs in the community of benefit to Burlington residents. BYFS staff members continue to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends in Service to Humanity) volunteers provided 478 rides to local medical and social service appointments for residents in need of transportation. Transportation needs continue to rise each year. The Rent-A-Kid referral service received 4 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

TRAINING

BYFS provides training to graduate student interns as part of their professional education. BYFS has provided field placement training since the late seventies to graduate students from Boston University, Simmons School of Social Work, Lesley University, Tufts University, Antioch University, Northeastern University, Salem State, and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication. BYFS has consistently received high marks from field education offices for the training and supervision received by students at the agency.

The strong demand for our services continues while other resources in the area continue to diminish. We extend our thanks to the many in the town that have supported our efforts to assist residents when they may be experiencing times of deep distress and vulnerability in their lives and their families.

YOUTH AND FAMILY SERVICES BOARD OF DIRECTORS



(l to r) Ron MacKenzie, Chair; Martha Simon, Marilyn Langley, Roberta Mills, Christine Shruhan, Executive Director, Anne Marie Browne, David Cullen (missing from photo is Linda Collins and Cheryl Dignan)

BOARD OF DIRECTORS

The Board of Directors at BYFS continued their involvement, and I deeply appreciate their help and support.

BEAUTIFICATION COMMITTEE

Elaine Zuccaro, Chairman; Andy Giordano; George Major; Carol Engel; Amy Warfield

MISSION STATEMENT

The Burlington Beatification Committee was founded in 1990 under the auspices of the Board of Selectmen. The five member volunteer committee is appointed annually by the Selectmen. The Committee was created with the intent of instilling civic pride in the community by enhancing the appearance of in-town public areas. It is the goal of the Committee to continue to work closely with the various town departments including Recreation Maintenance and Public Works and also numerous local businesses who donate their time to maintain a public area.

Although this has been a year of change for the committee, one thing we do need to do is say Thank you to the employees of the Recreation and DPW Departments for their continued support to the Committee. They provide so much time and energy in helping keep Burlington's green areas beautiful.

The major project for the year was the development of the 911 Memorial site, working with Selectmen Bob Hogan on the installation of the beams from the World Trade Center. It was a beautiful ceremony on the anniversary to have them displayed.

ONGOING PROJECTS

During the year the committee continued to oversee its ongoing list of projects:

- The Recreation Maintenance Department continued to maintain the general appearance of the Town Common and provided significant help to the Beautification Committee.
- We work with the Burlington Garden Club who continues to maintain the planters around the common with seasonal displays.
- We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas, especially our gateway intersection at the Burlington Mall Rd and Cambridge St. As well as the many of the businesses along Cambridge Street, Bedford Street, Mall Road and Winn Street who continue to maintain attractive landscaped properties. We hope that if you enjoy these areas you will mention it to the local businesses that donate their time and money.
- The new projects for next year will include creating a new plan and design for the front of the Library and a redesign of the Olympia Way triangle.

A special Thank you to Robert and Elaine Zuccaro for all their efforts in making Burlington Beautiful!



Town Common Garden, Photo by: Terri Keene

Around Burlington

- ***Diorio Green at the Intersection of Cambridge Street and Burlington Mall Road***

Jim Martin - James A. Martin Company, Inc
Steve Marchese - Marchese Sprinkler Repair Service
Dan Dellanno – Lawn Master

- ***Historic Museum at Cambridge and Bedford Streets***
Jerry McCarthy - Mac's Landscaping
- ***TRW Field entrance, Mall Road***
Edward Jones
- ***Colonial Garden on the island across from the Fire Station***
Burlington Garden Club
- ***Old West School on Bedford Street***
Merva Landscape
- ***Town Common***
- ***The 911 Flagpole Memorial - Maintaining and changing the plantings seasonally***
Beautification Committee by Elaine Zuccaro
- ***The Town Common Gazebo***
Davis Prato - Prato Associates
- ***Garden at Corner of Bedford and Center Streets***
Kevin Sullivan - Edward V. Sullivan Funeral Home
- ***Maintaining and changing the plantings seasonally in the eight large flower containers***
Burlington Garden Club / Beautification Committee
- ***Bicentennial Memorial flower bed on the corner of Cambridge and Bedford Streets***
Jerry McCarthy - Mac's Landscaping
- ***Five Service Flag Veterans Memorial Park section of Town Common***
Beautification Committee by Elaine Zuccaro



Five Service Flag Veterans Memorial Park, Burlington Town Common
Photo by: Michael Tredeau

BURLINGTON AREA CHAMBER OF COMMERCE

The Burlington Area Chamber of Commerce (BACC) promotes and advocates on behalf of organizations doing business in the Greater-Burlington area. The BACC provides opportunities and advocacy for our members on many levels including: small business, economic development, workforce development, business resources, community relations, and our Charitable Foundation. The business community is a critical component of our local economy and our tax base. 2017 saw unprecedented collaboration in support of Burlington's schools, programs, community partners and charitable organizations.



BACC volunteers helped put together bags of toys and clothes for the Holidays, to be distributed to children in need by HELPIS, a non-profit social network (2 pictures in top left corner).

The 2nd Annual Burlington Area Chamber of Commerce Black Tie Gala Benefit, presented by Herb Chambers of Burlington, raised \$32,640 for the local organizations that make up the BACC's Charitable Partnership Program: HELPIS, Nashoba Learning Group, Neurofibromatosis Northeast, Skate for the 22 Foundation, UDT SEAL Association, Relay for Life of Burlington, Burlington Education Foundation, and Burlington Youth & Family Services (check presentation pictured in top right corner & event pictured in bottom right corner).

BACC volunteers ran the Holiday Wish Tree at the Burlington Mall for a day (pictured in top middle).

The BACC partnered with Herb Chambers Honda of Burlington, delivering food from the Greater Boston Food Bank to the Burlington Food Pantry (pictured above Chopps Champions picture).

The 10th Annual BACC Taste of Burlington, held at the Boston Marriott Burlington (pictured in bottom middle).

BACC members Lisa Healey, Jen Dodge, and Don Tocci earned the Chopps Champions award in 2017 for their continued community service efforts in Burlington (pictured on middle right).

The BACC partnered with the Burlington Police Department to present Community Safety Night at 3rd Ave (pictured in bottom left corner).

BURLINGTON HISTORICAL COMMISSION



HISTORICAL COMMISSION MEMBERS

Back Row (l to r) Peter Coppola, Kathi Horton

Middle Row (l to r) Toni Faria, Sandy Coven, Mary Nohelty, Dottie Bennett

Front Row (l to r) Mike Tredeau, Joyce Fay

(not pictured: Eldrine Emerson, Norma Robichaud)

WEBSITE

<http://www.burlingtonmahistory.com/>

The Historical Commission was established under Massachusetts General Laws Chapter 40 Section 8D, chartered for the preservation, promotion and development of the historical assets of the Town. The Commission, consisting of seven members and four alternate members are appointed by the Town Manager as approved by Board of Selectmen, has and exercises the powers and duties contained in the General Laws.

Residential reconstruction presents both disappointments and opportunities for the commission as homes built in the early and mid 20th century are torn down. We are saddened by the loss of architecture but have been able to acquire many items from some homes prior to their demolition. Among the more interesting items acquired this year were a treadle driven sewing machine, wood ironing board, and plumber and gardening tools. These historical assets are on display at the museum. We encourage residents to consider donating items by contacting the commission.

Our most significant acquisition this year was an 18th century fireplace recovered from a home on Winn Street and displayed at the Woburn library since the mid-1800s. The asset was transferred to the Town and is planned for restoration this year.

We also acquired an 18th century musket. An antique gunsmith was retained to restore this piece and, in doing so, determined that it is a hybrid. It consists of (what appears to be) a French military barrel and trigger assembly and a hand carved American colonial wooden stock. These have been fitted with a modern replica flintlock mechanism to give the appearance of a working firearm. This piece will be displayed in the Tap Room at Grand View Farm.

We added items to our military exhibit and call attention to the area with was era U.S. flags. Reproductions of a 17th century pipe box, spoon rake and kitchen shelving were installed at the Marion Tavern allowing us to place more artifacts on display.



Two of the most exciting developments this year have been our increased participation in Town events and our growing ability to display items in a variety of venues. These developments coincided with the 350th anniversary of the oldest structure in town, the Francis Wyman House. The Museum enjoyed brisk business on Town Day when it and other historical buildings (the Francis Wyman House, the Congregational Church, and the West School) were open for visitors. We have made good progress in the wake of the flood of 2014 in setting up new displays in the Museum that showcase both Burlington's agricultural past as well as its participation in the post-WW2 building boom along the Route 128 corridor. We look forward to partnering with teachers and students at the High School in cataloguing new items and planning for new displays at the Museum.

The commissioners have continued with the popular third grade field trips this year. We book 2 third grades in the fall and the other two in the spring. The Old West School, the Museum and especially the Olde Burial Grounds are still big favorites with our young visitors. Some schools also choose to

visit the prized Francis Wyman House, while others visit the ever-busy, Grand View Farm. The children express interest and delight in seeing and learning something new about our historic sights, from the ink wells at the Old West School, to the variety of tools at the Museum, to the scavenger hunt at the Burial Grounds, Burlington history comes alive for our town's third graders. We have received lovely "thank you" notes with words of appreciation for sharing our time and town's history. Although we so enjoy these field trips, more volunteers to help us are always welcome.

The Commission created several displays at the Library for Valentine's Day, Mother's Day, Father's Day and Christmas. These displays were well received and will continue in 2018. As we restore small items they will be placed on permanent at the museum, Town Hall Annex, Grandview Farm. Burlington residents can now check in with our past when they visit these locations.

We also invite the public to visit our website (www.burlingtonmahistory.com) to learn more about Burlington's history.



A section of the Historic Museum on Lexington Street is devoted to the military

PARKS AND RECREATION DEPARTMENT



RECREATION COMMISSION

Back Row (l to r) Tom Murphy, Paul Raymond

Front Row (l to r) Kevin Sullivan, Kristine Brown, David Norden

RECREATION COMMISSIONERS

Kristine Brown

Kevin Sullivan

David Norden

Paul Raymond

Tom Murphy

Noelle Judd, Recording Clerk

RECREATION MAINTENANCE STAFF

Rich Cote, Supt. of Parks

Bill Baker, Lead Working Foreman

Mark Gerbrands, Working Foreman

John Lancelotte, Maintenance Craftsman Mech.

Brian Cullinan, Maintenance Craftsman

Robert Lee, Maintenance Craftsman

Lewis McMahon, Maintenance Craftsman

Matt Ganley, Maintenance Craftsman

Kenneth Saidah, Maintenance Craftsman

Anthony Forte, Maintenance Craftsman

PARKS AND RECREATION OFFICE STAFF

Brendan Egan, Director of Parks and Recreation

Melinda Sullivan, Principal Clerk

Beth Garvey, Principal Clerk

Nancy Santilli, Permanent Part-Time Clerk

RECREATION PROGRAM STAFF

Kelly Lehman, Program Coordinator

Jessie Hampson, Assistant Program Coordinator

Laurel Rossiter, Therapeutic Recreation Specialist

Mary Nelson, Part-Time Program Administrator

WEBSITE

www.burlingtonrecreation.org

2017 HIGHLIGHTS AND CHANGES

2017 was a bittersweet year for the Burlington Parks and Recreation Department. We celebrated 50 years of parks and recreation in Burlington with a yearlong celebration of programs and events. In March we lost one of our long time employees, Michael Kelly who passed away unexpectedly. Throughout the year we continued to improve our technology, performed a community needs assessment in conjunction with the Recreation Management and Policy Department at the University of New Hampshire and continued our efforts to improve through professional development.

The unexpected loss of Mike Kelly was a shock to the entire Town. Mike was a 33 year employee of the Town of Burlington and spent the last 29 years with the Parks and Recreation Department. He was one of the most talented staff we have seen in the 50 years of the Department's existence. He was able to work on all types of equipment, plumbing and carpentry issues, irrigation systems and could diagnose almost any problem that came up. Mike was respected and admired by the staff and would help anyone with anything and would never say no. Mike's absence was felt throughout the year and he will be missed as we move forward without him.

The celebration of our 50th anniversary was a primary focus of the department throughout the year. There was a tremendous effort on the part of the staff to ensure the events were well planned and memorable for the residents. The yearlong celebration consisted of an additional special event each month and concluded with a gala on December 14 at the Hilton Garden Inn. The gala marked the final event in our yearlong celebration and the induction of the inaugural Burlington Parks & Recreation Department Hall of Fame.

Despite the loss of an employee, retirements and growth the department continued to provide the high quality programs, events and facilities residents have come to expect. We are proud to report the program staff offered 62 new programs, free special events, partnered with the Recreation Management and Policy Department at the University of New Hampshire to complete a Needs Assessment and added a lifeguard to our Outdoor Adventure program to comply with Christian's Law. The Maintenance division continued to make improvements to Burlington's parks, playgrounds and athletic facilities.

The success of the Parks and Recreation Department over the last year was the result of the continued dedication and commitment of our program and maintenance staffs, volunteers, and Recreation Commissioners. We would like to recognize the following for their contributions to the Parks & Recreation Department:

- Noelle Judd, provided support for the Recreation Commission as the new Recording Clerk
- Friends of the Burlington Dog Park for their tireless efforts fundraising to make the Burlington Dog Park a reality.
- EJ Johnson and the volunteers from Sherwin-Williams for painting the Town Common gazebo and Simonds Park dugouts and block buildings.

There were a number of personnel changes that occurred over the past year. The changes included promotions of staff, the addition of a Maintenance Craftsman Mechanic and the hiring of 2 Maintenance Craftsman.

- John Lancelotte retired after 16 years as a Maintenance Craftsman with the Parks and Recreation Department. John's hard work and dedication will be missed.
- Bill Baker was promoted to the position of Lead Working Foreman.
- Mark Gerbrands was promoted to the position of Working Foreman.

- Kenneth Saidah was hired as a Maintenance Craftsman in September and quickly got involved in decorating the Town Common for the holidays. We look forward to having Ken on the staff for years to come.
- Anthony Forte was hired in October as a Maintenance Craftsman. He had worked as a seasonal employee for the previous 5 summers and was familiar with the requirements of the job. We look forward to having AJ on the staff for years to come.

The Maintenance Division continued to maintain the Town's parks, playgrounds and athletic fields with organic fertilizers. There was a concerted effort to share responsibilities in an effort to cross train the staff in all facets of the maintenance division. We were fortunate to receive a new bucket truck through Town Meeting and put it to use immediately on the holiday lighting and other projects in the parks.

The Maintenance Division has completed the following projects over the past year:



- Cleared the overgrowth behind the visitors bleachers at Varsity Field
- Assisted in the renovation of the Regan Park playground
- Repair of playground equipment
- Creation of a temporary skating rink at Simonds Park
- Installation of memorial benches in parks and the Town Common
- Worked with Sales Force on community service projects in our parks and town properties
- Decoration of the Town Common and town buildings for the holidays

Simonds Slide Repair, Maintenance staff: Brian Cullinan and Bill Baker

- In 2017 we completed the renovation of the Regan Park playground. The basketball court was resurfaced and two pickle ball courts were lined on the court, a new playground was installed with a poured in place surface, the walkways from the parking lot to the basketball courts were renovated and two new handicap parking spots were created. The renovation of the walkways and handicap parking spots were completed with funds from handicap parking fines in partnership with the Disability Access Commission.



Regan Park Playground Renovation



In preparing the Town Common for Celebrate Burlington and going over the electrical needs we consulted with the Town Electrician and it was determined there were a few areas of concern that needed to be addressed. Because of this, we were forced to seek funding through a warrant article at September Town Meeting to replace the electrical system. The article was approved, the work was put out to bid and the replacement of the Town Common electrical system was completed.

After completing the conceptual plan for the Burlington Dog Park we applied and were successful in obtaining a construction grant through the Stanton Foundation. The project was put out to bid and ground was broken in November. The project is being funded completely through the Stanton Foundation and donations from the Friends of the Burlington Dog Park. We anticipate a Spring 2018 completion.

The Recreation Division continued to offer a diverse selection of programming to meet the needs of every community member. We hope to have offered a program that you participated in and enjoyed. Here are some highlights from 2017:

Town Common Electrical Project

- Throughout the year, in honor of our 50th anniversary, we added a new special event each month along with some other promotions along the way. This opportunity allowed for us to look back throughout the years and bring back some favorites from years past (with a new twist) like the Winter Carnival and the 5K Turkey Trot. Some of the new special events, which you may see added to our annual line up, included Family Game Show Night, Mountain Bike Day, Music Festival, Ice Palace Day, Big Day of Play and Trucktober.
- As the year progressed, we offered a number of promotions including 50 skaters on the ice at the TD Garden (sponsored by TD Bank), Look Who's Turning 50 (honoring all those turning 50 with us throughout 2017) and collecting items for our time capsule.



50th Anniversary Ice Palace Day

- Partnering with the Burlington Youth Basketball Association, we offered a Rookie League program for children in grades 2 & 3 that focuses on how to play the game rather than running plays and winning games.

- On Sunday, June 4th, we hosted our 1st Annual Burlington Summer Slam Disc Golf Tournament at Simonds Park in cooperation with Kids Disc Golf. We had just under 50 people register and play in our 18 hole tournament varying in ability from beginner to advanced.
- We worked with many of our neighboring towns to host our first regional track meet. Athletes from Burlington, Lexington, Bedford and Concord competed in a number of events including the 50, 100, 200, 400 and 800 meter dashes, 4 x 100 meter relay, softball throw, 1 mile and the long jump.
- In an effort to develop fitness programs that reach a wider variety of participants, we added several new programs throughout the year like Cize, Pilates, Spin, Cross Fit and Insanity.
- Thanks to a generous donation from Lahey Health, we were able to install sunscreen dispensers in each of our parks. Each dispenser holds over 200 applications of 30 spf sunscreen. On June 30th we hosted a Summer Sun Safety Kick-off event to celebrate the installation of the dispensers. Representatives from Lahey Health, Impact Melanoma and the board of Health were on hand to make presentations.
- This summer we hosted our first marketing and communications intern to broaden our social media footprint throughout the community. In the first month, our Facebook page views increased by 92%, our post reach increased by 158% and our post engagement increased by 288%. According to Twitter's analytics page, our Twitter account has collected over 8,200 impressions. Twitter defines an impression as how many times a person reads a tweet. This is compared to 3,000 impressions in the previous month span. Tweet engagement also increased by a percentage point. The Department's Instagram page saw a 36 follower increase in the same month span, with increased engagement, and "likes" per post.
- On October 7, we celebrated National Visit a Park Day throughout our parks. We hid large picture frames at a few of our parks for families to find and take photos that showed them enjoying our parks!
- As part of our Halloween Spooktacular event, we showcased the Teal Pumpkin Project. The Teal Pumpkin Project raises awareness of food allergies and promotes inclusion of all trick-or-treaters throughout the Halloween season.
- Our Therapeutic Recreation division continues to grow and this year is no different. This year we added 2 special events - Light it Up Blue and the Sneaker Prom. Light it Up Blue is a unique global initiative held in the first week of April that kicks off Autism Awareness Month and helps raise awareness about Autism. The Sneaker Prom is held in the Spring where participants are invited to dress up in semi-formal attire, if they wish, accented by their favorite, comfortable athletic shoes for an evening of dancing and fun!

- We worked with the Town's Webmaster to update and roll out a new and improved website! If you haven't had a chance to check it out, you definitely should!

In 2017 we celebrated 50 years of parks and recreation, along with the people and events that made us who we are today. The inaugural class of the Burlington Parks and Recreation Department Hall of Fame allowed us to honor and reconnect with the people who are the foundation of the Burlington Parks and Recreation Department. Finally, we saw firsthand what a hard-working, dedicated staff we have providing programs and events and maintaining our parks and facilities.



Sneaker Prom

As we head into 2018, we will continue to provide innovative and meaningful recreation opportunities for our residents. We will take the information from our needs assessment and look to improve in the areas noted through your responses.

We encourage you to take some time from your busy schedule and sign up for one of our programs or special events and provide feedback, so we can continue to grow and build on the solid foundation established 50 years ago.



Kayaking; Columbus Voyage participants



Winter Carnival: Ice Sculpture in honor of the 50th Anniversary of Burlington's Parks & Recreation

PUBLIC LIBRARY AND LIBRARY TRUSTREES



WEBSITE

<http://www.burlington.org/departments/library/index.php>

LIBRARY STAFF

Administration: - Michael Wick, Library Director,

Marnie Smith, Assistant Director

Gerri Gaffey, Principal Clerk

Reference - Donna Manoogian, Shelley Sloboder, Faith Weis

Youth Services - Amanda Hogue-Lavallee, Nicole Monk, Joanna Troutt, Mary Naugle, Jenna Cantino

Technical Services - Nan Wang, Ann Marie McMakin, Janet Zahora, Carol Johnson

Library Technology Specialist – Tery Young

Circulation - Cara Enos, Sarita Hegde

Library Aides -, Nancy Farrey-Forsyth, Annemarie Gangi, Gauri Kulkari, Mary MacDonald, Elaine

Pearl, Susan Petrowski

Pages -Gale Christiano, Patrice Earley, Sarah Heginian, Janice Leahy, Maureen Mullen, Emily Murgo,

Raymond Smith, Patricia Stone

MISSION

The mission of the Burlington Public Library is to provide a welcoming environment for people pursuing educational, recreational and enrichment opportunities. The Library will integrate emerging technologies with traditional library resources and expand access to the community beyond the physical Library.

There are four internal departments at the Library: Circulation, Reference, Youth Services and Technical Services. All have unique functions and responsibilities within the library.

SERVICES PROVIDED

- Lending of books, large print books, magazines, audio books, music CDs, video games, DVDs, launchpads, playaways, laptops, educational kits, puppets, and museum passes
- Downloadable books, magazines, audio books, music, movies, television shows and more available through the eLibrary
- Access to free databases both in the library and remotely
- Free Internet access from 15 public computers and free wireless Internet access
- Educational, recreational, and cultural programs offered for children, teens and adults
- Summer reading programs for youth and adults
- Homebound delivery program for people permanently or temporarily disabled
- Free computer and technology workshops
- Proctoring services for students
- Meeting rooms, available to qualifying groups and organizations
- Individual study rooms that accommodate 1-3 people, available on a walk-in basis
- Print/copy service including printing remotely from home or your laptop/smart device
- Fax machine
- Exhibit space for local artists and organizations to display artwork or items of interest
- Collection point for People Helping People

- The library's website, which operates as a virtual branch that is open 24/7, allows for patrons to request materials, access databases, manage their account and renewals, reserve museum passes, download from our eLibrary, and check for information about the library and its programs.
- The library also maintains a diverse social media presence through its Facebook page, YouTube channel, and an Instagram site for teens.

2017 was a year of changes for the library. In May, the Merrimack Valley Library Consortium transitioned to a new Integrated Library System, which is software that libraries use to manage patron accounts, circulate materials and provides the public catalog interface. We had very little downtime during the transition and have been able to provide the public with a more intuitive and user-friendly experience online.

In September, Library Director Lori Hodgson retired after 16 years of service to the community. During her time as Director, Lori had many successes, including expanding library staff to include a full-time Young Adult Librarian and an additional Reference Librarian.

With that change came quite a few others among staff, as former Assistant Director Michael Wick became Director; former Head of Reference Marnie Smith took the position of Assistant Director; Reference Librarian Donna Manoogian became Head of Reference; and the Reference Librarian vacancy was filled by Faith Weis. With these changes will come the same high-quality services that residents have come to expect from their library; we'll also be seeking to expand our services through more programming, outreach to the community, and other exciting new opportunities.

The Burlington Public Library provides exceptional value for the Town. Using the Library Value Calculator (found at bit.ly/LibraryValue) we can determine that, for every \$1 that the library was budgeted last year, the Town received \$4.08 of value through the library's services which include programs, museum passes, meeting rooms, Reference assistance, books, eBooks, and much more. Next year and into the future, we'll be working to make our library even more valuable to the Town and our residents.



Left: 175 trick-or-treaters came to the library in costumes for treats and fun at our Trick-or-Treating at the Library event. Right: Spring Carnival had 75 little ones enjoying games and activities. This program was planned and run by the Teen Advisory Group.

2017 HIGHLIGHTS

- Throughout the year, over 9,000 children and Young Adults attended library programs and events.
- During our summer programs in July and August, over 2,900 children and Young Adults participated in events like animal shows, magicians, Quidditch training, movies, story times and crafts.
- Burlington Reads was successful yet again, with this year's program dedicated to the theme of "Survival."
- Children, Young Adult, and Adult Summer Reading programs brought in over 750 readers.
- Free digital magazines through RBdigital are now available to residents.
- Staff outreach to the Town increased, including participation in Celebrate Burlington, Parent University, the Burlington Farmer's Market, and school events.
- Symphony, the library's new Integrated Library System, began in May and now provides a more user-friendly experience to the public when searching our online catalog or managing their account.
- The library's website was redesigned, with a streamlined visual interface.
- The 15 public PCs were replaced, including 2 laptops that can be borrowed from the Reference Desk and used throughout the library.
- Color printing and photocopying is now available, using library PCs or our "Print from Anywhere" service.

CHANGES

- Lori Hodgson, Library Director, retired after 16 years of service to the community.
- Assistant Director, Michael Wick, was hired as Director in September.
- Head of Reference, Marnie Smith, was hired as Assistant Director in September.
- Reference Librarian Donna Manoogian, was hired as Head of Reference in September.
- Faith Weis was hired as Reference Librarian in October.

STATISTICS

Library Statistics - Annual 2017	2015	2016	2017
items checked out (in library)	289,148	279,698	237,727
items checked out (e-library)	18,873	31,470	33,192
reference questions	23,179	25,597	25,831
database access		39,342	55,181
public internet use	27,989	26,468	31,135
wireless use	34,736	24,726	67,015
study room use	4,095	4,082	4,862
website visits	108,128	94,537	132,607
hours open	2,933	3,044	3,021
attendance in library	148,694	154,965	141,551
adult programs	80	97	99
attendance at adult program	1,337	1,244	1,004

children's programs	313	394	316
attendance at children's programs	7,765	8,613	8,277
young adult programs	78	119	103
attendance at young adult programs	446	871	868
meeting room use	1,157	1,148	1,040
museum passes use	1,687	1,506	1,426

2017 HIGHLIGHTS TO LOOK FORWARD TO

- The library will begin a new round of Strategic Planning, which will provide a more defined vision of the library's future.
- We will continue to expand our community outreach, with new programs and services.
- Author Talks will be added to our series of adult programs, beginning in April with local reporter Ted Reinstein.
- New display furniture will showcase our materials.
- The library's collection will shift to allow for more space for our DVD, music CD and Audiobook collection to grow.

BURLINGTON PUBLIC LIBRARY TRUSTEES



*Back row (l to r) Steve Wasserman, Rob Neufeld, Adam Woodbury
Front row (l to r) Ann Way, Geri Degurski, Paula Bernard*

The Board of Library Trustees is a group of six elected officials whose main role is to govern and set policies for the library.

COMMUNITY EVENT • TRUCK DAY



Al Fay coordinated with the Burlington Recreation Department for a successful 19th Annual Burlington Truck Day on the Town Common. The event was held in September and was a great time for families and children of all ages to see the large collection of dump trucks, cranes, front-end loaders, bulldozers, fire and police vehicles and much, much more.



COMMUNITY EVENT • 4TH OF JULY

WEBSITE

<https://www.facebook.com/burlingtonJuly4thCommittee/>

The Town of Burlington held its annual 4th of July parade along Cambridge and Winn Streets on July 4, 2017. The sponsoring organization is Burlington's American Legion. The Town and the July 4th Committee are extremely grateful to the many who donated funds and time. The Burlington July 4th Committee was pleased to announce that Mr. Al Fay was named as the "Outstanding Citizen" for 2017. This honor is intended to recognize individuals in Burlington who have demonstrated a lifetime of community service and a desire to help achieve a quality of life unique to Burlington. Mr. Fay has demonstrated those qualifications for more than fifty years.



Minutemen



Al Fay July 4, 2017 "Outstanding Citizen"



Miss Massachusetts USA 2017
Julia Scaparotti



Aleppo Shriners



Burlington Police
Department Honor Guard



BURLINGTON LANDLOCKED FOREST



WEBSITE

www.landlockedforest.com

THINGS TO KNOW ABOUT THE FOREST

1. The Friends of the Burlington Landlocked Forest are trying to protect the largest meadow in the forest from invasive plants. While the Landlocked Forest has more than 250 acres of forested area, there is only one meadow that is larger than an average front yard. It covers about two acres and provides unique habitat for birds and small creatures. The worst invasive is called Oriental Bittersweet, a nasty vine that puts down a thick web of roots that choke out other plants. Protecting the meadow and returning it to its original uses requires a thorough cutting right down to the roots at least once a year for three to six years. Check out the pictures of our work crew this fall.



2. There is legal pedestrian access to the Burlington Landlocked Forest. The Paint Mine Conservation Area in Lexington borders on the forest and from that facility's parking lot on Turning Mill Road, just a 12 minute drive from Burlington Center, anyone can walk unimpeded into the forest's trail network. The parking lot holds 17 cars and there is on-street parking nearby. Note that the Friends of the Burlington Landlocked Forest and Town of Lexington Conservation Stewards built and installed an Information Kiosk for the parking lot with maps of the forest and of the Paint Mine.

3. The trails are very interesting because they take you through a wide variety of habitats (distinct areas that support different types of plants and animals). For example, a two-hour round trip walk from

the parking lot will take a hiker through two cleared meadows, a dense forest, an extensive wetlands around a small stream, a lovely and fragrant grove of pine trees, and a small vernal pool.



4. There are nearly 12 miles of trails and paths that wind their way through the Burlington Landlocked Forest. The trails are kept clear of brush, debris, and trash by the hundreds of individuals who walk, run, bicycle, and snowshoe through the forest each season. As a result of this network of trails, a person can choose to take almost any length of walk they desire; it is always possible to find a crossing trail that will lead you back to the Turning Mill Road parking lot.

The meadow clearing group is (l to r) Martha Roger, Monte Pearson, Paul Giroua and his son Paul, and Martha Simon

5. Walking through the Landlocked Forest brings up the question: Who was here before? We know that three hundred years ago Native Americans lived in the Burlington area. Burlington is believed to have been a borderline area between two tribes: the Massachusetts and the Pennacooks. We also know that the Landlocked Forest has numerous stone walls. These walls marked out the fields on colonial farms and were used as property markers through the 19th century. In fact, we have found a stone foundation from a homestead that probably dates to the 1700s and it is surrounded by two mounds that probably hold garbage relics from those years.

6. Burlington Cub Scout Troop #105 and Chet Maguire made and then installed trail junction markers throughout the Landlocked Forest. A trail map that displays these numbered junction markers is available on the Friends of the Burlington Landlocked Forest web site (www.landlockedforest.com). This marked trail system was created using GPS technology. The web site map also gives driving directions to the Turning Mill Road parking lot from Route 128 and from Route 62/Bedford Street.



7. In partnership with the New England Mountain Biking Association (NEMBA), the Friends of the Landlocked Forest have built three long boardwalks through the forest wetlands to ensure easy access to all areas of the forest. Together we raised more than \$10,000 for wood and other materials. For each of the two boardwalk projects on the west side of the forest, between 15 and 20 people worked in the mud and water for a day to put in support posts and lay cross ties. The longest boardwalk, located on the east side of the forest took three days of work and more than 30 people volunteered a day of labor to get the project done. Try walking on them! They give you a unique perspective on a wetlands area.

8. The Friends of the Landlocked Forest do guided tours in the spring and fall each year. The tours are advertised in the newspapers and on the www.landlockedforest.com web site. You can email the group and ask for a tour at "Landlockedforest@aol.com" In late spring of 2017, the Recreation Department ran a mountain bike tour of the forest for kids and their families.

MARY CUMMINGS PARK



WEBSITE

<http://marycummingspark.org/>

2017 HIGHLIGHTS

This was a busy year, with lots of Nature Walks, volunteer days, fund raising, and more. The Trustees of Reservations is getting ever closer to becoming official park manager and raising funds for a park upgrade. We welcomed their presence and we support their efforts.

Projects included monthly nature walks, trail clearing, continued supply of maps at all trail entrances, leading volunteer groups, fund raising, and keeping up the website, Facebook page, and sending our regular emails about the our activities and the status of the park.



In January the Walnut Hill Trackers led a Nature Walk about Animal Tracking, with just enough snow to find tracks



On March 4th, we had our first Nature Walk with the Trustees, who led a group all around the park and taught us about the variety of tree species and specific environments



We led a number of volunteer groups in such activities as Stone Wall Rescues, clearing the great, historic stone walls of vines. Above is the group from VMWare, on an April 27th project.



On May 27, Matt Burne, co-author of [A Field Guide to the Animals of Vernal Pools](#), led us on a lovely, rewarding walk, in spite of rain showers. We explored all three vernal pools in the Mary Cummings-Whispering Hills parks.



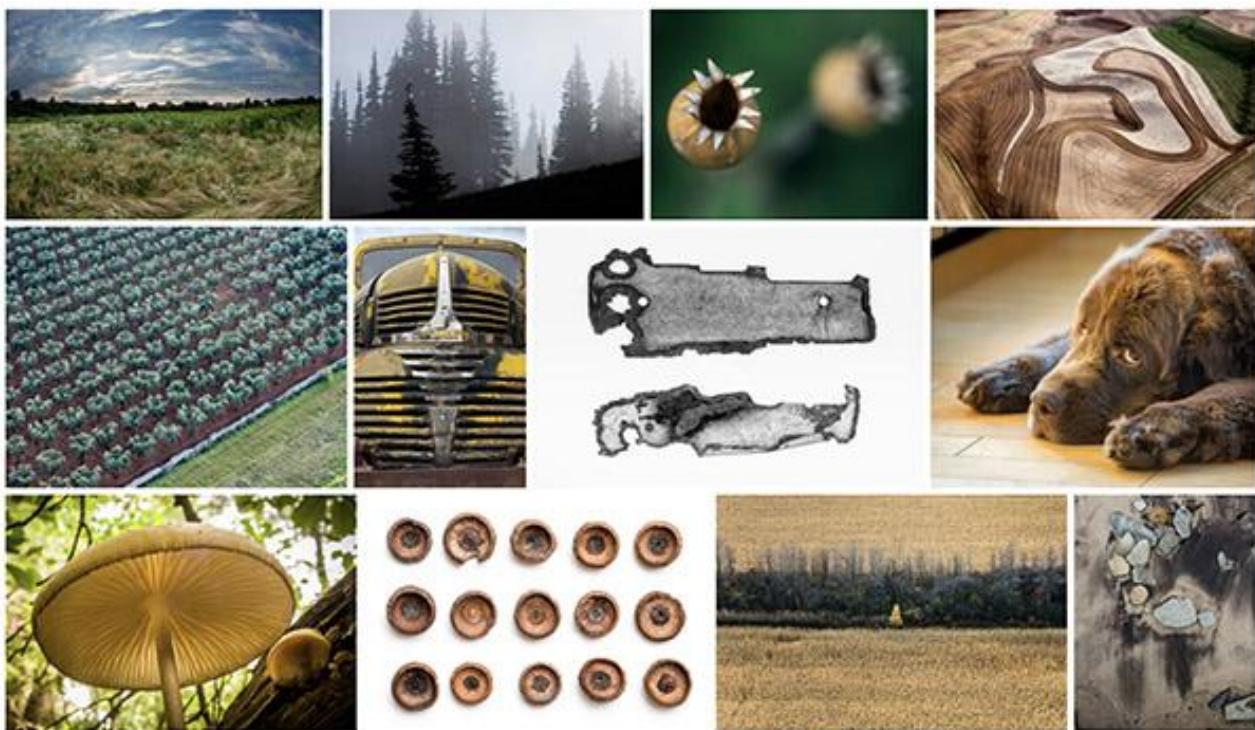
On September 2nd, wildflower author Ted Elliman led one of our most popular walks.



On October 7th, we had another Art Walk, which was great fun for children of all ages.



In June and again in November, local actor and naturalist Boot Boutwell led two nature walks with stories and poems.



In June, we had a photography fund raiser at Talbots and raised over \$500.



We joined with The Friends of The Landlocked Forest for our entry into the July 4th parade and won the John Maguire award.

In August we had our 2nd coloring booth at Celebrate Burlington Day.



In November, a simple email fundraising campaign brought in over \$1000 to help us pay off our legal debts from law suits involving the park.

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BURLINGTON SCHOOL COMMITTEE



SCHOOL COMMITTEE MEMBERS

(l to r back row) Stephen Nelson; Martha Simon; Thomas F. Murphy

(l to r front row) Bailey Towle, Student Representative; Kristin Russo; Christine Monaco

Photo: Lifetouch

Thomas F. Murphy, Jr., Chairman's Report

2017 was another eventful year for the Burlington School Department. As usual the first quarter of the year was focused mainly on preparing and finalizing our budget, and ultimately presenting it to Town Meeting. The school department has continued to work well with the town financial team, the Board of Selectmen and the Ways and Means Committee to develop a budget that enables us to maintain the services that the community has come to expect. The school department and the residents of the town are fortunate to have diligent and responsible financial leaders who do a very good job of maintaining town services in a fiscally responsible manner. Likewise the School Committee greatly appreciates the support provided by Town Meeting and the value that they place on education.

Through the outstanding efforts of our teachers, administrators and support staff we continue to provide a positive and effective educational experience for all of the students in Burlington. We continue to be recognized on a national level for our use of technology in the schools and, thanks to the work of Superintendent Eric Conti and Assistant Superintendent Patrick Larkin, we remain on the cutting edge of best practices for 21st century learning. Also, due to the efforts of the school administration and the teacher's association we were able to settle on a new three-year contract with the Burlington Educators Association in a professional and expeditious manner.

During the spring Craig Robinson, our long time Director of Finance and Operations, announced that he was retiring at the end of the school year. Craig had been with us for over 20 years, he was a tireless worker, an invaluable asset to the School Department and the Town during that time. We all wish Craig a long and healthy retirement and we thank him for all that he has done.

Replacing Craig as Operations Director is Bob Cunha, who previously served as the Town's Director of Town/School Technology. Bob has done a great job in overseeing the technology for both the Town and the School Department, he has developed a good working relationship with the town's financial team, and we are confident he will continue his success as our Director of Operations.

We have also brought on Nichole Coscia as our Business Manager. Nichole had been working in the Town Accountant's office as a budget analyst and her background in accounting and auditing, along with her municipal finance experience, will be a great asset to the School Department.

At the May Town Meeting, we were successful in obtaining our requested capital funding which allows us to continue to improve and upgrade our physical facilities. The School Committee recognizes the importance of maintaining the town's assets and we thank our custodial staff for their fine work in maintaining our buildings and keeping them clean and safe for all who use them.

We would also like to acknowledge the ongoing efforts of the Burlington Education Foundation (BEF) and express our appreciation for their continued good work. The BEF is a non-profit organization created and run by Burlington parents and they continue to make valuable contributions to the school system by funding grants to classroom teachers. It is another example of the strong community support for the school department and the School Committee is very appreciative of that support.

The Committee would like to thank all of its employees for their efforts and assistance in allowing the school department to deliver first class services to the residents of Burlington. We would particularly like to thank our recording secretary Sharon Gilbert for her efforts and for her patience in putting up with us.

Lastly, and most importantly, the School Committee thanks all of the town residents for their continued support of the school department and we invite anybody to call us with any questions or concerns.

School Committee Members

Term Expires

Thomas F. Murphy, Jr., Vice Chairman, 3 Lexington Street	2019
Kristin Russo, 5 Kingsdale Street	2020
Stephen A. Nelson, Chairman, 25 Fairfax Street	2020
Christine M. Monaco, Chairman, 18 Corcoran Road	2019
Martha Simon, 5 Willow Way	2018
Bailey Towle, Student Representative	

BURLINGTON SCHOOL ADMINISTRATION

Superintendent of Schools

Eric M. Conti

B.S., Brown University
M.A., Brown University
Ed.D. University of Wisconsin

Assistant Superintendent of Learning

Patrick Larkin

B.A., Assumption College
M.Ed., Framingham State College

Director of Operations

Robert Cunha

B.S., ITT Technical Institute

Interim Director of Special Education

Robert McArdle

M.Ed., University of Massachusetts-Boston

Burlington High School Administration

Mark J. Sullivan
Principal

B.A., University of Massachusetts
M.Ed., Cambridge College

Richard T. Sheehan, Jr.
Associate Principal

B.A., Stonehill College
M.Ed., Salem State College

Deborah Deacon
Assistant Principal

B.S., Westfield State College
M.Ed., Cambridge College

Marshall Simonds Middle School

Richard J. Connors
Principal

B.S., Salem State College
M.Ed., Boston University

Elementary Schools

Deborah Dressler
Principal
Memorial School

B.S., University of New Hampshire
M.S., Worcester State College

David Rosenblatt
Assistant Principal Memorial School

B.A., University of Massachusetts
M.Ed., Lesley University

Nicole McDonald
Principal
Francis Wyman School

B.S., Fitchburg State College
M.Ed., California State University

Darryl Doiron
Assistant Principal Francis Wyman

B.S., Salem State College
M.Ed., Fitchburg State College

Ellen Johnson
Principal
Fox Hill School

B.S., Keene State College
M.S., Emerson College
C.A.G.S., Salem State College

John Lyons
Principal
Pine Glen School

B.A., Merrimack College
M.Ed., Simmons College

SUPERINTENDENT OF SCHOOLS

Eric Conti, Superintendent

Patrick Larkin, Assistant Superintendent

In 2017 the Burlington Public Schools continued to build on the work accomplished in 2016. Our main focal points continue to be driven by our Planning for Success Plan. This three-year District Improvement Plan process was introduced by the Department of Elementary and Secondary Education. The four pillars of the plan in Burlington are 1) Engaged Learning, 2) Relationships, 3) Communication, and 4) Facilities and Operations.

Our learning focus in 2017 was the continued implementation of the comprehensive changes that are the result of recent state regulations in the areas standards (the Massachusetts Frameworks), state assessments (MCAS 2.0), evaluation and sheltered English immersion training. All of these new initiatives are being implemented in addition to our existing, local initiatives focusing on expanding professional development for faculty and staff, improving our physical plants and grounds, and, most importantly, seeing higher levels of student achievement.

Mirroring the real world, authentic learning opportunities play an increasing part in the learning happening in our schools. Learning; however, takes involved parents, engaged students, exceptional faculty and staff and the continued support of the community. Moreover, it takes a commitment to the social and emotional growth of children. There cannot be achievement without being dedicated to social and emotional growth of all children.

At all levels, our students have worked hard and experienced success in the classroom, on stage, in the visual arts, on the athletic fields, and in the community. These student successes are evidence of talented teachers and effective and well-supported programs. We continue to improve our state measures of student growth at Burlington High School where our students take the MCAS. At the elementary level, our internal benchmark assessments also continue to show achievement growth at all levels in ELA and Math.

In 2018 we continue to have in-depth conversations about what learning needs to look like in the 21st century. These 21st century learning environments would not be possible without the infrastructure that was put in place in partnership with the general government of the town and with the support of town meeting. The State Board of Education has adopted new computer science and digital literacy standards. Burlington has been a leading partner in these conversations and adoption. To this end, Burlington has been selected as a PACE District. PACE stands for Programming the Acceleration of Computing and Equity. We believe that computer science is a critical literacy for all Burlington graduates to experience.

The district continues to expand the use of our student management system - ASPEN with online progress reports now available to high school and middle school students and their families. We will continue to transition to online academic progress reporting for all students. We continue to focus on improving our communication with parents by providing web-based access to student information for Burlington families. One of our communication initiatives this coming year will be to create a new District Website. As our efforts to improve and expand communication continue, we see continued growth in the number of staff members who are utilizing online blogs, wikis, and webpages to share frequent updates with students and their families. There are currently many staff members using online tools, like SeeSaw, to keep stakeholders informed of the great things happening in their classrooms.

In addition to the initiatives discussed above, the curriculum office provides support and development for teachers through coordinated, district-wide professional development. We have recently formed a joint

Labor Management Group to ensure that teachers have a strong voice in creating their own Professional Development. Our collaborative goal is to identify and replicate best instructional practices and deepen content knowledge in order to increase the academic achievement of all Burlington students. As has been the practice for the past few years, five professional development days are stipulated by the school calendar. Professional development days are typically designed to strategically balance district and building-level needs to address individual interests by providing choice. Our opening, two-and-a-half day professional development days held at Burlington High School, brought together all of our Burlington Public School educators and offered tremendously diverse, teacher created and led sessions, allowing staff members to create their own individual schedules. The feedback from this event was largely positive.

We are proud to provide our Burlington staff with a wide variety of forums for professional discussions about curriculum learning as we continue to sharpen skills and strive for excellence. We provide experiences both within the district professional development team as well as through elementary curriculum councils, middle school team meetings, and high school department meetings and outside of the district through workshops, conferences, and courses. These professional development opportunities occur during the school day, after school hours, on Saturdays, and during the summer. Burlington continues to boast of long-term relationships with a host of partnerships with outside agencies including Primary Source, Teachers as Scholars, and Massachusetts Computer Using Educators (MassCUE). By providing a depth of offerings, lesson modeling, and coaching, we foster growth, deepen content knowledge, and mesh assessments with instruction. This level of choice supports the implementation of curriculum and allows for observation of best practices. This in turn leads to increased academic achievement and positive student outcomes.

In 2018, we will be transitioning to a new Marshall Simonds Middle School leadership team. After more than 40 years, Mr. Connors and his outstanding Team Leaders will be retiring. We are grateful for their decades of service and positive impact on thousands of adolescents in Burlington.

PUBLIC SCHOOLS AND DEPARTMENTS

BURLINGTON HIGH SCHOOL

Mark Sullivan, Principal

Once again, the weather cooperated in June and Burlington High School hosted yet another outdoor commencement exercise on Varsity Field. Administration and Faculty welcomed the entire BHS community to celebrate the graduation of the Class of 2017 on Sunday, June 4, 2017.

At the conclusion of the 2016-17 school year, Ms. Susan Kelly DiSanto retired from her position as Librarian of the Joan F. Miles Library. Mrs. DiSanto was replaced by former BHS English teacher, Mrs. Callie Graham. Mrs. Holly Potters, a veteran BHS Science Department teacher, took over the responsibility of chairing the science department. Also of note, Mr. Brian McNeill made the decision to vacate the position of Math Department Chair to resume teaching full-time at BHS. Mr. McNeill was replaced by external candidate, Mrs. Kathleen Whitcomb.

The other new faculty members for the 2017-18 school year are:

Shira Androphy	Social Studies	Larry Cohen	Science Department
Sarah Eshelman	English Department	Robert Hale	English Department
Cody Lusas	Math Department IA	Kevin Maguire	World Language
David Padula	Special Education	Kristina Torres	Special Education IA
Christopher Tota	Science Department	Shereen Tyrrell	Computer Science

Burlington High School recently completed a 10 year NEASC Accreditation Site Visit. This decennial Accreditation Process has long been recognized in the United States and international school circles as a highly effective means of initiating and maintaining school improvement and adherence to publicly stated standards. From November 5th through November 8th, the 16 person visiting group met with teachers, administrators, parents, and students. They also shadowed students and toured our facilities. In other words, they were immersed in our day to day operations for the entirety of their visit. The commendations and recommendations from this visit will provide important information as we continue our ongoing school improvement efforts.

Over the last several years, BHS has had the distinction of being an Apple Distinguished School. The Apple Distinguished School designation is reserved for schools that have demonstrated Apple's highest vision of a successful 21st century learning environment. The selection of BHS as an Apple Distinguished School highlights its successes in enhancing and extending teaching and learning with thoughtful and innovative implementations of technology. Schools chosen by Apple for designation as an Apple Distinguished School must demonstrate Apple's highest vision of a successful learning environment, have a strong relationship with Apple, and possess a willingness to develop outreach activities. The five best practices of an Apple Distinguished School are:

- Visionary Leadership
- Ongoing Professional Development
- Flexible Learning Environment
- Innovative Learning and Teaching
- Compelling Evidence of Success

BHS continues to focus on the use of instructional technology tools to help foster student engagement. Professional development time has been geared toward supporting teachers in the implementation of technology to enhance student learning. Parents and students have expanded use of an online portal that

allows grades and assignments to be seen in real time. With this portal, BHS has an online method of sending report cards and progress reports home to families and we have phased out the printing and mailing of these documents altogether.

BHS continues to offer relevant and challenging curricula to its students. New courses being offered include Robotics, History of Rock and Roll, Forensic Science, A Military Perspective of World War II, Examining Feminism through Popular Culture, Comparative Religion, and Reasoning and Argumentation. Dual enrollment courses continue to be a popular part of our program. BHS has agreements with Middlesex Community College, Massachusetts Bay Community College, and Bay Path College, where students can simultaneously earn credit from both BHS and the higher education institution. To amplify our program, BHS also offers a number of online courses to students through its membership with Virtual High School.

Burlington High School students continue to be our biggest point of pride. Year in and year out, Burlington students excel in academics, athletics, fine and performing arts, and much more. Excellence and creativity is displayed in many different ways and through many different distinctions. Students earned Advanced Placement scholar awards, BHS Collab (Student Literary Magazine) earned a top ranking in a National Competition, many students qualified for the John & Abigail Adams Scholarship, and our students continue to perform exceptionally well on the MCAS and AP tests. Outside the classroom, BHS continues to offer a myriad of clubs and athletic activities for its students. Throughout these varied activities, our students are consistently recognized for their accomplishments. In addition to fielding some of the most competitive teams in the Middlesex League, our students excel in individual accomplishments.

BHS continues to schedule many varied activities and observances that have become highlights of the school year. These annual events include our September 11th Remembrance Ceremony; September Student Activity Fair; November Veterans Day Assembly and School Spirit Rally; December Holiday Traditions Assembly and Holiday Concert; March NHS Induction Ceremony, Ides of March Concert and Spring Musical; as well as an alternate-year Italian and Spanish Student Exchange Programs, and the Junior/Senior Prom.

For the latest news from Burlington High School, please visit the district site at burlington.org or my blog at markjsullivan.org.

ART PROGRAM

George Ratkevich, Visual Arts Program Coordinator

The Burlington Art & Design program encouraged students to think critically and creatively and to generate and develop new ideas. Students explored different methods of problem-solving, and they were guided to understand that there may be more than one solution to a problem. Students across grade levels explored a variety of materials and processes and learned a wide range of skills in perceiving and creating. They developed a sense of community through collaborative projects, group critiques, informal discussions, and participation in exhibitions. They were encouraged to look closely and carefully at things, to discuss their observations, and to critique their own work and that of their peers. Students benefited from and became more well-rounded through the enriching experience of art-making.

Students had their work published in the Marble Collection, Massachusetts' High School Magazine for the Arts, and in Collab, the high school's literary magazine. Student work was on display in the Scholastic Art Awards, the Massachusetts Art Education Association's Youth Art Month Exhibition, the

Sixth Congressional District Art Competition, the high school's 44th annual Art Exhibition, fifth annual Fashion Show, and eleventh annual Portfolio exhibition, the Regional High School Art Exhibition hosted by the Lexington Arts & Crafts Society, in other competitions and exhibitions, and on display in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty. All the elementary art teachers held their annual school art exhibitions in May. Middle school teachers shared the work of their students during their Open House night. Advanced photography students collaborated with students in the Winchester High School photo program in an exhibition entitled "Photosynthesis XII" at the Griffin Museum of Photography in Winchester.



Reception for the "Photosynthesis XII" exhibit, collaboration between the Griffin Museum of Photography, Winchester High School photography students, and Burlington High School photography students, at the Griffin Museum of Photography in Winchester

Some of the larger collaborative efforts of the art program include the following: Art students in several Burlington schools were involved in developing designs for a display of community-oriented banners during the winter season on the town common (to be installed next winter). Elementary art teachers were involved in developing a collaborative lesson around the 4th grade Science unit of pollinators. High School art teachers developed a number of lessons around The Power of One, the individual's ability to effect change in the community/society, which related to the high school's essential questions for the 2017-2018 school year.

The art department developed its three-year improvement plan using the Planning for Success model.

ENGLISH DEPARTMENT

Shannon Janovitz, Department Chairman

This year the English Department continued its work to update curriculum, focusing on integrating the school's core values and emphasizing 21st century skills. Sophomores in Introduction to Literature II approached the course content through a new framework — Advocacy Through Storytelling — which centers on understanding varied perspectives. Seniors in British Literature initiated the pilot year of a new senior research project. Shifting away from a standard literary criticism essay, this project requires seniors to investigate a contemporary topic of interest to them and identify ways they can address that topic to impact change in society. Other revisions to the curriculum include integration of digital writing,

prompting students to consider how to engage a digital public, as well as argument writing, centering on rhetorical technique.

The Department experienced some personnel changes throughout the year. Long-time BHS English teacher, Callie Graham, made a career change and is currently the school's Teacher Librarian. Benjamin Lally, former Department Chair, is continuing his work as an educator at a school closer to home. With over fifteen years of experience in the English classroom, twelve at BHS, Shannon Janovitz took on the role of Chair. Additionally, we welcomed two new members to the Department, Sarah Eshelman and Robert Hale, who both joined our school community after significant experience in varied educational settings. In the fall, Victoria Wolk served as a student teacher from UMass Boston and has continued her work with the Department by filling in for a member who is out on maternity leave. While there have been many changes, the Department continues to work together to address student needs and help all students find success.



English-related clubs and activities are growing. Poetic Ramblings, the school's poetry club and slam team, competed in Louder Than a Bomb, the statewide youth slam competition, and qualified for the semifinals for the third year in a row. As part of the youth poetry festival, BHS student poets participated in the Rethink High School student discussion forum addressing problems in the education system. In conjunction with Mass Poetry, Poetic Ramblings hosted its third annual Student Day of Poetry, which brought published authors to the school to lead writing workshops for students and facilitate an open mic. The Devils' Playlist, our music journalism club, began running monthly Listening Lunch sessions to offer students an opportunity to share music, poems, and stories with their peers. Students in Collab released the 45th edition of their award-winning art and literary magazine, and some of our student authors were published in other youth journals. The English hall welcomed a new club this year, the Burlington chapter of Girl Up, a national advocacy organization promoting education for girls. Students in this group engaged in a letter-writing campaign to raise urgency and work to ensure

that girls are a priority in U.S. foreign policy. The English program consistently encourages creative and critical thinking to help students participate in the world around them in meaningful way.

WORLD LANGUAGE DEPARTMENT

Renee Dacey, World Language Department Chairman

The World Language Department offers students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. To graduate from Burlington High School, a student must complete two consecutive years of the same language. All languages have a complete sequence of study through the 5th year; although Spanish offers an Advanced Placement course in place of year five. Consistent with the school's 21st Century Learning Expectations, students enrolled in all World Language courses are encouraged to develop skills that teach them how to generate their own questions regarding course content, including, but not limited to, the themes of personal and public identities, contemporary life, family and community relations, science and technology, and world challenges. Most importantly, students are provided with opportunities to investigate independent topics of interest relating to the culture and history of the language being taught.

In August, we welcomed Kevin Maguire, the department's new French teacher. Mr. Maguire joined Burlington High School from Sanford, Maine, where he taught French for three years. Mr. Maguire is passionate about teaching French because it is a culture that he has always respected and felt extremely connected to during his travels to France and Quebec. Furthermore, World Language teachers continue to collaborate and share best teaching practices. Specifically, the department continues to integrate resources from the *Keys to Literacy* program to reinforce students' summarizing tools, creation of word knowledge check lists, and successful note-taking skills. In addition, the 5th year French, Italian, Latin, and Spanish classes have formed a collaborative relationship with the kindergarten classes at Pine Glen Elementary School as well as Burlington's Preschool classrooms located at Burlington High School. During the visits, students read, sing, and dance with the children and teach them greetings in the target language. The relationships formed between the older and younger students of the Burlington community offer a wonderful educational experience to everyone involved.

As always, the World Language department continuously presents opportunities for students to engage in the language and culture by traveling abroad. In February, the Spanish Exchange program traveled to Collado Villalba, Spain with 20 students along with Spanish teachers, Daniela De Sousa and Christina DiCroce, and José De Sousa, Burlington's District IT Manager. During their two-week stay abroad, students attended classes at the local high school and traveled to the Spanish cities of Toledo, Madrid, and Granada. Also, during April break, Latin teacher, Gregory Stringer, traveled to the Paideia Institute in Rome, Italy along with a group of 13 of his Latin students. While in Rome, Mr. Stringer brought his teaching content to life by engaging his students in spoken Latin tours of classic Roman architect and monuments while highlighting art, history, politics, philosophy, and religion. Lastly, in October, 14 Italian students and chaperones Italian teacher Ivana Gentile and Associate Principal Richard Sheehan, traveled to Cles, Italy for the Italian Exchange Program. Students attended classes at the *Instituto Tecnico Pilati* and explored the nearby cities of Trento, Verona, and Venice.

In conclusion, the French, Italian, Latin and Spanish clubs continue to expose students to various cultural activities through field trips to the Isabella Stewart Gardner Museum, Boston's Museum of Fine Arts, and the Wheelock Family Theatre's presentation of Lin-Manuel Miranda's play *In the Heights*. Most notably, the department encourages students to participate in various fundraising opportunities to support the *American Red Cross Haitian Relief Fund*, the *More Than Words* organization of Waltham and Boston, the Burlington Food Pantry, and Boston's annual *Christmas in the City* event.



MATHEMATICS DEPARTMENT

Kathleen Whitcomb, Department Chair

The Mathematics Department has continued its mission of preparing students for lifelong mathematical competence and sound logical reasoning skills.

This past fall, we welcomed a new Department Chairperson, Mrs. Katie Whitcomb. Mrs. Whitcomb is an experienced educator who joined us after teaching for 10 years at Dedham High School. She is passionate about leading our department in our mission to prepare Burlington High School students for success in the 21st century. We also welcomed Mr. Cody Lusas as our full time math tutor; Mr. Lusas' superior math skills and ability to connect with students has made him an invaluable asset to our learners.

Our last new addition to the department staff is Computer Science teacher Ms. Shereen Tyrrell. Ms. Tyrrell brings with her a vast network of connections to businesses and community members who have enriched our school by visiting classrooms and lending their expertise and advice as we work to develop a robust Computer Science curriculum in the district. In December, we hosted Computer Science Education Week, during which we welcomed over 15 companies from the greater Boston area to speak to our students and offered Professional Development to the entire staff on the need for Computer Science for All. As a department, we are playing a large role in helping to integrate Computer Science for All principles into the curricula across BHS and the district.

HIGH SCHOOL GUIDANCE DEPARTMENT

Joe Attubato, Support Services Coordinator

MISSION

The mission of the Burlington High School Guidance Department is to support the academic, career, and personal/social development of all students. Through individual and group counseling, collaboration with school, home, and community, and assessment of student needs, we foster responsible decision-making. We strive to help students realize their full academic and personal potential as lifelong learners, engaged community members, and global citizens. This mission statement was updated in August of 2017.

The Guidance Department hosts events throughout the year to keep parents involved including the Guidance Breakfast Series and several parent/student planning nights. Planning nights are also shown on BCAT. This year we continued to film various parent breakfast due to several parent requests. While some topics are geared toward specific grade levels, others can be applicable across grade levels, such as "Dealing with Stress and Coping Strategies", "the Course Selection Process", "PSAT Results Review," and presentations on the basics of Financial Aid.

The Guidance Counselors work closely with students to develop competencies in the areas of educational, personal and vocational development. Through individual counseling, small group meetings and large group presentations, counselors help students understand their learning strengths and weaknesses, select appropriate courses, plan for the transition to college and career, and meet personal challenges in a mature, productive way. The Guidance Department has used several student surveys over the past few years to better help our practice and confirm how we do. We used data from freshman students, parents and seniors to give us information on whether our clientele understands how to access support services when needed, to ensure they are seeking appropriate post secondary opportunities and to make sure we are offering informative parental presentations. All this data has certainly made us much more aware of

whom we work with. For the 2017/18, the Burlington High School Guidance Department developed and implemented a plan to assess student needs. Students are required to complete a form when they arrive to guidance. The data is being reviewed during professional development days and our plan is to analyze this data for the year to best support identified student needs.

The following is a profile of the Class of 2017 (as reported in June of 2017):	Students	
2017 CEEB Test Summary:		
4 Year College	209	
4 Year College - Public in-State	70	
4 Year College - Private in-State	61	
4 Year College - Public Out-of-State	29	
4 Year College - Private Out-of-State	49	
2 Year College	26	
2 Year College Public in-State	25	
2 Year College - Unspecified	1	
Career Education	6	
Military	6	
Employed	7	
Total Students	252	
TESTING STATISTICS-2017		
84% of Class that took the SAT Exam		
Mean Evidence Based Reading Score		
Mean Math Score		
# of SAT Scores in a Given Range	EBR	Math
700-800	20	25
600-690	71	65
500-590	98	90
400-490	23	31
300-below	4	5
SAT Subject Mean Scores:		
Biology, Molecular: 669	Biology Ecology: 636	Math Level II: 695
Chemistry: 660	Literature: 615	Math Level I: 613

Six students were commended for the 2017 National Merit Scholarship Program. Two-Hundred and forty students took a total of 463 Advanced Placement (A.P.) exams for college credit. Seventy-two students were recognized as Advanced Placement Scholars for their performance on the 2017 Advanced Placement Examinations. Four students were recognized as an AP National Scholar. Eighteen students were recognized as AP Scholars with distinction, twelve members were recognized as AP scholars with honor, and thirty-eight members were recognized as AP scholars.

SCIENCE DEPARTMENT

Holly Potters, Department Chair

The Science Department is focused on preparing our students to be engaged community members by giving them a foundation of background knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods. To help us with this mission, we have welcomed two new teachers to the science department this year, Larry Cohen and Christopher Tota. The Science Department has also initiated discussions with local businesses in the

science community to cultivate relationships and opportunities to connect students with applications of science and technology in the real world. We will continue to make and build connections in the future.

The Science Department is also working toward full and meaningful implementation of the new Massachusetts Science and Technology/Engineering (STE) Standards in our current courses and we hope to create additional courses in the future that provide the opportunity for practical applications of science and engineering principles. We are currently still waiting for information from the Department of Elementary and Secondary Education (DESE) on the revision of the 10th grade science MCAS in 2019 and beyond to reflect these standards. This year the Science Department continued to see strong performance from students in science and growth of our most challenging courses. In the past year, we have seen an increase in the number of AP science course sections offered and continued to produce student scores on the AP science exams above the national averages. Additionally, the 9th/10th grade science MCAS pass rate in 2017 was 99%.

HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

Christina Ciccolini, Department Chair

The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with disabilities. In the 2017/2018 school year, inclusion courses were maintained in the areas of English, Mathematics, History and Science for Freshman and Sophomore classes. In these courses, special education teachers provide direct support and service to students in mainstream academic classrooms. To help Junior and Senior students transition to post secondary goals, academic support continues to help students identify learning strategies and gain skills to advocate for themselves and their needs. Bridge support continues to grow and be an effective program to help support students who need assistance with emotional disabilities. Scooter is an assistance dog that provides social/emotional support to all students. The social symbolism course is for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning the opportunity to develop such skills and generalize these skills outside of their classroom.

SOCIAL STUDIES

Todd Whitten, Department Chair

This year the Social Studies Department began an initiative to bring elected representatives to BHS to speak with sophomores as part of the US II curriculum. Invitations were extended to State Representative Ken Gordon, Representative Seth Moulton, Senator Elizabeth Warren and Senator Ed Markey. Though the weather caused us to reschedule the first two, we are hopeful that this will begin new conversations with our students about civic engagement, and the duties of responsible citizens in American society.

We welcomed a new member to the Department, Shira Androphy, and bid farewell to Michael Coughlin, who departed for a new career in federal law enforcement. Shira came to us with a wealth of experience in a variety of educational settings, and we are excited for her to share her expertise with our students. The department also saw some members go out on paternity/maternity leave, and we were thrilled to welcome babies in the Milton, MacKay and Brumby households. This caused us to have Nicholas Akers and Daniel O'Brien step into classes for the above three teachers at various points during the year.

The Department continues to work to move away from textbooks and has been working to implement a greater amount of non-fiction reading into our core classes. The US I course features the book

Assassination Vacation, by Sarah Vowell; the US II course features *The Greatest Generation*, by Tom Brokaw; and both classes make use of the book *Don't Know Much About History* by Ken Davis. The World History II book will be chosen this summer by the teachers of that course. Our hope is that students will be presented with interesting and provocative ideas in books that will spark discussion both in and out of the classroom.

A number of teachers participated in various professional trainings and conferences this year. This included: Joyce Carey attending the Mount Vernon Institute at George Washington's home in Virginia; Todd Saxon participating in a training for AP Human Geography, a course we will offer in the 2018-19 school year; Rob Parkin participating in training for AP United States History; and Todd Whitten attending EduCon in Philadelphia. We look forward to bringing the knowledge and skills we gained from these experiences into our classrooms throughout the year.

Lastly, the Department is watching the Department of Elementary and Secondary Education (DESE) closely, as they work to revise the Social Studies Curriculum Standards, which were last updated in 2003. Chair Todd Whitten has engaged in discussions with members of the committee and with other curriculum coordinators and department chairs around the state, as we anticipate large changes coming to how the Commonwealth of Massachusetts organizes the content, structures the course sequence, and addresses the deficiencies in civics education that has occurred statewide. While we don't know for sure what direction DESE will take, it seems pretty certain that they will be recommending a civics course for the 8th grade, and a four year graduation requirement at the high school level.

DEPARTMENT OF ATHLETICS

Shaun Hart, Athletic Director

The Burlington Athletic Department has had yet another successful year. The Golf team won the Freedom League Championship for the seventh time and the Girls Volleyball team made it to the MIAA North Div 2 Semi-Finals. Boys and Girls Ice Hockey were both Middlesex League Freedom Champions. The Boys team had the opportunity to play outdoors at Fenway Park vs. Arlington. It was a great night for the students and the community. The Wrestling team were Middlesex League Freedom Co-Champions. The Softball team won the Middlesex League Freedom Championship and made it to the MIAA North Division 2 Semi-Finals. The Boys Outdoor Track team won the League title, Division 3 title, as well as the State Division 3 Championship. The Girls Tennis team were also League Champions for the sixth time in a row. The Boys Tennis team qualified for State Tournament play for the sixteenth time in a row.

PHYSICAL EDUCATION/HEALTH

Matthew Jackling, Department Chair

The Burlington High School Health and PE Department implemented various successful programs throughout the year. In Health Education, our freshmen health course provides students with key skills for a positive introduction to high school, such as reviewing school resources/available programs and educating students on social emotional issues. Additionally, this class provides all freshmen with the opportunity to become CPR/First Aid certified through the American Red Cross. Sophomore students participate in our Intro to Wellness class, where curriculum was reviewed and revamped regarding addiction and sexuality education to reflect current trends and areas of need at all levels. For our seniors

(junior students do not take a health education class), the Rape Aggression Defense (RAD) program that we utilize in conjunction with the Burlington Police Department was a highlight of our year, as it provides all students with a challenging opportunity to understand key concepts regarding personal safety, what it means to be a bystander, and advocating for oneself, and for others. Senior students can choose between Senior Wellness, Intro to Health Occupations, and Intro to Sports Medicine to fulfill their senior year health requirement, and may also choose from our Sports In Society, Advanced Recreational Games, and Personal Fitness classes as electives.

Our Physical Education curriculum was also updated throughout the year, with an emphasis on providing students with a better understanding of personal fitness and the various ways it can be attained. This is specifically reflected in our Freshmen PE course, which aims to introduce the elements of physical fitness and explore how they can be developed throughout their time at BHS. Additionally, our Project Adventure curriculum remains the highlight of our programming, as it provides all sophomore students with instruction based on the "challenge by choice" model, individualizing their experience to best meet their interests. Project Adventure also provides every student with fun and unique team building exercises that creates an inclusive environment for all students, regardless of physical ability or skill. Junior PE is the culmination of the previous two classes, with students building on the core content and taking a more active role in their own fitness levels and training. Senior students do not participate in a PE class.

HIGH SCHOOL LIBRARY

Callie Graham, Teacher Librarian

Librarian Susan Kelley Disanto retired this past spring after years of dedicated service to BHS. The position was filled by former BHS English teacher and certified librarian Callie Graham.

By fostering a love of reading, providing essential resources, and developing critical 21st century skills, the goal of the library is to support BHS's mission statement. To help meet this goal, the library piloted a successful student field study program, which has been added to next year's Program of Studies. Students involved perform routine circulation and clerical tasks, assist peers, organize materials, and develop creative projects and displays.



Moreover, to facilitate effective research, the library now offers students and teachers access to and assistance with NoodleTools, a complete research-management system. The library also has a newly organized "comfy seating" area that houses college resources, student textbooks, and regularly rotating book selections intended to enhance the existing curricula. Additionally, Graham and English Department Chair Shannon Janovitz presented at the New England Association of Teachers of English Fall Conference. Their seminar focused on the ways in which teachers can utilize slam poetry to help students generate questions, investigate topics, develop critical thinking, and participate in the world around them with authenticity and passion. In the future, the library will continue its development as a communal space for both teachers and students to collaborate effectively on learning projects.

MARSHALL SIMONDS MIDDLE SCHOOL

Richard J. Connors, Principal

Marshall Simonds Middle School continued to address the academic and developmental needs of young adolescents in 2017. Curriculum instruction and assessment practices were used to engage students in active, purposeful learning. Teachers used multiple strategies and methods to motivate student interest and to advance program initiatives.

The organization and schedule of the middle school provided a structure for successful educational goals. Interdisciplinary teams of academic teachers contributed to the promotion of positive relationships between students and faculty members. Common planning time for teachers provided time for communication and collaboration.

The school culture at Marshall Simonds remained student centered, safe and inclusive. There was an emphasis on health and wellness, student activities, consistent discipline expectations and a plethora of events that welcomed parents and community members. The school's music and art curriculums, integration of technology into all subject areas, challenging academic opportunities and developmentally responsive philosophy contributed to the acquisition of essential skills and attitudes.

During 2017 the School Improvement Plan highlights a variety of objectives and initiatives. Specifically, they focused on Engaged Learning, Relationships and Communication. A "Planning For Success" process was used to facilitate strategic objectives. They included participation in diversity and tolerance activities, the implementation of a Keys to Literacy program, differentiation of instruction, continued use of the Aspen student portal, updated school safety procedures, a new math curriculum, the completion of the Youth Risk Behavior survey by grades 7 and 8 and the use of blogs, newsletters and individual and group meetings to communicate with the community.

The following teachers became members of the middle school faculty in September 2017. They include Kelli Stromski - Special Education Reading, Alyssa Torchio - Special Education, Patrick Magee - Physical Education. Tracy Nicholas was welcomed as the new school nurse.

Julie Donovan retired in June after giving thirty years of dedicated service to middle school students and the Burlington community. Julie combined strong intellectual ability with a myriad of instructional talents that made her an exemplary middle school instructor. Her good will, positive attitude and understanding of adolescents will be greatly missed. Anne-Marie Bedrossian has replaced Julie as a grade 7 English Language Arts teacher.

FOX HILL SCHOOL

Ellen Johnson, Principal

Fox Hill School's enrollment remains steady during the 2017-2018 school year and Fox Hill School welcomed approximately 400 students in September 2017. Four classrooms serve kindergarten, grade 2, grade 3 and grade 5 students. Five classrooms serve grade 1 students and three classrooms serve grade 4 students with a class size of approximately 18 students in every classroom. Our school community is culturally diverse and this diversity has enriched our school community both academically and socially. Our school theme "One School, Many Cultures" remains relevant for the 2017-2018 school year and celebrates the diversity within the walls of Fox Hill School while it functions as a school community that practices and upholds values of kindness, respect, responsibility and safety every day. Grade level

“Community Circles” are held monthly to celebrate our successes and to identify solutions to challenges students want to resolve together as a school community.

Fox Hill School has a long-standing tradition for achieving excellence and for embracing innovation. This tradition continues into the 2017-2018 school year. This year, Fox Hill School in partnership with the district and the community, implemented “Planning for Success.” “Planning for Success” is a school improvement plan that commits to increasing and strengthening our efforts to consistently achieve academic excellence, to facilitate social emotional development, and to strengthen communication, inclusivity, and relationships at Fox Hill School. Our “Planning for Success” school improvement plan provides professional development opportunities for *Responsive Classroom* and for learning about current inclusive teaching and learning practices. “Planning for Success” invests in our Bridges Program that connects and invites our wisest community members into Fox Hill School classrooms to share generational stories and to serve as role models for our youth. During the 2017-2018 school year our classroom teachers are actively communicating with parents about student learning through use of *SeeSaw*, a technology application that promotes two way communication between home and school. This innovated means of communication has increased understanding and awareness for what students are learning at Fox Hill School.

The 2017-2018 school year brought several changes to our teaching staff. Fox Hill School welcomed Ms. Festa, and Ms. Reilly as second grade teachers. Mr. Raymond was hired as a grade 5 teacher and Ms. Harrigan was hired as a music specialist. Mrs. Gordon, Mrs. Fine and Mrs. Walsh were assigned as Fox Hill School’s permanent substitutes. The end of the 2017 school year brought two retirements, Mrs. Doyle grade 1 teacher and Mrs. Lewis grade 2 teacher retired from highly successful 35 year careers in education.

Our goals for the 2017-2018 school year remain on inclusion and diversity, what it means, what it looks like and how it enriches the academic and social emotional learning experience at Fox Hill School. Fox Hill School is committed to every child developing a sense of belonging and learning to accept and celebrate who they are as a student as well as understanding the unique value they bring to our school community. Our children are our most important and valued resource and Fox Hill School always puts children first.

FRANCIS WYMAN ELEMENTARY SCHOOL

Nicole McDonald, Principal

This year at Francis Wyman we remained committed to fostering a positive, engaging learning environment that strives to meet the academic as well as social/emotional learning needs of all students. Our focus continues to be student growth as we carefully monitor student performance and seek a pattern of continuous improvement, both on the part of our teachers as well as the students we serve.

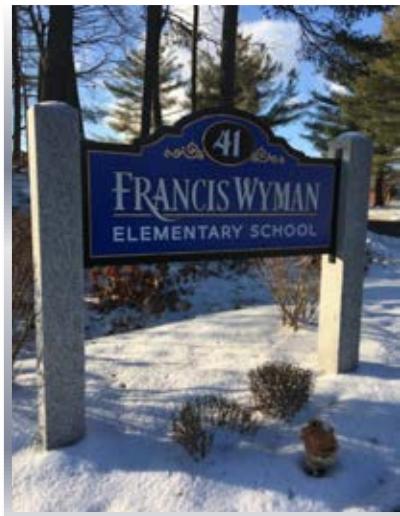
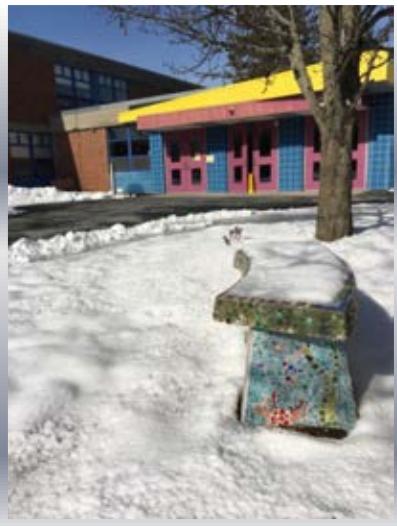
All staff members at Francis Wyman are committed to fostering high academic standards and closely monitor each student’s progress to insure that all students are meeting their true potential. This year we congratulated Gail Sheehan, a veteran Kindergarten teacher, as well as Anne Azarian, the BPS Director of Nursing and Francis Wyman lead nurse, on their well deserved retirements. We welcomed Mark Driscoll and Ruth Kim, special education teachers, and Kate Tigellar, Social Worker, to our talented staff to support the District Special Education Programs. Erin Guanci, former Kickstart Kindergarten teacher at the BECC, joined the Francis Wyman team as our newest Kindergarten team member. In addition, Jennifer Hazen took over as our school nurse and is being supported by Kristen Calnan, LPN, who is helping to meet the rising complex medical needs of our students. Finally, Nathan Samulak replaced

Laura Berger as our elementary strings instructor. We are excited to welcome these new colleagues to our Francis Wyman family.

In addition to new staff, there were some large cosmetic projects that took place at Francis Wyman to help update and improve our facilities. We are appreciative of the completed parking lot paving project which provided new parking lot spaces, sidewalks, lighting, crosswalks, and a cleaner blacktop surface for our school playground area. Also, the third year of our interior painting project was completed and the entire school now boasts a fresh coat of brightly colored paint. Students from our Service Learning Club also sanded the outside playground sandboxes allowing for a fresh coat of paint to be added, and the PTO helped to repaint games and replenish equipment for our newly coated blacktop. Finally, our Francis Wyman Community garden growing project (outdoor classroom) continues to expand. A new fence was installed by our Garden Coordinator (Grade 4 teacher), Todd Stead, and the summer growing season expanded with support from staff, students and community members, who watered and weeded throughout the summer months.

Establishing and fostering community connections continued to be a priority and our student groups benefited from these extended relationships. The Burlington Police K-9 unit promoted self-control, while the Bridges Program continued to establish connections between our 4th grade students and seniors throughout our community. Also, our Student Council organized a food drive to support People Helping People, and this year a therapy dog enrichment program encouraged our students to hold a pet food drive to support the ASPCA. Another highlight included sharing our love of reading with local community members for Read Across America Day including a read aloud from the First Lady of Massachusetts, Mrs. Laura Baker. Fostering community partners helps our students extend their learning beyond the four walls of our school.

Looking ahead, our goal at Francis Wyman is to continue to implement creative, best practices promoting academic growth and fostering positive social/emotional development. A major priority will be to expand our Makerspace area within our library/media center establishing a learning center that integrates technology, coding, collaboration and innovation. Our vision is to provide innovative learning



opportunities that empower students to challenge themselves to acquire knowledge in new ways.
Photos: Julie Conley

MEMORIAL ELEMENTARY SCHOOL

Deborah Dressler, Principal

Memorial School continues to shine with our robust Positive Behavioral Intervention and Supports (PBIS) system. Our PBIS system is built on the foundation of our core school values: Showing Kindness, Take Safety seriously, Acting Responsibly, and Respecting self and others. Within our PBIS system, students strive to earn STARbucks. When a staff member sees a student displaying one of our core values, they are encouraged to reward a student with a STARbuck, a small paper coupon which states the student name and the value the student displayed. Each week STARbucks are brought to the main office where a student from each grade level is selected as the STAR student of the week. STAR students are given a certificate, a STAR reward, and get to have lunch with the principal or assistant principal. In the Spring, when we celebrate Teacher Appreciation Week, students get the opportunity to give staff members a Teacher Starbuck! It is wonderful to see our whole community share in the responsibility our core school values.

In addition to individual rewards, we have whole school rewards about four times a school year. These rewards allow our school community to come together to celebrate. This past year some examples of our whole school rewards have been locker decorating and a whole school dance party. One of our special rewards this past year was the first ever Memorial School talent show. We had over 40 brave students who performed their act on stage in front of the entire Memorial School community. What was truly impressive was the support the performers received from the audience. It was a special day at Memorial School. Building on the success of last year's show, we have made this an annual tradition at our school. Our next talent show will be in February of 2018.

In the last year, Memorial School teachers have continued to build on their instructional practices. We have created a system of peer to peer visits which allows teachers to visit other classrooms during the school day. This has increased both collaboration and dialogue amongst colleagues as teachers are exposed to new ideas that they observe in other classrooms. In grades 4 and 5, teachers have been trained on the Keys to Literacy instructional strategies. These strategies are used across the curriculum to improve student comprehension and written output. This year we have also made it a priority to expand co-teaching opportunities at all grade levels. Special education teachers, ELL teachers, reading specialists, and our math specialist now spend a large part of their day providing instruction in classrooms in collaboration with the classroom teacher. This team effort has increased the effectiveness of instructional planning and differentiation and has given all of our students the instructional opportunities that they need.

PINE GLEN SCHOOL

John Lyons, Principal



We currently have 312 students enrolled at Pine Glen Elementary School. We have a very diverse school population that makes our school community even stronger. This fall 17.63% of our students' first language is not English and 6.41% of our students were born outside the United States. We look forward to the knowledge and experiences all of our students bring to Pine Glen!

This summer new floors were installed on the second floor and hallway. We also had a new floor placed in the music room. This

involved packing up the entire second floor and music room. After the tile portion of the project was complete, teachers unpacked and then put classrooms together. This was a big undertaking. I must commend our custodial staff for their stellar work in making the school a clean and safe environment for students to learn. Also, I applaud the teachers who have spent many hours this summer preparing their classrooms to be clean, warm, safe, and inviting places to learn. The new floors look fantastic!

This summer we also took down a wall which expanded the library. In addition, new book shelves that are mobile were put into the library. The library bookshelves being mobile allow us the flexibility to configure the library for different types of engaging instruction. In addition, new furniture was purchased and student art work was hung as well. Students now have cushioned seats to sit on while reading. This has resulted in the library being an even more open and inviting space to promote student literacy and a love of reading.

This summer I had the privilege to work with staff on our Positive Behavior Incentive System (PBIS) called Hoot. We have decided to use a different acronym moving from Appropriate, Safe and Kind (ASK) to WISE and OWL.

NEW ACRONYMS: • Make **WISE** Choices • Work to be **APPROPRIATE** • Important to be **SAFE**
• Strive to be **KIND** • ***Everyone Matters!***

TEACHERS ARE LIKE "OWLS": • Observant • Wise • Listening

Hoot cards are given out by any staff member in common areas (i.e., hallway, cafeteria etc.) to any student making WISE Choices. The Hoot cards are collected at the end of each day. On Thursday afternoon, a student is randomly chosen from each grade. The students chosen are announced on Friday morning over the loudspeaker. They are called down to the office to receive a pencil and have their picture taken. Students, staff and parents have noticed students making WISE choices and our community has become even stronger knowing that everyone matters.

We have also chosen Monthly Themes for the school year.

September- Appropriate, **October-** Safety

November & December- Kindness

January & February- Determination

March & April- Acceptance/Empathy

May & June- Community

Pine Glen Students Snowshoeing as part of Physical Education Class Photo by: P.E. Teacher, Mike Kippenberger



This summer several staff also participated in a course called Responsive Classroom. There is a strong connection between social-emotional learning (SEL) and academic success. Research has shown that cognitive growth occurs largely through social interactions. A program like Responsive Classroom is a key ingredient in helping students with peer interactions in order to grow not only socially, but academically too. We have also made changes to the master schedule and allocated a designated time in the morning for a Morning Meeting to provide for social-emotional learning (SEL).

We were fortunate to receive a grant from the Burlington Educational Foundation I had written for a friendship bench and friendship table. A friendship bench and friendship table are both special places on a school playground where a child can go when they want someone to talk to. These tools will further help us promote social-emotional learning (SEL) for students.

We continue to utilize a best practice and highly researched Multi-Tiered System of Supports (MTSS) often referred to as Response to Intervention (RtI) with staffing. A MTSS/RtI approach has allowed us the capacity to best draw upon our staff to address individual student needs. Please continue to be mindful of the fact that in utilizing this approach a student's classroom teacher might be different than their reading or math teacher. This affords teachers the opportunity to work with a narrower teachable range, provide interventions, and maximize efficiency. This is not leveled instruction. We are providing flexibly grouped reading instruction that changes based on data. We continue to use an online universal screening to become aware of where to focus our instruction and provide interventions for students.

We are pleased to welcome new staff members to our Pine Glen Community. I am incredibly thankful to the all the residents of Burlington for continuing to provide us with the financial means to attract and retain the highest caliber of teachers. Although not new to Pine Glen, Lindsey Bourgault returned to Pine Glen as a speech language pathologist. Lindsey Tigges, who started her career at Pine Glen Elementary School, also returned to Pine Glen in the role of a special education teacher.

I am incredibly grateful to the Burlington community for the investment they make in students Resources, such as Response to Intervention tutors, a school psychologist, class size, reading specialist, librarian, technology intervention specialist, social-emotional (SEL) coach, and interventions. Also, with the technology on which to run them, we have been provided with the means to see our students make great growth.

I wish to thank the PTO for all their assistance. They have done tremendous work in providing student enrichment, organizing school social events, community outreach, and assistance to the teachers. It is an incredible privilege to work with such talented educators to provide high-quality education to your children and see them grow.

Thank you very much for the opportunity you entrust us with everyday in providing instruction to your children! It is an absolute joy to see students grow and mature throughout the years at Pine Glen. It is because of this support and partnership we can continue to create a lifelong love of learning for everyone in our Pine Glen community. In the Pine Glen community everyone matters.

BURLINGTON SCIENCE CENTER

Wendy Pavlicek and Sean Musselman

The Burlington Science Center enjoyed another year of exciting science! Here are some of the activities conducted this year to make "Science Come Alive" in Burlington Public Schools.

Classrooms and Community:

- The Burlington Science Center continued with the roll out of their new K-5 science curriculum units. These included animal/plant parts and function, pollinators, matter and materials, building bridges, earthquake shake tables, patterns in the sky, and weather/climate.
- The Science Center presented at the Burlington Garden Club about beekeeping. The presentation included information about bee biology, bee social structure, basics of beekeeping, troubles bees are facing in our world, and ways we can help bees and our environment. It also included local wildflower, herbs and tree species to attract pollinators and information about the harmful chemicals we use in our lawns and gardens.
- The Science Center started its first Lego League "bootcamp" for students entering grades 4, 5, and 6th grades. Participants engaged in a mock version of the 2016 FIRST Lego League competition, "Animal Allies" and worked in teams to construct and program LEGO robots that navigate obstacles and complete challenges. Students also explored how humans and animals currently depend on and impact one another and imagine how robots could play a role in improving this relationship in the future.

- The Science Center is proud to announce the addition of the BEF-sponsored “Augmented Reality Sandbox.” Students from the BHS Helpdesk helped build this tool designed to engage and support learning around earth systems, watersheds, topography, and geologic hazards.
- Science Center Specialist, Mr. Musselman, was honored as the “2017 Science Teacher of the Year for Middlesex County.” He sat beside fellow educators from across the state being recognized for outstanding accomplishments. He was acknowledged for his role as the facilitator of the K-8 robotics programs, Burlington curriculum development & implementation, his role as a NSTA curator and the creation of his national NSTA online book on weather and climate.
- The Science Center attended the Burlington Farmer’s Market. Ms. Pavlicek and high school aides participated in educating about animals and the Science Center. Animals in attendance were a Great Horned Owl, American Alligator, Corn Snake, Gecko and two large Tortoises.
- The Science Center continued its summer robotics program for elementary students. It also continued its support for Burlington boy and Girl Scout troops, as well as Eagle Scout projects.
- The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: chick hatching, live animal visitors, field trips, growing contests, life science programs, physical, earth, and engineering science programs.



Sophia Irwin and Sophia Flores look at their class pets at Pine Glen Elementary School



Students from the MSMS Devilbotz team undertaking the "Animal Allies" Challenge



It's an electromagnet tug-of-war with Mr. Musselman teaching about magnets at Francis Wyman School



Pine Glen students in awe of the visiting snake in their classroom

MUSIC AND PERFORMING ARTS

John Middleton-Cox, Performing Arts Director

In 2017, we welcomed Margaret Harrigan to Fox Hill as a general music and chorus teacher. In addition, we welcomed Nathan Samulak as the new Elementary String teacher. The string program continues to grow and develop and is now in its 5th year. Students who started in 3rd grade are now in 7th grade.

This year is our second year using the Music Learning Theory and Jump Right In curriculum of Edwin Gordon. All of the students in the town are learning to count rhythms and sing melodies and harmonies using the same language and practices. The curriculum coach, Andrew Mullen has been leading Professional Development training, modeling lessons and developing materials with our staff. We are already seeing the benefits as we educate our young musicians.

Burlington High School produced **Fahrenheit 451** in the fall and **Peter Pan** in the Spring. In July, the Burlington Educational Summer Theatre, (B.E.S.T) produced **The Lion King Junior**. Our Marching Band produced the **Bon Voyage** halftime show and competed in the NESBA Finals for the first time.

In 2018, we are planning our first ever All-Town Chorus and String concerts. The All-Town Band concert has been a beloved tradition for 9 years. Our music faculty is hard at work planning similar events with the chorus and the string players.

We welcome everyone to attend these concerts and all productions in the schools at all levels where the hard work, talents and dedication of the students and staff come to life. We are grateful for the community's continued support.

ATTENDANCE MONITOR

Deb Thompson

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-school program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred.

Every child shall have a right to attend the public schools of the town where he or she actually resides. It is the responsibility of the Attendance Monitor to check residency for any student that is believed to be living outside the school district and all residency affidavits of children living with a Burlington resident within the school district.

Students out of school ten days or longer due to medical purposes are provided with home/hospital tutorial services once a Physician's Statement is filled out and signed by a Physician. Student's tutoring hours and length of service are overseen and documented.

SCHOOL NURSES

Barbara Conley, Nurse Leader

The Burlington School Nurses continue to achieve their goals by bridging healthcare with education by giving the best evidence-based nursing care and support to their students, families, staff, and the Burlington community. The six Burlington schools have enrollments totaling more than 3,600 students and a staff of over 1,000 people. The nurses managed more 35,000 visits to their offices during the 2016-2017 school year. We monitor and follow the mandated immunizations and physicals requirements and implement annual hearing, vision, height, weight, and scoliosis screenings. We consult with other town departments such as the Board of Health, Police and Fire Departments, as necessary, and collaborate with all interdisciplinary school teams, our school physician, and School Committee to develop and follow policies and procedures that advocate for the best interests and safety of our entire school community. We truly believe that “A child must be healthy to learn and a child must learn to be healthy.” - Massachusetts Department of Public Health

Our Burlington School Nurses hold current licenses as Registered Nurses, by the Commonwealth of Massachusetts, and are also licensed School Nurses, by the Department of Early and Secondary Education. We are grateful for the continued assistance provided by parents, the entire school system, community, and the Burlington School Committee.

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT



Ten-member Regional School Committee governing the District:

Bedford: Donald Drouin and Glenn McIntyre

Billerica: Kenneth L. Buffum and Paula McShane Lambert, Secretary

Burlington: Paul V. Gedick and Robert Gallagher

Tewksbury: Patricia W. Meuse and Lisa Puccia, Treasurer

Wilmington: James M. Gillis, Vice Chair and Robert G. Peterson, Chairman

Recording Clerk, Karen Faiola

Timothy Broadrick has been Superintendent/Director of the District since 2015.

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2017 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 47th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

Shawsheen Valley Technical High School (SVTHS) is one of twenty six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred twenty-six (1,326) high-school students were enrolled in SVTHS's day school programs in October of 2017, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2017, SVTHS graduated 323 seniors. Sixty-three percent (63%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-one percent (31%) of the students intended to continue working in their trade and less than two percent (2%) entered the armed forces. Four percent (4%) of the graduates were undecided about their future plans.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-five (145) full-time teachers as well as ten (10) paraprofessionals. Of those full-time teachers, eleven (11) are department chairs, and seventeen (17) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

Academic Programs

Sixty-three percent of the Class of 2017 transitioned to either 4- or 2-year post-secondary programs. Students from Shawsheen Valley Technical High School attend a variety of local and national colleges and universities.

Outstanding MCAS Growth and Achievement Scores.

Student Growth Percentile. Student growth percentile is a statistic that measures the degree to which students mature or regress academically in English and Mathematics between the grade 8 and grade 10 MCAS exams. Of the 298 Massachusetts public and charter schools who administered the tenth-grade ELA test, Shawsheen ranked at number fifteen in student growth, with a student growth percentile of seventy-four percent (74%). Of the same number of Massachusetts public and charter schools who administered the tenth-grade Mathematics test, Shawsheen ranked at number 40 in student growth, with a student growth percentile of sixty-five percent (65%).

Composite Performance Index (CPI). CPI is calculated by awarding 100 points to Advanced or Proficient scores, 75 points to scores within the upper half of the Needs Improvement range, 50 points to scores within the lower half of the Needs Improvement range, 25 points to scores within the upper half of the Failure range, and 0 points to scores within the lower half of the Failure range. The CPI reported by the Department of Elementary and Secondary Education is the mean of all individual CPI scores. In 2017 Shawsheen's Composite Performance Index in the 3 MCAS tested subject were as follows:

English Language Arts:	98.9 CPI
Mathematics:	93.5 CPI
Science:	95.2 CPI

Adams Scholars. Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming ninety-nine (99) recipients of the John and Abigail Adams Scholarship Award.

Curriculum Revision. During the summer of 2017 teachers within the English, Math, Science and Special Education departments engaged in the revision and development of curriculum documents in the core subjects, with modifications to said core curricula for special education classes. The focus of the curriculum revisions centered on ensuring that all core English, Math and Science curriculum documents aligned with both new and revised DESE Standards. Curriculum documents were shared with all members of the English, Math, Science and Special Education departments, and since the beginning of the 2017-2018 school year teachers have begun implementing the curricula.

New Staff. Shawsheen added many new faces to its teaching staff in September of 2017. Tanya Baron and Tina Collins will be heading up the Electronics Shop; Stephanie DiCecca in Metal Fabrication & Joining Technologies; Mary Carroll in Business Technology & Marketing; Robert McIsaac and Bryan Ibbotson were added to Social Studies; Kimberly Barriss in Biology; Aliali Belkus will be teaching Spanish during Shawsheen's day school, Sara Belson in English and Vanessa Valentin will be teaching in Support Services. All new teachers bring valued experience to our professional staff.

Summer Classes. In the summer of 2017, thirty-three (33) students remediated at Shawsheen in courses that they failed during the school year in order to recover credit required for promotion or graduation. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary for regular and special education students who revisit and master content during the summer. All of the students successfully recovered course credit.

In addition to the remedial courses, Shawsheen offered enrichment—"Summer at Shawsheen"—opportunities to in-district students in areas that included college-application essay writing, SAT Verbal and Math preparation, creative writing, kitchen fundamentals, and technology application (Tech Jam.)

Clubs and Organizations

Classes. Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their co-advisors, Ms. Marygrace Ferrari and Ms. Maria Baker, the Seniors held a gala prom at the Danversport Yacht Club. The Junior class, advised by Ms.

Bethany Keane, donned gowns and tuxedoes at Michael's Function Hall in Haverhill. The Sophomores, advised by Ms. Marshall and Mr. Considine, collaborated with the Freshman class, advised by Ms. Caira and Ms. Robinson, on the annual Spring Fling semiformal, which was held at the school.

The Eighteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for local charities. The junior girls earned year-long bragging rights with a 21-6 victory over the seniors.

Literary Magazine. Magazine advisors, Ms. Stacy LaBella of the English Department and Mr. Doug Michaud of the Design and Visual Communication shop, earned highest overall honors at annual publication contest sponsored by The New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication. For the ninth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by that organization—recognizing the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication.

School Newspaper. In 2016-2017, first-year *Rampage* advisor Ms. Jessica Brierley of the English Department published her inaugural editions of the newspaper, receiving the journalistic baton from department colleague Ms. Kerry O'Brien. Ms. Brierley continued to work with Mr. Michael Azevedo of the Design and Visual Communication Shop and Mr. Tom Struthers of the Graphics Art shop in this model academic-vocational co-curricular collaboration.

National Honor Society. Under the advisorship of Ms. Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 40 eleventh graders and seven twelfth-graders in the spring during its 27th annual induction ceremony. The keynote speaker was Dr. Robert E. Cunningham, Shawsheen's former Assistant-Superintendent/ Principal, who retired with distinction five years ago. Throughout the school year, NHS members distinguished themselves within the District and school community with service to various charitable causes and assistance during important school events.

Student Council. The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. Throughout the school year, Ms. Mountain continued the Council's formidable efforts to recycle paper, cardboard, and plastic from all classrooms and shops. In addition, the Council sponsored fundraisers for the Catie's Closet, local animal shelters, Operation Christmas Wish, the Billerica Food Pantry, and the Teens for Jeans program.

Oratory Club. Coached by faculty advisor Ms. Kristin Doucette of the English Department, the 2016-2017 Oratory Club participated in three contests over the course of the year. In the fall, members participated in the annual Lions Club Youth Speech Competition. In the spring, club members participated in SkillsUSA planned and extemporaneous speech.

The Traveling Rams. During 2016-2017 school year, first-year club advisor and DVC faculty member, Ms. Alison Ouellette, ambitiously planned and raised funds in preparation for their West Coast trip scheduled for the spring of 2018. Although the planned trip is fully subscribed, any parents or students interested in information about The Traveling Rams should contact, Ms. Alison Ouellette at 978-671-3667 or at aouellette@shawtech.org.

Science Club. The Science Club, advised by Mr. Ed O'Mara of the Science Department, continued to engage participants in co-curricular activities complementing their study within the discipline. Club members conducted lab experiments, maintained reptile terrariums and fish tanks, and fostered carnivorous plants—in general observing, recording, and discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.

Outdoor Club. The Outdoor Club, advised by Mr. Brian Considine of Culinary Arts, took four overnight trips to the White Mountains. Students learned outdoor safety and leadership skills while snowshoeing and climbing mountains. Interested students should contact Mr. Considine at bconsidine@shawtech.org

Ski Club. The Ski Club, advised by Mr. Patrick Ryan of the Metal Fabrication and Joining Technologies shop, planned a series of after-school ski trips to the Mt. Wachusett Mountain Ski Area in Princeton, MA. Interested skiers or boarders of any experience level should contact Mr. Ryan at pryan@shawtech.org.

Sportsmen Club. Under the direction of Electrical teacher and eminent sportsman Mr. John Bagni, members of the Sportsman Club honed their archery skills during the late fall and winter, fished the Shawsheen River in April, competed with rod and reel at the Burlington Reservoir in May, and capped their season with a deep-sea fishing outing originating in Gloucester. Avid or budding sports archery or fishing enthusiasts should contact Mr. Bagni at jbagni@shawtech.org.

Parent Advisory Council (PAC). The SVTHS Parent Advisory Council, under the direction of its faculty advisor, Mr. Ronald Fusco, sponsored another successful All-Night Graduation Party—which, throughout the years, has kept the newest Rams alumni safe and entertained during the night following the commencement ceremony. PAC fundraisers defray the cost of the All-Night Party and provide twenty scholarships to outstanding Shawsheen seniors from each shop. Parents interested in assisting with this year's traditional fete should contact party chair Carla Duffy at carla.duffy@comcast.net.

Teen Dating Violence Awareness Group (TDVAG). Shawsheen's social consciousness and collective voice of principled young adults speak clearly through TDVAG led by Ms. Stacey Gerace, a member of the Drafting faculty. TDVAG conducts regular meetings and participates in community activities to lend support to issues that pose harm to the physical and emotional well-being of young adults. Members of the club provided assistance for a REACH event at the Boston Waterfront. Project REACH (Racial and Ethnic Approaches to Community Health) has earned an outstanding reputation in the local and public health community for its work in raising awareness of racial and ethnic health problems. Ms. Gerace and TDVAG members extended their community involvement by participating in a 5K Walk for Change sponsored by BARCC (Boston Area Rape Crisis Center.)

Anti-Bullying Club. In collaboration with Wilmington Public Schools, Ms. Caira and Shawsheen student leaders promote anti-bullying awareness through the CARES (Children's Art, Recreation, and Enrichment Services) program. Ms. Caira and members of the Anti-Bullying Club visit Wilmington intermediate schools throughout October and November to promote self-confidence, self-respect, self-advocacy, responsible choice making, and friendship-building among children. The Shawsheen CARES program received the Massachusetts Coalition for Suicide Prevention Leadership in Suicide Prevention Award at the Massachusetts State House on Monday, March 6 during the Coalition's State House Day. Shawsheen students Leo Frisella, Patrick Baker, Shannon Vassas, Meghan Callahan and Alyssa Cappiello, along with Guidance Counselor Angela Caira, accepted the award for Shawsheen. Parents or students with any questions or interest in the CARES program should contact Ms. Caira in the Guidance Department.

Book Club. The Reading Rams met monthly throughout the year to discuss their respective club selections—titles that included *Throne of Glass*, *The Lovely Bones*, and *Country of the Young*. Shawsheen's literati took field trips to Walden Pond, the Sleepy Hollow cemetery, and Salem, MA. The club enjoyed a Yankee-Swap holiday party in December as well as an end-of-year party and field trip in the spring.

Art and Chess Club. Students with talents ranging from prodigious to casual participated in both the Art and Chess Clubs—the former advised by Mr. Michael Azevedo of the Design and Visual Communication Shop; the latter, by Mr. Gerry Perriello of the Bakery.

Alumni Association. The omnipresent Rams Alumni joined Shawsheen's Orientation Leaders to sponsor the Annual Fall Fair, whose proceeds fund, in part, Alumni-sponsored scholarships for Shawsheen seniors. In addition, the Association sponsored a Steph Strong Memorial Golf Tournament in October to honor the life and memorialize the untimely passing of one of its most engaged and engaging members, Stephanie (Gianoulis) Mancini. The energetic Alumni also organized two other annual events—the Homecoming-morning 5k road race and walk, and the Alumni basketball game. And, of course, there were reunions. These festive grads assisted in the planning of three reunions—the tenth reunion of the Class of 2007 at the Tavern in the Square in Lowell; the 25th reunion of the Class of 1992 at the Billerica Country Club, and the 35th reunion of the Class of 1982 at the Tewksbury Knights of Columbus. Finally, the group held a planning session on January 25 for its 2019 Hall of Fame induction ceremony. Any SVTHS alumni interested in planning future events should contact Mr. Tildsley at jtildsley@shawtech.org.

Support Services

The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 335 students comprising about twenty-five percent (25%) of our student body. The most frequently occurring area of need is the category of Specific Learning Disability indicating that a history of academic difficulty existed prior to their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with one hundred percent (100%) of seniors graduating in June, 2017, among the highest of any high school in Massachusetts. This compares to a state average of 69.1% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2017 MCAS examinations. These results occurred due to a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high yielding the following Composite Score Index in each area: English Language Arts, 96.1; Mathematics, 79.2; and Biology, 84.4. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Parents of special education students at SVTHS are very highly involved in the IEP Team process – parent attendance at scheduled IEP Team meetings approaches 100%. Efforts occur to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP.

A written IEP draft is usually developed by the time of the IEP meeting. This draft is reviewed at the meeting so that the parents can fully understand all the elements of the IEP and initiate any questions. Any necessary revisions to the draft are then incorporated into the proposed version of the IEP.

Athletics

The three seasons comprising the 2017 athletic year were memorable and unique for Shawsheen Athletics. Over five hundred (500) Shawsheen students participated in interscholastic sports, earning six league championships and five state vocational championships. The very impressive winning percentage of the varsity teams enabled fourteen teams to qualify for post-season play. Dozens of student athletes were honored with All-Star recognition by the Commonwealth Athletic Conference and Lowell Sun. Wrestler Jake Ferri graduated as the most recognized wrestler in school history. His accomplishments included All State Champ, New England Champ and USA All American honors. Jake was also a Globe and Herald All Scholastic. School records were broken by the Spring Boys Track 4x100 relay team and the Girls Swim Team broke the 200-medley relay. Overall it was a very successful athletic year for Shawsheen Tech.

Community Services

Adult Evening School: The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21st century workplace. In addition to our vocational and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes including culinary arts, cosmetology, home repair, basic woodworking and metal working, to name a few. Interested residents should contact Dr. Russ Eckel, Workforce Development and Community Services Coordinator at (978) 671-3788 for information and/or a brochure.

Billerica House of Correction: The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through the Workforce Development and Community Services Coordinator with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

Middlesex 3 Coalition. The Shawsheen Technical Institute is an active and founding member of the Middlesex 3 Business Coalition contributing in particular to the Coalition's subcommittee on Workforce Development. Committee members have been working to bring innovative training programs to businesses throughout the region while also providing much needed information about funding for employee training through the Workforce Training Fund.

SVRTHS and Microsoft Partnership. A new partnership was forged in 2017 between SVRTHS and the Microsoft Corporation to bring opportunities to middle school students to experience the latest technologies. The result of this partnership was a highly successful event, Tech Jam, held in April, 2017. The event attracted over one-hundred and fifty students from the Greater Merrimack Valley for a day of exploration and discovery.

School of Practical Nursing. The 2017 year graduated 29 Practical Nurses (PN). Since its inception, a total of 781 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical experiences with preparation for the National PN examination included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and ninety-five percent (95%) placement as an LPN. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646 or view our website at www.shawsheenpracticalnursing.com.

Project Explore. Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2017 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge and busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Jobee O'Sullivan at 978-671-3612.

Swim Program. SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during 2017. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

Computer Services

During the 2017 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, and the SSDR (School Safety and Discipline Report) data. All DESE data is being reported via SIF (Student Interoperability Frameworks) which is a longitudinal data system allowing for near real-time syncing of student data with the state data warehouse.

There has been continued effort to update and improve the user experience with many of the school wide systems accessed by students, parents, and staff. The district completed its transition to the Aspen special education system. All Individualized Education Plans and 504's are now created and managed through the same centralized student information system, which allows for seamless updates. Additional improvements have been made to the District's admissions application process. Online enrollment applications are being accepted which enables the electronic transfer of information directly into our admissions system for processing.

The Summer of 2017 saw Computer Services design an infrastructure for the future. Bandwidth was increased from 200 MB to 500 MB. Over ten wiring closets, including the Ralph Carrozza Fieldhouse, were upgraded to 10GB fiber connections and switches capable of running at that speed. The primary and secondary domain controllers were updated to run Microsoft Server 2016 in order to better communicate with our recently added Office 365 and Windows Azure Cloud environment. Thirty classrooms, including all of our Life Science wing, were upgraded to a newer/faster wireless infrastructure capable of connecting at three times their previous speed. This is step one in an ongoing project to support the mobile device initiative taken by the District. The remaining wireless infrastructure will hopefully be completed in the Summer of 2018.

As part of the previously mentioned mobile device initiative, Computer Services rolled out over fifteen carts containing four hundred (400) touch screen laptops for the students to use. Thirty-two teachers submitted plans for utilization of the devices. From the plans came a strategy where members of the Science, Math, Support Services, Social Studies, English, Health Assisting, Medical Assisting, and Dental could use the devices. The aforementioned teachers also had their laptops upgraded to a new Microsoft Surface device with a touchscreen pen. Computer Services also implemented Microsoft's Mobile Device Manager, known as Intune, for controlling and updating the devices. In December, Project Lead the Way and Electronics were given 27 Surface books that both departments can share for their curriculum.

AV Technology also improved over the summer. New Projectors were installed in thirteen classrooms. In another fourteen classrooms, the wiring was redone to accommodate HDMI cabling. Early in 2017, new Spinetix Video displays were setup in the Cafeteria, School Dining Room and the Main Hallway near the administrative offices. Added to the already existing displays in the Life Science Wing and the Library, these signs help the student body keep abreast of the happenings at Shawsheen.

Guidance

Admissions. Approximately five hundred (500) applications were received for the class of 2021. This year, presentations occurred at our district town middle schools in Billerica, Wilmington, Tewksbury, Bedford and Burlington. Students, parents and community members were invited to events on site including the Guidance-Admissions Luncheon on January 12th, 8th Grade Career Night on January 18th, and Community Open House on November 5th.

9th Grade Orientation. The Class of 2021 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff. Our revamped program provided a week-long overview of expectations, exposed students to their top vocational programs of interest, then introduced various strategies to improve time management, self-care, and healthy decision-making. Trained student Orientation Leaders (mentors) organized the week and facilitated open communication, acceptance/tolerance of differences, student advocacy, and challenged students to “be themselves”. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the Superintendent and School Committee, attendance has continued to improve while withdrawals have substantially decreased.

College and Career Planning. Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and remain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college entrance exams. Over seventy-five percent (75%) of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that require it. The course is offered after school and evenings. Our annual College & Career Fair hosted over 85 colleges, universities, technical schools, military representatives and financial institutions. With over three hundred (300) attendees, each participant received a list of suggested questions and copy of our College & Career Planning Guide containing helpful scholarship/financial aid websites, new PSAT/SAT format, updated admissions standards for the Massachusetts State University System and for the University of Massachusetts. Senior guidance counselors were available to answer student and parent questions.

Scholarships and Awards. SVTHS students were awarded 165 scholarships totaling over \$138,550 in scholarship funds.

Cooperative Education Program. SVTHS had 203 seniors (62% of the class) out on co-op positions and 100 juniors (30% of the class) out on co-op at the end of June, 2017. Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement. As of December 31, 2016, fifty-eight percent (58%) of the seniors were working in co-op positions.

Student Mental Health and Wellness. With the significant rise in mental health issues impacting schools, the District provided mental health training and updates for all faculty members to inform of current trends, area resources, and related topics. Trainings were provided by experts within the District as well as guest speakers through the Middlesex Partners for Youth Inc., and focused on the following topics: Suicide Awareness and Prevention; Anxiety and School Performance; Navigating the Cyber World; Underage Substance Use; and Understanding & Supporting Students’ Mental Health Concerns. Free presentations were also provided to parents on Navigating the Cyber World and Underage Substance Use. During freshmen orientation, upper-class students, faculty members, and guest speakers presented information on Bullying Awareness and Prevention, Suicide Awareness and Prevention, and Mental Health. SVTHS also complied with the state mandate to conduct BMI testing for all 10th graders.

School Council

School Council. Under the direction of its co-chairs—school principal Dr. Robert Kanellas and faculty member Jason Tildsley—the 13-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2017-2018 School-Improvement Plan.

Vocational/Technical Programs

SkillsUSA. SkillsUSA is a national, non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned sixty-one medals at the 2017 District competition and twenty-eight medals at the State competition, including fourteen gold medals. Fourteen Shawsheen students represented Massachusetts at the National competition in Louisville, Kentucky. Once again, Shawsheen's DVC program had a talented student whose design was chosen to be the state-trading pin depicting this year's theme "Connecting You to Career Success". Additionally, Shawsheen's DVC program sent a team of three to compete in Promotional Bulletin Board, as well as State Pin Design. The Business Technology shop sent a team for Entrepreneurship; Heath Technologies competed Career Pathways as well as in Basic Health Care, displaying the utmost in professional care and earning a Gold medal; our Automotive Refinishing technologist joined eight other high school young women from across the country to compete in the Automotive Refinishing Technologist contest, returning with a Silver. For the fifth year in a row Shawsheen has had a state officer elected. This year's student is a senior in the Medical Assisting program.

National Accreditation. SVTHS has twenty-two vocational and technical programs, seven of which are nationally accredited by their respective industries. These programs include: Automotive Technology; Automotive Collision Repair & Refinishing; Machine Tool Technology; Metal Fabrication & Joining Technologies; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

Transportation Cluster

Automotive Technology. The Shawsheen Community benefits immensely from the outstanding service provided by the Automotive Technology program. Many Automotive students excelled in extra-curricular trade activities – twelve students participated in the District SkillsUSA competition with six advancing to state competition. The upperclassmen continue to receive certification from ASE Student Certification, ASE Refrigerant Recovery programs, as well as obtaining their OSHA-10 cards. Through the capital budget process, the program purchased a sand blasting machine. Sixteen of the eighteen senior students found employment through the Cooperative Education Program.

Automotive Collision Repair and Refinishing. The program is known throughout the community as the place for residents to go when accidents or mishaps require cosmetic repairs. The relationship provides the students an endless supply of vehicles to work on to learn their craft. During the year several students competed in SkillsUSA, with one senior winning the State Gold Medal and placed second in the National competition. Auto Collision received a Makeover Grant through the Collision Repair Education Foundation; new curriculum through I-CAR; a vehicle to repair for auction (where the proceeds will buy tools listed through the Grant application); a one-thousand-dollar (\$1,000) grant for tools; several products donated by 3M Company; and safety glasses for the shop. A plastic welding machine was purchased through the capital budget process.

Health Cluster

Medical Lab Assisting. The Medical Assisting Program is certified through the American Medical Technologists (AMT), which is a nationally recognized organization allowing the students to take the certification examination upon graduation. All seniors are gaining clinical experience either through the co-operative education program or through the new clinical partnership with Lahey Hospital and Medical Center in Burlington. The program continues to build its partnerships for cooperative education opportunities and has placed a number of students in a variety of medical offices. Several graduates are employed by Lahey Clinic and have received full compensation for the cost of the certification examination. The District invested capital funds in the form of electronic vital signs stations utilized in the clinical setting. Each station in the shop area has a mobile, electronic vital sign station.

Health Assisting. Health Assisting successfully certified twenty-six students via the Department of Public Health as CNA's (Certified Nursing Assistants). One hundred percent (100%) of the students successfully passed both the written and performance test. The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include Tewksbury Hospital, Lahey Clinic, One Care

Concord, and Sunny Acres Nursing Home. Students enjoy co-operative placement in area assisted living centers and long-term care facilities. The Health Assisting shop will be enhanced with two acute care stations during the next school year. This will allow the instructors to simulate acute care nurse assisting prior to attending clinical at Lahey North. The majority of graduating students are enrolled in Bachelor of Science in Nursing programs.

Dental Assisting. Dental Assisting continues to be a competitive shop for ninth grade acceptance. The recent revisions to the MA Department of Public Health requirements for registration as a Dental Assistant have resulted in strong community partnerships allowing the students to obtain two-hundred (200) hours of on-the-job training. Most of the students are attending post-secondary programs, with the intent of being dental hygienists or dentists. Seven of the current sixteen senior students are presently employed through the Cooperative Education Program. An additional radiology unit has been added to the shop area expanding this area of the curriculum. The capital budget process will result in the remodeling of the steri center, modeling it after industry standards.

Services Cluster

Culinary Arts. Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College, The Culinary Institute of America and Cambridge Culinary Institute. Many seniors took advantage to the new local restaurant establishments added by the Cooperative Education Program. New owners, managers and chefs were also added to the Advisory committee. The restaurant and bakery continue to serve the public daily with continued high volume of guests providing great opportunities for the students to serve the community. The School was granted a four-hundred thousand dollar (\$400,000) Massachusetts Skills Capital Grant to renovate the Culinary Program. After many years of service in the Bakery, Gerry Perriello retired in June.

Cosmetology. The Cosmetology students participated in their first ever Beauty School Battle at Pathfinder Vocational Technical High School. Cosmetology students were successful in SkillsUSA competition by winning two Gold Medals at the District Competition and one Silver Medal at the State level. All the senior students received their State Board Cosmetology license prior to graduation. One hundred percent (100%) of the students achieved passing grades on their State Board exams and are employed at local salons through the Cooperative Education Program.

Construction Cluster

Carpentry, Plumbing, Electrical, Heating, Ventilation, Air-Conditioning & Refrigeration and Masonry and Tile Setting. The Construction Cluster's mission is to put into practice a style of learning that directly involves the learner, by actively encouraging students to create tangible products using all of their senses to maximize their learning experience. These methods provide the opportunity for students to gain both real-life experiences and mastery of competencies by working on both on- and off-campus community projects. This year's projects included the following:

- Bedford Housing Authority – Construction of a two-bay maintenance garage that will serve as a work shop area as well as a garage to store various maintenance vehicles and equipment. Construction of the garage began in March of 2017 and will be completed in early 2018. The Masonry, Carpentry and Electrical programs are involved in the construction.
- Tewksbury Habitat Build – This project consists of the remodel of an old colonial style single family dwelling. All of the load-bearing walls were relocated, the interior was torn down to bare studs to allow for new windows, doors, vinyl siding, the construction of two new porches as well all new plumbing and electrical systems. This project is scheduled to be completed in the Spring of 2018. Carpentry, Electrical and Plumbing are involved in this project.
- Tewksbury Department of Public Works – Renovation of the existing Department of Public Works office including new lobby area and counter, new office spaces and reconfiguration of existing office space. The work is being performed by students from Carpentry, Electrical and HVAC&R. Phase 2 of this project was completed in the early Spring of 2017.

Arts and Communication Cluster

Business Technology & Marketing. This department has completed its fourth year with an approved Chapter 74 Marketing program element. This has continued to be an instrumental part of the shop's student enrollment and allows the department to continue to implement new course offerings and schedules. The accounting students have moved to web-based learning which continues to augment their problem-solving skills, analytical thought processes, and understanding of executive-level business decisions while adding additional emphasis on higher level financial analyzation. The program's Microsoft Office Specialist certification testing lab continues to thrive, giving students the opportunity throughout the school year to certify in Microsoft Office 2013 applications that are industry-based, enhancing their employability skills. The Business Technology & Marketing program placed eighty-four percent (84%) of its senior class in the Cooperative Education Program for the school year. The Entrepreneurship team finish 1st in the State in the Skills USA competition, and continued into the National competition where they placed 6th in the country. Individual accomplishment in SkillsUSA had one student place 1st in District level competition in Technical Computer Applications and another place 1st in the State in Extemporaneous Speech.

Information Support Services & Networking; Programming & Web Development. This department has completed its fifth year with a Programming and Web Chapter 74 program which has seen significant growth. Eleven students participated in the Cooperative Education Program, employed by IBM, interlinkOne, Additions Network, Flir and Plumchoice. ISSN expanded its curriculum in cybersecurity with an emphasis on cybercrime being a threat to the global economy. Another new course in the Programming shop introduced programming via video gaming. Students were given professional accounts for Unity 3D and learned the interface while coding to create games. Adobe Creative Cloud software is being taught to create websites and web applications. An afterschool "Video Game Club" was created where fifteen-plus students participated each week.

Design & Visual Communications. Design & Visual Communications (DVC) once again sets itself as a leader amongst its peers and had another very productive year in 2017. The Class of 2017 continued to set the bar for college placement into 4-year Art & Design programs, nationally and internationally. Three seniors successfully completed the Drawing I dual enrollment program at Montserrat College of Art, thus enabling students to earn three (3) college credits during their senior year of high school. Shawsheen's DVC program is the only Chapter 74 State program to participate in this type of enrollment. DVC students continue to pursue and gain certifications in Adobe Creative Cloud Programs. In the SkillsUSA Design Competition, two students received Gold medals at the state level and continued on to the National level where they finished in the top ten in the nation. DVC students continue to exhibit their work in a collegiate setting garnering many praises. Once again several students are employed through our Cooperative Education Program with nationally and internationally recognized corporations.

Graphic Communications. The Graphics program continues to have great success in the pressroom and all other facets of the program enabling them to provide services for community partnerships. Graphics continues to produce a large number of live jobs for schools, town governments, and nonprofit organizations. In keeping with outside connections, students have an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. With the implementation of embroidery and variable data to the curriculum, opportunities continue to open new avenues for student cooperative education placements. In the classroom, workplace ethics have become a major focus along with the development and implementation of a social media curriculum to teach the importance of keeping yourself safe as well as keeping a professional social media presence. These items have become increasingly important in the digital age. Additionally, our senior showcase has been extremely successful. Future expansion of these lessons will include additional industry professionals to speak to our seniors and parents. In the SkillsUSA District competition, Graphics once again won a Gold Medal in the Screen Printing competition as well as a Silver in Customer Service and a Bronze in Graphic Communications; at the State level the Graphics shop won a Silver in Screen Printing as well as a Silver Medal in Graphic Sublimation.

Advance Manufacturing Cluster

Drafting. Drafting started the year with ten students participating in the cooperative education program. The senior class graduated with fifteen attending four-year colleges and three graduates attending two-year colleges. Drafting had a strong representation at the SkillsUSA State Competition, sending two students to participate in Technical Drafting, two to Architectural Drafting and two to Automated Manufacturing. Throughout the year the Drafting students supported a number of community service efforts including the Billerica Housing Authority Evacuation Plans, and various in-house construction projects. The Drafting instructors attended the annual Drafting Summit at

Shawsheen for all Drafting teachers statewide, as well as participating in Tech Jam in April and Summer Tech Jam in July.

Electronics / Robotics. The Electronics program has developed new upperclass curriculum involving the integration of the related components into the project-based shop activities. Many of the new shop projects include transistors, sensors, and transducers. Robotics curriculum is also an important component in students learning trade competencies as well as bringing an exciting element to the program. Over the school year many new companies have been introduced to our craft advisory board and have employed seniors through the cooperative education program. At the end of the school year the program lost two instructors to retirement – Mr. Paul Blanchette and Mr. Carl Buskey – who have over fifty-six (56) years of experience. The Electronics' juniors received their ten hours of OSHA general-industry safety training enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

Machine Tool Technology. The Machine Tool Technology program had a busy year restructuring curriculum and projects to accommodate the new equipment purchased by the Massachusetts Skills Capital and Life Science grants. Both grants awarded totaled over six-hundred thousand dollars during this school year, creating a high tech cutting edge learning environment with many new CNCs and milling machines. All the seniors were employed through the Cooperative Education Program. The program also supported many machining projects around the school by producing cribbage boards, chess sets as well as a number of jobs supporting the maintenance department. The teachers participated in the Tech Jam during April vacation and over the summer.

Metal Fabrication & Joining Technologies. The Metal Fabrication & Joining Technologies Shop continues to meet the requests and needs of the school district and in-house school projects. This type of live work incorporates rigorous quality of standards that are found in industry as well as providing opportunities for students to acquire a deeper knowledge through active exploration of real-world challenges and problems. Employment continues to be strong, placing one hundred percent (100%) of the seniors into the workforce through the Cooperative Education Program. The department also had a stellar year with SkillsUSA, placing in all medal categories at the State competition. The junior class received their ten hours of OSHA general-industry safety training enhancing their employment and earning potential while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency. After ten years of dedicated service, Stephen Leahy retired at the end of the school year.

Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2017. Those retirees are: Dorothy Audette, Executive Administrative Assistant to the Principal; William Bellino, Social Studies Instructor; Paul Blanchette, Electronics Instructor; Carl Buskey, Electronics Instructor; Linda (Sandy) Clark, Administrative Assistant; Stephen Leahy, Metal Fabrication & Welding Instructor; and Elizabeth Smith, ISSN/Computer Programming Instructor.

2017 ANNUAL REPORT

ADDENDA

162 Accountant and Comprehensive Annual Financial Report FY2017

- Elected Officials and Appointed Boards and Committees
- Town Meeting Members
- January 2017 Town Meeting Minutes
- May 2017 Town Meeting Minutes
- September 2017 Town Meeting Minutes
- Town Election Results - April 8, 2017
- Special Primary Election - June 27, 2017
- Special State Election - July 25, 2017

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ACCOUNTANT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2017

DEPARTMENT STAFF

*Paul F. Sagarino Jr., Town Accountant;
Whitney C. Haskell, Budget Analyst
Laura Nichols, Accounting Specialist
Mickey Maguire, Accounting Specialist
Janine Carpenter, Accounting Technician*

WEBSITE

http://www.burlington.org/town_government/accounting.php

PURPOSE

The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants, and maintaining budgetary records. The Accounting Office assists Town officials in monitoring the Town's financial condition, notifies departments of expenditures and account balances on a monthly basis, and makes recommendations to improve the Town's financial health.

To ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles, the Accounting Office employs Massachusetts General Law, the Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars.

The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our reserve accounts are as follows:

- Stabilization Fund Balance: \$ 7,761,151
- Certified Free Cash: \$11,250,328
- Excess Levy Capacity: \$10,345,662

2017 HIGHLIGHTS

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the third time, we have prepared a Comprehensive Annual Financial Report (CAFR) which encompasses the traditional audit of our financial statements as of June 30, 2017, but also includes substantial supplementary financial information and schedules. This had been a long-term goal of the accounting department and we are pleased to *again* present this complex financial data in a report that our residents will find useful. The CAFR appears in its entirety immediately following this report, as well as the Reports on Federal Award Programs for the year ended June 30, 2017.

TOWN OF BURLINGTON, MASSACHUSETTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT



For the Year Ended June 30, 2017

On the cover:

Pictured on the cover is the Town Hall, a 15,000 square foot facility located at 29 Center Street and housing the following offices: Town Administrator/Board of Selectmen, Town Accountant, Town Clerk, Treasurer/Collector, Assessors, Archives as well as the Main Meeting Room for elected and appointed boards. The Town Hall was originally constructed in 1969 and was renovated in 1997 as part of large project that included the Town Hall Annex.

(Photographer: Terri Keene, Burlington DPW)



The Department of Public Works Buildings Division, in collaboration with Philips Lighting, retrofitted the outdoor post-top lamps on the Town Common with state of the art LED kits. Philips Lighting, a local Burlington business, provided the lamps free of charge to the Town, and the Buildings Division, rewired and rehabilitated the old post-top lamps.

(Photographer: Terri Keene, Burlington DPW)

TOWN OF BURLINGTON, MASSACHUSETTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT

For the Year Ended June 30, 2017



Prepared by:

Accounting Department

TOWN OF BURLINGTON, MASSACHUSETTS

Comprehensive Annual Financial Report For the Year ended June 30, 2017

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Introductory Section



The Town Common is enjoyed by residents year round. Many community events are scheduled during the warm weather however the winter season provides many residents with peace, quiet, and serenity.

(Photographer: Terri Keene, Burlington DPW)

Introductory Section



TOWN OF BURLINGTON

Board of Selectmen/Town Administrator's Office

John Petrin, Town Administrator

Betty McDonough, Office Manager

Letter of Transmittal

December 18, 2017

To the Honorable Members of the Board of Selectmen and citizens of the Town of Burlington:

State law requires the Town of Burlington to publish at the close of each year a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, I hereby issue the Comprehensive Annual Financial Report (CAFR) of the Town of Burlington, Massachusetts, for the year ending June 30, 2017 for your review.

The CAFR is intended for use by elected and appointed Town officials, as well as any other party with an interest in the management, development, and progress of the Town, such as, financial institutions, credit rating agencies, bond analysts, and the residents and tax payers of the Town of Burlington. The report is designed to present complex financial data in a manner that is easy for the user to review and interpret.

This report consists of management's representations concerning the finances of the Town of Burlington. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Because the cost of internal controls should not outweigh their benefits, the Town of Burlington's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

The Town of Burlington's financial statements have been audited by Powers and Sullivan, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Burlington for the year ended June 30, 2017 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Burlington's financial statements for the year ended June 30, 2017 are fairly presented in conformity with GAAP. The independent auditors report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Burlington was part of a broader, federally mandated “Single Audit” designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government’s internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Burlington’s separately issued Single Audit Report.

Generally accepted accounting principles (GAAP) requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of an MD&A. This letter of transmittal is designed to complement, and should be read in conjunction with, the MD&A. The Town’s MD&A can be found immediately following the independent auditor’s report from Powers & Sullivan, LLC.

Profile of the Town

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered in the west by the Town of Bedford, on the north and northeast by the Town of Billerica and the Town of Wilmington, and on the south and southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2017 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 25,128.

Government is by representative Town Meeting and a five member Board of Selectmen assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, disposal of garbage, public education for kindergarten through grade twelve, sewer services, street maintenance, public libraries, parks and recreational facilities. The principal services provided by the Commonwealth are jails and houses of correction and registries of deeds and probate.

The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town.

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides a bus service to the Town and the Minibus (Burlington B-Line) serves the Town locally. The Town of Burlington has its own wells and water treatment system, and is a member of Massachusetts Water Resource Authority (MWRA) for sewer services only.

Local Economy

Upon its completion in 1954, Route 128 acted as a catalyst for commercial expansion in the Town of Burlington. Economic Development continues to be a priority for the Board and Administration as we understand the direct correlation between a healthy, diverse and growing commercial sector and its impact on the Town’s ability to engage in infrastructure upgrades, modest increases in real estate taxes for our residents, and a consistent delivery of services. Our tax structure in Burlington is very unique with one of the highest ratios of commercial to residential property value in the State. In many communities, it is not uncommon to have a ratio of 95% residential to 5% commercial on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. This results in a property tax levy consisting of \$63 million in property taxes from commercial property owners as compared to \$39.8 million from residential homeowners.

During 2017, the Town of Burlington continued a trend of commercial development. Burlington has a very high occupancy rate and a strong appeal to businesses. Many of the open office spaces in Town have been filled. The Town is considered the premier alternative to downtown Boston. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the “economic capital” for the 128 belt and is a main cog in the economic engine for the State. There has been a lot of recent recognition of that in this area. Millipore/Sigma, the number two life science company in the world, is currently building their new U.S. headquarters within Town. This facility is set to open later in 2017. They see future possibilities as Millipore/Sigma will provide an anchor for the life/science sector in Burlington. We see future possibilities that will thrive with them as an anchor. New restaurants continue to open with several additional openings expected in 2017. The redevelopment of the former New England Executive Park into “The District” is proceeding with additional office space, a new hotel, and restaurants opening soon. These changes will enhance its retail appeal. The Third Avenue area continued its renewal with a new hotel, restaurant, fitness center and housing opening soon. In a September 2015 article, the Boston Globe called Burlington dining “chic” and stated that it is the new alternative to the Boston dining experience.

With an eye on the future, the Planning Board is nearly complete in the creation of a new master plan. We look forward to the insight and decisions that will be developed through this process.

Long Term Financial Health

The Town of Burlington has performed admirably when it comes to financial stability, and will continue to employ a conservative methodology in managing its budgeting and tax levy. As noted above, the commercial base that the Town enjoys has afforded it the opportunity to be fiscally conservative while maintaining a high level of service. The Town has been fortunate to be able to maintain service levels without having to impose higher property taxes or onerous fees. Unlike many Massachusetts communities, layoffs or reductions in services have been avoided. The success of this past fiscal year clearly highlights the situation. This past year, the overall growth in the budget was 3.88% while the tax levy increased at 3.49%. The increase to the average single-family tax bill was 1.82%. The Town of Burlington increased its unused taxing capacity to \$8.2 million in 2017 and currently has a Stabilization Fund of \$7.7 million with an additional Other Postemployment Benefits Fund of \$5.4 million. Free Cash was certified at over \$11 million for June 30, 2016 and the Town’s bond rating remains at the highest possible level at AAA by Standard & Poor’s, which is reflective of the status of our finances. We take a lot of pride in this financial success but also understand that we need to continue to be cognizant of maintaining a sustainable outlook in our forecasts so as to not jeopardize it. The Town will continue to forecast all expected revenues very conservatively while moderating the growth of our overall budget.

The Town created the position of budget analyst in 2012, which continues to add to its capacity to develop, maintain and monitor financial plans. The School Department just revamped their financial team and has committed to reviewing the way they have interacted with the Accounting Department. Over the years, the Town has developed financial and capital plans that guide decision making during the budget process. The finance team regularly meets with the Board of Selectmen, School Committee and Ways and Means Committee to develop guidelines so that the direction is properly set by our elected and appointed officials.

During 2012, the Town began its funding of Other Postemployment Benefits and has contributed over \$5.4 million to that reserve over the last five years. A policy has been developed and discussed at length which sets a target to fully fund the liability over a thirty year period. We have met the goals of that plan in its first two years.

Budgetary Controls

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is then presented to the Town Administrator who, in turn, after review, presents the budget to the Board of Selectmen. The Selectmen review all requests and Town-wide issues and

present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. During the year, the Ways and Means Committee, upon request of the Town Administrator, may approve a transfer from a reserve fund previously established by Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Burlington for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2016. Fiscal year ended June 30, 2017, is the second time the Town is applying for the award. In order to achieve this prestigious award, a government must publish an easily readable and efficiently organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements.

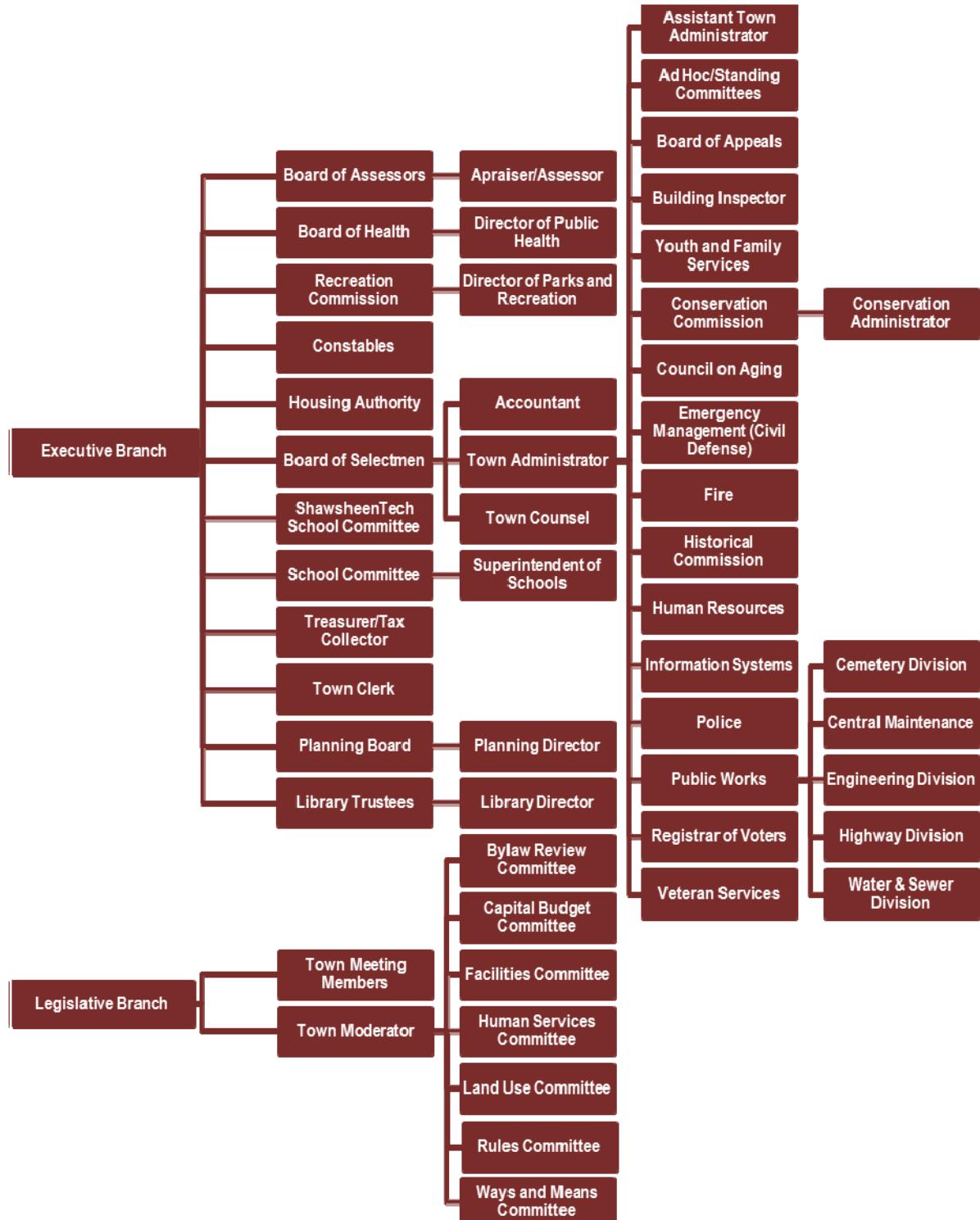
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism in the management of the Town, including its finances.

Respectfully submitted,



John Petrin
Town Administrator

The Town of Burlington



Principal Town Officials

Elected Officials

Term Expires

Board of Selectmen	Christopher Hartling, Chair Joseph E. Morandi, Vice Chair Jim Tigges Robert C. Hogan Michael S. Runyan	2019 2018 2020 2019 2018
Moderator	William Beyer	2018
Town Clerk	Amy E. Warfield	2021
Assessors	Louise Crocker Catherine O'Neil Paul Sheehan	2020 2019 2018
Treasurer/Collector	Brian Curtin	2019
School Committee	Stephen A. Nelson, Chair Thomas Murphy, Jr., Vice Chair Christine Monaco. Kristin A. Russo Martha A. Simon	2020 2019 2019 2020 2018

Appointed Officials

Town Administrator	John Petrin
Assistant Town Administrator/	
Town Accountant	Paul Sagarino, Jr.
Superintendent of Schools	Eric M. Conti
Assistant Superintendent of Schools	Patrick E. Larkin
Assessor	James Doherty



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Burlington
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

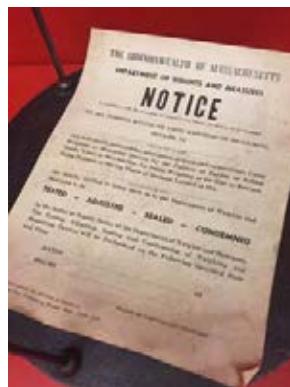
A handwritten signature in black ink that reads "Jeffrey R. Emmer". The signature is fluid and cursive, with "Jeffrey" on the top line and "R. Emmer" on the bottom line.

Executive Director/CEO

Financial Section



The Burlington Historical Commission has fully restored the Town's original Weights and Measures cabinet to its original beauty. The cabinet is prominently displayed in the Main Hearing Room on the second floor of Town Hall.



(Photo: Accounting Office Staff)

Financial Section

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Independent Auditor's Report

To the Honorable Board of Selectmen
Town of Burlington, Massachusetts

100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Burlington, Massachusetts' basic financial statements. The introductory section, combining and individual fund statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2017 on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Burlington, Massachusetts' internal control over financial reporting and compliance.



December 18, 2017

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2017. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. If the Town of Burlington's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Burlington has enjoyed an unmodified opinion on its financial statements for many years.

Financial Highlights

- The assets and deferred outflows of resources of the Town of Burlington's exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$47.5 million (net position).
- The Town recognized their total net pension liability of \$114.9 million along with a deferred outflow and (inflow) of resources related to pension of \$11.6 million and (\$715,000), respectively on the statement of net position.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$40 million, an increase of \$1.4 million in comparison with the prior year. Total fund balance represents 27.8% of total general fund expenditures. Approximately \$28.6 million of this total amount is available for appropriation at the government's discretion, \$3.3 million is committed for capital articles approved by Town Meeting and \$8.1 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$54.5 million at year end, a net increase of \$526,635 during the current year.
- The Town's other postemployment employee benefit (OPEB) liability increased by \$2.2 million. The Town also made a contribution of \$5.4 million to the OPEB trust fund.
- GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pensions* *Plans*, was implemented this year. This standard added Note disclosures and Required Supplemental Information for the Town's OPEB Trust fund. Its sister standard, GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment benefits Other Than Pensions*, is required to be implemented in FY2018. This standard will affect the financial statements themselves by requiring the Town to record its OPEB assets, liabilities, and deferred financial statement elements for the first time.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial

statements focus on the individual components of the Town government, reporting the Town's operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statement of net position presents information on all of the Town's assets and deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (i.e. uncollected taxes and earned but unused vacation leave).

The government-wide financial statements report functions that are primarily supported by taxes and intergovernmental revenues (governmental activities). The governmental activities include general government, public safety, education, public works, water and sewer, human services, culture and recreation, and interest.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information is useful in assessing the Town of Burlington's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar info presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town is reporting one major governmental fund that is presented separately in the governmental fund financial statements. The remaining non-major funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. The Town of Burlington adopts an annual appropriated budget for its general fund.

A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

Proprietary funds. The Town of Burlington maintains one proprietary fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and worker's compensation benefits. These services have been included within governmental activities in the government-wide financial statements.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Financial highlights. The following pages provide financial highlights of the government-wide financial statements for 2017 in comparison to 2016.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Burlington, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$47.5 million at the close of 2017.

Net position of \$121.7 million reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town of Burlington's net position totaling \$3.3 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$77.6 million deficit, due to the cumulative effect of recording \$114.9 million net pension liability and \$23.8 million of other postemployment benefit liabilities through June 30, 2017.

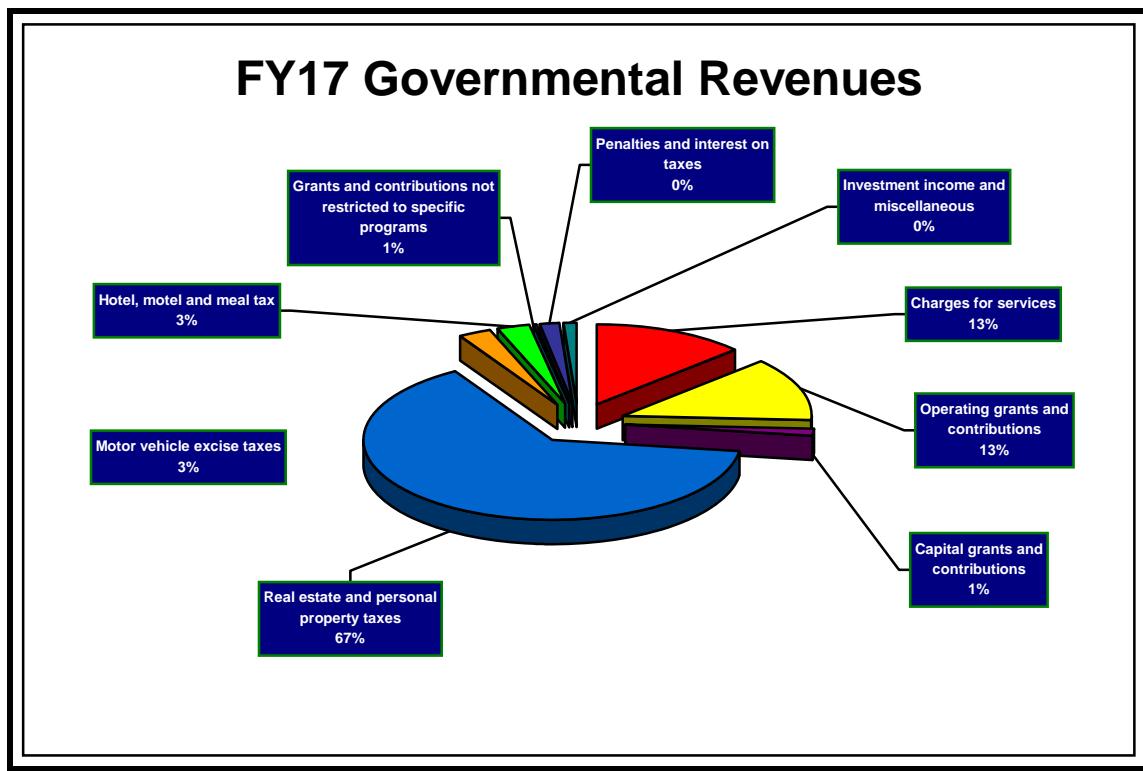
The financial analysis of the Town's governmental activities is presented on the following pages.

Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For governmental activities, assets exceeded liabilities by \$47.5 million at the close of 2017.

	Balance at June 30, 2017	Balance at June 30, 2016
Assets:		
Current assets.....	\$ 79,874,003	\$ 75,839,129
Noncurrent assets (excluding capital).....	-	259,000
Capital assets.....	169,941,424	166,507,471
Total assets.....	249,815,427	242,605,600
 Deferred outflows of resources.....	 11,614,506	 5,331,574
 Liabilities:		
Current liabilities (excluding debt).....	16,428,469	16,331,888
Noncurrent liabilities (excluding debt).....	142,244,204	129,891,362
Current debt.....	9,211,964	4,828,115
Noncurrent debt.....	45,302,293	49,159,507
Total liabilities.....	213,186,930	200,210,872
 Total deferred inflows of resources.....	 788,372	 1,264,111
 Net Position:		
Net investment in capital assets.....	121,730,037	116,649,672
Restricted.....	3,345,429	3,214,610
Unrestricted.....	(77,620,835)	(73,402,091)
Total net position.....	\$ 47,454,631	\$ 46,462,191
 Program revenues:		
Charges for services.....	\$ 20,816,154	\$ 21,042,797
Operating grants and contributions.....	20,566,651	17,655,199
Capital grants and contributions.....	2,234,822	2,087,136
 General Revenues:		
Real estate and personal property taxes.....	102,423,648	97,533,719
Motor vehicle excise taxes.....	4,371,621	4,569,562
Nonrestricted grants.....	2,626,949	2,448,330
Unrestricted investment income.....	687,963	746,779
Other revenues.....	5,871,874	6,094,430
Total revenues.....	159,599,682	152,177,952
 Expenses:		
General government.....	9,065,395	8,635,518
Public safety.....	25,310,669	23,631,927
Education.....	90,342,349	83,728,960
Public works.....	13,994,668	14,849,928
Water and sewer.....	9,205,607	8,216,296
Human services.....	2,757,820	2,489,924
Culture and recreation.....	6,296,889	5,791,638
Interest.....	1,633,845	1,999,825
Total expenses.....	158,607,242	149,344,016
 Change in net position.....	 992,440	 2,833,936
 Net position - beginning of year.....	 46,462,191	 43,628,255
 Net position - end of year.....	 \$ 47,454,631	 \$ 46,462,191

- The governmental activities net position increased by \$992,000 during the current year. The increase in net position is primarily due to the receipt of capital grants \$2.2 million, better than anticipated revenues of \$4.8 million, and a \$6.3 million net change in deferred outflows/(inflows) of resources related to pensions. These positives were offset by an increase in the liability relating to OPEB and pension expense by \$2.2 million and \$10.4 million, respectively.
- Charges for services represent about 13% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category.
- Operating grants and contributions account for 13% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1.4% of the governmental activities resources. Most of these resources apply to roadway improvements.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Real estate and personal property tax collections increased 5% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increases tax levies up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 8.5% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings.
- Education is by far the largest governmental activity of the Town with 57% of total governmental expenses. Program revenues of \$23.8 million provided direct support to education and \$66.6 million in taxes and other general revenue were needed to cover the remaining 2017 operating expenses.

- Public safety and public works are the second and third largest activities of the Town. Approximately \$21.2 million and \$11 million, respectively, of taxes and other revenue were needed to cover their 2017 operating expenses.

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

At the end of the current year, the Town's governmental funds reported combined ending fund balances of \$47.9 million a decrease of \$983,000 from the prior year. This decrease is due to a \$2 million decrease in the public works capital project fund due to the timing of construction projects, a decrease in the nonmajor funds of \$346,000 from timing differences between the receipt and expenditures of grant funds which are offset by \$2.4 million general fund budgetary surplus.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance increased by \$1.4 million during the current year. This increase is due to stronger than expected collections in all revenue categories. Another contributing factor was, with the exception of snow and ice, budgetary turn backs of appropriations by departments.

The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$7.8 million which represents 5.4% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

The public works capital projects fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, drainage, and other infrastructure. The fund spent \$7.2 million on construction projects and also reported a transfer in of \$3.9 million from the general fund. At the end of the current year the fund had a fund balance surplus of \$2 million. These projects are being funded by a combination of local revenues, grants and bonds.

At the end of the current year, unassigned fund balance of the general fund totaled \$28.6 million, while total fund balance totaled \$40 million. The \$3.3 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$8.1 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 19.9% of total general fund expenditures, while total fund balance represents 27.8% of that same amount.

General Fund Budgetary Highlights

The final general fund budget appropriations, including transfers, were approximately \$600,000 higher than the original budget primarily due to increases in state and county charges and the reserve fund.

General fund revenues came in over budget by \$4.8 million. The majority of this surplus \$2 million (42%) was generated from licenses and permits, \$795,000 (16%) was generated from motor vehicle excise taxes, \$507,000 (10%) was generated from hotel, motel and meals tax, and \$325,000 (7%) was generated from water charges.

Actual general fund expenditures, including carryovers, were less than budgeted amounts by \$1.9 million or 1.4%.

Capital Asset and Debt Administration

Major capital additions during the period included building improvements, purchase of vehicles and equipment, water and sewer projects, and various infrastructure improvements.

In conjunction with the annual operating budget the Town annually prepares a capital budget for the upcoming year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an "AAA" bond rating from Standard and Poor's Ratings Services. The Town continues to maintain strong market access for both note and bond sales. During the current year the Town issued \$225,000 in MWRA loans and paid down \$3.9 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$47.5 million of which \$25.8 million is related to school projects, \$4.8 million is related to the water treatment facility, \$3.8 million relates to road construction, \$7.6 million related to water and sewer construction, \$200,000 relates to the Town Hall remodeling, and the balance of \$5.4 million relates to other capital projects. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the Town.

The Commonwealth of Massachusetts is obligated to provide school construction assistance for previously approved school projects. The assistance is paid annually to support the debt service payments over time. At June 30, 2017 the Town is scheduled to receive approximately \$259,000 of future reimbursements for approved construction costs.

Please refer to notes 4, 7, and 8 to the financial statements for further discussion of the major capital and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Town of Burlington's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.

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Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2017

	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents.....	
Investments.....	\$ 61,076,573
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	984,554
Tax liens.....	1,452,693
Motor vehicle excise taxes.....	367,027
Water and sewer fees.....	2,592,056
Departmental and other.....	500,089
Intergovernmental.....	1,859,392
Other assets.....	7,437
Tax foreclosures.....	<u>91,842</u>
Total Current Assets.....	<u>79,874,003</u>
NONCURRENT:	
Capital assets:	
Nondepreciable.....	29,928,702
Depreciable (net of accumulated depreciation).....	<u>140,012,722</u>
Total Noncurrent Assets.....	<u>169,941,424</u>
TOTAL ASSETS	<u>249,815,427</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions.....	<u>11,614,506</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	3,686,494
Accrued payroll.....	3,287,384
Health claims payable.....	1,279,588
Tax refunds payable.....	3,478,000
Accrued interest.....	810,304
Other liabilities.....	760,389
Capital lease obligations.....	275,310
Compensated absences.....	2,441,000
Workers' compensation.....	410,000
Notes payable.....	5,130,000
Bonds payable.....	<u>4,081,964</u>
Total Current Liabilities.....	<u>25,640,433</u>
NONCURRENT:	
Capital lease obligations.....	574,839
Compensated absences.....	2,897,000
Other postemployment benefits.....	23,842,691
Net pension liability.....	114,929,674
Bonds payable.....	<u>45,302,293</u>
Total Noncurrent Liabilities.....	<u>187,546,497</u>
TOTAL LIABILITIES	<u>213,186,930</u>
DEFERRED INFLOWS OF RESOURCES:	
Advance collections.....	73,237
Deferred inflows of resources related to pensions.....	<u>715,135</u>
Total Deferred Inflows of Resources.....	<u>788,372</u>
NET POSITION	
Net investment in capital assets.....	121,730,037
Restricted for:	
Permanent funds:	
Expendable.....	202,481
Nonexpendable.....	622,860
Gifts and grants.....	2,520,088
Unrestricted.....	<u>(77,620,835)</u>
TOTAL NET POSITION	<u>\$ 47,454,631</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2017

Functions/Programs	Program Revenues				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 9,065,395	\$ 1,681,047	\$ 25,598	\$ -	\$ (7,358,750)
Public safety.....	25,310,669	3,965,025	187,646	-	(21,157,998)
Education.....	90,342,349	3,761,899	20,002,577	-	(66,577,873)
Public works.....	13,994,668	672,905	103,131	2,234,822	(10,983,810)
Water and sewer.....	9,205,607	9,282,262	-	-	76,655
Human services.....	2,757,820	383,828	174,629	-	(2,199,363)
Culture and recreation.....	6,296,889	1,069,188	53,168	-	(5,174,533)
Interest.....	1,633,845	-	19,902	-	(1,613,943)
Total Primary Government.....	\$ <u>158,607,242</u>	\$ <u>20,816,154</u>	\$ <u>20,566,651</u>	\$ <u>2,234,822</u>	\$ <u>(114,989,615)</u>

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2017

	<u>Primary Government</u>
	<u>Governmental Activities</u>
Changes in net position:	
Net (expense) revenue from previous page.....	\$ (114,989,615)
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	102,423,648
Tax liens.....	170,429
Motor vehicle excise taxes.....	4,371,621
Hotel, motel and meal tax.....	4,406,850
Penalties and interest on taxes.....	462,059
Payments in lieu of taxes.....	521,088
Grants and contributions not restricted to specific programs.....	2,626,949
Unrestricted investment income.....	687,963
Miscellaneous.....	311,448
 Total general revenues.....	 115,982,055
 Change in net position.....	 992,440
<i>Net Position:</i>	
Beginning of year.....	46,462,191
End of year.....	\$ 47,454,631

See notes to basic financial statements.

(Concluded)

GOVERNMENTAL FUNDS
BALANCE SHEET

JUNE 30, 2017

ASSETS			Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
	General				
Cash and cash equivalents.....	\$ 41,982,015		\$ 8,497,537	\$ 6,577,186	\$ 57,056,738
Investments.....	6,120,685		-	527,507	6,648,192
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	984,554		-	-	984,554
Tax liens.....	1,452,693		-	-	1,452,693
Motor vehicle excise taxes.....	367,027		-	-	367,027
Water fees.....	911,180		-	-	911,180
Sewer fees.....	1,680,876		-	-	1,680,876
Departmental and other.....	203,304		-	600	203,904
Intergovernmental.....	259,000		-	1,600,392	1,859,392
Other assets.....	7,437		-	-	7,437
Tax foreclosures.....	91,842		-	-	91,842
TOTAL ASSETS	\$ 54,060,613		\$ 8,497,537	\$ 8,705,685	\$ 71,263,835
LIABILITIES					
Warrants payable.....	\$ 1,165,387		\$ 2,144,419	\$ 375,593	\$ 3,685,399
Accrued payroll.....	3,287,384		-	-	3,287,384
Tax refunds payable.....	3,478,000		-	-	3,478,000
Other liabilities.....	332,582		-	-	332,582
Notes payable.....	-		4,430,000	700,000	5,130,000
TOTAL LIABILITIES	8,263,353		6,574,419	1,075,593	15,913,365
DEFERRED INFLOWS OF RESOURCES:					
Unavailable revenues.....	5,741,370		-	1,600,992	7,342,362
Advance collections.....	73,237		-	-	73,237
TOTAL DEFERRED INFLOWS OF RESOURCES	5,814,607		-	1,600,992	7,415,599
FUND BALANCES					
Nonspendable.....	-		-	622,860	622,860
Restricted.....	-		1,923,118	5,605,405	7,528,523
Committed.....	3,273,982		-	-	3,273,982
Assigned.....	8,113,732		-	-	8,113,732
Unassigned.....	28,594,939		-	(199,165)	28,395,774
TOTAL FUND BALANCES	39,982,653		1,923,118	6,029,100	47,934,871
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 54,060,613		\$ 8,497,537	\$ 8,705,685	\$ 71,263,835

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2017

Total governmental fund balances.....	\$ 47,934,871
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	169,941,424
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	7,342,362
Certain changes in the net pension liability are required to be included in pension expense over future periods. These changes are reported as deferred outflows of resources or (deferred inflows of resources) related to pensions.....	10,899,371
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	6,901,678
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(810,304)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable.....	(49,384,257)
Capital lease obligations.....	(850,149)
Workers compensation.....	(410,000)
Compensated absences.....	(5,338,000)
Net pension liability.....	(114,929,674)
Other postemployment benefits.....	<u>(23,842,691)</u>
Net effect of reporting long-term liabilities.....	<u>(194,754,771)</u>
Net position of governmental activities.....	<u>\$ 47,454,631</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2017

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ 102,441,907	\$ -	\$ -	\$ 102,441,907
Tax liens.....	302,047	- -	- -	302,047
Motor vehicle excise taxes.....	4,300,023	- -	- -	4,300,023
Hotel, motel and meal tax.....	4,406,850	- -	- -	4,406,850
Ambulance.....	883,701	- -	- -	883,701
Water and sewer charges.....	9,951,388	- -	- -	9,951,388
Penalties and interest on taxes.....	462,059	- -	- -	462,059
Fees and rentals.....	427,463	- -	- -	427,463
Payments in lieu of taxes.....	521,088	- -	- -	521,088
Licenses and permits.....	3,028,400	- -	- -	3,028,400
Intergovernmental.....	20,458,442	1,104,177	3,800,477	25,363,096
Departmental and other.....	869,342	- -	5,980,113	6,849,455
Contributions.....	- -	- -	38,548	38,548
Investment income.....	496,343	- -	7,501	503,844
Miscellaneous.....	311,448	- -	76,369	387,817
 TOTAL REVENUES.....	 148,860,501	 1,104,177	 9,903,008	 159,867,686
EXPENDITURES:				
Current:				
General government.....	5,225,841	- -	776,688	6,002,529
Public safety.....	15,435,926	- -	472,973	15,908,899
Education.....	59,928,218	- -	6,477,434	66,405,652
Public works.....	8,589,154	7,226,150	1,054,925	16,870,229
Water and sewer.....	4,835,134	- -	- -	4,835,134
MWRA assessment.....	5,101,417	- -	- -	5,101,417
Human services.....	1,487,188	- -	312,640	1,799,828
Culture and recreation.....	3,191,696	- -	1,138,743	4,330,439
Pension benefits.....	19,897,267	- -	- -	19,897,267
Employee benefits and insurance.....	13,472,865	- -	- -	13,472,865
State and county charges.....	704,531	- -	- -	704,531
Debt service:				
Principal.....	3,937,840	- -	- -	3,937,840
Interest.....	1,864,794	- -	- -	1,864,794
 TOTAL EXPENDITURES.....	 143,671,871	 7,226,150	 10,233,403	 161,131,424
 EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	 5,188,630	 (6,121,973)	 (330,395)	 (1,263,738)
OTHER FINANCING SOURCES (USES):				
Issuance of bonds.....	- -	224,750	- -	224,750
Premium from issuance of bonds and notes.....	55,707	- -	- -	55,707
Transfers in.....	160,304	3,900,000	145,000	4,205,304
Transfers out.....	(4,045,000)	- -	(160,304)	(4,205,304)
 TOTAL OTHER FINANCING SOURCES (USES).....	 (3,828,989)	 4,124,750	 (15,304)	 280,457
 NET CHANGE IN FUND BALANCES.....	 1,359,641	 (1,997,223)	 (345,699)	 (983,281)
 FUND BALANCES AT BEGINNING OF YEAR.....	 38,623,012	 3,920,341	 6,374,799	 48,918,152
 FUND BALANCES AT END OF YEAR.....	 \$ 39,982,653	 \$ 1,923,118	 \$ 6,029,100	 \$ 47,934,871

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2017

Net change in fund balances - total governmental funds.....	\$ (983,281)
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay.....	12,140,365
Depreciation expense.....	<u>(8,706,412)</u>

Net effect of reporting capital assets.....	3,433,953
---	-----------

Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue.....

(452,123)

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Issuance of bonds and notes.....	(224,750)
Debt service principal payments.....	<u>3,937,840</u>

Net effect of reporting long-term debt.....	3,713,090
---	-----------

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Net change in compensated absences accrual.....	(195,000)
Net change in accrued interest on long-term debt.....	34,967
Net change in workers compensation.....	101,000
Net change in capital lease obligations.....	267,540
Net change in amortization of bond premiums.....	140,275
Net change in other postemployments benefit accrual.....	(2,241,940)
Net change in deferred outflow/(inflow) of resources related to pensions.....	6,250,813
Net change in net pension liability.....	<u>(10,373,212)</u>

Net effect of recording long-term liabilities and amortizing deferred losses.....	(6,015,557)
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Internal service funds are used by management to account for health insurance and workers' compensation activities.

The net activity of internal service funds is reported with Governmental Activities.....	<u>1,296,358</u>
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Change in net position of governmental activities.....	<u>\$ 992,440</u>
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See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2017

	Governmental Activities - Internal Service Funds
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 4,019,835
Investments.....	4,294,148
Departmental and other.....	<u>296,185</u>
Total current assets.....	<u>8,610,168</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	428,902
Health claims payable.....	<u>1,279,588</u>
TOTAL LIABILITIES.....	<u>1,708,490</u>
NET POSITION	
Unrestricted.....	<u>\$ 6,901,678</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED JUNE 30, 2017

	Governmental Activities - Internal Service Funds
<u>OPERATING REVENUES:</u>	
Employee contributions	\$ 3,869,802
Employer contributions	<u>8,985,457</u>
 TOTAL OPERATING REVENUES	 <u>12,855,259</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits	<u>11,743,020</u>
 OPERATING INCOME (LOSS).....	 1,112,239
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>184,119</u>
 CHANGE IN NET POSITION.....	 1,296,358
 NET POSITION AT BEGINNING OF YEAR.....	 <u>5,605,320</u>
 NET POSITION AT END OF YEAR.....	 <u>\$ 6,901,678</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2017

	Governmental Activities - Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from interfund services provided.....	\$ 12,855,259
Payments for interfund services used.....	<u>(12,488,394)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>366,865</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchase of investments.....	(1,792,928)
Investment income.....	<u>184,119</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>(1,608,809)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	(1,241,944)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,261,779</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 4,019,835</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:	
Operating income (loss).....	\$ 1,112,239
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	(296,185)
Warrants payable.....	(532,657)
Health claims payable.....	<u>83,468</u>
Total adjustments.....	<u>(745,374)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 366,865</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2017

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ -	\$ 23,165	\$ 556,918
Investments:			
PRIT.....	5,490,955	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	248,799
TOTAL ASSETS	5,490,955	23,165	805,717
LIABILITIES			
Liabilities due depositors.....	-	-	805,717
TOTAL LIABILITIES	-	-	805,717
NET POSITION			
Restricted for OPEB benefits.....	5,490,955	-	-
Held in trust for other purposes.....	-	23,165	-
Held in trust for OPEB benefits and other purposes.....	\$ 5,490,955	\$ 23,165	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2017

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer contribution to the trust.....	\$ 846,500	\$ -
Employer contribution to pay for the OPEB benefits.....	4,508,617	-
Other.....	-	100,578
Total contributions.....	<u>5,355,117</u>	<u>100,578</u>
Net investment income (loss):		
Investment income.....	<u>599,188</u>	<u>40</u>
TOTAL ADDITIONS.....	<u>5,954,305</u>	<u>100,618</u>
DEDUCTIONS:		
OPEB benefits.....	4,508,617	-
Educational scholarships.....	-	170,625
TOTAL DEDUCTIONS.....	<u>4,508,617</u>	<u>170,625</u>
CHANGE IN NET POSITION.....	1,445,688	(70,007)
NET POSITION AT BEGINNING OF YEAR.....	<u>4,045,267</u>	<u>93,172</u>
NET POSITION AT END OF YEAR.....	<u>\$ 5,490,955</u>	<u>\$ 23,165</u>

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The Town's significant accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no component units that require inclusion in these basic financial statements.

Joint Ventures

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town is a member of the Shawsheen Valley Technical High School that serves the members' students seeking an education in academic, technical and agriculture studies. Shawsheen Valley Technical High School is governed by a nine member school committee consisting of two voting appointed representatives from the Town of Burlington. The members' share in the operations of the Shawsheen Valley Technical High School and each member is responsible for its proportionate share of the operational and capital cost of the Shawsheen Technical High School, which are paid in the form of assessments. The Town does not have an equity interest in the Shawsheen Technical High School and the 2017 assessment was \$2,033,479. The School issues a publicly available audited financial report that may be obtained by contacting the School located at 100 Cook Street, Billerica, MA 01821.

B. Government-Wide and Fund Financial Statements***Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. *Governmental activities* are primarily supported by taxes, charges for services and intergovernmental revenues. The Town does not report any *business-type activities* since the user fees charged are not designed to recover all the costs of providing these services.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. The effect of interfund activity has been removed from the government-wide financial statements. However, the effect of

interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *public works capital project fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the

proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activity funds, planning deposits, and police and fire details.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water and Sewer Fees

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

The revenue generated by the water rates is designed to cover all operation and maintenance costs associated with the production of water, maintenance of water facilities and operation and maintenance of the water main infrastructure. The revenue generated by the sewer rates is designed to cover the costs of the Massachusetts Water Resources Authority (MWRA) assessment.

Both water and sewer capital costs are funded through other General fund revenues.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details, and ambulance fees are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Capital Assets

Government-Wide Financial Statements

Capital assets, which include land, construction in progress, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets; donated works of art, historical treasures, and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value.

Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$25,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements.....	20
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Vehicles.....	5-20
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town has reported deferred outflows of resources related to pensions in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town recorded deferred inflows of resources related to pensions and advance tax collections in this category.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town

has recorded unavailable revenue and advance tax collections as deferred inflows of resources in the governmental funds balance sheet.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances."

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

Fund Financial Statements

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

L. Net Position and Fund Equity

Government-Wide Financial Statements (Net Position)

Net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been “restricted for” the following:

“Permanent funds – nonexpendable” represents the endowment portion of donor restricted trusts that support governmental programs.

“Permanent funds – expendable” represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

“Gifts and grants” represents restrictions placed on assets from outside parties such as gifts, and state and federal grants.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town Meeting is the high level of decision making authority that can, by adoption of a Town Meeting warrant article, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed. Assignments are made by management and exist until the purpose of the assignment has either been satisfied or management removes the assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the

order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS). Additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability.

Q. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Cash equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under Massachusetts General Laws.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the assets in the Pool is the same as the value of the Pool shares.

The effective weighted duration rate for PRIT investments ranged from .45 to 22.60 years.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned. At year-end, the carrying amount of deposits totaled \$59,504,708 and the bank balance totaled \$61,179,335. Of the bank balance, \$9,582,268 was covered by Federal Depository Insurance, \$2,285,699 was covered by SIF insurance, \$24,670,615 was covered by DIF insurance and \$24,640,753 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Town has not adopted a formal investment policy related to custodial credit risk of deposits.

Investments

As of June 30, 2017, the Town of Burlington had the following investments:

Investment Type	Fair Value	Maturity				Rating
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years	
<u>Debt Securities</u>						
Federal Home Loan Mortgage Corp.....	\$ 694,231	\$ -	\$ 610,183	\$ -	\$ 84,048	AAA to BAA
Federal Home Loan Bank.....	133,425	50,704	-	-	82,721	AAA to BAA
Federal National Mortgage Assoc. (FNMA)....	1,181,230	100,609	251,059	285,094	544,468	AAA to BAA
US Treasury Notes.....	1,605,656	304,586	890,765	410,305	-	AAA to BAA
Corporate Bonds.....	4,239,936	955,573	3,207,797	76,566	-	BBB+ to AA-
Municipal Bonds.....	150,000	150,000	-	-	-	CC
Total Debt Securities.....	8,004,478	\$ 1,561,472	\$ 4,959,804	\$ 771,965	\$ 711,237	
<u>Other Investments</u>						
MMDT.....	2,151,947					
PRIT.....	5,490,955					
Equity Securities.....	2,937,862					
Total Investments.....	\$ 18,585,242					

Investments in MMDT and PRIT are unrated.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town's investments of \$827,656 in government sponsored enterprises, \$1,181,230 in FNMA securities, \$1,605,656 in U.S. treasury notes, \$4,239,936 in corporate bonds, and \$150,000 in municipal bonds, and \$2,937,862 in equity securities all have custodial credit risk exposure because the related securities are uninsured, unregistered and are not held in the Town's name.

The Town has not adopted a formal investment policy related to custodial credit risk for investments.

Interest Rate Risk

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates for most investment types.

The Town's investment policy regarding repurchase agreements is as follows; utilize repurchase agreements only on a limited basis and then only with major Massachusetts financial institutions when no other more favorable action is possible and then only of a duration of no more than three days.

Credit Risk

The Town's formal investment policy regarding credit risk states the Treasurer shall subscribe to information reports from a recognized bank rating company. Direct investment in an institution shall be restricted to those ranked in the upper half of rating categories utilized by said company unless the Treasurer obtains additional adequate security for the investment or otherwise determines and documents in writing that the rating provided does not properly reflect the strength of the institution. Maintenance of disbursement or other types of accounts

at institutions below a mid-range rating shall be limited, to the maximum extent possible, to a balance below \$100,000. When the rating falls to a “warning stage” or when more than one-half of an institution’s capital and surplus has been lost in a 12-month period, any accounts shall be closed forthwith.

Concentration of Credit Risk

The Town has adopted a policy on the amount that may be invested in any one issuer. The policy is as follows; investment in a single institution may not exceed 10% of the institution’s capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 35% of the Treasurer’s cash balance at any time. Up to 100% of available cash may be invested in the State’s Treasurer’s pooled fund.

The Town places no limit on the amount the Town may invest in any on issuer. As of June 30, 2017, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of total Investments
CitiGroup Inc.....	12%
General Electric.....	8%
Goldman Sachs.....	16%
JP Morgan Chase.....	6%
Morgan Stanley.....	6%
Morgan Stanley DW & Co.....	7%
Santander UK.....	12%
Toronto Dominion Bank.....	6%

Fair Market Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town’s mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2017:

Investment Type	6/30/17	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Debt Securities:				
Federal Home Loan Mortgage Corp.....	\$ 694,231	\$ 694,231	\$ -	\$ -
Federal Home Loan Bank.....	133,425	133,425	-	-
Federal National Mortgage Assoc.....	1,181,230	1,181,230	-	-
US Treasury Notes.....	1,605,656	1,605,656	-	-
Corporate Bonds.....	4,239,936	-	4,239,936	-
Municipal Bonds.....	150,000	-	150,000	-
Total debt securities.....	<u>8,004,478</u>	<u>3,614,542</u>	<u>4,389,936</u>	<u>-</u>
Other investments:				
Equity securities.....	<u>2,937,862</u>	<u>2,937,862</u>	<u>-</u>	<u>-</u>
Total investments measured at fair value.....	<u>10,942,340</u>	<u>\$ 6,552,404</u>	<u>\$ 4,389,936</u>	<u>\$ -</u>
Investments measured at net asset value (NAV)				
PRIT.....	<u>5,490,955</u>			
Investments measured at amortized cost				
MMDT.....	<u>2,151,947</u>			
Total investments.....	<u>\$ 18,585,242</u>			

Government sponsored enterprises, U.S. treasury notes, and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds and municipal bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. The Town does not have investments classified in Level 3.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decision relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

NOTE 3 - RECEIVABLES

At June 30, 2017, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes.....	\$ 1,260,477	\$ (275,923)	\$ 984,554
Tax liens.....	1,452,693	-	1,452,693
Motor vehicle excise taxes.....	602,165	(235,138)	367,027
Water fees.....	911,180	-	911,180
Sewer fees.....	1,680,876	-	1,680,876
Departmental and other.....	363,643	(159,739)	203,904
Intergovernmental.....	1,859,392	-	1,859,392
 Total.....	 \$ 8,130,426	 \$ (670,800)	 \$ 7,459,626

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
Receivables and other asset types:			
Real estate and personal property taxes.....	\$ 848,685	\$ -	\$ 848,685
Tax liens.....	1,452,693	-	1,452,693
Motor vehicle excise taxes.....	367,027	-	367,027
Water and sewer fees.....	2,592,056	-	2,592,056
Departmental and other.....	203,304	600	203,904
Intergovernmental.....	259,000	1,600,392	1,859,392
Tax foreclosure.....	91,842	-	91,842
 Total.....	 \$ 5,814,607	 \$ 1,600,992	 \$ 7,415,599

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2017, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	9,282,949	9,891,487	(7,841,644)	11,332,792
Total capital assets not being depreciated.....	27,878,859	9,891,487	(7,841,644)	29,928,702
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,796,874	-	-	7,796,874
Buildings.....	93,766,400	-	-	93,766,400
Building improvements.....	35,387,388	1,795,579	-	37,182,967
Equipment.....	11,519,607	356,543	(418,290)	11,457,860
Vehicles.....	9,711,826	638,826	(97,102)	10,253,550
Infrastructure.....	118,992,571	7,299,574	-	126,292,145
Total capital assets being depreciated.....	277,174,666	10,090,522	(515,392)	286,749,796
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(3,017,587)	(308,435)	-	(3,326,022)
Buildings.....	(34,881,722)	(1,693,519)	-	(36,575,241)
Building improvements.....	(17,137,951)	(1,407,722)	-	(18,545,673)
Equipment.....	(7,824,208)	(1,608,902)	418,290	(9,014,820)
Vehicles.....	(5,023,115)	(665,904)	97,102	(5,591,917)
Infrastructure.....	(70,661,471)	(3,021,930)	-	(73,683,401)
Total accumulated depreciation.....	(138,546,054)	(8,706,412)	515,392	(146,737,074)
Total capital assets being depreciated, net.....	138,628,612	1,384,110	-	140,012,722
Total governmental activities capital assets, net.....	\$ 166,507,471	\$ 11,275,597	\$ (7,841,644)	\$ 169,941,424

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 701,933
Public safety.....	566,718
Education.....	3,430,748
Public works.....	3,601,895
Human services.....	11,145
Culture and recreation.....	393,973
Total increases to accumulated depreciation - governmental activities.....	\$ 8,706,412

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2017, are summarized as follows:

Transfers Out:	Transfers In:				Total
	General Fund	Public Works Capital Projects Funds	Nonmajor Governmental Funds		
General Fund.....	\$ -	\$ 3,900,000	\$ 145,000	\$ 4,045,000	(1)
Nonmajor Governmental Funds.....	<u>160,304</u>	<u>-</u>	<u>-</u>	<u>160,304</u>	(2)
Total.....	<u>\$ 160,304</u>	<u>\$ 3,900,000</u>	<u>\$ 145,000</u>	<u>\$ 4,205,304</u>	

(1) Represents budgeted transfers of \$3,900,000 from the general fund to the public works capital project fund and a transfer of \$145,000 to the mini bus special revenue fund.
 (2) Represents budgeted transfers to close out unexpended grant funds.

NOTE 6 – CAPITAL LEASES

The Town has entered into lease agreements as lessees for a Town wide computer network and School equipment. These lease agreements qualify as capital leases for accounting purposes and therefore have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

	Governmental Activities
<u>Asset:</u>	
Equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	<u>(1,243,315)</u>
Total.....	<u>\$ 1,403,553</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2017, were as follows:

Years Ending June 30:	Governmental Activities
2018.....	\$ 300,000
2019.....	300,000
2020.....	<u>300,000</u>
Total minimum lease payments.....	900,000
Less: amounts representing interest.....	<u>(49,851)</u>
Present value of minimum lease payments.....	\$ <u>850,149</u>

NOTE 7 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively.

Details related to the short-term debt activity for the year ended June 30, 2017, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30, 2016	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2017
BAN	Municipal Purpose.....	1.25	7/22/16	\$ 750,000	\$ -	\$ 750,000	\$ -
BAN	Municipal Purpose.....	1.05	7/21/17	-	4,400,000	-	4,400,000
BAN	Municipal Purpose.....	1.60	7/21/17	<u>-</u>	<u>730,000</u>	<u>-</u>	<u>730,000</u>
	Total.....			\$ <u>750,000</u>	\$ <u>5,130,000</u>	\$ <u>750,000</u>	\$ <u>5,130,000</u>

On July 21, 2017, the Town rolled the \$730,000 BAN into a new BAN with an interest rate of 1.60% due on July 20, 2018. Part of the \$4,400,000 was paid down in the amount of \$750,000 and the remaining \$3,650,000 was rolled into a \$13,750,000 BAN with an interest rate of 2% due on July 20, 2018.

NOTE 8 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the outstanding general obligation indebtedness at June 30, 2017, and the debt service requirements are as follows:

Bonds Payable Schedule – Governmental Funds

Issue	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2016	Issued	Redeemed	Outstanding at June 30, 2017
Municipal Purpose Bonds of 1998.....	2018	\$ 10,000,000	4.70	\$ 1,000,000	-	\$ 500,000	\$ 500,000
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	315,000	-	105,000	210,000
MCWT Bonds of 2007.....	2027	7,797,482	2.00	4,678,737	-	384,093	4,294,644
MCWT Bonds of 2008.....	2028	300,000	2.00	194,452	-	14,482	179,970
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4-5	1,450,000	-	225,000	1,225,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.5-4.1	2,795,000	-	380,000	2,415,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3-5	6,340,000	-	490,000	5,850,000
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2-5	9,830,000	-	590,000	9,240,000
MWRA Bonds of 2012.....	2017	169,125	0.00	33,825	-	33,825	-
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2-4	13,020,000	-	335,000	12,685,000
MWRA Bonds of 2013.....	2018	242,000	0.00	96,800	-	48,400	48,400
Municipal Purpose Bonds of 2015.....	2036	7,712,000	2-5	7,712,000	-	452,000	7,260,000
Municipal Purpose Bonds of 2016.....	2031	-	2-5	1,500,000	-	100,000	1,400,000
Municipal Purpose Refunding of 2016.....	2025	-	2-5	2,058,000	-	233,000	1,825,000
MWRA Bonds of 2016.....	2021	235,200	0.00	235,200	-	47,040	188,160
MWRA Bonds of 2017.....	2027	224,750	0.00	-	224,750	-	224,750
Total Future Debt Service Requirements.....				51,259,014	224,750	3,937,840	47,545,924
Unamortized Premium on Bonds.....				1,978,608	-	140,275	1,838,333
Total Governmental Bonds Payable.....				\$ 53,237,622	\$ 224,750	\$ 4,078,115	\$ 49,384,257

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2018.....	\$ 3,849,542	\$ 1,718,551	\$ 5,568,093
2019.....	3,319,357	1,572,033	4,891,390
2020.....	3,212,737	1,442,243	4,654,980
2021.....	2,896,287	1,317,083	4,213,370
2022.....	2,762,970	1,201,434	3,964,404
2023.....	2,676,869	1,097,151	3,774,020
2024.....	2,695,948	999,308	3,695,256
2025.....	2,715,210	904,197	3,619,407
2026.....	2,409,659	814,921	3,224,580
2027.....	2,394,299	731,950	3,126,249
2028.....	1,808,046	656,662	2,464,708
2029.....	1,800,000	590,134	2,390,134
2030.....	1,805,000	528,790	2,333,790
2031.....	1,535,000	468,439	2,003,439
2032.....	1,435,000	413,068	1,848,068
2033.....	1,420,000	357,112	1,777,112
2034.....	1,415,000	300,621	1,715,621
2035.....	1,440,000	245,180	1,685,180
2036.....	1,205,000	196,036	1,401,036
2037.....	785,000	159,918	944,918
2038.....	810,000	131,221	941,221
2039.....	835,000	101,158	936,158
2040.....	855,000	69,896	924,896
2041.....	885,000	37,759	922,759
2042.....	580,000	26,129	606,129
Total.....	<u>\$ 47,545,924</u>	<u>\$ 16,080,994</u>	<u>\$ 63,626,918</u>

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2017, the outstanding principal amount of these loans totaled \$461,310.

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During year 2017, approximately \$259,000 of such assistance was received. Approximately \$259,000 will be received in future years. Of this amount, \$259,000 represents reimbursement of approved construction costs. Accordingly, a \$259,000 intergovernmental receivable and corresponding unavailable revenue have been reported in governmental fund financial statements. The annual change in revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2017, the Town had the following authorized and unissued debt:

Purpose	Amount
Planning (Human Services Building).....	\$ 250,000
Water Mains.....	500,000
Street Light LED Conversion.....	850,000
Meadowbrook School HVAC Upgrade.....	730,000
Human Services Building Renovation.....	3,300,000
Fire Station #2.....	8,500,000
Salt Shed - Grant Avenue.....	<u>1,100,000</u>
 Total.....	 <u>\$ 15,230,000</u>

Changes in Long-term Liabilities

During the year ended June 30, 2017, the following changes occurred in long-term liabilities:

	Balance at June 30, 2016	Additions	Retirements and Other	Balance at June 30, 2017	Current Portion
Governmental Activities:					
Long-term bonds.....	\$ 51,259,014	\$ 224,750	\$ (3,937,840)	\$ 47,545,924	\$ 3,849,542
Unamortized premium.....	1,978,608	-	(140,275)	1,838,333	232,422
Capital lease obligations.....	1,117,689	-	(267,540)	850,149	275,310
Compensated absences.....	5,143,000	2,636,000	(2,441,000)	5,338,000	2,441,000
Workers' compensation.....	511,000	234,747	(335,747)	410,000	410,000
Other postemployment benefits.....	21,600,751	7,597,057	(5,355,117)	23,842,691	-
Net pension liability.....	<u>104,556,462</u>	<u>24,141,172</u>	<u>(13,767,960)</u>	<u>114,929,674</u>	<u>-</u>
 Total.....	 <u>\$ 186,166,524</u>	<u>\$ 34,833,726</u>	<u>\$ (26,245,479)</u>	<u>\$ 194,754,771</u>	<u>\$ 7,208,274</u>

Compensated absence liabilities, pension and other postemployment benefit liabilities are normally paid from the general fund.

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town has adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resources.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At year end the balance of the General Stabilization fund is \$7,761,151 and is reported as unassigned fund balance within the General Fund.

As of June 30, 2017, the governmental fund balances consisted of the following:

<u>GOVERNMENTAL FUNDS</u>				
	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES				
Nonspendable:				
Permanent fund principal.....	\$ -	\$ -	\$ 622,860	\$ 622,860
Restricted for:				
Public Works Capital Projects.....	-	1,923,118	-	1,923,118
Town revolving funds.....	-	-	1,870,551	1,870,551
Town gift funds.....	-	-	267,923	267,923
School gift funds.....	-	-	57,918	57,918
School revolving funds.....	-	-	633,694	633,694
School activity funds.....	-	-	684,124	684,124
Federal grants.....	-	-	90,579	90,579
State and local grants.....	-	-	1,198,399	1,198,399
Town special purpose funds.....	-	-	559,670	559,670
School capital projects.....	-	-	40,066	40,066
Town libraries.....	-	-	872	872
Cemetery perpetual care.....	-	-	201,609	201,609
Committed to:				
Assessor.....	116,522	-	-	116,522
Town clerk.....	80,000	-	-	80,000
Planning board.....	66,786	-	-	66,786
Police department.....	5,070	-	-	5,070
Fire department.....	23,788	-	-	23,788
Education.....	371,971	-	-	371,971
Public works.....	2,599,167	-	-	2,599,167
Board of health.....	9,963	-	-	9,963
Youth and family services.....	715	-	-	715
Assigned to:				
Ways and means.....	500	-	-	500
Assessor.....	21,306	-	-	21,306
Treasurer/collector.....	215	-	-	215
Central administration.....	59,946	-	-	59,946
Legal.....	1,200	-	-	1,200
Management information systems.....	1,740	-	-	1,740
Town clerk.....	6,306	-	-	6,306
Planning board.....	15,646	-	-	15,646
Board of appeals.....	500	-	-	500
Negotiated settlements.....	559,334	-	-	559,334
Police department.....	38,787	-	-	38,787
Fire department.....	98,029	-	-	98,029
Emergency management service.....	467	-	-	467
Education.....	798,895	-	-	798,895
Public works.....	321,875	-	-	321,875
Rubbish and garbage.....	13,295	-	-	13,295
Street lights.....	13,221	-	-	13,221
Board of health.....	1,233	-	-	1,233
Recreation department.....	163,812	-	-	163,812
Historical commission.....	200	-	-	200
Health insurance.....	234,500	-	-	234,500
FY18 capital budget.....	5,762,725	-	-	5,762,725
Unassigned.....	<u>28,594,939</u>	<u>-</u>	<u>(199,165)</u>	<u>28,395,774</u>
TOTAL FUND BALANCES.....	\$ 39,982,653	\$ 1,923,118	\$ 6,029,100	\$ 47,934,871

NOTE 10 - PENSION PLAN*Plan Descriptions*

The Town is a member of the Middlesex County Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the member units. The system is administered by the Middlesex Retirement Board (the "Board") on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of MGL assigns authority to establish and amend benefit provisions of the plan. The audited financial report may be obtained by visiting <http://middlesexretirement.org>.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirement of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, education collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2016. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$11,529,445 is reported in the general fund as intergovernmental revenue and pension expense in the current year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$113,026,510 as of the measurement date.

Benefits Provided

Both Systems provides retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. There were no changes in pension benefits since the last measurement date.

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the System a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution equaled its actual contribution for the year ended June 30, 2017 was \$8,404,267 and 26.80% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

Pension Liabilities

At June 30, 2017, the Town reported a liability of \$114,929,674 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2016. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The Town's proportionate share of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2016, the Town's proportion was 8.111%, which was an increase of 0.006% from the last measurement date.

Pension Expense

For the year ended June 30, 2017, the Town recognized a pension expense of \$12,526,666. At June 30, 2017, the Town reported deferred outflows and (inflows) of resources related to pensions of \$11,614,506 and (\$715,135), respectively, from the net difference between projected and actual investment earnings on pension plan investments. Since the system performs an actuarial valuation bi-annually, there are no reported differences between expected and actual experience or changes of assumptions as of December 31, 2016.

The balances of deferred outflows and inflows at June 30, 2017 consist of the following:

<u>Deferred category</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Total</u>
Differences between expected and actual experience.....	\$ 517,607	\$ -	\$ 517,607
Changes of assumptions.....	6,262,112	-	6,262,112
Difference between projected and actual earnings.....	4,771,637	-	4,771,637
Changes in proportionate share of contributions.....	63,150	(715,135)	(651,985)
 Total Deferred Outflows/(Inflows) of Resources.....	 \$ 11,614,506	 \$ (715,135)	 \$ 10,899,371

The Town's net deferred inflows (outflows) of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>	
2018.....	\$ 3,041,353
2019.....	3,041,353
2020.....	2,959,083
2021.....	<u>1,857,582</u>
 Total.....	 <u>10,899,371</u>

Actuarial Assumptions

The total pension liability in the January 1, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2016:

Valuation date.....	January 1, 2016
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.5% for fiscal 2018 through fiscal 2024, and thereafter the remaining unfunded liability will be amortized on a 4.0% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period.....	As of July 1, 2016, 3 years remaining for 2002 ERI liability, 4 years remaining for 2003 ERI liability, 6 years remaining for 2010 ERI liability and 19 years for remaining unfunded liability.
Asset valuation method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a five-year period. Asset value is adjusted as necessary to be within 20% of the market value.
Inflation rate.....	3.50%
Projected salary increases.....	Varies by length of service with ultimate rates of 4.25% for Group 1, 4.50% for Group 2, and 4.75% for Group 4.
Cost of living adjustments.....	3.0% of first \$14,000 of retirement income.
Rates of retirement.....	Varies based upon age for general employees, police and fire employees.
Rates of disability.....	For general employees, it was assumed that 45% of all disabilities are ordinary (55% are service connected). For police and fire employees, 10% of all disabilities are assumed to be ordinary (90% are service connected).
 Mortality Rates:	
Pre-Retirement.....	The RP-2000 Employee Mortality Table projected generationally from 2009 with Scale BB2D.
Post-Retirement.....	The RP-2000 Employee Mortality Table projected generationally from 2009 with Scale BB2D.
Disabled Retiree.....	The RP-2000 Healthy Annuitant Mortality Table projected generationally from 2015 with Scale BB2D.
Investment rate of return/Discount rate.....	7.75%, net of pension plan investment expense, including inflation previously 7.875%

Investment policy

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2016 are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	19.50%	4.00%
International equity.....	16.80%	4.33%
Emerging markets equity.....	6.90%	6.11%
Core fixed income.....	12.30%	0.25%
Value-added fixed income.....	8.30%	3.76%
Private equity.....	11.10%	6.00%
Real estate.....	10.00%	3.00%
Timber/natural resources.....	3.60%	2.50%
Hedge funds.....	9.00%	2.98%
Liquidating portfolios.....	0.40%	2.98%
Portfolio completion strategies.....	1.10%	2.98%
Overlay.....	1.00%	2.98%
	100.00%	

Rate of return

For the year ended December 31, 2016, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 7.35%. The money-weighted rate of return expresses investment performance, net of investment expenses, adjusted for the changing amount actually invested.

Discount rate

The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the net position liability to changes in the discount rate

The following presents the net position liability, calculated using the discount rate of 7.75% as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75%) or 1-percentage-point higher (8.75%) than the current rate:

	1% Decrease (6.75%)	Current Discount (7.75%)	1% Increase (8.75%)
The Town's proportionate share of the net pension liability.....	\$ 138,788,012	\$ 114,929,674	\$ 94,766,111

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Middlesex County Retirement System financial report.

Changes in Assumptions

The assumed inflation rate was decreased from 4.0% to 3.5%. The investment rate of return/discount rate was decreased from 7.875% to 7.75%. The RP-2000 Employee Mortality tables were projected using Scale AA and were updated to project generationally from 2009 and 2015 with Scale BB2D.

Changes in Plan Provisions

None.

NOTE 11 - RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

The Town is self-insured for approximately 90% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. The approximate 10% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR) that includes non-incremental claims adjustments. The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

(a) *Health Insurance*

Approximately 10% of the Town's health insurance activities are premium based plans. The remaining 90% of employee health insurance claims are administered by a third party administrator and were funded from the Town's Internal Service Fund. The Town purchases individual stop loss insurance for

claims in excess of the \$100,000 coverage. The estimate of IBNR claims is based on a historical trend analysis and recent trends.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2017.....	\$ 1,196,120	\$ 12,713,685	\$ (12,630,217)	\$ 1,279,588
2016.....	1,091,820	12,055,990	(11,951,690)	1,196,120

(b) Workers' Compensation

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its IBNR claims based on history and injury type. At June 30, 2017, the amount of the liability for workers' compensation claims totaled \$410,000. Changes in the reported liability are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2017.....	\$ 511,000	\$ 234,747	\$ (335,747)	\$ 410,000
2016.....	355,000	389,597	(233,597)	511,000

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Burlington administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 80 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 20 percent of their premium costs. During 2017, the Town contributed approximately \$5.4 million to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin pre-funding its OPEB liabilities. The Town has named the Health Care Security Board of Trustees (HCSBT) as Trustees of the OPEB Fund and as such has authorized the OPEB Trust Funds to be invested entirely in the State Retirement Benefits Trust Fund (SRBT Fund). Massachusetts General Law directs the HSCBT to invest the SRBT Fund in the Pension Reserves Investment Trust (PRIT) Fund. The Trustees have adopted a trust agreement detailing their duties and responsibilities as Trustees. The PRIT Fund is subject to oversight by the Pension Reserves Investment Management Board (PRIM) Board. A nine member Board of Trustees governs the PRIM Board. The

Board of Trustees has the authority to employ an Executive Director, outside investment managers, custodians, consultants, and others as it deems necessary to formulate policies and procedures and to take such other actions as necessary and appropriate to manage the assets of the PRIT Fund.

During 2017, the Town pre-funded future OPEB liabilities by contribution \$846,500 to the Other Postemployment Benefit Fund in excess of the pay-as-you-go required contribution. These contributions are reported within the Fiduciary Funds financial statements. As of June 30, 2017, the balance of this fund totaled \$5.5 million.

The annual money-weighted rate of return on OPEB plan investments was 19.84%. The money-weighted rate of return expresses investment performance, net of OPEB plan investment expense, adjusted for the changing amounts actually invested.

Plan Membership – The following table represent the Plan's membership at June 30, 2017:

Active members.....	821
Inactive members currently receiving benefits.....	<u>619</u>
Total.....	<u><u>1,440</u></u>

Components of OPEB Liability – The following table represents the components of the Plan's OPEB liability as of June 30, 2017:

Total OPEB Liability.....	\$ 99,101,702
Less: Plan fiduciary net position.....	<u>(5,490,956)</u>
Net OPEB liability.....	\$ <u><u>93,610,746</u></u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	5.54%

Significant Actuarial Methods and Assumptions – The Plan's total OPEB liability in the December 31, 2016 actuarial valuation was determined using the following actuarial methods and assumptions, applied to all periods included in the measurement that was updated to June 30, 2017:

Valuation date.....	December 31, 2016
Actuarial cost method.....	Entry Age Normal Cost Method.
Investment rate of return / Discount Rate.....	7.50% (Previously, 7.75%)
Salary increase.....	6.00% decreasing to 4.25% based on service for Group 1 and Group 2, 7.5% decreasing to 4.0% based on service for Teachers, 7.0% decreasing to 4.75% based on service for Group 4.
Healthcare cost trend rate.....	Under 65 7.0% and over 65 - decreasing by 0.5% for 5 years to an ultimate level of 4.5% per year. Administrative expense 3.0%. Part B premium 4.5%.
Asset valuation method.....	Market Value
Inflation rate.....	3.50%
Pre-Retirement mortality.....	RP-2000 Employee Mortality Table projected generationally from 2009 with Scale BB2D.
Healthy mortality.....	RP-2000 Healthy Annuitant Mortality Table projected generationally from 2009 with Scale BB2D.

Disabled mortality.....	RP-2000 Healthy Annuitant Mortality Table projected generationally from 2015 with Scale BB2D.
Pre-Retirement mortality (Teachers).....	RP-2014 Employee Mortality Table projected generationally from 2015 with Scale BB2D.
Health mortality (Teachers).....	RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2014.
Disabled mortality (Teachers).....	RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014.

Investment Policy – The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The Town's policy in regard to the allocation of invested assets is established and may be amended by the Town Treasurer.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rate of returns, (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, used in the derivation of the long-term expected real rate of return assumption are summarized in the following table.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real rate of Return
Domestic equity.....	18.00%	6.44%
International developed markets equity.....	16.00%	7.40%
International emerging markets equity.....	6.00%	9.42%
Core fixed income.....	13.00%	2.02%
High-yield fixed income.....	10.00%	4.43%
Real estate.....	10.00%	5.00%
Commodities.....	4.00%	4.43%
Hedge fund, GTAA, Risk parity.....	13.00%	3.75%
Private equity.....	10.00%	10.47%
 Total Asset Allocation.....	 <u>100.00%</u>	

Sensitivity of the net OPEB liability to changes in the discount rate – The following table presents the Plan's net OPEB liability, calculated using the discount rate of 7.5%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.5%) or 1 percentage point higher (8.5%) than the current rate.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Net OPEB liability.....	\$ <u>104,438,706</u>	\$ <u>93,610,745</u>	\$ <u>82,158,257</u>

Sensitivity of the net OPEB liability to changes in the healthcare trend — The following table presents the net other postemployment benefit liability, calculated using the healthcare trend rate if it was 1 percentage-point lower (6.0%) or 1 percentage point higher (8.0%) than the current rate.

	1% Decrease (6.0%)	Current Trend (7.0%)	1% Increase (8.0%)
Net OPEB liability.....	\$ 80,941,786	\$ 93,610,745	\$ 106,147,126

Changes in Plan Benefits and Assumptions – There were no changes in plan benefits. The discount rate assumption used was lowered to 7.50% from 7.75%. The funding method used in the prior valuation was the Projected Unit Credit method and the Entry Age Normal method was used in the current valuation.

Annual OPEB Cost and Net OPEB Obligation – The Town's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 7,181,995
Interest on existing net OPEB obligation.....	1,620,056
Adjustments to annual required contribution.....	<u>(1,204,994)</u>
Annual OPEB cost (expense).....	7,597,057
Contributions made.....	<u>(5,355,117)</u>
Increase/Decrease in net OPEB obligation.....	2,241,940
Net OPEB obligation - beginning of year.....	<u>21,600,751</u>
Net OPEB obligation - end of year.....	\$ <u>23,842,691</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 was as follows:

Year Ended	Annual OPEB Cost	Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2017	\$ 7,597,057	70%	\$ 23,842,691
6/30/2016	6,452,597	79%	21,600,751
6/30/2015	6,147,451	79%	20,217,676

Funded Status and Funding Progress – As of December 31, 2016, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$96.8 million, the actuarial value of assets was approximately \$5.1 million, and the remaining \$91.7 million was unfunded; resulting in a funded ratio of 5.22%. The covered payroll (annual payroll of active employees covered by the plan) was \$59.1 million, and the ratio of the UAAL to the covered payroll was 155.2 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are

compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 2016 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a discount rate of 7.5%, a 7.5% asset return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 7.0% initially, decreasing by 0.5% to an ultimate level of 4.5% and included a 3.5% inflation assumption. Assets are valued at market value. The UAAL is being amortized over a 30 year closed period, with amortization payments increasing at 4% per year. The remaining amortization period at December 31, 2016 is 28 years.

NOTE 13 - COMMITMENTS

The Town is committed to expend \$15,230,000 for the various projects listed below:

Purpose	Amount
Planning (Human Services Building).....	\$ 250,000
Water Mains.....	500,000
Street Light LED Conversion.....	850,000
Meadowbrook School HVAC Upgrade.....	730,000
Human Services Building Renovation.....	3,300,000
Fire Station #2.....	8,500,000
Salt Shed - Grant Avenue.....	<u>1,100,000</u>
 Total.....	 <u>\$ 15,230,000</u>

NOTE 14 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2017, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2017.

NOTE 15 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 18, 2017, which is the date the financial statements were available to be issued. On July 21, 2017, the Town rolled the \$730,000 BAN into a new BAN with an interest rate of 1.60% due on July 20, 2018. The \$4,400,000 BAN was rolled into a \$13,750,000 BAN with an interest rate of 2% due on July 20, 2018.

NOTE 16 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2017, the following GASB pronouncements were implemented:

- GASB Statement #74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The basic financial statements, related notes and required supplementary information were updated to be in compliance with this pronouncement.
- GASB Statement #77, *Tax Abatement Disclosures*. This pronouncement did not impact the basic financial statements.
- GASB Statement #78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. This pronouncement did not impact the basic financial statements.
- GASB Statement #80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement #14*. This pronouncement did not impact the basic financial statements.
- GASB Statement #82, *Pension Issues – an amendment of GASB Statements #67, #68, and #73*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which is required to be implemented in 2018.
- The GASB issued Statement #81, *Irrevocable Split-Interest Agreements*, which is required to be implemented in 2018.
- The GASB issued Statement #83, *Certain Asset Retirement Obligations*, which is required to be implemented in 2019.
- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2020.
- The GASB issued Statement #85, *Omnibus 2017*, which is required to be implemented in 2018.
- The GASB issued Statement #86, *Certain Debt Extinguishment Issues*, which is required to be implemented in 2018.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2021.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

Required Supplementary Information

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General Fund

Budgetary Comparison Schedule

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2017

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 102,260,993	\$ 102,260,993	\$ 102,377,326	\$ -	\$ 116,333
Tax liens.....	- -	- -	302,047	- -	302,047
Motor vehicle excise taxes.....	3,504,494	3,504,494	4,300,023	- -	795,529
Hotel, motel, and meals tax.....	3,900,000	3,900,000	4,406,850	- -	506,850
Ambulance.....	650,000	650,000	883,701	- -	233,701
Water charges.....	3,175,000	3,175,000	3,499,708	- -	324,708
Penalties and interest on taxes.....	320,000	320,000	462,059	- -	142,059
Fees and rentals.....	325,000	325,000	427,463	- -	102,463
Payments in lieu of taxes.....	520,000	520,000	521,088	- -	1,088
Licenses and permits.....	1,000,000	1,000,000	3,028,400	- -	2,028,400
Intergovernmental.....	8,936,149	8,936,149	8,929,442	- -	(6,707)
Departmental and other.....	845,000	845,000	869,342	- -	24,342
Investment income.....	125,000	125,000	302,561	- -	177,561
Miscellaneous.....	210,000	210,000	311,448	- -	101,448
TOTAL REVENUES.....	125,771,636	125,771,636	130,621,458	- -	4,849,822
EXPENDITURES:					
GENERAL GOVERNMENT					
TOWN MEETING & REPORTS					
Salaries.....	2,682	3,333	2,070	- -	1,263
Expenses.....	12,575	12,575	10,887	- -	1,688
TOTAL.....	15,257	15,908	12,957	- -	2,951
MODERATOR					
Salaries.....	300	300	150	- -	150
WAYS AND MEANS					
Salaries.....	3,796	3,870	2,266	500	1,104
Expenses.....	273	273	- -	- -	273
TOTAL.....	4,069	4,143	2,266	500	1,377
CAPITAL BUDGET COMMITTEE					
Salaries.....	821	838	457	- -	381
TOWN ADMINISTRATION/SELECTMEN					
Salaries.....	507,791	494,408	482,644	- -	11,764
Expenses.....	12,500	12,500	11,631	- -	869
Special accounts.....	18,529	18,529	17,664	- -	865
Capital articles.....	15,000	4,258	4,258	- -	- -
TOTAL.....	553,820	529,695	516,197	- -	13,498
ACCOUNTING					
Salaries.....	319,078	334,454	334,453	- -	1
Expenses.....	4,775	5,280	5,279	- -	1
TOTAL.....	323,853	339,734	339,732	- -	2
ASSESSORS					
Salaries.....	257,184	272,219	272,219	- -	- -
Expenses.....	119,215	119,215	90,866	21,306	7,043
Capital articles.....	124,722	124,722	8,200	116,522	- -
TOTAL.....	501,121	516,156	371,285	137,828	7,043
TREASURER/COLLECTOR					
Salaries.....	615,797	649,048	649,048	- -	- -
Expenses.....	23,683	20,826	18,912	215	1,699
Special accounts.....	100	100	- -	- -	100
TOTAL.....	639,580	669,974	667,960	215	1,799
CENTRAL ADMINISTRATION					
Central supply.....	115,339	115,339	105,865	7,436	2,038
Central machines.....	33,936	33,936	19,028	8,500	6,408
Town insurance.....	970,504	970,504	840,828	39,010	90,666
Financial audit.....	75,000	75,000	51,580	5,000	18,420
TOTAL.....	1,194,779	1,194,779	1,017,301	59,946	117,532
LEGAL					
Legal expenses.....	202,000	202,000	154,086	1,200	46,714

(Continued)

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2017

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
HUMAN RESOURCES					
Salaries.....	115,280	118,259	118,259	-	-
Expenses.....	4,250	4,250	3,044	-	1,206
Special accounts.....	14,500	14,500	10,768	-	3,732
TOTAL	134,030	137,009	132,071	-	4,938
MANAGEMENT INFORMATION SYSTEMS					
Salaries.....	308,383	321,533	320,396	-	1,137.00
Expenses.....	265,945	265,945	262,637	1,740	1,568
TOTAL	574,328	587,478	583,033	1,740	2,705
TOWN CLERK					
Salaries.....	273,172	277,246	277,246	-	-
Expenses.....	18,750	18,750	15,931	-	2,819
Special accounts.....	67,405	77,471	66,295	6,306	4,870
Capital articles.....	80,000	80,000	-	80,000	-
TOTAL	439,327	453,467	359,472	86,306	7,689
REGISTRAR OF VOTERS					
Salaries.....	1,150	1,150	1,150	-	-
Expenses.....	7,210	7,210	7,070	-	140
TOTAL	8,360	8,360	8,220	-	140
CONSERVATION					
Salaries.....	199,826	207,646	194,908	-	12,738
Expenses.....	8,470	8,470	2,508	-	5,962
Special accounts.....	17,800	17,800	11,616	-	6,184
TOTAL	226,096	233,916	209,032	-	24,884
PLANNING BOARD					
Salaries.....	270,016	277,519	276,201	1,316	2
Expenses.....	35,510	35,510	18,907	14,330	2,273
Capital articles.....	97,006	108,294	41,508	66,786	-
TOTAL	402,532	421,323	336,616	82,432	2,275
BOARD OF APPEALS					
Salaries.....	12,620	19,027	18,074	500	453
Expenses.....	250	250	246	-	4
TOTAL	12,870	19,277	18,320	500	457
NEGOTIATED SETTLEMENTS	1,217,095	660,355	101,020	559,334	1
Total General Government	6,450,238	5,994,712	4,830,175	930,001	234,536
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	7,066,478	7,089,077	6,790,480	21,000	277,597
Expenses.....	577,142	577,142	537,360	8,055	31,727
Special accounts.....	288,825	289,565	267,979	9,732	11,854
Capital articles.....	54,640	54,640	49,570	5,070	-
TOTAL	7,987,085	8,010,424	7,645,389	43,857	321,178
FIRE DEPARTMENT					
Salaries.....	6,432,046	6,575,868	6,479,415	67,863	28,590
Expenses.....	479,864	455,864	350,391	30,166	75,307
Special accounts.....	172,920	231,922	187,153	-	44,769
Capital articles.....	545,345	202,083	178,294	23,788	1
TOTAL	7,630,175	7,465,737	7,195,253	121,817	148,667
BUILDING DEPARTMENT					
Salaries.....	541,762	599,761	599,760	-	1
Expenses.....	36,946	44,951	44,929	-	22
Capital articles.....	13,877	13,877	13,877	-	-
TOTAL	592,585	658,589	658,566	-	23
SEALER OF WEIGHTS					
Expenses.....	7,800	7,800	7,800	-	-

(Continued)

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2017

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
EMERGENCY MANAGEMENT SERVICE					
Salaries.....	10,000	10,039	10,039	-	-
Expenses.....	12,602	12,602	12,417	117	68
Special Accounts.....	1,000	1,000	625	350	25
TOTAL	23,602	23,641	23,081	467	93
Total Public Safety	16,241,247	16,166,191	15,530,089	166,141	469,961
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	60,651,790	60,651,793	56,565,514	4,086,279	-
Capital articles.....	1,457,705	1,441,057	1,069,086	371,971	-
TOTAL	62,109,495	62,092,850	57,634,600	4,458,250	-
REGIONAL SCHOOL ASSESSMENTS	2,098,479	2,098,479	2,095,372	-	3,107
Total Education	64,207,974	64,191,329	59,729,972	4,458,250	3,107
PUBLIC WORKS					
Salaries.....	4,647,825	4,778,806	4,778,806	-	-
Expenses.....	3,620,009	3,620,008	3,055,567	267,643	296,798
Special accounts.....	458,283	458,283	404,051	54,232	-
Capital articles.....	5,001,323	5,157,839	2,376,288	2,599,167	182,384
TOTAL	13,727,440	14,014,936	10,614,712	2,921,042	479,182
SNOW AND ICE					
Expenses.....	350,000	350,000	754,945	-	(404,945)
RUBBISH AND GARBAGE					
Expenses.....	1,733,000	1,733,000	1,719,705	13,295	-
STREET LIGHT					
Expenses.....	436,773	436,772	423,811	13,221	(260)
DEP DRINKING WATER					
Expenses.....	15,000	15,000	9,127	-	5,873
Total Public Works	16,262,213	16,549,708	13,522,300	2,947,558	79,850
HEALTH AND HUMAN SERVICES					
BOARD OF HEALTH					
Salaries.....	422,545	431,472	423,428	-	8,044
Expenses.....	61,648	61,648	52,902	601	8,145
Special accounts.....	85,061	85,061	74,094	632	10,335
Capital articles.....	9,963	9,963	-	9,963	-
TOTAL	579,217	588,144	550,424	11,196	26,524
COUNCIL ON AGING					
Salaries.....	299,558	308,560	303,113	-	5,447
Expenses.....	7,750	7,750	5,615	-	2,135
Special accounts.....	7,442	7,442	6,942	-	500
TOTAL	314,750	323,752	315,670	-	8,082
VETERANS' SERVICES					
Salaries.....	110,573	112,691	108,703	-	3,988
Expenses.....	4,619	4,619	2,000	-	2,619
Special accounts.....	119,000	119,000	104,310	-	14,690
TOTAL	234,192	236,310	215,013	-	21,297
YOUTH AND FAMILY SERVICES					
Salaries.....	405,815	414,441	384,074	-	30,367
Expenses.....	24,369	24,369	20,185	-	4,184
Capital articles.....	1,284	1,284	569	715	-
TOTAL	431,468	440,094	404,828	715	34,551
DISABILITY ACCESS					
Salaries.....	2,045	2,086	853	-	1,233
Expenses.....	400	400	400	-	-
TOTAL	2,445	2,486	1,253	-	1,233
Total Health and Human Services	1,562,072	1,590,786	1,487,188	11,911	91,687

(Continued)

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2017

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
CULTURE AND RECREATION					
PUBLIC LIBRARY					
Salaries.....	1,198,345	1,225,517	1,225,517	-	-
Expenses.....	72,127	72,126	70,674	1,452	
Special accounts.....	152,840	152,840	152,784	56.00	
TOTAL.....	<u>1,423,312</u>	<u>1,450,483</u>	<u>1,448,975</u>	<u>-</u>	<u>1,508</u>
RECREATION DEPARTMENT					
Salaries.....	1,325,111	1,325,111	1,260,530	6,388	58,193
Expenses.....	285,377	286,377	271,496	12,748	2,133
Special accounts.....	352,812	352,812	202,658	144,676	5,478
TOTAL.....	<u>1,963,300</u>	<u>1,964,300</u>	<u>1,734,684</u>	<u>163,812</u>	<u>65,804</u>
HISTORICAL COMMISSION					
Expenses.....	10,015	10,015	5,889	200	3,926
Total Culture and Recreation.....	<u>3,396,627</u>	<u>3,424,798</u>	<u>3,189,548</u>	<u>164,012</u>	<u>71,238</u>
PENSION BENEFITS					
County retirement.....	8,368,267	8,368,267	8,368,267	-	-
EMPLOYEE BENEFITS					
Health insurance.....	13,160,255	13,160,255	12,432,433	234,500	493,322
Medicare tax.....	1,068,633	1,068,633	964,429	-	104,204
Unemployment compensation.....	127,000	127,000	76,003	-	50,997
TOTAL.....	<u>14,355,888</u>	<u>14,355,888</u>	<u>13,472,865</u>	<u>234,500</u>	<u>648,523</u>
CAPITAL IMPROVEMENTS.....	300,000	300,000	299,999	-	1
RESERVE FUND.....	200,000	300,000	-	-	300,000
STATE AND COUNTY ASSESSMENTS.....	-	678,952	704,531	-	(25,579)
DEBT SERVICE PRINCIPAL.....	3,808,575	3,808,575	3,808,575	-	-
DEBT SERVICE INTEREST.....	1,870,347	1,870,347	1,864,794	-	5,553
TOTAL EXPENDITURES.....	<u>137,023,448</u>	<u>137,599,553</u>	<u>126,808,303</u>	<u>8,912,373</u>	<u>1,878,877</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	<u>(11,251,812)</u>	<u>(11,827,917)</u>	<u>3,813,155</u>	<u>(8,912,373)</u>	<u>6,728,699</u>
<u>OTHER FINANCING SOURCES (USES):</u>					
Premium from issuance of bonds.....	-	-	55,707	-	55,707
Transfers in.....	2,400,000	2,400,000	2,560,304	-	160,304
Transfers out.....	(4,045,000)	(4,045,000)	(4,045,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	<u>(1,645,000)</u>	<u>(1,645,000)</u>	<u>(1,428,989)</u>	<u>-</u>	<u>216,011</u>
NET CHANGE IN FUND BALANCE.....	<u>(12,896,812)</u>	<u>(13,472,917)</u>	<u>2,384,166</u>	<u>(8,912,373)</u>	<u>6,944,710</u>
BUDGETARY FUND BALANCE, Beginning of year.....	<u>31,798,611</u>	<u>31,798,611</u>	<u>31,798,611</u>	<u>-</u>	<u>-</u>
BUDGETARY FUND BALANCE, End of year.....	<u>\$ 18,901,799</u>	<u>\$ 18,325,694</u>	<u>\$ 34,182,777</u>	<u>\$ (8,912,373)</u>	<u>\$ 6,944,710</u>

See Note A in required supplementary information.

(Concluded)

Pension Plan Schedules

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of Special Funding Amounts of Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is complied, information is presented for those years for which information is available.

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**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

	December 31, 2014	December 31, 2015	December 31, 2016
Town's proportion of the net pension liability (asset).....	8.162%	8.105%	8.111%
Town's proportionate share of the net pension liability (asset).....	\$ 98,053,205	\$ 104,556,462	\$ 114,929,674
Town's covered employee payroll.....	\$ 29,210,227	\$ 30,378,636	\$ 31,361,657
Net pension liability as a percentage of covered-employee payroll.....	335.68%	344.18%	366.47%
Plan fiduciary net position as a percentage of the total pension liability.....	47.65%	46.13%	45.49%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF TOWN'S CONTRIBUTIONS
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

	June 30, 2015	June 30, 2016	June 30, 2017
Actuarially determined contribution.....	\$ 7,511,305	\$ 7,895,297	\$ 8,404,267
Contributions in relation to the actuarially determined contribution.....	<u>(7,511,305)</u>	<u>(7,895,297)</u>	<u>(8,404,267)</u>
Contribution deficiency (excess).....	\$ <u> </u> -	\$ <u> </u> -	\$ <u> </u> -
Covered-employee payroll.....	\$ 29,210,277	\$ 30,378,636	\$ 31,361,657
Contributions as a percentage of covered-employee payroll.....	25.71%	25.99%	26.80%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS
OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Net Pension Liability Associated with the Town	Town's Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2017.....	\$ 113,026,510	\$ 11,529,445	52.73%
2016.....	98,121,938	7,958,562	55.38%
2015.....	75,221,631	5,226,008	61.64%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

Other Postemployment Benefits Plan Schedules

GASB 74 Schedules

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered employee payroll.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Return presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

GASB 45 Schedules

The Schedule of Funding Progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents the employer's required and actual contributions to the plan as well as the total contributions to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**SCHEDULE OF CHANGES IN THE
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

June 30, 2017

Total OPEB Liability

Service Cost.....	\$ 2,029,964
Interest.....	7,074,193
Changes of benefit terms.....	-
Differences between expected and actual experience.....	-
Changes of assumptions.....	-
Benefit payments.....	<u>(4,508,617)</u>
Net change in total OPEB liability.....	4,595,540
Total OPEB liability- beginning.....	<u>94,506,162</u>
Total OPEB liability- ending (a).....	<u>\$ 99,101,702</u>

Plan fiduciary net position

Contributions- employer	\$ 5,355,117
Net investment income.....	599,190
Benefit payments.....	<u>(4,508,617)</u>
Net change in plan fiduciary net position.....	1,445,690
Plan fiduciary net position- beginning.....	<u>4,045,266</u>
Plan fiduciary net position- ending (b).....	<u>\$ 5,490,956</u>
Town's net OPEB liability- ending (a)-(b).....	<u>\$ 93,610,746</u>

Plan fiduciary net position as a percentage of the
total OPEB liability..... 5.54%

Covered-employee payroll..... \$ 59,098,583

Town's net OPEB liability as a percentage of
covered-employee payroll..... 158%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years
for which information is available.

See notes to required supplementary information.

SCHEDULE OF TOWN CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN

June 30, 2017

Actuarially determined contribution.....	\$ 6,294,020
Contributions in relation to the actuarially determined contribution.....	<u>(5,355,117)</u>
Contribution deficiency (excess).....	<u>\$ 938,903</u>
Covered-employee payroll.....	\$ 59,098,583
Contributions as a percentage of covered-employee payroll.....	10.65%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN

June 30, 2017

Annual money-weighted rate of return,
net of investment expense.....

19.84%

The annual money-weighted rate of return has been calculated by
the Pension Reserves Investment Management Board (PRIM).

Note: This schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFIT PLAN
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

YEAR ENDED JUNE 30, 2017

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
12/31/2016	\$ 5,054,699	\$ 96,778,817	\$ 91,724,118	5.22%	\$ 59,098,583	155.2%
12/31/2014	2,024,351	75,528,350	73,503,999	2.68%	67,304,810	109.2%
12/31/2012	755,021	102,278,451	101,523,430	0.74%	60,761,981	167.1%

Schedule of Employer Contributions

Year Ended	Annual Required Contribution (ARC)	Actual Contributions Made	Percentage of the ARC Contributed
2017	\$ 7,181,995	\$ 5,355,117	75%
2016	5,981,702	5,069,522	85%
2015	5,687,328	4,846,803	85%
2014	7,371,981	5,064,824	69%
2013	7,077,925	4,789,300	68%
2012	8,263,053	5,259,794	64%

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFIT PLAN
ACTUARIAL METHODS AND ASSUMPTIONS

YEAR ENDED JUNE 30, 2017

Actuarial Methods:

Valuation date.....	December 31, 2016
Actuarial cost method.....	Entry Age Normal - Level Percentage of Payroll
Amortization method.....	Payment increasing at 4.0%
Remaining amortization period.....	29 years closed (previously 30 years open)
Asset valuation method.....	Market value

Actuarial Assumptions:

Discount rate.....	7.5% (previously 7.750%)
Inflation rate.....	3.50%
Asset rate of return.....	7.50%
Medical/drug cost trend rate.....	9.00% decreasing by 0.50% for 9 years to to an ultimate level of 4.50%
Non-Medicare cost trend rate.....	7.00% decreasing by 0.50% for 5 years to an ultimate level of 4.50%
Administrative expense increase rate.....	3.00%
Part B premium.....	4.50% (previously 5.00%)

Plan Membership:

Current retirees, beneficiaries, and dependents.....	821
Current active members.....	<u>619</u>
Total.....	<u>1,440</u>

See notes to required supplementary information.

NOTE A - BUDGETARY BASIS OF ACCOUNTING

1. Budgetary Information

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2017 approved budget for the General Fund authorized approximately \$141.1 million in appropriations and other amounts to be raised and \$7.7 million in encumbrances and appropriations carried over from previous years. During 2017, the Town increased the original budget by \$600,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2017, is presented below:

Net change in fund balance - budgetary basis.....	\$ 2,384,166
<u>Basis of accounting differences:</u>	
Net change in revenue accruals.....	64,581
Increase in revenue due to on-behalf payments.....	11,529,000
Increase in expenditures due to on-behalf payments.....	(11,529,000)
Net change in expenditure accruals.....	(103,888)
<u>Perspective difference:</u>	
Perspective differences in reporting of sewer fund activities.....	(1,179,000)
Activity of the stabilization fund recorded in the general fund for GAAP.....	193,782
Net change in fund balance - GAAP basis.....	<u>\$ 1,359,641</u>

3. Excess of Expenditures over Appropriations

For the year ended June 30, 2017, actual expenditures exceeded appropriations for public works snow and ice and state and county assessments budget. These over-expenditures will be raised and funded through available funds during 2018.

NOTE B – PENSION PLAN

Pension Plan Schedules - Town

Schedule of the Town's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Changes in Assumptions:

The assumed inflation rate was decreased from 4.0% to 3.5%. The investment rate of return/discount rate was decreased from 7.875% to 7.75%. The RP-2000 Employee Mortality tables were projected using Scale AA and were updated to project generationally from 2009 and 2015 with Scale BB2D.

E. Changes in Plan Provisions:

None.

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The Town of Burlington administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town's health insurance plan, which covers both active and retired members, including teachers.

The Other Postemployment Benefit PlanThe Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered employee payroll.

Schedule of the Town's Contributions

The Schedule of the Town's Contributions includes the Town's annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of the covered payroll.

Schedule of Investment Return

The Schedule of Investment Return includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

The Town

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 2.68%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

Schedule of Funding Progress

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Schedule of Employer Contributions

The Schedule of Employer Contributions presents multiyear trend information for the Town's required and actual contributions relating to the plan.

Schedule of Actuarial Methods and Assumptions

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trend in the amounts reported.

Changes in Plan Benefits and Assumptions

There were no changes in plan benefits. The discount rate assumption used was lowered to 7.50% from 7.75%. The funding method used in the prior valuation was the Projected Unit Credit method and the Entry Age Normal method was used in the current valuation.

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Combining and Individual Fund Statements

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

Nonmajor Governmental Funds

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than permanent funds or capital project funds) that are restricted by law or administrative action to expenditures for specified purposes. The Town's special revenue funds are grouped into the following categories:

Town Revolving Fund – This fund is used to account for various municipal programs such as affordable housing monitoring, recreation activities, and wetland protection.

School Revolving Fund – This fund is used to account for various school programs, such as operation of public school lunch program, athletic receipts, and tuition costs.

Town Gifts Fund – This fund is used to account for gifts which have been accepted by the Town to be used for the purpose specified by the donor.

School Gifts Fund – This fund is used to account for gifts which have been accepted by the School Department to be used for the purpose specified by the donor.

School Activity Programs Fund – This fund is used to account for school activity, such as operation of after school programs, summer programs, and integrated preschool.

Federal Grant Fund – This fund is used to account for all federal grants used for Town and School related projects and activities.

State and Local Grant Fund – This fund is used to account for all state and local grants used for Town and School related projects and activities.

Town Special Purpose Funds - These funds are used to account for specific revenues that are legally restricted, such as insurance recoveries, sale of graves and real estate, and handicap fines.

Capital Projects

Capital project funds are used to account for financial resources used in the acquisition or construction of major capital facilities (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

Town Capital Projects Fund – This fund is used to account for and report financial resources for the acquisition or construction of non-school capital facilities and other capital assets of the governmental funds

School Capital Projects Fund – This fund is used to account for and report financial resources for the acquisition or construction of school capital facilities.

Permanent Funds

Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support governmental programs.

Town Libraries Fund – These funds are used to account for all contributions received to support the public library.

Cemetery Perpetual Care Fund – These funds are used to account for all contributions associated with cemetery care and maintenance.

Conservation Fund – These funds are used to account for all contributions associated supporting the land conservation within the Town.

NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET

YEAR ENDED JUNE 30, 2017

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
ASSETS							
Cash and cash equivalents.....	\$ 1,928,097	\$ 696,320	\$ 270,590	\$ 58,478	\$ 689,635	\$ 252,462	\$ 1,217,822
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	600	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	1,600,392
TOTAL ASSETS	\$ 1,928,697	\$ 696,320	\$ 270,590	\$ 58,478	\$ 689,635	\$ 252,462	\$ 2,818,214
LIABILITIES							
Warrants payable.....	\$ 57,546	\$ 62,626	\$ 2,667	\$ 560	\$ 5,511	\$ 161,883	\$ 19,423
Notes payable.....	-	-	-	-	-	-	-
TOTAL LIABILITIES	57,546	62,626	2,667	560	5,511	161,883	19,423
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenues.....	600	-	-	-	-	-	1,600,392
FUND BALANCES							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	1,870,551	633,694	267,923	57,918	684,124	90,579	1,198,399
Unassigned.....	-	-	-	-	-	-	-
TOTAL FUND BALANCES	1,870,551	633,694	267,923	57,918	684,124	90,579	1,198,399
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 1,928,697	\$ 696,320	\$ 270,590	\$ 58,478	\$ 689,635	\$ 252,462	\$ 2,818,214

Special Revenue Funds		Capital Project Funds				Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		
\$ 559,670	\$ 5,673,074	\$ 566,212	\$ 40,066	\$ 606,278	\$ 5,369	\$ 291,430	\$ 1,035	\$ 297,834	\$ 6,577,186	
-	-	-	-	-	-	527,507	-	527,507	527,507	
600	-	-	-	-	-	-	-	-	600	
-	1,600,392	-	-	-	-	-	-	-	1,600,392	
<u>\$ 559,670</u>	<u>\$ 7,274,066</u>	<u>\$ 566,212</u>	<u>\$ 40,066</u>	<u>\$ 606,278</u>	<u>\$ 5,369</u>	<u>\$ 818,937</u>	<u>\$ 1,035</u>	<u>\$ 825,341</u>	<u>\$ 8,705,685</u>	
\$ -	\$ 310,216	\$ 65,377	\$ -	\$ 65,377	\$ -	\$ -	\$ -	\$ -	\$ 375,593	
-	-	700,000	-	700,000	-	-	-	-	700,000	
-	310,216	765,377	-	765,377	-	-	-	-	1,075,593	
-	1,600,992	-	-	-	-	-	-	-	1,600,992	
-	-	-	-	-	4,497	617,328	1,035	622,860	622,860	
559,670	5,362,858	-	40,066	40,066	872	201,609	-	202,481	5,605,405	
-	-	(199,165)	-	(199,165)	-	-	-	-	(199,165)	
<u>559,670</u>	<u>5,362,858</u>	<u>(199,165)</u>	<u>40,066</u>	<u>(159,099)</u>	<u>5,369</u>	<u>818,937</u>	<u>1,035</u>	<u>825,341</u>	<u>6,029,100</u>	
<u>\$ 559,670</u>	<u>\$ 7,274,066</u>	<u>\$ 566,212</u>	<u>\$ 40,066</u>	<u>\$ 606,278</u>	<u>\$ 5,369</u>	<u>\$ 818,937</u>	<u>\$ 1,035</u>	<u>\$ 825,341</u>	<u>\$ 8,705,685</u>	

NONMAJOR GOVERNMENTAL FUNDS
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2017

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
REVENUES:							
Real estate and personal property taxes, Intergovernmental.....	\$ 21,739	\$ -	\$ -	\$ -	\$ -	\$ 2,514,680	\$ 1,264,058
Departmental and other.....	1,520,047	2,068,762	146,123	31,198	1,449,202	-	639,835
Contributions.....	-	-	237	3,451	-	-	-
Investment income.....	119	-	-	-	-	-	-
Miscellaneous.....	-	-	-	-	-	-	-
TOTAL REVENUES.....	1,541,905	2,068,762	146,360	34,649	1,449,202	2,514,680	1,903,893
EXPENDITURES:							
Current:							
General government.....	238,139	-	10,739	-	-	-	517,170
Public safety.....	9,200	-	423	-	-	10,349	194,327
Education.....	-	2,388,064	-	32,659	1,535,061	2,508,550	13,100
Public works.....	68,946	-	-	-	-	-	985,979
Human services.....	102,094	-	23,132	-	-	-	105,717
Culture and recreation.....	966,664	-	155,609	-	-	-	16,470
TOTAL EXPENDITURES.....	1,385,043	2,388,064	189,903	32,659	1,535,061	2,518,899	1,832,763
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....							
	156,862	(319,302)	(43,543)	1,990	(85,859)	(4,219)	71,130
OTHER FINANCING SOURCES (USES):							
Transfers in.....	145,000	-	-	-	-	-	-
Transfers out.....	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)....	145,000	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES.....	301,862	(319,302)	(43,543)	1,990	(85,859)	(4,219)	71,130
FUND BALANCES AT BEGINNING OF YEAR.....	1,568,689	952,996	311,466	55,928	769,983	94,798	1,127,269
FUND BALANCES AT END OF YEAR.....	\$ 1,870,551	\$ 633,694	\$ 267,923	\$ 57,918	\$ 684,124	\$ 90,579	\$ 1,198,399

Special Revenue Funds		Capital Projects Funds			Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ - \$ 111,410	3,800,477 \$ 5,966,577	- \$ 13,536	- \$ 13,536	- \$ 13,536	- \$ -	- \$ -	- \$ -	- \$ -	3,800,477 5,980,113
- 3,688	60	- 60	- 60	- 60	- 34,800	- 34,800	- 34,800	- 34,800	38,548
663	782	-	-	-	24	6,690	5	6,719	7,501
76,369	76,369	-	-	-	-	-	-	-	76,369
188,442	9,847,893	13,596	-	13,596	24	41,490	5	41,519	9,903,008
9,968	776,016	672	-	672	-	-	-	-	776,688
27,480	241,779	231,194	-	231,194	-	-	-	-	472,973
- 6,477,434	-	-	-	-	-	-	-	-	6,477,434
- 1,054,925	-	-	-	-	-	-	-	-	1,054,925
81,697	312,640	-	-	-	-	-	-	-	312,640
- 1,138,743	-	-	-	-	-	-	-	-	1,138,743
119,145	10,001,537	231,866	-	231,866	24	41,490	5	41,519	10,233,403
69,297	(153,644)	(218,270)	-	(218,270)	24	41,490	5	41,519	(330,395)
- 145,000	-	-	-	-	-	-	-	-	145,000
(160,304)	(160,304)	-	-	-	-	-	-	-	(160,304)
(160,304)	(15,304)	-	-	-	-	-	-	-	(15,304)
(91,007)	(168,948)	(218,270)	-	(218,270)	24	41,490	5	41,519	(345,699)
650,677	5,531,806	19,105	40,066	59,171	5,345	777,447	1,030	783,822	6,374,799
\$ 559,670	\$ 5,362,858	\$ (199,165)	\$ 40,066	\$ (159,099)	\$ 5,369	\$ 818,937	\$ 1,035	\$ 825,341	\$ 6,029,100

Agency Fund

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

AGENCY FUNDS
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

YEAR ENDED JUNE 30, 2017

	Agency Funds				Agency Funds
	June 30, 2016	Additions	Deletions		June 30, 2017
ASSETS					
CURRENT:					
Cash and cash equivalents.....	\$ 332,164	\$ 4,169,689	\$ (3,944,935)	\$	556,918
Receivables, net of allowance for uncollectibles:					
Departmental and other.....	503,264	248,799	(503,264)	248,799	
TOTAL ASSETS	\$ 835,428	\$ 4,418,488	\$ (4,448,199)	\$	805,717
LIABILITIES					
Warrants payable.....	\$ 336	\$ 120,253	\$ (120,589)	\$	-
Payroll liabilities.....	38,833	-	(38,833)	-	
Liabilities due depositors.....	796,259	4,298,235	(4,288,777)	805,717	
TOTAL LIABILITIES	\$ 835,428	\$ 4,418,488	\$ (4,448,199)	\$	805,717

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Statistical Section



The Burlington Police Department has long enjoyed the benefit of an onsite firearms range for training in the basement of the Police Station. Officers have the ability to train on duty above and beyond legally mandated hours which results in a high level of officer excellence in marksmanship at a much lower cost than going off site. Town Meeting recently approved funding for phase one of a two part renovation of the range that will keep it in service for the next twenty years.

(Photo: James Tigges, Burlington Police Department)

Statistical Section

This part of the Town of Burlington's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Financial Trends

- These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

Revenue Capacity

- These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

Debt Capacity

- These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

Demographic and Economic Information

- These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

Operating Information

- These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the Town's financial reports for the relevant year.

Town of Burlington, Massachusetts

Net Position By Component

Last Ten Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Governmental activities:										
Net Investment in capital assets.....	\$ 66,576,624	\$ 67,532,644	\$ 73,581,193	\$ 82,470,226	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672	\$ 121,730,037
Restricted.....	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429
Unrestricted.....	19,228,121	16,893,182	11,172,692	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(77,620,835)
Total governmental activities net position.....	\$ 87,992,898	\$ 85,784,505	\$ 86,717,708	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ 47,454,631
Business-type activities:										
Net Investment in capital assets.....	834,672	971,347	1,108,685	-	-	-	-	-	-	-
Unrestricted.....	234,363	31,505	19,782	-	-	-	-	-	-	-
Total business-type activities net position.....	\$ 1,069,035	\$ 1,002,852	\$ 1,128,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Primary government:										
Net Investment in capital assets.....	67,411,296	68,503,991	74,689,878	82,470,226	96,639,005	106,844,287	112,419,808	117,056,689	116,649,672	121,730,037
Restricted.....	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429
Unrestricted.....	19,462,484	16,924,687	11,192,474	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(77,620,835)
Total primary government net position.....	\$ 89,061,933	\$ 86,787,357	\$ 87,846,175	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ 47,454,631

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and adjusted 2014 for the beginning balance change.

Town of Burlington, Massachusetts
Changes in Net Position
Last Ten Years

	Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Expenses										
Governmental activities:										
General government.....	\$ 7,548,256	\$ 8,459,662	\$ 7,813,766	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518	\$ 9,065,395
Public safety.....	17,197,170	18,431,272	19,775,102	19,983,723	19,886,936	21,329,943	20,004,254	22,379,342	23,631,927	25,310,669
Education.....	58,489,359	65,300,541	66,909,094	70,186,700	73,899,689	74,101,607	81,817,139	77,578,174	83,728,960	90,342,349
Public works.....	9,177,761	9,662,429	10,134,929	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928	13,994,668
Water and sewer.....	7,393,229	7,944,289	8,327,213	8,405,199	9,226,171	9,250,784	8,838,002	9,239,696	8,216,296	9,205,607
Human services.....	1,731,666	1,992,081	1,851,921	2,075,523	2,090,245	2,124,869	2,098,766	2,177,276	2,489,924	2,757,820
Culture and recreation.....	4,379,119	4,590,373	4,793,427	4,889,380	5,085,224	5,154,268	5,293,996	5,271,687	5,791,638	6,296,889
Interest.....	1,104,857	1,047,441	959,569	1,285,155	1,223,790	1,917,491	1,823,582	1,448,616	1,999,825	1,633,845
Total government activities expenses.....	107,021,417	117,428,088	120,565,021	124,920,248	129,177,040	133,531,005	139,775,835	140,083,401	149,344,016	158,607,242
Business-type activities:										
Ice Palace.....	591,237	731,015	64,543	59,588	-	-	-	-	-	-
Total primary government expenses.....	\$ 107,612,654	\$ 118,159,103	\$ 120,629,564	\$ 124,979,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242
Program Revenues										
Governmental activities:										
Education charges for services.....	\$ 1,572,380	\$ 1,750,051	\$ 2,326,499	\$ 2,500,576	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629	\$ 3,761,899
Public Safety charges for services.....	1,797,960	1,951,849	1,742,183	2,020,420	2,160,275	2,583,570	3,477,953	3,800,655	3,916,389	3,965,025
Water and sewer charges for services.....	7,197,018	7,754,170	5,605,736	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063	9,282,262
Other charges for services.....	2,856,133	2,960,232	3,102,622	3,264,617	3,346,047	3,160,184	4,014,165	4,127,637	3,686,716	3,806,968
Operating grants and contributions.....	15,894,900	17,012,906	18,700,912	17,694,926	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651
Capital grant and contributions.....	2,206,646	404,336	3,318,410	8,551,819	18,489,036	5,714,298	3,686,648	3,047,454	2,087,136	2,234,822
Total government activities program revenues.....	31,525,037	31,833,544	34,796,362	43,911,633	55,643,393	43,393,322	43,783,538	38,401,813	40,785,132	43,617,627
Business-type activities:										
Charges for services.....	758,470	662,860	190,158	135,693	-	-	-	-	-	-
Total primary government program revenues.....	\$ 32,283,507	\$ 32,496,404	\$ 34,986,520	\$ 44,047,326	\$ 55,643,393	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813	\$ 40,785,132	\$ 43,617,627
Net (Expense)/Program Revenue										
Governmental activities.....	\$ (75,496,380)	\$ (85,594,544)	\$ (85,768,659)	\$ (81,008,615)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)
Business-type activities.....	167,233	(68,155)	125,615	76,105	-	-	-	-	-	-
Total primary government net (expense)/program revenue.....	\$ (75,329,147)	\$ (85,662,699)	\$ (85,643,044)	\$ (80,932,510)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)

(Continued)

Town of Burlington, Massachusetts
Changes in Net Position
Last Ten Years

	Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General Revenues and other Changes in Net Position										
Governmental activities:										
Real estate and personal property taxes,										
net of tax refunds payable.....	\$ 68,910,879	\$ 74,149,116	\$ 78,024,335	\$ 81,198,186	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648
Tax liens.....	138,283	204,413	461,580	210,130	559,358	371,618	567,733	281,302	265,140	170,429
Motor vehicle excise taxes.....	3,126,512	2,913,520	2,886,060	3,166,382	3,139,309	3,468,964	3,554,381	3,636,722	4,569,562	4,371,621
Hotel, motel and meals taxes.....	1,432,492	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850
Penalties and interest on taxes.....	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059
Payment in lieu of taxes.....	548,314	547,878	548,087	521,092	520,000	520,347	520,000	521,090	521,090	521,088
Grants and contributions not restricted to										
specific programs.....	3,379,354	3,042,580	2,424,372	2,331,313	2,328,361	2,366,346	2,389,509	2,446,724	2,448,330	2,626,949
Unrestricted investment income.....	680,300	460,915	252,090	239,593	199,527	335,618	273,217	236,962	746,779	687,963
Gain of sale of capital assets.....				605,316	-	521,600				
Miscellaneous.....	484,193	435,461	517,228	1,343,728	185,058	202,500	181,101	264,849	252,221	311,448
Transfers.....	-	-	-	1,204,572	-	-	-	-	-	-
Total governmental activities.....	<u>79,090,938</u>	<u>83,386,151</u>	<u>86,701,862</u>	<u>93,026,160</u>	<u>94,347,062</u>	<u>99,333,248</u>	<u>102,520,051</u>	<u>106,404,459</u>	<u>111,392,820</u>	<u>115,982,055</u>
Business-type activities:										
Unrestricted investment income.....	5,769	1,972	-	-	-	-	-	-	-	-
Transfers.....	-	-	-	(1,204,572)	-	-	-	-	-	-
Total business-type activities.....	<u>5,769</u>	<u>1,972</u>	<u>-</u>	<u>(1,204,572)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total primary government general revenues and other changes in net position.....	<u>\$ 79,096,707</u>	<u>\$ 83,388,123</u>	<u>\$ 86,701,862</u>	<u>\$ 91,821,588</u>	<u>\$ 94,347,062</u>	<u>\$ 99,333,248</u>	<u>\$ 102,520,051</u>	<u>\$ 106,404,459</u>	<u>\$ 111,392,820</u>	<u>\$ 115,982,055</u>
Changes in Net Position										
Governmental activities.....	\$ 3,594,558	\$ (2,206,421)	\$ 933,203	\$ 12,017,545	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440
Business-type activities.....	173,002	(66,183)	125,615	(1,128,467)	-	-	-	-	-	-
Total primary government changes in net position.....	<u>\$ 3,767,560</u>	<u>\$ (2,272,604)</u>	<u>\$ 1,058,818</u>	<u>\$ 10,889,078</u>	<u>\$ 20,813,415</u>	<u>\$ 9,195,565</u>	<u>\$ 6,527,754</u>	<u>\$ 4,722,871</u>	<u>\$ 2,833,936</u>	<u>\$ 992,440</u>

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

(Concluded)

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.

Town of Burlington, Massachusetts

Fund Balances, Governmental Funds

Last Ten Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General Fund										
Committed.....\$	-	\$	-	\$	1,197,206	\$	2,445,246	\$	2,635,593	\$
Assigned.....	1,733,658	\$	2,362,290	\$	1,834,572	\$	3,002,537	\$	3,892,016	\$
Unassigned.....	8,266,587	\$	8,828,675	\$	10,179,879	\$	16,235,802	\$	18,150,496	\$
Total general fund.....\$	<u>10,000,245</u>	<u>\$</u>	<u>11,190,965</u>	<u>\$</u>	<u>12,014,451</u>	<u>\$</u>	<u>20,435,545</u>	<u>\$</u>	<u>24,487,758</u>	<u>\$</u>
	29,640,087	\$	34,366,930	\$	33,611,091	\$	38,623,012	\$	39,982,653	
All Other Governmental Funds										
Reserved.....\$	4,307,500	\$	4,181,921	\$	3,669,686	\$	-	\$	-	\$
Unreserved, reported in:										
Special revenue funds.....	3,179,680	\$	2,417,335	\$	3,139,071	\$	-	\$	-	\$
Capital projects funds.....	857,097	\$	(935,224)	\$	3,365,397	\$	-	\$	-	\$
Permanent funds.....	86,260	\$	111,767	\$	124,569	\$	-	\$	-	\$
Nonspendable.....	-	\$	-	\$	413,880	\$	488,630	\$	482,459	\$
Restricted.....	-	\$	-	\$	6,982,974	\$	8,772,669	\$	5,679,557	\$
Unassigned.....	-	\$	-	\$	(260,739)	\$	(281,552)	\$	(1,624,076)	\$
Total all other governmental funds....\$	<u>8,430,537</u>	<u>\$</u>	<u>5,775,799</u>	<u>\$</u>	<u>10,298,723</u>	<u>\$</u>	<u>7,136,115</u>	<u>\$</u>	<u>8,979,747</u>	<u>\$</u>
	4,537,940	\$	(3,611,100)	\$	8,295,345	\$	10,295,140	\$	7,952,218	

The Town implemented GASB 54 in 2011, fund balances prior to 2011 have been reported in the pre-GASB 54 format.

Town of Burlington, Massachusetts

Changes in Fund Balances, Governmental Funds

Last Ten Fiscal Years

	Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Revenues:										
Real estate and personal property taxes, net of tax refunds.....	\$ 68,838,117	\$ 73,940,044	\$ 78,080,006	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907
Tax liens.....	82,568	35,813	77,469	213,009	249,692	281,902	218,654	173,535	597,682	302,047
Motor vehicle excise taxes.....	3,123,333	3,088,661	2,850,959	3,026,761	3,123,877	3,525,991	3,612,156	3,654,777	4,445,017	4,300,023
Hotel, motel and meals taxes.....	1,432,492	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850
Charges for service.....	788,792	545,845	522,563	475,101	618,487	743,470	659,605	691,362	854,582	883,701
Water and sewer charges.....	6,060,638	7,200,057	7,012,986	9,310,898	8,878,775	9,240,758	10,007,241	10,164,519	9,857,220	9,951,388
Penalties and interest on taxes.....	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059
Fees and rentals.....	263,653	388,618	404,593	441,306	430,100	342,461	453,264	504,411	599,641	427,463
Payment in lieu of taxes.....	548,314	547,878	548,087	521,092	520,000	520,347	520,000	521,090	521,090	521,088
Licenses and permits.....	1,352,798	1,450,119	1,253,915	1,411,288	1,293,115	2,046,545	2,772,859	2,878,533	3,100,402	3,028,400
Intergovernmental.....	20,670,124	20,963,142	24,278,648	29,101,027	39,567,666	30,078,008	24,583,703	18,719,275	21,580,606	25,363,096
Departmental and other.....	3,878,102	4,245,845	4,912,444	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038	6,685,738	6,849,455
Contributions.....	7,479	13,017	28,016	15,709	46,174	26,489	1,501,903	1,002,596	38,742	38,548
Investment income.....	604,587	428,623	240,167	233,569	196,172	330,339	267,563	230,164	561,453	503,844
Miscellaneous.....	336,451	512,677	474,972	874,808	271,503	255,126	228,519	502,723	474,277	387,817
Total Revenue.....	108,378,059	114,992,607	122,272,935	134,232,793	149,615,568	144,459,016	146,238,196	144,345,543	151,795,216	159,867,686
Expenditures:										
General government.....	4,280,871	5,880,994	5,352,889	5,692,875	5,893,759	6,394,853	6,511,826	7,802,938	5,804,651	5,970,596
Public safety.....	12,384,267	12,160,737	13,249,192	13,347,165	12,833,413	13,488,718	13,733,599	14,870,137	14,721,094	15,386,842
Education.....	42,490,307	46,208,782	45,927,698	49,475,780	51,719,838	53,328,943	58,699,538	57,398,922	60,331,384	65,110,130
Public works.....	7,006,444	6,189,351	6,467,606	5,986,086	5,627,985	6,342,475	6,568,070	11,487,236	11,196,412	8,215,506
Water and sewer.....	2,908,367	3,093,945	3,631,069	3,205,804	3,719,362	3,754,705	3,200,730	3,528,114	2,617,549	3,391,154
MWRA assessment.....	3,880,156	4,158,552	3,988,371	4,468,551	4,744,850	4,745,864	4,865,690	4,962,214	4,930,668	5,101,417
Human services.....	1,221,699	1,388,888	1,352,605	1,439,541	1,491,404	1,504,393	1,503,817	1,582,618	1,746,801	1,799,828
Culture and recreation.....	3,165,457	3,344,486	3,476,835	3,450,315	3,536,753	3,864,371	3,797,414	3,625,733	3,887,724	4,138,289
Pension benefits.....	13,724,677	15,138,019	15,821,783	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297	19,897,267
Employee benefits and insurance.....	9,642,611	9,963,571	9,964,115	10,277,959	12,168,672	12,080,516	11,850,607	12,461,960	12,823,927	13,472,865
State and county charges.....	531,620	606,387	629,368	578,764	587,147	601,693	624,546	639,045	669,535	704,531
Capital outlay.....	7,082,129	6,070,157	13,645,746	25,856,866	32,941,925	16,789,218	13,344,606	5,488,898	7,630,493	12,140,365
Debt service:										
Principal.....	2,936,044	3,049,436	2,966,147	2,790,482	3,165,380	3,801,490	4,099,923	3,686,506	3,629,243	3,937,840
Interest.....	1,245,337	1,125,265	1,106,719	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278	1,826,655	1,864,794
Payment to bond escrow agent.....	-	-	-	-	-	-	-	793,918	-	-
Total Expenditures.....	112,499,986	118,378,570	127,580,143	144,349,789	157,406,481	146,733,749	149,760,824	142,788,822	147,634,433	161,131,424
Excess of revenues over (under) expenditures.....	(4,121,927)	(3,385,963)	(5,307,208)	(10,116,996)	(7,790,913)	(2,274,733)	(3,522,628)	1,556,721	4,160,783	(1,263,738)
Other Financing Sources (Uses)										
Issuance of bonds and notes.....	1,763,000	1,900,000	10,480,000	14,801,675	13,145,125	1,242,000	-	7,712,000	1,735,200	224,750
Issuance of debt refunding.....	-	-	-	-	-	-	-	-	2,058,000	-
Premium from issuance of refunding bonds.....	-	-	-	-	-	-	-	-	313,910	-
Payments to refunded bond escrow agents.....	-	-	-	-	-	-	-	-	(2,347,806)	-
Premium from issuance of bonds.....	69,330	21,945	173,618	567,177	541,633	374,786	100,431	81,885	1,081,629	55,707
Sale of capital assets.....	-	-	-	-	-	521,600	-	-	-	-
Capital lease financing.....	-	-	-	-	-	846,869	-	1,800,000	-	-
Transfers in.....	2,340,898	2,487,961	2,055,818	1,139,655	1,641,477	1,507,562	375,443	4,829,186	2,397,772	4,205,304
Transfers out.....	(1,940,898)	(2,487,961)	(2,055,818)	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)
Total other financing sources (uses).....	2,232,330	1,921,945	10,653,618	15,375,482	13,686,758	2,985,255	100,431	9,593,885	2,850,933	280,457
Net change in fund balance.....	\$ (1,889,597)	\$ (1,464,018)	\$ 5,346,410	\$ 5,258,486	\$ 5,895,845	\$ 710,522	\$ (3,422,197)	\$ 11,150,606	\$ 7,011,716	\$ (983,281)
Debt service as a percentage of noncapital expenditures....	3.97%	3.72%	3.57%	3.44%	3.86%	4.31%	4.50%	3.97%	3.90%	3.89%

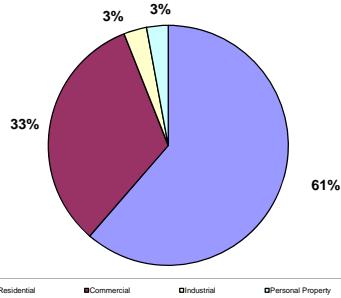
Town of Burlington, Massachusetts

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

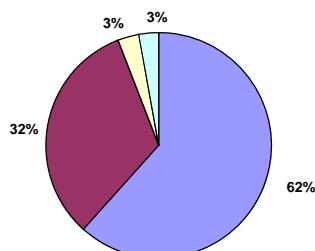
Last Ten Years

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2008	\$3,100,676,555	\$9.60	\$1,204,863,610	\$190,844,300	\$115,680,810	\$1,511,388,720	\$26.30	32.8%	\$15.07	\$4,612,065,275
2009 (1)	\$3,101,128,425	\$9.90	\$1,383,575,400	\$202,918,400	\$132,268,300	\$1,718,762,100	\$25.90	35.7%	\$15.61	\$4,819,890,525
2010	\$2,938,363,015	\$10.90	\$1,267,650,950	\$176,476,500	\$136,843,360	\$1,580,970,810	\$29.70	35.0%	\$17.48	\$4,519,333,825
2011	\$2,880,926,535	\$11.50	\$1,276,438,427	\$173,181,200	\$138,221,020	\$1,587,840,647	\$30.80	35.5%	\$18.36	\$4,468,767,182
2012 (1)	\$2,948,417,550	\$11.55	\$1,340,593,248	\$178,475,200	\$131,561,270	\$1,650,629,718	\$30.95	35.9%	\$18.51	\$4,599,047,268
2013	\$2,981,261,150	\$11.85	\$1,366,644,948	\$177,084,100	\$138,298,620	\$1,682,027,668	\$31.70	36.1%	\$19.01	\$4,663,288,818
2014	\$3,040,672,350	\$12.00	\$1,405,152,603	\$171,648,200	\$149,821,880	\$1,726,622,683	\$32.24	36.2%	\$19.33	\$4,767,295,033
2015 (1)	\$3,318,511,275	\$11.35	\$1,641,350,579	\$177,610,700	\$152,236,170	\$1,971,197,449	\$29.40	37.3%	\$18.08	\$5,289,708,724
2016	\$3,396,245,775	\$11.46	\$1,805,825,709	\$171,725,500	\$161,002,910	\$2,138,554,119	\$28.28	38.6%	\$17.96	\$5,534,799,894
2017	\$3,604,357,624	\$11.06	\$1,899,398,165	\$177,095,736	\$165,457,930	\$2,241,951,831	\$28.10	38.3%	\$17.59	\$5,846,309,455

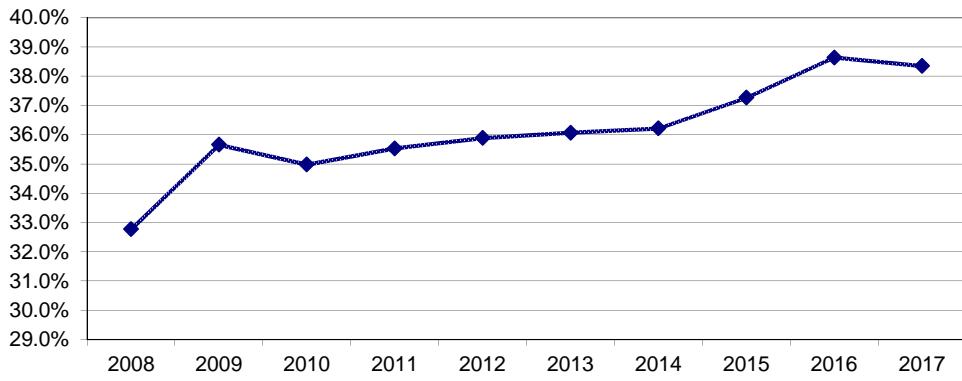
Total Assessed Value by Classification
Fiscal Year Ended June 30, 2016



Total Assessed Value by Classification
Fiscal Year Ended June 30, 2017



Commercial Value as % of Total Value



(1) Revaluation year.

Source: Assessor's Department, Town of Burlington

All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value.

The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Town of Burlington, Massachusetts

Principal Taxpayers

Current Year and Nine Years Ago

Name	Nature of Business	2017		Percentage of Total Taxable Assessed Value	2008		Percentage of Total Taxable Assessed Value
		Assessed Valuation	Rank		Assessed Valuation	Rank	
Bellwether Property Of Mass	Office Building	\$ 203,352,700	1	3.5%	-	-	-
Network Drive Owner LLC	Office Building	\$ 178,740,700	2	3.1%	-	-	-
Neep Investors Holdings LLC	Office Building	\$ 145,674,300	3	2.5%	\$ 99,230,300	3	2.2%
Burlington Centre Owner LLC	Office Building	\$ 72,853,300	4	1.2%	-	-	-
Wayside Commons Invest.	Office Building/Retail	\$ 66,209,600	5	1.1%	-	-	-
Oracle USA Inc	Computer Network Systems	\$ 61,461,700	6	1.1%	-	-	-
Burlington Mall FB-1 LLC	Office Building/Retail	\$ 57,604,500	7	1.0%	\$ 171,903,200	1	3.7%
Prim 25 Mall Road LLC	Office Building	\$ 46,393,000	8	0.8%	-	-	-
CH Rity VII-PHG H Bos Burl LLC	Office Building	\$ 43,683,900	9	0.7%	-	-	-
Piedmont 5 & 15 Wayside LLC	Office Building	\$ 43,619,200	10	0.7%	-	-	-
Nordblom	Office Building	-	-	-	\$ 93,937,400	2	2.0%
Netview Investment	Office Building	-	-	-	\$ 82,633,600	4	1.8%
E&A Northeast LP	Office Building	-	-	-	\$ 53,023,200	5	1.1%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-	-	-	\$ 33,015,000	6	0.7%
Hekimian & Finard	Office/Real Estate Development	-	-	-	\$ 30,722,700	7	0.7%
Corporation Drive	Office Building	-	-	-	\$ 30,467,700	8	0.7%
Ma 25 Mall Office LLC	Office Building	-	-	-	\$ 29,326,500	9	0.6%
One Wheeler Road Assoc.	Office/Real Estate Development	<u>\$ 919,592,900</u>	<u>-</u>	<u>15.7%</u>	<u>\$ 649,041,600</u>	<u>10</u>	<u>0.5%</u>
Totals		<u>\$ 919,592,900</u>	<u>-</u>	<u>15.7%</u>	<u>\$ 649,041,600</u>	<u>10</u>	<u>0.5%</u>

Source: Town of Burlington, Assessor Department

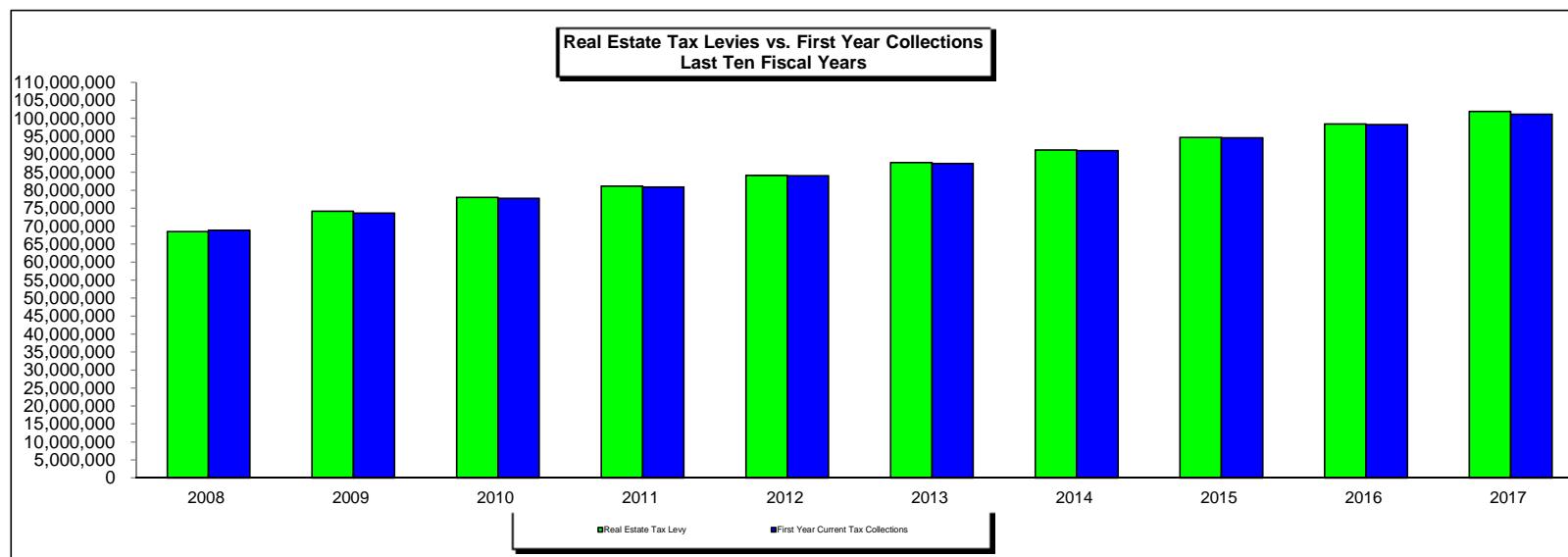
Town of Burlington, Massachusetts

Property Tax Levies and Collections

Last Ten Years

Year	Total Tax Levy	Less Allowance for Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
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2008	\$69,516,018	\$ 1,021,024	\$68,494,994	98.53%	\$68,806,312	100.45%	\$ 490,909	\$69,297,221	101.17%
2009	\$75,217,111	\$ 1,033,640	\$74,183,471	98.63%	\$73,662,038	99.30%	\$ 564,922	\$74,226,960	100.06%
2010	\$78,982,990	\$ 955,024	\$78,027,966	98.79%	\$77,751,205	99.65%	\$ 496,723	\$78,247,928	100.28%
2011	\$82,036,147	\$ 933,064	\$81,103,083	98.86%	\$80,860,884	99.70%	\$ 427,237	\$81,288,121	100.23%
2012	\$85,136,212	\$ 1,001,805	\$84,134,407	98.82%	\$84,009,338	99.85%	\$ 404,439	\$84,413,777	100.33%
2013	\$88,648,222	\$ 950,000	\$87,698,222	98.93%	\$87,445,667	99.71%	\$ 426,846	\$87,872,513	100.20%
2014	\$92,154,384	\$ 1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$ 461,263	\$91,481,323	100.38%
2015	\$95,618,308	\$ 1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$ 351,832	\$94,943,516	100.34%
2016	\$99,399,287	\$ 1,000,000	\$98,399,287	98.99%	\$98,252,845	99.85%	\$ 511,071	\$98,763,916	100.37%
2017	\$102,863,547	\$ 1,000,000	\$101,863,547	99.03%	\$101,149,845	99.30%	\$ -	\$101,149,845	99.30%



The allowance for abatements and exemptions is the tax year estimate of potential reductions of taxes. If the estimate is lower than actual then the percent of tax collections compared to the net levy can exceed 100%.

Town of Burlington, Massachusetts

Ratios of Outstanding Debt and General Bonded Debt

Last Ten Years

Year	Population Estimates	Personal Income	Assessed Value	Governmental Bonded Debt			
				General Obligation Bonds	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2008	23,299	\$718,075,180	\$4,612,065,275	\$32,083,384	\$1,377	4.47%	0.70%
2009	24,895	\$752,053,055	\$4,819,890,565	\$29,305,108	\$1,177	3.90%	0.61%
2010	24,498	\$796,797,450	\$4,519,333,825	\$35,389,459	\$1,445	4.44%	0.78%
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$1,872	5.32%	1.05%
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$2,297	6.66%	1.23%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$2,167	6.23%	1.16%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$1,990	5.55%	1.05%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$2,144	6.23%	1.02%
2016	25,463	\$1,003,445,904	\$5,534,799,894	\$53,237,622	\$2,091	5.31%	0.96%
2017	25,128	\$1,025,121,888	\$5,846,327,455	\$47,545,924	\$1,892	4.64%	0.81%

Year	Total Governmental Activity			
	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Personal Income
2008	\$ -	\$32,083,384	\$1,377	4.47%
2009	\$ -	\$29,305,108	\$1,177	3.90%
2010	\$ 1,200,000	\$36,589,459	\$1,494	4.59%
2011	\$ 900,000	\$47,669,231	\$1,908	5.43%
2012	\$ 586,500	\$57,335,476	\$2,321	6.73%
2013	\$ 921,476	\$55,110,962	\$2,204	6.33%
2014	\$ 349,863	\$50,439,426	\$2,003	5.59%
2015	\$ 1,465,481	\$55,484,060	\$2,203	6.40%
2016	\$ 1,117,689	\$54,355,311	\$2,135	5.42%
2017	\$ 850,149	\$48,396,073	\$1,926	4.72%

Source: Audited Financial Statements, U. S. Census

Town of Burlington, Massachusetts

Direct and Overlapping Governmental Activities Debt

As of June 30, 2017

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School..... \$ 7,826,350			
MWRA.....	3,572,843,000	1.13%	<u>40,423,890</u>
Subtotal, overlapping debt.....			<u>41,079,440</u>
Direct debt:			
Capital Lease Obligations.....			850,149
General Governmental Debt.....			<u>47,545,924</u>
Town total direct debt.....			<u>48,396,073</u>
Total direct and overlapping debt.....			<u>\$ 89,475,513</u>

Source: Town of Burlington, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Town of Burlington, Massachusetts

Computation of Legal Debt Margin

Last Ten Years

	Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Equalized Valuation.....	\$ 5,138,693,700	\$ 5,138,693,700	\$ 4,963,154,800	\$ 4,963,154,800	\$ 4,948,189,000	\$ 4,948,189,000	\$ 5,185,943,200	\$ 5,185,943,200	\$ 6,191,239,400	\$ 6,191,239,400
Debt Limit -5% of Equalized Valuation.....	\$ 256,934,685	\$ 256,934,685	\$ 248,157,740	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970	\$ 309,561,970
Less:										
Outstanding debt applicable to limit.....	28,393,621	14,437,346	16,691,200	16,777,475	26,269,865	38,037,305	35,290,745	32,150,185	36,847,825	34,528,310
Authorized and unissued debt.....	30,954,518	46,894,762	77,210,034	60,675,442	39,697,256	23,595,526	29,631,288	15,926,977	17,311,800	15,230,000
Legal debt margin.....	\$ 197,586,546	\$ 195,602,577	\$ 154,256,506	\$ 170,704,823	\$ 181,442,329	\$ 185,776,619	\$ 194,375,127	\$ 211,219,998	\$ 255,402,345	\$ 259,803,660
Total debt applicable to the limit as a percentage of debt limit.....	23.10%	23.87%	37.84%	31.21%	26.66%	24.91%	25.04%	18.54%	17.50%	16.07%

Source: Town of Burlington, Treasurer's Department

Town of Burlington, Massachusetts

Demographic and Economic Statistics

Last Ten Years

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2008	23,299	\$ 718,075,180	\$ 30,820	41.0	3,686	4.8%
2009	24,895	\$ 752,053,055	\$ 30,209	41.0	3,650	6.9%
2010	24,498	\$ 796,797,450	\$ 32,525	42.0	3,711	6.3%
2011	24,985	\$ 878,422,630	\$ 35,158	42.0	3,652	5.9%
2012	24,708	\$ 851,635,344	\$ 34,468	42.0	3,626	5.0%
2013	25,008	\$ 870,103,344	\$ 34,793	42.0	3,606	4.8%
2014	25,176	\$ 902,383,368	\$ 35,843	42.0	3,579	4.9%
2015	25,190	\$ 867,266,510	\$ 34,429	42.0	3,799	3.8%
2016	25,463	\$ 1,003,445,904	\$ 39,408	42.0	3,508	3.4%
2017	25,128	\$ 1,025,121,888	\$ 40,796	47.0	3,521	3.5%

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data

MA Department of Elementary and Secondary Education

School and Town Clerk Departments, Town of Burlington

MA Office of Workforce Development

Information came from Burlington Town Report.

Town of Burlington, Massachusetts

Principal Employers

Current Year and Nine Years Ago

Employer	Nature of Business	2017			Percentage of Total Town Employment	2008			Percentage of Total Town Employment
		Employees	Rank	Employees		Employees	Rank	Employees	
Lahey Clinic	Hospital	5,040	1		36%	4,500	1		33%
Oracle/Sun*	Computer Network Systems	2,300	2		16%	-	-		-
Siemens-Nixdorph	Information Technology & Electronics	1,000	3		7%	1,500	3		11%
Avid Tech	Software Systems (Video)	800	4		6%	-	-		-
Burlington Mall	Retail	750	5		5%	600	5		4%
Keurig Green Mountain	Retail	750	6		5%	-	-		-
Wegmans	Retail	630	7		5%	-	-		-
Nuance Systems	Software/Communications	525	8		4%	400	8		-
ONE Communications	Telecom	420	9		3%	-	-		-
Federal Aviation Admin.	Government	385	10		3%	385	9		3%
Sun Microsystems*	Computer Network Systems	-			-	1,950	2		14%
Oracle*	Computer Network Systems	-			-	1,050	4		8%
Wayside Commons	Retail	-			-	500	6		4%
I Robot	Research & Development	-			-	425	7		3%
SAP Systems	Software Systems	-			-	350	10		3%
Total		12,600			90%	11,660			83%

Source: Massachusetts Workplace Development

* Oracle acquired Sun Microsystems in 2010.

Town of Burlington, Massachusetts

Full-time Equivalent Town Employees by Function

Last Ten Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Function										
General government.....	39	39	38	38	38	42	43	43	43	43
Public Safety.....	143	144	144	144	144	144	144	146	147	152
Education.....	517	524	530	527	512	544	564	570	576	578
Public works.....	62	61	61	61	58	58	58	61	64	64
Human services.....	20	20	20	20	20	20	20	20	20	20
Culture and recreation.....	29	29	29	29	29	29	29	26	31	32
Total	810	817	822	819	801	837	858	866	879	889

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General Government										
Population.....	23,299	24,895	24,498	24,985	24,708	25,008	25,176	25,190	25,463	25,128
Registered Voters, Annual Town Election.....	14,384	14,956	1,861	14,835	15,160	15,652	15,230	15,065	15,776	16,196
Town Clerk										
Births.....	282	302	293	305	305	282	296	252	201	278
Marriages.....	118	128	132	126	119	125	106	130	103	115
Deaths.....	735	842	882	840	848	875	907	1,040	776	1,023
Dogs licensed.....	1,876	2,020	2,067	2,097	2,182	2,213	2,216	2,314	2,365	2,431
Police										
Documented calls for police services.....	22,523	20,753	23,287	22,950	26,820	31,524	30,305	21,186	27,629	28,971
Uniform crimes reported.....	883	962	934	768	818	605	573	489	592	586
Arrests.....	322	267	238	237	256	232	243	175	225	202
Traffic citations issued.....	5,862	4,051	3,598	2,746	3,367	4,258	3,974	3,176	4,332	6,033
False burglary alarms.....	2,083	1,787	1,804	1,871	1,749	1,622	1,636	1,365	1,558	1,625
Total number of animal complaints.....	451	369	478	381	368	389	454	325	411	395
Fire										
Inspections.....	1,055	780	719	766	762	783	789	763	774	728
Plan reviews.....	311	262	225	235	305	268	319	315	268	211
Permits/certificates issued.....	740	658	561	650	765	736	800	785	980	639
Emergency responses.....	6,601	6,173	6,261	6,327	6,477	6,394	6,650	6,662	7,436	7,581
Building Department										
Permits issued.....	2,678	2,323	2,704	3,185	3,176	3,454	3,492	2,726	3,632	5,174
Education										
Public school enrollment.....	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,499	3,508	3,521
Public Works										
Cemetery										
Lots sold.....	66	58	46	49	48	54	53	54	51	59
Interments.....	152	132	151	144	139	148	150	148	144	167
Recycling/tons.....	1,519	1,592	2,161	2,212	2,183	2,040	1,980	2,297	2,392	2,409
Human Services										
Board of Health										
Permits issued.....	716	614	738	746	660	617	462	294	430	335
Inspections.....	1,315	1,202	1,237	1,382	1,101	1,191	1,071	809	1,357	800
Libraries										
Volumes in collection.....	106,723	109,287	111,850	112,140	113,663	111,713	113,487	115,599	111,892	117,750
Circulation.....	369,485	384,798	391,072	374,225	363,747	331,618	311,460	285,019	277,987	276,372
Program attendance.....	3,828	10,625	7,543	7,443	10,878	9,233	9,214	9,010	9,578	11,123
Visits.....	145,733	142,198	163,898	182,089	177,578	163,047	162,113	150,292	148,694	153,331
Hours of operation.....	3,017	3,020	3,049	2,956	2,977	2,989	2,888	2,992	2,993	3,009
Youth & Family Services										
Misc resident clinical consultation hours.....	360	387	413	349	314	410	320	339	503	514
Recreation										
Participants.....	35,909	27,762	28,684	30,679	28,438	30,126	39,568	39,809	29,374	37,478

NA: Information not available
Source: Various Town Departments

Town of Burlington, Massachusetts

Capital Asset Statistics by Function/Program

Last Ten Years

Function/Program	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
General Government										
Number of Buildings.....	13	13	13	13	13	13	13	14	14	14
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Police personnel and officers.....	72	73	73	73	73	73	73	75	75	76
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	65	65	65	65	65	65	66	70
Education										
Number of elementary schools.....	4	4	4	4	4	4	4	4	4	4
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Number of teachers.....	286	296	293	288	283	300	295	299	299	308
Number of students.....	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,799	3,508	3,521
Public Works										
Water mains (miles).....	149	149	149	149	149	149	149	149	149	149
Sanitary sewers (miles).....	121	121	121	121	121	121	121	121	121	121
Storm sewers (miles).....	117	117	117	117	117	117	117	117	117	117
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	1	1	1	1	1	1	1	1	1	1
Conservation land (acreage).....	277	277	277	277	283	283	283	283	283	283

Source: Various Town Departments



Town of Burlington, MA - Elected Officials

Town Clerk (5 Yrs.)

Amy E. Warfield	56 Skilton Ln.	(781) 229-6090	2021	Elected 4/11
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Moderator (1 Yr.)

William Beyer	67 Peach Orchard Rd	(781) 273-0457	2018	Elected 4/17
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Selectmen (3 Yrs.)

Christopher Hartling	V Ch	1 Colleen Cir	(781) 789-9203	2019	Elected 4/13
Robert C. Hogan		35 Pontos Ave.	(781) 273-3135	2019	Elected 4/10
Joseph E. Morandi		7 Winona Rd	(781) 273-1189	2018	Elected 4/15
Michael S. Runyan		15 Mildred Rd	(781) 272-2521	2018	Elected 4/12
Jim Tigges		2 Maryvale Rd	(781) 910-3303	2020	

Assessors (3 Yrs.)

Louise Crocker		15 Thornton Dr.	(781) 272-7851	2020	Appt 9/14 Elected 4/15
Catherine O'Neil		31 Arthur Woods Ave	(781) 229-9449	2019	Elected 4/10
Paul. Sheehan	Chr.	5 Thornton Dr.	(781) 272-8844	2018	Appt. 1/99 Elected 4/99

Treasurer/Collector (3 Yrs.)

Brian P. Curtin		3 Lee Ave.	(781) 270-1628	2019	Elected 4/76
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School Committee (3 Yrs.)

Christine Monaco		18 Corcoran Rd.	(781) 272-8922	2019	Elected 4/92
Thomas Murphy, Jr.	VChr	3 Lexington St.	(781) 273-0204	2019	Elected 4/95
Stephen A. Nelson	Chr.	25 Fairfax St.	(781) 221-5802	2020	Elected 4/96
Kristin A. Russo		5 Kingsdale St.	(781) 270-3270	2020	Elected 4/11
Martha A. Simon		5 Willow Way	(781) 273-0074	2018	Elected 4/15

Library Trustees (3 Yrs.)

Paula Bernard, Jr.	Chr.	4 Dunlap St.	(781) 272-7453	2018	Appt. 10/02 Elected 4/03
Geraldine A. Degurski		245 Cambridge ST #201	(781) 272-1590	2018	Elected 4/15
Robert H. Neufeld		3 Meadowvale Rd.	(781) 272-9594	2019	Elected 4/16
Steven E. Wasserman		3 Indian Hill Rd.	(781) 272-8583	2019	Elected 4/04
Ann T. Way		25 Hillcrest Rd	(781) 270-6204	2020	Elected Write in 4/17
Adam Woodbury		10 Mildred Rd		2018	Appoint 5/2017 *

Planning Board (5 Yrs.)		Term		
Ernest E. Covino, Jr.	4 Donna Ln	(781) 273-2899	2020	Elected 4/89
William Gaffney	8 Joanne Rd	(781) 273-3595	2020	Appt. 9/2014, Elected 4/15
Joseph A. Impemba	11 Briarwood Ln.	(781) 221-5606	2021	Elected 4/06
John D. Kelly	Chr. 14 Oxbow Ln.	(781) 272-6273	2022	Elected 4/12
Barbara G. L'Heureux	10 Woodside Ln.	(781) 272-3350	2022	Elected 4/12
Carol A. Perna	Clrk 6 Beaverbrook Rd	(780) 771-8091	2019	Elected 4/15
Paul R. Raymond	VChr 1 Dorothy Rd.	(781) 272-9647	2018	Elected 4/90
Board of Health (3 Yrs.)		Term		
David B. McSweeney	23 Tinkham Ave	(781) 270-5839	2018	Elected 4/15
Wayne S. Saltsman	Chr. 24 Wheatland St.	(781) 273-0361	2019	Elected 4/07
Elizabeth Walendziewicz	17 Wildwood St.	(781) 272-7668	2018	Appt. 10/10, Elected 4/11
Edward J. Weiner	V Ch 43 Freeport Dr.	(781) 272-0488	2019	Elected 4/89
Maribeth Welch	10 Harris Dr	(781) 229-6480	2020	Elected 4/14
Constable (3 Yrs.)		Term		
William F. Pepicelli	5 Ridgewood Ln.	(781) 789-0605	2019	Elected 4/10
Anthony J. Saia	27 Alcine Ln.	(781) 718-4612	2019	Elected 4/77
Housing Authority(5 Yrs.)		Term		
Michael Austin	Chr. 8 Partridge Ln.	(781) 270-9379	2022	Appt. 9/05 Elected 4/06
Albert Fay, Jr	11 Raymond Rd.	(781) 272-2516		Gov. Appt. (2011)
Bernice H. Ferguson	19 Bedford St.	(781) 270-9279	2021	Appt. 6/05 Elected 4/06
Richard H. Howard	158 Wilmington Rd.	(781) 273-1787	2019	Elected 4/09
James H. Langley, Jr.	13 Algonquin Dr.	(781) 272-0398	2018	Elected 4/03
Recreation Commission (3 Yrs.)		Term		
Kristine E. Brown	8 Luther Rd.	(781) 270-0424	2019	Elected 4/04
Thomas Murphy, Jr.	3 Lexington St.	(781) 273-0204		School Appt.
David Norden	VChr 13 Manhattan Dr.		2018	Elected Write In 4/16
Paul Raymond	1 Dorothy Rd.	(781) 272-9647		Planning Bd Appt.
Kevin J. Sullivan	Chr 14 Frothingham Rd.	(781) 229-7951	2020	Elected 4/01
Shawsheen Tech (3 Yrs.)		Term		
Robert J. Gallagher, Jr	9 Evergreen Ave.	(617) 293-3821	2020	Elected 4/10
Paul Gedick	2 Mooney Circle	(781) 750-8565	2018	Elected 4/03



Town of Burlington, MA - Committee List

Office of the Town Clerk

Beautification Committee(5)		1 year	Standing	Town Administrator
Carolyn R. Engel	9 Park Dr.		781-272-5004	2018
Andrew A. Giordano	3 Belmont Rd.		781-272-3745	2017
George M. Major ,Chr.	29 Lantern Ln.		781-272-3775	2017
Michael Runyan	15 Mildred Road		781-273-0430	2017 Selectmen Rep
Amy E. Warfield	56 Skilton Lane		781-229-6090	2018 ex officio
Elaine Zuccaro	6 Pearson Cir.		781-272-0612	2017
Board of Appeals(5)		5 years	Standing	Town Administrator
John A. Alberghini Chr	2 Elm Ave.		781-272-1133	2018
Mark E. Burke	1 Arnold Terr.			2018 ALT
David Kelly	4 Cathy Rd		617-872-8071	2019
Kent Moffett	21 Crystal Cir		617-852-6752	2018 ALT
Michael J. Murray, Jr	2 Hannah Way			2022
Rob Paccione	137 Mill St		617-794-7759	2020
Charles Viveiros	1 Cedar St		781-273-5686	2021
Board of Registrars(4)		3 years	Standing	Town Administrator
Marianne Girouard	1 Joanne Rd		781-273-3070	2019
Elmer Bud Larson	23 County Rd.		781-272-4948	2020
Jessica Senesi	13 Town Line Rd		617-448-9750	2018
Amy E. Warfield	56 Skilton Lane		781-229-6090	2021 ex officio
Burlington Public Transit (B-Line)		1 year	Ad Hoc	Town Administrator
Jennifer Gelinas	3 Hallmark Garden #2		781-221-1689	2017
Barbara L'Heureux	10 Woodside Lna		781-272-3350	2017 Planning
Mildred J. Nash	39 Sunset Dr.		781-272-0206	2018
Patti Robichaud	29 Center St.		781-270-1671	2018 DPW
Sonia Rollins	8 Paula St.		781-221-0313	2017
Michael S. Runyan	15 Mildred Road		781-273-0430	2018 Selectmen Rep
Bylaw Review Committee(5)		1 year	Standing	Moderator
Wendy Guthro	17 Treetop Ct.		781-270-6594	2018
Sandra MacKay	15 Arbor Ct		781-272-6992	2018
David Miller	19 Gloria Circle		781-272-3937	2020
Adam Tigges	2 Maryvale Rd		781-572-4343	2019
Larry Warfield	56 Skilton Ln.		781-229-6090	2019
Cable Advisory Committee(7)		1 year	Ad Hoc	Town Administrator
Bradford Bond	8 Mullberry Ln.		781-272-8698	2018
Bob Cunha	29 Center St		781-270-1600	2018
Jennifer Dodge	123 Cambridge St		781-273-5922	2017
Robert Hogan	29 Center St.		781-270-1600	2017 Selectman's Rep
Kate Moskos	29 Center St		781-270-1600	2018
John Petrin	29 Center St		781-270-1600	2017

Capital Budget Committee(7)		Standing	Moderator
Gary Kasky	8 Radcliff St	781-272-3199	2018 Appt.3/17
Gary Mercier	14 Heathstone Dr.	781-273-9080	2020
Patrick Moreno	12 Patriot Rd	781-272-5375	2020
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2020
Adam Senesi	13 Town Line Rd	781-233-7986	2019
Steven L. Stamm	56 Washington Ave	781-273-0641	2019 Appt.1/14
Ernest Zabolotny ,Chr.	33 Paulson Dr.	781-272-3227	2020 Appt. 2/11
Cemetery Oversight Committee	1 year	Ad Hoc	Town Administrator
William C. Beyer	67 Peach Orchard Rd.	781-273-0457	2017
Frank P. Monaco ,Chr.	18 Corcoran Rd	781-272-8922	2018
Joseph Morandi			2018 Selectmen's Office
Michael Runyan	15 Mildred Road	781-273-0430	2017 Selectmen Rep
Conservation Commission(7)	3 years	Standing	Town Administrator
William Boivin V,Chr	213 Fox Hill Rd		2019
Larry S. Cohen Chr.	8 Wilhelmina Ave.	781-272-5828	2018
Indra Deb	17 Pathwoods Ave.	781-272-5807	2020
Gail M. Lima	188 Mill St.	781-221-5653	2020
Ed LoTurco	3 Reserve Way C		2018 Appt. 3/2017
Ann Louise McNamara	79 Mountain Rd.	781-272-0596	2018
Kerry Melanson	8 Freeport Dr.	781-273-0387	2019
Michael Runyan	15 Mildred Road	781-273-0430	2017 Selectmen Rep
Council on Aging(7)	1 year	Standing	Town Administrator
Mark Burke	1 Arnold Terrace		2018
Carole J. Castellano	12 Garrity Rd.	781-272-5627	2019
Frances Cioffi	75 Peach Orchard Rd		2017 Alternate 1 yr
Susan Derosa	3 Ledgewood Dr	781-835-6944	2018
Eleanor Hutchinson	4 Frances Rd		2019
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2020 fills three year
Patricia McDermott	19 Purity Spring Rd		2020
Carol Parker	15 Burlington St		2018
Suzanne J. Trousil ,Chr.	2 Lucaya Cir.	781-750-8130	2014
Cultural Council(5-22)	3 years	Standing	Town Administrator
Sandra Coveno	59 Center St. #102		2019
Julia Eggleston	10 Gedick Rd		2016
Antoinette Faria	6 Butters Ln.	781-272-1049	2019
Joyce Fay	11 Raymond Rd.		2016
Barbara Fisher	38 Purity Springs Rd.		2016
Brenda Fisher	38 Purity Springs Rd.		2016
Joanne Kinchla	8 Arnold Terrace	781-272-8152	2016
Maureen Krebs	10 Marjorie Rd.		2019
Roberta Lasky	30 Sunset Dr		2019
Judi Lichtenfels	21 Purity Springs Rd		2016
Dorothy Macdonald	238 Fox Hill Rd		2019
Patricia F. McDermott	19 Purity Springs Rd.		2020
Mary Nohelty	32 Manhattan Dr.		2020
Nathan Piccini	8 Ganley Dr.		2018
Gia Vento	23 Douglas Ave		2019

Disabilities Access Commission(9)		1 year	Standing	Town Administrator
Alfredo Arno	40 Peach Orchard Rd		781-270-5957	2017
Thomas Carlson	1 Violet Rd.		781-272-7879	2018 Appt.5/12
Bernice H. Ferguson	19 Bedford St.		781-270-9279	2018
Jennifer Goldsmith	29 Center ST		781-270-1985	Recording Clerk
Christopher Hanafin	29 Center ST		781-270-1960	ADA Coordinator
Robert Hogan	35 Pontos Ave		781-771-1570	Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.		781-8001-8987	2017
Joseph D. Stordy	303 Farms Dr.		781-272-4253	2017 Appt. 3/10
Kenneth Tigges Chr	4 Ellen Rd.		781-272-5187	2017
Facilities Committee (7)		2 years	Standing	Moderator
Daniel J. Hanafin	4 Maple St.		781-229-4378	2019
James Robert Mackey	9 Dolores Dr.		781-272-7115	2019
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2018
Bruce A. Morey	5 Ellery Ln.		781-272-7107	2019
John E. O'Keefe	69 Mill St.		781-272-3362	2018
Julianne Ouellet	3 Hancock St.		781-724-0074	2018
Fire Station Building Committee		1 year		
Sean Connors	14 Sears Street			2018 Fire Union Rep
Michael Hardy	7 Thornton Drive			2018 Ways & Means Rep
Bob Hogan				2018 Selectman's Rep
John Petrin				2018 Town Administrator
John Sanchez				2018 Dept of Public Works
Adam Senesi	12 Town Line Rd			2018
Steven Yetman				2018 Fire Command Rep
Government Review Committee		1 year	Ad Hoc	Town Adminstrator
Gary Gianino	11 Thornton Dr.		(339) 234-0921	2019
Robert Hogan	35 Pontos Ave		(781) 771-1570	2019
Steve Marchese	4 Sears St.		(781) 229-1368	2019
Charles Murphy	19 Sears St.		(781) 439-1631	2019
Kelly Pappas	10 Carey Ave		(781) 273-7326	2019
Roger Riggs	4 Briarwood Ln		(781) 229-2041	2019
Michael Runyan	15 Mildred Rd		(781) 424-8039	2019
Paul Sheehan	5 Thornton Dr		(781) 272-8844	2019
Sally Willard	13 Foster Rd		(781) 229-6530	2019
Historical Commission(7)		3 years	Standing	Town Administrator
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2018 Alternate 3 yr.
Norman B. Biggart	4 Baron Pk. Ln. Apt.1		781-272-1537	Emeritus
Peter Coppola	2 Garrity Rd.		617-957-1489	2018 Alternate 1 yr.
Sandra J. Coveno	59 Center St. #102		781-272-2712	2020
Eldrine F. Emerson	39 Arborwood Dr.		781-270-5633	2018
Toni Faria C-Chr	6 Butters Ln.		781-272-1049	2018
Joyce Fay	11 Raymond Rd.		781-272-2516	2018
Kathleen Horton	11 Westwood St		781-229-2242	2019
Mary Nohelty	32 Manhattan Dr		781-272-1516	2018 Alternate 1 yr.
Hope M. Paulsen	59 Center St. #201		781-272-0607	2018 Advisory
Christopher Pereira	3 Eugene Rd		978-604-9748	2017 Alternate 1 yr.
Norma C. Robichaud	5 Highland Way		781-272-4393	2018 Alternate 1 yr.
Michael Tredeau C-Chr	12 Myrna St.		781-273-2036	2018

Housing Partnership		1 year	Ad Hoc	Town Administrator
Ernest E. Covino, Jr.	29 Center St.		781-270-1645	2018
James Doherty	29 Center ST		781-270-1650	2017
Phyllis Etsell	3 Eisenhower Dr.		781-270-5072	2018 Murray Hills
Kent Moffat	21 Crystal Cr			2018
Virginia E. Mooney	28 Mohawk Rd.		781-272-3644	2017
Michael S. Runyan	15 Mildred Road		781-273-0430	2018 Selectmen Rep
Charles Viveiros	1 Cedar St		781-273-5686	2017
Henry Wu	3 Bennett Lane			2018
Robert Young	3 Valley Cir			2018
Human Services Committee(7)		3 years	Standing	Moderator
Anne P. Coady	8 Woodside Ln.		781-272-5019	2016
Monica Faiella	6 Birchcrest St.		617-548-0776	2019
Joanne Frustaci ,Chr.	6 Valley Cir.		781-272-9422	2019
Joanne M. Horgan	12 Eastern Ave.		781-221-7101	2020
Kent Moffatt	21 Crystal Cir		781-221-6726	2019
Cynthia J. Phillips	55 Arborwood Dr		781-273-0231	2019
Land Use Committee(9)				
2 Open Seats				2020
Daniel DiTucci, Jr	6 Ridgewood Rd.		781-272-5434	2019
Erin J. Ellis	13 Corcoran Rd		781-365-1337	2018
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2020
Gary Mercier	14 Hearthstone Dr.		781-273-9080	2019
John O'Keefe	69 Mill St.		781-272-3362	2019
Monte L. Pearson, Chair	5 Willow Way		781-273-0074	2018
David F. Webb	23 Eugene Rd.		781-272-7617	2018
Marijuana Advisory Committee		1 yr	Ad Hoc	Joint
Eric Conti	123 Cambridge ST		781-270-1800	2018
Joanne Frustaci	6 Valley Cir		781-272-9422	2018
Kristen Kassner	29 Center St		781-270-1646	2018
Barbara L'Heureux	10 Woodside Lna		781-272-3350	2018
Kristen Russo	5 Kingsdale St		(781) 270-3270	2018
Mark Saia	8 Summer St		781-270-1925	2018
Greg Skehan	45 Center St		781-505-4926	2018
James Tigges	2 Maryvale Rd		781-505-4920	2018
Maribeth Welch	10 Harris Dr		(781) 229-6480	2018
Steve Yetman	21 Center St		781-270-1927	2018

Master Plan Steering Committee	1 yr	Ad Hoc	Joint
William Boivin	213 Fox Hill Rd		2018
Kristine Brown	8 Luther Rd		2018
Robert Buckley	7 New England Exec Park		2017 BACC Rep
Karen Cooper	69 Francis Wyman Rd		2018 Town Meeting Rep
Ernest E. Covino	4 Donna Lane		2017 Planning Rep
Sean Curtin	18 Woodhill Rd		2017 Citizen Rep
Daniel J. Grattan	9 Fieldstone Dr		2017 Selectmen Rep
Christopher Hartling	1 Colleen Cir	781-221-3005	2015 Selectmen Rep
John D. Kelly	14 Oxbow Ln		2017 Planning Bd Rep
Joanne L. Kinchla	8 Arnold Terrace		2017 Council on Aging
Edward Mikolinski	8 Burton Rd		2019
Charles Murphy	19 Sears St		2016
Rick Parker			2018 Business Rep
Carol Perna	6 Beaverbrook Rd		2018
Roger Riggs	4 Briarwood Ln		2018 Town Meeting Rep
Fred Robbins	7 Williams Cir		2018
Sonia Rollins	8 Paula St.		2018 Town Meeting Rep
Jonathan Sachs	7 Oxbow LN	781-272-1989	2017 Town Meeting Rep
Wayne S. Saltsman	24 Wheatland St.		2019 Board of Health
Martha Simon	5 Willow Way		2017 Citizen Rep
Rink Oversight Committee(5)	1 year	Ad Hoc	Town Administrator
Robert Bunker	11 Arthur Woods Ave		2018
Nicole Coscia	29 Center St	781-270-8183	2017 Town Admin
Brian Curtin ,Chr.	29 Center St.	781-270-1600	2018 Treasurer/Collector
Brendan Egan	61 Center St.	781-270-1695	2017 Recreation Director
Shaun Hart	123 Cambridge St	781-270-1800	2016 School Dept
Christopher E. Hartling	1 Colleen Cir.	781-221-3005	2016 Selectmen
Paul Noonan	5 Ward St	781-272-7160	2017 Ways & Means
RT3A Subcommittee	1 year	Ad Hoc	Town Administrator
John Clancy	25 Center St.	781-8270-1619	2015
Phyllis Etsell	3 Eisenhower Dr.	781-270-5072	2017 Murray Hills
Daniel J. Grattan	9 Fieldstone Dr	781-270-1600	2015 Selectmen Rep
Christopher E. Hartling	1 Colleen Cir.	781-221-3005	2017
Tom Hayes	29 Center St	781-270-1644	2015
Kathleen Horton	11 Westwood St	781-229-2242	2015
Joseph Impemba	11 Briarwood Ln		2015
Kristen Kassner	29 Center St	781-270-1646	2015
Michael Murray, Jr	2 Hannah Way		2015
Michael O'Neil	3 Kinney Ave		2015
Sonia Rollins	8 Paula St	781-221-0313	2015
Paul Roth	249 Fox Hill Rd		2015 Planning Rep
Michael Tredeau	12 Myrna St.	781-273-2036	2015

Rules Committee(13)		1 year	Standing	Moderator
Monica Faella	6 Birchcrest St		617-548-0776	2018
Paul Girouard , Chr	1 Joanne Rd		781-273-3070	2018
John Glynn	149 Mill St		781-273-4475	2018
Joan Hastings	14 College Rd		781-272-5777	2018
Gary Kasky	8 Radcliff St		781-272-3199	2018
Eleanor O'Connell	33 Peach Orchard Rd		781-272-9085	2018
James Patterson	5 Hancock St.		978-660-0707	2018
Roger Riggs	4 Briarwood Ln		781-229-2041	2018
Myrna A. Saltman	15 Greystone Ct.		781-272-4430	2018
Adam Senesi ,V.Ch	13 TownLine Rd		781-233-7986	2018
Eileen Sickler	13 Foster Rd		617-480-5832	2018
Mark Woods , Sec	12 Eugene Rd		781-270-9692	2018

Water System Study Committee

Brad Bond	8 Mallberry Lane
Tom Conley	20 Corcoran Road
Doug Davison	6 Birch Street
Adam Senesi	13 Townline Road
David Webb	23 Eugene Road

Ways & Means Committee(15)		3 years	Standing	Moderator
Brad D. Bond	8 Mullberry Ln.		781-272-8698	2018
Robert Bunker	11 Arthurwoods Ave		781-696-1064	2019
Diane Kendrigan Creedon	12 Gibson St.		781-229-6652	2019
Doug Davison	6 Birch Street		(781) 365-0255	2018
Michael J. Hardy	7 Thornton Dr.		781-273-5797	2018
Susan Harrigan	6 Julia Connors		781-273-3243	2020 Appt. 5/11
John Iler	9 Brookside Ln		781-229-1129	2019 Appt. 12/17
Joan Kennedy-Constant	26 Beacon St 36F		781-729-1318	2019
Thomas C. Killilea VChr	15 Wheatland St.		781-272-2225	2020
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2020 Appt. 3/10
Steve Morin	51 Bedford St		413-478-5256	2020
Roger S. Riggs	4 Briarwood Ln		781-229-2041	2020
Sonia Rollins Chr	8 Paula St		781-221-0313	2020
David S. Tait	9 Meadowvale Rd.		781-229-4981	2018
Larry Way	25 Hillcrest Rd		781-270-9001	2018 Appt. 5/12

Youth & Family Serv. Advisory (7)		2 years	Standing	Town Administrator
Ann Marie Browne	45 Center St		781-270-1212	2018 Police Rep
Cheryl Coleman	13 Hampden Ave			2019
Linda K. Collins	18 Town Line Rd.		781-272-2682	2017 Appt. 3/10
David Cullen	4 Hershey Rd		781-315-1405	2018
Marilyn Langley	13 Algonquin Dr.		781-272-0398	2018
Ronald J. MacKenzie Chr.	15 South Bedford St.		781-272-2879	2018
Ann Louise McNamara	79 Mountain Rd.		781-272-0596	2018
Roberta E. Mills	19 Corcoran Rd.		781-272-6138	2018
Martha Simon	5 Willow Way		781-273-0074	2018

Zoning Bylaw Review -Study Committee		Ad Hoc	Moderator
Shari Ellis	3 Hickory Ln.	781-270-7966	2018
Scott Martin	6 Cormier Rd	781-270-0304	2018
David Miller	19 Gloria Cir	781-272-3937	2018
Patricia O'Brien	1 Oak St	781-221-3048	2018
Myrna Saltman	15 Greystone Ct.	781-272-4430	2018
Larry Way	25 Hillcrest Rd	781-270-9001	2018
Ernest Zabolotny	33 Paulson Dr.	781-272-3227	2018



Town of Burlington, MA - Town Meeting Members

Office of the Town Clerk

PRECINCT 1

			Term Expires	Member Since	
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2019	2006	bdb007@comcast.net
Gary J Gianino	11 Thornton Dr.	(781) 272-7292	2020	2014	GJGIANINO@yahoo.com
Nolan H. Glantz	9 Redcoat Ln.	(781) 270-9535	2020	2005	nolan@stanfordalumni.org
John M. Glynn, II	149 Mill St.	(781) 273-4475	2019	2010	jgii@aol.com
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2018	2003	dgregorio20@gmail.com
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2018	2007	mjhardy@us.ibm.com
Sandra M. Madigan	14 Upland Rd	(781) 272-7039	2019	2016	smadigan06@gmail.com
Michael Marchese, Jr.	11 Michael Dr.	(781) 365-4005	2020	1999	mmarchese@netzero.com
Patrick A Moreno	12 Patriot Rd	(781) 272-5375	2020	2014	morenosp@verizon.net
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2020	2003	bamorey32@gmail.com
John E. O'Keffe	69 Mill St.	(781) 272-3362	2018	2006	annjack55@gmail.com
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2019	2001	Gregory.f.ryan@gmail.com
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2019	1998	memryan@gmail.com
Mark S. Saia	8 Sumner St.	(781) 272-9081	2018	2000	msaia@burlington.org
Jennifer K. Scanlon	9 Donna Ln	(781) 690-3073	2020	2017	jenniferscanlon@hotmail.com
Robert Sears	200 Mill St	(978) 395-1834	2019	2016	robssea@yahoo.com
Adam Senesi	13 Town Line Rd	(774) 240-8201	2018	2015	asenesi1@yahoo.com
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2018	2001	dwoodilla@gmail.com

PRECINCT 2

			Term Expires	Member Since	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2020	2016	cathybeyer@comcast.net
Heidi Brosnan	7 Lt. Litchfield Way	(617) 645-3848	2018	2017	h_brosnan@yahoo.com
Lisa Cline	80 Peach Orchard Rd	(781) 270-4863	2020	2013	lblcline1@verizon.net
Doug R. Davison	6 Birch St.	(781) 365-0255	2019	2012	ddavisondc@comcast.net
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2020	2008	decar@comcast.net
Wendy Guthro	17 Treetop Ct.	(781) 270-6594	2020	2008	guthrolaw@comcast.net
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001	Hanafin15@verizon.net
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001	Hanafin15@verizon.net
Susan R. Harrigan	6 Julia Connors Dr.	(781) 273-3243	2020	2008	sue.harrigan@comcast.net
Marie Mikolinski	8 Burton Rd	(781) 365-0207	2018	2014	mariemikolinski12@gmail.com
Patricia O'Brien	1 Oak ST	(781) 221-3048	2019	2012	mapss123@gmail.com
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2018	1988	Redrosetraveler@yahoo.com
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2019	1998	cjp520@live.com
Gene J. Rossi	174 Winn St.	(781) 272-9089	2018	2009 (90-94)	
John J. Ryan	7 Grandview Ave	(617) 799-2854	2018	2016	jryan@bu.edu
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2018	2012	myrnasaltman@verizon.net
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2018	2016	kimberley_trainor@yahoo.com
Laura Vittum	2 Maple St	(617) 633-4205	2018	2017	vitt_maple@mac.com

PRECINCT 3

			<u>Term Expires</u>	<u>Member Since</u>	
Sean P. Connors	14 Sears St.	(781) 270-4943	2019	1998	sconnors@burlington.org
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2018	2006	rdamiani@comcast.net
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2019	1995	shari.l.ellis@gmail.com
Monica Faiella	6 Birchcrest St	(617) 548-0776	2019	2015	mf7303@yahoo.com
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2020	2010	jmattfrost@gmail.com
Joanne Frustaci	6 Valley Cir.	(781) 272-9422	2018	2009	frustacijoanne@hotmail.com
Jon Mancini	27 Bedford St	(781) 491-4354	2019	2016	fenwayjon@gmail.com
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2018	1984	sprink7m@aol.com
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2020	2012	gm991@yahoo.com
Steven R. Morin	51 Bedford St	(413) 478-5256	2019	2012	steve@srmorin.com
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2018	1973	mjanash@massed.net
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2018	2006	pnoonan@yahoo.com
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2018	2014	patterson.jules@gmail.com
James Patterson	5 Hancock St.	(781) 229-2983	2020	2002	jim@staticclean.com
Monte L. Pearson	5 Willow Way	(781) 273-0074	2020	2011	mlpearson@rcn.com
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2020	1997	draske@verizon.net
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2020	2001	rriegs9000@comcast.net
Faydeen A Sateriale	95 Lexington St	(781) 272-3755	2019	2013 (2011)	faydeen@hotmail.com

PRECINCT 4

			<u>Term Expires</u>	<u>Member Since</u>	
Gerald Beuchelt	13 Highland Way	(781) 266-8260	2019	2012	tmm@beuchelt.com
Craig W. Callahan	19 Cedar St	(781) 953-5147	2020	2017	ccallahan@burlington.org
Thomas D. Conley, Jr.	20 Corcoran Rd.	(781) 272-1489	2019	1996	tc1@yankeefleet.com
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2020	1988	kcooper65@yahoo.com
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2020	2014	ellis1002@yahoo.com
Louise S. Freeman	4 Bates St	(781) 750-8030	2020	2014	sullief@yahoo.com
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2019	2012	mvgerbrands@gmail.com
Joan B. Hastings	14 College Rd.	(781) 272-5777	2018	1972	joan.hastings@rcn.com
Carolyn Little	7 Pleasant St	(781) 272-1894	2018	2016	cslittle22@aol.com
Patricia Martorano	1 Laurel Lane	(781) 272-3907	2019	2015	smartorano@earthlink.net
David Miller	19 Gloria Cir	(781) 272-3937	2019	2016	davidmiller71nu@alumni.neu.edu
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2018	1994	frankpmonaco@aol.com
Virginia E. Mooney	28 Mohawk Rd.	(781) 272-3644	2018	2009 (72-88,92-93)	vemooney@comcast.net
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2018	2015	lauralgn63@yahoo.com
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2020	1992 (88-89)	proulxmike@yahoo.com
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2018	2015	eileen@esickler.com
Steven L. Stamm	56 Washington Ave.	(781) 273-0641	2020	2012 (89)	sls2111@comcast.net
Christine Warren	29 Greenwood Rd	(781) 272-1894	2019	2017	dwarrenma@yahoo.com

PRECINCT 5

			<u>Term Expires</u>	<u>Member Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2018	1974	
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2020	2014	robert.bunker@gmail.com
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2018	2012	joalfay@comcast.net
Lawrence Gelberg	15 Saint Marys Rd	(781) 273-1978	2019	2016	larry@gelberg.com
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2019	2004	vgerbrands@verizon.net
Paul Girouard, Jr	1 Joanne Rd	(781) 273-3070	2020	2014	Paul@girouard.us
Paula McMahon	7 Arthur Woods Dr	(781) 221-0467	2018	2015	PMC1256@lcloud.com
Gerry Mills, Jr	3 Gayland St.	(781) 254-0990	2019	2017	gmillsjr@gmail.com
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2018	2002	cpm1183@comcast.net
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2020	2011	Fk1obrien@verizon.net
Mary Ellen Osowski	1 Rahway Rd.	(781) 273-3393	2019	2010	me_osowski@yahoo.com
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2019	2016	kpappas@fostersullivangroup.com
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2020	2012	michelepren@rcn.com
Norman A. Steeves	7 Violet Rd.	(781) 272-2517	2018	2009	normsteeves@verizon.net
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2020	2002	taitdt@comcast.net
Larry Way	25 Hillcrest Rd	(781) 270-6204	2019	2013	lway54@cs.com
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2020	2005 (72-74)	srwing2@comcast.net
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2018	2009	e.zabolotny@verizon.net

PRECINCT 6

			<u>Term Expires</u>	<u>Member Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2018	2000	Rbell@versatileprint.com
Teresa Tarpey Clement	1 Holly St	(781) 710-9276	2019	2013 (98-03)	t.tarpey@comcast.net
John G. Cormier	8 Chester Ave.	(781) 221-3043	2020	2002	jepeleg@aol.com
Diane Kendrigan Creedon	12 Gibson St.	(781) 229-6652	2018	2006	dianecreedon@verizon.net
Sean P Curtin	18 Woodhill Rd	(617) 645-2061	2019	2016 (08-14)	seanpatrickcurtin@gmail.com
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2018	2015	danditucci@yahoo.com
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2019	2013	dditucci@gmail.com
John K. Iler	9 Brookside Ln	(781) 229-1129	2020	2014	johniler@alum.mit.edu
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2018	2008	GBK48@aol.com
Rose Manni	13 Kingsdale St.	(781) 221-7116	2020	2008	Rmanni1@verizon.net
David F. Peterson	9 Cutting Ln.	(781) 273-5521	2019	2007	jd6990@msn.com
Brian T. Pupa	5 Goodwin Dr.	(781) 221-3072	2020	2011	btpupa@hotmail.com
Sonia Rollins	8 Paula St	(781) 221-0313	2018	2012	sonia.rollins@yahoo.com
Joanna Schlansky	4 Gibson St.	(781) 270-7083	2020	2002	joanna@smarthomesearch.net
Anisha Shaikh	25 Upland Rd	(781) 244-5357	2019	2017	anisha@rcn.com
Salvana Shakaib	0 Davida Rd	(617) 407-1773	2018	2017	salvanashakaib@hotmail.com
Michael Souza	4 Ridgewood Rd	(508) 237-9151	2020	2016	souzamev@gmail.com
Adam Tigges	2 Maryvale Rd	(781) 572-4343	2019	2016	adamjtigges@gmail.com

PRECINCT 7

			<u>Term Expires</u>	<u>Member Since</u>	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2019	2016	jorgea.andrade@gmail.com
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2018	2014	elliottc23@aol.com
Cody A. Case	7 Hillsdale Ave	(781) 296-7365	2018	2017	ccase693@gmail.com
Anne P. Coady	8 Woodside Ln.	(781) 272-5019	2018	1991	tmm7_apcoady@yahoo.com
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2018	2008	
Betsey Hughes	11 Marigold Way	(781) 862-5166	2020	2017	betseyhughes@aol.com
Kevin Keene	19 Lowell St	(781) 983-5578	2020	2017	skeenow65@yahoo.com
Miriam R. Kelly	14 Oxbow Ln.	(781) 272-6273	2019	2012	mkelly43@gmail.com
Scott H Martin	6 Cormier Rd	(781) 270-0304	2020	2014	Scott.H.Martin224@gmail.com
Maria O'Connor	10 Mountain View Way	(781) 272-4174	2019	2013	Ryan74200@gmail.com
Michelle M. Papagno	11 Francis Rd	(781) 696-2315	2019	2017	mmsp66@gmail.com
Eric J. Parker	15 Burlington St	(781) 272-4482	2019	2016	parker0515@verizon.net
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2020	2012	jon@jonsachs.com
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2018	2014	Scott.H.Martin224@gmail.com
Tammy Vallas	1 Oxbow Ln	(781) 229-6340	2020	2013	TammyLvallas@hotmail.com
David R. Van Camp	14 Brown Ave	(781) 270-5278	2019	2012	davidvancamp@comcast.net
David F. Webb	23 Eugene Rd.	(781) 272-7617	2020	2012	webbdf@verizon.net
Mark Woods	12 Eugene Rd.	(781) 270-9692	2018	2011	woodsmml@yahoo.com

**TOWN MEETING MEMBER MEETING
WEDNESDAY, JANUARY 4, 2017
TOWN CLERK'S OFFICE
TOWN HALL, 29 Center ST.**

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 4, 6 and 7 assembled to fill the vacancy in their respective Precinct.

Present from Pct 4 were Joan Hastings, Carolyn Little, Patricia Martorano, David Miller, Frank Monaco, Eileen Claire Sickler and Steve Stamms Nominees were as follows :

Christine Warren – 29 Greenwood RD

There was a show of names in favor of the nominee and it was unanimous.

Present from Pct 6 were Daniel R. DiTucci, Daniel DiTucci, JR and Rose Manni.

Nominees were as follows :

Anish Shaikh - 25 Upland Rd

There was a show of names in favor of the nominee and it was unanimous.

Present from Pct 7 were Anne Coady and Joan Kennedy-Constant. There were no nominees so the seats will remain vacant, will have a meeting prior to TM on January 23, 2017.

With business concluded the meeting was adjourned at 7:13 PM

**TOWN MEETING MEMBER MEETING
MONDAY, JANUARY 23, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

At 7:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 7 assembled to fill the vacancy.

There were no nominations made to fill the positions, people in the precinct will contact other residents to fill the seats.

With business concluded the meeting was adjourned at 7:04 PM

**ADJOURNED TOWN MEETING
MONDAY, JANUARY 23, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

Prior to the start of the meeting Boy Scouts in the troop of 511, presented a Flag ceremony and Color Guard and lead the Pledge of Allegiance. Those taken part were Billy Corrigan, Duncan Myer, Henry Morin, Kristopher Poirier, Raymond Legnon, Rudy Poirier, Wataru Coram, William Van Camp and Danyy Grattan, Senior Patrol Leader.

A quorum being present, the meeting was called to order at 7:36 PM. The Moderator, Sally Willard, opened the meeting and introduced the Audio/Video staff for tonight's meeting included: Will Rizza, William Waisnor III, Erin Hanafin and Owen Johnson.

The Moderator, reviewed the procedures and asked for a motion for voting by a show of hands rather than a standing count it was made and seconded and passed unanimously, then she requested a motion if business is not completed this evening for adjournment to Wednesday, January 25, 2017 at 7:30 PM if necessary, it was moved and seconded. Then a motion was made and seconded to accept Lucy Damiani, TMM Pct #3, as Deputy Moderator for the purpose of this meeting. It was moved to accept this.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

Sonja Rollins, Chairman of Ways & Means reported on the fact that the budget season has started. The Town Administration and Selectmen have set the guidelines for an overall 4% increase.

Eric Conti, Superintendent of Schools, overviewed the School Budget cycle and pointed out the work they are doing with the Ways & Means Subcommittee

Cindy Phillips, Chairman of the Human Services Advisory committee presented their new Fuel Assistance brochure.

Kristin Kassner, thanked Town Meeting for it's support for the Master Plan Study Committee and

stated the a final report would be available at May Town meeting.

John Petrin, reviewed the setting of the Tax Rate for the town and presented that the bids were now out for 33 Center St. building.

ARTICLE 2 RE: Holding Saturday Hours

To see if Town Meeting will vote to accept the provisions of Chapter 41 Section 110A; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: PASSED UNANIMOUSLY

ARTICLE 3 RE: Amend Zoning Bylaw and Zoning Map

To see if the Town will vote to amend Article III of the Zoning Bylaw and adopt updated and digitized Zoning Maps as follows:

To amend Section 3.2.0 “Location of Districts” of the Zoning Bylaw, as follows:

SECTION 3.2.0 LOCATION OF DISTRICTS

All districts, except for the Overlay Districts listed in Section 3.1.0, are as shown on the map entitled “Zoning Map 2017 Town of Burlington, MA.”

The location of the special districts is shown on the following maps:

Aquifer and Water Resource Districts: As shown on the map entitled, “Aquifer and Water Resources Zoning Overlay Map 2017.”

Wireless Communications Facilities Overlay Districts: As shown on the map entitled, “Wireless Communications Zoning Overlay Map 2017.”

Civic Center and Central Business Districts: As shown on the map entitled, “Civic and Central Business District Zoning Overlay Map 2017.”

AND further to adopt an updated and digitized Zoning Map, entitled “Zoning Map 2017 Town of Burlington, MA”;

AND further to adopt an updated and digitized Zoning Overlay Map depicting the Aquifer and Water Resource Districts, entitled “Aquifer and Water Resources Zoning Overlay Map 2017”;

AND further to adopt an updated and digitized Zoning Overlay Map depicting the Wireless Communications Districts map entitled, “Wireless Communications Zoning Overlay Map 2017”;

AND further to adopt an updated and digitized Zoning Overlay Map depicting the Civic Center and Central Business District map entitled, “Civic and Central Business District Zoning Overlay Map 2017.”

Or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board 7-0 in favor
Land Use 5-0 in favor

ACTION: PASSED UNANIMOUSLY

ARTICLE 4 RE: Temporary Moratorium on Marijuana Retail Sale

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 10.7: “Temporary Moratorium on Recreational Marijuana Establishments”, Retail Sale (which includes marijuana cultivation, testing, product manufacturing, retail sales or any other type of licensed marijuana-related business order to undertake a planning process to evaluate regulation of marijuana and other uses related to the regulation of marijuana and address the potential impact of the state regulations on local zoning, and further to amend the Table of Contents of the Town’s Zoning Bylaw to add Section 10.7, “Temporary Moratorium on Recreational Marijuana Establishments”.

Section 10.7 - Temporary Moratorium on Recreational Marijuana Establishments"

Section 10.7.1. PURPOSE

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes. The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and requires a newly appointed Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by September 15, 2017. Currently under the Town's Zoning Bylaw, a recreational marijuana establishment, as defined in G.L. c. 94G, §1, is not a permitted use in the Town. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of recreational marijuana establishments.

The regulation of recreational marijuana and associated sales raises novel and complex legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of recreational marijuana establishments and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of recreational marijuana establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for recreational marijuana establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 10.7.2 DEFINITIONS

The definitions contained in the AN INITIATIVE PETITION FOR A LAW RELATIVE TO THE

REGULATION AND TAXATION OF MARIJUANA shall be the definitions used in the Moratorium. These definitions include but are not limited to the following:

"Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every

compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include: (1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination; (2) Hemp; or (3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or

consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

Section 10.7.3 TEMPORARY MORATORIUM

For the reasons set forth above, and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for recreational marijuana establishments and any other uses or activities related to recreational marijuana. The moratorium shall be in effect through September 30, 2018 or 6 months after the effective date of the final Cannabis Control Commission regulations (Expected January 1, 2018), whichever is greater. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the regulations of the Cannabis Control Commission regarding recreational marijuana establishments and related uses, and shall consider adopting new Zoning Bylaws in response to these new issues; or take any action relative thereto.

MAIN MOTION: As printed in the Warrant

Recommendations:

ACTION: WITHDRAWN

ARTICLE 5 RE: Rezone Landlocked Forest Parcels

To see if the Town will vote to amend the Zoning Map by rezoning 23 parcels of land owned by the Town of Burlington, commonly referred to as the “Landlocked Forest” or the “Landlocked Parcel”,

from the General Industrial (IG) District to the Open Space (OS) District. Said parcels are bound on the north by the Bedford town line, bound on the east by US Route 3, bound on the south by Interstate 95, and bound on the west by the Lexington town line, and more specifically identified as the following Assessors Map and Parcel Numbers:

Map 32 Parcel 4, containing 0.60 acres; Map 38 Parcel 1, containing 16.31 acres; Map 38 Parcel 2, containing 9.61 acres; Map 38 Parcel 3, containing 1.9 acres; Map 38 Parcel 4, containing 2.33 acres; Map 38 Parcel 5, containing 16.95 acres; Map 38 Parcel 6, containing 16.73 acres; Map 38 Parcel 7, containing 12.83 acres; Map 38 Parcel 11, containing 1.21 acres; Map 38 Parcel 12, containing 0.03 acres; Map 38 Parcel 13, containing 2.27 acres; Map 44 Parcel 1, containing 13.16 acres; Map 44 Parcel 2, containing 13.86 acres; Map 44 Parcel 3, containing 17.01 acres; Map 44 Parcel 4, containing 5.74 acres; Map 44 Parcel 5, containing 18.86 acres; Map 45 Parcel 1, containing 20.03 acres; Map 51 Parcel 1, containing 1.63 acres; Map 51 Parcel 2, containing 4.22 acres; Map 51 Parcel 2-A, containing 0.31 acres; Map 51 Parcel 3, containing 5.29 acres; Map 51 Parcel 4, containing 66.09 acres; and Map 51 Parcel 12, containing 0.21 acres; said parcels containing 247.18 acres, more or less; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Land Use 5 – 0

Planning 7-0

Conservation unanimous

Selectmen 3-2 in favor

ACTION: A STANDING COUNT VOTE WAS TAKEN 92 FOR 11 AGAINST, PASSES 2/3RDS

ARTICLE 6 RE:Fund the Burlington Police Patrolmen's Association Contract

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY 2016 and FY 2017, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: WITHDRAWN

ARTICLE 7 RE: Fund the Burlington Police Command Officers' Contract

To see if Town Meeting will vote to transfer from the FY17 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY17, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: WITHDRAWN

ARTICLE 8 RE: Transfer from Free Cash to Reserve Fund

To see if the Town will vote to transfer from free cash the sum of \$100,000 to be placed in the Town's FY2017 Reserve Fund, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: W&Ms 9-0-0
Selectmen 4-0-0

ACTION: MAJORITY PASSED

ARTICLE 9 RE: Transfer of Funds FY 2017 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$TBD or any other amount for the purpose of paying for expenses incurred in Fiscal Year 2017 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: WITHDRAWN

ARTICLE 10 RE: School Bus Transportation

To see if the Town will vote to approve a two-year extension of the school bus transportation contract between the Town of Burlington School Department and A& F Bus Company Inc. pursuant to page 12 Section 7.5 of the executed contract dated August 26, 2014 of the parties (as shown in backup) or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: School 5-0
W&Ms 8-0-1

ACTION: PASSED BY MAJORITY

ARTICLE 11 RE: Home Rule Petition Representative Town Meeting

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition:

AN ACT RELATIVE TO THE TOWN OF BURLINGTON REPRESENTATIVE TOWN MEETING FORM OF GOVERNMENT.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Section 8 of chapter 686 of the acts of 1970, as amended by section 1 of chapter 92 of the acts of 2011, is hereby further amended by striking out section 8, as so appearing, and inserting in place thereof the following section:-

Section 8. A Town Meeting Member is not eligible to hold any other elected position in town government as set forth by Massachusetts Special Acts of 2007 Chapter 216. A Town Meeting Member may be employed by the Town. A Town Meeting Member may serve as any or all of the following:

- Member of any committee(s) appointed by the Moderator;
- Member of any advisory committee(s) appointed for a special temporary purpose by the Selectmen, School Committee, or any other Town Board;
- Officer of elections; and
- Member of a political party's town committee.

In addition to the above, only one other appointed position may be held by a Town Meeting Member.

SECTION 2. This act shall take effect upon its passage.

Or to act in any other manner in relation thereto

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review 5-0

ACTION: PASSED MAJORITY

ARTICLE 12 RE: Amendment to General Bylaws/Ethics

To see if the Town will vote to amend Article II Representative Town Meeting of the General Bylaws, Section 6.0 Ethics by deleting the current text in its entirety and replacing it with the following:

6.0 Ethics

A Town Meeting Member is required to, prior to addressing Town Meeting, disclose his or her financial interest or the financial interest of an immediate family member, in connection with any warrant article or budget item that is before Town Meeting for consideration. For the purposes of this section, an immediate family member shall include the Town Meeting Member and his or her spouse, and their parents, children, brothers and sisters. A financial interest is defined as any money, thing of value, or economic benefit conferred on or received by the Town Meeting Member or their immediate family.

In addition, a Town Meeting Member is required to, prior to addressing Town Meeting, disclose whether the Town Meeting Member or members of his or her immediate family are employed by the Town in a position that may be affected by the motion before Town Meeting, or whether they serve on any board or committee of the Town, including ad hoc committees, that have duties or responsibilities over the subject matter before Town Meeting.

Provided, however, that any Town Meeting Member who has a financial interest as set forth in this section shall consider a voluntary abstention from voting on the warrant article or budget item in question. Notification of such abstention shall, if possible, be given to the Moderator in writing before the session in which

the article is considered, but at least before debate on the article;

Or to act in any other manner in relation thereto:

MAIN MOTION: Was amended on the floor of Town Meeting by Millie Nash, seconded by Jonathan Sachs.

6.0 Ethics

A Town Meeting Member is required, prior to addressing Town Meeting, to disclose his or her financial interest or the financial interest of an immediate family member, in connection with any warrant article or budget item that is before Town Meeting for consideration. For the purposes of this section, an immediate family member shall include the Town Meeting Member and his or her spouse, and their parents, children, brothers and sisters. A financial interest is defined as any money, thing of value, or economic benefit conferred on or received by the Town Meeting Member or their immediate family.

In addition, a Town Meeting Member is required, prior to addressing Town Meeting, to disclose whether the Town Meeting Member or members of his or her immediate family are employed by the Town in a position that may be affected by the motion before Town Meeting, or whether they serve on any board or committee of the Town, including ad hoc committees, that have duties or responsibilities over the subject matter before Town Meeting.

Provided, however, that any Town Meeting Member who has a financial interest as set forth in this section shall consider a voluntary abstention from voting on the warrant article or budget item in question. Notification of such abstention shall, if possible, be given to the Moderator in writing before the session in which the article is considered, but at least before debate on the article;

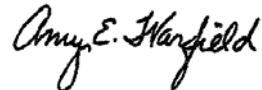
Or to act in any other manner in relation thereto:

Recommendations: Bylaw Review 5-0

ACTION: AMENDED MOTION PASSED BY 2/3RDS SHOW OF HANDS AND MOTION PASSED BY MAJORITY

At 10:00 PM, a motion to adjourn was moved, seconded and so voted.

Respectfully Submitted:



Amy E. Warfield, Town Clerk

**TOWN MEETING MEMBER MEETING
MONDAY, APRIL 24, 2017
TOWN HALL ANNEX BASEMENT
MEETING ROOM, 25 Center ST.**

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2 assembled to fill the vacancy in their Precinct.

Present from Pct 2 were Doug Davidson, Cindy Phillips, Daniel Hanafin, Myra Saltsman, Angela Hanafin and Wendy Guthro. Nominees were as follows :

Heidi Brosnan – 7 Lt. Litchfield Way

Laura Vittum – 2 Maple ST

There was a show of hands in favor of the nominee and it was unanimous.

The meeting was adjourned at 6:11 PM

**ADJOURNED TOWN MEETING
MONDAY, MAY 8, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:32 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, the Select Group from the High School Band. The members were Zyann Sharkah, clarinet; Kaylin Frisaura, trumpet; Alison Marin, French horn; Rob Centoni, euphonium; Matthias Gloor, trombone and Micaela DeFrancesco, tuba. Then he introduced the Audio/Video staff for tonight's meeting included: Will Rizza, Billy Waisnor, Erin Hanafin and Ashley DeFrancesco.

Prior to starting business, the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. Finally the Moderator asked for a motion to continue until Wednesday May 10, 2017 if the business of the Town was not completed tonight. That was moved and seconded, now to the first Article:

GENERAL ARTICLES

**ARTICLE 1 RE: Reports of Town Officers
& Committees**

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

John Petrin, Town Administrator reported on the status of the Town's financial situation. As of this point the Town has Free Cash of \$11 M, Stabilization Fund of \$7M, Sewer and I/I of \$2M and \$626,265.

Sonja Rollins, Chairperson of Ways & Means reviewed for the members the Budget cycle and where in the process, decisions and recommendations are made. She thanked her board for all the hard work that they have done over the past months to bring forward this current proposed budget.

Kristin Kassner, Planning Director spoke next on the status of the Master Plan. She thanked the committee for the work they have done over the past several years to bring this plan to completion. They will be having a full report available soon.

**ARTICLE 2 RE: Transfer of Funds FY2017
Various Accounts**

To see if the Town will vote to transfer from available funds a sum of money for the purpose of paying for expenses incurred in FY2017 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

**ARTICLE 3 RE: Fund FY2018 Operating
Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, \$129,809,536, sufficient to cover the requests of the various departments for FY2018; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate the sum of \$219,809,536 to

cover the requests of the various departments for FY 2018.

Here is the breakdown of budget passed and held for discussion: (Holds are **Highlighted**)

PROPOSED

FY 2018

GENERAL GOVERNMENT

TOWN MEETING & REPORTS (Lines 1-2)

1- Salaries	\$3,333
2- Expenses	\$12,575
TOTAL	\$15,908

MODERATOR (Lines 3-4)

3- Salaries	\$150
4- Expenses	\$0
TOTAL	\$150

WAYS AND MEANS (Lines 5-6)

5- Salaries	\$3,756
6- Expenses	\$273
TOTAL	\$4,029

CAPITAL BUDGET COMMITTEE (Lines 7-8)

7- Salaries	\$838
8- Expenses	
TOTAL	\$838

TOWN ADM/SELECTMEN (Lines 9-11)

9- Salaries	\$524,764
10- Expenses	\$12,500
11- Special Accounts	\$17,500
TOTAL	\$554,764

ACCOUNTING (Lines 12-13)

12- Salaries	\$342,852
13- Expenses	\$5,291
TOTAL	\$348,143

ASSESSORS (Lines 14-15)

14- Salaries	\$282,458
15- Expenses	\$117,590
TOTAL	\$400,048

TREASURER/COLLECTOR (Lines 16-18)

16- Salaries	\$653,392
17- Expenses	\$23,523
18- Special Accounts	\$100
TOTAL	\$677,015

CENTRAL ADMINISTRATION (Lines 19-28)

19- Central Supply	\$110,000
20- Central Machines	\$25,658

21- Chapter 32B - Health Ins. (AA)	\$12,888,120
22- Transfer to OPEB Fund (AA)	\$597,325
23- Unemployment Comp (AA)	\$100,000
24- Pension Reimbursement (AA)	\$1,256
25- Town Insurance (AA)	\$905,000
W&M Financial Audits (AA)	\$65,000
27- Medicare Tax (AA)	\$1,093,599
28- 4th of July/Town Event	\$0
TOTAL	\$15,785,958 Hold

LEGAL (Line 29)

29- Expenses	\$202,000
TOTAL	\$202,000 Hold

HUMAN RESOURCES (Lines 30-32)

30- Salaries	\$119,797
31- Expenses	\$4,250
32- Special Accounts	\$14,500
TOTAL -	\$138,547

MANAGEMENT INFO. SYSTEMS (Lines 33-34)

33- Salaries	\$322,619
34- Expenses	\$248,250
TOTAL	\$570,869 Hold

TOWN CLERK (Lines 35-37)

35- Salaries	\$292,290
36- Expenses	\$18,200
37- Special Accounts	\$24,640
TOTAL	\$335,130 Hold

REGISTRARS OF VOTERS (Lines 38-39)

38- Salaries	\$1,200
39- Expenses	\$7,000
TOTAL	\$8,200

CONSERVATION (Lines 40-42)

40- Salaries	\$211,928
41- Expenses	\$8,470
42- Special Accounts	\$18,800
TOTAL	\$239,198 Hold

PLANNING BOARD (Lines 43-44)

43- Salaries	\$285,536
44- Expenses	\$28,836
TOTAL	\$314,372 Hold

BOARD OF APPEALS (Lines 45-47)

45- Salaries	\$13,481
46- Expenses	\$250
47- Spec. Accts	\$0
TOTAL	\$13,731 Hold

TOWN FACILITIES (Line 48)

48- Expenses	\$110,299
TOTAL	\$110,299

POLICE DEPARTMENT (Lines 49-51)

49- Salaries	\$7,268,169
50- Expenses	\$554,691
51- Special Accounts	\$295,640
TOTAL	\$8,118,500 Hold

FIRE DEPARTMENT (Lines 52-54)

52- Salaries	\$6,880,137
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53- Expenses	\$446,979
54- Special Accounts	\$188,161
TOTAL	\$7,515,277 Hold

BUILDING DEPARTMENT (Lines 55-57)

55- Salaries	\$589,424
56- Expenses	\$36,871
57- Special Accounts	\$0
TOTAL	\$626,295

SEALER OF WEIGHTS (Line 58)

58- Expenses	\$7,800
TOTAL	\$7,800

EMERGENCY MGT SERVICE (59-61)

59- Salaries	\$12,029
60- Expenses	\$7,073
61- Special Accounts	\$4,500
TOTAL	\$23,602 Hold

REGIONAL SCHOOL ASSESSMENTS (Line 62)

62- TOTAL (AA)	\$2,437,847 Hold
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LOCAL EDUCATION (Line 63)

63- TOTAL -	\$59,206,949 Hold
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DEPT. OF PUBLIC WORKS (Lines 64-69)

64- Salaries	\$4,883,797
65- Expenses	\$3,263,025
66- Special Accounts	\$768,850
67- Rubbish and Garbage (AA)	\$1,728,000
68- Street Light (AA)	\$370,500
69- DEP Drinking Water Assess. (AA)	\$15,000
TOTAL	\$11,029,172 Hold

BOARD OF HEALTH (Lines 70-72)

70- Salaries	\$493,448
71- Expenses	\$32,550
72- Special Accounts	\$77,561
TOTAL -	\$603,559 Hold

COUNCIL ON AGING (Lines 73-75)

73- Salaries	\$323,349
74- Expenses	\$7,750
75- Special Accounts	\$7,442
TOTAL	\$338,541 Hold

VETERANS' SERVICES (Lines 76-78)

76- Salaries	\$114,499
Capital Outlay	\$0
77- Expenses	\$4,929
78- Special Accounts	\$114,000
TOTAL	\$233,428 Hold

YOUTH AND FAMILY SERVICES (Lines 79-80)

79- Salaries	\$404,336
80- Expenses	\$24,256
TOTAL	\$428,592 Hold

DISABILITY ACCESS (Lines 81-82)

81- Salaries	\$2,086
82- Expenses	\$400
TOTAL	\$2,486

PUBLIC LIBRARY (Lines 83-85)

83- Salaries	\$1,243,340
84- Expenses	\$70,395
85- Special Accounts	\$151,000
TOTAL	\$1,464,735

RECREATION (Lines 86-88)

86- Salaries	\$1,407,955
87- Expenses	\$279,835
88- Special Accounts	\$19,045
TOTAL	\$1,706,834 Hold

HISTORICAL COMMISSION (Line 89)

89- Expenses	\$10,015
TOTAL	\$10,015

DEBT SERVICE (Lines 90-91)

90- PRINCIPAL (AA)	\$4,481,627
91- INTEREST (AA)	\$1,813,145
TOTAL	\$6,294,772 Hold

OTHER ACCOUNTS (92-97)

92-RESERVE FUND	\$200,000
93-COUNTY RETIREMENT(AA)	\$8,841,933 Hold
94- NEG SETTLEMENTS	\$650,000 Hold
95- STABILIZATION (AA)	\$0
96- LOCAL TRANSPORT (AA)	\$50,000 Hold
97- CAPITAL IMPROVE (AA)	\$300,000
	\$3,844,114
	\$125,965,422
Final Total Passed after review	\$129,809,536

ACTION: PASSED BY MAJORITY

Motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 11:08 PM, to reconvene on Wednesday, May 10 at 7:30 PM.

Respectfully Submitted

*A*my E. *W*arfield
Town Clerk

To see if the Town will vote a sum of money from Free Cash to place in the Town's Stabilization Account, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer \$1,200,000 from Free Cash to place in the Town's Stabilization Account.

Recommendations: Selectmen voted 5-0

ACTION: PASSED BY MAJORITY

ARTICLE 5 Re: Transfer from Free Cash to OPEB Trust Fund

To see if the Town will vote a sum of money from Free Cash to place in the Town's OPEB (Other Post-Employment Benefits) Trust Fund; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

**ADJOURNED TOWN MEETING
WEDNESDAY, MAY 10, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:35 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, he introduced the Audio/Video staff for tonight's meeting included: Will Rizza, Billy Waisnor, Jack Cormier and Ashley DeFrancesco He then asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. Finally the Moderator asked for a motion to continue until Monday, May 15, 2017 if the business of the Town was not completed tonight. That was moved and seconded, now to the next Article:

ARTICLE 4 RE: Transfer From Free Cash to Stabilization Fund

ARTICLE 6 RE: Fund Revolving Accounts

To see if the Town will vote to authorize revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E1/2 for the Fiscal Year beginning July 1, 2017; or to act in any other manner in relation thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Expenditure Limit
Cross Connection-Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to DEP authorized vendors who perform the testing, surveys, part-time salaries, purchase of equipment for testing, and any other expenses necessary for the administration of this program	No restrictions or conditions	Any balance in excess of \$100,000 will be transferred to the general fund at fiscal year end; all balances up to \$100,000 will carry forward and be available for appropriation in subsequent fiscal years	\$80,000
B-line Local Mini Bus	Public Works	Bus user fees	Salaries, expenses, contractual services and any other expenses necessary to operate the in-town B-Line bus service	No restrictions or conditions	Fiscal year end balance carries forward and is available for appropriation in subsequent years	\$50,000
Grand View Farm	Board of Selectmen	Rental fees received for use of Grand View Farm/ Marion Tavern Facility	Expenses related to the operations of the Grand View Farm/ Marion Tavern Facility and grounds including but not limited to maintenance and repairs, utilities, furniture & fixtures, custodial overtime, capital improvements, and any other expenses related thereto	No restrictions or conditions	Fiscal year end balance carries forward and is available for appropriation in subsequent years	\$90,000
Nursing Programs & Services	Board of Health	Fees charged for screenings & Medicare/insurance reimbursements received	Expenses related to medical equipment and supplies, immunizations, health fairs, educational materials, emergency preparedness drills, and any other expenses related to the administration of public health nursing programs	No restrictions or conditions	Beginning on 6/30/18, any balance in excess of \$45,000 will be transferred to the general fund at fiscal year end; all balances up to \$45,000 will carryforward and be available for appropriation in subsequent fiscal years	\$20,000
Plan Imaging & Property File Documents	Building Department	2% of Building Department Fees (Not to exceed \$20,000 annually)	Archival imaging of building permit drawings and specifications, and property file documents, and any other costs related to the administration of this program	No restrictions or conditions	Fiscal year end balance carries forward and is available for appropriation in subsequent years	\$25,000
Sale of Recyclable Materials, Trash Bags and Toters	Board of Selectmen	Receipts from the Sale of All Recyclable Material, Trash Bags and rental of second Toters	Expenses to offset the cost of curbside trash & recycling collection, disposal of solid waste, replacement toters, and any other costs associated with the administration of the trash and recycling program	No restrictions or conditions	Fiscal year end balance carries forward and is available for appropriation in subsequent years	\$75,000
Sealer of Weights & Measures	Board of Selectmen	Fees charged for Testing of Weights & Measures devices	Part time salaries, contracted services, and any other costs associated with the administration of the Weights & Measures Testing Program	No restrictions or conditions	Any balance in excess of \$20,000 will be transferred to the general fund at fiscal year end; all balances up to \$20,000 will carry forward and be available for appropriation in subsequent fiscal years	\$20,000
Ice Palace	Board of	Any revenue	Any repairs,	No	Fiscal year end balance	

Improvement & Maintenance	Selectmen	received in conjunction with the lease of the Ice Palace Facility	maintenance, capital improvements, or other expenses associated with the Ice Palace Facility and grounds, including Debit Service related thereto	restrictions or conditions	carries forward and is available for appropriation in subsequent years	\$175,000
Meadowbrook School Maintenance and Improvements	Board of Selectmen	Any revenue received in conjunction with the lease of Meadowbrook School	Any repairs, maintenance, capital improvements, or other expenses associated with the Meadowbrook School Facility and grounds including Debt Service related thereto	No restrictions or conditions	Fiscal year end balance carries forward and is available for appropriation in subsequent years	\$110,000

MAIN MOTION: As Printed in the Warrant

Recommendations: Selectmen 5-0
Ways & Means 8-0 or 7-0 on items

ACTION: PASSED BY MAJORITY

ARTICLE 7 RE: Fund FY2018 Capital Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,738,085 or any other amount for the items contained within the following proposed FY2018 Capital Budget, same to be expended under the appropriate authorities as indicated:

#	DEPT. NAME	DESCRIPTION	AUTHORITY	AMOUNT
FROM FREE CASH (7-1) - (7-17):				
7-1	CONSERVATION	Open Space and Recreation Plan	ConCom	\$20,000
7-2	DPW-	Traffic light Repair - Bedford St./MTP Ext.	Selectmen	\$300,000
7-3	DPW	Stream Cleaning/Drainage Repair	Selectmen	\$200,000
7-4	DPW	Vehicles Replacement	Selectmen	\$501,326
7-5	DPW	Fire Headquarters-HVAC (Boiler/Controls)	Selectmen	\$20,000
7-6	POLICE	Firearms Range Improvements	Selectmen	\$118,534
7-7	POLICE	TASERS	Selectmen	\$59,551
7-8	RECREATION	Roof Replacement-Carpenter Shed	Recreation Comm	\$50,000
7-9	RECREATION	Bucket Truck	Recreation Comm	\$75,000
7-10	RECREATION	Tractor-Ventrac 4500	Recreation Comm	\$34,000
7-11	SCHOOL	Water Filtration & Fountain Replacement System-wide	School Comm	\$115,000
7-12	SCHOOL			

7-13	Pine Glen Floor Tile Replacement	School Comm	\$165,000
7-14	Memorial School Bio-Retention Reconstruction	School Comm.	\$48,000
7-15	BHS Pump Replacement	School Comm	\$80,000
7-16	BHS Field Lighting Replacement	School Comm	\$55,000
7-17	BHS Field House Improvements	School Comm	\$400,000

FROM SEWER ENTERPRISE (7-18) - (7-19):

7-18	DPW	Sewer Pump Station Maintenance	Selectmen	\$50,000
7-19	DPW	I/I Mitigation - Structural Improvements	Selectmen	\$300,000

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash or Sewer Enterprise for the items contained within the following proposed FY2018 Capital Budget, same to be expended under the appropriate authorities as indicated:
(In chart above)

Recommendations: Selectmen all 5-0
except #7-6 & 7-7: 4-0-1
Ways & Means either 9-0,
10-0 or 11-0
Capital Budget 5-0, 6-0 or 7-0
Except #7-13; 3-3 and 7-14; 0-6
7-16 & 7-19; no vote

ACTION: PASSED BY MAJORITY

ARTICLE 8 RE: Sewer Services Enterprise Fund WRA Assessment

To see if the Town will vote to transfer the sum of \$5,349,835 to operate the FY2018 Sewer Services Enterprise of which \$5,349,835 will come from the FY2018 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 9 RE: MWRA I/I Debt Service

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$117,915 for the purpose of paying the FY2018 debt service on the Town's three existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.:

MAIN MOTION: To see if the Town will vote transfer from the Sewer Inflow/Infiltration fund the sum of \$117,915 for the purpose of paying the FY2018 debt service on the Town's three existing 0% MWRA I/I loans.

Recommendation: Selectmen 5-0
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 10 RE: Chapter 90

To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 11 RE: Fund FY2017 Snow and Ice

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum for the purpose of funding the FY2017 snow & ice deficit, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn
ACTION: WITHDRAWN

ARTICLE 12 RE: Application of Bond Premium

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 13 RE: Bond Authorization- Water Main Upgrade/ Replacement

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$1,000,000 for the purpose of funding water main replacement and upgrade, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$1,000,000 for the purpose of funding water main replacement and upgrade, same to be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0
Ways & Means 9-0

ACTION: PASSED UNANIMOUSLY

ARTICLE 14 RE: Sidewalk Restoration/Upgrade

To see if the Town will vote to transfer the sum of \$1,000,000 from Free Cash to repair, repave or reconstruct existing sidewalks, to include Bedford Street in conjunction with the road repaving project to be the spent under the direction of the Town Administrator, or to do or act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$1,000,000 from Free Cash to repair, repave or reconstruct existing sidewalks, which will include sidewalks on Bedford Street between Terrace Hall Avenue and Francis Wyman Road for approximately \$325,000 with the remainder to be used on Town streets per the policy of the Board of Selectmen to be recommended by the DPW in

subsequent years to be the spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0
 Ways & Means 7-2
 Capital Budget 5-1
 Land Use 5-0

ACTION: PASSED BY MAJORITY

ARTICLE 15 RE: Bedford Street Sidewalk Upgrade Completion

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$325,000, or any other sum, for the purpose of funding the completion of the Bedford Street sidewalk (concrete with vertical granite curbing), from Terrace Hall Avenue to Francis Wyman Road, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn by proponent

ACTION: WITHDRAWN

ARTICLE 16 RE: Francis Wyman AC Installation 2nd Floor

To see if the Town will vote to appropriate \$200,000 to be expended at the direction of the School Committee, to pay the cost of purchase / installation of air conditioning units for the second floor classrooms and corridors at Francis Wyman School, including the payment of all costs incidental and related thereto, and to determine whether such amount should be raised by taxation, transfer from available funds, by borrowing or otherwise, or to take any other action relative thereto.

MAIN MOTION: Withdrawn

ACTION: WITHDRAWN

ARTICLE 17 RE: Building Department - Salary

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$130,000 to fund wages for an additional local building inspector and to do or act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$130,000 to fund wages for an additional local building inspector.

Recommendation: Selectmen 5-0;
 Ways & Means 7-2

ACTION: PASSED BY MAJORITY

ARTICLE 18 RE: Amend Administrative and Professional Classification Plan

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan for FY2018; or to act in any other manner in relation thereto

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0;
 Ways & Means 8-1

ACTION: PASSED BY MAJORITY

ARTICLE 19 RE: Fund the Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2018, and transfer from the FY2018 Negotiated Settlement Account \$90,566 for the purpose of funding the plan under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0;
 Ways & Means 8-1

ACTION: PASSED BY MAJORITY

ARTICLE 20 RE: Fund the Part-time Compensation Plan

To see if the Town will vote to transfer from the FY2018 Negotiated Settlement the amount a sum of money for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2018, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ACTION: WITHDRAWN

ARTICLE 21 RE: Fund Retirement Vacation Buyback

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum of money for the purpose of funding contractual retirement obligations, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ACTION: WITHDRAWN

ARTICLE 22 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$78,517.50 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0;
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 23 RE: School Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$ 38,314 or some other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations, Adopt-A-Class and other non-profit Burlington Civic Organizations; or to take any other action relative thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$ 38,314 some to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations, Adopt-A-Class and other non-profit Burlington Civic Organizations.

Recommendation: Selectmen 5-0;
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

ARTICLE 24 RE: Fourth of July Parade

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$15,000 to pay for expenses associated with the annual 4th of July parade and to do or act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$15,000 to pay for expenses associated with the annual 4th of July parade.

Recommendation: Selectmen 5-0;
Ways & Means 9-0

ACTION: PASSED BY MAJORITY

Motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:53 PM, to reconvene on Monday, May 15 at 7:30 PM.

Respectfully Submitted

*A*my E. *W*arfield
Amy Warfield,
Town Clerk

ADJOURNED TOWN MEETING
MONDAY, May 15, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL

A quorum being present, the meeting was called to order at 7:31 PM. The Moderator, Bill Beyer, called the meeting to order and announced the A/V team for the evening which included Billy Waisner, Erin Hanafin, Ashley Defrancesco and Jack Cormier. Then he led the body in the Pledge of allegiance to the flag, now to the next Article:

ARTICLE 25 RE: Grant of Release of Easement-14 Luther Road

To see if the Town will vote to authorize the Board of Selectmen to abandon and release a portion of an existing thirty (30) foot easement on property located at 14 Luther Road, which easement is as shown on Lot 2 on a plan dated January 15, 1970 and recorded with the Middlesex South District Registry of Deeds as Plan 514 of 1970, in Book 11839, Page 475, on such terms and conditions as the Board of Selectmen deems appropriate; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0

ACTION: PASSED BY MAJORITY

ARTICLE 26 RE: Grant of Easement 16R Briarwood Lane

To see if the Town will vote to authorize the Board of Selectmen to grant an access easement for the benefit of property commonly known as 16R Briarwood Lane, Burlington, Massachusetts, in, on and over land of the Town described in a deed recorded with the Middlesex South District Registry of Deeds in Book 6241, Page 356 and commonly known as 61 Center Street, Burlington, Massachusetts, upon such terms and conditions as the Board of Selectmen deems appropriate, and further to authorize the Board of Selectmen to take such actions and execute such documents as are deemed necessary to implement this article, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0
Recreation 4-1

ACTION: PASSED BY MAJORITY

ARTICLE 27 RE: Adoption of MGL Chapter 33, Section 59 By the Town of Burlington, Massachusetts

To see if the Town will vote to adopt MGL, Chapter 33, Section 59, Effect of Military Service on Salary, seniority and leave allowance of public employees:

Section 59. (a) An employee of the commonwealth in the service of the armed forces of the commonwealth or a reserve component of the armed forces of the United States shall be entitled to receive pay without loss of ordinary remuneration as a public employee during annual training under section 60 or drills and parades under section 61, not exceeding 34 days in any state fiscal year and not exceeding 17 days in any federal fiscal year, and shall not lose any seniority or any accrued vacation leave, sick leave, personal leave, compensation time or earned overtime (additional description in backup); or to act in any other manner thereto.

An amendment was made by Pat Angelo from the floor to postpone until a review could be made of the Law. That amendment failed – the a vote was taken on the Main motion. Then an amendment was made to the Motion at the recommendation of Legal. That motion was accepted and became the Main Motion that was voted on.

MAIN MOTION: To see if the Town will vote to adopt MGL, Chapter 33, Section 59, Effect of Military Service on Salary, seniority and leave allowance of public employees:

ACTION: PASSED BY MAJORITY

ARTICLE 28 RE: An Act Relative to Special Police Officers In the Town of Burlington

To see if the Town will vote to endorse a home rule petition exempting special police officers from maximum age restrictions applied to regular officers under chapter 32 of the General Laws, but shall not be eligible to serve as a special police officer upon reaching the age of 70; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ACTION: WITHDRAWN

ARTICLE 29 RE: Amend Zoning Bylaws, Article XIII Sign Regulations

To see if the Town will vote to amend Article XIII, Sign Regulations of the Town's Zoning By-Laws by amending the language as follows (proposed text in **bold** print):

Section 13.2.0 Special Signs

In particular instances, the Board of Appeals may permit signs of larger maximum sizes than specified herein when any such sign is located at least 100 feet from the nearest residential zoning district boundary or public way, whichever is more distant, and within a Business or Industrial Zoning District, and when such a permit is in the public interest.

The Board of Appeals may also, in particular instances, permit freestanding monument directory signs for projects located within the Town Center Overlay District (whether integrated or stand-alone) constructed after January 1, 2017 whose gross floor area exceeds 40,000 gross square feet for a multi-family residential project or 40,000 gross square feet for a commercial project and where the Board of Appeals finds that such a permit is in the public interest. The design of the freestanding monument directory signs shall be compatible with the color and materials of the exterior façade of the buildings said sign is intended to serve.

MAIN MOTION: Withdrawn

ACTION: WITHDRAWN

ARTICLE 30 RE: Moratorium on Recreational Marijuana

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 10.7: "Temporary Moratorium on Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use)" in order to undertake a planning process to evaluate regulation of marijuana and other uses related to the regulation of marijuana and address the potential impact of the state regulations on local zoning.

Section 10.7 "Temporary Moratorium on Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for

non-medical use and the operation of a marijuana establishment for non-medical use)"':

Section 10.7.1. PURPOSE

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law that would legalize recreational marijuana. The law requires a newly appointed Cannabis Control Commission, made up of three (3) members appointed by the Massachusetts Treasurer that would be responsible for regulating and supervising marijuana businesses. The law, as amended, provides that the commission must adopt initial regulations by March 15, 2018. If the commission fails to develop regulations by July 1, 2018, the ballot question, as amended, allows existing medical marijuana treatment centers to begin selling recreational marijuana to adults without any additional regulations. The commission would develop procedures for issuing and renewing licenses. It would develop requirements for the security of marijuana businesses, for preventing marijuana sales to minors, for record keeping, health and safety standards, packaging and labeling requirements, testing requirements, marketing restrictions and enforcement mechanisms. The commission would have authority to limit the total amount of marijuana grown in Massachusetts. Cities and towns can adopt ordinances and bylaws that impose "reasonable safeguards" on the operation of marijuana shops, including limiting the number or type of marijuana establishments.

The regulation of recreational marijuana and associated sales raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of recreational marijuana sales and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use) so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 10.7.2 DEFINITIONS

The definitions contained in the AN INITIATIVE PETITION FOR A LAW RELATIVE TO THE REGULATION AND TAXATION OF MARIJUANA shall be the definitions used in the Moratorium. These definitions include but are not limited to the following:

"Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include: (1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination; (2) Hemp; or (3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

Section 10.7.3 TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the

contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The moratorium shall be in effect through December 31, 2018 or six (6) months after the effective date of the Cannabis Control Commission regulations, whichever is later. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the regulations of the Cannabis Control Commission regarding recreational Marijuana and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use); or to take any action relative thereto.

Article was amended by Town Meeting member Shari Ellis at the request of the Planning Board:
to include the following language:

"the on-site consumption of marijuana and marijuana products"

Inserted in Section 10.7 following the word 'activities' and also in Section 10.7.3 following the word 'activities'.

The revised article will then read as read in the Main Motion (the amended phrases are highlighted in **bold**)

MAIN MOTION: To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 10.7: "Temporary Moratorium on Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, **the on-site consumption of marijuana and marijuana products**, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use)" in order to undertake a planning process to evaluate regulation of marijuana and other uses related to the regulation of marijuana and address the potential impact of the state regulations on local zoning.

Section 10.7 "Temporary Moratorium on Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use)":

Section 10.7.1. PURPOSE

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law that would legalize recreational marijuana. The law requires a newly appointed Cannabis Control Commission, made up of three (3) members

appointed by the Massachusetts Treasurer that would be responsible for regulating and supervising marijuana businesses. The law, as amended, provides that the commission must adopt initial regulations by March 15, 2018. If the commission fails to develop regulations by July 1, 2018, the ballot question, as amended, allows existing medical marijuana treatment centers to begin selling recreational marijuana to adults without any additional regulations. The commission would develop procedures for issuing and renewing licenses. It would develop requirements for the security of marijuana businesses, for preventing marijuana sales to minors, for record keeping, health and safety standards, packaging and labeling requirements, testing requirements, marketing restrictions and enforcement mechanisms. The commission would have authority to limit the total amount of marijuana grown in Massachusetts. Cities and towns can adopt ordinances and bylaws that impose "reasonable safeguards" on the operation of marijuana shops, including limiting the number or type of marijuana establishments.

The regulation of recreational marijuana and associated sales raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of recreational marijuana sales and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use) so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 10.7.2. DEFINITIONS

The definitions contained in the AN INITIATIVE PETITION FOR A LAW RELATIVE TO THE REGULATION AND TAXATION OF MARIJUANA shall be the definitions used in the Moratorium. These definitions include but are not limited to the following:

"Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include: (1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination; (2) Hemp; or (3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

Section 10.7.3 TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, **the on-site consumption of marijuana and marijuana products**, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The moratorium shall be in effect

through December 31, 2018 or six (6) months after the effective date of the Cannabis Control Commission regulations, whichever is later. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the regulations of the Cannabis Control Commission regarding recreational Marijuana and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use); or to take any action relative thereto.

Recommendations: Planning 7-0 (as amended)

ACTION: A COUNT WAS MADE AND IT PASSED UNANIMOUSLY, 97 IN FAVOR

RESOLUTION #1

To see if Town Meeting will vote to request the Moderator to appoint an Ad Hoc committee to study and report to Town Meeting the costs and capacity of water production in the Town of Burlington and compare with other opportunities, such as connections to MWRA etc.

Submitted by Thomas Conley, TMM PCT#4

ACTION: PASSED BY MAJORITY

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 8:55 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**ADJOURNED TOWN MEETING
MONDAY, SEPTEMBER 25, 2017
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:37PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Audio/Video staff for tonight's meeting included: Sinjana Maghnani, Billy Waisnor, Owen Johnson and Cole Lasco.

Prior to starting business, the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. He asked for a motion for accepting Michael Hardy to be the Deputy Moderator in case it was needed, it was moved and seconded. Finally the Moderator asked for a motion to continue until Wednesday September 27, 2017 if the business of the Town was not completed tonight. That was moved and seconded, now to the first Article:

GENERAL ARTICLES

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

Kristin Kassner, Planning Director and Ernie Covino, Master Plan Committee Chairman reported on the status of the Master Plan, which . . .

The Water Quality Report Committee, Chairman Tom Conley, reported that they were doing a review of the Water Report, which is available on the Town website. The committee which was created after the May Town Meeting consists of Tom Conley, Doug Davison, Brad Bond and Adam Senesi.

The Zoning Bylaw Review Study Committee reported on their progress. They are continuing to work on refining their Bylaw which should be submitted at the January Town Meeting.

Jonathan Sachs gave a report on the development of a sculpture garden

ARTICLE 2 RE: Annual Town Election Date

To see if the Town will vote to set the Annual Town Election for April 7, 2018; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

ACTION: PASSED BY MAJORITY

ARTICLE 3 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$78,517.50 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

ACTION: PASSED BY MAJORITY

ARTICLE 4 RE: Town Common Electrical Upgrade

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$130,000 or any other sum, for the purpose of replacing the electrical system on the Town Common, same to be spent under the direction of the Recreation Commissioners or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Reserve Fund Account the sum of \$150,000 or any other sum, from line 92, Reserve Fund of Article 3, Fund FY 2018 Operating Budget, of the Annual Town Meeting of May 8, 2017 for the purpose of replacing the electrical system on the Town Common, same to be spent under the direction

of the Recreation Commissioners or to act in any other manner in relation thereto.

Recommendations: Ways & Means 9-3-2

ACTION: PASSED BY MAJORITY

ARTICLE 5 RE: Amend Administrative and Professional Classification Plan

To see if the Town will vote to amend the Administrative and Professional Classification Plan for FY 2018 by eliminating the position of Grade 11 Data Collector/Assistant Assessor and creating the position of Grade 10 Data Collector; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendations: Ways & Means 12-0-0
Selectmen 5-0-0

ACTION: PASSED BY MAJORITY

ARTICLE 6 RE: Fund the Part-Time Compensation Plan

To see if the Town will vote to transfer from the FY 2018 Negotiated Settlement Account the sum of \$6,000 for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY 2018, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendations: Ways & Means 12-0-0
Selectmen 5-0-0

ACTION: PASSED BY MAJORITY

ARTICLE 7 RE: Fund the Burlington Police Patrolmen's Association Contract

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY 2016 and FY 2017, and FY 2018 same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 8 RE: Fund the Burlington Police Command Officers' Contract

To see if Town Meeting will vote to transfer from the FY 2018 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY 2017 and FY 2018, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 9 RE: Fund the Burlington International Firefighters' Association Contract

To see if Town will vote to transfer from the FY 2018 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY 2018, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 10 RE: Bond Authorization - Fire Station 2

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$225,000 or any other sum to add to the sum appropriated in Article 16 of the Annual Town Meeting of May 9, 2016 for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a fire station located on Terrace Hall Avenue or to act in any other manner in relation thereto.

money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will appropriate the sum of \$225,000 to add to the sum appropriated in Article 16 of the Annual Town Meeting of May 9, 2016 for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a fire station located on Terrace Hall Avenue; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$225,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

Recommendation: Selectmen 4-0-1
Ways & Means 11-1-1
Cap. Budget 6-0-1

ACTION: Called 2/3s Vote with 5 Against

ARTICLE 11 RE: Abandonment and Discontinuance of Portions of Olympian Way and Center Street; and Conveyance Thereof (154-160 Cambridge Street)

To see if the Town will vote pursuant to General Laws Chapter 82, Section 21 to discontinue as public ways those portions of Olympian Way and Center Street shown as "Parcel - Town of Burlington Area About 118 S.F." and "Parcel - Town of Burlington Area About 2,176 S.F.", on a plan entitled "Burlington - 2017 Alteration Sheet 2 of 4 Sheets," prepared by Sean Ewald, dated August 4, 2017, to be recorded with the Middlesex County Registry of Deeds, and pursuant to General Laws Chapter 40, Section 3, Section 4, Section 15 and any other enabling law, to authorize the Board of Selectmen to release all right, title and interest held by the Town in said discontinued portions, and to convey the same to the Commonwealth of Massachusetts Department of Transportation on such terms and conditions, which may be nominal consideration, as the Board of Selectmen deems appropriate; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant
 Article 11 continued
ACTION: Standing Count 70 FOR/21 AGAINST
Passes by 2/3rds

ARTICLE 12 RE: Conveyance of Portion of Certain Town Land (154-160 Cambridge Street)

To see if the Town will vote: (1) pursuant to General Laws Chapter 40, Section 15A, to transfer the care, custody, management and control of a portion of the Town land known as Tax Parcel 29-162-0 [Traffic Island, Olympian Way], said portion to be conveyed shown as "Parcel - Town of Burlington Area About 3,269 S.F.", on a plan entitled "Burlington - 2017 Alteration Sheet 2 of 4 Sheets," prepared by Sean Ewald, dated August 4, 2017, from the Board of Selectmen for the purposes for which such land is currently held to the Board of Selectmen for the purpose of conveyance; and (2) pursuant to General Laws Chapter 40, Section 3, Section 4, Section 15, and any other enabling law, to authorize the Board of Selectmen to convey all right, title and interest held by the Town, to the Commonwealth of Massachusetts Department of Transportation, on such terms and conditions, which may be nominal consideration, as the Board of Selectmen deems appropriate, in and to a portion of the Town land known as Tax Parcel 29-162-0 [Traffic Island, Olympian Way], said portion to be conveyed shown as "Parcel - Town of Burlington Area About 3,269 S.F.", on a plan entitled "Burlington - 2017 Alteration Sheet 2 of 4 Sheets," prepared by Sean Ewald, dated August 4, 2017, to be recorded with the Middlesex County Registry of Deeds; or to act in any manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendations: Ways & Means 12-0-0
 Selectmen 5-0-0

ACTION: PASSED BY CALLED 2/3s

ARTICLE 13 RE: Home Rule Petition – Special Legislation Concerning Special Police Officers: An Act Relative to Special Police Officers In the Town of Burlington

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact legislation in substantially the following form, provided that the General Court may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, the board of selectmen of the town of Burlington may appoint, at the recommendation of the police chief and as said chief deems necessary, individuals with a law enforcement background as special police officers to perform police details or

any other duties arising therefrom or during the course of police detail work, whether or not related to the detail work. Prior to appointment under this act, a special police officer shall pass a medical examination conducted by a physician or other certified professional chosen by the town to determine whether the special police officer is capable of performing the essential duties of a special police officer and the cost thereof shall be borne by the special police officer.

SECTION 2. Special police officers shall not be subject to chapter 31 of the General Laws, section 99A of chapter 41 of the General Laws, or chapter 150E of the General Laws.

SECTION 3. When performing duties authorized under section 1, special police officers shall have the same power to make arrests and perform other functions as do regular police officers of the town of Burlington.

SECTION 4. A special police officer shall be appointed for an indefinite term, subject to removal or suspension by the Board of Selectmen at any time. In the case of removal, a special police officer shall be provided with 14 days written notice prior to removal. Upon request, the Board of Selectmen shall provide the reasons for removal or suspension in writing.

SECTION 5. Special police officers shall be subject to the rules and regulations, policies and procedures and requirements of the Board of Selectmen and the chief of police of the town of Burlington including, but not limited to, restrictions on the type of detail assignments, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms licensing and qualifications and requirements regarding uniform and equipment. Special police officers shall not be subject to section 96B of chapter 41 of the General Laws. The cost of all training, uniforms and equipment shall be borne by the special police officer.

SECTION 6. Special police officers shall be sworn before the town clerk of the town of Burlington who shall keep a record of all such appointments.

SECTION 7. Special police officers appointed under this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable under said section 111F of said chapter 41 shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working police details, or averaged over such lesser period of time for any

officer designated as a special police officer less than 52 weeks prior to the incapacity. Payments under said section 111F of said chapter 41 shall not exceed, in a calendar year, the limitation on earnings in paragraph

(b) of section 91 of chapter 32 of the General Laws. Payments under said section 111F of said chapter 41 shall terminate in accordance with said section 111F of said chapter 41 or when a special police officer reaches the age of 65, whichever occurs sooner. In the event the age limitation applicable to regular police officers serving a town is increased under said chapter 32 from the current 65 years of age, the termination benefits under said section 111F of said chapter 41, as provided under this act to special police officers, shall terminate at such higher age limit but in no event shall those termination benefits extend beyond the age of 70 for such special police officers. Special police officers appointed under this act shall not be subject to sections 89E, 85H or 85H $\frac{1}{2}$ of said chapter 32 nor shall they be eligible for any benefits pursuant thereto.

SECTION 8. An appointment as a special police officer shall not entitle that person to assignment to a detail.

SECTION 9. Special police officers appointed under this act shall be subject to the limitation on hours worked and other restrictions on earnings as provided in paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. A special police officer shall not be subject to maximum age restrictions applied to regular officers under chapter 32 of the General Laws, but shall not be eligible to serve as a special police officer upon reaching the age of 70. The provisions of this section shall apply to any special police officer appointed prior or subsequent to the effective date of this act.

SECTION 11. This act shall take effect upon its passage.

MAIN MOTION: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact legislation in substantially the following form, provided that the General Court may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, the board of selectmen of the town of Burlington may appoint, at the recommendation of the police chief and as said chief deems necessary, individuals with a law enforcement background as special police officers to perform police details or any other duties arising therefrom or during the course of police detail work, whether or not related to the detail work. Prior to appointment under this act, a special police officer shall pass a medical examination conducted by a physician or other certified professional chosen by the town to

determine whether the special police officer is capable of performing the essential duties of a special police officer and the cost thereof shall be borne by the special police officer.

SECTION 2. Special police officers shall not be subject to chapter 31 of the General Laws, section 99A of chapter 41 of the General Laws, or chapter 150E of the General Laws.

SECTION 3. When performing duties authorized under section 1, special police officers shall have the same power to make arrests and perform other functions as do regular police officers of the town of Burlington.

SECTION 4. A special police officer shall be appointed for an indefinite term, subject to removal or suspension by the Board of Selectmen at any time. In the case of removal, a special police officer shall be provided with 14 days written notice prior to removal. Upon request, the Board of Selectmen shall provide the reasons for removal or suspension in writing.

SECTION 5. Special police officers shall be subject to the rules and regulations, policies and procedures and requirements of the Board of Selectmen and the chief of police of the town of Burlington including, but not limited to, restrictions on the type of detail assignments, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms licensing and qualifications and requirements regarding uniform and equipment. Special police officers shall not be subject to section 96B of chapter 41 of the General Laws. The cost of all training, uniforms and equipment shall be borne by the special police officer.

SECTION 6. Special police officers shall be sworn before the town clerk of the town of Burlington who shall keep a record of all such appointments.

SECTION 7. Special police officers appointed under this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable under said section 111F of said chapter 41 shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working police details, or averaged over such lesser period of time for any officer designated as a special police officer less than 52 weeks prior to the incapacity.

Payments under said section 111F of said chapter 41 shall not exceed, in a calendar year, the limitation on earnings in paragraph (b) of section 91 of chapter 32 of the General Laws. Payments under said section 111F of said chapter 41 shall terminate in accordance with said section 111F of said chapter 41 or when a special police officer reaches the age of 65, whichever occurs sooner. In the event the age limitation applicable to regular police officers serving a town is increased under said chapter 32 from the current 65 years of age, the termination benefits under said section 111F of said chapter 41, as provided under this act to special police officers, shall terminate at such higher age limit but in no event shall those termination benefits extend beyond the age of 70 for such special police officers. Special police officers appointed under this act shall not be subject to sections 89E, 85H or 85H½ of said chapter 32 nor shall they be eligible for any benefits pursuant thereto.

SECTION 8. An appointment as a special police officer shall not entitle that person to assignment to a detail.

SECTION 9. Special police officers appointed under this act shall be subject to the limitation on hours worked and other restrictions on earnings as provided in paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. A special police officer shall not be subject to maximum age restrictions applied to regular officers under chapter 32 of the General Laws, but shall not be eligible to serve as a special police officer upon reaching the age of 70. The provisions of this section shall apply to any special police officer appointed prior or subsequent to the effective date of this act.

SECTION 11. This act shall take effect upon its passage.

Recommendation: Bylaw Review 4-0-1

ACTION: PASSED BY MAJORITY

ARTICLE 14 RE: Changes to Revolving Funds Amendment to Town General Bylaws

To see if the Town will vote to amend the General Bylaws of the Town of Burlington by adding a new section to Article IV Section 6.6 in order to establish and authorize revolving funds for use by certain

Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½ by adding the following new section:

6.6 The Town Accountant shall be responsible for overseeing the Town's Departmental Revolving Accounts.

6.6.1 Purpose. This Bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

6.6.2 Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this Bylaw without appropriation subject to the following limitations:

6.6.2.1 Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

6.6.2.2 No liability shall be incurred in excess of the available balance of the fund.

6.6.2.3 The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Ways and Means Committee.

6.6.3 Interest: Interest earned on monies credited to a revolving fund established by this Bylaw shall be credited to the general fund.

6.6.4 Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this Bylaw, the rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this Bylaw.

The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

6.6.5 Authorized Revolving Funds. The Table establishes:

A) Each revolving fund authorized for use by a Town department, board, committee, agency or officer,	is established that shall be credited to each fund by the town accountant,
B) The department or agency head, board, committee or officer authorized to spend from each fund,	D) The expenses of the program or activity for which each fund may be used,
C) The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund	E) Any restrictions or conditions on expenditures from each fund;
	F) Any reporting or other requirements that apply to each fund, and
	G) The fiscal years each fund shall operate under this Bylaw.

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
Cross Connection-Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to DEP authorized vendors who perform the testing, surveys, part-time salaries, purchase of testing equipment and any other expenses necessary for the administration of this program	No restrictions or conditions	Any balance in excess of \$100,000 will be transferred to the general fund at fiscal year-end; all balances up to \$100,000 will carry forward and be available for appropriation in subsequent fiscal years	Fiscal Year 2019 and subsequent years
B-line Local Mini Bus	Public Works	Bus user fees	Salaries, expenses, contractual services and any other expenses necessary to operate the in-town B-Line bus service	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Grand View Farm	Board of Selectmen	Rental fees received for use of Grandview Farm/ Marion Tavern Facility	Expenses related to the operations of the Grand View Farm/ Marion Tavern Facility and grounds including but not limited to maintenance and repairs, utilities, furniture & fixtures, custodial overtime, capital improvements, and any other expenses related thereto	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Nursing Programs & Services	Board of Health	Fees charged for screenings & Medicare / insurance reimbursements received	Expenses related to medical equipment and supplies, immunizations, health fairs, educational materials, emergency preparedness drills, and any other expenses related to the administration of public health nursing programs	No restrictions or conditions	Beginning on 6/30/18, any balance in excess of \$45,000 will be transferred to the general fund at fiscal year-end; all balances up to \$45,000 will carry forward and be available for appropriation in subsequent fiscal years	Fiscal Year 2019 and subsequent years
Plan Imaging & Property File Documents	Building Department	2% of Building Department Fees (Not to exceed \$20,000 annually)	Archival imaging of building permit drawings and specifications, and property file documents, and any other costs related to the administration of this program	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Sale of Recyclable Materials, Trash Bags and Toters	Board of Selectmen	Receipts from the sale of all recyclable material, trash bags and rental of second toters	Expenses to offset the cost of curbside trash & recycling collection, disposal of solid waste, replacement toters, and any other costs associated with the administration of the trash and recycling program	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years

Sealer of Weights & Measures	Board of Selectmen	Fees charged for testing of Weights & Measures devices	Part time salaries, contracted services, and any other costs associated with the administration of the Weights & Measures Testing Program	No restrictions or conditions	Any balance in excess of \$20,000 will be transferred to the general fund at fiscal year-end; all balances up to \$20,000 will carryforward and be available for appropriation in subsequent fiscal years	Fiscal Year 2019 and subsequent years
Ice Palace Improvement & Maintenance	Board of Selectmen	Any revenue received in conjunction with the lease of the Ice Palace facility	Any repairs, maintenance, capital improvements, or other expenses associated with the Ice Palace facility and grounds including debt service related thereto	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Meadowbrook School Maintenance & Improvements	Board of Selectmen	Any revenue received in conjunction with the lease of Meadowbrook School	Any repairs, maintenance, capital improvements, or other expenses associated with the Meadowbrook School facility and grounds including debt service related thereto	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years

MAIN MOTION: As printed in the Warrant

Recommendation: Selectmen 5-0;
Bylaw Review 5-0-0

ACTION: PASSED BY MAJORITY

ARTICLE 15 RE: Create a Zoning Bylaw Review Committee By Adding a New Section 2.8 to Article V of the Burlington General Bylaws

To see if the Town will vote to create a Zoning Bylaw Review Committee (ZBRC) by adding the following new Section 2.8 to Article V of the General Bylaws of the Town:

2.8 Zoning Bylaw Review Committee

The Zoning Bylaw Review Committee (ZBRC) shall consist of a total of eleven (11) members; nine (9) voting members and two (2) non-voting members. The nine (9) voting members include: seven (7) Town Meeting Members (preferably one Town Meeting Member from each voting precinct; however, not more than two (2) Town Meeting Members from any one precinct); one (1) Business Community Representative; and one (1) member from the Zoning Board of Appeals. Each member for a term of three (3) years. The Moderator, within thirty (30) days after the final adjournment of the May Town Meeting, shall appoint the seven (7) Town Meeting Members and one (1) Business Community Representative. The Zoning Board of Appeals (ZBA) shall appoint one (1) ZBA member, and shall be appointed concurrently with the Moderator's appointments for a term of three (3) years. For the initial appointments to be made within thirty (30) days of the adjournment of the September, 2017 Annual Town Meeting, three (3) members will be appointed for a term that will expire with the adjournment of the May, 2021 Annual Town Meeting, three (3) members will be appointed for a term that will expire with the adjournment of

the May, 2020 Annual Town Meeting, three (3) members will be appointed for a term that will expire with the adjournment of the May, 2019 Annual Town Meeting. Thereafter, all appointments shall be for three year terms.

The two (2) non-voting members include: one (1) from the Planning Board, and one (1) from the Building Department. These non-voting members shall be appointed by their respective Chair or Department Head, and be liaisons and act in an advisory capacity.

The ZBRC may annually appoint a recording secretary, who shall not be a member of the ZBRC. The ZBRC shall define the duties of the recording secretary.

The ZBRC shall meet at the call of the outgoing Chairman within fifteen (15) days after the appointment date of the new members. Those taking office shall be sworn to the faithful performance of their duties. At this meeting, the ZBRC members shall choose its chairman and vice-chairman. A quorum shall consist of fifty percent (50%) plus 1 of the appointed voting members.

The Committee shall:

2.8.1 Monitor, review and make recommendations to Town Meeting regarding any updates or amendments to the Burlington Zoning Bylaws that are a result from: a.) any Massachusetts law or regulation changes or updates; or b.) any proposed Burlington Zoning Bylaw Amendment requests.

2.8.1.1 Written back-up information shall be submitted to Town Meeting prior to its consideration of the respective article(s).

2.8.1.2 The ZBRC may, with input from the Planning Board and staff, review and discuss: appropriate maps, master plans, reports of consulting experts, and address any potential impacts to the Zoning Bylaws, and any other information the ZBRC considers relevant.

2.8.1.3 A proposed Zoning Bylaw amendment requires a public hearing and recommendation by the Planning Board. The Planning Board shall notify the ZBRC Chair, Vice-Chair and recording secretary of the public hearing and include the ZBRC in the distribution of any relevant legal notices and documentation. The ZBRC shall report any ZBRC comments and recommendations of any proposed Zoning Bylaw amendments to the Planning Board prior to the closing of the public hearing.

2.8.1.4 The Town Administrator shall refer to the ZBRC all articles on any warrant for any session of Town Meeting proposing any changes, updates, amendments or deletions to the Burlington Zoning Bylaws as soon as the warrant closes. The ZBRC shall then consider: a.) the location for the proposed Bylaw within the Zoning Bylaws; b.) the appropriateness of the request with respect to the best interest(s) of Burlington residents; c.) the form, clarity and conciseness of the proposed Bylaw; and d.) all arguments, for and against, to the proposed Bylaw. The ZBRC shall make recommendations to Town Meeting based on these considerations.

2.8.2 Review and make recommendations, as appropriate, on all matters referred to the ZBRC.

2.8.3 Maintain a cooperative working relationship with all Town Boards, Committees or Commissions with respect to issues relevant to the Zoning Bylaws. or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn by proponent

ACTION: WITHDRAWN

**ARTICLE 16 RE: Amend General Bylaws
Prohibition on Marijuana
Establishments**

To see if the Town will vote to amend Article XIII (Public Safety) of the General Bylaws by adding a new Section 1.42, Prohibition on Marijuana Establishments, that would provide as follows, and to amend the Table of Contents to add said Section 1.42, Prohibition on Marijuana Establishments:

Section 1.42 – Prohibition on Marijuana Establishments

In accordance with Massachusetts General Laws Chapter 94G, Section 3(a)(2), all types of marijuana establishments, as defined in Massachusetts General Laws Chapter 94G, Section 1 and as may otherwise be defined by Massachusetts law, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, and any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Burlington. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time), nor shall it be construed to include registered marijuana dispensaries as defined by Article II, Section 2.18.2.1 of the Zoning Bylaw;

other types of licensed marijuana-related businesses, shall be prohibited within the Town of Burlington. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time), nor shall it be construed to include registered marijuana dispensaries as defined by Article II, Section 2.18.2.1 of the Zoning Bylaw;

or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review 3-0-0
Planning 6-0-0
Selectmen 5-0-0

ACTION: PASSED BY MAJORITY

**ARTICLE 17 RE: Amend Zoning Bylaws
Prohibition on Marijuana
Establishments**

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 10.8, Prohibition on Marijuana Establishments, that would provide as follows, and to amend the Table of Contents to add Section 10.8, Prohibition on Marijuana Establishments:

Section 10.8 – Prohibition on Marijuana Establishments

In accordance with Massachusetts General Laws Chapter 94G, Section 3(a)(2), all types of marijuana establishments, as defined in Massachusetts General Laws Chapter 94G, Section 1 and as may otherwise be defined by Massachusetts law, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, and any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Burlington. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time), nor shall it be construed to include registered marijuana dispensaries as defined by Article II, Section 2.18.2.1 of the Zoning Bylaw;

And further, to see if the Town will vote to amend Article IV "Use Regulations" of the Zoning Bylaw, by amending section 4.2.0 "Principal Use Regulation Schedule" by adding the following:

(table on next page)

4.2.0 Principal Use Regulation Schedule																
	Use Designation				District											
	INSTITUTIONAL AND RECREATIONAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.2.31	Marijuana Establishment (See Section 10.8)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

MAIN MOTION: As Printed in the Warrant

Recommendation: Planning 6-0-0

ACTION: PASSED 2/3s 75 For / 3 Against

**ARTICLE 18 RE:Proposed Rezoning From
IG and BG District To Planned
Development (PD) District (Wall
Street Planned Development
(PD) District)/15 Wall Street**

To see if the Town will vote to amend the Zoning Map to rezone the property located at 15 Wall Street (Map 48/Parcel 35) ("Premises") from the General Industrial (IG) and General Business (BG) Districts to the Wall Street Planned Development (PD) District. Said Premises to be rezoned is further described on the plan entitled "Proposed Modification of Wall Street PDD" dated August 23, 2017 prepared by Howard Stein Hudson; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to amend the Zoning Map to rezone the property located at 15 Wall Street (Map 48/Parcel 35) ("Premises") from the General Industrial (IG) and General Business (BG) Districts to the Wall Street Planned Development (PD) District. Said Premises to be rezoned is further described on the plan entitled "Proposed Modification of Wall Street PDD" dated August 23, 2017 prepared by Howard Stein Hudson

Recommendation: Land Use: 5-0-0;
Planning : 6-0-0

ACTION: PASSED BY 2/3s 75 For/3 Against

**ARTICLE 19 RE: Proposed Text Amendment
Wall Street Planned Development
(PD) District**

To see if the Town will vote to Amend the Wall Street Planned Development (PD) District Concept Plan, Zoning Provisions, Use Table and Special Conditions as originally adopted by Town Meeting on May 16, 2001, as follows:

Concept Plan: Shall be amended to include 15 Wall Street (Map 48/Parcel 35) as depicted on the enclosed plan entitled "Proposed Modification of Wall Street PDD" dated August 23, 2017 prepared by Howard Stein Hudson.

**Zoning Provisions, Use Table, Special
Conditions and Concept Plan amendments are
as annexed hereto and incorporated herein by
reference (See Warrant Article Backup
Materials for documents); or to act in any other
manner in relation thereto.**

MAIN MOTION: To see if the Town will vote to Amend the Wall Street Planned Development (PD) District Concept Plan, Zoning Provisions, Use Table and Special Conditions as originally adopted by Town Meeting on May 16, 2001, as follows:

Concept Plan: Shall be amended to include 15 Wall Street (Map 48/Parcel 35) as depicted on the enclosed plan entitled "Proposed Modification of Wall Street PDD" dated August 23, 2017 prepared by Howard Stein Hudson.

Zoning Provisions, Use Table, Special Conditions and Concept Plan amendments are as annexed hereto and incorporated herein by reference (See Warrant Article Backup Materials for documents attached on next page)

Recommendation: Land Use: 5-0-0;
Planning: 6-0-0

ACTION: PASSED BY 2/3s 70 For/ 4 Against

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:43 PM.

Respectfully Submitted

*A*my E. *W*arfield
Town Clerk

PDD document – Article 18 & 19 on following pages

TOWN OF BURLINGTON								
Final Election Tally Sheet							# Eligible Voters	16,465
April 8, 2017							Total Votes Cast	2,908
Election							Percent	17.66%
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL
TOTAL VOTES CAST	591	179	426	423	489	478	322	2,908
MODERATOR - 1 YR (1)								
Blanks	29	1	17	18	20	12	17	114
Sally Willard*	179	72	180	197	182	165	140	1,115
William C. Beyer	383	106	229	208	282	299	165	1,672
Write-ins	0	0	0	0	5	2	0	7
TOTAL	591	179	426	423	489	478	322	2,908
SELECTMEN - 3 YR (1)								
Blanks	18	1	13	19	10	8	6	75
Joan T. Kennedy-Constant	150	60	146	157	153	124	131	921
Virginia E. Mooney	40	11	33	50	33	30	19	216
Jim Tigges	383	107	234	196	290	316	166	1,692
Write-ins	0	0	0	1	3	0	0	4
TOTAL	591	179	426	423	489	478	322	2,908
ASSESSOR - 3 YR (1)								
Blanks	150	46	133	129	156	148	90	852
Louise Crocker*	439	133	293	292	328	329	232	2,046
Write-ins	2	0	0	2	5	1	0	10
TOTAL	591	179	426	423	489	478	322	2,908
SCHOOL COMMITTEE - 3 YR (2)								
Blanks	411	109	292	276	343	315	215	1,961
Stephen A. Nelson*	366	122	279	286	318	309	218	1,898
Kristin A. Russo*	401	127	279	281	310	331	210	1,939
Write-ins	4	0	2	3	7	1	1	18
TOTAL	1,182	358	852	846	978	956	644	5,816
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	1,111	342	792	783	906	905	608	5,447
Write-in Jane Calo	12	0	3	5	1	0	2	23
Write-in Virginia Churchill	0	0	1	3	12	0	0	16
Write-in Virginia Iler	1	0	1	0	0	4	0	6
Write-in Ann T. Way	9	9	12	21	34	14	12	111
Write-in Adam Woodbury	8	0	7	6	4	0	4	29
All other Write-ins	41	7	36	28	21	33	18	184
TOTAL	1,182	358	852	846	978	956	644	5,816
PLANNING BOARD - 5 YR (2)								
Blanks	463	111	322	301	390	382	216	2,185
John D. Kelly*	373	116	263	274	294	291	223	1,834
Barbara G. L'Heureux*	342	131	263	268	286	281	203	1,774
Write-ins	4	0	4	3	8	2	2	23
TOTAL	1,182	358	852	846	978	956	644	5,816
BOARD OF HEALTH - 3 YR (1)								
Blanks	192	57	147	147	168	162	107	980
Maribeth Welch*	395	122	278	276	315	315	213	1,914
Write-ins	4	0	1	0	6	1	2	14
TOTAL	591	179	426	423	489	478	322	2,908
HOUSING AUTHORITY - 5 YR (1)								
Blanks	211	53	150	148	175	172	107	1,016
Michael J. Austin*	378	126	275	275	310	302	213	1,879
Write-ins	2	0	1	0	4	4	2	13
TOTAL	591	179	426	423	489	478	322	2,908
RECREATION COMM. - 3 YR (1)								
Blanks	54	11	34	43	40	40	41	263
Kevin J. Sullivan*	425	142	304	261	356	348	211	2,047
Timothy William Burke	112	26	88	119	89	90	69	593
Write-ins	0	0	0	0	4	0	1	5
TOTAL	591	179	426	423	489	478	322	2,908
SHAWSHEEN TECH H.S. - 3 YR (1)								
Blanks	192	53	155	144	146	161	110	961
Robert J. Gallagher, Jr.*	398	126	270	279	338	317	212	1,940
Write-ins	1	0	1	0	5	0	0	7
TOTAL	591	179	426	423	489	478	322	2,908

	1	2	3	4	5	6	7	Total
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	1,050							1,050
Gary J. Gianino*	374							374
Nolan H. Glantz*	298							298
Michael Marchese, Jr*	325							325
Patrick A. Moreno*	316							316
Bruce A. Morey*	344							344
Joseph P. Calandrelli	251							251
Erica L. Monaco	286							286
Jennifer K. Scanlon	296							296
Write-ins	6							6
TOTAL	3,546							3,546
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks		437						437
Catherine E. Beyer*		127						127
Lisa B. Cline*		124						124
Nancy J. DeCarlucci*		122						122
Wendy E. Guthro*		128						128
Susan R. Harrigan*		126						126
Write-ins		10						10
TOTAL		1,074						1,074
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			792					792
James M. Frost*			238					238
Gary D. Mercier*			223					223
James Patterson*			245					245
Monte L. Pearson*			221					221
Daniel J. Raske*			241					241
Roger S. Riggs*			234					234
Daniel C. De Vazquez			118					118
James McNiff			111					111
Stevan Reilly			132					132
Write-ins			1					1
TOTAL			2,556					2,556
PRECINCT 3								
TOWN MEETING - 2YR (1)								
Blanks			138					138
Steven R. Morin			286					286
Write-ins			2					2
TOTAL			426					426
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				914				914
Karen Cooper*				245				245
Erin J. Ellis*				250				250
Louise S. Freeman*				229				229
Michael A. Proulx*				234				234
Steven L. Stamm*				222				222
Craig W. Callahan				236				236
Stephen John Worsham				205				205
Write-ins				3				3
TOTAL				2,538				2,538
PRECINCT 4								
TOWN MEETING - 2YR (1)								
Blanks				128				128
Christine Herter Warren				293				293
Write-ins				2				2
TOTAL				423				423
PRECINCT 4								
TOWN MEETING - 2YR (1)								
Blanks				127				127
Carolyn S. Little				294				294
Write-ins				2				2
TOTAL				423				423

PRECINCT 5							
TOWN MEETING - 3 YR (6)							
Blanks				1,065			1,065
Paul Girouard Jr*				337			337
Frank P. O'Brien*				302			302
Michele Prendergast*				304			304
David S. Tait*				317			317
Richard M. Wing*				299			299
Robert F. Bunker, II				283			283
Write-ins				27			27
TOTAL				2,934			2,934
	1	2	3	4	5	6	7
PRECINCT 5							Total
TOWN MEETING - 2 YR (1)							
Blanks				439			439
Write-ins - Own McHugh				7			7
Write-ins - Gerry Mills Jr.				20			20
Write-ins - Kent Moffett				7			7
All other Write-ins				16			16
TOTAL				489			489
PRECINCT 6							
TOWN MEETING - 3 YR (6)							
Blanks				959			959
John G. Cormier Sr*				285			285
John K. Iler*				272			272
Rose Manni*				284			284
Brian T Pupa*				273			273
Joanna L. Schlansky*				276			276
Michael C. Kelly				254			254
Michael C. Souza				262			262
Write-ins				3			3
TOTAL				2,868			2,868
PRECINCT 6							
TOWN MEETING - 2YR (1)							
Blanks				170			170
Anisha Shaikh				304			304
Write-ins				4			4
TOTAL				478			478
PRECINCT 6							
TOWN MEETING - 1YR (1)							
Blanks				185			185
Salvana Shakaib				288			288
Write-ins				5			5
TOTAL				478			478
PRECINCT 7							
TOWN MEETING - 3 YR (6)							
Blanks				604			604
Scott H. Martin*				196			196
Jonathan Sachs*				192			192
Tammy Lee Vallas*				192			192
David F. Webb*				187			187
Elizabeth Cushman Hughes				196			196
Kevin Keene				194			194
Joan T. Kennedy-Constant				169			169
Write-ins				2			2
TOTAL				1,932			1,932
PRECINCT 7							
TOWN MEETING - 2 YR (1)							
Blanks				105			105
Michelle M. Papagno				215			215
Write-ins				2			2
TOTAL				322			322
PRECINCT 7							
TOWN MEETING - 1 YR (1)							
Blanks				86			86
Nicolas Blasé				108			108
Cody A. Case				128			128
Write-ins				0			0
TOTAL				322			322

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered	
		Voters	%
Prec. 1 Elliot Chikofsky	591	2,621	22.5%
Prec. 2 Kevin McKelvey	179	1,745	10.3%
Prec. 3 Elaine Perachi	426	2,339	18.2%
Prec. 4 Patricia Stanford	423	2,196	19.3%
Prec. 5 Robert Callahan	489	2,540	19.2%
Prec. 6 James Shramek	478	2,498	19.1%
Prec. 7 Steve Wasserman	322	2,526	12.7%
	16,465		

The above figures includes 265 Absentee Ballots cast by precinct as follows: 1-46, 2-29, 3-30, 4-45, 5-52, 6-43, 7-20

of "Inactive Voters":

1,437

VOTER PROFILE:	AGE	TOTAL	% of those
			Voting
	18-30	2642	16.0%
	31-40	2309	14.0%
	41-50	2488	15.1%
	51-60	3302	20.1%
	61-70	2590	15.7%
	71-80	1747	10.6%
	80+over	1387	8.4%
	Total	16465	100.0%

WEATHER: Low 50s and sunny but with wind chill it was in the 40s

* Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC
Town Clerk

TOWN OF BURLINGTON

FINAL TALLY SHEET - Special Primary Election

June 27, 2017

Election

Eligible Voters

16,190

Total Votes Cast

938

Percent

5.8%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	153	71	146	137	138	154	117	916
	7	2	3	1	5	3	1	22
	0	0	0	0	0	0	0	0
TOTAL VOTES CAST	160	73	149	138	143	157	118	938
DEMOCRATIC PARTY								
Senator in General Court								
Blanks	0	0	0	0	0	0	0	0
Cindy F. Friedman	73	51	82	97	75	75	76	529
Sean Garballey	66	18	58	38	54	66	35	335
Mary Ann Stewart	14	2	6	2	9	13	6	52
Write-ins	0	0	0	0	0	0	0	0
TOTAL	153	71	146	137	138	154	117	916
REPUBLICAN PARTY								
Senator in Congress								
Blanks	0	0	1	0	3	1	0	5
Diane Dorrington - Write-In	1	0	1	0	0	0	1	3
Paul Girouard-Write-In	2	0	0	0	0	0	0	2
All Other Write-ins	4	2	1	1	2	2	0	12
TOTAL	7	2	3	1	5	3	1	22
LIBERTARIAN PARTY								
Senator in Congress								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered		% of Total Voting	
		Voters	%	DEM	REP
Prec. 1 Kevin McKelvey	160	2,607	6.1%		97.65%
Prec. 2 Kevin McKelvey	73	1,699	4.3%		
Prec. 3 Elaine Perachi	149	2,294	6.5%		2.35%
Prec. 4 Patricia Stanford	138	2,154	6.4%		
Prec. 5 Robert Callahan	143	2,509	5.7%		LIB
Prec. 6 James Shramek	157	2,469	6.4%		
Prec. 7 Steven Wasserman	118	2,458	4.8%		

The above figures include Absentee Ballots cast by precinct as follows: 1= 19; 2=10; 3=7; 4=17; 5=4; 6=6; 7=12

Total = 75

Weather: 70s with heavy showers in the PM

Attest:

Amy E. Warfield
Town Clerk

TOWN OF BURLINGTON

FINAL TALLY SHEET - Special State Election

July 25, 2017

Election

Eligible Voters

16,196

Total Votes Cast

638

Percent

3.9%

PRECINCT	1	2	3	4	5	6	7	TOTAL
TOTAL VOTES CAST	98	55	95	93	96	107	94	638
Senator in General Court								
Blanks	0	0	0	1	0	0	1	2
Cindy F. Friedman	88	51	79	75	85	88	87	553
Ian T. Jackson	5	4	14	16	9	18	5	71
Write-ins	5	0	2	1	2	1	1	12
TOTAL	98	55	95	93	96	107	94	638

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Registered

Wardens:	<u>Votes Cast</u>	<u>Voters</u>	<u>%</u>
Prec. 1 Elliot Chikofsky	98	2,607	3.8%
Prec. 2 Kevin McKelvey	55	1,696	3.2%
Prec. 3 Elaine Perachi	95	2,291	4.1%
Prec. 4 Patricia Stanford	93	2,156	4.3%
Prec. 5 Robert Callahan	96	2,506	3.8%
Prec. 6 James Shramek	107	2,469	4.3%
Prec. 7 Steven Wasserman	94	2,471	3.8%

The above figures include Absentee Ballots cast by precinct as follows: 1=10; 2=10; 3=5; 4=20; 5=16; 6=15; 7=14.

Total	90
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** contains UOC Absentees (5)

Weather: Was beautiful and in the 60s

Attested:
Amy E. Warfield
Town Clerk

