



# **BURLINGTON, MASSACHUSETTS ANNUAL REPORT**

**OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2019**



BURLINGTON, MASSACHUSETTS  
ANNUAL REPORT  
OF THE  
TOWN OFFICERS  
YEAR ENDING DECEMBER 2019



*BURLINGTON FIRE STATION 2 - COMPLETED IN 2019*

**Front Cover:**

*New Burlington Fire Station 2 - side view - picture provided by: Architect, Context Architecture –  
Photographer: Richard Mandelkorn*

**Back Cover:**

*Inside bay of new Burlington Fire Station - picture provided by: Architect, Context Architecture -  
Photographer: Richard Mandelkorn*

*New Burlington Fire Station 2 - front view - Photographer: Betty McDonough*

**Financial Reporting:**

*John Danizio, Town Accountant*

*Whitney Haskell, Budget Analyst*

*Powers & Sullivan, LLC, Certified Public Accountants*

**Government/Elections/Town Meeting and Town Clerk Reporting:** *Amy Warfield, Town Clerk*

**Compiled by:** *Betty McDonough*

**Printed by:** *Goodway Group, Burlington, MA*



# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2019

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

Burlington Website: [www.burlington.org](http://www.burlington.org)

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- Town Meeting Members
- January, May and September 2019 Town Meeting Minutes
- Town Election Results - April 6, 2019

## BURLINGTON ADMINISTRATION

- Animal Control Officer Gerald Mills
- Appraiser/Assistant Assessor James Doherty
- Archivist/Records Manager Daniel McCormack
- Board of Health Director Susan Lumenello
- Interim Building Inspector Andrew Ungerson
- Conservation Administrator John Keeley
- Council on Aging Director Margery McDonald
- Department of Public Works Director John Sanchez
- Environmental Engineer Christine Mathis
- Acting Chief/Emergency Management Director Michael Patterson
- Health Agent/Sanitarian Marlene Johnson
- Human Resources Director Joanne Faust
- 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
- MIS Manager Jose DeSousa
- Superintendent of Schools Dr. Eric Conti
- Town Accountant/Assistant Town Administrator John Danizio
- Town Administrator Paul F. Sagarino, Jr.
- Town Clerk Amy Warfield
- Town Counsel Mead, Talerman & Costa, LLC
- Labor Counsel Norris, Murray &Peloquin
- Town Engineer Thomas Hayes
- Town Treasurer / Tax Collector Brian Curtin
- Veteran Services Director / ADA Coordinator 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	<a href="mailto:accounting@burlington.org">accounting@burlington.org</a>
Assessors	781-270-1650	<a href="mailto:assessor@burlington.org">assessor@burlington.org</a>
BCAT	781-273-5922	<a href="mailto:bcat@bcattv.org">bcat@bcattv.org</a>
Burlington Public Transit	781-270-1965	<a href="mailto:Burlingtonpublictransit@burlington.org">Burlingtonpublictransit@burlington.org</a>
Board of Health	781-270-1955	<a href="mailto:boh@burlington.org">boh@burlington.org</a>
Building Department	781-270-1615	<a href="mailto:building@burlington.org">building@burlington.org</a>
Burlington Youth & Family Services	781-270-1961	<a href="mailto:byfs@burlington.org">byfs@burlington.org</a>
Conservation Commission	781-270-1655	<a href="mailto:conservation@burlington.org">conservation@burlington.org</a>
Council on Aging	781-270-1950	<a href="mailto:coa@burlington.org">coa@burlington.org</a>
Disability Access Commission	781-270-1749	<a href="mailto:dac@burlington.org">dac@burlington.org</a>
Economic Development	781-505-1186	
Fire Department	781-270-1925	<a href="mailto:fire@burlington.org">fire@burlington.org</a>
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	<a href="mailto:library@burlington.org">library@burlington.org</a>
Information Technology	781-270-6800	<a href="mailto:it@burlington.org">it@burlington.org</a>
Planning Board	781-270-1645	<a href="mailto:planning@burlington.org">planning@burlington.org</a>
Police Department	781-272-1212	<a href="mailto:police@bpd.org">police@bpd.org</a>
Emergency/and Communications for the Deaf	911	
Public Works	781-270-1670	<a href="mailto:dpw@burlington.org">dpw@burlington.org</a>
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	<a href="mailto:engineering@burlington.org">engineering@burlington.org</a>
Highway	781-270-1677	<a href="mailto:dpw-highway@burlington.org">dpw-highway@burlington.org</a>
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	<a href="mailto:recreation@burlington.org">recreation@burlington.org</a>
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	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	<a href="mailto:tax@burlington.org">tax@burlington.org</a>
Town Administrator	781-273-7600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Clerk	781-270-1660	<a href="mailto:clerk@burlington.org">clerk@burlington.org</a>
Treasurer	781-270-1623	<a href="mailto:treasurer@burlington.org">treasurer@burlington.org</a>
Veterans' Agent	781-270-1959	<a href="mailto:veterans@burlington.org">veterans@burlington.org</a>
Zoning Board of Appeals	781 505-1150	<a href="mailto:boa@burlington.org">boa@burlington.org</a>

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## 2019 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: 26,143
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY19- Residential: \$10.48; Commercial: \$27.42
- Elevation at Town Hall - 220 feet above sea level

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

## 2019 BURLINGTON REPRESENTATION

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<b>www.mass.gov</b> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Building Washington, DC 20510	<b>www.warren.senate.gov</b> 202-224-4543
	<b>Edward Markey</b> 218 Russell Senate Office Building Boston, MA 02203	<b>www.markey.senate.gov</b> 202-224-2742
<b>Congressman:</b>	<b>Seth Moulton</b> 1408 Longworth House Office Bldg. Washington, DC 20510	<b>http://moulton.house.gov/</b> 202-225-8020
<b>Governor's Councilor</b>	<b>Marilyn M. Petitto</b> State House, Room 184 Boston, MA 02133	<b>marilyn.p.devaney@gov.state.ma.us</b> 617-725-4015 x 3
<b>State Senator:</b>	<b>Cynthia Friedman</b> State House, Room 413-D Boston, MA 02133	<b>Cindy.Friedman@masenate.gov</b> 617-722-1432
<b>Representative:</b>	<b>Kenneth Gordon</b> State House, Room 146 Boston, MA 02133	<b>ken.gordon@mahouse.gov</b> 617-722-2575

**TOWN HALL EMPLOYEE RETIREMENTS AND MILESTONES****2019 RETIREMENTS**

		<u>DATE RETIRED</u>
John Clancy, Building	Inspector of Buildings	February 8, 2019
June Connolly, Police	Dispatcher	February 28, 2019
Michael DeBye, Police	Sergeant	May 1, 2019
Arlene DeFillippo, DPW	Administrative Asst	May 31, 2019
Ed Mackey, Police	Patrol Officer	July 5, 2019
Carol Johnson, Library	Library Assistant	July 7, 2019
Steve Yetman, Fire	Chief	July 31, 2019
Charles Ferguson, Police	Patrol Officer	August 16, 2019
Lisa Runyan, Treas/Tax	Administrative Asst	October 10, 2019
Chuck Woods, DPW	Water/Sewer	October 11, 2019

**5 YEARS OF SERVICE**

Joseph Bongiorno, IT  
 Justin Dekow, Fire  
 Brendan Egan, Recreation  
 Sinan Emrem, DPW

Eileen Ferren, Fire  
 Matthew Ganley, Recreation  
 James Gavula, Jr. DPW  
 Christopher Lavoie, DPW

Michael Murphy, DPW  
 Jessica Reedy, Y&FS  
 Michelle Vella, COA

**10 YEARS OF SERVICE**

Craig Callahan, Fire

Brian Cullinan, Recreation

**15 YEARS OF SERVICE**

Peter Abaskharoun, Police  
 Thomas Carlson, Police

Matthew Creamer, Police  
 Timothy Mazzone, DPW Eng

Patricia Robichaud, DPW  
 Melinda Sullivan, Recreation

**20 YEARS OF SERVICE**

Terri Clement, Treasury  
 James Hapenney, Fire  
 Timothy Hovasse, Fire  
 Michelle Maguire, Accounting

Russell Makiej, DPW  
 Paula McMahon, Treasury  
 Michael Minichiello, Police  
 Nicole Noorigian, DPW

Stephen Papagno, Police  
 Joseph Papseder, Police  
 Kevin Pollicelli, Fire  
 Lyn Reynolds, Police

**25 YEARS OF SERVICE**

Geraldine Gaffey, Library  
 Kevin Keene, DPW

Christine Shruhan, Y&FS

William Soda, Police

**30 YEARS OF SERVICE**

Elaine Carpenter, Fire  
 Clifford Comeau, Fire  
 Cara Enos, Library  
 Gail Fay, Police

Thomas Fournier, Police  
 Robert Kirchner, Police  
 Gerry Mills, Police  
 Robert Paul, Fire

Michael Runyan, Fire  
 Bernard Schipelliti, Police  
 Fred Williams, Fire  
 Charles Woods, DPW



*Chuck Woods, DPW*

*Retiring After 30 Years of Service to the Town of Burlington*

*Photo: J. Faust*

# IN MEMORIAM

Notification received for following employees, board and committee members and volunteers who passed away during 2019

NAME	DATE OF DEATH	POSITION HELD
<b>Norman Biggart</b>	May 20, 2019	Burlington Historical Commission and Burlington Cable Access TV
<b>Elizabeth Bishop</b>	February 10, 2019	School Cafeteria - Retired
<b>Marion Braley-Freeman</b>	June 19, 2019	Conservation Commission & Water Commission Secretary
<b>Olive Bruce</b>	August 29, 2019	School Librarian - Retired
<b>Kenneth Buffum</b>	March 28, 2019	Shawsheen School Committee - 52 Years
<b>Eugene Cataldo, Jr.</b>	March 3, 2019	Teacher - Retired
<b>Thomas Chaplin</b>	December 17, 2019	Firefighter - Retired
<b>Kathleen Cool</b>	April 23, 2019	Town Meeting Member
<b>Herbert Crawford</b>	May 16, 2019	Fire Chief - Retired
<b>Donald Drouin</b>	March 2019	Shawsheen School Committee - 17 Years
<b>Herman Dunseith</b>	January 16, 2019	School Department - Retired
<b>Doris Floyd</b>	January 10, 2019	Tax Clerk - Retired
<b>Barbara Follansbee</b>	May 18, 2019	School Cafeteria - Retired
<b>Richard Garibotto</b>	April 29, 2019	Teacher - Retired
<b>Jacqueline Ann Gengo</b>	December 30, 2019	Member Burl Historical Society & Council on Aging
<b>Florence Gravina</b>	August 17, 2019	Volunteer-Citations Drum & Bugle Corps, Volunteer BCAT
<b>Paul Groulx</b>	October 2, 2019	Board of Health Burlington Volunteer Reserve Corps
<b>John Harbour</b>	January 3, 2019	School Custodian - Retired
<b>Margaret Harding</b>	May 28, 2019	Burlington Special Education Teacher
<b>Nancy Hofferty</b>	March 23, 2019	Town Meeting Member
<b>Carl Humphreys</b>	June 8, 2019	Burl Baseball/Softball Assoc & Coach/Hockey/Skating Director
<b>Alan McCarthy</b>	November 18, 2019	Pop Warner Football Coach; Library Trustee; Historical Society
<b>Florence Murray</b>	December 12, 2019	Head Traffic Supervisor
<b>George Murray</b>	January 24, 2019	Burlington Pop Warner Football Director; Board of Appeals
<b>Gerald Patrick</b>	September 20, 2019	Quarter Century School Sports Volunteer
<b>Richard Reid</b>	June 8, 2019	Superintendent of Building & Cemetery - Employee
<b>Lawrence Rice</b>	June 7, 2019	Deputy Fire Chief & Acting Fire Chief - Retired
<b>James Rogers</b>	December 3, 2019	Pop Warner Co-Founder & Past President; Jacyees Civic Organ
<b>George Royal</b>	October 29, 2019	Teacher - Retired
<b>Margaret Ryan</b>	April 10, 2019	Teacher - Retired
<b>Marie Seminatore</b>	December 2, 2019	Teacher & School Librarian - Retired
<b>Lorraine Sheehan</b>	March 14, 2019	Selectmen's Office Clerk
<b>Florence Sotiros</b>	June 12, 2019	Burlington Garden Club
<b>Robert Terpstra</b>	May 11, 2019	Town Meeting Member
<b>Bernard Vient</b>	August 17, 2019	Volunteer Burlington Historical Society



**Retired Fire Chief Herb Crawford 1923-2019**

*1947 Burlington Volunteer Fire Department*

*1953 Full time fire fighter in Burlington*

*1955 to 1985 served as Burlington's Fire Chief*

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## BOARD OF SELECTMEN AND TOWN ADMINISTRATOR

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### **BOARD OF SELECTMEN**

*Back row (l to r) Nicholas Priest; Robert Hogan*

*Front row (l to r) Michael Runyan; Joseph Morandi, Chairman; James Tigges, Vice-Chairman*

*Photo: L. Warfield*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John D. Petrin, Town Administrator through February 2019*

*Paul F. Sagarino, Jr., Town Administrator*

*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 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.

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## 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.

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.

### 2019 HIGHLIGHTS

- The Annual Town Election in April brought change to the Board of Selectmen as Nicholas C. Priest topped a three candidate contest for two available seats. Incumbent Selectman Robert C. Hogan edged out incumbent Christopher Hartling for the second seat to win his fourth term on the Board. Thank you to Selectmen Hartling for his many years of service to the Town as a member of the Board of Selectmen, Ways & Means Committee, Town Meeting, and Council on Aging Board of Directors.
- Upon its annual reorganization, the Board elected Joseph Morandi as Chair and James Tigges as Vice-Chair.



- During 2019, we said goodbye and wished a happy retirement to several dedicated, long term, leaders on the Town's professional staff. First and foremost on that list, our Town Administrator John D. Petrin retired after a distinguished forty year career in local government, the last seven of which were spent here in Burlington. John had many great accomplishments during his tenure but a few which stand out are the decision to pursue Paramedic Service (ALS) at Burlington Fire, the renovation of the Human Services building, the initiative to bring Life Science giant Millipore Sigma to Town, and of course the new Fire Station 2 which opened this past summer and will provide enhanced service capabilities on the west side of town.
- In February, the Town's long time Inspector of Buildings, John Clancy retired after 32 years at the helm of the department. Mr. Clancy was involved in every major project in Town over this time period and did so with great dedication and expertise. Andrew Ungerson, the Town's Senior Building Inspector for over 30 years will fill the position as Interim Inspector of Buildings during the transition period. Last but not least, Fire Chief Steven Yetman retired in August after a distinguished 42 year career as a firefighter, the last 9 of which were spent leading the department. Chief Yetman spearheaded the department's move toward Paramedic Service

(ALS) and led the charge for the funding and ultimately the construction of the new Fire Station 2 on the west side of Town. Assistant Chief Michael Patterson was named Interim replacement in August and officially appointed as Chief in December. We thank all three for their many accomplishments and wish them well in their retirement.



*Back row (l to r) LT Mark Saia, FF Sean Killillea, LT Steve McLean, FF Alex Preece, FF Dave Angelo, FF Mike Fontannay, LT John Walthall, FF Gerry Hanafin, FF Sean Connors, FF Cliff Comeau, Assistant Fire Chief Mike Patterson, FF Jeff Boucher, Chief Steve Yetman, Justin Dekow (EVT), FF Ed McLean, FF Nick Menkello, FF Jason Hughes, FF Peter McAnespie, FF Connor Grenier. Kneeling front row (l to r) Capt. Kevin Browne, LT John Skinner, FF Connor MacLean, FF Greg Ouellet*

- The Board of Selectmen and Town Administration would like to express our sincere appreciation for the contributions of all of our committed volunteers, elected and appointed officials, and most of all our dedicated town and school employees. Without your remarkable commitment and devotion to the Town and serving our residents, the Town of Burlington would not be the extraordinary community that we know today.
- In 2019 the Town also took a significant step forward in defining its own economic future with the creation of the position of Economic Development Director at May Town Meeting. This endeavor will allow us to take a proactive approach to attract the type of businesses that will allow us to maintain our position as the center of commerce on Route 128. The competition to attract and retain great businesses has become fierce and our neighbors are increasingly trading on the amenity rich environment that Burlington has created to attract companies right over our borders. A search committee was convened in the fall and after a rigorous process a candidate was selected. In December, we welcomed Melisa Tintocalis who has extensive experience in the field of economic development in Lexington and Somerville as the Town's first Economic Development Director. We look forward to the positive impacts that this new position will bring in the future.



*Melisa Tintocalis, Economic Development Director*

- The Town of Burlington performed admirably when it comes to financial stability, and will continue to employ a conservative methodology in managing its budgeting and tax levy. The commercial base that the Town enjoys has afforded it the opportunity to be fiscally conservative while maintaining a high level of service and 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. The overall growth in the budget was 4.33% while the tax levy increased at 5%. The increase to the average single-family tax bill was 3.8%. The

Town of Burlington increased its unused taxing capacity to \$11.5 million in 2019 and currently has a Stabilization Fund of \$8.8 million with an additional Other Postemployment Benefits Fund of \$8.2 million. Free Cash was certified at over \$13 million for June 30, 2019 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. Thank you to our finance team for its guidance and oversight of our financial condition.

- August 2019 brought the opening of the Town's beautiful new Fire Station 2 on Terrace Hall Avenue. The project was many years in the making and this \$8.7M investment will serve the community well into the future. The department's current call volume is evenly split between Fire Station 2 and Fire Headquarters. Fire Station 2 was designed to accommodate future flexibility and will allow the repositioning of Fire personnel and equipment from Fire Headquarters to Station 2 as the Town's Public Safety needs evolve moving forward. We are very thankful for the support we received from the community to make this important project a reality.
- During 2019 the Town took major steps forward in an effort to attract a larger share of the State's booming Life Science Industry. A well attended community forum was held and in January, Town Meeting overwhelmingly supported changes to the zoning bylaws that would make the community more attractive to companies involved in labs and research. In November, these efforts were rewarded as the Town received a Platinum designation from MassBio which signifies that the Town has all the elements in place to accept life science business to Town. Some of the criteria identified were streamlined permitting, robust water and sewer infrastructure, zoning which allows biotech uses by right, and buildings currently available for biotech labs and manufacturing. We look forward to the next steps in the Town's initiative to become a center for biotech and life sciences. We would like to acknowledge the extraordinary efforts of the Town's Planning Director Kristin Kassner in spearheading our work in this area.
- The Town received a couple of notable awards. For the fourth year in a row, the Town received the prestigious Certificate of Achievement for Excellence in Financial Reporting Program (CAFR) Award from the Government Finance Officers Association (GFOA). The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. We take our obligation to provide comprehensive financial information to the public seriously and this award represents confirmation of all the great work being done by our finance professionals. In addition, for the third year in a row, the Town received an award for our Annual Town Report from the Massachusetts Municipal Association (MMA). This award program considers the following criteria; layout and design, quantity and depth of information, organization, originality, and overall usefulness of the report to residents. We are very proud of the work done by our departments to produce an outstanding Annual Report and would like to acknowledge the extraordinary efforts of Betty McDonough, the Selectmen's Office Manager, in putting it all together.

## **CHANGES**

- In January, the Town joined a growing number of communities within the state to ban the use of single use plastic bags in our retail establishments. This initiative was put forth by two young men from our community, Stavan Shah and Richard Vittum. These two gentlemen showed great perseverance in bringing this by-law back to Town Meeting after a previous attempt was tabled and questions were raised. It was great to see some of our younger citizens participate in our government

in such a meaningful way! I would also like to credit our amazing business community for their cooperation in implementing the ban. Considering the great size of Burlington's retail community, the complaints received for non-compliance were few and far between.

- The Fall of 2019 brought another year of water restrictions within the community. Given the limited capacity of the Vinebrook Treatment Plant due to three wells being offline because of 1,4 dioxane levels, the Town has to access an emergency water supply from the Town of Lexington in order to complete our regular maintenance on the Mill Pond Treatment Plant. The Department of Environmental Protection requires that prior to opening up the Town's emergency connection that a full outdoor watering ban be declared. The Town makes every effort to minimize the disruption to our customers by scheduling maintenance of plants during the months where outdoor water use is the least. Town Meeting has already overwhelmingly supported Burlington's plan to become a member of MWRA to provide certainty and redundancy to our water system, however the environmental process is lengthy. The Town continues to move forward with the MWRA plan to alleviate annual water bans in the future.
- Small Cellular Technology for 5G networks became a hot topic in Town in 2019. The new technology requires smaller equipment and antennas with the downside being a smaller coverage range which could result in many installations less than 200 feet apart. Considering the number of carriers potentially involved, there was a real concern about the aesthetics and possible safety issues of having so many installations across Town. In addition, the FCC made a strict ruling that limited local governments ability to regulate the installation of this new technology. A committee was formed consisting of staff and citizens to develop a strategy to manage potential small cell applications. Design guidelines were developed to make the installations as aesthetically pleasing as possible and updates to the general and zoning bylaws were proposed and passed by Town Meeting. In addition, Town Meeting approved funding for a Radio Frequency (RF) engineer which is essential to properly vetting any future applications. Time will tell as to whether these measures will provide Burlington some level of protection and control over the implementation of this new technology. Our residents and businesses will likely demand access to 5G service in the future. These actions were undertaken by the Town to hopefully ensure a rollout that is safe to our residents and doesn't negatively impact the beauty of our community. Special thanks to Selectman James Tigges and Planning Director Kristin Kassner for their efforts in leading this initiative.
- April's Town election also brought change to the Town's financial offices as the voters affirmed Article 5 of the September 2018 Town Meeting which changed the position of Treasurer/Collector from an elected position to an appointed one. Our current elected Treasurer/Collector, Brian Curtin has served the Town for over 40 years in this capacity. In August, Brian announced to the Board of Selectmen that he would be retiring on June 30, 2020. We thank Brian for his many years of dedicated service to the Town and wish him well in all of his future endeavors.

## GOALS

- In May of 2019, Town Meeting approved the second phase of funding for a replacement facility for Public Works and Recreation Maintenance. The project consists of two phases on two sites on Great Meadow Road, one of which houses the existing Highway facility and the other on land purchased by the Town several years ago that was formerly the site of Clark & Reid moving company. Town Meeting supported the funding of phase two a year earlier than originally proposed in order to take advantage of the economies of scale created by bidding the two phases together. This project begins in earnest in Spring of 2020 and we look forward to providing state of the art facilities for our valued employees to utilize in providing outstanding services to our citizens.



*Breaking Ground at site of the DPW/Recreation facility on Geat Meadow Road  
Recreation Commissioners Kevin Sullivan, Kevin Sheehan, David Norden  
Selectman Chair Joe Morandi, Town Administrator Paul Sagarino, Selectman Bob Hogan  
Building Committee Member Doug Davison, and Selectman Mike Runyan*

*Photo: T Keene*

- It is anticipated that the upcoming year will also mark the start of the construction of a water connection to the Town of Lexington on Adams Street that will allow the Town to access up to one million gallons of MWRA water a day as an additional water supply for the Town's water system. Substantial work has already been completed to date in navigating the regulatory and environmental permitting process involved in becoming an MWRA member. This connection will stabilize our water system and allow us to replace the one million gallons a day we lost when we shut down three wells at the Vine Brook Treatment Plant and hopefully eliminate the necessity for future water bans. Phase two of this project requires that we build a water transmission line directly to an existing MWRA line on the Arlington/Lexington line. This pipe will be sized to handle all of the Town's water needs into the future and will provide redundancy to our water supply system.
- Another long standing plan that we anticipate will finally come to fruition in the upcoming year is the Fire Department's transition from a BLS Ambulance service (EMT) to an ALS Ambulance service (Paramedic). Through the extraordinary efforts of Assistant Town Administrator John Danizio and the Executive Board of the Burlington Professional Firefighters Union, we were able to finally work out the contractual complexities incumbent in such an initiative. The next steps for the department are to be approved for a license from the Commonwealth of Massachusetts to provide this service and to hire enough Paramedic Firefighters to properly staff each shift. If all goes well we anticipate implementing this service in late winter or early spring of 2020.



*Staff to Selectmen and Town Administrator:  
Sandra Madigan, Jean Gallant, Betty McDonough*

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## HUMAN RESOURCES

**ADMINISTRATION AND PROFESSIONAL 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](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, <https://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](mailto:hr@burlington.org).

**2019 HIGHLIGHTS**

During 2019 the Human Resources office was involved in the hiring for 20 Town positions. In total, we received applications from 703 candidates for these open positions, 108 of which were Burlington residents. From our pool of applicants, we conducted interviews 81 candidates. Of those interviewed 19 were Burlington residents, and on 9 occasions we hired either a current or former Burlington resident (early 50% of the time). In addition am extremely pleased to report that 8 Burlington employees were promoted during 2019.



This past year marked another transition in the position of Town Administrator. After 6 years in Burlington, John Petrin transferred the lead role to Paul Sagarino who had previously served in the capacity of Assistant Town Administrator, in addition to his role as Town Accountant. With 14 years of service in Burlington, Mr. Sagarino has been familiar to many employees and residents, which made for a smooth transition, and he has acclimated very well to his new role. We look forward to many years to come under Mr. Sagarino's leadership!

One very important responsibility of the Human Resources Department is to participate in a strategic team, which includes members from each union, to regularly review our health insurance claims data and make recommendations regarding any options that may be available to manage our insurance costs. This year we put all of our health insurance plans out to bid, with the goal of ensuring that we are receiving the best return on our healthcare investment. The result of this exercise was to bring on an additional health insurance offering, at a lower cost for employees and the Town's budget, which includes a Health Savings Account (HSA). While HSAs have become more and more common, they are not as well represented within municipalities. It is due to the diligence of the Town's

**TOWN OF BURLINGTON, MASSACHUSETTS**

health insurance team that our health insurance plans are structured to encourage employees to make cost-effective healthcare decisions, while at the same time receiving a high level of service. This team has been instrumental in bringing in programs to manage the high claims costs of diabetes, as well as reduce prescription drug costs by obtaining mail order medications from outside of the United States. Together this team will continue to evaluate methods to structure our health insurance offerings to maintain the level of coverage that our employees deserve, while taking advantage of programs and methods to keep both claims costs and administrative costs at a minimum.

The Human Resources Department continued its focus on personal and professional development initiatives for all Town and School employees during 2019. We brought in experts to lead on-site workshops on many topics such as healthy eating, stress and resiliency, as well as holding an outdoor stretching workshop on a beautiful fall afternoon. We educated employees on their healthcare choices



*Employees attending the 2019 Wellness Fair*

and how their decisions can save money for themselves and the overall membership in our health plans. We again provided a series of flu shot clinics for all employees. Our popular annual Wellness Fair continues to bring in more employees each year. Over 150 employees attended to experience the offerings of over 35 wellness providers and participate in health screening and activities, including on-site comprehensive eye exams. All in attendance received information on numerous health-related topics.

## FUTURE GOALS

During 2020 we will continue to encourage personal and professional development for all employees, including educating our employees on overall well-being. We will also continue our work with the health insurance strategic team to ensure that our health insurance dollars are spent in a manner that keeps our claims costs at a minimum. We will also work to develop processes to recruit and retain employees at all levels, keeping an eye on the new MA Minimum Wage requirements and the MA Equal Pay Act.



*Employees taking part in a stretching workshop on a beautiful fall day*

## 2019 STATISTICAL DATA

### Hiring Summary

<b>18 Positions Filled</b>	<b>Total Candidates</b>	<b>Candidates Interviewed</b>	<b>Hired Burlington Resident</b>	<b>Hired Past/Present Burlington employee</b>
			9	6
Burlington Residents (total):	108	19		
Burlington Residents (%):	15%	23%		

*Average time to fill positions in 2019 was 66 days*

### Burlington employees who were promoted during 2019:

<b>Employee Name</b>	<b>Former Position</b>	<b>Promoted To</b>
Michael Patterson	Asst. Fire Chief	Fire Chief
Elizabeth Bonventre	Assistant Planner	Senior Planner
Anthony DeSimone	Substitute Custodian	Special Motor Equip Operator/Laborer
Aaron Chase	Water/Sewer Maintenance Craftsman	Working Foreman, Water & Sewer
Matthew Davis	Working Foreman, Water & Sewer	Lead Foreman, Water & Sewer
Nicole Noorigian	Building Maintenance Craftsman	Lead Foreman, Buildings & Cemeteries
Donald McNeil	Water Systems Mainten. Craftsman	Building Maintenance Craftsman
Frank Anderson	Lead Foreman, Bldngs & Cemeteries	Superintendent, Buildings & Cemeteries

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## MANAGEMENT INFORMATION SYSTEMS



*Back (l to r) Jose DeSousa, Linda Bellavia, James Round  
Front (l to r) Casey Silva, Joseph Bongiorno*

### **ADMINISTRATION AND DEPARTMENT STAFF**

<i>Jose DeSousa,</i>	<i>Manager</i>
<i>Joseph Bongiorno,</i>	<i>Critical Systems &amp; Applications Administrator</i>
<i>James Round,</i>	<i>Application &amp; Systems Administrator</i>
<i>Linda Bellavia,</i>	<i>Network Repair Technician</i>
<i>Casey Silva</i>	<i>Network Repair Technician</i>

### **PURPOSE**

The MIS department's main goal is focused on assuring that the technology needs of town departments are being met to their satisfaction.

The types of technologies we support ranges from end user's workstations, displays, printers, telephones & mobile devices to department specific software to enterprise-wide applications, including both on premise and cloud based solutions. All of these technologies rely heavily on having a robust & secure network infrastructure also maintained by the MIS team. This infrastructure consists of fiber cabling connecting four dozen locations throughout town as well the entire premise cabling which connects the endpoints within each of these 48 locations. Along with fiber & copper cabling, our infrastructure includes numerous network hardware, wireless access points, video surveillance cameras, firewalls, uninterruptible power suppliers, servers and storage arrays distributed throughout all town and school facilities.

## **HIGHLIGHTS**

During the past year, we installed the following technologies at the recently constructed Fire Station 2; computers, printers, wired and wireless network, video surveillance and VoIP telephony, to assure a successful transition. Our department deployed new video surveillance cameras at the Main Fire Station, Town Hall and Human Services facilities into a converged network video recording system. Together with the Town Clerk, building and planning departments, implemented an all-in-one citizen service platform for permitting, licensing, inspections and enforcement. In association with BYFS and the DPW, we established a scalable critical incident notification system to alert employees in the event of an emergency. As part of our refresh cycle, we continually replace aging equipment to stay consistent with our update policy. We also have numerous physical & virtual servers that are maintained and refreshed annually on a rotating cycle. When possible, we convert physical servers into virtual servers to increase efficiency.

## **FUTURE GOALS**

FY2021 will be the initial year of a new network infrastructure capital replacement cycle. During this period we will replace end of life network equipment with current technology and renew support contracts.

Cybersecurity is a major priority for all organizations. In order to supplement and enhance our current strategy, we intend on procuring an enterprise-wide security solution. This model is a multi-layered integrated network threat intelligence solution to strengthen our cybersecurity protection.

We will also be assisting the DPW in assuring their technology needs are met, during construction of the new DPW/Recreation facilities.

## TOWN COUNSEL



*Town Counsel*  
*Lisa L. Mead, Mead, Talerman & Costa, LLC*

Mead, Talerman & Costa, LLC is fortunate to be completing its first year with the Town as Town Counsel. We have had a productive year meeting with Town officials, assisting with a variety of pressing issue and becoming familiar with various aspects of Town government.

Our work has focused on providing support and advise to the Board of Selectmen, assisting in various land use matters, advising the Board of Health and Parks and Recreation Department on regulatory and operational issues, reviewing and negotiating contracts and working with the Assessor's in Appellate Tax Board matters, among other ongoing matters. Importantly, keeping in mind the goal of the Board of Selectmen, we have worked to reduce and/or resolve litigation in an efficient and beneficial manner to the Town.

Currently the Town is a defendant in one outstanding piece of litigation under our direction and the plaintiff in another. We continue to provide support and advice to the Town Administrator and aim to deliver our services in an effective and efficient manner. Our firm prides itself on responsiveness and being proactive. To that end, we have regular office hours in order to address matters before they become costly and expensive for the Town.

## ASSESSORS

### **BOARD OF ASSESSORS**

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

### **ADMINISTRATION & PROFESSIONAL STAFF**

*James Doherty, Town Appraiser/Assistant Assessor  
Maureen Nicoloro; Debra Smoske; Maria Lombardo  
James Hall, Data Collector*

### **WEBSITE**

[http://www.burlington.org/town\\_government/assessors.php](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, 2019. 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, NRRAO 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 ten 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. Jim Hall, the Town's new in-house data collector, 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 273 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.

## TOWN OF BURLINGTON, MASSACHUSETTS

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During the first two weeks of January over 1,222 Forms of List were mailed to businesses and are due back to the office on March 1<sup>st</sup>. Also, approximately 428 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.

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 27,772 excise tax bills mailed, almost 1,125 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.cambridgedeeds.com](http://www.cambridgedeeds.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2019 the Assessors' Office processed over 113 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$4,325 in fees from abutter lists. The money received is deposited back into the Town's General Fund.

The past year was focused on updating all taxable property, effective January 1, 2019, in accordance with state law. This resulted in a Fiscal Year 2020 tax roll for the Town of Burlington of 8,017 taxable real property accounts and 1,224 personal property accounts.

The total assessed value of all taxable property was \$7,446,176,138 with a tax levy of \$117,292,075. The Selectmen voted to continue dual tax rates which resulted in a \$9.64 residential and a \$25.54 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, GIS mapping data, 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, James Hall, and James Doherty for their continued service.

**TOWN CLERK'S DEPARTMENT****ADMINISTRATION AND DEPARTMENT STAFF***Amy Warfield, Town Clerk**Daniel McCormack, Archivist/Record Manager**Linda McNeill Assistant Town Clerk**Kirsten Midgley, Department Assistant**Kaitlyn O'Shea, Department Assistant***WEBSITE**[www.burlington.org](http://www.burlington.org)

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.

**2019 HIGHLIGHTS**

- Elections: Our annual Town Election in April which had turnout of 16.14% which was a 3% increase over last year's turnout.
- Completion of the 2019 Census with 90% of Households responding
- Celebrated the 220<sup>th</sup> Birthday for the Town of Burlington, on February 28, 2019.



*Amy Warfield, Town Clerk; John Petrin, Town Administrator; State Representative Ken Gordon*

- Processed and managing dogs licenses for the year for a total registered dogs of 2464.
- Issued 102 new “Doing Business As” (DBA) certificates, and managing renewals and changes for almost 1100 small businesses in town.
- Successfully ran 2 Shred days for town residents to be able to bring and have destructed their unwanted paper records.
- Processed and managed 102 applications, decisions and files from Applicants, Planning Department and Board of Appeals
- Provided oversite for Public Record requests made by the public to the town. Handled over 300 requests under the FOIA regulations, working with other Departments such as Schools, Board of Health, Fire and Police.

- Revenue generated for the year was \$161,240, including 1001 online transactions via the web resulting in over \$37,000 of revenue. This is revenue turned over to the Town Treasurer and added to the general fund.
- Provided management and oversight 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 2020

Moving into the future we will continue to be improving the workflows of the office. One major area was the electronic permitting and workflow of documents from development departments for working with the Planning, Building and Board of Appeals. 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. The second phase of this project will begin this year with the scanning in of past paper variances and cataloging them into the electronic system. This process has been greatly streamlined with an electronic document workflow.

Another issue on the horizon for next year will be the new Town Website. This will be a cross departmental implementation working with all the department to update the look and feel of the website to make it more current and have better features for mobile device access and use.

A third area that we will be concentrating on in 2020 will be elections. With 4 elections, Presidential Primary, Town Annual, State Primary and Presidential Election for the office to work on, it will be a busy year. We are anticipating at least two of the elections, the Presidentials, will have Early Voting in conjunction with them.

Finally I'd like to thank my staff, Linda McNeill, Kirsten Midgley, Kaitlyn O'Shea 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!

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.

Submitted by, Amy E. Warfield, Town Clerk

*Shredding Truck*



**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.

This data is as of December 31, 2019:

	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
2019	280	126	1043	206



*Burlington Town Common  
Dedication to Those Lost in 9-11  
Photo: A. Warfield*

**TOWN OF BURLINGTON, MASSACHUSETTS**

**VOTER STATISTICS THROUGH 2019**

<b><u>TOWN ELECTION</u></b>	<b>Prec.1</b>	<b>Prec.2</b>	<b>Prec.3</b>	<b>Prec.4</b>	<b>Prec.5</b>	<b>Prec.6</b>	<b>Prec.7#</b>	<b>Total</b>	<b>%</b>
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%
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%
2018	399	181	244	285	262	357	249	2144	14%
2019	494	218	428	337	446	462	318	2703	16%

**STATE PRIMARIES**

Sept 2010	305	228	337	261	313	262	---	1706	11%
Sept 2012	353	162	288	267	332	288	222	1,912	13%
** April 2013	446	243	439	400	436	384	313	2,661	17%
***June 2017	160	73	149	138	143	157	118	938	6%
Sept 2018	438	274	471	371	456	441	463	2914	

**STATE/PRESIDENTIAL ELECTIONS**

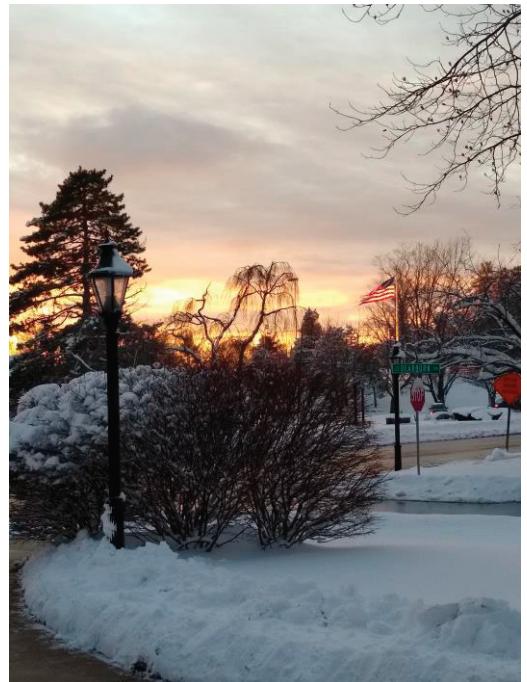
** Jan 2010	1748	1319	1763	1267	1683	1581	---	9361	61%
Nov 2010	1730	1379	1815	1303	1663	1585	---	9475	63%
* Nov 2012	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%
** June 2013	817	435	734	648	731	703	553	4621	30%
Nov 2014	1619	865	1403	1227	1518	1431	1271	9334	61%
* Nov 2016	2327	1493	2025	1830	2228	2175	2141	14219	86%
*** July 2017	98	55	95	93	96	107	94	638	4%
Nov 2018	1858	1154	1635	1514	1854	1754	1723	11492	

#7<sup>th</sup> Pct. added in 2012

\*Presidential Election

\*\*Special US Senate Elections

\*\*\*Special State Senate Elections



*Sunset view from a path from the  
Main Town Hall, Burlington  
Photo: A. Warfield*

## ARCHIVES

*Daniel McCormack, CA, Archivist/Records Manager*

### WEBSITE

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

### MISSION AND LEGAL FOUNDATION

The purpose of the archives and records management program is to preserve and protect the town's history and to enable the town to fulfill its legal records management responsibilities. The archives organizes, preserves and provides easy access to records in a variety of media; administers information resources; transfers inactive and permanent records to the Archives; and disposes of obsolete records that do not have long-term value (Town of Burlington General Bylaw 7.1)

The Town of Burlington Archives is a division of the Town Clerk's office. We report directly to both the Clerk and to the Town Administrator. We occupy space in the basement of Town Hall, where our facilities include office space, a storage area for inactive records, and a vault housing sensitive and historical documents.

### 2019 HIGHLIGHTS

As a back office operation, the Archives department provides support to all municipal departments and to the public at large. We hold the records of municipal departments and assist with research, document storage, and reformatting. The Archives provided service in a number of key areas for projects undertaken to make municipal government more efficient.

- We prepared records of the Board of Appeals and the Planning Board for future inclusion in the Viewpoint electronic permitting system. We utilized the services of volunteers and oversaw workflows with consideration given to regulatory and records management requirements.
- With the assistance of the Town Clerk, Town Administrator and Planning staff, we significantly reduced the backlog of legal case files held by the Archives following the transition of municipal consul services in 2017.
- The Archivist served as a member of the revived Information Systems Advisory Committee, participating with a special emphasis on records retention and governance issues.
- The Archivist supervised the creation of microimaged records for municipal departments including the Town Accountant and Treasurer/Collector.
- During elections, the Archives department utilizes its facilities and the services of the Archivist in a support capacity on behalf of the Clerk and Board of Registrars.
- The Archivist served as a technical advisor to the Historical Commission and attended meetings of the Commission. The Archivist represented the town at the Massachusetts History Conference in June.
- On behalf of municipal department heads, the Archives oversaw and executed destruction of municipal documents. The Archivist prepared destruction permission requests for submission to the

Office of the Secretary of the Commonwealth, selected materials for destruction, and worked with contractors to undertake shredding or other compliant means of getting rid of obsolete town documents.

- Outside of town government, the Archivist continued serving as a member of the Massachusetts State Historical Records Advisory Board, and was reappointed for an additional two-year term by the Secretary of the Commonwealth. The Archivist also continued serving as a member of the Advisory Board of the Northeast Document Conservation Center. Within the profession, the Archivist served as Chair of the Privacy and Confidentiality Section of the Society of American Archivists (SAA) and as a member of the Steering Committee of SAA's Human Rights Section. The Archivist was a featured speaker at a panel discussion during SAA's annual meeting in Austin, TX. this past August.

#### **FUTURE GOALS: 2020 AND BEYOND**

- The Archives has offered recommendations on the construction of a new municipal website and will be mounting many of its existing pages, together with new pages of photographs. The low-level involvement in social media will take on a higher profile with the launch of at least two social media pages for the Archives.
- We are pursuing evaluations of our photograph collection in pursuance of the rehabilitation of certain historically significant photographs. At this time, we envision a pilot program of 6-10 images to be professionally conserved, followed by successive rehabilitation efforts during the next several years and we will seek the support of town meeting in this endeavor.
- The Archives continues seeking visual images of the town connected with the period 1945-1970, the period during which the town changed from a rural community to a modern suburb. In particular, we seek photos of industrial development and construction, residential developments and subdivisions, plans, maps and aerial images. Donors may contact the Archives at (781) 270-1604 for more information and inquiries.
- We envision a large volume of records will be accessioned in the coming year, due to the departures of certain key personnel and accompanying administrative changes. As 2020 unfolds, the Archives anticipates leaving relevant parts of the identified backlogs of documents in their departments until such time as these other accessions are addressed. Following this, smaller accessions will take place.
- As the 2020 Town Meeting approaches, the Archives is participating in the creation of a revised Information Systems Advisory Committee bylaw. This is an important step, and will lead to greater oversight and direction over the town's digital information resources and cyber defenses. After its enactment, the Archivist and other departments will begin pursuing a more extensive series of measures leading to the creation of a comprehensive Information Governance Policy. This is an important measure that will address areas such as accountability, transparency, integrity, protection, compliance, availability, retention and disposition.

**BOARD OF REGISTRARS***Marianne Girouard**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 2019.

**POPULATION/REGISTERED VOTERS: Based on Annual Town Census****Year-End Summary:**

- 1065** - # of residents registered and added to the rolls
- 823** - # of residents dropped from the rolls
- 1480** - # of voters on the inactive rolls
- 2144** - # of persons eligible but not registered
- 88%** - eligible residents registered to vote
- 3074** - Registration Forms sent to 18 yr. olds
- 93** - Mail-In Registrations Received from 18 yr. olds
- 57** - Registrations from 18 yr. olds via VRIS and OVR

## POPULATION TRENDS

<u>Age Group</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2019</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	3258	15.7%	11.2%
11-20	3160	2620	2833	987	3505	10.9%	23.7%
21-30	3889	3476	2500	2644	2564	-34.1%	2.6%
31-40	3311	3877	3624	2950	2743	-17.2%	-24.3%
41-50	3062	3208	3378	3660	2653	-13.4%	-21.5%
51-60	3031	2712	2905	3220	3364	11.0%	15.8%
61-70	1756	2220	2325	2546	2763	57.3%	18.8%
71-80	672	926	1398	1844	1922	186.0%	37.5%
81-90	220	270	417	922	1144	420.0%	174.3%
91+	24	34	75	133	214	791.7%	185.3%
Unknown	722	442	745	912	2013	178.8%	170.2%
Total	22662	22740	23131	22521	26143	15.4%	13.0%

2019 has been very active year for The Board of Registrars, having 3 elections this year. We had both a Town Election and State Elections. The November State election was added to by also having early voting for 2 weeks prior to the November 6<sup>th</sup> Election Day. This did give the Registrars the opportunity to oversee and gain a better understanding of the election process. There were 4,708 voters who cast their ballot ahead of Election Day – either by Absentee or Early Voting Ballot. This was almost 41% of those that voted in the 2018 State Election.

The Registrars also did a couple of Voter Registration events; one at the High School for the high school seniors and a second at Celebrate Burlington on the Town common.



*Photo: Marianne Girouard and Bud Larson assisting high school Seniors get registered*

**TREASURER/TAX COLLECTOR****ADMINISTRATION AND 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 Maria Reale**Benefit Staff: Christine Sinacola, Jennifer Ryan, and Kim Pigott**Payroll: Lynn Mills***WEBSITES**[http://www.burlington.org/town\\_government/treasurer.php](http://www.burlington.org/town_government/treasurer.php)[http://www.burlington.org/town\\_government/tax.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 2020 was 4.00%. The commercial industrial increase was 4.98% in 2020 and the average residential tax bill increased by 3.79 % for fiscal year 2020.

**BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FY 2019**

CLASS	LEVY	VALUATION	TAX RATES	LEVY
	PERCENTAGE	BY CLASS		BY CLASS
Residential	37.6740%	4,583,885,284.00	9.64	44,188,654.14
Open Space	0	0.0000%		0.0000%
Commercial	53.5390%	2,458,773,262.00	25.54	62,797,069.11
Industrial	4.3481%	199,684,672.00	25.54	5,099,946.52
<b>SUBTOTAL</b>	<b>95.5611%</b>	<b>7,242,343,218.00</b>		<b>112,085,669.77</b>
Personal	4.4389%	203,853,020.00	25.54	5,206,406.13
<b>TOTAL</b>	<b>100.0000%</b>	<b>7,446,196,238.00</b>		<b>117,292,075.90</b>

- 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 eight years averaging in claims of just over 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 9,827,741 as of 12/31/19. The balance in our OPEB trust fund is \$9,989,857 as of 12/31/19.
- 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 \$ 4,000,000 in budget increases for fiscal year 2012 through 2019. The Town's budget has had an average increase of less than 4% 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 five 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 20 members enrolled out of 73 eligible and have 12 that are successfully using the program. We have saved \$2,520 in pharmacy rebates \$1,338 in waived copays. We have also contracted with CanaRX since September 2013 and have saved the Town and our employees combined \$177,651 in reduced prescription costs.
- The Town will be offering a new HSA program with Harvard Pilgrim Health Care. This program offers employees the option of having a health savings account. This program offers employees a tax free savings account that can be used to pay medical expenses annually. This account can be invested and kept even after retirement. The health insurance programs premiums are less monthly but have a \$3,000 deductible for individual policies and a \$6,000 deductible for family plans. The Town will contribute \$375 quarterly for individuals and \$750 for family plans or \$1,500 and \$3,000 annually.

**TOWN OF BURLINGTON, MASSACHUSETTS**

**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 2014 through 2018.**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>GROSS PAYROLL</b>	70,704,898.22	74,145,059.24	76,990,803.06	80,412,271.95	84,936,885.57
<b>WITHHOLDING</b>					
Federal Tax	8,137,784.80	8,571,866.69	8,868,447.78	8,217,991.97	8,785,928.51
State Tax	3,082,419.32	3,209,902.51	3,315,115.14	3,448,529.63	3,627,844.64
Retirement	6,194,689.13	6,534,455.13	6,862,815.94	7,191,115.17	7,543,351.63
Health Insurance	3,029,706.31	3,101,136.31	3,363,266.15	3,497,138.65	3,634,416.77
Disability Insurance	190,513.94	202,295.96	224,016.60	235,847.16	255,786.93
Delta Dental Insurance	336,224.14	369,879.27	412,981.31	450,957.58	456,825.41
Credit Union	2,155,750.86	2,259,778.06	2,264,119.49	2,248,260.64	2,309,866.12
Tax Shelter Annuities	842,194.39	866,024.37	875,461.84	995,453.30	1,019,262.17
Deferred Comp Plans	1,630,838.56	1,702,061.66	1,861,652.84	2,052,849.41	2,088,844.78
SMART Roth	0.00	2,800.00	8,387.00	22,765.00	32,787.25
Teachers Association	284,609.27	296,924.22	303,083.05	307,492.73	310,508.04
Union Dues	216,677.54	224,204.23	242,291.70	252,173.98	257,282.28
Suspence	16,126.00	18,948.14	6,968.00	8,393.00	17,240.17
Life Insurance	114,732.98	126,288.40	130,168.88	137,347.54	140,623.70
Fica-Medex	886,106.26	937,437.60	985,740.25	1,038,791.65	1,113,630.81
Social Security	0.00	2,493.56	0.00	1,408.34	0.00
Flexible Spending	523,392.57	558,971.72	610,554.94	625,495.98	631,108.52
Firepac	4,007.12	4,007.12	3,852.12	3,602.12	3,554.18
Cops for Kids with Cancer	1,272.00	1,300.00	1,300.00	1,135.00	1,060.00
Sprouts	384,089.01	393,202.50	357,656.50	388,451.08	462,072.42
<b>TOTAL WITHHOLDINGS</b>	<b>28,031,134.20</b>	<b>29,383,977.45</b>	<b>30,697,879.53</b>	<b>31,125,199.93</b>	<b>32,691,994.33</b>
<b>NET PAYROLL</b>	<b>42,673,764.02</b>	<b>44,761,081.79</b>	<b>46,292,923.53</b>	<b>49,287,072.02</b>	<b>52,244,891.24</b>

- The Town of Burlington Community Scholarship Foundation Dollars for Scholars had another successful year of fund raising and was able to grant over \$400,000 in scholarships awards. The Scholarship Foundation received \$7,887 from residents donating from our tax billing check-off system. Town meeting voted in September 2018 to have a separate committee established to award the funds donated annually from the tax check-off. There was \$16,000 already voted to be awarded from the Scholarship Foundation. The new committee awarded \$10,000 in 2019 and the balance as of 12/31/19 was \$9,542. We were also able to raise \$20,382 from our Adopt-A-Class programs and our Adopt-A-Class partners donated \$38,802 to their respective classes. The High school program received \$116,413 in donations for the annual scholarship program they award annually. The Burlington Community Scholarship Foundation Dollars for Scholars awarded a total of \$402,200 in scholarships given out for all programs for 2019. The foundation also awards \$12,000 in adult scholarships as well.

- The Endowment funds invested at UBS Financial Services had a return of 18.76% and a balance of 660,026 as of 12/31/19. These funds are professionally managed in a balanced, conservative portfolio for long term gain. The total investment dividend and interest income on the scholarship funds was \$33,782 for 2019. UBS has been managing our assets since 2009 averaging a return of 8.64%.
- The Town issued one-year bond anticipation notes for \$4,700,000 to finance the following projects: \$700,000 for Water Mains and \$4,000,000 for the DPW/Recreational Facility. The winning bids were for 1.49999% and payable 7/20/20. Town Meeting voted to finance \$2,200,000 for the purpose of repairing sanitary sewer mains and manholes and miscellaneous work. The Town Meeting also voted to authorize the financing of \$15,500,000 phase II for the new DPW and Recreational Facility. 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 \$1,926,976 in fiscal year 2019 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 \$9,151,031 as of 12/31/19 and the Town's Free Cash balance was \$13,359,958 as of 07/01/2019. The Town of Burlington cash reserves are healthy compared to most cities and towns in Massachusetts.
- The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$ 12,444,945.
- 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.
- I have decided to retire June 30, 2020 as the first and last Elected Treasurer/Collector of the Town of Burlington. It has been an honor and privilege to represent the residents of this Town for the past forty four years. I thank you for your confidence in me and your continued support for my many years of service having been Elected 15 consecutive terms.
- During my tenure in office I was able to lower the uncollectible taxes to less than 1%. The Town's credit rating was increased to a AAA rating which is the highest rating that can be obtained.
- As Treasurer I have been able to implement the financing of a new memorial school, a renovated middle school, a new Library, a renovated Police station, a renovated high school, a new Fire Station, a renovated main fire station. Improvements to our water and sewer systems and water distribution systems. The purchase of the land locked parcel and the purchase of the Burlington Ice Palace to mention the important infrastructure improvements done over the last forty four years. These projects were financed at interest rates below 4% and in the last 10 years just above 3%.
- I am most proud of the Health Insurance programs that I have administered and helped implement during my tenure. The Town has been able to offer with the selectmen's approval and Town Meeting budget funding the programs to our active and affordable choices to our retirees employees I have outlined in this report. We have offered several options which have saved the Town and its employees thousands of dollars. Our employees and retirees get hands on guidance to encourage them to make good choices with a very experienced and professional staff. These programs have help generate healthy Trust Fund balances I have noted in this report. I am also very pleased that the Town with the approval of Town meeting has contributed \$7,460,294 To the OPEB liability and we have invested

**TOWN OF BURLINGTON, MASSACHUSETTS**

those funds in the State Retiree Trust Fund and earned \$2,529,563 for investment income as of 12/31/19. These funds have returned in excess of 8% since invested.

- Another program I have been Treasurer of since its inception in 1988 is the Burlington Community Scholarship Foundation Dollars for Scholars Inc. This is the largest non- profit private –sector scholarship and educational support organization in the United States. The Town's committee has been raising and awarding scholarships to Burlington residents' children and adults that qualify each year. Since 1988 we have been able to award close to 9.8 million scholarships to over 2000 students and 200 adults.
- I have also been the elected member and Vice-Chairmen of the Middlesex County Retirement System since 1980. It has been an honor and distinct privilege to represent the Town of Burlington on the fourth largest public pension system in the state of Massachusetts. I am proud of the accomplishments of our Retirement system whose assets value as of 12/31/19 was \$1,515,035,859. We represent 71 member units in Middlesex County made up of Towns, Housing Authorities and water and school districts. We have over 10,000 active members and provide Retirement benefits to over 5,300 retirees. We have had an annualized investment return on our portfolio of over 10% for the past 10 years.
- I would like to thank my staff past and present for all their support and honest hard work servicing the residents, employees and retirees of this great Town. They always made me look good and helped create a positive response when doing their job. There is no I in team and our office always had a team approach in all responsibilities. The Town has grown from a small farming Town of 20 million in 1976 to a corporation of 150 million providing one of the lowest tax rates in Massachusetts. Burlington is now a major and diverse leader in commercial and industrial development housing several fortune 500 companies and a major Health Care Facility Lahey Clinic that treats human beings from all over the world.



*Front Row: Brian Curtin*

*Back Row (l to r): Christine Sinacola, Andria O'Shea, Maria Reale, Teresa Clement, Lynn Mills, Paula McMahon, Lisa Runyan, Jennifer Ryan, and Kim Pigott*



## FIRE DEPARTMENT

### FIRE CHIEF

Acting Michael Patterson

### ASSISTANT FIRE CHIEF

Vacant

### CAPTAINS

Kevin Browne, Timothy Browne, Andrew Connerty, Robert Paul

### LIEUTENANTS

Michael Bibbey, James Browne, Todd Ficociello, Peter McAnespie,  
Kevin Pollicelli, James Sorenson, Jack Walhall

### FIRE PREVENTION / INSPECTION SERVICES

Captain Michael Hanafin, Lieutenant Steve McLean

### TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES

Captain Mark Cedrone, Lieutenant Mark Saia

### CLERICAL STAFF

Loreen Perron, Stacey Hindle, Eileen Ferren

### FIREFIGHTERS

David Angelo	Kurt Duprez	Jason Hughes	Paul O'Meara
Preston Angelucci	Tyler Falconer	Paul Kadilak	Gregory Ouellet
Austin Arsenault	Eric Fitzgerald	Shaun Kenney	Alexander Preece
Michael Bennett	F. Michael Fontannay	Sean Killilea	Jesse Ribeiro
Rob Blenkhorn	Michael Gledhill	Connor MacLean	David Rosenberger
Jefferey Boucher	Connor Grenier	Thomas MacLeod	Michael Runyan
Craig Callahan	Gerald Hanafin	Michael McLaughlin	James Sherman
Joshua Carabello	John Hanafin	Edgar MacLean	William Toland
Clifford Comeau	James Hapenney	Nicholas Menkello	Stephen White
Sean Connors	Eric Holey	Brendan Micciche	Fred Williams
Ernest Covino	Richard Hovasse	Thomas Monagle	
Mitchell Cunningham	Timothy Hovasse	Michael Morgan	

### EMERGENCY VEHICLE TECHNICIAN

Justin Dekow

### CIVILIAN DISPATCHERS

Stephen Baia, Elaine Carpenter, Thomas Cardwell

**Burlington Fire Department Annual Report****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 within our community, CPR training to our residents and town employees and participates in Community Risk Reduction Programs such as smoke and carbon monoxide detector installations for our seniors. We extinguish and investigate all fires and provide emergency medical services (EMS) for the Town of Burlington in which we provide treatment and transport for the sick and injured.

**DEPARTMENT OVERVIEW**

The Burlington Fire Department currently employs a total of seventy (71) personnel, which includes 63 uniformed firefighters, four civilian dispatchers, three administrative staff and one emergency vehicle technician. Our department is operated out of two fire stations. Fire Headquarters is located at 21 Center Street and Fire Station 2 is located at 114 Terrace Hall Avenue. We are proud to report that the brand new Fire Station Two opened for business in July 2019.



*Fire Headquarters*



*Fire Station 2 Completed in 2019*

**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 7.7 million dollar budget; create short, medium and long term department plans which include developing and presenting capital item requests.

### **Fire Prevention (Fire Prevention Captain, Fire Prevention Lieutenant and Office Assistant)**

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 throughout 2019. Through construction plan reviews, site inspections, enforcement of fire codes, and the issuing of a variety of permits 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. Our Fire Prevention personnel meet with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of proper permits. Once the construction project has started, on-site inspections are required in order to monitor the progress being made. A Certificate of Occupancy is issued after a final inspection is completed.



*Captain Paul discussing Fire Safety with Memorial School Students*



*New Engine 2 at Lambeau Field*

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 following are permits and inspections made in 2019:**

TYPE OF SERVICE	
Commercial Occupancy Inspections	154
On Site - Inspections	264
Permits Issued	729
Plan Review	299
Residential Occupancy Inspections	105
Site Plan Reviews	40
Smoke Detector Inspections	<u>261</u>
<b>TOTAL:</b>	<b>1852</b>

<b>INSPECTIONS</b>	
Commercial Occupancy	154
Extinguishing System	1
Fire Alarms	7
Fire Drills	4
Knox Box	5
Oil Burner	19
Oil Tank Installation	28
Oil Tank Removal	28
On Site – Fire Prevention	116
Propane Storage	48
Residential Occupancy	105
Smoke Detectors	261
Quarterly	3
Yearly	<u>5</u>
<b>TOTAL:</b>	<b>784</b>

<b>PERMITS</b>	
AST	46
Blasting	0
Campfire	4
Dumpster	42
Extinguishing System	9
Fire Alarm	123
Fireworks Display	3
Flammable Storage	54
Haz-Mat	1
Hot Work (Welding / Brazing	90
Oil Burner	39
Oil Line	1
Propane Storage	60
Small Arms	0
Sprinkler	132
Tank Installation	40
Tank Removal	68
Tank Truck	2
UST	<u>15</u>
<b>TOTAL:</b>	<b>729</b>

BUILDING PLANS STAMPED & REVIEWED	299
SITE PLAN REVIEWS	40
<b>COMBINED TOTALS</b>	<b>1852</b>

## **Training / Emergency Medical Services / Communications / Dispatch**

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

The Training Captain is responsible for the ongoing training of all department members including officers, firefighters, and dispatchers. This office is also responsible for maintaining all department training records.

**E.M.S:** The E.M.S. Officer oversees the department's emergency medical services including the ambulances and maintaining all associated records. 2019 continued to be a very busy year for Emergency Medical Services. We responded to over 3,200 calls for medical aid last year, which was just over 100 more responses than 2018. EMT's and Paramedics participated in multiple training classes and exercise's including joint programs with Burlington Police, Boston MedFlight, Lahey Hospital, Council On Aging, Board of Health and Burlington Schools. Our goal for 2020 is to upgrade our ambulance service to the Advanced Life Support level and to continue to deliver high quality Emergency Medical Services to the residents and visitors of Burlington. We also will be taking delivery of a new ambulance in early spring.

**Dispatch:** Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the town's designated EMD 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. Training is given by in house instructors, instructors from the Massachusetts Firefighting Academy or private companies and vendors. When apparatus or equipment is purchased, training is included and incorporates all four working groups.

Firefighters also participate in in-service inspections to familiarize themselves with local businesses and buildings. They also take part in annual liquor licenses inspections for yearly liquor 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.



*Lt. Sorenson and Fire Fighter Covino using KSAW*

In the coming year, the members of the Burlington Fire Department will continue to train on a variety of responses and topics. Our firefighters, as always, remain committed to providing the best service possible to the residents, businesses and visitors to the Town of Burlington.



*Fire Fighter MacLean exiting the trailer maze to cut corrugated metal*

### **Emergency Response (Shift Captains, Lieutenant and Firefighters (56)**

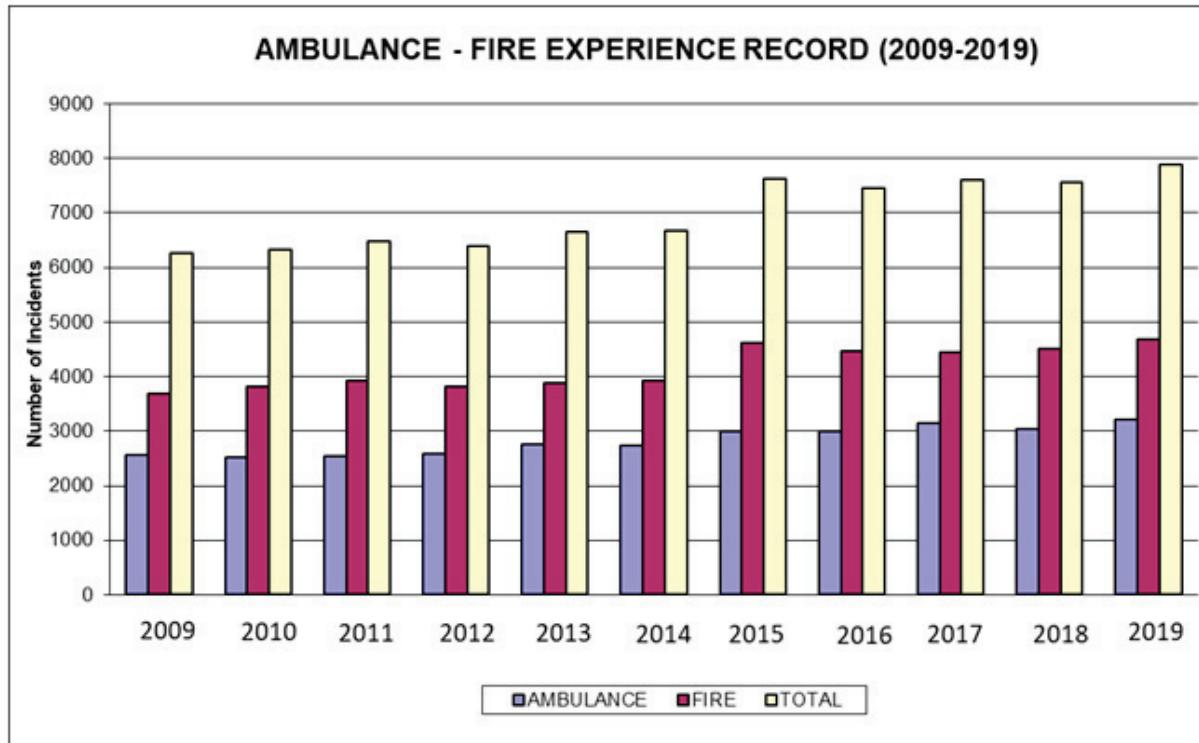
The emergency response division of the Burlington Fire Department responds daily to all calls for assistance including the extinguishment and investigation of fires as well as a myriad of other emergencies including multiple types of rescues, hazardous materials investigation and remediation. We also provide emergency medical service at the basic life support (BLS) level in which we treat and transport the sick and injured.

### **Maintenance (Emergency Vehicle Technician)**

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). The E.V.T. is a valuable member of our department that insures our apparatus and equipment remains safe and in-service.

### **2019 YEAR IN REVIEW**

2019 was once again a very busy year for the Burlington Fire Department. Fire responses continue to increase. The Burlington Fire Department responded to 4681 incidents in 2019. Ambulance responses also increased to 3210 calls for service. This is an increase of over 150 responses. As the Town continues to redevelop, we anticipate that our department's Fire and EMS responses will continue to grow. The following graph illustrates the department's response numbers for the past eleven calendar years.





*Residential Structure Fire*



*Vehicle Fire on Route 3 South*

## **HIGHLIGHT 2019**

The Burlington Fire Department received grants and gifts in 2019. They include:

### **Grants**

- Two grants from the Department of Fire Services (DFS). One for the Student Awareness in Fire Education Program (SAFE) for \$4,354 and another for the Senior Awareness and Fire Education (Senior SAFE) Program for \$2,600.
- A grant from the Department of Public Health (DPH) for the maintenance of the fire departments Mobile Decontamination Unit (MDU) in the amount of \$2,000.
- A grant from Metropolitan Boston Emergency Medical Services Council for the storage of the Council's Mass Casualty Trailer 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.



*New Burlington Fire Station 2 - side view - picture provided by: Architect, Context Architecture*

*Photo: R. Mandelkorn*

### **Fire Station Two**

The construction of the new Fire Station 2 was completed this past summer. On June 26, 2019, a ribbon cutting ceremony was held at the new fire station. This event was well attended by members of our local and state government as well as current and retired Burlington Firefighters. Fire Lieutenant Sean Connors, who represented the Firefighters as a member of the Fire Station Building Committee was chosen to cut the ribbon. That evening, the building was occupied for the first time by the crew of Engine Two. The new stations apparatus floor consists of three large apparatus bays facing Terrace Hall Avenue. A fourth bay is located on the Middlesex Turnpike side of the building. The new building is capable of housing up to eight (8) firefighters. A large training room that will accommodate up to thirty (30) students is present as well as a fire training tower that will allow members to participate in ladder, hose evolution and confined space training.

The Burlington Fire Department would like to take the opportunity to thank current Town Administrator Paul Sagarino, Retired Town Administrator John Petrin, the Board of Selectman, The Ways & Means Committee, Town Meeting members, Building Department, Planning Board and other Boards and Committees for their support through this process. With everyone's cooperation we have built a fire station that will serve the community for years to come.

*Fire Station 2 Ribbon Cutting Ceremony  
June 26, 2019*



## PERSONNEL CHANGES

### Retirement

After 41 years of service to the Town of Burlington, Fire Chief Yetman retired in August 2019. A large retirement gathering was held at the new Station Two in his honor on August 29, 2029. Many past and present town officials attended the event including two former Town Administrators, Bob Mercier and John Petrin. Many neighboring Fire Chiefs as well as several Metro Fire Chief's attended the event. Chief Yetman was first appointed to the Burlington Fire Department in July 1978. He was promoted to Fire Lieutenant in January 2001 and to Assistant Fire Chief in November 2004. Chief Yetman was promoted to Chief of Department in July 2010 and served as Chief of Department for over nine years. Chief Yetman was a dedicated fire service professional who also served as a member of the MA State Hazardous Materials Team for nearly 30 years. We wish Chief Yetman a happy and healthy retirement.



*Presented at his retirement, was this sketch of Chief Yetman's throughout his career as a firefighter as drawn by well known sketch artist Gina Johnson*



*Retired Fire Chief Steven Yetman prepares for the traditional last day ride home aboard the fire engine driven by Fire Department Personnel*

**Transfers**

- Firefighter/Paramedic Justin Kane requested and was granted a lateral transfer to the Amesbury Fire and Rescue Department in March of 2019. Firefighter/Paramedic Kane wished to work with his step father John Kane who was a Lieutenant on the department. Firefighter/Paramedic Kane was appointed a member of the Burlington Fire Department in December 2017. We wish Justin all the best in his career with the Amesbury Fire Department.
- Firefighter/EMT Brandon Gonzalez accepted a Firefighter position with the Massport Authority Fire Department in April of 2019. Massport Authority Fire Department is recognized as being one of the top fire departments in the state. Firefighter Gonzalaz was appointed a member of the Burlington Fire Department in March of 2015.
- Dispatcher Brian Letendre accepted a Firefighter/Paramedic position in his home town of North Reading in May of 2019. Brian was appointed Civilian Dispatcher for the Burlington Fire Department in May of 2016. It was the goal of Brian to become a Firefighter/Paramedic. Members of our department witnessed Brian study countless hours in preparation for his paramedic certification exam. We are extremely proud of Brain and wish him the best with his new department. It must be noted that Brian is the son of Retired Burlington Firefighter Gerard Letendre.

**New Hires**

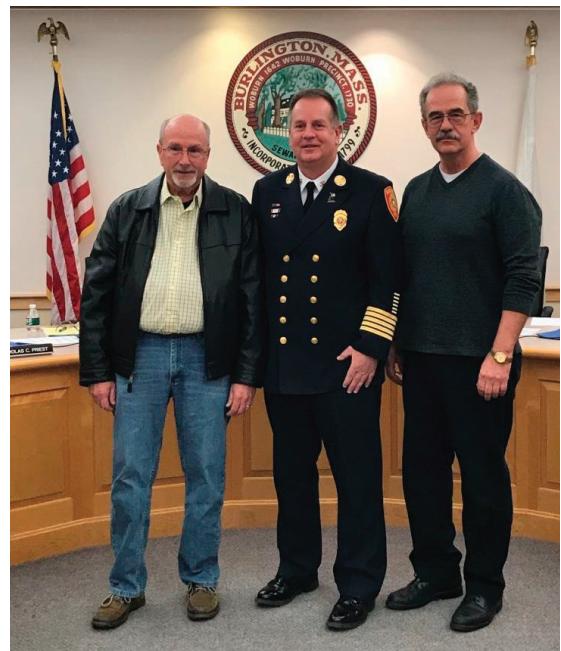
- Firefighter/Paramedic Mitchell Cunningham was appointed to the department in July 2019. Firefighter/Paramedic Cunningham's father Mark Cunningham is a Deputy Chief for the Cambridge Fire Department.
- Firefighter/Paramedic Austin Arsenault was also appointed to the department in July 2019. Both of these new members attended the first Metro Boston Recruit Training Program and graduated in September of 2019.

We welcome these new members of the department and wish them a long, healthy and productive career with the Burlington Fire Department.

On a personal note, I was extremely proud and honored to be appointed Chief of Department on December 16, 2019. I have been a dedicated member of the Burlington Fire Department for the past 31 years. I most recently served as the department's Assistant Fire Chief for the past nine years under Retired Fire Chief Steven Yetman. Over this time I have developed several strong relationships with members of this great community and truly look forward to continue to serve the citizens of Burlington.

On behalf of the members and staff of the Burlington Fire Department I would like to take the opportunity to thank our residents, elected officials, various town boards and committees as well as our local business community and partners for your continued support as we strive to serve you to the best of our availability.

Michael T. Patterson Jr., Chief of Department



*Newly appointed Fire Chief Michael T. Patterson, Jr. with two of Burlington's Retired Fire Chiefs- Lee Callahan and Steven Yetman  
(Photo: Chief M. Patterson)*



## 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.”



## PERSONNEL CHANGES AND ACCOMPLISHMENTS IN 2019

- Sergeant Michael Debye, and Officers Edward Mackey (badge#1), Charles Ferguson, and Scott Lauder retired.
- Long-time dispatcher, June Connolly retired.
- Officer Ryan Griffin resigned to accept a position with the Massachusetts State Police, as did Administrative Assistant Laura Custance, who took a position at the Tewksbury Police Department.
- Thomas Zarro, Brittany Zaccagnini, Renoel Amogawin, and Jacob DeSantis were appointed Police Officers
- An entry level exam was held in the fall. A total of 237 people took the exam, which will be used to formulate a hiring list for future vacancies.
- Margie Taylor of the Police Assisted Addiction & Recovery Initiative (P.A.A.R.I.) continued to help those struggling with substance use disorders and continued to provide support for their affected families
- Our Police Department has continued to partner with the Chamber of Commerce to offer workplace violence training and on-site assessments of specific workplaces
- Funded through a \$100K for 100 Communities Grant from the Cummings Foundation, we were successful in completing training of all of our officers and dispatchers in mental health first aid. Also funded through this grant, Burlington Police’s Mental Health Clinician, Karen DiRienzo, continued her work by helping people in crisis and supporting their families struggling to cope
- Several Active Shooter/Critical Threat drills were conducted, in conjunction with the Fire Department and management from various local businesses.
- The department attended 285 training events totaling approximately 5,214 hours of training.
- The department collaborated with the School Department to host a day-long training for school staff along with Police and Fire Department personnel. Alissa Parker, who lost her daughter in the Sandy Hook School shooting along with Frank DeAngelis, former principal of Columbine High School shared their stories and thoughts



- In August, a very successful 4<sup>th</sup> annual Public Safety Night was held in conjunction with the Fire Department. Wegmans generously collaborated with our Police Department for this annual event
- Officer Lynn Reynolds continued a robust relationship with the senior community as the department liaison

*(l to r) Officer Domenic Grossi,  
Officer Lyn Reynolds, BPD Mental Health Clinician*



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 our Police Department in 2019, including the Town Administrator

Paul Sagarino, the Board of Selectmen along with other boards and departments in town. The residents of Burlington have been very supportive of the police department, and 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.

*K9 Officer Joseph Papseadero with K9 Havoc*



*Burlington - Dakota Matthews is on a mission to visit every police department in the Bay State and assists in holding many fund raisers for law enforcement officers. Burlington was one of her visitations. Here with Dakota are Detective Al Gagne, Officer Brian Hanafin, Steve Papagno, Sgt. Dave McLean, Officer Sage Costa, Sgt. Kevin Doherty, and Officer Pat Lyons*



TOWN OF BURLINGTON, MASSACHUSETTS



Gathering for retiring Officer, Charles (Charlie) Ferguson:

Cpt. Gregory Skehan, Chief Michael Kent, Sgt. Matthew Leary, Det. Gary Redfern, Sgt. Timothy Kirchner, Det. Anne Marie Browne, Lt. Timothy McDonough (back), Officer Charlie Ferguson, Officer Shane Thomson (back), Det. James Tigges, Officer William Trelegan, Officer Edward Mackey (back), Officer David Outerbridge, Det. Paul Gleizer (back), Dep. Chief, Thomas Browne, Det. James Hanafin (back), Sgt. Thomas Carlson, Officer Robert Aloisi (back), Youth Services Officer Thomas Fournier (way back), Officer Robert Reyes and Officer Brian Hanafin.



Retiring Officer, Edward (Eddie) Mackey  
and Chief Michael Kent



Officer Keith Sheppard  
and Retiring Dispatcher, June Connolly

## 2019 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

<b>Total calls for service for 2019</b>	<b>31,652</b>
51A filed (Child abuse/neglect notifications to DCF)	53
911 hang ups/abandoned calls	1106
Alarm calls	1439
Animal complaints/ACO activity	443
Arrests	174
Assaults	20
ATM Skimmers	1
B & E MVs; thefts from MV	27
Bomb threats	1
Burglaries - business/commercial	5
Burglaries - residential	8
Burglary attempts - residential	1
Child abuse/neglect/endangered	6
Child pornography investigations	5
Computer/Internet Crime (non theft)	4
Counterfeiting/forgery	7
Credit/debit card misuse	37
Criminal Motor Vehicle Offenses	103
Disturbances (Non domestic)	249
Domestic - custody/probate issues	12
Domestic - other	17
Domestic related harassment	21
Domestic related WBC	3
Domestic stand by	11
Domestic disputes in progress	114
Drug offenses	56
Elder issues/abuse/neglect	27
Exposure (Indecent)	5

**TOWN OF BURLINGTON, MASSACHUSETTS**

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Fake/alterd license or ID	1
Fraud/scams/on-line thefts	83
Gas leaks; odor of gas	48
Group home incidents/disturbances	14
Harassment	66
Harassment order violation	1
Harassment orders - served/issued	4
Homicides	1
Homicide attempts	1
Identity theft	45
License Plate Stolen	7
Liquor Violations; possession/transporting	4
Littering; Dumping	5
Lockouts	212
Malicious damage/vandalism	81
Missing Persons	36
MV Complaints	384
MV Crashes	1340
MV Thefts	2
Neighbor disputes/issues	15
Noise Complaints	118
OUI - Drugs	1
OUI - Liquor	21
Poles/Wires down	163
Protective Custody	48
Psych incidents	29
Rape/sexual assaults	7
Recovered stolen MVs in Burlington	1
Restraining orders-served/issued	30
Restraining order violations	11

**TOWN OF BURLINGTON, MASSACHUSETTS**

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Retail / shoplifting	261
Road hazards	266
Road rage incidents	15
Robberies, armed	1
Robberies, unarmed	1
Sex offenses-all others	3
Solicitors	12
Sudden deaths	25
Suicide attempts or threatened	34
Suicides	5
Summonsed	275
Susp persons; MVs; activity	843
Thefts/larcenies-other	49
Thefts/larcenies-past	35
Threats	61
Trespassing	11
Using MV without authority	4
Warrant of apprehension (non-criminal)	9
Well being checks	412
Wheel/tire thefts	2
Workplace thefts	1
Youth complaints	36



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## DEPARTMENT OF PUBLIC WORKS

**WEBSITE**

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

*ADMINISTRATION AND DEPARTMENT STAFF*

*John G. Sanchez, Director of Public Works*

*Teresa Keene, Administrative Assistant II*

*Rachel Caplan, Operations Analyst*

*Pialisa Manent, Account Specialist*

*Patti Robichaud, Account Specialist*

*Danielle McKenney, Office Assistant I*

***Central Maintenance***

*George T. Lee*

*Superintendent*

*Leo Fernandes*

*Master Mechanic*

*Brian McCarthy*

*Motor Equip Repair*

*Luke Duprez*

*Motor Equip Repair*

***Engineering***

*Thomas Hayes*

*Brian White*

*Lisa Matarazzo*

*Tim Mazzone*

*Steve Hildreth*

*Anthony Repucci*

*Town Engineer*

*Asst. Town Engineer*

*Admin Assistant I*

*Sr Engineer*

*Sr Engineer*

*Jr Engineer*

***Buildings & Cemeteries***

*Frank Anderson*

*Superintendent*

*Nicole Noorigian*

*Lead Foreman*

*Michael Quinones*

*Working Foreman*

*Pari Doherty*

*Admin Assistant I*

*James Bieren*

*Spec Equip Oper.*

*Billy Bouley*

*Bldg Maint Crafts.*

*James Gavula*

*Sr Bldg Maint Crafts.*

*Donald McNeil*

*Bldg Main. Crafts*

*David Swift*

*Bldg. Maint. Crafts.*

*Kevin Mehigan*

*Head Custodian*

*Kevin Crehan*

*Bldg Custodian*

*Steve Doyle*

*Lead Custodian*

*Mary Hamel*

*Lead Custodian*

*Laura Sorensen*

*Bldg Custodian*

*Eric Moran*

*Bldg Custodian*

***Water & Sewer***

*Paul Bieren*

*Superintendent*

*Matthew Davis*

*Lead Foreman*

*Aaron Chase*

*Working Foreman*

*Michael Dwyer*

*Pump Stat Oper*

*Christopher Hayes*

*W&S Equip Maint*

*Kenneth Ganley*

*W&S Equip Maint*

*Donald McNeil*

*W&S Equip Maint*

*Jamie Phillion*

*Pump Stat Oper*

*Michael Rose*

*Pump Stat Oper*

***Water Treatment***

*Russ Makiej*

*Brian Sullivan*

*Nanette Masotta*

*Robert Clougherty*

*James Doherty*

*John Doherty*

*Paul Dubois*

*Sinan Enrem*

*Jose Pimentel*

*Gabrielle Fitzgerald Leger*

*Manager*

*Chief Chemist*

*Backflow Tech*

*Operator*

*Operator*

*Operator*

*Operator*

*Operator*

*Operator*

## DEPARTMENT OF PUBLIC WORKS

*John G. Sanchez, Director of Public Works*

### PURPOSE

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.

### 2019 HIGHLIGHTS - DPW

- In May 2019 Town Meeting approved the remaining funding needed for the completion of DPW and Recreation Maintenance Facilities. A groundbreaking ceremony for this project was celebrated in December 2019.
- Designation of Burlington as a green community. The designation allows Burlington the opportunity to apply for new grants for reducing energy usage.

### FUTURE GOALS

- Permitting and completion of the MWRA water connection.

### 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.

### 2019 HIGHLIGHTS- Engineering

- Provided Procurement Assistance to other DPW Divisions on 56 projects.
- Utility Permits (0031) – Issued 391 street opening/utility permits as well as 89 Sewer Allocation permits.
- 2019 Sewer Pump Station On-Call Repair & Maintenance (7298) – Repairs and improvements to sewer pump stations awarded to Weston & Sampson CMR, Inc. at a year 2 contract price of \$45,425.
- 2019 Project 9 Sewer I/I Investigations (7314) – Sewer inspections to identify infiltrations and inflow, awarded to Weston & Sampson Engineers, Inc. at a contract price of \$235,333.
- 2019 Stream Cleaning (7329) - Cleaning and dredging sediment and materials within streams with the use of Vactor technology, awarded to National Water Main Co. at a contract price of \$216,500.00.
- 2019 Paving - Cold Plane Streets (7370) - Paving and sidewalk construction, awarded to P.J. Keating Company, of Lunenburg, MA at a contract price of \$1,853,921.
- 2019 Crack Sealing of Various Streets (7378) - Cleaning and sealing of construction and random cracks in bituminous concrete pavements, awarded to Indus at a contract price of \$11,149.
- 2019 Paving - Reclaim Streets (7376) – Full depth paving construction, awarded to Lazaro Paving Corp, of Shirley, MA at a contract price of \$1,023,319.75.
- 2019 Carey Avenue Drainage Repair (7410) – Emergency repair of blocked drain line, awarded to Ponch Excavation, LLC of Boston, MA at a contract price of \$38,039.04.
- 2019 Adaptive Traffic Signal Control Project; Middlesex Turnpike & Bedford St (7426) – Modifying three existing traffic signals and incorporating them into the adjacent Town/MassDOT adaptive

traffic control system currently in operation, awarded to Dagle Electrical Construction Corp. at a contract price of \$114,114.

- 2019 Traffic Signal Maintenance (7427) – Repairs and improvements to Town-owned traffic signals, awarded to Dagle Electrical Construction Corp. at a year 1 contract price of \$70,200.
- 2019 Parking Lot Paving (7380) – Reclamation and paving of two parking lots in Burlington, awarded to Nocella Landscaping and Paving at a contract price of \$232,678.
- Street Light Maintenance Contract (7301) – Awarded to Coviello Electric and General Contracting Co. Inc., for 3 years at a contract value of \$23,140 per year.

We are very proud of both Stephen Hildreth PE and Anthony Reppucci PE for obtaining their Professional Engineers' license, a huge milestone in an Engineers career path. Unfortunately, highly skilled Engineers are in demand and Tony was recruited by the Town of Andover to take the position of Assistant Town Engineer. The Division wishes him the best, he will be greatly missed.

Fortunately for Burlington, we were lucky enough to persuade Meghan Cavalier EIT to come back to the Town. She had been our Student Engineer for three years while obtaining her BS in Civil Engineering at UMass Lowell. Meghan is an exceptional young woman; bright, motivated, with a great career ahead of her.

## **BUILDINGS & CEMETERIES DIVISION**

*Frank Anderson, Buildings & Cemeteries Superintendent*

### **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 2019, we processed and completed 410 repair and maintenance jobs at various locations. Of the completed jobs, 340 were handled by in-house employees, with 70 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.

### **2019 HIGHLIGHTS Buildings**

- As part of ongoing energy efficiency projects in connection with Eversource, the following were completed:
  - a new building management system at the Fire Station Headquarters;
  - conversion of all lighting to LED at the Police Station;
  - installation of (2) new 5Ton heat pumps at the Police Station.
- Human Services Building's Senior Center improvements at Murray Kelly Wing included:
  - extension of the fire sprinkler system;
  - replacement of ceiling tiles;
  - installation of new windows and trim.

- Facilities improvements were made including:
  - painting at Town Hall offices;
  - new carpeting installed in the Assessors, Clerk's and Tax Offices;
  - floor tile cleaning and restoration work at various buildings.

### Cemetery Section

The overall mission of the Cemetery Section of the Buildings and Cemeteries 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.

### 2019 HIGHLIGHTS - Cemeteries

#### *Pine Haven Cemetery*

- The Buildings & Cemeteries Division performed 88 burials at Pine Haven Cemetery and sold 40 burial plots in the new "E" Section of the cemetery.
- 14 Columbarium niche units were sold in 2019 with 10 inurnments performed.

#### *Chestnut Hill Cemetery*

- Cemetery and Buildings Division personnel performed 79 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.
- 



*Chestnut Hill Cemetery Photo: B. McDonough*

#### *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.

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.

The Buildings & Cemeteries personnel would like to congratulate Paul Cauldwell on his retirement after 36 years of service, we all wish him well on his future endeavors. We also welcome David Swift, Building Maintenance Craftsman to the Division.

### CENTRAL MAINTENANCE DIVISION

*George Thomas Lee, Central Maintenance Superintendent*

- The Central Maintenance Division continued to repair and perform preventive maintenance on the D.P.W., 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 safety equipment and emergency lighting to some of the older vehicles and equipment.
- In total the division maintains 144 vehicles, trailers and heavy equipment, as well as 23 generators and miscellaneous equipment.
- I would like to thank the staff at Central Maintenance, Luke Duprez, Leo Fernandes, and Brian McCarthy for their hard work and dedication.

## HIGHWAY DIVISION

*Kevin Keene, Highway Division Superintendent*

The Highway Division completed 1100 work orders throughout the year to include:

### 2019 HIGHLIGHTS - Highway

- The winter started with 10 snow events to include 7 sanding operations.
- Repaired numerous pot holes, berms and lawn damages from these storms.
- 80 catch basin repairs throughout the town.



*Cambridge Street in Winter*  
*Photo: Burlington Patch*

- 90 signs installed and repaired.
- Repaved Terry Ave and repaved 25 water leaks that occurred this year.
- We continue to sweep the streets throughout the spring, summer and fall to keep up with permits for the Town.
- Brush cut many miles of brush through the summer and fall.
- Cleaned 600 basins in that require constant care.
- Worked with line painting company to restripe many roads in town.
- Repaved 1000 ft. of sidewalk on South Bedford St. and look forward to doing more in the upcoming year.

This was a very productive year as we completed many projects in addition to the regular maintenance performed during the year. The Highway Division thanks all who have helped when asked and look forward to serving our residents to the best of our ability.

## WATER & SEWER DIVISION

### Water Treatment

*Russ Makiej, Water Treatment Manager*  
*Water Treatment Manager*

- 2019 was another challenging year for us in the Water Treatment Division. We continue forward in working to provide our residents with the highest quality drinking water that we are able to produce from our treatment plants. We have also worked diligently with our DPW Director and our consulting engineers through the permitting and application process for the town to join the MWRA. The MWRA will supply the town with a supplemental amount of drinking water in the future in

conjunction with the operation of the Mill Pond Plant. This also coincides with us shutting down the Vine Brook Groundwater Treatment Facility.

- We produced 1.01533 billion gallons of water for our consumers in 2019. Vine Brook produced 275.62 million gallons and Mill Pond produced 739.71 million gallons respectively.
- We successfully operated and maintained our 2 drinking water treatment facilities, our 7 wells, our 3 water storage tanks, our Wellesley Ave. pressure booster station, our Robin Lea drainage collection pump station and lastly our Diversion Station on the Shawsheen River in Billerica which is utilized to pump raw water to fill and maintain reservoir levels at Mill Pond when there is sufficient river flow.

*Mill Pond Reservoir*

- We collected over 700 samples for bacteria analysis. We also conducted several thousand routine bench lab tests during our plant operations. Some of the parameters analyzed on a daily basis are: pH, Turbidity, Free and Total Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates. We collected well over 200 water samples to be analyzed by our contracted state approved lab for parameters that we are unable to analyze for in our own lab setting. We also began sampling for the EPA's UCMR4 sampling and analysis which ends in late 2020.
- We 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 to determine if a building may require booster pumps for their fire suppression system.



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. We look forward to another year of serving our consumers the highest quality drinking water that we are able to produce in our facilities. I also would like to thank our residents and business owners for complying with and supporting our outside watering restrictions during the summer months. Your cooperation is appreciated and necessary.

### **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.

Total Reduced Pressure Zone devices	942
Total Pressure Vacuum Breaker devices	56
Total Double Check Valve devices	342
Total testable devices in Commercial/Municipal buildings	1340

**TOWN OF BURLINGTON, MASSACHUSETTS**

TEST RESULTS		
	PASSED	FAILED
DC Residential	22	2
DC Municipal	19	0
DC Commercial	<u>296</u>	<u>1</u>
<b>DC Totals</b>	<b>337</b>	<b>3</b>

PV Residential	49	1
PV Municipality	2	0
PV Commercial	<u>39</u>	<u>2</u>
<b>PV Totals</b>	<b>90</b>	<b>3</b>

RPZ Residential	15	0
RPZ Municipal	61	0
RPZ Commercial	<u>1397</u>	<u>1</u>
<b>RPZ Totals</b>	<b>1473</b>	<b>1</b>

<b>Grand Totals</b>	<b>1900</b>	<b>7</b>
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SURVEY RESULTS		
Commercial	154	31
Municipal	<u>7</u>	<u>2</u>
<b>Grand Total</b>	<b>161</b>	<b>33</b>

## Water Distribution and Sewer Section

*Paul Bieren, Water & Sewer Division Superintendent*

Water & Sewer Utilities Division commit to bring our best to work each day with a positive and professional attitude to providing the highest level of service possible to the resident of the town of Burlington.

2019 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 dedications & professionalism. I would also like to wish Chuck Woods a long and happy retirement and thank him for his service to the residents of Burlington for over 26 years.

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 & Sewer Division employees all maintain proper certification required by the state.

The Water & Sewer Utilities Division Performs many functions in order to ensure quality services; some of the functions are including the following:



### Water:

- Maintain over 135 miles of public water mains.
- Perform emergency repairs on public water mains as necessary.
- Flushing of water mains by use of hydrants.
- Repair and maintain over 1,000 fire hydrants.
- Repair and maintain the operations of all the town's gate valves.
- Install meters and M.I.U.'s.
- Perform meter appointments as well as troubleshoots.
- Perform mark outs pf water services and mains.

### Sewer:

- Maintain over 156 miles of sanitary sewer pipes.
- Perform emergency repairs of sewer pipes.
- Respond to emergency sewer blocks.
- Roding of public sewers with Vactor truck.
- Maintain 14 pumping facilities for continuous operations.
- Respond to emergency sewer alarms.
- We also assist other divisions when needed. We assist Highway in snow & ice removal and operations. We assist the Building and Cemeteries Division with burials and their Memorial Day services. We assist the Engineering Department with water & sewer projects. 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.

**A look at the numbers:**

Number of appointments (repairs, meters, mark out and troubleshoots)	1462
Number of water main breaks	36
Number of hydrants repaired/replaced	39
Number of hydrants flushed	400
Water shut off/on	79
Linear feet of sewers rodded	24,500
Sewer blocks responded to	19
Wet well cleaning	14
Emergency sewer alarms responded to	311

We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Town of Burlington's DPW services stand out above the rest.

**Public Works and Recreation Maintenance Facilities**

*1 Great Meadow Road Rendering*



*10 Great Meadow Road Rendering*

## BURLINGTON PUBLIC TRANSIT



*Burlington Public Transit  
Photo: P. Robichaud*

*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 7:00 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.

Pass applications may be obtained from the bus driver or on-line through the website.

Pass rates are as follows:

	<u>Adults</u>	Medicare Cardholders Special Needs <u>Seniors (65) &amp; Students w/ID</u>
<b><u>6 Month Pass</u></b>		
January-June	\$250.00	\$125.00
July-December		
<b><u>3 Month Pass</u></b>		
January-March/April-June	\$150.00	\$ 75.00
July-September/October-December		

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 five Saturdays between Thanksgiving and Christmas. You can park at the Human Services Building or the Town Hall and take the bus to the Mall. This is a terrific way to get your holiday shopping done and not have to worry about fighting traffic or finding a parking space at the Mall and it is FREE to all on those five Saturdays.



The bus stop at the Burlington Mall is outside the Bank of America.

*Burlington Transit Bus waiting for passengers  
at the Human Services Building*

For more information, visit our website at [www.BurlingtonPublicTransit.com](http://www.BurlingtonPublicTransit.com) or go to the Town's website at "Burlington.Org" and click on "Residents" and link to "Burlington Public Transit" for routes, maps, fares and schedules.

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

## BUILDING DEPARTMENT

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John Clancy, Inspector of Buildings through February 8, 2019*

*Andrew Ungerson, Interim Inspector of Buildings*

*John Luther, Senior Building Inspector*

*Michael Kenney, Local Building Inspector*

*James McDonough, Inspector of Wires*

*Glenn Paparo, Inspector of Plumbing & Gas Fittings*

*Judy Sorensen, Administrative Assistant I*

*Erin Killilea, Administrative Assistant I*

*William Callahan, Backup Plumbing & Gas Inspector*

*Eric Sullivan, Backup Wiring Inspector*

### **WEBSITE**

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

### **PURPOSE**

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

### **2019 HIGHLIGHTS**

Our 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 the Planning Board's approval, the Town's Zoning by Laws as well as the Commonwealth of Massachusetts State Building Code. The Building Department is also responsible for annual inspections (Certificate of Inspection) of certain assembly occupancies (e.g. theaters, restaurants, schools / day cares, apartment buildings, etc.) and respond to complaints regarding potential code / by law violations and work done without the proper permits.

Our office works diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training sessions. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), the Office of Public Safety & Inspections (f.k.a. Building Board of Regulations & Standards) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

2019 was yet another busy year for the Town and this office. 3425 permits issued (between building, electrical, & plumbing and gas), 8584 inspections made. Total fees of \$1,910,781.00 collected.

The construction growth within the Town these past years has been tremendous. During the past seven (7) years this office has issued permits totaling \$1,363,149,445.00 in construction value, which resulted in the collection of \$19,230,845.00 in permit fees.

This year our office along with the Planning Board, Conservation Commission, Board of Health, Engineering and Burlington Fire Dept. started an on-line permit application software system (View Point Cloud – [www.burlingtonma.viewpointcloud.com](http://www.burlingtonma.viewpointcloud.com)). We cannot deny that our start up didn't have some hic-ups. Now several months into the use of the system and getting the public comfortable with it, operation of things are running and working well and has helped streamline the Town's permitting process. A major benefit with the new system is a reduction of paperwork submission (i.e. applications, plans, spec. books, etc.), handling of the material, filing and the process of recording construction plans.

## **GOALS**

Our goal is to start scanning our existing files into the system so that files are more easily accessible for the general public from their personal computers for research and construction history of any structure in town.

The construction industry is constantly changing as well as codes and regulations that govern them. These changes not only include the materials used, but how a structure is built, insulated, wired, heated, plumbed and the use of solar and alternate sources of energy / power. With these changes our office is constantly learning of the new codes and regulations that govern them.

## **STAFF**

Our office has a very dedicated and professional staff. I want to thank Judy Sorensen and Erin Killilea, Office Administrators. These folks are the backbone to this office and our daily operation. John Luther, Senior Building Inspector, Michael Kenney, Local Building Inspector, James McDonough, Inspector of Wires, Glenn Paparo, Inspector of Plumbing and Gas Fittings as well as Bill Callahan, back up Plumbing & Gas Inspector and Eric Sullivan back up Wiring Inspector. These folks certainly go the extra mile to help all that they come in contact with. Their efforts and time can be seen every day when we see the construction activity throughout our town.

## **CHANGES**

After thirty two years of dedication, February 2019 John Clancy, Inspector of Buildings retired. John has played a major role in the Town's growth and development. There is not a development, building, sign, park or playground in town that John has not been involved with in some way.

The countless hours in the office, meetings, call outs at all hours of the day and night by the Burlington Fire / Police Depts. His devotion to the community and public safety, the many organizations that he devoted his time and expertise to; Massachusetts Building Commissioners and Inspectors Assoc., Massachusetts Department of Fire Services, Eastern States Building Officials Federation, International Code Council , Building Officials Code Administration, and the Billerica Elks only to name a few. And let's not forget a major role in organizing / coordinating what was a very popular summer activity, Burlington Truck Day.

Just an ending note, during John's employment with Burlington he has seen nearly forty thousand building permits issued at an approximate construction value of 25.4 billion dollars.

The words "Thank you" just doesn't come close to all that you have given Burlington. We all wish you the best.



*The Building Department is Located in the Burlington Town Hall Annex on 25 Center Street*

#### 2019 BUILDING DEPARTMENT STATISTICAL DATA

TYPE PERMIT	# ISSUED	FEES PAID	INSPECTIONS
Building	1217	\$1,520,870	2093
Electrical	1103	228,888	3150
Plumbing	494	60,710	1956
Gas	424	22125	1145
Sheet Metal	187	68561	109
Certificates of Inspection	131	9447	131
<b>TOTAL</b>	<b>3556</b>	<b>\$1,910,631</b>	<b>8584</b>



85 Middlesex Turnpike (f.k.a. Sears Tire Battery & Auto)  
35,000 s.f.



85 Middlesex Turnpike base building completed 2019,  
15 tenant spaces of mixed retail, business & assembly -  
95% tenant permitted/occupied



75 Middlesex Turnpike - Burlington Mall expansion  
(f.k.a. Sears). 28 Additional spaces of  
mixed retail, business, & assembly - completion spring /  
summer 2020



*147 So. Bedford St. Northeastern University -  
3 Story Mixed office and laboratory use*



*Base building being 2019 - tenant fit-ups ongoing*



*20 Corporate Drive - 270 unit apartment  
during construction and as completed in  
2019*



## CONSERVATION COMMISSION & CONSERVATION DEPARTMENT



*Back row (l to r) Ed LoTurco, Indra Deb, Gail Lima  
Front row (l to r) Jennifer O'Riorden, John Ramsdell, Larry Cohen, William Boivin  
Photo: J. Keeley*

### **CONSERVATION DEPARTMENT STAFF**

*John Keeley, Conservation Administrator*

*Eileen Coleman, Assistant Conservation Administrator*

*Lisa Crockett-Crowe, Administrative Assistant*

*Dawn Cathcart, Recording Clerk*

### **WEBSITE**

[http://www.burlington.org/community\\_development/conservation.php](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 2019. This was his 28th year on the Commission. William Boivin, who has been a Commissioner since 2012, continued for a fifth year as the vice-chair in 2018. The Commission is fortunate to have several other members with many years of service. Indra Deb has been on the Commission since 1996 and Gail Lima since 2001. In 2019, Ed LoTurco completed his third year on the Commission, Jennifer O'Riorden her first year on the Commission and John Ramsdell joined the Commission.

The Conservation Department was staffed in 2019 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Dawn Cathcart 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, 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.

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 from the department's web page, or obtained by emailing [conservation@burlington.org](mailto: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.

## 2019 HIGHLIGHTS

- The Commission issued **sixteen (16)** Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued **fourteen (14)** 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. No major commercial projects were permitted under the Erosion & Sedimentation Control Bylaw this year.
- The Commission also issued **twenty six (26)** Determinations of Applicability for smaller construction projects proposed near wetlands. The Commission also denied one (1) application.
- The Commission and/or Conservation Department also issued **nineteen (19)** Certificates of Compliance/Completion, **two (2)** Emergency Certifications for pipe repairs or soil removal, **one (1)** Enforcement Order and no Orders of Resource Area Delineation.
- The Conservation Department helped resolve several beaver-related flooding issues.
- 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:  
[www.burlington.org/community\\_development/stormwater\\_management.php](http://www.burlington.org/community_development/stormwater_management.php)
- The Conservation Department, as part of its effort to coordinate the National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit, employed one Stormwater intern, Matt Hemler, from June through September. The MS4 permit requires Burlington to map its entire stormwater system and sample stormwater for various parameters to identify areas of concern in the system. Matt did baseline dry-weather sampling of previously unsampled outfalls across the system. He and the Assistant Conservation Administrator followed up on suspected

contamination sources and, with the help of DPW, eliminated them. Matt also assisted with community outreach to educate residents on pollution prevention. The stormwater sampling program will be ongoing and the Stormwater management efforts are reflected here: [http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php).



*Intern Matt Hemler sampling stormwater*

*Photo by: L. Worob*

- The Conservation Department also employed one Land Management intern, Rob Bosso from mid-May through December 2020. Rob patrolled Conservation Areas, maintained trails, recommended management changes and updated the mapping for several Conservation Areas. Updated maps found here: [http://www.burlington.org/community\\_development/conservation\\_areas.php](http://www.burlington.org/community_development/conservation_areas.php)
- Summer stream-cleaners Leanne Worob and Cayleigh Goss-Baker worked hard removing blockages and trash from the Town's waterways, continuing the long-running seasonal program.
- Continuing its tradition of working closely with Scout Troops and other local groups, the Conservation Department mentored an aspiring Eagle Scout Aaron Rippin who blazed and mapped trails and installed map posts and benches in the Sawmill Conservation Area.
- The Commission, working with a consultant and a subcommittee that included other Boards and Departments, completed and published an updated Open Space & Recreation Plan (OSRP).



*Commission site walk*

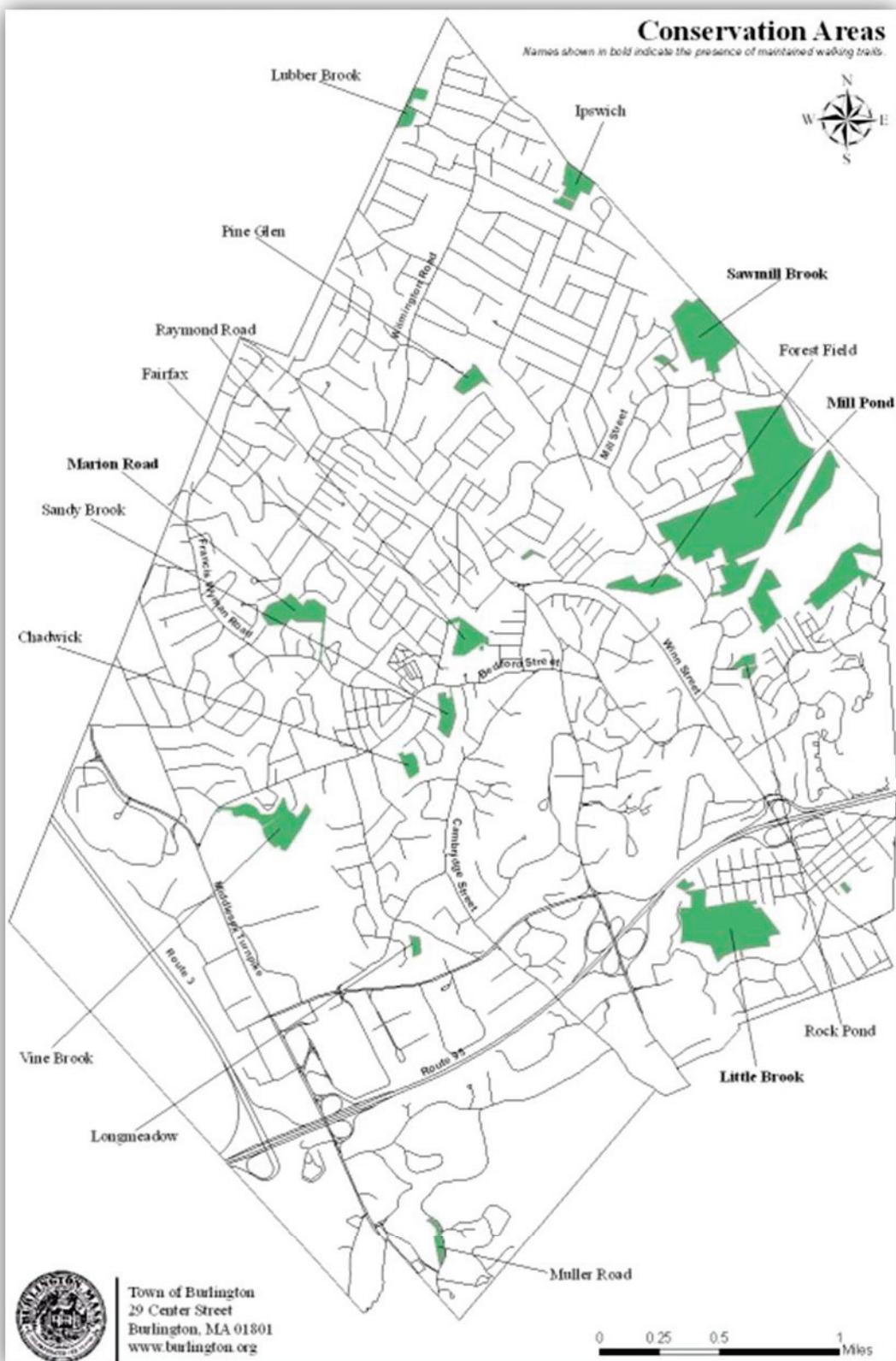
*Photo by E. Coleman*

## **FUTURE GOALS**

In 2020 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.
- Continue the environmentally-sensitive hand stream cleaning program.
- Improve management of conservation areas, including continuing to work with the Burlington Police Department to control illegal ATV usage, and increasing volunteer stewardship opportunities.
- Work with the Trustees on landscape management at Mary Cummings Park.
- Increase public appreciation and use of Conservation areas through outreach and the use of social media.
- Continue to encourage and expand the formation of Green Teams in the Burlington schools.

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.



## PLANNING DEPARTMENT



### **PLANNING BOARD**

*Back row William Gaffney; Ernest E. Covino Jr.; Paul R. Raymond; John D. Kelly  
 Front row Michael Espejo, Member Clerk; Barbara G. L'Heureux, Chairman; Joseph A. Impemba, Vice Chairman*

### **ADMINISTRATIVE & PROFESSIONAL STAFF**

*Kristin E. Kassner, AICP, Planning Director*

*Josh K. Morris, AICP, Senior Planner (through September 2019)*

*Elizabeth Bonventre, Assistant Planner (promoted to Senior Planner September 2019)*

*Jennifer Gelinas, Principal Clerk*

*Noelle Judd & Dawn Cathcart, 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](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**

The past year, 2019, was bittersweet for the Department and the Board. Long time Senior Planner Josh Morris left us for a planning position closer to home in Danvers, Incumbent Member Carol Perna did not win reelection, and long-time Board member John (Jack) Kelly resigned his seat in September. Jack Kelly served as Chairman of the Board for many years during his last two terms. In 2019 we welcomed new Planning Board members Michael Espejo in April and Brenda Rappaport in October. We also look forward to welcoming Brady Caldwell, our new Assistant Planner starting in 2020. Select Members of the Planning Board serve as representatives on the following committees: Route 3A Committee, Small Cell Committee, North Suburban Planning Council (Subregion of the Metropolitan Area Planning Council), Burlington Housing Partnership, Burlington Public Transit Committee and the Zoning Bylaw Review Committee (ZBRC). 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 the Small Cell Committee. The Planning Director and Senior Planner serve as the Town's representatives to the Metropolitan Area Planning Council (MAPC). 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 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: Town Administrator, DPW/Engineering Division, 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 other permitting departments holding Development Coordination Meetings (DCM) twice a month.

## **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 Planning Department is underway with final editing, and the Final Comprehensive Master Plan will be released in 2020. The Planning Board will also soon be seeking appointments to the Master Plan Implementation Committee.**

## 2019 ZONING BYLAW AMENDMENTS AND REZONINGS

### January Town Meeting 2019, ARTICLE 2: Life Science Amendment

Proponent: The Planning Board

### May Town Meeting 2019, ARTICLE 38: Planned Development Districts

Proponent: Town of Burlington

### May Town Meeting 2019, ARTICLE 39: Small Cell Wireless

Proponent: Town of Burlington

### September Town Meeting 2019, ARTICLE 10: Northwest Park Housing

Proponent: Nordblom Company

## 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 2019, there were 69 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. Eight (8) Site Plan applications were filed in 2019.

### 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 zero (0) requests for Site Plan Waivers in 2019.

### 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 seventeen (17) requests for Minor Engineering Changes in 2019.

### 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 six (14) requests for Insignificant Changes in 2019.

## 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. Twenty Six (24) Special Permit applications were filed in 2019.

## APPLICATION FEES

The Town collects fees for the 71 applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2019, the following fees were collected:

Definitive Subdivisions	2,240.00
Approval Not Required	0.00
Preliminary Subdivisions	0.00
Special Permits	34,500.00
Site Plans	8,050.00
Site Plan Waivers	0.00
Minor Engineering Changes	9,000.00
Insignificant Changes	3,250.00
Rezoning Applications	<u>13,887.00</u>
<b>APPLICATION FEES COLLECTED</b>	<b>70,877.00</b>
<b>TOTAL FEES COLLECTED</b>	<b>70,877.00</b>

## 2019 PERMITTING HIGHLIGHTS

Projects under construction or redevelopment during the past year include the Burlington Mall with new restaurants, Café Nero, Gyu Kaku, Shake Shack and Karma, the new DPW facility at 1-3 and 10 Great Meadow Road, the redevelopment of 1 Wheeler Road, a Vietnamese restaurant at 47 Middlesex Turnpike and a redevelopment at 328-330 Cambridge Street for the MA Department of Children and Families.

Looking forward to 2020, the Planning Department expects the current pace of permitting to continue. As the face of retail is changing across the United States, we expect to see changes within this sector in Burlington. In addition we continue to make changes to provide additional opportunities for Life Science companies in Burlington with the goal of capturing companies making the suburban migration out of Cambridge.



160 Cambridge St., The Residences at Simonds Park

## ZONING BOARD OF APPEALS



### **BOARD MEMBERS**

*John Sullivan; Mark Burke, Clerk; Michael Murray, Jr., Chairman*

*Adam Tigges; Jim Sheridan*

*Not Pictured: Charles Viveiro, Vice Chairman; Jo-Ellen Carkin, Recording Clerk*

### **WEBSITE**

[http://www.burlington.org/departents/community\\_development/board\\_of\\_appeals.php](http://www.burlington.org/departents/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. The Board has undergone a transition with the members and has implementing a new online permitting system allowing applicants to apply for an application online and accessing the progress of their application.

### **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.

### **2019 ZONING BOARD OF APPEAL STATISTICS**

In 2019, a total of 46 new applications were received requiring a decision by the Board of Appeals for residential and commercial sites. The town collected fees from the applicants through the Town Clerk's Office and the Assessor's Office totaling \$11,185 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 2019 included signage for Eddie V's restaurant, Kimball Court, Total Wine, as well as signage for the redeveloping Burlington Mall.

Anyone wishing to learn more about the function and purpose of the Board of Appeals may visit the board's website listed above.

## BOARD OF HEALTH



### **BOARD OF HEALTH MEMBERS**

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

### **DEPARTMENT STAFF**

*Susan Lumenello, REHS/RS, CHMM, Director  
Christine Mathis, Environmental Engineer  
Marlene Johnson, RS, Health Agent  
Samantha Hardy, Associate Health Inspector  
Christine Paulik, RN, Supervising Nurse  
Sarah Courtemanche, Administrative Assistant  
Cathy Piccolo, Administrative Assistant  
Kathleen Capobianco, Medical Reserve Corps (MRC) Administrative Assistant*

### **WEBSITE**

[http://www.burlington.org/departments/board\\_of\\_health/index.php](http://www.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 Burlington Board of Health is the sponsoring agency of the Burlington Volunteer Reserve Corps (BVRC), a federally recognized Medical Reserve Corps (MRC) unit under the Office of the Assistant Secretary for Preparedness and Response (ASPR), established to meet the public health needs of the community. BVRC volunteers support the Board of Health in providing public health services and programs, such as the annual flu clinic, the Community Health Fair, the semi-annual household hazardous waste collections, and blood pressure screenings throughout the community. BVRC volunteers participate in a variety of training opportunities to be able to assist the Town of Burlington, if needed, in emergency response efforts, such as disease outbreaks or sheltering.

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.

## **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.

## **CHANGES**

Development and re-development in the past several years has increased the demands on the Board of Health. The number of food service establishments requiring inspections has steadily increased. In addition, the BOH is conducting more complex plan reviews and inspections for food service establishments with more specialized processes that require the review and approval of variances and specialized plans. During fiscal year 2018, the Board of Hiring hired a full time Associate Health Inspector to alleviate demands on the department and increase the quality of service. The Associate Health Inspector conducts inspections of food service establishments as well as recreational camps, tanning, tobacco, animals, kennels, housing, trash, and nuisance complaints. In 2019, the Associate Health Inspector completed classroom work to become a Certified Pool Operator (CPO) and received in field training from Burlington’s Health Agent. The Board of Health now has two inspectors proficient in conducting pool inspections and no longer needs to rely on part time contracted inspectors to conduct those inspections.



Dr. Ed Weiner, Board of Health Chairman (shown in the middle) was a panelist on a special Life Science Forum  
Photo from: BCAT Special "Life Science Forum January 16, 2019"

## 2019 HIGHLIGHTS

- ***Biological Safety Regulations:*** In 2019, the Burlington Planning Board began taking proactive steps to attract biotechnology and life science companies to Burlington. One of the first steps was to host a Life Science Forum that featured a panel of industry and academic biotechnology experts including Dr. Edward Weiner, Chairman of the Board of Health. The forum was well attended by town meeting members, town board and department representatives, town businesses and the public. The panelists offered their perspectives on the biotechnology industry and answered questions from the audience. Also in 2019 and following the forum, Burlington's biotechnology rating from the Massachusetts Biotechnology Council was upgraded to platinum level, the highest rating in terms of attractiveness to potential life science companies. By the end of 2019, discussions on new zoning regulations surrounding biotechnology companies began and zoning changes were expected to be brought before Town Meeting in January, 2020. The Board of Health raised concerns regarding the proposed zoning regulation changes, specifically that the changes allowed biotechnology companies to come to certain areas of Burlington "by right" and thereby not undergoing a formal review by the Board of Health. In response, the Board of Health enacted *Biological Safety Regulations* for the permitting and oversight of companies utilizing regulated biological agents which include recombinant or synthetic DNA molecules, Risk Group 3 Agents, or Select Agents as defined by the US Department of Health and Human Services. The regulations also prohibit the use of Biosafety Level 4 containment and/or Risk Group 4 Agents.
- ***"Matter of Balance" Program for Residents:*** In 2019, the Board of Health and the Burlington Volunteer Reserve Corps (BVRC) collaborated with Lahey Health to conduct *Matter of Balance* classes for Burlington residents. *Matter of Balance* is an evidence based fall prevention program where participants achieve practical and personal solutions to reduce the fear of falling by replacing this fear with more constructive, confidence building concepts. The Board of Health Nurse and several BVRC volunteers have been trained by Lahey Health to be *Matter of Balance* coaches and are now certified to teach this course consisting of a two hour session each week for eight weeks. Each session contains a different topic for active discussion among participants on their fall related concerns, fears, risk factors

and behaviors. The program provides guest speakers, discussions on videos watched in class, as well as handouts and other resources on how to remove potential hazards within the home and work place. In addition, low impact balance and strengthening exercises based on one's own abilities are practiced at each session. It is expected that future "Matter of Balance" courses will be held twice per year.



*Graduates of the 2019 Matter of Balance Course (holding certificates) with BVRC Coaches Carolyn Abruzzo, RN (far left) and Urvi Argawalla, RN (far right) and BOH Nurse Interns Juliana Bernard & Matt Davis (kneeling, center)*

*Photo: C. Paulik*

- **Minimum Standards for the Keeping of Animals:** During 2019, the Board of Health reviewed their current regulations on the keeping of animals, which apply to all animals kept as domesticated animals except household pets (animals kept indoors for non-agricultural purposes). A public hearing was held on March 12 and new *Minimum Standards for the Keeping of Animals* became effective on March 18. The new regulations incorporate the MA Department of Agriculture Best Management Practices, requiring that permit holders adhere to best management practices. The previous regulations had allowed residents to own up to three chickens or other fowl without obtaining a permit. The new regulations require anyone who is housing chickens in their backyard, no matter the number, to obtain a permit. In addition, the previous regulations capped the number of animals allowed under the permit. This cap has been removed; however, the Board may limit the number of animals allowed under the permit at their discretion.



*A Burlington resident's chicken coop inspected by the Board of Health*  
*Photo: S. Hardy*

**Public Access Bleeding Control Stations:** The Burlington Board of Health, in collaboration with the Burlington Volunteer Reserve Corps and the Burlington Fire Department, has been providing “Stop the Bleed” training for interested members of the public for the last several years. “Stop the Bleed” is a national awareness campaign that trains and empowers bystanders to act in a bleeding emergency before professional help arrives. In an effort to give the public the tools needed to save lives, in 2019 the Board of Health received a grant to install public access bleeding control stations alongside AEDS in public buildings. Bleeding control stations are not intended for general first aid but for injuries where the victim could bleed out in minutes, such as the severing of a major artery. A public access bleeding control station provides the equipment needed for the public to take action, if needed, in a major traumatic event such as a mass shooting, but also, more commonly, for any accidental or sports injury that has caused major bleeding. Equipment at the stations is placed in an air tight sealed container and includes trauma dressing, gauze, tourniquet, and an instruction card. This equipment could be used by off duty medical personnel and first responders but also by any bystander who knows how to implement bleeding control techniques.



*Chris Paulik, RN demonstrates the use of a tourniquet to Burlington DPW workers during a “Stop the Bleed” training class*  
Photo: S. Lumenello

- **“Stop the Bleed” for Town Employees:** In response to the installation of public access bleeding control stations in public buildings, the Burlington Board of Health, in collaboration with the Burlington Volunteer Reserve Corps, conducted several “Stop the Bleed” training classes for interested town employees during 2019. In total, nine classes were held and 136 people trained in “Stop the Bleed” techniques. All participants received a personal “Stop the Bleed” kit.

- **Amendments to the MA Regulations for Food Service Establishments:** The Board of Health is mandated by the state to enforce the MA Department of Public Health (DPH) regulations for food service establishments (105 CMR 590.00: Minimum Sanitation Standards for Food Establishments). These regulations were amended to include sections of the 2013 FDA Food Code with amendments made by FDA in 2015. The changes became effective on October 5, 2018, and all food service establishments were required to comply with the new standards. The Board of Health began educating Burlington food service establishments on the requirements of the new regulations. On June 25, the Board of Health held an information session for Burlington food establishments to review the new regulation requirements. The Health Agent educated establishments on the changes such as terminology, inspection forms, employee illness reporting, and clean up procedures.



*Marlene Johnson, Health Agent, presented a review of the new regulations governing food service establishments to over one hundred managers of Burlington food establishments*

*Photo: BCAT*

- **Temporary Food Events:** Temporary food events are defined by the MA Department of Public Health regulations for food service establishments as one that operates for no more than 14 consecutive days in conjunction with a single event that is open to the public. Pot luck events that are not conducted for commercial purposes are not considered to be a temporary food event; however, participants must be informed that neither the food nor the facilities have been inspected by the state or a local public health department. In 2019, temporary food service permits increased by 37%. Events permitted included events that have been occurring for many years such as Celebrate Burlington and the Taste, as well as new events such as the Gluten Free New England Expo.



*Marlene Johnson, Health Agent, inspects a booth at the 2019 Gluten Free New England Expo held at the Marriott Hotel*

*Photo: S. Lumenello*

## 2019 STATISTICS

	FY2019	FY2018
<b>Complaint Investigations</b>		
Food	38	45
Suspect Foodborne Illness	13	11
Housing	14	25
Nuisance	3	2
Environmental	14	7
Drainage	33	14
Smoking in the Workplace	0	1
Beaver	0	1
Tobacco	0	0
Trash	24	18
Pool	1	0
Animal	5	1
<b>Routine Inspections</b>		
Food Service Establishments	640	740
Mobile Food Trucks	14	15
Swimming Pool	86	120
Tanning Establishments	5	5
Tobacco	26	25
Electronic Cigarette	N/A	N/A
Tobacco Compliance	50	50
Recreational Camps	6	6
Hazardous Material Inspections	85	101
Septic Tank Removals	3	7
Occupancy	42	44
Test Pits	14	11
Keeping of Animals	18	6
Kennel	13	14
Pre-Demolition	47	40
Pre-Renovation	97	89
<b>Permits</b>		
Food Service Establishments	234	227
Temporary Food Events	26	19
Mobile Trucks	14	15
Swimming Pools	36	36
Tanning Establishments	2	2
10-Day Emergency Beaver	0	2
Tobacco	26	30
Electronic Cigarette		N/A

**TOWN OF BURLINGTON, MASSACHUSETTS**

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	<b>FY2019</b>	<b>FY2018</b>
Septic Hauler Permits	16	15
Funeral Homes	1	1
Recreational Camps	5	5
Keeping of Animals	14	6
Private Wells (Monitoring & Irrigation)	4	6
Recombinant DNA	4	3
<b>Communicable Disease Surveillance</b>		
Babesiosis	1	2
Botulism	0	0
Calicivirus/Norovirus	0	1
Campylobacter	4	4
Cryptosporidiosis	0	2
Enterovirus	1	0
Giardiasis	3	1
Group A Streptococcus	1	0
Group B Streptococcus	0	1
Hepatitis B	0	2
Hepatitis C (chronic)	5	11
Human Granulocytic Anaplasmosis	1	0
Influenza	156	173
Legionellosis	1	0
Lyme Disease	0	0
Malaria	0	0
Petussis	1	2
Salmonellosis	5	6
Shigellosis	1	0
Streptococcus pneumoniae	2	1
Tuberculosis (latent)	43	33
Tuberculosis (active)	2	2
Yersiniosis	1	0

## BURLINGTON HOUSING AUTHORITY

### **BOARD OF COMMISSIONERS**

*Al Fay (State Appointee), Chairman  
Richard Howard  
Michael Austin,  
Angela Wells-Bean  
Bernice Ferguson*

### **ADMINISTRATIVE AND DEPARTMENT STAFF**

*Anne-Marie Moglia, Executive Director  
Colleen Lacey Administrative Assistant  
Michael Burke, Maintenance Supervisor  
Al Savoie, Maintenance, 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 - Tower Hill Apartments and  
Administrative Offices*

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 Board of Commissioners continues to give preference to Veterans and Burlington Residents.

Applicants may apply for Elderly and Young Disabled public housing online via the CHAMP System at <https://publichousingapplication.ocd.state.ma.us/>.

The BHA is amongst the hundred-one (101) housing authorities in the Commonwealth participating in the Massachusetts Section 8 Centralized Waiting List. Applicants may apply online at:

<https://www.gosection8.com/MASSCWL>.

Applications may also be obtained at the BHA office, on our website at:

<http://www.burlingtonhama.com/Home.aspx> or online at <https://massnahro.org/>.

## **2019 HIGHLIGHTS**

Our Birchcrest Arms development saw its completion of kitchen renovations on Building 'B'. Residents are pleased to have new counters, cabinets, stoves and new flooring in place.

We purchased new equipment to assist with mowing and snow removal as well as a new shed to store it. Tower Hills had a face-lift with a thorough cleaning of the exterior of the building. New maintenance doors were also installed at Tower Hills improving both security of the building and eliminating the drafts.

We would like to thank the Middlesex Sheriff's Office – Community Work Program for their help with landscape work as well as assisting several times during the year with painting and prepping of units during turnovers.

## **LOOKING AHEAD**

As we move into 2020, we look forward to continued improvements at Birchcrest Arms with the completion of gutter installation and by painting the exterior of all the buildings.

Our website will be launching shortly and will contain helpful information regarding housing assistance and community resources.

The BHA would also like to thank the Tenant Association members James Duggan, Pat Stanford, Richard Rensky, Dee Cuzziere and their Boards for their continued work throughout the year organizing social events.

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 accommodations and will continue to affect positive changes in our community.



*14 Birchcrest Street Apartments*

## COUNCIL ON AGING

### DEPARTMENT STAFF

*Margery McDonald, Director*

*Debra Giardina, Administrative Assistant*

*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*

*Marijana Petrovic, Meal Site Manager*

*David Burk, Weekend Van Driver*

*Tom Killilea, Weekend Van Driver*

### 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*

### WEBSITE

[www.burlington.org/residents/Council\\_on\\_Aging](http://www.burlington.org/residents/Council_on_Aging)

### 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.

### 2019 HIGHLIGHTS

At least 42 volunteers provided more than 2,500 hours of service to the senior center, a value of over \$50,000. 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.

The COA has the equivalent of 2 full-time outreach workers who provide a multitude of services and supports to those residents 60 or over in need of help and/or guidance. Brenda Pappas and Andrea Cross are our full-time outreach workers; Audrey Allen is our part time outreach worker.

In 2015 the COA was fortunate to be awarded a **\$100K for 100** grant from the Cummings Foundation. This grant paid 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. Unfortunately the grant ended last year, and we are reapplying for a new Cummings grant for FY2021. Audrey Allen works with the Indian population and unemployed or underemployed older adults.

A grant from the MCOA (Massachusetts Councils on Aging) allows us to take working with those out of work to the next level through the 50+ Job Seekers Program designed to bring older adults together to network and learn how to look for a job in the new age of social media and technology. 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 continues to see increases in both the number of clients and the severity of their issues and concerns. Mental Health is a continuing theme, especially for new seniors who haven't had services during their mid-life adult years.



*Just a few of the volunteers who keep Bingo going each week. Thank you to Rick Parker of the Burlington Area Chamber of Commerce, Representative Ken Gordon and Selectman Mike Runyan who realized we were about to lose Bingo and stepped up!*

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 4,274 newsletters are mailed out each month to households with someone 60 or older residing in them at no charge. An additional 141 are emailed. 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 Newsletter remains the primary way to get information out to the over 6,660 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](http://www.facebook.com/burlingtoncoa)) and Twitter (@BurlingtonCOA). We have 241 followers and sent out 662 Tweets on Twitter and 199 followers on Facebook.

Two minibuses (one sponsored by Millipore) provide 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 participated 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. A total of 153 individuals attended the congregate lunches at the senior center, 104 of whom attended the Wednesday Indian Lunch. A total of 2,033 meals were served, of which 1033 were Indian meals.



*Volunteers attended the Volunteer Appreciation in May  
Front Row (l-r) Rose Magliozzi, Shirley Garside,  
Ellie Hutchinson, Mary Fitzgerald, Steve Giacalone  
Back Row (l-r) Carole Castellano, Kathy Krieg*

SHINE is a program to assist people with their medical insurance questions and choices. The program is run through the state and volunteers for the program are vetted by Minuteman Senior Services. Burlington COA has 3 counselors that meet with clients at the senior center. Counselors from SHINE (Serving the Health Insurance Needs of Everyone) served 123 clients (187 actual appointments) during

2019 at the Burlington Senior Center. Brenda Pappas, also a certified SHINE Counselor, saw 61 clients (75 appointments) beyond the services the 3 counselors provided by Minuteman. Brenda saw SHINE clients both in her office and in their homes. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits.



*Volunteers help seniors pick out produce at the Lahey sponsored Farmer's Market*

Help with Fuel Assistance for those 60 and over 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. Staff at the senior center also assist seniors in receiving help buying groceries through the SNAP Program.

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 2<sup>nd</sup> to October 31<sup>st</sup> of each year and seniors must apply each year. Twenty residents took part in this program, working up to 125 hours in order to receive up to \$1,500 off their property tax bill as well as providing the town with up to 2,500 hours of invaluable assistance.

Legal assistance from Attorney Wendy Guthro is offered September through June and Tax Assistance is available FREE from February to April 15. Sixty-five people received legal assistance during 75 visits. During the 2019, tax season 212 seniors received tax assistance with a total of 218 visits through the AARP Tax Assistance Program. The number of seniors receiving tax assistance has gone up from the previous year, correcting 2016's dip in clients.



*Ellie Hutchinson and several other seniors showed the folks at Erland Construction how to really do the twist at the now Annual Valentines Party thrown by Erland at the senior center*



Clifton Reed, shown here with Director Marge McDonald and his Caregiver, was a Tuskegee Airman. He attended the 90+ celebration in June where we honor those that are over 90

Post renovation, the program we are most proud of is our Memory Café, known as the Friendship Café. The café gives people living with dementia and their care partners a chance to get out and do something together in a friendly, stress-free environment for a couple of hours. Lahey sponsors the monthly cafés which allows us to worry about quality activities and not funding. Lunch is also served at no cost to the attendees. We have 30 attendees, plus volunteers and staff each month.

There is often a waiting list for each café attesting to the popularity and need for such programming. The goal of the Executive Office of Elder Affairs is to have a Memory Café in all 351 towns of the commonwealth.

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 over 120 seniors attending in 2019. 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 during the prom and also have a great time. The Wednesday night suppers, begun in March 2013 and entering our 7th year, has begun to wane as we rely more and more on the assisted livings to provide the food.

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. The Gables, Brightview Country Club Heights and Sunrise Assisted Living all sponsored one or more dinners. 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. We added a Wednesday late afternoon/early evening movie with pizza during the months it's still light out, which has been a great way to get dinner and a movie once a month. Other programs include, but aren't limited to Mah Jong, Walking (at the high school track), Kasual Karaoke (sing-a-long), quilting, the Knit Wits, Line Dancing, Bingo, cards, Billiards, Aquafit (at the YMCA), various exercise classes, cultural programs, lectures, entertainers and various seasonal events. We now have a designated activity coordinator, a volunteer, who is constantly coming up with new programming to bring in.

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.

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 4<sup>th</sup> 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. The position of volunteer coordinator has undergone a shift with Courtney Wasserburger leaving in June and Jean Perry taking her place for the new school year. 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 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 whenever we ask. They donate centerpieces each month for the Wednesday night supper as well as all of the flowers needed for our Annual Senior 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 along with many other requests by us. Thank you to 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 funded one of our outreach workers, the Breakfast Rotary, Sunrise Assisted Living, Brightview Concord River, Hilton Garden Inn, Atria Longmeadow Place and Stonebridge Assisted Living for their support of our efforts. Thank you the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags.

Our Annual Senior Prom committee members were Kelly Wain of Stonebridge Assisted Living, Jennifer St. Onge of Guardian Angels Senior Services, Ray Graber of Graber Assoc., Brenda Buckley Cahoon and 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. Other contributors to the Prom were Reimer & Braunstein, Lahey Health, Burlington Rotary, Sullivan Funeral Home, Burlington Breakfast Rotary Club, ShineIn Math Express, UFC Express, Representative Ken Gordon and Harvard Pilgrim.

We would also like to thank the Interact Club for participating and helping us during the senior prom. Gift cards for the prom were donated by Burlington Car Wash, CVS, Dunkin Donuts, Pizza Works, Schoolhouse Ice Cream, Shaws and True North. And last but not least our volunteers who spent the year making sure Bingo happens every week: Representative Ken Gordon and his office staff, Rich Hosford of BCAT and his wife Joy, Joe Brown, DA Marian Ryan and her staff, Selectman Mike Runyan and his group and the Burlington Area Chamber of Commerce who keeps the business community and Bingo running.

*Cynthia and Paul Barnes  
at the Annual Senior Prom*



## FUTURE GOALS

The board and staff will continue to review the current and future growth of older residents in Burlington and how to best assess their needs. We look forward to better serving our residents through our staff and increased space.

**2019 STATISTICAL DATA**

Data for 2019 is never truly accurate due to the challenges of capturing everyone who comes in or attends an activity. 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.

<b>Summary Statistics from 01/01/2019 to 12/31/2019</b>		
<b>Activity Type</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Events	30,055	1,195
Rides	4,861	168
Services	1,677	388
Volunteers	918	42
Logs	5,249	862
<b>Total Seniors Served</b>	<b>42,768</b>	<b>1,660</b>

<b>Average Daily Attendance from 01/2019 to 12/31/2019</b>			
<b>Average Per Weekday</b>	<b>Average Per Day by Month</b>		
Check-in Count	30,045		
Days-in Range	249		
Average Duplicated	121		
Sunday	51		
Monday	140		
Tuesday	54		
Wednesday	189		
Thursday	126		
Friday	99		
January	100	July	126
February	98	August	119
March	121	September	142
April	122	October	141
May	125	November	130
June	125	December	98

There were no Saturday activities through the COA during 2018 at the senior center so Saturday does not show up on the chart. Weather can play a very large part in our attendance levels and one or two snowstorms can throw the above numbers off. Two events, including the Police Holiday Dinner in December were postponed to January 2020 skewing our December numbers.

*Photos: M. Marge McDonald*

## 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; Alfredo Arno; Jack Cunha; Linda Cunha*

*Jennifer Goldsmith, Recording Clerk*

### **WEBSITE**

[http://www.burlington.org/town\\_government/disability\\_access\\_commission/index.php](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 2019, 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 2019 elections



- Assisted the Recreation Department in funding handicap accessible port-a-potties for Burlington's Parks over the summer.
- Installation of two automatic handicap doors making the Recreation Department Entrance and Recreation Department main office handicap accessible.

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 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](http://www.burlington.org/community_development/veterans_services.php)

### PURPOSE:

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.

### 2019 HIGHLIGHTS AND HISTORY

#### Memorial Day May 28, 2018



*Guest Speaker Colonel Leonard Kieley*

*Photo by: BCAT*

This year we commemorated the 75th anniversary of the Allied invasion of Normandy during World War II that took place on the morning of Tuesday, 6 June 1944. Codenamed Operation Neptune and often referred to as D-Day, was the largest seaborne invasion in history. The operation began the liberation of German-occupied France (and later Europe) from Nazi control, and laid the foundations of the Allied victory on the Western Front.

Colonel Leonard H. Kieley, who was our guest speaker, grew up in Bedford and went to high school in Lexington. Col Kieley

joined the U.S. Army after the start of WWII. He entered into service as a Tanker, graduating Tank

Main Officers Course out of Fort Knox, Ky. He started as a Tank Platoon Commander in the famous 4th Armored Division, training throughout the U.S. from 1942 to late 1943. Col Kieley and the 4th Armored Division left Boston on December 29th 1943 to head to Southern England to prepare for the invasion into Normandy on D-Day. Col Kieley and his unit landed days after D-Day and spearheaded General Patton's Third Army from Normandy, and participated in every major battle in the European Theater to include the Battle of the Bulge at Bastogne, through Germany, eventually stopping in Prague. Col Kieley and his men of the 4th Armored Division liberated Ohrdruf concentration camp, the first Nazi camp liberated by U.S. troops. Col Kieley served alongside some of the most recognizable officers in U.S. Army history, serving with Major Gen. John Shirley Wood, Major Gen. Hugh Gaffey and Ceighton Abrams (Eventually becoming the Army Chief of Staff and having the M1 Abrams Tank named after him). His Unit received immense recognition for their efforts during the war, as one of the only units in WWII that fought for over

a year straight. Col Kieley himself earned two Silver Stars and a Bronze Star medal, for valor on the battlefield.

Some of the toughest battle conditions in modern times were fought on those Normandy beaches. The men and women who fought in those battles in WWII will be forever remembered as the greatest generation that gave every sacrifice to preserve the freedom of this great nation and to protect those who could not protect themselves.

It was with a heavy heart that we remembered those who gave the ultimate sacrifice of their live for those very ideals, like Burlington's own:

- SSGT JAMES BRIDGEON
- RM3 HENRY CROGAN
- RT1 ERNEST EVERETT
- FLTO ROBERT HARRON
- 1ST LT ROBERT MILLER
- TSGT WALLACE OLDFORD
- SSM3 JAMES PLUMMER
- PVT LENNART RABENIUS
- SSGT EDWARD RONAYNE, AND
- PFC LAWRENCE WHITE

### **Veterans Day, November 11, 2019**

These men and women sacrifice their free time, their money and in some cases, their lives, to preserve the very things they fought for when they were in the Military. Their continuations of dedication are a loving testament to the oath they took when joining the military. "To support and defend the Constitution of the United States."

#### **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.



*Burlington Veteran and Guest Speaker*

*Fred Shine*

*Photo by: K. Carnell*

**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 2019 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, obtaining burial allowances, markers, and burial lots in our local cemeteries. 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.

We will be offering more social events this year, to bring Veterans of many generations together to form common bond. We will be hosting a Welcome Home Reception for Veterans of the Global War on Terrorism conflict and era. We are grateful to have companies in the community to provide resources and monetary donations to allow us to do these types of events. This event is being sponsored by Erland Construction, who have donated to our office the past two years and their donation is allowing us to hold this event. Because of the gracious donors and supporters of this community, we hope to have many more of these in the future.

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 led to internships for graduating seniors that have already committed to joining the military. This past year we had our fourth intern; Sean McGillivray; who joined the Marine Corps as an Infantryman after graduation, and is now stationed out in Marine Corp Base 29 Palms. We intend on continuing our internship program for seniors, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.

## BURLINGTON YOUTH AND FAMILY SERVICES



### ***ADMINISTRATION & DEPARTMENT STAFF***

*From left to right: 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, LMHC 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.

## 2019 HIGHLIGHTS

BYFS continues to offer the FitGirls Group for 4<sup>th</sup> and 5<sup>th</sup> grade girls in each of the elementary schools. This group 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, the program is running at each of the elementary schools in Burlington.

In the summer of 2019, we ran a week long activity therapy group. The NYPUM program ran in the mornings and the afternoon program included various activities such as swimming, hiking and art therapy. Youth could register for the morning activity, the afternoon activities or the full day. The structure was well received by parents. BYFS is looking at offering this for 2 weeks during the summer in 2020.

BYFS continued to offer the Creative Self group for elementary students. The group was held at Memorial Elementary School in the Spring of 2019. Using art, dance, music and acting, this group is designed to help children explore different ways to express themselves. Each activity is designed to help them find their unique “voice.”

## 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 2019, BYFS organized a new initiative – The Community Response Team. Participating in this initiative are Police, Fire, Council on Aging, Board of Health, Building Department and Youth & Family Services. The group has worked together to address some of the more complex issues and needs in the community. Monthly meetings also provide an opportunity to learn more about resources available in each department.

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 2019, BYFS was actively involved in two 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 2019, BYFS staff screened 151 requests and provided assistance to 377 residents. 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 49 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 of 200 residents each month received counseling services, and counseling services were provided to 330 Burlington residents in 2019.

#### **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 program. FISH (Friends in Service to Humanity) volunteers provided 288 rides to local medical and social service appointments for residents in need of transportation. Transportation needs continue to rise each year.

#### **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.

**YOUTH AND FAMILY SERVICES**  
**BOARD OF DIRECTORS**



*(l to r) Ron MacKenzie, Martha Simon, Marilyn Langley, Roberta Mills, Christine Shruhan, Anne Marie Browne and David Cullen. Missing from the photo is Linda Collins and Cheryl Coleman.*

**BOARD OF DIRECTORS**

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

## BEAUTIFICATION COMMITTEE

### **BEAUTIFICATION COMMITTEE MEMBERS**

*Elaine Zuccaro, Chairman; Andy Giordano; Carol Engel; Amy Warfield; Mike Runyan-Selectmen*

### **MISSION STATEMENT**

The Burlington Beautification 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.

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.

*Snowy Scene in the Town Common Photo by P. Manzo*

### **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 years of efforts in making Burlington Beautiful!



## 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

## BURLINGTON HISTORICAL COMMISSION



### ***HISTORICAL COMMISSION MEMBERS***

*Back row (l to r) Peter Coppola, Kathi Horton, Michael Tredeau  
Front row (l to r) Sandra Covino, Joyce Fay*

### **WEBSITE**

<http://www.burlingtonmahistory.com>

The Historical Commission was established by Town Meeting under Massachusetts General Laws Chapter 40 Section 8D. It is tasked with the acquisition, preservation, promotion and development of our historical assets. The Commission consists of seven full and four alternate members appointed by the Town Manager as approved by Board of Selectmen; it fulfills the powers and duties contained in the General Laws. Our membership is comprised of civic minded residents committed to acquiring, preserving, and displaying our history.

Members this year were; Joyce Fay Chairman, Sandi Covino, Kathi Horton, Michael Tredeau, Mary Nohelty, Robert Costa, Peter Coppola, and alternates; Andria Nemoda, Norma Robichaud.

The Town is in the midst of a demographic change that is matched only by the post World War II transition from a farm community to a residential suburban community. Homes first occupied by residents of the great generation are being demolished and replaced. Furnishings, architectural features, farm equipment, and artifacts are going to landfills.



Our message, "Your estate sale is our history," is being heard and through the support of residents and developers, we have received donations and been given access to homes prior to their demolition. As artifacts are acquired they are evaluated for display condition and/or historical value. Do they need a cleaning or full restoration? Should they go on permanent display or added to a collection of similar items?

Some of our artifacts are one of a kind, others are in addition to items already in our collection; all of them are links to our history. The Casassa family donated a Victorian era occasional table and crocheted items from the Charlie Casassa estate. They also donated a

butter churn and several table top crocheted items. A long-time Burlington resident, Charlie was a historical commissioner and spent nine years as Burlington's Veterans Director until his retirement in 1976.



Among the more interesting items acquired this year were a bicycle pistol found in the walls of the Francis Wyman house after the fire of 1996, a coal sifter sold by the Jordan Marsh & Company in the early 1900's, a Polaroid Land camera from the 1960's, a sleigh, and a reproduction of a Chippendale clover leaf occasional table; manufactured in 1914 it is an antique of an antique.

Some of the items we have on display or have acquired are in need of restoration; in some cases they lost their identity. For many years a clock hung on the back wall of the museum and was believed to be an employee regulator to accurately determine arrival/departure on their time cards. During restoration it was discovered to be a Seth Thomas clock that would have hung in a school principal office or building lobby.

A spice cabinet was found in a workroom. It had been painted and was well used to store miscellaneous hardware, but it was in good condition and retained original glass knobs. Restoration brought out its' simple construction and signs of previous damage and repair.



We continue to add more display items throughout the museum. As artifacts are acquired, cleaned and repaired/restored; and where appropriate, they are placed on display. This year visitors discovered a wall mounted coffee grinder, model toys, storage crocs, and a laser disk player.



Once again the Commission created several displays at the Library for Christmas, Valentine's Day, Mother's Day, and Father's Day. These displays are always well received and we hope to continue in 2020 with more new items.

Our permanent displays at the Grandview Farm and Town Hall Annex where Burlington residents can experience our past when they visit these locations continues to receive favorable comments and we will try to place more items on display throughout town facilities. We encourage residents to continue donating items by contacting any of the commissioners.

The museum is typically opened the first Saturday of the month from April through September, and the Saturday of Memorial and Veterans Day. What we hear most often from visitors is that they have lived in Burlington for many years and this was their first visit to the museum. One of the reasons given is that they did not know “the old building on the corner” was a museum. We recognized that as a visibility problem and this fall we installed a new sign on the front lawn.

*“My second favorite part was the museum. It was awesome. I love museums! I would love to come back and learn more. But what I really did not like was when we had to leave.” – 3<sup>rd</sup> grader*

Town history comes alive for our town's third graders, and their field trips to our sites remain popular. Francis Wyman third graders came for their field trip in October. This year, Pine Glen will be visiting sometime in the late spring along with Memorial and Fox Hill. The Old West School, Town Common, Museum and especially the Olde Burial Grounds are big favorites with the students. The Grand View Farm, the town archivist and the Francis

Wyman House, are sometimes requested or substituted for other historic locales.

The children express interest and delight in seeing and learning something new about our historic sites, 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. The third graders are always appreciative to us for dedicating our time and knowledge of town history by sending kind thank you notes. We always look forward to their visits and enthusiasm for learning about Burlington history.

We are active participants in acquiring and preserving our history. Residential reconstruction continues to present disappointments and opportunities for the commission as homes built in the early and mid 20<sup>th</sup> century are torn down. This year developers received permission to demolish the Reid Ham Works building. At its' hay day Reid was an international exporter of hams.

It is always disappointing to lose historical assets and we are grateful to the residents who support our efforts by donating items.

The year 2026 is the semiquincentennial, the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. The commission would like to celebrate it by highlighting Burlington's 20<sup>th</sup> century history. Toward that goal we are adopting the theme “Your estate sale is our history” encouraging residents to donate their photographs and artifacts.

We look forward to the school field trips and speaking with our visitors who often ask us to try to open the museum more often. We consistently respond; “Volunteers are always welcome.”

**Burlington 2026 - Your estate sale is our history**

## PARKS AND RECREATION DEPARTMENT

### **RECREATION COMMISSIONERS**

*Kevin Sullivan  
David Norden  
Kevin Sheehan  
Paul Raymond  
Tom Murphy  
Terese Castellano, Recording Clerk*

### **RECREATION MAINTENANCE STAFF**

*Rich Cote, Superintendent of Parks  
Bill Baker, Lead Working Foreman  
Mark Gerbrands, Working Foreman  
Brian Cullinan, Maintenance Craftsman  
Robert Lee, Maintenance Craftsman  
Lewis McMahon, Maintenance Craftsman  
Matt Ganley, Maintenance Craftsman  
Kenneth Saidah, Maintenance Craftsman  
Anthony Forte, Maintenance Craftsman*

### **WEBSITE**

[www.burlingtonrecreation.org](http://www.burlingtonrecreation.org)

### **2019 HIGHLIGHTS AND CHANGES**

As we headed into the last year of the decade and looked back at what was accomplished in 2019, we quickly realized it was another busy year for the Parks & Recreation Department. We are proud to report the program staff offered 62 new programs during 2019. The program staff continuously provided high quality parks and recreation programs, special events and activities for the community. They continue to improve our special events and Therapeutic Recreation offerings and worked on the completion of the Town's Open Space and Recreation Plan.



The Maintenance Division made improvements to Burlington's parks, playgrounds, athletic facilities as well as some improvements to school playgrounds. With the help of the Tom Irwin Company, we made significant improvements to a number of our athletic fields including Wildwood and Simonds Park. With the success at these parks we expanded the program to Rahanis (Patriot Rd. side), Veterans and Regan Park. We expect to include additional athletic fields to the program in 2020 and hope to have all of our athletic fields in the program by 2022.

*Field Improvements - Wildwood Park*

Longtime Recreation Commissioner, Kristine Brown decided not to run for re-election in 2019. Kristine had been a Recreation Commissioner since 2004 and was a regular at department events with her family. She served on the SAFE Parks subcommittee, looking at ways to improve our parks and playgrounds, and

was instrumental in getting new signage at the entrances of our parks and playgrounds. Kristine was also the driving force behind the department's Field Permit Application. She worked on creating a permit that protected the fields for the residents of Burlington. We are grateful for the 14 years of service she gave to the Town of Burlington and more specifically the Parks & Recreation Department.

As we said goodbye to Commissioner Brown we welcomed Kevin Sheehan to the Recreation Commission. Kevin ran for the seat left vacant by Commissioner Brown and was quickly brought up to speed on the Department. Kevin was assigned to the Sculpture Park sub-committee and has been working to bring a sculpture park to Burlington. We are excited to have him as a Recreation Commissioner and look forward to working with him for years to come.

In August, the Recreation Commission inducted Pat Martorano and Lahey Hospital and Medical Center into the Burlington Parks & Recreation Hall of Fame. Pat volunteered for the department for over 20 years and worked tirelessly to make sure we had great family orientated events. Her extensive work with Celebrate Burlington, positive attitude and willingness to volunteer were just some of the qualities that made her an excellent candidate for induction.



*Hall of Fame - Dr. David Longworth, MD, President, Lahey Hospital and Medical Center and Lee and Stephen Martorano*

Lahey's support of the Burlington Parks & Recreation Department spans over a decade and includes sponsorships of Celebrate Burlington, seasonal special events, community health initiatives, sunscreen dispensers in our parks and most recently the Fitness Court. They continue to work with us on health and wellness initiatives and are always looking at new ways to be involved.

The success of the Parks and Recreation Department throughout the 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:



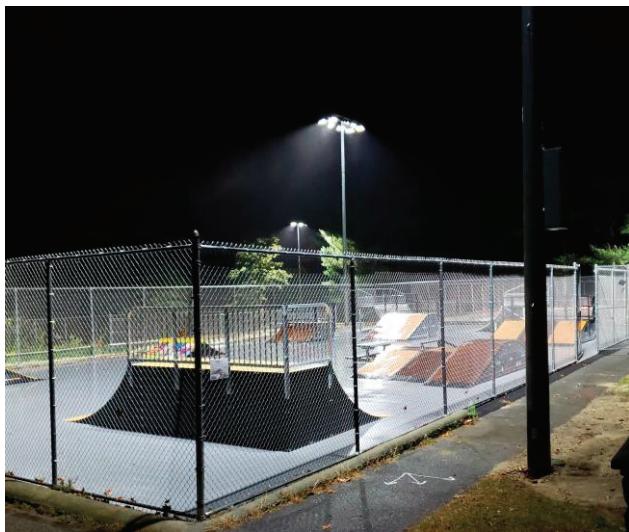
*Gaga Ball pit - Rahanis Park*

- Kristopher Poirier, Eagle Scout candidate for installing a Gaga Ball pit at Rahanis Park.
- Volunteers from Caras & Shulman, PC, Oracle and Duffy Properties for their help with cleanup efforts in our parks and playgrounds.

The Maintenance Division continued to maintain the Town's parks, playgrounds and athletic fields. We continued cross training the staff in all facets of the division to prepare us for future needs. The Maintenance Division completed the following projects over the past year:

- Renovated the stairs at Marvin Field
- Repair of playground equipment at parks, playgrounds and schools
- Renovation of the stairs from the wading pool to the maintenance garage
- Renovation work on one of the Mitre Field infields
- Installation of memorial benches in parks and the Town Common
- Decoration of the Town Common and Town buildings for the holidays
- Installation of distance markers on the Town Common for residents who walk the area

After years of discussions and planning, Town Meeting approved funds for a new Parks & Recreation Maintenance facility. The new facility will be shared with Central Maintenance and will be located on Meadow Road. The facility will provide the Maintenance Division with a state of the art facility, providing space for a wood shop, mechanics bay, offices, locker room, training room, storage and plenty of room for vehicles and equipment. We are excited to see construction begin in 2020 and are grateful for Town Meeting's approval, of this long awaited project.



Simonds Park lights

Thanks to a warrant article at Town Meeting, the Simonds Park tennis courts and skate park received a new Musco LED lighting system. The new lights were installed in the fall and were operational by the end of October. The new lights provide for a more consistently lit surface and have very little spillover, beyond the playing surface. The area outside of the tennis and pickle ball courts, bordering Church Lane, was cleaned up, graded and will be seeded in the spring of 2020.

Medical Center. The Burlington Fitness Court, developed by the National Fitness Campaign, is the first of its kind in New England. This outdoor bodyweight circuit-training system features a series of full-body exercises that can be completed in just seven minutes. *7 Movements in 7 Minutes* is a simple yet powerful workout created for a range of athletic abilities, and is optimally performed on the Fitness Court. A grand opening was held in June and we are excited to begin programming the space in 2020.

#### *Fitness Court - TRW Playground*

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 additional highlights from 2019:

- We launched our Passport to Burlington program at the Winter Carnival. The Passport to Burlington was designed for families to discover new places & special events within our community. Residents can collect stamps by visiting locations throughout Burlington and finding the lock boxes hidden at each location. At the end of the year, if you have collected 10 or more stamps you will be entered into prize drawings. This program was funded through a Target Community grant.
- In April our Therapeutic Recreation Division offered a number of special events and programs to promote awareness and acceptance for people of all abilities. Events throughout the month included Light It Up Blue, Sneaker Prom, Community Safety Event and Sensory Friendly Easter Bunny Meet & Greet. Our staff partnered with a number of other town departments and organizations including the Police Department, Burlington Public Library and the Disability Access Commission to offer these events. In addition, partnerships were built with the business community for the Light It Up Blue Event.





- We offered over 25 special events throughout the year. These events include some favorites such as the Winter Carnival, Ice Palace Day, Turkey Trot and the Tree Lighting. It also included a quite popular new event – the Community Yard Sale. In addition, we also offered 8 Pop up Events through social media campaigns including Snowman Kits, Amazing Race and Easter Clue.

#### *Pop Up Event - Easter Egg Hunt*

- On June 15th, we hosted 9 communities for a regional track meet. There were over 200 athletes on hand for the event. Thank you to the Assistant Program Coordinator Jessie Hampson for putting the meet together!
- We were excited to host 3 interns this year - a BHS intern, marketing intern, and a therapeutic recreation intern.
- Amy DeLeo, a Burlington High School senior, who is interested in learning about children's programming and how to run a business in that regard.

- Connor Desharnais, as student at Southern NH University, is working as the Marketing Intern. He coordinated press releases and social media platforms throughout the summer.
- Emma Jones, a TR student at the University of NH, working as our Therapeutic Recreation Intern, developed a way to streamline the inclusive and specialized program work with outside contractors.
- At the September meeting, the Club 55+ Executive Board voted to change the name of Club 55+ to Burlington Club 50. The board has expanded programs offered to those ages 50 and over. Look for more programs offered in the evening and weekend hours!
- Throughout the year, our program staff attended a number of conferences/trainings that focused on a professional development. These conferences include the Northern New England Parks & Recreation Conference, Massachusetts Recreation and Park Association Conference, The Midwest Symposium on Therapeutic Recreation, Abilities Expo and the National Recreation and Park Association Conference. In addition to these opportunities, our staff was able to attend some events as presenters. Director Egan presented a session at the National Recreation and Park Association Conference entitled: The Buzz Effect of Pop up Programming. Laurel Rossiter, CTRS presented at the Therapeutic Recreation Service Delivery in Community Settings course, at the University of New Hampshire. The graduate level course focuses on the role of Therapeutic Recreation in schools, municipalities and community health organizations

In 2019 we continued to provide new, innovative programming and added new community building programs to encourage residents to visit our parks and playgrounds. Our Therapeutic Recreation Division continued to grow and we provided more programming and support services, for residents with a disability, than ever before. Finally, the residents continued to benefit from safe parks and creative programming, from a team of dedicated staff members.

#### **GOALS**

As we head into 2020, we will continue to offer the creative community events you have come to expect and enjoy. We will continue to improve ourselves through professional development opportunities offered locally, regionally and nationally. We encourage you to stay active, not only in our programs and events, but also your community. Make a point of participating in one of our programs or events in the brochure or one of the pop-up events offered through our social media platforms. Whatever you choose to do, do it for you!

## PUBLIC LIBRARY AND LIBRARY TRUSTREES



### WEBSITE

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

### LIBRARY STAFF

Administration - Michael Wick, Director; Marnie Smith, Assistant Director; Gerri Gaffey, Principal Clerk

Reference - Donna Manoogian, Justin Acosta, Shelley Sloboder

Youth Services - Technical Services - Nan Wang, Ann Marie McMakin, Sandra Woodbury, Janet Zahora

Library Technology Specialist - Neha Maheshwari

Circulation - Cara Enos, Sarita Hegde

Library Aides - Nancy Farrey-Forsyth, Dahlia Gallagher, Annemarie Gangi, Gauri Kulkarni, Mary MacDonald, Susan Petrowski

Pages - Gale Christiano, Darlene D'Addario, Patrice Earley, Dylan Garvey, Maureen Mullen, Jennifer Shoemaker, Raymond Smith, Patricia Stone

### MISSION

The Burlington Public Library is a community hub that promotes lifelong learning, exploration, and innovation.

### SERVICES PROVIDED

- Lending of our core collections including books, large print books, magazines, audio books, playaways, music CDs, video games, and DVDs
- Lending of special collections including tote bags, light therapy lamps, launchpads, laptops, educational kits, puppets, and museum passes
- Downloadable books, magazines, audiobooks, 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 those in need
- Outreach services to local assisted living communities
- ESL tutoring and conversation groups, through a partnership with English At Large
- One-on-one technology and research assistance
- 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

2019 saw significant developments for the library as we sought to create forward-thinking and innovative services and programs for the residents of Burlington. The library debuted its first library-wide, all-ages event with the Burlington ComixCon in March 2019. The event included comic book artists and authors, local comic and board game stores, VR demos from VR Mindtrek and the Microsoft Store, a cosplay contest, photo booths, crafts for children, and programming for all ages throughout the day. The event was a huge success, with over 1,000 people visiting the library throughout the day.

The library staff continued to develop services for our community that provide greater access to our services and programs. In November the library went fine free for all materials (excepting museum passes). We found that owing fines were one of the greatest reasons why people didn't use the library. By removing this barrier, we sought to build a stronger community, improve literacy and educational attainment, and bring more people into the library. The library has also sought to bolster our patron's love of reading through Book Bundles, which are a librarian-curated collection of books set aside monthly for patrons, selected for the tastes of that individual patron.

In addition to removing barriers, we have made our connections with the community stronger by seeking out needs in our community and meeting them where they arise through partnerships with local organizations. To that end, the library has participated in community-wide events such as the annual Diwali celebration and Celebrate Burlington, engaged our community members in need by providing book discussions and materials at Sunrise and Stonebridge assisted living centers, delivered materials to participants at the Council on Aging's Memory Café, worked with ShineIn Math to provide free SAT prep sessions, and expanded our partnership with English At Large.



*Left: Cosplayers who participated in the cosplay contest during the Burlington Public Library's inaugural ComixCon, which drew over 1,000 attendees, in March 2019.*



*Right: Librarians Cara Enos, Shelley Sloboder, and Nicole Monk prepare for Celebrate Burlington where they registered new patrons, provided information on services, and created a storywalk for families to enjoy during the festivities.*

## 2019 HIGHLIGHTS

- Throughout the year, over 13,600 individuals attended library programs and events
- Over 149,800 individuals visited the library
- Children, Young Adult, and Adult Summer Reading programs brought in over 760 readers
- Adult programming almost doubled both the amount of programs and attendees from the previous year—for a total of 170 programs, delivered to over 1,900 attendees
- The first-ever Burlington ComixCon was attended by over 1,000 people

## CHANGES

- Dahlia Gallagher, Elizabeth MacGregor, Neha Maheshwari, Jennifer Shoemaker, and Sandra Woodbury joined the library's staff in 2019.

## 2020 HIGHLIGHTS TO LOOK FORWARD TO

- The Burlington ComixCon returns on Saturday, September 26<sup>th</sup> for an all-day, all-ages, library-wide event for pop culture, comic, gaming, and video game enthusiasts
- The unveiling of Jackson's Reading Nook: a space dedicated to Jackson Walsh, for families and their children to bond over reading and play
- A Library of Things, providing our community with innovative items such as Rokus loaded with streaming services, hotspots, ukuleles, and more

## DONATIONS

The Burlington Public Library would like to thank the following corporations, organizations, and individuals for their generous donations made in the past year:

Digital Federal Credit Union	Thomas & Jane Ford	David Melanson
Hewlett Packard – Retired Employees of Massachusetts	The Friends of Laurie Walsh at the Chemistry Lab, Beth Israel Deaconess Medical Center	Christine & Steven Milligan
LCEA/LABBB	Edward & Linda Gagnon	Mary Mitchell
RoltaAdvizex	Gail Galatro	Richard Pizzi
Susan & Robert Akie	John and Margaret Galatro	Daniel & Patricia Robichaud
Patricia Barletta	Gail Healey	Paul & Deborah Robinson
Denise Bowser	Stephen & Sarah Herlihy	The Rosenthal Family
Debra Boyajian	The Hoffman Family	Kitty & Steve Rusteika
Susan Burke	Tom & Arlene Iodice	Brian & Emily Sefton
The Burke Family	William & Cecile Keller	David & Debra Sharkey
Theresa Caporiccio	Sheri & Jim Kenney	The Shea Family
Gabriel & Lisa Carrieri	Kathleen & Ralph Kent	Kathleen and David Stein
Richard & Annette Comer	Bradford & Claudette Kluge	The Thomas Family
Rita Darisie	Sandra Koot	Maureen Toscano
Patricia Daley	Marguerite & Celeste Labrecque	Betty Tremblay
Robert DeLuca	Roland & Anne LaPlante	Ann & Ted Turcotte
The Devaney Family	Brian & Robyn Logue	Robert and Eileen Quinn
Caitlin DeSoye	Geraldine & John Martin	Patricia Walsh
Paula DeYoung	Marina & Joseph McCarthy	James & Shannon Warren
Marie Doherty	Amy & Bill McHugh	The Weber Family
Eleanor & Tony Donato	Tom & Laurie McManus	Mark & Patricia Wenzel
Kristin Enright	Thomas & Jane Ford	Carmela Yachetta
John & Joanne Fitzgerald	The Friends of Laurie Walsh at the Chemistry Lab, Beth Israel Deaconess Medical Center	Andrew & Barbara Zito
Lorraine Foley	Edward & Linda Gagnon	
Digital Federal Credit Union	Gail Galatro	

## BURLINGTON PUBLIC LIBRARY TRUSTEES



*Back row (l to r): Phil Gallagher, Adam Woodbury, Rob Neufeld*

*Front row (l to r): Ram Voruganti, Hiral Gandhi, Kevin Sheehan*

*Not pictured: Hiral Gandhi (appointed 12/18)*

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 ▪ BURLINGTON BRIDGE DEDICATION



A bridge dedication ceremony in honor of the late LCpl Gregory E. MacDonald of Burlington, who died while serving our country in Iraq, was held at the Burlington Town Common over Memorial Day weekend in 2019. The bridge spans Cambridge Street on Route 128. LCpl MacDonald died while serving our Country in Iraq in 2003 when his vehicle overturned while he was attempting to rescue fellow service members. State Representative Ken Gordon filed legislation, which was signed by the Governor, to rename the bridge in honor of the hero. Attending the ceremony were family, friends, a service partner, Selectmen, Allied Veterans, guest speaker Major Bruce Bell (Ret.) and many others. Members of the Fire Department hoisted a giant flag on the Town Common close by a marker and bench named in Gregory's honor.



*Flag raising by Burlington Fire Department*

*Photo: B. Hogan*



*Family members and friend*  
*Photo: R. Hosford*



*The Allied Veterans with fellow member and father of Gregory, Arthur MacDonald, 4th from right*  
*Photo: R. Hosford*

## COMMUNITY EVENT ▪ COPS N' CARS



In June 2019 Burlington Police Sgt. Bernie Schipelliti introduced *Cops n' Cars* which is hosted by the Burlington Police. It was a very successful car show with more than 150 classic model cars, muscle cars, sports cars and other vehicles arriving from all over New England. The event was held at Burlington's Town Common. The goal was to showcase some great vehicles and provide an opportunity for police officers to meet and greet with the car owners and everyone else stopping by to admire the cars. Awards were presented to the best cars in each category. The event

was a fundraiser with 100% of the proceeds to register the vehicles donated to Burlington's nonprofit People Helping People which provides food, medicine, heat and utilities to the needy. Chief Michael Kent agreed that it was a great opportunity for the Police Department to connect with the community and car owners. *Photo: K. Gallant*



*Burlington Police Sgt. Bernie Schipelliti*

## COMMUNITY EVENT • 4TH OF JULY



*Joyce Deliyiannis,  
Founder of HelpIs.org  
was awarded  
Outstanding Citizen of  
the Year by the Town for  
her dedication to the  
community*

### WEBSITE

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

The Town of Burlington held another successful annual 4th of July parade along Cambridge and Winn Streets on July 4, 2019 with Independence Day Fireworks taking place on June 30. The sponsoring organization was once again Burlington's American Legion. The Town and the July 4th Committee are extremely grateful for the donation of time, supplies and funds. The Burlington July 4th Committee was pleased to announce that Joyce Deliyiannis, Founder of HelpIs.org, was awarded "Outstanding Citizen" of the Year by the Town of Burlington as well as the State of Massachusetts Senate for her dedication to the community. This honor is intended to recognize individuals in Burlington who have demonstrated continuous support and outstanding contributions to the Town. The 4th of July Committee and the Town thank each and every organization, family and units for the creation of the many different creative and beautifully decorated floats. the PMC Kids Team Kelly Strong with child cancer survivors on board and Showcase of Homes.



*Sons of Italy flipping dough aboard their float*

*PMC Kids Team Kelly Strong with child cancer survivors aboard*

## BURLINGTON LANDLOCKED FOREST



### WEBSITE

[www.landlockedforest.com](http://www.landlockedforest.com)

### THINGS TO KNOW ABOUT THE FOREST

- 1. There is legal pedestrian access to the Burlington Landlocked Forest.** The Paint Mine Conservation Area in Lexington borders on the forest. 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 area.
- 2. 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. On this trail network, a person can choose to take 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.
- 3. The trails in the forest 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 a cleared meadow, a dense forest, an extensive wetland around a cheerful stream, a lovely and fragrant grove of pine trees, and a small vernal pool.



**4. 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 of a wetlands area.



**5. 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 at least once a year for three to six years.

**6. Burlington Cub Scouts** made and then installed trail junction markers throughout the Landlocked Forest. Our trail map displays these numbered junction markers. It is available on the Friends of the Burlington Landlocked Forest web site ([www.landlockedforest.com](http://www.landlockedforest.com)).



**7. A Troup of Boy Scouts** (right) built the *Boy Scouts Trail*, which serves as the main trail into the forest. Experienced NEMBA trail builders mapped out the route and NEMBA provided the scouts with special trail building tools and advice.

**8. The Friends of the Landlocked Forest do guided tours periodically throughout the year.** The tours are advertised in newspapers, on the internet, and on the [www.landlockedforest.com](http://www.landlockedforest.com) web site. You can email the group and ask for a tour at "[Landlockedforest@aol.com](mailto:Landlockedforest@aol.com)" In addition each year the Recreation Department runs a mountain bike tour of the forest for kids and their families as well as other activities.

## MARY CUMMINGS PARK

### WEBSITE

<http://marycummingspark.org/>

"Friends of Mary Cummings Park" was formed to help keep our park forever open as a public park and playground, to promote recreation and the protection of its wildlife, habitat and watershed.

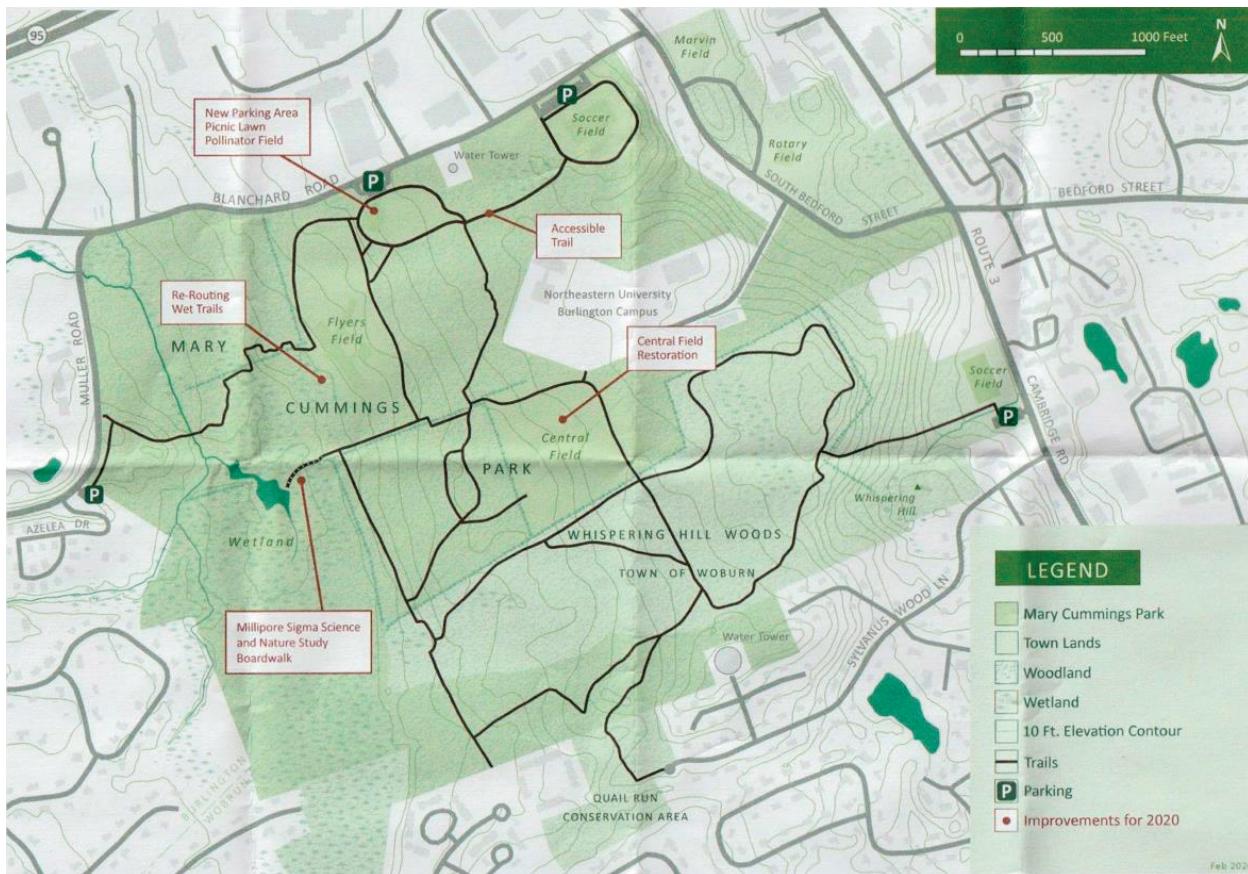
### 2019 HIGHLIGHTS



#### TRANSITION TO THE TRUSTEES

The biggest news at Mary Cummings Park is that The Trustees (of Reservations) is working actively to become official park managers. They have surveyed the park and prepared plans to create new parking, a picnic area, and a nature trail with a boardwalk into the wetlands. They have presented their plans and been approved by Burlington Conservation Commission, Recreation, Planning, and Board of Selectmen. We expect to see construction beginning in April and running into the summer.

Details about The Trustees plans will be available both on their website and on the Friends of Mary Cummings Park site.



## NATURE WALKS

Due to the impending takeover of park management by The Trustees, we at The Friends have been ramping down our nature walk series from monthly to quarterly and may cease entirely when The Trustees are in full control.

### GROUNDHOG DAY WALK

We had a pleasant walk on February 2<sup>nd</sup>, a lovely winter day, finding our milkweed planting locations.

### BOOT BOUTWELL WALK FOR APRIL

Boot led another popular walk in April, with his nature stories and poems:



### TED ELLIMAN WALK FOR AUGUST

Ted led another successful walk in August with lots of attendees.



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## BURLINGTON SCHOOL COMMITTEE



### **SCHOOL COMMITTEE MEMBERS**

*(l to r back row) Thomas F. Murphy; Stephen Nelson; Kristin Russo, Chairman  
(l to r front row) Christine Monaco; Martha Simon, Vice-Chairman; Bridget Conceison, Student Representative*

#### *Martha Simon, Chairman's Report*

2019 was a year of continuing excellence and improvements in the Burlington Public Schools. With our core goal of improving student learning, we are focused on academics, social-emotional learning, health and wellbeing, 21<sup>st</sup> century skills, and preparation for college and career. Our excellent and dedicated teachers and staff are the foundation of our students' successes.

We want to thank Town Meeting for their financial support for the Burlington Public Schools. This includes the operating budget, capital needs, and support for out of district education and transportation for students with special needs. Past and current support for our well-maintained buildings, with thanks to our wonderful custodial staff, provide us with the infrastructure we need for instruction and learning.

Unfortunately, three of our six school buildings need major repairs or replacement. The School Committee has begun planning for our future building needs, both at the high school and the elementary level. We will continue to work closely with Town leaders and Town Meeting to discuss the urgent need for a high school renovation and a new elementary school building to meet growing enrollment pressure.

2019 was a year of financial stability. Our new budget format and new financial policies were successfully implemented, thanks to the tireless efforts of our Business Manager, Nichole Coscia. The results this year were positive outside reviews and audits of several aspects of the district's finances. Our financial staff will continue to update the fiscal procedures we are using to ensure we meet the highest standards.

We are proud of the many accomplishments of our students, from our BHS Poet Laureate to our Stock Market Competition winners, from our Computer Science award winners to the track team which became State Track Champions for the fourth year in a row. These achievements were made possible by the effort and support of our marvelous staff.

This year, we implemented new special education programming to ensure high quality inclusive educational options for our students. We joined with the Rennie Center and eight other districts on a year-long initiative to improve social emotional learning by increasing staff knowledge of social emotional competences, strategies and resources. The new district-wide Diversity and Equity Committee began meeting this year to address the complex issues of equity and cultural proficiency for all students and staff. Additionally, Burlington High School is one of 14 schools in the state who received a grant for an Innovation Pathways program. This is the second year of our program in *Innovation Technology* which provides career exploration and skill building opportunities to students through collaboration with local private businesses.

We continue to look for ways to meet the needs of every child in our diverse student body. We strive to educate healthy, well-informed children, endeavoring to reach the goals laid out in our Mission Statement. It states that, for every student, the Burlington Public Schools will *foster a positive self-image leading to lifelong learning, self-sufficiency, and responsible citizenship*. The School Committee wants to thank our administrators and our caring and inspiring leader, Dr. Eric Conti, for their hard work and dedication. We are also grateful to have the support of staff, parents, community members, and the local business community helping us in our crucial task of educating the children of Burlington.

The Burlington School Committee welcomes your phone calls and emails. The Committee generally meets every second and fourth Tuesday during the school year and also welcomes your attendance and input at our public meetings.

#### SCHOOL COMMITTEE

Term Expires

Martha Simon, Chairman 5 Willow Way	2021
Christine M. Monaco, Vice-Chairman 18 Corcoran Road	2022
Stephen A. Nelson 25 Fairfax Street	2020
Thomas F. Murphy, Jr. 3 Lexington Street	2022
Kristin Russo 5 Kingsdale Street	2020
Bridget Conceison Student Representative	

## BURLINGTON SCHOOL ADMINISTRATION

### WEBSITE

[www.burlingtonpublicschools.org](http://www.burlingtonpublicschools.org)

#### 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

#### Director of Special Education

Mary Houde

B.S., Framingham State College  
M.Ed., Gordon College

#### Business Manager

Nichole Coscia

B.A., Sacred Heart University

#### 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

Cari Perchase  
Principal

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

Josh Murphy  
Assistant Principal

B.S., Seton Hall University  
M.Ed., Northeastern

#### Elementary Schools

Deborah Dressler  
Principal, Memorial School

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

David Rosenblatt  
Principal, Fox Hill School

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

John Lyons  
Principal, Pine Glen School

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

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

## SUPERINTENDENT OF SCHOOLS

*Eric Conti, Superintendent*

*Patrick Larkin, Assistant Superintendent*

In 2019 the Burlington Public Schools continued to build on the work accomplished in 2018. 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) Learning, 2) Equity, 3) Culture and Relationships, and 4) Facilities and Finance.

Our learning focus in 2019 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, re-organizing our Business Office, 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 the 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. Our success can be measured, and should be measured, in more than simply standardized state test scores. Our students are reciting poetry, competing in robotics and business competitions, succeeding in mock stock market games. In addition, students at all levels are applying concepts in computational thinking and computer science to solve problems.

In 2019 we continue to have in-depth conversations about what learning needs to look like in the 21<sup>st</sup> century. This year we are undertaking conversations with multiple stakeholder groups on the “Portrait of a (Burlington) Graduate.” These conversations focus on the knowledge and skills we want to see in our graduates. These outcomes would not be possible without the operating funding and infrastructure that was put in place in partnership with the general government of the town and with the support of town meeting. For instance, 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, the district is working with a cohort of other districts in partnership with MIT to expand the opportunities for students to learn computer science throughout their school careers. In addition, Burlington High School was awarded an Innovation Pathways Grant focusing on Computer Science and a Capital Skills Grant to support the expansion of computer science.

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. 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 See Saw, to keep stakeholders informed of the great things happening in their classrooms. We have added a spring

parent conference opportunity this coming year for parents.

In addition to the initiatives discussed above, the curriculum office provides support and development for teachers through coordinated, district-wide professional development. BPSCon, our three-day professional development event before school begins, continues to provide teachers with numerous learning opportunities focused in key areas that are aligned with district improvement goals and designed to support the professional learning goals of individual teachers. Our focal points during the year continue to be social emotional learning, inclusion, cultural competency, and expanding collaboration. We have seen progress in each of these areas at all levels. In the area of Social Emotional Learning, we have supported more elementary staff in the implementation of Responsive Classroom while also expanding the use of mindfulness strategies in classrooms K-8. In addition, our partnership with McLean's Hospital provides opportunities for counselors and school psychologists at all levels to expand their skills in supporting students impacted by trauma. In the area of expanding collaboration, our Keys to Literacy initiative allows staff at all levels to have expertise in a common set of skills to help support students with comprehension. The use of peer observations and unconferences where teachers are able to select their own professional development experiences are also ensuring positive growth in the area of professional collaboration. Finally, in the area of cultural competence, our teachers continue to receive multiple opportunities to expand their learning through courses offered both in the district and outside. We are also proud of the development of a Multicultural Calendar by members of our District Capacity team. This calendar recognizes all of the different religious and cultural celebrations that impact our staff, students, and community and it was shared both within our district and on our website.

Burlington Public Schools continued its long-term relationships with a host of partnerships with outside agencies including Primary Source and Massachusetts Computer Using Educators (MassCUE). In addition, we have established new relationships with organizations such as the Woodrow Wilson Academy of Teaching and Learning at MIT to help support the development of math and science teachers. We have also collaborated with other local districts in the development of K-5 Science Curriculum units and K-5 ELL Curriculum units. By continuing to provide 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 sharing of best practices which in turn leads to increased academic achievement and positive student outcomes.

**PUBLIC SCHOOLS AND DEPARTMENTS****BURLINGTON HIGH SCHOOL**

*Mark Sullivan, Principal*

Burlington High School was fortunate enough to host yet another outdoor commencement exercise on Varsity Field. Administration and Faculty welcomed the entire BHS community to celebrate the graduation of the Class of 2019 on Sunday, June 2, 2019.

At the conclusion of the 2018-19 school year, Ms. Daniela DeSousa was granted a one year sabbatical leave to teach in Spain. Ms. DeSousa was replaced by an interim teacher, Ms. Danielle Ciccone. Mr. Adam Chiocca also took a one year personal leave of absence, and was replaced by another interim teacher, Ms. Katey Sullivan.

The other new faculty members for the 2019-20 school year are:

Patrick Magee	Athletics
Matthew Costa	ELL
Jacqueline Rogers	Guidance
Laura Maida	Life Skills
Matthew Moll	Science
Kelly Palmer	Science
Sarah Berkley	Special Education
Laura Feig	World Language
Stefanie Sweeney	World Language

Burlington High School continues with ongoing school improvement efforts, based on the commendations and recommendations provided by NEASC (New England Association of Schools and Colleges) at their decennial visit several years ago. This 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.

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

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](http://burlington.org) or my blog at [markjsullivan.org](http://markjsullivan.org).

## ART & DESIGN PROGRAM - BURLINGTON HIGH SCHOOL

*George Ratkevich, Visual Art Program Coordinator*



*Students in the BHS Portfolio course paint a mural to transform the classroom.*

### On the Web:

<http://bpsk12art.weebly.com/> (a resource for district art teachers)  
[www.burlingtonhighschoolart.org](http://www.burlingtonhighschoolart.org) (for students, parents, and the community)  
[www.facebook.com/burlingtonhighschoolart](http://www.facebook.com/burlingtonhighschoolart)

### Staff:

George Ratkevich - Visual Art Program Coordinator  
Lindsay Appleby - art teacher, Marshall Simonds Middle School  
Sarah Baldwin - art teacher, Marshall Simonds Middle School  
Christina Chang - art teacher, Burlington High School  
Alexandra Djordjevic - art teacher, Burlington High School  
Courtney Fallon - art teacher, Pine Glen Elementary School  
Keith March Mistler - art teacher, Marshall Simonds Middle School  
Stephen Scarpulla - art teacher, Fox Hill Elementary School  
Lauren Vigneau - art teacher, Francis Wyman Elementary School  
Joanne Vigneau - art teacher, Burlington High School  
Donna York - art teacher, Memorial Elementary School

The Art & Design program helps students develop their visual literacy (an understanding and appreciation of guiding concepts such as the elements and principles of design), creative problem solving, design thinking (a focus on steps in the process of making), and technical skills (craftsmanship). Students develop their Studio Habits of Mind (which comes out of the framework of Studio Thinking designed by practitioners at Project Zero at Harvard's School of Education.). They develop their craft, becoming more technically skillful in using a wide range of tools, materials, and artistic processes, and they learn to take care of those tools and their studio workspaces. They begin to see and embrace problems as opportunities, develop focus, and they learn to persist and persevere at tasks. Art students learn to envision and imagine, thinking creatively, developing their ability to come up with new and better ideas. They learn to plan well and work through the many, sometimes messy, stages of the creative process. They express themselves, making art that conveys ideas, feelings, or personal meanings. They observe, looking closely and carefully at things, attending to nuance, noticing the small things that the casual observer won't. They become more and more sensitive to the natural environment as they work from observation, memory, and

imagination. They reflect on what they and their fellow artists have done, learning how to look at and talk about art, to defend their work, to take in and process constructive criticism from their peers. They stretch and explore, reaching beyond what they thought they could do. They learn to embrace opportunities, discover through play, and learn from their mistakes. They work and interact with one another in the community that is the art class, and they share their work with their school, family, and community. They make connections, learning about culture and history, current practices and innovation, and interacting with others through their study of art and art-making. We believe that students' art classes help balance their academic classes, and that art-making is an essential, enriching experience that helps to more fully develop a well-rounded person.

Student work was published or displayed in *Collab*, the high school's literary magazine, the Scholastic Art Awards, the high school's 46th annual Art Exhibition, seventh annual Fashion Show, and thirteenth annual Portfolio exhibition, the Regional High School Art Exhibition hosted by the Lexington Arts & Crafts Society, in other competitions and exhibitions, and 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.

Selected Burlington High School art students also participated in the *Exhibit 15* at the Bedford Town Hall in the spring. This exhibit was born out of the desire to have a smaller, regional showcase of student work that was free for students, while also bringing neighboring communities together for a celebration of artistic excellence. The show recognized exceptional work, enlisting help from professional artists and educators to serve as jurors who determined award-winning pieces in each category. This was the first year of the show, which we hope will become an annual tradition.

Advanced photography students once again collaborated with students in the Winchester High School photo program in an exhibition entitled "Photosynthesis XIV" at the Griffin Museum of Photography in Winchester.

For the 2019-20 school year, the high school offered more art & design choices for incoming freshmen, including 2D Design Foundation, 3D Foundation, Drawing Foundation, Painting Foundation, Photo Foundation, and Creative Art Foundation, as well as an entryway into our Portfolio program for the truly committed artist at any grade level (called "Art Fellows"). We also offered more semester courses and honors-level versions of many of our courses.

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## BURLINGTON HIGH SCHOOL ENGLISH DEPARTMENT

*Shannon Janovitz, Department Chairperson*

The Burlington High School English Department is committed to helping students understand their world, preparing them to engage in it responsibly, and fostering student efforts to make positive contributions. The department celebrates and values each of its members, encourages a love of learning, and shares collective responsibility for the support of all students to achieve at high levels.

In 2019, BHS English teachers continued to review and revise curriculum to ensure that all students have varied opportunities to develop twenty-first-century skills and demonstrate their learning. The most significant curricular change occurred in grade twelve, which shifted from British Literature to Senior English. The course now includes a wider diversity of voices in its core literature and visual texts and offers students consistent opportunity to engage in independent inquiry. This culminating course requires

students to complete an individualized sustained research project that demonstrates their mastery of BHS's 21st-century learning expectations.

2019 also brought increased collaboration with community partners to foster student learning. With the help of grant funding from the Burlington Cultural Council, the English Department was able to participate in Mass Poetry's Poet-in-Residence program. Renowned poet Regie Gibson presented and performed at assemblies promoting the power of student voice and then worked with all BHS freshmen in generative writing workshops. Additionally, Journalism students partnered with BCAT to develop weekly editions of the *Devil's Sunrise*, the school's new broadcast news production. This partnership broadened student skills as journalists while providing them with opportunities to work with community experts.

The English Department is focused on increasing students' literacy skills through a variety of independent reading programs and has plans to grow these programs in the 2020-2021 school year. They are also working to prepare students for the Next Generation MCAS, which will see its second year of implementation for high school sophomores in spring 2020. Department members will attend national and regional literacy-based educational conferences in the coming year to support reflection on instructional practice and curriculum development.



*BHS English Hall mural, designed and painted by Martello Cesar and Levi Theirrian, 2019 English Department Resident Artists*

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## WORLD LANGUAGE DEPARTMENT

*Renee B. Dicey, World Language Department Head*

The World Language (WL) Department offers four languages: 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 5<sup>th</sup> year; although Spanish and French offers an Advanced Placement (AP) course in place of year five. Students enrolled in WL courses learn to work independently and collaboratively to investigate and communicate about topics relating to culture, history, and the language being taught. Additionally, WL students develop skills that teach them how to compare and contrast cultural products, practices, and perspectives focusing on themes of personal and public identities, contemporary life, family and community relations, science and technology, beauty and aesthetics, and world challenges.

It is a pleasure to announce that this year the BHS community welcomed three WL teachers: Spanish

teachers, Danielle Ciccone and Stefanie Sweeney, and French teacher, Laura Feig. The new WL instructors share the same passion for inspiring their students to recognize an appreciation of the cultural themes and language being taught in the classroom. During the 2019-2020 academic year, Spanish teacher, Daniela De Sousa, is on sabbatical in Spain where she is observing and investigating second language acquisition from elementary through high school levels. As a result, the WL department will be able to learn from Ms. De Sousa's experience and, consequently, will be able to continue to expand engaging learning opportunities for WL students.

Aside from classroom learning experiences, traveling abroad options continue to be a priority for the WL department. In February, Spanish teachers, Daniela De Sousa and Christina DiCroce, spearheaded the biennial Spanish Student Exchange Program to Collado Villalba, Spain. During the trip, 30 students observed the school day, participated in field trips to nearby cities, and celebrated their new found friendships with their Spanish host family. Similarly, during April vacation Latin teacher, Gregory Stringer coordinated a trip to Rome, Italy for his Latin students. While in Rome, Mr. Stringer presented students with an authentic learning experience about the classical world, covering topics on everything Latin, including philosophy, art, religion, history, archeology, text, etc. Lastly, Italian teacher Ivana Gentile, BHS Associate Principal Richard Sheehan, and 20 Italian students enjoyed 10 days in Italy while participating in the Italian Student Exchange Program with the *Istituto Tecnico Pilati* of Cles, a city located in Northern Italy. During their stay, students attended classes with their host student and participated in cultural activities and field trips to local tourist attractions, which included the cities of Verona, Trento, Venice, and Rovereto.



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In conclusion, all WL teachers continue to investigate ways to conduct exciting language learning experiences both inside and outside of the classroom. Each March, WL teachers provide their language classes with opportunities to recognize National Foreign Language Week. For example, students participate in the annual WL volleyball tournament, cake wars, WL brunch, and various events scheduled by the French, Italian, Latin, and Spanish clubs. This fall, the Italian V and AP Spanish classes visited two of Pine Glen's kindergarten classes to read, sing, and dance both in English and in the target language. In addition, Italian teachers, Mrs. Hoerle and Mrs. Gentile, celebrated Italian Heritage month in October by encouraging their students to create a work of art that featured hands of students and staff that showed their visions of Italian and American values, interests, and customs.



Likewise, French IV and French V students visited the Isabella Stewart Gardner Museum where they viewed artworks of French artists during a guided tour. Lastly, AP Spanish students visited the Harvard Peabody Museum on October 31st to learn about the famous Mexican celebration of the Day of the Dead.



*Mrs. Dacey and Mrs. DiCroce's  
AP Spanish classes visiting Mrs. Hoyt's  
kindergarten classroom at Pine Glen.*



*Mrs. Gentile, Mr. Sheehan, and BHS Italian students  
getting ready for their departure to Cles, Italy*

## MATHEMATICS DEPARTMENT

*Katie Whitcomb, Department Chair*

The BHS Mathematics Department remains focused on preparing students for lifelong mathematical competence and sound logical reasoning skills and to be engaged community members by giving them a foundation of knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods.

The Mathematics Department strives to offer courses that challenge and engage all learners. We also continue to foster students' love of math through extracurricular activities such as Math Team, New England Math League, and the American Mathematics Competition. This year, we began a chapter of Mu Alpha Theta, a national mathematics honor society, and have 12 charter members.

We are also excited to share that Burlington High School is one of 14 high schools from across the state that was awarded an Innovation Pathways grant of \$50,000, to launch a Future Innovators Program in Computer Science. Students in the program will take college level Computer Science courses and explore technology careers. Thank you to LogMeIn, for hosting a group of students in December, and helping them learn about cybersecurity in the real-world.

"These early career programs provide students a head-start in learning and thinking about future career options so that they are able to make informed decisions about what they want to pursue in college and beyond," said Governor Charlie Baker. "We are proud to continue to invest in these important programs that can shape a student's future success."

Our CS program is working with two National Science Foundation programs to bring best practices in Computer Science education to Burlington. We are a member of an NSF-funded research practitioner partnership in MA that aims to promote inclusive excellence in Engineering and Computer Science education during 2 transition periods in students' lives: transition from high school to higher education and transition into the workforce. We are also a member of another NSF grant through MIT and UMB, where participants share the common goal of broadening participation in computing for underserved groups in Computer Science in Massachusetts.

## HIGH SCHOOL COUNSELING DEPARTMENT

*Joe Attubato, Support Services Coordinator*

For quite some time the Massachusetts Association of School Counselors Association (MASCA) and the American School Counselor Association (ASCA) have been advocating for a change in title nationwide to more accurately and holistically represent the role that our counselors have served for many years. This change in job title was recently implemented by DESE as well. Counselors are vastly more than college and career coaches. Traditionally, counselors set schedules, ensured graduation requirements were met and helped students to pursue post-secondary plans. Over time, these primary responsibilities remained, while encompassing a whole child/whole student approach to supporting our young people. Students speak with their counselors about their own health and wellness, their social lives and home lives, areas of challenge and growth, as well as their passions and strengths. They gain access to resources and enrichment opportunities, and connect with the community through service initiatives and extracurricular activities. When in crisis, their counselors meet with them, ensure their safety and get them connected to the appropriate level of care, be it the school nurse, a social worker, a mobile crisis unit, or even emergency services if necessary. Counselors spend more time collaborating with families to surround students with caring adults who are aligned in purpose and working as a team. For all of these reasons, licensure and professional language at the national and state levels have been changed from the outdated Guidance Counselor title to the more all-encompassing, School Counselor.

The Counseling Department hosts events throughout the year for students and parents to ensure our mission is promoted. We host a Parent Breakfast Series and several parent/student planning nights. Planning nights are also televised on BCAT. BCAT has dedicated a web-page specifically to post the BHS Counseling events. As usual the breakfasts are geared toward specific grade level topics, others can be applicable across grade levels, such as “Dealing with Stress and Coping Strategies”, “the Course Selection Process,” an “PSAT Results Review,” and presentations on the basics of Financial Aid.

The BHS Counseling staff met with new ninth graders in small groups as part of their transition to high school and look forward to meeting with them again during a health lesson mid-year. In early October, we held our annual Freshman Parent Breakfast to give parents an overview of the grade nine transition, Grade 9 students also took part in a Career Day assembly to help them better understand their digital footprint and remind them of how they can continue to make thoughtful decisions about social media. Freshmen were also given a brief survey about their transition to high school. One highlight we noticed was that each freshman was aware of where, why and how to access their Guidance Counselor.

This is the 2nd year the counseling department in conjunction with the Health Department and school nurses, administered the grade 10 SBIRT screening to better identify and support students who may have issues with substance abuse. In mid-October, all sophomores and a majority of juniors took the PSAT during school.

To support seniors in their college application efforts, we held small-group and individual college planning meetings with seniors. We also held Senior College Planning Night in September, a Financial Aid Night, and a Senior Parent Breakfast in October. BHS hosts visits from admissions reps from over 50 colleges and universities who come to meet with seniors and we also support the annual College Fair at the Shriners Auditorium.

As anxiety and stress levels increase at Burlington High School and across the state and country the counseling department has added a new staff member. The Burlington Counseling Office is happy to have a *School Adjustment Counselor*, Jackie Rogers. This position has proven to be a valuable, and much needed, position here at BHS. She has been able to connect with students that need help with a variety of

issues related to social/emotional functioning.

In January, the Counseling staff taught a lesson on the importance of transcripts to all grade 9 students. We reviewed BHS graduation requirements, how to read and understand the transcript, and the importance of identifying resources for academic support.

This year the BHS Counseling Department attended the 21st Century Learning Day at Marshall Simonds Middle School. At this assembly, Joe Attubato and many of the counselors introduced 8th graders to Naviance, which is a College & Career software program, and conducting the MI (Multiple Intelligences) Advantage assessment. MI Advantage is based on Howard Gardner's theory of multiple intelligences and the assessment allows incoming freshmen to develop an understanding of the Naviance program and reflect on possible future goals.

<b>The following is a profile of the Class of Students 2019 (as reported in June of 2019):</b>			
<b>2019 CEEB Test Summary: TESTING STATISTICS-2019</b>			
<b>4 Year College Total Students</b>			<b>189</b>
<i>4 Year College Breakdown</i>			
4 Year College - Private In-State			55
4 Year College - Private Out of State			24
4 Year College - Public In-State			89
4 Year College - Public Out-of-State			21
<b>2 Year College Total Students</b>			<b>25</b>
<i>2 Year College Breakdown</i>			
2 Year College - Public In-State			17
2 Year College - Public Out-of-State			8
<b>Other Post Secondary Options</b>			
Career Education			8
Military			4
Non U.S. College			2
<b>Total Students</b>			<b>247</b>
 <b>SATI: Reasoning Test (Class of 2019 mean scores (54% of class tested with essay; 86% or 210 total students tested)</b>			
	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>EBRW with essay</b>	<b>598</b>	<b>605</b>	n/a
<i>Total</i>	568	585	581
<b>Math with essay</b>	<b>588</b>	<b>596</b>	n/a
<i>Total</i>	562	581	579
		<b>State Average 2019</b>	<b>National Average 2019</b>
<b>EBRW with essay</b>	559		531
<b>Math</b>	561		528

<b>SAT Score Distribution</b>		
	<b>EBR</b>	<b>Math</b>
700-800	10%	9%
600-690	28%	21%
500-590	41%	50%
490-400	19%	18%
390-below	2%	3%

<b>National Merit Scholarship</b>	
Class of 2020	6 Commended students
Class of 2019	6 Commended students
Class of 2018	8 Commended students

## 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 biology teachers this year. Kelly Palmer worked at BHS as a substitute and student teacher at BHS during the 2018-19 school year. Matt Moll joined us from Higgins Middle School in Peabody, MA. We have also had two other student teachers, Ji Young Kim and Michayla Hogan, working in the science department as chemistry and biology teachers-in-training, respectively. The Science Department has also continued 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. In the past year, we have welcomed in speakers from the Massachusetts Water Resource Authority, Waste Management, the Burlington Fire Department, the Ethical Choices Program, and other medical career speakers. The emergency medicine class has also visited Boston MedFlight.

The Science Department is continuing our work toward full and meaningful implementation of the Massachusetts Science and Technology/Engineering (STE) Standards in our current courses. We have recently used our professional development time to complete NGSS training through NSTA and many of us plan to attend the NSTA National Conference which will be hosted in Boston in the spring of 2020.

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## HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

*Christina Cicolini, Team 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 2019/2020 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, our assistance dog that provides social/emotional support to all students, continues to be a welcome addition to the high school. Social Symbolism is a course 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.

This year, the special education department welcomed the addition of our Connections classroom. Connections program provides individually designed instruction and specialized services within a substantially separate setting. It supports inclusion within exploratory academics for individual success while providing opportunities for a focus on the development of functional academics, life skills, and social pragmatics. Although students are unable to meet the demands of a general education classroom and are typically working below grade level in academics and have functional life skill delays, they are exposed to the social aspects within the core content areas of preferred academics and when curriculum activities align. This is fostered and facilitated at the discretion of the Connections Program teacher. Additionally, students may receive related services in this program or out of the program.

## **SOCIAL STUDIES**

*Todd Whitten, Department Chair*

This year the Department is focused on designing the new curriculum based on changes that DESE made this fall to the MA State Social Studies Standards, which necessitates a shift from being a "Social Studies Department" to a "History and Social Sciences Department," and will require the integration of Media Literacy and Personal Finance into the core course offerings of the Department. The Department is also integrating the Civics Project based on the new law passed by the Massachusetts legislature requiring such an activity. The Department anticipates the project, which will focus on issues relevant to the Town of Burlington that have a national aspect to them as well, will launch in the spring of 2020. The Department is implementing four Inquiry-based units within the existing curriculum at each grade level, after working closely with the C3Teachers organization, the group that is coordinating the national implementation of Inquiry as a key pedagogy for the social sciences. The district hosted Professor John Lee for a two day Inquiry workshop for all our Social Studies teachers this past June which enhanced our ability to create these units, and we are moving toward creating a hub on the C3Teachers webpage that will feature our Inquiry units to serve as a national resource. We continue to await word from DESE as to the fate of the proposal of a Social Studies MCAS exam, which has, at last check, moved from the idea level to the "we're trying to create it" level. The Department sent representatives to the National Conference for Social Studies in November, and will again have members attend the New England Regional Social Studies Conference in Framingham in March. This year the Department continued without Matt Carr, who continued his leave of absence, and he continued his successful coaching of the cross country and track teams. The Department continues to work with the Keys to Literacy Program adopted by BHS, and continues our collaboration with our colleagues in MSMS to ensure a better experience for our students as they transition from middle school to high school.

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## **DEPARTMENT OF ATHLETICS**

*Shaun Hart, Athletic Director*

The Burlington Athletic Department has had yet another successful year. The Cheerleading team won the Middlesex League Freedom League Championship, thus qualifying them for both a Regional and State tournament appearance. Boys Ice Hockey took the Middlesex League Freedom League Championship. And in the spring, The Red Devils took Middlesex League Freedom Championships in Boys Outdoor Track, Boys Tennis, Girls Tennis, and Softball respectively. The Girls Tennis team claimed the League Championship for the eighth consecutive year.

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## **HEALTH AND PHYSICAL EDUCATION**

*Matthew Jackling, District Coordinator*

The Burlington High School Health and Physical Education Department implemented various successful programs throughout the year. BHS's Physical Education department focused largely on integrating our new resources into our existing curriculum. This is specifically reflected in our Project Adventure course, which utilizes instruction based on the "challenge by choice" model, individualizing student experience to best meet their personal needs and interests. Project Adventure provides every student with fun and

unique team building exercises that creates an inclusive environment for all students, regardless of physical ability or skill. This year, thanks to the generosity and support of the Burlington community, we had a new Project Adventure course constructed on site to serve as the primary means of instruction. Although the class does not take place until the Spring semester, we have brought numerous older students out to experience the new high and low elements, and continue to challenge themselves in a way that only challenge course curriculum can.



*Project Adventure Course*  
Photo: Matthew Jackling

Freshman and junior physical education continued their focus on students developing the tools necessary to take responsibility over their own fitness levels and training, reinforcing the skill set necessary for students to remain healthy and active as they transition to their life after high school.

In Health Education, sophomore students participate in our Intro to Wellness class, which focused heavily on addressing addiction (ranging from the dangers of vaping to the opioid epidemic), sexual education, nutrition, and examining the balance between healthy and unhealthy choices throughout the lifespan.

For our senior students, 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. This program also examines societal norms and stereotyping regarding race, gender, and sexuality. Senior students can choose between Senior Wellness, Intro to Health Occupations, and Intro to Sports Medicine to fulfill their senior year health requirements. All of these classes look to prepare senior students for the transition to their post-high school lives, addressing issues that most young adults face such as examining healthy choices based on their personal belief system, understanding the long term value of these choices, and developing their own health-related identity so that they can have continued success regarding their personal health and well being.

Lastly, Burlington High School also hosted its first Wellness Day, which was a day dedicated to

providing students with an opportunity to focus on their individual well being without the burden of academic demands. Students used the day to participate in workshops outlined in three categories: Mental Health Awareness, Healthy Choices, and Self Care. Additionally, each student attended an assembly hosted by the Improbable Players, an acting troupe that uses their own stories of addiction to educate young people on the various ways that substance abuse can impact their lives. Students and faculty raved about the impact that Wellness Day, specifically highlighting the way that it brought together students and faculty outside of their academic disciplines and created authentic connections between the two. This year's Wellness Day is scheduled for March 11 and we hope that it will build upon last year's success.

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## HIGH SCHOOL LIBRARY

*Callie Graham, Teacher Librarian*

By fostering a love of reading, providing essential books and resources, and developing critical 21st century skills, the ongoing goal of the library is to support BHS's mission statement. The library has collaborated with the English Department in the implementation and development of web-based student portfolios to showcase student work and demonstrate their growth and development throughout their four years at BHS. In conjunction with the Summer Reading Committee, the library has also worked to revamp the Summer Reading Program at BHS to increase student choice, engage more readers, and support the school community. The committee implemented a "one question, one school" model. In selecting books, students and faculty proposed titles, and ultimately the committee provided 30 fiction and 30 nonfiction titles from which to choose. At the outset of the school year, students were then put into book groups with faculty, community, and student reader leaders to discuss their summer reading. Feedback has been overwhelmingly positive. Additionally, through the Reading Challenge, students, faculty, staff, parents, and other community members have been encouraged to read a book a month based on that month's theme, and to share their thoughts about what they are reading. Themes are intended to promote diversity and expose readers to a wide array of books. The library also continues to host community-building events, including Laughing Lunch, which highlights the talents of the school's Improv Troupe, Idle Hands and serves as a source of joy and laughter for students and faculty. Likewise, Listening Lunch showcases the musical, writing, and poetic talents of BHS students and faculty in an open-mic style forum while also allowing listeners to unwind between classes. Furthermore, the former reference room has been transformed into a cozy reading area. The shelves in the space are where curated reading lists for particular classes can be found. Any teacher can request such a space for resources in the room. In the future, the library will continue collection development to best meet patron needs, including the development of Social-Emotional Learning resources.



## MARSHALL SIMONDS MIDDLE SCHOOL

*Cari Perchase, Principal*

Marshall Simonds Middle School is committed to supporting the social, emotional, and academic needs of students in grades 6 through 8. Our school is structured using the tenets of the middle school philosophy, where interdisciplinary teams of teachers share responsibility for educating approximately 90 students. The dedicated faculty and staff seeks to provide students with a safe and nurturing environment where students develop the skills necessary to prepare them for future success in college and career.

Marshall Simonds Middle School seeks to provide students with a relevant and rigorous curricular experience. Our curriculum addresses the Massachusetts Curriculum Frameworks and our educators use a variety of instructional strategies to support all students to achieve at high levels. Recently, the Commonwealth adopted new Science, Technology, and Engineering Curriculum Frameworks (2016) and History and Social Science Curriculum Frameworks (2018). The faculty at Marshall Simonds Middle School began planning how to implement the new standards in these two curricular areas. We anticipate that this will be a multi-year process. As part of the District's Computer Science for All initiative, we have begun shifting our computer and technology education curricula to focus more on computer science and digital literacy standards. This year, in collaboration with the Director of Special Education, we have made adjustments to the special education programming at the middle school, including a program to support students with language-based learning disabilities and a program to support students with autism spectrum disorders.

In 2018-2019, we completed a review of the existing master schedule. Through a transparent and collaborative process, we proposed a redesigned master schedule that the School Committee approved in the late spring of 2019. The new schedule was implemented this past fall and despite a few technical issues, it was a successful implementation. The new schedule provides more consistent instructional times for students, a longer lunch period for students, and allowed us to maintain and expand programming for students. A sub-committee of our School Council is in the process of eliciting feedback from stakeholders and will be making recommendations for next steps for updating our schedule this spring.

The student body of Marshall Simonds Middle School mirrors the greater, diverse Burlington community. We strive to ensure that all members of our school community feel welcomed and respected. Last year, we established our core values of Perseverance, Respect, Integrity, Diversity, and Empathy, PRIDE. We regularly communicate our core values and high expectations for our students. Last year the faculty met to discuss what makes Marshall Simonds a special place and what values define us as an educational community. We adopted Perseverance, Respect, Integrity, Diversity, and Empathy as our core values. We continue to define what PRIDE looks like at Marshall Simonds and are in the process of expanding programming to support our students increased understanding, acceptance, and respect of human difference.

This year, Marshall Simonds Middle School collaborated with our School Council and faculty to develop a new three year *Planning for Success* document and action plan. The iterative process that we followed allowed for stakeholders, faculty and School Council members, the opportunity to provide input and feedback into the plan and this will become the foundation for our School Improvement Plan.

The new administrative team entered into its second year. Thanks to the support of the community, we were able to add back the second assistant principal position. Mrs. Jennifer Chen Fein joined the administrative team in July of 2019. Ms. Jaclyn Vigneau, former special educator at Burlington High School, replaced Mrs. Nicole Stallions as our special education team chair. An additional nursing position was added to the middle school this year and we were excited to have Mrs. Olive Schultz join our

team. Mrs. Janice Forrest, Mrs. Mary O'Connell, and Ms. Laura Phillips made the difficult decision to retire after serving the children and families of Burlington for a combined 77 years. Their service and commitment to middle level education should be commended. A number of internal moves, both from within Marshall Simonds Middle School and the district, filled these positions, including Mr. Keith March-Mistler, Mrs. Kimberly Lynch, Mr. John Carroll, Ms. Diana Marcus, Ms. Courtney McGowan, Mrs. Taryn Stanford, and Ms. Lindsey Shepard. In March of 2019, we sadly lost a beloved member of our faculty Dr. Marie Chesnick, speech-language pathologist. In September of 2019, Mrs. Ashley Parent became our new speech-language pathologist.

Marshall Simonds Middle School is grateful for the continued support of the Burlington Community. We are fortunate that the community holds education in such high regard and we appreciate the continued support of the community members.

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### **FOX HILL ELEMENTARY SCHOOL**

*David Rosenblatt, Principal*

The 2019-2020 school year has seen continued success for the Fox Hill School community. This year at Fox Hill we have worked to continue to improve our successful practices. In the area of social emotional learning, we have continued to build on our strong systems of support for every student. We were fortunate to be able to add a second guidance counselor to the Fox Hill School staff this year. Mr. Aaron Van De Koppel has joined the staff of Fox Hill after many successful years of experience in another school district. Mr. Van De Koppel and our longstanding school guidance counselor, Ms. Jessica Greene, have been working closely together to create classroom lessons and social emotional supports for all Fox Hill students. This new position has been a welcomed addition to Fox Hill School.

Fox Hill School's continues to trend upward for the 2019-2020 school. Fox Hill School welcomed approximately 445 students in September 2019. Four classrooms serve kindergarten, grade 2, grade 3, grade 4, and grade 5 students. Five classrooms serve grade 1 students. We currently have a class size of approximately 18 students in every classroom.

The 2019-2020 school year has welcomed several new staff members to Fox Hill. Ms. Jessica Griffin joined us as a third grade classroom teacher. In fifth grade we had two new additions, Ms. Meghan Curran and Mr. Andrew Deane. Ms. Nicole Sunderland has come to Fox Hill in the role of a special education teacher. In a short time, these staff members have already had a positive impact on the Fox Hill School community. The end of the 2019 school year also had one retirement here at Fox Hill. Mrs. Roseann Lee, grade five teacher, retired after many years of dedicated service to the Burlington Public Schools.

One of the most successful initiatives at Fox Hill School continues to be our Positive Behavior Incentive System (PBIS) which is called Be the 1. Be the 1 celebrates students' commitment to our school values of safety, kindness, respect, and responsibility. Every week a different student from each grade level is celebrated by being recognized during our morning announcements and having their photo displayed in our front lobby. We have had multiple school-wide celebrations that have celebrated the success of our students in the Fox Hill community.



*Principal David Rosenblatt took a photo with Be the 1 winners  
Photo: K. Downie, School Secretary.*

## FRANCIS WYMAN ELEMENTARY SCHOOL

*Nicole McDonald, Principal*

At Francis Wyman Elementary School, our team is committed to helping students thrive academically as well as socially and emotionally in a vibrant learning community. We are all Falcons and teach our students to **SOAR**: to show **Self-Control**, to strive for **Outstanding Effort**, to demonstrate **Acts of Kindness**, and to always have **Respect** towards teachers and one another. We strive to create a structured and engaging learning environment where students feel safe, academically challenged, and connected to our school community.

Our dedicated staff makes Francis Wyman rise above. This year we congratulated Carol Ciampa, a seasoned cafeteria manager, on her well-deserved retirement. In addition, Kim Lynch, grade 5 teacher

moved up to Marshall Simonds Middle School to solely teach math, her true passion. In return, we welcomed Kathy Gillingham to lead our cafeteria staff and Beth Doherty moved up into the Grade 5 teaching position. Last school year, Ms. Doherty completed a year in Grade 2 teaching our sixth grade 2 classroom due to a population bubble. We condensed the graduating class of 2029 into 5 classrooms for the 2019-2020 academic year. In our music department, Kerry Gendron moved to MSMS to teach general music/band and taking her place is Marcia Noel, who instructs both the Grade 4 and Grade 5 bands. Lastly, the LABBB Collaborative added a classroom and new lead teacher since their program continued to grow. Chelsea Bednarski teaches the younger students and Sarah Bennett continues her efforts with the older students. We are excited to welcome all our new colleagues: Kathy, Beth, Marcia, and Chelsea to our team.

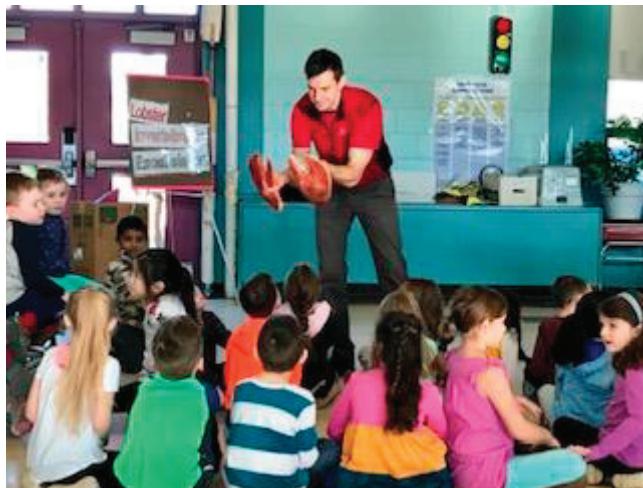
In addition to new staff, there are some cosmetic projects that are in the works at Francis Wyman to help update and improve our facilities. Initial planning has been done to convert our library into a Learning Commons, allowing users to investigate and create in a vibrant learning environment. It is designed to move students to a greater level of engagement through exploration, experimentation, and collaboration. In addition, funding has been set aside to renovate the bathrooms throughout the building and currently most of them are sporting a fresh new look with the remainder on the agenda over the next year. Also, updates of the fire alarm system and sound system throughout the building continue to be a district priority and work is in progress to move this project forward. At the district level, new walkie-talkies have been incorporated to aid the communication process in the event of an emergency, and our Francis Wyman team, in conjunction with the Burlington Police Department, continues to update and implement current safety protocols.

Establishing and fostering community connections continued to be a priority and our student groups benefited from these extended relationships. We collected non-perishable items for the Burlington Food Pantry as well as gently used coats for those in need. After Halloween, students donated their candy (nine full paper boxes!) for families in Africa. Francis Wyman staff and students joined forces with Wilmington schools to partner in organizing their own Special Olympics. Students from these local schools competed and celebrated the fighting spirit of all students in a daylong celebration at Wilmington High School. Another school highlight included a Veteran's Day ceremony in November, when we invited and honored parents and community members who had served in the military services. Fostering



these community partnerships helps our students extend their learning beyond the four walls of our school and allows them to better understand their place in a more global society.

The Francis Wyman Falcon spirit extends beyond the typical school day. We pride ourselves by offering numerous clubs before and after school to expand curriculum, foster special interests, and offer assistance as well. The clubs we conducted this year included: Intramural Sports, Math Olympiad, Friendship Club, Lego Club, Homework Club, Crazy 8's Math, and Hip Hop Club. Our Parent Teacher Organization is a highly motivated and involved group that has concentrated on activities that foster family involvement and activities, yet another true Falcon priority. As a result of their tireless efforts, we have successfully hosted these events: Book Bingo, Paint Night, Pottery Making, Movie Night, and the popular Annual Family Carnival. To build additional staff camaraderie and a sense of fellowship, we have made a concerted effort to do fun activities together after school hours. Our team enjoyed a Thanksgiving morning walk, bowling, and a hike in the Blue Hills.



*Sean Musselman, Science Center Specialist, shares his "Superfish" demonstration with our Kindergarten classes at Francis Wyman*

Looking ahead, our goal at Francis Wyman is to continue to implement creative, best practices promoting academic growth and fostering positive social/emotional development. Our vision is to provide innovative learning opportunities that challenge students to acquire knowledge in new ways, empower them to be creative problem solvers, and work collaboratively together as caring, compassionate learners. It takes an energetic staff, state-of-the-art facility, and positive outlook to move towards our school goals. Whether a staff member or student, our Falcon pride is ***SOARing*** into the future.



*A winter welcome at Francis Wyman Elementary*



*Fifth grade students pay tribute to our FW veterans during our annual Veteran's Day Assembly*

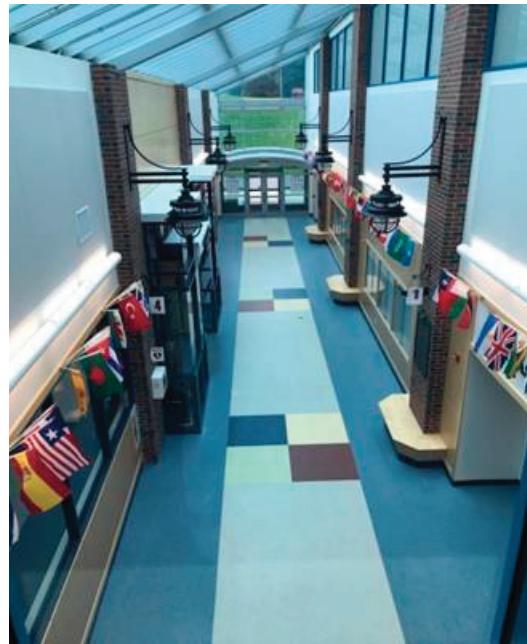
**MEMORIAL ELEMENTARY SCHOOL**

*Deborah Dressler, Principal*

In September 2019, the new Memorial Elementary School opened its doors for the ninth year to approximately 415 students. Our student population includes families with long standing roots in Burlington as well as newcomers from all corners of the world. We currently have families with traditions across Asia, Australia, Africa and Europe. We are a proud community that embraces our cultural diversity and focuses on building tolerance and peace. This year we purchased flags from around the world and hung them in the great hall to represent we are part of a global community.

As I enter my seventh year as principal of Memorial School I remain grateful for the opportunity to work with such a talented and dedicated staff. We are truly fortunate to be working in a community that values education and supports the common goal of raising well rounded children.

This year, Catherine Martin joined the front office staff. Mrs. Bogosh and Mrs. Martin and Mrs. Sakey make each and every person who enters Memorial School feel welcome. As you know, schools are busy places for both students and teachers.



*Flags around the world in the great hall*

*Photo by: D. Dressler*



*Front office staff: Mrs. Lynn Sakey, Mrs. Dressler,*

*Mrs. Bogosh, Mrs. Martin*

*Photo by: D. Dressler*

skills in our students. Students in grade three, four and five continue to participate in a WIN (what I need) time. We have found this to be a creative and reinforcing time for all students to explore learning. Our fourth and fifth grade students continue to have a dedicated writing block each day and it is my intention to expand this mandatory block to lower grade levels next year.

Our teachers continue to explore different strategies to improve learning for all students. Social Emotional Learning (SEL) has been a focus this year.

Using the CASEL model to help students improve their own self awareness, self management skills, social awareness, responsible decision making skills and relationship skills. Both the guidance counselors and general education teachers identify and highlight these

Our fifth grade team is working in a quasi middle school model, Ms. Conceison and Mrs. White are teaching the entire grade reading and writing and Mr. Rabazzi and Mrs. Burns are teaching math, science and social studies. We are so fortunate to have Ms. Julia Sullivan work as a fifth grade special education teacher while Mrs. Goggin was covering for the Special Education Team Chairperson, Mrs. Elizabeth MacKay. Our students continue to respond favorably to this model of instruction and we saw our greatest improvement in MCAS scores in fifth grade last year!

Along with changes to our instructional practices, teachers have modified homework schedules for students. Many teachers have created homework choice boards for families to choose from a variety of supporting activities to solidify understanding of new concepts. Finding the balance between “schoolwork” and “homework” can be challenging but it is our intention to create engaging activities for children. Of course, reading each and every day with your child remains the most important literacy activity for young children.

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. In the Spring, when we celebrate Teacher Appreciation Week, students get the opportunity to give

staff members a Teacher Starbuck! This year we started a SuperHero Teacher award and the teachers love being recognized! Each week, four teachers receive a Superhero cape (Batman, Superman, Wonderwoman) from a colleague and then pass it forward to another four teachers to enjoy. It is wonderful to see our whole community share in the responsibility our core school values.

Thank you for the opportunity to serve this wonderful community.



*Mr. Peterson and Mrs. Rzaza in their  
Superhero capes  
Photo by: D. Dressler*

## PINE GLEN ELEMENTARY SCHOOL

*John Lyons, Principal*



We currently have 311 students enrolled at Pine Glen Elementary School. Students go to school in a safe and secure learning environment where they receive instruction from incredible teachers using the most cutting-edge technology, research-based curriculum, and instructional practices. We strive for our students to make personal gains in academics and social-emotional growth. Students from several different cultures that might not be native English speakers are welcome and vibrant members of our school community.

I would like to thank Barbara and her custodial staff for all their hard work in making Pine Glen a clean building. I would also like to thank Mrs. Gosselin and Mrs. Papadonis for all their help with the vast number of clerical items which need to be accomplished over the course of the year.

This summer we had two new H2O bottle filling stations installed. Students and staff have utilized these stations to stay hydrated. These stations also help us drastically reduce the use of plastic water bottles and help us be environmentally friendly.

State standards require all grades and all subjects to address literacy and comprehension strategies. To address this standard we are using Keys to Literacy (KTL). Last year teachers in second and third grade received professional development in teaching students KTL strategies. The prior year fourth and fifth grade teachers received training. This year first grade and kindergarten teachers received professional development on KTL. All teachers in grades kindergarten through twelfth grade have now received professional development in KTL strategies.

We are embracing KTL because it addresses the state standards and more importantly is a research-based best practice. KTL strategies help teachers address teaching literacy in content areas through instructing students in two-column note taking, creating top-down webs, main idea identifying skills, and categorizing.



We are continuing to use our Positive Behavior Incentive System (PBIS) called Hoot. This system asks students to make WISE choices (Work to be APPROPRIATE, Important to be SAFE, Strive to be KIND, Everyone Matters!). Staff members have continued to hand out Hoot Cards 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 as our Hoots of the Week on Friday morning over the loudspeaker, and they come down to

the office to receive a pencil and have their picture taken. There is a large research base showing that a PBIS approach like Hoot improves social, emotional, and academic outcomes for all students. This year students earned enough Hoot Cards for showing W.I.S.E. Behaviors that we earned a Fall Festival as our all school reward. In addition, this year we added at Hoots of the Month lunch with Mr. Lyons and Ms. Kendall (Guidance Counselor) for all our Hoots of the Week Students. Hoot, along with other sound educational practices, are utilized at Pine Glen to make learning a joyful experience.

We are continuing to use the Responsive Classroom curriculum to help with students' social and emotional growth. Research has shown a strong connection between social-emotional learning (SEL) and academic success. Likewise, research also tells us 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 are pleased to welcome new staff members to our Pine Glen Community. I am incredibly thankful to all the residents of Burlington for continuing to provide us with the financial means to attract and retain the highest caliber of teachers. Melissa Granoff started this fall as our new special education teacher. Also, Heather A. Stone-Gaudet, Melanie Reagan, Michael Diorio, Kassandra Boutin, and Caroline Kashgegian joined us as special education instructional assistants. Christine Spinale came on board as a Response to Intervention (RtI) Tutor.

I want to thank the PTO for all their assistance in providing great student enrichment and appreciation for our teachers. The PTO is a great way to volunteer and be active in our school community. Also, thank you to all the parents and guardians in our Pine Glen Community for their support and partnership. In addition, thanks to our wonderful teachers who develop incredible relationships with all the students. I take great satisfaction everyday seeing learning being a joyful experience for students. Together we can all work to create a lifelong love of learning for all the students in our Pine Glen community.

In the future we are looking to convert our storage area at Pine Glen into a classroom as increasing enrollment is necessitating the need for more instructional space. Also, we are seeking to convert the oval shaped room original to the building into a rectangular shape to allow for instructional space and offices. We are trying to maximize the square footage of the building for instructional needs. Pine Glen Elementary School is the oldest school building in the district. We would also like to have a math specialist. This position exists at Memorial and Francis Wyman Elementary Schools. This position would help us with the delivery of math interventions and collaborating with teachers on math instruction. I wish to thank all the parents on behalf of myself and the staff for the opportunity you entrust us with everyday in providing instruction to your children!

This is my 11th year as principal at Pine Glen Elementary School, and I love what I do. I take great satisfaction in seeing learning being a joyful experience for students. Thank you for your past and future support and partnership. Together we can continue to create a lifelong love of learning for everyone in our Pine Glen community.

## BURLINGTON SCIENCE CENTER

*Wendy Pavlicek  
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 completed the roll out of the new K-5 science curriculum units. These included Ecosystems & Human Impact, Energy, Life Cycles, Heredity & Variation, Environmental Change, Landforms, Sound, Light & Communication and Pushes & Pulls.
- The Science Center Participated in Burlington High School's "Wellness Day." This was an opportunity to put aside the typical high school schedule and allow students to take classes/workshops of their choice. The Science Center offered 4 sessions called "Animal Adventures," where students got up close and personal with a variety of creatures.
- The K-8 Robotics programs in Burlington has grown tremendously over the past year. We sent over 40 students to the FIRST Lego League "City Shaper" competition in November and earned several awards. Two of the district's five teams advanced to the state qualifier where the "Big Brain Builderz" earned a "Technical Innovation" award.
- The Science Center held a "Name the Boa Constrictor Contest. The winner was Gavin Petrone from Francis Wyman school with the name "Sage." The boa is now part of the Science Center's educational animal collection.
- Second graders from all four elementary schools participated in a field trip to Plum Island as part of their new "Earth's Changing Surface" unit. They explored how wind and water change our Earth's surface and investigating engineered solutions to help with erosion. The classes also helped fight beach erosion by planting dune grass in sections of barren dunes on the north side of the island. The planting was done in coordination with the Joppa Flats Mass Audubon team and our students were featured in a news article from the Newburyport News!
- The Science Center set up a life science table at the Burlington Community Health Fair. This fair was held at BHS and open to the public. The goal of the event is to encourage healthy living through education, screenings, activities, and, at the same time, increase awareness of local businesses and organizations that promote healthy living through healthy food, physical activity, and other health and wellness services.
- The Science Center celebrated STEM week by presenting an all school demonstration at the 4 elementary schools on the science of light. We investigated what light is, what are several forms of energy, how light behaves and how humans & animals use light to communicate. This show combined big stage demonstrations with science content. These included a laser, glass beads/prisms, theatre stage lights, UV light, live owl demonstration, secret code, color blind test and luminol chemical reaction.
- 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.
- The Science Center conducted a professional learning workshop for middle and high school teachers on 3 dimensional science teaching and sense making through phenomena.



*Gavin Petrone, 5th grader from Francis Wyman School pictured with Ms. Pavlicek and "Sage" the Boa Constrictor*



*Mr. Musselman pictured with elementary students from Francis Wyman School during our show called "Lights, Camera, Science!"*



*Ms. Pavlicek at the Burlington Community Health Fair*

*Burlington elementary students talking about their lunar base at the First Lego League Junior Expo*



## MUSIC AND PERFORMING ARTS DEPARTMENT



*John Middleton-Cox, Director*

<https://www.burlingtonpublicschools.org/departments/performing-arts>

Our mission is to prepare students for a lifelong appreciation and understanding of the performing arts by offering a challenging and diverse music curriculum as guided by the state and national frameworks. Our students are expected to present quality performances, achieve music literacy, explore a diverse repertoire and form community connections. We provide students the opportunity to develop positive relationships and long lasting memories.

Our departments include educational programs during and after the school day. Some programs are academic classes, some are co-curricular and some are extra-curricular. In all cases, we hold our students to high standards while using engaging techniques that will reach students of all ability levels.

This year is our fourth year using the Music Learning Theory. All of the students in the town are learning to count rhythms and sing melodies and harmonies using the same language and practices. Their level of achievement continues to grow. Every year, more students are accepted into the All State, Senior and Junior District Music festivals. In addition, the ensembles are achieving more success. Below are some highlights that our high school bands and choruses have achieved in 2019. Congratulations goes to our students and faculty on their many successes.

- Gold Medal BHS Concert Choir, Heritage Festival
- Gold Medal (1st Place Award), BHS Wind Ensemble, Heritage Festival
- Adjudicator Award, BHS Wind Ensemble, Heritage Festival
- Silver Medal, BHS Symphonic Band, Heritage Festival
- Grand Prize Award, Best Overall Marching Band, Quincy Parade
- 3rd Place - New England Scholastic Band Association Marching Band Championships
- Bronze Medal, Jazz Band, Massachusetts Association for Jazz Education
- Silver Medal, Massachusetts Instrumental and Choral Conductors Association for our Wind Ensemble and Chamber Singers

Members of the BHS choruses enriched the lives of our friends in various hospitals and senior living facilities by performing several community performances.

In 2020, we look forward to participating in our first Massachusetts Educational Theatre Guild Drama Festival competition with an adaptation of ANTIGONE. In addition, the Winter Guard and Winter Percussion groups are going to compete. We wish them the best of luck and we know they will make us proud.

Thanks to the Music Boosters, families and businesses who support the performing arts in Burlington. We would love to see you at a performance.

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### 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.

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### 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 seven Burlington schools have enrollments totaling more than 3,600 students and a staff of over 1,000 people. The nurses managed more 40,000 visits to their offices during the 2018-2019 school year. We monitor and follow the mandated immunizations and physicals requirements and implement annual hearing, vision, height, weight, scoliosis, and Screening, Brief Intervention, and Referral to Treatment (SBIRT) 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: Nancy Asbedian and Glenn McIntyre*

*Billerica: Ronald Fusco and Paula McShane Lambert*

*Burlington: Robert Gallagher, Chair and Paul V. Gedick*

*Tewksbury: Patricia W. Meuse, Treasurer and Lisa Gallagher*

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

*Recording Clerk, Karen Faiola*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2019 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 49<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Glen McIntyre from Bedford; Ronald Fusco and Paula McShane Lambert from Billerica; Robert Gallagher, Chair, and Paul V. Gedick, from Burlington; Patricia W. Meuse, Treasurer, and Lisa Gallagher, from Tewksbury; and James M. Gillis and Robert G. Peterson, Vice Chair, from Wilmington. Melanie Hagman was appointed Interim Superintendent/Director of the District in March of 2019.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand two hundred and sixty-eight(1,268) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2019, and more than 400 adults participated in the school's various adult and continuing education courses.

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-three(143) full-time teachers as well as eleven (11)paraprofessionals. Of those full-time teachers, eleven (11) are department chairs and twenty (20) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

*Post-Secondary Preparedness & Student Achievements*

*Post-Secondary & Pathway Information.* In June of 2019, SVTHS graduated 303 seniors. Sixty-six percent (66%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Thirty-two percent (32%) of the graduates intended to continue working in their trade or another pathway, and two percent (2%) of graduating seniors planned to enlist in the military.

*Scholarships and Awards:* One-hundred-ninety-six (196) scholarships were distributed to one-hundred-fourteen (114) students in the Class of 2019 totaling \$162,800. Twenty-eight (28) members of the Class of 2019 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program:* At the conclusion of the 2018-2019 school year, sixty-nine percent (69%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their chapter 74 vocational-technical programs by 96 local employers.

*Student Mental Health and Wellness.* With the significant rise in mental health issues impacting schools, the District hired a school adjustment counselor, as well as additional school nurses, to work with guidance counselors and the school psychologist in order to better support and manage students in need of support.

*MCAS Achievement.* SVTHS students continued to exhibit high rates of achievement on the ELA, Mathematics, and Science MCAS exams in the spring of 2019. SVTHS's achievement scores as reported by the Department of Elementary and Secondary Education were as follows: ELA = 99.3; Mathematics = 92.8; Science = 93.2.

*Student Growth Percentile (SGP).* SGP 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. SVTHS had student growth percentiles of 57.1 in English and 52.4 in Mathematics.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; extended engagement rate; and dropout rate. SVTHS continued to exhibit some of the highest four-year cohort graduation rates and extended engagement rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2018 as the most recent year for the four-year cohort graduation rate and 2017 as the most recent year for the extended engagement rate in the 2019 accountability report as follows: Four-year cohort graduation rate: 98.8%; Extended engagement rate: 98.8%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2018 as the most recent year for the annual dropout rate in the 2019 accountability date as follows: Annual dropout rate: 0.2%.

*U.S. Career and Technical Education CTE Presidential Scholar.* Megan Brown of Billerica, a SVTHS graduate from the Class of 2019, was selected as a 2019 U.S. CTE Presidential Scholar. Of the 3.6 million students expected to graduate from high school this year, more than 5,200 candidates qualified for the 2019 awards. Megan is one of 161 outstanding American high school seniors who have demonstrated outstanding academic achievement, artistic excellence, technical expertise, leadership, citizenship, service, and contribution to school and community. The U.S. Department of Education honors two students from each state, as well as 15 chosen at-large, 20 U.S. Presidential Scholars in the Arts, and 20

U.S. Presidential Scholars in Career and Technical Education. Megan was one of three students chosen from Massachusetts.

*Concurrent Enrollment.* SVTHS offered concurrent enrollment courses for the first time during the 2018-2019 school year and expanded access to those courses for eligible students at the start of the 2019-2020 school year, offering courses in both English Composition I and Statistics. Students enrolled in those courses are able to earn college credit from Middlesex Community College before they graduate from high school and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study.

*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 seventy-nine (79) recipients of the John and Abigail Adams Scholarship Award.

#### Support Services

The SVTHS Support Services Department services one of the largest populations of students with special needs in vocational education within Massachusetts, approximately 341 students comprising nearly twenty-seven percent (27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to their arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of this group of students with one hundred percent (100%) of seniors graduating in June, 2019, among the highest of any high school in Massachusetts. This compares to a state average of 72.4% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2019 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. 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 highly involved in the IEP Team process. Parent attendance at scheduled IEP Team meetings approaches one-hundred percent (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 and an IEP proposal is created at the team meeting so parents can fully participate in the IEP development and understand all the elements of the IEP.

#### Educational Technology Department

The Computer Service Department was rebranded to the Educational Technology Department to reflect the components necessary to grow engaging learning environments for our students. The department focuses on both the operational functions to build efficiencies throughout the school and digital learning to ensure students build competencies for the digital skills necessary for both college and career.

Requests from both academic and vocational teachers for student devices continues to grow. A multiyear technology plan for computers/laptops was developed for both the educational and vocational areas. Additional laptops on mobile carts have been purchased to supplement the existing students' devices already deployed.

The district moved towards electronic publishing of report cards and progress reports through ASPEN (student management system). Parents and students have individual login accounts for ASPEN, which gives them direct access to current information on their child's progress. Single sign-on and automatic updates for several data systems in use by the district have been implemented. ASPEN (student management system) is used as the hub for the flow of all the district data elements. These data connections include Office 365, MassNotification (parent communication notification system), Mosaic (school lunch program), and Destiny (library data system). Additional data systems will be added to this project in the 2020 school year. The district's website underwent an extensive uplift, including giving the end-user a responsive experience.

### Community Engagement

*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 21<sup>st</sup> century workplace. Our adult education programs and workforce development training programs are designed to help develop job training skills and enhance the quality of life for residents in our communities. In addition to our technical licensing, manufacturing, vocational/technical, and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes. These classes include business and computer applications, culinary arts, practical home repair, photography, and metal working, to name a few. Interested residents should contact the Director of Community Services & Post-Secondary Programs for information and/or a brochure.

*MassHire and Workforce Development Training:* Shawsheen Valley Technical High School continues to explore and expand its collaboration with our local workforce and career development agencies to support the statewide initiatives to fuel job growth and address employer demand for talent, and to continue to strengthen the Massachusetts economy. This past year, Shawsheen Tech's Adult Evening School provided an innovative Advanced Manufacturing Training Program, in the field of welding, for unemployed and underemployed adults as a response to an emerging skill gap challenge identified in the district's regional labor market blueprint. Programs will continue during this current school year, including training programs in electronics and other sectors of advanced manufacturing.

*Billerica House of Correction:* Shawsheen Valley Technical High School continues to collaborate with the Middlesex Sheriff's Office (MSO) and the Billerica House of Correction (BHOC), through the Director of Community Services & Post-Secondary Programs, with the established culinary arts program, always looking to expand its educational goals to incarcerated participants.

*School of Practical Nursing.* The Shawsheen Valley School of Practical Nursing graduated 32 students in June, 2019. Over 845 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its' first class in 1995. 2019 was a busy year. The program's accreditation body, The Council on Occupational Education, completed a visit of re-affirmation of accreditation. The program was again granted full accreditation without recommendations. Residents interested in applying are urged to contact the Coordinator of the School of Practical Nursing, by viewing our website at [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

*Summer at Shawsheen.* SVTHS hosted its 4<sup>th</sup> annual "Summer at Shawsheen" Program featuring twenty-one different offerings including sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. This program provided 380 students in our member towns with a variety of summer learning opportunities and continues to expand each year. Individuals seeking summer program information should contact the Summer Programming Coordinator.

*Project Explore.* Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2019 winter semester. Project Explore is a free, quality after-school program offered to 7<sup>th</sup> grade students who reside in the Shawsheen Valley Technical High School District. It provides a great opportunity for students to visit the school and explore 6 of our 22 different vocational-technical shops, offered over a three-week period. For registration materials or general information, interested residents should contact the Director of Community Services and Post-Secondary Programs.

*Aquatics and Swim Program.* In 2019, the newly renovated pool was dedicated to the late, long-time School Committee member from Billerica, Mr. Kenneth Buffum. Continued programs such as family swim, lap swim, water aerobics, and swim lessons are thriving, as they are continuously provided throughout the year. Also, the Kenneth L. Buffum Pool continues to serve as the home site for interscholastic high-school swim teams in the community. The new touch pad timing system and score board have enhanced the facility immensely. Individuals seeking swim program information should contact the Aquatics Director.

### Athletics

*Athletic Achievements.* Student athletes experienced great success in athletics by the end of the 2018-2019 school year. CAC League Championships were earned in Golf, Cross Country (Girls), Boys Basketball (Tri-Champs), Wrestling, Boys Lacrosse, Tennis, and Track (Girls). State Vocational Championships were earned in Cheering (Winter), Swimming (Girls), Swimming (Boys), Wrestling and Girls Lacrosse.

### Vocational/Technical Programs

#### *Construction Cluster*

Throughout the 2018-2019 school year, the five construction programs – Carpentry, Electricity, HVAC-R, Masonry and Plumbing – participated in multiple community and in-house district projects. These project-based activities provided opportunities for students to experience collaboration in achieving a common goal while achieving mastery of both practical and cognitive skills found within their Career Vocational Technical Education (CVTE) frameworks. These projects also prepare students to become economically productive by incorporating cutting-edge knowledge and technology within their occupational careers. The construction cluster completed many projects throughout the five towns, as well as numerous projects within the school building.

#### *Advance Manufacturing Cluster*

**Electronic/Engineering Technology:** A new Chapter 74 Engineering Technology program has been merged into the existing Electronics program and a new instructor was hired to develop and build the program. Collaboration within the advanced manufacturing cluster has given students ample opportunities to integrate their skills in community and in-house projects. Thirteen seniors graduated earning the Certificate of Occupational Proficiency in Electronics, with approximately 70% moving on to higher education.

**Drafting:** A competitive Capital Skills Grant of \$125,000 was awarded with matching school funds of \$80,000 to help renovate the shop and to supply advanced technology to implement curriculum and provide a modern, healthy classroom and shop environment conducive to industry standards. In-house and community service projects continue to be part of the curriculum, with projects including: creating evacuation plans for Billerica Housing Authority and in-house Evacuation Plans for Shawsheen Tech academic classrooms.

Machine Tool Technology/Advanced Manufacturing Technology: Students continue industry recognized certifications that include the National Institute of Metalworking Skills (NIMS), Occupational Safety and Health Administration OSHA-10, & Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Level 1 & 2 Certifications. Collaboration continues with Drafting in designing, creating, and processing projects with SolidWorks

*Services Cluster*

Cosmetology: The students in Cosmetology continue to serve hundreds of patrons from the community which provides hands-on training for students. In the SkillsUSA competition, a junior student and her model placed Gold in the District and State competition, placing fourth at the National competition in Kentucky.

Metal Fabrication & Joining Technologies: Working collaboratively, students have designed and built various projects for the community and the district. Projects included the Stone Zoo - structures & decorations for the "Zoo Lights" - railings for the new cafeteria patio, custom outdoor fire pit for the alumni dinner. Technology upgrades provided software for the Plasma Cam system, allowing students to learn how to cut more intricate pieces on the equipment.

Automotive Collision Repair and Refinishing: Multifarious projects completed by the students not only helped them obtain mastery of their skills but these endeavors also benefited numerous customers within the community. New I-Car curriculum has been implemented in the related program to balance with the new technologies performed within the shop project-based activities.

Automotive Technology: An educational trip to World of Wheels provided opportunities for students to learn about new trends in the Automotive field. Students continue to participate in Automotive Service Excellence (ASE) exams for the ASE entry-level certification program. Local businesses provided donations and valuable resources in the completion of the 1968 Ford F100 restoration project. Approximately two-thirds of seniors participate in the cooperative program.

Culinary Arts/Hospitality Management: The Rams dining room provides student-centered involvement in a dynamic environment approach in order to acquire a deeper knowledge through active exploration of actual challenges while serving the public. The new food truck is up and running, serving the communities at Farmers' Markets and special town events. The Hospitality Management program has been merged into the Culinary Arts program.

*Arts, Communication and Technology Cluster*

Design and Visual Communications: This program once again stands out in preparing students for Post-secondary education. The class of 2019 continued to set the bar for college placement into two- and four-year trade related programs with twenty students participating nationally and internationally. Students performed exceptionally well in SkillsUSA Competitions – 1 National Silver Medalist – 2 State Gold Medals and 4 State Silver Medals. During the summer of 2019, two instructors participated in a rigorous Advanced Placement (AP) training course at Fitchburg state college focusing on AP Drawing and AP in 2D Design. This initiative continues to expand and offer opportunities to our students.

Graphic Communications: Project-based learning is a major component of this program where this inquiry-based approach to learning happens daily. The growth of the program has been up-dated with new equipment for embroidery, screen printing, and sublimation printing. With this equipment students learn on the latest technology while gaining essential skills creating actual promotional items that can be utilized by the district. Participation in the SkillsUSA competition produced a National Gold Medal

winner in Screen Printing Technology – three medals at Districts (2-Gold and 1 Silver) and one Gold medal at States. Students also thrived in winning Industry awards in PINE competition: First place large format, First Place – Sublimation, Second Place – Embroidery; Second Place – Offset Printing; Third Place – Window Graphics.

Information Support Services and Networking/ Programming and Web Development: This department has completed its fifth year with a Programming and Web Chapter 74 program which has seen significant growth. The programming portion of this shop incorporates programming via video game development. Students were given professional accounts for Unity 3D and learned the interface while coding in C+ to create cutting edge games. Dual enrollment opportunities and scholarship opportunities are offered to all students in this shop to achieve college credit from Becker College while attending Shawsheen.

Business Technology/Marketing: Business Technology & Marketing students continue to earn several Microsoft Office certifications. In addition to earning Microsoft certifications, two students earned the honor of being invited to compete in Microsoft's National Competition over the past two years. Students are also beginning to earn additional certifications in QuickBooks, Financial Literacy and Google Advertising.

#### *Life Science Cluster*

Dental Assisting: The Dental program presently has thirteen senior students working in cooperative placements in dental offices within the local community. Many have become licensed as Dental Assistants, Registered Dental Assistants (RDA) for the State of Massachusetts and one in the state of Maine. A new Sterilization Center is presently under construction that will provide a safe environment for all, while maximizing student's competencies and proficiencies.

Medical Assisting: The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students gain clinical experience through our Cooperative Education Program or externship at Lahey Hospital and Medical Center in Burlington. Through collaboration with our very active Advisory Board, we keep our equipment, program, and curriculum at a state-of-the-art level in order to meet the needs of the current job market and potential employers.

Health Assisting: Twenty-six students are enrolled annually into a vigorous curriculum culminating in a Massachusetts Department of Public Health certification as a nurse assistant. The addition of the curriculum, care of the patient in the acute care setting during senior year supplemented with Capital Budget funding has enabled our graduates to work in acute care settings. Our students enjoy success at SkillsUSA with one junior level student winning a National Gold Medal in Basic Health Care.

*Capital Budget / Perkins V Grant / Workforce Capital Skills Grant:* The Carl D. Perkins Career and Technical Education Grant (Perkins IV) is a principle source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. SVTHS received a \$125,000 Workforce Skills Capital Grant award to renovate the Drafting program and to purchase new equipment.

*SkillsUSA:* SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned seventy medals at the 2019 District competition and twenty-nine medals at the State competition, including seven gold medals. Eight students represented SVTHS in SkillsUSA National Competition in Louisville, KY and two Gold Medals were brought home.

***Robotics Club:*** Students engage in VEX Robotics Competition, presented by the Robotics Education & Competition Foundation. SVTHS has three teams of students that are tasked with designing and building a robot to play against other high school teams. During these competitions, students are given the opportunity to apply their new-found STEM skills in an enthralling game-based engineering challenge.

***e-Sports:*** eSports (aka electronic sports, e-sports, or eSports) is a form of competitive sports using video games. Shawsheen is in its second year of having Massachusetts-recognized varsity level eSports team. SVTHS eSports has two organized teams that compete with other high school teams in individual and multiplayer video game competitions. Shawsheen also has an elite eSports lab with twenty-five gaming machines powered with Nvidia 1080 gaming cards, 27-inch high-definition gaming monitors, Corsair mice and gaming headphones. SVTHS has formed partnerships with MindTrek, Gamer Sensei and PlayVs.

### ***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 mourned the loss of two school committee members during 2019: Donald Drouin of Bedford, who served on the Shawsheen School Committee for eighteen years, passed away in January. Kenneth L. Buffum of Billerica, a Shawsheen School Committee member for fifty-two years, passed away in March.

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 2019. Those retirees are: Theresa Romkey, School Nurse; and Donna Young, Support Services Instructor.

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# 2019 ANNUAL REPORT

## ADDENDA

### 170 Accountant and Comprehensive Annual Financial Report FY2019

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2019 Town Meeting Minutes
- May 2019 Town Meeting Minutes
- September 2019 Town Meeting Minutes
- Town Election Results - April 6, 2019

**ACCOUNTANT AND  
COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2019**

**DEPARTMENT STAFF**

*John Danizio, Town Accountant;*

*Whitney C. Haskell, Budget Analyst*

*Deborah Callahan, Assistant Town Accountant*

*Mickey Maguire, Accounting Specialist*

*Janine Carpenter, Accounting Technician*

*Katherine Moskos, Purchasing Analyst (Through September 2019)*

**WEBSITE**

[http://www.burlington.org/town\\_government/accounting.php](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: \$9,395,768
- Certified Free Cash: \$13,359,958
- Excess Levy Capacity: \$12,715,534

## 2019 HIGHLIGHTS

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the fifth year in a row, we have prepared a Comprehensive Annual Financial Report (CAFR) which encompasses the traditional audit of our financial statements as of June 30, 2019, but also includes substantial supplementary financial information and schedules. This had been a long-term goal of the accounting department and we are very proud 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, 2019.

Fiscal year 2019 was a transition year for the department. To go along with the transition of our longtime Town Accountant, Paul Sagarino, into his new role as Town Administrator, there was an additional transition within the department with the move of the town purchasing functions from the Town Administrators office to the Accounting office. Over the course of the past year, the Administration undertook an in depth review of the financial structure of the Town. To aid in that analysis, the Town engaged the services of the Department of Local Services (DLS) of the Massachusetts Department of Revenue which offers such assistance to municipalities for no cost. The Town's analysis and DLS review resulted in similar conclusions, and this change is a result of those recommendations.

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# TOWN OF BURLINGTON, MASSACHUSETTS

## COMPREHENSIVE ANNUAL FINANCIAL REPORT



**For the Year Ended June 30, 2019**

**On the cover:**

*This "Welcome to Burlington" sits at the intersection of Cambridge Street and Mall Road, serving as waypoint for residents and visitors alike. (by Richard Caplan)*



*This photo was taken in May of 2019, at the grand opening of the newly-constructed Fire Station 2, located on Terrace Hall Avenue. (by Rich Horsford)*

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2019**



**Prepared by:**

**Accounting Department**

## **TOWN OF BURLINGTON, MASSACHUSETTS**

### ***Comprehensive Annual Financial Report For the Year ended June 30, 2019***

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# *Introductory Section*



*This photo, of the chapel and nearby tree, was taken at Pine Haven Cemetery on Bedford Street. (by Richard Caplan)*

## ***Introductory Section***



## TOWN OF BURLINGTON

### *Board of Selectmen/Town Administrator's Office*

*Paul Sagarino, Jr., Town Administrator*

*Betty McDonough, Office Manager*

#### **Letter of Transmittal**

December 30, 2019

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, 2019, 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 & 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, 2019, 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, 2019, 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 on 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 2018 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 25,634.

The Town is governed by a 126-member 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, collection and disposal of solid waste and recycling, public education for grades K-12, sewer services, street maintenance, public libraries, parks, and recreational facilities. The principal services provided by the Commonwealth of Massachusetts are: jails and houses of correction, 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 rail and 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. However, in planning for the future, the Town has recognized that it is prudent to join the MWRA for water services as well. In 2019, the Town was accepted and is now taking the steps necessary to connect to the system to supplement the Town’s existing water production.

### ***Local Economy***

Upon its completion in 1954, Route 128 acted as a catalyst for commercial expansion in Burlington. 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, moderate increases in real estate taxes for our residents, and provide consistent delivery of services. Our tax structure in Burlington is very unique as it has one of the highest ratios of commercial to residential property value in the State. In many communities, it is not uncommon to have a property tax valuation comprised at a ratio of 95% residential and 5% commercial. In Burlington, that ratio is 39%

commercial to 61% residential. Further, the commercial tax levy comprises 61% of the total tax levy, while the residential contributes only 39%. This results in a property tax levy consisting of \$69.6 million in property taxes from commercial property owners as compared to \$42.4 million from residential homeowners.

During 2019, the Town of Burlington continued a trend of commercial development. Burlington has a very high occupancy rate and a strong appeal to businesses, particularly in regard to rental space for offices. With the amenities the Town provides, it is considered the premier alternative to downtown Boston and Cambridge and a prime commercial location for the entire state. It has been stated that Burlington serves as the "economic capital" for the 128 belt. Millipore/Sigma opened their new headquarters in 2017 and is readying to open an addition that began several years sooner than originally predicted. They will provide an anchor for the life/science sector in Burlington. Life Time Athletic opened a health and fitness resort in April of 2018. Our commercial growth continues to be strong. Northeastern University, which maintains a campus within Town, has announced a partnership with the U.S. Army Research Laboratory which will locate its northeast regional hub at the university's George J. Kostas Research Institute for Homeland Security. This exciting new initiative will partner Army staff, with university researchers, and other partners to develop innovative technologies to keep our soldiers safe in battle. Several new restaurants have opened over the course of 2019. The District and Third Ave. development areas continue to grow and thrive. The Simon Company began its renovations at the former Sears site at the Burlington Mall which will add retail/restaurant space for the future. Plans were also announced by The Simon Company to do a major overhaul of the Mall's existing common areas. The mall ownership is keeping an eye on the future while continuing to thrive in the present, as one of the most successful malls in New England.

The Town is also keeping an eye on the future, as the Planning Board is nearing completion of a new master plan that will convey a community-based vision for the future, with guidance for the realization of those goals.

### ***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 and 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 year clearly highlights the situation. This past year, the overall growth in the budget was 4.33% while the tax levy increased at 5.0%. The increase to the average single-family tax bill was 3.8%. The Town of Burlington increased its unused taxing capacity to \$11.5 million in 2019 and currently has a Stabilization Fund of \$8.8 million with an additional Other Postemployment Benefits Fund of \$8.2 million. Free Cash was certified at over \$11.0 million for June 30, 2019 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.

In the spring of 2019, the Administration engaged the services of the Technical Assistance Bureau of the Division of Local Services to complete a review of the structure of the Town's financial departments. The review presented several proposed modifications that the Administration will consider implementing over time. Partaking in this analysis indicates the Administration's continuing commitment to ensuring that its financial team is operating at the highest level. In April of 2019, the Town voted to change the Treasurer/Collector position from elected to appointed.

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 financial guidelines to provide direction for all boards, committees, officials and departments.

In 2012, the Town began its funding of Other Postemployment Benefits and has contributed over \$8.2 million to that reserve over the last seven years. In the spring of 2019 the Town began the process of a revaluation of our OPEB liability to make any necessary adjustments to our policies and funding schedule.

### ***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.

### ***Acknowledgements***

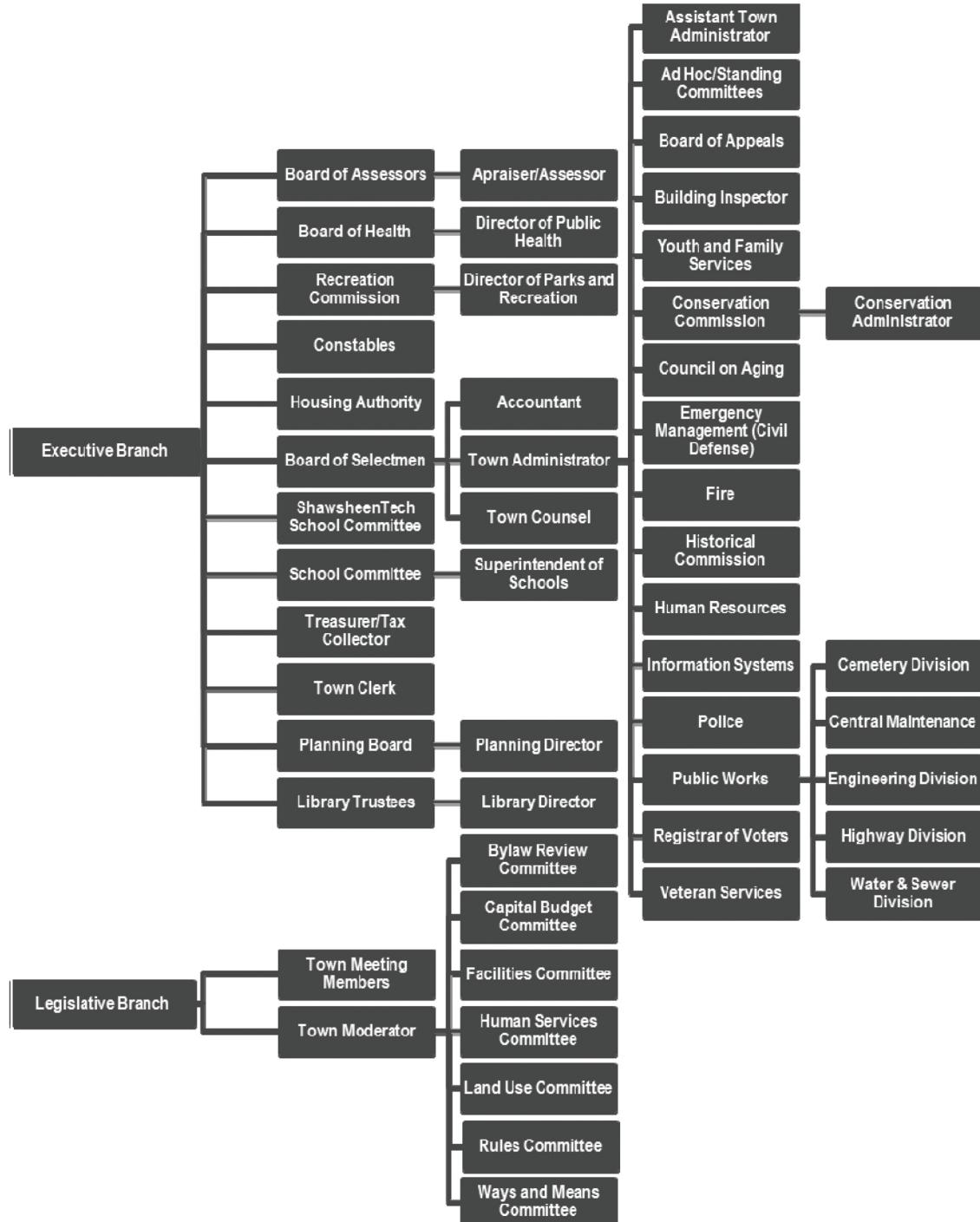
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism in the management of the Town, including its finances.

Respectfully submitted,



Paul Sagarino, Jr.  
Town Administrator

# The Town of Burlington



# Principal Town Officials

## Elected Officials

		<u>Term Expires</u>
Board of Selectmen	Joseph E. Morandi, Chair Jim Tigges, Vice Chair Robert C. Hogan Michael S. Runyan Nicholas Priest	2021 2020 2022 2021 2022
Moderator	William Beyer	2020
Town Clerk	Amy E. Warfield	2021
Assessors	Louise Crocker Catherine O'Neil Paul Sheehan	2020 2022 2021
School Committee	Kristin A. Russo, Chair Thomas Murphy, Jr, Vice Chair Christine Monaco Stephen A. Nelson Martha A. Simon	2020 2022 2022 2020 2021

## Appointed Officials

Town Administrator	Paul Sagarino, Jr.
Assistant Town Administrator/	
Town Accountant	John Danizio
Superintendent of Schools	Eric M. Conti
Assistant Superintendent of Schools	Patrick E. Larkin
Assessor	James Doherty
Treasurer/Collector	Brian Curtin
	2019



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, 2018**

*Christopher P. Morill*

Executive Director/CEO

# *Financial Section*



*This photo depicts the walking bridge located at Rahanis Park. Rahanis Park is home to several athletic fields, tennis and basketball courts, and a new dog park. (by Richard Caplan).*

## ***Financial Section***

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## Independent Auditor's Report

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

## 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, 2019, 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, 2019, 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 30, 2019 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 30, 2019

## ***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, 2019. 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 liabilities and deferred inflows of resources of the Town of Burlington exceeded its assets and deferred outflows of resources at the close of the most recent year by \$21.2 million (net position).
- The Town recognized their total net pension liability of \$127.4 million along with a deferred outflow and (inflow) of resources related to pension of \$15.1 million and (\$2.4 million), respectively, on the statement of net position.
- The Town recognized their total net other postemployment liability of \$100.4 million along with a deferred outflow and (inflow) of resources related to pension of \$2.0 million and (\$62,000), respectively, on the statement of net position.
- Beginning net position for the governmental activities has been restated to reflect the change in measurement date for GASB Statement #75 from the beginning of the year to the end of the year. (See Note 16 for further details regarding the revised balances).
- At the close of the current year, the Town's general fund reported an ending fund balance of \$45.6 million, an increase of \$3.9 million in comparison with the prior year. Total fund balance represents 29.7% of total general fund expenditures. Approximately \$34.0 million of this total amount is available for appropriation at the government's discretion, \$2.5 million is committed for capital articles approved by Town Meeting and \$9.2 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$60.6 million at year end, a net increase of \$865,000 during the current year.

### **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 two major governmental funds that are 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 are 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 2019 in comparison to 2018.

### ***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 liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$21.2 million at the close of 2019.

Net position of \$132.1 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 \$3.6 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 \$156.9 million deficit, due to the cumulative effect of recording \$127.4 million net pension liability and \$100.4 million of net OPEB liability through June 30, 2019.

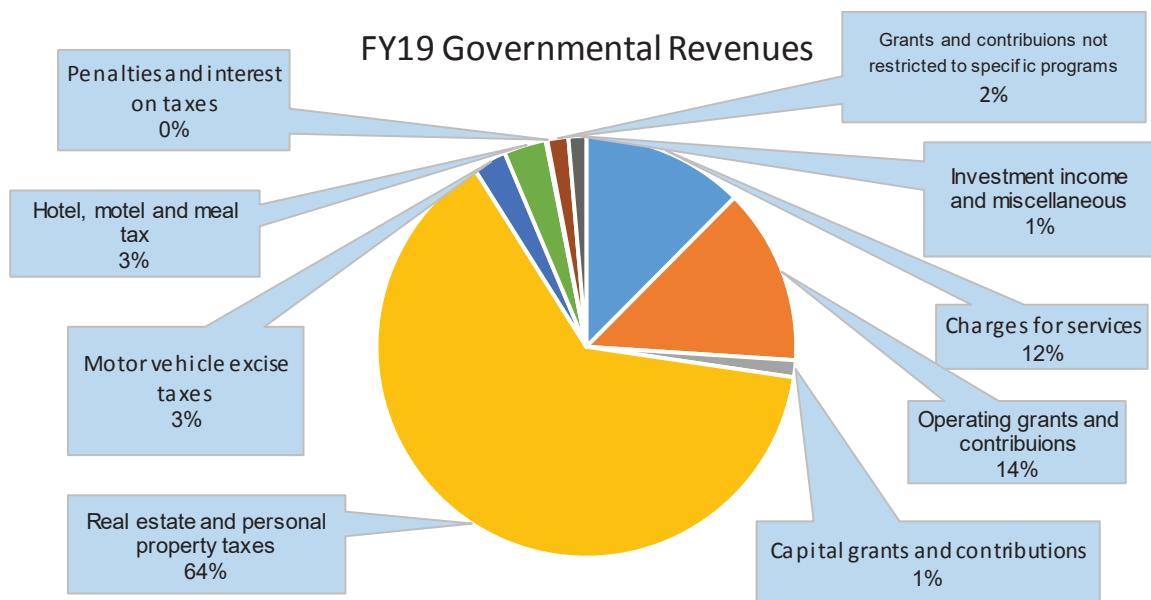
The financial analysis of the Town's governmental activities is presented on the following pages.

## Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For governmental activities, liabilities exceeded assets by \$21.2 million at the close of 2019.

	June 30, 2019	Restated June 30, 2018
<b>Assets:</b>		
Current assets.....	\$ 93,224,538	\$ 85,782,579
Capital assets, non depreciable.....	40,040,708	33,951,892
Capital assets, net of accumulated depreciation.....	138,453,490	141,603,799
<b>Total assets.....</b>	<b>271,718,736</b>	<b>261,338,270</b>
<b>Deferred outflows of resources.....</b>	<b>17,115,137</b>	<b>18,746,145</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	15,676,386	15,939,450
Noncurrent liabilities (excluding debt).....	231,144,433	222,821,890
Current debt.....	9,728,331	5,770,400
Noncurrent debt.....	50,919,369	54,586,733
<b>Total liabilities.....</b>	<b>307,468,519</b>	<b>299,118,473</b>
<b>Deferred inflows of resources.....</b>	<b>2,540,006</b>	<b>6,047,450</b>
<b>Net position:</b>		
Net investment in capital assets.....	132,131,027	128,322,641
Restricted.....	3,564,309	1,261,514
Unrestricted.....	(156,869,988)	(154,665,663)
<b>Total net position.....</b>	<b>\$ (21,174,652)</b>	<b>\$ (25,081,508)</b>
<b>Program Revenues:</b>		
Charges for services.....	\$ 21,963,098	\$ 21,980,753
Operating grants and contributions.....	23,832,469	21,612,082
Capital grants and contributions.....	2,274,702	2,283,589
<b>General Revenues:</b>		
Real estate and personal property taxes, net of tax refunds payable.....	112,160,859	107,849,572
Tax and other liens.....	171,838	339,317
Motor vehicle and other excise taxes.....	4,580,117	4,701,101
Hotel/motel tax.....	5,719,911	4,653,341
Penalties and interest on taxes.....	229,796	415,121
Payments in lieu of taxes.....	521,085	521,086
Grants and contributions not restricted to specific programs.....	2,849,798	2,755,822
Unrestricted investment income.....	2,121,185	756,072
Miscellaneous.....	291,774	272,599
<b>Total revenues.....</b>	<b>176,716,632</b>	<b>168,140,455</b>
<b>Expenses:</b>		
General government.....	10,757,015	10,436,272
Public safety.....	28,589,937	27,413,036
Education.....	96,324,627	96,626,764
Public works.....	15,451,109	15,331,714
Human services.....	2,960,887	2,800,110
Water and sewer.....	10,183,413	9,778,407
Culture and recreation.....	6,777,770	6,531,690
Interest.....	1,765,018	1,760,462
<b>Total expenses.....</b>	<b>172,809,776</b>	<b>170,678,455</b>
<b>Change in net position.....</b>	<b>3,906,856</b>	<b>(2,538,000)</b>
<b>Net position, beginning of year, as restated.....</b>	<b>(25,081,508)</b>	<b>(22,543,508)</b>
<b>Net position, end of year.....</b>	<b>\$ (21,174,652)</b>	<b>\$ (25,081,508)</b>

- The governmental activities net position increased by \$3.9 million during the current year. The increase in net position is primarily due to the increase operating grants and contributions by \$2.2 million as well as real estate and personal property collections increasing by \$4.3 million from the prior year. These increases are offset by the OPEB and pension liability increasing \$1.4 million and \$5.9 million, net of deferred outflows/(inflows) of resources.
- Charges for services represent about 12.4% 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 13.5% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1.3% 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 64% of all resources. Real estate and personal property tax collections increased 4% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase 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 9.3% 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 56% of total governmental expenses. Program revenues of \$26.5 million provided direct support to education and \$69.9 million in taxes and other general revenue were needed to cover the remaining 2019 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$23.9 million and \$11.4 million, respectively, of taxes and other revenue were needed to cover their 2019 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 \$61.8 million, an increase of \$3.5 million from the prior year. This increase is due to a \$3.9 million increase in the general fund, \$2.7 million increase in the public works capital project fund due to the timing of construction projects, a decrease in the nonmajor funds of \$3.2 million from timing differences between the receipt and expenditures of grant funds.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance increased by \$3.9 million during the current year. This increase is due to stronger than expected collections in practically 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 \$9.5 million which represents 6.1% 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 \$2.5 million on construction projects, reported a transfer in of \$4.1 million from the general fund, and recorded bond proceeds of \$278,000. At the end of the current year, the fund had a fund balance surplus of \$7.6 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 \$34.0 million, while total fund balance totaled \$45.6 million. The \$2.5 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$9.2 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 22.1% of total general fund expenditures, while total fund balance represents 29.7% of that same amount.

## **General Fund Budgetary Highlights**

The final general fund budget appropriations, including transfers, were approximately \$3.1 million lower than the original budget primarily due to decreases in public works and general government.

General fund revenues came in over budget by \$6.7 million. The majority of this surplus, \$2.0 million (30%), was generated from licenses and permits, \$1.4 million (22%) was generated from hotel, motel and meals tax, and \$1.3 million (20%) was generated from real estate and personal property taxes, net of tax refunds.

Actual general fund expenditures, including carryovers, were higher than budgeted amounts by \$1.1 million, or less than 1%.

## **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 \$277,500 in MWRA bonds and paid down \$3.5 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$53.3 million of which \$22.0 million is related to school projects, \$3.7 million is related to the water treatment facility, \$2.8 million is related to road construction, \$7.0 million is related to water and sewer construction, \$8.4 million is related to the fire station remodeling, and the balance of \$9.4 million is related 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.

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, 2019

	Governmental Activities
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 70,349,540
Investments.....	15,362,604
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	938,002
Tax liens.....	1,525,818
Motor vehicle and other excise taxes.....	243,050
Water and Sewer fees.....	2,660,538
Departmental and other.....	483,964
Intergovernmental.....	1,569,180
Tax foreclosures.....	91,842
Total current assets.....	<u>93,224,538</u>
NONCURRENT:	
Capital assets, nondepreciable.....	40,040,708
Capital assets, net of accumulated depreciation.....	<u>138,453,490</u>
Total noncurrent assets.....	<u>178,494,198</u>
TOTAL ASSETS.....	<u>271,718,736</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions.....	15,106,042
Deferred outflows related to other postemployment benefits.....	<u>2,009,095</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	<u>17,115,137</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	2,520,033
Accrued payroll.....	4,579,112
Health claims payable.....	1,324,144
Tax refunds payable.....	1,455,000
Accrued interest.....	1,183,835
Other liabilities.....	1,071,729
Capital lease obligations.....	291,533
Compensated absences.....	2,525,000
Workers' compensation.....	726,000
Notes payable.....	5,970,000
Bonds payable.....	<u>3,758,331</u>
Total current liabilities.....	<u>25,404,717</u>
NONCURRENT:	
Compensated absences.....	3,269,000
Net pension liability.....	127,441,167
Net OPEB liability.....	100,434,266
Bonds payable.....	<u>50,919,369</u>
Total noncurrent liabilities.....	<u>282,063,802</u>
TOTAL LIABILITIES.....	<u>307,468,519</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Taxes paid in advance.....	41,515
Deferred inflows related to pensions.....	2,436,140
Deferred inflows related to other postemployment benefits.....	<u>62,351</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>2,540,006</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	132,131,027
Restricted for:	
Permanent funds:	
Expendable.....	233,223
Nonexpendable.....	715,465
Gifts and grants.....	2,615,621
Unrestricted.....	<u>(156,869,988)</u>
TOTAL NET POSITION.....	<u>\$ (21,174,652)</u>

See notes to basic financial statements.

**STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2019

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Functions/Programs	Program Revenues				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 10,757,015	\$ 1,772,087	\$ 36,292	\$ -	\$ (8,948,636)
Public safety.....	28,589,937	3,991,844	622,479	-	(23,975,614)
Education.....	96,324,627	4,429,931	22,024,529	-	(69,870,167)
Public works.....	15,451,109	871,345	919,138	2,274,702	(11,385,924)
Human services.....	2,960,887	399,310	193,200	-	(2,368,377)
Water and sewer.....	10,183,413	9,312,909	-	-	(870,504)
Culture and recreation.....	6,777,770	1,185,672	36,831	-	(5,555,267)
Interest.....	<u>1,765,018</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,765,018)</u>
Total Primary Government.....	<u>\$ 172,809,776</u>	<u>\$ 21,963,098</u>	<u>\$ 23,832,469</u>	<u>\$ 2,274,702</u>	<u>\$ (124,739,507)</u>

See notes to basic financial statements.

(Continued)

## STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2019

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	<u>Primary Government</u>
	<u>Governmental Activities</u>
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b>(124,739,507)</b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	112,160,859
Tax and other liens.....	171,838
Motor vehicle and other excise taxes.....	4,580,117
Hotel/motel tax.....	5,719,911
Penalties and interest on taxes.....	229,796
Payments in lieu of taxes.....	521,085
Grants and contributions not restricted to specific programs.....	2,849,798
Unrestricted investment income.....	2,121,185
Miscellaneous.....	<u>291,774</u>
 Total general revenues and transfers.....	 <u>128,646,363</u>
 Change in net position.....	 3,906,856
<i>Net position:</i>	
Beginning of year, as restated.....	<u>(25,081,508)</u>
 End of year.....	 <u>\$ (21,174,652)</u>
 See notes to basic financial statements.	 (Concluded)

**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**

JUNE 30, 2019

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 43,680,548	\$ 13,607,571	\$ 7,810,153	\$ 65,098,272
Investments.....	8,678,461	-	862,978	9,541,439
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	938,002	-	-	938,002
Tax liens.....	1,525,818	-	-	1,525,818
Motor vehicle and other excise taxes.....	243,050	-	-	243,050
Water and sewer fees.....	2,660,538	-	-	2,660,538
Departmental and other.....	229,006	-	3,450	232,456
Intergovernmental.....	701,378	-	867,802	1,569,180
Tax foreclosures.....	91,842	-	-	91,842
<b>TOTAL ASSETS</b> .....	<b>\$ 58,748,643</b>	<b>\$ 13,607,571</b>	<b>\$ 9,544,383</b>	<b>\$ 81,900,597</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 1,764,626	\$ 82,856	\$ 671,915	\$ 2,519,397
Accrued payroll.....	4,570,073	-	9,039	4,579,112
Tax refunds payable.....	1,455,000	-	-	1,455,000
Other liabilities.....	427,247	-	-	427,247
Notes payable.....	-	5,970,000	-	5,970,000
<b>TOTAL LIABILITIES</b> .....	<b>8,216,946</b>	<b>6,052,856</b>	<b>680,954</b>	<b>14,950,756</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Taxes paid in advance.....	41,515	-	-	41,515
Unavailable revenue.....	4,854,946	-	274,475	5,129,421
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b> .....	<b>4,896,461</b>	<b>-</b>	<b>274,475</b>	<b>5,170,936</b>
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	715,465	715,465
Restricted.....	-	7,554,715	7,873,489	15,428,204
Committed.....	2,497,653	-	-	2,497,653
Assigned.....	9,168,060	-	-	9,168,060
Unassigned.....	33,969,523	-	-	33,969,523
<b>TOTAL FUND BALANCES</b> .....	<b>45,635,236</b>	<b>7,554,715</b>	<b>8,588,954</b>	<b>61,778,905</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....	<b>\$ 58,748,643</b>	<b>\$ 13,607,571</b>	<b>\$ 9,544,383</b>	<b>\$ 81,900,597</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2019

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Total governmental fund balances.....	\$ 61,778,905
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	178,494,198
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	5,129,421
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....	14,616,646
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	9,354,679
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(1,183,835)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds: Bonds payable.....	(54,677,700)
Net pension liability.....	(127,441,167)
Net OPEB liability.....	(100,434,266)
Capital lease obligations.....	(291,533)
Workers' compensation.....	(726,000)
Compensated absences.....	<u>(5,794,000)</u>
Net effect of reporting long-term liabilities.....	<u>(289,364,666)</u>
Net position of governmental activities.....	<u>\$ (21,174,652)</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2019

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes,				
net of tax refunds.....	\$ 112,529,600	\$ -	\$ -	\$ 112,529,600
Tax liens.....	154,966	-	-	154,966
Motor vehicle and other excise taxes.....	4,728,466	-	-	4,728,466
Hotel/motel tax.....	5,719,911	-	-	5,719,911
Water and sewer charges.....	9,837,388	-	-	9,837,388
Ambulance.....	860,094	-	-	860,094
Penalties and interest on taxes.....	229,796	-	-	229,796
Fees and rentals.....	457,792	-	-	457,792
Payments in lieu of taxes.....	521,085	-	-	521,085
Licenses and permits.....	3,030,530	-	-	3,030,530
Intergovernmental - Teachers Retirement.....	12,171,000	-	-	12,171,000
Intergovernmental.....	9,468,582	832,500	5,978,927	16,280,009
Departmental and other.....	1,032,185	-	6,562,443	7,594,628
Contributions and donations.....	-	-	54,453	54,453
Investment income.....	1,456,214	-	64,044	1,520,258
Miscellaneous.....	290,784	-	310,524	601,308
 TOTAL REVENUES.....	 162,488,393	 832,500	 12,970,391	 176,291,284
 <b>EXPENDITURES:</b>				
Current:				
General government.....	5,958,159	-	1,223,549	7,181,708
Public safety.....	16,880,026	-	6,978,659	23,858,685
Education.....	64,799,620	-	6,047,333	70,846,953
Public works.....	8,923,841	2,192,415	980,369	12,096,625
Water and sewer.....	9,594,565	268,699	97,166	9,960,430
Human services.....	1,574,299	-	285,252	1,859,551
Culture and recreation.....	3,428,882	-	1,251,781	4,680,663
Pension benefits.....	9,418,623	-	-	9,418,623
Pension benefits - Teachers Retirement.....	12,171,000	-	-	12,171,000
Employee benefits.....	14,875,813	-	-	14,875,813
State and county charges.....	765,795	-	-	765,795
Debt service:				
Principal.....	3,544,357	-	-	3,544,357
Interest.....	1,919,842	-	27,593	1,947,435
 TOTAL EXPENDITURES.....	 153,854,822	 2,461,114	 16,891,702	 173,207,638
 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	 8,633,571	 (1,628,614)	 (3,921,311)	 3,083,646
 <b>OTHER FINANCING SOURCES (USES):</b>				
Issuance of bonds.....	-	277,500	-	277,500
Premium from issuance of bonds.....	148,487	4,980	-	153,467
Transfers in.....	42,526	4,088,051	818,452	4,949,029
Transfers out.....	(4,900,910)	-	(48,119)	(4,949,029)
 TOTAL OTHER FINANCING SOURCES (USES)....	 (4,709,897)	 4,370,531	 770,333	 430,967
 NET CHANGE IN FUND BALANCES.....	 3,923,674	 2,741,917	 (3,150,978)	 3,514,613
 FUND BALANCES AT BEGINNING OF YEAR.....	 41,711,562	 4,812,798	 11,739,932	 58,264,292
 FUND BALANCES AT END OF YEAR.....	 \$ 45,635,236	 \$ 7,554,715	 \$ 8,588,954	 \$ 61,778,905

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, 2019

Net change in fund balances - total governmental funds.....	\$ 3,514,613
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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.....	11,484,236
Depreciation expense.....	<u>(8,545,729)</u>

Net effect of reporting capital assets.....	2,938,507
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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 differ between the two statements. This amount represents the net change in unavailable revenue..... (175,579)

The issuance of long-term debt 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 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 unavailable and amortized in the Statement of Activities.

Principal payments on capital leases.....	283,306
Issuance of bonds.....	<u>(277,500)</u>
Premium from issuance of bonds.....	<u>(153,467)</u>
Net amortization of premium from issuance of bonds.....	371,204
Debt service principal payments.....	<u>3,544,357</u>

Net effect of reporting long-term debt.....	3,767,900
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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.....	(232,000)
Net change in accrued interest on long-term debt.....	<u>(188,787)</u>
Net change in deferred outflow/(inflow) of resources related to pensions.....	4,182,920
Net change in net pension liability.....	<u>(10,073,074)</u>
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	<u>(3,308,690)</u>
Net change in net OPEB liability.....	1,911,531
Net change in workers' compensation liability.....	<u>(216,000)</u>

Net effect of recording long-term liabilities.....	(7,924,100)
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The net activity of internal service funds is reported with Governmental Activities.....

	1,785,515
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Change in net position of governmental activities.....	<u>\$ 3,906,856</u>
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See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2019

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	Governmental Activities - Internal Service Fund
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 5,251,268
Investments.....	5,821,165
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	<u>251,508</u>
TOTAL ASSETS.....	<u>11,323,941</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	645,118
Health claims payable.....	<u>1,324,144</u>
TOTAL LIABILITIES.....	<u>1,969,262</u>
<b>NET POSITION</b>	
Unrestricted.....	<u>\$ 9,354,679</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

**YEAR ENDED JUNE 30, 2019**

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	Governmental Activities - Internal Service Fund
<b><u>OPERATING REVENUES:</u></b>	
Employee contributions.....	\$ 5,033,285
Employer contributions.....	<u>9,283,205</u>
TOTAL OPERATING REVENUES .....	<u>14,316,490</u>
<b><u>OPERATING EXPENSES:</u></b>	
Employee benefits.....	<u>13,131,902</u>
OPERATING INCOME (LOSS).....	1,184,588
<b><u>NONOPERATING REVENUES (EXPENSES):</u></b>	
Investment income.....	<u>600,927</u>
CHANGE IN NET POSITION.....	1,785,515
NET POSITION AT BEGINNING OF YEAR.....	<u>7,569,164</u>
NET POSITION AT END OF YEAR.....	\$ <u>9,354,679</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**

YEAR ENDED JUNE 30, 2019

	Governmental Activities - Internal Service Fund
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Receipts from interfund services provided.....	\$ 14,316,490
Payments for interfund services used.....	<u>(13,001,910)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>1,314,580</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Net proceeds from sales and purchases of investments.....	(1,518,707)
Investment income.....	<u>600,927</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>(917,780)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	396,800
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>4,854,468</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,251,268</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</b>	
Operating income (loss).....	\$ 1,184,588
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	(217,015)
Warrants payable.....	292,045
Health claims payable.....	<u>54,962</u>
Total adjustments.....	<u>129,992</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 1,314,580</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF FIDUCIARY NET POSITION**

JUNE 30, 2019

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
Cash and cash equivalents.....	\$ -	\$ 35,379	\$ 866,920
Investments:			
Investments in Pension Reserve Investment Trust.....	8,228,960	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	- -	- -	322,513
<b>TOTAL ASSETS</b> .....	<b>8,228,960</b>	<b>35,379</b>	<b>1,189,433</b>
<b>LIABILITIES</b>			
Accrued payroll.....	- -	- -	85,152
Liabilities due depositors.....	- -	- -	1,104,281
<b>TOTAL LIABILITIES</b> .....	<b>- -</b>	<b>- -</b>	<b>1,189,433</b>
<b>NET POSITION</b>			
Restricted for other postemployment benefits.....	8,228,960	- -	- -
Held in trust for other purposes.....	- -	35,379	- -
<b>TOTAL NET POSITION</b> .....	<b>\$ 8,228,960</b>	<b>\$ 35,379</b>	<b>\$ - -</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

**YEAR ENDED JUNE 30, 2019**

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<b>ADDITIONS:</b>		
Contributions:		
Employer contributions.....	\$ 1,152,876	-\$
Employer contributions for other postemployment benefit payments.....	5,316,110	-\$
Retirement benefits - workers compensation settlements.....	-	11,707
Private donations.....	-	8,052
 Total contributions.....	<u>6,468,986</u>	<u>19,759</u>
Net investment income:		
Investment income.....	<u>422,179</u>	<u>261</u>
 <b>TOTAL ADDITIONS</b> .....	<b><u>6,891,165</u></b>	<b><u>20,020</u></b>
<b>DEDUCTIONS:</b>		
Other postemployment benefit payments.....	5,316,110	-\$
Educational scholarships.....	-	16,726
 <b>TOTAL DEDUCTIONS</b> .....	<b><u>5,316,110</u></b>	<b><u>16,726</u></b>
 <b>NET INCREASE (DECREASE) IN NET POSITION</b> .....	<b><u>1,575,055</u></b>	<b><u>3,294</u></b>
NET POSITION AT BEGINNING OF YEAR.....	<u>6,653,905</u>	<u>32,085</u>
NET POSITION AT END OF YEAR.....	<u>\$ 8,228,960</u>	<u>\$ 35,379</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 2019 assessment was \$2,291,429. 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 1<sup>st</sup> 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 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> 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
Buildings and improvements.....	20-40
Machinery and 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 OPEB and 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 OPEB, 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 .18 to 15.31 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 \$68,936,745 and the bank balance totaled \$69,631,573. Of the bank balance, \$3,250,152 was covered by Federal Depository Insurance, \$2,889,193 was covered by SIF insurance, \$9,776,076 was covered by DIF insurance and \$53,716,152 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, 2019, the Town of Burlington had the following investments:

Investment Type	Fair value	Maturities			
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years
<b>Debt securities:</b>					
U.S. treasury bonds.....	\$ 3,009,647	\$ 797,303	\$ 1,888,385	\$ 323,959	\$ - AAA
Government sponsored enterprises.....	2,795,369	814,956	1,118,971	225,765	635,677 AAA to BAA
Corporate bonds.....	3,544,889	2,199,369	1,192,308	153,212	- BBB+ to A+
Total debt securities.....	9,349,905	\$ 3,811,628	\$ 4,199,664	\$ 702,936	\$ 635,677
<b>Other investments:</b>					
Equity securities.....	4,997,976				
Fixed income.....	1,014,723				
Pension Reserve Investment Trust (PRIT).....	8,228,960				
MMDT - Cash portfolio.....	2,315,094				
Total investments.....	\$ 25,906,658				

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 \$2,795,369 in government sponsored enterprises, \$3,009,647 in U.S. treasury notes, \$3,544,889 in corporate bonds, and \$4,997,976 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, 2019, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of Total Investments
United States Treasury Notes.....	9%

Fair 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, 2019:

Investment Type	June 30, 2019	Fair Value Measurements Using			
		Quoted Prices in Active Markets for Identical Assets	Significant Other Observable	Significant Inputs Unobservable	Inputs (Level 3)
	(Level 1)	(Level 2)			
<b>Investments measured at fair value:</b>					
<b>Debt securities:</b>					
U.S. treasury bonds.....	\$ 3,009,647	\$ 3,009,647	\$ -	\$ -	-
Government sponsored enterprises.....	2,795,369	2,795,369	-	-	-
Corporate bonds.....	3,544,889	-	3,544,889	-	-
Total debt securities.....	9,349,905	5,805,016	3,544,889	-	-
<b>Other investments:</b>					
Equity securities.....	4,997,976	4,997,976	-	-	-
Fixed income.....	1,014,723	1,014,723	-	-	-
Total other investments.....	6,012,699	6,012,699	-	-	-
Total investments measured at fair value.....	15,362,604	\$ 11,817,715	\$ 3,544,889	\$ -	-
<b>Investments measured at amortized cost:</b>					
MMDT - Cash portfolio.....	2,315,094				
<b>Investments measured at net asset value:</b>					
Pension Reserve Investment Trust (PRIT).....	8,228,960				
Total investments.....	\$ 25,906,658				

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 decisions 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, 2019, 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
<b>Receivables:</b>			
Real estate and personal property taxes.....	\$ 1,267,706	\$ (329,704)	\$ 938,002
Tax liens.....	1,525,818	-	1,525,818
Motor vehicle and other excise taxes.....	516,174	(273,124)	243,050
Water and sewer fees.....	2,660,538	-	2,660,538
Departmental and other.....	412,389	(179,933)	232,456
Intergovernmental - other.....	1,569,180	-	1,569,180
 Total.....	 \$ 7,951,805	 \$ (782,761)	 \$ 7,169,044

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
<b>Receivables and other asset type:</b>			
Real estate and personal property taxes.....	\$ 146,207	\$ -	\$ 146,207
Tax liens.....	1,525,818	-	1,525,818
Motor vehicle and other excise taxes.....	243,050	-	243,050
Water and sewer fees.....	2,660,538	-	2,660,538
Departmental and other.....	229,006	3,450	232,456
Intergovernmental - other.....	-	271,025	271,025
Tax foreclosures.....	91,842	-	91,842
 Total.....	 \$ 4,896,461	 \$ 274,475	 \$ 5,170,936

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	15,355,982	10,237,258	(4,148,442)	21,444,798
Total capital assets not being depreciated....	33,951,892	10,237,258	(4,148,442)	40,040,708
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,906,874	549,587	-	8,456,461
Buildings.....	93,766,400	-	-	93,766,400
Buildings and improvements.....	38,251,909	629,531	-	38,881,440
Machinery and equipment.....	11,821,963	282,903	(366,622)	11,738,244
Vehicles.....	10,653,187	1,333,815	(104,956)	11,882,046
Infrastructure.....	134,047,637	2,599,584	-	136,647,221
Total capital assets being depreciated.....	296,447,970	5,395,420	(471,578)	301,371,812
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(3,606,420)	(307,877)	-	(3,914,297)
Buildings.....	(38,268,760)	(1,693,519)	-	(39,962,279)
Buildings and improvements.....	(20,000,834)	(1,471,169)	-	(21,472,003)
Machinery and equipment.....	(9,970,826)	(916,981)	366,622	(10,521,185)
Vehicles.....	(6,093,696)	(789,953)	104,956	(6,778,693)
Infrastructure.....	(76,903,635)	(3,366,230)	-	(80,269,865)
Total accumulated depreciation.....	(154,844,171)	(8,545,729)	471,578	(162,918,322)
Total capital assets being depreciated, net.....	141,603,799	(3,150,309)	-	138,453,490
Total governmental activities capital assets, net.....	\$ 175,555,691	\$ 7,086,949	\$ (4,148,442)	\$ 178,494,198

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>				
General government.....		\$ 686,940		
Public safety.....		618,275		
Education.....		2,753,882		
Public works.....		4,025,352		
Health and human services.....		7,822		
Culture and recreation.....		453,458		
Total depreciation expense - governmental activities.....		\$ 8,545,729		

**NOTE 5 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2019, are summarized as follows:

Transfers Out:	Transfers In:					
	General fund	Public Works	Nonmajor	Total		
		Capital Projects	governmental funds			
General fund.....	\$ -	\$ 4,088,051	\$ 812,859	\$ 4,900,910	(1)	
Nonmajor governmental funds.....	42,526	-	5,593	48,119	(2)	
Total.....	\$ 42,526	\$ 4,088,051	\$ 818,452	\$ 4,949,029		

- (1) Represents transfers of \$4,088,051 from the general fund to the public works capital project fund, a transfer of \$50,000 to the mini bus special revenue fund, and a transfer of \$762,859 to the fire capital projects fund.
- (2) Represents transfers of \$1,038 from the sealer weights special revenue fund and \$41,488 from the cross connection special revenue fund to the general fund, and a transfer of \$5,593 from the school choice special revenue fund to the school lunch special revenue fund.

**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>	
Machinery and equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	<u>(2,062,567)</u>
Total.....	<u>\$ 584,301</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2019, were as follows:

<u>Years ending June 30:</u>	<u>Governmental Activities</u>
2020.....	\$ <u>300,000</u>
Less: amounts representing interest.....	(8,467)
Present value of minimum lease payments.....	\$ <u>291,533</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, 2019, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2018		Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2019
BAN	Municipal Purpose.....	2.00%	07/20/18	\$ 1,620,000	\$ -	\$ (1,620,000)	\$ -	\$ -
BAN	Municipal Purpose.....	2.75%	07/19/19	\$ -	\$ 5,970,000	\$ -	\$ -	\$ 5,970,000
	Total Governmental Funds.....			\$ <u>1,620,000</u>	\$ <u>5,970,000</u>	\$ <u>(1,620,000)</u>	\$ <u>5,970,000</u>	

On the scheduled due date of July 19, 2019, \$4,700,000 was rolled into a new BAN with an interest rate of 2.25% and a due date of July 17, 2020. The remaining \$1,270,000 was paid down subsequent to year-end.

**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, 2019, and the debt service requirements are as follows:

**Bonds Payable Schedule – Governmental Funds**

Project	Maturities Through	Original	Interest	Outstanding		Outstanding at June 30, 2019
		Loan Amount	Rate (%)	at June 30, 2018	Issued	
Municipal Purpose Bonds of 2001.....	2019	\$ 2,150,000	5.43	\$ 105,000	-	\$ 105,000 \$ -
MWPAT 2007.....	2027	7,797,482	2.00	3,902,791	-	399,769 3,503,022
MWPAT 2008.....	2028	300,000	2.00	165,196	-	15,073 150,123
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4.00 - 5.00	1,080,000	-	145,000 935,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.50 - 4.00	2,035,000	-	380,000 1,655,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.00 - 5.00	5,360,000	-	490,000 4,870,000
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.00 - 5.00	8,655,000	-	585,000 8,070,000
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.00 - 4.00	12,345,000	-	350,000 11,995,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	9,705,000	-	780,000 8,925,000
MWRA 2016.....	2021	235,200	0.00	141,120	-	47,040 94,080
MWRA 2017.....	2027	224,750	0.00	202,275	-	22,475 179,800
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	12,860,000	-	225,000 12,635,000
MWRA 2019.....	2029	277,500	0.00	-	277,500	- 277,500
Total Bonds Payable.....				56,556,382	277,500	3,544,357 53,289,525
Add: Unamortized premium on bonds.....				1,605,912	153,467	371,204 1,388,175
Total Bonds Payable, net.....				\$ 58,162,294	\$ 430,967	\$ 3,915,561 \$ 54,677,700

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2020.....	\$ 3,560,487	\$ 1,929,855	\$ 5,490,342
2021.....	3,254,037	1,788,445	5,042,482
2022.....	3,125,720	1,656,172	4,781,892
2023.....	3,049,619	1,534,888	4,584,507
2024.....	3,078,698	1,419,545	4,498,243
2025.....	3,107,960	1,306,434	4,414,394
2026.....	2,822,409	1,198,409	4,020,818
2027.....	2,822,049	1,095,812	3,917,861
2028.....	2,215,796	1,001,024	3,216,820
2029.....	2,222,750	915,121	3,137,871
2030.....	2,145,000	835,402	2,980,402
2031.....	1,890,000	759,451	2,649,451
2032.....	1,810,000	691,355	2,501,355
2033.....	1,810,000	623,437	2,433,437
2034.....	1,810,000	554,190	2,364,190
2035.....	1,850,000	485,668	2,335,668
2036.....	1,630,000	422,954	2,052,954
2037.....	1,225,000	372,505	1,597,505
2038.....	1,270,000	328,621	1,598,621
2039.....	1,305,000	282,864	1,587,864
2040.....	1,345,000	235,096	1,580,096
2041.....	1,390,000	185,548	1,575,548
2042.....	1,100,000	155,979	1,255,979
2043.....	545,000	111,214	656,214
2044.....	560,000	91,875	651,875
2045.....	575,000	72,013	647,013
2046.....	600,000	51,451	651,451
2047.....	625,000	39,551	664,551
2048.....	545,000	-	545,000
Total.....	\$ 53,289,525	\$ 20,144,879	\$ 73,434,404

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, 2019, the outstanding principal amount of these loans totaled \$273,880.

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, 2019, the Town had the following authorized and unissued debt:

Purpose	Amount
Fire Station Construction.....	\$ 225,000
Mill Pond Automated Sludge Removal.....	1,270,000
MWRA.....	5,300,000
DPW/Recreation Facility.....	16,500,000
Sewer Infiltration and Inflow Removal.....	<u>2,220,000</u>
 Total.....	 <u>\$ 25,515,000</u>

#### Changes in Long-term Liabilities

During the year ended June 30, 2019, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>							
Long-term bonds payable.....	\$ 56,556,382	\$ 277,500	\$ (3,544,357)	\$ -	\$ -	\$ 53,289,525	\$ 3,560,487
Add: Unamortized premium on bonds.	1,605,912	153,467	(371,204)	-	-	1,388,175	197,844
Total bonds payable.....	58,162,294	430,967	(3,915,561)	-	-	54,677,700	3,758,331
Capital lease obligations.....	574,839	-	-	-	(283,306)	291,533	291,533
Compensated absences.....	5,562,000	-	-	2,686,000	(2,454,000)	5,794,000	2,525,000
Workers' compensation.....	510,000	-	-	726,000	(510,000)	726,000	726,000
Net pension liability.....	117,368,093	-	-	19,527,697	(9,454,623)	127,441,167	-
Net other postemployment benefits.....	93,610,746	-	-	13,714,684	(6,891,164)	100,434,266	-
 Total governmental activity							
long-term liabilities.....	\$ 275,787,972	\$ 430,967	\$ (3,915,561)	\$ 36,654,381	\$ (19,593,093)	\$ 289,364,666	\$ 7,300,864

Compensated absence liabilities, net pension liabilities, and other postemployment benefit liabilities related to governmental activities 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 \$9.5 million and is reported as unassigned fund balance within the General Fund.

As of June 30, 2019, the governmental fund balances consisted of the following:

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Fund Balances:</b>				
<b>Nonspendable:</b>				
Permanent fund principal.....	\$ -	\$ -	\$ 715,465	\$ 715,465
<b>Restricted for:</b>				
Public works capital projects.....	-	7,554,715	-	7,554,715
Town revolving funds.....	-	-	1,745,226	1,745,226
School revolving funds.....	-	-	876,263	876,263
Town gifts.....	-	-	389,171	389,171
School gifts.....	-	-	32,826	32,826
School activity programs.....	-	-	1,067,757	1,067,757
Federal grants.....	-	-	483,294	483,294
Special purposes funds.....	-	-	555,077	555,077
State & local grants.....	-	-	1,439,305	1,439,305
Town capital projects.....	-	-	1,010,291	1,010,291
School capital projects.....	-	-	41,056	41,056
Town libraries.....	-	-	920	920
Cemetery perpetual care.....	-	-	232,299	232,299
Conservation.....	-	-	4	4
<b>Committed to:</b>				
<b>Articles and continuing appropriations:</b>				
Ways and means.....	98,339	-	-	98,339
Management information systems.....	6,744	-	-	6,744
Town clerk.....	19,860	-	-	19,860
Conservation.....	6,440	-	-	6,440
Planning board.....	6,231	-	-	6,231
Police department.....	125,859	-	-	125,859
Fire department.....	345,569	-	-	345,569
Building department.....	22,020	-	-	22,020
Education.....	893,339	-	-	893,339
Public works.....	955,887	-	-	955,887
Health and human services.....	9,963	-	-	9,963
Culture and recreation.....	7,402	-	-	7,402
<b>Assigned to:</b>				
<b>Encumbrances:</b>				
General government.....	2,770	-	-	2,770
Assessors.....	34,407	-	-	34,407
Central administration.....	6,405	-	-	6,405
Legal Expenses.....	29,924	-	-	29,924
Management information systems.....	326	-	-	326
Conservation.....	185	-	-	185
Planning board.....	14,006	-	-	14,006
Negotiated settlements.....	831,208	-	-	831,208
Police department.....	88,108	-	-	88,108
Fire department.....	549,457	-	-	549,457
Building department.....	322	-	-	322
Emergency management service.....	5,678	-	-	5,678
Education.....	1,266,491	-	-	1,266,491
Public works.....	199,594	-	-	199,594
Rubbish and garbage.....	75,000	-	-	75,000
Street light.....	190,695	-	-	190,695
DEP drinking water.....	960	-	-	960
Health and human services.....	329	-	-	329
Culture and recreation.....	26,763	-	-	26,763
Employee benefits.....	125,856	-	-	125,856
FY20 capital budget.....	5,719,576	-	-	5,719,576
Unassigned.....	33,969,523	-	-	33,969,523
Total Fund Balances.....	\$ 45,635,236	\$ 7,554,715	\$ 8,588,954	\$ 61,778,905

**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, 2018. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$12,170,634 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 \$120,102,352 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, which equaled its actual contribution for the year ended June 30, 2019, was \$9,454,623 and 27.99% 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, 2019, the Town reported a liability of \$127,441,167 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. 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, 2018, the Town's proportion was 8.17%, which was a decrease of 0.10% from the last measurement date.

### *Pension Expense*

For the year ended June 30, 2019, the Town recognized a pension expense of \$15,344,777. At June 30, 2019, the Town reported deferred outflows and (inflows) of resources related to pensions of \$15,106,042 and (\$2,436,140), respectively, from the net difference between projected and actual investment earnings on pension plan investments.

The balances of deferred outflows and inflows at June 30, 2019, consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 260,737	\$ (444,206)	\$ (183,469)
Difference between projected and actual earnings.....	5,680,520	-	5,680,520
Changes in assumptions.....	7,920,220	-	7,920,220
Changes in proportion and proportionate share of contributions...	1,244,565	(1,991,934)	(747,369)
 Total deferred outflows/(inflows) of resources.....	 \$ 15,106,042	 \$ (2,436,140)	 \$ 12,669,902

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>	
2020.....	\$ 4,966,229
2021.....	3,855,220
2022.....	1,983,489
2023.....	<u>1,864,964</u>
 Total.....	 <u>\$ 12,669,902</u>

### *Actuarial Assumptions*

The total pension liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2018.

Valuation date.....	January 1, 2018
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, 2018, 1 year remaining for 2002 ERI liability, 2 years remaining for 2003 ERI liability, 4 years remaining for 2010 ERI liability, and 17 years for remaining unfunded liability.
Asset valuation method.....	Fair value for GASB 67. For funding purposes, the difference between the expected return and the actual investment return on a fair value basis is recognized over a five year period. Asset value is adjusted as necessary to be within 20% of the fair value.
Inflation rate.....	3.25% (previously 3.5%).
Projected salary increases.....	Varies by length of service with ultimate rates of 4.00% for Group 1, 4.25% for Group 2 and 4.50% for Group 4.
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).
Cost of living adjustments.....	3.0% of the first \$14,000 of retirement income.
Mortality rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationaly with Scale MP-2017.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationaly with Scale MP-2017.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationaly with Scale MP-2017.
Investment rate of return/Discount rate.....	7.50%, net of pension plan investment expense, including inflation previously 7.75%

*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, 2018, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	17.50%	6.15%
International developed markets equity..	15.50%	7.11%
International emerging markets equity...	6.00%	9.41%
Core fixed income.....	12.00%	1.68%
High-yield fixed income.....	10.00%	4.13%
Real estate.....	10.00%	4.90%
Commodities.....	4.00%	4.71%
Hedge funds, GTAA, Risk parity.....	13.00%	3.94%
Private equity.....	12.00%	10.28%
<b>Total.....</b>	<b>100.00%</b>	

*Rate of return*

For the year ended December 31, 2018, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was -2.52%. 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 7.50%. 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 rated. 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 7.50% as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount (7.50%)	1% Increase (8.50%)
The Town's proportionate share of the net pension liability.....	\$ 154,591,850	\$ 127,441,167	\$ 104,549,161

*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 mortality tables for healthy participants were changed from the RP-2000 Employee and Healthy Annuitant Mortality Tables projected generationally using Scale BB2D from 2009 to the RP-2014 Blue Collar Employee and Healthy Annuitant Mortality Tables projected generationally using Scale MP-2017.
- The mortality tables for disabled participants were changed from the RP-2000 Healthy Annuitant Mortality Table projected generationally using Scale BB2D from 2015 to the RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward 1 year projected generationally using Scale MP-2017.
- The long-term salary increase assumption was lowered by 0.25%, to 4.00% for Group 1 participants, 4.25% for Group 2 participants, and 4.50% for Group 4 participants.
- The investment rate of return assumption was reduced from 7.75% to 7.50%.
- The inflation rate was reduced to 3.25% from the previous rate of 3.50%.

*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. 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 and represents approximately 1.3 months of average claims experience.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2018.....	\$ 1,279,588	\$ 13,137,813	\$ (13,148,219)	\$ 1,269,182
2019.....	1,269,182	12,893,402	(12,838,440)	1,324,144

*(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, 2019, the amount of the liability for workers' compensation claims totaled \$726,000. 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	Current Portion
2018.....	\$ 410,000	\$ 495,000	\$ (395,000)	\$ 510,000	\$ 510,000
2019.....	510,000	499,000	(283,000)	726,000	726,000

Except for the internal service fund, all other claims and judgement and other similar liabilities are liquidated by the general fund.

## 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% of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute 20% of their premium costs. For the year ended June 30, 2019, the Town contributed approximately \$6.5 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 HCSBT 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 2019, the Town pre-funded future OPEB liabilities totaling \$1,153,000 by contributing funds to the OPEB trust fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Fund financial statements. As of June 30, 2019, the net position of the OPEB trust fund totaled \$8.2 million.

*Investment policy* – The Town's policy in regard to the allocation of invested assets is established and may be amended by the Board of Selectmen by a majority vote of its members. 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 long-term real rate of return on OPEB investments was determined using the Town's investment policy.

*Employees Covered by Benefit Terms* – The following table represents the Plan's membership at June 30, 2019:

Active members.....	623
Inactive members currently receiving benefits.....	<u>821</u>
Total.....	<u>1,444</u>

*Components of OPEB Liability* – The following table represents the components of the Plan's OPEB liability as of June 30, 2019:

Total OPEB liability.....	\$ 108,663,226
Less: OPEB plan's fiduciary net position.....	<u>(8,228,960)</u>
Net OPEB liability.....	\$ <u>100,434,266</u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	7.57%

**Significant Actuarial Methods and Assumptions** – The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified, that was updated to June 30, 2019.

Valuation date.....	Actuarially determined contribution for fiscal year ending June 30, 2019 was determined with the December 31, 2018 actuarial valuation.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll
Amortization method.....	Level percentage of payroll.
Remaining amortization period.....	27 years from December 31, 2018.
Asset valuation method.....	Fair Value
Investment rate of return.....	7.25%
Discount rate.....	7.25%
Inflation rate.....	3.25%
Health care trend rates.....	Non-Medicare: 7.00% decreasing by 0.25% for 10 years to an ultimate level of 4.50% per year. Medicare: 8.00% decreasing by 0.25% for 14 years to an ultimate level of 4.50% per year. Administrative expense: 3.00%. Part B premium: 4.50%. Contribution: Retiree contributions are expected to increase with medical trend.
Mortality rates.....	Pre-Retirement (non-Teachers): RP-2014 Blue Collar Employee Mortality Table projected generationally using Scale MP-2017.  Healthy Retiree (non-Teachers): - RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2017.  Disabled Retiree (non-Teacher):-RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017.  Pre-Retirement (Teacher): RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016.  Healthy Retiree (Teachers): RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2016.  Disabled Retiree (Teachers): RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2016.

**Rate of return** – For the year ended June 30, 2019, the annual money-weighted rate of return on investments, net of investment expense, was 5.48%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

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 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 of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The Plan's expected future real rate of return is added to the expected inflation to produce the long-term expected nominal rate of return. Best estimates of arithmetic real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2019 are summarized in the table on the following page.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	21.00%	6.16%
International developed markets equity.....	13.00%	6.69%
International emerging markets equity.....	5.00%	9.47%
Core fixed income.....	15.00%	1.89%
High-yield fixed income.....	8.00%	4.00%
Real estate.....	10.00%	4.58%
Commodities.....	4.00%	4.77%
Hedge fund, GTAA, Risk parity.....	11.00%	3.68%
Private equity.....	13.00%	10.00%
 Total.....	 100.00%	

*Discount rate* – The discount rate used to measure the total OPEB liability was 7.25% as of June 30, 2019, and 7.50% as of June 30, 2018. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members. Therefore the long-term expected rate of return on the OPEB plan assets was applied to projected future benefits payments.

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate* – The following table presents the net other postemployment benefit liability and service cost, calculated using the discount rate of 7.25%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current rate.

	Current		
	1% Decrease (6.25%)	Discount Rate (7.25%)	1% Increase (8.25%)
Net OPEB liability.....	\$ 114,294,627	\$ 100,434,266	\$ 88,922,717

*Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend* – The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare trend rate of 7.25%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	Current Trend		
	1% Decrease (6.25%)	Current Trend (7.25%)	1% Increase (8.25%)
Net OPEB liability.....	\$ 87,617,692	\$ 100,434,266	\$ 116,126,336

**Summary of Significant Accounting Policies** – For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts (repurchase agreements) that have a maturity at the time of purchase of one year or less, which are reported at cost.

*Changes in the Net OPEB Liability*

		Increase (Decrease)		
		Plan		
	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)	
Measurement date at June 30, 2018.....	\$ 103,744,269	\$ 6,653,906	\$ 97,090,363	
Changes for the year:				
Service cost.....	2,174,548	-	2,174,548	
Interest.....	7,744,557	-	7,744,557	
Changes of benefit terms.....	(2,094,953)	-	(2,094,953)	
Differences between expected and actual experience.....	1,725,041	-	1,725,041	
Changes of assumptions.....	685,874	-	685,874	
Contributions - employer.....	-	6,468,986	(6,468,986)	
Net investment income.....	-	422,178	(422,178)	
Benefit payments.....	(5,316,110)	(5,316,110)	-	
Net change.....	4,918,957	1,575,054	3,343,903	
Measurement date at June 30, 2019.....	<u>\$ 108,663,226</u>	<u>\$ 8,228,960</u>	<u>\$ 100,434,266</u>	

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB** – For the year ended June 30, 2019, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$7.7 million. At June 30, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources.

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 1,437,535	\$ -	\$ 1,437,535
Difference between projected and actual earnings.....	-	(62,351)	(62,351)
Changes in assumptions.....	571,560	-	571,560
 Total deferred outflows/(inflows) of resources.....	 \$ 2,009,095	 \$ (62,351)	 \$ 1,946,744

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement date year ended June 30:

2020.....	\$ 373,029
2021.....	373,029
2022.....	373,028
2023.....	425,839
2024.....	401,819
 Total.....	 \$ 1,946,744

*Changes of Assumptions:*

- The discount rate was reduced from 7.50% to 7.25%.
- The per capita costs and trends were updated to reflect current experience.
- The percentage of future spouses electing retiree health coverage was increased from 65% to 60%.
- The mortality and salary increase assumptions for non teachers were changed to match the assumptions used in the Middlesex County Retirement System Actuarial Valuation and Review as of January 1, 2018, dated July 31, 2018, completed by Segal Consulting, and the mortality assumptions for teachers were changed to match the Massachusetts Teachers' Retirement System Actuarial Valuation Report as of January 1, 2018, dated October 10, 2018.
- The excise tax on high cost health plans beginning in 2022 was recalculated with this valuation.

*Changes in Plan Provisions – None.*

**NOTE 13 - COMMITMENTS**

The Town is committed to expend \$25,515,000 for the various projects listed below:

Purpose	Amount
Fire Station Construction.....	\$ 225,000
Mill Pond Automated Sludge Removal.....	1,270,000
MWRA.....	5,300,000
DPW/Recreation Facility.....	16,500,000
Sewer Infiltration and Inflow Removal.....	2,220,000
 Total.....	 <u>\$ 25,515,000</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, 2019, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2019.

**NOTE 15 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 30, 2019, which is the date the financial statements were available to be issued.

**NOTE 16 – RESTATEMENT OF NET POSITION PREVIOUSLY REPORTED**

Beginning net position of the governmental activities has been restated to reflect the change in beginning balance for GASB Statement #75 due a change in the measurement date from the beginning of the year to the end of the year. To reflect this change, the Town has restated the beginning balance of the governmental activities by \$8,735,051. Accordingly, previously reported net position, a deficit balance of \$16,346,457, has been changed to a deficit balance of \$25,081,508.

**NOTE 17 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2019, the following GASB pronouncements were implemented:

- GASB Statement #83, Certain Asset Retirement Obligations. This pronouncement did not impact the basic financial statements.
- GASB Statement #88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #84, Fiduciary Activities, which is required to be implemented in 2020.
- The GASB issued Statement #87, Leases, which is required to be implemented in 2021.
- The GASB issued Statement #89, Accounting for Interest Cost Incurred before the End of a Construction Period, which is required to be implemented in 2021.
- The GASB issued Statement #90, Majority Equity Interests – an amendment of GASB Statements #14 and #61, which is required to be implemented in 2020.
- The GASB issued Statement #91, Conduit Debt Obligations, which is required to be implemented in 2022.

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, 2019

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 111,128,115	\$ 111,128,115	\$ 112,457,427	-	\$ 1,329,312
Tax liens.....	-	-	154,966	-	154,966
Motor vehicle and other excise taxes.....	3,933,515	3,933,515	4,728,466	-	794,951
Hotel, motel, and meals tax.....	4,275,000	4,275,000	5,719,911	-	1,444,911
Ambulance.....	775,000	775,000	860,094	-	85,094
Water charges.....	3,425,000	3,425,000	3,520,628	-	95,628
Penalties and interest on taxes.....	400,000	400,000	229,796	-	(170,204)
Fees and rentals.....	400,000	400,000	457,792	-	57,792
Payments in lieu of taxes.....	520,000	520,000	521,085	-	1,085
Licenses and permits.....	1,000,000	1,000,000	3,030,530	-	2,030,530
Intergovernmental.....	9,463,879	9,463,879	9,468,582	-	4,703
Departmental and other.....	925,000	925,000	1,032,185	-	107,185
Investment income.....	250,000	250,000	902,602	-	652,602
Miscellaneous.....	210,000	210,000	290,784	-	80,784
<b>TOTAL REVENUES.....</b>	<b>136,705,509</b>	<b>136,705,509</b>	<b>143,374,848</b>	<b>-</b>	<b>6,669,339</b>
<b>EXPENDITURES:</b>					
GENERAL GOVERNMENT					
TOWN MEETING & REPORTS					
Salaries.....	3,721	2,571	2,571	-	-
Expenses.....	12,575	16,161	16,160	-	1
<b>TOTAL.....</b>	<b>16,296</b>	<b>18,732</b>	<b>18,731</b>	<b>-</b>	<b>1</b>
MODERATOR					
Salaries.....	150	150	150	-	-
WAYS AND MEANS					
Salaries.....	5,756	5,756	3,632	78	2,046
Expenses.....	273	273	-	-	273
Capital Articles.....	3,944	157,975	59,636	98,339	-
<b>TOTAL.....</b>	<b>9,973</b>	<b>164,004</b>	<b>63,268</b>	<b>98,417</b>	<b>2,319</b>
CAPITAL BUDGET COMMITTEE					
Salaries.....	838	838	234	-	604
TOWN ADMINISTRATION/ SELECTMEN					
Salaries.....	539,283	608,457	608,457	-	-
Expenses.....	12,500	12,500	11,249	413	838
Special accounts.....	17,500	17,500	15,199	2,279	22
Capital Articles.....	40,000	20,000	20,650	-	(650)
<b>TOTAL.....</b>	<b>609,283</b>	<b>658,457</b>	<b>655,555</b>	<b>2,692</b>	<b>210</b>
ACCOUNTING					
Salaries.....	358,665	363,420	361,981	-	1,439
Expenses.....	5,795	3,359	3,349	-	10
<b>TOTAL.....</b>	<b>364,460</b>	<b>366,779</b>	<b>365,330</b>	<b>-</b>	<b>1,449</b>
ASSESSORS					
Salaries.....	306,269	314,049	314,049	-	-
Expenses.....	102,685	97,703	62,586	34,407	710
Capital Articles.....	95,000	95,000	95,000	-	-
<b>TOTAL.....</b>	<b>503,954</b>	<b>506,752</b>	<b>471,635</b>	<b>34,407</b>	<b>710</b>
TREASURER/ COLLECTOR					
Salaries.....	692,494	685,686	673,616	-	12,070
Expenses.....	25,414	33,134	31,603	-	1,531
Capital Articles.....	200	200	-	-	200
<b>TOTAL.....</b>	<b>718,108</b>	<b>719,020</b>	<b>705,219</b>	<b>-</b>	<b>13,801</b>
CENTRAL ADMINISTRATION					
Central supply.....	115,124	115,124	113,680	1,444	-
Central machines.....	25,658	25,658	24,169	1,489	-
Town insurance.....	1,059,703	1,059,703	992,850	3,472	63,381
Financial audit.....	80,000	80,000	57,172	-	22,828
<b>TOTAL.....</b>	<b>1,280,485</b>	<b>1,280,485</b>	<b>1,187,871</b>	<b>6,405</b>	<b>86,209</b>
LEGAL					
Legal expenses.....	202,000	213,644	141,558	29,924	42,162

(Continued)

**GENERAL FUND**  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>HUMAN RESOURCES</b>					
Salaries.....	124,513	128,717	127,684	-	1,033
Expenses.....	4,305	4,305	3,287	-	1,018
Special accounts.....	14,998	14,998	13,921	-	1,077
<b>TOTAL</b> .....	<b>143,816</b>	<b>148,020</b>	<b>144,892</b>	<b>-</b>	<b>3,128</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
Salaries.....	337,181	344,237	344,236	-	1
Expenses.....	236,626	225,484	224,507	326	651
Capital Articles.....	88,000	97,120	90,376	6,744	-
<b>TOTAL</b> .....	<b>661,807</b>	<b>666,841</b>	<b>659,119</b>	<b>7,070</b>	<b>652</b>
<b>TOWN CLERK</b>					
Salaries.....	306,452	310,362	298,531	-	11,831
Expenses.....	18,800	18,347	15,753	-	2,594
Special accounts.....	77,162	77,615	77,615	-	-
Capital Articles.....	80,000	80,000	60,140	19,860	-
<b>TOTAL</b> .....	<b>482,414</b>	<b>486,324</b>	<b>452,039</b>	<b>19,860</b>	<b>14,425</b>
<b>REGISTRAR OF VOTERS</b>					
Salaries.....	1,200	1,200	1,200	-	-
Expenses.....	7,015	7,015	6,346	-	669
<b>TOTAL</b> .....	<b>8,215</b>	<b>8,215</b>	<b>7,546</b>	<b>-</b>	<b>669</b>
<b>CONSERVATION</b>					
Salaries.....	216,068	219,737	216,098	185	3,454
Expenses.....	10,129	10,129	2,806	-	7,323
Special accounts.....	18,800	18,800	7,536	-	11,264
Capital Articles.....	19,227	19,227	12,786	6,440	1
<b>TOTAL</b> .....	<b>264,224</b>	<b>267,893</b>	<b>239,226</b>	<b>6,625</b>	<b>22,042</b>
<b>PLANNING BOARD</b>					
Salaries.....	297,986	303,681	303,194	-	487
Expenses.....	35,476	35,476	18,420	14,006	3,050
Capital Articles.....	6,231	6,231	-	6,231	-
<b>TOTAL</b> .....	<b>339,693</b>	<b>345,388</b>	<b>321,614</b>	<b>20,237</b>	<b>3,537</b>
<b>BOARD OF APPEALS</b>					
Salaries.....	13,481	15,731	15,731	-	-
Expenses.....	250	250	248	-	2
<b>TOTAL</b> .....	<b>13,731</b>	<b>15,981</b>	<b>15,979</b>	<b>-</b>	<b>2</b>
<b>NEGOTIATED SETTLEMENTS</b> .....	<b>1,661,431</b>	<b>902,881</b>	<b>71,672</b>	<b>831,208</b>	<b>1</b>
<b>Total General Government</b> .....	<b>7,280,878</b>	<b>6,770,404</b>	<b>5,521,638</b>	<b>1,056,845</b>	<b>191,921</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	7,626,696	8,298,612	8,135,891	19,050	143,671
Expenses.....	564,898	564,898	522,901	42,063	(66)
Special accounts.....	101,500	101,500	74,487	26,995	18
Capital Articles.....	390,685	390,685	264,826	125,859	-
<b>TOTAL</b> .....	<b>8,683,779</b>	<b>9,355,695</b>	<b>8,998,105</b>	<b>213,967</b>	<b>143,623</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	6,962,043	6,968,322	6,461,051	458,447	48,824
Expenses.....	494,737	496,901	368,001	57,220	71,680
Special accounts.....	225,847	222,382	176,051	33,790	12,541
Capital Articles.....	1,201,725	438,839	91,970	345,569	1,300
<b>TOTAL</b> .....	<b>8,884,352</b>	<b>8,126,444</b>	<b>7,097,073</b>	<b>895,026</b>	<b>134,345</b>
<b>BUILDING DEPARTMENT</b>					
Salaries.....	639,908	642,892	642,892	-	-
Expenses.....	39,817	39,817	30,176	322	9,319
Capital Articles.....	109,853	108,458	86,438	22,020	-
<b>TOTAL</b> .....	<b>789,578</b>	<b>791,167</b>	<b>759,506</b>	<b>22,342</b>	<b>9,319</b>
<b>SEALER OF WEIGHTS</b>					
Expenses.....	7,800	7,800	7,500	-	300

(Continued)

**GENERAL FUND**  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	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.....	8,100	8,815	7,503	558	754
Special accounts.....	6,254	5,500	300	5,120	80
TOTAL.....	24,354	24,354	17,842	5,678	834
Total Public Safety.....	18,389,863	18,305,460	16,880,026	1,137,013	288,421
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	66,981,014	67,597,714	62,560,895	4,983,473	53,346
Capital articles.....	1,435,305	1,335,160	377,999	893,339	63,822
TOTAL.....	68,416,319	68,932,874	62,938,894	5,876,812	117,168
REGIONAL SCHOOL ASSESSMENTS.....	2,399,929	2,399,929	2,363,681	-	36,248
Total Education.....	70,816,248	71,332,803	65,302,575	5,876,812	153,416
PUBLIC WORKS					
Salaries.....	5,089,900	5,102,853	5,101,278	-	1,575
Expenses.....	3,679,663	3,666,122	3,442,388	169,911	53,823
Special accounts.....	499,232	499,232	458,869	29,683	10,680
Capital Articles.....	5,288,251	2,288,251	1,325,617	955,887	6,747
TOTAL.....	14,557,046	11,556,458	10,328,152	1,155,481	72,825
SNOW AND ICE					
Expenses.....	350,390	350,000	526,025	-	(176,025)
RUBBISH AND GARBAGE					
Expenses.....	2,053,481	2,053,481	1,888,541	75,000	89,940
STREET LIGHT					
Expenses.....	499,594	499,594	307,329	190,695	1,570
DEP DRINKING WATER					
Expenses.....	15,000	15,000	9,107	960	4,933
Total Public Works.....	17,475,511	14,474,533	13,059,154	1,422,136	(6,757)
HUMAN SERVICES					
BOARD OF HEALTH					
Salaries.....	511,667	516,053	473,587	161	42,305
Expenses.....	31,652	31,652	29,916	6	1,730
Special accounts.....	75,037	75,037	63,799	-	11,238
Capital Articles.....	9,963	9,963	-	9,963	-
TOTAL.....	628,319	632,705	567,302	10,130	55,273
COUNCIL ON AGING					
Salaries.....	340,546	342,770	330,320	-	12,450
Expenses.....	7,960	7,960	4,051	162	3,747
Special accounts.....	7,442	7,442	6,942	-	500
TOTAL.....	355,948	358,172	341,313	162	16,697
VETERANS' SERVICES					
Salaries.....	119,787	121,568	121,568	-	-
Expenses.....	6,100	6,063	4,505	-	1,558
Special accounts.....	113,700	113,700	88,928	-	24,772
TOTAL.....	239,587	241,331	215,001	-	26,330
YOUTH AND FAMILY SERVICES					
Salaries.....	419,835	429,034	428,892	-	142
Expenses.....	24,256	24,256	20,911	-	3,345
TOTAL.....	444,091	453,290	449,803	-	3,487
DISABILITY ACCESS					
Salaries.....	1,949	1,949	481	-	1,468
Expenses.....	400	400	399	-	1
TOTAL.....	2,349	2,349	880	-	1,469
Total Human Services.....	1,670,294	1,687,847	1,574,299	10,292	103,256

(Continued)

**GENERAL FUND**  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
 BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2019

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,290,444	1,292,528	1,273,879	-	18,649
Expenses.....	72,363	72,363	72,363	-	-
Special accounts.....	158,525	158,525	158,525	-	-
<b>TOTAL</b> .....	<b>1,521,332</b>	<b>1,523,416</b>	<b>1,504,767</b>	<b>-</b>	<b>18,649</b>
<b>RECREATION DEPARTMENT</b>					
Salaries.....	1,449,455	1,451,835	1,375,967	272	75,596
Expenses.....	280,969	280,969	253,142	22,121	5,706
Special accounts.....	19,855	19,855	15,356	910	3,589
Capital Articles.....	288,387	285,138	273,444	7,402	4,292
<b>TOTAL</b> .....	<b>2,038,666</b>	<b>2,037,797</b>	<b>1,917,909</b>	<b>30,705</b>	<b>89,183</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	11,714	11,714	6,206	3,460	2,048
<b>Total Culture and Recreation</b> .....	<b>3,571,712</b>	<b>3,572,927</b>	<b>3,428,882</b>	<b>34,165</b>	<b>109,880</b>
<b>PENSION BENEFITS</b>					
County retirement.....	9,454,623	9,454,623	9,418,623	-	36,000
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	14,138,675	14,138,675	13,842,789	125,856	170,030
Medicare tax.....	1,098,597	1,098,597	1,081,030	-	17,567
<b>TOTAL</b> .....	<b>15,237,272</b>	<b>15,237,272</b>	<b>14,923,819</b>	<b>125,856</b>	<b>187,597</b>
<b>CAPITAL IMPROVEMENTS</b> .....	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FUND</b> .....	<b>200,000</b>	<b>181,665</b>	<b>-</b>	<b>-</b>	<b>181,665</b>
<b>STATE AND COUNTY ASSESSMENTS</b> .....	<b>765,795</b>	<b>765,795</b>	<b>765,795</b>	<b>-</b>	<b>-</b>
Debt service:					
Principal.....	3,249,842	3,249,842	3,249,842	-	-
Interest.....	2,020,615	2,028,971	2,144,842	-	(115,871)
<b>TOTAL EXPENDITURES</b> .....	<b>150,432,653</b>	<b>147,362,142</b>	<b>136,569,495</b>	<b>9,663,119</b>	<b>1,129,528</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b> .....	<b>(13,727,144)</b>	<b>(10,656,633)</b>	<b>6,805,353</b>	<b>(9,663,119)</b>	<b>7,798,867</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	-	-	148,487	-	148,487
Transfers in.....	742,453	742,453	792,453	-	50,000
Transfers out.....	(5,670,294)	(5,670,294)	(5,670,294)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b> .....	<b>(4,927,841)</b>	<b>(4,927,841)</b>	<b>(4,729,354)</b>	<b>-</b>	<b>198,487</b>
<b>NET CHANGE IN FUND BALANCE</b> .....	<b>(18,654,985)</b>	<b>(15,584,474)</b>	<b>2,075,999</b>	<b>(9,663,119)</b>	<b>7,997,354</b>
<b>BUDGETARY FUND BALANCE, Beginning of year</b> .....	<b>33,248,393</b>	<b>33,248,393</b>	<b>33,248,393</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year</b> ..... \$	<b>14,593,408</b>	<b>\$ 17,663,919</b>	<b>\$ 35,324,392</b>	<b>\$ (9,663,119)</b>	<b>\$ 7,997,354</b>

(Concluded)

See notes to required supplementary information.

## ***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**

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Year	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered-payroll	Net pension liability as a percentage of covered-payroll	Plan fiduciary net position as a percentage of the total pension liability
December 31, 2018.....	8.172%	\$ 127,441,167	\$ 33,783,442	377.23%	46.40%
December 31, 2017.....	8.270%	117,368,093	32,393,793	362.32%	49.27%
December 31, 2016.....	8.111%	114,929,674	31,361,657	366.47%	45.49%
December 31, 2015.....	8.105%	104,556,462	30,378,636	344.18%	46.13%
December 31, 2014.....	8.162%	98,053,205	29,210,227	335.68%	47.65%

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 THE TOWN'S CONTRIBUTIONS**  
**MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

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Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-payroll	Contributions as a percentage of covered-payroll
June 30, 2019.....	\$ 9,454,623	\$ (9,454,623)	\$ -	\$ 34,121,376	27.71%
June 30, 2018.....	8,877,933	(8,877,933)	-	33,409,166	26.57%
June 30, 2017.....	8,404,267	(8,404,267)	-	31,675,274	26.53%
June 30, 2016.....	7,895,297	(7,895,297)	-	30,682,442	25.73%
June 30, 2015.....	7,511,305	(7,511,305)	-	29,502,229	25.46%

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**

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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. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Associated Net Pension Liability	Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2019.....	\$ 120,102,352	\$ 12,170,634	54.84%
2018.....	114,385,482	11,938,746	54.25%
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*

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 Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expenses.

**SCHEDULE OF CHANGES IN THE  
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	June 30, 2017	June 30, 2018	June 30, 2019
<b>Total OPEB Liability</b>			
Service Cost.....	\$ 2,029,964	\$ 2,101,013	\$ 2,174,548
Interest.....	7,074,192	7,410,905	7,744,557
Changes of benefit terms.....	-	-	(2,094,953)
Differences between expected and actual experience....	-	-	1,725,041
Changes of assumptions.....	-	-	685,874
Benefit payments.....	<u>(4,508,617)</u>	<u>(4,869,350)</u>	<u>(5,316,110)</u>
Net change in total OPEB liability.....	4,595,539	4,642,568	4,918,957
Total OPEB liability - beginning.....	<u>94,506,162</u>	<u>99,101,701</u>	<u>103,744,269</u>
Total OPEB liability - ending (a).....	<u>\$ 99,101,701</u>	<u>\$ 103,744,269</u>	<u>\$ 108,663,226</u>
<b>Plan fiduciary net position</b>			
Employer contributions.....	\$ 846,500	\$ 597,325	\$ 1,152,876
Employer contributions for OPEB payments.....	4,508,617	4,869,350	5,316,110
Net investment income.....	599,191	565,625	422,178
Benefit payments.....	<u>(4,508,617)</u>	<u>(4,869,350)</u>	<u>(5,316,110)</u>
Net change in plan fiduciary net position.....	1,445,691	1,162,950	1,575,054
Plan fiduciary net position - beginning of year.....	<u>4,045,265</u>	<u>5,490,956</u>	<u>6,653,906</u>
Plan fiduciary net position - end of year (b).....	<u>\$ 5,490,956</u>	<u>\$ 6,653,906</u>	<u>\$ 8,228,960</u>
<b>Net OPEB liability - ending (a)-(b).....</b>	<b><u>\$ 93,610,745</u></b>	<b><u>\$ 97,090,363</u></b>	<b><u>\$ 100,434,266</u></b>
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%	7.57%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961	\$ 64,525,649
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%	155.65%

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 THE TOWN'S CONTRIBUTIONS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

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Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered- employee payroll	Contributions as a percentage of covered- employee payroll
June 30, 2019.....	\$ 8,188,043	\$ (6,468,986)	\$ 1,719,057	\$ 64,525,649	10.03%
June 30, 2018.....	7,600,044	(5,466,675)	2,133,369	61,874,961	8.84%
June 30, 2017.....	6,294,020	(5,355,117)	938,903	59,098,583	9.06%

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**

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Year	Annual money-weighted rate of return, net of investment expense
June 30, 2019.....	5.48%
June 30, 2018.....	9.37%
June 30, 2017.....	19.84%

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.

## ***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 2019 approved budget for the General Fund authorized approximately \$150.8 million in appropriations and other amounts to be raised and \$8.7 million in encumbrances and appropriations carried over from previous years. During 2019, the Town decreased the original budget by \$3.1 million.

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, 2019, is presented on the following page:

Net change in fund balance - budgetary basis.....	\$ 2,075,999
<u>Perspective differences:</u>	
Perspective differences in reporting of sewer fund activities.....	649,478
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....	623,069
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(25,000)
Net change in recording 60 day receipts.....	97,173
Net change in recording accrued expenditures.....	699,927
Net change in recording accrued payroll.....	(196,972)
Recognition of revenue for on-behalf payments.....	12,171,000
Recognition of expenditures for on-behalf payments.....	<u>(12,171,000)</u>
Net change in fund balance - GAAP basis.....	\$ <u>3,923,674</u>

### 3. Excess of Expenditures over Appropriations

For the year ended June 30, 2019, actual expenditures exceeded appropriations for public works snow and ice budget. These over-expenditures will be raised and funded through available funds during 2020.

## **NOTE B – PENSION PLAN**

### ***Pension Plan Schedules***

#### 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 mortality tables for healthy participants were changed from the RP-2000 Employee and Healthy Annuitant Mortality Tables projected generationally using Scale BB2D from 2009 to the RP-2014 Blue Collar Employee and Healthy Annuitant Mortality Tables projected generationally using Scale MP-2017.
- The mortality tables for disabled participants were changed from the RP-2000 Healthy Annuitant Mortality Table projected generationally using Scale BB2D from 2015 to the RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward 1 year projected generationally using Scale MP-2017.
- The long-term salary increase assumption was lowered by 0.25%, to 4.00% for Group 1 participants, 4.25% for Group 2 participants, and 4.50% for Group 4 participants.
- The investment rate of return assumption was reduced from 7.75% to 7.50%.

- The inflation rate was reduced to 3.25% from the previous rate of 3.50%.

#### Changes in Plan Provisions

None.

### **NOTE C – OTHER POSTEMPLOYMENT BENEFITS**

The Town 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 Town’s group health insurance plan, which covers both active and retired members. Additionally, retired teachers and their spouses receive health insurance through the Group Insurance Commission of the Commonwealth of Massachusetts (GIC). Each participating municipality is assessed for the governmental share of health and life insurance premiums paid on behalf of its teacher retirees by the state.

#### **The Other Postemployment Benefit Plan**

##### The 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 covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine contribution rates are reported on the following page.

Valuation date.....	Actuarially determined contribution for fiscal year ending June 30, 2019 was determined with the December 31, 2018 actuarial valuation.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll
Amortization method.....	Level percentage of payroll.
Remaining amortization period.....	27 years from December 31, 2018.
Asset valuation method.....	Fair Value
Investment rate of return.....	7.25%
Discount rate.....	7.25%
Inflation rate.....	3.25%

Health care trend rates.....	Non-Medicare: 7.00% decreasing by 0.25% for 10 years to an ultimate level of 4.50% per year. Medicare: 8.00% decreasing by 0.25% for 14 years to an ultimate level of 4.50% per year. Administrative expense: 3.00%. Part B premium: 4.50%. Contribution: Retiree contributions are expected to increase with medical trend.
Mortality rates.....	Pre-Retirement (non-Teachers): RP-2014 Blue Collar Employee Mortality Table projected generationally using Scale MP-2017. Healthy Retiree (non-Teachers): - RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2017. Disabled Retiree (non-Teacher):-RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017.
	Pre-Retirement (Teacher): RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016. Healthy Retiree (Teachers): RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2016.
	Disabled Retiree (Teachers): RP-2014 White Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2016.

### Schedule of Investment Returns

The Schedule of Investment Returns includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

### Changes of Assumptions

- The discount rate was reduced from 7.50% to 7.25%.
- The per capita costs and trends were updated to reflect current experience.
- The percentage of future spouses electing retiree health coverage was increased from 65% to 60%.
- The mortality and salary increase assumptions for non teachers were changed to match the assumptions used in the Middlesex County Retirement System Actuarial Valuation and Review as of January 1, 2018, dated July 31, 2018, completed by Segal Consulting, and the mortality assumptions for teachers were changed to match the Massachusetts Teachers' Retirement System Actuarial Valuation Report as of January 1, 2018, dated October 10, 2018.
- The excise tax on high cost health plans beginning in 2022 was recalculated with this valuation.

### Changes in Provisions

None.

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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

JUNE 30, 2019

	<b>Special Revenue Funds</b>						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>ASSETS</b>							
Cash and cash equivalents.....	\$ 1,873,346	\$ 924,835	\$ 419,740	\$ 38,068	\$ 1,077,217	\$ 496,471	\$ 978,180
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	3,450	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	867,802
<b>TOTAL ASSETS</b> .....	<b>\$ 1,876,796</b>	<b>\$ 924,835</b>	<b>\$ 419,740</b>	<b>\$ 38,068</b>	<b>\$ 1,077,217</b>	<b>\$ 496,471</b>	<b>\$ 1,845,982</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 121,733	\$ 48,572	\$ 30,569	\$ 5,242	\$ 9,460	\$ 13,177	\$ 133,000
Accrued payroll.....	<u>6,387</u>	-	-	-	-	-	<u>2,652</u>
<b>TOTAL LIABILITIES</b> .....	<b>128,120</b>	<b>48,572</b>	<b>30,569</b>	<b>5,242</b>	<b>9,460</b>	<b>13,177</b>	<b>135,652</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenue.....	3,450	-	-	-	-	-	271,025
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	<u>1,745,226</u>	<u>876,263</u>	<u>389,171</u>	<u>32,826</u>	<u>1,067,757</u>	<u>483,294</u>	<u>1,439,305</u>
<b>TOTAL FUND BALANCES</b> .....	<b><u>1,745,226</u></b>	<b><u>876,263</u></b>	<b><u>389,171</u></b>	<b><u>32,826</u></b>	<b><u>1,067,757</u></b>	<b><u>483,294</u></b>	<b><u>1,439,305</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....	<b>\$ 1,876,796</b>	<b>\$ 924,835</b>	<b>\$ 419,740</b>	<b>\$ 38,068</b>	<b>\$ 1,077,217</b>	<b>\$ 496,471</b>	<b>\$ 1,845,982</b>

		Capital Project Funds				Permanent Funds				Total Nonmajor Governmental Funds	
		Town Capital Projects	School Capital Projects			Town Libraries	Cemetery Perpetual Care	Conservation			
		Subtotal	Subtotal						Subtotal		
\$	570,211	\$ 6,378,068	\$ 1,305,319	\$ 41,056	\$ 1,346,375	\$ 5,417	\$ 79,249	\$ 1,044	\$ 85,710	\$ 7,810,153	
	-	-	-	-	-	-	862,978	-	862,978		862,978
		3,450	-	-	-	-	-	-	-		3,450
	-	867,802	-	-	-	-	-	-	-		867,802
\$	<u>570,211</u>	<u>\$ 7,249,320</u>	<u>\$ 1,305,319</u>	<u>\$ 41,056</u>	<u>\$ 1,346,375</u>	<u>\$ 5,417</u>	<u>\$ 942,227</u>	<u>\$ 1,044</u>	<u>\$ 948,688</u>	<u>\$ 9,544,383</u>	
\$	15,134	\$ 376,887	\$ 295,028	\$ -	\$ 295,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 671,915
	-	<u>9,039</u>	-	-	-	-	-	-	-		<u>9,039</u>
	<u>15,134</u>	<u>385,926</u>	<u>295,028</u>	<u>-</u>	<u>295,028</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>680,954</u>
	-	<u>274,475</u>	-	-	-	-	-	-	-	-	<u>274,475</u>
	-	-	-	-	-	4,497	709,928	1,040	715,465		715,465
	<u>555,077</u>	<u>6,588,919</u>	<u>1,010,291</u>	<u>41,056</u>	<u>1,051,347</u>	<u>920</u>	<u>232,299</u>	<u>4</u>	<u>233,223</u>	<u></u>	<u>7,873,489</u>
	<u>555,077</u>	<u>6,588,919</u>	<u>1,010,291</u>	<u>41,056</u>	<u>1,051,347</u>	<u>5,417</u>	<u>942,227</u>	<u>1,044</u>	<u>948,688</u>	<u></u>	<u>8,588,954</u>
\$	<u>570,211</u>	<u>\$ 7,249,320</u>	<u>\$ 1,305,319</u>	<u>\$ 41,056</u>	<u>\$ 1,346,375</u>	<u>\$ 5,417</u>	<u>\$ 942,227</u>	<u>\$ 1,044</u>	<u>\$ 948,688</u>	<u>\$ 9,544,383</u>	

**NONMAJOR GOVERNMENTAL FUNDS**  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2019

	<b>Special Revenue Funds</b>						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>REVENUES:</b>							
Intergovernmental - other.....	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 1,474,592	\$ 4,498,835
Departmental and other.....	1,492,170	2,368,872	129,649	11,960	1,889,821	-	587,232
Contributions and donations.....	-	-	19,725	2,428	-	-	-
Investment income.....	294	-	-	-	-	-	-
Miscellaneous.....	95,000	-	-	5,727	-	-	121,396
<b>TOTAL REVENUES.....</b>	<b>1,592,964</b>	<b>2,368,872</b>	<b>149,374</b>	<b>20,115</b>	<b>1,889,821</b>	<b>1,474,592</b>	<b>5,207,463</b>
<b>EXPENDITURES:</b>							
Current:							
General government.....	304,794	-	10,946	-	-	-	587,330
Public safety.....	9,557	-	439	-	-	340,058	230,982
Education.....	-	1,983,813	-	18,553	1,592,004	719,657	1,733,306
Public works.....	1,493	-	-	-	-	-	978,876
Health and human services.....	51,414	-	25,994	-	-	-	177,381
Water and sewer.....	57,663	-	-	-	-	-	-
Culture and recreation.....	1,159,542	-	57,897	-	-	-	34,342
Debt service:							
Interest.....	27,593	-	-	-	-	-	-
<b>TOTAL EXPENDITURES.....</b>	<b>1,612,056</b>	<b>1,983,813</b>	<b>95,276</b>	<b>18,553</b>	<b>1,592,004</b>	<b>1,059,715</b>	<b>3,742,217</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>							
	(19,092)	385,059	54,098	1,562	297,817	414,877	1,465,246
<b>OTHER FINANCING SOURCES (USES):</b>							
Transfers in.....	50,000	5,593	-	-	-	-	-
Transfers out.....	(42,526)	(5,593)	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>7,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>(11,618)</b>	<b>385,059</b>	<b>54,098</b>	<b>1,562</b>	<b>297,817</b>	<b>414,877</b>	<b>1,465,246</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>1,756,844</b>	<b>491,204</b>	<b>335,073</b>	<b>31,264</b>	<b>769,940</b>	<b>68,417</b>	<b>(25,941)</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 1,745,226</b>	<b>\$ 876,263</b>	<b>\$ 389,171</b>	<b>\$ 32,826</b>	<b>\$ 1,067,757</b>	<b>\$ 483,294</b>	<b>\$ 1,439,305</b>

		Capital Project Funds				Permanent Funds					
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		Total Nonmajor Governmental Funds	
\$ -	\$ 5,978,927	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ 5,978,927	
81,500	6,561,204	1,239	-	1,239	-	-	-	-	-	6,562,443	
-	22,153	-	-	-	-	32,300	-	32,300	-	54,453	
62	356	-	-	-	24	63,659	5	63,688	-	64,044	
<u>87,411</u>	<u>309,534</u>	<u>-</u>	<u>990</u>	<u>990</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>310,524</u>	
<u>168,973</u>	<u>12,872,174</u>	<u>1,239</u>	<u>990</u>	<u>2,229</u>	<u>24</u>	<u>95,959</u>	<u>5</u>	<u>95,988</u>	<u>12,970,391</u>		
320,478	1,223,548	-	-	-	-	-	1	1	1	1,223,549	
32,100	613,136	6,365,523	-	6,365,523	-	-	-	-	-	6,978,659	
-	6,047,333	-	-	-	-	-	-	-	-	6,047,333	
-	980,369	-	-	-	-	-	-	-	-	980,369	
30,463	285,252	-	-	-	-	-	-	-	-	285,252	
-	57,663	39,503	-	39,503	-	-	-	-	-	97,166	
-	1,251,781	-	-	-	-	-	-	-	-	1,251,781	
<u>-</u>	<u>27,593</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,593</u>	
<u>383,041</u>	<u>10,486,675</u>	<u>6,405,026</u>	<u>-</u>	<u>6,405,026</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>16,891,702</u>	
<u>(214,068)</u>	<u>2,385,499</u>	<u>(6,403,787)</u>	<u>990</u>	<u>(6,402,797)</u>	<u>24</u>	<u>95,959</u>	<u>4</u>	<u>95,987</u>	<u>(3,921,311)</u>		
<u>-</u>	<u>55,593</u>	<u>762,859</u>	<u>-</u>	<u>762,859</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>818,452</u>	
<u>-</u>	<u>(48,119)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(48,119)</u>	
<u>-</u>	<u>7,474</u>	<u>762,859</u>	<u>-</u>	<u>762,859</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>770,333</u>	
<u>(214,068)</u>	<u>2,392,973</u>	<u>(5,640,928)</u>	<u>990</u>	<u>(5,639,938)</u>	<u>24</u>	<u>95,959</u>	<u>4</u>	<u>95,987</u>	<u>(3,150,978)</u>		
<u>769,145</u>	<u>4,195,946</u>	<u>6,651,219</u>	<u>40,066</u>	<u>6,691,285</u>	<u>5,393</u>	<u>846,268</u>	<u>1,040</u>	<u>852,701</u>	<u>11,739,932</u>		
<u>\$ 555,077</u>	<u>\$ 6,588,919</u>	<u>\$ 1,010,291</u>	<u>\$ 41,056</u>	<u>\$ 1,051,347</u>	<u>\$ 5,417</u>	<u>\$ 942,227</u>	<u>\$ 1,044</u>	<u>\$ 948,688</u>	<u>\$ 8,588,954</u>		

## *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 FUND**  
**STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**

YEAR ENDED JUNE 30, 2019

	June 30, 2018	Additions	Deletions	June 30, 2019
<b>ASSETS</b>				
CURRENT:				
Cash and cash equivalents.....	\$ 668,319	\$ 3,915,775	\$ (3,717,174)	\$ 866,920
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	268,178	322,513	(268,178)	322,513
<b>TOTAL ASSETS</b> .....	<b>\$ 936,497</b>	<b>\$ 4,238,288</b>	<b>\$ (3,985,352)</b>	<b>\$ 1,189,433</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 22,717	\$ 310,330	\$ (333,047)	\$ -
Payroll liabilities.....	11,343	73,809	-	85,152
Liabilities due depositors.....	902,437	3,854,149	(3,652,305)	1,104,281
<b>TOTAL LIABILITIES</b> .....	<b>\$ 936,497</b>	<b>\$ 4,238,288</b>	<b>\$ (3,985,352)</b>	<b>\$ 1,189,433</b>

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## *Statistical Section*



*This photo was taken at the Mill Pond Reservoir. Surrounding the Reservoir, is a 140-acre conservation area featuring wooded trails, wetlands and more.(by Richard Caplan)*

# **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**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Governmental activities:</b>										
Net investment in capital assets.....	\$ 73,581,193	\$ 82,470,226	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672	\$ 121,730,037	\$ 128,322,641	\$ 132,131,027
Restricted.....	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514	3,564,309
Unrestricted.....	11,172,692	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(154,665,663)	(156,869,988)
<b>Total governmental activities net position.....</b>	<b>\$ 86,717,708</b>	<b>\$ 98,735,253</b>	<b>\$ 119,548,668</b>	<b>\$ 128,744,233</b>	<b>\$ 38,905,384</b>	<b>\$ 43,628,255</b>	<b>\$ 46,462,191</b>	<b>\$ (13,808,457)</b>	<b>\$ (25,081,508)</b>	<b>\$ (21,174,652)</b>
<b>Business-type activities:</b>										
Net investment in capital assets.....	1,108,685	-	-	-	-	-	-	-	-	-
Unrestricted.....	19,782	-	-	-	-	-	-	-	-	-
<b>Total business-type activities net position.....</b>	<b>\$ 1,128,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Primary government:</b>										
Net investment in capital assets.....	74,689,878	82,470,226	96,639,005	106,844,287	112,419,808	117,056,689	116,649,672	121,730,037	128,322,641	132,131,027
Restricted.....	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514	3,564,309
Unrestricted.....	11,192,474	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(154,665,663)	(156,869,988)
<b>Total primary government net position.....</b>	<b>\$ 87,846,175</b>	<b>\$ 98,735,253</b>	<b>\$ 119,548,668</b>	<b>\$ 128,744,233</b>	<b>\$ 38,905,384</b>	<b>\$ 43,628,255</b>	<b>\$ 46,462,191</b>	<b>\$ (13,808,457)</b>	<b>\$ (25,081,508)</b>	<b>\$ (21,174,652)</b>

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018 and adjusted 2017 for the beginning balance change.

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.

The Town changed the measurement date for GASB 75 and had to adjusted 2018 for the beginning balance change.

**Town of Burlington, Massachusetts**  
**Changes in Net Position**  
**Last Ten Years**

	Year									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 7,813,766	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518	\$ 9,065,395	\$ 10,436,272	\$ 10,757,015
Public safety.....	19,775,102	19,983,723	19,886,936	21,329,943	20,004,554	22,379,342	23,631,927	25,310,669	27,413,036	28,589,937
Education.....	66,909,084	70,186,700	73,899,689	74,101,607	81,817,139	77,578,174	83,728,960	90,342,349	96,626,764	96,324,627
Public works.....	10,134,929	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928	13,984,688	15,331,714	15,451,109
Water and sewer.....	8,327,213	8,405,199	9,226,171	9,250,784	8,838,002	9,239,896	8,216,296	9,205,607	9,778,407	10,183,413
Human services.....	1,851,921	2,075,523	2,090,245	2,124,869	2,098,766	2,177,276	2,489,924	2,757,820	2,800,110	2,960,387
Culture and recreation.....	4,793,427	4,889,380	5,085,224	5,154,268	5,293,996	5,271,887	5,791,638	6,286,889	6,531,690	6,777,770
Interest.....	959,569	1,285,155	1,223,790	1,917,491	1,823,382	1,448,616	1,999,925	1,633,845	1,780,432	1,765,018
Total governmental activities expenses.....	120,565,021	124,920,248	129,177,040	133,531,005	139,775,835	140,083,401	149,344,016	158,607,242	170,678,455	172,809,776
Business-type activities:										
Ice Palace.....	64,543	59,588	-	-	-	-	-	-	-	-
Total primary government expenses.....	\$ 120,629,564	\$ 124,970,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242	\$ 170,678,455	\$ 172,809,776
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 2,326,499	\$ 2,500,576	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629	\$ 3,761,899	\$ 4,073,689	\$ 4,429,931
Public Safety charges for services.....	1,742,183	2,020,420	2,160,275	2,583,570	3,477,553	3,800,655	3,916,389	3,985,025	4,390,332	3,991,844
Water and sewer charges for services.....	5,605,736	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063	9,282,252	9,219,351	9,312,909
Other charges for services.....	3,102,622	3,264,617	3,346,047	3,160,164	4,014,165	4,127,637	3,686,716	3,806,988	4,287,381	4,228,414
Operating grants and contributions.....	18,701,912	17,694,326	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651	21,612,082	23,832,469
Capital grant and contributions.....	3,318,410	8,551,819	18,489,036	5,714,298	3,686,648	3,047,454	2,087,136	2,234,822	2,283,589	2,274,702
Total government activities program revenues.....	34,796,362	43,911,633	55,643,393	43,393,322	43,783,538	38,401,813	40,785,132	43,617,627	45,876,424	48,070,269
Business-type activities:										
Charges for services.....	190,158	135,693	-	-	-	-	-	-	-	-
Total primary government program revenues.....	\$ 34,986,520	\$ 44,047,326	\$ 55,643,393	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813	\$ 40,785,132	\$ 43,617,627	\$ 45,876,424	\$ 48,070,269
<b>Net (Expense)Program Revenue</b>										
Governmental activities.....	\$ (85,788,659)	\$ (81,008,615)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)	\$ (124,802,031)	\$ (124,739,507)
Business-type activities.....	125,615	76,105	-	-	-	-	-	-	-	-
Total primary government net (expense)program revenue.....	\$ (85,643,044)	\$ (80,932,510)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)	\$ (124,802,031)	\$ (124,739,507)

(Continued)

**Town of Burlington, Massachusetts**  
**Changes in Net Position**  
**Last Ten Years**

	Year									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes:										
net of tax refunds payable.....	\$ 78,024,335	\$ 81,198,186	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648	\$ 107,849,572	\$ 112,160,859
Tax liens.....	461,580	210,130	559,358	371,618	567,733	281,302	265,140	170,429	339,317	171,838
Motor vehicle excise taxes.....	2,886,060	3,166,382	3,139,309	3,468,964	3,554,381	3,636,722	4,569,562	4,371,621	4,701,101	4,580,117
Hotel, motel and meals taxes.....	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,563,039	4,406,850	4,653,341	5,719,911
Penalties and interest on taxes.....	30,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121	229,796
Payment in lieu of taxes.....	548,087	521,092	520,000	520,347	520,000	521,090	521,090	521,088	521,086	521,085
Grants and contributions not restricted to specific programs.....	2,424,372	2,331,313	2,328,361	2,386,346	2,389,509	2,446,724	2,448,330	2,626,949	2,755,822	2,849,798
Unrestricted investment income.....	252,080	239,593	199,527	335,618	273,217	236,962	746,779	687,983	756,072	2,121,185
Gain or sale of capital assets.....	-	605,316	-	521,600	-	-	-	-	-	-
Miscellaneous.....	517,228	1,343,728	185,058	202,500	181,101	264,849	252,221	311,448	272,599	291,774
Transfers.....	-	1,204,572	-	-	-	-	-	-	-	-
Total governmental activities.....	<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>	<u>122,264,031</u>	<u>128,646,363</u>
Business-type activities:										
Transfers.....	-	-	(1,204,572)	-	-	-	-	-	-	-
Total primary government, general revenues and other changes in net position.....	<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>	<u>\$ 122,264,031</u>	<u>\$ 128,646,363</u>
<b>Changes in Net Position</b>										
Governmental activities.....										
Business-type activities.....	\$ 933,203	\$ 12,017,545	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)	\$ 3,906,856
Total primary government changes in net position.....	<u>\$ 125,615</u>	<u>(1,128,467)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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.										
The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018.										

(Concluded)

Town of Burlington, Massachusetts

**Fund Balances, Governmental Funds**

**Last Ten Years**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Fund										
Committed.....\$	1,834,572	\$ 1,197,206	\$ 2,445,246	\$ 2,635,593	\$ 1,705,171	\$ 2,692,084	\$ 2,642,772	\$ 3,273,982	\$ 2,433,344	\$ 2,497,653
Assigned.....\$	3,002,537	3,892,016	5,238,888	7,624,521	6,861,393	8,017,447	8,113,732	9,851,474	9,188,060	
Unassigned.....\$	10,179,879	16,235,802	18,150,496	21,765,606	25,037,238	24,057,614	27,962,793	28,594,939	29,426,744	33,969,523
Total general fund.....\$	<u>12,014,451</u>	<u>\$ 20,435,545</u>	<u>\$ 24,487,758</u>	<u>\$ 29,640,087</u>	<u>\$ 34,366,930</u>	<u>\$ 33,611,091</u>	<u>\$ 38,623,012</u>	<u>\$ 39,982,653</u>	<u>\$ 41,711,562</u>	<u>\$ 45,635,236</u>
All Other Governmental Funds										
Reserved.....\$	3,669,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	3,139,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital projects funds.....	3,365,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permanent funds.....	124,569	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable.....										
413,880	488,630	482,459	570,480	561,251	588,055	622,860	678,191	715,465		
6,982,974	8,772,669	5,679,557	3,303,818	7,734,94	9,707,085	7,528,523	15,900,480	15,428,204		
(260,739)	(281,552)	(1,624,076)	(7,485,398)	-	-	(199,165)	(25,941)	-		
Total all other governmental funds.....\$	<u>10,298,723</u>	<u>\$ 7,136,115</u>	<u>\$ 8,979,747</u>	<u>\$ 4,537,940</u>	<u>\$ (3,611,100)</u>	<u>\$ 8,295,345</u>	<u>\$ 10,295,140</u>	<u>\$ 7,952,218</u>	<u>\$ 16,552,730</u>	<u>\$ 16,143,669</u>

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									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Revenues:</b>										
Real estate and personal property taxes,										
net of tax refunds.....	\$ 78,080,006	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,219,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059	\$ 112,529,600
Tax liens.....	77,746	213,009	249,682	281,902	218,654	173,535	597,682	302,047	269,043	154,966
Motor vehicle excise taxes.....	2,850,959	3,026,761	3,123,877	3,525,981	3,612,156	3,654,777	4,445,017	4,300,023	4,676,730	4,728,466
Hotel, motel and meals taxes.....	1,287,634	1,271,735	3,349,317	3,636,353	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911
Ambulance.....	522,563	475,101	618,487	743,470	659,605	691,362	854,582	883,701	861,949	860,094
Water and sewer charges.....	7,012,886	9,310,888	8,878,775	9,240,758	10,007,241	10,645,159	9,857,220	9,951,388	9,536,910	9,837,388
Penalties and interest on taxes.....	300,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121	229,796
Fees and rentals.....	441,306	441,306	430,100	342,461	453,284	504,411	599,641	427,463	442,342	457,792
Payment in lieu of taxes.....	548,087	521,092	520,000	520,347	520,090	521,090	521,098	521,086	521,086	521,085
Licenses and permits.....	1,253,915	1,411,288	1,293,115	2,046,545	2,777,859	2,878,533	3,100,402	3,028,400	3,330,137	3,030,530
Intergovernmental.....	24,787,648	29,101,027	39,567,666	30,078,008	24,587,703	18,719,275	2,580,606	25,363,096	28,419,651	28,451,009
Departmental and other.....	4,912,444	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038	6,684,455	7,144,815	7,594,628	7,594,628
Contributions.....	28,016	15,709	46,174	26,489	1,501,903	1,002,596	38,742	38,548	57,261	54,453
Investment income.....	240,167	233,569	196,172	330,339	267,563	203,164	561,453	503,844	519,746	1,520,258
Miscellaneous.....	474,972	874,808	271,563	255,126	228,519	502,723	474,277	387,817	941,300	601,308
Total Revenue.....	122,272,935	134,232,793	149,615,568	144,459,016	146,238,196	144,345,543	151,795,216	159,867,686	169,941,491	176,291,284
<b>Expenditures:</b>										
General government.....	5,352,889	5,692,875	5,893,759	6,394,853	6,511,826	7,802,938	5,804,651	5,970,596	6,658,485	7,121,559
Public safety.....	13,249,192	13,647,165	12,833,413	13,488,718	13,733,59	14,870,137	14,721,094	15,386,842	16,412,994	17,025,854
Education.....	45,927,698	49,475,780	51,719,888	53,328,943	58,699,558	57,398,922	60,331,384	65,110,130	70,225,351	70,565,581
Public works.....	6,467,606	5,986,086	5,627,985	6,342,475	6,568,070	11,479,236	8,215,412	8,215,506	8,707,745	8,885,126
Water and sewer.....	3,631,069	3,205,804	3,719,362	3,754,705	3,200,730	3,528,114	2,617,549	3,391,154	9,000,519	9,489,639
MWRA assessment.....	3,988,371	4,468,551	4,744,850	4,745,894	4,865,690	4,962,214	5,101,417	5,101,417	-	-
Human services.....	1,352,605	1,439,541	1,491,404	1,504,393	1,526,618	1,746,801	1,799,828	1,769,455	1,859,551	1,859,551
Culture and recreation.....	3,476,835	3,450,315	3,536,753	3,864,371	3,797,414	3,625,733	3,887,724	4,138,289	4,163,638	4,253,069
Pension benefits.....	15,821,783	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297	19,887,287	20,780,933	21,589,623
Employee benefits and insurance.....	9,964,115	10,277,959	12,168,672	12,080,516	11,850,607	12,461,960	12,823,927	13,472,865	14,079,015	14,875,813
State and county charges.....	629,368	578,784	587,147	601,693	624,546	639,455	669,535	704,531	697,443	765,795
Capital outlay.....	13,645,746	28,856,866	32,941,925	16,789,218	13,344,606	5,488,898	7,630,365	12,140,365	13,318,811	11,484,236
Debt service:										
Principal.....	2,966,147	2,790,482	3,165,380	3,801,490	4,099,923	3,686,506	3,629,243	3,937,840	3,849,542	3,544,357
Interest.....	1,106,719	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278	1,826,655	1,864,784	1,808,139	1,947,435
Payment to bond escrow agent.....	-	-	-	-	-	-	-	-	-	-
Total Expenditures.....	127,580,143	144,349,789	157,406,481	146,733,749	149,760,824	142,788,822	147,634,433	161,131,424	172,472,070	173,207,638
Excess of revenues over (under) expenditures.....	(5,307,208)	(10,116,996)	(7,790,913)	(2,274,733)	(3,522,628)	1,556,721	4,160,783	(1,263,738)	(2,530,579)	3,083,646
Other Financing Sources (Uses)										
Issuance of bonds and notes.....	10,480,000	14,801,675	13,145,125	1,242,000	-	7,712,000	1,735,200	224,750	12,860,000	277,500
Issuance of debt refunding bonds.....	-	-	-	-	-	-	-	-	-	-
Payments to refunded bond escrow agents.....	-	-	-	-	-	-	-	-	-	-
Premium from issuance of bonds.....	173,618	567,177	541,653	374,786	100,431	81,885	1,091,629	55,707	-	153,467
Sale of capital assets.....	-	-	-	846,889	-	1,800,000	-	-	-	-
Capital lease financing.....	-	2,055,818	1,139,655	1,641,477	1,507,562	375,443	4,829,186	2,397,772	4,205,304	3,110,751
Transfers in.....	-	(2,055,818)	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)
Transfers out.....	-	-	-	-	-	-	-	-	-	(4,949,029)
Total other financing sources (uses)										
10,653,618	15,375,482	13,686,758	2,985,255	100,431	9,593,885	2,850,933	280,457	12,860,000	430,967	
Net change in fund balance.....	\$ 5,346,410	\$ 5,258,486	\$ 5,895,845	\$ 710,522	\$ (3,422,197)	\$ 11,150,606	\$ 7,011,716	\$ (983,281)	\$ 10,329,421	\$ 3,514,613
Debt service as a percentage of noncapital expenditures.....	3.57%	3.44%	3.86%	4.31%	4.50%	3.97%	3.90%	3.89%	3.58%	3.40%

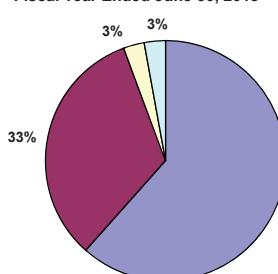
Town of Burlington, Massachusetts

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Years

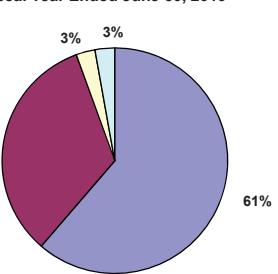
Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2010	\$2,938,363,015	\$10.90	\$1,267,650,950	\$176,476,500	\$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	\$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	\$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	\$165,475,930	\$2,241,969,831	\$28.10	38.3%	\$17.59	\$5,846,327,455
2018	\$3,841,090,234	\$10.62	\$2,046,022,312	\$176,191,636	\$177,237,860	\$2,399,451,808	\$27.56	38.4%	\$17.13	\$6,240,542,042
2019	\$4,054,482,144	\$10.48	\$2,191,892,348	\$180,360,290	\$186,055,290	\$2,558,307,928	\$27.22	38.7%	\$16.96	\$6,612,790,072

**Total Assessed Value by Classification**  
Fiscal Year Ended June 30, 2018

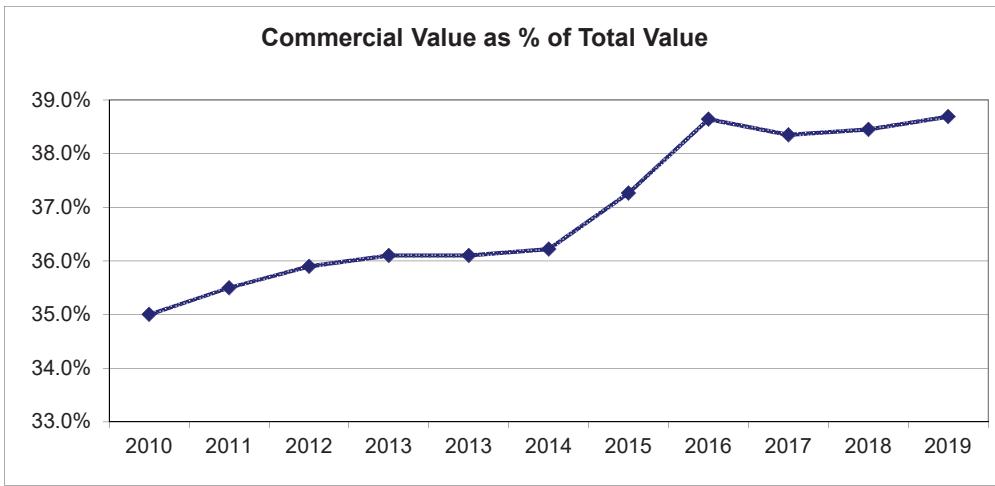


Classification	Percentage
Residential	61%
Commercial	33%
Industrial	3%
Personal Property	3%

**Total Assessed Value by Classification**  
Fiscal Year Ended June 30, 2019



Classification	Percentage
Residential	61%
Commercial	33%
Industrial	3%
Personal Property	3%



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**

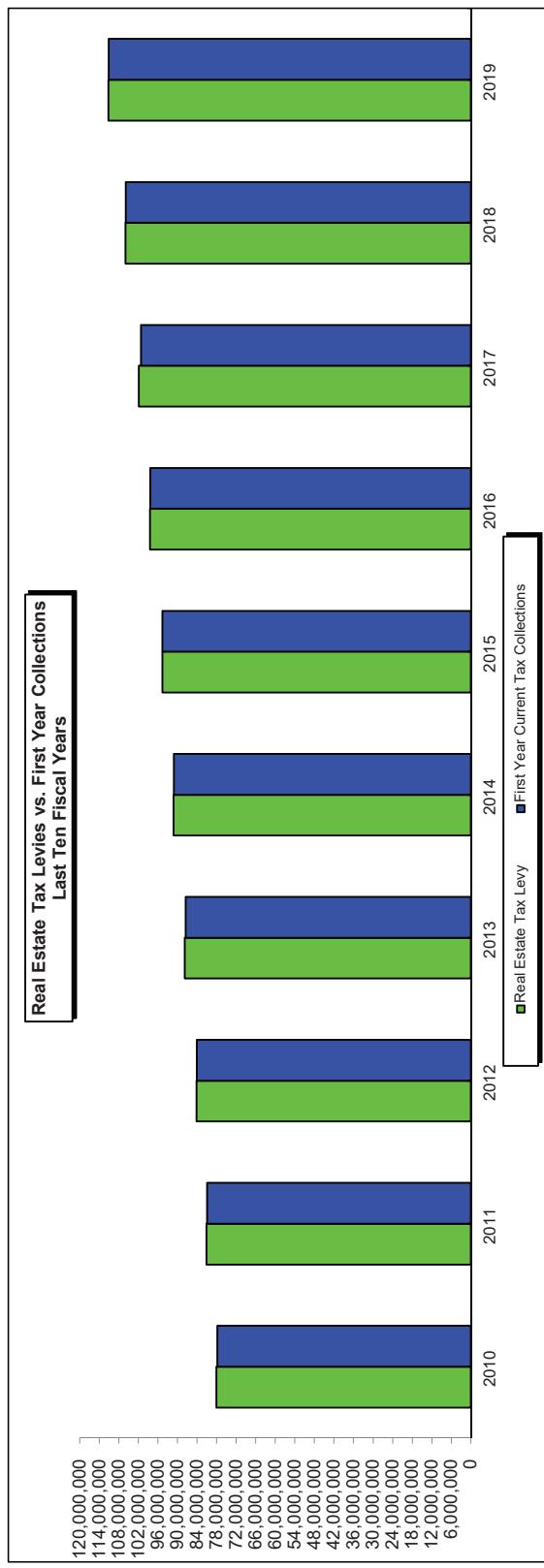
**Current Year and Nine Years Ago**

Name	Nature of Business	Assessed Valuation	Rank	2019		2010		Percentage of Total Taxable Assessed Value
				Percentage of Total Taxable Assessed Value	Assessed Valuation	Assessed	Rank	
Bellwether Prop. Of Mass	Office Building	\$ 222,979,300	1	3.8%				-
Network Drive Owner LLC	Office Building	\$ 190,318,000	2	3.3%				-
Neep Investors Holdings LLC	Office Building	\$ 145,793,300	3	2.5%	\$ 99,112,300	3	2.1%	
Burlington Centre Owner LLC	Office Building	\$ 88,074,100	4	1.5%				-
Wayside Commons Invest.	Office Building/Retail	\$ 71,343,500	5	1.2%	\$ 55,755,400	5	1.2%	
Oracle USA Inc.	Computer Network Systems	\$ 65,114,400	6	1.1%				-
Burlington Mall FB-1 LLC	Office Building/Retail	\$ 60,821,300	7	1.0%	\$ 48,795,800	7	1.1%	
CH Rty VII-PHG H Bos Burl LLC	Office Building	\$ 53,469,400	8	0.9%				-
Piedmont 5 and 15 Wayside LLC	Office Building	\$ 49,856,600	9	0.9%				-
Prim 25 Mall Road LLC	Office Building	\$ 49,150,100	10	0.8%				-
Burlington Mall	Office Building/Retail	-			\$ 169,810,800	1	3.7%	
Nordblom	Office Building	-			\$ 92,230,800	4	2.0%	
Netview Investment	Investment	-			\$ 107,613,700	2	2.3%	
E&A Northeast LP	Office Building	-			\$ 47,964,700	8	1.0%	
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-			\$ 55,661,800	6	1.2%	
Corporation Drive	Office Building	-			\$ 30,734,500	9	0.7%	
Ma 25 Mall Office LLC	Office Building	-			\$ 29,623,100	10	0.6%	
<b>Totals</b>		<b>\$986,920,000</b>		<b>17.1%</b>	<b>\$737,302,900</b>		<b>16.0%</b>	

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
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%	\$ 428,419	\$87,874,086	100.20%
2014	\$92,154,384	\$ 1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$ 462,247	\$91,482,307	100.38%
2015	\$95,618,308	\$ 1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$ 370,640	\$94,962,324	100.36%
2016	\$99,399,287	\$ 1,000,000	\$98,399,287	98.99%	\$98,252,845	99.85%	\$ 593,764	\$98,846,609	100.45%
2017	\$102,863,547	\$ 1,000,000	\$101,863,547	99.03%	\$101,149,845	99.30%	\$ 515,612	\$101,665,457	99.81%
2018	\$106,921,270	\$ 1,000,000	\$105,921,270	99.06%	\$105,840,850	99.92%	\$ 370,485	\$106,211,335	100.27%
2019	\$112,128,115	\$ 1,000,000	\$111,128,115	99.11%	\$111,009,120	99.89%	\$ -	\$111,009,120	99.89%



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
2010	24,498	\$796,797,450	\$4,519,333,825	\$35,389,459	\$1,445	4.44%
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$1,372	5.32%
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$2,297	6.66%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$2,167	6.23%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$1,990	5.55%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$2,144	6.23%
2016	25,463	\$1,003,445,904	\$5,534,799,894	\$53,237,622	\$2,091	5.31%
2017	25,128	\$1,025,121,888	\$5,846,327,455	\$49,384,257	\$1,392	4.64%
2018	25,392	\$1,109,005,000	\$6,240,542,042	\$58,162,294	\$1,686	3.94%
2019	25,634	\$1,183,153,804	\$6,612,790,072	\$54,677,700	\$1,991	4.33%
Total Governmental Activity						
Year	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value	
2010	\$ 1,200,000	\$36,589,459	\$1,494	4.59%	0.81%	
2011	\$ 900,000	\$47,669,231	\$1,908	5.43%	1.07%	
2012	\$ 586,500	\$57,335,476	\$2,321	6.73%	1.25%	
2013	\$ 921,476	\$55,110,962	\$2,204	6.33%	1.18%	
2014	\$ 319,863	\$50,409,426	\$2,003	5.59%	1.06%	
2015	\$ 1,465,481	\$55,484,060	\$2,203	6.40%	1.05%	
2016	\$ 1,117,689	\$54,355,311	\$2,135	5.42%	0.98%	
2017	\$ 850,149	\$50,234,406	\$1,926	4.72%	0.83%	
2018	\$ 574,839	\$58,737,133	\$1,708	3.99%	0.71%	
2019	\$ 291,533	\$54,969,233	\$2,003	4.36%	0.78%	

Source: Audited Financial Statements, U. S. Census

**Town of Burlington, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2019**

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
<b>Debt repaid with property taxes</b>			
Shawsheen Valley Technical Vocational School.....	\$ 5,250,000	8.38%	\$ 439,950
MWRA.....	3,400,147,000	1.17%	<u>39,826,077</u>
<b>Subtotal, overlapping debt.....</b>			
			<u>40,266,027</u>
<b>Direct debt:</b>			
Capital Lease Obligations.....			291,533
General Governmental Debt.....			<u>54,677,700</u>
Town total direct debt.....			<u>54,969,233</u>
<b>Total direct and overlapping debt.....</b>			<b>\$ <u>95,235,260</u></b>

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**

	<b>Year</b>						
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Equalized Valuation.....	\$ 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
Debt Limit -5% of Equalized Valuation.....	\$ 248,157,740	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970
Less:							
Outstanding debt applicable to limit.....	\$ 16,691,200	\$ 16,777,475	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825
Authorized and unissued debt.....	\$ 77,210,034	\$ 60,675,442	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800
Legal debt margin.....	\$ 154,256,506	\$ 170,704,823	\$ 181,442,329	\$ 185,776,619	\$ 194,375,427	\$ 211,219,998	\$ 255,402,345
Total debt applicable to the limit as a percentage of debt limit.....	37.84%	31.21%	26.66%	24.91%	25.04%	18.54%	17.50%

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
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%
2018	25,392	\$ 1,109,005,000	\$ 43,154	47.0	3,520	2.9%
2019	25,634	\$ 1,183,153,804	\$ 45,962	47.0	3,533	2.3%

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	2019			2010			Percentage of Total Town Employment
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Rank	
Lahey Clinic	Hospital	5,040	1	36%	4,500	1	33%	
Oracle/Sun*	Computer Network Systems	3,000	2	21%	-	-	-	
Siemens-Nixdorf	Information Technology & Electronics	1,000	3	7%	1,200	4	9%	
Avid Tech	Software Systems (Video)	800	4	6%	-	-	-	
Burlington Mall	Retail	750	5	5%	750	5	6%	
Keurig Green Mountain	Retail	750	6	5%	-	-	-	
Wegmans	Retail	630	7	5%	-	-	-	
Nuance Systems	Software/Communications	525	8	4%	450	6	3%	
ONE Communications	Telecom	420	9	3%	400	7	3%	
MilliporeSigma	Life Sciences	400	10	3%	-	-	-	
Sun Microsystems*	Computer Network Systems	-	-	-	1,800	2	13%	
Oracle*	Computer Network Systems	-	-	-	1,250	3	9%	
Federal Aviation Admin.	Government	-	-	-	385	8	3%	
SAP Systems	Software Systems	-	-	-	350	9	3%	
l Robot	Research & Development	-	-	-	300	10	2%	
Total		<u>13,315</u>		<u>95%</u>	<u>11,395</u>		<u>84%</u>	

Source: Massachusetts Workplace Development  
\* Oracle acquired Sun Microsystems in 2010.

**Town of Burlington, Massachusetts**

**Full-time Equivalent Town Employees by Function**

**Last Ten Years**

Function	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General government.....	38	38	38	42	43	43	43	43	43	43
Public Safety.....	144	144	144	144	146	147	147	152	157	160
Education.....	530	527	512	544	564	570	576	578	594	598
Public works.....	61	61	58	58	58	61	64	64	64	64
Human services.....	20	20	20	20	20	20	20	20	21	21
Culture and recreation.....	29	29	29	29	29	29	26	31	32	32
Total .....	<u>822</u>	<u>819</u>	<u>801</u>	<u>837</u>	<u>858</u>	<u>866</u>	<u>879</u>	<u>888</u>	<u>909</u>	<u>918</u>

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Government										
Population.....	24,498	24,985	24,708	25,008	25,176	25,190	25,463	25,128	25,392	25,634
Registered Voters, Annual Town Election .....	1,861	14,835	15,160	15,652	15,230	15,065	15,776	16,196	16,022	16,240
Town Clerk										
Births.....	293	305	305	282	296	252	201	278	288	282
Marriages.....	132	126	119	125	106	130	103	115	145	119
Deaths.....	882	840	848	875	907	1,040	776	1,023	1,039	1,000
Dogs licensed.....	2,067	2,097	2,182	2,213	2,216	2,314	2,365	2,431	2,427	2,410
Police										
Documented calls for police services.....	23,287	22,950	26,820	31,524	30,305	21,186	27,629	28,971	27,756	28,333
Uniform crimes reported.....	934	768	818	605	573	489	592	586	544	526
Arrests.....	238	237	256	232	243	175	225	202	200	186
Traffic citations issued.....	3,568	2,746	3,367	4,268	3,974	3,176	4,332	6,033	3,426	4,588
Parking tickets issued.....										
False burglary alarms.....										
Total number of animal complaints.....	1,804	1,871	1,749	1,622	1,636	1,365	1,558	1,625	1,624	1,486
Fire										
Inspections.....	719	766	762	783	789	763	774	728	961	729
Plan reviews.....	225	235	305	268	319	315	268	211	280	47
Permits/certificates issued.....	561	650	765	736	800	785	980	639	636	731
Emergency responses.....	6,261	6,327	6,477	6,394	6,650	6,662	7,436	7,581	7,450	7,597
Building Department										
Permits issued.....	2,704	3,185	3,176	3,454	3,492	2,726	3,632	5,174	3,242	4,173
Education										
Public school enrollment.....	3,711	3,652	3,626	3,606	3,579	3,499	3,508	3,521	3,520	3,533
Public Works										
Cemetery										
Lots sold.....	46	49	48	54	53	54	51	59	54	46
Interments.....	151	144	139	148	150	148	144	167	158	167
Recycling/tons.....	2,161	2,212	2,183	2,040	1,980	2,297	2,392	2,409	2,287	1,291
Human Services										
Board of Health										
Permits issued.....	738	746	660	617	462	294	430	335	334	382
Inspections.....	1,237	1,382	1,101	1,191	1,071	809	1,357	800	1,116	1,291
Volumes in collection.....	111,850	112,140	113,663	111,713	113,487	115,599	111,892	117,750	130,482	139,945
Circulation.....	391,072	374,225	363,747	331,618	311,460	285,019	277,987	276,372	249,475	312,623
Program attendance.....	7,543	7,443	10,878	9,233	9,214	9,010	9,578	11,123	10,761	11,576
Visits.....	163,888	182,089	177,578	163,047	162,113	150,292	148,694	153,331	149,561	149,872
Hours of operation.....	3,049	2,956	2,977	2,989	2,888	2,992	2,993	3,009	3,016	3,044
Youth & Family Services										
Misc resident clinical consultation hours.....	413	349	314	410	320	339	503	514	684	594
Recreation										
Participants.....	28,684	30,679	28,438	30,126	39,568	39,809	37,374	37,478	50,139	55,163

**Town of Burlington, Massachusetts**

**Capital Asset Statistics by Function/Program**

**Last Ten Years**

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Government										
Number of Buildings.....	13	13	13	13	13	14	14	14	14	14
Police	1	1	1	1	1	1	1	1	1	1
Number of Stations.....	73	73	73	73	73	75	75	76	77	78
Police personnel and officers.....	65	65	65	65	65	65	66	70	74	74
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	288	288	283	300	295	299	299	308	322	315
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.....	293	3,652	3,626	3,606	3,579	3,799	3,508	3,521	3,520	3,533
Number of students.....	3,711									
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	283	283	283	283	283	283	283	283

Source: Various Town Departments



## Town of Burlington, MA - Elected Officials

<b>Town Clerk (5 Yrs.)</b>		<b>Term</b>			
Amy E. Warfield	56 Skilton Ln.	(781) 229-6090	2021	Elected 4/11	
<b>Moderator (1 Yr.)</b>		<b>Term</b>			
William Beyer	67 Peach Orchard Rd	(781) 273-0457	2020	Elected 4/17	
<b>Selectmen (3 Yrs.)</b>		<b>Term</b>			
Robert C. Hogan	35 Pontos Ave.	(781) 771-1570	2022	Elected 4/10	
Joseph E. Morandi	Chr 7 Winona Rd	(781) 273-1189	2021	Elected 4/15	
Nicholas Priest	18 Prouty Rd	(781) 589-9008	2022	Elected 4/19	
Michael S. Runyan	15 Mildred Rd	(781) 424-8039	2021	Elected 4/12	
Jim Tigges	V Ch 2 Maryvale Rd	(781) 910-3303	2020	Elected 4/17	
<b>Assessors (3 Yrs.)</b>		<b>Term</b>			
Louise Crocker	125 Cambridge St	(781) 272-7851	2020	Elected 4/15	
Catherine O'Neil	31 Arthur Woods Ave	(781) 229-9449	2022	Elected 4/10	
Paul. Sheehan	Chr. 5 Thornton Dr.	(781) 272-8844	2021	Appt. 1/99 Elected 4/99	
<b>Treasurer/Collector (3 Yrs.)</b>		<b>Term</b>			
Brian P. Curtin	3 Lee Ave.	(781) 270-1628	2022	Elected 4/76	
<b>School Committee (3 Yrs.)</b>		<b>Term</b>			
Christine Monaco	VChr 18 Corcoran Rd.	(781) 272-8922	2022	Elected 4/92	
Thomas Murphy, Jr.	5 Murphy CT	(781) 273-0204	2022	Elected 4/95	
Stephen A. Nelson	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	Chr 5 Willow Way	(781) 273-0074	2021	Elected 4/15	
<b>Library Trustees (3 Yrs.)</b>		<b>Term</b>			
Phillip Gallagher	8 Corcoran Rd	(781) 273-0648	2022	Elected 4/19	
Hiral Gandhi	23 Mohawk Rd	(781) 983-7884	2020	Elected 4/19	
Robert H. Neufeld	3 Meadowvale Rd.	(781) 272-9594	2022	Elected 4/16	
Kevin Sheehan	15 Beaverbrook Rd	(781) 983-6332	2021	Elected 4/18	
Ram Voruganti	12 Tinkham Ave	(781) 910-2706	2021	Elected 4/18	
Adam Woodbury	10 Mildred Rd	(508) 887-3124	2020	Elected 4/18	

<b>Planning Board (5 Yrs.)</b>				<b>Term</b>
Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2020 Elected 4/89
Michael Espejo	Clrk	19 Town Line Rd	(781) 724-2833	2024 Elected 4/19
William Gaffney		8 Joanne Rd	(781) 273-3595	2020 Elected 4/15
Joseph A. Impemba	VChr	11 Briarwood Ln.	(781) 221-5606	2021 Elected 4/06
Barbara G. L'Heureux	Chr	10 Woodside Ln.	(781) 272-3350	2022 Elected 4/12
Brenda Rappaport		26 Freeport Dr	(781) 640-3668	2020 * Appt 10/19,
Paul R. Raymond		1 Dorothy Rd.	(781) 272-9647	2023 Elected 4/90
<b>Board of Health (3 Yrs.)</b>				<b>Term</b>
David B. McSweeney	VChr	23 Tinkham Ave	(781) 270-5839	2021 Elected 4/15
Wayne S. Saltsman		24 Wheatland St.	(781) 273-0361	2022 Elected 4/07
Elizabeth Walendziewicz		17 Wildwood St.	(781) 272-7668	2021 Appt. 10/10, Elected 4/11
Edward J. Weiner	Chr	43 Freeport Dr.	(781) 272-0488	2022 Elected 4/89
Maribeth Welch		10 Harris Dr	(781) 229-6480	2020 Elected 4/14
<b>Constable (3 Yrs.)</b>				<b>Term</b>
William F. Pepicelli		5 Ridgewood Ln.	(781) 789-0605	2022 Elected 4/10
Anthony J. Saia		27 Alcine Ln.	(781) 718-4612	2022 Elected 4/77
<b>Housing Authority(5 Yrs.)</b>				<b>Term</b>
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. (2014)
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	2022 Elected 4/09
Angela Wells-Bean		12 Lexington St.	(727) 776-7892	2023 Elected 4/18
<b>Recreation Commission (3 Yrs.)</b>				<b>Term</b>
Thomas Murphy, Jr.		3 Lexington St.	(781) 273-0204	School Appt.
David Norden	VChr	13 Manhattan Dr.	(781) 272-2726	2021 Elected Write In 4/16
Paul Raymond		1 Dorothy Rd.	(781) 272-9647	Planning Bd Appt.
Kevin Sheehan		228 Foxhill Rd	(781) 272-8085	2022 Elected 4/19
Kevin J. Sullivan	Chr	14 Frothingham Rd.	(781) 229-7951	2020 Elected 4/01
<b>Shawsheen Tech (3 Yrs.)</b>				<b>Term</b>
Robert J. Gallagher, Jr		9 Evergreen Ave.	(617) 293-3821	2020 Elected 4/10
Paul Gedick		2 Mooney Circle	(781) 750-8565	2021 Elected 4/03



## Town of Burlington, MA - Committee List

Office of the Town Clerk

<b>Audit Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	Selectmen
John Bergeron	2 Colburn Rd			2020
Gary Gianino	11 Thornton Dr		(339) 234-0921	2020
Susan Harrigan	6 Julia Connors		781-273-3243	2020 Ways & Means
David Kelly	4 Cathy Rd			2020
Salvatore Mansueto	60 Muller Rd			2020
Thomas Murphy	5 Murphy CT			2020 School Comm.
Eileen Sickler	13 Foster Rd			2020
James Tigges	2 Maryvale Rd		781-505-4920	2020
<b>Beautification Committee(5)</b>		<b>1 year</b>	<b>Standing</b>	Town Administrator
Carolyn R. Engel	9 Park Dr.		781-272-5004	2019
Andrew A. Giordano	3 Belmont Rd.		781-272-3745	2019
Michael Runyan	15 Mildred Road		781-273-0430	2019 Selectmen Rep
Amy E. Warfield	56 Skilton Lane		781-229-6090	2019 ex officio
Elaine Zuccaro	6 Pearson Cir.		781-272-0612	2019
<b>Board of Appeals(5)</b>		<b>5 years</b>		Town Administrator
Mark E. Burke	1 Arnold Terr.			2023
Michael J. Murray, Jr	2 Hannah Way			2022
James Sheridan	40 Chandler Rd		781-273-5416	2024 moved from ALT 12-2019
John Sullivan	2 Laurel Ln		781-272-1178	2020 1999-2012
Adam Tigges	2 Maryvale Rd		781-572-4343	2020 ALT
Charles Viveiros	1 Cedar St		781-273-5686	2021
<b>Board of Registrars(4)</b>		<b>3 years</b>	<b>Standing</b>	Town Administrator
Marianne Girouard	1 Joanne Rd		781-273-3070	2022
Elmer Bud Larson	23 County Rd.		781-272-4948	2020
Jessica Senesi	13 Town Line Rd		617-448-9750	2021
Amy E. Warfield	56 Skilton Lane		781-229-6090	2021 ex officio
<b>Burlington Public Transit (B-Line)</b>		<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
Jennifer Gelinas	3 Hallmark Garden #2		781-221-1689	2020
Barbara L'Heureux	10 Woodside Lna		781-272-3350	2020 Planning
Mildred J. Nash	39 Sunset Dr.		781-272-0206	2020
Patti Robichaud	29 Center St.		781-270-1671	2020 DPW
Sonia Rollins	8 Paula St.		781-221-0313	2020
Michael S. Runyan	15 Mildred Road		781-273-0430	2020 Selectmen Rep
<b>Bylaw Review Committee(5)</b>		<b>3 year</b>	<b>Standing</b>	Moderator
Wendy Guthro	17 Treetop Ct.		781-270-6594	2021
Sandra MacKay	15 Arbor Ct		781-272-6992	2021
Scott Martin	6 Cormier Rd		781-270-0304	2023
David Miller	19 Gloria Circle		781-272-3937	2020
Phyllis Neufeld	3 Meadowvale Dr		781-272-9594	2022

<b>Cable Advisory Committee(7)</b>	<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
Bradford Bond	8 Mullberry Ln.	781-272-8698	2019
Bob Cunha	29 Center St	781-270-1600	2019
Jennifer Dodge	123 Cambridge St	781-273-5922	2019
Robert Hogan	29 Center St.	781-270-1600	2019 Selectman's Rep
<b>Capital Budget Committee(7)</b>	<b>3 years</b>	<b>Standing</b>	Moderator
Gary Kasky	8 Radcliff St	781-272-3199	2021 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	2022
Salvana Shakaib	0 Davida Rd	617-407-1773	2021
Ernest Zabolotny ,Chr.	33 Paulson Dr.	781-272-3227	2020 Appt. 2/11
<b>Cemetery Oversight Committee</b>	<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
William C. Beyer	67 Peach Orchard Rd.	781-273-0457	2020
Frank P. Monaco ,Chr.	18 Corcoran Rd	781-272-8922	2020
Joseph Morandi	7 Winona Road		2020 Selectmen's Office
Michael Runyan	15 Mildred Road	781-273-0430	2020 Selectmen Rep
<b>Conservation Commission(7)</b>	<b>3 years</b>	<b>Standing</b>	Town Administrator
William Boivin V,Chr	213 Fox Hill Rd		2020
Larry S. Cohen Chr.	8 Wilhelmina Ave.	781-272-5828	2021
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		2021 Appt. 3/2017
Jennifer O'Riorden	104 Lexington St		2021
Michael Runyan	15 Mildred Road	781-273-0430	2020 Selectmen Rep
<b>Council on Aging(7)</b>	<b>1 year</b>	<b>Standing</b>	Town Administrator
Mark Burke	1 Arnold Terrace		2021
Carole J. Castellano	12 Garrity Rd.	781-272-5627	2019
Frances Cioffi	75 Peach Orchard Rd		2019 Alternate 1 yr
Susan Derosa	3 Ledgewood Dr	781-835-6944	2021
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
Suzanne J. Trousil ,Chr.	2 Lucaya Cir.	781-750-8130	2020
<b>Cultural Council(5-22)</b>	<b>3 years</b>	<b>Standing</b>	Town Administrator
Sandra Coveno	59 Center St. #102	781-272-2712	2019
Julia Eggleston	235 Cambridge St #107		2019
Joyce Fay	11 Raymond Rd.	781-272-2516	2019
Barbara Fisher	38 Purity Springs Rd.		2019
Brenda Fisher	38 Purity Springs Rd.		2019
Joanne Kinchla	8 Arnold Terrace	781-272-8152	2019
Maureen Krebs	10 Marjorie Rd.		2019
Roberta Lasky	30 Sunset Dr		2019
Judi Lichtenfels	21 Purity Springs Rd		2019
Dorothy Macdonald	238 Fox Hill Rd		2019
Patricia F. McDermott	19 Purity Springs Rd.		2020
Mary Nohelty	32 Manhattan Dr.	781-272-1516	2020
Nathan Piccini	8 Ganley Dr.		2018
Jonathan Sachs	7 Oxbow LN	781-272-1989	2020
Gia Vento	23 Douglas Ave		2019

<b>Disabilities Access Commission(9)</b>		<b>1 year</b>	<b>Standing</b>	Town Administrator
Alfredo Arno	40 Peach Orchard Rd		781-270-5957	2020
Thomas Carlson	1 Violet Rd.		781-272-7879	2020 Appt.5/12
Jack Cunha	21 Long St			2020
Linda Cunha	21 Long St			2020
Bernice H. Ferguson	19 Bedford St.		781-270-9279	2020
Jennifer Goldsmith Clerk	29 Center ST		781-270-1985	Recording Clerk
Christopher Hanafin SC	29 Center ST		781-270-1960	ADA Coordinator
Robert Hogan	35 Pontos Ave		781-771-1570	2020 Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.		781-8001-8987	2020
Joseph D. Stordy	303 Farms Dr.		781-272-4253	2020 Appt. 3/10
Kenneth Tigges Chr	4 Ellen Rd.		781-272-5187	2020
<b>DPW/Recreation Building Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
Doug Davison	6 Birch Street		(781) 365-0255	2020
Brendan Egan	61 Center St.		781-270-1695	2020 Recreation Director
Joseph Morandi	7 Winona Road			2020
David Norden	13 Manhattan Drive			2020
Micahel Runyan	15 Mildred Road		781-273-0430	2020
Paul Sagarino	29 Center St		781-270-1600	2020 Town Admin
John Sanchez	25 Center St		781-270-1761	2020 Dept of Public Works
Adam Senesi	13 Town Line Rd		781-233-7986	2020 Capital Budget
<b>Facilities Committee (7)</b>		<b>2 years</b>	<b>Standing</b>	Moderator
Daniel J. Hanafin	4 Maple St.		781-229-4378	2019
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2018
Bruce A. Morey	5 Ellery Ln.		781-272-7107	2019
Julianne Ouellet	3 Hancock St.		781-724-0074	2020
<b>Government Review Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	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
<b>Historical Commission(7)</b>		<b>3 years</b>	<b>Standing</b>	Town Adminstrator
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2020 Alternate 3 yr.
Peter Coppola	2 Garrity Rd.		617-957-1489	2021
Robert J. Costa	8 Laurel Ln.			2021
Sandra J. Coveno	59 Center St. #102		781-272-2712	2020
Joyce Fay C-Chr	11 Raymond Rd.		781-272-2516	2020
Kathleen Horton	11 Westwood St		781-229-2242	2020
Andria Nemoda	20 Park Dr.		781-272-5215	2020
Mary Nohelty	32 Manhattan Dr		781-272-1516	2021
Hope M. Paulsen	59 Center St. #201		781-272-0607	2020 Advisory
Norma C. Robichaud	5 Highland Way		781-272-4393	2020 Alternate 1 yr.
Michael Tredeau C-Chr	12 Myrna St.		781-273-2036	2020

<b>Housing Partnership</b>		<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
Ernest E. Covino, Jr.	29 Center St.		781-270-1645	2020
James Doherty	29 Center ST		781-270-1650	2020
Phyllis Etsell	3 Eisenhower Dr.		781-270-5072	2020 Murray Hills
Kent Moffatt	21 Crystal Cir		617-852-6352	2020
Michael S. Runyan	15 Mildred Road		781-273-0430	2020 Selectmen Rep
Charles Viveiros	1 Cedar St		781-273-5686	2020
Henry Wu	3 Bennett Lane		618-277-4801	2020
Robert Young	3 Valley Cir			2020
<b>Human Services Committee(7)</b>		<b>3 years</b>	<b>Standing</b>	Moderator
Anne P. Coady	8 Woodside Ln.		781-272-5019	2021
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		617-852-6352	2019
Cynthia J. Phillips	55 Arborwood Dr		781-273-0231	2019
<b>Information Systems Advisory - CyberSecurity</b>		<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
Gerald Beuchelt	13 Highland Way		781-271-3597	2020
Joe Bongiorno	Town Hall, 29 Center ST		781-731-2171	2020 Town - IT
Bobby Chung	32 Eugene Rd		781-475-0074	2020
Bob Cunha	BHS, 123 Cambridge ST		339-234-0247	2020 Town - IT
Jose Desousa	Town Hall, 29 Center St		339-234-0354	2020 Town - IT
David Hughes	11 Marigold Way		781-856-8159	2020
Daniel McCormick	Town Hall, 29 Center St		781-270-1604	2020 Town - Archives/Record MGT
David Miller	19 Gloria Cir		781-272-3937	2020
Glen Mills	Police Dept., 45 Center St		781-505-4945	2020 Town - Police
Kent Moffatt	21 Crystal Cir		617-852-6352	2020
Steve Morin	51 Bedford St		413-478-5256	2020
Steve Nawoichik	17 Foster Rd		781-223-8470	2020
Robert Neufeld	3 Meadowvale Rd		781-272-9594	2020 Town - Library Trustee
Philip Pascale	24 Freeport Dr		781-640-2574	2020
Nick Priest	18 Prouty Rd		781-365-9531	2020 Selectmen Rep
Larry Warfield	56 Skilton Ln		781-229-6090	2020
<b>Land Use Committee(9)</b>		<b>3 years</b>	<b>Standing</b>	Moderator
Joseph Calendrelli	1 Brenda Lane		857-366-1353	2023
Sean Curtain	18 Woodhill Rd			2021
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
Patricia O'Brien	1 Oak St		781-221-3048	2021
Monte L. Pearson Chr	5 Willow Way		781-273-0074	2018
David F. Webb	23 Eugene Rd.		781-272-7617	2018

<b>Master Plan Steering Committee</b>	<b>1 yr</b>	<b>Ad Hoc</b>	<b>Joint</b>
William Boivin	213 Fox Hill Rd		2019
Kristine Brown	8 Luther Rd		2019
Robert Buckley	7 New England Exec Park		2019 BACC Rep
Karen Cooper	69 Francis Wyman Rd		2018 Town Meeting Rep
Ernest E. Covino	4 Donna Lane		2019 Planning Rep
Sean Curtin	18 Woodhill Rd		2019 Citizen Rep
Daniel J. Grattan	9 Fieldstone Dr		2019 Selectmen Rep
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2019 Council on Aging
Edward Mikolinski	8 Burton Rd		2019
Charles Murphy	19 Sears St	781-439-1631	2019
Rick Parker			2018 Business Rep
Roger Riggs	4 Briarwood Ln	(781) 229-2041	2018 Town Meeting Rep
Fred Robbins	7 Williams Cir		2018
Sonia Rollins	8 Paula St.	781-221-0313	2018 Town Meeting Rep
Jonathan Sachs	7 Oxbow LN	781-272-1989	2019 Town Meeting Rep
Wayne S. Saltsman	24 Wheatland St.		2019 Board of Health
Martha Simon	5 Willow Way	781-273-0074	2019 Citizen Rep
<b>Northwest Park Housing Committee</b>	<b>1 year</b>	<b>AdHoc</b>	<b>Town Administrator</b>
Daniel Ditucci			2020 Town Meeting
Jim Doherty	29 Center ST		2020 Selectmen
Shari Ellis	3 Hickory Ln.		2020 Zoning Bylaw Review
Christopher Hanafin	29 Center ST	781-270-1960	2020 Disability & Veterans
Barbara L'Heureux	10 Woodside Lna		2020 Planning
Marge McDonald	61 Center ST		2020 COA
Mike Runyan	15 Mildred Road		2020 Selectmen
<b>Rink Oversight Committee(5)</b>	<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
Nicole Coscia	123 Cambridge ST	781-270-8183	2020 School Dept
Brian Curtin ,Chr.	29 Center St.	781-270-1600	2020 Treasurer/Collector
Brendan Egan	61 Center St.	781-270-1695	2020 Recreation Director
Phillip Gallagher	8 Corcoran Road	781-771-8124	2020
Shaun Hart	123 Cambridge St	781-270-1800	2020 School Dept
Joseph Morandi	29 Center St	781-270-1600	2020 Selectmen
<b>Rules Committee(13)</b>	<b>1 year</b>	<b>Standing</b>	<b>Moderator</b>
Ed Dube	3 Locust St		2019
Monica Faella	6 Birchcrest St	617-548-0776	2019
Paul Girouard , Chr	1 Joanne Rd	781-273-3070	2019
John Glynn	149 Mill St	781-273-4475	2019
Joan Hastings	14 College Rd	781-272-5777	2019
Gary Kasky	8 Radcliff St	781-272-3199	2019
Eleanor O'Connell	33 Peach Orchard Rd	781-272-9085	2019
James Patterson	5 Hancock St.	978-660-0707	2019
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2019
Adam Senesi ,V.Ch	13 TownLine Rd	781-233-7986	2019
Andrew Wells-Bean	12 Lexington St		2019
Mark Woods , Sec	12 Eugene Rd	781-270-9692	2019
<b>Scholarship Fund Committee</b>	<b>3 year</b>	<b>Ad Hoc</b>	<b>Selectmen</b>
William Boivin	213 Fox Hill Rd		2022
Sheila Fitzpatrick	128 Pearl St		2022
Jennifer Kosses	93 Bedford St		2022
Gina Leary	5 Lycaya Cir		2022
Rosalyn Misanssian	51 Eugene Rd		2022
Kent Moffatt	21 Crystal Circle	617-852-6352	2022

<b>Sidewalk Study Committee</b>		<b>Ad Hoc</b>	<b>Moderator</b>
Sean Connors	14 Sears Street		2019
Steve Morin	51 Bedford St	413-478-5256	2019
Mildred Nash	39 Sunset Dr.	781-272-0206	2019
Adam Senesi	13 TownLine Rd	781-233-7986	2019
Christine Warren	29 Greenwood Rd	(781) 272-1894	2019
<b>Ways &amp; Means Committee(15)</b>		<b>3 years</b>	<b>Standing</b>
Brad D. Bond	8 Mullberry Ln.	781-272-8698	2021
Diane Kendrigan Creedon	12 Gibson St.	781-229-6652	2022
Doug Davison	6 Birch Street	(781) 365-0255	2021
Phil Gallagher	8 Corcoran Rd	781-273-0648	2022
Michael J. Hardy	7 Thornton Dr.	781-273-5797	2021
Susan Harrigan	6 Julia Connors	781-273-3243	2020
John Iler	9 Brookside Ln	978-436-0485	2022
Thomas C. Killilea	15 Wheatland St.	781-272-2225	2020
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2020
Steve Morin VChr	51 Bedford St	413-478-5256	2020
Robert Neufeld	3 Meadowvale Rd	781-272-9594	2022
Roger S. Riggs Chr	4 Briarwood Ln	781-229-2041	2020
Sonia Rollins	8 Paula St	781-221-0313	2022
David S. Tait	9 Meadowvale Rd.	781 229-4981	2021
Jayashree Voruganti	12 Tinkham Ave	(781) 910-2706	2021
<b>Youth &amp; Family Serv. Advisory (7)</b>		<b>2 years</b>	<b>Standing</b>
Ann Marie Browne	45 Center St	781-270-1212	2020
Linda K. Collins	18 Town Line Rd.	781-272-2682	2020
David Cullen	4 Hershey Rd	781-315-1405	2020
Marilyn Langley	13 Algonquin Dr.	781-272-0398	2020
Ronald J. MacKenzie Chr.	15 South Bedford St.	781-272-2879	2020
Roberta E. Mills	19 Corcoran Rd.	781-272-6138	2020
Martha Simon	5 Willow Way	781-273-0074	2020
<b>Zoning ByLaw Review Committee(11)</b>		<b>3 years</b>	<b>Standing</b>
Cathy Beyer	67 Peach Orchard Rd.	781-273-0457	2021
Ernest E. Covino	4 Donna Lane		Planning -nonvoting
Shari Ellis Chair	3 Hickory Ln.	781-270-7966	2021
Betsey Hughes V Ch	11 Marigold Way	(781) 862-5166	2021
Tamara Maniscalco	2 Daniel Dr	781-962-3681	2022
Michael Murray	2 Hannah Way		2021
Ed Parsons	30 Wheatland St	(857) 928-9415	2021
Michele Prendergast	20 Princeton Rd	781-273-2829	2021
Gregory Ryan	3 Donald Rd	(781) 273-3443	2020
Andy Ungerson	29 Center St	781-270-1615	
Sally Willard	13 Foster Rd	(781) 229-6530	2021
			Town Administrator



## Town of Burlington, MA - Town Meeting Members

Office of the Town Clerk

### PRECINCT 1

Seat Vacant			Term Expires	Member Since	
				2020	
William Boivin	213 Fox Hill Rd	(781) 272-0475	2021	2018	<a href="mailto:jboivin@comcast.net">jboivin@comcast.net</a>
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2022	2006	<a href="mailto:bdb007@comcast.net">bdb007@comcast.net</a>
Joseph Calandrelli	1 Brenda Ln	(857) 366-1353	2022	2019	<a href="mailto:jcalandrelli@gmail.com">jcalandrelli@gmail.com</a>
Gary J Gianino	11 Thornton Dr.	(781) 272-7292	2020	2014	<a href="mailto:GJGIANINO@yahoo.com">GJGIANINO@yahoo.com</a>
Nolan H. Glantz	9 Redcoat Ln.	(781) 270-9535	2020	2005	<a href="mailto:nolan@stanfordalumni.org">nolan@stanfordalumni.org</a>
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2021	2003	<a href="mailto:dgregorio20@gmail.com">dgregorio20@gmail.com</a>
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2021	2007	<a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a>
Michael Marchese, Jr.	11 Michael Dr.	(781) 365-4005	2020	1999	<a href="mailto:mmarchese@netzero.com">mmarchese@netzero.com</a>
Patrick A Moreno	12 Patriot Rd	(781) 272-5375	2020	2014	<a href="mailto:morenosp@verizon.net">morenosp@verizon.net</a>
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2020	2003	<a href="mailto:bamorey32@gmail.com">bamorey32@gmail.com</a>
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2022	2001	<a href="mailto:Gregory.f.ryan@gmail.com">Gregory.f.ryan@gmail.com</a>
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2022	1998	<a href="mailto:memryan@gmail.com">memryan@gmail.com</a>
Mark S. Saia	8 Sumner St.	(781) 272-9081	2021	2000	<a href="mailto:msaia@burlington.org">msaia@burlington.org</a>
Jennifer K. Scanlon	9 Donna Ln	(781) 690-3073	2020	2017	<a href="mailto:jenniferscanlon@hotmail.com">jenniferscanlon@hotmail.com</a>
Robert Sears	200 Mill St	(978) 395-1834	2022	2016	<a href="mailto:robssea@gmail.com">robssea@gmail.com</a>
Adam Senesi	13 Town Line Rd	(781) 552-8735	2021	2015	<a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a>
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2021	2001	<a href="mailto:dwoodilla@gmail.com">dwoodilla@gmail.com</a>

### PRECINCT 2

			Term Expires	Member Since	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2020	2016	<a href="mailto:cathybeyer@comcast.net">cathybeyer@comcast.net</a>
Heidi Brosnan	7 Lt. Litchfield Way	(617) 645-3848	2020	2017	<a href="mailto:h_brosnan@yahoo.com">h_brosnan@yahoo.com</a>
Lisa Cline	80 Peach Orchard Rd	(781) 270-4863	2020	2013	<a href="mailto:lcline1@verizon.net">lcline1@verizon.net</a>
Doug R. Davison	6 Birch St.	(781) 365-0255	2022	2012	<a href="mailto:ddavisondc@comcast.net">ddavisondc@comcast.net</a>
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2020	2008	<a href="mailto:decar@comcast.net">decar@comcast.net</a>
Edward Dube	3 Locust St	(781) 454-5997	2022	2018	<a href="mailto:eadube@gmail.com">eadube@gmail.com</a>
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001	<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001	<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Susan R. Harrigan	6 Julia Connors Dr.	(781) 273-3243	2020	2008	<a href="mailto:sue.harrigan@comcast.net">sue.harrigan@comcast.net</a>
Amanda Laskowski	43 Mill St	(508) 612-9281	2020	2018	<a href="mailto:amanda.m.laskowski@gmail.com">amanda.m.laskowski@gmail.com</a>
Patricia O'Brien	1 Oak ST	(781) 221-3048	2022	2012	<a href="mailto:mapss123@gmail.com">mapss123@gmail.com</a>
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2021	1988	<a href="mailto:Redrosetraveler@yahoo.com">Redrosetraveler@yahoo.com</a>
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2022	1998	<a href="mailto:cjp520@live.com">cjp520@live.com</a>
Gene J. Rossi	174 Winn St.	(781) 272-9089	2021	2009 (90-94)	
John J. Ryan	7 Grandview Ave	(617) 799-2854	2021	2016	<a href="mailto:jryan@bu.edu">jryan@bu.edu</a>
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2021	2012	<a href="mailto:myrnasaltman@verizon.net">myrnasaltman@verizon.net</a>
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2021	2016	<a href="mailto:kimberley_trainor@yahoo.com">kimberley_trainor@yahoo.com</a>
Laura Vittum	2 Maple St	(617) 633-4205	2021	2017	<a href="mailto:vitt_maple@mac.com">vitt_maple@mac.com</a>

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**PRECINCT 3**

			<u>Term</u>	<u>Member</u>	
			<u>Expires</u>	<u>Since</u>	
Seat Vacant				2020	
Sean P. Connors	14 Sears St.	(781) 270-4943	2022	1998	<a href="mailto:sconnors@burlington.org">sconnors@burlington.org</a>
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2021	2006	<a href="mailto:rdamiani@comcast.net">rdamiani@comcast.net</a>
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2022	1995	<a href="mailto:shari.l.ellis@gmail.com">shari.l.ellis@gmail.com</a>
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2020	2010	<a href="mailto:jmattfrost@gmail.com">jmattfrost@gmail.com</a>
Joanne Frustaci	6 Valley Cir.	(781) 272-9422	2021	2009	<a href="mailto:frustacjoanne@hotmail.com">frustacjoanne@hotmail.com</a>
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2021	1984	<a href="mailto:sprink7m@aol.com">sprink7m@aol.com</a>
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2020	2012	<a href="mailto:gm991@yahoo.com">gm991@yahoo.com</a>
Steven R. Morin	51 Bedford St	(413) 478-5256	2022	2012	<a href="mailto:steve@srmorin.com">steve@srmorin.com</a>
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2021	1973	<a href="mailto:mjanash@massed.net">mjanash@massed.net</a>
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2021	2006	<a href="mailto:pnoonan@yahoo.com">pnoonan@yahoo.com</a>
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2021	2014	<a href="mailto:patterson.jules@gmail.com">patterson.jules@gmail.com</a>
Monte L. Pearson	5 Willow Way	(781) 273-0074	2020	2011	<a href="mailto:mlpearson@rcn.com">mlpearson@rcn.com</a>
Brian T. Pupa	10 Briarwood Ln	(781) 221-3072	2022	2011	<a href="mailto:btpupa@hotmail.com">btpupa@hotmail.com</a>
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2020	1997	<a href="mailto:draske@verizon.net">draske@verizon.net</a>
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2020	2001	<a href="mailto:riggs9000@comcast.net">riggs9000@comcast.net</a>
Faydeen A Sateriale	95 Lexington St	(781) 272-3755	2022	2013 (2011)	<a href="mailto:faydeen@hotmail.com">faydeen@hotmail.com</a>
Andrew Wells-Bean	12 Lexington St	(734) 417-2799	2022	2018	<a href="mailto:andyabean@gmail.com">andyabean@gmail.com</a>

**PRECINCT 4**

			<u>Term</u>	<u>Member</u>	
			<u>Expires</u>	<u>Since</u>	
Gerald Beuchelt	13 Highland Way	(781) 266-8260	2022	2012	<a href="mailto:tmm@beuchelt.com">tmm@beuchelt.com</a>
Craig W. Callahan	19 Cedar St	(781) 953-5147	2020	2017	<a href="mailto:ccallahan@burlington.org">ccallahan@burlington.org</a>
Thomas D. Conley, Jr.	20 Corcoran Rd.	(781) 272-1489	2022	1996	<a href="mailto:TConleyTMM4@yahoo.com">TConleyTMM4@yahoo.com</a>
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2020	1988	<a href="mailto:kcooper65@yahoo.com">kcooper65@yahoo.com</a>
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2020	2014	<a href="mailto:cellis1002@yahoo.com">cellis1002@yahoo.com</a>
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2022	2012	<a href="mailto:mvgerbrands@gmail.com">mvgerbrands@gmail.com</a>
Joan B. Hastings	14 College Rd.	(781) 272-5777	2021	1972	<a href="mailto:joan.hastings@rcn.com">joan.hastings@rcn.com</a>
Tamara Maniscalco	2 Daniel Dr	(781) 962-3681	2021	2019	<a href="mailto:tamarad123@yahoo.com">tamarad123@yahoo.com</a>
David Miller	19 Gloria Cir	(781) 272-3937	2022	2016	<a href="mailto:nuhusky71@gmail.com">nuhusky71@gmail.com</a>
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2021	1994	<a href="mailto:frankpmonaco@aol.com">frankpmonaco@aol.com</a>
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2021	2015	<a href="mailto:lnicholsprecinct4@gmail.com">lnicholsprecinct4@gmail.com</a>
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2020	1992 (88-89)	<a href="mailto:proulxmike@yahoo.com">proulxmike@yahoo.com</a>
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2021	2015	<a href="mailto:eileen@esickler.com">eileen@esickler.com</a>
Steven L. Stamm	56 Washington Ave.	(781) 273-0641	2020	2012 (89)	<a href="mailto:sls2111@comcast.net">sls2111@comcast.net</a>
Christine Warren	29 Greenwood Rd	(781) 272-1894	2022	2017	<a href="mailto:dwarrenma@yahoo.com">dwarrenma@yahoo.com</a>
Sally Willard	13 Foster Rd	(781) 229-6530	2021	2018 (98-15)	<a href="mailto:sally@sallywillard.com">sally@sallywillard.com</a>
Schiffon Wong	3 Haven Terrace	(646) 285-4628	2020	2018	<a href="mailto:schiffon@gmail.com">schiffon@gmail.com</a>
Stephen Worsham	7 College Rd	(615) 513-7432	2022	2018	<a href="mailto&gt;worsham@sjw.com">worsham@sjw.com</a>

<b>PRECINCT 5</b>			<u>Term Expires</u>	<u>Member Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2021	1974	
Kathleen Buckley	26 Princeton Rd	(617) 240-1456	2022	2019	<a href="mailto:kadibuckley@gmail.com">kadibuckley@gmail.com</a>
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2020	2014	<a href="mailto:robert.bunker@gmail.com">robert.bunker@gmail.com</a>
Thomas Carlson	11 Princeton Rd	(781) 272-5216	2021	2018	<a href="mailto:tmcarlsonjr@gmail.com">tmcarlsonjr@gmail.com</a>
Joseph Conti	1 Redmond St.		2020	2019	<a href="mailto:jmc.conti22@gmail.com">jmc.conti22@gmail.com</a>
Gail Fay	2 Ainsworth St	(781) 799-9657	2022	2019	<a href="mailto:faygail@aol.com">faygail@aol.com</a>
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2021	2012	<a href="mailto:joalfay@comcast.net">joalfay@comcast.net</a>
Carl Foss	8 County Rd	(617) 461-7645	2022	2019	<a href="mailto:fossman@gmail.com">fossman@gmail.com</a>
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2022	2004	<a href="mailto:vgerbrands@verizon.net">vgerbrands@verizon.net</a>
Paul Girouard, Jr	1 Joanne Rd	(781) 273-3070	2020	2014	<a href="mailto:Paul@girouard.us">Paul@girouard.us</a>
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2021	2002	<a href="mailto:cpm1183@comcast.net">cpm1183@comcast.net</a>
Phyllis Neufeld	3 Meadowvale Dr	(781) 272-9594	2022	2019	<a href="mailto:pbneufeld@gmail.com">pbneufeld@gmail.com</a>
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2020	2011	<a href="mailto:Fklobrien@verizon.net">Fklobrien@verizon.net</a>
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2022	2016	<a href="mailto:kpappas@fostersullivangroup.com">kpappas@fostersullivangroup.com</a>
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2020	2012	<a href="mailto:michelepren@rcn.com">michelepren@rcn.com</a>
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2020	2002	<a href="mailto:taitdt@comcast.net">taitdt@comcast.net</a>
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2020	2005 (72-74)	<a href="mailto:srwing2@comcast.net">srwing2@comcast.net</a>
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2021	2009	<a href="mailto:e.zabolotny@verizon.net">e.zabolotny@verizon.net</a>
<b>PRECINCT 6</b>			<u>Term Expires</u>	<u>Member Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2021	2000	<a href="mailto:Rbell@versatileprint.com">Rbell@versatileprint.com</a>
Teresa Tarpey Clement	1 Holly St	(781) 710-9276	2022	2013 (98-03)	<a href="mailto:t.tarpey@comcast.net">t.tarpey@comcast.net</a>
John G. Cormier	8 Chester Ave.	(781) 221-3043	2020	2002	<a href="mailto:jcpiegleg@aol.com">jcpiegleg@aol.com</a>
Diane Kendrigan Creedon	12 Gibson St.	(781) 229-6652	2021	2006	<a href="mailto:dianecreedon@verizon.net">dianecreedon@verizon.net</a>
Sean P Curtin	18 Woodhill Rd	(617) 645-2061	2022	2016 (08-14)	<a href="mailto:seanpatrickcurtin@gmail.com">seanpatrickcurtin@gmail.com</a>
Gayle DaMore	29 Brookside Ln	(781) 229-0155	2020	2019	<a href="mailto:gayledamore7@gmail.com">gayledamore7@gmail.com</a>
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2021	2015	
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2022	2013	<a href="mailto:dditucci@gmail.com">dditucci@gmail.com</a>
John K. Iler	9 Brookside Ln	(978) 436-0485	2020	2014	<a href="mailto:johniler@alum.mit.edu">johniler@alum.mit.edu</a>
Darrell Interess	11 Leroy Dr	(617) 339-2798	2022	2019	<a href="mailto:darrell.precinct6@gmail.com">darrell.precinct6@gmail.com</a>
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2021	2008	<a href="mailto:GBK48@aol.com">GBK48@aol.com</a>
Thomas Killilea	15 Wheatland St	(781) 272-2225	2022	2019 (95-16)	<a href="mailto:TK2225@gmail.com">TK2225@gmail.com</a>
Rose Manni	13 Kingsdale St.	(781) 221-7116	2020	2008	<a href="mailto:Rmanni1@verizon.net">Rmanni1@verizon.net</a>
Edward Parsons	30 Wheatland Rd	(857) 928-9415	2020	2018	<a href="mailto:Edward.parsons@gmail.com">Edward.parsons@gmail.com</a>
Sonia Rollins	8 Paula St	(781) 221-0313	2021	2012	<a href="mailto:sonia.rollins@yahoo.com">sonia.rollins@yahoo.com</a>
Joanna Schlansky	4 Gibson St.	(781) 270-7083	2020	2002	<a href="mailto:joanna@smarthomesearch.net">joanna@smarthomesearch.net</a>
Salvana Shakaib	0 Davida Rd	(617) 407-1773	2021	2017	<a href="mailto:salvanashakaib@hotmail.com">salvanashakaib@hotmail.com</a>
Michael Souza	4 Ridgewood Rd	(508) 237-9151	2020	2016	<a href="mailto:souzamev@gmail.com">souzamev@gmail.com</a>

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**PRECINCT 7**

			Term Expires	Member Since	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2022	2016	<a href="mailto:jorgea.andrade@gmail.com">jorgea.andrade@gmail.com</a>
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2021	2014	<a href="mailto:elliottc23@aol.com">elliottc23@aol.com</a>
Cody A. Case	7 Hillsdale Ave	(781) 296-7365	2021	2017	<a href="mailto:ccase693@gmail.com">ccase693@gmail.com</a>
Anne P. Coady	8 Woodside Ln.	(781) 272-5019	2021	1991	<a href="mailto:tmm7_apcoady@yahoo.com">tmm7_apcoady@yahoo.com</a>
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2021	2008	
Betsey Hughes	11 Marigold Way	(781) 862-5166	2020	2017	<a href="mailto:betseyhughes@aol.com">betseyhughes@aol.com</a>
Kevin Keene	19 Lowell St	(781) 983-5578	2020	2017	<a href="mailto:skeenow65@yahoo.com">skeenow65@yahoo.com</a>
Miriam R. Kelly	14 Oxbow Ln.	(781) 272-6273	2022	2012	<a href="mailto:mkelly43@gmail.com">mkelly43@gmail.com</a>
Scott H Martin	6 Cormier Rd	(781) 270-0304	2020	2014	<a href="mailto:Scott.H.Martin224@gmail.com">Scott.H.Martin224@gmail.com</a>
Kimberly Milne	66 Winn St	(508) 441-9954	2022	2019	<a href="mailto:k.milne8888@gmail.com">k.milne8888@gmail.com</a>
Michelle M. Papagno	11 Frances Rd	(781) 696-2315	2022	2017	<a href="mailto:mmsp66@gmail.com">mmsp66@gmail.com</a>
Eric J. Parker	15 Burlington St	(781) 272-4482	2022	2016	<a href="mailto:parker0515@verizon.net">parker0515@verizon.net</a>
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2020	2012	<a href="mailto:jon@jonsachs.com">jon@jonsachs.com</a>
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2021	2014	<a href="mailto:Smithmartin224@icloud.com">Smithmartin224@icloud.com</a>
Tammy Vallas	1 Oxbow Ln	(781) 229-6340	2020	2013	<a href="mailto:TammyLvallas@hotmail.com">TammyLvallas@hotmail.com</a>
David R. Van Camp	14 Brown Ave	(781) 270-5278	2022	2012	<a href="mailto:davidvancamp@comcast.net">davidvancamp@comcast.net</a>
David F. Webb	23 Eugene Rd.	(781) 272-7617	2020	2012	<a href="mailto:webbdff@verizon.net">webbdff@verizon.net</a>
Mark Woods	12 Eugene Rd.	(781) 270-9692	2021	2011	<a href="mailto:woodsmml@yahoo.com">woodsmml@yahoo.com</a>

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**TOWN MEETING MEMBER MEETING  
MONDAY, JANUARY 23, 2019  
BURLINGTON TOWN HALL  
MAIN HEARING ROOM**

At 7:10 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 4 assembled to fill the vacancy in their Precinct.

**Present from Pet 4** were Steve Stamms, Karen Cooper and Christine Warren, there were no nominees so the open seat was not filled and it was set to reconvene on Monday, January 28 to file the empty seat.

The meeting was adjourned at 7:15 PM

**TOWN MEETING MEMBER MEETING  
MONDAY, JANUARY 28, 2019  
BURLINGTON TOWN HALL  
MAIN HEARING ROOM**

At 7:06 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 4 assembled to fill the vacancy in their Precinct.

**Present from Pet 4** were Frank Monaco, Christine Warren, Sally Willard, Eileen Stickler, Tom Conley, David Miller, Steve Stamms, Karen Cooper and Erin Ellis, there were one nominee Tamara Maniscalco of 2 Daniel Dr. It was voted unanimously for Tamara to fill the seat until the next Town Election.

The meeting was adjourned at 7:15 PM

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 28, 2019  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:33PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator also recognized our State Rep, Ken Gordon was in attendance.

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 Frank Monaco to be the Deputy Moderator in case it was needed, it was moved and seconded.

Then Shari Ellis was recognized and presented a Resolution for the body to accept, the motion was made and accept; the Resolution read:

I, Shari Ellis, request that the Town Meeting vote the following resolution:

Whereas the Town of Burlington has lost a valued citizen, with the death of Virginia Mooney; We wish to recognize and honor her for her years of service as one of the original Representative Town Meeting members and her 27 years of service to this body; as well as her 3 years as a Selectwoman and many other years of service on boards and community organizations in the Town.

On behalf of its members, we vote this resolution this 28<sup>th</sup> day of September in recognition of the achievements of Virginia and gratefully acknowledges her many contributions to the Town.

**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.

Recognition was given for it being John Petrin and John Clancy's last Town Meeting as they will both be retiring next month.

- Lucy Damini gave a short report on the Burlington Scholarship Fund Committee which has its first meeting last week and will be handling the Tax check off moneys from now one.
- Shari Ellis reported on the Zoning Bylaw Review Committee and introduced the members of the committee. They have started by working with the Planning Board on the Life Science Article.
- Steve Morin, Chairman of the Sidewalk Committee also talked about the progress being made, and the work they have done with DPW and Planning.
- Roger Riggs gave a brief overview of the Budget process that is starting up again and then turned the mic over to John Iler for a review of the investigative report done on the School Budget.
- Finally, John Petrin, reported on the Fire Station project and the process that has been made on the new station. Also, mentioned that more work is being done on the DPW subject and that it will be more extensive than first thought.

**ARTICLE 2 RE: Life Science Amendment**

To see if the Town will vote to amend Article II of the Zoning Bylaw to insert new definitions as follows:

Article II: Definitions

2.12.1.1

Laboratory: A designated area within a building equipped to conduct scientific experiments, tests, investigations, research, prototype manufacture, experimental and testing activities including, but not limited to, the fields of biology, life science, chemistry, electronics, engineering, geology, medicine and physics.

2.2.14

Biotechnology and Life Science: Research, development and manufacturing utilizing microorganisms or biological substances in the fields of Life Science, biotechnology, medical, pharmaceutical, environmental science, immunology, microbiology, virology, toxicology, rDNA, comparative medicine, genome research, cell biology and apparatus, machines and devices for research, development, pharmaceuticals, biomedical technologies, life systems technologies, environmental and biomedical devices manufacturing and advance and practical application in any such field or areas. Life Science and Biotechnology uses are subject to all federal, state and local regulations and best management practices including but not limited to the

Burlington Board of Health regulations for the Use of recombinant DNA Technology, the National Institute of Health Guidelines for Research Involving recombinant DNA Molecules, and the Biosafety in Microbial and Biomedical Laboratories (BMBL). Biosafety Level 4 (BL-4) laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.

#### 2.12.1.2

Life Science (Manufacturing): A life science or biotechnology laboratory engaged in the manufacturing of life science technologies

and medicines for commercial production to the market.

And further, to see if the Town will vote to amend Article IV of the Zoning Bylaw to amend the Use Table to add new uses 4.2.7.4.1 and 4.2.7.4.2, as set forth below, and to amend 4.2.7.4 to include the word “non-biologic” before medicine:

#### Article 4.2.0 Principal Use Regulation Schedules

4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.7.1	Light manufacturing or processing plants, prototype manufacturing	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	SP	SP	SP	SP
4.2.7.4	Laboratories engaged in research, experimental and testing activities including, but not limited to, the fields of, chemistry, electronics, engineering, geology, <b>non-biologic</b> medicine and physics	NO	NO	NO	NO	NO	SP	NO	SP	YES	SP	NO	SP	SP	NO	SP
4.2.7.4.1	<b>Biotechnology (Bio Safety Level 1&amp;2)</b> Life Science laboratories engaged in research, prototype manufacture, experimental and testing activities including, but not limited to, the fields of pharmaceuticals, biomedical technologies and engineering, life systems technologies, environmental and biomedical devices, subject to the Regulations of the Board of Health, see additional regulations in Article X, Section 10.5.0. <b>Biosafety Level 4 (BL-4)</b> laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.	NO	NO	NO	NO	NO	NO NO SP	NO NO SP	SP	SP YES	NO	NO	SP	SP	NO NO SP	NO NO SP
4.2.7.4.2	<b>Biotechnology (Bio Safety Level 3)</b> —Life Science laboratories engaged in the manufacture of life science technologies and medicines for commercial production to the market including, but not limited to, the fields of pharmaceuticals, biomedical technologies and engineering, life systems technologies, environmental, biomedical devices, subject to the Regulations of the Board of Health, see additional regulations in Article X, Section 10.5.0. <b>Biosafety Level 4 (BL-4)</b> laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	NO NO SP	NO NO SP

And further, to see if the Town will vote to amend Article V of the Zoning Bylaw to amend, Section 5.1.5 and the Density table notes as follows:

**5.1.5 Floor Area Ratio Incentive**

5.1.5.1 Add new header "Floor Area Ratio Incentive" (*existing 5.1.5 language unchanged*)

And add a new subsection 5.1.5.2, as set forth below:

**5.1.5.2**

An owner or owners of land in the IG or IH districts may increase the Maximum Floor Area Ratio requirement from .15 to a maximum of .50 of the total gross square feet if the following conditions are met:

1. A laboratory use as defined under Article IV, sections 4.2.7.4.1 – 4.2.7.4.2 occupies at least 15% of the gross square footage of the building.
2. The non-laboratory square footage does not exceed .15 or .25 pursuant to Section 5.1.5.1.

And further if the Planning Board makes the following determinations and findings

Methods satisfactory to the Planning Board to ensure that the site operator or owner reduces estimated Institute of Transportation Engineers (ITE) forecasted trip generation rates due to the reduction of employees in a lab use environment from that of all office related to the development in both the a.m. and p.m. peak hours, based upon the most recent "ITE Trip Generation Manual" or comparable real analysis provided for such use. The site operator or owner provides for alternative Transportation options for their employees, including but not limited to bike share, guaranteed ride home and/or membership with an area Transportation Management Association (TMA). The site operator or owner provides for pedestrian connections in and around the site and improves service levels and/or safety characteristics on affected roadways or intersections.

These provisions being satisfied in the opinion and finding of the Planning Board, the Maximum Floor Area Ratio may be increased from .15 to .50.

**NOTES FOR DENSITY REGULATION TABLE**

**2** Except that the Planning Board pursuant to a "Site Plan" or "Special Permit" as described in Section 9.2.0 and 9.3.0 of Article IX, may permit the Maximum Floor Area Ratio (FAR) to increase to .25 if such application or applications meets the performance criteria specified in Section 5.1.5.1 of Article V and further may permit the Maximum Floor Area Ratio (FAR) to increase to .50 if such application or applications meets the performance criteria specified in Section 5.1.5.2 of Article V.

And further, to see if the Town will vote to amend Article VII of the Zoning Bylaw to create a new parking use category as follows:

**7.2.5 Minimum and Maximum Parking Space requirements for Non -Residential and Non - Educational Uses.**

7.2.5.13 - Laboratory Use - A minimum and maximum of one (1) parking space for every one thousand (1,000) square feet of Gross Floor Area of Laboratory use as defined in 4.2.7.4 - 4.2.7.4.2.

Or to act in any manner thereto.

**MAIN MOTION:** To see if the Town will vote to amend Article II of the Zoning Bylaw (Definitions) as set forth below:

**2.2.14 Biotechnology and Life Science:**

Research, development and prototype manufacturing utilizing microorganisms or biological substances in the fields of Life Science, biotechnology, medical, pharmaceutical, environmental science, immunology, microbiology, virology, toxicology, rDNA, comparative medicine, genome research, cell biology and apparatus, machines and devices for research, development, pharmaceuticals, biomedical technologies, life systems technologies, environmental and biomedical devices manufacturing and advance and practical application in any such field or areas. Life Science and Biotechnology uses are subject to all federal, state and local regulations and best management practices including but not limited to the Burlington Board of Health ~~Regulations for the Use of Recombinant DNA Technology, the National Institute of Health Guidelines for Research Involving recombinant DNA Molecules, and the Biosafety in Microbial and Biomedical Laboratories (BMBL). Biosafety Level 4 (BL-4) laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.~~

And further, to include two new definitions, as set forth below:

**2.12.1.1 Laboratory:** A designated area within a building equipped to conduct scientific experiments, tests, investigations, research, prototype manufacture, experimental and testing activities including, but not limited to, the fields of biology, life science, chemistry, electronics, engineering, geology, medicine and physics.

**2.12.1.2 Life Science (Manufacturing):** A life science or biotechnology laboratory engaged in the manufacturing of life science technologies and medicines for commercial production to the market.

And further, to see if the Town will vote to amend Article IV of the Zoning Bylaw to amend the Use Table as set forth below: Article 4.2.0 Principal Use Regulation Schedules

4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.7.1	Light manufacturing or processing plants, prototype manufacturing	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	SP	SP	SP	SP
4.2.7.4	Laboratories engaged in research, experimental and testing activities including, but not limited to, the fields of, chemistry, electronics, engineering, geology, <b>non-biologic</b> medicine and physics	NO	NO	NO	NO	NO	SP	NO	SP	YES	SP	NO	SP	SP	NO	SP
4.2.7.4.1	<b>Biotechnology (Bio Safety Level 1&amp;2)</b> Life Science laboratories engaged in research, prototype manufacture, experimental and testing activities including, but not limited to, the fields of pharmaceuticals, biomedical technologies and engineering, life systems technologies, environmental and biomedical devices, subject to the Regulations of the Board of Health, see additional regulations in Article X, Section 10.5.0. Biosafety Level 4 (BL-4) laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.	NO	NO	NO	NO	NO	NO SP	NO SP	SP YES	NO	NO	SP	SP	NO SP	NO SP	
4.2.7.4.2	<b>Biotechnology (Bio Safety Level 3)</b> Life Science laboratories engaged in the manufacture of life science technologies and medicines for commercial production to the market including, but not limited to, the fields of pharmaceuticals, biomedical technologies and engineering, life systems technologies, environmental, biomedical devices, subject to the Regulations of the Board of Health, see additional regulations in Article X, Section 10.5.0. Biosafety Level 4 (BL-4) laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	NO SP	NO SP

And further, to see if the Town will vote to amend Article V of the Zoning Bylaw to amend Section 5.1.5 and Density Table Note 2 as follows:

**5.1.5 Floor Area Ratio Incentive**

**5.1.5.1 Add new header "Floor Area Ratio Incentive" (existing 5.1.5 language unchanged)**

And add a new subsection 5.1.5.2, as set forth below:

**5.1.5.2**

An owner or owners of land in the IG or IH districts may increase the Maximum Floor Area Ratio requirement to a maximum of .50 of the total gross square feet if the following conditions are met:

1. A laboratory use as defined under Article IV, sections 4.2.7.4.1 – 4.2.7.4.2 occupies at least 15% of the gross square footage of the building.

And further if the Planning Board makes the following determinations and findings

Methods satisfactory to the Planning Board to ensure that the site operator or owner reduces estimated Institute of Transportation Engineers (ITE) forecasted trip generation rates due to the reduction of employees in a lab use environment from that of all office related to the development in both the a.m. and p.m. peak hours, based upon the most recent "ITE Trip Generation Manual" or comparable real analysis provided for such use. The site operator or owner provides for alternative Transportation options for their employees, including but not limited to bike share, guaranteed ride home and/or membership with an area Transportation Management Association (TMA). The site operator or owner provides for pedestrian connections in and around the site and improves service levels

and/or safety characteristics on affected roadways or intersections.

These provisions being satisfied in the opinion and finding of the Planning Board, the Maximum Floor Area Ratio may be increased from .15 to .50.

**NOTES FOR DENSITY REGULATION TABLE**

2. Except that the Planning Board pursuant to a "Site Plan" or "Special Permit" as described in Section 9.2.0 and 9.3.0 of Article IX, may permit the Maximum Floor Area Ratio (FAR) to increase to .25 if such application or applications meets the performance criteria specified in Section **5.1.10 5.1.5.1** of Article V and further may permit the Maximum Floor Area Ratio (FAR) to increase to .50 if such application or applications meets the performance criteria specified in Section **5.1.5.2** of Article V.

And further, to see if the Town will vote to amend Article VII of the Zoning Bylaw to create a new parking use category as follows:

**7.2.5 Minimum and Maximum Parking Space requirements for Non -Residential and Non - Educational Uses**

**7.2.5.13 - Laboratory Use -** A minimum and maximum of one (1) parking space for every one thousand (1,000) square feet of Gross Floor Area of Laboratory use as defined in 4.2.7.4 - 4.2.7.4.2.

Recommendations: Planning Board 7-0-0  
Board of Health 5-0-0  
Zoning Bylaw Review 8-0-0

**ACTION: PASSED BY 2/3rds Vote of 95 FOR and 2 AGAINST**

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**ARTICLE 3**      **RE: Fund the Burlington Police Command Officers' Contract**

To see if Town will vote to transfer from the Negotiated Settlement Account the sum of \$375,915 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2017, FY2018, and FY2019, 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  
Recommendations: Ways & Means 12-1-1  
Selectmen 4-0-1

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 4 RE: Fund the Burlington International Firefighters Association Contract**

To see if Town 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 International Firefighters' Association for FY2018 and FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 5 RE: : Water Funds Transfer**

To see if the Town will vote to transfer from Free Cash to the Water Stabilization Fund the sum of \$69,384 to be placed in the Water Stabilization Fund, 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 \$69,384 to be placed in the Water Stabilization Fund.

Recommendations: Ways & Means 15-0-0  
Selectmen 5-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 6 RE: Replenish Reserve Fund**

To see if the Town will vote to transfer from Free Cash to the Reserve Fund, budget line item 92, the sum of \$219,640 to be placed in the Town's FY 2019 Reserve Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

Recommendations: Ways & Means 9-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 7 RE: Transfer from Free Cash to Stabilization Fund**

To see if the Town will vote to transfer from Free Cash the sum of \$700,000 to be placed in the Stabilization Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

Recommendations: Ways & Means 13-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 8 RE: Alteration of Public Way Mooney Road**

To see if the Town will vote to: (1) transfer the care, custody, management, and control of town land which is portions of the existing right-of-way layout on Mooney Road, said portions as shown on the "0 Mooney Road A Modified Definitive Subdivision Plan," approved by the Planning Board on October 17, 2018, plan prepared by Eastern Land Survey Associates, Inc., revision 2 dated September 5, 2018. Said plan filed at the Middlesex South Registry of Deeds, as Plan 1 of 2019, said portions which are known as Lot "X" (containing 121 sf) and Lot "Y" (containing 2,300 sf) and Lot "Z" (74 sf) 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) subject 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 and convey all right, title and interest held by the Town, as follows: Lots X and Y to the owners of the property located at 2 Mooney Road, Map 31, Parcel 16-0; and Lot Z to the owners of 9 Oak Street, Map 31 Parcel 27-0; said conveyances on such terms and conditions, which may be nominal consideration, as the Board of Selectmen deems appropriate; and (3) for the Town to retain a 10 foot wide easement across lots X, Y, and Z, for the benefit of the Town, said easement shown on the "0 Mooney Road A Modified Definitive Subdivision Plan," approved by the Planning Board on October 17, 2018, plan prepared by Eastern Land Survey Associates, Inc., revision 2 dated September 5, 2018. Said plan filed at the Middlesex South Registry of Deeds, as Plan 1 of 2019; or to act in a manner thereto.

**MAIN MOTION:** As Printed in Warrant

Recommendation: Selectmen 5-0  
Ways & Means 9-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 9 RE: Regulation of Retail Checkout Bags**

To see if the town will vote to amend Article XIV of the Town's General Bylaws to insert the following new provision at Section 2.15:

**REGULATION OF RETAIL CHECKOUT BAGS**
**2.15. Regulation of Retail Checkout Bags**

2.15.1. The purpose of this bylaw is to reduce the number of single-use plastic bags that are being used, discarded, and/or littered, and to promote the use of reusable bags and recyclable paper bags by retail establishments in the Town of Burlington.

**2.15.2. Definitions**

The following terms shall, for section 2.15 shall have the following meaning.

2.15.2.1. "checkout bag" means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

2.15.2.2. "recyclable paper bag" means a paper bag that is: (1) 100 percent recyclable; and (2) contains at least 40 percent post-consumer recycled paper content and is clearly labeled as such.

2.15.2.3. "reusable bag" means a bag with handles that is specifically designed and manufactured for multiple reuse and is made of cloth or other machine washable fabric; or made of plastic other than polyethylene (HDPE, LDPE, PETE, etc.) or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material that is more than 3 mils thick.

2.15.2.4. "single-use plastic bag" means a plastic checkout bag less than three (3) mils thick.

2.15.2.5. "retail establishment" means any commercial enterprise including, but not limited to the following: restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses, jewelry stores, household goods stores or any other business that offers the sale of food or merchandise.

2.15.2.6. "non-profit organization" means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

2.15.2.7. "small business" means a retail establishment that is under twenty five hundred (2,500) square feet in size, and is not publicly owned.

### 2.15.3. Regulations

2.15.3.1. If a retail establishment or non-profit organization provides checkout bags to customers, these bags must either be recyclable paper bags or reusable bags.

2.15.3.2. Information regarding the proper sanitization of reusable bags to prevent fungus and illness must also be displayed or communicated at the time of checkout.

2.15.3.3. Except as otherwise provided herein, single use plastic bags shall not be distributed,

used or sold for checkout or other purposes by any retail establishment or non-profit organization within the Town of Burlington.

2.15.3.4. The following are exempt and not subject to Section 2.15.

Bags used by customers to: package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items; contain or wrap frozen foods, meat, or fish; or contain or wrap flowers, potted plants, or other items where dampness may be a problem.

Laundry or dry-cleaning bags or hanging bags meant for suits or dresses.

Bags sold in packages containing multiple bags intended to be used for home food storage, or garbage, waste, pet waste or yard waste disposal.

### 2.15.4. Effective Date

2.15.4.1. This bylaw will go into effect one hundred and twenty (120) days after approval by the Attorney General.

2.15.4.2. Upon written request to the Town Administrator a small business may ask for an extension of up to ninety (90) days past the effective date. This exemption shall only apply to a small business facing an undue hardship. An "undue hardship" shall be found only in:

- a. Circumstances or situations unique to the small business such that there are no alternatives to single use plastic bags present in their retail establishment by the effective date. There must be a plan as to obtain reusable bags or paper bags by the end of the extension filed to the Town Administrator's office; or
- b. Circumstances where a small business requires additional time in order to reduce an existing inventory of single use plastic bags. Any small business in receipt of an extension shall file inventory reduction plans to consume the remaining stock of single use plastic bags with the Town Administrator's office.

No single use plastic bags shall be purchased by the small business requesting the extension during the time of this extension.

### 2.15.5. Education

The Town Administrator shall send a written notice detailing the requirements imposed by this ordinance to all retail establishments and non-profit organizations operating within the Town at least ninety (90) days prior to the effective date of this ordinance.

**2.15.6. Enforcement**

2.15.6.1. Enforcement of this ordinance shall be the responsibility of the Town Administrator or his/her appointed designee.

2.15.6.2. Any retail establishment or non-profit organization found to be in violation of this section may be subject to a non-criminal disposition fine pursuant to M.G.L. c. 40, section 21D,

2.15.6.3. Not more than one fine may be assessed within a fifteen (15) day period per retail establishment. In lieu of the non-criminal disposition process, all fines levied may be appealed to the Board of Selectmen in writing within fifteen (15) days of the fine being levied.

2.15.6.4. Unless otherwise appealed, all fines issued under this section shall be paid within fifteen (15) days, to the Town of Burlington.

To also amend the table of penalties according to non-criminal disposition of Article I, Section 4.0 to include the following:

Article XIV, Section 2.15, Regulation of Retail Checkout Bags	
First Offense	Warning
Second Offense	\$25
Subsequent Offense	\$50

or to act in any other manner in relation thereto.

**An amendment** was presented by Adam Tigges of Bylaw Law to make 2 changes to the motion:

Adding the words “or equal to” to the Definition 2.15.2.4 so that it will read:

2.15.2.4 single-use plastic bag” means a plastic checkout bag less than or equal to three (3) mils thick.

And to also Change all occurrences of the word **Bylaw** to have a Capital “**B**” in accordance to our style guide.

This amendment was moved and seconded. Then the Main motion was amended to

**MAIN MOTION:** To see if the town will vote to amend Article XIV of the Town's General Bylaws to insert the following new provision at Section 2.15:

**REGULATION OF RETAIL CHECKOUT BAGS**

**2.15. Regulation of Retail Checkout Bags**

2.15.1. The purpose of this Bylaw is to reduce the number of single-use plastic bags that are being used, discarded, and/or littered, and to promote

the use of reusable bags and recyclable paper bags by retail establishments in the Town of Burlington.

**2.15.2. Definitions**

The following terms shall, for section 2.15 shall have the following meaning.

2.15.2.1. “checkout bag” means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

2.15.2.2. “recyclable paper bag” means a paper bag that is: (1) 100 percent recyclable; and (2) contains at least 40 percent post-consumer recycled paper content and is clearly labeled as such.

2.15.2.3. “reusable bag” means a bag with handles that is specifically designed and manufactured for multiple reuse and is made of cloth or other machine washable fabric; or made of plastic other than polyethylene (HDPE, LDPE, PETE, etc.) or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material that is more than 3 mils thick.

2.15.2.4. “single-use plastic bag” means a plastic checkout bag less than or equal to three (3) mils thick.

2.15.2.5. “retail establishment” means any commercial enterprise including, but not limited to the following: restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses, jewelry stores, household goods stores or any other business that offers the sale of food or merchandise.

2.15.2.6. “non-profit organization” means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

2.15.2.7. “small business” means a retail establishment that is under twenty five hundred (2,500) square feet in size, and is not publicly owned.

**2.15.3. Regulations**

2.15.3.1. If a retail establishment or non-profit organization provides checkout bags to customers, these bags must either be recyclable paper bags or reusable bags.

2.15.3.2. Information regarding the proper sanitization of reusable bags to prevent fungus and illness must also be displayed or communicated at the time of checkout.

2.15.3.3. Except as otherwise provided herein, single use plastic bags shall not be distributed, used or sold for checkout or other purposes by any retail establishment or non-profit organization within the Town of Burlington.

2.15.3.4. The following are exempt and not subject to Section 2.15.

Bags used by customers to: package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items; contain or wrap frozen foods, meat, or fish; or contain or wrap flowers, potted plants, or other items where dampness may be a problem. Laundry or dry-cleaning bags or hanging bags meant for suits or dresses. Bags sold in packages containing multiple bags intended to be used for home food storage, or garbage, waste, pet waste or yard waste disposal.

**2.15.4. Effective Date**

2.15.4.1. This Bylaw will go into effect one hundred and twenty (120) days after approval by the Attorney General.

2.15.4.2. Upon written request to the Town Administrator a small business may ask for an extension of up to ninety (90) days past the effective date. This exemption shall only apply to a small business facing an undue hardship. An “undue hardship” shall be found only in:

- a. Circumstances or situations unique to the small business such that there are no alternatives to single use plastic bags present in their retail establishment by the effective date. There must be a plan as to obtain reusable bags or paper bags by the end of the extension filed to the Town Administrator’s office; or
- b. Circumstances where a small business requires additional time in order to reduce an existing inventory of single use plastic bags. Any small business in receipt of an extension shall file inventory reduction plans to consume the remaining stock of single use plastic bags with the Town Administrator’s office.

No single use plastic bags shall be purchased by the small business requesting the extension during the time of this extension.

**2.15.5. Education**

The Town Administrator shall send a written notice detailing the requirements imposed by this ordinance to all retail establishments and non-profit organizations operating within the Town at least ninety (90) days prior to the effective date of this ordinance.

**2.15.6. Enforcement**

2.15.6.1. Enforcement of this ordinance shall be the responsibility of the Town Administrator or his/her appointed designee.

2.15.6.2. Any retail establishment or non-profit organization found to be in violation of this section may be subject to a non-criminal disposition fine pursuant to M.G.L. c. 40, section 21D,

2.15.6.3. Not more than one fine may be assessed within a fifteen (15) day period per retail establishment. In lieu of the non-criminal disposition process, all fines levied may be appealed to the Board of Selectmen in writing within fifteen (15) days of the fine being levied.

2.15.6.4. Unless otherwise appealed, all fines issued under this section shall be paid within fifteen (15) days, to the Town of Burlington.

To also amend the table of penalties according to non-criminal disposition of Article I, Section 4.0 to include the following

Article XIV, Section 2.15, Regulation of Retail Checkout Bags	
First Offense	Warning
Second Offense	\$25
Subsequent Offense	\$50

Recommendations: Bylaw Review 3-0-0

**ACTION: PASSED BY ROLL CALL VOTE 52 FOR and 45 AGAINST.**

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**ARTICLE 10 RE: Amend Article II  
Representative Town  
Meeting of the General  
Bylaws**

To see if the Town will vote to amend Article II Representative Town Meeting of the General Bylaws, Section 4.0 Moderator by deleting the current text in its entirety and replacing it with the following:

The Town Moderator shall preside at all sessions of Town Meeting and shall only vote in the case of a tie vote.

On matters requiring a two-thirds vote by statute, the Moderator, as authorized under Massachusetts General Law Chapter 39 Section 15, may declare the obvious result of a two-thirds vote without the need to take a count. However, a Town Meeting Member may challenge this result by raising an immediate objection and a standing vote shall be taken.

Subject to Town Meeting approval, the Town Moderator may appoint a Town Meeting Member as Deputy Moderator to serve as Moderator during the Town Moderator's absence or disability. If both the Moderator and the Deputy Moderator are absent or disabled, Town Meeting shall elect a Town Meeting Member to serve as Moderator during said absence or disability.

The Moderator shall appoint the members of a Committee on Ways and Means and such other committees, special or standing, as may from time to time be established. The Moderator shall perform such other duties as may from time to time be assigned to the office of the Town Moderator by Bylaw, rule or other vote of Town Meeting, or to act in any other manner in relation thereto.

Recommendation: Bylaw Review 4-0

**ACTION: PASSED BY MAJORITY**

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The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:18 PM.

Respectfully Submitted

*Amy E. Warfield*  
**Town Clerk**

**SPECIAL TOWN MEETING  
MONDAY, MAY 20, 2019  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:36 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. Then there was a moment of silence for two Burlington residents who had recently passed away – First and longtime Fire Chief Herbert Crawford and Former School committee member Joan Miles. The Moderator also recognized our Audio/Video staff for tonight's meeting included: Ethan Sehr, Nolan Woods, Erin Burke, Marina Grasso and Sean Gallagher.

Prior to starting business, to accept a show of hands as the method for voting rather than a standing count' which was moved and seconded. Next he asked for a motion for accepting Frank Monaco to be the Deputy Moderator in case it was needed, it was moved and seconded. Then the business of the Special Town Meeting was begun:

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**ARTICLE 1 RE: 117 South Bedford Street**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000 as necessary to exercise its first right of refusal and purchase the above-referenced property; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

**ACTION: WITHDRAWN**

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**ARTICLE 2 RE: Authorization to Accept  
M.G.L.c. 44, § 55C – Municipal  
Affordable Housing Trust Fund**

To see if the Town will vote to accept Massachusetts General Laws c. 44 § 55C, to authorize the creation of a Municipal Affordable Housing Trust Fund; or to act in any other manner thereto.

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000 as necessary to exercise its first right of refusal and purchase the above-referenced property; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Ways & Means 4-5-0  
After some discussion a motion was made and seconded to Postpone this Article until January.

**ACTION: POSTPONED UNTIL JANUARY 2020**

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**ARTICLE 3 RE: Town of Burlington  
Policy/Applications for Small Cell  
Wireless Installations**

To see if the Town will vote to amend the General Bylaws by adding a new Section 1.43 under ARTICLE XIII "Public Safety" by adopting the following text:

**SMALL WIRELESS FACILITIES IN RIGHTS-OF-WAY**

**1.43 Small Wireless Facilities in Rights-of-Way**

1.43.1 No person shall install or maintain a Small Wireless Facility in any public or private right-of-way unless first approved by the Board of Selectmen.

**1.43.2 Policies and Procedures**

The Board of Selectmen shall adopt and from time to time amend policies, rules, and regulations relative to the issuance of special permits under this Article XIII.1.43. A copy of the policies, rules, and regulations shall be on file with the Town Clerk. Such rules shall prescribe the form, contents, style, and number for application forms, the fees collectible with the applications, the process by which the application will be reviewed, the design and location criteria for approval, the time within which the Board of Selectmen will issue a decision, and requirements for recertification.

**MAIN MOTION:** To see if the Town will vote to amend the General Bylaws by adding a new Section 1.43 under ARTICLE XIII "Public Safety" by adopting the following text:

**1.43 Small Wireless Facilities in Rights-of-Way**

1.43.1 For the purposes of this bylaw, Small Wireless Facilities are facilities as defined in 47 C.F.R. § 1.1312(e)(2) and as such may be amended from time to time.

1.43.2 No person shall install or maintain a Small Wireless Facility in any public or private right-of-way unless first approved by the Board of Selectmen.

**1.43.3 Policies and Procedures**

The Board of Selectmen shall adopt and from time to time amend policies, rules, and regulations relative to the issuance of approvals under this Article XIII Section 1.43. A copy of the policies, rules, and regulations shall be on file with the Town Clerk. Such rules shall include, but not be limited to, prescribing the form, content, style, and number for application forms; the fees collectible with the applications, the process by which the application will be reviewed, the design and location criteria for approval, the time within which the Board of Selectmen will issue a decision, and requirements for recertification.

Recommendation: Bylaw Review 5-0

**ACTION: PASSED BY MAJORITY**

After completing the business of the Special Town Meeting a motion to adjourn was made and seconded, the Moderator adjourned the meeting at 8:47 PM.

Submitted:

*A*my E. *W*arfield,  
Town Clerk

**ADJOURNED TOWN MEETING  
MONDAY, MAY 13, 2019  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:34 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Burlington High School Select Wind Ensemble under the direction of Sean Bucksbaum played the National Anthem and the Burlington Alma mater. The Moderator announced the Rep. Ken Gordon has sponsored a bill which was signed in November to rename the bridge that spans Rt 95/128 and over Cambridge ST for Lance Corporal MacDonald. The dedication is on May 26, 2019 at 1 PM, the public is invited. The Moderator also recognized our Audio/Video staff for tonight's meeting included: Ethan Sehr, Nolan Woods, Badr Hahim, Navya Garcy and Sean Gallagher.

Then the Moderator recognized the new Town Meeting Members and they were sworn in by the Town Clerk.

Prior to starting business, the Moderator asked for a motion to continue until Wednesday May 15, 2019 if the business of the Town was not completed tonight. Then to accept a show of hands as the method for voting than a standing count which was moved and seconded. Finally the he asked for a motion for accepting Frank Monaco to be the Deputy Moderator in case it was needed, it was moved and seconded. Now to the first Article:

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**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.

A report was made by the Town Clerk on the status of the Articles submitted for approval by the AG from the January Meeting:

- ▶ Zoning Bylaw Article #2 – Life Sciences
  - ▶ Approved by AG – May 10<sup>th</sup>
- ▶ General Bylaw Article #9 – Plastic Bag Ban
  - ▶ Approved by AG – May 10<sup>th</sup>
- ▶ General Bylaw Article #10 – Called 2/3rds by Moderator
  - ▶ Approved by AG – April 5<sup>th</sup>

Then a video was presented to Announce the new Online Permitting system that the Building and Board of Appeals Dept. where now using.

A report was made by Steve Morin, Chairman of the Sidewalk Committee – they will be making a full report in September after the survey and completed and he thank everyone who participated in the survey.

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**ARTICLE 2 RE: Transfer of Funds FY2019 Various Accounts**

**MAIN MOTION:** 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 FY2019 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto:

**ACTION: Withdrawn**

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**ARTICLE 3 Re: Fund FY2020 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, \$TBD, sufficient to cover the requests of the various departments for FY2020; 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, \$141,938,586, sufficient to cover the requests of the various departments for FY2020.

Dept #	Dept.	Amount	Passed
	Town		
	Meeting &		
113	Reports	15,908	15,908
	Other		
	Legislative		
119	Committees	7,017	7,017
	Town		
	Admin/		
122	Selectmen	575,018	575,018
	Town		
135	Accountant	367,361	367,361
141	Assessors	410,993	410,993
	Treasurer/		
145	Collector	701,816	701,816
	Central		
149	Admin	16,919,931	
	Legal	202,000	202,000
151	HR	148,329	148,329
152	MIS	628,204	
155	Town Clerk	378,790	378,790
	Bd of		
161	Registrar	12,000	12,000
162	Conservation	252,128	252,128
171	Planning	344,941	344,941
175	Bd of		
176	Appeals	13,731	13,731
	Town		
192	Facilities	95,943	95,943
210	Police	8,890,654	8,890,654
220	Fire	7,735,589	7,735,589
241	Building Insp	670,494	670,494
	Sealer of		
244	weights	7,800	7,800
	Emergency		
291	Mgt	23,600	23,600
300	Local Ed	65,702,739	
	Reginal		
301	School	2,447,971	2,447,971

411-			
492	DPW	11,881,338	11,881,338
510	Bd of Health	626,042	626,042
541	Council of Aging	391,529	
543	Veterans' Services	244,097	244,097
549	Youth and Family Services	463,614	
590	Disability Access	932	932
610	Public Library	1,584,630	
630-			
631	Rec. & Parks Historical	1,814,028	1,814,028
691	Commission	9,855	9,855
710	Debt Service	6,882,247	
92	Reserve Fund County	200,000	200,000
93	Retirement	9,987,317	9,987,317
94	Neg Settlements	880,000	
95	Stabilization	0	0
96	Local Transport	120,000	
97	Capital Budget	300,000	300,000
	Total	141,938,586	48,365,692

**ACTION:** On first pass \$48,365,692 was passed then on second pass thru Held items, they were discussed and passed that amount was \$93,572,894.

#### ARTICLE 6 RE: Fund Revolving Accounts

To see if the Town will vote to authorize revolving funds for certain Town departments under the Town of Burlington General Bylaws section 6.6 and G.L. c. 44 §53E ½ for the Fiscal Year beginning July 1, 2019; or to act in any other manner in relation thereto.

Revolving Fund	Department of Board Authorized to Spend	Expenditure Limit
Cross Connection – Backflow Prevention	Public Works	\$80,000
B-line Local Mini Bus	Public Works	\$50,000
Grand View Farm	Board of Selectmen	\$90,000
Nursing Programs & Services	Board of Health	\$30,000
Plan Imaging & Property File Documents	Building Department	\$25,000
Sale of Recyclable Materials, Trash Bags & Toters	Board of Selectmen	\$75,000
Sealer of Weights and Measures	Board of Selectmen	\$20,000
Ice Palace Improvement & Maintenance	Board of Selectmen	\$36,000
Meadowbrook School Maintenance and Improvements	Board of Selectmen	\$105,000

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Ways & Means 13-0, Selectmen 5-0

**Total budget amount PASSED BY MAJORITY was \$141,938,586.**

#### ARTICLE 4 RE: Transfer From Free Cash to Stabilization Fund

**MAIN MOTION:** To see if the Town will vote to transfer 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.

**ACTION:** Withdrawn

#### ARTICLE 5 RE: Transfer from Free Cash to OPEB Trust Fund

To see if the Town will vote to transfer 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:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

Recommendations: Ways & Means 10-0  
Selectmen 5-0

**ACTION:** PASSED BY MAJORITY

**ACTION:** PASSED BY MAJORITY

**ARTICLE 7 RE: Fund FY2020 Capital Budget**

To see if the Town will vote to transfer from Free Cash the sum of \$2,924,823 and \$50,000 from Sewer Enterprise Fund or borrow, raise or appropriate any other amount for the items contained within the following proposed FY2020 Capital Budget, same to be expended under the appropriate authorities as indicated:

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$2,894,823 and \$50,000 from Sewer Enterprise Fund, or any other amount, for the items contained within the following proposed FY2020 Capital Budget, same to be expended under the appropriate authorities as indicated:

<b>PROJECT</b>	<b>DEPT.</b>	<b>PROJECT NAME</b>
<b>AUTHORITY</b>		<b>AMOUNT</b>
<b>FROM FREE CASH (7-1) - (7-31):</b>		

7-1 MIS Financial Software Modules  
Selectmen \$68,000  
Recommendations: W&Ms13-0; SM 5-0; CB 6-0

7-2 CLERK Website Redesign  
Town Clerk \$40,000  
Recommendations: W&Ms11-0-1; SM 5-0; CB 6-0

7-3 POLICE Door Security and Cell Camera Upgrades  
Selectmen \$32,279  
Recommendations: W&Ms12-0-1; SM 5-0; CB 6-0

7-4 FIRE Fire and EMS Computer Aided Dispatch  
Selectmen \$22,753  
Recommendations: W&Ms12-0-1; SM 5-0; CB 6-0

7-5 FIRE Security Camera Replacement at Headquarters  
Selectmen \$15,296  
Recommendations: W&Ms12-0-1; SM 5-0; CB 6-0

7-6 DPW Mill Pond Finish Water & Effluent Repair  
Selectmen \$42,000  
Recommendations: W&Ms10-0; SM 5-0; CB 7-0

7-7 DPW Vinebrook Filter Repair  
Selectmen \$80,000  
Recommendations: W&Ms11-0; SM 5-0; CB 7-0

7-8 DPW Culvert/Stream Cleaning/ Drainage Repairs  
Selectmen \$200,000  
Recommendations: W&Ms10-0; SM 5-0; CB 7-0

7-9 DPW Vehicle Replacement Program  
Selectmen \$480,250  
Recommendations: W&Ms10-0; SM 5-0; CB 7-0

7-10 DPW Library Roof Repair  
Selectmen \$220,000  
Recommendations: W&Ms10-0; SM 5-0; CB 7-0

7-11 DPW Police Station Elevator Repair  
Selectmen \$50,000  
Recommendations: W&Ms11-0; SM 5-0; CB 7-0

7-13 BOARD OF HEALTH Health Department Administrative Vehicle BOH \$24,245  
Recommendations: W&Ms13-0; CB 7-0

7-14 RECREATION Simonds Park Tennis and Skate Park Lighting  
Recreation \$220,000  
Recommendations: W&Ms11-0; SM 5-0; CB 6-0

7-15 SCHOOL Design and Engineering for BHS HVAC  
School Com \$100,000  
Recommendations: W&Ms13-0; Schools 5-0; CB 7-0

Capital items up to 7-15 were PASSED BY MAJORITY.

Motion to adjourn was made and seconded, the Moderator adjourned the meeting at 11:00 PM. Town Meeting will continue on Wednesday, May 15, 2019.

Submitted:

*Amy E. Warfield,*  
Town Clerk

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**ADJOURNED TOWN MEETING**  
**Wednesday, MAY 15, 2019**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:33 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator also recognized our Audio/Video staff for tonight's meeting included: Ethan Sehr, Nolan Woods, Badr Hahim, Navya Garscy and Sean Gallagher.

Prior to starting business, to accept a show of hands as the method for voting rather than a standing count which was moved and seconded. Next he asked for a motion for accepting Frank Monaco to be the Deputy Moderator in case it was needed, it was moved and seconded. Finally, Moderator asked for a motion to continue until Monday May 20, 2019, after the adjournment of the Special Town Meeting, if the business of the Town was not completed tonight. Now to the next item in Article 7:

7-16 SCHOOL MSMS Boiler Repair  
School Com \$125,000  
Recommendations: W&Ms12-1; CB 7-0

7-17 SCHOOL CS4all Curriculum and Furniture  
School Comm \$200,000  
Recommendations: W&Ms12-0; CB 7-0

7-18 SCHOOL District Wide Walkie Talkie  
School Comm \$105,000  
Recommendations: W&Ms15-0; CB 2-5

7-19 SCHOOL Pine Glen Sewer Pump  
School Comm \$14,000  
Recommendations:W&Ms13-0; CB 7-0

7-20 SCHOOL Project Adventure Course  
School Comm \$116,000  
Recommendations:W&Ms13-0; CB 0-7

7-21 SCHOOL Pine Glen Room Renovation  
School Comm \$40,000  
Recommendations:W&Ms13-0; CB 3-4

7-22 SCHOOL Fox Hill Room Renovation  
School Comm \$25,000  
Recommendations:W&Ms12-0-1; CB 6-1

7-23 SCHOOL Francis Wyman Bathrooms  
School Comm \$140,000  
Recommendations:W&Ms13-0; CB 7-0

7-24 SCHOOL Francis Wyman Air  
Conditioning Phase 3  
School Comm \$225,000  
Recommendations:W&Ms13-0; CB 7-0

7-25 SCHOOL BHS Vinyl Flooring  
Replacement  
School Comm \$50,000  
Recommendations:W&Ms13-0; CB 7-0

7-26 SCHOOL BHS Computer Lab  
School Comm \$33,000  
Recommendations:W&Ms13-0; CB 7-0

7-27 SCHOOL MSMS Cafeteria Tables  
School Comm \$65,000  
Recommendations:W&Ms13-0; CB 7-0

7-28 SCHOOL Francis Wyman Library  
Furniture  
School Comm \$82,000  
Recommendations:W&Ms13-0; CB 7-0

7-29 SCHOOL Memorial Interior Painting  
School Comm \$40,000  
Recommendations:W&Ms13-0;

7-30 SCHOOL Marshall Simonds Interior  
Painting  
School Comm \$40,000  
Recommendations:W&Ms13-0;

#### **FROM SEWER ENTERPRISE (7-31)**

7-31 DPW Sewer Pump Station  
Rehabilitation  
Selectmen \$50,000  
Recommendations:W&Ms11-0; SM 5-0; CB 7-0

**ACTION: PASSED BY MAJORITY**

#### **ARTICLE 8 RE: Purchase of Ambulance**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide 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 Overlay Surplus the sum of \$380,000 for the purpose of funding the purchase of an ambulance.

Recommendation: Ways & Means 12-0-1  
Capital Budget 6-0

**ACTION: PASSED BY MAJORITY**

#### **ARTICLE 9 RE: Water Main Upgrade / Replacement**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,000,000, or any other sum, for the purpose of funding Water Distribution System Upgrades, 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 the sum of \$1,000,000 from Free Cash for the purpose of funding Water Main Upgrade / Replacement same to be spent under the direction of the Town Administrator.

Recommendation: Ways & Means 12-0-1  
Selectmen 5-0  
Capital Budget 7-0

**ACTION: PASSED BY MAJORITY**

#### **ARTICLE 10 RE: Burlington Mall Rd. Ornamental Street Lights**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,100,000, or any other sum, for the purpose of funding the Burlington Mall Road Ornamental Street Light Upgrade Project, 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 \$1,100,000, for the purpose of funding the Burlington Mall Road Ornamental Street Light Upgrade Project, same to be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0  
Ways & Means 11-0  
Capital Budget 3-1

After some discussion a motion was made to postpone to a time certain at the end of all the other business of the Annual Town Meeting. It was moved and seconded and this well be taken up at the end.

**ACTION: POSTPONED**

**ARTICLE 11 RE: DPW/Recreation Facility, Phase 2**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$15,500,000, or any other sum, for the purpose of designing, constructing, equipping and furnishing a Department of Public Works and Recreational Department Facility, 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 appropriate \$15,500,000 for the purpose of designing, constructing, equipping and furnishing a Department of Public Works and Recreational Department Facility, including all engineering, construction management, legal and fees and costs related and incidental thereto and to meet said appropriation authorize the treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44 or any other enabling authority and to issue bonds or notes of the Town therefor and that any premium received by the Town upon the sale of any bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44 § 20, thereby reducing the amount authorized to be borrowed to pay such costs by like amount same to be spent and that said amounts above be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0  
Ways & Means 12-0

**ACTION: PASSED WITH A CALLED 2/3s BY THE MODERATOR**

**ARTICLE 12 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 13-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 13 RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$69,515 for the purpose of paying the FY2020 debt service on the Town's two existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.:

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 3-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 14 RE: Sewer Services Enterprise Fund - MWRA Assessment**

To see if the Town will vote to transfer the sum of \$5,959,990 to operate the FY2020 Sewer Services Enterprise of which \$5,959,990 will come from the FY2020 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Ways & Means 13-0  
Capital Budget 7-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 15 RE: Inflow/Infiltration-MWRA Phase 11 & 12**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,220,000 or any other sum, for the purpose of repairing sanitary sewer mains and manholes, and miscellaneous work, 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 that the sum of \$2,220,000 is hereby appropriated for the purpose of funding Sewer Inflow/Infiltration Mitigation, as required under an Amended Administrative Consent Order issued by the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow \$2,220,000 under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that the amount authorized to be borrowed hereunder shall be reduced to the extent of any grants or gifts received by the Town from the Massachusetts Water Resources Authority, or from any other source, on account of this project; to pay costs of removing sources of infiltration and inflow into the Town's sewer system, same to be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0  
Ways & Means 11-0  
Capital Budget 7-0

**ACTION: PASSED WITH A CALLED 2/3s BY THE MODERATOR**

**ARTICLE 16 Re: PEG Cable Access Enterprise Fund**

To see if the Town will vote to transfer the sum of \$575,000 to operate the FY2020 PEG Cable Access Enterprise of which \$575,000 will come from the FY2020 PEG Cable Access Enterprise Fund Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote transfer the sum of \$585,000 to operate the FY2020 PEG Cable Access Enterprises of which \$585,000 will come from the FY2020 PEG Cable Access Enterprise Fund Estimated Revenue Account.

Recommendation: Selectmen 5-0  
Ways & Means 12-0

**ACTION: ACTION: PASSED BY MAJORITY**

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**ARTICLE 17 RE: Water Stabilization Fund**

To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$40,800, or any other sum, to cover the operating expenses and debt service related to the connection to the Massachusetts Water Resources Authority (MWRA) system; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 4-0  
Ways & Means 15-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 18 RE: School Transportation Contract**

To see if the Town will vote pursuant to G.L. c. 30B §12, to approve the School Committee to enter into a Five (5) year contract for school bus transportation, or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: School 5-0  
Ways & Means 8-2-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 19 RE: Revaluation Contract Renewal**

To see if the Town will vote pursuant to G.L. c. 30B §12, to authorize the Board of Assessors to enter into a nine (9) year agreement for the purpose of property revaluation relating to Residential, Commercial, Industrial and Personal Property; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 12-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 20 RE: Establish Receipts Reserved Account for Ambulance Services**

To see if the Town will vote to establish a Receipts Reserved Account for Ambulance Services, pursuant to G.L. c. 40, §5F, for the purpose of allowing the Town to set aside ambulance receipts to offset any costs associated with operating ambulance services; or take any action in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 4-0  
Ways & Means 12-0-1

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 21 RE: Economic Development Director**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$TBD, or any other sum, for the purpose of funding an Economic Development Director, same to be spent under the direction of the Town Administrator and further to amend the Town of Burlington Administrative & Professional Classification Plan to add said position, 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 \$85,000 for the purpose of funding an Economic Development Director, same to be spent under the direction of the Town Administrator and further to amend the Town of Burlington Administrative & Professional Classification Plan to add said position.

Recommendation: Selectmen 5-0  
Ways & Means 7-3

After some discussion there was a motion that was seconded to close debate. There was called 2/3s was questioned by a Town Meeting member. The standing count was made 67 FOR and 13 AGAINST; debate was closed then the vote was taken on the Main Motion. **ACTION: PASSED BY MAJORITY**

Motion to adjourn was made and seconded, the Moderator adjourned the meeting at 10:45 PM. Town Meeting will continue on Monday, May 20, 2019. The Moderator encouraged the members to read their packets for the Special Town Meeting.

Submitted:

*Amy E. Warfield,*  
Town Clerk

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**ADJOURNED TOWN MEETING**  
**Wednesday, MAY 20, 2019**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 8:48 PM. Prior to starting business, to accept a show of hands as the method for voting than a 'standing count' which was moved and seconded. Next he asked for a motion for accepting Frank Monaco to be the Deputy Moderator in case it was needed, it was moved and seconded. Finally, Moderator asked for a motion to continue until Wednesday May 22, 2019, if the business of the Town Meeting is not completed.

Then the Moderator called for to take Articles 39 and 31 out of order so that they can be discussed following the presentation that was just given for the Article in the Special Town Meeting. It was moved and seconded to take those two Articles out of order, then it was passed – continuing with Article #39:

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**ARTICLE 39 RE: Town of Burlington Policy /**  
**Applications for Small Cell**  
**Wireless Installations**

To see if the Town will vote to amend the Zoning Bylaws by adding a new Section 8.4.8 by adopting the following text:

**SMALL WIRELESS FACILITIES OUTSIDE OF**  
**RIGHTS-OF-WAY**

Section 8.4.8 Small Wireless Facilities Outside of Rights-of-Way

**8.4.8.1 Purpose and Intent**

The purpose and intent of this bylaw section is to permit regulation of the installation of Small Wireless Facilities outside of rights-of-way so as to respect the neighborhood characteristics in which they are proposed to be installed consistent with the purposes set forth in Section 8.3.1 and with federal and state law.

**8.4.8.2 Special Permit**

All installations of Small Wireless Facilities outside of rights-of-way require a Special Permit. The Special Permit Granting Authority under this Section 8.4.8 is the Planning Board.

**8.4.8.3 Policies and Procedures**

The Planning Board shall adopt and from time to time amend policies, rules, and regulations relative to the

issuance of special permits under this Section 8.4.8. A copy of the policies, rules, and regulations shall be on file with the Town Clerk. Such rules shall prescribe the form, contents, style, and number for application forms, the fees collectible with the applications, the process by which the application will be reviewed, the design and location criteria for approval, the time within which the Planning Board will issue a decision, and requirements for recertification. These policies, rules, and regulations supersede the requirements of Section 9.2.0.

to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Zoning Bylaw Review: 7-0-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 31 RE: Selectmen -Small Cell Peer Review**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$35,000, or any other sum, for the purpose of funding a small cell peer review with respect to small wireless facilities, 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 \$35,000, or any other sum, for the purpose of funding a small cell peer review with respect to small wireless facilities, same to be spent under the direction of the Town Administrator.

Recommendations: Selectmen 5-0  
Ways & Means 12-0-0

**ACTION: PASSED UNANIMOUSLY**

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Now returning to the regular order of the Articles:

**ARTICLE 22 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2020, and transfer from the FY2020 Negotiated Settlement Account the sum of \$TBD or any other amount 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:** To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2020, and transfer from the FY2020 Negotiated Settlement Account the sum of \$92,463 for the purpose of funding the plan, same to be expended under the appropriate authorities.

Recommendation: Selectmen 4-0  
Ways & Means 8-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 23 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$TBD for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2020, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$4,120 for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2020, same to be expended under the appropriate authorities.

Recommendation: Selectmen 5-0  
Ways & Means 8-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 24 RE: Fund the Burlington Police Patrolmen's Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2020, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$95,901 for the purpose of funding the Burlington Police Patrolmen's Association Contract for FY2020, same to be expended under the appropriate authority.

Recommendation: Selectmen 3-0-1  
Ways & Means 10-0-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 25 RE: Fund the Burlington Police Command Officers' Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2020 same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: Withdrawn**

**ACTION: WITHDRAWN**

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**ARTICLE 26 RE: Fund the Burlington International Firefighters' Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2018, FY2019 and FY2020, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$296,095 for the purpose of funding the approved Burlington International Firefighters Association Contract for FY2020 and to vote to transfer the sum of \$330,652 from prior years' Negotiated Settlements for the purpose of funding the approved Burlington International Firefighters Association Contract for FY2018 and FY2019, same to be spent under the appropriate authority.

Recommendation: Selectmen 3-0-1  
Ways & Means 9-0-1

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 27 RE: Fund the Department of Public Works Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Public Works Contract for FY2020, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$77,891 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Public Works Contract for FY2020, same to be spent under the appropriate authority.

Recommendation: Selectmen 3-0-1  
Ways & Means 10-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 28 RE Fund the Burlington Municipal Employees' Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees' Association contract for FY2020, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2020 Negotiated Settlement the sum of \$155,472 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees' Association contract for FY2020, same to be spent under the appropriate authority.

Recommendation: Selectmen 3-0-2  
Ways & Means 10-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 29 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 \$44,753 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees to fund events which are not school events in order to cover Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other not for profit Burlington Civic Organizations and to act in any manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$44,753 to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees to fund events which are not school events in order to cover Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other not for profit Burlington Civic Organizations.

Recommendation: Selectmen 5-0  
Ways & Means 12-0  
Capital Budget 7-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 30 RE: School – Seasonal Employees**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$125,000 to pay for expenses associated with the School Department's Seasonal Employees; 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 \$125,000 to pay for expenses associated with the School Department's Seasonal Employees.

Recommendation: Selectmen 5-0  
Ways & Means 11-1-1

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 31: Previously taken out of order****ARTICLE 32 RE: Fourth of July Parade**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$20,000 to pay for expenses associated with the annual 4<sup>th</sup> 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 \$20,000 to pay for expenses associated with the annual 4<sup>th</sup> of July parade.

Recommendation: Selectmen 5-0  
Ways & Means 13-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 33 RE: Will of Marshall Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds in an amount \$70,862.05, 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: Recreation 5-0  
Ways & Means 12-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 34 RE: Cyber Security Strategy**

To see if the Town will vote to

Request a report by December 31, 2019 from the Board of Selectman on the current status of Burlington's information and cyber security, including:

- A high-level summary of the current security governance and capabilities for all IT systems
- A high-level threat and risk assessment, based on readily available public information
- A recommendation on how to best prepare a roadmap for in-depth assessments and improvements

The report shall be made available to all Town Meeting Members prior to the January 2020 and presented in the January 2020 session to Town Meeting; or to act in any other manner in relation thereto.

**MAIN MOTION: AS PRINTED IN WARRANT**

**Recommendation:** Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 35 RE: Adoption of Stretch Energy Code to Section 9.0, Buildings**

To see if the Town will vote to amend the Town of Burlington General Bylaws by amending Article XIII "Public Safety" to add a section 9.0 entitled "Buildings" and to further add within section 9.0 a subsection 9.1 entitled "Stretch Energy Code" as follows:

The Town of Burlington shall adopt the "Stretch Energy Code" so called, for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, with an effective date of **July 1<sup>st</sup>, 2019**, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**MAIN MOTION: AS PRINTED IN WARRANT**

Recommendations: Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 36 RE: Amending Article III, Section 1.2 (5) Treasurer/Tax Collector Position**

To see if the Town will vote, based on the passage of the Ballot Question from the April 6, 2019 Annual Town Election, to amend Article III, Section 1.2 (5) by removing "A Treasurer/Tax Collector for a three-year term" from the General Bylaws and by renumbering the section as provided:

- \*\*\* (1) A Town Clerk for a five-year term.
- (2) A Moderator for a one-year term.
- (3) Five Selectmen for three-year terms.
- (4) Three Assessors for three-year terms.
- (5) Five members of a School Committee for three-year terms.
- (6) Six Library Trustees for three-year terms.
- \* (7) Seven members of a Planning Board for five-year terms.
- \*\* (8) Five members of the Board of Health for three-year terms.
- \*\*\*\* (9) Two Constables for three-year terms.
- (10) Four members of the Burlington Housing Authority for five-year terms.
- (11) Three members of the Recreation Commission for three-year terms.
- (12) Two members of the Shawsheen Valley Technical School District Committee for three-year terms.

\*Amended Art. 20 TM 9/17/73. App. A.G. 11/1/73. Pub. BTU 11/15, 11/22, 11/29/73..

\*\* Amended Art. 14 TM 1/10/83. App. A.G. 2/17/83. Pub. Burl. News 2/24, 3/6/83.

\*\*\*Amended Art. 12 TM 12/2/70. App. A.G. 1/14/71. Pub. Burl. News 1/21, 1/28, & 2/4/71.

\*\*\*\*Amended Art. 27 TM 5/14/14. App. A.G. 7/7/14  
Posted 7/10/14 -10/10/14

And to amend Article IV Section 1.8 by adding the Treasurer / Collector position and department to this section. After approval this section will read as follows:

1.8 To exercise general control over the following Departments, Boards and Officers of the Town:

- . Department of Public Works
- . Engineering Department
- . Fire Department
- . Building Department
- . Sealer of Weights and Measures
- . Town Accountant
- . Town Counsel
- . Town Treasurer / Collector Department
- . Animal Control Officer and Pound

or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote, based on the passage of the Ballot Question from the April 6, 2019 Annual Town Election, to amend Article III, Section 1.2 (5) by removing "A Treasurer/Tax Collector for a three-year term" from the General Bylaws and by renumbering the section as provided:

- \*\*\* (1) A Town Clerk for a five-year term.
- (2) A Moderator for a one-year term.
- (3) Five Selectmen for three-year terms.
- (4) Three Assessors for three-year terms.
- (5) Five members of a School Committee for three-year terms.
- (6) Six Library Trustees for three-year terms.
- \* (7) Seven members of a Planning Board for five-year terms.

- \*\* (8) Five members of the Board of Health for three-year terms.
- \*\*\*\* (9) Two Constables for three-year terms.
- (10) Four members of the Burlington Housing Authority for five-year terms.
- (11) Three members of the Recreation Commission for three-year terms.
- (12) Two members of the Shawsheen Valley Technical School District Committee for three-year terms.
  
- \* Amended Art. 20 TM 9/17/73. App. A.G. 11/1/73. Pub. BTU 11/15, 11/22, 11/29/73..
- \*\* Amended Art. 14 TM 1/10/83. App. A.G. 2/17/83. Pub. Burl. News 2/24, 3/6/83.
- \*\*\* Amended Art. 12 TM 12/2/70. App. A.G. 1/14/71. Pub. Burl. News 1/21, 1/28, & 2/4/71.
- \*\*\*\* Amended Art. 27 TM 5/14/14. App. A.G. 7/7/14. Posted 7/10/14 -10/10/14

And to amend Article IV Section 1.8 by adding the Treasurer / Collector position and department to this section. After approval this section will read as follows:

1.8 To exercise general control over the following Departments, Boards and Officers of the Town:

- . Department of Public Works
- . Engineering Department
- . Fire Department
- . Police Department

- . Building Department
- . Sealer of Weights and Measures
- . Town Accountant
- . Town Counsel
- . Town Treasurer / Collector Department
- . Animal Control Officer and Pound

And to amend Article IV Section 2.4.3 by adding the Treasurer / Collector position and department to this section. After approval this section will read as follows:

2.4.3 Said administration shall appoint and remove, subject to Chapter 31 of the General Laws, all department heads, all officers and employees who come under the jurisdiction of the Board of Selectmen, except the Town Accountant, Treasurer/Collector and Town Counsel. Persons appointed by the administration to any statutory Board, Committee, or Commission must be a resident and a registered voter of the Town of Burlington.

Recommendations: Selectmen 5-0  
Bylaw Review 4-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 37 RE: Adoption of G.L. c. 40, § 3 By the Town of Burlington, Massachusetts/  
Amendment to Town General Bylaws**

To see if the Town will vote to adopt G.L. c.40 §3 allowing payments received by the Town for the rental or lease of Surplus School Building Space to be held in a separate revolving fund to be expended by the School Committee without further appropriation for the upkeep and maintenance of any facility under the control of the School Committee with any such balance at the end of the fiscal year remaining in said account, and to amend Article IV Section 6.6.5 of the General Bylaws of the Town of Burlington by adding the following to the Authorized Revolving Funds Table;

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
Lease of Surplus School Building Space	School Committee	Any revenue received in conjunction with the Lease of surplus school space	Expenses incurred for the upkeep and maintenance of any facility under the control of the School Committee	No restrictions or conditions.	Fiscal year-end balance carries forward and is available without further appropriation in subsequent years; MGL Ch. 40, §3, local option adopted.	Fiscal Year 2019 and subsequent years.

**MAIN MOTION: AS PRINTED IN WARRANT**

Recommendations: Selectmen 5-0  
Bylaw Review 5-0

**ACTION: PASSED BY MAJORITY**

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## ARTICLE 38 RE: Article XII: Planned Development District

To see if the Town will vote to amend Article XII: PLANNED DEVELOPMENT DISTRICT of the Burlington Zoning Bylaw to include the following language (noted in **BOLD**):

### 12.1.3.1 Pre-Application Review

- a. Proponents are strongly encouraged to schedule a pre-application review with The PreApplication Review Committee. This Committee shall be appointed by the Planning Board Chair and the Land Use Committee Chair **and the Zoning Bylaw Review Committee Chair** and shall consist of at least (2) members from the Planning Board and (2) Members from the Land Use Committee **and (2) Members from the Zoning Bylaw Review Committee**. A meeting shall be scheduled at least 180 days before the anticipated Town Meeting date at which the PD rezoning proposal will be considered. Pre-application review meetings shall be coordinated through the Planning Department.
- b. The Pre-Application Review should precede the preparation of detailed plans or specifications. Documents recommended for the Pre-Application review include, but are not limited to: An existing conditions plan of subject property(ies), a project description (either in narrative or sketch form), a listing of proposed uses to be permitted or allowed by special permit, which may be a narrative describing the type and character of uses and/or a listing, by cross reference, of uses to be permitted as they appear in Section 4.2.0, 4.3.0 and 4.4.0 “Use Regulations Schedules”. An explanation of why existing zoning districts do not meet the needs of the proposal shall also be submitted.

### 12.1.3.3 Rezoning Warrant Article Submission Schedule

At least 90 days before the Town Meeting at which it is anticipated to be considered, the Proponent shall submit a proposed warrant article to the Board of Selectman, in hard copy and electronic format for the PDD rezoning as developed in consultation with the Planning Board, **and** the Land Use Committee **and the Zoning Bylaw Review Committee**.

### 12.1.5 Administrative Requirements

The Proponent of a PD Rezoning shall submit an application and all supporting documentation to the Planning Department, together with the required filing fee as specified in this Section 12 and in the Planning Board's PD Rules and Regulations:

#### 12.1.5.1 Distribution:

The Proponent shall submit (14) hard copies of all of the items required under Section 12.1.4 and (2

3)~~compact disc~~ copies of the electronic data to be distributed as follows:

Land Use Committee - The Planning Board shall deliver (1) hard copy and (1) ~~compact disc~~ electronic copy of the full application and supporting materials to the Land Use Committee.

Zoning Bylaw Review Committee - The Planning Board shall deliver (1) hard copy and (1) ~~compact disc~~ electronic copy of the full application and supporting materials to the Zoning Bylaw Review Committee.

Interdepartmental review: The Planning Board shall distribute one (1) **hard** copy each of the application and all supporting documentation to the Inspector of Buildings, the Board of Selectmen, the Town Engineer, the Board of Health, the Conservation Commission, the Fire Chief, and the Police Chief, all of whom shall consider the application and submit a report thereon with recommendations to the Planning Board. The Planning Board shall not make a finding and determination upon the application until it has received the reports from the Building Commissioner, the Board of Selectmen, the Board of Health, the Fire Chief or designated representative, the Police Chief or designated representative, the Town Engineer, and the Conservation Commission or until thirty-five (35) days shall have elapsed without such reports being submitted and until a public hearing has been held.

Town Clerk: The Planning Board shall distribute one (1) **hard** copy each of the application and all supporting documentation to the Town Clerk

The Planning Board: shall retain the remaining (4) hard copies and (1) ~~compact disc~~ electronic copy for review

### 12.1.5.4 Covenant Agreement

After any Special Conditions have been approved by the Planning Board in consultation with the Land Use Committee and the **Zoning Bylaw Review Committee**, the Land Use or Zoning Bylaw Review Committees may request the Board of Selectmen to include any special conditions in the PDD rezoning article in a Covenant Agreement with the Proponent. The Proponent shall prepare the Covenant Agreement in consultation with the Planning Department, **and** Land Use Committee **and the Zoning Bylaw Review Committee**. If agreed to, the Board of Selectmen shall execute the Covenant Agreement on behalf of the Town.

### 12.4.0 Amendment

12.4.1 Proposed amendments to any existing Planned Development District that change any allowable uses or the size/land area of the PDD or the permitted building square footage within the PDD, shall be made pursuant to the procedures set forth as stated in Article XII, Section 12.1.0 Planned Development District, to the same extent as if the proposed amendment was a new PDD.

12.4.2 Hearings on proposed amendments to the PDD Rules and Regulations as established by the Planning Board shall require mailing of a legal notice by the Planning Board to all: Town Meeting Members, members of the Land Use Committee and **members of the Zoning Bylaw Review Committee.**

And to further amend by including a new section:

**12.5.0 Existing Planned Development Districts**

**The following existing Planned Development Districts Zoning Bylaws may be accessed at the Burlington Planning Department:**

- 12.5.1 Corporate Center - January 25, 1988 (Amended May 1993, September 25, 2000, January 27, 2014)**
- 12.5.2 Grandview Farm - May 6, 2001**
- 12.5.3 Wall Street - May 16, 2001 (Amended September 25, 2017)**
- 12.5.4 Arborpoint - January 26, 2004**
- 12.5.5 South Avenue I - November 13, 1995**
- 12.5.6 Northwest Park - January 27, 2007**
- 12.5.7 South Avenue II - September 24, 2007**
- 12.5.8 Network Drive at Northwest Park - May 12, 2008**
- 12.5.9 90 Middlesex Turnpike-October 5, 2009**
- 12.5.10 New England Executive Park (The District) - October 5, 2009**

Or to act in any manner in relation thereto.

**MAIN MOTION: AS PRINTED IN WARRANT**

Recommendations: Planning - Unanimous  
Zoning Bylaw Review 8-0

**ACTION: PASSED BY CALLED 2/3s**

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**ARTICLE 39: Previously taken out of order**

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Next the Moderator returned to the Postponed Article #10.

**ARTICLE 10 RE: Burlington Mall Rd. Ornamental Street Lights**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,100,000, or any other sum, for the purpose of funding the Burlington Mall Road Ornamental Street Light Upgrade Project, 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 \$1,100,000, for the purpose of funding the Burlington Mall Road Ornamental Street Light Upgrade Project, same to be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0  
Ways & Means 11-0  
Capital Budget 3-1

**ACTION: PASSED BY MAJORITY**

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The last order of business is a Resolution presented by Town Meeting Member Mildred Nash, Precinct #3:

Resolution #1

Town Meeting supports Burlington's compliance with ADA regulations and therefore requests the Board of Selectmen to return the Human Resources building's handicapped parking spaces on the Murray-Kelly side to their pre-November 2018 status.

After some discussion on the issue, it was  
**PASSED BY MAJORITY**

After completing the business of the Annual Town Meeting, the Moderator called for a motion to adjourn it was made and seconded, the Moderator adjourned the meeting at 10:49 PM.

Submitted:

*A*my E. *W*arfield,  
Town Clerk

**TOWN MEETING MEMBER MEETING  
MONDAY, SEPTEMBER 4, 2019  
BURLINGTON TOWN HALL  
CLERKS OFFICE**

At 7:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 6 assembled to fill the vacancy in their Precinct.

**Present from Pet 4** was Sonja Rollins, there was only one nominee who was present who was Gayle DaMore of 29 Brookside Ln. Sonja nominated Gayle and it was unanimous, she will service until the next Town Election.

The meeting was adjourned at 7:12 PM

**TOWN MEETING MEMBER MEETING  
MONDAY, SEPTEMBER 23, 2019  
FOGELBURG PERFORMING  
ARTS CENTER  
BURLINGTON HIGH SCHOOL**

At 7:14 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 5 assembled to fill the vacancy in their Precinct.

**Present from Pet 5** were Gail Fay, Kelly Pappas, Richard Wing, Michelle Prendergast, Phyllis Neufeld, Pat Angelo, Adrienne Gergrands, Tom Carlson and Erine Zabolotny, there were two nominees Kent Moffat and Joseph Conti. There was a counted ballot of 6 for Conti and 3 for Moffat. Joseph Conti was select to fill the seat until the next Town Election.

The meeting was adjourned at 7:25 PM

**ADJOURNED TOWN MEETING  
MONDAY, SEPTEMBER 23, 2019  
FOGELBURG PERFORMING ARTS  
CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:37 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag and the Burlington High School Marching Band came in and played the National Anthem and School Alma Mater. The Moderator also recognized our State Rep, Ken Gordon was in attendance.

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. Then a motion that if the business of town was not completed tonight that we would adjourn and continue until Wednesday, September 25 at 7:30 PM that was moved and seconded. Now to the business of the evening:

**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.

- Steve Morin, Chair of the Sidewalk Study Committee – the full report will be mailed out to the members and is available on the Town website and in the Clerk's office.
- Kristen Kassner, reported that due to you Zoning changes on the Life Science amendments that the Town has now received a Bronze rating which will help to bring in more Life Science companies.
- Town Clerk, Amy Warfield reviewed the status of the Bylaw and Zoning Articles from the May Town meeting. Special Town Meeting #3, May Town Meeting #35-38 have been approved and #39 has been granted a 30 day extension.

**ARTICLE 2 RE: Annual Town Election**

To see if the Town will vote to set the Annual Town Election for April 4, 2020, or to act in any other manner in relation thereto.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**ACTION: PASSED BY MAJORITY**

**ARTICLE 3 RE: Vacancy for Town Meeting**

To see if the Town will vote to amend Article II section 2.0 paragraph 9 by replacing this section with this wording:

The office of a Town Meeting Member shall become vacant upon his death, resignation, or removal from office in any manner authorized by law. A vacancy in the Town Meeting membership shall be filled at the next regular Town election.

And deleting Article II section 2.1 in its entirety;

And for the Selectmen to petition the Legislature and to amend Chapter 686  
Section 9 (a) with these words and deleting section (b)

9 (a) The office of a Town Meeting Member shall become vacant upon his death, resignation, or removal from office in any manner authorized by law. A vacancy in the Town Meeting membership shall be filled at the next regular Town election;

or to act in any other manner in relation thereto.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

Recommendation: Bylaw Review – No vote was taken

**ACTION: FAILED**

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**FINANCIAL ARTICLES**

**ARTICLE 4 RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration Fund, the sum of \$27,750 for the purpose of paying the FY2020 debt service on the Town's 0% MWRA loan; or to act in any other manner thereto.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

Recommendations: Ways & Means 9-0-0  
Selectmen 4-0-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 5 RE: Transfer of Funds FY2020**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$TBD or any other sum, for the purpose of funding potential litigation, or to act in any other manner in relation thereto.

**MAIN MOTION: Withdrawn**

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**ARTICLE 6 RE: Fund the Burlington Police Command Officers' Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of \$73,305 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers Contract for FY2019, FY2020, and FY2021, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

A motion was made and seconded to correct the years from the warrant to be FY2020, FY2021, and FY2022

**MAIN MOTION:** To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of \$73,305 for the purpose of

funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers Contract for FY2020, FY2021, and FY2022, same to be spent under the appropriate authority;

Recommendations: Ways & Means 9-0-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 7 RE: Transportation Subsidy**

To see if the Town will vote to raise and appropriate, transfer from B-Line revolving fund or otherwise provide the sum of up to \$50,000, or any other sum, for the purpose of performing a transportation subsidy pilot program, 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 B-Line revolving fund the sum of \$50,000 for the purpose of performing a transportation subsidy pilot program, same to be spent under the direction of the Town Administrator

Recommendations: Ways & Means 9-0-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 8 RE: Amend the FY2020 Education Budget**

To see if the Town will vote to amend Article 3 of the May 15, 2019 Annual Town Meeting, "Fund FY2020 Operating Budget," by reducing the amount appropriated in Line 58 TOTAL LOCAL EDUCATION by the sum of \$216,381, or to act in any other manner in relation thereto.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

Recommendation: Ways & Means 9-0-0  
School Committee Unanimously

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 9 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 not to exceed \$70,862.05 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**

Recommendations: Ways & Means 9-0-0  
Recreation Unanimously

**ACTION: PASSED UNANIMOUSLY****ARTICLE 10 RE: Northwest Park Planned Development District - Zoning Amendment**

To see if Town Meeting will vote to amend the Northwest Park Planned Development District approved by the January 22, 2007 Town Meeting as follows:

1. To delete in its entirety the following sentence from The Zoning Provisions Article 1 – Use Regulations: Area A:

“Up to 300 units of multi-family dwellings which may be located above, attached and/or adjacent to all other permitted uses in this Area”

2. To delete in its entirety the following from The Zoning Provisions Article 2 – Density and Dimensional Requirements: Area A:

“Maximum Number of Residential Units.....300”

3. To delete in its entirety the following Section 1.1.1 from The Use Table:

*Article # 10 continued*

SECTION	USE DESIGNATION	PERMITTED ATPD DISTRICT (YES = PERMITTED AS A MATTER OF RIGHT) SP = SPECIAL PERMIT REQUIRED TM = SPECIAL PERMIT REQUIRED FOLLOWING TOWN MEETING APPROVAL)	AREA (A & B) PERMITTED
1.1.1	Multifamily Housing	YES	A

And substituting therefore the following new Section 1.1.1:

SECTION	USE DESIGNATION	PERMITTED AT PD DISTRICT (YES = PERMITTED AS A MATTER OF RIGHT) SP = SPECIAL PERMIT REQUIRED TM = SPECIAL PERMIT REQUIRED FOLLOWING TOWN MEETING APPROVAL)	AREA (A & B) PERMITTED
1.1.1	Multifamily Housing to a maximum of 600 units	YES	A, B

*Article # 10 continued*

4. To delete in its entirety the following Section V(3) -Developer's Covenants from the Special Conditions and replace with the following:

“(3) The Developer, in connection with the development of the 300 permitted residential units at the PD Premises, approved at the January 22, 2007 Town Meeting, consisting primarily of studios and one and two bedroom units with no more than three units containing more than two bedrooms agrees, subject to the provisions below, that ten percent (10%) of the residential units (the “Affordable Housing Obligation”) shall be designated as housing units for which the rent is established in accordance with the local, state, or federal guidelines to ensure that it will be rented by a person or household with income at or below the levels established by state statutes and regulations to permit such units to be counted toward any affordable housing unit requirements established by state law and/or regulation (hereinafter, such units are collectively referred to as, the “Affordable Housing Units”). Subject to applicable laws and regulations, Burlington residents shall be given preference with respect to the occupancy of any units created or funded pursuant to this Paragraph, with the local preference criteria to be determined by the Board of Selectmen or its agent. The distribution and phasing of the construction and occupancy of the market rate units and Affordable Housing Units shall be implemented pursuant to an agreement entered into between the Developer and the Town of Burlington acting by and through its Board of Selectmen (hereinafter, the “Affordable Housing Restriction Agreement”).

**MAIN MOTION: AS PRINTED IN THE WARRANT** was amended by Zoning Bylaw Review, submitted by Chair, Shari Ellis. Motion to accept amendment was made and seconded.

To see if Town Meeting will vote to amend the Northwest Park Planned Development District approved by the January 22, 2007 Town Meeting as follows:

To delete in its entirety the following sentence from The Zoning Provisions Article 1 – Use Regulations: Area A:

“Up to 300 units of multi-family dwellings which may be located above, attached and/or adjacent to all other permitted uses in this Area”

(4) The Developer, in connection with the development of the 300 permitted residential units at the PD Premises, approved at the September 23, 2019 Town Meeting, which shall consist primarily of studios and one and two bedroom units with no more than three units containing more than two bedrooms agrees, subject to the provisions below, that thirteen percent (13%) of the residential units (rounded to the nearest whole unit but no more than 39 total affordable units in the aggregate), shall, at the Town’s sole discretion and within thirty (30) days from the Developer filing an application to develop the project, designate the units as either: (x) housing units for which the rent and qualification guidelines are established by the Town to provide affordable housing opportunities targeted to the senior residents of the Town, subject in all instances to applicable Federal and state laws (the “Local Senior Preference Units”); or (y) Affordable Housing Units. With respect to the Local Senior Preference Units and subject to applicable laws and regulations, Burlington senior residents shall be given preference, with the local preference criteria to be determined by the Town pursuant to an agreement similar to the Affordable Housing Restriction Agreement, set forth above. If the Town fails to make said designation within such timeframe, the aforementioned percentage of required units shall be developed as Affordable Housing Units. The minimum rent payments per unit made to the Developer with respect to the Local Senior Preference Units shall in all instances be, at a minimum, equal to the per unit payments that the Developer would receive if said units were Affordable Housing Units. No new residential building shall contain more than 170 units in the aggregate.”

To delete in its entirety the following from The Zoning Provisions Article 2 – Density and Dimensional Requirements: Area A:

“Maximum Number of Residential Units.....300”

*Article # 10 continued*

To delete in its entirety the following Section 1.1.1 from The Use Table:

SECTION	USE DESIGNATION	PERMITTED AT PD DISTRICT (YES = PERMITTED AS A MATTER OF RIGHT) SP = SPECIAL PERMIT REQUIRED TM = SPECIAL PERMIT REQUIRED FOLLOWING TOWN MEETING APPROVAL)	AREA (A & B) PERMITTED
1.1.1	Multifamily Housing	YES	A

And substituting therefore the following new Section 1.1.1:

SECTION	USE DESIGNATION	PERMITTED AT PD DISTRICT (YES = PERMITTED AS A MATTER OF RIGHT) SP = SPECIAL PERMIT REQUIRED TM = SPECIAL PERMIT REQUIRED FOLLOWING TOWN MEETING APPROVAL)	AREA (A & B) PERMITTED
1.1.1	Multifamily Housing to a maximum of 600 units	YES	A, B

To delete in its entirety the ~~following~~existing Section V(3) - Developer's Covenants from the Special Conditions and replace with the following V(3) and (4):

(3) The Developer, in connection with the development of the 300 permitted residential units at the PD Premises, approved at the January 22, 2007 Town Meeting, consisting primarily of studios and one and two bedroom units with no more than three units containing more than two bedrooms agrees, subject to the provisions below, that ten percent (10%) of the residential units (the "Affordable Housing Obligation") shall be designated as housing units for which the rent is established in accordance with the local, state, or federal guidelines to ensure that it will be rented by a person or household with income at or below the levels established by state statutes and regulations to permit such units to be counted toward any affordable housing unit requirements established by state law and/or regulation (hereinafter, such units are collectively referred to as, the "Affordable Housing Units"). Subject to applicable laws and regulations, Burlington residents shall be given preference with respect to the occupancy of any units created or funded pursuant to this Paragraph, with the local preference criteria to be determined by the Board of Selectmen or its agent. The distribution and phasing of the construction and occupancy of the market rate units and Affordable Housing Units shall be implemented pursuant to an agreement entered into between the Developer and the Town of Burlington acting by and through its Board of Selectmen (hereinafter, the "Affordable Housing Restriction Agreement").

(4) The Developer, in connection with the development of the 300 permitted residential units at the PD Premises, approved at the September 23, 2019 Town Meeting, which shall consist primarily of studios and one and two bedroom units with no more than three units containing more than two bedrooms agrees, subject to the provisions below, that ~~thirteen~~fourteen percent (~~13~~14%) of the residential units (rounded to the nearest whole unit but no more than ~~3942~~ total affordable units in the aggregate), shall, at the Town's sole discretion ~~and within thirty (30) days from the Developer filing an application to develop the project~~, designate the units as either: (x) housing units for which the rent and qualification guidelines are established by the Town to provide affordable housing opportunities targeted to the senior residents of the Town, subject in all instances to applicable Federal and state laws (the "Local Senior Preference Units" as to be defined by the Town in a new Affordable Housing Restriction Agreement); or (y) Affordable Housing Units. With respect to the Local Senior Preference Units and subject to applicable laws and regulations, Burlington senior residents

shall be given preference, with the local preference criteria to be determined by the Town pursuant to an agreement similar to the Affordable Housing Restriction Agreement, set forth above. ~~If the Town fails to make said designation within such timeframe Unless the Town, acting by and through its Board of Selectmen, otherwise advises the Developer, the aforementioned percentage of required units shall be developed as Affordable Housing Units. The minimum rent payments per unit made to the Developer with respect to the Local Senior Preference Units shall in all instances be, at a minimum, equal to the per unit payments that the Developer would receive if said units were Affordable Housing Units. In no event shall the rent due to Developer for each individual unit under the Affordable Housing Restriction Agreement be less than the applicable rent established by the Commonwealth of Massachusetts Department of Housing and Economic Development for the qualified subsidized housing units under the Affordable Housing Unit Guidelines for residents earning up to eighty percent (80%) of the median income for the applicable census tract pursuant to the Regulations issued under M.G.L. Chapter 40B.~~ No new residential building shall contain more than 170 units ~~in the aggregate.~~

Recommendation: Planning Board 7-0-0 as amended  
Zoning Bylaw Review 8-0-0 as amended  
Land Use Committee 8-0-0 as amended

**ACTION: PASSED 2/3rds counted vote of 81-For and 10-Against**

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Resolution #1

Be it known that Burlington Town Meeting Members, following the passage of the Northwest Park POD Zoning Amendment, are in agreement with the ZBRC and Planning Board recommendations that the Board of Selectmen form a committee to include members of relevant town departments, boards and committees including but not limited to: Council on Aging, Veterans, Disabilities Access, Housing Partnership, Planning Board, ZBRC and Town Meeting Members, to assist with the creation and implementation of the Local Senior Preference Affordable Housing Restriction Agreement for Northwest Park.

Submitted by:  
Shari Ellis, Chair ZBRC

**ACTION: PASSED UNANIMOUSLY**

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The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously.  
Meeting was adjourned at 10:23 PM.

Respectfully Submitted

*A*my E. Warfield  
Town Clerk

TOWN OF BURLINGTON								Student Vote	
FINAL TOTAL TALLY SHEET									
April 6, 2019									
Election		# Eligible Voters		16,749		2,703			
Total Votes Cast		Percent		16.14%					
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	
TOTAL VOTES CAST	494	218	428	337	446	462	318	2,703	
MODERATOR - 1 YR (1)									
Blanks	115	73	128	99	130	143	86	774	
William C. Beyer*	373	145	297	234	314	313	231	1,907	
Write-ins	6	0	3	4	2	6	1	22	
TOTAL	494	218	428	337	446	462	318	2,703	
SELECTMEN - 3 YR (2)									
Blanks	168	70	140	106	159	141	127	911	
Christopher E. Hartling*	260	114	237	170	227	221	156	1,385	
Robert C. Hogan*	248	127	230	181	219	255	160	1,420	
Nicholas C. Priest	310	125	247	215	285	307	192	1,681	
Write-ins	2	0	2	2	2	0	1	9	
TOTAL	988	436	856	674	892	924	636	5,406	
ASSESSOR - 3 YR (1)									
Blanks	121	73	127	106	118	148	88	781	
Catherine O'Neil*	372	145	299	230	326	313	229	1,914	
Write-ins	1	0	2	1	2	1	1	8	
TOTAL	494	218	428	337	446	462	318	2,703	
TREASURER/COLLECTOR - 3YR (1)									
Blanks	99	50	117	93	116	132	71	678	
Brian P. Curtin*	393	167	305	243	326	327	246	2,007	
Write-ins	2	1	6	1	4	3	1	18	
TOTAL	494	218	428	337	446	462	318	2,703	
SCHOOL COMMITTEE - 3 YR (2)									
Blanks	270	145	268	217	274	306	189	1,669	
Christine M. Monaco*	353	134	287	222	292	303	209	1,800	
Thomas F. Murphy, Jr.*	357	156	290	230	315	309	230	1,887	
Write-ins	8	1	11	5	11	6	8	50	
TOTAL	988	436	856	674	892	924	636	5,406	
LIBRARY TRUSTEES - 3 YR (2)									
Blanks	294	162	269	225	283	289	201	1,723	
Robert H. Neufeld*	329	128	286	215	292	303	210	1,763	
Phillip A. Gallagher	365	146	290	234	315	332	225	1,907	
Write-ins	0	0	11	0	2	0	0	13	
TOTAL	988	436	856	674	892	924	636	5,406	
LIBRARY TRUSTEES - 1 YR (1)									
Blanks	430	199	372	296	404	415	272	2,388	
Write-ins Hiral Gandhi	0	0	1	1	0	2	0	4	
Write-ins Phillip Gallagher	0	0	0	0	0	2	1	3	
All other Write-ins (received only 1 or 2 votes)	64	19	55	40	42	43	45	308	
TOTAL	494	218	428	337	446	462	318	2,703	
PLANNING BOARD - 5 YR (1)									
Blanks	39	17	29	25	39	44	23	216	
Carol A. Perna*	163	61	143	97	151	176	106	897	
Michael W. Espejo	292	140	256	215	256	242	189	1,590	
Write-ins	0	0	0	0	0	0	0	0	
TOTAL	494	218	428	337	446	462	318	2,703	
BOARD OF HEALTH - 3 YR (2)									
Blanks	243	142	280	212	269	289	180	1,615	
Wayne S. Saltsman *	369	157	288	233	308	322	228	1,905	
Edward J. Weiner *	375	136	287	229	315	312	228	1,882	
Write-ins	1	1	1	0	0	1	0	4	
TOTAL	988	436	856	674	892	924	636	5,406	
CONSTABLE - 3 YR (2)									
Blanks	214	102	208	160	223	196	139	1,242	
William F. Pepicelli*	248	108	206	172	219	247	173	1,373	
Anthony J. Saia*	268	90	238	172	230	277	179	1,454	
Dennis C. Otis	258	136	203	170	220	203	144	1,334	
Write-ins	0	0	1	0	0	1	1	3	
TOTAL	988	436	856	674	892	924	636	5,406	
HOUSING AUTHORITY - 5 YR (1)									
Blanks	133	80	149	113	129	149	90	843	
Richard H. Howard*	361	136	277	224	317	312	228	1,855	
Write-ins	0	2	2	0	0	1	0	5	
TOTAL	494	218	428	337	446	462	318	2,703	
RECREATION COMM. - 3 YR (1)									
Blanks	107	71	124	97	110	120	80	709	
Kevin M. Sheehan*	387	145	302	239	335	340	238	1,986	

Write-ins	0	2	2	1	1	2	0	8
TOTAL	494	218	428	337	446	462	318	2,703
<b>PRECINCT 1</b>								
TOWN MEETING - 3 YR (6)								
Blanks	877							877
Bradford D. Bond*	302							302
Gregory F. Ryan*	287							287
Maureen Monaco Ryan*	298							298
Robert A. Sears*	287							287
Joseph P. Calandrelli	313							313
Brenda Lynn Rappaport	343							343
Jayashree R. Voruganti	254							254
Write-ins	3							3
TOTAL	2,964							2,964
<b>PRECINCT 2</b>								
TOWN MEETING - 3 YR (6)								
Blanks		414						414
Doug R. Davison*		124						124
Angela J. Hanafin*		147						147
Daniel J. Hanafin*		141						141
Patricia A. O'Brien*		123						123
Cynthia J. Phillips*		122						122
Edward A. Dube		127						127
Peter E. Lewis		98						98
Write-Ins		12						12
TOTAL		1,308						1,308
<b>PRECINCT 2</b>								
TOWN MEETING - 1 YR (2)								
Blanks		143						143
Heidi M. Brosnan		156						156
Amanda Laskowski		137						137
Write-ins		0						0
TOTAL		436						436
<b>PRECINCT 3</b>								
TOWN MEETING - 3 YR (6)								
Blanks			829					829
Sean P. Connors*			290					290
Shari Lynn Ellis*			262					262
Steven R. Morin*			259					259
Faydean A. Sateriale*			264					264
Andrew A. Wells-Bean*			246					246
Brian R. Pupa			224					224
Anthony J. Svarczkopf			192					192
Write-Ins			2					2
TOTAL			2,568					2,568
<b>PRECINCT 4</b>								
TOWN MEETING - 3 YR (6)								
Blanks				722				722
Gerald Beuchelt*				206				206
Thomas D. Conley, Jr.*				219				219
Mark V. Gerbrands*				216				216
David J. Miller*				214				214
Christine Herter Warren*				211				211
Stephen John Worsham				232				232
Write-ins Evan Miller				1				1
Write-ins George Cooper				1				1
TOTAL				2,022				2,022
<b>PRECINCT 4</b>								
TOWN MEETING - 1 YR (1)								
Blanks				104				104
Tamara Maniscalco				233				233
Write-ins				0				0
TOTAL				337				337
<b>PRECINCT 5</b>								
TOWN MEETING - 3 YR (6)								
Blanks					1,104			1,104
Adrienne C. Gerbrands*					284			284
Kelly A. Pappas*					284			284
Kathleen E. Buckley					288			288
Gail R. Fay					294			294
Carl R. Foss					277			277
Write-ins Phyllis Neufeld					98			98
All Other Write-ins					47			47
TOTAL					2,676			2,676
<b>PRECINCT 6</b>								
TOWN MEETING - 3 YR (6)								
Blanks					992			992
Teresa Tarpey Clement*					293			293
Seam P. Curtin*					285			285
Daniel Richard Ditucci, Jr*					293			293
Adam J Tigges*					318			318
Darrell C. Interess					279			279
Thomas C. Killilea					307			307
Write-ins					5			5
TOTAL					2,772			2,772
<b>PRECINCT 7</b>								
TOWN MEETING - 3 YR (6)								
Blanks						626		626
Jorge A. Andrade*						208		208

Miriam R. Kelly*	217	217
Michelle M. Papagno*	214	214
Eric J. Parker*	209	209
David R. Van Camp*	199	199
Kimberly D. Milne	227	227
Write-ins	8	8
<b>TOTAL</b>	<b>1,908</b>	<b>1,908</b>

Question #1 - Shall the town vote to have its elected Treasurer/Collector Office become an appointed Treasurer/Collector Office of the town?							
Blanks	21	5	23	11	14	12	4
YES	257	140	243	203	241	290	199
NO	216	73	162	123	191	160	115
							0
<b>TOTAL</b>	<b>494</b>	<b>218</b>	<b>428</b>	<b>337</b>	<b>446</b>	<b>462</b>	<b>318</b>
							<b>2,703</b>

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:	Registered		
	Votes Cast	Voters	%
Prec. 1 Elliot Chikofsky	494	2,621	18.8%
Prec. 2 Kevin McKelvey	218	1,790	12.2%
Prec. 3 Suellen McGillick	428	2,317	18.5%
Prec. 4 Patricia Stanford	337	2,271	14.8%
Prec. 5 Mark Camelie	446	2,577	17.3%
Prec. 6 Jim Sharnek	462	2,537	18.2%
Prec. 7 Tam Atwood	318	2,636	12.1%
	<hr/> 2703	<hr/> 16,749	
		887	
Inactive Voters			

The above figures includes 373 Absentee Ballots cast by precinct as follows: 1=56, 2=25, 3=80, 4=44, 5=61, 6=68, 7=39.

VOTER PROFILE:	AGE	TOTAL	
			%
	18 to 29	2464	14.7%
	30 to 39	2543	15.2%
	40 to 49	2553	15.2%
	50 to 59	3268	19.5%
	60 to 69	2763	16.5%
	70 to 79	1822	10.9%
	80 to 89	1124	6.7%
	90 and over	212	1.3%
	Total	16749	

WEATHER:: low 60's and sunny

\*Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC  
Town Clerk



## FRONT COVER

New Burlington Fire Station 2 - side view - picture provided by:  
Architect, Context Architecture – Photographer: *Richard Mandelkorn*

## BACK COVER

Inside bay of new Burlington Fire Station 2 - picture provided by:  
Architect, Context Architecture – Photographer: *Richard Mandelkorn*

New Burlington Fire Station 2 - front view - Photographer: *Betty McDonough*