

BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2020



BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2020



*COVID WINTER 2020 - SLEDDING AT SIMONDS PARK
MASKS & SOCIAL DISTANCING
(Photo: J. Sachs)*

Cover: Sledding at Simonds Park - Photograph Courtesy of Jonathan Sachs

Financial Reporting:

- John Danizio, Town Accountant
- Whitney Haskell, Budget Analyst
- Powers & Sullivan, LLC, Certified Public Accountants

Elections / Town Meeting & Committee Members / Town Meeting Minutes: Amy Warfield, Town Clerk

Layout and Compilation: Betty McDonough and Lyn Mills, Board of Selectmen's Office

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BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2020

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

Burlington Website: <https://www.burlington.org/>

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BURLINGTON ADMINISTRATION

• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James Doherty
• Archivist/Records Manager	Daniel McCormack
• Board of Health Director	Susan Lumenello
• Inspector of Buildings	Mark Dupell
• Conservation Administrator	John Keeley
• Council on Aging Director	Margery McDonald
• Department of Public Works Director	John Sanchez
• Economic Development Director	Melisa Tintocalis
• Environmental Engineer	Christine Mathis
• Fire 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)	Michael Espejo, Planning Board
• 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	Gary Gianino
• 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	accounting@burlington.org
Assessors	781-270-1650	assessor@burlington.org
BCAT	781-273-5922	bcattv@bcattv.org
Burlington Community Transportation	781-270-1965	Burlingtonpublictransit@burlington.org
Board of Health	781-270-1955	boh@burlington.org
Building Department	781-270-1615	building@burlington.org
Burlington Youth & Family Services	781-270-1961	byfs@burlington.org
Conservation Commission	781-270-1655	conservation@burlington.org
Council on Aging	781-270-1950	coa@burlington.org
Disability Access Commission	781-270-1749	dac@burlington.org
Economic Development	781-505-1186	mtintocalis@burlington.org
Fire Department	781-270-1925	fire@burlington.org
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	library@burlington.org
Information Technology	781-270-6800	it@burlington.org
Planning Board	781-270-1645	planning@burlington.org
Police Department	781-272-1212	police@bpd.org
Emergency/and Communications for the Deaf	911	
Public Works	781-270-1670	dpw@burlington.org
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	engineering@burlington.org
Highway	781-270-1677	dpw-highway@burlington.org
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	recreation@burlington.org
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen Main Line	781-270-1600	selectmen@burlington.org
Selectmen Staff	781-270-1635	selectmenstaff@burlington.org
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	tax@burlington.org
Town Administrator	781-273-7600	selectmen@burlington.org
Town Clerk	781-270-1660	clerk@burlington.org
Treasurer	781-270-1623	treasurer@burlington.org
Veterans' Agent	781-270-1959	veterans@burlington.org
Zoning Board of Appeals	781-505-1150	boa@burlington.org

2020 BURLINGTON COMMUNITY PROFILE

- A part of Woburn in 1642, a Woburn Precinct as of 1730.
- Burlington was incorporated as a town on February 28, 1799.
- Population as of January 1st: 26,444
- Area of Town - 7,577 acres or 11.88 square miles.
- Tax Rate FY21 - Residential: \$9.95
- Tax Rate FY21 - Commercial: \$25.85
- Elevation at Town Hall - 220 feet above sea level.

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

2020 BURLINGTON REPRESENTATION

Governor:	Charles Baker State House, Room 360 Boston, MA 02133	www.mass.gov 617-725-4005
U.S. Senators:	Elizabeth Warren 317 Hart Senate Office Building Washington, DC 20510	www.warren.senate.gov 202-224-4543
	Edward Markey 218 Russell Senate Office Building Boston, MA 02203	www.markey.senate.gov 202-224-2742
Congressman: 6th District	Seth Moulton 1408 Longworth House Office Bldg. Washington, DC 20510	http://moulton.house.gov/ 202-225-8020
Governor's Councilor 3rd District	Marilyn M. Petitto State House, Room 184 Boston, MA 02133	marilyn.p.devaney@gov.state.ma.us 617-725-4015 x 3
State Senator: 4th Middlesex	Cynthia Friedman State House, Room 208 Boston, MA 02133	Cindy.Friedman@masenate.gov 617-722-1432
Representative: 21st Middlesex	Kenneth Gordon State House, Room 146 Boston, MA 02133	ken.gordon@mahouse.gov 617-722-2575

TOWN HALL EMPLOYEE RETIREMENTS AND MILESTONES**2020 RETIREMENTS****DATE RETIRED**

John Lynch, Police	Patrol Officer	January 13, 2020
John Skinner, Fire	Fire Captain	January 23, 2020
Richard Hanafin, Police	Patrol Officer	March 7, 2020
James Sherman, Fire	Firefighter	March 10, 2020
Janine Carpenter, Acctg	Accounting Tech	April 3, 2020
James Tigges, Police	Patrol Officer	April 30, 2020
Cathy Piccolo, BOH	Administrative Asst 1	June 29, 2020
Daniel Houston, Police	Patrol Officer	August 17, 2020
Michael Runyan, Fire	Firefighter	September 11, 2020
Gary Redfern, Police	Patrol Officer	November 4, 2020
Patti Walsh, COA	Van Driver	November 27, 2020

2020 MILESTONES**5 YEARS OF SERVICE**

James Bieren, DPW	Elizabeth Bonventre, Planning	Billy Bouley, DPW
Lisa Crowe, Conservation	Ashley Daniels-Carter, Police	Pari Doherty, DPW
Paul Dubois, DPW	Tyler Falconer, Fire	Gabrielle Fitzgerald-Leger, DPW
Rameez Gandevia, Police	Beth Garvey, Recreation	Jennifer Goldsmith, Veterans
Brian Hanafin, Police	Emily Hall-Hampton, Y&FS	Christopher Hanafin, Veterans
Robert Lee, Recreation	Stacey Hindle, Fire	Edwin Kolhonen, Police
Robin McDonald, Police	Maria Lombardo, Assessors	Patrick Lyons, Police
Christine Sinicola, Treas/Coll's	Nicole Monk, Library	Jose Pimentel, DPW

10 YEARS OF SERVICE

James Doherty-Ret'd, Assessors	Stephen Hildreth, DPW	Jason Hughes, Fire
Michael Kent, Police	Susan Lumenello, Board of Health	Jennifer Ryan, Treas/Coll

15 YEARS OF SERVICE

Thomas Harrington, DPW	Michael Gledhill, Fire	Lisa Matarazzo, DPW
Marlene Johnson, Brd of Health	James McDonough, Building	Michael McLaughlin, Fire
Gerard McDonough, Police	Paul Sagarino, Jr., Town Admin.	Debra Smoske, Assessors
Roberto Reyes, Police	Patricia Walsh-Ret'd, COA	Amy Warfield, Clerk's
William Toland, Fire	Daniel Hanafin, Police	

20 YEARS OF SERVICE

Frank Anderson, DPW	Nanette Masotta, DPW	Nicholas Menkello, Fire
Michael Quinones, DPW	Nancy Santilli, Recreation	
Timothy Hovasse, Fire	Michael Minichiello, Police	

25 YEARS OF SERVICE

Sarita Hegde, Library	Glenn Paparo, Building	Judith Sorensen, Building
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Janet Zahora, Library		
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30 YEARS OF SERVICE

Anne Marie Browne, Police		
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35 YEARS OF SERVICE

Richard Hanafin -Ret'd, Police	Gary Redfern-Ret'd, Police	Spyros Tsingos, Police
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40 YEARS OF SERVICE

Ann Marie McMakin, Library		
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45 YEARS OF SERVICE

Helen Dignan, Police		
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IN MEMORIAM

Notification received for following employees, board and committee members and volunteers who passed away during 2020

NAME	DATE OF DEATH	POSITION HELD
Dorothy Barron	September 16, 2020	Library
Alice Brook	June 5, 2020	School Secretary, Council on Aging Front Desk Volunteer
Anna Brundige	December 7, 2020	School Cafeteria Worker, Council on Aging Front Desk Volunteer
June Esther Collins	March 20, 2020	Police and Accounting Clerk -Retired
John Conti	April 28, 2020	Council on Aging Activity Volunteer
Thomas Corbett	November 16, 2020	Firefighter
Gerald Crocker	August 9, 2020	Police Department
James Dion	November 19, 2020	School Custodian and Board of Health Official
Dorothy Drinkwater	November 14, 2020	Teacher
Edith Entwistle	May 7, 2020	Teacher, Ed Spec, Library Trustee, COA & Garden Club Volunteer
Jeanne Fitch	April 24, 2020	School Secretary
Patricia Furey	August 7, 2020	Teacher
Paul Gerbrands	July 16, 2020	Firefighter
Gary Koltookian	November 28, 2020	Teacher
Richard Langan	July 26, 2020	Police Department
Mary Larson	January 21, 2020	Assistant Town Accountant - Retired 1988
Ronald MacKenzie	October 29, 2020	Prior Veteran Service Officer
James "Jay" Marchese, Jr.	May 15, 2020	DPW / 35 Years / Highway Lead Foreman
Elaine McCabe	June 6, 2020	Guidance Counselor
Elizabeth McCauley	June 16, 2020	Teacher
Peter Moloney	March 21, 2020	Council on Aging Fitness Room Monitor
Muriel O'Brien	January 26, 2020	Council on Aging Board Member
Eleanor Packer	April 20, 2020	Teacher
William Preston	May 27, 2020	Police Officer
Margery Sorensen-Cooper	February 19, 2020	Cafeteria
Loretta Terenzoni	September 13, 2020	Secretary, School Department
Sue Trousil	November 17, 2020	Council on Aging Board Member
Russell Washburn	May 3, 2020	Appraiser / Assessor - Retired 2010
Anna Webb	July 10, 2020	Secretary, Selectmen's Office



James "Jay" Marchese, Jr.
35 Years
Retired from Department of Public Works



June Esther Collins
Retired from Accounting Department

BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



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 (circa 2019)

ADMINISTRATION AND DEPARTMENT STAFF

Paul F. Sagarino, Jr., Town Administrator

Melisa Tintocalis, Economic Development Director

Betty McDonough, Office Manager and Selectmen's Recording Clerk

Lyn Mills, Administrative Assistant II

Sandra Madigan, Administrative Assistant I

Jean Gallant, Administrative Assistant I

WEBSITE

<https://www.burlington.org/554/Board-of-Selectmen>

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 administrative 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.

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 and three clerks. We are located on the second floor of Town Hall and further information can be found on the website.

COVID-19

This year's annual report of the Town of Burlington will be filled with references to COVID-19 and the extraordinary impacts of the worldwide pandemic. From the perspective of the Board of Selectmen and the Town Administrator's Office, we would like to use this opportunity to say thank you to our employees, our residents, and our businesses.

We are extremely proud of our employees and their willingness to overcome the challenging circumstances we faced to continue to deliver services to residents throughout the pandemic. Many of our employees worked continuously through the statewide lockdown at a time when we knew very little about COVID-19. When the Governor lifted the lockdown, our employees worked with us to return to town offices as soon it was safe. Throughout the pandemic, our departments came up with new and innovative ways to provide services and programs to residents, whether online, via phone, or in some cases outside in the fresh air. There is not another community around that was as open and available to residents and businesses throughout this entire emergency and for that we are extremely grateful.

We also wish to express our gratitude for the understanding and cooperation that the Town received from our residents and businesses throughout this crisis. The pandemic affected every person and business in the community. We were all faced with constantly changing rules and regulations intended to keep everybody safe. Many residents and businesses suffered in many ways. Difficult times bring out the best in people and that clearly was the case here in Burlington as residents and businesses came together to support each other in ways we had never imagined.

Business Reopening Task Force

As the lockdown ended and the State began the process of reopening for business, a task force of key departments headed by the Town's Economic Development Director, Melisa Tintocalis, was convened to assist local businesses to get safely opened for business. This task force worked cooperatively with the business community and provided much needed flexibility to existing rules and regulations in order to facilitate temporary changes to business operations while still keeping the safety of the public at the forefront of any decision. Much of the work was focused on providing restaurants with more outside seating opportunities. Some businesses were allowed access to outdoor public spaces to conduct business that would normally be inside such as exercise classes. The Town's plastic bag ban was temporarily suspended due to the fear that reusable bags may be a source of transmitting the virus and also our supermarkets suggestion that they could move customers through crowded stores more quickly and efficiently. Thank you to the participating members of the task force representing our regulatory departments; Police, Fire, Planning, Building, and the Board of Health for their extraordinary work in assisting our businesses to get reopened.

2020 HIGHLIGHTS

Lahey PILOT & Community Benefits Agreement

The Town's most recent ten year agreement with Lahey Hospital and Medical Center for a Payment in Lieu of Tax (PILOT) and Community Benefits was set to expire on 6/30/20 and we began negotiations on a successor agreement in January. As a reminder, a PILOT agreement is a 100% voluntary payment, so Lahey is under no obligation to provide us with this support. We are fortunate to have Lahey as a partner and I would like to thank Dr. Longworth, Scott Hartman, Michelle Snyder, and Christine Healey for their efforts in assisting us in navigating through this process for the first time.

Our last in-person meeting was about a week before COVID-19 shut down the state in March. Discussions were put on hold during the "COVID-19 surge" in the spring. We were able to reconvene virtually after the summer. At this time we learned of the very difficult financial circumstances Lahey and all medical institutions faced after being essentially shut down for COVID-19 patients. Due to the financial uncertainty and the possibility of a COVID-19 resurgence in the fall, Lahey officials were only able to extend the agreement for one year at this time. From our standpoint it was very important to have this funding in place to allow us to balance our budget for FY2021.

The Town was very happy to maintain the level of support totaling \$550,000 in payments and programs that has been provided over the last 10 years for another year. We will look to get back at it with the team at Lahey in the near future with hopes of coming up with something a little more long term in nature. This will be a challenge for both the Town and Lahey going forward.

MWRA Phase 1 Water Connection

An important milestone was reached in the Town's important initiative to connect to the MWRA. After 5 years of studies, environmental approvals and construction work, the Town was admitted as an official member of the MWRA water system in December of 2020. This project started in January 2016 with the funding of a study to determine the best option for the future of the Town's water supply.

In May of 2018 Town Meeting approved \$5,300,000 for construction and the first MWRA entrance fee for Phase 1. Construction of the Adams Street water main was completed in December 2020, and was put into use immediately to allow for long awaited infrastructure upgrades at the Mill Pond Treatment Plant. The Adams Street emergency connection is able to provide us with one million gallons per day. Although this is great news for the Town, this emergency connection by itself cannot provide full redundancy to our water system since we are limited by the amount of water we can receive through the Town of Lexington's water distribution system. Therefore the Town will continue to have outdoor watering restrictions over the next few years in order to provide enough water for domestic use and fire protection.

The next phase of the project is to request funding for the next phase of this project (Phase 2A) which is to construct a new water main from Burlington to the MWRA water connection in Arlington. This pipe will have a capacity of three and one half million gallons a day and will allow the town to discontinue the use of the Vine Brook Treatment Plant and will provide limited redundancy to our system during the periods of low use during the fall, winter and spring. It is anticipated that Phase 2A will be completed by the end of calendar year 2022 at which point we will request funding for the last phase of this project, Phase 2B. This final phase extends the connection from Adams Street north along Middlesex Turnpike to Mall Road. The last phase will provide full redundancy to our water system even during periods of high water usage such as what we typically experience during the summer.

I would like to express my gratitude for the professionalism displayed by the Water Resource Commission in reviewing the Town's Interbasin Transfer application as well as the MWRA for their assistance in guiding us through the process. Our application was complimented many times throughout the process, and that is thanks to our Public Works Director, John Sanchez and his team. They have just done amazing work on this complex and time consuming initiative.

MassWorks Infrastructure Grant

In November of 2020, we were thrilled to receive some additional positive news related to our MWRA initiative as the State awarded the Town with a \$3.5 million grant through its MassWorks Infrastructure program. Through this highly competitive grant process, the Town was able to demonstrate the significance of the Town's MWRA water connection project to the region's economic recovery and both job and housing creation. This grant directly reduces the overall cost of this project to our residents and businesses and allows the Town to accelerate the schedule for constructing this long awaited connection. This was a collaborative effort with the Burlington Area Chamber of Commerce who recognized the importance of the water connection and were willing to support us both financially and by advocating for us at the State House. It is just another example of the many positive ways that the business community assists the Town. I would like to express my sincere gratitude to the following companies who partnered with the Town and helped make this grant possible; the Burlington Area Chamber of Commerce (BACC), Lahey Hospital & Medical Center, Nordblom Company, The Gutierrez Company, Oracle, Wegmans, Boston Marriott Burlington, National Development, and Ingenuity Properties.

BCAT Contract Renewal

With the existing agreement between the Town and BCAT set to expire on October 5, 2020, we began the process of negotiating a successor agreement. In order to ensure that the successor agreement was in full compliance with all relevant state law, we set about determining what procurement process was required. We determined that this agreement constitutes “grant agreement” as defined by M.G.L. Chapter 30B, Section 2 which is, “an agreement between a governmental body and an individual or nonprofit entity the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body.” As such, a Request for Proposals (RFP) process was not required, but the agreement was required to establish an accountable and transparent relationship between the Town and BCAT.

In order to accomplish this, the agreement contains the following:

- A requirement that BCAT keep current with all state filings, particularly in relation to its non-profit status;
- A requirement that BCAT submit an annual financial and operations report. (This was included in the prior agreement but additional detail was added);
- A requirement that BCAT appear before the Board of Selectmen on an annual basis to review the agreement. (This was also included in the prior agreement, but also not clearly defined)
- A requirement that BCAT submit a multi-year capital outlining anticipated capital expenditures, projects or equipment to be acquired during the term of the agreement.

Additionally, we became aware that while the agreement states that in the event of dissolution of BCAT, BCAT’s assets would revert to the Town, BCAT’s Articles of Incorporation contradict that provision. BCAT is currently in the process of amending their Articles of Incorporation to match the agreement.

The proposed agreement seeks to ensure compliance with relevant state law and regulation, while maintaining the spirit of the wonderful working relationship that the Town has enjoyed with BCAT over the course of the past three decades. Special thanks to Whitney Haskell, the Town’s Budget and Procurement Director, who handled negotiations from the Town side and also to Jen Dodge and Linda McNamee for a very thoughtful discussion.

Green Communities Program

During 2019, the Board of Selectmen made the decision to pursue the Green Communities designation from the state. In early 2020, Burlington was welcomed into the program and received a designation grant of \$172,250. This grant was used to upgrade the HVAC system and other energy efficiency projects at the Burlington Public Library.

This project included replacing two roof-top units (RTUs) which provide air conditioning to the building, upgrading all of the HVAC controls within the building, and weatherizing all exterior doors. In addition to upgrading the library, the Town was able to leverage the Green Communities designation by utilizing other grants and rebates to overhaul the HVAC system at Fire Headquarters. A new split system was installed to replace the existing unit and to ensure more efficient heating and cooling in the building. The Town also replaced four roof-top units (RTUs) at the Human Services building and replaced all light

fixtures in Town buildings with energy efficient LEDs. In summary, the Town was able to complete nearly one million dollars of energy efficient upgrades to our buildings for a cost of \$153,000. We are hopeful that we will be able to utilize the program to this extent in the future as these upgrades to more energy efficient equipment are good for our environment and also save our taxpayers money. Kudos to Rachel Leonardo and our entire team at the Cemeteries and Facilities Division of Public Works for all of the work they have done on this program.

Financial Update

The pandemic had a sudden and dramatic financial impact to the Town. Almost overnight, we lost over \$6 million dollars in recurring budget revenue, mostly through the loss of meals tax, hotel tax, building permits and other revenues dependent on the success of our local economy. Due to the timing of the pandemic occurring as we were well along in the budgeting process, we took the unprecedented step of asking Town Meeting to approve the budget as proposed with a promise to return to September Town Meeting and make any necessary adjustments to balance the budget. This allowed us to have more time to evaluate our assumption on revenues and to contemplate any budget reductions to ensure that they were the least harmful to services provided to residents and students. We were fortunate to enter this crisis on the heels of some very strong financial performance where the Town's conservative budget practices had allowed us to build our financial reserves. Ultimately, we came back to Town Meeting in September with approximate \$2.1 million in reductions to our operating budget and \$2.5 million in cuts to our capital spending plan.

Despite this, 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 upcoming fiscal year promises to be equally as difficult as our local economy has been slow to recover and we remain concerned about the State's ability to maintain their level of support through State Aid. A summary of our budget results follows. The overall growth in the budget was 4.32% while the tax levy increased at 5.59%. The increase to the average single-family tax bill was 4.48% (\$245). The Town of Burlington increased its unused taxing capacity to \$12.5 million in 2021 and currently has a Stabilization Fund of \$9.8 million with an additional Other Postemployment Benefits Fund of \$11.2 million. Free Cash was certified at over \$16 million for June 30, 2020 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. We owe a great deal of thanks to our finance team for its continued guidance and oversight of our financial condition, particularly during this unprecedented budget crisis that we now find ourselves in.

CHANGES

Name Change from Board of Selectmen to Select Board

Prior to the pandemic, the Board had contemplated a name change but ultimately put it on hold. Discussions resumed in the fall. The intention of this initiative is to change the name of the Board of Selectmen to Select Board wherever it appears in the Town's General Bylaws, Zoning Bylaws, and our special act which allowed for Representative Town Meeting, Chapter 686 of the Acts of 1970. There is

no change to the role, responsibility, or authority of the Board, it is simply intended to update the name to be more modern and consistent with other local governments today. Many communities in Eastern Massachusetts have adopted this change over the last several years including several of our neighbors. The Board of Selectmen voted 5-0 to support this change and it will be presented to Town Meeting for approval in January 2021. From there, the change requires approval at the State level from the Attorney General and the legislature to become official.

New Transportation Program replaces the B-Line

During 2019, the Town made the difficult decision to replace the B-Line transportation system after many years of declining ridership. The new program is in partnership with the rideshare company Lyft, and will provide users of the transportation system with improved service as it is a door to door ride, it is available 24/7, and it is available for travel outside of the town's borders. The Town went to great lengths to identify any and all users of the existing service so that they could be transitioned to the new program. The initial response to the new rideshare program was very positive and then the pandemic hit and life as we know it grinded to a halt. We were unable to continue our outreach to existing riders or work with our senior citizens on the technical aspects of utilizing the program on their smartphones or through the program's concierge service, GoGo Grandparent. We recognized that more time was needed to ensure that all existing riders were identified and transitioned. Consequently, we asked Town Meeting for funding to extend the traditional B-Line service from its original termination date of 6/30/2020 through the end of the calendar year. Use of the new transportation system was negligible throughout the lockdown and the ensuing summer. However, we were encouraged by significant increases to ridership numbers as we closed out the calendar year. As we move forward into 2021, the Town will focus on outreach and marketing to attract as many eligible riders to the program as possible.

Keurig TIF Decertification

In August of 2020, the Board of Selectmen voted to decertify the Tax Increment Financing Agreement (TIF) agreement that the Town has in place with Keurig (now known as Keurig Dr. Pepper) due to Keurig's failure to meet their commitment to have 768 full-time employees at the certified project location on South Avenue. At the time of the vote the company had reported that they currently had approximately 597 employees at this location as per their most recent report filed with the state. In addition to non compliance on jobs, the company had previously promised a very robust community benefits program that never really materialized over time. Unfortunately it seems as though we lost some of the local connection when Keurig merged with Dr. Pepper and relocated some departments to Texas. Unlike the Town's other TIF agreements which were very modest, this agreement involved a meaningful amount of tax dollars that were put back on the books to offset the tax burden of residents and other businesses moving forward. Although we made many attempts to reach out and work toward a different resolution, the company was not responsive to our requests for a discussion on a plan to meet their obligations to the Town. Despite the vote to decertify this is a great project for the Town and for Keurig. As a result of the TIF, Keurig received an exemption on their property taxes that they were able to use to help finance the construction of their building and in return the Town received a beautiful corporate headquarters of a world renowned company that we are all very proud to have here in Burlington. The non-compliance on the job creation was an opportune and fair time to end this agreement for both parties. Keurig had an opportunity to appeal this decision to the state but chose not to by the deadline.

Treasurer/Collector Position

June of 2020 brought to a close the 44 year career of the Town's elected Treasurer/Collector Brian Curtin. Brian was first elected as Tax Collector in 1976, and was awarded the Treasurer position as the Town combined the two offices in 1977. Brian's expertise in finance and investments will be missed greatly by the Town's finance team. We wish him well in his retirement but we know he will still be around Town contributing to the community in many different ways as he has done his entire life.

In 2019, the Town voted to transition this position from one that is elected to one that is appointed by the Board of Selectmen. A search committee was formed and upon advertisement we received a total of 18 applicants from a variety of different fields including about 6 from other municipalities in various roles. The search committee narrowed those down to 5 candidates that were determined to have the best mix of experience for our Treasurer/Collector position. In March, the search Committee interviewed the 5 candidates over the course of a day. The Committee unanimously voted to provide two exceptional candidates to the Board of Selectmen. The Board interviewed both candidates in public session and unanimously appointed Gary Gianino to the position. Mr. Gianino is no stranger to Burlington having previously served the Town as a Selectmen, Ways and Means member, and Town Meeting member. His background as a finance professional with over 35 years of experience in corporate finance and accounting will serve us well in continuing the great work of the finance team. We wish to thank the search committee for all of the assistance they provided in bringing great candidates for the Board to consider. The search committee members were Selectman Joseph Morandi, Brian Curtin, Jim Doherty, John Danizio, and David Tait from Ways and Means. The entire process was overseen and directed by our Human Resource Director Joanne Faust.

In 2019, the Town's longtime Building Commissioner, John Clancy retired from his position. At that time the Board appointed Assistant Building Inspector Andrew Ungerson to fill in on an interim basis. Upon reflection, Interim Commissioner Ungerson determined that he did not wish to pursue the position on a permanent basis and the Town put together a search committee to find a permanent replacement. We are very happy to report that we were once again able to attract and hire a top candidate in our pool. Thank you to the members of our search committee Joanne Faust, Kristin Kassner, Rick Parker, John Danizio, and Selectman Nick Priest who spent a lot of time assisting with the project. I would also like to give a special thank you to our former Building Commissioner, John Clancy for coming out of retirement to help us out with this search and transition.

Upon the recommendation of the search committee the Board appointed Mark Dupell. Mark is a Massachusetts Certified Building Commissioner, a retired Marine, and currently resides in Chelmsford. He has spent his local government career working his way up through various positions of responsibility in several neighboring communities including Reading, Chelmsford, and Tyngsborough. Prior to that he held the position of Commercial Construction Supervisor for Chapman Construction. We look forward to working with Mark as our local economy begins to bounce back from the impact of the pandemic.

Annual Town Election

At the Annual Town Election, Selectmen James Tigges was voted to his second term on the Board. Upon its annual reorganization, the Board elected Joseph Morandi as Chair and James Tigges as Vice-Chair for

the second year in a row.

Thanks

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.



*Administration and Professional Staff
Jean Gallant, Administrative Assistant I
Lyn Mills, Administrative Assistant II
Sandi Madigan, Administrative Assistant I
Paul Sagarino, Jr., Town Administrator
Melisa Tintocalis, Economic Development Director
Betty McDonough, Office Manager
(Photo: T. Stephanak)*



Burlington Main Town Hall

ECONOMIC DEVELOPMENT

Melisa Tintocalis, Director

PURPOSE

Burlington's economic development office works to support the business community and enhance the relationship between local government and the private sector to stimulate investments that will promote smart growth in Burlington over the long term. The economic development office is under the auspices of the Selectmen and the Town Administrator and is led by Melisa Tintocalis, the Economic Development Director ("EDD"). Newly created in 2020, the office is responsible for a wide-range of activities which include supporting pandemic recovery, serving as a small business liaison, promoting workforce development programs, and policy development for strategic land use planning. Through a series of stakeholder interviews and analysis of the Master Plan, the EDD distilled the following key economic development objectives: planning for the next generation of the Burlington Mall and the Burlington Mall Road commercial corridor, augmenting the community's life sciences cluster, and investment in the Town Center and support of the area's small businesses.

HIGHLIGHTS

This was the first year with the Economic Development Director in place. The charge was to organize a framework for action over the next three to five years and enhance interdepartmental coordination to achieve long-term goals for the community. However, the pandemic reordered priorities from the original course and the Economic Development Office quickly pivoted to confront the economic challenges posed by the pandemic and associated state shut-downs.

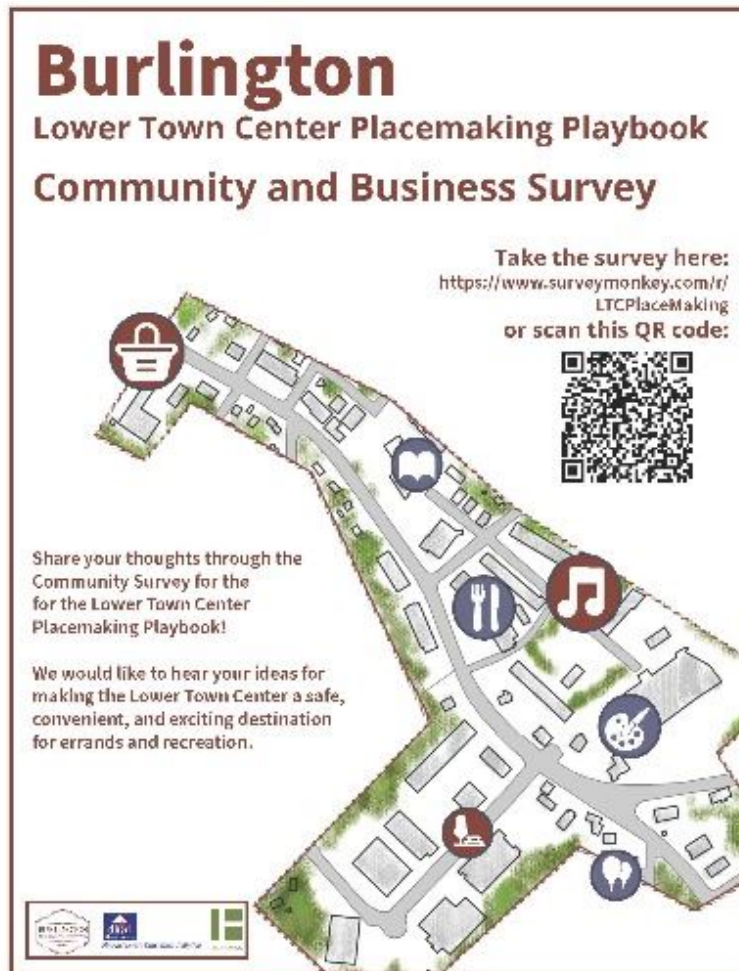
The Economic Development Director worked to disseminate information on federal stimulus for businesses, secured state recovery grants, and established a special task force to address temporary requests born out of responses to the pandemic. The EDD served as the Town's point of contact for business communication creating an e-newsletter with over 1,300 business contacts and sharing information and resources on various federal stimulus support; based on state reports, over 750 Burlington-based businesses received some funding from the federal stimulus programs. The EDD also worked to secure state funding including a \$100K grant that offered eight small independent businesses with non-repayable funds to cover expenses through the year. In addition, the EDD, sanctioned by the Select Board and Planning Board, collaborated with Town staff to form a task force to facilitate the approval of temporary requests as the businesses creatively worked to reopen safely by experimenting with outdoor dining, mobile COVID testing sites, and other innovative practices such as outdoor fitness and pop-up uses to aid in recovery.

The Economic Development Office along with the Town Administrator and related departments such as Planning and DPW have tackled the challenges of the pandemic with a spirit that amidst the adversity there is new opportunity and growth, especially if we plan for the upswing and beyond. To this end, over the last year the EDD has leveraged state programs to help fund projects for long term recovery and resilience focused on the community's economic objectives: evolving the Mall Road Corridor, growing the life sciences cluster, and enhancing the Town Center.

- To inspire new thinking about the next generation of the suburban mall model and the Mall Road commercial corridor in general, the EDD led an Urban Land Institute (“ULI”) Virtual Panel discussion engaging stakeholders from Simon and Macy’s, Town officials, and real estate experts to proactively plan and guide future development. The momentum from the ULI discussion led to a \$25K grant from the Metropolitan Area Planning Council MAPC for the development a market analysis and development program which will kick off in spring 2021. The goal of these efforts will be to develop new zoning that aligns with the Master Plan and encourages quality infill design, walkability, and a strategic mix of uses – aligned with leading trends on reshaping the suburban landscape through smart growth initiatives for sustainability.
- Diversifying the office base by augmenting the life sciences cluster is another goal for the Town. Changes to the zoning by Town Meeting in January 2020 has led to exciting new activity including a new-to-Burlington lab incubator provider, Azzure, at 60 Blanchard Road. In addition, the Gutierrez Company initiated the of permitting of 300 Summit Drive (a lab/office project) this year, followed shortly by MilliporeSigma’s announcement that they purchased their Burlington headquarters building - a testament to the company’s commitment to the area. To support these types of development, the Town has been working on increasing the water capacity and reliability with a phased plan to connect to the Massachusetts Water Resources Authority; the EDD contributed to a successful team effort for a MassWorks grant for \$3.5M which will advance the water project timeline. In addition, the EDD secured \$300K of state funding for a new workforce development program in partnership with the Town of Bedford that offers low-to-moderate income residents grants to train in the life sciences or health care fields increasing the area’s talent pool and offering job opportunities closer to home.
- To aid in the recovery of the small businesses in the Town Center, the EDD worked with the Massachusetts Downtown Initiative to create a “Town Center Placemaking Playbook” – a people driven plan for temporary activities and installations intended to generate fresh interest and foot traffic with the goal to increase business activity and strengthen the sense of community. A community and business survey was conducted in the later part of 2020 with over 525 respondents. Presentation and pilot installation is planned of summer 2021.
- Lastly, the EDD launched an effort to level up communication and marketing for Burlington, specifically for the commercial ecosystems in town and sharing the area’s business inventiveness through an improved web presence. The effort includes creating a dynamic commercially focused website highlighting the industry clusters such as healthcare, additive manufacturing, and life sciences as well as the rich amenity base in Town. The website is expected to launch in the spring of 2021 with an associated regular social media calendar that promotes the Town to targeted audiences and shares the ingenuity of our residents and local businesses.



Tad Stephanak of BCAT in a meeting with Melisa Tintocalis, EDD



Town Center Placemaking Playbook” Survey Flyer



Azzure, a clean labs on-demand provider, planned for 60 Blanchard Road

HUMAN RESOURCES

ADMINISTRATION AND PROFESSIONAL STAFF

Joanne M. Faust, SPHR, SHRM-SCP, Human Resources Director

Cheralyn Rosati, Human Resources Coordinator

WEBSITE

<https://www.burlington.org/354/Human-Resources>

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.

2020 HIGHLIGHTS

This was a landmark year, and in many ways the Human Resources Office was prepared to pivot quickly. One absolute in 2020 was that change will be both inevitable and constant. This affected the way many of our departments conducted business, and proved to be an opportunity to explore different ways we can provide service with the goal of maintaining or exceeding the current levels. While our employees were experiencing these changes on a professional level, they were also juggling many personal challenges. It is the role of the Human Resources Office to assist our employees in achieving the balance that they need. Given that the services each of our departments provide continued seamlessly in this pandemic year it is an attestation that our employees were offered the supports that they needed.

The Human Resources Office itself found new ways to conduct business. Some of these changes had already been explored, such as self-directed wellness initiatives and electronic access to employment documents. This spearheaded our ability to add in on-demand training opportunities and the ability to electronically sign and process documents. Our interview process moved to a virtual platform, as did our new hire orientation program, maintaining the quality in these areas, while increasing the efficiency.

While we were disappointed that our wellness programs could not be conducted in person, we were not discouraged by this. This year wellness was as important a topic as ever. We offered wellness training through webinars and an online portal providing employees access to a health resource center, workshops, videos, and more. Employees participated in a summertime walking challenge and a fall nutrition challenge. We also offered many additional resources for exercise, mental health, and telehealth. The Human Resources Office partnered with the Benefits Office to conduct a virtual Benefits Fair where employee and their family members could visit “booths” filled with information, videos, and games. Those who participated in a benefits-themed escape room received a ticket for door prizes. Overall it was a great success.

During 2020 the Human Resources office was involved in the hiring for 20 Town positions. In total, we received applications from 580 candidates for these open positions, 84 of which were Burlington residents. From our pool of applicants, we conducted interviews 99 candidates. Of those interviewed 24 were Burlington residents, and on 13 occasions we hired either a current or former Burlington resident (58% of the time). In addition I am extremely pleased to report that 6 Burlington employees were promoted during 2020.

FUTURE GOALS

During 2021 we will build on the efficiencies that we introduced this year, and continue to focus on employee well-being. Offering self-directed programs and opportunities has proven beneficial, providing information when and where it can be easily accessed both by employees and their families. We will also continue to support employees and departments as they continue to navigate the ongoing changes that they are experiencing.

2020 STATISTICAL DATA

Hiring Summary

	Total Candidates	Candidates Interviewed	Hired Burlington Resident	Hired Past/Present Burlington employee
20 Positions Filled	580	99	9	6
Burlington Residents (total):	84	24		
Burlington Residents (%):	14%	24%		

Average time to fill positions in 2020 was 62 days

Burlington employees who were promoted during 2020:

Employee Name	Former Position	Promoted To
Andrew Connerty	Fire Captain	Assistant Fire Chief
Emma Jones	Part-Time Recreation Therapist	Therapeutic Recreation Specialist
Nick Tricomi	Temp DPW Laborer (summers)	Laborer-DPW Water & Sewer
Kate O'Shea	Part-Time Department Assistant	Administrative Assist 1 Town Clerk's Office
Lisa Matarazzo	Administrative Assist 1 - DPW	Engineering Technician
Lyn Mills	Payroll Administrator	Administrative Assist-Selectmen's Office

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 & Applications Administrator</i>
<i>James Round,</i>	<i>Application & 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.

DESCRIPTION OF SERVICES

During the past year the unexpected effects of COVID-19 had a major impact on the MIS department. The group quickly became familiar with online collaboration in real time administration as all departments, boards and committees began conducting meetings remotely. The other major effect was finding and configuring remote devices for employees working from home during unexpected quarantines and assuring they were able to complete their job functions from outside of their offices.

MIS, composed of four permanent/full time employees, has been responsible for the installation, maintenance, management and training of technology within many of the Town's departments. The department continues to provide equipment and user support for numerous device and software platforms. MIS uses cutting edge technology at its core including a revamped 10Gb network with wireless access in most of the Town Buildings. The department continues to maintain the VOIP (Voice Over IP) phone system for all other departments town-wide, and a separate mass notification system for alerting residents of emergencies and unexpected events.

The backbone of the Town's network is an extensive fiber optic cable plant connecting town facilities, schools, water towers, & sewer pumps; and carries all data, telephone, & video involving Town business at significant savings over alternative methods of data transport. Installed over 15 years ago and connecting 53 sites, it remains an impressive bit of technology that is still visited by many inquisitive communities, even as far away as New Jersey.

Many proprietary software applications, unique to the public sector, are necessary for the smooth operation of the town's day-to-day function, among those, without mentioning them specifically, are:

- **Our Enterprise Resource Planning** system that combines and manages the financial system keeping track of the town's receivables/collectibles, payroll, and budgets.
- **Computer Assisted Mass Appraisal** solution employed by the Assessor's office to maintain accurate commercial & residential property records and values. The public is welcome to access this data at www.patriotproperties.com.
- **The Recreation Management application** used to track activity reservations and programs at the Recreation Department; and may be accessed by residents at www.burlingtonrecreation.org. **Supervisory control and data acquisition** that assists the Department of Public Works in controlling, direct, record and monitoring their systems.
- **The permitting application** software that improves the town's productivity by facilitating the workflow by routing, approving and issuing permits electronically in a timely manner.

These systems, and many others, are maintained, updated, and backed up by MIS department. They are all large and complex; each sporting their own quirks. Some utilize security certificates; require multiple servers; or connection to state/federal agencies.

ACCOMPLISHMENTS

- Implemented a Cybersecurity Awareness Program through a grant received from the Commonwealth of Massachusetts, Executive Office of Technology Services and Security.
- Continued assisting Financial Departments with the implementation of new software modules.
- Replaced and upgraded existing network equipment that reached its end of life, or support, as part of the Towns/Schools Network Infrastructure/ Enterprise Security Solutions 5-year plan.
- Increased internet access protection across all network devices, offices and roaming users. Installed next-generation antivirus and advance endpoint detection and response on computers.

FY22 GOALS

Continue to implement cyber security and data protection measures.

Staffing

Staffing is comprised of one (1) Critical Systems/Applications Administrator; two (2) System/Application Administrators; and one (1) Network/Repair Technician.

Budget Issues

This budget has been revamped to prepare the town for 4-5 year replacement cycles of desktops and laptops, along with robust backup and server solutions. Although a few years old, we continue to address the recommendations as presented through the Webb report and seek to address issues that have plagued information systems. We will continue to monitor these changes and assess, as we progress, what is needed to implement other aspects of the report.

TOWN COUNSEL



Town Counsel

Lisa L. Mead, Mead, Talerman & Costa, LLC

Mead, Talerman & Costa, LLC continues to provide Town Counsel services to the Town. All of us have had a year like no other and we have worked with Town officials to meet the challenges that have been presented. It should be noted that notwithstanding the public health challenges that have faced the Town, Burlington's public servants have continued to be on the job, have been creative in dealing with adversity, and, in our opinion, and have met those challenges head on with success.

Our work has focused on providing support and advice 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 Assessors 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.

Over the past year we have resolved two land use appeals, are representing the Board of Assessors in an Appellate Tax Board matter awaiting oral argument before the Appeals Court, and are assisting the Zoning Board with a senior affordable housing development. We continue to provide support and advice to the Town Administrator on a day to day basis and aim to deliver our services in an effective and efficient manner. Our firm prides itself on responsiveness and being proactive. To that end, even during COVID we have engaged in remote office hours in order to address matters before they become costly and expensive for the Town.

ASSESSORS

BOARD OF ASSESSORS

Paul Sheehan, Chair; Cathy O'Neil, Vice Chair; Kevin Sheehan, Secretary

ADMINISTRATION & PROFESSIONAL STAFF

James Doherty, Town Appraiser/Assistant Assessor

Maureen Nicoloso, Debra Smoske, Maria Lombardo, Administrative Assistants

James Hall, Data Collector

WEBSITE

<https://www.burlington.org/607/Assessors>

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2020. The effects of the current pandemic certainly changed the way the department operated and continued to provide services to our taxpayers and customers. During the past year the Assessors held regular meetings via WebEx as in person meetings were not allowed for the majority of the year. The Appraiser/Assistant Assessor, James Doherty, attended Department Head, Ways & Means and Town Meeting as the Assessing Department representative, again via remote WebEx platform.

PURPOSE

The primary function of the Assessors' Office is to value all real and personal property within the community. During the early stages of the pandemic, the Town Hall was closed like most business. However the office put in place a plan for ensuring that there was no interruption to the services we provide. This involved staff working remotely via phone and internet, as well as coming to the office independently to assemble and prepare documents at Town Hall. I want to commend the staff for their superb performance and flexibility during this unprecedented time. The work flow was never interrupted and service continued smoothly.

Since returning to the office, the staff has been separated to other municipal buildings to create distance and ensure the office can function should a team member catch the virus. We continue to be closed to the public and are handling all services remotely into 2021. I must say, we all cannot wait to be over this and deal with the public in person, when conditions are safe!

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

During the first two weeks of January over 1,216 Forms of List were mailed to businesses and are due back to the office on March 1st. Also, approximately 426 Income and Expense requests were mailed out at the beginning of the year to owners or lessees of income producing property. The Income and Expense forms are due in the office sixty days after they are mailed.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with numerous additional smaller commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate numerous questions that are addressed by the office staff. Out of over 27,213 excise tax bills mailed, almost 926 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. The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2020 the Assessors' Office processed over 97 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$3,250 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, 2020, in accordance with state law. This resulted in a Fiscal Year 2021 tax roll for the Town of Burlington of 8,326 taxable real property accounts and 1,211 personal property accounts.

The total assessed value of all taxable property was \$7,672,263,288 with a tax levy of \$123,791,810.07. The Selectmen voted to continue dual tax rates which resulted in a \$9.95 residential and a \$25.84 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



The Staff of the Clerk's Office:

Amy E. Warfield, Town Clerk; Daniel McCormack, Archivist; Kate O'Shea, Administrative Assistant; Kirsten Midgley, Administrative Assistant; Linda McNeill, Assistant Town Clerk

ADMINISTRATION AND DEPARTMENT STAFF

*Amy Warfield, Town Clerk
Daniel McCormack, Archivist/Record Manager
Linda McNeill Assistant Town Clerk
Kirsten Midgley, Administrative Assistant
Kate O'Shea, Administrative Assistant*

WEBSITE

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.

2020 HIGHLIGHTS

- Survived COVID!
- Elections: This being an unprecedented year with 4 elections. The March Presidential Primary prior to the State of Emergency shut down, which did allow for Early in Person Voting. The turnout was a normal 43% for that election.
- After March, the shutdown caused the moving of the Town Election to June 6, with the Annual Town Meeting to follow on June 10th.



*"Under the Lights"
Annual Town Meeting was held June 10, 2020
outside, for the first time in recorded history, due to COVID-19
Photo by Jourdan Marino*

- The State Primary and Presidential Election run in September and November, with many precautions in place and 4 options for voters – Vote by Mail, Early in Person, Absentee Ballot or Day of Voting. The turnout for November was 87.3%.
- Successful Annual Town Meeting was held outside for the first time in the history of the Town. Managed and assisted in the running of two other hybrid Town Meetings.
- Developed, implemented and supported the roll out and running of Virtual meetings for all boards and committees.
- Learning to work remotely or in split offices, effective document management and processing.
- Completion of the 2020 Census with 93% of Households responding.
- Processed and managing dogs licenses for the year for a total registered dogs of 2514. This is an increase of 2% in new dogs.
- Issued 222 new “Doing Business As” (DBA) certificates, and managing renewals and changes for almost 1021 small businesses in town.
- Processed and managed 109 applications, decisions and files from Applicants, Planning Department and Board of Appeals.
- Provided oversight 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.

- Provided management and implementation of a new Burlington Town Web site. Working with multiple departments in design, migration and training on the new site. Our focus being to keep 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 the town's residents and business. Working during COVID to continue to provide the services needed by the residents and businesses in Town.
- Converted Part-time to Full-time position –adding Kate O'Shea to full time staff. She was a great asset with the elections this year.
- Revenue generated for the year was \$169,652, including over 1000 online transactions via the web resulting in over \$93,000 of revenue. This is revenue turned over to the Town Treasurer and added to the general fund.

LOOKING FORWARD TO 2021

Moving into the future we will continue to be improving the workflows of the office. This will be a year for reviewing our processes and procedures. Updating and looking into new tools, electronic and otherwise to be able to be more efficient and effective in the post COVID working world. This will also be a good time to do this when all the office personal are being redeployed back in to one location.

Working with the finance departments to help streamline money management processes – bring on a point of sale system.

Updating voting equipment and retraining of election workers on new processes that will be necessary due to changes in Election laws

As always the tasks of Clerk in Burlington is not a one person job. I'm very grateful for my staff, Linda McNeill, Kirsten Midgley, Kaitlyn O'Shea and Daniel McCormack, for all their hard work through the year. Their extra efforts, cheerful attitudes and can do spirit throughout the year really made our year successful, as a team we are able to serve the town of Burlington effectively and with a smile! Submitted by, Amy E. Warfield, Town Clerk



Annual Town Meeting - June 10, 2020 outside with the aid of video display using large screen technology

VITAL STATISTICS

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are total records in our office, and Burlington residents are reflected in the final column.

This data is as of December 31, 2020:

	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
2020	270	198	1215	269



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

VOTER STATISTICS THROUGH 2019

<u>TOWN ELECTION</u>	Prec.1	Prec.2	Prec.3	Prec.4	Prec.5	Prec.6	Prec.7#	Total	%
2010	660	343	610	491	682	687	---	3473	23%
2011	446	222	495	345	427	470	---	2405	16%
2012	461	233	538	390	503	476	320	2921	19%
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%
2020	564	208	444	324	487	449	284	2760	17%
<u>STATE PRIMARIES</u>									
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	18%
* March 2020	882	580	786	652	858	802	874	5434	44%
Sept 2020	1104	704	1029	796	1110	1043	1089	6875	41%
<u>STATE/PRESIDENTIAL ELECTIONS</u>									
** 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 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	70%
* Nov 2020	2454	1635	2261	2016	2340	2296	2429	15431	87%

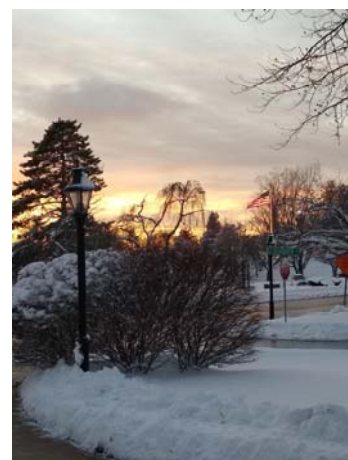
#7th Pct. added in 2012

*Presidential Election/Primary

**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

MISSION AND LEGAL FOUNDATION

The purpose of the Town of Burlington Archives is to organize, preserve, and make accessible records not in current use and to collect and maintain documentation relevant to the work of the municipal government. The Archives primarily services the municipal government operations of the Town of Burlington. The Archives holds both archival and inactive records relating to

- 1) current and ongoing municipal operations,
- 2) municipal departments,
- 3) committees and boards,
- 4) the history of the Town
- 5) the growth and development of the town,
- 6) vital records of individuals,
- 7) Town Meeting,
- 8) municipal personnel,
- 9) secondary sources relating to the history of the town and its people and
- 10) individuals and organizations related to or functioning within the Town.

The Archives collects documents related to Burlington history, government and operations in several different forms, including, but not restricted to: microimages, photographs, manuscripts, paper, maps, digital records, audio and visual recordings. The Archives primarily collects unpublished items but will acquire published items relating to the town, its growth and development and its history. In exercising its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations.

2020 HIGHLIGHTS

- Successfully shifted operations offsite for a 5-week period in March and April during the early stages of the pandemic.
- Postponed spending via adjustments of operations in response to ongoing pandemic-related disruptions.
- Accessioned 67.5 cubic feet of records from various departments. Destroyed 57 feet of records (paper and electronic media) transferred to the Archives.
- Advised municipal boards and department personnel on public records and records management issues. Participated in transition of municipal department heads and other key personnel.
- Served on the Information Systems Advisory Committee and helped draft article for Town Meeting.
- Assisted Town Clerk and Board of Registrars during four (4) elections.
- Reference: The Archives answered a total of 518 inquiries during the past year, far below previous totals, and directly attributable to disruptions caused by the pandemic. Of these, 268 were from internal users and 250 from outside patrons. Figures do not include calls for related service from municipal departments.
- Assisted Board of Health with delivery of masks to town residents.

- Offered service to the town and to the profession as a member of the Massachusetts State Historical Records Advisory Board and the Northeast Document Conservation Center Advisory Board, as well as continued service to New England Archivists and the Society of American Archivists (numerous capacities).
- Began the ongoing process of collecting documentation relating to municipal government's response to the pandemic.
- Attended a series of protests and gatherings on the Common and environs connected to social justice-oriented events. Took photographs of these events for inclusion in the Archives collections.
- Continued acquiring historical images of Burlington from outside sources.

FUTURE GOALS - 2021

Like other departments, the Archives made substantial adjustments to operations in 2020 due to the COVID-19 pandemic. It is not an exaggeration to say that this division of the Clerk's office faced the greatest disruption in its history. The events of the past year created the greatest disruptions in this office's 20-plus year history. To a great extent, the Archives responded by cutting back or delaying programs where possible. This did not prevent the office from continuing to provide service to residents, municipal employees and outside patrons. We see our office as serving the public and the whole of town government, but directly connected to the operations of the Town Clerk. As such, in planning both operations, we follow the lead of the Clerk. During the ongoing emergency we will continue to this; however our approaches will also reflect the best advices and instructions of our local public health officials.

We have shifted to operations that can be undertaken internally. During 2020, we undertook reprocessing of several large records series that receive frequent use. We plan to continue that activity during 2021. Certain departments have been helpful in transferring or putting aside documents addressing their response to the pandemic, and we will pursue these and related records. We are looking for as much documentation as possible from municipal departments and citizens who have had exposure to the services of town government during the pandemic. Our goal in this respect is to collect as much relevant material on the pandemic in Burlington as possible to educate and inform future residents of this period in the town's history.

We anticipate that the current isolated and restricted situation will continue into the third quarter of 2021. That will not keep us from serving the public; however we will remain more focused on our internal operations than anything else. The long overdue equipment maintenance and upgrades projected for our vault and microfilm equipment in the past year will still take place. However we do not expect they will begin until late FY 2021(funding permitting) or early FY 2022. Materials purchases were eliminated during CY 2020, in response to the emergency and we will hope to restart buying needed boxes, folders and other supplies in the coming two fiscal years. During the latter stages of the current calendar year we anticipate resuming our work with the town's Historical Commission, as well as launching a revised set of web pages addressing Burlington history.

BOARD OF REGISTRARS

Elmer Bud Larson

John Strauss

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 2020.

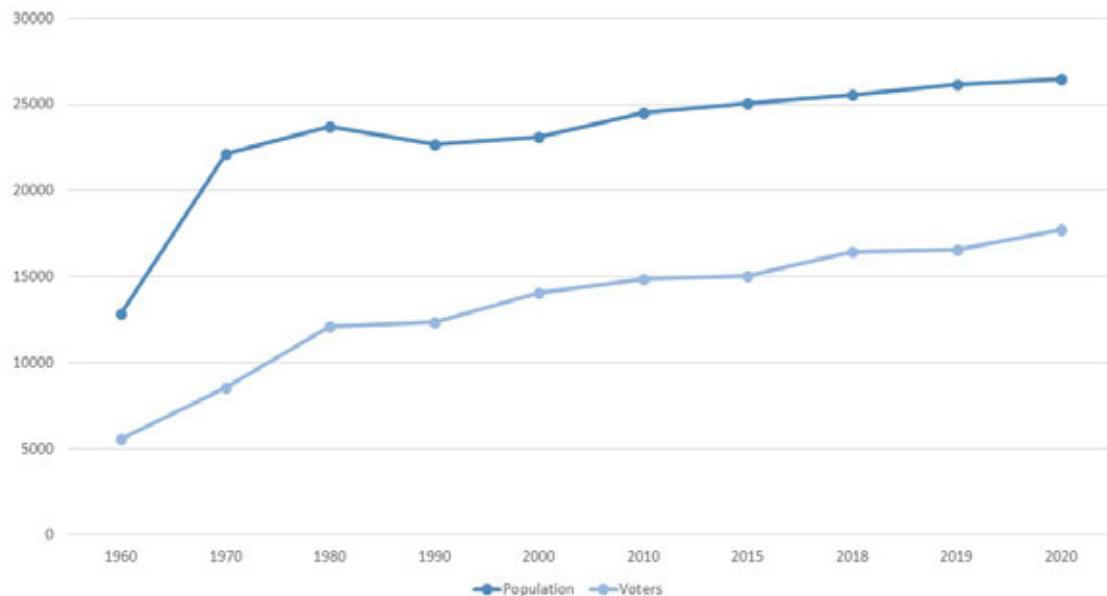
2020 was a very active year for The Board of Registrars, having 4 elections this year. We had both a Town Election and State/Presidential Elections. Due to COVID the State Legislature passed a Special Act that allowed for early voting for 1-2 weeks prior to the Election Day for all the elections. Then in July added Vote by Mail for the fall elections. The Registrars worked overseeing and gaining a better understanding of the election process, with Early in Person and By Mail voting. The State also instituted a Vote by Mail system. Below is the breakdown per election of the Absentee, Early in Person Voting, Vote by Mail and Election Totals.

Elections in 2020	# of Voters/ % of Turnout	Absentees	Early in Person	Vote by Mail
March 3 Presidential Primary	15,638 / 43.8%	270	2151	N/A
Town Election – Moved to June 6	16,571 / 16.6%	332	1227	N/A
State Primary September 1	16,953 / 40.6%	349	663	4580
State Election Presidential Election November 3	17,684 / 87.3%	460	4259	7124

YEAR END SUMMARY

- 2179 - # of residents registered and added to the rolls**
- 1028 - # of residents dropped from the rolls**
- 1114 - # of voters on the inactive rolls**
- 1402 - # of persons eligible but not registered**
- 92% - eligible residents registered to vote**
- 317 - Registration Forms sent to 18 yr. olds**
- 61 - Mail-In Registrations Received from 18 yr. olds**
- 166 - Registrations from 18 yr. olds via VRIS and OVR**

2020 Annual Report - Board of Registrars

POPULATION/REGISTERED VOTERS: Based on Annual Town Census

POPULATION TRENDS

<u>Age Group</u>							
	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2019</u>	<u>2020</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2931	2703	3258	2411	-14.4%	-17.7%
11-20	3160	2833	987	3505	2809	-11.1%	-0.8%
21-30	3889	2500	2644	2564	2993	-23.0%	19.7%
31-40	3311	3624	2950	2743	3192	-3.6%	-11.9%
41-50	3062	3378	3660	2653	3094	1.0%	-8.4%
51-60	3031	2905	3220	3364	3492	15.2%	20.2%
61-70	1756	2325	2546	2763	3015	71.7%	29.7%
71-80	672	1398	1844	1922	2096	211.9%	49.9%
81-90	220	417	922	1144	1172	432.7%	181.1%
91+	24	75	133	214	328	1266.7%	337.3%
Unknown	722	745	912	2013	1842	155.1%	147.2%
Total	22662	23131	22521	26143	26444	16.7%	14.3%

TREASURER/TAX COLLECTOR



ADMINISTRATION AND DEPARTMENT STAFF

Gary J. Gianino, Treasurer/Tax Collector

Teresa Clement, Assistant Tax Collector

Andria O'Shea, Assistant Treasurer

Amanda Marcotti, Payroll Administrator

Christine Sinacola, Benefits Administrator

Jennifer Ryan, Benefits Specialist

Paula McMahon, Tax Collector Administration

Kim Pigott, Treasury Administration

Maria Reale, Tax Collector Administration

WEBSITE

<https://www.burlington.org/605/Treasurer-Tax-Collector>

Welcome to the Town of Burlington Treasurer/Tax Collector department.

We strive to provide taxpayers, town departments, employees, retirees and the public with a high level of prompt and courteous assistance.

Our mission is to provide efficient, timely collection of all monies due to the Town of Burlington. We safeguard all funds of the Town of Burlington, issue debt as authorized by Town Meeting, fund expenditures and oversee payroll and benefits for town employees and retirees.

2020 HIGHLIGHTS

- On July 1, 2020, Brian Curtin the first and only elected Treasurer Collector retired after over 40 years of service. We want to thank Brian for his years of direction, leadership and stewardship.
- On July 1, 2020, Gary J. Gianino started as the newly appointed Treasurer Collector, reporting to the Board of Selectmen.
- In November of 2020 the Board of Selectmen set the 2021 fiscal year residential prior year's residential tax rate of 9.64 per 1000. The estimated average house value increased 1.2% to \$574,000 in FY21, over FY20 average house value of \$567,000. The increase in value and tax rate resulted in an overall 4.49% increase in the average bill.
- The Town continues to be watchful in managing all elements of the health care benefits. Claims dropped off dramatically, because of the pandemic in April through August. Costs for this year have remained within workable parameters.

- Initiated a preliminary review of procedures within the department.
- At the request of the Town Administrator and approved by Town Meeting in September 2020 our FY2021 budget was reviewed for possible savings. A position that was unfilled as the result of a retirement was eliminated creating a savings of over \$45,000 in our department budget and another possible \$9,000-\$15,000 to payroll tax and benefits.

BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FISCAL YEAR 2021				
CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES per 1000	LEVY BY CLASS
Residential	37.66%	\$ 4,685,932,869	9.95	\$ 46,625,032
Open Space	0.00%	\$ -	0	\$ -
Commercial	53.31%	\$ 2,554,030,077	25.84	\$ 65,996,137
Industrial	4.24%	\$ 203,221,672	25.84	\$ 5,251,248
SUBTOTAL	95.22%	\$ 7,443,184,618		\$ 117,872,417
Personal	4.78%	\$ 229,078,670	25.84	\$ 5,919,393
TOTAL	100.00%	\$ 7,672,263,288		\$ 123,791,810

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 Calendar Years 2016 through 2020					
	2016	2017	2018	2019	2020
GROSS PAYROLL	\$74,145,059	\$76,990,803	\$80,412,272	\$84,936,886	\$85,351,149
<u>WITHHOLDING</u>					
Federal Tax	8,571,867	8,868,448	8,217,992	8,785,929	8,798,854
State Tax	3,209,903	3,315,115	3,448,530	3,627,845	3,661,524
Retirement	6,534,455	6,862,816	7,191,115	7,543,352	7,765,573
Health Insurance	3,101,136	3,363,266	3,497,139	3,634,417	3,639,383
Disability Insurance	202,296	224,017	235,847	255,787	266,933
Delta Dental Insurance	369,879	412,981	450,958	456,825	445,987
Credit Union	2,259,778	2,264,119	2,248,261	2,309,866	2,345,200
Tax Shelter Annuities	866,024	875,462	995,453	1,019,262	1,142,840
Deferred Comp Plans	1,702,062	1,861,653	2,052,849	2,088,845	2,139,458
SMART Roth	2,800	8,387	22,765	32,787	50,794
Teachers Association	296,924	303,083	307,493	310,508	292,927
Union Dues	224,204	242,292	252,174	257,282	295,026
Suspense	18,948	6,968	8,393	17,240	11,438
Life Insurance	126,288	130,169	137,348	140,624	151,516
Fica-Medex	937,438	985,740	1,038,792	1,113,631	1,127,843
Social Security	2,494	-	1,408	-	599
Flexible Spending	558,972	610,555	625,496	631,109	617,650
Firepac	4,007	3,852	3,602	3,554	1,040
Cops for Kids with Cancer	1,300	1,300	1,135	1,060	3,487
Sprouts	393,203	357,657	388,451	462,072	380,286
TOTAL WITHHOLDINGS	\$29,383,977	\$30,697,880	\$31,125,200	\$32,691,994	\$33,138,358
NET PAYROLL	\$44,761,082	\$46,292,924	\$49,287,072	\$52,244,891	\$52,212,792

- The Pandemic resulted in the closing of Town Hall to the public. After some initial alternating of shifts, the town administrator initiated a plan separating staff to different locations within town buildings. Department members were relocated to minimize exposure of the virus to the full department. The assistant Treasurer and Tax Collector were located to the Human Services building. The Benefits administrator was located on the lower floor. These changes may have resulted in some delay of response time, but at no time was there a void in delivering services. By year-end the full department was located within town hall, but in three separate locations.
- Many residents had previously paid their tax bills in person. The shutdown of Town Hall resulted in an increase of mailed payments and on-line payments. The department had used lock box services in prior years through one of our banks. This increase was somewhat overwhelming to the bank as they too had pandemic issues and were not always running at 100%. When it became apparent that there was a processing delay, the staff took the initiative to go to the post office and process more of the payments within the department.
- The department did have one positive case, in November, which resulted in the person being home bound and as a precaution, two members of the department were contact quarantined at home. With the swift help of the IT department both contact quarantined members were able to perform their duties with laptops and forwarding of phone calls. A department member delivered and picked up files to keep processing and deposits flowing.

GOALS 2021

- Review of all processes presently in place with a goal of creating better efficiency through the utilization of technology.
- Implementation of Employee Self Service relating to payroll and benefit information
- Possible consolidation of On-Line Payment Systems to one provider.
- Interface with other departments to find synergistic approaches to some procedures.





FIRE DEPARTMENT

FIRE CHIEF

Michael Patterson

ASSISTANT FIRE CHIEF

Andrew Connerty

CAPTAINS

Kevin Browne, Timothy Browne, Steven McLean, Robert Paul.

LIEUTENANTS

Michael Bibbey, James Browne, Craig Callahan, Sean Connors, Ernest Covino,
Todd Ficociello, Mike Fontannay, James Hapenny, Shaun Kenney,
Mike McLaughlin (Temp.), Kevin Pollicelli, James Sorenson, Jack Walthall

FIRE PREVENTION / INSPECTION SERVICES

Captain Michael Hanafin, Lieutenant Peter McAnespie

TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES

Captain Mark Cedrone, Lieutenant Mark Saia

CLERICAL STAFF

Loreen Perron, Stacey Hindle, Eileen Ferren

FIREFIGHTERS

David Angelo	Benjamin Elwell	Paul Kadilak	Paul O'Meara
Preston Angelucci	Tyler Falconer	Sean Killilea	Gregory Ouellet
Austin Arsenault	Eric Fitzgerald	Connor MacLean	Alexander Preece
Michael Bennett	Michael Gledhill	Thomas MacLeod	Jesse Ribeiro
Rob Blenkhorn	Connor Grenier	Brian McCarthy	Zachary Rolfe
Jeffrey Boucher	Gerald Hanafin	Edgar McLean	David Rosenberger
Joshua Carabello	John Hanafin	Nicholas Menkello	William Toland
Clifford Comeau	Eric Holey	Brendan Micciche	Stephen White
Mitchell Cunningham	Richard Hovasse	Thomas Monagle	Fred Williams
Rich Delorey	Timothy Hovasse	Michael Morgan	Shane Yandle
Kurt Duprez	Jason Hughes		

EMERGENCY VEHICLE TECHNICIAN

Justin Dekow

CIVILIAN DISPATCHERS

Stephen Baia, Elaine Carpenter, Thomas Cardwell, Patrick O'Halloran

Burlington Fire Department Annual Report

WEBSITE

<https://www.burlington.org/169/Fire>

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 at the Advanced Life Support (ALS) level 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 (73) personnel, which includes 65 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.



*Fire Station 2
Terrace Hall Avenue*



*Fire Headquarters
Center Street*

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 an 8.6 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, onsite inspections during construction and final inspections for the issuance of occupancy certifications.

Despite COVID-19, new development in commercial and residential properties continued throughout 2020. 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.

The following is a list of inspections completed and permits issued during calendar year 2020.

INSPECTIONS	
Annual	10
Commercial Occupancy	105
Extinguishing System	0
Fire Alarms	1
Fire Drills	4
Knox Box	3
Mobile Food Vendor	1
Oil Burner	42
Oil Tank Installation	64
Oil Tank Removal	86
On Site – Fire Prevention	71
Propane Storage	58
Residential Occupancy	96
Smoke Detectors	228
Tank Truck	1
TOTAL:	770

PERMITS	
AST	30
Bi-Directional Amplifier	1
Blasting	1
Campfire	1
Dumpster	48
Extinguishing System	5
Fire Alarm	78
Fireworks Display	0
Flammable Storage	68
Haz-Mat	2
Hot Work (Welding / Brazing	75
Mobile Food Vendor	2
Oil Burner	33
Oil Line	0
Propane Storage	51
Small Arms	0
Sprinkler	71
Tank Installation	64
Tank Removal	87
Tank Truck	3
UST	<u>26</u>
TOTAL:	646

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.



Firefighters standing by at a propane incident on Westwood Street



New Ambulance One delivered on August 28, 2020

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.

Training: Despite a very challenging year with COVID-19 and the subsequent social distancing protocols, the Burlington Firefighters completed training on a regular basis in 2020. Our new training facility at Station Two enabled us to complete in-house classroom sessions as well as hands-on instruction in the Training Tower, while keeping everyone safe. Our programs involved practical hands-on training by in-house instructors as well as instructors from the Massachusetts Firefighting Academy and private vendors. An example of this vendor run training was the instruction provided by Firematic, Inc. after the purchase of the “Res Q Jack System” in November of 2020. Our department, including several new recruits, also completed “Jaws of Life” training. A big thank you goes out to Winn Street Service, Inc, for donating vehicles which made this valuable instruction possible. Additionally, to comply with social distancing protocols, all training sessions were spread out more than usual to provide small group training sessions across all four shifts.

Our firefighters also completed in-service inspections to familiarize themselves not only with the personnel at local businesses, but also the layout and location of these businesses. This situational awareness is instrumental in our response performance. In retail stores, we typically inspect storage areas to ensure that egress is not blocked by inventory or displays. In office areas we ensure exits and stairwells are clearly marked.

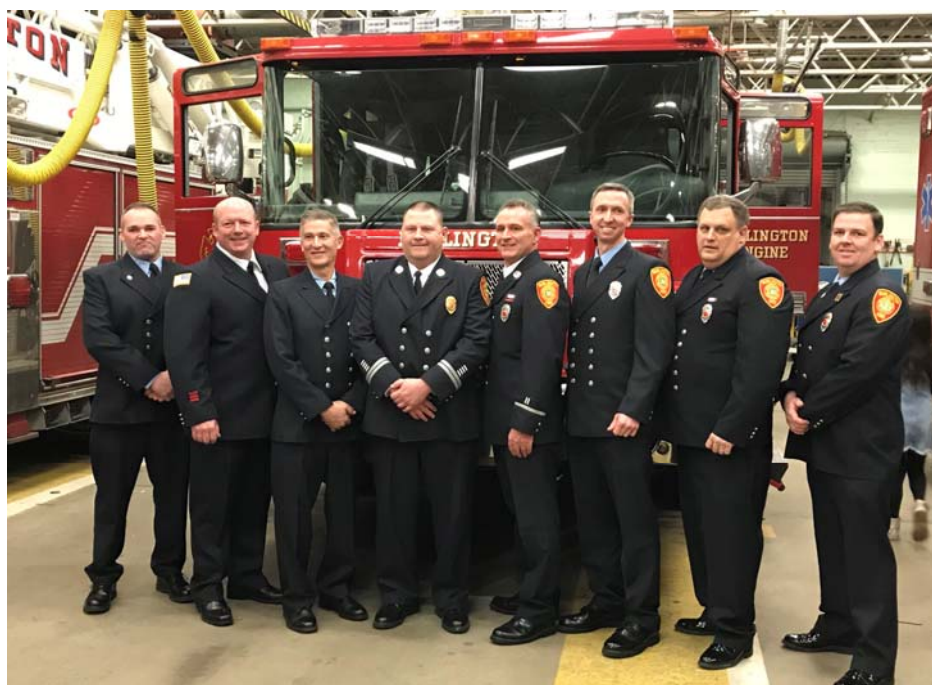
In 2021, the members of the Burlington Fire Department will continue to train on a variety of responses and topics. These include the above mentioned operations as well as active shooter drills, in conjunction with the Burlington Police Department, at shopping centers and office buildings. This particular training has gained the attention of other municipal departments as they look to prepare for such a situation. We feel we are ahead of our peers in this type of training and awareness.

As always, we live by our commitment and duty to provide the best service possible to the residents, businesses and visitors to the Town of Burlington.

E.M.S: The E.M.S. Officer oversees the department’s emergency medical services including the ambulances and maintaining all associated records. 2020 was a challenging year for Emergency Medical Services. COVID-19 had an immediate impact on how we delivered ambulance service. Our responders now had to don full PPE including N95 masks, gowns, eye protection and gloves whenever we interacted with a patient. We had to assume that all patient encounters involved a potential risk of exposure to the virus. The COVID-19 virus also impacted the number of calls for service. We witnessed a decrease in requests for ambulance service in March and April. It was clear that individuals made the decision to stay out of emergency rooms during this period. Despite COVID-19, our department responded to over 2,700 calls for medical aid in 2020. We transported over 1,800 patients to area hospitals.

In March of 2020, the department's BLS ambulance service was upgraded to the ALS or paramedic level. This was an initiative that the department and town had been working toward for several years. It continues to be the goal of our department to deliver high quality Emergency Medical Services to the residents and visitors of Burlington. COVID-19 also presented numerous challenges to our department when it came to EMS training. All of our EMTs and Paramedics must earn continuing education credit throughout a two year period in order to recertify. Most of our continuing education credit was earned through Prodigy, a web-based training program. In August of 2020, our department took delivery of a new ambulance. This ambulance was designed to best deliver an ALS service to our community.

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. COVID-19 challenged our Fire Dispatchers in that every caller requesting a fire or EMS response had to be asked a series of COVID related questions. In addition to answering and dispatching our emergency calls, our Fire Dispatchers handle numerous business related calls throughout the course of a day. These positions are critical to our department's mission in that the first fire department member that a resident or visitor to Burlington speaks to when calling our department is our Fire Dispatchers.



January 2020 Promotions:

*Lt. James Hapenny, Lt. Sean Connors, Lt. Michael Fontannay, Assistant Chief Andrew Connerty
Cpt. Steven Mclean, Lt. Shaun Kenney, Lt. Ernest Covino, and Lt. Craig Callahan*

Emergency Response (Shift Captains, Lieutenants 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 Advanced Life Support (ALS) 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.

2020 YEAR IN REVIEW

The year 2020 could be best summed up as a challenging year for the Burlington Fire Department. A residential structure fire on January 9th took the lives of two Maryvale Road residents. This was the first fatal residential structure fire that occurred in Burlington since 2005.

On the evening of January 13th eight members of the Burlington Fire Department were promoted at the Board of Selectman Meeting. Those members included Assistant Fire Chief Andrew Connerty, Captain Steven McLean, Lieutenant's Michael Fontannay, James Hapenny, Shaun Kenney, Craig Callahan, Ernest Covino and Sean Connors. As results of these promotions, each of our four Groups was restructured to include four Fire Officers and eleven Firefighters per Group.

In March 2020, COVID-19 struck and had an immediate impact on our department. After a number of members were forced to isolate or quarantine, a number of policies were implemented to best protect our members. The wearing of N95 masks, gowns, eye protection, and gloves became the new normal for our personnel who responded to medical emergencies. Our Fire Dispatchers now had to interview each caller to determine the possibility of a COVID-19 patient in order to best protect our firefighters. Because of our concern for the spread of COVID-19 throughout our department, a mask and social distancing policy was implemented both for when responding to calls and when remaining in quarters. The opening of Station Two in 2019 allowed us to divide our group personnel between two buildings. Social distancing could be better attained through this approach. Throughout the past ten months the Fire Department did have a number of its members test positive for COVID-19 and did have a number of its members placed in quarantine. However, at no point during the year did the operation of the department become a concern. The majority of our COVID-19 cases were isolated cases that did not impact the department as a whole. This can be attributed to the members of our department who did their best to keep masked and practice social distancing. We are hoping that 2021 brings a vaccination that will slow the spread of this virus.

On March 24th The Burlington Fire Department began operating Ambulance One at the Advanced Life Support (ALS) level. This was a goal that our department had been working toward for many years. Back in December 2016, the Board of Selectmen approved the fire department's request to develop and implement a plan in order to bring a fire service based ALS program into our community. It was the goal of the both the department and the town to have a fire department ALS ambulance arrive on scene within four minutes of the caller making the E-911 call. Beginning in January 2017, the Town began hiring Firefighter/Paramedics. At the time of implementation, the fire department had 13 Firefighter/Paramedics assigned to our working groups. I would like to acknowledge all of those individuals that were part of

this implementation plan including former Town Administer John Petrin, current Town Administrator Paul Sagarino, Town Accountant John Danizio, Burlington Firefighters Local 2313 and a special thanks to our department's EMS Officer Mark Saia and the many Firefighter/Paramedics who assisted with the implementation.



March 24, 2020. First Day of Advance Life Support

On May 4th, the Burlington Fire and Police Departments organized a first responder parade for the staff at Lahey Hospital. It had been a difficult three months for the entire staff at Lahey Hospital as they worked tirelessly to save the lives of COVID-19 patients. This was our way of lifting the spirits of the staff and showing our appreciation for all their efforts. This event was attended by several police, fire, EMS and sheriff departments. Todd Angilly, who sings the National Anthem prior to Boston Bruins games, sang the National Anthem before hundreds of Lahey employees and first responders near the front entrance of the hospital.

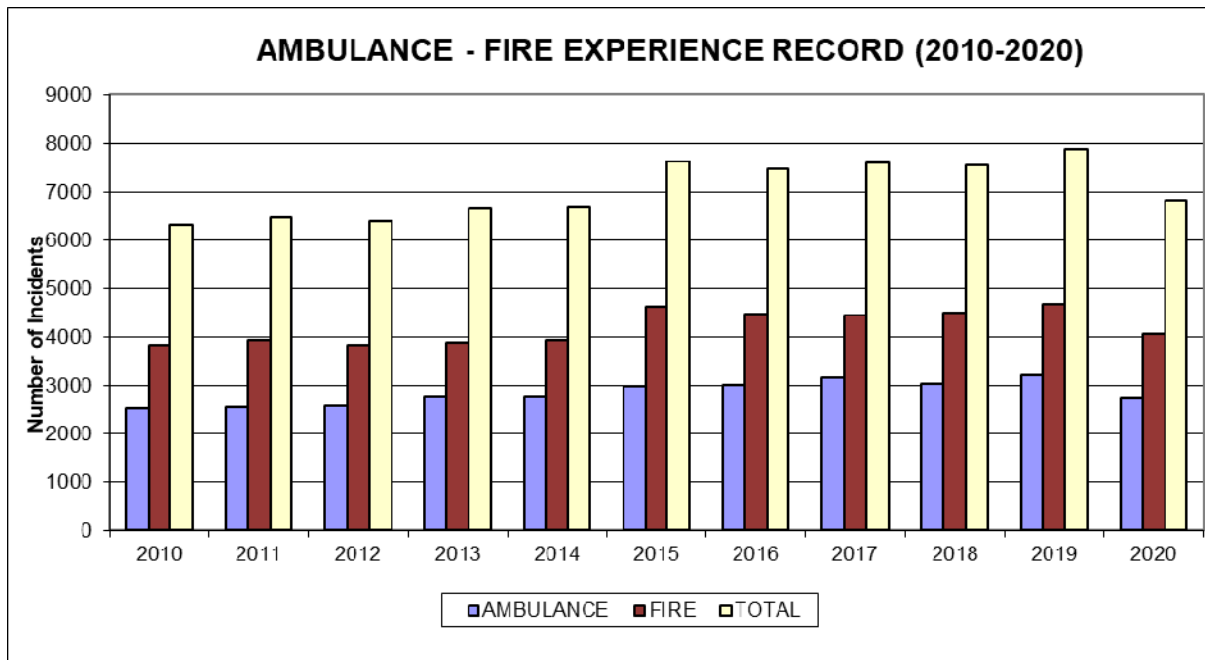


In August 2020, the department's new ambulance was delivered. This ambulance was designed specifically to operate as an ALS unit.

Burlington Fire and Police Departments organized a first responder parade for the staff at Lahey Hospital.

On the evening of Monday, December 14th, two members of our department were promoted at the Board of Selectman Meeting. James Browne was promoted to Fire Captain and Michael McLaughlin was promoted to Fire Lieutenant. These promotions were made to fill the vacancy created by Captain Kevin Browne's pending retirement in January 2021.

COVID-19 did have an overall impact in the total number of incidents that the Burlington Fire Department responded to in 2020. The Burlington Fire Department responded to 4065 fire related incidents in 2020. This was a reduction of just over 600 incidents. Ambulance responses also decreased to 2736 calls for service. This was a reduction of over 470 ambulance runs. COVID-19 was directly related to the reduction in both fire related responses and ambulance responses. In the early spring the majority of businesses in our community closed their doors in order to slow the spread of the virus. When our local hospitals became filled with COVID-19 patients, many people chose to stay away from hospital emergency rooms for the fear of becoming infected with the COVID-19 virus. As a direct result of these two factors our response numbers decreased. During the summer months when the number of COVID-19 cases began to decline, businesses began to re-open and our response numbers began to increase. Individuals began to feel more comfortable being transported to our local emergency rooms thus our ambulance responses increased as well. As we enter 2021, we are hopeful that life returns to normal and that the Town returns to being the thriving community that it was prior to COVID-19. When this happens, we anticipate that our department's Fire and EMS responses will substantially increase. The following graph illustrates the fire department's response numbers for the past eleven calendar years.





Residential Structure Fire on Tinkham Avenue



Motor Vehicle Rollover on Mall Road

Grants

The Burlington Fire Department received grants and gifts in 2020. They include;

- An Assistance to Firefighters – COVID-19 Grant for \$10,000 to purchase PPE for our Firefighter/EMTs
- A grant from the Executive Office of Public Safety and Security (EOPSS) and the Department of Fire Services for \$10,000 for the purchase of a washer/extractor for Fire Headquarters. The extractor is used to wash our member's structural firefighting gear.
- 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

- The Oracle Corporation donated \$9,901 for the purchase of equipment.
- The Digital Federal Credit Union (DCU) donated \$5,000 to be used for community based programs.
- A \$1000 dollar gift from a Winter Street resident to be used toward the purchase of equipment.
- A \$250 dollar gift from the Burlington Breakfast Rotary Club to purchase PPE.
- The Rotary Club of Burlington donated PPE on multiple occasions throughout 2020.

The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support. We would also like to thank the countless number of individuals, organizations and businesses that dropped off needed supplies including PPE and cleaning products to both stations during the early months of COVID-19.

Retirements

The Burlington Fire Department had three veteran members of the department retire in 2020. We thank these members for their dedicated years of service to the Town of Burlington and wish them all a happy and healthy retirement.

- Lieutenant John Skinner retired after serving the community for 32 years. John was appointed to the Burlington Fire Department in January 1988. He was promoted to Lieutenant in January 2001. He served as the Senior Lieutenant on Group Four prior to his retirement.
- Firefighter James Sherman retired after serving the community for 34 years. Jim was appointed to the Burlington Fire Department in March 1986. He served as the Senior Firefighter on Group One prior to his retirement.
- Firefighter Michael Runyan retired after serving the community for 31 years. Mike was appointed to the Burlington Fire Department as Fire Dispatcher in September 1989. He was appointed as Firefighter in November 1993. He served as a Firefighter on Group One prior to his retirement.



*Firefighter Jim Sherman retires
after 34 years of service*



*Lt. John Skinner retires
after 32 years of service*

New Hires

- The Burlington Fire Department hired five new members in 2020. We welcome these new members to the department and wish them a long, healthy and productive career.
- Firefighter/Paramedic Benjamin Elwell was appointed to the department in February 2020. He attended the MA Firefighting Academy in Stow. After completing the academy, Ben was assigned to Group Four.

- Firefighter/Paramedic Richard Delory was appointed to the department in March 2020. Rich transferred to our department from Winchester Fire Department where he served for one year. Rich was assigned to Group One.
- Firefighter/Paramedic Shane Yandle was appointed to the department in November 2020. He is currently attending the MA Fire Academy in Stow. He is due to graduate from the academy in February 2021.
- Firefighter/Paramedic Brian McCarthy was appointed to the department in December 2020. He is currently attending the MA Fire Academy in Stow. He is due to graduate from the academy in March 2021.
- Firefighter/Paramedic Zachary Rolfe was appointed to the department in December 2020. He is currently attending the MA Fire Academy in Stow. He is due to graduate from the academy in March 2021.

On a personal note, I would like to acknowledge every member of the Burlington Fire Department for their dedicated service during this most difficult year. When COVID-19 struck, not much was known about the virus. It was a learn as you go process as we tried to best protect the members of our department as well as continuing to provide fire and EMS services to our community. I would like to personally thank Assistant Chief Andrew Connerty, Lieutenant Mark Saia, Board of Health Director Susan Lumenello, Local 2313, Dr. Erik Wang and Marc Dimattia of Lahey Hospital for working together as we navigated our way through each new situation that presented. I would also like to acknowledge Town Administrator Paul Sagarino and his staff for their leadership during these trying times. I must also acknowledge the Massachusetts Emergency Management Agency (MEMA) for providing assistance when personal protective equipment was extremely limited. Every request for equipment we made through MEMA was granted. The open line of communication between MEMA and the town throughout this pandemic was strong.

The Burlington Fire Department remained operational throughout these most difficult times. Our members stood up to the challenge and came to work each and every day. When asked to wear masks, we wore masks. When asked to social distance, we did our best to social distance. When asked to respond to calls involving a COVID-19 patient, our members put on their personal protective equipment and entered the homes of the patient in order to provide treatment and transport.

As always, on behalf of the 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 & 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.

POLICE DEPARTMENT



BURLINGTON POLICE DEPARTMENT MISSION STATEMENT

The mission of the Burlington Police Department is to work with all citizens of the community, to create a safe and secure environment with an emphasis on equality, fairness, integrity and professionalism.

POLICE DEPARTMENT PERSONNEL BY RANK & SENIORITY

Michael Kent, Chief of Police

Command Officers

Deputy Chief Thomas Browne

Capt. Gregory Skehan

Capt. Robert Kirchner

Lt. Glen Mills

Lt. Michael McDade

Lt. Timothy McDonough

Lt. Daniel Hanafin

Lt. Kevin Cooney

Sgt. Kevin Doherty

Sgt. David H. McLean

Sgt. Gerard McDonough

Sgt. Timothy Kirchner

Sgt. Matthew Leary

Sgt. Bernard Schipelliti

Sgt. Thomas Carlson

Sgt. Peter Abaskharoun

Sgt. Christopher DiDonato

Detectives

James Hanafin

Paul Callahan

Gary Redfern

Al Gagne

Matthew Leary

Thomas Fournier

Ann Marie Browne

Officers

Spiros Tsingos

Richard Hanafin

James Tigges

Harry Sawyer, Jr.

Daniel Houston

Paul Glejzer

Robert Aloisi, Jr.

Keith Sheppard

Karen DiRenzo

Marjorie Taylor

Stephen Papagno

Joseph Papsedero

Lyn Reynolds

William A. Soda

David M. McLean

John Lynch

Michael Minichiello

Matthew Creamer

Roberto Reyes

David Outerbridge

Vito Costa

Sage Costa

Domenic Grossi

William Trelegan

Shane Thomson

Patrick Lyons

Ashley Daniels

Nikolas Saledas

Brian Hanafin

Rameez Gandevia

Officers

Lindsay LaPrad

Eric Magee

Dominic Calicchio

Michael Julce

Keith Hodges

Matthew Trahan

Jillisa Smith

Daniel Main

Amanda Santos

Thomas Zarro

Brittany Zaccagnini

Renoel Amogawin

Jacob DeSantis

Brian Goggin

Haydn Matarazzo

Tristan Cocran

Melisa Cadet

Stan Savage

Sean McGinn

Aurise Miedico

Dispatchers

Gail Fay

Edwin Kolhonen

Christopher Hartling

Melissa Neiman

Administration

Rosemarie Tieri

Paula Manzo

Paola Harlow

Detail Clerk

Betsy Forte

ACO

Gerry Mills

Civilian Support

Karen DiRienzo

Marjorie Taylor

Police Academy

Students

Darryl Calicchio

Eric Jaeschke

Thomas Lyons

Nicholas Scola

Burlington Police Department Annual Report

WEBSITE

<https://www.bpd.org/>

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 2020

- Officers Richard Hanafin, Daniel Houston, John Lynch along with Detectives Gary Redfern and James Tigges retired.
- Officer Michael Julce resigned to accept a position with the Massachusetts State Police. Officers Lindsey Laprad and Keith Hodges resigned to pursue employment in the private sector. Dispatcher Dodi Feldman resigned to accept a position as a crime analyst with the Boston Police Department.



- Brian Goggin, Hadyn Matarazzo, Tristan Cochran, Melissa Cadet, Stan Savage, Sean McGinn, Aurise Miedico, Darryl Calicchio, Eric Jaeschke, Thomas Lyons and Nicholas Scola were appointed Police Officers. Christopher Hartling and Melissa Neiman were appointed Emergency Dispatchers.
- Department Recovery Coach Margie Taylor continued to help those struggling with substance use disorders and continued to provide support for their

affected families

- Mental Health Clinician, Karen DiRienzo, continued her work by helping people in crisis and supporting their families struggling to cope
- Officer Lynn Reynolds continued a robust relationship with the senior community as the department liaison
- The department leased a simulator that will allow training modules with branching scenarios that emphasize de-escalation, dealing with mental health crises, autism awareness, tourniquet application and even dealing with aggressive dogs to name a few all the while affording officers and trainers safe, social distancing while training.



The effects of COVID19 were far reaching in Burlington. The department had several officers contract the disease. Protocols were put into place to limit officer exposure while still delivering services that the public has come to expect. All community events were cancelled along with various trainings that officers attend over the course of the year.

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 2020, 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 our 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 our wonderful community.



Officer Jim Tigges retired after 32 years of service



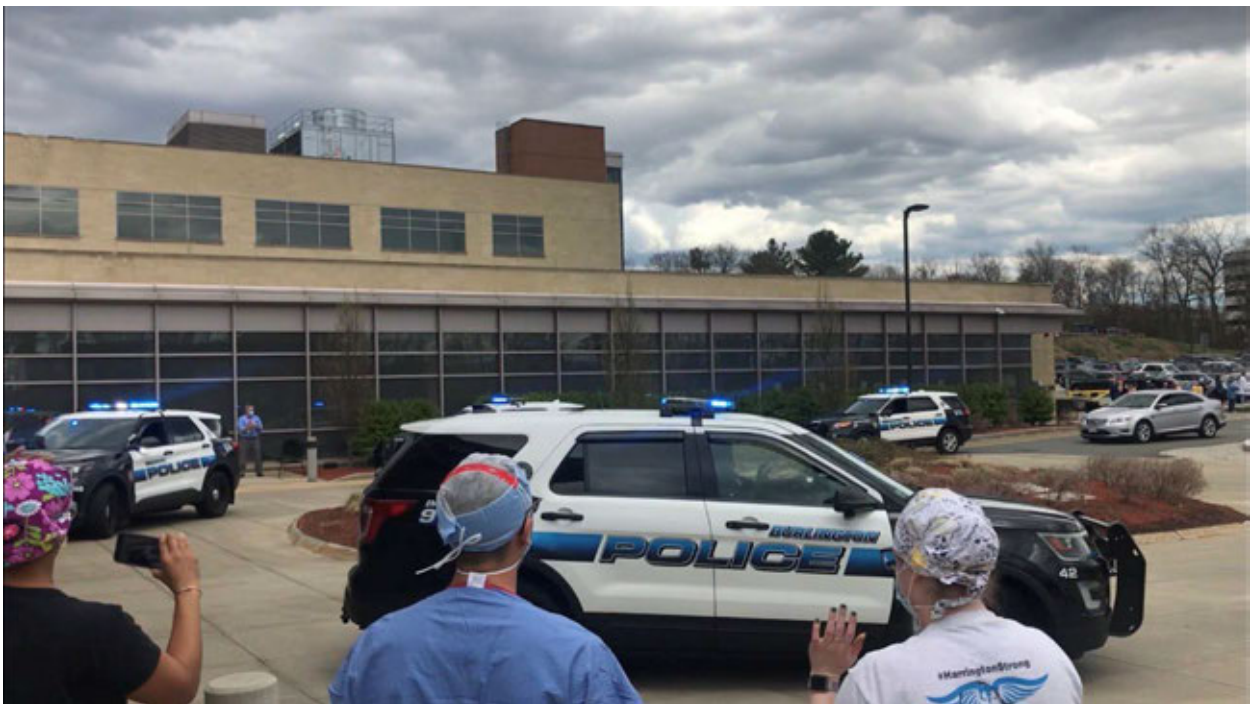
*K-9 Officer Havoc retired after 10 years of service
(l to r) Selectman Mike Runyan, Town administrator Paul Sagarino, Selectman Nick Priest, Havoc's Handler Officer Joe Papsedero, Selectman and Police Officer Jim Tigges, Selectman Joe Morandi*



Police officer Jake Desantis walked 22 miles from Tewksbury to Boston in honor of Veterans Day. Officer DeSantis is a U.S. Army veteran and did this “Memorial Ruck March” to raise money for the Massachusetts Fallen Heroes Foundation.



Fire and Police personnel line up to salute the flag at the 2020 9-11 ceremony



Burlington Fire and Police Departments organized a first responder parade for the staff at Lahey Hospital

2020 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

Total calls for service for 2020	31,352
911 Abandoned/ Hang Up	2,231
Activity - ACO	17
Activity - Car Seat Install	7
Activity - Drug Box/Needle Box	13
Activity - SUAS Drone	23
Activity - Evidence Officer	5
Activity - Investigation	100
Activity - K-9	21
Activity - Readiness Drill	13
Activity - Safety Officer	35
Activity - On Duty Training	3
ADMINISTRATIVE ENTRY	20
Activity - Elder Liaison	1
ALARM	1,302
Ambulance Request	1,860
Activity - Mental Health / CIT	2
Animal Complaint	388
Assault	17
Assist P D / L E Agency	135
ASSIST PUBLIC/ OTHER	614
ATV/ Dirt-bikes/ Scooters	7
B&E - Commercial	9
B&E - Residential	9
By-Law Violations	18
CHILD ABUSE/NEGLECT	2
BUILDING CHECK	12,999
CIVIL COMPLAINT	52
CREDIT CARD MISUSE	14
Cruiser Damage	31
Death - Unattended	16
DISTURBANCE	248
Domestic	138
Directed Patrol	2,478
Drug Overdose	1
Drug Complaint	20
Disabled MV	240

ELDER Abuse/Neglect/Problem	12
ESCORT	43
EXPLOSIONS	4
FIRE	111
Flim-Flam/Fraud/Scam	323
FORGERY/UTTERING/COUNTERFEIT	10
FOUND PERSON / CHILD	4
Gas Leaks / Odor of Gas	17
Gun Calls/Shots Fired	5
Harassment	57
HAZMAT INCIDENT	7
Identity Fraud	79
Injured On Duty/Exposure	15
LITTERING / DUMPING	10
Lockout	139
License Plate Recovered/Found	5
License Plate Stolen/Lost	5
MALICIOUS DAMAGE / VANDALISM	78
Missing Child	24
Missing Person	23
MV Abandoned	10
MV B & E	33
MV Complaint	339
MV CRASH WITH INJURIES	73
MV CRASH WITHOUT INJURIES	435
MV CRASH UNKNOWN INJURIES	157
MV Hit & Run	136
MV - Recovered Stolen	9
MV - Repossession	40
MV STOP	836
MV THEFT	21
NOISE COMPLAINT	189
NOTIFICATION	32
OPEN DOOR / WINDOW	15
Paper Service	303
PARK & WALK	42
Police Information	153

Power Outage	17
Parking Complaint	77
PROPERTY - LOST OR FOUND	215
Prisoner Transport	30
Psychological	57
RAPE	2
Robbery	1
ROAD HAZARD	181
Restraining Order Served/Issue	37
Restraining Order Violation	23
Sexual Offenses	19
SHOPLIFTING / RETAIL	77
Soliciting	15
SUSP PERSON; MVs; ACTIVITY	886
SUICIDE ATTEMPTS OR THREATENED	32
Search Warrant	4
Test	63
Theft	146
THREATS PAST / PROGRESS	44
TRAFFIC CONTROL	104
TRESPASSING	19
TRAFFIC ASSIGNMENT	1,741
WARRANT ARREST	16
Water Leaks	34
Well Being Check	458
WIRES / POLES DOWN	126
Youth Complaint	45
TOTAL	31,352



Burlington Police Department in the first responder parade for the staff at Lahey Hospital

DEPARTMENT OF PUBLIC WORKS

WEBSITE

<https://www.burlington.org/433/Public-Works>

ADMINISTRATION AND DEPARTMENT STAFF

John G. Sanchez, Director of Public Works
Teresa Keene, Administrative Assistant II
Rachel Leonardo, Operations Analyst
Pialisa Manent, Account Specialist
Patti Robichaud, Account Specialist
Danielle McKenney, Office Assistant I

Central Maintenance

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

Buildings & Cemeteries

<i>Frank Anderson</i>	<i>Superintendent</i>
<i>Nicole Noorigian</i>	<i>Lead Foreman</i>
<i>Michael Quinones</i>	<i>Working Foreman</i>
<i>Pari Doherty</i>	<i>Admin Assistant I</i>
<i>James Bieren</i>	<i>Spec Equip Oper.</i>
<i>Billy Bouley</i>	<i>Bldg Maint Crafts.</i>
<i>James Gavula</i>	<i>Sr Bldg Maint Crafts.</i>
<i>Donald McNeil</i>	<i>Bldg Main. Crafts</i>
<i>David Swift</i>	<i>Bldg. Maint. Crafts.</i>
<i>Kevin Mehigan</i>	<i>Head Custodian</i>
<i>Kevin Crehan</i>	<i>Bldg Custodian</i>
<i>Steve Doyle</i>	<i>Lead Custodian</i>
<i>Mary Hamel</i>	<i>Lead Custodian</i>
<i>Laura Sorensen</i>	<i>Bldg Custodian</i>
<i>Eric Moran</i>	<i>Bldg Custodian</i>

Water & Sewer

<i>Paul Bieren</i>	<i>Superintendent</i>
<i>Matthew Davis</i>	<i>Lead Foreman</i>
<i>Aaron Chase</i>	<i>Working Foreman</i>
<i>Alex DeAlmeida Jr.</i>	<i>Pump Stat Oper</i>
<i>Christopher Hayes</i>	<i>W&S Equip Maint</i>
<i>Kenneth Ganley</i>	<i>W&S Equip Maint</i>
<i>Jamie Phillion</i>	<i>Pump Stat Oper</i>
<i>Michael Rose</i>	<i>Pump Stat Oper</i>
<i>Nicholas Tricomi</i>	<i>W&S Laborer</i>

Engineering

<i>Thomas Hayes</i>	<i>Town Engineer</i>
<i>Brian White</i>	<i>Asst. Town Engineer</i>
<i>Lisa Matarazzo</i>	<i>Engineering Aide</i>
<i>Tim Mazzone</i>	<i>Sr Engineer</i>
<i>Steve Hildreth</i>	<i>Sr Engineer</i>
<i>Meghan Cavalier</i>	<i>Jr Engineer</i>

Highway

<i>Kevin Keene</i>	<i>Superintendent</i>
<i>Robert McMahon</i>	<i>Lead Foreman</i>
<i>Michael Giardina</i>	<i>Working Foreman</i>
<i>Donna Manning</i>	<i>Timekeeper</i>
<i>Anthony DeSimone</i>	<i>Spec Equip Oper</i>
<i>Michael DeSimone</i>	<i>Spec Equip Oper</i>
<i>Pat Duran</i>	<i>Spec Equip Oper</i>
<i>Thomas Harrington</i>	<i>Spec Equip Oper</i>
<i>Christopher Lavoie</i>	<i>Spec Equip Oper</i>
<i>Daniel Matarazzo</i>	<i>Spec Equip Oper</i>
<i>Michael McCarthy</i>	<i>Spec Equip Oper</i>
<i>Ricky McClenningham</i>	<i>Spec Equip Oper</i>
<i>Michael Murphy</i>	<i>Spec Equip Oper</i>

Water Treatment

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

DEPARTMENT 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 65 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.

2020 Highlights - DPW

I am extremely proud to report that all essential operations of the Public Works Department continued during the 2020 Global Pandemic: water production, sewer pumping, water main repairs, snow and ice operations, catch basin cleaning, cemetery burials, building maintenance and repairs, vehicle maintenance, including police vehicles, and trash collection; while our office staff continued to assist our residents throughout 2020.

Although there were many capital projects completed during 2020, including energy efficiency upgrades, completion of Phase 1 of the MWRA water connection and final approval to join the authority, this year I would like to highlight the commitment of our public works employees to continue operations during the pandemic. Everyone contributed greatly at maintaining the high level of service our residents are accustomed to, and for that I am very grateful!

Respectfully submitted,
John G. Sanchez, P.E.
Director of Public Works

Facilities Upgrades and Energy Efficiency Projects

Burlington is continuously striving to improve the comfort of all Town buildings while reducing energy emissions and increasing efficiencies.

The Massachusetts Department of Energy Resources (DOER) designated Burlington a Green Community in February of 2020. To qualify as a Green Community, the Town of Burlington adopted five required criteria, including the Stretch Building Energy Code and the development of a five-year Energy Reduction Plan (ERP) in order to improve energy efficiency and increase the use of renewable energy in public buildings, facilities, and schools.

The Town of Burlington was awarded \$172,250 as a Green Community designation grant and is eligible to earn competitive grant funds for additional energy efficiency projects on an annual basis.

In 2020, we completed just shy of \$1,000,000 worth of upgrades to Town facilities. By utilizing grant money and utility incentives, the total cost to the Town was only \$153,000.

Completed Projects:

- LED Light Conversion in All Town Facilities
- Installation of Town Hall Electric Vehicle Charging Station
- Weatherization of Library Doors
- Installation of 4 New Roof Top Units at Human Services Building
- Replacement of 2 Library Roof Top Units
- Upgrade of Library HVAC Controls
- Installation of New HVAC Equipment at Fire HQ

We will be proposing additional projects in the upcoming years to meet the goals of the five-year Energy Reduction Plan (ERP).

Proposed Projects for 2021:

- Installation of New Library Roof
- New HVAC Controls at Mill Pond Treatment Plant

Respectfully submitted,
Rachel Leonardo
Operations Analyst

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.

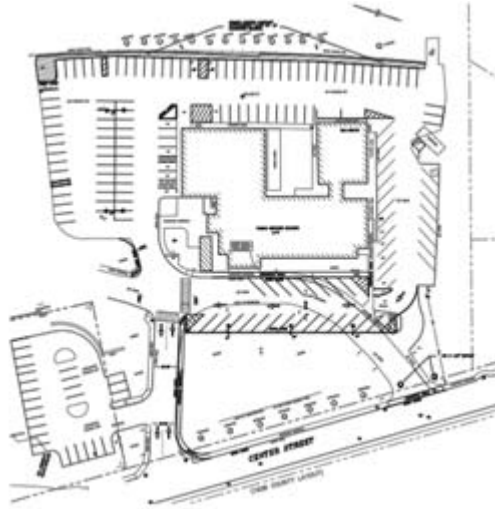
2020 Highlights - Engineering

- **DPW Procurement** - Provided procurement assistance to other DPW Divisions on 45 projects.
- **Utility Permits (0031)** – Issued 300 street opening/utility permits as well as 81 Sewer Allocation permits.
- **Water Main upgrade - Adams St (7382)** – Construction of 2,500 feet of twenty-four (24) inch water main and associated work, awarded to Joseph P. Cardillo, & Son, Inc. of Wakefield, MA at a contract value of \$1,393,779.59.



EV Charging Station at the Main Town Hall

- **Human Services 61 Center Street Parking Lot Expansion and Marshall Simonds Middle School Phase 2 paving (7305)**- Construction of parking lots, drainage, granite curbing, walk ways and lighting for the Human Services building at 61 Center Street as well as the second phase of the Marshall Simonds Middle School resurfacing. Construction awarded to Nocella Landscape and Paving at the contract value of \$663,184.66.



Human Services Building 61 Center Street parking lot expansion



Human Services Building 61 Center Street parking lot expansion

- **Paving - Cold Plane Streets (7445)** – Mill and overlay resurfacing of numerous roadways. Construction awarded to Lazaro Paving Corp of Shirley, MA at a contract value of \$705,138.65.

- **DPW and Recreation Facilities (7346)** – Construction of new Public Works and Recreation Departments facilities at 1 and 10 Great Meadow Road. Design awarded to Weston & Sampson Engineers at a contract value of \$2.7M, Owners Project Manager to NV5 at a contract value of \$1.4M, and Construction by CTA Construction Managers at a contract value of \$24M.



Public Works and Recreation Maintenance Facilities

June - December 2020 - Construction of new Public Works facility at 10 Great Meadow Road

- **Paving - Reclaim Streets (7446)** – Reconstruction of several roadways within the Town, awarded to Lazaro Paving Corp. of Shirley, MA at a contract value of \$573,846.80.
- **Crack Sealing (7447)** – Eighty Three (83) streets were crack sealed by Superior Seal Coating as well as two parking lots (Vine Brook WTP and Mill Pond WTP). The total value of the contract was \$96,380.
- **Burton Rd Drain (7448)** – Construction of two catch basins and two drywell manholes was awarded to Woodall Construction Co. for the total contract value of \$35,024.
- **Sidewalk - Peach Orchard (7449)** – Reconstruction of a 3,675 foot sidewalk was done on Peach Orchard Road awarded to Nocella Paving Co. The total value of the contract was \$465,320.70.
- **Project 8 & 9 Sewer Rehabilitations (7454)** – Sewer main and manhole rehabilitations project at various locations was awarded to National Water Main Cleaning Co. of Canton, MA at a contract value of \$558,933.17.
- **Project 10 I/I Sewer Investigations (7464)** – Sewer inspections to identify infiltrations and inflows, awarded to Weston & Sampson Engineers, Inc at a contract price of \$251,268.00.
- **Traffic Signal Spare Equipment Purchase (7481)** – Spare traffic signal equipment with long lead times were purchased to minimize traffic signal network downtime. Equipment was purchased from Coastal Traffic, Inc., Highway Tech, and Ocean State Signal Co. for a cumulative cost of \$51,280.00



Burton Drain



Peach Orchard Sidewalk

The Division congratulates our Administrative Assistant, Lisa Matarazzo on her well-deserved promotion to Engineering Aide. She has put in the effort for many years; assisting the Engineers in the office as well as out in the field, obtaining her Massachusetts Certified Public Purchasing Official (MCPPO) designation, and providing exceptional customer service to the Burlington residents.

Considering the global pandemic 2020 was a more than a challenging year, although the construction season progressed flawlessly. I want to express my thanks to the Engineering staff for their support and professionalism. I know I can count on everyone to work together and get the job done. We all look forward to 2021 for another successful, but possibly less exciting year.

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

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 2020, we processed and completed 334 repair and maintenance jobs at various locations, as well as providing groundwork, preparation and supervision of outside contractor projects. Of the completed jobs, 242 were handled by in-house employees, with 92 performed by outside contractors.

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.

2020 Highlights - Buildings

- As part of ongoing energy efficiency projects in connection with Eversource, the following were completed:
 - a new HVAC system at the Fire Station Headquarters;
 - conversion of all lighting to LED at all the Town Buildings.
- The Installation of three 5 Ton and one 28 Ton roof top units at the Human Services Building.
- Extensive energy projects at the Library included:
 - a new Building Management System;
 - the installation of two new 40 Ton roof top units;
 - conversion to LED lighting in the entire building.
- Facilities improvements were made including:
 - ongoing painting at Town Hall offices.

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.

2020 Highlights - Cemeteries

Pine Haven Cemetery

- The Buildings & Cemeteries Division performed 105 burials at Pine Haven Cemetery and sold 39 burial plots. 20 Columbarium niche units were sold in 2020 with 18 inurnments performed.

Chestnut Hill Cemetery

- Cemetery and Buildings Division personnel performed 64 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.



The Seminatore Barn at Pine Haven Cemetery now serves as both a chapel & an office (Photo by R. Caplan)



Old Burial Ground, Second Parish 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 Sherriff'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.

Submitted by,
Frank Anderson
Buildings and Cemeteries Superintendent

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.

Respectfully submitted,
George Thomas Lee
Central Maintenance Superintendent

HIGHWAY DIVISION

Kevin Keene, Highway Division Superintendent

The Highway Division being an essential division took on 2020 in a different manner due to the Pandemic. While trying to complete work and keep crews separated we were still able to complete work orders such as:

- Sweeping sidewalks
- Sweeping streets
- Brush cutting
- Cleaning catch basins
- Repairing berms and lawns
- Filling potholes
- Repairing and replacing of street signs
- Storm clean ups

- Line painting
- Water break road repairs
- Removal and the replacing of over 1600 ft. of Fox Hill sidewalk
- And dealing with just a couple of snow events for it was a mild winter

The Highway Division is always thankful to all who have helped throughout the year. We look forward to serving our residents to the best of our ability.

Respectfully submitted,
Kevin Keene
Highway Superintendent

WATER & SEWER DIVISION

Water Treatment Section

Russ Makiej, Water Treatment Manager
Water Treatment Manager

2020 was a great year for us in the Water Treatment Division. We continued to work diligently with our DPW Director and our consulting engineers through the permitting and application process for the town to join the MWRA which was made official by an MWRA Board vote in December of 2020. The MWRA will eventually supply the town with an as needed supplemental volume of drinking water going forward in conjunction with the operation of the Mill Pond Plant. This also coincides with us shutting down the Vine Brook Groundwater Treatment Facility in the not so distant future.

We produced 1.07879 billion gallons of water for our consumers in 2020. Vine Brook produced 233.148 million gallons and Mill Pond produced 845.642 million gallons respectively. We continue to work to provide our residents with the highest quality drinking water that we are able to produce from our treatment plants.

We 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 flow in the river.

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 finalized sampling for the EPA's UCMR4 sampling and analysis which ended in late 2020. We look forward to sampling for PFAS in April of 2021 and the challenges that may arise from this sampling.

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!

Due to COVID-19 restrictions, backflow inspections were conducted when safe access was possible.

Total Reduced Pressure Zone devices	980
Total Pressure Vacuum Breaker devices	62
Total Double Check Valve devices	332
Total testable devices in Commercial/Municipal buildings	1364

TEST RESULTS		
	PASSED	FAILED
DC Residential	2	0
DC Municipal	19	0
DC Commercial	<u>295</u>	<u>1</u>
DC Totals	316	1

PV Residential	40	1
PV Municipality	2	0
PV Commercial	<u>16</u>	<u>0</u>
PV Totals	58	1

RPZ Residential	7	0
RPZ Municipal	103	2
RPZ Commercial	<u>1024</u>	<u>3</u>
RPZ Totals	1134	5

Grand Totals	1508	7
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SURVEY RESULTS		
Commercial	206	16
Municipal	<u>3</u>	<u>0</u>
Grand Total	209	16

Backflow Prevention

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.

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.

2020 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 and professionalism while working continuously through the COVID-19 pandemic.

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.

We would like to welcome two new employees to our division: Nick Tricomi and Alex DeAlmeida.

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 of 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 and 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.

A look at the numbers:

Number of appointments (repairs, meters, mark out and troubleshoots)	1458
Number of water main breaks	44
Number of hydrants repaired/replaced	53
Number of hydrants flushed	500
Water shut off/on	84
Linear feet of sewers rodded	21,400
Sewer blocks responses	23
Wet well cleaning	17
Emergency sewer alarms responses	329

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.

Respectfully submitted,
Paul Bieren
Water & Sewer Division Superintendent

BURLINGTON PUBLIC TRANSIT



*Burlington Public Transit Bus Service came to an end as of December 31, 2020 to be replaced by Burlington Community Transportation Program with ride share door to door services
Photo: P. Robichaud*

Patti Robichaud, Burlington Public Transit Coordinator

This year marks the last year of operations for the Burlington Public Transit System, as the bus service came to an end as of December 31 2020. Although there were many attempts to increase ridership, ridership continued to decline each year for the last five years. Of course, the pandemic hitting in March also contributed immensely to the low numbers seen in 2020. However, the decision had already been made that this calendar year would be the last.

The Burlington Public Transit System (formerly known as the “B-Line”) has been proudly serving the public since 1988. When the bus system originally started, it was called the “People Mover”. Throughout the years, there have been many changes in routes trying to accommodate all our residents and workers. The bus traveled all around Burlington from morning to night getting them to and from their appointments, work, shopping areas etc.

However, we are pleased to tell you that a new transportation program will be taking its place similar to “Ride Share” under the name “Burlington Community Transportation Program”

This new program will be run through the Council on Aging and has been in service since July. Please call the Council on Aging (781-270-1965) if you would like more information on this new program.

Respectfully Submitted,
Patti Robichaud
Burlington Public Transit Coordinator

BUILDING DEPARTMENT

ADMINISTRATION AND DEPARTMENT STAFF

Mark Dupell, Inspector of Buildings as of November 23, 2020

Andrew Ungerson, Senior Building Inspector

John Luther, Local Building Inspector

Michael Kenney, Local Building Inspector

James McDonough, Inspector of Wires

Eric Sullivan, Backup Wiring Inspector

Glenn Paparo, Inspector of Plumbing & Gas Fittings

William Callahan, Backup Plumbing & Gas Inspector

Erin Killilea, Administrative Assistant

Judy Sorensen, Administrative Assistant

WEBSITE

<https://www.burlington.org/606/Building>

PURPOSE

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

Our Mission is to manage plan reviews, permits and inspections relating to new construction, additions, and remodeling projects. Our Assignment: Review building plans submitted to the Town and approves them based on compliance with the Town's Zoning Bylaws, the Commonwealth of Massachusetts State Building Code, as well as the Planning Board's decision. Conduct and issue Chapter 304 of the Acts of 2004 (an Act to further enhance fire and life safety and other annual inspections (Certificate of Inspection) of certain assembly occupancies (e.g. restaurants, schools / day cares, apartment buildings, etc.). Last but not least, promptly responds to complaints regarding potential code or bylaw violations and as well work done without the proper permits.

2020 HIGHLIGHTS

This year the Building Department along with Town Clerk, Planning Board, Conservation Commission, Board of Health, Engineering, Department of Public Works and the Fire Department are continuing with the online permitting system known as View Point Cloud – www.burlingtonma.viewpointcloud.com. We focused on refining the software and making it our own. This online permitting was especially pertinent while COVID-19 and having to social distance; the process of our mission was able to continue on without a health or safety risk.

Shout out to Amy Warfield, Town Clerk and John Luther, Building Inspector. These two were instrumental in the smooth transition and couldn't have done it without their expertise.

We benefitted from our online permitting software *Viewpoint Cloud* in our first full year of use. The reporting of statistical data can easily be developed and converted to Excel.

- 3195 permits issued – averaging less than two (2) days for process; department reviews done simultaneously.
 - ❖ 927 Residential
 - ❖ 29 New single family dwellings
 - ❖ 26 Dwellings Demolished
 - ❖ 251 Commercial
 - ❖ 2 Buildings Demolished
 - ❖ 6 New Commercial Buildings

1. 12M Public Works and Parks & Recreation, 10 Great Meadow Road
 2. \$10.5M Self-Storage Facility, 82 Blanchard Road
 3. \$6.7M Car Dealership, 64 Blanchard Road
 4. \$5.2M Department of Children and Families DCF, 328 Cambridge Street
 5. \$1M Citizen's Bank, 140 Lexington Street
 6. \$921K Valvoline, 118 Cambridge Street
- 5718 inspections scheduled and performed
 - 114 Certificate of Inspection Renewals issued; 37 issued in accordance with Chapter 304 of the Acts of 2004 (liquor licenses). A total of \$12, 946 in fees collected.
 - \$1,470,047 Fees Collected

\$85.8M Commercial construction costs are down considerably. Shown here is some of the larger remodel projects issued in 2020:

- \$2.9M Salesforce, 5 Wall Street
- \$2.8M AVID, 75 Network Drive
- \$2.5M ICU/PCU Lahey, 41 Burlington Mall Road
- \$2.2M Lahey Breast Care, 67 South Bedford Street
- \$2M Nuance, 1 Wayside Road

\$38.7 Residential construction costs summary reflected below:

- 81 Additions
- 105 Windows and/or Doors
- 86 Weatherization (Insulation)
- 48 Solar Panels
- 34 Siding
- 126 Roofs
- 42 Decks (new or remodeled/updated)
- 105 Kitchen and/or Bath Remodel

62 Complaint / Violation responses: typically concerns of neighbors regarding unregistered vehicles, property conditions, construction to close to my property line and individuals working without the proper permits.

72 Life Safety Emergency calls (Fire Department requests for assistance and other agencies)

28 Variance denial letter to Board of Appeals (setbacks, signage, etc.)

15 Official Notifications of new and changed addresses for Enhanced 911, USPS, Verizon, Comcast, Eversource etc. Shown below is just a sample of them.

- Mill Pond Lane - new subdivision off of Chandler (2 houses)
- 7 Wheeler Road – new storage facility
- 140 Lexington Street – new bank in Kohl's parking lot

The Microfilm Imaging project has been continuously managed with all the latest plans prepared and submitted for imaging. The imaging of street files was underway until COVID hit.

215 Public records requests. These requests come from U.S. Department of Commerce, Town Clerk, building statistics groups, real estate agents, sales people, etc. and individuals. 100% satisfied customers.

FUTURE GOALS

Our goal is to complete the scanning of our property files into Viewpoint. Once completed, each property file will include all documentation relating to that property, and the general public will have easy access to research the history of any structure in town.

The construction industry is continuing to change, 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; with the use of solar and alternate sources of energy/power. With these changes our office is

2020 BUILDING DEPARTMENT STATISTICAL DATA

		No. of Permits Issued	No. of Inspections	Construction Costs
Building Permit		571	1598	\$ 114,923,604.00
Building Short Form		521	212	\$ 8,058,313.00
Demolition		30	0	\$ 731,600.00
Signs		74	74	\$ 387,192.00
Swimming Pool		37	37	\$1,031,149.00
Electrical		922	2080	
Plumbing		462	903	
Gas		407	556	
Sheet Metal		145	103	
Certificate of Inspections		114	155	
TOTALs		3283	5718	\$ 125,131,858.00
Fees Collected		\$1,470,046.99		



*New Department of Public Works & Recreation Building
10 Great Meadow Road*



*New Valvoline Building
118 Cambridge Street*



*Department of Children & Families (DCF)
328 Cambridge Street*



*Porsche Dealership
64 Cambridge Street*

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 by: J. Keeley*

CONSERVATION DEPARTMENT STAFF

*John Keeley, Conservation Administrator
Eileen Coleman, Assistant Conservation Administrator
Lisa Crockett-Crowe, Administrative Assistant
Dawn Cathcart, Recording Clerk*

WEBSITES

Commission website: <https://www.burlington.org/211/Conservation-Commission>
Department website: <https://www.burlington.org/210/Conservation>

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 2020. This was his 29th year on the Commission. William Boivin, who has been a Commissioner since 2012, continued for a sixth year as the vice-chair in 2020. 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 2020, Ed LoTurco completed his fourth year on the Commission, and Jennifer O'Riorden her second year on the Commission. Don Bernstein replaced Commissioner John Ramsdell and Kent Moffatt came aboard as an Associate Commissioner in 2020.

The Conservation Department was staffed in 2020 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Dawn Cathcart was the Recording Clerk for Conservation Commission meetings. The Department is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and open space to residents.

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



*Commission Site Visit
Photo by: E. Coleman*

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. 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.

2020 HIGHLIGHTS

2020 was a challenging year because of the COVID-19 pandemic. Beginning in April, all of the Commission's meetings were held virtually via web meeting technology. Department staff worked remotely in April and May. Social distancing made car-pooling to site visits impossible. Despite all that, 2020 was still a busy year for the Commission.

- The Commission issued **six (6)** Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued **twenty-seven (27)** Erosion & Sedimentation Control Permits for construction projects disturbing at least 10,000 sq. ft. of land,

many for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects included a new office building at 300 Summit Drive.

- The Commission also issued **twenty-two (22)** Determinations of Applicability for smaller construction projects proposed near wetlands.
- The Commission and/or Conservation Department also issued several Certificates of Compliance/Completion and several Enforcement Orders.
- The Conservation Department helped resolve several beaver-related flooding issues.
- The Commission and the Conservation Department worked with the Trustees of Reservations as they began the restoration of Mary Cummings Park. They constructed new trails, boardwalks, pollinator gardens and a wetland viewing platform in 2020.
- 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:
<https://www.burlington.org/329/Stormwater-Management-Program>
- 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, during July and August. 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 addressed 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: <https://www.burlington.org/329/Stormwater-Management-Program>
- The Conservation Department also employed one Land Management Assistant, 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.
- Summer stream-cleaners Cayleigh Goss-Baker and Emily Hopkins worked hard removing blockages and trash from the Town's waterways, continuing the long-running seasonal program.
- The Commission honored Kerry Melanson for her many years of service on the Commission. She stepped down in 2019.

*Former Conservation Commission Member Kerry Melanson
Photo by: E. Coleman*



FUTURE GOALS

In 2021 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.



*Rob Bosso, Land Management Assistant
working on Conservation Land
Photo by E. Coleman*

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 log into the meetings or attend, once the COVID-19 pandemic is over. Additional information, including meeting schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department and Commission's webpages.



*Eileen Coleman Sampling Stormwater
Photo by M. Hemler*

PLANNING BOARD



Barbara G. L'Heureux, Chairman, Joseph A. Impemba, Vice Chairman, Michael Espejo, Member Clerk, William Gaffney, Ernest E. Covino Jr., Paul R. Raymond, John D. Kelly, not pictured Brenda Rappaport.

ADMINISTRATIVE & PROFESSIONAL STAFF

Kristin E. Kassner, AICP, Planning Director

Elizabeth Bonventre, Senior Planner

Brady Caldwell, Assistant Planner

Jennifer Gelinas, Administrative Assistant

Dawn Cathcart, Recording Clerk

We are located on the first floor of the Town Hall Annex and further information can be found on the web at: <https://www.burlington.org/301/Planning>

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. The first Board was elected in 1940. The Board 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.

For the Planning Board and Staff 2020 was an exciting, challenging and innovative year. Brady Caldwell was hired as the Assistant Planner in February and Elizabeth Bonventre celebrated five years as a member of the Planning Staff in October. The Planning Board saw bittersweet change with member Jack Kelly stepping down after 8 years on the Board. In February of 2020, Representative Ken Gordon presented Member Kelly with a special Congressional Commendation for his service to Burlington.



*Representative Ken Gordon and former member, Jack Kelly
Members Covino, Gaffney, Chairman L'Heureux, Member Espejo, Rappaport, Raymond
and Vice Chairman Impemba*

The 2020 Annual Town Election: Incumbents Ernest Covino, Jr and William Gaffney were reelected to the Board and Member Rappaport elected for her first 5-year term.

With the declaration of the State of Emergency due to the COVID 19 pandemic on March 10, 2020, the department quickly pivoted to holding virtual meetings in April. While these first meetings proved to be quite challenging with many a, “can you hear me now?” and “where’s the mute button?” soon enough we came together running seamless virtual public meetings allowing the Town to continue to thrive and grow during difficult times. As a result, we are proud to say that Planning Department business continued uninterrupted for the duration of 2020. We want to thank all those that made it possible to forge ahead and

do our jobs every day. Planning Board meeting prep was once a flurry of paperwork and has transitioned into the production of virtual meetings. Staff and members stepped up and learned how to effectively manage the planning and permitting process through various new media. We are also pleased to say that many of our past efforts of digitizing work-flows ultimately made the department's transition to remote work almost seamless. The Planning Department also introduced [AppGEO](#) in late 2018 and the [ViewPoint](#) online permitting in October of 2019. This step was critical to allow for staff to communicate effectively with departments while we were all remote in 2020. We are hopeful that in 2021 we will be able to re-open our doors to the public and hold in person meetings again.

COMMITTEE MEMBERSHIP

Select Members of the Planning Board serve as representatives on the following committees: Economic Development Committee (Espejo, Rappaport), Sculpture Park (L'Heureux, Raymond), North Suburban Planning Council (Subregion of the Metropolitan Area Planning Council) (Espejo), Burlington Housing Partnership (Covino), Burlington Public Transit Committee and the Zoning Bylaw Review Committee (ZBRC) (Covino). 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. Planning Board Member Espejo serves as the Town's representatives to the Metropolitan Area Planning Council (MAPC). 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.

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 and due to the pandemic have been holding Development Coordination Meetings (DCM) weekly.

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. The Final Comprehensive Master Plan will be released in 2021. The Planning Board will also soon be seeking appointments to the Master Plan Implementation Committee.

2020 ZONING BYLAW AMENDMENTS & REZONINGS

January Town Meeting 2020, ARTICLE 2: Dimensional Requirements in the High-Rise Industrial District

Proponent: Town of Burlington

January Town Meeting 2020, ARTICLE 3: Rezone Property located at 400 & 600 Summit to the IH (High-Rise-Industrial) District

Proponent: Arthur J. Gutierrez, Jr. and Gloria M. Gutierrez, Trustees of Burlington January 1998 Realty Trust and 600 Wheeler Road LLC

January Town Meeting 2020, ARTICLE 4: Rezone Property located at 3 Van de Graaff Drive to the IH (High-Rise-Industrial) District

Proponent: American Landmark III, LLC

January Town Meeting 2020, ARTICLE 5: Rezone Property located at 60 Blanchard Road to the IH (High-Rise-Industrial) District

Proponent: 60 Blanchard Road, LLC

June Town Meeting 2020, ARTICLE 37: Definition: Greenspace

Proponent: Zoning Bylaw Review Committee

June Town Meeting 2020, ARTICLE 43: Rezone Property located at 200 Summit Drive to the IH (High-Rise-Industrial) District

Proponent: Arthur J. Gutierrez, Jr. and Gloria M. Gutierrez, Trustees of Burlington January 1998 Realty Trust

September Town Meeting 2020, ARTICLE 10 & 11: Parking Structures

Proponent: Escadrille Realty, LLC

September Town Meeting 2020, ARTICLE 12: Rezone Property located at 1-3 Ray Avenue to the BG (General Business) District

Proponent: Escadrille Realty, LLC

September Town Meeting 2020, ARTICLE 14: Rezone Property located at 207 Cambridge Street to the BG (General Business) District

Proponent: Town of Burlington

September Town Meeting 2020, ARTICLE 15: Storage, Warehousing and Distribution

Proponent: Town Meeting Members Betsy Hughes and Dave Webb

September Town Meeting 2020, ARTICLE 16: Self-Storage Facilities

Proponent: Town Meeting Members Betsy Hughes and Dave Webb

September Town Meeting 2020, ARTICLE 17: Planning Board Application, Electronic Permitting

Proponent: Town of Burlington

September Town Meeting 2020, ARTICLE 18: Short Term Rentals

Proponent: Town of Burlington

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 2020.

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 2020.

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 fifteen (15) requests for Minor Engineering Changes in 2020.

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 eighteen (18) requests for Insignificant Changes in 2020.

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. Twelve (12) Special Permit applications were filed in 2020.

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 2020, the following fees were collected:

Definitive Subdivisions	\$8,005.00
Approval Not Required	\$0.00
Preliminary Subdivisions	\$2,072.80
Special Permits	\$43,300.00
Site Plans	\$15,950.00
Site Plan Waivers	\$0.00
Minor Engineering Changes	\$7,250.00
Insignificant Changes	\$6572.80
Rezoning Applications	\$0.00
APPLICATION FEES COLLECTED	81,077.80
TOTAL FEES COLLECTED	\$83,150.60

2020 PERMITTING HIGHLIGHTS

300 Summit Drive – 235, 000 +/- sq. ft. Life Science Building and Structured Parking adjacent to existing MilliporeSigma site.

Vulcanforms – 20 North Avenue - Metal additive manufacturing company that utilizes powders as the material that is inserted into their machines.

Digital Alloys – 31-37 North Avenue – Metal additive manufacturing firm using wire as primary material. The addition of Vulcanforms, Poly6 Technologies, and Digital Alloys has enhanced the vitality of the existing metal additive and R&D cluster within Burlington.

Poly6 Technologies - 164 Middlesex Turnpike – Metal additive manufacturing firm.

Common Craft- 75 & 85 Middlesex Turnpike - A unique restaurant concept that redefines how space is used. Composed of five (5) individual areas where three (3) of the rooms will be home to local brewing and alcohol companies and a fourth room that will be allocated to local artisans to showcase their products on a temporary basis.

Parm Restaurant – 75 & 85 Middlesex Turnpike – A 5,692 +/- square foot tenant space that will provide classic Italian fare in their first Massachusetts location. Their other locations include the Barclays Center in Brooklyn, NY, The Upper West Side, and Battery Park City.

Fogo De Chao – 75 & 85 Middlesex Turnpike – Specializing in Brazilian fare Fogo De Chao is a high-end chain restaurant with existing locations in Philadelphia, PA, Washington D.C., Houston, TX, and a number of other well-known localities. The addition of these three restaurants, two of which were permitted during the COVID-19 Pandemic, highlights the attractiveness of Burlington for restaurateurs seeking to enhance their business. Burlington continues to host and promote a variety of cuisines enticing visitors from all over the Boston- Metro Statistical area to come and enjoy those food establishments who have chosen to take-up residence in Burlington.

Mary Cummings Park – 25 Blanchard Road – A number of site improvements were completed including a new parking area, native landscaping being installed, and the addition of benches. Mary Cummings Park continues to be a recreational haven for Burlington Residents and we are thoroughly pleased with the efforts of the Trustees of Mary Cummings Park.

Looking forward to 2021, 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. Burlington has a strong medical device and additive manufacturing cluster and remains vigilant in its pursuit towards developing as a life science hub in the metro west region. We are looking to create options within the lifecycle of growth companies with incubator space to whole buildings. We also continue to observe mature companies seeking to exit the large metropolitan areas of Boston and Cambridge putting Burlington in the crosshairs for potential expansion and economic growth.

ZONING BOARD OF APPEALS



BOARD MEMBERS

*John Sullivan; Mark Burke, Clerk; Michael Murray, Jr., Chairman
Adam Tigges, Alternate; Jim Sheridan*

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

WEBSITE

<http://www.burlington.org/621/Board-of-Appeals>

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. Alternate 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 is complete with the addition of Joe Currier as an alternate. The implementation of the online permitting system allows applicants to apply for an application online and access the progress of their application has proven to be very successful.

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 variances and signage, requesting relief from strict compliance with the Zoning By-Law. Once the applicant has received a denial from the

Building Department and have completed the application and a hearing date is scheduled, the abutters and surrounding towns are given notice by certified mail of the affected parcel. The legal notice is also published in The Daily Times within required timeframes. On the hearing date, the Board holds a public hearing to hear the applicants' request. It is up to the applicant to show hardship.

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 lightly because the collective decision that it makes has a lasting effect upon the town and its citizens. It is the only town Board with explicit authority given by the State Legislature to allow citizens and the business community to avoid complying with the law, in appropriate situations.

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 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. 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.

2020 ZONING BOARD OF APPEAL STATISTICS

In 2020, a total of 24 new applications were received requiring a decision by the Board of Appeals for 11 residential and 13 commercial sites. The town collected fees from the applicants through the Town Clerk's Office and the Assessor's Office totaling \$ 4,330.00 with the bulk of the fees collected being directed to the town's General Fund. Some of the major commercial signage applications under review by the Board of Appeals in 2020 included signage for Dollar Tree and temporary signage for the Porsche dealership, as well as signage for the redeveloping Burlington Mall such as Shake Shack, Karma Asian Fusion and Fogo De Chao.

Anyone wishing to learn more about the function and purpose of the Board of Appeals may visit the website: <http://www.burlington.org/621/Board-of-Appeals>

BOARD OF HEALTH



BOARD OF HEALTH MEMBERS

*Back row (l to r) Wayne Saltsman, MD, Ph.D; Maribeth Welch; Elizabeth Walendziewicz, RN
Front row (l to r) David McSweeney, Vice Chairman; Edward Weiner, Ph.D, Chairman
(Circa 2019)*

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
Kathleen Capobianco, Medical Reserve Corps (MRC) Administrative Assistant*

WEBSITE

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

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

The COVID-19 pandemic brought profound changes for all of us and has required that the Board of Health respond to reduce disease transmission in our community while, at the same time, continue with the normal activities of the Board of Health such as permitting and inspections, plan reviews, and complaint investigations. Due to the pandemic, our focus has largely been on mitigation of disease through various means, including enforcing governor’s orders, public education and information, providing guidance to businesses and other sectors, investigating complaints, conducting case investigations and contact tracing, and implementing emergency response plans.

On March 10, 2020, Governor Baker declared a State of Emergency to respond to COVID-19 and went on to issue numerous orders and safety standards pertaining to COVID-19, many of which are enforced by both the MA Department of Public Health (DPH) and the local Board of Health. Never before has public health worked so closely with the MA Department of Public Health in enforcement. In 2020,

Board of Health staff and Board Members participated in hundreds of hours of conference calls and webinars to be informed about the most up to date COVID-19 standards and directives and MA DPH protocols on disease investigation.

The COVID-19 pandemic has clearly shown that local emergency planning for public health emergencies has to be ongoing, as public health organizations must be ready to respond to new priorities, as well as emergencies within our ever-changing community. The Board of Health is prepared to provide the future services, resources, and guidance that our residents, businesses, and Town departments require and need.



Dr. Edward Weiner, BOH Chairman at a COVID-19 Vaccination Clinic held at the Human Services Building for Burlington's First Responders (photo by Wicked Local Staff Member Ann Ringwood)

2020 HIGHLIGHTS

- ***Communicable Disease Investigations (more commonly known as “Contact Tracing”):*** The Board of Health has always been responsible for investigating the spread of communicable disease in the community. For many years, the Public Health Nurse has utilized the MA Virtual Epidemiological Network (or MAVEN) to receive laboratory reports on individuals living in Burlington who have contracted a communicable disease. Examples of such disease reports received through MAVEN in the past include tuberculosis, salmonella, campylobacter, norovirus, and others. The Public Health Nurse is mandated to conduct an investigation and, dependent upon the nature of the disease, collect information to identify the source of transmission and prevent outbreaks of disease. Due to the pandemic, the number of cases requiring disease investigation and the number of people required by local public health to either isolate (if positive) or quarantine (if exposed) was unprecedented. Due to the volume of positive COVID-19 cases, the public health nurse was assisted by other Board of Health staff, Burlington Volunteer Reserve Corps (MRC) volunteers, and, beginning in May, 2020, the MA Contact Tracing Team.

Throughout the pandemic and after the pandemic finally ends, COVID-19 disease investigation and public health orders requiring isolation and quarantine will continue to mitigate further transmission of disease.

- ***Masks for Burlington Residents:*** In the early days of the pandemic, the Center for Disease Control (CDC) warned against wearing masks due to short supply. In April, 2020, the CDC changed their recommendation, however, masks continued to be in short supply. The Burlington Volunteer Reserve Corps (BVRC), with direction from the Board of Health, began a program of making and distributing masks to Burlington residents. Several BVRC members sewed masks which were delivered by other volunteers to the mailboxes of residents in need. Overall, hundreds of masks were delivered to Burlington residents in March and April until purchasing cloth masks became an option.
- ***COVID-19 Safety Standards:*** Following the Governor's declaration of a state of emergency due to the pandemic, the Department of Public Health (DPH) and the COVID-19 Command Center began developing new mandatory workplace safety standards which were supplemented by sector specific protocols. These standards covered numerous sectors including, but not limited to, child care, recreation, restaurants, office spaces, indoor and outdoor events, fitness centers, movie theaters, lodging, and retail. Enforcement of the many standards became the responsibility of local public health who relied upon various state agencies for interpretation and clarification of the standards. The Board of Health provided guidance to each specific sector to ensure compliance. In addition, in 2020 the Board of Health responded to approximately 110 complaints related to violating COVID-19 safety standards.
- ***Household Hazardous Waste Collection:*** In the fall, the Board of Health was able to hold the household hazardous waste collection by implementing certain COVID-19 safety precautions. As always, residents were required to stay in their vehicles but also were required to wear masks and keep windows up. Approximately 400 residents were able to dispose of their household hazardous waste utilizing these safety precautions.



Department of Public Works employees assist with the Fall Household Hazardous Waste Collection while practicing social distancing and wearing masks. (photo by S. Lumenello)

- ***Drive through Flu Clinic (Emergency Dispensing Site):*** In October, 2020, the Board of Health held its first drive through Flu Clinic/Emergency Dispensing Site. The event was held at the Burlington High School and several town departments provided assistance to the Board of Health and the Burlington

Volunteer Reserve Corps, including Burlington Public Schools, the Department of Public Works, Burlington Police and Fire Departments, and Youth and Family Services. Prior to the event and because of the pandemic, the Board of Health revised their Emergency Dispensing Site Plan to include a drive through component for receiving vaccine and this event served as an exercise to practice this section of the plan.



Volunteers provide a flu vaccination to an under 18 resident outside of a vehicle (photo by S. Lumenello)



Residents drove under the tented area to receive their vaccine (photo by S. Lumenello)

- **COVID-19 Vaccinations:** Boards of Health have been instructed by the Department of Public Health for over ten years to prepare to dispense vaccinations during a public health emergency. The Burlington Board of Health, along with the Burlington Volunteer Reserve Corps and other town departments, have practiced the Emergency Dispensing Site Plan yearly for the past ten years using the annual flu clinic. The Board of Health is prepared to dispense vaccine to our residents during this public health crisis and, beginning in the early part of 2021, began receiving a limited amount of COVID-19 vaccine from the Commonwealth. During January and February, 2021, the Board of Health was able to vaccinate 200 first responders and 100 residents over the age of 75. The Board of Health is committed to providing residents with COVID-19 vaccinations through 2021 and beyond, if necessary.



Chris Paulik, RN, Board of Health Supervisory Nurse, vaccinates Rob Paul from the Burlington Fire Department during the first responder clinic (photo by Wicked Local Staff Member Ann Ringwood)



Samantha Nugent, Nurse Practitioner and BVRC Volunteer dispensed vaccine to those over the age of 75 in early 2021 (photo by S. Hardy)

2020 STATISTICS

	FY2020	FY2019
Complaint Investigations		
Food	37	38
Suspect Foodborne Illness	11	13
Housing	18	14
Nuisance	4	3
Environmental	16	14
Drainage	10	33
Smoking in the Workplace	0	0
Beaver	1	0
Tobacco	0	0
Trash	14	24
Pool	2	1
Animal	2	5
Emergency Response	11	-
COVID-19 Related	106	N/A
Routine Inspections		
Food Service Establishments	503	640
Mobile Food Trucks	7	14
Swimming Pool	62	86
Tanning Establishments	4	5
Tobacco & Electronic Nicotine Devices	32	26
Tobacco Compliance	24	50
Recreational Camps	2	6
Hazardous Material Inspections	66	85
Septic Tank Removals	5	3
Occupancy	33	42
Test Pits	6	14
Keeping of Animals	13	18
Kennel	13	13
Pre-Demolition	30	47
Pre-Renovation	66	97
Permits		
Food Service Establishments	238	234
Temporary Food Events	24	26

	FY2020	FY2019
Mobile Trucks	7	14
Swimming Pools	37	36
Tanning Establishments	2	2
10-Day Emergency Beaver	0	0
Tobacco & Electronic Nicotine Devices	22	26
Septic Hauler Permits	16	16
Funeral Homes	1	1
Recreational Camps	2	5
Keeping of Animals	19	14
Private Wells (Monitoring & Irrigation)	6	4
Biological Safety Permits	3	-
Communicable Disease Surveillance*		
Babesiosis	1	0
Campylobacter	6	3
Giardiasis	0	3
Group B Streptococcus	1	1
Hepatitis B	1	1
Hepatitis C (chronic)	3	4
Human Granulocytic Anaplasmosis	1	1
Influenza	146	155
Legionellosis	1	1
Novel Coronavirus - Confirmed	1110	N/A
Novel Coronavirus - Probable	76	N/A
Petussis	2	1
Salmonellosis	5	7
Shiga Toxin Producing Organism	1	0
Shigellosis	0	2
Streptococcus pneumoniae	0	4
Tuberculosis (latent)	41	48
Tuberculosis (active)	3	2
Yersiniosis	0	1

*Reported by Calendar Year

BURLINGTON HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Al Fay (State Appointee), Chairman

Richard Howard

Bernice Ferguson

Angela Wells-Bean

Brian Curtin

DEPARTMENT STAFF

Anne-Marie Moglia, Executive Director

Colleen Lacey Administrative Assistant

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.

Tower Hill Apartments and Administrative Office



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

Applicants may apply for Elderly, Family, and Young Disabled public housing online

via the CHAMP System at <https://publichousingapplication.ocd.state.ma.us/>.

The BHA is amongst the one hundred and two (102) housing authorities in the Commonwealth participating in the Massachusetts Section 8 Centralized Waiting List. Applicants may apply online at www.GoSection8.com/MassCWL.

Applications may also be obtained at the BHA office, on our website at BHA@burlingtonhama.org or at www.massnahro.org.

The BHA is currently working with the affordable housing component within the Town of Burlington and looks to continue to strengthen our community relationships.

2020 HIGHLIGHTS

Although COVID-19 put a halt to all the activities, entertainment and fun for our residents; they showed their strength and persevered by checking on one-another throughout the year. Fortunately, they were able to witness a few ‘curb appeal’ improvements to the authority’s developments during this time. The painting of the exterior of Birchcrest Arms was completed as well as some much-needed tree trimming and removal of overhanging branches. A new fence was installed along with a guard rail in the upper parking lot. The lobby of Tower Hill had new flooring installed and a renovation was completed in a TH handicap accessible unit with the installation of walk-in shower and new flooring throughout.



LOOKING AHEAD

As we move into 2021, we look forward to continued improvements at Birchcrest Arms and Tower Hill with the arrival of new furniture for both community rooms as well as the lobby area. We hope to expand on opportunities for our residents with the addition of computer stations as soon as people are vaccinated, and we see COVID-19 in our rear-view mirror!

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 effect positive changes in our community.

Birchcrest Arms Apartments



COUNCIL ON AGING

COUNCIL ON AGING 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
Nancy Ingram, 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
Rose Magliozzi
Patricia McDermott
Mike Runyan, Selectman Liaison

<https://www.burlington.org/509/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.

2020 HIGHLIGHTS

On the morning of March 13, 2020 we made the extremely difficult decision to close the senior center for a few weeks to help prevent the spread of the COVID-19 virus. Little did we know that we would close for far more than a month. The decision was made immediately for staff to deliver meals on wheels to limit the number of people our most vulnerable residents came in contact with. Half the staff came in two days a week and the other half 2 different days, with everyone working from home on Fridays. Thus everyone was able to get into the office two days a week to make calls from the office and get files as necessary while doing our best to protect the health of our clients.

The outreach workers also continued to see clients if absolutely necessary. It soon became apparent we were not going to be reopening physically and we began the journey of bringing a generation that isn't comfortable online into the virtual world.

It wasn't easy for us and it certainly wasn't easy for them, but one by one we got them on line. It is still a work in progress, although in fairness many had no trouble and we now have a fairly vibrant online community. The silver lining to this is I had wanted to find a way to put activities on line for folks who

are homebound and wasn't sure how to go about it. With the pandemic I realized how to make it happen and a grant from our local CHNA (Community Health Network Area) gave us laptops for each room we have activities in. When we return in person we will be able to have both in person and virtual attendance.

The Burlington Rotary Technology Assistance Initiative has also been extremely helpful for our older residents. They organize high school volunteers, we send them people who need help with technology and within a day or two their technology problems are solved!

We were also able to incorporate "Grab & Go's" which have been extremely popular and give us a chance to continue to do outreach and make sure people doing alright. Almost every COA across the commonwealth is using Grab & Go's for outreach. Our Memory Café was also able to get outside a couple times which was a lovely outing for people cooped up in the house.



A postponed holiday dinner in January sponsored by the Burlington Police turned out to be our last and only large event for 2020.

The COA has 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 was our part time outreach worker working under a grant from the Cummings Foundation.

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. The outreach worker in that position, Audrey Allen, left for another position just as the funding ran out and will not be replaced.

A grant from the MCOA (Massachusetts Councils on Aging) allowed 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.

With the outbreak of COVID-19, Job Seekers went virtual and with the loss of the part-time outreach worker we are unable to continue. 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. The isolation caused by the pandemic has already caused an increase in the need for mental health services for older adults, the true devastation will not be known until life has returned to "normal".

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) and Twitter (@BurlingtonCOA). We have 277 followers 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. During 2020 we were awarded a grant from MASSDOT for an accessible mini-van. One of the drivers retired in November, but with the pandemic it has been slow enough to only utilize one driver. We temporarily suspended or weekend service but hope to have it back up and running by fall of 2021.

The town was awarded a grant for a pilot program for a new transportation program intended to fill the gap of the B-line which was slated to end during 2020. Using rideshare services (Lyft) and a concierge service (GoGo Grandparents) we are able to provide door to door transportation for seniors, the disabled and those with an income of 300% of the federal poverty level at a cost to the of \$10 per ride. Riders pay the first \$1 and are asked to cover anything over \$11. It started slowly but has increased quite a bit during the last three months of the year.



Drivers Michelle Vella (l) and Patti Walsh, (r) pose with one of our bright spots in an otherwise difficult year; our new minivan arrived in August!

Congregate noontime meals are usually 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.

SHINE(Serving the Health Insurance Needs of Everyone) 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 usually meet with clients at the senior center. Brenda Pappas, is also a certified SHINE Counselor and also provides assistance. Brenda saw SHINE clients at the senior center, on the phone 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. Most meetings were virtual after March 13, including during open enrollment. Brenda Pappas saw a few clients with more complicated situations.

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. The COA became a SNAP outreach partner during 2020, this will give us some reimbursement for costs for helping fill out applications and allows us to more easily help our clients with

questions about their benefits. Depending on the client the outreach workers met with some of them in person.

The Town of Burlington offers seniors 60 and older, the opportunity to apply for the Senior Citizens Property Tax Work-Off Program to receive up to a \$1,500 property tax relief benefit. The earnings are credited to their property tax obligations to the Town of Burlington at the end of the program. Seniors have the opportunity to volunteer up to 150 hours to receive the full benefit. If they cannot reach the 150 hours, they are credited with the number of hours worked. Seniors must live in the home and their name must be on the deed in order to be eligible. The income guidelines are \$45,000 for a one person household and \$55,000 for a two person household. The program runs from January 2nd to October 31st of each year and seniors must apply each year. Twenty 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. The AARP tax assistance ended abruptly on March 12 2020 for the year. Most clients were able to find other ways to file



One of our regulars turned 100 in June, so we had a parade with help from the police and fire departments of course!(l-r) Andrea Cross, Brenda Pappas and Marge McDonald



Not everyone is able to understand the online world, for those who needed to venture out we had some safe outdoor activities, with masks and social distancing of course. Photo courtesy Andrea Cross

The Lahey Farmers Market continued through the summer and well into the fall. Fifty CSA (Community Supported Agriculture) shares were donated and distributed to seniors during the growing season via a “grab and go” system to help with nutrition and the high cost of groceries, this also prompted us to begin separate grab and go’s for those not taking part in the farmer’s market to have an occasion to get out of the house and go somewhere safe. This also gave us a chance to see for ourselves how residents were faring with the isolation. With help from Beth Israel Lahey Hospital, Millipore, Sullivan Funeral Home and East Boston Savings Bank we have been providing Grab and Go’s twice a month since September. For many who sign up, it is their only outing of week or even the month and although we have had everything from ice cream sundae cups to Harrows Chicken Pie with an Nothing Bundt Cake, many tell us, the items and food are nice but seeing us is much nicer.



Grab and Go’s are our most popular activity, we love to see everyone and they tell us they love to see us. For some this is these are their only outings. l-r Brenda Pappas, Carole Castellano, Carol Parker, Marge McDonald, Rose Magliozzi Photo by Andrea Cross

Exercise Classes are the #1 attraction at the senior center and all of them are now virtual. Lahey Health funds Tai Chi, senior stretch and yoga.

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 Lahey Hospital & Medical Center for their funding and support that provides us with parking vouchers, a Tai Chi instructor, senior stretch and yoga teachers, our memory café and our “grab and go’s”, along with many other requests by us. Thank you to the Burlington Police Department for the annual holiday dinner.

Thank you to the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags And last but not least our volunteers who spent the year making sure Bingo happened every week until the pandemic: Representative Ken Gordon and his office staff, District Attorney 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. Thank you to Burlington Breakfast Rotary, as well as Millipore who makes most of our virtual programming happen, Sammy’s Deli and Hindu Service Society.

Virtual Programs include exercise classes, bingo, Mah Jong, tai chi, yoga, art/painting, coffee hour, meditation, music concerts, caroling party, educational programming and lectures.



The cars lined up around the building for our Lahey sponsored farmer's market.

CHANGES

Two staff retired during 2020. Lynne Murphy, Front Desk Clerk, retired in February and was replaced by Nancy Ingram. Patti Walsh, van driver, retired in November and is not being replaced for now.

FUTURE GOALS

We all miss our participants and look forward to once again having the halls filled with laughing and yelling. We expect that recovery at the Council on Aging/senior center will take longer than other departments but we hope to have some in person activities outside by summer.

We have lost many of our participants and clients since the beginning of last year and with the isolation and stay at home order many have lost strength and health. We don't believe we will know the true cost to the senior center community until we can come back together.

Photos: M. Marge McDonald unless otherwise noted

2020 STATISTICAL DATA

Event Statistics from 01/01/2020 to 12/31/2020

Category	Duplicated	Unduplicated
Community Education	128	67
Congregate Meal	380	80
Cultural Event	48	25
Fitness/Exercise	7074	310
General Health	736	102
Health Screening	22	20
Information Sharing	210	74
Legislative Office Hours	4	3
One on One Meetings	239	229
Recreation	1598	259
Social Event	1802	369
Support Group	171	47
Total Event Sign-ins	12412	893

Transportation Statistics from 02/01/2020 to 12/31/2020

	Number of Rides Lyft	Number of Rides GoGo	Total Number of Rides	Total Cost for Lyft	Total Cost for GoGo	Total Cost	Off Peak Hours
February	35		35	\$321		\$321	5
March	70		70	610		\$610	9
April	4		4	40		\$40	0
May	7		7	60		\$60	0
June	4	4	8	36	\$30	\$66	
July	1	6	7	10	40	\$50	
August	15	2	17	135	20	\$155	
September	41	6	47	311	50	\$361	
October	56	11	67	415	99	\$514	6
November	81	8	89	628	80	\$708	14
December	143	6	149	1060	60	\$1,120	16
Totals	457	43	500	\$3,626	\$379	\$4,005	50

DISABILITY ACCESS COMMISSION

MEMBERS

Maura Mazzocca Chairman

Bob Hogan, Selectman Liaison

Kenneth Tigges

Tom Carlson

Bunny Ferguson

Jack Cunha

Linda Cunha

Christopher Hanafin, ADA Coordinator

Jennifer Goldsmith, Recording Clerk

WEBSITE

<https://www.burlington.org/410/Disability-Access-Commission>

Facebook:

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

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 2020, 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 2020 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

<https://www.burlington.org/202/Veteran-Services>

FACEBOOK

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

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.

2020 HIGHLIGHTS AND HISTORY

Memorial Day May 25, 2020



Memorial Day 2020 had a remarkably different feel than in years past. It was the first time in over 30 years that an in person service at the Chestnut Hill Cemetery was not held. A virtual ceremony was prerecorded due to the COVID regulations preventing large gatherings of people. The virtual ceremony was displayed on BCAT and other media platforms, and was a reminder to many, especially in the Veterans community, that quarantine and diseases were nothing new to the United States and its veterans. The program highlighted the many diseases that plagued past and present veterans, ranging from chemical and biological weapons used in WWI, to Agent Orange caused diseases of Vietnam and Korea. In the last century, far more veterans had passed due to health complications related to something they were exposed to or contracted while serving their country, than veterans that were killed in action. The program was still offered the reading of all the Veterans that had passed away since Memorial Day 2019. It also remembered in the “Veterans Spotlight”, Larry Rice, a dedicated servant to this community, as a Marine, Firefighter and member of many veteran service organizations.

Veterans Day, November 11, 2020



COVID 19 wouldn't allow us to put an in service program together on the common. A virtual ceremony was aired on BCAT and other media platforms. This year it was a blessing that we are able to have such a historic figure living among us here in Burlington. Our guest speaker is George Leslie Hollenbeck. Mr. Hollenbeck goes by Bud and recently moved to Burlington from N.C. just a few months before Veterans Day. Bud was born in Cooperstown, NY. Mr. Hollenbeck grew up on the Cape and in Boston and joined the Navy in October of 1940. Mr. Hollenbeck was stations on the USS Pennsylvania throughout the

six years of his Navy service. Mr. Hollenbeck was a signalman on the Pennsylvania and was on watch the morning of December 7th 1941 in Pearl Harbor, Hawaii. Mr. Hollenbeck recorded his account of that fateful day, and allowed us to air it for our program. Mr. Hollenbeck's story is one for the record books and we were honored to be able to share his experiences with the community.

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.

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.

Hopefully, we will be offering more social events in 2021; to make up for lost in person connections in 2020; to bring Veterans of many generations together to form common bond. Due to COVID 19, we had

to cancel our Welcome Home Reception for Veterans of the Global War on Terrorism conflict and era. We are hoping to reschedule that in 2021. We are grateful to have companies in the community to provide resources and monetary donations to allow us to do these types of events. Because of the gracious donors and supporters of this community, we hope to have many more of these in the future.

Outreach opportunities will hopefully happen in 2021. In the past, we mentored young students at Burlington High School thinking about entering the military after graduation. This program led to internships for graduating seniors that have already committed to joining the military. This past year we had to cancel our fifth annual internship program. We intend on continuing our internship program for seniors as long as the school and public offices allow it, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.



*Five Service Flags
(Photo by M. Leach
from Facebook)*

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

<https://www.burlington.org/527/Youth-Family-Services>

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.

2020 HIGHLIGHTS

BYFS continues to offer the FitGirls Group for 4th and 5th grade girls in each of the elementary schools. This year we ran the group virtually. More than 50 girls participated in the program which ended with a virtual 5K. The FitGirls 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.

BYFS continued to offer the Creative Self group for elementary students. This year the group was virtually. Supplies were delivered to each participants home. 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.”

In the fall, BYFS offered a virtual Yoga group for middle and high school students. This group was well received. As students transitioned into a hybrid model of learning, the group offered them an opportunity to learn healthy ways of managing stress.

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 2020, 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 RAFT program is a state program developed to help prevent homelessness. Typically, applicants receive up to \$4,000.00/year in rental/mortgage assistance. When the pandemic hit, the Governor and state legislators added \$10 million to the program increasing the annual amount that qualified applicants can receive to \$10,000.00. BYFS staff assisted 24 households in accessing these resources.

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 2020, BYFS staff screened 123 requests and provided assistance to 292 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 8 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 25 Burlington residents with items ranging from clothing to camperships.

Statistical Notes

An average of 193 residents each month received counseling services, and counseling services were provided to 291 Burlington residents in 2020.

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 38 rides to local medical and social service appointments for residents in need of transportation the first quarter of 2020. When COVID hit, it was necessary to close the program until further notice. We are hoping to begin offering rides again in 2021. 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



The Board of Directors at BYFS continued their involvement, and I deeply appreciate their help and support. From left to right: the late Ron MacKenzie, Martha Simon, Marilyn Langley, Roberta Mills, Christine Shruhan, Anne Marie Browne and David Cullen. Missing from the photo is Linda Collins.

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

BEAUTIFICATION COMMITTEE

BEAUTIFICATION COMMITTEE MEMBERS

Elaine Zuccaro, Chairman; Robert Zuccaro; 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.

Although this has been very unusual for the world and the committee with the help of our partners we have continued to work to make Burlington a beautiful place to live and work. One thing we do need to do is say Thank You to the employees of the Recreation and DPW Departments for their continued support to the Committee. They provide so much time and energy in helping keep Burlington's green areas beautiful.

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. The Beautification Committee maintains the plantings surrounding the Five Service Flag Veterans Memorial on the Town Common



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.

Town Common Containers Courtesy of Garden Club (Photo by: M. Marie)

The new projects for next year will include creating a new plan and redesign of the Olympia Way triangle.

A special Thank you to Robert and Elaine Zuccaro for all their 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

Joyce Fay, Sandra Coven, Kathi Horton, Mary Nohelty, Peter Coppola, Andria Nemoda, Robert Fahey

WEBSITE

<http://www.Burlingtonmahistory.com>

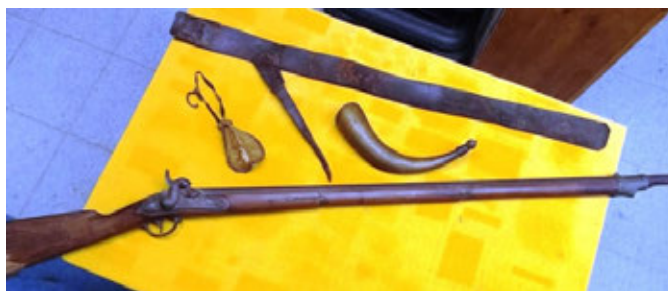
The Historical Commission was established by Town Meeting under Massachusetts General Laws Chapter 40 Section 8D. It is tasked with the acquisition, preservation, promotion and development of our historical assets. Properties currently under our oversight are; the historical museum, West school and the old parish burial ground.

The Commission consists of seven full and at least two alternate members appointed by the Town Administrator; 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, Peter Coppola, Robert Costa, Sandra Coven, Kathi Horton, Mary Nohelty, Michael Tredeau, and alternates Andria Nemoda and Robert Fahey.

This year members Rob Costa and Mike Tredeau chose not to accept reappointment. Rob had served one 3-year term. He is the author of the book *Burlington - Images of America*. Mike was first appointed to the commission in 2005 and for many years served as the commission chair. Many of the Colonial era artifacts were acquired through Mike's efforts, and he shared his knowledge with visitors to the museum and the Francis Wyman house and served as host of the BCAT show *All History is Local*. Mike also served on the Grandview Farm planning committee and the artifacts recovered during that renovation were a direct result of his effort. Their love and enthusiasm for history will be sorely missed.

Sadly we continue to lose historical buildings as the Town adjusts to population changes. The buildings on the site of the Reid Ham Works were demolished and replaced by an office building. During its heyday Reid hams were shipped worldwide. The commissioners requested the weather vane on top of the building be donated to the town, but it



*Leather bayonet scabbard, cartridge belt, powder horn,
and Prussian musket*

disappeared without the developer's knowledge. Mr. Reid's house was also remodeled and lost much of its' historical character.

Our message, "Your estate sale is our history," has resonated with residents who have donated items. Leather shoes and a bayonet scabbard were found in the eaves of the former Bennett house on Francis Wyman Road. The scabbard, a powder horn, leather cartridge pouch and Prussian musket will be welcome additions to our military exhibit. The musket was manufactured in the early 1800's and saw action during the U.S. Civil War. The family that donated these items also donated a number of pieces that would be found on a dairy farm.

As artifacts are acquired they are evaluated for visitor interest, display condition and/or historical value. 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. Do they need a cleaning or full restoration? Should they go on permanent display or added to a collection of similar items?



Caleb Jackson Wheelbarrow

Among the more interesting items donated this year was a Caleb Jackson wheelbarrow manufactured in the mid-1800's. The same family donated a collection of ironing trivets, a balance scale, molding planes and many items that



Ironing trivets adding to our collection

would be found in an 18th century home.

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. What at first appeared to be a broken "C"-clamp revealed itself to be a spring leaf separator. It was used to



Leaf Spring Separator

eliminate squeaking by opening a gap between wagon spring leaves to allow the blacksmith to apply grease.

The Commission creates displays at the library for Christmas, Valentine's Day, Mother's Day, and Father's Day. These displays change as new items enter our collections and are always well received. We managed to present a Valentine's Day display this year prior to the pandemic shutdown and hope to bring them back in 2021 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. The pandemic shutdown prevented us from opening it this year. Town history did not come alive for our third graders this year, as their field trips to our sites were cancelled. The Old West School, Town Common, Museum, the Olde Burial ground are toured. The Grand View Farm, the town archivist and the Francis Wyman House, are sometimes requested or substituted for other historic locales.

We were able to visit the Marshall Simonds Middle School to speak and display of 19th century woodworking tools, and let the students try their hand at using them.

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

Marshall Simonds Middles School students using antique tools



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. 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 250th anniversary of the signing of the Declaration of Independence. Though it is five years in the future, the commission has already begun preparations beginning with the cleaning, repair and stabilization of the gravestones at the Olde Burial Grounds. Other projects will be announced during the next year. 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
Stephen Nelson (July)
Tom Murphy
Terese Castellano, Recording Clerk

PARKS AND RECREATION OFFICE STAFF

Brendan Egan, Director of Parks and Recreation
Melinda Sullivan, Administrative Assistant I
Beth Garvey, Administrative Assistant I
Nancy Santilli, Office Assistant

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

RECREATION PROGRAM STAFF

Kelly Lehman, Program Coordinator
Jessie Hampson, Assistant Program Coordinator
Laurel Rossiter, Therapeutic Recreation Specialist
Emma Jones, CTRS, Therapeutic Rec. Specialist
(January)

WEBSITE

<https://www.burlington.org/162/Parks-Recreation>

When 2020 began none of us knew what the year would have in store for us. What started out as a typical winter quickly turned into one of the most trying years, which no one could have predicted. As our world began to change and our routines were turned upside down the one thing that remained constant was the dedication and creativeness of the Burlington Parks & Recreation Department staff. The Burlington Parks & Recreation staff quickly adapted to the changing world, adding informational signage in all of our parks in an effort to stop the spread of COVID-19 and our playgrounds were closed and taped off for safety. When Town offices closed, the program division worked remotely, our maintenance division worked split shifts, and we were constantly reviewing the guidance being distributed by Governor Baker's office. These daily briefings along with direction from the Town Administrator provided us with the guidance necessary to operate safely during the unprecedented time.

Our maintenance division split into two groups and operated on a split schedule. The groups worked separate shifts and were kept apart as much as possible. The staff was equipped with masks, gloves and sanitizer to keep them safe as they performed the responsibilities of their positions. We continued to prepare the fields for the possibility of spring athletics and performed the required aeration, fertilization and overseeding of the athletic fields. The program division quickly went to work reimagining our spring brochure and making as many of the programs and events as possible, virtual. This required training instructors and part time staff on the use of virtual meeting programs such as Webex, Zoom and Google Meet and becoming the help desk for the instructors and staff. They created a series of events on social media to keep families entertained and busy as people were asked to stay at home. The program staff created activity packs, contests and giveaways and distributed them through a contactless pickup procedure that was run safely and efficiently by the staff.



Gift bags with delicious contents for those who registered for the Virtual Breakfast with Santa

As summer approached the department turned its attention to the possibility of reduced restrictions and looked at how we could operate under reduced restrictions. The program division worked on a plan to operate with reduced numbers in our summer programs and the maintenance staff prepared the parks to allow for social distancing. When new guidance was released the staff

quickly modified the programs to fit the guidance. The guidance allowed for in-person programming and the staff modified our building to allow for some in-person participation. These efforts continued with fall programming before we made the difficult decision to offer all virtual programs for the winter months.

Just as we got to know him, Recreation Commissioner Kevin Sheehan decided not to seek re-election. Kevin had run for the seat left vacant by former Commissioner Kristine Brown, a year earlier. During his stint on the Commission he was the liaison to the Sculpture Park Committee and was a great supporter of the Parks & Recreation Department. We wish him well as he takes on new responsibilities with the Board of Assessors.

As we said goodbye to Commissioner Sheehan we welcomed Stephen Nelson to the Recreation Commission. Steve was a longtime member of the School Committee and brings with him years of experience serving on a municipal board. We are excited to have him as a Recreation Commissioner and look forward to working with him for years to come.

In January, Certified Therapeutic Recreation Specialist (CTRS) Laurel Rossiter, resigned from her position to start a new opportunity closer to her home. Laurel worked tirelessly on building our therapeutic recreation (TR) division, which is second to none in the state and quite possibly the region. We were sorry to see her go but wished her the best of luck in her new position.

We had a number of qualified applicants apply for the open Therapeutic Recreation Specialist position but did not have to look far to fill the position. After the interviews were complete it was determined that Emma Jones, CTRS was the most qualified candidate. Emma had worked part-time for us for four years and completed her internship with us in 2019. Emma has quickly adjusted to her new role and the therapeutic division has not missed a beat. We are excited to have Emma as part of our team and look forward to working with her for many years.

In December Superintendent of Recreation Maintenance, Rich Cote retired after serving the Parks & Recreation Department for 38 years. Rich began his career as a summer employee in 1982 before being hired full time. He worked under the supervision of former Superintendents, Jim Marchese and Doug Gillingham before being promoted to the Superintendent of Recreation Maintenance in 2014. Rich has been a constant in the maintenance division for a long time and his knowledge and work ethic will truly be missed. During his time with the department Rich was involved in all aspects of the maintenance division. He cut the athletic fields, worked on building playgrounds, developed ball fields, maintained the irrigation systems, lobbied for new equipment, oversaw the field maintenance program and developed the budget. Rich fought for the maintenance division and defended the staff, even when it was not popular. We are sorry to see Rich go and are disappointed that he will not be here to enjoy the new Parks & Recreation maintenance building.



Retired Superintendent of Parks Rich Cote with Bobcat Auger

Dedication and Commitment

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:



- Wataru Coram, Eagle Scout candidate for renovations at Pathwoods Tot Lot that included refurbishment of a bench, creation of a stroller parking area and the installation of a new bike rack.
- Anthony Scallini. Eagle Scout Candidate who made improvements to the gazebo on the Town Common. He repainted the stairs leading to the performance area, designed and installed a new flooring system for underneath the gazebo, repaired the door to the storage area and improved the entrance area with some hardscape.

Eagle Scout Anthony Scallini's project was to make improvements at the Burlington Town Common gazebo



- Thank you to Wegmans for sponsoring all of our 2020 special events including chauffeuring the Easter Bunny in the veggie van, through the neighborhoods of Burlington.

Dressed in his Easter Best with goodie basket in hand is resident Reilly Hogan waiting for the Easter Bunny

ACCOMPLISHMENTS

The maintenance division continued to maintain the Town's parks, playgrounds and athletic fields. We made modifications to our parks and facilities to meet COVID-19 requirements. The maintenance division completed the following projects over the past year:

- Completed renovation work on one of the Mitre Field infields.
- Installation of COVID-19 signage in all of our parks and schools.
- Sanitized playground equipment and portable restrooms weekly per COVID-19 regulations.
- Installation of memorial benches in parks and the Town Common.
- Decoration of the Town Common and Town buildings for the holidays.
- Installation of hand sanitizer stations in our playgrounds.

Hand sanitizer dispenser at Regan Park and other parks are helping to keep the public clean and safe

Thanks to a warrant article at Town Meeting, the Rahanis Playground tennis courts will be resurfaced. The work will consist of cleaning the courts, repairing the cracks and repainting the courts. This work will take place in early 2021. Town Meeting also supported a warrant article for the purchase of a new aerator for our field maintenance program. The new aerator will replace a unit that is over 25 years old and is no longer affective.



This year truly defined what it means to be a Parks and Recreation Professional. At a time when surrounding departments were shutting down and residents were being told to stay home, our programming staff went to work providing a framework of physically distant special events, virtual programming and a variety of social media campaigns targeted at keeping the community engaged. Their successes were not only shared throughout the Commonwealth but nationally as well! They continued to provide innovative ideas while pivoting each time a new set of guidelines were released by the Governor's office. They have never been more committed to providing quality, accessible programming for residents of all ages and abilities. We applaud their dedication and commitment to making a positive difference in our community.

2020 HIGHLIGHTS

- We started off the year like any other with our Winter Carnival event on February 8th. This event will be remembered as the coldest event in recent history. The on-site staff had to make many real time changes to the event to account for the wind gusts and the cold temperatures. Those that braved the weather enjoyed a visit with Elsa & Olaf and participated in our annual chili competition.
- In early April, we provided a modified Easter Egg Hunt we called the Bunny Brigade EGG-stravaganza! With the help of Wegmans we were able to take the Easter Bunny through the streets of Burlington during the week of Easter! The bunny brought some goodies with him and drove past homes so children could catch a glimpse of the bunny as he waved to them.
- Our 25th annual Fishing Festival was held virtually this year! Participants were able to fish anywhere fishing is allowed, provided they had the proper permits throughout a two week span. Prizes were awarded to the top finishers in each age category.
- Our brand new therapeutic recreation program, RecTogether, provided an option for participants who typically participate in our T.R.I.B.E. program to get involved and active this summer. This style of program was a one to one or small group peer buddy system where participants were paired with a staff member who acted as a peer buddy to them for the week. This program allowed for more thoughtful social connections amongst the group, more in-depth art/ STEM activities and more opportunities to get active with adaptive yoga and Zumba.
- To comply with the Commonwealth's guidelines, our Trucktober was held at three different locations throughout the day. Participants were able to pre-order their food from 4 different trucks and pick it up at a local park. This event was very well received by both residents and the food truck community.
- Throughout the year, our staff made every effort to provide participants with every option to access programs by offering in-person, hybrid and virtual classes. Program development took into consideration that not every community member may feel the same regarding returning to in-person programming and made sure access to a wide variety of programs was available to the community.

- Summer Programs - Planning and implementing COVID-19 health/safety protocols into our youth summer programs was a huge undertaking. Guidelines included a limited number of participants per program and location. This led to creating more meaningful connections between staff and the participants. These programs, for most participants and staff, were the first opportunity for gathering while adhering to the guidelines. We were pleasantly surprised at how quickly they embraced the new format. We hope that the participants had as much fun as our staff did!
- In the last part of the year, upgrades were made to both our website and registration software. Our digital footprint now has a sleeker, more user-friendly look to it. If you haven't yet, you should check it out.



Bucket Challenge at summer gymnastics

When 2020 began we strived to continue to offer creative programs and community events while providing safe, enjoyable parks and facilities for our residents. When we were thrown a curveball, in the form of a pandemic, we realized what a creative and resilient staff we had. Their ability to be flexible and modify activities and facilities shined as guidelines changed almost daily. Their commitment to work through the pandemic and give back to the Town was evident in everything they did.

As we head into 2021 we will take the lessons we learned in 2020 and apply them to our programs, events and facilities. We are very fortunate to have an impressive staff whose commitment to the community is remarkable. They go above and beyond what is expected of them and we are amazed with the way they are able to take on so many different tasks and handle them well. Our staff will continue to develop thoughtful, creative and well-rounded programs and events with the residents' health and safety at the forefront. As the distribution of vaccines continues we hope to see an end to the pandemic and the residents return to in-person programming.

PUBLIC LIBRARY AND LIBRARY TRUSTEES



WEBSITE

www.burlingtonpubliclibrary.org

LIBRARY STAFF

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

Reference - Donna Manoogian, Justin Acosta, Shelley Sloboder

Youth Services - Amanda Hogue-Lavallee, Allison Bridgewater, Jenna Cantino, Nicole Monk, Mary Naugle

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

Library Technology Specialist – Neha Maheshwari

Circulation - Cara Enos, Sarita Hegde

Library Aides - Kylie Baker, Nancy Farrey-Forsyth, Annemarie Gangi, Katie MacMillan, Miriam Zizza

Pages - Gale Christiano, Darlene D'Addario, Patrice Earley, Dylan Garvey, Nozomi Shindo Karachi, Maureen Mullen

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
- As 2020 began, the library unveiled “Jackson’s Reading Nook,” a space located in the picture book area of the children's section that memorializes Jackson Walsh. The space includes a new love seat, a wall of activity boards, space for children to read and the library's puppet collection. One of the most significant additions is a wooden castle that has benches and houses books Jackson loved to read. His parents, Harry and Michelle Walsh, made a significant impact on the library by directing donations in order to improve the Children's Room, specifically on projects that would be age appropriate for Jackson.

With the advent of COVID-19, the library faced many challenges but also opportunities as the library shifted to operate in a new environment, ensured the safety of staff and our patrons, and continued providing materials and programs for the enjoyment of all. On March 14th the library closed its doors to the public and on March 24th staff began working from home. Recognizing the library’s history of providing quality programs and the subsequent isolation our patrons faced during this period of “sheltering in home,” staff quickly developed a series of programs, which were streamed on Facebook Live and Zoom. Virtual programs initially focused on children’s story times and relaxing meditation for adults, but quickly transformed into the full spectrum of programs the library typically provides as superhero cosplayers met with children, teens had game nights, and adults learned to bake bread. Forced to think outside of the box, programs expanded beyond their normal boundaries as librarians in the Reference Department developed trivia nights, ukulele lessons, informational sessions on job hunting and voting, and at-home yoga.

As staff returned to the building, our curbside pickup service for patrons began on June 2nd. Circulation workflows were revamped as the department staged itself in the Fogelberg Area, setting up tables to organize holds and quarantine incoming materials. Curbside services began distributing more than materials for checkout as the Children’s Department made craft kits for children and, most notably, the Remote Academy—a virtual-only elementary school in the Burlington Public Schools—asked the library’s ongoing assistance in distributing materials on a weekly basis to children and their families.



(l to r) Circulation librarians Sandra Woodbury, Cara Enos, and Ann Marie McMakin sort materials for curbside pickup. Cars pull up to curbside pickup and call (or honk!) to receive their items.

Collaborations with community partners proved to be a benefit of the times, as the library worked with the English Department at the Burlington High School and 9 other libraries in the Merrimack Valley Library Consortium to offer a series of programs in its Social Justice Series. The library partnered with the mental health team from the Burlington High School to deliver a series of book discussion groups covering issues in mental health. The Children's Department worked with Indian Americans for Burlington to deliver a week-long series of programs celebrating Diwali for children, to great success. Shine In Math and the Young Adult Department continued their efforts to provide SAT tutoring sessions as well.

Major improvements were made to the library, both virtually and physically as well. The library's new website was unveiled on November 9th, providing an intuitive interface for patrons to access services and information. The Department of Public Works made significant improvements to the building with new lighting throughout and a new HVAC system.



(Above, l to r) Teens participate in a paint night via Zoom.



Librarians Cara Enos and Nicole Monk are set up for a popup library on the front lawn.

2020 HIGHLIGHTS

- In light of COVID-19, the library transferred many services online such as library card registration and programs, and successfully created socially distanced services such as curbside delivery
- Participation in Adult programming increased during the pandemic even though there were almost 30% fewer programs than 2019, with almost 2,150 attendees participating in over 120 programs

A new library website was unveiled in November, found at www.burlingtonpubliclibrary.org

CHANGES

- Kylie Baker, Allison Bridgewater, Nozomi Shindo Karachi, Katie MacMillan, and Miriam Zizza joined the library's staff in 2020.

DONATIONS

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

Cox Engineering Company	Marie Daigle	Natalia & Tom Kochem
Digital Federal Credit Union	Patricia Daley	Sarah Ann Nisenson
Hewlett Packard – Retired	Geri Degurski	Daniel & Patricia Robichaud
Employees of Massachusetts	Deb & Rick Dellovo	The Weber Family
Laurie Barron	Caitlin DeSoye	Ken & Sharon Wilson
Randall & Luella Brown	Susan Doherty	
Cheryl & Ben Carter	Cheryl & Ben Carter	
Joann Daigle	Chris & Bob Kochem	

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*

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 ▪ SCULPTURE PARK



*Logo designed by two Burlington High School students.
(A Subcommittee of the Planning Board)*

<https://burlingtonsculpturepark.org/>

COMMITTEE MEMBERS:

*Robert Buckley, Burlington Business Community
Barbara L'Heureux, Chair of the Burlington Planning Board
Nicholas Priest, Board of Selectmen
George Ratkevich, Visual Arts Coordinator, School Department
Paul Raymond, Recreation Commission
Michael Wick, Director, Burlington Public Library
Jonathan Sachs, Chair and Town Meeting Member*

MISSION:

The mission of the Sculpture Park Committee is to create, maintain, publicize, and fund the creation of a sculpture park in the center of Burlington. The park is intended to enliven the town center, give people a reason to visit, and to help change the reputation of Burlington beyond “the town with the mall.”

Activities in 2020:

- Met monthly to plan the park
- Walked the town center to find suitable locations
- Partnered with New England Sculptors Association (NESA)
- Put out an international call for entries through NESA
- Received over 40 entries, filtered out the safest and best options
- Sent the proposed works to the school system for student feedback
- Chose 6 works, starting from the student choices
- Created a town account from funds donated by Nordblom and others
- Created full size cardboard sculpture mockups to assist in final placement

- Presented final works and arrangement to Board of Selectmen
- Brought students and teachers to Board of Selectmen to testify in favor of the park
- Won two-year first-time approval for the park
- Contacted 6 winning sculptors, including one from Ukraine
- Arranged with town DPW for installation of 6 concrete bases for works
- Arranged with 5 sculptors for in-person delivery and air freight for Ukrainian work
- Met with each sculptor to assist with and document installation
- Created video for all 6 installations
- Got studio videos from sculptors to place on Sculpture Park Website
- Took delivery of Ukraine work and installed with DPW assistance
- Created “Name the Dog” contest with over 600 entries
- Chose winning name via citizen voting
- Held event for winning dog sculpture name with Board of Selectmen
- Periodically decorated the large dog sculpture with seasonal scarves
- Worked with BCAT on multiple video segments
- Contracted with local sculptor to create stone “sculpture-benches” for the park
- Got approval from Board of Selectmen to place the benches
- Worked with sculptor and The Trustees to identify boulders from Mary Cummings Park
- Completed and launched comprehensive website
- Created T-shirts and coffee mugs as donation rewards
- Worked with Dale Rogers studio to offer steel puppy and keychain donation rewards
- Set up donation page on website, received over \$1500 in donation via website
- Sent out donation rewards; delivered over 18 steel puppies at Christmas
- Began a Burlington Postcard project to highlight the park and other attractions
- Began work on online projects with sculptors, school children, and citizens
- Continue to meet and plan for next phase; which works to try to fund and keep

CHANGES

Paul Raymond was added as Representative of the Recreation Commission

FUTURE GOALS

We plan to maintain the park, find funding for new works, oversee the installation of new works, and determine which works may become permanent.

Here are images of the 6 works :(The park as a whole does not photograph well because there is quite a bit of space between the works, so here are individual images.)



The sculpture of the American Dog has been named Havoc, after Burlington's retired K-9 police officer dog. The Sculpture Park Committee held a community contest and the recommendation Burlington resident, Sean McDonald. The name was the selected choice from 200 submissions.

*American Dog Sculpture (Havoc)
by Dale Rogers
(Inset picture of K-9 Havoc)*

<https://burlingtonsculpturepark.org/american-dog/>



Students present a request for a Sculpture Park at a Board of Selectmen's meeting



*Barbara L'Heureux, Chair, Planning Board
Jonathan Sachs, Chair & TM Member
Dr. Elisa Adams, Head of NE Sculptors Assoc.
American Dog artists Dale Rogers*



*Endeavour
by Chris Plaisted*

<https://burlingtonsculpturepark.org/endeavour/>



*Town Administrator Paul Sagarino
Selectmen Bob Hogan, Jim Tigges &
Mike Runyan with
American Dog artist Dale Rogers*



Follow Your Heart
by Mark Wholey
<https://burlingtonsculpturepark.org/follow-your-heart/>



Next Stop Shibuya
by Philip Marshall.
<https://burlingtonsculpturepark.org/next-stop-shibuya/>



Global Warming
by Nikita Zigura
<https://burlingtonsculpturepark.org/global-warming/>



Truth #1
by Peter Dellert
<https://burlingtonsculpturepark.org/truth-1/>

BURLINGTON LANDLOCKED FOREST



WEBSITE

www.landlockedforest.com

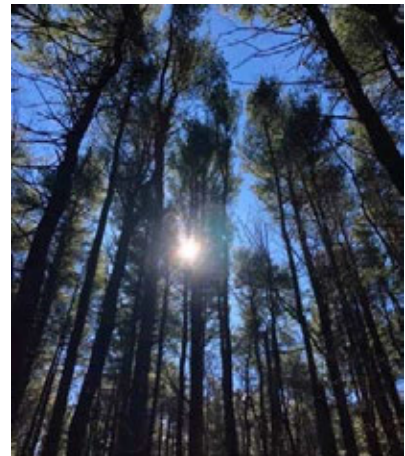
THINGS TO KNOW ABOUT THE FOREST

1. There is legal pedestrian access to the Burlington Landlocked Forest. The Paint Mine Conservation Area in Lexington borders on the forest. Near 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 on-street parking is also allowed.

2. On GPS or Google Maps: write in Burlington Landlocked Forest and zoom in to see the parking lot on Turning Mill Road; it is between Grimes Road and Mountain Road.

3. 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.

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.



Landlocked Forest (by J. Feinberg)



Boardwalks located within the Landlocked Forest and stone walls marking off fields



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

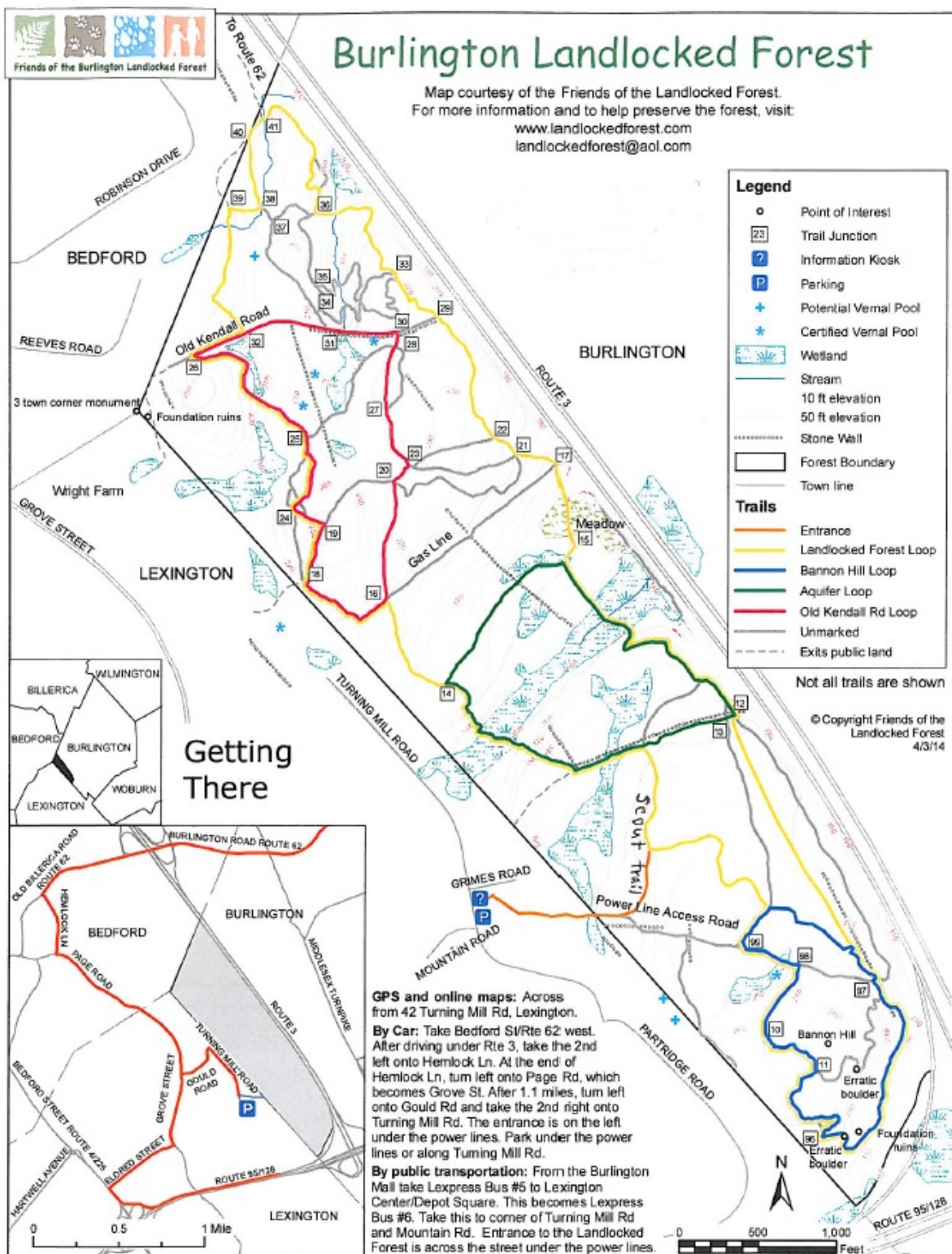
and small creatures. The worst invasive is called Oriental Bittersweet, a nasty vine that puts down a thick web of roots that choke out other plants. Protecting the meadow and returning it to its original uses requires a thorough cutting at least once a year for three to six years.

6.A 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 web site. You can email the group and ask for a tour at "Landlockedforest@aol.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.

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.



THE FRIENDS OF MARY CUMMINGS PARK

A 501c(3) organization



New boardwalk over the marsh area of Mary Cummings Park

WEBSITE

<http://marycummingspark.org/>

The mission of The Friends of Mary Cummings Park is to protect and enhance Mary Cummings Park and its sister park, Whispering Hill Woods in Woburn.



TRUSTEES

This is been the biggest year of change for us: The Trustees (of Reservations) are now actively managing Mary Cummings Park and have made major changes to the park, including new entrance, new parking, new lawn, new wildflower meadow, and in particular the great new boardwalk in the wetlands.

The Friends of Mary Cummings Park have a much-reduced set of projects now since The Trustees are now doing all trail work, signs, and running their own activities.

Our role will be to be the eyes and ears for The Trustees since our members are very often in the park. In addition, we are turning more attention to Whispering Hill Woods and to the Sylvanus Woods Park entrance, which is not managed by The Trustees since it is not actually in the park.

There has been destructive activity in the park from young people entering from Sylvanus Wood lane and we hope to make the community more aware in order to moderate this type of activity.

We continue to photo and video the park and share that with website visitors, including many timelapse videos that can be seen at our website: <https://marycummingspark.org/>

ACTIVITIES IN 2020:

- Met with The Trustees to develop a working relationship
- Documented the construction work by The Trustees
- Kept the public aware of the progress of construction
- Worked with The Trustees to donate our old kiosks to Woburn
- Created new map graphic for the Sylvanus Wood Entrance
- Worked with Burlington and The Trustees to clarify the ownership of Marvin Field
- Received the Volunteer of the Year award from The Trustees



This drone photo shows the new Trustees parking area, the picnic area, a walking path, and the large, new wildflower meadow

CHANGES :New Board Members were Jane Morse and Betsey Hughes, while we mourned the passing of Dave Cummings, long time board member and relative of Mary Cummings.

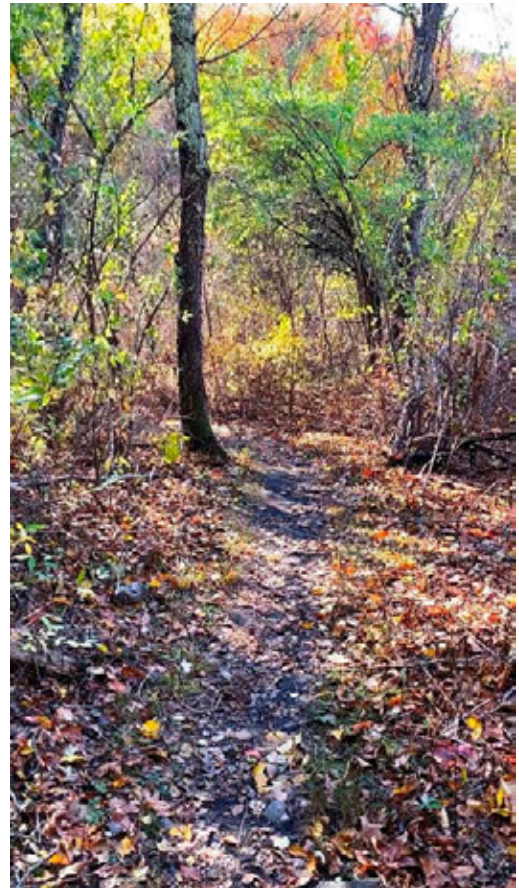
FUTURE GOALS: We plan to continue working with The Trustees and also working to protect Whispering Hill Woods.



The Tunnel Trail after a snowfall



*Lightning over Mary Cumming Park
(Photo: J. Brown)*



A path through the woods

IMAGES OF MARY CUMMINGS PARK

Visit the Timelapse Gallery by J. Sachs: <https://marycummingspark.org/time-lapse-gallery/>



Timelapse: Sunset Facing East



Timelapse: Joe Pye and the Sky



Flyers Field and green walking areas



Path upwards toward the parking lot



Boot Boutwell led a walk telling his nature stories and poems to the Trustees



New boardwalk over the marsh area

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BURLINGTON PUBLIC AND VOCATIONAL SCHOOLS

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BURLINGTON SCHOOL COMMITTEE



SCHOOL COMMITTEE MEMBERS

(l to r top row) Sara Shaikh, Student Representative; Carl Foss; Katherine Bond
(l to r bottom row) Thomas F. Murphy, Vice-Chair; Martha Simon, Chair; Christine Monaco

Christine M. Monaco, Chairman's Report

The year 2020 started out as any other, but in early March our typical lives came to a screeching halt. The closing of schools for two weeks turned into the entire remainder of the school year and led to a return to school in the fall which looked unlike anything we have ever experienced. Education limped along for the spring with challenges and hard work on the part of teachers, students, and parents. It was not our finest hour educationally, but everyone worked to perfect what would be the new normal for the duration.

The summer became a time of hard work rather than vacation, as everyone involved delved into planning for the fall under the circumstances of the pandemic. We were fortunate to receive federal funding that helped dramatically as we set up a remote academy for some students and a hybrid school situation for others. Many hours went into working with the Burlington Educators Association to develop an agreement that satisfied the needs of children and staff to the extent possible. A tremendous amount of work went to working on univents, filters, and windows in order to provide proper air quality and reduce the spread of the virus.

The impact of the COVID pandemic was harsh. The town lost expected revenue from restaurants, hotels, and the entire commercial tax base. In September, all budgets, including the school budget, were reviewed. Three-hundred fifty thousand dollars (\$350,000) was cut from both the town and the school budgets.

Back to school time brought a whole new concept to our system. Some children now receive all of their formal education at home, remotely over devices, while others attend school in person, but either for shortened days or for only two days a week. The latter group receives additional instruction remotely. We were fortunate to be able to provide five shortened days a week to our elementary students, due to small classes which allowed six feet of space between individuals.

Unfortunately, the changes necessary due to the pandemic have been difficult for families. Children with special needs are struggling without all of their in-person services. The mental health of all students has become a serious concern. Students need their social contact, and it has been limited. Parents have had to deal with having their children home when they would have been at school, which can be a serious issue with day-care.

The town helped us tremendously by allowing us the use of approximately \$500,000 of the money they received from the federal government to provide teachers with the proper equipment for remote teaching.

Town meeting, despite the tight money issues, allowed us the funds to hire a Director of Equity. This position will be filled at the completion of the ongoing search process. We are grateful for this opportunity to ensure equity in our very diverse student population.

As 2021 begins, we approach it with hope and longing for a return to normalcy. While the life experience gained by living through this pandemic is enormous, the educational and emotional damage caused to our children is heartbreaking. Our entire staff in the Burlington Schools has worked tremendously hard to provide the best education possible, however, nothing can compare to the normalcy of attending classes in person with one's teacher.

The primary goal, as we enter the New Year, is to return to full time classes, to repair the educational and emotional damage done, and use what we have experienced to make education more rewarding in the long run. The return to full time will be dependent on both science and the work of our government. Simply put, the vaccine, and the speed of its distribution will open the doors both literally and figuratively.

I wish we had a timeline that would give a clear indication of what lies ahead, but at least we have a light at the end of the tunnel that is getting gradually brighter. My wish for students, staff and residents is a return to normalcy. My goal is to help make that a reality by encouraging vaccination, fully re-opening schools as soon as we are able, returning to socialization, and reminding everyone to thoroughly enjoy our return to life as we knew it.

The School Committee thanks our administration, staff, students, families, and citizens for the support we have received during this difficult time.

SCHOOL COMMITTEE

Christine M. Monaco, Chairman 18 Corcoran Road	2022
Thomas F. Murphy, Jr., Vice Chairman 5 Murphy Court	2022
Martha Simon, 5 Willow Way	2021
Katherine Bond 8 Mulberry Lane	2023
Carl Foss 8 County Road	2023
Sara Shaikh, Student Representative	

SCHOOL ADMINISTRATION

WEBSITE: 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
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Director of Special Education

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

Business Manager

Nichole Coscia	B.A., Sacred Heart University
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Burlington High School Administration

Mark J. Sullivan	B.A., University of Massachusetts
Principal	M.Ed., Cambridge College
Richard T. Sheehan, Jr.	B.A., Stonehill College
Associate Principal	M.Ed., Salem State College
Deborah Deacon	B.S., Westfield State College
Associate Principal	M.Ed., Cambridge College

Marshall Simonds Middle School

Cari Perchase	B.A., University of Massachusetts, Boston
Principal	M.Ed., University of Massachusetts, Boston
Josh Murphy	B.S., Seton Hall University
Assistant Principal	M.Ed., Northeastern
Jennifer Chen Fein	B.A., Binghamton University
Assistant Principal	M.A., Columbia University

Elementary Schools

Deborah Dressler	B.S., University of New Hampshire
Principal, Memorial School	M.S., Worcester State College
David Rosenblatt	B.A., University of Massachusetts
Principal, Fox Hill School	M.Ed., Lesley University
John Lyons	B.A., Merrimack College
Principal, Pine Glen School	M.Ed., Simmons College
Nicole McDonald	B.S., Fitchburg State College
Principal, Francis Wyman School	M.Ed., California State University
Darryl Doiron	B.S., Salem State College
Assistant Principal Francis Wyman School	M.Ed., Fitchburg State College

SUPERINTENDENT OF SCHOOLS

Eric Conti, Superintendent

Patrick Larkin, Assistant Superintendent

The Burlington Public Schools mission and operations underwent a significant change while operating during the COVID crisis. Planning for 2020 started immediately. Guidelines from the MA Department of Public Health (MADPH), The Burlington Board of Health (BOH), the Department of Elementary and Secondary Education (DESE) all shaped the preparations and decisions made regarding school operations.

The purpose of all of this planning and the changes that resulted were to keep students and staff safe while offering an in-person experience as requested by 80% of parents. To this end, the district took a balanced view of risk. There were risks to opening schools and there were risks to keeping students isolated at home. In addition, the district prioritized using Burlington's talented teachers to instruct Burlington students and limited the use of on-line programming endorsed by the state. The foundation of this instructional tenet after safety was the social emotional growth and mental health of students and staff living through a global pandemic.

The end result of our summer planning was early childhood, elementary, and secondary schedules that provided a full remote experience, if desired, and a hybrid schedule that maximized in-person learning time while incorporating the safety guidelines established by the state.

Our major accomplishment has been that district schools have remained open through into February at the time of the submission of this report. We hopefully will remain open through the rollout of the vaccine and to the end of the school year. In addition, the levels of collaboration between Town departments; the flexibility of our teachers and staff; and the compliance of students with our safety protocols have been other significant accomplishments that need to be recognized this year.

A specific example of this collaboration was the Town's use of COVID relief funding to support the purchase of MacBook Airs for all teachers and administrators across the district. This significant investment recognized that our working environments were significantly different than prior to the pandemic. The new devices are having a significant positive impact on instruction. This impact will be carried forward even after the pandemic ends.

While instruction is always our highest priority, the pandemic created a focus on air quality that needed to be addressed. The district's work to ensure the ongoing functionality of the heating and cooling systems in the district is another significant accomplishment. Every heating and cooling unit in every building was measured for performance. Regular air quality testing focusing on CO2 was initiated and continued throughout the school year. While a great deal of time was expended prior to the start of in-person learning, the maintenance staff with community volunteers have sustained these efforts throughout the school year.

The pandemic planning and execution did not eliminate the need to focus on ongoing projects and other district goals. The entire wireless infrastructure was upgraded as a part of our 5-year cycle. In addition, the district submitted a statement of interest for a new Fox Hill Elementary School. We will be notified later this spring whether the state supports this effort in this year's round of projects. A new basketball surface in the Vanella Gymnasium was recently installed. We are continuing to plan for upgrading the heating and cooling systems at Burlington High School as well as the other significant renovations that are needed.

In addition to these capital improvements, the district continued to focus on expanding equity and addressing racial injustice that are a historical part of our organization. A district organized Equity Committee in partnership with a Community group established to fight racism sought and received financial support from Town Meeting for a Director of Diversity, Equity, and Inclusion. This new position will be a tremendous resource to help all of us do the hard work of confronting explicit and implicit bias in ourselves and our schools.

All of these projects and programs as well as the instructional adjustments made in response to the pandemic would not be possible without the generous support of the community. We do not take this financial support for granted. Through incredibly hard work and collaboration, Burlington Public Schools have continued to provide a quality student experience. We look forward to adjusting back to a more familiar learning routine next year.



(Clockwise from the left)
Burlington High School
Marshall Simonds Middle School
Memorial Elementary School
Fox Hill Elementary School
Pine Glen Elementary School
Francis Wyman Elementary School

**PUBLIC SCHOOLS
BURLINGTON HIGH, MIDDLE AND ELEMENTARY
SCHOOL DEPARTMENTS**

BURLINGTON HIGH SCHOOL

Mark Sullivan, Principal

Looking back to last spring, nobody could have predicted what the impact of the COVID-19 pandemic would bring upon our world, country, state, and locally here at Burlington High School. Our new reality quickly became social distancing, masks, flattening the curve, shelter in place, you're safer at home, etc. The consequences have cascaded and have been significant. The loss of our seniors rite of passage as evidence - the choice to sit in their preferred cafeteria spot, walking the halls with their game jerseys, cold nights watching games on Varsity Field, dances, plays, concerts, banquets - I'm sure this list does not do justice to the many things all of our students, especially our seniors lost.

Despite the challenges the pandemic threw at us, Burlington High School students and staff will always be remembered for persevering through these difficult times. We re-opened in the fall of 2020 in a 'Hybrid Model' and have not had to shut down as of the writing of this annual report. The strength and character students and staff have displayed during these challenging times was remarkable to watch - I'm certain that on the other side of this adverse situation we will all be stronger and more resilient than ever before.

Even with the challenges of the pandemic, we were still able to properly send off the class of 2021. Under beautiful sunny skies the class of 2020 participated in a drive-up and walk through graduation ceremony. While not ideal, and a little longer than usual, the day took on a special significance as parents/guardians were able to process in with their child to receive their diplomas.

At the conclusion of the 2019-2020 school year, Ms. Sally Del Llano was granted a one year sabbatical to work on curriculum for a high school advisory program. Burlington High School also hired several new faculty members for the 2020-21 school year, they are:

Devon Hatch	Athletics
Mojeh Kazem	Art (covering for Joanne Vigneau)
Danielle Ciccone	World Language (covering for Abby Abbott)

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. Apple stopped assigning this recognition; however, faculty, staff, and administration have continued to be driven by the five best practices that allowed us to be an Apple Distinguished School, and they are:

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

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, The Refugee Experience, History of Rock and Roll, Forensic Science, A Military Perspective of World War II, and Examining Feminism through Popular Culture. 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.

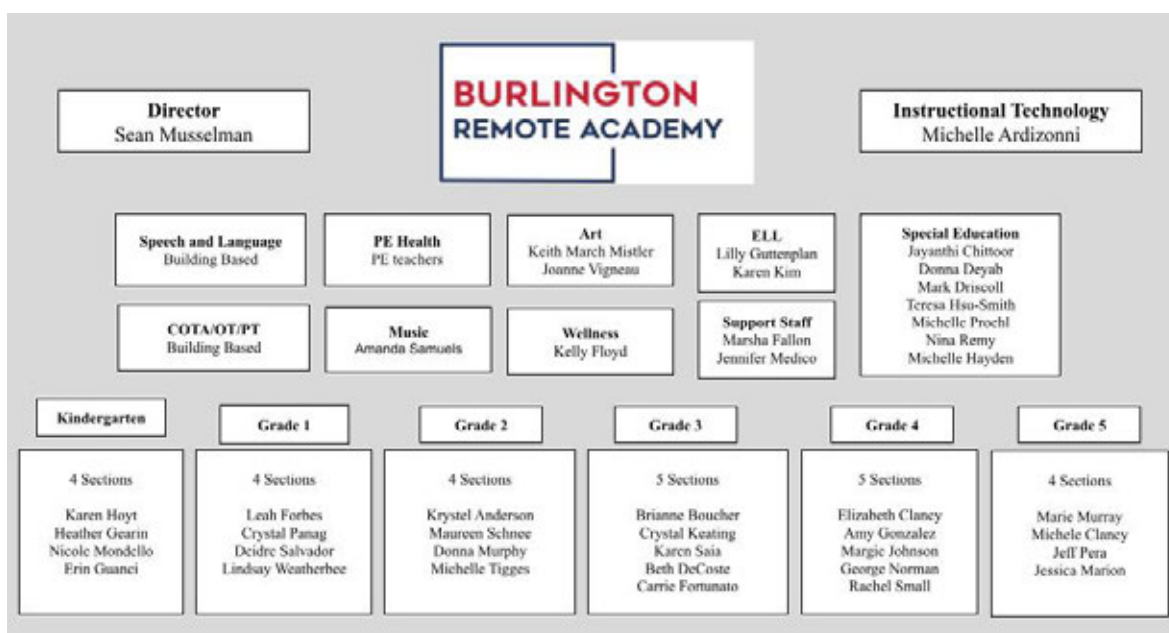
BHS continues to schedule many varied activities and observances that have become highlights of the school year. These annual events include our September 11th Remembrance Ceremony; September Student Activity Fair; November Veterans Day Assembly and School Spirit Rally; December Holiday Traditions Assembly 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 <https://www.burlingtonpublicschools.org/>

BURLINGTON K-5 ELEMENTARY REMOTE ACADEMY


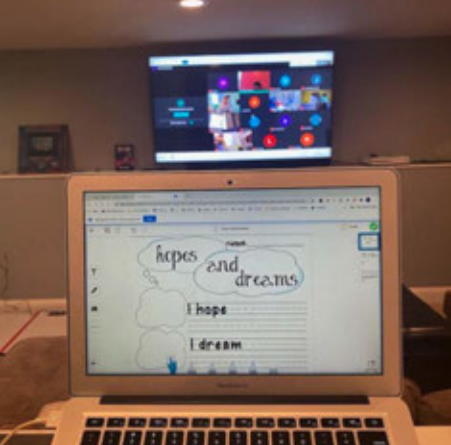

Sean Musselman, Director

As regular annual report readers will undoubtedly note, the Burlington K-5 Remote Academy is a new addition to the ranks of recognized institutions that make up the Burlington Public Schools. The Remote Academy was conjured from digital bits in the wake of a Burlington Public Schools community survey where families of roughly 400 elementary age students requested no in-person learning to begin the school year. On Wednesday, August 26th, district Science Specialist, Sean Musselman agreed to direct and support the facilitation of the Remote Academy alongside Michelle Ardizonni, a full time Instructional Technology specialist designated specifically to support the “RA”. By Tuesday, September 8th a near complete Academy staff had been assembled from Burlington classroom teachers, English Language Arts and Math specialists, Special Education and ELL staff. An additional grade four teacher was added within the first month of instruction.



On September 9th, devices were handed out to roughly 90% of the Burlington Remote Academy student body through a socially distanced distribution. All tangible classroom materials were handed out to K-5 students through a quickly developed partnership with the Burlington Public Library that graciously agreed to support material distribution through their established curbside pickup through the academic year. On Friday and Saturday, September 22nd and 23rd the first such curbside program was facilitated by library and Remote Academy staff, with smaller grade level distributions regularly facilitated by Burlington Public Library (BPL) staff moving forward. The Remote Academy operates symbiotically with the elementary schools, operating under the umbrella of building-based special education chairs, as well as mental health and wellness staff supporting students and teachers, while providing remote-only instruction to families exercising maximum caution toward the COVID-19 virus and community based contagion.

The future of the Burlington Remote Academy is hinged in part to what the future brings. There are no long term goals for the RA and its staff beyond the completion of the 2020-2021 academic year. The staff has coalesced around one another by department and those teachers whom they are directly collaborating with through virtual classrooms facilitated by Google Meet and a host of other digital platforms and tools.

		
<p>BPS Staff, Jessica Marion, Jeff Pera, Renee Sacco, Brianne Boucher, and Carrie Fortunato during a very busy day distributing over 300 iPads to students from all over Burlington outside of Burlington High School.</p>	<p>Michael Wick and Cara Enos, BPL staff responsible for the coordination of our material distribution. Thank you, Michael and Cara for your support and extraordinary effort in serving the students of Burlington.</p>	<p>Math Coach / RA Grade 3 teacher, Carrie Fortunato packs over 400 wipe erase boards with markers, stylus pens and math templates for distribution with iPads.</p>
		
<p>Google Meet has been the primary tool for class facilitation and communication. In this moment Mrs. Hoyt motivates young writers to first demonstrate and then illustrate, label and write about what their class jack-o-lantern should look like.</p>	<p>Grade 1 teacher, Mrs. Panagiotopolous creatively uses her own home space to teach to students using multiple screens early on in the school year. BPS provided RA teachers with access to second monitors in October after they were demonstrated to effectively improve classroom management and workflow.</p>	<p>Nora Axelrod participates in Mrs. Mondello's Kindergarten classroom. Kindergarten teachers vigilantly provided tangible instructional materials on a bi-weekly basis, including small foldable books printed, constructed, and sorted into deliverable packages for pickup with support from in-person BPS staff.</p>

Each staff member maintains personal and professional communications with their "school-of-origin" and

has been assured that supporting the Remote Academy this year does not forfeit their role as an in-person instructor moving forward. A small but not insignificant number of Burlington community members have expressed great enthusiasm for its role in serving the community this year with hopes that it will be present in some form into the future. A small but not insignificant number of families the Remote Academy served in the fall have expressed gratitude for the program, but ultimately had requests approved to return their students to in-person learning. These families have widely shared the assumption that a return to their school-of-origin would be a better place for learning and instruction.

ART & DESIGN PROGRAM - BURLINGTON HIGH SCHOOL

George Ratkevich, Visual Art Program Coordinator

On the Web:

<http://bpsk12art.weebly.com/> (a resource for district art teachers, and the site for our online art exhibition)

www.burlingtonhighschoolart.org (for students, parents, and the community)

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

Mojdeh Kazem - art teacher, Burlington High School

Keith March Mistler - art teacher, Marshall Simonds Middle School & Remote Academy

Stephen Scarpulla - art teacher, Fox Hill Elementary School

Lindsay Shepard - art teacher, Marshall Simonds Middle School

Lauren Vigneau - art teacher, Francis Wyman Elementary School

Joanne Vigneau - art teacher, Burlington High School & Remote Academy

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.

In January, the Burlington High School Art & Design Department hosted its semi-annual Alumni Artist Day. For many years we have welcomed back former students to discuss their careers as artists. Alumni in college talk about their experiences at art school and share their portfolios, senior college student's talk about how they are preparing to enter the workforce, and alumni who are working as designers, artists,

and architects share their experiences and day-to-day activities at their jobs. Current art students have a chance to see the professional work and ask questions of alumni. They're able to learn about art careers directly from the artists who are members of their extended school community. A few art colleges had representatives present at tables in the main lobby as a "mini" college fair.

The year 2020 brought with it the Burlington Sculpture Park (burlingtonsculpturepark.org). The new park is located to the left of Grandview Farm and Marion Tavern, across from the corner of the town common. There are now six sculptures in all for this first phase of the Sculpture Park. The selection of the works was greatly informed by student participation. Students in many of Burlington's art classes from grades 1-12 voted on over 40 works submitted to The BSP Committee through the New England Sculptors Association. [Several students also helped present the proposal to the town's Board of Selectmen.](#)

The park's official logo was a collaboration/combination of graphic work by Burlington High School students Serena Hawkins and Hunter Robson, both Class of 2022. Burlington Cable Access Television (BCAT) shared a [video story](#) about the logo design for the Burlington Sculpture Park.

Student work was published or displayed in *Collab*, the high school's literary magazine, the BHS yearbook, the Regional High School Art Exhibition hosted by the Lexington Arts & Crafts Society (LexArt), in other competitions and exhibitions such as Emerging Young Artists and the Scholastic Art Awards at the high school level and The Future of Work at the middle school level, and in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty.

The Art & Design program posted [Burlington Public School's first district-wide art show](#) online. The Burlington Art & Design program had intended to hold its first district-wide art show in the real three-dimensional world at the town library in June. The school-based shows typically run at different times throughout the year: the annual Art Exhibition and Fashion Show at the high school happens in March, and it was up and ready to go but was cancelled just prior to the full school closing; the middle school art shows are art-room displays during the school's Open House; the elementary schools each have theirs in the Spring; the high school Portfolio show in the Spring features the works of our advanced students. At the beginning of last school year, the district's art teachers committed to investigating the possibilities and formats for a district-wide art show to share their students' work with the greater Burlington community. In early March the art program coordinator met with town library director Michael Wick about a district-wide show using the library as a venue and all the art teachers were on board for arranging a small selection of work to represent each school. With the changes in circumstances, in lieu of an actual in-person exhibition the art teachers gathered what images they could to put together this selection of student work from the 19-20 school year.

At the end of the 2019-2020 school year, the AP Studio Art students held an online exhibition reception of their portfolios, to which parents and teachers were invited and at which each student discussed their oeuvre.

Advanced photography students once again collaborated with students in the Winchester High School photo program in an exhibition entitled "Photosynthesis" at the Griffin Museum of Photography in Winchester. In February, photographer [Bill Franson](#) presented to the Burlington High School and Winchester High School honors photography students. This was part of Photosynthesis—a collaboration between the Griffin Museum of Photography, Winchester HS, and Burlington HS. This was the fourth year that Burlington has had the opportunity to be part of this amazing collaborative program that included artist talks to help inform and inspire the students' personal portfolios of photographs. Student photos were curated and presented at the Griffin Museum of Photography in June.

The Area Solutions team of PNC Bank worked with the high school program to select six large art pieces for permanent display in their new Burlington branch. Several BHS photography students had their work blown up on canvas, and are now on display at PNC bank to give some local flavor from the town. The PNC Solutions Center team created promotional materials to highlight the work of the students.

MSMS 7th grade art students completed a project in collaboration with an art contest hosted by Swissnex Boston, a part of the local Swiss embassy in Cambridge. Five students were chosen to have their work displayed on [Swissnex's website](#) under the "Boston" section (The students are Akira Kusachi, Grace Davison, Kaya Cummings, Kritika Agarwala, and Olivia Rourk.).

The program began developing [lessons and gathering resources around anti-racism and equity](#). At the high school level, the [curriculum map format](#) was redesigned to include cultural diversity connections.

The Art Department is committed to elevating and highlighting the work and voices of Black, African American, and African Artists. As a starting point we are highlighting artists. The first artist that was featured was alumna Gam Dhlwayo (BHS Class of 2013) (website - [Gam.design](#); instagram page [@africangraphicdesigner](#)). After graduating from the Massachusetts College of Art and Design with a degree in Graphic Design, Gam moved to New York City to work for Isaiah King Design, Sundial Brand, Blink, and now [Group Nine media](#). She has worked on international and nationwide client work designing corporate identities, animations, product designs, marketing campaigns, and advertisements.

Just prior to the Thanksgiving break, Tarish Pipkins a.k.a. Jeghetto, a painter, poet, street performer, puppet-maker, and puppeteer, conducted at BHS a virtual puppet-making workshop and a talk about his experiences as a black artist. He demonstrated how an unconventional material (Tarish makes his ghostly, large-scale puppets out of cardboard.), in the hands of an enthusiastic artist, can give life to a story which addresses controversial issues and can create a space where contemporary audiences can reflect, bear witness, and engage in radical honesty.

With the change to remote and hybrid learning, the Art & Design teachers took to heart the guidelines and recommendations of the Massachusetts Art Education Association in planning and revising curriculum for the 20-21 school year, to do fewer things and do them well:

- Make strategic reductions across the curriculum
- Focus on fewer standards more deeply
- Create a smaller number of well-crafted lessons and experiences that nurture relationships, support youth resilience, and build knowledge and skills.
- Blend synchronous and asynchronous learning
- Provide access to ALL learners
- Temporarily shift focus from the Creating standards of the [MA Visual Arts Frameworks](#) to the other three standards: Presenting, Connecting, and Responding.

The department compiled an interactive list of [Art & Design Online Resources for Enrichment and Independent Learning](#) and developed more robust program websites for the district and high school programs to share these resources and other information with students and families.

To eliminate the need to share tools and materials during the pandemic, art teachers assembled individual art kits for every student, providing supplies to be used in either the classroom or at home. Elementary and middle school teachers travelled from classroom to classroom to teach lessons.

The program also budgeted for Adobe Creative Cloud Access to be made available to every art student in BHS and MSMS as needed. Students were able to get one-year named-user licenses to the Creative Cloud

to be installed on one computer in the school and another at home, allowing courses such as Computer Graphics and Photography to be taught more smoothly during hybrid learning.

To address remote learning needs at the elementary level during the pandemic, BHS art teacher Joanne Vigneau and MSMS art teacher Keith March Mistler are working in the Remote Academy for the 20-21 school year, teaching fully remote elementary grade students. Mojdeh Kazem and Lindsay Shepard joined the BHS and MSMS faculties, respectively, to fill the temporarily vacated positions.

In the fall, Laura Godinho served as a student teacher from Salem State College with George Ratkevich and Lexi Djordjevic. Laura is an alumna of the Burlington Public Schools and the art program, a current Burlington resident, and the mother of a current BHS student. Kristen Barrett (School of the Museum of Fine Arts) student taught with Sarah Baldwin at Marshall Simonds Middle School. Nathaly Davis (The Massachusetts College of Art & Design) student taught with Courtney Fallon at Pine Glen Elementary School.

In memory of Cynara Ferrao, a recent graduate of the high school and a mainstay in the art program who passed last year, an art scholarship was created due to the efforts of Cynara's friends and family. The Cynara Ferrao Scholarship, which will be first awarded at the end of the 2020-2021 school year, will be awarded to a "BHS student who shows a passion for fashion or art as Cynara did, and would like to further their education at a college/university focused on art."

For the 2020-21 school year, the high school changed its course offerings for incoming freshmen to include Studio Art, Studio Art Honors, Photography I, Computer Graphics I, and Web Design.

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 2020, BHS English teachers continued their curriculum revision process to ensure that BHS students encounter literary expressions of diverse communities that reflect different perspectives. By including student voice in the curriculum review process, teachers identified and piloted three new books: *Every Falling Star: The True Story of How I Survived and Escaped North Korea* by Sungju Lee and Susan McClelland; *Darius the Great is Not Okay* by Adib Khorram, and *Black Enough: Stories of Being Young and Black in America* edited by Ibi Zoboi. The department advanced their work to create and promote an antiracist environment in English classes and help students build capacity to engage openly and critically with questions of power.

In addition to curriculum changes, the department also updated its grading policies to more effectively motivate students to achieve academic success, support a growth mindset, and give students opportunities for improvement through revision. All English teachers are using standards-based grading with common summative assessments.



Department-based student clubs thrived this year. The Drama Club participated in the METG One Act Play Competition with their modern production of *Antigone*. Collab produced its 48th edition of the BHS student art and literature magazine. Poetry Club students participated in the first annual Cypher Ceremony for the Wicked Loud Youth Poetry Festival. BHS Reading Ambassadors produced two episodes of their podcast, *Kicking Back With Paperbacks*. Though the time that clubs had to meet and work together in

person was cut short in 2020, students and their faculty advisors accomplished a great deal.

As part of the department's efforts to engage the Burlington community in student learning, English teachers partnered with the Burlington Public Library to create a Social Justice Series that featured expert speakers, artists, activists, and authors who discussed contemporary issues relevant to students' lives and learning. By pairing these events with independent reading projects, students were able to explore social and political topics while increasing their ability to engage with complex nonfiction texts.

Looking ahead, the department is excited to engage in professional development centered on differentiation to help them shift to an unlevleled model for freshman English classes by the 2022-2023 school year. Department members will attend virtual conferences and work with Keys to Literacy instructional specialists to develop their practice and prepare them for this change.

WORLD LANGUAGE DEPARTMENT

Renee Dacey, Department Chair

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 5th year; although Spanish and French offer 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. In addition, 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.

During the spring of 2020, COVID presented various constraints. However, the WL department was able to recognize the achievement of 29 students from the Class of 2020 with the Seal of Biliteracy award. The Seal of Biliteracy program recognizes and rewards seniors for biliteracy that they demonstrate in speaking, writing, reading, and listening in English and a second language. Most notably, out of the 29 recipients of the Seal of Biliteracy award, 17 of those students received the Seal of Biliteracy with Distinction. The languages represented by those students included Italian, Latin, Spanish, Portuguese, and

German. The WL department continues to encourage all eligible students to participate in the Seal of Biliteracy program in order to recognize their bilingual abilities, which naturally will support their educational and professional careers in the future.

Unfortunately, the Italian Exchange Program was canceled in March due to COVID closures. As a result, BHS Italian students participating in the program were not able to reciprocate a host experience for their Italian exchange partner. The WL department looks forward to the future when it is safe to continue the exchange programs with both partner schools in Spain and Italy as those travel experiences foster a love of language, an appreciation of culture, and friendships that last a lifetime.

Lastly, BHS WL teachers continued to investigate ways to conduct authentic language learning opportunities both inside and outside of the classroom. For example, during the first week in March the WL department celebrated the annual National Foreign Language Week through a variety of fun and engaging cultural learning experiences. Throughout the week, students participated in the annual WL volleyball tournament, cake wars, WL brunch, and various events scheduled by the French, Italian, Latin, and Spanish clubs. Furthermore, Latin teacher, Gregory Stringer was proud of his Latin students' accomplishments on the 2020 National Latin Exam. Mr. Stringer explained that an overall total of 22 of 62 (35%) students received Latin honors or higher including 10 medals (3 gold, 7 silver). Most impressive was the senior class, which posted the best overall scores. As a class, the seniors scored a class average of 30.5, 1.5 points above the national average (29) and earned 2 Gold Medals, Summa Cum Laude (a score of at least 7 points above the National Average) and 3 Magna Cum Laude awards (a score of at least 3 points above the National Average). As a department, we are extremely proud of our language students' achievements as they continue to grow as language learners and cultural ambassadors within the Burlington community.



BHS French Teacher, Laura Feig, with her French Club students after winning the annual World Language volleyball tournament during National Foreign Language Week in March of 2020



BHS Italian Club representatives delivered baked goods from the Italian Club to Lahey Clinic Oncology Center to recognize them as their community heroes in February of 2020

MATHEMATICS DEPARTMENT

Katie Whitcomb, 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 continued to provide students with the option to join the Computer Science Innovation Pathway to prepare students for 21st century careers. In the Class of 2020, twenty-three students graduated with this distinction, completing at least two college level computer science courses during their four years at BHS. Students went on industry field trips at LogMeIn and Oracle, and engineers and professionals from CGI, Microsoft, and MITRE provided lessons and career advice to students.

BHS also received a \$250,000.00 Capital Equipment Grant from the state to support career related hands-on projects in the CS Innovation Pathway. BHS purchased laptops, robotics equipment and hands-on electronics that students can use during computer science lessons and in Senior Year Capstone Projects.

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..

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 now in her second year. 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 especially during the pandemic. She has been able to connect with students that need help with a variety of issues related to social/emotional functioning

Throughout the pandemic the role of counselor has been needed and more important than ever. The high School Counselors are prepared and ready to continue to offer support for the students at Burlington High School. Christine Conceison, School Social Worker, has helped to push forward various initiatives in dealing with the data collection of social emotional needs of the community, district and individual schools. This is an ongoing effort to better understand and manage social emotional issues. This initiative is ongoing. The goal is to ensure the support structure at Burlington High School is meeting the needs of students and families.

The Counseling Department still hosts virtual 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 virtual 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 virtually to give parents an overview of the grade nine transition.

To support seniors in their college application efforts, we held a virtual college application boot camp in August. This was a strategic effort to help seniors begin the application process early before the start of the school year. We also held small-group and individual college planning meetings with seniors, Senior College Planning Night in September, a Financial Aid Night, and a Senior Parent Breakfast in October

(all events are virtual). BHS hosted virtual visits from admissions reps from over 50 colleges and universities who met with seniors.

This year the BHS Counseling Department plans to work with MSMS to once again allow 8th graders access to Naviance, which is a College & Career software program, and conduct 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.

Below are post secondary statistics for the Class of 2020:

	<u>2020</u>	<u>2019</u>	<u>2018</u>
4 Year colleges	77%	77%	82%
2 Year colleges	12%	10%	9%
Other schools	1%	4%	1%
Total Education	90%	91%	92%

2020 Student Outcome Statistical Detail:

Name	# of Students
4 Yr College - 4 Yr College	191
4 Yr College - Private In-State	38
4 Yr College - Private Out-of-state	34
4 Yr College - Public In-State	80
4 Yr College - Public Out-of-state	32
4 Yr College - Unspecified	7
2 Yr College - 2 Yr College	30
2 Yr College - Public In-state	22
2 Yr College - Public Out-of-state	1
2 Yr College - Unspecified	7
Career Education - Career Education	2
Career Education - In-state	2
College Prep School - College Prep School	1
Employed - Employed	14
Military - Military	6
Year Off - Year Off	5
Total Students - Total Students	249

The following is a profile of the Class of 2020 (as reported in June of 2020):

2019 CEEB Test Summary: TESTING STATISTICS –2020

Class of 2020 mean scores

(82 % of class took an SAT; 47% of class tested with essay)

* Due to COVID, virtually all test centers in New England cancelled Spring SAT administrations

	<u>2020</u>	<u>2019</u>	<u>2018</u>
EBRW	577	568	585
EBRW- with essay	616	598	605
Math	570	562	581
Math- with essay	603	588	596

	<u>State Avg</u>	<u>National Avg</u>
EBRW	560	528
EBRW-with essay	589	541
Math	559	523
Math -with essay	589	540

SAT Score Distribution

	<u>EBR</u>	<u>Math</u>
700-800	12%	11%
600-690	3%	29%
500-590	34%	40%
490-400	20%	15%
390-below	2%	4%

National Merit Scholarship

Class of 2021:	3 Commended students
Class of 2020:	6 Commended students
Class of 2019:	6 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. In addition to our regular science curriculum in the classroom, 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 Ethical Choices Program, and also connected with research scientists using the Skype a Scientist program. In early 2020, we were able to invite engineers from MITRE into our biology classes to teach coding in the context of the science classroom. The emergency medicine class also visited Boston MedFlight in early 2020. Several of our teachers have also been working on finding ways to integrate computer science fundamentals into some of our core science courses. We will continue with that work within the upcoming year as well.

SPECIAL EDUCATION BURLINGTON HIGH SCHOOL

Christina Ciccolini, Department Chair

The program for special needs students continues to be effective in identifying learning difficulties while offering in-depth special needs support and academic diversity for those students with disabilities. Although this year has had its challenges, the department continues to work on maintaining specialized instruction for all its students.

In the 2020/2021 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. Our Connections classroom is in year two of running. The Connections program provides individually designed instruction and specialized services within a substantially separate setting. The program 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 DEPARTMENT

Todd Whitten, Department Chair

This year the Department has been focused on how to develop and deliver curriculum in the hybrid schedule that the school developed in response to the COVID-19 pandemic. Members of the Department have spent countless hours reconfiguring and, in many cases, building the curricula we teach in order to develop learning activities that can be accomplished by students who are not only face-to-face or synchronously live streaming into the class but also are home working asynchronously. While we know that we are not able to deliver what we have in past years in terms of depth, we are feeling very confident that our students are able to maintain their pace through the state's required standards while working to improve the skills that lead to successful performance at the collegiate level. This year we will also implement the Civics Project that state legislation requires in the 10th grade year. The project will cause students to become both aware of and involved with local government agencies and elected bodies to see how issues of national importance play out here in the town of Burlington, and then develop proposals to contribute to improving the community in which our students live. As we talk with our students about the current events of our nation during this tumultuous time, working to help these future citizens understand the role of government and what it means to be a productive citizen has taken on greater urgency than ever before. Lastly, we continue to plan for implementing a new curriculum to reflect the changes mandated by DESE in their latest set of History and Social Studies Curriculum Standards. We hope to begin to roll out those changes in the '22-'23 school year. This year has been an immense challenge for us as teachers and as people, and we hope that the Town of Burlington understands the time, effort, energy and care that the Social Studies Department, and all the teachers in Burlington High School, have poured into making this year as successful as it can be for the children of Burlington.

DEPARTMENT OF ATHLETICS

Shaun Hart, Athletic Director

The Burlington Athletics Department has had yet another successful year. The Cheerleading team had an impressive season, qualifying them for both a Regional and State tournament appearance. Boys Ice Hockey and Boys Basketball took the Middlesex League Freedom League Championships respectively. In the spring, the Red Devils were put on hold due to the COVID-19 pandemic.

PHYSICAL EDUCATION AND HEALTH

Matthew Jackling, District Coordinator

Like all departments, the Burlington High School Health and PE Department faced a challenging year due to the pandemic and the resulting impact it had on education. Both Health and PE met this challenge by creating new and engaging activities for students digitally, by creating health promoting instruction and curriculum that called on students to participate from their home environments, and develop the skills necessary for lifelong health literacy.

Out of all the different disciplines, Physical Education was asked to change the most to meet the needs of our student population, as every aspect of our instruction had to be adapted to not only meet safety guidelines, but also changing from in person activity to digital instruction. BHS's PE Department

created new curriculum to help students that were hybrid and remote understand their role in their own physical well being, looking to help students in developing the tools necessary to take responsibility over their own fitness levels and training in a new and challenging environment. This accomplishment, starting in the Spring and translating to the Fall, asked our staff to develop new content for students when they needed it most, in addition to providing students with an opportunity to remain connected to staff and to their peers.

Similar challenges were met within Health Education, as sophomore students participated 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. Senior students participated in Senior Wellness, Intro to Health Occupations, and Intro to Sports Medicine to fulfill their senior year health requirements. All of these classes developed new curriculum 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. Each staff member should be recognized for their impressive effort in trying to make a difference in students' life throughout the duration of the pandemic, as in many cases, faculty members were trying to manage the new stressors placed on their own lives and families while still providing students with meaningful instruction.

Burlington High School also hosted its second Wellness Day, which a day was 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 Minding Your Mind, which focused on providing students with firsthand accounts about how mindfulness can play a role in stress management and mitigating the impact of unhealthy choices.

Lastly, the HE/PE Department hired Devon Hatch to join the BHS staff and teach Grade 11 and Grade 9 PE. Ms. Hatch's position was opened due to the retirement of Richard Baczewski, who for over 30+ years served the students of Burlington as a PE teacher at Marshall Simonds Middle School and as a coach at BHS. We wish Rich the best in his retirement, as it is well earned. The Burlington community is extremely grateful for the impact that he has had on students throughout that span in the various roles that he has played. He will certainly be missed by students and staff.

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. To assist with hybrid and remote learning, the library focused on further developing its eResource collection, including eBooks, audiobooks, databases, online newspapers, lesson plan materials, and digital films. Students and teachers can also request physical books online to be delivered to their classrooms and visit the mobile book station set up in the cafeteria lobby during lunch. Additionally, students have the option of participating in a virtual BHS Book Club, which has included an array of contemporary YA novels selected by students. Mirroring the town-wide 5-book series, "Let's Talk About It," this year's Faculty Book Group's goal is to promote conversation around mental health within BHS. Furthermore, Mrs. Bonnie Nichols, Mrs. Christine Conceison, and Ms. Graham also received approval for a BEF grant to develop Social

Emotional Learning Calming Kits that will be available for use through the BHS library. The school's annual "Community Reading Challenge" has continued to encourage the BHS community to read a thematic book a month intended to promote diverse voices and broaden community reading. Finally, Ms. Graham was awarded the Massachusetts School Library Association 2020 President's Award for significant impact on student learning through a quality school library program. In the future, the library will continue collection development to best meet the diverse needs of its patrons.



*BHS Intern Christina Manners's book display on mental health and mindfulness: It's okay to not be okay! in the cafeteria lobby at the pop up library station.
(Photo by C. Graham)*

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 seek 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.

This year has been a year unlike any other. On March 12, 2020, school buildings across the Commonwealth of Massachusetts were closed due to the public health crisis caused by COVID-19. During these unprecedented times, our goal was to support the social, emotional, and academic needs of the whole child. Despite not being able to physically be with our students in the spring of 2020, our faculty and staff have continued to go above and beyond to support their continued growth. This fall, due to social distancing guidelines, we had to significantly change the structure of our master schedule and how we group students. We currently offer two modes of education, *hybrid* and *fully remote*. In the hybrid model, students physically attend school 2 days each week and attend remotely for the remaining 3 days. In the fully remote model, students participate in the whole middle school academic program remotely, staying connected through the MSMS teachers and our team model.

Establishing relationships and creating safe learning environments are the foundation for student learning. The impact of the pandemic and the extended school closure reaches every part of our student's lives. In an effort to be more intentional with time, for our educators to build relationships with students, and to provide students the opportunity to learn additional skills (social, organizational, advocacy, etc.), our re-entry team made the recommendation to establish an Advisory program for students. In Advisory, small groups of students meet with 2 educators twice a week. In addition to delivering lessons on school-wide themes, these small communities provide students a place to establish a trusting relationship with an adult at school. While the adoption of advisory was in response to the impact of the extended school closure, it is a practice that we will continue for years to come.

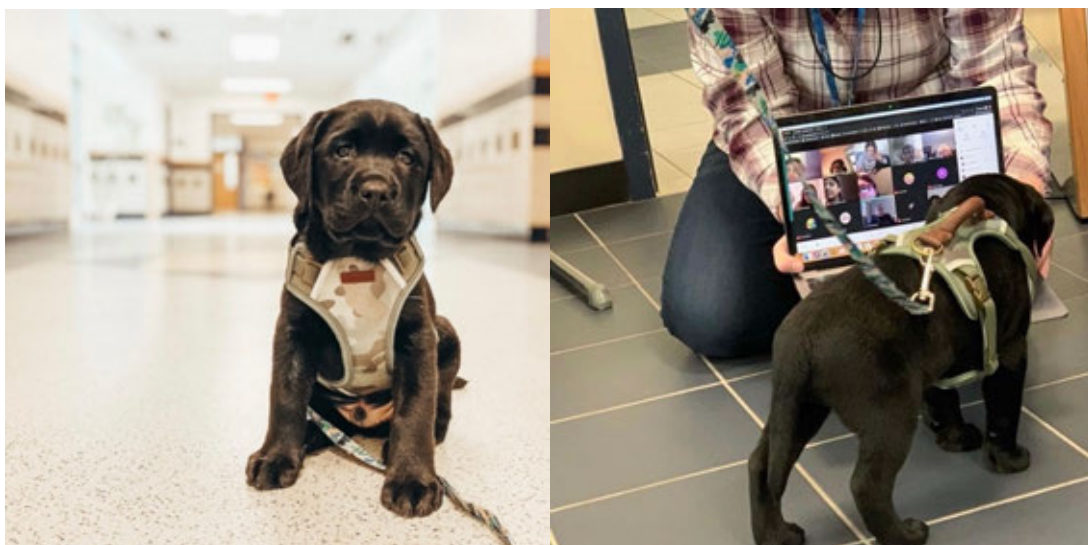
Marshall Simonds Middle School lives by our core values of *Perseverance*, *Respect*, *Integrity*, *Diversity*, and *Empathy*. These are values that each of our students and teachers have embodied as they have lived and learned through the challenges brought on by the pandemic. Our entire school has had to rely on technology for all aspects of learning and teaching. We are grateful for the support of the Town of Burlington in allowing the district to provide upgrades to technology for our teachers and access to devices to facilitate remote learning for each student when they are learning from home. In January 2020, we again shifted our instructional practices that resulted in students "streaming" into class on their remote learning days. This provides students with more synchronous time on learning, mirrors a more typical school year, and would have been challenging to accomplish without the appropriate technology.

Socially distanced iPad, textbook, and supply pickup for remote students. Photo: MSMSBPS Instagram.



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. Last year, we developed a three-year Planning for Success document. This document established short- and long-term goals and provided action steps that helped us prioritize the competing needs for continuous improvement. While many of our action steps have been put on hold because of the current circumstances, we continue to identify ways that we can support our students through remote learning and accomplish some of our longer-term goals.

This summer, we began the process of more formally documenting our curriculum in the four core academic areas. This is a long-standing, continuing goal and has helped us make necessary adjustments to our curriculum due to reduced instructional time caused by the current public health crisis. We are continuing to implement the recently adopted new Science, Technology, and Engineering Curriculum Frameworks (2016) and History and Social Science Curriculum Frameworks (2018). While our original timelines in our action plan will need to be adjusted, we are pleased with the progress we have still been able to make despite the less-than-ideal circumstances. This year, in collaboration with the Director of Special Education, we continued to make adjustments to the special education programming at the middle school, including the expansion of a program to support students with language-based learning disabilities and a program to support students with autism spectrum disorders. Through the generosity of Burlington Education Foundation, we were able to add a therapy dog to our social and emotional programming. Moose, an English Labrador Retriever, is a puppy right now and has many months of training to do, but we look forward to him joining the team and supporting our students.



Meet the Marshall Simonds Middle School therapy dog, Moose.

Photo: Lindsay Appleby, MSMS Art Teacher

In the 2019-2020 school year, we implemented a newly designed master schedule. The initial feedback on the new schedule was positive. In our efforts to continuously engage in a cycle of improvement, we had convened a sub-committee of our School Council to elicit feedback from stakeholders, explore the effectiveness of the new schedule, and identify additional opportunities for improvement. This work was put on hold due to the unexpected school closure. As we plan for the coming school year and with the

hopes that the public health crisis improves, it is our intent to revert back to the newly implemented schedule and reconvene the sub-committee in the 2021-2022 school year.

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. We live by our established core values of Perseverance, Respect, Integrity, Diversity, and Empathy: PRIDE. This year has brought the inequities that continue to exist for people of color in the United States of America to the forefront of discussion. We have been intentional in opening a dialogue with our students and it is clear that we have much work to do. We regularly communicate our core values and high expectations for our students. We have begun to provide our educators the opportunities to discuss their own identity, implicit bias, and the need for students to see themselves reflected in our curriculum. We have continued to expand programming for our students, including establishing racial affinity groups. Affinity groups are safe spaces where students with shared facets of identity can come together to discuss topics relevant to them. We will continue to define what PRIDE looks like at Marshall Simonds and will continue to expand programming to support our students increased understanding, acceptance, and respect of human difference.

We would like to congratulate and thank Mrs. Paula Pellegrino, Mr. Frank Vitale, Mrs. Wendy Huckstepp, and Mr. Rich Bacewski for their decade of service to the Marshall Simonds Middle School community and wish them luck in their further endeavors. We welcomed Mr. Patrick Magee, as he returned to fill the position in our physical education department, welcomed Mrs. Franziska Grady to fill the position of grade 7 mathematics teacher, and Ms. [Courtney McGowan](#), who previously served as an instructional assistant at MSMS, has stepped into the grade 7 special education vacancy.

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.



Congratulations to the 8th grade students heading to Burlington High School

BURLINGTON ELEMENTARY SCHOOLS

FOX HILL ELEMENTARY SCHOOL

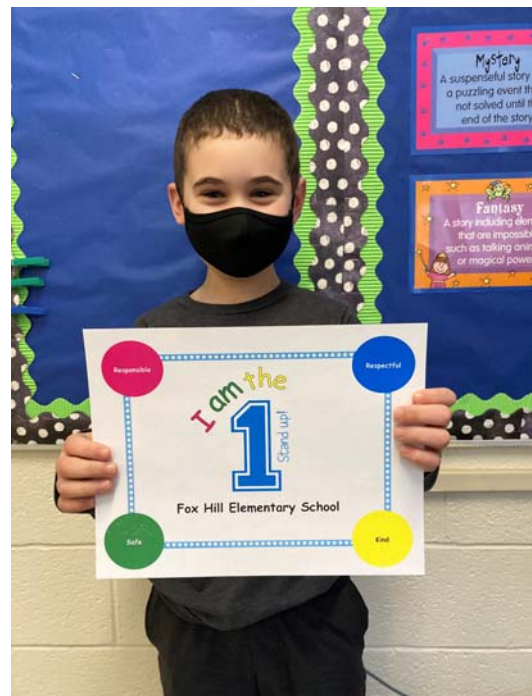
David Rosenblatt, Principal

The 2020-2021 school year at Fox Hill has focused on the safety and well-being of our community as we go about our daily lives during the COVID-19 pandemic. Staff members have made an enormous effort to keep our students safe while still prioritizing learning. Many of our routines have changed such as the way our classrooms are set up, travel throughout the building, wearing masks, and our arrival and dismissal procedures. We have made thoughtful safety decisions while also continuing to make Fox Hill a welcome place for students to grow and learn.

Quality academic instruction and the social-emotional development of students will always be our main priorities. Teachers have adapted the curriculum and their practices to support students. Our guidance team has called the families of all students to check in and provide support through this challenging time. We continue to celebrate students through our Be the 1 system, which recognizes students who represent our school values of safety, respect, responsibility, and kindness. In addition to our in-person learning, teachers have been providing an hour of remote instruction to students four times a week. Through the generosity of the Town of Burlington, teachers have been provided with MacBook Air computers which have enhanced the remote experience for teachers and learners.

Our school enrollment numbers have changed this year as a result of the COVID-19 pandemic and with the addition of the Burlington Remote Academy. Fox Hill School has 350 students attending in person while 109 students are members of the Remote Academy. Four classrooms serve kindergarten, grade 2, grade 3, grade 4, and grade 5 students. Five classrooms serve grade 2 students. We currently have a class size of approximately 15 students in every classroom.

While school may look different this year, the goodwill and support of the Burlington community continues to make Fox Hill a place where students thrive and reach their full potential.



A Fox Hill student celebrating his "Be the 1" Recognition"

FRANCIS WYMAN ELEMENTARY SCHOOL

Nicole McDonald, Principal

It is hard to find words to describe 2020, an extraordinary year unlike any most of us have ever experienced before. Here at Francis Wyman Elementary School it started the same as usual in January with report cards being completed, progress monitoring data being collected, and celebrations taking place in the gymnasium to recognize student achievements and reinforce our SOAR motto which acknowledges Self-Control, Outstanding Effort, Acts of Kindness, and Respect throughout our school community.

These typical milestones all came to a screeching halt on March 12, 2020 which turned out to be the last day of in person learning for the 2019/2020 school year. Due to the COVID-19

pandemic which spread quickly throughout the country, our students pivoted to remote learning for the remainder of this school year. Although “socially distant” became a mainstream phrase, teachers and staff collectively put on their creative thinking caps and found a myriad of ways to connect with their students and families. Google Meets, drive-by parades, shared read-alouds, video greetings, a modified Francis Wyman version of the ice bucket challenge, and a curbside 5th grade promotion were a few of the creative ways that helped to keep staff and students connected virtually while school was unexpectedly closed for the remainder of the school year.



Over the summer a total renovation of the Library/Learning Commons bestowed a clean, colorful and inviting look to this area which serves as a central hub to many of our school wide activities. In addition, the summer of 2020 kept our school wide COVID planning team close to home and working tirelessly to plan for an unprecedented school opening in the midst of a growing pandemic. Classroom furniture was removed to prepare for 6 feet of distance between students, new safety protocols were generated, school schedules were modified and within a couple of weeks a fully functioning Remote Academy was created to support students that would opt to participate in learning remotely as the 2020/2021 school year began. Francis Wyman once again opened its doors to in-person learning greeting slightly over 400 students back into the physical classroom space on September 10, 2020, while approximately 120 students continued their mode of learning remotely.

Here at Francis Wyman, teachers took on complete ownership of their homeroom classrooms for hybrid instruction in all subject areas with a modified daily schedule. Students attend school in the morning five days a week, take lunch home with them, and then participate in an additional hour of online learning to cover Science, Social Studies, and Social-Emotional learning. This daily routine and consistency has allowed for all students to continue to make academic progress while also strengthening the social/emotional safety net that we can provide for our school community.

This year, even in the midst of these challenging circumstances, we have been fortunate to maintain the majority of our talented teaching team adding Miss Kelly Coluci to our veteran Kindergarten team allowing us to maintain our low class sizes and provide more personalized attention to our younger students. While gaining one, we also said goodbye to Mary Sullivan, a dedicated Kindergarten Instructional Assistant of 19 years, who retired at the end of this year.

We wish her the very best as she pursues the next chapter of her life!

To end this unusual year in December, the Town of Burlington and the Burlington School Department generously joined forces to provide all staff members with a new Apple computer to enhance our abilities to offer a more impactful learning experience both during the school day and while teaching remotely. As a result, teachers have continuously enhanced their tool belts of technology skills over the course of the year participating in multiple trainings and collaborating with their colleagues in order to provide the highest quality of instruction to their students regardless of which modality of learning they are engaged in. Overall, it has been an unforgettable, challenging and rewarding experience that has reinforced our commitment to helping all students thrive regardless of the circumstances and has demonstrated the resilience and hopefulness of our Francis Wyman family.



Francis Wyman School's newly refurbished Library/Learning Commons 2020

MEMORIAL ELEMENTARY SCHOOL

Deborah Dressler, Principal

In late August 2021, the new Memorial Elementary School opened its doors for the tenth year to approximately 315 students. After many hours of planning to meet the COVID safety protocols, many students, teachers and families rejoiced at the opportunity to gather safely and be part of an in-person school community! In Spite of changing traffic patterns, creating separate entrances, moving desks, wearing masks, learning to teach remotely and passing out iPads we managed to come together! I would like to thank the Memorial School community for being an integral part of our success. Without the coordinated efforts of Dr. Conti and Mr. Larkin, Mrs. Lynn Sakey, nurse and Mrs. Barbara Conely, nurse manager, the Burlington Board of Health and every teacher, parent and child who followed our guidelines, we would not be able to remain in-person this school year. I am grateful for our collective efforts.



*Flags around the world in the great hall
Photo by: D. Dressler*

As I enter my eight 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.



*Front office staff: Mrs. Lynn Sakey, Mrs. Dressler,
Mrs. Bogosh, Mrs. Martin
Photo by: D. Dressler*

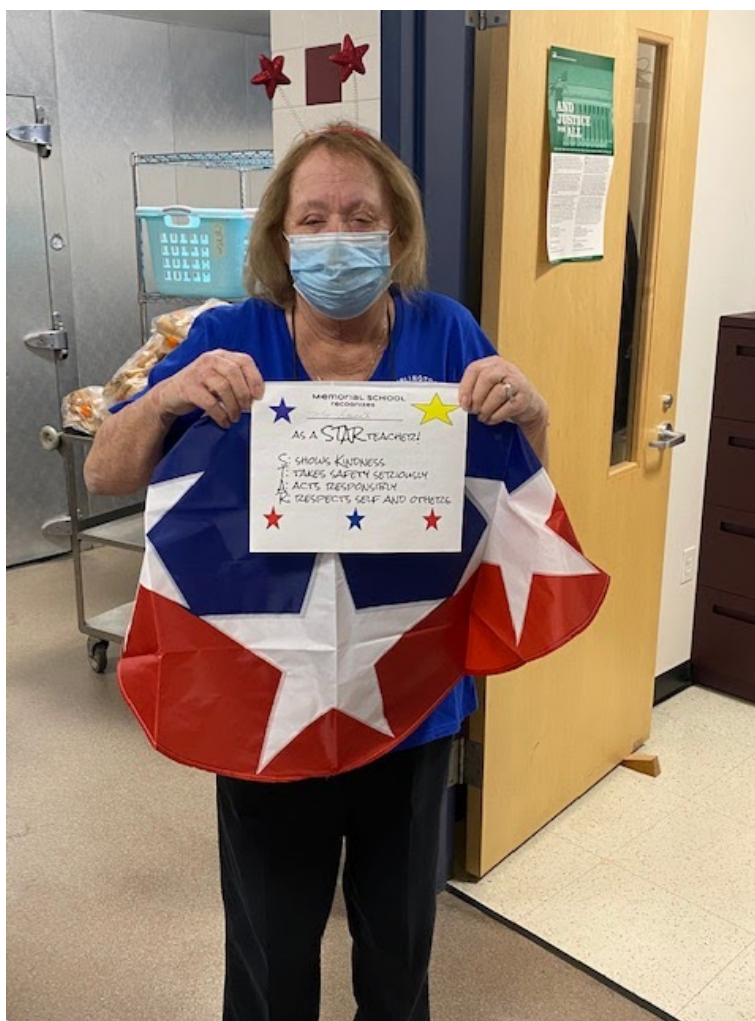
While unable to welcome guests into the school this year, our front office staff, Mrs. Bogosh, Mrs. Martin and Mrs. Sakey have been communicating with families through email, phone and the Memorial Family monthly newsletter. As

you know, school is different in many ways this year. I am proud of the work our teaching staff is doing to meet the learning

needs of our students. All the immediate changes that took place last year with remote learning taught us how to be better prepared for this year's hybrid learning. Students and teachers are more skilled and prepared to engage learning virtually. Of course, we miss our staff who support students in the Remote Academy this year. Thank you to Mrs. Gearin, Mrs. Panagiotopoulos, Mrs. Keating, Mrs. Gonzalez, Mrs. Mondello, Mrs. Murray, Mrs. Hsu and Mrs. Guttenplan for transitioning to teaching in the Remote Academy. We miss them and approximately 100 of our Memorial students that decided remote learning best suited their learning needs.

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, Taking 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 mystery page. 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 Star banner Teacher award and the teachers love being recognized! Each week, six teachers receive a Memorial banner and certificate from a colleague and then pass it forward to another six 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.



*Mrs. Stevens in the Memorial School Banner
Photo by: D. Dressler*

PINE GLEN ELEMENTARY SCHOOL

John Lyons, Principal



We currently have 238 students enrolled at Pine Glen Elementary School. We had to make several changes to keep our school safe in accommodating students in the building with COVID-19. With all the safety precautions in place, Pine Glen Elementary School continues to be an engaging learning environment where students receive instruction from incredible teachers using the most cutting-edge technology, research-based curriculum, and instructional practices. We have worked hard throughout the year to ensure students of all cultures feel welcome and are in a learning environment where they can not only make academic progress but social-emotional growth as well. At Pine Glen Elementary School we celebrate and embrace our diversity, celebrate our inclusion, and

strive for equity.

In addition to looking at the school day with an instructional lens, we have also had to look at everything with a medical lens on account of COVID-19 this year. As a result, all the logistics in the building have been examined with an instructional and medical lens simultaneously. We are incredibly thankful to our nursing staff for the assistance and the sharing of their expertise - particularly surrounding COVID-19.

When looking at the most minute detail, for example students walking in a building, we must keep in mind components such as cohorting students, contact tracing, mask-wearing, and social distancing. Students have assigned seats in their classrooms and we keep logs for staff and student locations. For example, students can now only use the bathroom one student at a time.

On account of COVID-19 we have had to change our arrival and dismissal procedures. We needed to move to a new drop-off and pick-up location and procedure for students. In addition, we made changes for students being transported by the bus. Students are now entering and leaving the physical building in a different manner too.

All students and staff have adjusted well to wearing masks within the building. I commend the students for doing such a great job wearing their masks. Mask breaks and scheduled hand-washing opportunities are provided during the day. I would like to thank parents and guardians for checking their children every morning to ensure they are not sick and have their masks on. Parents and guardians have been and continue to be critical components of our team. I also want to thank students for singing the birthday song twice when washing their hands to ensure proper handwashing.

Students have been great about bringing their iPads from home to school each day in backpacks fully charged. On account of social distancing, we have not had use of student cubbies. Coats and jackets have been hung over the back of a student's chair. Thank you to all the parents and guardians for making sure students have been dressed in accordance for the weather that day as we take breaks outside.

I would like to thank Barbara and her custodial staff for all their hard work this summer in preparing the building for the start of school. Also, for implementing our COVID-19 cleaning protocols to ensure all learning spaces are cleaned and disinfected. I would also like to thank all the staff at Pine Glen for their assistance in helping students transition to a classroom and building with these health guidelines.

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. Christian Price, Elizabeth Harrington, Steven Langenfield, and Hailey Casey joined us as special education instructional assistants. Jade Canha and Andrea Pietragallo took on the roles of classroom teachers this fall. Ms. Canha is instructing students in fourth grade and Ms. Pietragallo in second grade.

There have been times over the course of the school year we have gone to remote instruction as a district and at times some classrooms. I cannot commend our teachers enough for how quickly they have mastered new technology and pedagogical practices. Our physical education, music, and art teachers have made incredible modifications and adaptations in order to provide instruction remotely and in the classroom. For example, students cannot sing in the classroom with COVID-19.

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!). There is a large research base showing that a PBIS approach like Hoot improves social, emotional, and academic outcomes for all students. This year we have had to make some changes as a result of COVID-19. We have moved from a Hoots of the Month lunch with Mr. Lyons and Ms. Kendall (Guidance Counselor) to a Hoots of the Week Virtual lunch on Friday 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. The strategies and approaches in Responsive Classroom were particularly helpful in transitioning students back into the building this Fall and during remote instruction. Responsive Classroom is a key ingredient in helping students with peer interactions in order to grow not only socially, but academically too.

Pine Glen teachers have been forced by COVID-19 to make many adaptations. Even given these challenges, our wonderful teachers have still developed incredible relationships with all the students. I continue to take great satisfaction everyday seeing students having fun while learning be it in the building or remotely in the afternoon. A global pandemic cannot stop the Pine Glen staff from instilling in our students a lifelong love of learning. 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! Thank you, as always, for your past and future support and partnership.

BURLINGTON SCIENCE CENTER

Wendy Pavlicek
Sean Musselman

- The Burlington Science Center continued with support of the Next Generation K-5 science curriculum units through March. These units were fully aligned with the new Massachusetts state standards.
- With the entire state shutdown due to the COVID 19 pandemic, the Science Center designed distanced learning family challenges, accessible to all K-5 students. These included scavenger hunts, habitat explorations, signs of spring, ball and ramp exploration, a darken the room challenge and other curriculum related activities for families to participate in together.
- The K-8 Robotics programs in Burlington were put on hold due to the pandemic and will return in some form next year.
- The Science Center held a live stream chick hatching for all Burlington families to observe. This took place live from Ms. Pavlicek's house and featured 12 hour streams of the hatch, brooder area and growth of the baby chickens for 5 days. Ms. Pavlicek was available for Q & A during the stream. There were over 5,000 views of this event.



- The K-5 students had the chance to participate in the “The City Nature Challenge” by Intaurilaist. This was a world-wide event for people to find and document plants and wildlife in their community. Students took photos on a smart device which geolocated where the photo of the plant or animal was observed and shared that data with the iNaturalist app. By sharing this data students received feedback from scientists, experts and iNaturalist artificial intelligence.
- Due to the pandemic, the Science Center held a pet sitting program to help care for the center's live animal collection while the schools were closed. Over 40 animals were placed with Burlington families. We were so grateful for the community's support.



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r held a K-5 cucumber growing contest for Burlington's elementary students in April. This year's contest is cucumbers! Due to school closure, the Science Center held a safe, no contact pick up of pots, soil and seeds for any interested families.

- During the start of the 2020 school year, elementary Science was scheduled during the remote learning portion of the schedule and curriculum had to be redesigned. The Science Center designed new weekly science investigations for grade level spans (1-2 & 3-5). Mr. Musselman was asked to take on the role of the Remote Academy Director, managing over 450 students and 30 teachers.
- The Science Center held "Wild Wednesday's," a live stream science program featuring live animal presentations and other earth, space and physical science demonstrations. All programs were recorded and made available on the Science Center website.





- The Science Center awarded winners for the longest and heaviest cucumber. First Place for Cucumber Length: Erin & Duncan Foster (twins) of Fox Hill whose cucumber came in at 15 inches. First Place for Cucumber Weight: Sophia Negron of Fox Hill whose cucumber weighed in at 2 lbs. 7.3 oz. All participants received an honorable gardener award and goody bag of prizes.
- The Burlington Science Center was asked by the town lead nurse to make a mitigation video for the Burlington Public Schools classrooms about safety in schools. This video included safety and health protocols about handwashing, social distancing, mask wearing and sneezing and coughing.



PERFORMING ARTS DEPARTMENT



Virtual BHS Band Camp

Photo by: Sean Buchsbaum

John Middleton-Cox, Director

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

As we navigate the challenges of health and safety, a great deal of attention has been placed on the social emotional needs of students. We have developed tools to cope with the stress and struggle of the new normal. Emotions can be released in healthy ways through music and the arts. Whether you are called to listen to your favorite playlist, pick up the guitar, sing as if no one was listening, or improvise on the piano, music provides these tools.

In 2020, safety protocols did not permit singing or playing wind instruments in the buildings. With that in mind, the Music and Performing Arts Teachers have focused on what we CAN do. In consultation with the Administration and Board of Health, we developed modifications to our programs. Things are different, but we provided rich musical experiences. We taught students by:

- Creating Music (Through improvisation and composing)
- Playing Music (in school, we played percussion and string instruments)
- Reading Music (continuing our pursuit for music literacy, we strive for fluency)
- Active Listening (learning with our ears and understanding what we hear)
- Connecting with others (collaborating in cohorts to produce quality projects)
- Building confidence (with the pride of achievement, we built confidence through our virtual performances)

We used technology and ingenuity to foster these learning experiences. From the GarageBand App on the iPad, to homemade sand blocks and egg shakers, we adapted. With the proper precautions, we did

sing and play wind instruments outside. Many thanks to our Elementary General Music team, Mrs. Agati, Mrs. Peabody, Mrs. Samuels, Mrs. Niu, Mrs. Rzasa, and Mrs. Harrigan for innovating and creating music kits for each student. They became mobile teachers traveling to each classroom on a cart.

Using the Google Meets video technology, Smart Music software and other tools, we restarted our lesson programs in grades 4-6. We worked with Principals to schedule the best times for lessons when students can play at home. We were excited to have Mrs. Noel, Mr. Samulak, Mr. Napierkowski, and Mrs. Rzasa back with us at the Elementary level.

Middle School Band, Orchestra and Chorus met during the Wednesday remote days. Our dedicated middle school team worked hard to maintain quality programming. Mrs. Gendron, Mrs. Shauer, and Mr. Mullen were flexible in teaching general music classes traveling in homerooms. They provided each student with a bucket drum, drum sticks, a ukulele and a piano keyboard that connected to their iPads.



At BHS, Mrs. Weller and Mr. Buchsbaum taught Wind Ensemble, Symphonic Band, Percussion Ensemble, Concert Chorus, Chamber Singers, Guitar, Music Theory and more. Thinking outside the box, they kept students engaged while teaching the skills and knowledge and producing Virtual Concerts.

In 2021, we are looking forward to more virtual and outside performances. Once the weather allows, we have plans to do multi-track recordings outside. The BHS Bands and annual Musical plan to perform outside. Thank you to the Burlington Performing Arts Parents Association (BPAPA), families and businesses who support the performing arts in Burlington.

ATTENDANCE MONITOR

DebThompson

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

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

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

SCHOOL NURSES

Barbara Conley, Nurse Leader

The Burlington School Nurses continue to achieve their goals by bridging healthcare with education by giving the best evidence-based nursing care and support to their students, families, staff, and the Burlington community. The 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 2019-2020 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

Additionally, we collaborated with the Burlington Board of Health and the school physician by using the CDC, Massachusetts Department of Public Health, and the DESE COVID-19 guidelines to create and design school protocols, procedures, and educational supports that helped support our complete school community to reopen safely in the Fall of 2020 and stay open during the COVID-19 Pandemic.

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, Treasurer and Glenn McIntyre

Billerica: Ronald Fusco, Vice Chair and Taryn Gillis

Burlington: Paul V. Gedick and Kent Moffatt

Tewksbury: Patricia W. Meuse, Chair and Lisa Gallagher

Wilmington: James M. Gillis and Robert G. Peterson

Recording Clerk, Karen Faiola

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2020 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 50th 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, Treasurer and Glen McIntyre from Bedford; Ronald Fusco, Vice Chair and Taryn Gillis, Secretary from Billerica; Paul V. Gedick and Kent Moffatt, from Burlington; Patricia W. Meuse, Chair, and Lisa Gallagher, from Tewksbury; and James M. Gillis and Robert G. Peterson, from Wilmington. We would like to thank Paula McShane Lambert of Billerica and Robert Gallagher of Burlington for their years of service to the Shawsheen School Committee as neither sought re-election in 2020. Bradford Jackson began his tenure as Superintendent/Director of the District in July of 2020.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and eight (1,308) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2020, 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-four (144) full-time teachers as well as fourteen (14) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and eighteen (18) 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 2020, SVTHS graduated 330 seniors. Sixty-four percent (64%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Thirty-three percent (33%) of the graduates intended to continue working in their trade or another pathway, and three percent (3%) of graduating seniors planned to enlist in the military.

Scholarships and Awards. One hundred thirty-six (136) scholarships were distributed to seventy-five (75) students in the Class of 2020 totaling \$125,350. Twenty-one (21) members of the Class of 2020 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

Cooperative Education Program. At the conclusion of the 2020 school year, sixty-four percent (64%) 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 186 local employers.

Student Mental Health and Wellness. At SVTHS we recognize the importance of supporting students' mental health needs. In 2019, we deepened our commitment to this belief by adding a School Adjustment Counselor position to our staff. In 2020, we have further increased supports with the addition of a second School Psychologist position and a second School Nurse (RN) position.

MCAS Achievement & Student Growth Percentile (SGP). Due to the COVID-19 pandemic, MCAS was cancelled for all students in March and May of 2020. Those students are slated to take the exam in May of 2021.

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 2019 as the most recent year for the four-year cohort graduation rate and 2018 as the most recent year for the extended engagement rate as follows: Four-year cohort graduation rate: 97.6%; Extended engagement rate: 99.1%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2019 as the most recent year for the annual dropout rate as follows: Annual dropout rate: 0.3%.

Concurrent Enrollment. SVTHS further expanded student access to concurrent enrollment courses at the start of the 2020-2021 school year with the addition of an American Government course, offered alongside the English Composition I and Statistics courses that were already being offered. 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 eighty-four (84) 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 disabilities in vocational education within Massachusetts, approximately 380 students comprising nearly

thirty percent (30%) 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 students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with one hundred percent (100%) of seniors graduating in June, 2020. This compares to a state average of approximately 73% percent for students with disabilities.

In the fall of 2020, Shawsheen was approved to be a school-wide Title 1 school. All students, including students with disabilities, have the opportunity to receive targeted instruction and intervention in core subject areas. This year, ninety-four percent (94%) of freshman students with disabilities passed their 9th grade classes. For upperclassmen in grades 11 and 12, fifty-four percent (54%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2021 have met graduation competency in Math and English as outlined by the state. These results occurred due to a full team-effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our population of students with disabilities. 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.

Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as sports teams, SkillsUSA, and after school clubs. Parents of special education students at SVTHS are highly involved in the IEP Team process, with parent attendance at IEP team meetings approaching one-hundred percent (100%). Every effort is made 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 Educational Technology Department focuses on operational functions to build efficiencies throughout the school and digital learning to ensure students and staff build competencies with digital skills necessary for college and career and instructional strategies for remote/digital learning.

Requests from both academic and vocational teachers for student devices continues to grow. A multi-year technology plan for computers/laptops was developed for both the academic and vocational areas. Additional laptops were purchased to supplement the existing students' devices already deployed and ensure all students have access to remote learning devices both in school and at home. Vocational areas continue to receive devices and specialized software necessary to support the curriculum.

The Ed Tech Department ensures new and existing programs are single sign-on and directly connected with ASPEN, the primary hub for all data flow. This process enables users to access multiple systems and resources used throughout the district with one primary login. Automated communication connections between academic and administrative data systems allow currency in like data fields.

Students, teachers, and administrators continue to develop competencies in the use of technology. Shawsheen is a Microsoft Office 365 district, and this resource has ensured a secured remote learning environment for students and teachers. Classes are taught through Microsoft Teams, and teachers are becoming fluid in using this invaluable resource. Microsoft LIVE Events are being used extensively in connecting with future and incoming students and parents.

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 21st 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 its second 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, we are always looking to explore and expand our educational partnerships to incarcerated participants and returning citizens to assist in providing technical training and skill development.

School of Practical Nursing. The Shawsheen Valley School of Practical Nursing graduated 32 students in June, 2020. Over 877 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its first class in 1995. Seventeen students answered the Governor's plea for entering the work force as a final term student. All seventeen students who began work have passed NCLEX and are licensed as LPN's. Residents interested in applying are urged to contact the Coordinator of the School of Practical Nursing, by viewing our website at www.shawsheenpracticalnursing.com.

Summer at Shawsheen. SVTHS hosted its 5th annual "Summer at Shawsheen" Program despite being forced to pivot from in-person activities to online offerings due to the COVID-19 pandemic. This program provided 61 students in our member towns with a variety of summer learning opportunities through five different remote offerings. The program plans to return to in-person offerings for the summer of 2021 including sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. Individuals seeking summer program information should contact the Summer Programming Coordinator.

Project Explore. Nearly 450 middle-school students from the District signed up to participate in after-school career awareness activities during the 2020 winter semester. While the program was cut short in March, many students still had the opportunity to experience what career and technical education can offer them. Project Explore is a free, quality after-school program offered to 7th 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 early 2020, our newly renovated Kenneth L. Buffum Pool had continued programs such as family swim, lap swim, water aerobics, and swim lessons. The new touch pad timing system and score board have enhanced the facility immensely. As the global pandemic has slowed down our programs, the facility has been cleaned, disinfected, and is adhering to all state and local guidelines in hopes to open for Co-Ed Shawsheen swim season. Individuals seeking swim program information should contact the Aquatics Director.

Athletics

Athletic Achievements. Student athlete's experienced impressive success during the COVID 19-influenced athletic year which cancelled the Spring 2020 season and limited the Fall 2020 season. Athletic highlights from the 2020 calendar year include CAC League Championships in Wrestling, Boys Hockey, Basketball, Cheering and Golf. State Vocational Championships were earned by Boys and Girls Swimming, Wrestling and Basketball Cheering. The Boys Swim team broke a school record in the 200 Freestyle Relay. Individual honors included three wrestlers earning Division I State Championships for Austin Dube (120 lbs), Frank Foti (126 lbs) and Aidan Leffler (182 lbs). Boys soccer coach Tom Severo reached a career milestone earning his 400th victory as a varsity soccer coach (Boys and Girls Combined).

Vocational/Technical Programs

Construction Cluster

Carpentry, Electricity, HVAC-R, Masonry and Plumbing. School year 2020 for the five construction programs – Carpentry, Electricity, HVAC-R, Masonry and Plumbing – continued to provide valuable services and viable opportunities for students to perfect their competencies through community and in-house district projects. These projects provide experience collaborating in reaching 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, which include:

- The Carpentry, Electrical and Plumbing programs completed the construction of a single-family dwelling in Tewksbury for Tewksbury Habitat Build, a local non-profit organization.
- The Carpentry program completed the construction of two (2) 10'X12' storage sheds for the Billerica Housing Authority and the Masonry department completed a concrete pad as well.
- The Carpentry program completed the design, fabrication, and installation of new cabinetry in the school committee conference room.
- The Carpentry program worked in collaboration with the Design & Visual Communications and Metal Fabrication/Joining Technologies programs on the creation and installation of numerous holiday themed decorations for the Stone Zoo's annual Zoo Lights Winter Wonderland.
- In addition to their involvement in our community-based projects, the Carpentry, Plumbing, Masonry and Electricity programs assisted the Shawsheen Valley Technical High School's maintenance department with various repairs and installations within the school.
- The Masonry program completed the design and installation of a new patio area located outside the student cafeteria.

Advance Manufacturing Cluster

Electronics/Engineering Technology. The rebranding of the Chapter 74 Electronics/Engineering Technology program continues to go well despite challenges the school faced as we navigate this pandemic. Over the summer we received \$200,000 in grant monies to purchase equipment, instruments,

tools, and curriculum that will provide our students with a state-of-the-art, pre-engineering and engineering education. We have added rapid prototyping capabilities, an industrial plastics injection molding/applied thermal science center, a materials engineering trainer, structural engineering trainer, applied mechanics trainer, pneumatic/hydraulic simulators/emulators, 3D printers, LASER cutter/engraver, manual mill/router, CNC mill/router, and collaborative robot programming. In addition, 20 new industrial computers have been ordered to work with this equipment and instrumentation.

Drafting. Over the past year we put the finishing touches on the remodel work in the Drafting shop from the competitive Capital Skills Grant of \$125,000 that was awarded with matching school funds of \$80,000. These funds were used to 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 included a school-wide project to design a door lock to be used in the event of a school lock-down with the parts manufactured internally by our Machine Technology shop. We continue to create evacuation plans for the Billerica Housing Authority as well as the Middlesex House of Correction and Jail and in-house evacuation plans for Shawsheen Tech's 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, and Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Levels 1 & 2 Certifications. Collaboration with Engineering designing and creating injection molds and blanks for the blow molding machine.

Services Cluster

Automotive Collision Repair and Refinishing. Estimating the damage to repairing various types of vehicles engages in both the related classroom and to hands-on shop competencies. The I-Car curriculum has been a wonderful addition to the program, providing recognition requirements and system enhancements to meet the rapidly changing needs of the industry. At the end of the year the unlimited live, online, and virtual training was essential while the school was fully remote.

Automotive Technology. An educational trip to the 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. Other highlights include:

- New state-of-the-art/Industry standard Hunter Road Force Elite Tire Balancer;
- Students now have online access to the *Modern Automotive Technology 9th edition* textbook for greater accessibility during remote learning;
- Upperclassmen continue to work on faculty and customer vehicles to replicate real-world working conditions;
- Auto Tech Juniors work towards obtaining an OSHA 10-hour card before co-op employment;
- Upperclassmen working on 1927 Ford Roadster Hot Rod donated to program;
- New individual hand tool kits for Freshman/Sophomore programs;
- New fully furnished Matco tool carts for the Junior/Senior programs;
- 2019 Chevrolet Silverado diesel pickup truck donation from Mass Bay Community College/General Motors;
- New Autel diagnostic scan tool for diagnosing electrical/drivability concerns.

Culinary Arts/Hospitality Management. Delicious meals continue to be prepared and offered to Shawsheen staff by this extraordinary program. For close to thirty years the Rams Dining Room has

provided a variety of quality homemade affordable meals and recipes for the community while offering student-centered involvement within a dynamic work environment. This Hospitality approach descends a deeper knowledge through active exploration of actual challenges while serving the public. The food truck is another opportunity for students to embrace actual work-based activities while serving our communities at Farmers' Markets and special town events which has received accolades from all that were served.

Metal Fabrication & Joining Technologies. Students at all levels engage in the creation of metal structures by cutting, bending, and assembling their projects. With various raw materials, students have designed and built numerous projects for the community and the district. Projects included structures and decorations for the Stone Zoo's annual Zoo Lights Winter Wonderland, railings for the new cafeteria patio, and multiple repairs to several equipment parts. Fabrication, layout, and welding competencies enhance these real-world experiences that have led to more students participating in our cooperative education program.

Arts, Communication and Technology Cluster

Design and Visual Communications. The program placed twenty graduates into two-and four-year post-secondary trade related Art & Design schools. Five Design and Visual Communications students successfully completed the very intensive dual enrollment program at Montserrat college of Art earning three college credits, one of which was the valedictorian of the class of 2020. Students continued to master their skills by participating in many community-based projects such as the Stoneham Zoo Lights holiday project. Upon graduation, the Management & Entrepreneurship initiative continues to expand and offer self-employment opportunities to students who do not wish to go onto post-secondary Art & Design schools. Due to the COVID-19 pandemic, SkillsUSA competitions and AP Drawing and 2D Design courses were postponed.

Graphic Communications. Project-based learning is a major component of this program where the inquiry-based approach to learning happens daily. The growth of the program has been modernized with new equipment for embroidery, screen printing, and sublimation printing. The program received a second Tajima embroidery machine and a Rolls Roller application table. With this equipment students learn on the latest technology while gaining essential skills by creating promotional items that can be utilized by the school and the district. With the updated equipment the Graphics program continues to assist the school store with decorated Shawsheen Tech apparel.

Information Support Services and Networking/Programming and Web Development. Hands-on, industry-driven training skills provide opportunities for students to obtain industry recognized certifications. Twenty-one of last year's seniors received Test Out PC Pro certifications. The programming portion of the shop integrates via video game development where students have 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. The program purchased 55" gaming desks and headphones from Perkins V funds to enhance the gaming curriculum.

Business Technology/Marketing. The students continue to earn several Microsoft Office certifications. Students are also earning certifications in QuickBooks, Financial Literacy and Google Advertising with an introduction to Salesforce. Additionally, one student competed in Microsoft's National Competition last year. Our program has also introduced a new learning platform, G-Metrix, which can help students earn industry recognized certifications at a faster pace with higher score results.

Life Science Cluster

Cosmetology. With recommendations from the craft advisory board, the Cosmetology shop, through the capital budget process and Perkins funds, purchased and installed six new student workstations that are portable for a versatile instructional work area. All fourteen senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license by the end of 2020. Nine students were successfully placed in the cooperative education program, being employed in salons throughout the five different communities. Most of the students in all grade levels received the COVID-19 Barbicide certificates and Milady Infection Control certificates.

Dental Assisting. The program had 11 of the 14 senior students working on co-op in dental offices in our local communities. Four students competed in dental assisting at the SkillsUSA District competition which was held at Shawsheen Valley Technical High School. Some of the students have successfully passed the DANB National Certifications in RHS (Radiation Health and Safety) and ICE (Infection Control Exams). Many have become licensed as Dental Assistants, RDA - Registered Dental Assistants for the State of Massachusetts.

Medical Assisting. The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students have the opportunity to 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 and their recommendations, the program purchased a vision Screening Machine to keep our equipment current. The curriculum is also reviewed so that it stays state-of-the-art and meets the needs of the current job market and potential employers.

Health Assisting. With the demand for multi-skilled healthcare workers, SVTHS enrolls twenty-six students annually that are immersed into a vigorous curriculum culminating in a Massachusetts Department of Public Health certification as a nurse assistant. Curriculum in the principles of Patient-Centered Care enables students to care for patients in the acute care setting during their senior year. With the COVID-19 pandemic being introduced to America in the spring, many of the students participating in the Cooperative Education program (21 out of 25 seniors) continued to work in rehabilitation, long term care centers, and in assisted living homes.

Miscellaneous

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 \$200,000 Workforce Skills Capital Grant award to upgrade and expand the Electronics/Engineering Technology program that includes the study of mechatronics and automation, leading to a new Industry 4.0 Certification credential. An industry-standard learning space for high school students and adult learners will include state-of-the-art Festo learning systems and courseware necessary for Level 1 Industry 4.0 Certification.

SkillsUSA. SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. In a nonconventional school year, because of the Coronavirus Disease (COVID-19), on Friday, March 13, 2020, SVTHS continued with its tradition of preparing and competing in the SkillsUSA District Competition. Annually this event is held at Greater Lowell Regional Technical High School, with the hopes of qualifying for the State Competition held each April. With pending uncertainty and the onset of the COVID-19 pandemic, Shawsheen pivoted their approach and worked collaboratively and creatively to provide an opportunity for students to compete and participate by transforming the gymnasium into an organized conference space for the 171 students to test their knowledge and have the opportunity to compete. While state officials said the students did not need

to be in official dress, the students voted to come prepared and each student came in official SkillsUSA attire. At the end of the day, Shawsheen brought home a total of 101 medals, including 40 gold medals, 34 silver medals and 28 bronze medals!

Robotics Club. Students engaged in VEX Robotics Competitions, presented by the Robotics Education & Competition Foundation. SVTHS has three student teams that are tasked with designing and building a robot to compete 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. All three Shawsheen teams had great showings: on January 4th at the Taking the New Year's Tower competition held at Quinsigamond Community College (QCC); on January 25th at the Tower Takeover contest held at North Andover High School; and at their last competition of the year, held on February 1st at QCC, with all three teams just outside the qualifying window.

e-Sports. eSports (a.k.a. electronic sports, e-sports, or eSports) is a form of competitive sports using video games. Shawsheen is in its third year of having Massachusetts-recognized varsity level eSports teams. SVTHS eSports has two organized teams that compete with other high schools 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. A recent Shawsheen graduate is currently attending Becker College on scholarship because of eSports and is enrolled in the eSports management program.

Conclusion and Acknowledgement

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

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2020. Those retirees are: Theresa Bradley, Paraprofessional; Terry Doherty, Plumbing Instructor; Richard Galante, ISSN/Programming & Web Instructor; Patricia Healey, Librarian; Karen Massahos, Business Information Services Instructor; Virginia Mooney, English Instructor; and Nancy Simm, Support Services Instructor.

2020 ANNUAL REPORT

ADDENDA

199 Accountant and Comprehensive Annual Financial Report FY2020

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2020 Town Meeting Minutes
- June 2020 (Postponed from May) Town Meeting Minutes
- September 2019 Town Meeting Minutes
- Town Election Results - March 3, 2020 - Presidential Primary
- Town Election Results - June 6, 2020 - Local Election (PP from April 4, 2020)
- Town Election Results - September 1, 2020 - MA Representatives
- Town Election Results - November 3, 2020 - President, Vice President and MA Representatives

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ACCOUNTANT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2020

DEPARTMENT STAFF

John Danizio, Town Accountant;

Whitney C. Haskell, Budget Director / Chief Procurement Officer

Deborah Callahan, Assistant Town Accountant (until July 2020)

Mickey Maguire, Accounting Specialist

Janine Carpenter, Accounting Technician (Retired April 2020)

Brian Lynch, Financial / Purchasing Analyst

WEBSITE

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

PURPOSE

The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants, and maintaining budgetary records. The Accounting Office assists Town officials in monitoring the Town's financial condition, notifies departments of expenditures and account balances on a monthly basis, and makes recommendations to improve the Town's financial health.

To ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles, the Accounting Office employs Massachusetts General Law, the Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars.

The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our reserve accounts are as follows:

- Stabilization Fund Balance: \$9,861,273
- Certified Free Cash: \$16,778,709
- Excess Levy Capacity: \$12,574,264

2020 HIGHLIGHTS

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the sixth 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, 2020, 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, 2020.

TOWN OF BURLINGTON, MASSACHUSETTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT



For the Year Ended June 30, 2020

On the cover:

Aerial photo of Annual Meeting, held outdoors on Varsity Field at Burlington High School for the first time in history.



Panoramic image of the setup for Annual Town Meeting.

TOWN OF BURLINGTON, MASSACHUSETTS

COMPREHENSIVE ANNUAL FINANCIAL REPORT

For the Year Ended June 30, 2020



Prepared by:

Accounting Department

TOWN OF BURLINGTON, MASSACHUSETTS

Comprehensive Annual Financial Report For the Year ended June 30, 2020

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Introductory Section



Burlington Sculpture Park at the intersection of Center and Bedford Street, featuring six pieces unveiled in Spring 2020.

Introductory Section



TOWN OF BURLINGTON

Board of Selectmen/Town Administrator's Office

Paul Sagarino, Jr., Town Administrator

Betty McDonough, Office Manager

Letter of Transmittal

November 30, 2020

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, 2020, 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, 2020, 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, 2020, 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 Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town. The principal services provided by the Commonwealth of Massachusetts are: jails and houses of correction, registries of deeds, and probate.

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 has also piloted a ride-share program to offer more flexible services for users.

The Town of Burlington has its own wells and water treatment system and is currently a member of Massachusetts Water Resource Authority (MWRA) for sewer services only. To ensure a sustainable future, the Town has laid out a plan to join the MWRA for water services that will support additional growth and enhance the reliability of the water access for all our users. The connection to the MWRA is a significant investment of over \$235 million which will come to fruition in multi phases. Phase one is currently under construction which will provide redundancy in water services by the end of calendar year 2020.

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 38% commercial to 62% residential. Further, the commercial tax levy comprises 62% of the total tax levy, while the residential contributes only 38%. This results in a property tax levy consisting of \$73.1 million in property taxes from commercial property owners as compared to \$44.2 million from residential homeowners.

Prior to the Covid-19 global pandemic, the Town of Burlington continued a trend of commercial development. Burlington had 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.

Although the pandemic has created significant hardships for communities, there have been bright spots in Burlington. The Town has fostered the growth of two key industries that have proven resilient in the face of the pandemic: life-sciences and additive manufacturing. These industries have seen growth even during the pandemic. Millipore/Sigma, a premier life sciences company, which opened their new headquarters in 2017, has served as an anchor to a growing life/science cluster in Burlington, currently home to over 25 biotech companies. Recently amended land use policies have allowed for the expansion of life sciences throughout the Town. In fact, the Millipore-Sigma campus has initiated permitting for a new 200,000 square foot lab/office building and Azzur, a new company in Town, has taken over an existing office building and will be converting approximately 50,000 square feet into cleanroom facilities for on-demand for lab research.

Additive manufacturing is another industry cluster that has experienced growth over the past year as companies took to local manufacturing options for certain products. Vulcan Forms, a 3D metal manufacturing firm, was granted a special permit for use from the Planning Board in July 2020 and has increased its Burlington-based headquarter from 25 to 50 employees over the past six months. Combined, the other Burlington-based 3D companies including Desktop Metal, Digital Alloys, and Poly 6 have a total valuation of approximately \$2.0 billion in the private markets and are well positioned for additional growth.

On the academic research front, the Northeastern University Innovation Campus at Burlington has continued to invest in its world class facilities serving as a leader in venture creation. In 2019, the Massachusetts Life Sciences Center awarded the Innovation Campus at Burlington \$4.3 million to build out their Biopharmaceutical Analysis Training Laboratory (BATL) allowing for hands-on trainings in bio manufacturing to students, industry partners, and regulator. In addition, the Innovation Campus and the George J. Kostas Research Institute for Homeland Security has partnered with the U.S. Army Research Laboratory. This initiative allows for collaboration between Army staff, university researchers, and other partners to develop innovative technologies to keep our soldiers safe in battle.

The hospitality and retail sectors have been hit the hardest during the pandemic, yet the Town is working to support these companies by offering grant programs, expedited permitting for outdoor seating, and planning initiatives for the future. Retail and restaurant-dominant areas such as “The District” and “Third Ave” have managed to maintain some foot traffic given the mix of uses in these areas and creative marketing practices implemented by businesses. At the Burlington Mall, the Simon Company has slowed the planned improvements due to the pandemic, but they have continued to rent spaces in “The Village” – Phase 1 of their renovations at the old Sears Tire & Battery building. Several exciting new restaurants for the site, have begun permitting throughout 2020 with opening plans set for spring of 2021. The Simon Company continues to work on Phase 2 and 3 of the mall renovations which includes nearly \$100 million in interior renovations and a major overhaul of the mall’s exiting common areas. The Town is currently working with mall property owners – Simon and Macy’s – to explore a Town-led initiative that would allow for mixed uses and a village-oriented regulatory framework that will enable the Burlington Mall to be the most successful mall in New England for another 50 years.

Finally, the Town is also keeping an eye on the future, as members from the Board of Selectmen and Planning Board collaborate with the Economic Development Office to launch an upcoming Economic Development Strategy and Implementation Plan. This plan will help to focus efforts, optimize smart growth, and offer a holistic approach to economic development to benefit Burlington residents, the commercial environment, and the region as a whole.

Long Term Financial Health

Prior to March 2020, the Town of Burlington has performed admirably when it comes to financial stability. A major factor contributing to this performance has been the Town's consistent conservative methodology in managing its budgeting and tax levy. It was this conservative budgeting approach and careful financial planning that put us in the best possible position to weather this Covid-19 global pandemic and the financial crisis that comes along with it. 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 Town continues to maintain a healthy position with financial reserves. The Town ended the year with an unused taxing capacity of \$12.4 million, a Stabilization fund balance of \$9.8 million, and an additional Other Post-Employment Benefits fund balance of \$9.6 million. Free Cash was certified at over \$16.7 million for June 30, 2020 and the Town's bond rating remains at the highest possible level at AAA by Standard & Poor's which is reflective of the Town's continued adherence to conservative financial policies, such as aggressively paying down debt and the "pay-as-you-go" capital plan policies. 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. Per the Town's financial policies and best practices, 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. Given the economic uncertainty created by the Covid-19 global pandemic this process will become even more complex over the next few fiscal years.

Budgetary Controls

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is then presented to the Town Administrator who, in turn, after review, presents the budget to the Board of Selectmen. The Selectmen review all requests and Town-wide issues and present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. During the year, the Ways and Means Committee, upon request of the Town Administrator, may approve a transfer from a reserve fund previously established by Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

Acknowledgements

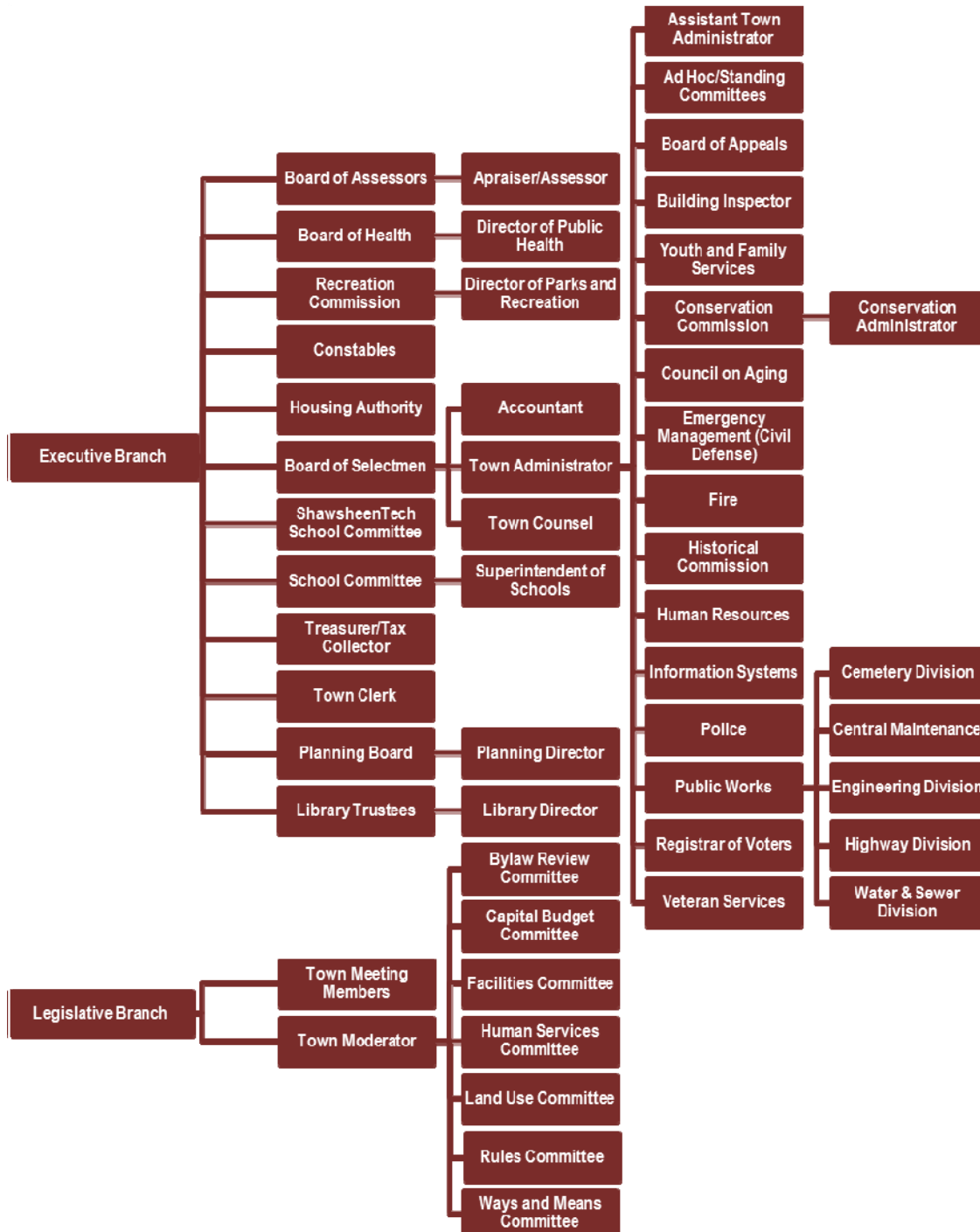
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism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

Respectfully submitted,

A handwritten signature in black ink that reads "Paul F. Sagarino, Jr." The signature is written in a cursive style with a large initial 'P' and a trailing flourish.

Paul Sagarino, Jr.
Town Administrator

The Town of Burlington



Principal Town Officials

Elected Officials

Term Expires

Board of Selectmen	Joseph E. Morandi, Chair	2021
	Jim Tigges, Vice Chair	2023
	Robert C. Hogan	2022
	Michael S. Runyan	2021
	Nicholas Priest	2022
Moderator	William Beyer	2021
Town Clerk	Amy E. Warfield	2021
Assessors	Kevin Sheehan	2023
	Catherine O'Neil	2022
	Paul Sheehan	2021
School Committee	Christine Monaco, Chair	2022
	Thomas Murphy, Jr, Vice Chair	2022
	Katherine Bond	2023
	Carl Foss	2023
	Martha A. Simon	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



Government Finance Officers Association

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Reporting

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Massachusetts**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2019

Christopher P. Morill

Executive Director/CEO

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Financial Section



Construction progress on the new DPW – Recreation Facility at Great Meadow Road.

Financial Section

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Suite 101

Wakefield, MA 01880

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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, 2020, 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, 2020, 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 financials statement 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 November 30, 2020 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.



November 30, 2020

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, 2020. 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 \$26.2 million (net position).
- The Town recognized their total net pension liability of \$137.6 million along with a deferred outflow and (inflow) of resources related to pension of \$18.4 million and (\$6.1 million), respectively, on the statement of net position.
- The Town recognized their total net other postemployment liability of \$102.2 million along with a deferred outflow and (inflow) of resources related to pension of \$1.9 million and (\$1.8 million), respectively, on the statement of net position.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$47.5 million, an increase of \$1.9 million in comparison with the prior year. Total fund balance represents 29.5% of total general fund expenditures. Approximately \$35.6 million of this total amount is available for appropriation at the government's discretion, \$2.6 million is committed for capital articles approved by Town Meeting and \$9.3 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$72.4 million at year end, a net increase of \$11.8 million during the current year. During the current year the Town issued \$20.9 million of general obligation bonds, of which \$5.3 million were refunding bonds. The Town refunded \$5.9 million of general obligation bonds and paid down \$3.6 million in principal payments.
- In 2020, the Town incurred approximately \$218,000 of expenses related to the COVID-19 Pandemic (see Note 15).

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, Covid-19, 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 2020 in comparison to 2019.

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 \$26.2 million at the close of 2020.

Net position of \$135.5 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.

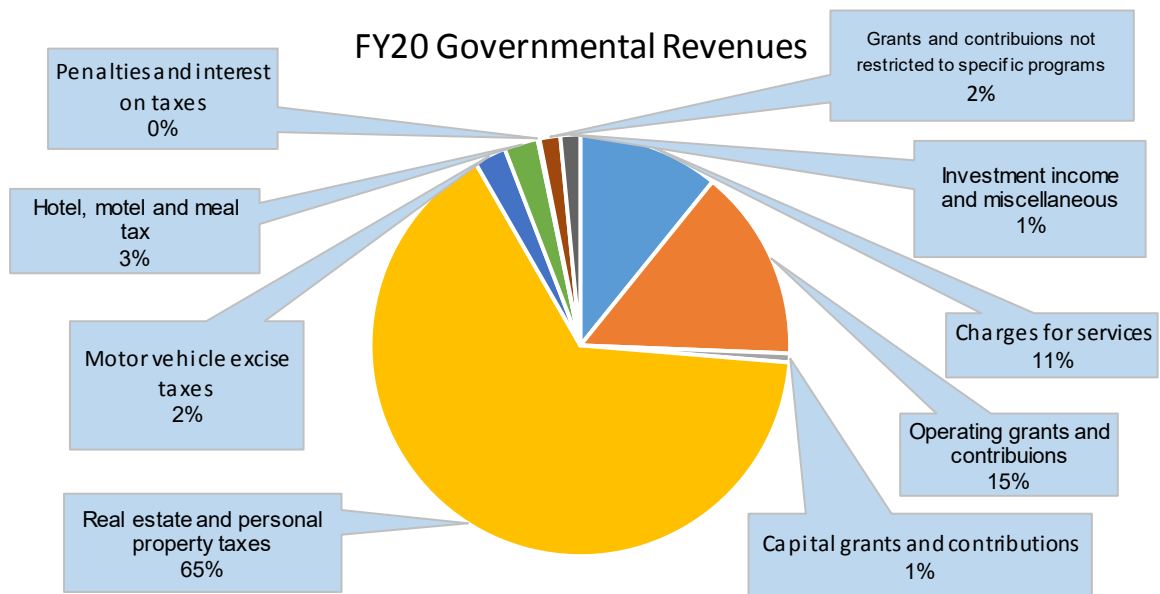
An additional portion of the Town of Burlington's net position totaling \$4.9 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$166.6 million deficit, due to the cumulative effect of recording \$137.6 million net pension liability and \$102.2 million of net OPEB liability through June 30, 2020.

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

Governmental Activities. The governmental activities net position decreased by approximately \$5.0 million during the current year. The underlying reason for the decrease was the increase in the OPEB and pension liabilities.

	June 30, 2020	June 30, 2019
Assets:		
Current assets.....	\$ 106,944,527	\$ 93,224,538
Capital assets, non depreciable.....	54,132,502	40,040,708
Capital assets, net of accumulated depreciation....	134,801,858	138,453,490
Total assets.....	295,878,887	271,718,736
Deferred outflows of resources.....	20,364,558	17,115,137
Liabilities:		
Current liabilities (excluding debt).....	19,211,996	15,676,386
Noncurrent liabilities (excluding debt).....	242,823,077	231,144,433
Current debt.....	8,729,067	9,728,331
Noncurrent debt.....	63,698,908	50,919,369
Total liabilities.....	334,463,048	307,468,519
Deferred inflows of resources.....	7,993,890	2,540,006
Net position:		
Net investment in capital assets.....	135,472,043	132,131,027
Restricted.....	4,947,682	3,564,309
Unrestricted.....	(166,633,218)	(156,869,988)
Total net position.....	\$ (26,213,493)	\$ (21,174,652)
Program Revenues:		
Charges for services.....	\$ 19,401,992	\$ 21,963,098
Operating grants and contributions.....	26,382,869	23,832,469
Capital grants and contributions.....	1,236,984	2,274,702
General Revenues:		
Real estate and personal property taxes, net of tax refunds payable.....	116,718,062	112,160,859
Tax and other liens.....	144,224	171,838
Motor vehicle and other excise taxes.....	4,405,948	4,580,008
Hotel/motel tax.....	4,650,523	5,719,911
Penalties and interest on taxes.....	275,962	229,905
Payments in lieu of taxes.....	521,079	521,085
Grants and contributions not restricted to specific programs.....	2,838,807	2,849,798
Unrestricted investment income.....	1,983,128	2,121,185
Miscellaneous.....	240,832	291,774
Total revenues.....	178,800,410	176,716,632
Expenses:		
General government.....	10,536,495	10,757,015
Public safety.....	33,237,795	28,589,937
Education.....	100,927,823	96,324,627
Public works.....	15,776,273	15,451,109
Human services.....	3,347,591	2,960,887
Water and sewer.....	10,364,167	10,183,413
Culture and recreation.....	7,256,799	6,777,770
COVID-19.....	218,498	-
Interest.....	2,173,810	1,765,018
Total expenses.....	183,839,251	172,809,776
Change in net position.....	(5,038,841)	3,906,856
Net position, beginning of year.....	(21,174,652)	(25,081,508)
Net position, end of year.....	\$ (26,213,493)	\$ (21,174,652)

- Charges for services represent about 10.9% 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. Most of these resources apply to water and sewer operations.
- Operating grants and contributions account for 14.8% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 0.7% 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 65.3% of all resources. Real estate and personal property tax collections increased 4.1% 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 8.4% 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 55% of total governmental expenses. Program revenues of \$28.9 million provided direct support to education and \$72.0 million in taxes and other general revenue were needed to cover the remaining 2020 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$29.6 million and \$14.1 million, respectively, of taxes and other revenue were needed to cover their 2020 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 \$70.9 million, an increase of \$9.2 million from the prior year. This increase is due to a \$1.9 million increase in the general fund, \$6.6 million increase in the public works capital project fund due to the timing of construction projects and bond issuances, and an increase in the nonmajor funds of \$700,000 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 \$1.9 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 \$10.2 million which represents 6.4% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

The public works capital projects fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, drainage, and other infrastructure. The fund spent \$13.3 million on construction projects, mainly for the new DPW facility. The fund also reported a transfer in of \$3.4 million from the general fund, and recorded bond proceeds of \$15.6 million. At the end of the current year, the fund had a fund balance surplus of \$14.2 million. These projects are being funded by a combination of bonds, local revenues and grants.

At the end of the current year, unassigned fund balance of the general fund totaled \$35.6 million, while total fund balance totaled \$47.5 million. The \$2.6 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$9.3 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 29.5% of that same amount.

General Fund Budgetary Highlights

The final general fund budget appropriations, including transfers, were approximately \$575,000 higher than the original budget primarily due to slight increases in most functions as well as a special Town meeting vote to transfer \$356,000 out to the stabilization fund.

General fund revenues came in over budget by \$2.2 million. The majority of this surplus, \$862,000 (40%), was generated from licenses and permits, \$294,000 (14%) was generated from investment income, and \$276,000 (13%) was generated from departmental and other revenue.

Actual general fund expenditures, including carryovers, were lower than budgeted amounts by \$7.0 million, or less than 5%

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 \$20.9 million in bonds, of which \$5.3 million were general obligation refunding bonds. The Town refunded \$5.9 million of general obligation bonds and paid down \$3.6 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$64.7 million of which \$15.6 million is related to the new DPW facility, \$15.3 million is related to school projects, \$3.2 million is related to the water treatment facility, \$2.4 million is related to road construction, \$6.8 million is related to water and sewer construction, \$8.3 million is related to the fire station remodeling, and the balance of \$13.1 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.

Basic Financial Statements

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STATEMENT OF NET POSITION

JUNE 30, 2020

	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 83,719,147
Investments.....	15,601,680
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	1,295,790
Tax liens.....	1,501,119
Motor vehicle and other excise taxes.....	413,024
Water and Sewer fees.....	2,663,833
Departmental and other.....	1,331,410
Intergovernmental.....	108,184
Intergovernmental - COVID-19.....	218,498
Tax foreclosures.....	91,842
Total current assets.....	<u>106,944,527</u>
NONCURRENT:	
Capital assets, nondepreciable.....	54,132,502
Capital assets, net of accumulated depreciation.....	<u>134,801,858</u>
Total noncurrent assets.....	<u>188,934,360</u>
TOTAL ASSETS.....	<u>295,878,887</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions.....	18,425,083
Deferred outflows related to other postemployment benefits.....	<u>1,939,475</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	<u>20,364,558</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	6,507,990
Accrued payroll.....	4,343,501
Health claims payable.....	1,440,843
Tax refunds payable.....	1,570,000
Accrued interest.....	1,171,431
Other liabilities.....	831,231
Compensated absences.....	2,624,000
Workers' compensation.....	723,000
Notes payable.....	4,700,000
Bonds payable.....	<u>4,029,067</u>
Total current liabilities.....	<u>27,941,063</u>
NONCURRENT:	
Compensated absences.....	3,015,000
Net pension liability.....	137,604,549
Net OPEB liability.....	102,203,528
Bonds payable.....	<u>63,698,908</u>
Total noncurrent liabilities.....	<u>306,521,985</u>
TOTAL LIABILITIES.....	<u>334,463,048</u>
DEFERRED INFLOWS OF RESOURCES	
Taxes paid in advance.....	113,197
Deferred inflows related to pensions.....	6,070,573
Deferred inflows related to other postemployment benefits.....	<u>1,810,120</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>7,993,890</u>
NET POSITION	
Net investment in capital assets.....	135,472,043
Restricted for:	
Permanent funds:	
Expendable.....	302,663
Nonexpendable.....	720,469
Gifts and grants.....	3,924,550
Unrestricted.....	<u>(166,633,218)</u>
TOTAL NET POSITION.....	<u>\$ (26,213,493)</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

		Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue	
Primary Government:						
Governmental Activities:						
General government.....	\$ 10,536,495	\$ 1,811,156	\$ 14,903	\$ -	\$ (8,710,436)	
Public safety.....	33,237,795	3,465,062	210,604	-	(29,562,129)	
Education.....	100,927,823	3,301,252	25,606,072	-	(72,020,499)	
Public works.....	15,776,273	463,249	64,605	1,236,984	(14,011,435)	
Human services.....	3,347,591	366,099	228,147	-	(2,753,345)	
Water and sewer.....	10,364,167	9,327,673	-	-	(1,036,494)	
Culture and recreation.....	7,256,799	667,501	40,040	-	(6,549,258)	
COVID-19.....	218,498	-	218,498	-	-	
Interest.....	2,173,810	-	-	-	(2,173,810)	
Total Primary Government.....	\$ 183,839,251	\$ 19,401,992	\$ 26,382,869	\$ 1,236,984	\$ (136,817,406)	

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

	<u>Primary Government</u>
	<u>Governmental</u> <u>Activities</u>
Changes in net position:	
Net (expense) revenue from previous page..... \$	(136,817,406)
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	116,718,062
Tax and other liens.....	144,224
Motor vehicle and other excise taxes.....	4,405,948
Hotel/motel tax.....	4,650,523
Penalties and interest on taxes.....	275,962
Payments in lieu of taxes.....	521,079
Grants and contributions not restricted to specific programs.....	2,838,807
Unrestricted investment income.....	1,983,128
Miscellaneous.....	240,832
Total general revenues.....	<u>131,778,565</u>
Change in net position.....	(5,038,841)
<i>Net position:</i>	
Beginning of year.....	<u>(21,174,652)</u>
End of year..... \$	<u><u>(26,213,493)</u></u>
See notes to basic financial statements.	(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2020

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents.....	\$ 45,936,910	\$ 23,792,294	\$ 8,394,478	\$ 78,123,682
Investments.....	8,677,180	-	793,412	9,470,592
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	1,295,790	-	-	1,295,790
Tax liens.....	1,501,119	-	-	1,501,119
Motor vehicle and other excise taxes.....	413,024	-	-	413,024
Water and sewer fees.....	2,663,833	-	-	2,663,833
Departmental and other.....	359,705	-	3,110	362,815
Intergovernmental.....	-	-	108,184	108,184
Intergovernmental - COVID-19.....	-	-	218,498	218,498
Tax foreclosures.....	91,842	-	-	91,842
TOTAL ASSETS.....	\$ 60,939,403	\$ 23,792,294	\$ 9,517,682	\$ 94,249,379
LIABILITIES				
Warrants payable.....	\$ 1,458,240	\$ 4,934,280	\$ 115,056	\$ 6,507,576
Accrued payroll.....	4,341,605	-	1,896	4,343,501
Tax refunds payable.....	1,570,000	-	-	1,570,000
Other liabilities.....	488,587	-	-	488,587
Notes payable.....	-	4,700,000	-	4,700,000
TOTAL LIABILITIES.....	7,858,432	9,634,280	116,952	17,609,664
DEFERRED INFLOWS OF RESOURCES				
Taxes paid in advance.....	113,197	-	-	113,197
Unavailable revenue.....	5,477,330	-	111,294	5,588,624
TOTAL DEFERRED INFLOWS OF RESOURCES.....	5,590,527	-	111,294	5,701,821
FUND BALANCES				
Nonspendable.....	-	-	720,469	720,469
Restricted.....	-	14,158,014	8,568,967	22,726,981
Committed.....	2,581,608	-	-	2,581,608
Assigned.....	9,265,422	-	-	9,265,422
Unassigned.....	35,643,414	-	-	35,643,414
TOTAL FUND BALANCES.....	47,490,444	14,158,014	9,289,436	70,937,894
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 60,939,403	\$ 23,792,294	\$ 9,517,682	\$ 94,249,379

See notes to basic financial statements.

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

JUNE 30, 2020

Total governmental fund balances.....	\$ 70,937,894
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	188,934,360
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	5,588,624
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.....	12,483,865
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	10,911,247
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(1,171,431)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable.....	(67,727,975)
Net pension liability.....	(137,604,549)
Net OPEB liability.....	(102,203,528)
Workers' compensation.....	(723,000)
Compensated absences.....	<u>(5,639,000)</u>
Net effect of reporting long-term liabilities.....	<u>(313,898,052)</u>
Net position of governmental activities.....	\$ <u><u>(26,213,493)</u></u>

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2020

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ 116,374,473	\$ -	\$ -	\$ 116,374,473
Tax liens.....	157,619	-	-	157,619
Motor vehicle and other excise taxes.....	4,235,974	-	-	4,235,974
Hotel/motel tax.....	4,650,523	-	-	4,650,523
Water and sewer charges.....	9,496,118	-	-	9,496,118
Ambulance.....	723,975	-	-	723,975
Penalties and interest on taxes.....	275,962	-	-	275,962
Fees and rentals.....	432,300	-	-	432,300
Payments in lieu of taxes.....	521,079	-	-	521,079
Licenses and permits.....	1,862,128	-	-	1,862,128
Intergovernmental - Teachers Retirement.....	15,093,000	-	-	15,093,000
Intergovernmental.....	9,783,810	-	5,433,356	15,217,166
Intergovernmental - COVID-19.....	-	-	218,498	218,498
Departmental and other.....	1,191,046	-	5,443,760	6,634,806
Contributions and donations.....	-	-	61,681	61,681
Investment income.....	1,245,659	-	37,259	1,282,918
Miscellaneous.....	240,832	-	161,945	402,777
TOTAL REVENUES.....	166,284,498	-	11,356,499	177,640,997
EXPENDITURES:				
Current:				
General government.....	5,600,011	-	793,727	6,393,738
Public safety.....	18,252,911	-	1,216,868	19,469,779
Education.....	66,277,935	-	5,863,803	72,141,738
Public works.....	8,668,103	12,962,740	1,312,050	22,942,893
Water and sewer.....	9,875,615	303,961	12,680	10,192,256
Human services.....	1,680,769	-	231,459	1,912,228
Culture and recreation.....	3,546,244	-	954,682	4,500,926
COVID-19.....	-	-	218,498	218,498
Pension benefits.....	9,987,321	-	-	9,987,321
Pension benefits - Teachers Retirement.....	15,093,000	-	-	15,093,000
Employee benefits.....	15,545,830	-	-	15,545,830
State and county charges.....	947,862	-	-	947,862
Debt service:				
Principal.....	3,494,487	-	66,000	3,560,487
Interest.....	2,194,994	-	30,900	2,225,894
TOTAL EXPENDITURES.....	161,165,082	13,266,701	10,700,667	185,132,450
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	5,119,416	(13,266,701)	655,832	(7,491,453)
OTHER FINANCING SOURCES (USES):				
Issuance of bonds.....	-	15,644,975	-	15,644,975
Issuance of refunding bonds.....	5,265,025	-	-	5,265,025
Premium from issuance of bonds.....	150,442	855,025	-	1,005,467
Premium from issuance of refunding bonds.....	848,140	-	-	848,140
Payments to refunded bond escrow agent.....	(6,113,165)	-	-	(6,113,165)
Transfers in.....	75,350	3,370,000	155,948	3,601,298
Transfers out.....	(3,490,000)	-	(111,298)	(3,601,298)
TOTAL OTHER FINANCING SOURCES (USES)...	(3,264,208)	19,870,000	44,650	16,650,442
NET CHANGE IN FUND BALANCES.....	1,855,208	6,603,299	700,482	9,158,989
FUND BALANCES AT BEGINNING OF YEAR.....	45,635,236	7,554,715	8,588,954	61,778,905
FUND BALANCES AT END OF YEAR.....	\$ 47,490,444	\$ 14,158,014	\$ 9,289,436	\$ 70,937,894

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, 2020

Net change in fund balances - total governmental funds.....	\$	9,158,989
<p>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.</p>		
Capital outlay.....	18,707,985	
Depreciation expense.....	<u>(8,267,823)</u>	
Net effect of reporting capital assets.....		10,440,162
<p>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.....</p>		
		459,203
<p>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.</p>		
Principal payments on capital leases.....	291,533	
Issuance of bonds.....	(15,644,975)	
Issuance of refunding bonds.....	(5,265,025)	
Premium from issuance of bonds.....	(1,005,467)	
Premium from issuance of refunding bonds.....	(848,140)	
Payments to refunded bond escrow agent.....	6,113,165	
Net amortization of premium from issuance of bonds.....	197,845	
Debt service principal payments.....	<u>3,560,487</u>	
Net effect of reporting long-term debt.....		(12,600,577)
<p>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.</p>		
Net change in compensated absences accrual.....	155,000	
Net change in accrued interest on long-term debt.....	(145,761)	
Net change in deferred outflow/(inflow) of resources related to pensions.....	(315,392)	
Net change in net pension liability.....	(10,163,382)	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits..	(1,817,389)	
Net change in net OPEB liability.....	(1,769,262)	
Net change in workers' compensation liability.....	<u>3,000</u>	
Net effect of recording long-term liabilities.....		(14,053,186)
The net activity of internal service funds is reported with Governmental Activities.....		<u>1,556,568</u>
Change in net position of governmental activities.....	\$	<u><u>(5,038,841)</u></u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2020

	Governmental Activities - Internal Service Fund
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 5,595,465
Investments.....	6,131,088
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	968,595
TOTAL ASSETS.....	12,695,148
LIABILITIES	
CURRENT:	
Warrants payable.....	343,058
Health claims payable.....	1,440,843
TOTAL LIABILITIES.....	1,783,901
NET POSITION	
Unrestricted.....	\$ 10,911,247

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2020

	Governmental Activities - Internal Service Fund
<u>OPERATING REVENUES:</u>	
Employee contributions.....	\$ 4,934,552
Employer contributions.....	<u>9,567,738</u>
 TOTAL OPERATING REVENUES	 <u>14,502,290</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits.....	<u>13,645,932</u>
 OPERATING INCOME (LOSS).....	 856,358
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>700,210</u>
 CHANGE IN NET POSITION.....	 1,556,568
 NET POSITION AT BEGINNING OF YEAR.....	 <u>9,354,679</u>
 NET POSITION AT END OF YEAR.....	 <u>\$ 10,911,247</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2020

	Governmental Activities - Internal Service Fund
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 14,502,290
Payments for interfund services used.....	<u>(14,548,380)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>(46,090)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Net proceeds from sales and purchases of investments.....	(309,923)
Investment income.....	<u>700,210</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>390,287</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	344,197
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,251,268</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,595,465</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>856,358</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	(717,087)
Warrants payable.....	(302,060)
Health claims payable.....	<u>116,699</u>
Total adjustments.....	<u>(902,448)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ (46,090)</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2020

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
Cash and cash equivalents.....	\$ -	\$ 28,136	\$ 742,438
Investments:			
Investments in Pension Reserve Investment Trust.....	9,625,944	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	389,753
TOTAL ASSETS.....	9,625,944	28,136	1,132,191
LIABILITIES			
Warrants payable.....	-	1,540	-
Accrued payroll.....	-	-	34,297
Liabilities due depositors.....	-	-	1,097,894
TOTAL LIABILITIES.....	-	1,540	1,132,191
NET POSITION			
Restricted for other postemployment benefits.....	9,625,944	-	-
Held in trust for other purposes.....	-	26,596	-
TOTAL NET POSITION.....	\$ 9,625,944	\$ 26,596	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2020

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer contributions.....	\$ 1,213,593	\$ -
Employer contributions for other postemployment benefit payments.....	5,042,629	-
Retirement benefits - workers compensation settlements.....	-	75
Private donations.....	-	7,097
	<u>6,256,222</u>	<u>7,172</u>
Total contributions.....		
	<u>6,256,222</u>	<u>7,172</u>
Net investment income:		
Investment income.....	183,391	184
	<u>183,391</u>	<u>184</u>
TOTAL ADDITIONS.....	<u>6,439,613</u>	<u>7,356</u>
DEDUCTIONS:		
Other postemployment benefit payments.....	5,042,629	-
Educational scholarships.....	-	16,139
	<u>5,042,629</u>	<u>16,139</u>
TOTAL DEDUCTIONS.....	<u>5,042,629</u>	<u>16,139</u>
NET INCREASE (DECREASE) IN NET POSITION.....	1,396,984	(8,783)
NET POSITION AT BEGINNING OF YEAR.....	<u>8,228,960</u>	<u>35,379</u>
NET POSITION AT END OF YEAR.....	<u>\$ 9,625,944</u>	<u>\$ 26,596</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 2020 assessment was \$2,190,807. The School issues a publicly available audited financial report that may be obtained by contacting the School located at 100 Cook Street, Billerica, MA 01821.

B. Government-Wide and Fund Financial Statements***Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. *Governmental activities* are primarily supported by taxes, charges for services and intergovernmental revenues. The Town does not report any *business-type activities* since the user fees charged are not designed to recover all the costs of providing these services.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. The effect of interfund activity has been removed from the government-wide financial statements. However, the effect of

interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *public works capital project fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the

proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activity funds, planning deposits, and police and fire details.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water and Sewer Fees

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

The revenue generated by the water rates is designed to cover all operation and maintenance costs associated with the production of water, maintenance of water facilities and operation and maintenance of the water main infrastructure. The revenue generated by the sewer rates is designed to cover the costs of the Massachusetts Water Resources Authority (MWRA) assessment.

Both water and sewer capital costs are funded through other General fund revenues.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details, and ambulance fees are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Capital Assets

Government-Wide Financial Statements

Capital assets, which include land, construction in progress, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets; donated works of art, historical treasures, and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value.

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 0.14 to 16.03 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 \$76,601,100 and the bank balance totaled \$78,748,336. Of the bank balance, \$2,750,000 was covered by Federal Depository Insurance, \$5,039,567 was covered by DIF insurance and \$70,958,769 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, 2020, 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
<u>Debt securities:</u>					
U.S. treasury bonds.....	\$ 2,353,615	\$ 150,458	\$ 1,981,721	\$ 221,436	\$ - AAA
Government sponsored enterprises.....	3,109,357	252,125	1,844,637	367,115	645,480 AA+
Corporate bonds.....	1,916,592	172,485	1,577,512	166,595	- AA- to BBB+
Municipal bonds.....	79,562	-	-	-	79,562 AA+
Total debt securities.....	7,459,126	\$ 575,068	\$ 5,403,870	\$ 755,146	\$ 725,042
<u>Other investments:</u>					
Equity securities.....	6,171,291				
Fixed income.....	1,971,263				
Pension Reserve Investment Trust (PRIT).....	9,625,944				
MMDT - Cash portfolio.....	7,888,621				
Total investments.....	\$ 33,116,245				

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 \$3,109,357 in government sponsored enterprises, \$2,353,615 in U.S. treasury notes, \$1,916,592 in corporate bonds, \$79,562 in municipal bonds, \$1,971,263 in fixed income, and \$6,171,291 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, 2020, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of Total Investments
United States treasury notes.....	9%
Federal national mortgage.....	8%

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, 2020:

Investment Type	June 30, 2020	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at fair value:				
<u>Debt securities:</u>				
U.S. treasury bonds.....	\$ 2,353,615	\$ 2,353,615	\$ -	\$ -
Government sponsored enterprises.....	3,109,357	3,109,357	-	-
Corporate bonds.....	1,916,592	-	1,916,592	-
Municipal bonds.....	79,562	-	79,562	-
Total debt securities.....	7,459,126	5,462,972	1,996,154	-
<u>Other investments:</u>				
Equity securities.....	6,171,291	6,171,291	-	-
Fixed income.....	1,971,263	1,971,263	-	-
Total other investments.....	8,142,554	8,142,554	-	-
Total investments measured at fair value.....	15,601,680	\$ 13,605,526	\$ 1,996,154	\$ -
Investments measured at amortized cost:				
MMDT - Cash portfolio.....	7,888,621			
Investments measured at net asset value:				
Pension Reserve Investment Trust (PRIT).....	9,625,944			
Total investments.....	\$ 33,116,245			

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, 2020, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes.....	\$ 1,536,780	\$ (240,990)	\$ 1,295,790
Tax liens.....	1,501,119	-	1,501,119
Motor vehicle and other excise taxes.....	743,698	(330,674)	413,024
Water and sewer fees.....	2,663,833	-	2,663,833
Departmental and other.....	1,284,967	(205,065)	1,079,902
Intergovernmental.....	108,184	-	108,184
Intergovernmental - COVID-19.....	218,498	-	218,498
Total.....	\$ 8,057,079	\$ (776,729)	\$ 7,280,350

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
Receivables and other asset type:			
Real estate and personal property taxes.....	\$ 561,004	\$ -	\$ 561,004
Tax liens.....	1,501,119	-	1,501,119
Motor vehicle and other excise taxes.....	413,024	-	413,024
Water and sewer fees.....	2,663,833	-	2,663,833
Departmental and other.....	359,705	3,110	362,815
Intergovernmental.....	-	108,184	108,184
Tax foreclosures.....	91,842	-	91,842
Total.....	\$ 5,590,527	\$ 111,294	\$ 5,701,821

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	21,444,798	16,888,857	(2,797,063)	35,536,592
Total capital assets not being depreciated....	40,040,708	16,888,857	(2,797,063)	54,132,502
<u>Capital assets being depreciated:</u>				
Land improvements.....	8,456,461	-	-	8,456,461
Buildings.....	93,766,400	-	-	93,766,400
Buildings and improvements.....	38,881,440	217,900	-	39,099,340
Machinery and equipment.....	11,497,167	796,684	(190,471)	12,103,380
Vehicles.....	12,123,123	1,461,827	(460,101)	13,124,849
Infrastructure.....	136,647,221	2,139,780	-	138,787,001
Total capital assets being depreciated.....	301,371,812	4,616,191	(650,572)	305,337,431
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(3,914,297)	(296,136)	-	(4,210,433)
Buildings.....	(39,962,279)	(1,693,519)	-	(41,655,798)
Buildings and improvements.....	(21,472,003)	(1,418,841)	-	(22,890,844)
Machinery and equipment.....	(10,283,336)	(836,015)	190,471	(10,928,880)
Vehicles.....	(7,016,542)	(885,998)	460,101	(7,442,439)
Infrastructure.....	(80,269,865)	(3,137,314)	-	(83,407,179)
Total accumulated depreciation.....	(162,918,322)	(8,267,823)	650,572	(170,535,573)
Total capital assets being depreciated, net.....	138,453,490	(3,651,632)	-	134,801,858
Total governmental activities capital assets, net.....	\$ 178,494,198	\$ 13,237,225	\$ (2,797,063)	\$ 188,934,360

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

Governmental Activities:	
General government.....	\$ 654,020
Public safety.....	653,231
Education.....	2,624,125
Public works.....	3,871,173
Health and human services.....	10,386
Culture and recreation.....	454,888
Total depreciation expense - governmental activities.....	\$ 8,267,823

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2020, are summarized as follows:

Transfers Out:	Transfers In:				
	General fund	Public Works Capital Projects	Nonmajor governmental funds	Total	
General fund.....	\$ -	\$ 3,370,000	\$ 120,000	\$ 3,490,000	(1)
Nonmajor governmental funds.....	75,350	-	35,948	111,298	(2)
Total.....	<u>\$ 75,350</u>	<u>\$ 3,370,000</u>	<u>\$ 155,948</u>	<u>\$ 3,601,298</u>	

- (1) Represents transfers of \$3,370,000 from the general fund to the public works capital project fund and a transfer of \$120,000 to the revolving fund for the B-Line.
- (2) Represents transfers of \$75,350 from the cross connection special revenue fund to the general fund, and a transfer of \$35,948 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:

Asset:	Governmental Activities
Machinery and equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	<u>(2,430,628)</u>
Total.....	<u>\$ 216,240</u>

During 2020, the Town made their final capital lease payment.

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, 2020, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2019	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2020
BAN	Municipal Purpose.....	2.75%	07/19/19	\$ 5,970,000	\$ -	\$ (5,970,000)	\$ -
BAN	Municipal Purpose.....	2.25%	07/17/20	-	4,700,000	-	4,700,000
Total Governmental Funds.....				<u>\$ 5,970,000</u>	<u>\$ 4,700,000</u>	<u>\$ (5,970,000)</u>	<u>\$ 4,700,000</u>

On the scheduled due date of July 17, 2020, \$4,700,000 was paid down with \$700,000 of available funds and \$4,000,000 with bond proceeds from the May 27, 2020 bond issuance.

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, 2020, and the debt service requirements are as follows:

Bonds Payable Schedule – Governmental Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2019	Issued	Redeemed	Outstanding at June 30, 2020
Municipal Purpose Bonds of 2008.....	2027	\$ 3,321,000	4.00 - 5.00	\$ 935,000	\$ -	\$ 935,000	\$ -
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.50 - 4.00	1,655,000	-	1,525,000	130,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.00 - 5.00	4,870,000	-	4,490,000	380,000
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.00 - 5.00	8,070,000	-	585,000	7,485,000
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.00 - 4.00	11,995,000	-	360,000	11,635,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	8,925,000	-	780,000	8,145,000
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	12,635,000	-	320,000	12,315,000
Municipal Purpose Bonds of 2020.....	2050	15,644,975	2.00 - 5.00	-	15,644,975	-	15,644,975
Municipal Purpose Refunding of 2020.....	2027	713,500	5.00	-	713,500	-	713,500
Municipal Purpose Refunding of 2020.....	2030	990,050	4.00 - 5.00	-	990,050	-	990,050
Municipal Purpose Refunding of 2020.....	2036	3,561,475	4.00 - 5.00	-	3,561,475	-	3,561,475
Subtotal Governmental General Obligation Bonds Payable.....				49,085,000	20,910,000	8,995,000	61,000,000
Massachusetts Clean Water Trust - MCWT 2007.....	2027	7,797,482	2.00	3,503,022	-	407,845	3,095,177
Massachusetts Clean Water Trust - MCWT 2008.....	2028	300,000	2.00	150,123	-	15,377	134,746
Massachusetts Water Resource Authority - MWRA 2016.....	2021	235,200	0.00	94,080	-	47,040	47,040
Massachusetts Water Resource Authority - MWRA 2017.....	2027	224,750	0.00	179,800	-	22,475	157,325
Massachusetts Water Resource Authority - MWRA 2019.....	2029	277,500	0.00	277,500	-	27,750	249,750
Subtotal Governmental Direct Borrowings Payable.....				4,204,525	-	520,487	3,684,038
Bonds payable.....				53,289,525	20,910,000	9,515,487	64,684,038
Add: Unamortized premium on bonds.....				1,388,175	1,853,607	197,845	3,043,937
Total Bonds Payable, net.....				\$ 54,677,700	\$ 22,763,607	\$ 9,713,332	\$ 67,727,975

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

Year	General Obligation Bonds:			Direct Borrowings:		Grand Total
	Principal	Interest	Total	Principal		
2021.....	\$ 3,185,000	\$ 2,022,147	\$ 5,207,147	\$ 529,037	\$	5,736,184
2022.....	2,880,000	2,151,902	5,031,902	490,720		5,522,622
2023.....	2,810,000	2,006,128	4,816,128	499,619		5,315,747
2024.....	2,845,000	1,868,363	4,713,363	508,698		5,222,061
2025.....	2,885,000	1,732,549	4,617,549	517,960		5,135,509
2026.....	2,610,000	1,599,663	4,209,663	527,409		4,737,072
2027.....	2,610,000	1,474,488	4,084,488	537,049		4,621,537
2028.....	2,530,000	1,353,902	3,883,902	45,796		3,929,698
2029.....	2,580,000	1,245,597	3,825,597	27,750		3,853,347
2030.....	2,560,000	1,142,272	3,702,272	-		3,702,272
2031.....	2,340,000	1,046,697	3,386,697	-		3,386,697
2032.....	2,280,000	960,307	3,240,307	-		3,240,307
2033.....	2,285,000	880,639	3,165,639	-		3,165,639
2034.....	2,300,000	806,592	3,106,592	-		3,106,592
2035.....	2,345,000	732,970	3,077,970	-		3,077,970
2036.....	2,160,000	662,556	2,822,556	-		2,822,556
2037.....	1,775,000	600,705	2,375,705	-		2,375,705
2038.....	1,830,000	545,133	2,375,133	-		2,375,133
2039.....	1,880,000	486,776	2,366,776	-		2,366,776
2040.....	1,935,000	426,072	2,361,072	-		2,361,072
2041.....	1,990,000	362,510	2,352,510	-		2,352,510
2042.....	1,720,000	316,441	2,036,441	-		2,036,441
2043.....	1,180,000	254,626	1,434,626	-		1,434,626
2044.....	1,215,000	217,825	1,432,825	-		1,432,825
2045.....	1,245,000	179,951	1,424,951	-		1,424,951
2046.....	1,290,000	140,963	1,430,963	-		1,430,963
2047.....	1,335,000	110,089	1,445,089	-		1,445,089
2048.....	1,275,000	51,012	1,326,012	-		1,326,012
2049.....	555,000	30,938	585,938	-		585,938
2050.....	570,000	15,676	585,676	-		585,676
Total.....	\$ 61,000,000	\$ 25,425,489	\$ 86,425,489	\$ 3,684,038	\$	90,109,527

In order to take advantage of favorable interest rates, the Town issued \$5,265,025 of General Obligation Refunding Bonds and received \$848,140 in premiums on May 27, 2020. \$5,955,000 of General obligation bonds were refunded by placing the proceeds of the refunding bonds and premiums in an irrevocable trust to provide for all future debt service payments on the refunded bonds. As a result, the refunded bonds are considered to be defeased and the liability has been removed from the statement of net position. This refunding was undertaken to reduce total debt service payments over the next 15 years by \$826,399 and resulted in an economic gain of \$774,115. At June 30, 2020, approximately \$5,955,000 of bonds outstanding from the refunding is considered defeased.

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, 2020, the outstanding principal amount of these loans totaled \$454,115.

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, 2020, the Town had the following authorized and unissued debt:

Purpose	Amount
Fire Station Construction.....	\$ 225,000
MWRA.....	5,300,000
Sewer Infiltration and Inflow Removal.....	1,110,000
Total.....	<u>\$ 6,635,000</u>

Changes in Long-term Liabilities

During the year ended June 30, 2020, 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
Governmental Activities:							
Long-term bonds payable.....	\$ 49,085,000	\$ 20,910,000	\$ (8,995,000)	\$ -	\$ -	\$ 61,000,000	\$ 3,185,000
Long-term direct borrowing payable.....	4,204,525	-	(520,487)	-	-	3,684,038	529,037
Add: Unamortized premium on bonds.....	1,388,175	1,853,607	(197,845)	-	-	3,043,937	315,030
Total bonds payable.....	54,677,700	22,763,607	(9,713,332)	-	-	67,727,975	4,029,067
Capital lease obligations.....	291,533	-	-	-	(291,533)	-	-
Compensated absences.....	5,794,000	-	-	2,370,000	(2,525,000)	5,639,000	2,624,000
Workers' compensation.....	726,000	-	-	723,000	(726,000)	723,000	723,000
Net pension liability.....	127,441,167	-	-	20,186,703	(10,023,321)	137,604,549	-
Net other postemployment benefits.....	100,434,266	-	-	8,208,875	(6,439,613)	102,203,528	-
Total governmental activity long-term liabilities.....	<u>\$ 289,364,666</u>	<u>\$ 22,763,607</u>	<u>\$ (9,713,332)</u>	<u>\$ 31,488,578</u>	<u>\$ (20,005,467)</u>	<u>\$ 313,898,052</u>	<u>\$ 7,376,067</u>

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 \$10.2 million and is reported as unassigned fund balance within the General Fund.

As of June 30, 2020, the governmental fund balances are presented on the following page:

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:				
Nonspendable:				
Permanent fund principal.....	\$ -	\$ -	\$ 720,469	\$ 720,469
Restricted for:				
Public works capital projects.....	-	14,158,014	-	14,158,014
Town revolving funds.....	-	-	2,111,513	2,111,513
School revolving funds.....	-	-	954,017	954,017
Town gifts.....	-	-	473,780	473,780
School gifts.....	-	-	32,168	32,168
School activity programs.....	-	-	614,804	614,804
Federal grants.....	-	-	321,012	321,012
Special purposes funds.....	-	-	661,960	661,960
State & local grants.....	-	-	2,989,406	2,989,406
Town capital projects.....	-	-	66,588	66,588
School capital projects.....	-	-	41,056	41,056
Town libraries.....	-	-	933	933
Cemetery perpetual care.....	-	-	301,728	301,728
Conservation.....	-	-	2	2
Committed to:				
Articles and continuing appropriations:				
Ways and means.....	21,213	-	-	21,213
Town administration/selectmen.....	34,642	-	-	34,642
Management information systems.....	68,000	-	-	68,000
Town clerk.....	6,420	-	-	6,420
Conservation.....	5,326	-	-	5,326
Planning board.....	6,231	-	-	6,231
Police department.....	125,859	-	-	125,859
Fire department.....	328,689	-	-	328,689
Education.....	846,036	-	-	846,036
Public works.....	1,116,664	-	-	1,116,664
Health and human services.....	9,963	-	-	9,963
Culture and recreation.....	12,565	-	-	12,565
Assigned to:				
Encumbrances:				
Town meeting & reports.....	62	-	-	62
Town administration/selectmen.....	12,687	-	-	12,687
Accounting.....	4,150	-	-	4,150
Assessors.....	33,054	-	-	33,054
Treasurer/Collector.....	26,219	-	-	26,219
Central administration.....	11,203	-	-	11,203
Human resources.....	188	-	-	188
Management information systems.....	433	-	-	433
Town clerk.....	78	-	-	78
Registrar of voters.....	54	-	-	54
Conservation.....	139	-	-	139
Planning board.....	12,322	-	-	12,322
Negotiated settlements.....	523,800	-	-	523,800
Police department.....	98,625	-	-	98,625
Fire department.....	81,847	-	-	81,847
Building department.....	304	-	-	304
Education.....	1,971,654	-	-	1,971,654
Public works.....	309,099	-	-	309,099
Rubbish and garbage.....	43,110	-	-	43,110
Street light.....	130,890	-	-	130,890
Health and human services.....	8,300	-	-	8,300
Culture and recreation.....	39,473	-	-	39,473
Employee benefits.....	238,155	-	-	238,155
FY21 capital budget.....	5,719,576	-	-	5,719,576
Unassigned.....	35,643,414	-	-	35,643,414
Total Fund Balances.....	\$ 47,490,444	\$ 14,158,014	\$ 9,289,436	\$ 70,937,894

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, 2019. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$15,093,069 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 \$124,461,103 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, 2020, was \$10,023,321 and 28.31% 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, 2020, the Town reported a liability of \$137,604,549 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. 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, 2019, the Town's proportion was 8.60%, which was an increase of 0.43% from the last measurement date.

Pension Expense

For the year ended June 30, 2020, the Town recognized a pension expense of \$20,502,095. At June 30, 2020, the Town reported deferred outflows and (inflows) of resources related to pensions of \$18,425,083 and (\$6,070,573), as follows:

The balances of deferred outflows and inflows at June 30, 2020, consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 3,348,213	\$ (311,644)	\$ 3,036,569
Difference between projected and actual earnings, net.....	-	(3,570,828)	(3,570,828)
Changes in assumptions.....	9,476,287	-	9,476,287
Changes in proportion and proportionate share of contributions...	5,600,583	(2,188,101)	3,412,482
Total deferred outflows/(inflows) of resources.....	\$ 18,425,083	\$ (6,070,573)	\$ 12,354,510

The Town's net deferred inflows (outflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2021.....	\$ 5,117,452
2022.....	3,145,891
2023.....	3,035,635
2024.....	<u>1,055,532</u>
Total.....	\$ <u>12,354,510</u>

Actuarial Assumptions

The total pension liability in the January 1, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2019.

Valuation date.....	January 1, 2020
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.50% for fiscal 2020 through fiscal 2027, and thereafter the remaining unfunded liability will be amortized on a 4.00% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period.....	17 years from July 1, 2018 for non-ERI liability, 1 year from July 1, 2018 for 2002 ERI, 2 years from July 1, 2018 for 2033 ERI, and 4 years from July 1, 2018 for 2010 ERI.
Asset valuation method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a five year period. Asset value is adjusted as necessary to be within 20% of the market value.
Investment rate of return/Discount rate.....	7.30%, net of pension plan investment expense, including inflation previously 7.50%.
Inflation rate.....	3.25%
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.
Cost of living adjustments.....	3.00% of the first \$16,000 of retirement income, as of July 1, 2019.
Mortality rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2017.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2017.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2017.

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, 2020, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	21.00%	6.15%
International developed markets equity..	13.00%	6.78%
International emerging markets equity...	5.00%	8.65%
Core fixed income.....	15.00%	1.11%
High-yield fixed income.....	8.00%	3.51%
Real estate.....	10.00%	4.33%
Commodities.....	4.00%	4.13%
Hedge funds, GTAA, Risk parity.....	11.00%	3.19%
Private equity.....	13.00%	9.99%
Total.....	100.00%	

Rate of return

For the year ended December 31, 2019, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 16.21%. 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 7.30%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the net position liability to changes in the discount rate

The following presents the net position liability, calculated using the discount rate of 7.30% as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.30%) or 1-percentage-point higher (8.30%) than the current rate:

	1% Decrease (6.30%)	Current Discount (7.30%)	1% Increase (8.30%)
The Town's proportionate share of the net pension liability.....	\$ 169,105,092	\$ 137,604,549	\$ 111,097,650

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 net investment return assumption was lowered from 7.50% to 7.30%

Changes in Plan Provisions

- As permitted by Section 19 of Chapter 188 of the Acts of 2010, the Cost of Living Adjustment base was increased from \$14,000 to \$16,000 as of July 1, 2019.

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 Currently Due
2019.....	\$ 1,269,182	\$ 12,893,402	\$ (12,838,440)	\$ 1,324,144
2020.....	1,324,144	13,762,631	(13,645,932)	1,440,843

(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, 2020, the amount of the liability for workers' compensation claims totaled \$723,000. 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
2019.....	\$ 510,000	\$ 499,000	\$ (283,000)	\$ 726,000	\$ 726,000
2020.....	726,000	509,000	(512,000)	723,000	723,000

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, 2020, the Town contributed \$6,256,222 million to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin pre-funding its OPEB liabilities. The Town has named the Health Care Security Board of Trustees (HCSBT) as Trustees of the OPEB Fund and as such has authorized the OPEB Trust Funds to be invested entirely in the State Retirement Benefits Trust Fund (SRBT Fund). Massachusetts General Law directs the HSCBT to invest the SRBT Fund in the Pension Reserves Investment Trust (PRIT) Fund. The Trustees have adopted a trust agreement detailing their duties and responsibilities as Trustees. The PRIT Fund is subject to oversight by the Pension Reserves Investment Management Board (PRIM) Board. A nine member Board of Trustees governs the PRIM Board. The Board of Trustees has the authority to employ an Executive Director, outside investment managers, custodians, consultants, and others as it deems necessary to formulate policies and procedures and to take such other actions as necessary and appropriate to manage the assets of the PRIT Fund.

During 2020, the Town pre-funded future OPEB liabilities totaling \$1,213,593 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, 2020, the net position of the OPEB trust fund totaled \$9,625,944.

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, 2020:

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

Components of OPEB Liability – The following table represents the components of the Plan's OPEB liability as of June 30, 2020:

Total OPEB liability.....	\$ 111,829,472
Less: OPEB plan's fiduciary net position.....	<u>(9,625,944)</u>
Net OPEB liability.....	<u><u>\$ 102,203,528</u></u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	8.61%

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, 2020.

Valuation date.....	Actuarially determined contribution for fiscal year ending June 30, 2020 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.....	26 years from December 31, 2019
Asset valuation method.....	Market Value
Investment rate of return.....	7.25%
Discount rate.....	7.25%
Inflation rate.....	3.25%
Salary increases.....	6.00% decreasing to 4.00% based on service for Group 1 and Group 2 7.50% decreasing to 4.00% based on service for Teachers 7.00% decreasing to 4.50% based on service for Group 4
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%. Medicare Part B: 4.50%. Contributions: 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-Teachers):-RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017. Pre-Retirement (Teachers): RP-2014 White Collar Employee Mortality Table projected generationally with Scale MP-2016.

Rate of return – For the year ended June 30, 2020, the annual money-weighted rate of return on investments, net of investment expense, was 1.96%. 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, 2020 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%	6.15%
International developed markets equity.....	13.00%	6.78%
International emerging markets equity.....	5.00%	8.65%
Core fixed income.....	15.00%	1.11%
High-yield fixed income.....	8.00%	3.51%
Real estate.....	10.00%	4.33%
Commodities.....	4.00%	4.13%
Hedge fund, GTAA, Risk parity.....	11.00%	3.19%
Private equity.....	13.00%	9.99%
Total.....	100.00%	

Discount rate – The discount rate used to measure the total OPEB liability was 7.25% as of June 30, 2020 and as of June 30, 2019. 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.

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net OPEB liability.....	\$ 116,332,752	\$ 102,203,528	\$ 90,464,513

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.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability.....	\$ 88,297,739	\$ 102,203,528	\$ 119,292,906

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)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Measurement date at June 30, 2019.....	\$ 108,663,226	\$ 8,228,960	\$ 100,434,266
Changes for the year:			
Service cost.....	2,504,177	-	2,504,177
Interest.....	7,876,841	-	7,876,841
Changes of assumptions.....	(2,172,143)	-	(2,172,143)
Contributions - employer.....	-	6,256,222	(6,256,222)
Net investment income.....	-	183,391	(183,391)
Benefit payments.....	(5,042,629)	(5,042,629)	-
Net change.....	3,166,246	1,396,984	1,769,262
Measurement date at June 30, 2020.....	\$ 111,829,472	\$ 9,625,944	\$ 102,203,528

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – For the year ended June 30, 2020, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$9,842,873 million. At June 30, 2020, 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.....	\$ 1,150,028	\$ -	\$ 1,150,028
Difference between projected and actual earnings, net.....	332,199	-	332,199
Changes in assumptions.....	457,248	(1,810,120)	(1,352,872)
Total deferred outflows/(inflows) of resources.....	\$ 1,939,475	\$ (1,810,120)	\$ 129,355

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:

2021.....	\$	102,445
2022.....		102,444
2023.....		155,255
2024.....		131,235
2025.....		<u>(362,024)</u>
Total.....	\$	<u>129,355</u>

Changes of Assumptions – The excise tax on high cost health plans was repealed effective December 20, 2019 and removed with this valuation.

Changes in Plan Provisions – None.

NOTE 13 - COMMITMENTS

The Town is committed to expend \$6,635,000 for the various projects listed below:

<u>Purpose</u>	<u>Amount</u>
Fire Station Construction.....	\$ 225,000
MWRA.....	5,300,000
Sewer Infiltration and Inflow Removal.....	<u>1,110,000</u>
Total.....	\$ <u>6,635,000</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, 2020, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2020.

NOTE 15 – COVID-19

On March 10, 2020, the Massachusetts Governor declared a state of emergency in response to the coronavirus outbreak. The World Health Organization officially declared the novel Coronavirus (COVID-19) a pandemic the following day. In an attempt to slow the spread of COVID-19, governments issued various stay at home orders that caused global economic shutdowns and substantial financial market impact. Starting in March 2020, the Governor continued to issue orders allowing governments to operate and carry out essential functions safely. These included modifying the state's Open Meeting Law, issuing a stay-at-home order, and introducing a phased approach to reopening State businesses. The Town is considered an essential business and although it was closed to the public for a period of time, departments remained operational and most employees continued to perform their daily duties.

A number of businesses have been forced to stop or significantly reduce operations decreasing, the Town's portion of certain revenue. The Town has also incurred unanticipated costs specifically related to the pandemic.

On March 27, 2020 the United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act requires that the payment from these funds be used only to cover expenses that; are necessary expenditures incurred due to the public health emergency with respect COVID-19; were not accounted for in the budget most recently approved as of March 27, 2020; and were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding. In addition to funding from the CARES Act, there are several other federal and state grants available.

The full extent of the financial impact cannot be determined as of the date of the financial statements.

NOTE 16 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 30, 2020, which is the date the financial statements were available to be issued.

NOTE 17 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2020, the following GASB pronouncement was implemented:

- GASB Statement #95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This pronouncement postponed the effective dates of certain provisions in GASB Statements and Implementation Guides that first became effective or are scheduled to be effective for periods beginning after June 15, 2018 or later.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2021.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2022.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2022.

- The GASB issued Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*, which is required to be implemented in 2021.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2023.
- The GASB issued Statement #92, *Omnibus 2020*, which is required to be implemented in 2022.
- The GASB issued Statement #93, *Replacement of Interbank Offered Rates*, which is required to be implemented in 2022.
- The GASB issued Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #96, *Subscription-Based Information Technology Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, in which certain paragraphs are required to be implemented in 2021 and 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, 2020

	Budgeted Amounts			Actual	Amounts	Variance
	Original	Final		Budgetary	Carried Forward	to Final
	Budget	Budget		Amounts	To Next Year	Budget
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 116,292,076	\$ 116,292,076	\$	116,474,819	\$ -	\$ 182,743
Tax liens.....	-	-		157,619	-	157,619
Motor vehicle and other excise taxes.....	4,097,757	4,097,757		4,235,974	-	138,217
Hotel, motel, and meals tax.....	4,460,000	4,460,000		4,650,523	-	190,523
Ambulance.....	775,000	775,000		723,975	-	(51,025)
Water charges.....	3,505,000	3,505,000		3,646,493	-	141,493
Penalties and interest on taxes.....	225,000	225,000		275,962	-	50,962
Fees and rentals.....	450,000	450,000		432,300	-	(17,700)
Payments in lieu of taxes.....	520,000	520,000		521,079	-	1,079
Licenses and permits.....	1,000,000	1,000,000		1,862,128	-	862,128
Intergovernmental.....	9,835,131	9,835,131		9,783,810	-	(51,321)
Departmental and other.....	915,000	915,000		1,191,046	-	276,046
Investment income.....	485,000	485,000		779,187	-	294,187
Miscellaneous.....	260,000	260,000		240,832	-	(19,168)
 TOTAL REVENUES.....	 142,819,964	 142,819,964	 144,975,747	 -	 -	 2,155,783
EXPENDITURES:						
GENERAL GOVERNMENT						
TOWN MEETING & REPORTS						
Salaries.....	3,333	3,333	1,098	62	2,173	
Expenses.....	12,575	12,575	11,754	-	821	
TOTAL.....	15,908	15,908	12,852	62	2,994	
 WAYS AND MEANS						
Salaries.....	6,822	6,822	3,956	-	2,866	
Expenses.....	273	273	-	-	273	
Capital Articles.....	98,339	98,339	77,126	21,213	-	
TOTAL.....	105,434	105,434	81,082	21,213	3,139	
 TOWN ADMINISTRATION/ SELECTMEN						
Salaries.....	619,503	627,046	550,768	-	76,278	
Expenses.....	23,428	23,428	13,478	9,950	-	
Special accounts.....	19,779	19,779	12,593	2,737	4,449	
Capital Articles.....	85,000	35,775	1,133	34,642	-	
TOTAL.....	747,710	706,028	577,972	47,329	80,727	
 ACCOUNTING						
Salaries.....	362,066	370,683	370,683	-	-	
Expenses.....	5,295	5,295	753	4,150	392	
TOTAL.....	367,361	375,978	371,436	4,150	392	
 ASSESSORS						
Salaries.....	329,438	336,631	331,304	-	5,327	
Expenses.....	115,962	115,962	51,357	33,054	31,551	
TOTAL.....	445,400	452,593	382,661	33,054	36,878	
 TREASURER/ COLLECTOR						
Salaries.....	674,116	689,831	663,612	26,219	-	
Expenses.....	27,700	27,700	22,301	-	5,399	
TOTAL.....	701,816	717,531	685,913	26,219	5,399	
 CENTRAL ADMINISTRATION						
Central supply.....	111,444	111,444	101,785	3,203	6,456	
Central machines.....	27,939	27,939	17,671	-	10,268	
Town insurance.....	1,111,001	1,111,001	1,025,590	-	85,411	
Financial audit.....	80,000	80,000	51,030	8,000	20,970	
TOTAL.....	1,330,384	1,330,384	1,196,076	11,203	123,105	
 LEGAL						
Legal expenses.....	231,924	231,924	128,061	-	103,863	

(Continued)

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

YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
HUMAN RESOURCES					
Salaries.....	129,439	133,776	132,740	-	1,036
Expenses.....	4,390	4,390	1,770	-	2,620
Special accounts.....	14,998	14,500	11,403	188	2,909
TOTAL.....	148,827	152,666	145,913	188	6,565
MANAGEMENT INFORMATION SYSTEMS					
Salaries.....	348,189	356,009	353,339	-	2,670
Expenses.....	280,341	287,085	275,192	433	11,460
Capital Articles.....	74,744	68,000	-	68,000	-
TOTAL.....	703,274	711,094	628,531	68,433	14,130
TOWN CLERK					
Salaries.....	304,867	311,688	311,688	-	-
Expenses.....	20,100	20,100	13,962	8	6,130
Special accounts.....	53,823	53,823	49,207	70	4,546
Capital Articles.....	59,860	59,860	29,245	6,420	24,195
TOTAL.....	438,650	445,471	404,102	6,498	34,871
REGISTRAR OF VOTERS					
Salaries.....	1,200	1,200	1,200	-	-
Expenses.....	10,800	10,800	7,179	54	3,567
TOTAL.....	12,000	12,000	8,379	54	3,567
CONSERVATION					
Salaries.....	223,463	228,566	220,566	-	8,000
Expenses.....	10,050	10,050	2,323	139	7,588
Special accounts.....	18,800	18,800	7,984	-	10,816
Capital Articles.....	6,440	6,440	1,114	5,326	-
TOTAL.....	258,753	263,856	231,987	5,465	26,404
PLANNING BOARD					
Salaries.....	311,593	319,109	293,736	420	24,953
Expenses.....	47,354	47,354	28,112	11,902	7,340
Capital Articles.....	6,231	6,231	-	6,231	-
TOTAL.....	365,178	372,694	321,848	18,553	32,293
BOARD OF APPEALS					
Salaries.....	13,481	13,481	13,481	-	-
Expenses.....	250	250	68	-	182
TOTAL.....	13,731	13,731	13,549	-	182
NEGOTIATED SETTLEMENTS.....	1,711,208	590,860	67,060	523,800	-
Total General Government.....	7,597,558	6,498,152	5,257,422	766,221	474,509
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	7,990,683	8,179,234	7,800,129	23,175	355,930
Expenses.....	637,294	637,295	549,166	61,808	26,321
Special accounts.....	350,785	352,058	297,160	13,642	41,256
Capital Articles.....	158,138	205,487	79,628	125,859	-
TOTAL.....	9,136,900	9,374,074	8,726,083	224,484	423,507
FIRE DEPARTMENT					
Salaries.....	7,472,298	8,116,586	8,086,261	-	30,325
Expenses.....	569,898	569,898	408,543	60,788	100,567
Special accounts.....	242,850	242,850	205,371	21,059	16,420
Capital Articles.....	763,618	762,618	157,588	328,689	276,341
TOTAL.....	9,048,664	9,691,952	8,857,763	410,536	423,653
BUILDING DEPARTMENT					
Salaries.....	633,089	649,241	591,842	-	57,399
Expenses.....	37,727	37,727	29,811	304	7,612
Capital Articles.....	22,020	22,020	22,020	-	-
TOTAL.....	692,836	708,988	643,673	304	65,011
SEALER OF WEIGHTS					
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, 2020

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
EMERGENCY MANAGEMENT SERVICE					
Salaries.....	10,000	10,000	9,077	-	923
Expenses.....	8,658	8,100	5,774	-	2,326
Special accounts.....	10,620	11,178	3,041	-	8,137
TOTAL.....	29,278	29,278	17,892	-	11,386
Total Public Safety.....	18,915,478	19,812,092	18,252,911	635,324	923,857
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	70,686,210	70,469,827	62,304,127	5,938,719	2,226,981
Capital articles.....	2,293,339	2,526,052	1,497,323	846,036	182,635
TOTAL.....	72,979,549	72,995,879	63,801,450	6,784,755	2,409,674
REGIONAL SCHOOL ASSESSMENTS.....	2,447,971	2,447,971	2,226,402	-	221,569
Total Education.....	75,427,520	75,443,850	66,027,852	6,784,755	2,631,243
PUBLIC WORKS					
Salaries.....	5,227,372	5,341,601	5,277,546	17,397	46,658
Expenses.....	3,632,089	3,618,089	3,151,593	280,261	186,235
Special accounts.....	468,383	468,383	441,073	11,441	15,869
Capital Articles.....	4,218,937	4,218,937	1,003,807	1,116,664	2,098,466
TOTAL.....	13,546,781	13,647,010	9,874,019	1,425,763	2,347,228
SNOW AND ICE					
Expenses.....	350,000	350,000	417,428	-	(67,428)
RUBBISH AND GARBAGE					
Expenses.....	2,188,530	2,188,530	2,140,567	43,110	4,853
STREET LIGHT					
Expenses.....	547,095	503,095	339,005	130,890	33,200
DEP DRINKING WATER					
Expenses.....	15,960	15,960	9,808	-	6,152
Total Public Works.....	16,648,366	16,704,595	12,780,827	1,599,764	2,324,004
HUMAN SERVICES					
BOARD OF HEALTH					
Salaries.....	518,304	530,563	522,607	7,795	161
Expenses.....	31,952	31,952	18,931	146	12,875
Special accounts.....	75,953	75,953	55,715	-	20,238
Capital Articles.....	34,208	34,208	24,245	9,963	-
TOTAL.....	660,417	672,676	621,498	17,904	33,274
COUNCIL ON AGING					
Salaries.....	361,735	368,996	363,335	-	5,661
Expenses.....	22,514	22,514	3,345	-	19,169
Special accounts.....	7,442	7,442	6,942	-	500
TOTAL.....	391,691	398,952	373,622	-	25,330
VETERANS' SERVICES					
Salaries.....	125,468	128,587	128,383	-	204
Expenses.....	4,929	4,929	1,626	-	3,303
Special accounts.....	113,700	113,700	102,648	-	11,052
TOTAL.....	244,097	247,216	232,657	-	14,559
YOUTH AND FAMILY SERVICES					
Salaries.....	439,358	449,850	440,360	160	9,330
Expenses.....	24,256	24,256	12,313	199	11,744
TOTAL.....	463,614	474,106	452,673	359	21,074
DISABILITY ACCESS					
Salaries.....	532	532	167	-	365
Expenses.....	400	400	152	-	248
TOTAL.....	932	932	319	-	613
Total Human Services.....	1,760,751	1,793,882	1,680,769	18,263	94,850

(Continued)

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

YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
CULTURE AND RECREATION					
PUBLIC LIBRARY					
Salaries.....	1,316,485	1,341,901	1,290,158	-	51,743
Expenses.....	78,172	78,172	74,219	875	3,078
Special accounts.....	189,975	189,975	173,792	208	15,975
TOTAL.....	1,584,632	1,610,048	1,538,169	1,083	70,796
RECREATION DEPARTMENT					
Salaries.....	1,503,094	1,529,737	1,515,220	12,133	2,384
Expenses.....	313,471	313,470	258,106	19,320	36,044
Special accounts.....	20,765	20,765	11,550	3,738	5,477
Capital Articles.....	227,402	347,402	214,837	12,565	120,000
TOTAL.....	2,064,732	2,211,374	1,999,713	47,756	163,905
HISTORICAL COMMISSION					
Expenses.....	13,315	13,315	8,362	3,199	1,754
Total Culture and Recreation.....	3,662,679	3,834,737	3,546,244	52,038	236,455
PENSION BENEFITS					
County retirement.....	9,987,318	9,987,318	9,987,321	-	(3)
EMPLOYEE BENEFITS					
Health insurance.....	14,578,829	14,578,829	14,404,684	219,192	(45,047)
Medicare tax.....	1,142,979	1,142,979	1,124,016	18,963	-
TOTAL.....	15,721,808	15,721,808	15,528,700	238,155	(45,047)
CAPITAL IMPROVEMENTS.....	300,000	300,000	300,000	-	-
RESERVE FUND.....	200,000	300,000	-	-	300,000
STATE AND COUNTY ASSESSMENTS.....	947,862	947,862	947,862	-	-
Debt service:					
Principal.....	3,353,222	3,397,222	3,397,222	-	-
Interest.....	2,273,125	2,273,125	2,194,994	-	78,131
TOTAL EXPENDITURES.....	156,795,687	157,014,643	139,902,124	10,094,520	7,017,999
EXCESS (DEFICIENCY) OF REVENUES					
OVER (UNDER) EXPENDITURES.....	(13,975,723)	(14,194,679)	5,073,623	(10,094,520)	9,173,782
OTHER FINANCING SOURCES (USES):					
Premium from issuance of bonds.....	-	-	150,442	-	150,442
Transfers in.....	166,150	166,150	166,150	-	-
Transfers out.....	(3,490,000)	(3,845,760)	(3,845,760)	-	-
TOTAL OTHER FINANCING					
SOURCES (USES).....	(3,323,850)	(3,679,610)	(3,529,168)	-	150,442
NET CHANGE IN FUND BALANCE.....	(17,299,573)	(17,874,289)	1,544,455	(10,094,520)	9,324,224
BUDGETARY FUND BALANCE, Beginning of year.....	35,324,392	35,324,392	35,324,392	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 18,024,819	\$ 17,450,103	\$ 36,868,847	\$ (10,094,520)	\$ 9,324,224

(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**

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, 2019.....	8.600%	\$ 137,604,549	\$ 35,400,619	388.71%	49.45%
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**

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, 2020.....	\$ 10,023,321	\$ (10,023,321)	- \$	35,754,625	28.03%
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**

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.

<u>Year</u>	<u>Commonwealth's 100% Share of the Associated Net Pension Liability</u>	<u>Expense and Revenue Recognized for the Commonwealth's Support</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Liability</u>
2020.....	\$ 124,461,103	\$ 15,093,069	53.95%
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	June 30, 2020
Total OPEB Liability				
Service Cost.....	\$ 2,029,964	\$ 2,101,013	\$ 2,174,548	\$ 2,504,177
Interest.....	7,074,192	7,410,905	7,744,557	7,876,841
Changes of benefit terms.....	-	-	(2,094,953)	-
Differences between expected and actual experience....	-	-	1,725,041	-
Changes of assumptions.....	-	-	685,874	(2,172,143)
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)
Net change in total OPEB liability.....	4,595,539	4,642,568	4,918,957	3,166,246
Total OPEB liability - beginning.....	94,506,162	99,101,701	103,744,269	108,663,226
Total OPEB liability - ending (a).....	\$ 99,101,701	\$ 103,744,269	\$ 108,663,226	\$ 111,829,472
Plan fiduciary net position				
Employer contributions.....	\$ 846,500	\$ 597,325	\$ 1,152,876	\$ 1,213,593
Employer contributions for OPEB payments.....	4,508,617	4,869,350	5,316,110	5,042,629
Net investment income.....	599,191	565,625	422,178	183,391
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)
Net change in plan fiduciary net position.....	1,445,691	1,162,950	1,575,054	1,396,984
Plan fiduciary net position - beginning of year.....	4,045,265	5,490,956	6,653,906	8,228,960
Plan fiduciary net position - end of year (b).....	\$ 5,490,956	\$ 6,653,906	\$ 8,228,960	\$ 9,625,944
Net OPEB liability - ending (a)-(b).....	\$ 93,610,745	\$ 97,090,363	\$ 100,434,266	\$ 102,203,528
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%	7.57%	8.61%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961	\$ 64,525,649	\$ 69,728,752
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%	155.65%	146.57%

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**

<u>Year</u>	<u>Actuarially determined contribution</u>	<u>Contributions in relation to the actuarially determined contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Covered- employee payroll</u>	<u>Contributions as a percentage of covered- employee payroll</u>
June 30, 2020.....	\$ 8,683,480	\$ (6,256,222)	\$ 2,427,258	\$ 69,728,752	8.97%
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

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
June 30, 2020.....	1.96%
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 2020 approved budget for the General Fund authorized approximately \$156.8 million in appropriations and other amounts to be raised and \$9.7 million in encumbrances and appropriations carried over from previous years. During 2020, the Town increased the original budget by \$575,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2020, is presented on the following page:

Net change in fund balance - budgetary basis.....	\$ 1,544,455
<u>Perspective differences:</u>	
Perspective differences in reporting of sewer fund activities.....	(120,250)
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....	781,432
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(115,000)
Net change in recording 60 day receipts.....	14,654
Net change in recording accrued payroll.....	(250,083)
Recognition of revenue for on-behalf payments.....	15,093,000
Recognition of expenditures for on-behalf payments.....	<u>(15,093,000)</u>
Net change in fund balance - GAAP basis.....	\$ <u>1,855,208</u>

3. Excess of Expenditures over Appropriations

For the year ended June 30, 2020, actual expenditures exceeded appropriations for public works snow and ice budget. These over-expenditures will be raised and funded through available funds during 2021.

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 net investment return assumption was lowered from 7.50% to 7.30%

Changes in Plan Provisions

- As permitted by Section 19 of Chapter 188 of the Acts of 2010, the Cost of Living Adjustment base was increased from \$14,000 to \$16,000 as of July 1, 2019.

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 PlanThe Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates the Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the Town’s Contributions

The Schedule of the Town’s Contributions includes the Town’s annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of 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, 2020 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.....	26 years from December 31, 2019
Asset valuation method.....	Market Value
Investment rate of return.....	7.25%
Discount rate.....	7.25%
Inflation rate.....	3.25%

Salary increases.....	6.00% decreasing to 4.00% based on service for Group 1 and Group 2 7.50% decreasing to 4.00% based on service for Teachers 7.00% decreasing to 4.50% based on service for Group 4
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%. Medicare Part B: 4.50%. Contributions: 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-Teachers): -RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017. Pre-Retirement (Teachers): RP-2014 White Collar Employee 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 excise tax on high cost health plans was repealed effective December 20, 2019 and removed 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, 2020

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
ASSETS							
Cash and cash equivalents.....	\$ 2,131,273	\$ 998,448	\$ 479,808	\$ 32,380	\$ 617,113	\$ 111,466	\$ 3,024,666
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	3,110	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	108,184
Intergovernmental - COVID-19.....	-	-	-	-	-	218,498	-
TOTAL ASSETS.....	\$ 2,134,383	\$ 998,448	\$ 479,808	\$ 32,380	\$ 617,113	\$ 329,964	\$ 3,132,850
LIABILITIES							
Warrants payable.....	\$ 18,799	\$ 44,431	\$ 6,028	\$ 212	\$ 2,309	\$ 8,952	\$ 34,325
Accrued payroll.....	961	-	-	-	-	-	935
TOTAL LIABILITIES.....	19,760	44,431	6,028	212	2,309	8,952	35,260
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenue.....	3,110	-	-	-	-	-	108,184
FUND BALANCES							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	2,111,513	954,017	473,780	32,168	614,804	321,012	2,989,406
TOTAL FUND BALANCES.....	2,111,513	954,017	473,780	32,168	614,804	321,012	2,989,406
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 2,134,383	\$ 998,448	\$ 479,808	\$ 32,380	\$ 617,113	\$ 329,964	\$ 3,132,850

Capital Project Funds					Permanent Funds				Total Nonmajor Governmental Funds	
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		
\$ 661,960	\$ 8,057,114	\$ 66,588	\$ 41,056	\$ 107,644	\$ 5,430	\$ 223,244	\$ 1,046	\$ 229,720	\$ 8,394,478	
-	-	-	-	-	-	793,412	-	793,412	793,412	
-	3,110	-	-	-	-	-	-	-	3,110	
-	108,184	-	-	-	-	-	-	-	108,184	
-	218,498	-	-	-	-	-	-	-	218,498	
<u>\$ 661,960</u>	<u>\$ 8,386,906</u>	<u>\$ 66,588</u>	<u>\$ 41,056</u>	<u>\$ 107,644</u>	<u>\$ 5,430</u>	<u>\$ 1,016,656</u>	<u>\$ 1,046</u>	<u>\$ 1,023,132</u>	<u>\$ 9,517,682</u>	
\$ -	\$ 115,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,056	
-	1,896	-	-	-	-	-	-	-	1,896	
-	116,952	-	-	-	-	-	-	-	116,952	
-	111,294	-	-	-	-	-	-	-	111,294	
-	-	-	-	-	4,497	714,928	1,044	720,469	720,469	
661,960	8,158,660	66,588	41,056	107,644	933	301,728	2	302,663	8,568,967	
661,960	8,158,660	66,588	41,056	107,644	5,430	1,016,656	1,046	1,023,132	9,289,436	
<u>\$ 661,960</u>	<u>\$ 8,386,906</u>	<u>\$ 66,588</u>	<u>\$ 41,056</u>	<u>\$ 107,644</u>	<u>\$ 5,430</u>	<u>\$ 1,016,656</u>	<u>\$ 1,046</u>	<u>\$ 1,023,132</u>	<u>\$ 9,517,682</u>	

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

YEAR ENDED JUNE 30, 2020

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
REVENUES:							
Intergovernmental - other.....	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ 969,145	\$ 4,457,011
Intergovernmental - COVID-19 relief.....	-	-	-	-	-	218,498	-
Departmental and other.....	1,524,300	1,717,200	136,850	8,750	1,407,674	-	550,979
Contributions and donations.....	-	-	23,251	1,130	-	-	-
Investment income.....	98	-	-	-	-	-	-
Miscellaneous.....	-	-	-	5,950	-	-	28,598
TOTAL REVENUES.....	1,531,598	1,717,200	160,101	15,830	1,407,674	1,187,643	5,036,588
EXPENDITURES:							
Current:							
General government.....	157,472	-	11,711	-	-	-	552,285
Public safety.....	9,500	-	751	-	-	15,401	206,632
Education.....	-	1,639,446	-	16,488	1,860,627	1,099,535	1,247,707
Public works.....	18,602	-	-	-	-	-	1,293,448
Health and human services.....	37,642	-	17,788	-	-	16,491	154,140
Water and sewer.....	12,680	-	-	-	-	-	-
Culture and recreation.....	877,165	-	45,242	-	-	-	32,275
COVID-19.....	-	-	-	-	-	218,498	-
Debt service:							
Principal.....	66,000	-	-	-	-	-	-
Interest.....	30,900	-	-	-	-	-	-
TOTAL EXPENDITURES.....	1,209,961	1,639,446	75,492	16,488	1,860,627	1,349,925	3,486,487
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	321,637	77,754	84,609	(658)	(452,953)	(162,282)	1,550,101
OTHER FINANCING SOURCES (USES):							
Transfers in.....	120,000	35,948	-	-	-	-	-
Transfers out.....	(75,350)	(35,948)	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	44,650	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES.....	366,287	77,754	84,609	(658)	(452,953)	(162,282)	1,550,101
FUND BALANCES AT BEGINNING OF YEAR.....	1,745,226	876,263	389,171	32,826	1,067,757	483,294	1,439,305
FUND BALANCES AT END OF YEAR.....	\$ 2,111,513	\$ 954,017	\$ 473,780	\$ 32,168	\$ 614,804	\$ 321,012	\$ 2,989,406

Capital Project Funds					Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ -	\$ 5,433,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,433,356
-	218,498	-	-	-	-	-	-	-	218,498
82,200	5,427,953	15,807	-	15,807	-	-	-	-	5,443,760
-	24,381	-	-	-	-	37,300	-	37,300	61,681
17	115	-	-	-	13	37,129	2	37,144	37,259
127,397	161,945	-	-	-	-	-	-	-	161,945
209,614	11,266,248	15,807	-	15,807	13	74,429	2	74,444	11,356,499
72,259	793,727	-	-	-	-	-	-	-	793,727
25,074	257,358	959,510	-	959,510	-	-	-	-	1,216,868
-	5,863,803	-	-	-	-	-	-	-	5,863,803
-	1,312,050	-	-	-	-	-	-	-	1,312,050
5,398	231,459	-	-	-	-	-	-	-	231,459
-	12,680	-	-	-	-	-	-	-	12,680
-	954,682	-	-	-	-	-	-	-	954,682
-	218,498	-	-	-	-	-	-	-	218,498
-	66,000	-	-	-	-	-	-	-	66,000
-	30,900	-	-	-	-	-	-	-	30,900
102,731	9,741,157	959,510	-	959,510	-	-	-	-	10,700,667
106,883	1,525,091	(943,703)	-	(943,703)	13	74,429	2	74,444	655,832
-	155,948	-	-	-	-	-	-	-	155,948
-	(111,298)	-	-	-	-	-	-	-	(111,298)
-	44,650	-	-	-	-	-	-	-	44,650
106,883	1,569,741	(943,703)	-	(943,703)	13	74,429	2	74,444	700,482
555,077	6,588,919	1,010,291	41,056	1,051,347	5,417	942,227	1,044	948,688	8,588,954
\$ 661,960	\$ 8,158,660	\$ 66,588	\$ 41,056	\$ 107,644	\$ 5,430	\$ 1,016,656	\$ 1,046	\$ 1,023,132	\$ 9,289,436

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, 2020

	June 30, 2019	Additions	Deletions	June 30, 2020
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 866,920	\$ 3,153,147	\$ (3,277,629)	\$ 742,438
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	322,513	389,753	(322,513)	389,753
TOTAL ASSETS.....	\$ <u>1,189,433</u>	\$ <u>3,542,900</u>	\$ <u>(3,600,142)</u>	\$ <u>1,132,191</u>
LIABILITIES				
Warrants payable.....	\$ -	\$ 307,570	\$ (307,570)	\$ -
Payroll liabilities.....	85,152	34,297	(85,152)	34,297
Liabilities due depositors.....	1,104,281	3,201,033	(3,207,420)	1,097,894
TOTAL LIABILITIES.....	\$ <u>1,189,433</u>	\$ <u>3,542,900</u>	\$ <u>(3,600,142)</u>	\$ <u>1,132,191</u>

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Statistical Section



LED streetlights at Middlesex Turnpike, a portion of the more than 2,000 streetlights converted by the Town.

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

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Governmental activities:										
Net investment in capital assets.....	\$ 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	\$ 135,472,043
Restricted.....	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	4,947,682
Unrestricted.....	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)	(166,633,218)
Total governmental activities net position.....	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ (13,808,457)	\$ (25,081,508)	\$ (21,174,652)	\$ (26,213,493)

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 adjusted 2018 for the beginning balance change.

Town of Burlington, Massachusetts
Changes in Net Position
Last Ten Years

	Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expenses										
Governmental activities:										
General government.....	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,695,518	\$ 9,085,395	\$ 10,436,272	\$ 10,757,015	\$ 10,536,495
Public safety.....	19,983,723	19,886,936	21,329,943	20,004,254	22,379,342	23,631,927	25,310,669	27,413,036	28,589,937	33,237,795
Education.....	70,186,700	73,898,689	74,101,607	81,817,139	77,578,174	83,728,960	90,342,349	96,626,764	96,324,627	100,927,823
Public works.....	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928	13,994,668	15,331,714	15,451,109	15,776,273
Water and sewer.....	8,405,199	9,226,171	9,250,784	8,838,002	9,239,696	8,216,296	9,205,607	9,778,407	10,183,413	10,364,167
Human services.....	2,075,523	2,090,245	2,124,869	2,098,766	2,177,276	2,489,924	2,757,820	2,800,110	2,960,887	3,347,591
Culture and recreation.....	4,889,380	5,085,224	5,154,268	5,293,996	5,271,687	5,791,638	6,296,889	6,531,690	6,777,770	7,256,799
COVID-19.....	-	-	-	-	-	-	-	-	-	218,498
Interest.....	1,285,155	1,223,790	1,917,491	1,823,582	1,448,616	1,999,825	1,633,845	1,760,462	1,765,018	2,173,810
Total government activities expenses.....	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	183,839,251
Business-type activities:										
Ice Palace.....	59,588	-	-	-	-	-	-	-	-	-
Total primary government expenses.....	\$ 124,979,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242	\$ 170,678,455	\$ 172,809,776	\$ 183,839,251
Program Revenues										
Governmental activities:										
Education charges for services.....	\$ 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	\$ 3,301,252
Public Safety charges for services.....	2,020,420	2,160,275	2,583,570	3,477,953	3,800,655	3,916,389	3,965,025	4,390,332	3,991,844	3,465,062
Water and sewer charges for services.....	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063	9,282,262	9,219,351	9,312,909	9,327,673
Other charges for services.....	3,264,617	3,346,047	3,160,184	4,014,165	4,127,637	3,686,716	3,806,968	4,297,381	4,228,414	3,308,005
Operating grants and contributions.....	17,694,926	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651	21,612,082	23,832,469	26,382,869
Capital grant and contributions.....	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	1,236,984
Total government activities program revenues.....	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	47,021,845
Business-type activities:										
Charges for services.....	135,693	-	-	-	-	-	-	-	-	-
Total primary government program revenues.....	\$ 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	\$ 47,021,845
Net (Expense)/Program Revenue										
Governmental activities.....	\$ (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)	\$ (136,817,406)
Business-type activities.....	76,105	-	-	-	-	-	-	-	-	-
Total primary government net (expense)/program revenue.....	\$ (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)	\$ (136,817,406)

(Continued)

Town of Burlington, Massachusetts
Changes in Net Position
Last Ten Years

Year

General Revenues and other Changes in Net Position

Governmental activities:	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Real estate and personal property taxes, net of tax refunds payable.....	\$ 81,198,186	\$ 83,726,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648	\$ 107,849,572	\$ 112,160,859	\$ 116,718,062
Tax liens.....	210,130	559,358	371,618	567,733	281,302	265,140	170,429	339,317	171,838	144,224
Motor vehicle excise taxes.....	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	4,405,948
Hotel, motel and meals taxes.....	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911	4,650,523
Penalties and interest on taxes.....	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121	229,796	275,962
Payment in lieu of taxes.....	521,092	520,000	520,347	520,000	521,090	521,090	521,088	521,086	521,085	521,079
Grants and contributions not restricted to specific programs.....	2,331,313	2,328,361	2,366,346	2,389,509	2,446,724	2,448,330	2,626,949	2,755,822	2,849,798	2,838,807
Unrestricted investment income.....	239,593	199,527	335,618	273,217	236,962	746,779	687,963	756,072	2,121,185	1,983,128
Gain of sale of capital assets.....	605,316	-	521,600	-	-	-	-	-	-	-
Miscellaneous.....	1,343,728	185,058	202,500	181,101	264,849	252,221	311,448	272,599	291,774	240,832
Transfers.....	1,204,572	-	-	-	-	-	-	-	-	-
Total governmental activities.....	93,026,160	94,347,062	99,333,248	102,520,051	106,404,459	111,392,820	115,982,055	122,264,031	128,646,363	131,778,565
Business-type activities:										
Transfers.....	(1,204,572)	-	-	-	-	-	-	-	-	-
Total primary government general revenues and other changes in net position.....	\$ 91,821,588	\$ 94,347,062	\$ 99,333,248	\$ 102,520,051	\$ 106,404,459	\$ 111,392,820	\$ 115,982,055	\$ 122,264,031	\$ 128,646,363	\$ 131,778,565
Changes in Net Position										
Governmental activities.....	\$ 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	\$ (5,038,841)
Business-type activities.....	(1,128,467)	-	-	-	-	-	-	-	-	-
Total primary government changes in net position.....	\$ 10,889,078	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)	\$ 3,906,856	\$ (5,038,841)

The Town discontinued business-type operations 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.

Town of Burlington, Massachusetts

Fund Balances, Governmental Funds

Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Fund										
Committed.....	\$ 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	\$ 2,581,608
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	9,168,060	9,265,422
Unassigned.....	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	35,643,414
Total general fund.....	\$ 20,435,545	\$ 24,487,758	\$ 29,640,087	\$ 34,366,930	\$ 33,611,091	\$ 38,623,012	\$ 39,982,653	\$ 41,711,562	\$ 45,635,236	\$ 47,490,444
All Other Governmental Funds										
Nonspendable.....	\$ 413,880	\$ 488,630	\$ 482,459	\$ 570,480	\$ 561,251	\$ 588,055	\$ 622,860	\$ 678,191	\$ 715,465	\$ 720,469
Restricted.....	6,982,974	8,772,669	5,679,557	3,303,818	7,734,094	9,707,085	7,528,523	15,900,480	15,428,204	22,726,981
Unassigned.....	(260,739)	(281,552)	(1,624,076)	(7,485,398)	-	-	(199,165)	(25,941)	-	-
Total all other governmental funds.....	\$ 7,136,115	\$ 8,979,747	\$ 4,537,940	\$ (3,611,100)	\$ 8,295,345	\$ 10,295,140	\$ 7,952,218	\$ 16,552,730	\$ 16,143,669	\$ 23,447,450

Town of Burlington, Massachusetts

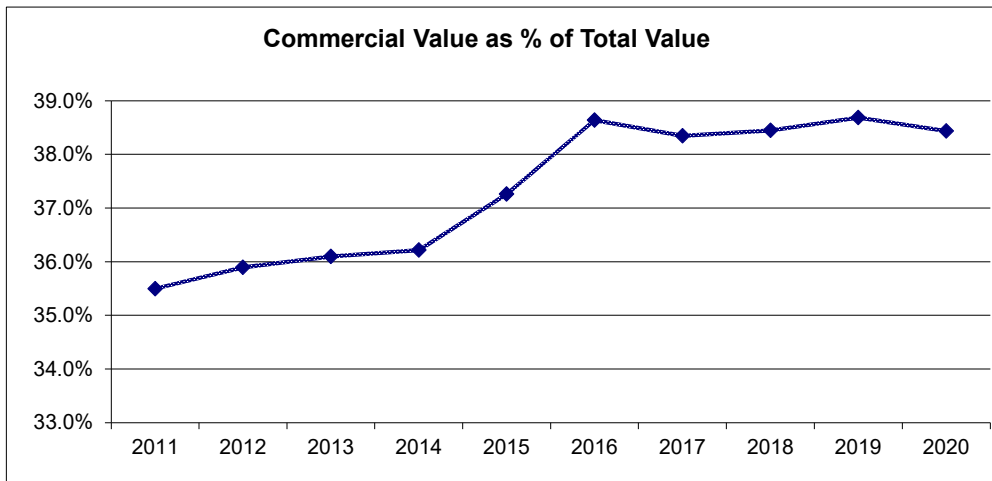
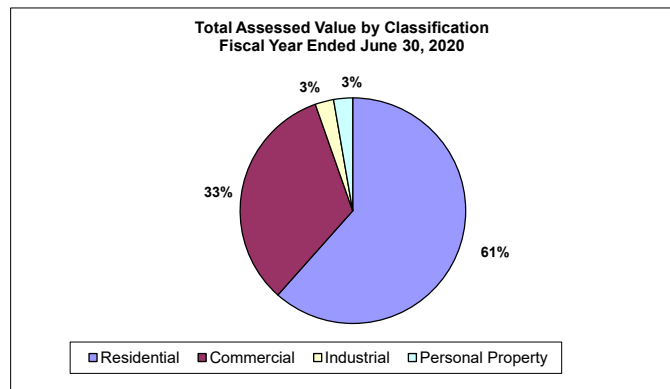
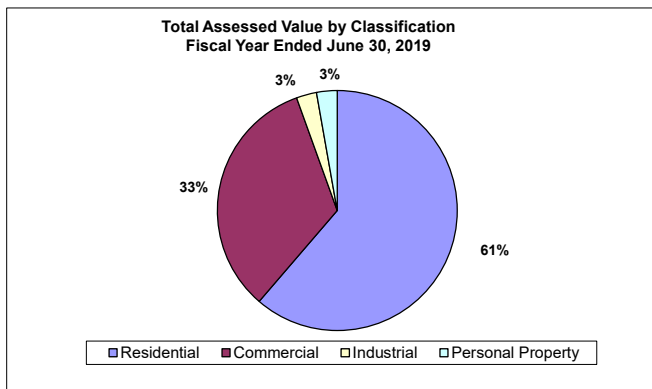
Changes in Fund Balances, Governmental Funds

Last Ten Fiscal Years

	Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues:										
Real estate and personal property taxes, net of tax refunds.....	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059	\$ 112,529,600	\$ 116,374,473
Tax liens.....	213,009	249,692	281,902	218,654	173,535	597,682	302,047	289,043	154,966	157,619
Motor vehicle excise taxes.....	3,026,761	3,123,877	3,525,991	3,612,156	3,654,777	4,445,017	4,300,023	4,676,730	4,728,466	4,235,974
Hotel, motel and meals taxes.....	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911	4,650,523
Ambulance.....	475,101	618,487	743,470	659,605	691,362	854,582	883,701	861,949	860,094	723,975
Water and sewer charges.....	9,310,898	8,878,775	9,240,758	10,007,241	10,164,519	9,857,220	9,951,388	9,536,910	9,837,388	9,496,118
Penalties and interest on taxes.....	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121	229,796	275,962
Fees and rentals.....	441,306	430,100	342,481	453,264	504,411	599,641	427,463	442,342	457,792	432,300
Payment in lieu of taxes.....	521,092	520,000	520,347	520,000	521,090	521,090	521,088	521,086	521,085	521,079
Licenses and permits.....	1,411,288	1,293,115	2,046,545	2,772,859	2,878,533	3,100,402	3,030,530	3,330,137	3,030,530	1,862,128
Intergovernmental.....	29,101,027	39,567,666	30,078,008	24,583,703	18,719,275	21,580,606	25,363,096	28,419,651	28,451,009	30,310,166
Intergovernmental - COVID-19 relief.....	-	-	-	-	-	-	-	-	-	218,498
Departmental and other.....	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038	6,685,738	6,849,455	7,144,815	7,594,628	6,634,806
Contributions.....	15,709	46,174	26,489	1,501,903	1,002,596	38,742	38,548	57,261	54,453	61,681
Investment income.....	233,569	196,172	330,339	267,563	230,164	561,453	503,844	519,746	1,520,258	1,282,918
Miscellaneous.....	874,808	271,503	255,126	228,519	502,723	474,277	387,817	941,300	601,308	402,777
Total Revenue.....	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	177,640,997
Expenditures:										
General government.....	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	6,270,817
Public safety.....	13,347,165	12,833,413	13,488,718	13,733,599	14,870,137	14,721,094	15,386,842	16,412,994	17,025,854	18,206,764
Education.....	49,475,780	51,719,938	53,328,943	58,699,538	57,398,922	60,331,384	65,110,130	70,225,351	70,565,581	70,560,012
Public works.....	5,986,086	5,627,985	6,342,475	6,568,070	11,487,236	11,196,412	8,215,506	8,707,745	8,885,126	8,309,022
Water and sewer.....	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	9,500,068
MWRA assessment.....	4,468,551	4,744,850	4,745,864	4,865,690	4,962,214	4,930,668	5,101,417	-	-	-
Human services.....	1,439,541	1,491,404	1,504,393	1,503,817	1,562,618	1,746,801	1,799,628	1,769,455	1,859,551	1,886,593
Culture and recreation.....	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	4,112,297
COVID-19.....	-	-	-	-	-	-	-	-	-	218,498
Pension benefits.....	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297	19,897,267	20,780,933	21,589,623	25,080,321
Employee benefits and insurance.....	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	15,545,830
State and county charges.....	578,764	587,147	601,693	624,546	639,045	669,535	704,531	697,443	765,795	947,862
Capital outlay.....	25,856,866	32,941,925	16,789,218	13,344,806	5,488,898	7,630,493	12,140,365	14,318,811	11,484,236	18,707,985
Debt service:										
Principal.....	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	3,560,487
Interest.....	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278	1,826,655	1,864,794	1,808,139	1,947,435	2,225,894
Payment to bond escrow agent.....	-	-	-	-	793,918	-	-	-	-	-
Total Expenditures.....	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	185,132,450
Excess of revenues over (under) expenditures.....	(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	(7,491,453)
Other Financing Sources (Uses)										
Issuance of bonds and notes.....	14,801,675	13,145,125	1,242,000	-	7,712,000	1,735,200	224,750	12,860,000	277,500	15,644,975
Issuance of debt refunding.....	-	-	-	-	-	2,058,000	-	-	-	5,265,025
Premium from issuance of refunding bonds.....	-	-	-	-	-	313,910	-	-	-	848,140
Payments to refunded bond escrow agents.....	-	-	-	-	-	(2,347,806)	-	-	-	(6,113,165)
Premium from issuance of bonds.....	567,177	541,633	374,786	100,431	81,885	1,091,629	55,707	-	153,467	1,005,467
Sale of capital assets.....	-	-	521,600	-	-	-	-	-	-	-
Capital lease financing.....	-	-	846,869	1,800,000	-	-	-	-	-	-
Transfers in.....	1,139,665	1,641,477	1,507,562	375,443	4,829,186	2,397,772	4,205,304	3,110,751	4,949,029	3,601,298
Transfers out.....	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)	(4,949,029)	(3,601,298)
Total other financing sources (uses).....	15,375,482	13,686,758	2,985,255	100,431	9,593,885	2,850,933	280,457	12,860,000	430,967	16,650,442
Net change in fund balance.....	\$ 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	\$ 9,158,989
Debt service as a percentage of noncapital expenditures.....	3.44%	3.86%	4.31%	4.50%	3.97%	3.90%	3.89%	3.58%	3.40%	3.48%

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
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
2020	\$4,583,885,284	\$9.64	\$2,458,773,262	\$199,684,672	\$203,853,020	\$2,862,310,954	\$25.54	38.4%	\$15.75	\$7,446,196,238



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

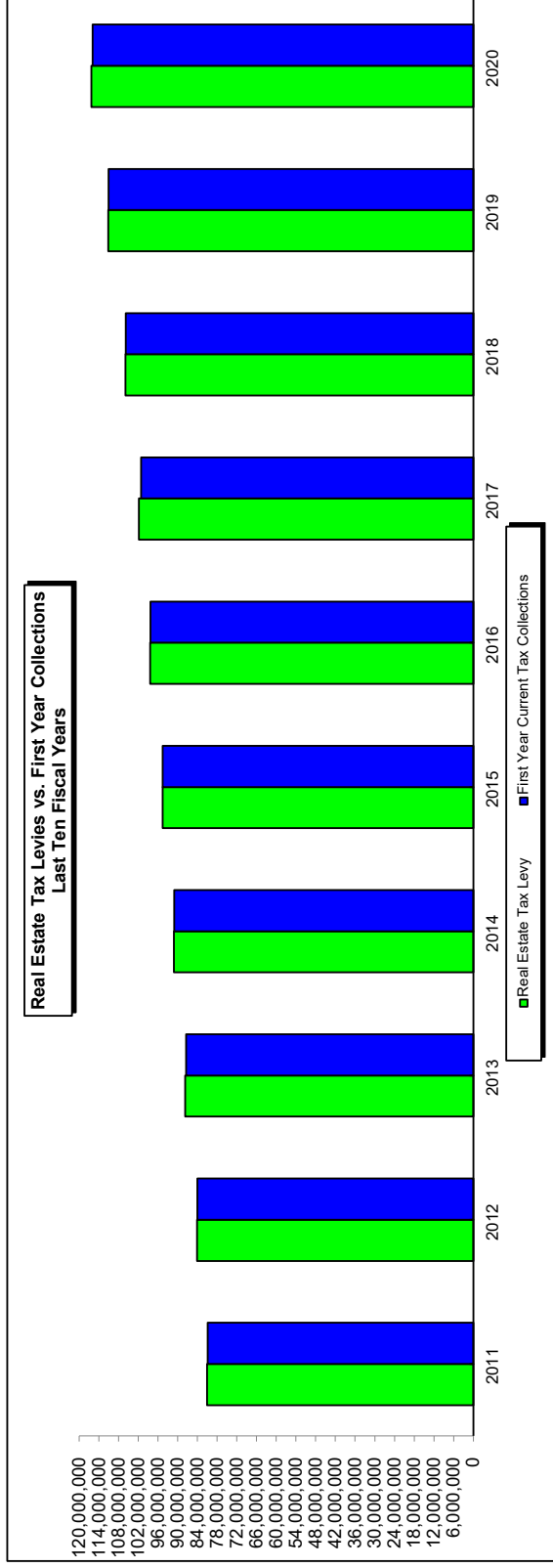
Principal Taxpayers

Current Year and Nine Years Ago

Name	Nature of Business	2020			2011		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Bellwether Prop. Of Mass	Office Building	\$ 251,177,600	1	4.3%	-	-	
Network Drive Owner LLC	Office Building	\$ 211,401,900	2	3.6%	-	-	
Neep Investors Holdings LLC	Office Building	\$ 191,810,500	3	3.3%	\$ 95,983,800	3	2.1%
Wayside Commons Invest.	Office Building	\$ 80,064,000	4	1.4%	\$ 55,889,900	6	1.2%
Oracle USA Inc.	Computer Network Systems	\$ 72,274,100	5	1.2%	-	-	
Burlington Mall	Office Building/Retail	\$ 68,632,600	6	1.2%	\$ 168,810,800	1	3.7%
Gutierrez Arturo	Office Building/Retail	\$ 62,058,600	7	1.1%	\$ 48,609,500	7	1.1%
CH Rity VII-PHG H Bos Buri LLC	Office Building	\$ 59,603,400	8	1.0%	-	-	
Piedmont 5 and 15 Wayside LLC	Office Building	\$ 55,296,200	9	0.9%	-	-	
Piedmont 25 Mall Road LLC	Office Building	\$ 54,554,500	10	0.9%	-	-	
Nordblom	Office Building	-	-		\$ 89,722,600	4	1.9%
Netview Investment	Investment	-	-		\$ 103,320,900	2	2.2%
E&A Northeast LP	Office Building	-	-		\$ 47,924,600	8	1.0%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-	-		\$ 68,601,000	5	1.5%
MEPT Buring LLC	Office Building	-	-		\$ 32,512,200	9	0.7%
Ma 25 Mall Office LLC	Office Building	-	-		\$ 28,420,000	10	0.6%
Totals		\$1,106,873,400		18.9%	\$739,795,300		16.0%
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
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%	\$ 419,182	\$111,428,302	100.27%
2020	\$117,292,076	\$ 1,000,000	\$116,292,076	99.15%	\$115,936,752	99.69%	-	\$115,936,752	99.69%



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	Governmental Bonded Debt					
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds	Per Capita	Percentage of Personal Income
						Percentage of Assessed Value
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$1,872	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	\$1,965	4.64%
2018	25,392	\$1,109,005,000	\$6,240,542,042	\$58,162,294	\$2,291	3.94%
2019	25,634	\$1,183,153,804	\$6,612,790,072	\$54,677,700	\$2,133	4.33%
2020	26,143	\$1,272,196,809	\$7,446,196,238	\$67,727,975	\$2,591	5.08%

Year	Total Governmental Activity			
	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Assessed Value
2011	\$ 900,000	\$47,669,231	\$1,872	1.07%
2012	\$ 586,500	\$57,335,476	\$2,297	1.25%
2013	\$ 921,476	\$55,110,962	\$2,167	1.18%
2014	\$ 319,863	\$50,409,426	\$1,990	1.06%
2015	\$ 1,465,481	\$55,484,060	\$2,144	1.05%
2016	\$ 1,117,689	\$54,355,311	\$2,091	0.98%
2017	\$ 850,149	\$50,234,406	\$1,965	0.83%
2018	\$ 574,839	\$58,737,133	\$2,291	0.71%
2019	\$ 291,533	\$54,969,233	\$2,133	0.78%
2020	\$ -	\$67,727,975	\$2,591	0.87%

Source: Audited Financial Statements, U. S. Census

Town of Burlington, Massachusetts
Direct and Overlapping Governmental Activities Debt
As of June 30, 2020

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School..... \$	4,640,000	8.38%	\$ 388,832
MWRA.....	3,227,492,000	1.21%	<u>39,181,753</u>
Subtotal, overlapping debt.....			<u>39,570,585</u>
Direct debt:			
General Governmental Debt.....			<u>67,727,975</u>
Total direct and overlapping debt.....			<u>\$ 107,298,560</u>

Source: Town of Burlington, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Town of Burlington, Massachusetts

Computation of Legal Debt Margin

Last Ten Years

	Year									
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Equalized Valuation.....	\$ 4,963,154,800	\$ 4,948,189,000	\$ 4,948,189,000	\$ 5,185,943,200	\$ 5,185,943,200	\$ 6,191,239,400	\$ 6,191,239,400	\$ 7,011,898,700	\$ 7,011,898,700	\$ 8,100,649,200
Debt Limit -5% of Equalized Valuation.....	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970	\$ 309,561,970	\$ 350,594,935	\$ 350,594,935	\$ 405,032,460
Less:										
Outstanding debt applicable to limit.....	\$ 16,777,475	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825	\$ 34,528,310	\$ 32,073,395	\$ 42,771,380	\$ 55,681,540
Authorized and unissued debt.....	\$ 60,675,442	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800	\$ 15,230	\$ 23,295,000	\$ 25,515,000	\$ 6,635,000
Legal debt margin.....	<u>\$ 170,704,823</u>	<u>\$ 181,442,329</u>	<u>\$ 185,776,619</u>	<u>\$ 194,375,127</u>	<u>\$ 211,219,998</u>	<u>\$ 255,402,345</u>	<u>\$ 275,018,430</u>	<u>\$ 295,226,540</u>	<u>\$ 282,308,555</u>	<u>\$ 342,715,920</u>
Total debt applicable to the limit										
as a percentage of debt limit.....	31.21%	26.66%	24.91%	25.04%	18.54%	17.50%	11.16%	15.79%	19.48%	15.39%

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
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%
2020	26,143	\$ 1,272,196,809	\$ 48,663	47.0	3,509	13.3%

The 2020 unemployment rate increase is due to Covid-19.

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	2020			2011		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Lahey Clinic	Hospital	5,040	1	33%	4,500	1	35%
Oracle/Sun*	Computer Network Systems	3,000	2	19%	2,300	2	18%
Siemens-Nixdorf	Information Technology & Electronics	1,000	3	6%	1,000	3	8%
Avid Tech	Software Systems (Video)	800	4	5%	800	4	6%
Burlington Mail	Retail	750	5	5%	750	5	6%
Keurig Green Mountain	Retail	750	6	5%	-	-	-
Wegmans	Retail	630	7	4%	-	-	-
Nuance Systems	Software/Communications	525	8	3%	420	6	3%
ONE Communications	Telecom	420	9	3%	450	7	4%
MilliporeSigma	Life Sciences	400	10	3%	-	-	-
Federal Aviation Admin.	Government	-	-	-	385	8	3%
SAP Systems	Software Systems	-	-	-	350	9	3%
I Basis	Research & Development	-	-	-	300	10	2%
Total		13,315		86%	11,255		88%

Source: Massachusetts Workplace Development

Town of Burlington, Massachusetts

Full-time Equivalent Town Employees by Function

Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Function										
General government.....	38	38	42	43	43	43	43	43	43	43
Public Safety.....	144	144	144	144	146	147	152	157	160	160
Education.....	527	512	544	564	570	576	578	594	598	600
Public works.....	61	58	58	58	61	64	64	64	64	64
Human services.....	20	20	20	20	20	20	20	21	21	21
Culture and recreation.....	29	29	29	29	26	31	32	32	32	32
Total	819	801	837	858	866	879	888	909	918	920

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government										
Population.....	24,985	24,708	25,008	25,176	25,190	25,463	25,128	25,392	25,634	26,143
Registered Voters, Annual Town Election.....	14,835	15,160	15,652	15,230	15,065	15,776	16,196	16,022	16,240	16,566
Town Clerk										
Births.....	305	305	282	296	252	201	278	288	282	280
Marriages.....	126	119	125	106	130	103	115	145	119	161
Deaths.....	840	848	875	907	1,040	776	1,023	1,039	1,000	705
Dogs licensed.....	2,097	2,182	2,213	2,216	2,314	2,365	2,431	2,427	2,410	2,464
Police										
Documented calls for police services.....	22,950	26,820	31,524	30,305	21,186	27,629	28,971	27,756	28,333	33,494
Uniform crimes reported.....	768	818	605	573	489	592	586	544	526	473
Arrests.....	237	256	232	243	175	225	202	200	186	165
Traffic citations issued.....	2,746	3,367	4,258	3,974	3,176	4,332	6,033	3,426	4,588	1,742
Parking tickets issued.....										
False burglary alarms.....	1,871	1,749	1,622	1,636	1,365	1,558	1,625	1,624	1,486	1,395
Total number of animal complaints.....	381	368	389	454	325	411	395	410	437	406
Fire										
Inspections.....	766	762	783	789	763	774	728	961	729	738
Plan reviews.....	235	305	288	319	315	268	211	280	47	326
Permits/certificates issued.....	650	765	736	800	785	980	639	636	731	680
Emergency responses.....	6,327	6,477	6,394	6,650	6,662	7,436	7,581	7,450	7,597	7,203
Building Department										
Permits issued.....	3,185	3,176	3,454	3,492	2,726	3,632	5,174	3,242	4,173	3,269
Education										
Public school enrollment.....	3,652	3,626	3,606	3,579	3,499	3,508	3,521	3,520	3,533	3,509
Public Works										
Cemetery										
Lots sold.....	49	48	54	53	54	51	59	54	46	47
interments.....	144	139	148	150	148	144	167	158	167	177
Recycling/tons.....	2,212	2,183	2,040	1,980	2,297	2,392	2,409	2,287	1,291	2,285
Human Services										
Board of Health										
Permits issued.....	746	660	617	462	294	430	335	334	382	381
Inspections.....	1,382	1,101	1,191	1,071	809	1,357	800	1,116	1,291	1,074
Volumes in collection.....	112,140	113,663	111,713	113,487	115,599	111,892	117,750	130,482	139,945	149,365
Circulation.....	374,225	363,747	331,618	311,460	285,019	277,987	276,372	249,475	312,623	201,272
Program attendance.....	7,443	10,878	9,233	9,214	9,010	9,578	11,123	10,761	11,576	8,703
Visits.....	182,089	177,578	163,047	162,113	150,292	148,694	153,331	149,561	149,872	99,361
Hours of operation.....	2,956	2,977	2,989	2,888	2,992	2,993	3,009	3,016	3,044	2,129
Youth & Family Services										
Misc resident clinical consultation hours.....	349	314	410	320	339	503	514	684	594	692
Recreation										
Participants.....	30,679	28,438	30,126	39,568	39,809	29,374	37,478	50,139	55,163	40,495

Source: Various Town Departments

Town of Burlington, Massachusetts

Capital Asset Statistics by Function/Program

Last Ten Years

<u>Function/Program</u>	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government										
Number of Buildings.....	13	13	13	13	14	14	14	14	14	14
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Police personnel and officers.....	73	73	73	73	75	75	76	77	78	79
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	65	65	65	66	70	74	74	74
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.....	288	283	300	295	299	299	308	322	315	312
Number of students.....	3,652	3,626	3,606	3,579	3,799	3,508	3,521	3,520	3,533	3,509
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	283	283	283	283	283	283	283	283	283

Source: Various Town Departments



Town of Burlington, MA - Elected Officials

Town Clerk (5 Yrs.)				Term	
Amy E. Warfield		56 Skilton Ln.	(781) 229-6090	2021	Elected 4/11
Moderator (1 Yr.)				Term	
William Beyer		67 Peach Orchard Rd	(781) 273-0457	2021	Elected 4/17
Selectmen (3 Yrs.)				Term	
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	2023	Elected 4/17
Assessors (3 Yrs.)				Term	
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
Kevin Sheehan		228 Foxhill Rd	(781) 272-8085	2023	Elected 6/20
School Committee (3 Yrs.)				Term	
Katherine Bond		8 Mulberry Ln	(617) 312-4753	2023	Elected 6/20
Carl Foss		8 County Rd	(617) 461-7645	2023	Elected 6/20
Christine Monaco	Chr	18 Corcoran Rd.	(781) 272-8922	2022	Elected 4/92
Thomas Murphy, Jr.	VChr	5 Murphy CT	(781) 273-0204	2022	Elected 4/95
Martha A. Simon		5 Willow Way	(781) 273-0074	2021	Elected 4/15
Library Trustees (3 Yrs.)				Term	
Phillip Gallagher		8 Corcoran Rd	(781) 273-0648	2022	Elected 4/19
Hiral Gandhi		23 Mohawk Rd	(781) 983-7884	2323	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	2023	Elected 4/18

					Term
Planning Board (5 Yrs.)					
Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2025	Elected 4/89
Michael Espejo		19 Town Line Rd	(781) 724-2833	2024	Elected 4/19
William Gaffney		8 Joanne Rd	(781) 273-3595	2025	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	2022	* Appt 10/19,Elected 6/20
Paul R. Raymond	Clrk	1 Dorothy Rd.	(781) 272-9647	2023	Elected 4/90

					Term
Board of Health (3 Yrs.)					
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	2023	Elected 4/14

					Term
Constable (3 Yrs.)					
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

					Term
Housing Authority(5 Yrs.)					
Brian Curtin		3 Lee Ave		2021	* Appt. 6/20
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	2024	Elected 4/09
Angela Wells-Bean		12 Lexington St.	(727) 776-7892	2023	Elected 4/18

					Term
Recreation Commission (3 Yrs.)					
Thomas Murphy, Jr.		3 Lexington St.	(781) 273-0204		School Appt.
Stephen Nelson		25 Fairfax St	(781) 221-5802	2021	* Appt. 7/2020
David Norden	VChr	13 Mahattan Dr.	(781) 272-2726	2021	Elected Write In 4/16
Paul Raymond		1 Dorothy Rd.	(781) 272-9647		Planning Bd Appt.
Kevin J. Sullivan	Chr	14 Frothingham Rd.	(781) 229-7951	2023	Elected 4/01

					Term
Shawsheen Tech (3 Yrs.)					
Paul Gedick		2 Mooney Circle	(781) 953-5722	2021	Elected 4/03
Kent Moffatt		21 Crystal Cir	(617) 852-6352	2023	Elected 6/20



Town of Burlington, MA - Committee List

Office of the Town Clerk

Audit Committee

	1 year	Ad Hoc	Selectmen	
John Bergeron	2 Colburn Rd		2021	
Gary Gianino	11 Thornton Dr	(339) 234-0921	2021	
David Kelly	4 Cathy Rd		2021	
Florence Leone	17 Erin Ln		2021	
Salvatore Mansueto	60 Muller Rd		2021	
Thomas Murphy	5 Murphy CT		2021	School Comm.
Eileen Sickler	13 Foster Rd		2021	
David S. Tait	9 Meadowvale Rd.	781 229-4981	2021	Ways & Means
James Tigges	2 Maryvale Rd	781-505-4920	2021	

Beautification Committee(5)

2 Open Seats				
Michael Runyan	15 Mildred Road	781-273-0430	2021	Selectmen Rep
Amy E. Warfield	56 Skilton Lane	781-229-6090	2021	ex officio
Elaine Zuccaro	6 Pearson Cir.	781-272-0612	2021	
Robert Zuccaro	6 Pearson Cir.	781-272-0612	2021	

Board of Appeals(5)

	5 years		Town Administrator	
Mark E. Burke	1 Arnold Terr.		2023	
Joseph Currier	1 Crawford Road		2021	ALT Appt. 3/9/20
Michael J. Murray, Jr , Chr	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	2025	1999-2012
Adam Tigges	2 Maryvale Rd	781-572-4343	2021	ALT
Charles Viveiros	1 Cedar St	781-273-5686	2021	

Board of Registrars(4)

	3 years	Standing	Town Administrator	
Elmer Bud Larson	23 County Rd.	781-272-4948	2023	
John Strauss	4 Baron Park Ln #26	781-507-5177	2023	
Amy E. Warfield	56 Skilton Lane	781-229-6090	2021	ex officio

Burlington Public Transit (B-Line)

	1 year	Ad Hoc	Town Administrator	
Jennifer Gelinas	3 Hallmark Garden #2	781-221-1689	2021	
Barbara L'Heureux	10 Woodside Lna	781-272-3350	2021	Planning
Mildred J. Nash	39 Sunset Dr.	781-272-0206	2021	
Patti Robichaud	29 Center St.	781-270-1671	2021	DPW
Sonia Rollins	8 Paula St.	781-221-0313	2021	
Michael S. Runyan	15 Mildred Road	781-273-0430	2021	Selectmen Rep

Bylaw Review Committee(5)

	3 year	Standing	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	

Cable Advisory Committee(7)

3 Open Seats				
Bradford Bond	8 Mullberry Ln.	781-272-8698	2021	
Bob Cunha	29 Center St	781-270-1600	2021	
Jennifer Dodge	123 Cambridge St	781-273-5922	2021	
Robert Hogan	29 Center St.	781-270-1600	2021	Selectman's Rep

Capital Budget Committee(7)**3 years****Standing**

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	
Mark Woods	12 Eugene Rd	781-270-9692	2021	
Ernest Zabolotny ,Chr.	33 Paulson Dr.	781-272-3227	2020	Appt. 2/11

Cemetery Oversight Committee**1 year****Ad Hoc**

Town Administrator

William C. Beyer	67 Peach Orchard Rd.	781-273-0457	2021	
Frank P. Monaco ,Chr.	18 Corcoran Rd	781-272-8922	2021	
Joseph Morandi	7 Winona Road		2021	Selectmen's Office
Michael Runyan	15 Mildred Road	781-273-0430	2021	Selectmen Rep

Conservation Commission(7)**3 years****Standing**

Town Administrator

Donald Berstein	1 Sewall St	781-272-1622	2021	
William Boivin V,Chr	213 Fox Hill Rd		2022	
Larry S. Cohen Chr.	8 Wilhelmina Ave.	781-272-5828	2021	
Indra Deb	17 Pathwoods Ave.	781-272-5807	2023	
Gail M. Lima	188 Mill St.	781-221-5653	2023	
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	2023	Selectmen Rep

Council on Aging(7)**1 year****Standing**

Town Administrator

Mark Burke	1 Arnold Terrace		2022	
Carole J. Castellano	12 Garrity Rd.	781-272-5627	2022	
Susan Derosa	3 Ledgewood Dr	781-835-6944	2022	
Eleanor Hutchinson	4 Frances Rd		2022	
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2023	
Rose Magliozzi	4 Webber RD		2022	Alternate 1 yr
Patricia McDermott	19 Purity Spring Rd		2022	

Cultural Council(5-22)**3 years****Standing**

Town Administrator

Sandra Covenio	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

Disabilities Access Commission(9)**Standing**

Town Administrator

Thomas Carlson	1 Violet Rd.	781-272-7879	2021	Appt.5/12
Jack Cunha	21 Long St		2021	
Linda Cunha	21 Long St		2021	
Bernice H. Ferguson	19 Bedford St.	781-270-9279	2021	
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	2021	Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.	781-8001-8987	2021	
Christine Monaco	18 Corcoran Rd	781-272-8922	2021	
Martha Simon	5 Willow Way	781-273-0074	2021	School Rep
Kenneth Tigges Chr	4 Ellen Rd.	781-272-5187	2021	

DPW/Recreation Building Committee**1 year****Ad Hoc**

Town Administrator

Doug Davison	6 Birch Street	(781) 365-0255	2021	
Brendan Egan	61 Center St.	781-270-1695	2021	Recreation Director
Joseph Morandi	7 Winona Road		2021	
David Norden	13 Manhattan Drive		2021	
Micahel Runyan	15 Mildred Road	781-273-0430	2021	
Paul Sagarino	29 Center St	781-270-1600	2021	Town Admin
John Sanchez	25 Center St	781-270-1761	2021	Dept of Public Works
Adam Senesi	13 Town Line Rd	781-233-7986	2021	Capital Budget

Facilities Committee (7)**2 years****Standing**

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

Historical Commission(7)		3 years	Standing	Town Administrator	
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2021	Alternate 3 yr.
Peter Coppola	2 Garrity Rd.		617-957-1489	2021	
Robert J. Costa	8 Laurel Ln.			2021	
Sandra J. Covenor	59 Center St. #102		781-272-2712	2021	
Robert Fahey	8 Lantern Ln.			2021	
Joyce Fay C-Chr	11 Raymond Rd.		781-272-2516	2021	
Kathleen Horton	11 Westwood St		781-229-2242	2021	
Andria Nemoda	20 Park Dr.		781-272-5215	2021	
Mary Nohelty	32 Manhattan Dr		781-272-1516	2021	
Hope M. Paulsen	59 Center St. #201		781-272-0607	2021	Advisory
Norma C. Robichaud	5 Highland Way		781-272-4393	2021	Alternate 1 yr.

Housing Partnership		1 year	Ad Hoc	Town Administrator	
Ernest E. Covino, Jr.	29 Center St.		781-270-1645	2021	
Phyllis Etsell	3 Eisenhower Dr.		781-270-5072	2021	Murray Hills
Michael S. Runyan	15 Mildred Road		781-273-0430	2021	Selectmen Rep
Charles Viveiros	1 Cedar St		781-273-5686	2021	
Henry Wu	3 Bennett Lane		618-277-4801	2021	
Robert Young	3 Valley Cir			2021	

Human Services Committee(7)		3 years	Standing	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	

Information Systems Security Advisory Committee		3 year	Standing	Town Administrator	
Ben Axelrod	139 Mill Street			2021	
Joe Bongiorno	Town Hall, 29 Center ST		781-731-2171	2021	Town - IT
Bob Cunha	BHS, 123 Cambridge ST		339-234-0247	2021	Town - IT
Jose Desousa	Town Hall, 29 Center St		339-234-0354	2021	Town - IT
David Hughes	11 Marigold Way		781-856-8159	2023	
David Miller	19 Gloria Cir		781-272-3937	2022	
Glen Mills	Police Dept., 45 Center St		781-505-4945	2021	Town - Police
Steve Morin	51 Bedford St		413-478-5256	2023	
Philip Pascale	24 Freeport Dr		781-640-2574	2022	
Michael Wick	Town Hall, 29 Center ST		781-270-4900	2021	Town-DH

Land Use Committee(9)		3 years	Standing	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	

Master Plan Steering Committee		1 yr	Ad Hoc	Joint	
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
Metropolitan Area Planning Council		3 years	Ad Hoc	Selectmen	
Michael Espejo	19 Town Line Rd		(781) 724-2833	2023	
Melisa Tintocalis	29 Center Street			2023	
Northwest Park Housing Committee		1 year	AdHoc	Town Administrator	
Daniel Ditucci	8 Lisa Rd			2021	Town Meeting
Shari Ellis	3 Hickory Ln.		781-270-7966	2021	Zoning Bylaw Review
Christopher Hanafin	29 Center ST		781-270-1960	2021	Disability & Veterans
Barbara L'Heureux	10 Woodside Lna		781-272-3350	2021	Planning
Marge McDonald	61 Center ST		781-270-1953	2021	COA
Mike Runyan	15 Mildred Road		781-273-0430	2021	Selectmen
Angela Wells-Bean	12 Lexington ST			2021	
Rink Oversight Committee(5)		1 year	Ad Hoc	Town Administrator	
Nichole Coscia	123 Cambridge ST		781-270-8183	2021	School Dept
Brian Curtin ,Chr.	29 Center St.		781-270-1600	2021	Treasurer/Collector
Brendan Egan	61 Center St.		781-270-1695	2021	Recreation Director
Phillip Gallagher	8 Corcoran Road		781-771-8124	2021	
Shaun Hart	123 Cambridge St		781-270-1800	2021	School Dept
Joseph Morandi	29 Center St		781-270-1600	2021	Selectmen
Rules Committee(13)		1 year	Standing	Moderator	
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	

Scholarship Fund Committee**3 year****Ad Hoc**

Selectmen

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

Sidewalk Study Committee**Ad Hoc**

Moderator

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

Transportation Study Committee**1 year****Ad Hoc**

Moderator

Jennifer Gelinas	Hallmark Gardens	781-273-7675	2021
Mildred Nash	39 Sunset Dr.	781-272-0206	2021
Patricia O'Brien	1 Oak St	781-221-3048	2021
Michelle Papagno	11 Frances Rd	781-696-2315	2021
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2021
Eileen Sickler	13 Foster Rd		2021
David VanCamp	14 Brown Ave	781-270-5278	2021

Ways & Means Committee(15)**3 years****Standing**

Moderator

Brad D. Bond	8 Mullberry Ln.	781-272-8698	2021	
Cody A. Case	7 Hillsdale Ave	781-296-7365	2023	
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	
John Iler VChr	9 Brookside Ln	978-436-0485	2022	Appt. 12/17
Thomas C. Killilea	15 Wheatland St.	781-272-2225	2023	
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2023	Appt. 3/10
Steve Morin Chr	51 Bedford St	413-478-5256	2023	
Robert Neufeld	3 Meadowvale Rd	781-272-9594	2022	Appt. 12/19
Kelly Pappas	10 Carey Ave	(617) 620-7777	2022	
Roger S. Riggs	4 Briarwood Ln	781-229-2041	2023	
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	

Youth & Family Serv. Advisory (7)**2 years****Standing**

Town Administrator

Ann Marie Browne	45 Center St	781-270-1212	2021	Police Rep
Linda K. Collins	18 Town Line Rd.	781-272-2682	2021	Appt. 3/10
David Cullen	4 Hershey Rd	781-315-1405	2021	
Marilyn Langley	13 Algonquin Dr.	781-272-0398	2021	
Ronald J. MacKenzie Chr.	15 South Bedford St.	781-272-2879	2021	
Roberta E. Mills	19 Corcoran Rd.	781-272-6138	2021	
Martha Simon	5 Willow Way	781-273-0074	2021	

Zoning ByLaw Review Committee(11)**3 years****Standing****Moderator**

Cathy Beyer	67 Peach Orchard Rd.	781-273-0457	2021	PCT # 2
Ernest E. Covino	4 Donna Lane			Planning -nonvoting
Mark Donahue	15 Raymond RD	617-233-7895	2021	PCT # 5
Shari Ellis Chair	3 Hickory Ln.	781-270-7966	2021	PCT # 3
Betsey Hughes V Ch	11 Marigold Way	(781) 862-5166	2021	PCT # 7
Tamara Maniscalco	2 Daniel Dr	781-962-3681	2022	PCT # 4
Michael Murray	2 Hannah Way		2021	Appeals Appt.
Ed Parsons	30 Wheatland St	(857) 928-9415	2021	PCT # 6
Gregory Ryan	3 Donald Rd	(781) 273-3443	2020	PCT # 1
Andy Ungerson	29 Center St	781-270-1615	2021	Building-nonvoting
Sally Willard	13 Foster Rd	(781) 229-6530	2021	Business Comm. Rep



Town of Burlington, MA - Town Meeting Members For Current Year 2020

Office of the Town Clerk

PRECINCT 1				<u>Term Expires</u>	<u>Member Since</u>	
William Boivin	213 Fox Hill Rd	(781) 272-0475	2021	2018		jboivin@comcast.net
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2022	2006		bdb007@comcast.net
Joseph Calandrelli	1 Brenda Ln	(857) 366-1353	2022	2019		jcalandrelli@gmail.com
Christopher Campbell	55 Donald Rd	(508) 816-2233	2021	2020		christopher.donald.campbell@gmail.com
Lorie Glantz	9 Redcoat Ln,	(781) 640-9091	2023	2020		Lorie@TopHomeSearchMA.com
Nolan H. Glantz	9 Redcoat Ln.	(617) 306-2412	2023	2005		nolan@stanfordalumni.org
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2021	2003		dgregorio20@gmail.com
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2021	2007		mjhardy@us.ibm.com
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2023	2003		bamorey32@gmail.com
Carol A. Perna	6 Beaverbrook RD	(781) 771-8091	2023	09-14, 2020		cperna62@gmail.com
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2022	2001		Gregory.f.ryan@gmail.com
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2022	1998		memryan@gmail.com
Mark S. Saia	8 Sumner St.	(781) 272-9081	2021	2000		msaia@burlington.org
Robert Sears	200 Mill St	(978) 395-1834	2022	2016		robsears@gmail.com
Adam Senesi	13 Town Line Rd	(781) 552-8735	2021	2015		asenesi1@yahoo.com
Jayashree Voruganti	12 Tinkham Ave	(781) 910-2706	2023	2020		jayashree.voruganti@gmail.com
Dina Wassaf	6 Blackhorse Ln	(978) 500-2424	2021	2020		dwassaf@gmail.com
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2021	2001		dwoodilla@gmail.com
PRECINCT 2				<u>Term Expires</u>	<u>Member Since</u>	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2023	2016		cathybeyer@comcast.net
Clayton Davison	6 Birch St.		2023	2020		claytonjdavison@gmail.com
Doug R. Davison	6 Birch St.	(781) 365-0255	2022	2012		ddavisondc@comcast.net
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2023	2008		decar@comcast.net
Edward Dube	3 Locust St	(781) 454-5997	2022	2018		eadube@gmail.com
Thomas Greeley	72 Locust St	(781) 272-4353	2023	2020		trexgreeley@rcn.com
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001		Hanafin15@verizon.net
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001		Hanafin15@verizon.net
Amanda Laskowski	43 Mill St	(508) 612-9281	2023	2018		amanda.m.laskowski@gmail.com
Patricia O'Brien	1 Oak ST	(781) 221-3048	2022	2012		mapss123@gmail.com
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2021	1988		Redrosetraveler@yahoo.com
George Papyannis	1614 Arboretum Way	(646) 673-1331	2023	2020		doyouaskwhy@gmail.com
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2022	1998		cjp520@live.com
Gene J. Rossi	174 Winn St.	(781) 272-9089	2021	2009 (90-94)		
John J. Ryan	7 Grandview Ave	(617) 799-2854	2021	2016		jryan@bu.edu
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2021	2012		mymasaltman@verizon.net
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2021	2016		kimberley_trainor@yahoo.com
Laura Vittum	2 Maple St	(617) 633-4205	2021	2017		vitt_maple@mac.com

PRECINCT 3				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Sean P. Connors	14 Sears St.	(781) 270-4943	2022	1998		sconnors@burlington.org
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2021	2006		damianilucy@gmail.com
Jeffery R. DiBona	3 Michelle Dr.	(781) 366-0080	2023	2020		jrdibonaco@gmail.com
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2022	1995		shari.l.ellis@gmail.com
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2023	2010		jmattfrost@gmail.com
Joanne Frustaci	6 Valley Cir.		2021	2009		jfrustaci15@gmail.com
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2021	1984		sprink7m@aol.com
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2023	2012		gm991@yahoo.com
Steven R. Morin	51 Bedford St	(413) 478-5256	2022	2012		steve@srmorin.com
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2021	1973		mjanash@massed.net
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2021	2006		pnoonan@yahoo.com
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2021	2014		patterson.jules@gmail.com
Monte L. Pearson	5 Willow Way	(781) 273-0074	2023	2011		mlpearson@rcn.com
Brian T. Pupa	10 Briarwood Ln	(781) 221-3072	2022	2011		btpupa@hotmail.com
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2023	1997		draske@verizon.net
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2023	2001		rriggs9000@comcast.net
Faydeen A Sateriale	95 Lexington St	(781) 272-3755	2022	2013 (2011)		faydeen@hotmail.com
Andrew Wells-Bean	12 Lexington St	(734) 417-2799	2022	2018		andyabeau@gmail.com
PRECINCT 4				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Nancy Bonassera	10 Daniel Dr	(858) 382-6172	2021	2020		nancy.bonassera@gmail.com
Craig W. Callahan	19 Cedar St	(781) 953-5147	2023	2017		ccallahan@burlington.org
Thomas D. Conley, Jr.	20 Corcoran Rd.	(781) 272-1489	2022	1996		TConleyTMM4@yahoo.com
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2023	1988		kcooper65@yahoo.com
Ryan Decoste	60 Washington Ave	(978) 306-5445	2023	2020		RyanDeCoste523@gmail.com
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2023	2014		cellis1002@yahoo.com
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2022	2012		mvgerbrands@gmail.com
Joan B. Hastings	14 College Rd.	(781) 272-5777	2021	1972		joan.hastings@rcn.com
Tamara Maniscalco	2 Daniel Dr	(781) 962-3681	2021	2019		tamarad123@yahoo.com
David Miller	19 Gloria Cir	(781) 272-3937	2022	2016		nuhusky71@gmail.com
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2021	1994		frankpmonaco@aol.com
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2021	2015		lnicholsprecinct4@gmail.com
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2023	1992 (88-89)		proulxmike@yahoo.com
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2021	2015		eileen@esickler.com
Christine Warren	29 Greenwood Rd	(781) 272-1894	2022	2017		dwarrenma@yahoo.com
Sally Willard	13 Foster Rd	(781) 229-6530	2021	2018 (98-15)		sally@sallywillard.com
Schiffon Wong	3 Haven Terrace	(646) 285-4628	2023	2018		schiffon@gmail.com
Stephen Worsham	7 College Rd	(615) 513-7432	2022	2018		worsham@sjw.com

PRECINCT 5				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2021	1974		
Kathleen Buckley	26 Princeton Rd	(617) 240-1456	2022	2019		kadibuckley@gmail.com
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2023	2014		robert.bunker@gmail.com
Thomas Carlson	11 Princeton Rd	(781) 272-5216	2021	2018		tmcarlsonjr@gmail.com
Christine Conceison	30 Fairfax St	(978) 500-2665	2021	2020		christine.robinson807@gmail.com
Mark Donahue	15 Raymond Rd	(617) 233-7895	2021	2020		donahue.mark@gmail.com
Gail Fay	2 Ainsworth St	(781) 799-9657	2022	2019		faygail@aol.com
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2021	2012		joalfay@comcast.net
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2022	2004		vgerbrands@verizon.net
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2021	2002		cpm1183@comcast.net
Phyllis Neufeld	3 Meadowvale Dr	(781) 272-9594	2022	2019		pbneufeld@gmail.com
Bonnie Nichols	33 A Fairfax Rd	(781) 221-7284	2023	2020		nichols.burlington@gmail.com
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2023	2011		Fklobrien@verizon.net
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2022	2016		twoboystolove@verizon.net
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2023	2012		michelepren@rcn.com
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2023	2002		taidt@comcast.net
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2023	2005 (72-74)		swing2@comcast.net
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2021	2009		e.zabolotny@verizon.net
PRECINCT 6				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2021	2000		Rbell@versatileprint.com
Teresa Tarpey Clement	1 Holly St	(781) 710-9276	2022	2013 (98-03)		t.tarpey@comcast.net
John G. Cormier	8 Chester Ave.	(781) 221-3043	2023	2002		jcpegleg@aol.com
Diane Kendrigan Creedon	12 Gibson St.	(781) 229-6652	2021	2006		dianecreedon@verizon.net
Sean P Curtin	18 Woodhill Rd	(617) 645-2061	2022	2016 (08-14)		seanpatrickcurtin@gmail.com
Gayle DaMore	29 Brookside Ln	(781) 229-0155	2023	2019		gayledamore7@gmail.com
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2021	2015		danditucci@yahoo.com
Elizabeth DiTucci	6 Ridgewood Ln	(781) 254-0552	2021	2020		ditucci@gmail.com
Maura DiTucci	5 Certer Rd	(617) 645-9825	2023	2020		mauraelizabeth123@gmail.com
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2022	2013		dditucci@gmail.com
James Fraczek	9 Chester Ave	(781) 365-0774	2021	2020		jimfraczek@yahoo.com
John K. Iler	9 Brookside Ln	(978) 436-0485	2023	2014		johniler@alum.mit.edu
Darrell Interest	11 Leroy Dr	(617) 339-2798	2022	2019		darrell.precinct6@gmail.com
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2021	2008		GBK48@aol.com
Thomas Killilea	15 Wheatland St	(781) 272-2225	2022	2019 (95-16)		Tckillilea@gmail.com
Rose Manni	13 Kingsdale St.	(781) 221-7116	2023	2008		Rmanni1@verizon.net
Edward Parsons	30 Wheatland Rd	(857) 928-9415	2023	2018		Edward.parsons@gmail.com
Salvana Shakaib	0 Davida Rd	(617) 407-1773	2021	2017		Sihtisham14@gmail.com

PRECINCT 7				Term Expires	Member Since	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2022	2016		jorgea.andrade@gmail.com
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2021	2014		elliottc23@aol.com
Cody A. Case	7 Hillsdale Ave	(781) 296-7365	2021	2017		ccase693@gmail.com
Anne P. Coady	8 Woodside Ln.	(781) 272-5019	2021	1991		tmm7_apcoady@yahoo.com
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2021	2008		
Betsey Hughes	11 Marigold Way	(781) 929-4616	2023	2017		betseyhughes@aol.com
Kevin Keene	19 Lowell St	(781) 983-5578	2023	2017		skeenow65@yahoo.com
John Kelly	14 Oxbow Ln.	(781) 272-6273	2023	2020(72-79)(96-15)		jkellylaw@gmail.com
Scott H Martin	6 Cormier Rd	(781) 270-0304	2023	2014		Scott.H.Martin224@gmail.com
Kimberly Milne	66 Winn St	(508) 441-9954	2022	2019		k.milne8888@gmail.com
Open Seat			2021			
Michelle M. Papagno	11 Frances Rd	(781) 696-2315	2022	2017		mmsp66@gmail.com
Eric J. Parker	15 Burlington St	(781) 272-4482	2022	2016		parker0515@verizon.net
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2023	2012		jon@jonsachs.com
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2021	2014		Smithmartin224@icloud.com
David R. Van Camp	14 Brown Ave	(781) 270-5278	2022	2012		dvancamp57@gmail.com
David F. Webb	23 Eugene Rd.	(781) 272-7617	2023	2012		webbdf@verizon.net
Mark Woods	12 Eugene Rd.	(781) 270-9692	2021	2011		woodsmml@yahoo.com

**TOWN MEETING MEMBER MEETING
MONDAY, JANUARY 15, 2020
BURLINGTON TOWN HALL
MAIN HEARING ROOM**

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 1 & 3 assembled to fill the vacancy in their Precinct.

Present from Pct 3 were Sean Connors, Shari Ellis, Joanne Frustaci, Stephen Marchese, Steve Morin, Millie Nash, Monte Pearson, Daniel Raske, Roger Riggs and Andrew Wells-Bean. There were only two nominees who were present who were Jeffery DiBona of 3 Michelle Dr and Samantha Ellis of 3 Hickory Ln. A secret ballot was taken and Samantha Ellis was appointed by a vote of 6 to 4. She will be sworn in prior to the Town Meeting on the 27th.

Present from Pct 1 were William Boivin, Bradford D. Bond, Michael Hardy, Bruce Morey, Gregory Ryan, Adam Senesi and David Woodilla. There were only two nominees who were present who were Carol Perna of 6 Beaverbrook Rd and Jayashree Voruganti of 12 Tinkham Rd. A secret ballot was taken and Jayashree Voruganti was appointed by a vote of 7 for (unanimous). She will be sworn in prior to the Town Meeting on the 27th.

The meeting was adjourned at 7:15 PM

**ADJOURNED TOWN MEETING
MONDAY, JANUARY 27, 2020
FOGELBURG PERFORMING
ARTS CENTER
BURLINGTON HIGH SCHOOL**

**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 7:40 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator called for a moment of silence for Virginia Igo, who recently passed away. Virginia was a long time Town Meeting member, and member of the first elected Representative Town Meeting members. The Moderator announced the Rep. Ken Gordon the Moderator also recognized our Audio/Video staff for tonight's meeting included: Nolan Woods, Badr Hakim, Douglas Edwards, and David Kolifraith. 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 January 29, 2020 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:

GENERAL ARTICLES

ARTICLE #1 RE: Reports of Town Officers & Committees

MAIN MOTION: To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

Reports were made by Paul Sagarino regarding the DPW/Recreation Facility the Bid has been awarded to CTA Construction and work will begin shortly. Also, he introduced the Economic Development Director, Melisa Person.

Brian Curtin spoke on the resent OPEB report that had been submitted to the Town Meeting members for review.

Two members of the Town Scholarship Fund committee gave a report on the distribution of the funds for 2019. Bill Boivin and Sherry Fitzpatrick reported that 2 – \$5,000 scholarships were given out.

Town meeting member, Jonathan Sachs reported that a committee has been created to support the creation of a Committee Preservation Act Fund for Burlington. There will be an Article in May for putting the question on the November Ballot. Dr. Conti reported on the Budget schedule for the School Budget.

Steve Morin representing the Cyber Security ISAC Committee gave an update on what the committee has been working on and that they would be presenting a Bylaw change and final report at May Town Meeting.

Marge MacDonald, COA Director updated Town Meeting on the transportation system that will be replacing the B-Line. It will be system that uses point to point transportation and those that qualify will pay the first \$1 and the Town will cover the next \$9, the rider will pay anything over \$10. To qualify, individuals will need to be disabled, age qualified, or financial qualified.

ARTICLE #2 RE: Dimensional Requirements of the High-Rise Industrial (IH) Zoning District

To see if the Town will vote on the petition of The Planning Board to amend Article V: Dimensional Requirements of the Burlington Zoning Bylaw to modify the height and dimensional requirements of the High-Rise Industrial (IH) Zoning District as follows:

See notes for Density Regulation Table immediately following.

SECTION 5.2.0 DENSITY REGULATION SCHEDULE: No building or structure shall be constructed nor shall any existing building or structure be enlarged or altered except in conformance with the Density Regulation Schedule, as to lot coverage, lot area, land area per dwelling unit, lot width, front, side and rear yard setbacks, and maximum height of structures except as may otherwise be provided elsewhere herein.⁴

	IG	IH	IR
<i>Minimum Lot Area⁹</i>	<i>40,000 sf</i>	<i>120,000 sf</i>	<i>18 Acres</i>
Minimum Lot Frontage	150 ft	100 ft	400 ft
Minimum Front Yard	15 ft ⁵	25 ft	100 ft
Minimum Side Yard	15 ft ⁵	15 ft ⁵	100 ft
Minimum Rear Yard	15 ft ⁵	15 ft ⁵	100 ft
Minimum Lot Width	N/A	N/A	N/A
Minimum Yard Adjoining RO & RG, OS and Residentially Zoned Land in Contiguous Municipalities ¹⁰	20% depth of lot ⁶	100 ft	20% depth of lot ⁶
Maximum Aggregate Building-to-Ground Area Percentage	25%	25%	25%
Maximum Building & Structure Height ¹¹	80 ft ⁸	90 ft ^{7,12}	80 ft ⁸
Minimum Feet Between Buildings	None	None	None
Maximum Floor Area Ratio (FAR)	.15 ^{2,3}	.15 ^{2,3}	None

See notes for Density Regulation Table immediately following

NOTES FOR DENSITY REGULATION TABLE

- 1 but not less than required by the State Building Code
- 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.
- 3 The Net Floor Area of any structure or building in which a child care facility is to be operated as an accessory or incidental use shall be excluded from the Maximum Floor Area Ratio (FAR) calculation, such that the otherwise allowable FAR of such structure or building shall be increased by an amount equal to the floor area of such child care facility up to a maximum increase of ten (10%) percent. All terms and conditions of M.G.L. Chapter 40A, Section 9 (C) shall apply.

- 4 Reference Section 8.5.5 for additional criteria applicable to the CC and CBD Districts.
- 5 Unless its outside walls are of fireproof construction and any openings in such walls are protected by a suitable fire resistive door or shutter or water curtain device, subject to the approval of the Inspector of Buildings. There shall extend across the rear of every building or structure an open area at least 10 feet wide for firefighting purposes.
- 6 20% of the average depth of the lot measured perpendicularly from the common lot boundary line but not less than 10 feet and not more than 100 feet. Not less than 75% shall be landscaped or, if wooded, left in a natural state. Screening may be placed on remaining 25%.
- 7 Within 200 feet of RO or RG - 30 feet; for each 100 feet in excess of 200 feet from RO or RG - 15 additional feet, with a maximum of 90 feet, except that no structure located within 1,800 feet of the center point of the intersection of Cambridge Street and Route 128 shall exceed 80 feet in height.
- 8 Same as IH except maximum equals 80 feet.
- 9 Land use principally for a coordinated, integrated retail or industrial use (for example, a shopping center or an industrial park) shall be deemed to be one lot for

density regulation and parking purposes notwithstanding that legal ownership in the land is divided, by lease, in fee or otherwise, among two or more owners.

- 10 For any proposed use in the Business or Industrial Districts on property that is adjacent to an Open Space or primarily residential Planned Development District, which requires a special permit as set forth in the Principal Use Regulation Schedule, the Planning Board may require a greater setback (in feet) than is set forth in this Density Regulation Schedule. If the useable square feet of residential space plus the useable square feet of any amenities useable by occupants of the residential component are equal to or more than the useable square feet of non-residential space, then the entire development shall be considered "primarily residential"

- 11 Within 50 feet of OS 30 feet.

- 12 Within 400 feet of an RO or RG use or residentially-zoned land in a contiguous municipality, Structured Parking directly under the finished floor area of a building to a maximum of one level of parking use above the average finished grade around the building can be excluded when calculating structure height.

Beyond 400 feet of an RO or RG use or residentially-zoned land in a contiguous municipality, Structured Parking directly under the finished floor area of a building to a maximum of two levels of parking use above the average finished grade around the building can be excluded when calculating structure height.

The equivalent footprint of the parking footprint under the finished floor area of a building shall be set aside as green space unless, through a finding by 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, they determine an alternative public benefit.

And further to amend Article 10.5.0 of the Zoning Bylaw to delete the existing language in its entirety.

MAIN MOTION: As Printed in the Warrant

Recommendation: Planning 6-0-0; Land Use 3-0; Zoning Bylaw Review 8-0

ACTION: Called 2/3s by the Moderator

ARTICLE #3 RE: Amend Zoning Map and Rezone Property to High Rise Industrial (IH) District

To see if the Town will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, to rezone certain property located at 400 and 600 Summit Drive as said land is further identified as being the parcels as shown generally on the Town of Burlington Assessor's Map 56 Parcel 19-0 and Map 56 Parcel 20-2 and more particularly described on the parcel deeds referenced as Book 68907 Page 298 and Book 68907 Page 304 to the High-Rise Industrial (IH) District. Said parcels of land are generally identified as being located off of Summit Drive (formerly Wheeler Road), consisting of approximately 35.04 acres; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: Planning 6-0-0; Zoning Bylaw Review 6-0

ACTIONS: 2/3 required- Passed Unanimously

ARTICLE #4 RE: Amend Zoning Map and Rezone Property to High Rise Industrial (IH) District

To see if the Town will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, to rezone certain property located at 3 Van De Graaff Drive and known as Town of Burlington Assessor's Map 53 Parcel 7-0, consisting of approximately 16.16 acres and more particularly identified as being the parcels of land shown as Lot 1A and Lot 1B on a plan of land entitled: "Plan of Land in Burlington, Massachusetts, prepared for: Orix JLL Burlington Venture", prepared by Vanasse Hangen Brustlin, Inc., Scale: 1 inch = 100 feet, dated April 4, 2001 and recorded with the Middlesex South Registry of Deeds as Plan No. 770 of 2001 from the General Industrial (IG) Zoning District to the High-Rise Industrial (IH) Zoning District, or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: Planning 6-0-0; Zoning Bylaw Review 6-0

ACTIONS: 2/3 required- Passed Unanimously

ARTICLE #5 RE: Amend Zoning Map and Rezone Property to High Rise Industrial (IH) District

To see if the Town will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, to rezone certain property located at 60 Blanchard Road as said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53 Parcel 4-0, and more particularly described in the Quitclaim Deed recorded with the Middlesex South Registry District of the Land Court as Document No. 1818413 on Certificate of Title 271040, Book 1546, Page 193 to the High-Rise Industrial (IH) Zoning District, consisting of approximately 7.77 acres, or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: Planning 6-0-0; Zoning Bylaw Review 6-0

ACTIONS: 2/3 required- Passed Unanimously

**ARTICLE #6 RE: Repurpose School
Capital Warrant Article**

To see if the Town will vote to transfer from Article 7-27 of May 2019 Annual Town Meeting (MSMS Cafeteria Tables) the sum of \$11,576 to Article 7-19 of May 2019 Annual Town Meeting (Pine Glen Sewer Pumps), or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: W&Ms 14-0-0; School 5-0

ACTION: Majority Passed

ARTICLE #7 RE: Auction Fund

To see if the Town will vote to transfer from available funds the sum of \$50,000 for the purpose of establishing an auction fund the same to be spent under the direction of the Board of Selectmen; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the warrant

ACTION: Withdrawn

**ARTICLE #8 RE: Amend Administrative
and Professional Classification
Plan**

To see if the Town will vote to amend the Administrative and Professional Classification Plan for FY20, by eliminating the position of Purchasing Analyst in Group 12 and adding the position of Financial/Purchasing Analyst in Group 10, and eliminating the position of Budget Analyst in Group 12 and by adding the position of Budget Director in Group 14; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: W&Ms 14-0-0; Selectmen 5-0

ACTION: Passed by Majority

**ARTICLE #9 RE: Burlington
Transportation Study**

To see if the Town will vote to transfer from available funds the sum of \$1,000 to hire a consultant to report by April 30, 2020, on transportation infrastructure (including but not limited to school buses, B-line, Uber Transportation Subsidy, COA vans and authorized taxis, MBTA and Lowell system, commercials businesses' mini and employee shuttle buses) regarding:

--areas of congestion re traffic in Burlington (times/locations per police/fire logs)

--stratagems currently in place to mitigate this congestion

--data re Cost and Revenue for each component of Burlington traffic's infrastructure—with the

specific added tax cost per household—for the past five years, as well as the populations served by each (i.e., residents, commuters, daytime population, students and all those doing business in town)

--the number of households without cars (via excise tax data)

The consultant shall aid the Board of Selectman (and related departments) on any research not already undertaken by the Board in previous studies. The report shall be made available to all Town Meeting

Members prior to the May 2020 session of Town Meeting and presented to the May 2020 session of Town Meeting; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to Instruct the Moderator to appoint an Ad Hoc committee to study and report to Town Meeting the problems of transportation in the town of Burlington and compare with other communities possible solutions.

ACTION: Passed by Majority

**ARTICLE #10 RE: Transfer from Free Cash
to Water Stabilization Fund**

To see if the Town will vote to transfer from Free Cash the sum of \$355,760 to the Water Stabilization Fund, or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: W&Ms 13-0-0

ACTION: Passed Unanimously

ARTICLE #11 RE: Replenish Reserve Fund

To see if the Town will vote to transfer from Free Cash to the budget line item 92 - Reserve Fund, the sum of \$100,000, or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: W&Ms 14-0-0; Selectmen 5-0

ACTION: Passed by Majority

ARTICLE #12 RE: Burlington Historical Museum Lift

To see if the Town will vote to transfer from available funds the sum of \$120,000 for the purpose of funding Handicap Accessibility Improvements at the Burlington Historical Museum, or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: W&Ms 13-0-0;
Capital Budget 4-1

ACTION: Passed by Majority

ARTICLE #13 RE: Alteration of Public Way Mooney Road

To see if the Town will vote to discontinue that portion of the public way known as Mooney Road shown as Lot's "X," "Y" and "Z" and as shown on a plan prepared by Eastern Land Survey Associates dated September 5, 2018 on file with the Town Clerk, said parcels already having been approved by the January 28, 2019 Town Meeting Article 8 for conveyance; or to act in any other manner in relation thereto.

MAIN MOTION: As Printed in the Warrant

ACTION: Passed by Called 2/3s Vote

ARTICLE #14 RE: Authorizing Confirmatory or Release of Deed

To see if the Town will vote to authorize the Board of Selectmen to enter into a deed conveying and/or releasing a parcel of land incorrectly conveyed to the Town identified as "Parcel I" in the after mentioned deed, and/or take any other corrective and confirmatory action related to the purchase of land as authorized under Article 7 of the September 9, 2002 Town Meeting for the property identified in that certain deed recorded in Book 37433 Page 516 in the

Middlesex Registry of Deeds located off of Marion Road, Burlington, Middlesex County, currently located at Assessor's Map 21 Parcel 235 containing approximately 15.7 acres more or less, described as "Parcel II" in said deed, and to execute any other documents necessary to effectuate the correction in the deed description, or take any other action in relation thereto.

MAIN MOTION: As Printed in the Warrant

Recommendation: Selectmen 5-0

ACTION: Passed by Called 2/3s Vote

ARTICLE #15 RE: Amending Article IV Section 1.10, "Filling of Vacancies Other Than Selectmen"; Article VII, Section 1.0, "Treasurer"; and Article VII, Section 2.0, "Tax Collector"

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 IV, Section 1.10, by removing "Treasurer, Collector of Taxes". After approval, this section will read as follows:

1.10 Filling of Vacancies, other than Selectmen

If there is a failure to elect or if a vacancy occurs in any elected town office, other than offices of Selectmen, Town Clerk, or Auditor, the Selectmen shall fill the vacancy in accordance with Massachusetts General Law Chapter 41, Section 11. Vacancies for appointed positions shall be filled by the appointing authority for the office, board, commission or committee.

And to amend Article VII, Section 1.0, "Treasurer" and Section 2.0, "Tax Collector" by removing "duly elected on April 2, 1977, or in any subsequent election" and "whether elected or appointed" from Section 1.7; adding Section 1.8; and removing all gender specific references from all of sections 1.0 and 2.0. After approval, these sections will read as follows:

1.0 Treasurer

The Town Treasurer shall:

1.1 Be responsible for the investment of Town funds, and for the borrowing of funds required by the Town, in a manner most beneficial to the Town;

1.2 Advise Town Officers on fiscal matters delineated in Section 1.1 above;

1.3 Report to the Town annually on the Treasurer's activities of the preceding fiscal year

in sufficient detail to permit proper evaluation of the Treasurer's performance. Sufficient detail includes as a minimum, a cash analysis sheet and a report of significant financial transactions made during the year;

1.4 Furnish bond as required under Chapter 41, Section 35, General Laws;

1.5 Prosecute actions on bonds, notes and other securities in accordance with Chapter 41, Section 36, General Laws; and

Note: Adopted Art. 3 Spec. TM 6/26/69. App. A.G. 1/21/70. Pub. BTU 2/12, 2/19, 2/26/70.

1.6 Be a member, ex-officio, of any board or committee appointed by or on behalf of the Town, for purpose of planning a project involving the borrowing of money by the Town.

Note: App. Art. 11, Spec. TM 10/14/63. App.A.G. 4/12/65. Pub. BTU 12/3, 12/10, 12/17/70.

1.7 Anything in Article III of the General Bylaws of the Town of Burlington notwithstanding, the Treasurer shall act as Tax Collector, and perform all the duties of Tax Collector. No separate Tax Collector shall be elected or appointed.

Note: Adopted Art. 24A TM 1/26/77. App. A.G. 2/18/77. Pub. Burl. News 2/24, 3/3/77.

1.8 The Board of Selectmen shall exercise general control over the Town Treasurer.

2.0 Tax Collector

2.1 The Tax Collector shall carry out the provisions of Chapter 60 of the General Laws, including as a minimum:

2.1.1 Collect all taxes and interest, account for such funds, and deposit same in any bank;

2.1.2 After receipt of a tax list and warrant, insure each person is notified of the amount of tax due;

2.1.3 Maintain a cash book in accordance with Section 7 of Chapter 60;

2.1.4 Furnish bond as Collector of Taxes;

2.1.5 May appoint deputies in accordance with MG Section 92, General Laws; and

2.1.6 Make proper disposition of the Tax Collector's records in accordance with Section 97, General Laws.

2.2 Perform all other duties required under Chapter 41, Sections 35 through 43 of the General Laws.

MAIN MOTION: As Printed in the Warrant

Recommendation: Bylaw Review 3-0-1

ACTION: Passed by Called 2/3s Vote

At the end of regular business a resolution was presented by Town Meeting Member Phyllis Neufeld, Pct #5

RESOLUTION #1:

Let it be known that Town Meeting wishes to put on the record our opposition to the 14' sign that the Selectmen approved for The Shops at Simonds Park on the town owned land.

**Submitted by Town Meeting Member
Phyllis Neufeld, Pct #5**

Signed by:

Joanne Frustaci Pct 3	Miriam Kelly Pct 7
Mildred J. Nash Pct 3	J. Matt Frost Pct 3
Sonja Rollins Pct 6	John Cormier Pct 6
Sally Willard Pct 4	Dan Ditucci, Jr. Pct 6
Shari Ellis Pct 3	Karen Cooper Pct 4
Elaine Sickler Pct 4	Michelle Papagno Pct 7
Myrna Ann Saltman Pct 2	Rose Manni Pct 6
Gary Mercier Pct 3	Monte Pearson Pct 3
Richard Wing Pct 5	Tom Conley Pct 4
Kim Milne Pct 7	Dan Raske Pct 3
Mark Woods Pct 7	Roger Bell Pct 6
Adam Senesi Pct 1	Ernest Zabolotny Pct 5
Lois SmithMartin Pct 7	Scott Martin Pct 7
Gary B. Kasky Pct 6	Andy Wells-Bean Pct 5
Gayle DaMore Pct 6	David Van Camp Pct 7
Ed Dube Pct 2	Kelly Pappas Pct 5
Patricia O'Brien Pct 2	Eleanor N. O'Connell Pct 2
David Miller Pct 4	Patricia Angelo Pct 5
Steven Stamm Pct 4	Schiffon Wang Pct 4
Gene J. Rossi Pct 2	

ACTION: Passed by Majority

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:15 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**ADJOURNED TOWN MEETING
WEDNESDAY JUNE 10, 2020
VARSITY FIELD
BURLINGTON HIGH SCHOOL**

Town meeting in the time of COVID. Historical first Town Meeting run outside. Prior to the meeting the Clerk swore in the newly elected Town Meeting members. A quorum being present, the meeting was called to order at 6:02 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 support this evening by AVFX of Boston, they set up the sound system and large displays. BCAT provided the cameras and personal for the video system. The meeting what being shown on BCAT Government Coverage on Facebook. Then the Moderator recognized the retirement of long time Treasurer/Collector Brian Curtin and the new Treasurer/Collector Gary Gianino. Prior to starting regular business, the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. Finally the he asked for a motion for accepting Bruce Morey to be the Deputy Moderator in case it was needed, it was moved and seconded. Now to the first Article:

GENERAL ARTICLES

ARTICLE #1 RE: Reports of Town Officers & Committees

MAIN MOTION: To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

Reports were made by Nick Priest for the Selectmen on the current national situation with racism and recognize our Police Department for their continued efforts and required training. Susan Lumanello, Director of Heath, reported on the status of the COVID procedures in Burlington and appreciated everyone's efforts locally to help stem the tide of the virus.

Paul Sagarino, Town Administrator presented information regarding the status of Local Receipts/State Aid due to the COVID situation. His summary is that we should be good shape for FY21 but FY22 may be at risk for cut backs. Roger Riggs, chair of Ways and Means reported on the budget process and status of the Town at this point in time.

Dr. Conti, Superintendent of Schools reported on the School Budget and the uncertainty with the Fall for students returning to school. The State will be creating guidelines in June and then the

District will be developing a plan for the students/facility to reenter in the Fall.

Finally the Moderator recognized the efforts of the Town Clerk and her staff for running a successful and safe Town election and the efforts in this Town Meeting setup.

**ARTICLE #2 RE: Transfer of Funds
FY2020/Various
Accounts**

To see if the Town will vote to transfer from available funds a sum of money for the purpose of paying for expenses incurred in FY2020to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

**ARTICLE#3 RE: Transfer of Free Cash to
Stabilization Fund**

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.

MAIN MOTION: WITHDRAWN

**ARTICLE#4 Re: Transfer of 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: WITHDRAWN

ARTICLE #5 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 M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2020, or to act in any other manner in relation thereto.

Revolving Fund Name	Department or 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

ACTION: Passed by Majority

ARTICLE #6 RE: Fund FY2021 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 FY2021; 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 \$148,317,413 to cover the requests of the various departments for FY2021. Budget detail:

#	DEPARTMENT	% Change	Passed / Held
113-	Town Meeting& Report		
	TOTAL	0.00%	\$ 15,908.00
119-	Other Legislative Committees		
	TOTAL	21.36%	\$ 8,517.00
122-	Selectmen/Town Administrator		
	TOTAL	-0.78%	\$ 662,382.00
135-	Town Accountant		
	TOTAL	19.39%	\$ 448,863.00
141-	Assessor		
	TOTAL	2.02%	\$ 426,622.00
145-	Treasurer/Collector		
	TOTAL	0.18%	\$ 718,791.00
149-	Central Administration		
	TOTAL	5.66%	\$ 17,876,894.00
151-	Legal		
	TOTAL	0.00%	\$ 202,000.00
152-	Human Resources		
	TOTAL	2.59%	\$ 156,627.00
155	-MIS		
	TOTAL	4.23%	\$ 662,929.00
161-	Town Clerk		
	TOTAL	15.34%	\$ 444,695.00
162-	Board of Registrars		
	TOTAL	0.42%	\$ 12,050.00
171-	Conservation		
	TOTAL	2.25%	\$ 263,025.00
175-	Planning		
	TOTAL	1.76%	\$ 358,647.00
176-	Board of Appeals		
	TOTAL	0.00%	\$ 13,731.00
192-	Town Facilities		
	TOTAL	0.00%	\$ 95,943.00
210-	Police		
	TOTAL	1.19%	\$ 9,188,359.00
220-	Fire		
	TOTAL	2.68%	\$ 8,604,833.00
241-	Building		
	TOTAL	7.72%	\$ 739,622.00
244-	Sealer of Weights and Measures		
	TOTAL	0.00%	\$ 7,800.00
291-	Emergency Management		
	TOTAL	0.00%	\$ 23,600.00
300-	Local Education		
	TOTAL LOCAL	3.97%	\$ 68,089,077.00
55-	ED.		

301-Regional School Assessments				PROJECT NUMBER	DEPT. NAME/ DESC
TOTAL REG. SCHOOL (A)					SPENDING AUTHORITY
56-	11.68%	\$ 2,733,797.00			REQUEST AMOUNT
411-492 Public Works THE TOTAL				FROM FREE CASH (7-1) (7-28)	
510-Board of Health	2.56%	\$12,302,686.00		7-1	SELECTMEN 9/11 Memorial
TOTAL	3.86%	\$ 662,946.00			Improvements Selectmen \$25,000
541-Council on Aging				7-2	CLERK Voting Equipment
TOTAL	6.38%	\$424,235.00		7-3	Town Clerk \$60,000
543-Veterans Services					POLICE Ballistic Vests and Carriers
TOTAL	2.50%	\$253,404.00			Selectmen \$89,580
549-Youth and Family Services				7-4	FIRE Radio Box Receiving System
TOTAL	1.00%	\$478,825.00			Selectmen \$93,950
590- Disability Access Commission				7-5	FIRE Administrative Vehicle
TOTAL	1.03%	\$ 942.00			Selectmen \$32,000
610-Library				7-6	RECREATION Parks and Outdoor
TOTAL	1.44%	\$1,633,299.00			Master Plan Recreation \$40,000
630 and 631 Recreation				7-7	RECREATION ProCore Aerator
TOTAL	3.03%	\$1,896,396.00			Recreation \$26,000
691-Historical Commission				7-8	RECREATION Wildwood-Sunshade Recreation \$50,000
TOTAL	-0.76%	\$ 9,780.00		7-9	RECREATION Rahanis-Tennis Court Resurfacing Recreation\$65,000
710- Debt Service				7-10	DPW Drainage and Stream Cleaning
TOTAL	1.77%	\$7,004,377.00			Selectmen \$200,000
		\$136,421,602.00		7-11	DPW Vehicle Replacement Program
81- Reserve Fund Middlesex	-33.33%	\$ 200,000.00			Selectmen \$457,500
82- Retirement (A) Negotiated	6.89%	\$10,675,811.00		7-12	DPW Tyco Dry Valves Selectmen \$40,000
83- Settlements	-43.18%	\$500,000.00		7-13	DPW Facility Upgrades-Energy Conservation Measures (Library RTUs)Selectmen \$250,000
84- Stabilization (A)				7-14	DPW Pine Haven Roof and Cupola Repair Selectmen \$45,000
85- Local Transport (A)	0.00%	\$ 120,000.00		7-15	DPW Town Hall Generator Selectmen \$140,000
86- Capital Budget (A)	33.33%	\$ 400,000.00		7-16	DPW Vinebrook Filter Repair
TOTAL OTHER	2.33%				Selectmen \$80,000
Amount held Passed on Second review		\$ 148,317,413.00		7-17	SCHOOL Interactive Technology School Comm. \$85,000
Amount Passed on initial review		\$ 104,513,826.00		7-18	SCHOOL MSMS-Boiler Repair School Comm. \$125,000
Total Budget		\$ 43,803,587.00		7-19	SCHOOL Varsity Field Turf Replacement School Com. \$500,000
		\$ 148,317,413.00		7-20	SCHOOL Music Dept. Installs & Upgrades School Com. \$50,000
ACTION: Passed by Majority				7-21	SCHOOL Audio Technology Replacement School Com. \$100,000
ARTICLE #7 RE: Fund FY2021 Capital Budget				7-22	SCHOOL MSMS-Auditorium Equip & Safety Upgrades School Com.\$350,000
To see if the Town will vote to transfer from Free Cash the sum of \$3,294,030 and \$475,000 from Sewer Enterprise Fund or raise or appropriate any other amount for the items contained within the following proposed FY2021 Capital Budget, same to be expended under the appropriate authorities as indicated:				7-23	SCHOOL Memorial-Playground Resurfacing School Com. \$50,000
				7-24	SCHOOL MSMS-Exterior Bathroom School Comm. \$25,000
				7-25	SCHOOL Water Bubbler Replacement School Com. \$50,000
				7-26	SCHOOL Security Camera Replacement & UpgradesSchool Comm. \$75,000
				7-27	SCHOOL Curriculum School Comm. \$90,000
				7-28	SCHOOL Design Work School Comm.\$100,000

PROJECT
NUMBER DEPT. NAME/ DESC
SPENDING AUTHORITY
REQUEST AMOUNT
FROM SEWER ENTERPRISE (7-29) (7-31)

7-29	DPW	Vehicle Replacement Selectmen	\$55,000
7-30	DPW	Francis Wyman Pump Station Design Selectmen	\$300,000
7-31	DPW	Pump Station Maintenance Selectmen	\$120,000

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$2,200,080 and \$475,000 from Sewer Enterprise Fund for the items contained within the following proposed FY2021 Capital Budget, same to be expended under the appropriate authorities as indicated:

(Italic items were Postponed)

PROJECT
NUMBER DEPT. NAME/ DESC
SPENDING AUTHORITY
REQUEST AMOUNT

FROM FREE CASH (7-1) - (7-30):

7-1	SELECTMEN	9/11Memorial Improvements PP Selectmen	\$25,000
7-2	CLERK	Voting Equipment Town Clerk	\$60,000
7-3	POLICE	Ballistic Vests and Carriers Selectmen	\$89,580
7-4	FIRE	Radio Box Receiving System PP Selectmen	\$93,950
7-5	FIRE	Administrative Vehicle Selectmen	\$32,000
7-6	RECREATION	Parks and Outdoor Master Plan PP Recreation	\$40,000
7-7	RECREATION	ProCore Aerator Recreation	\$26,000
7-8	RECREATION	Wildwood- Sunshade PP Recreation	\$50,000
7-9	RECREATION	Rahanis-Tennis Court Resurfacing Recreation	\$65,000
7-10	DPW	Drainage and Stream Cleaning PP Selectmen	\$200,000
7-11	DPW	Vehicle Replacement Program Selectmen	\$457,500
7-12	DPW	Tyco Dry Valves Selectmen	\$40,000
7-13	DPW	Facility Upgrades-Energy Conservation Measures (Library RTUs) Selectmen	\$250,000
7-14	DPW	Pine Haven Roof and Cupola Repair PP Selectmen	\$45,000
7-15	DPW	Town Hall Generator Selectmen	\$140,000
7-16	DPW	Vinebrook Filter Repair PP Selectmen	\$80,000
7-17	SCHOOL	Interactive Technology School Comm.	\$85,000
7-18	SCHOOL	MSMS-Boiler Repair School Comm.	\$125,000

7-19	SCHOOL	Varsity Field Turf Replacement PP School Comm.	\$500,000
7-20	SCHOOL	Music Dept. Installs & Upgrades School Comm.	\$50,000
7-21	SCHOOL	Audio Technology Replacement School Comm.	\$100,000
7-22	SCHOOL	MSMS-Auditorium Equip & Safety Upgrades School Comm.	\$350,000
7-23	SCHOOL	Memorial-Playground Resurfacing School Comm.	\$50,000
7-24	SCHOOL	MSMS-Exterior Bathroom School Comm.	\$25,000
7-25	SCHOOL	Water Bubbler Replacement School Comm.	\$50,000
7-26	SCHOOL	Security Camera Replacement & Upgrades School Comm.	\$75,000
7-27	SCHOOL	Curriculum School Comm.	\$90,000
7-28	SCHOOL	Design Work School Comm.	\$100,000

PROJECT
NUMBER DEPT. NAME/ DESC
SPENDING AUTHORITY
REQUEST AMOUNT

FROM SEWER ENTERPRISE (7-29) (7-31)

7-29	DPW	Vehicle Replacement Selectmen	\$55,000
7-30	DPW	Francis Wyman Pump Station Design Selectmen	\$300,000
7-31	DPW	Pump Station Maintenance Selectmen	\$120,000

A Motion was made to change the amount of Item 7-22 from \$350,000. It was seconded and discussed but failed.

ACTION: Passed by Majority

ARTICLE #8 RE: Sidewalk Construction

To see if the Town will vote to transfer from free cash the sum of \$300,000 for the purpose of funding construction of new sidewalks under the direction of the Board of Selectmen; or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #9 RE: MWRA I/I Debt Service

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$97,285 for the purpose of paying the FY2021 debt service on the Town's three existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.:

MAIN MOTION: AS PRINTED IN THE
WARRANT

ACTION: Passed by Majority

ARTICLE #10 RE: Transfer from Water Stabilization Fund

To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$214,000, 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: To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$214,000 to cover the operating expenses and debt service related to the connection to the Massachusetts Water Resources Authority (MWRA) system.

ACTION: Passed Unanimously

ARTICLE #11 RE: MWRA Assessment

To see if the Town will vote to transfer the sum of \$6,152,437 to operate the FY2021 Sewer Services Enterprise of which \$6,152,437 will come from the FY2021 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN THE
WARRANT

ACTION: Passed by Majority

ARTICLE #12 RE: Road and Parking Paving (Bond Issue)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,000,000, or any other sum, for the purpose of funding paving or roads and parking lots, 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 appropriate \$3,000,000, to be expended under the direction of the Town Administrator, to pay costs for paving, roads, and/or parking lots, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion was made to change the amount, it was seconded and then withdrawn. Action was on the main motion.

ACTION: Passed with a called 2/3s by the
Moderator

ARTICLE #13 RE: Phase I and II MWRA Water Connection (Bond Issue)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,500,000, or any other sum, for the purpose of funding Phase I MWRA water connection construction and Phase II MWRA water Connection Design, 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 appropriate \$3,500,000, to be expended under the direction of the Town Administrator, to pay costs of water connection construction, under Phase I, and water connection design, under Phase II, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8, or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of this borrowing may be undertaken through the Massachusetts Water Resources Authority's Loan Program ("MWRA"). The Treasurer, the Town Administrator, and the Selectmen are authorized to execute and deliver any and all documents and

agreements than may be required by the MWRA in connection with any borrowing through the MWRA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: Passed with a called 2/3s by the Moderator

ARTICLE #14 RE: Acceptance of 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.

Question from the floor on the amount in allocation from John Danizio the amount is \$1,084,501.00

MAIN MOTION: AS PRINTED IN THE WARRANT

ACTION: Passed by Majority

ARTICLE #15 RE: PEG Cable Access Enterprise Fund

To see if the Town will vote to transfer the sum of \$540,000 to operate the FY2021 Peg Cable Access Enterprise of which \$540,000 will come from the FY2021 PEG Cable Access Enterprise Fund Estimated Revenue Account; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN THE WARRANT

ACTION: Passed by Majority

ARTICLE #16 RE: Technology and Cyber Security Contracts (Approval)

To see if the Town will vote to authorize the Board of Selectman and the School Committee to enter into a lease/purchase agreement for a term or terms not to exceed five (5) years but in any event not to exceed the useful life of the property in total in accordance with Chapter 30B, Section 12 of Massachusetts General Laws, or such terms

and conditions as the Board of Selectman and the School Committee may determine, for the purposes of purchasing equipment and services for telecommunications and network infrastructure upgrades, and cyber security services for all School and Town properties and to fund the first year with a \$400,000 appropriation from the Operating Budget, or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN THE WARRANT

ACTION: Passed Unanimously

ARTICLE #17 RE: Receipts Reserved for Appropriation - Ambulance Services

To see if the Town will vote to transfer from the Receipts Reserved Account for Ambulance Services the sum of \$TBD, or any other sum, to cover the costs associated with operating ambulance services at the advanced life support paramedic level; or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #18 RE: Fund Union Retirement Buyout Benefit

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 the current or future costs of union retirement buyout benefits, or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ARTICLE #19 RE: Fund the Administrative and Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2021, and transfer from the FY2021 Negotiated Settlement Account a sum of money for the purpose of funding the plan, same to be expended under 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 FY2021, and transfer from the FY2021 Negotiated Settlement Account the sum of \$102,572 for the purpose of funding the plan, same to be expended under the appropriate authorities.

ACTION: Passed by Majority

ARTICLE #20 RE: Fund the Part-Time Compensation Plan

To see if the Town will vote to transfer from the FY2021 Negotiated Settlement a sum of money for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2021, same to be expended under the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the FY2021 Negotiated Settlement the sum of \$4,464 for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2021, same to be expended under the appropriate authorities.

ACTION: Passed by Majority

ARTICLE #21 RE: Fund the Burlington Police Patrolmen's Association Contract

To see if the Town will vote to transfer from FY2021 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 FY2021 and FY2022, 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 FY2021 Negotiated Settlement Account the sum of \$147,688 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2021 and FY2022, same to be spent under the appropriate authority.

ACTION: Passed by Majority

ARTICLE #22 RE: Fund the Burlington International Firefighters Association Contract

To see if the Town will vote to transfer from FY2021 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 FY2021, FY2022, and FY2023, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #23 RE: Special Counsel-Appellate Tax Board

To see if the Town will vote to raise and appropriate, transfer available funds, otherwise provide the sum of \$150,000 or any other sum for the purpose of hiring special counsel, expert witnesses and other related consultants for the purpose of assisting the Town in defending Appellate Tax Board cases, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Overlay Surplus Account the sum of \$150,000 for the purpose of paying Town Counsel, expert witnesses and other related consultants for the purpose of assisting the Town in defending Appellate Tax Board cases.

ACTION: Passed by Majority

ARTICLE #24 RE: Visioning Conceptual Site Plan - Mall

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$65,000, or any other sum, for the purpose of funding the visioning conceptual site plan at the Burlington Mall in order to develop a schematic site plan for the site that integrates the communities goals and supports a well-designed and sustainable development; or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #25 RE: Economic Development

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 economic development plans in order to create a specific strategy to enhance the economic well-being of the Town; 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 for the purpose of funding economic development plans in order to create a specific strategy to enhance the economic well-being of the Town

ACTION: Passed by Majority

ARTICLE #26 RE: Wireless Legal Infrastructure Analysis

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$100,000, or any other sum, for the purpose of a wireless legal infrastructure analysis in order to review regulation changes; 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 \$100,000 for the purpose of a wireless legal infrastructure analysis in order to review regulation changes.

ACTION: Passed by Majority

ARTICLE #27 RE: Sign Bylaw Consulting

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$75,000, or any other sum, for the purpose of sign bylaw consulting in order to work with committees and departments to rewrite the existing sign bylaw; or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ARTICLE #28 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 4th of July parade and to do or act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ARTICLE #29 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 \$ \$67,319 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN THE
WARRANT

ACTION: Passed by Majority

ARTICLE #30 RE: Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$47,464 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 \$47,464 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.

ACTION: Passed by Majority

ARTICLE #31 RE: Adopting the Community Preservation Act in Burlington

To see if the Town will vote to
Accept Sections 3 to 7 inclusive of Chapter 44B of the General Laws, a summary of which appears below:

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, (hereinafter "the Act") establish a dedicated funding source to enable cities and towns to (1) acquire, create and preserve open space, which includes land for parks, recreational uses, conservation areas and the protection of drinking water supplies, and rehabilitate local parks, playgrounds, and athletic fields; (2) acquire, preserve, rehabilitate and restore historic buildings and resources; and (3) create and preserve affordable housing, and help meet local families' housing needs.

In Burlington, the funding source for these community preservation purposes will be a surcharge of 1.5 percent on the annual property tax assessed on real property beginning in fiscal year 2022, and by annual distributions made by the state from a trust fund created by the Act. Only communities that adopt the Act receive a distribution from this state trust fund.

If approved, the following will be exempt from the surcharge:

- property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act”
- class three (commercial) and class four (industrial) properties as defined in section 2A of GLc.59 for the first \$100,000 of the assessed valuation of each taxable parcel
- class one (residential) properties as defined in section 2A of GLc.59 for the first \$100,000 of the assessed valuation of each taxable parcel

A taxpayer receiving a regular property tax abatement or exemption will also receive a pro rata reduction in surcharge.

Upon acceptance by the voters, a Community Preservation Committee will be established by town by-law, composed of local citizens, to study community preservation resources, possibilities and needs, and to make annual recommendations to Town Meeting on the use of the funds. All expenditures must be approved by Town Meeting.

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #32 RE: Amend General Bylaw Article V, Section 1.5, Information Systems Security Advisory Committee

To see if the Town will vote to amend Article V (AUTHORITIES, COMMISSIONS, AND COMMITTEES) of the General Bylaws to add the following section:

1.5 Information Systems Security Advisory Committee

1.5.1 Introduction

Burlington relies on information systems to conduct Town business. Threats to the Town's information systems could come from external and internal actors. A successful attack could result in loss of security, privacy, or integrity to the Town's information systems, its data, and operational processes. Such attacks could persist for an extended period and may materially disrupt or destroy critical infrastructure or services and have adverse financial and other impact to the Town and its citizens.

1.5.2 Definition

The definition of an information system shall include, but is not limited to, computers, networks, phones, smart phones, video systems, cloud and software services, security systems, monitors, cameras, embedded control systems and other technologies.

1.5.3 Committee Purpose

The Information Systems Security Advisory Committee (hereinafter referred to as the Committee) shall act in an oversight capacity reporting to the Board of Selectmen. The Committee must maintain cooperative working relationships with all Town supervisory bodies including the Board of Selectmen, School Committee, Recreation Commission, Planning Board, Library Trustees and Town information technology employees. This Committee does not replace or modify the Town's operational information systems structure.

The Committee responsibilities shall include any oversight activity, under the supervision of the Board of Selectmen that impacts information system security and privacy. Such activities shall include, but are not limited to:

- Developing a mandatory information systems governance policy that applies to all information systems used by the Town to conduct Town business to be adopted, approved and enforced by the Board of Selectmen;
- Ensuring the creation and periodic updates of a security threat model to analyze potential issues affecting new and existing information systems;
- Providing recommendations to reduce likelihood or the impact of a successful attack;
- Overseeing the development and periodic testing of effective business continuity and disaster recovery measures;
- Assessing and recommending for approval a set of priorities on future security initiatives;
- Ensuring integration of relevant information from regulatory organizations and standards bodies such as National Institute of Standards and Technology, Homeland Security, Commonwealth of Massachusetts and others as appropriate; and
- Reporting annually on Committee activities and recommendations Town's supervisory bodies and department heads.

1.5.4 Committee Composition

The Committee shall consist of nine (9) members total, of which five (5) members are to be appointed by the Board of Selectmen within thirty (30) days after the adjournment of the May Town Meeting. In the absence of an active committee,

two (2) members will be appointed for three (3) years, two (2) members will be appointed for two (2) years and one (1) member will be appointed for one (1) year. Thereafter, all appointments shall be three (3) years. The Committee shall annually elect a chairperson, vice-chairperson and appoint a secretary. The secretary shall not be member of the Committee. The committee shall define the duties of the secretary and fix the compensation of the secretary.

The remaining four (4) members shall be Town employees who are fully or partially responsible for information system security or can represent the position of their department to the Committee. Of these four (4), there shall be one employee from Town administration, public safety, school department and the library appointed by the department's respective supervisory board.

All nine (9) members of the Committee shall be voting members. Committee members serve at the pleasure of their respective appointing body;

or to act in any other manner in relation thereto.

Amendment was made by the proponent prior to the meeting and the Main Motion was amended to read:

MAIN MOTION: To see if the Town will vote to amend Article V (AUTHORITIES, COMMISSIONS, AND COMMITTEES) of the General Bylaws to add the following section:

1.5 Information Systems Security Advisory Committee

1.5.1 Introduction

Burlington relies on information systems to conduct Town business. Threats to the Town's information systems could come from external and internal actors. A successful attack could result in loss of security, privacy, or integrity to the Town's information systems, its data, and operational processes. Such attacks could persist for an extended period and may materially disrupt or destroy critical infrastructure or services and have adverse financial and other impact to the Town and its citizens.

1.5.2 Definition

The definition of an information system shall include, but is not limited to, computers, networks, phones, smart phones, video systems, cloud and software services, security systems, monitors, cameras, embedded control systems and other technologies.

1.5.3 Committee Purpose

The Information Systems Security Advisory Committee (hereinafter referred to as the Committee) shall act in an oversight capacity reporting to the Board of Selectmen. The Committee must maintain cooperative working relationships with all Town supervisory bodies

including the Board of Selectmen, School Committee, Recreation Commission, Planning Board, Library Trustees and Town information technology employees. This Committee does not replace or modify the Town's operational information systems structure.

The Committee responsibilities shall include any oversight activity, under the supervision of the Board of Selectmen that impacts information system security and privacy. Such activities shall include, but are not limited to:

- Developing a mandatory information systems governance policy that applies to all information systems used by the Town to conduct Town business to be adopted, approved and enforced by the Board of Selectmen;
- Ensuring the creation and periodic updates of a security threat model to analyze potential issues affecting new and existing information systems;
- Providing recommendations to reduce likelihood or the impact of a successful attack;
- Overseeing the development and periodic testing of effective business continuity and disaster recovery measures;
- Assessing and recommending for approval a set of priorities on future security initiatives;
- Ensuring integration of relevant information from regulatory organizations and standards bodies such as National Institute of Standards and Technology, Homeland Security, Commonwealth of Massachusetts and others as appropriate; and
- Reporting annually on Committee activities and recommendations Town's supervisory bodies and department heads.

1.5.4 Committee Composition

The Committee shall consist of nine (9) voting members' total, of which five (5) members are town residents to be appointed by the Board of Selectmen within thirty (30) days after the adjournment of the May Town Meeting. In the absence of an active committee, these five (5) members shall be appointed as follows: two (2) members will be appointed for three (3) years, two (2) members will be appointed for two (2) years and one (1) member will be appointed for one (1) year. Thereafter, all appointments shall be three (3) years. The Committee shall annually elect a chairperson, vice-chairperson and appoint a secretary. The secretary shall not be a member of the Committee. The committee shall define the duties of the secretary and fix the compensation of the secretary.

The remaining four (4) members shall be Town employees who are fully or partially responsible for information system security or can represent the position of their department to the Committee. Of these four (4), there shall be one employee from Town administration, public safety, school department and the library appointed by the department's respective supervisory board. These four (4) members shall serve a three (3) year term, at the discretion of their appointing authority.

All nine (9) members of the Committee shall be voting members. Committee members serve at the pleasure of their respective appointing body;

or to act in any other manner in relation thereto.

ACTION: Passed by Majority

**ARTICLE #33 RE: Amend General Bylaw
Article V, Section 2.3,
Bylaw Review Committee**

To see if the Town will vote to amend the General Bylaws of the Town of Burlington Article V, Section 2.3, Bylaw Review Committee to add numbering to the paragraphs and remove a sentence from the first paragraph to add a new paragraph. The new paragraph is as follows:

2.3.2 The committee shall annually elect a chairperson and vice-chairperson and appoint a secretary. The secretary shall not be a member of the committee. The committee shall define the duties of the secretary and fix the compensation of the secretary.

The revised full Section 2.3 would be as follows:

2.3 Bylaw Review Committee

2.3.1 The General Bylaws, and all special Bylaws, shall be reviewed annually by the Bylaw Review Committee consisting of five members to be appointed annually, for a term of three (3) years, by the Moderator within thirty (30) days after the final adjournment of the May Town Meeting. In the absence of an active committee, two (2) members will be appointed for three (3) years, two (2) members will be appointed for two (2) years and one (1) member will be appointed for one (1) year. Thereafter, all appointments shall be three years;

2.3.2 The committee shall annually elect a chairperson and vice-chairperson and appoint a secretary. The secretary shall not be a member of the committee. The committee shall define the duties of the secretary and fix the compensation thereof.

2.3.3 All proposed bylaws appearing on the Warrant for any session of Town Meeting, and all articles on any Warrant for any session of Town Meeting proposing actions which must be taken by law, shall be referred by the Town Administrator as soon as the Warrant closes to the Bylaw Review Committee. Said committee shall consider (a) where in said Bylaws the proposed Bylaw should be placed; (b) the form, clarity and conciseness of the proposed Bylaw; and (c) all arguments in favor of or in opposition to the proposed Bylaw, and shall make recommendations to Town Meeting based on these considerations.

2.3.4 Town Meeting may also refer to this committee, or to any ad hoc committee that Town Meeting may constitute for this purpose, any proposed articles for detailed study and research on specific issues, but the members of any such ad hoc committee shall be appointed by the Moderator.

2.3.5 This section shall not, except by specific vote of Town Meeting, apply to any warrant article required by law to be reviewed by the Land Use Committee, the Planning Board or the Town Administrator.

MAIN MOTION: AS PRINTED IN THE
WARRANT

ACTION: Passed by Majority

**ARTICLE #34 RE: General Bylaw Article
XIII: PUBLIC SAFETY
Short Term Rental -
Prohibited**

To see if the Town will vote to Amend the General Bylaw by adding the following Section 1.44 to Article XIII:PUBLIC SAFETY:

1.44 Short-Term Rental - Prohibited

The use of a Residential Unit for residential occupancy by a person or persons for a period of fewer than twenty-eight consecutive calendar days for a fee is prohibited. A Short-Term Rental may or may not be facilitated through a Booking Agent. A short-term rental is an occupied property that is not a hotel, motel, lodging house or bed and breakfast establishment, where at least one room or unit is rented out by an operator through the use of advance reservations. A short-term rental includes an apartment, house, cottage, and condominium and other accommodations.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ARTICLE #35 RE: Short Term Rentals

To see if the Town will vote to

Amend the Zoning bylaw Article II to create the following new definition for Short Term Rentals:

Short-Term Rental

The use of a Residential Unit for residential occupancy by a person or persons for a period of fewer than twenty-eight consecutive calendar days for a fee. A Short Term Rental may or may not be facilitated through a Booking Agent. A short-term rental is an occupied property that is not a hotel, motel, lodging house or bed and breakfast establishment, where at least one room or unit is rented out by an operator through the use of advance reservations. A short-term rental includes an apartment, house, cottage, and condominium.

And further to amend the Article IV, Section 4.2.0 Principal Use Regulation Schedule by adding the use provisions for Short Term Rentals as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEDULE																
	USE DESIGNATION	DISTRICT											OVERLAY DISTRICTS			
4.2.1	RESIDENCE USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CB D
4.2.1.1	One family dwellings	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES
4.2.1.3	Hotel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.2.1.3.1	Residence hotel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.2.1.3.2	Motor Hotel or Motel	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO
4.2.1.3.3	<i>Short-Term Rental</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>YES</i>	<i>YES</i>	<i>NO</i>	<i>NO</i>
4.3.0 ACCESSORY USE REGULATION SCHEDULE																
4.3.1	USES NORMALLY ACCESSORY TO RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CB D
4.3.1.1	Renting of rooms without cooking facilities to not more than two persons in an existing dwelling by a family resident therein; provided there is no sign or display to advertise such use	SP	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES
4.3.1.1.1	An accessory apartment (See Section 112.0) located in a structure constructed as a detached one family dwelling, subordinate in size to the principal dwelling unit and separated from it, in a manner that maintains the appearance of the structure as a one family unit	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES
4.3.1.1.2	<i>Short-Term Rental</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>NO</i>	<i>YES</i>	<i>YES</i>	<i>NO</i>	<i>NO</i>

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #36 RE: PB Application Process/Permitting

To see if the Town will vote to

Amend the Zoning bylaw Article IX, SECTION 9.2.0 SPECIAL PERMIT and Article IX, Section 9.3.0 Site Plan as follows:

9.2.2 Procedure

9.2.2.1 Any person desiring a special permit shall submit an application pursuant to the Special Permit Rules and Regulations. to the Town Clerk, together with the required filing fee as specified in the Planning Board's Rules and Regulations, and twelve (12) copies of a Site Plan and/or other supporting documentation. The Town Clerk shall within three (3) days transmit the original application and four (4) copies

of the plan and any supporting documentation to the Planning Board; and one (1) copy each of the application, plan, and supporting documentation to the Inspector of Buildings, the Board of Selectmen, the DPW, the Town Engineer, the Board of Health, the Conservation Commission, the Fire Chief, and the Police Chief, who 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.

SECTION 9.3.0 SITE PLAN

9.3.2 Procedure

Any person desiring a Site Plan shall submit an application pursuant to the Site Plan

Rules and Regulations: twelve (12) copies of said plan to the Town Clerk (together with a filing fee as specified in the Planning Board Site Plan Rules and Regulations) who shall within three (3) days transmit two (2) copies to the Planning Board; and one (1) copy each to the Inspector of Buildings, the Board of Selectmen, the DPW, the Board of Health, the Conservation Commission, the Town Engineer, the Fire Department, and the Police Department who shall consider the plan and submit a report thereon with recommendations to the Planning Board. The Planning Board shall not make a finding and determination upon an application until it has received these recommendations or until thirty-five (35) days have elapsed without such recommendations being submitted and until a public hearing has been held.

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #37 RE: Amend Zoning Bylaw, Article II Definitions

To see if the Town will vote to amend Article II of the Town's Zoning Bylaw by adding the following subsections:

2.7.4.1 Green Space

An upland area of grass, trees, or other vegetation set apart for recreational or aesthetic purposes. Retention areas and designated wetlands are not Green Space.

2.16.1.1 Parking Lot

An off-street ground level improved area including paved parking spaces and drives and aisles for maneuvering, and providing access and for entrance and exit, developed in a way to accommodate the parking of motor vehicles.

2.16.1.2 Parking Structure

Parking spaces and adjacent access drives, aisles, and ramps that are located in a structure with one or more levels, used exclusively for the parking or storage of motor vehicles.

Detached Parking Structure

A stand-alone Parking Structure composed of more than one level. Detached Structured Parking may be totally below grade (underground) or either partially or totally above grade with those levels being either open or enclosed.

Integrated Parking Structure

A Parking Structure integrated within a building. Integrated Structured Parking may be below the finished floor area, and either below grade (underground) or partially or totally above grade with those levels being either open or enclosed.

Parking Deck

An elevated Parking Structure composed of one level. A Parking Deck may be partially or totally above grade with those levels being open, enclosed or integrated into the grade of the site.

or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN THE WARRANT

ACTION: Passed on Called 2/3s by the Moderator

ARTICLE #38 RE: Amend Zoning Bylaws, Article II Section 2.6.9 Definitions

To see if the Town will vote to amend Article II of the Town's Zoning By-Laws by adding the following subsection to be labeled Section 2.6.9:.

2.6.9 Function Facility

An establishment which is rented for the purpose of hosting private parties, conferences, banquets, weddings or other social events. A function facility must be associated with a restaurant or hotel.

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #39 RE: Amend Zoning By-Laws, Article IV**Section 4.3.2 Accessory Use Schedule**

To see if the Town will vote to amend Article IV, Section 4.3.2 USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES of the Town's Zoning By-Laws by adding subsections 4.3.2.9.1, 4.3.2.9.2 and 4.3.2.9.3 all as shown on the attached Table:

See proposed Use Table

4.3.2	USES NORMALLY ACCESSORY TO NON- RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.3.2.9	Parking garages and/or parking structures for more than three (3) vehicles, including both enclosed and open garages and structures, above and below ground	NO	NO	NO	NO	NO	NO	NO	NO*	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.3.2.9.1	<i>Structured Parking</i>	NO	NO	NO	NO	NO	NO	NO	NO*	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.3.2.9.2	<i>Integrated Structured Parking</i>	NO	NO	NO	NO	NO	NO	NO	NO*	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.3.2.9.3	<i>Parking Deck</i>	NO	NO	NO	NO	NO	NO SP	NO	NO*	SP	NO	NO	YES	YES	SP ₁	SP ₁

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

ARTICLE #40 RE: Amend Zoning By-Laws, Article V Section 5.2.0 Density Regulation Schedule

To see if the Town will vote to amend Article V, Section 5.2.0 DENSITY REGULATION SCHEDULE of the Town's Zoning By-Laws by adding the following Note #13 to the NOTES FOR DENSITY REGULATION TABLE:

12. The Maximum Aggregate Building-to-Ground Area Percentage shall be reduced to 25% when a Parking Structure is incorporated into the site.

Also by adding reference to said Footnote 13 to the Density Regulation Schedule as shown in Article V. Section 5.2.0, said Footnote 13 to be added to the BG column regarding the Maximum Aggregate Building-to-Ground Area Percentage;

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ARTICLE #41 RE: Amend Zoning By-Laws, Article VII Section 7.2.7 Parking Structures

To see if the Town will vote to amend Article VII, Section 7.2.7 PARKING STRUCTURES

AND GARAGES FOR USES OTHER THAN ONE-FAMILY DWELLINGS of the Town's Zoning By-Laws by adding the following subsections:

7.2.7.1 Maximum Aggregate Building-to-Ground Area Percentage

Any parking structure or garage which is authorized by a Special Permit pursuant to Article IV, Section 4.3.2.9, 4.3.2.9.1, 4.3.2.9.2 and 4.3.4.9.3, shall be included in the Maximum Aggregate Building-to-Ground Area Percentage (pursuant to Section 5.2.0 of Article V) of the district within which it is built, and shall be subject to the provisions of Article IX, Section 9.2.0.

7.2.7.2 Parking Structures restrictions in the General Business (BG) Zoning District

The use of Parking Structures in the BG District shall not be allowed unless the following criteria are met:

The parcel boundary within which a Parking Structure is located cannot be within two hundred (200) feet of a Residential District.

The lot area must be a minimum of 150,000 sf

The Parking Structure must be an accessory use to a restaurant with a function facility having a minimum occupancy of 400.

7.2.7.3 Green Space Requirement

Parking Structures shall not be allowed in the BG District unless the parcel within which the Parking Structure is located has an equivalent square footage of Green Space equal to 200% of the footprint of the footprint of the Parking Structure, unless through a finding of 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, they determine an alternative public benefit.

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

**ARTICLE #42 RE: Change Zoning
Classification Assessor's Parcel
ID# 54-3-4 Property Address: 1-
3 Ray Avenue**

To see if the Town will vote to change the Zoning classification and zoning maps of property shown on Burlington Assessor's Map 54 as Parcel ID # 54-3-4 from an IG District to a BG District

or to act in any other manner in relation thereto.

MAIN MOTION: POSTPONED

**ARTICLE #43 RE: Amend Zoning Map and
Rezone Property to High Rise Industrial (IH)
District**

To see if the Town will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, to rezone certain property located at 200 Summit Drive as said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 56 Parcel 20-0, and more particularly shown on the plan entitled: "Limits of Proposed Re-Zoning Summit Drive - Burlington, Ma. Lot 200", dated February 7, 2020, to the High-Rise Industrial (IH) Zoning District, consisting of approximately 4.279 acres,

**MAIN MOTION: AS PRINTED IN THE
WARRANT**

ACTION: Passed on Called 2/3s by the
Moderator

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously.
Meeting was adjourned at 9:10 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**ADJOURNED TOWN MEETING
WEDNESDAY SEPTEMBER 30, 2020
FOGELBERG PREFORMING ARTS
CENTER AND VIRTUAL ATTENDEES
BURLINGTON HIGH SCHOOL**

Town meeting in the time of COVID. Historical first Hybrid Town Meeting. Prior to the meeting the Clerk swore in the newly elected Town Meeting members. A quorum being present, the meeting was called to order at 7:32 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The meeting is being shown on BCAT Government Coverage on Facebook. Prior to starting regular business, the Moderator asked for a motion to accept a show of hands as the method for voting rather than a standing count which was moved and seconded. Finally Now to the first Article:

GENERAL ARTICLES

ARTICLE #1 RE: Reports of Town Officers & Committees

MAIN MOTION: To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

ARTICLE #2 2021 Annual Town Election

MAIN MOTION: To see if the Town will vote to set the date of the 2021 Annual Town Election to Be Saturday, April 10, 2021.

ACTION: Passed by Majority

ARTICLE #3 Will of Marshall Simonds

MAIN MOTION: To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum not to exceed \$67,318.95 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.

ACTION: Passed by Majority

ARTICLE #4 Amend the FY 2021 Operating Budget

MAIN MOTION: To see if the Town will vote to amend Article 6 of the June 10, 2020 Annual Town Meeting, "Fund FY 2021 Operating Budget", by adjusting the amount appropriated in various lines totaling an amount of \$2,100,000.

Dept #	Department	Reduction Amount
122	Selectmen	\$5,000
135	Accounting	\$27,000
141	Assessor	\$20,000
145	Treasurer/Collector	\$45,000
149	Central Administration	\$945,000
155	MIS	\$20,000
210	Police	\$55,000
220	Fire	\$10,000
241	Building	\$25,000
300	Local Education	\$350,000
451	Public Works	\$50,000
510	Board of Health	\$20,000
541	COA	\$25,000
549	Youth and Family Services	\$15,000
610	Library	\$25,000
630	Recreation	\$8,000
710	Debt Service	\$455,000
		\$2,100,000

ACTION: Passed by Majority

ARTICLE #5 Transfer from Stabilization Fund

MAIN MOTION: To see if the Town will vote to transfer a sum of money from the Stabilization Fund to fund various lines in the operating budget; or to act in any other manner in relation thereto.

ACTION: Withdrawn

ARTICLE #6 1,4 Dioxane Legal Action Funding

MAIN MOTION: To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$100,000, or any other sum, for the purpose of pursuing legal action against responsible parties for the contamination of the Vine Brook Aquifer, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

ACTION: Postponed Indefinitely

ARTICLE #7 School Department - Salary

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money not to exceed \$81,000 to fund wages for a Director of Diversity, Equity, and inclusion position, same to be spent under the director of the School Committee for FY2021; or to act in any other manner in relation thereto.

Submitted at the request of
Schiffon Wong, Town Meeting Member, Prct 4
Shari Ellis, Town Meeting Member, Precinct 3
Patricia O'Brien, Town Meeting Member, Prct 2
Monte L. Pearson, Town Meeting Member, Prct 3
Laura Vittum, Town Meeting Member, Prct 2

Several motions were 3 motions were made, 2 failed with the Main Motion then being amended to the follow: the vote on the Amendment was 67 FOR & 17 AGAINST

MAIN MOTION: To see if the Town will vote for \$81,000 be raised and appropriate and added to the current school budget to fund a Director of Diversity, Equity, and Inclusion position to be spent under the direction of the School Committee for FY 2021.

ACTION: Passed by Majority as amended:
73 FOR & 33 AGAINST

ARTICLE #8 An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington

MAIN MOTION: To see if the Town will vote to amend the Burlington General Bylaw by deleting the word "Selectmen" each time it appears in said bylaw and inserting the term "Select Board" in place thereof, and further, deleting the words "Board of Selectmen" each time it appears and inserting in place thereof the term "Select Board" and further that the Town Clerk be authorized to make clerical, editorial or other adjustments to effectuate the purposes hereof; or to act in any other manner in relation thereto.

ACTION: POSTPONED

ARTICLE #9 An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington

MAIN MOTION: To see if the Town will vote to amend the Burlington Zoning Bylaw by deleting the word "Selectmen" each time it appears in said bylaw and inserting the term "Select Board" in place thereof, and further, deleting the words

"Board of Selectmen" each time it appears and inserting in place thereof the term "Select Board" and further that the Town Clerk be authorized to make clerical, editorial or other adjustments to effectuate the purposes hereof; or to act in any other manner in relation thereto.

ACTION: POSTPONED

ARTICLE #10 Amend Zoning By-Law, Article II Section 2.6.9 Definitions

MAIN MOTION: To see if the Town will vote to amend Article II of the Town's Zoning By-Laws by adding the following subsection to be labeled Section 2.6.9:

2.6.9 Function Facility

An establishment which is rented for the purpose of hosting private parties, conferences, banquets, weddings or other social events; or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0

ZBRC 7-0-0

Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #11 Amend Zoning By-Law, Article IV Section 4.3.2 Accessory Use Schedule

MAIN MOTION: To see if the Town will vote to amend Article IV, Section 4.3.2 USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES of the Town's Zoning By-Laws by adding subsections 4.3.2.9.1, 4.3.2.9.2, and 4.3.2.9.3 all as shown on the Table below; or to act in any other manner in relation thereto.

4.3.2	USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES	BO	RG	RC	RY
4.3.2.9	Parking garages and parking structures for more than three (3) vehicles, including both enclosed and open garages and structures, above and below ground	NO	NO	NO	NO
4.3.2.9.1	Detached Parking Structures	NO	NO	NO	NO
4.3.2.9.2	Integrated Parking Structures	NO	NO	NO	NO
4.3.2.9.3	Parking Deck	NO	NO	NO	NO

And further to see if the Town will vote to amend Article VII, Section 7.2.7 PARKING STRUCTURES AND GARAGES FOR USES OTHER THAN ONE-FAMILY DWELLINGS of the Town's Zoning By-Laws to the following:

Section 7.2.7 PARKING STRUCTURES AND GARAGES FOR USES OTHER THAN ONE-FAMILY DWELLINGS

7.2.7.1 Maximum Aggregate Building-to-Ground Area Percentage

Any parking structure or garage which is authorized by a Special Permit pursuant to Article IV, Section 4.3.2.9, 4.3.2.9.1, 4.3.2.9.2 and 4.3.4.9.3, shall be included in the Maximum Aggregate Building-to-Ground Area Percentage (pursuant to Section 5.2.0 of Article V) of the district within which it is built, and shall be subject to the provisions of Article IX, Section 9.2.0.

7.2.7.2 Parking Structures restrictions in the General Business (BG) Zoning District

The use of Parking Structures in the BG District shall not be allowed unless the following criteria are met:

The parcel boundary within which a Parking Structure is located cannot be within two hundred (200) feet of a Residential District.

The lot area must be a minimum of 150,000 sf
The Parking Structure must be an accessory use to a restaurant with a Function Facility having a minimum occupancy of 400.

7.2.7.3 Green Space Requirement

Parking Structures shall not be allowed in the BG District unless the parcel within which the Parking Structure is located has an equivalent square footage of Green Space equal to 200% of the footprint of the Parking Structure, unless through a finding of 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, they determine an alternative public benefit; or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0
ZBRC 7-0-0
Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #12 Amend Zoning Map and Rezone Property to General Business (BG) District 1-3 Ray Avenue

MAIN MOTION: To see if the Town will vote to amend the zoning bylaw map of the Town of Burlington, as most recently amended, and to rezone certain property shown on Burlington Assessor's map 54 as Parcel ID # 54-3-4 from the General Industrial (IG) District to a General Business (BG) District; or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0
ZBRC 7-0-0
Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #13 Ground Mounted Solar

MAIN MOTION: To see if the Town will vote to amend **Section 10.9.1 (c)** by deleting the section in it's entirely and replacing with the following:

10.9.0 SOLAR

~~c. Ground mounted solar energy systems in any and all positions shall adhere to all setbacks and are prohibited from the front yard of the subject property.~~ **"Ground mounted solar energy systems in any and all positions shall adhere to all setbacks. Ground mounted solar energy systems in the front or side yard of the subject property shall be subject to the Special Permit process, as outlined in Section 9.2.0."**

RECOMMENDATIONS: Planning 0-7-0
ZBRC 7-0-0
Land Use 7-0-0

ACTION: Failed to pass –
vote was 18 FOR & 61 AGAINST

AT 11:18 PM a motion was made to adjourn and reconvene on Monday October 5th at 7:30 PM. It was moved and seconded, the Moderator adjourned the meeting.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**ADJOURNED TOWN MEETING
WEDNESDAY OCTOBER 5, 2020
FOGELBERG PREFORMING ARTS
CENTER AND VIRTUAL ATTENDEES
BURLINGTON HIGH SCHOOL**

Town meeting in the time of COVID. Historical first Hybrid Town Meeting continues. A quorum being present, the meeting was called to order at 7:34 PM.

**ARTICLE #14 Amend Zoning Map and
Rezone Property to the
General Business (BG)
District**

MAIN MOTION: To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at 207 Cambridge Street as said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 23 Parcel 87-0, to the General Business (BG) Zoning District, consisting of approximately 2.8 acres; or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0

ZBRC 7-0-0

Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #15 Storage, Distribution and Warehousing

MAIN MOTION: To see if the Town will vote to amend Article II of the Town's Zoning Bylaw by creating the following new subsections

2.4.1.1: DISTRIBUTION FACILITY: A facility where goods are received and/or stored for processing, fulfillment and delivery to customers.

2.19.2.2: STORAGE: Buildings or part of buildings used for the storage of items/goods associated with the principal use(s).

2.22.1.1: WAREHOUSE: A facility engaged in long-term storage and distribution of products, supplies, and equipment.

2.22.1.2: WHOLESALE TRADE: An establishment primarily engaged in selling merchandise to retailers; industrial, commercial, institutional, construction contractors, or professional business users; or to other wholesalers; or acting as agents or brokers in buying merchandise for, or selling merchandise to, such persons or companies. Wholesale trade is not direct retail sale to the consumer.

And further to see if the Town will vote to amend Section 4.2.0 Principal Use Regulation Schedule and 4.3.0 Accessory Use Schedule as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE																	
	USE DESIGNATION	DISTRICT												OVERLAY DISTRICTS			
4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD	
4.2.7.5	Wholesale trade, warehousing (except toxic and hazardous materials and salts)	NO	NO	NO	NO	NO	NO	NO	SP	SP	SP	NO	YES	YES	NO	NO	
4.2.7.5.1	Distribution facility	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	NO	SP	SP	NO	NO	
4.2.7.5.2	Warehouse	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	SP	SP	NO	NO	
4.3.0 ACCESSORY USE REGULATION SCHEUDLE																	
4.3.2	USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD	
4.3.2.12	Warehousing incidental to a permitted principal use (except hazardous and toxic materials/chemicals)	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	NO	NO	
4.3.2.12.1	Distribution facility incidental to a permitted principal use (except hazardous and toxic materials/chemicals)	NO	NO	NO	NO	NO	SP	SP	SP	SP	SP	NO	YES	YES	SP	SP	
4.3.2.12.2	Storage incidental to a permitted principal use (except hazardous and toxic materials/chemicals)	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	YES	YES	YES	YES	

RECOMMENDATIONS: Planning 7-0

ZBRC 7-0-0

Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #16 Self-Storage Facilities

MAIN MOTION: To see if the Town will vote to amend Article II of the Town's Zoning Bylaw by adding the following definition to subsection 2.19.1.1

2.19.1.1: SELF-STORAGE FACILITY: A building or group of buildings consisting of individual, self-contained units with interior or exterior access leased to individuals, organizations, or businesses for self-service storage of non-hazardous personal property, goods, products, materials or objects.

And further to see if the Town will vote to amend Section 4.2.0 and 4.3.0 Use Schedule as follows:

4.2.6	RETAIL, CONSUMER, AND TRADE USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.6.31	Self-Storage Facility	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
4.3.2.	USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.3.2.23	Self-Storage Facility	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0; ZBRC 7-0-0; Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #17 PB Application Process/Electronic Permitting

MAIN MOTION: To see if the Town will vote to Amend the Zoning Bylaw Article IX, SECTION 9.2.0 SPECIAL PERMIT and Article IX, Section 9.3.0 SITE PLAN as follows:

SECTION 9.2.0 SPECIAL PERMIT

9.2.2 Procedure

9.2.2.1 Any person desiring a special permit shall submit an application pursuant to the Special Permit Rules and Regulations. The Planning Board shall not make a finding and determination upon the application until it has received the reports from the Inspector of Buildings, 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.

SECTION 9.3.0 SITE PLAN

9.3.2 Procedure

Any person desiring a Site Plan shall submit an application pursuant to the Site Plan Rules and Regulations. The Planning Board shall not make a finding and determination upon an application until it has received the reports from the Inspector of Buildings, 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 have elapsed without such recommendations being submitted and until a public hearing has been held;

or to act in any other manner in relation thereto

RECOMMENDATIONS: Planning 7-0

ZBRC 7-0-0

Land Use 7-0-0

ACTION: Passed by 2/3s

ARTICLE #18 Short Term Rentals**Short Term Rentals**

MAIN MOTION: To see if the Town will vote to Amend the Zoning bylaw Article II to create the following new definition for Short Term Rentals:

2.19.1.0.2 Short-Term Rental

The use of a Residential Unit for residential occupancy by a person or persons for a period of fewer than twenty-eight consecutive calendar days for a fee. A Short -Term Rental may or may not be facilitated through a Booking Agent. A Short-Term rental is a property that is not a hotel, motel, lodging house or bed and breakfast establishment, where at least one room or unit is rented. A short-term rental includes but is not limited to an apartment, house, cottage, condominium or other accommodation.

And further to amend the Article IV, Section 4.2.0 Principal Use Regulation Schedule and 4.3.0 Accessory Use Regulation Schedule by adding the use provisions for Short Term Rentals and eliminating the existing section 4.3.1.1 as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE																
	USE DESIGNATION	DISTRICT											OVERLAY DISTRICTS			
4.2.1	RESIDENCE USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.1.1	One family dwellings	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES
4.2.1.3	Hotel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.2.1.3.1	Residence hotel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP ₁	SP ₁
4.2.1.3.2	Motor Hotel or Motel	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO
4.2.1.3.3	Short-Term Rental	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	NO	NO
4.3.0 ACCESSORY USE REGULATION SCHEUDLE																
4.3.1	USES NORMALLY ACCESSORY TO RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.3.1.1	Renting of rooms without cooking facilities to not more than two persons in an existing dwelling by a family resident therein; provided there is no sign or display to advertise such use	SP	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES
4.3.1.1.2	Short-Term Rental	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	NO	NO

or to act in any other manner in relation thereto.

RECOMMENDATIONS: Planning 7-0

ZBRC 7-0-0

Land Use 7-0-0

ACTION: Passed on 2/3s

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 9:16 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

TOWN OF BURLINGTON

TOTAL TALLY SHEET - Final

MARCH 3, 2020

Presidential Primary Election

FINAL

Eligible Voters

15,638

Total Votes Cast

6,852

Percent

43.8%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	882	580	786	652	858	802	874	5,434
Republican	248	113	202	171	246	240	181	1,401
Green-Rainbow	0	1	0	3	0	0	2	6
Libertarian	3	1	2	4	1	0	0	11
								0
TOTAL VOTES CAST	1,133	695	990	830	1,105	1,042	1,057	6,852
DEMOCRATIC PARTY								
Presidential Preference								
Blanks	0	3	4	3	3	6	0	19
Deval Patrick	2	7	2	5	4	3	3	26
Amy Klobuchar	19	13	22	11	29	26	21	141
Elizabeth Warren	143	94	135	103	171	133	156	935
Michael Bennet	2	1	0	1	2	0	0	6
Michael R. Bloomberg	130	63	125	84	111	91	137	741
Tulsi Gabbard	11	2	3	12	10	14	8	60
Cory Booker	0	0	0	0	0	1	1	2
Julian Castro	0	0	0	0	0	0	0	0
Tom Steyer	5	2	7	3	6	4	14	41
Bernie Sanders	195	161	170	151	178	217	221	1,293
Joseph R. Biden	322	196	262	233	283	252	262	1,810
John K. Delaney	1	0	0	0	0	0	0	1
Andrew Yang	1	1	3	1	3	2	0	11
Pete Buttigieg	43	30	47	38	52	48	48	306
Marianne Williamson	1	0	1	0	1	0	0	3
No Preference	6	7	5	5	3	3	2	31
Write-ins	1	0	0	2	2	2	1	8
TOTAL	882	580	786	652	858	802	874	5,434
State Committee Man								
Blanks	291	168	265	214	247	271	245	1,701
Robert D. Peters	586	410	515	435	604	528	622	3,700
Write-ins	5	2	6	3	7	3	7	33
TOTAL	882	580	786	652	858	802	874	5,434
State Committee Woman								
Blanks	311	166	277	223	250	269	242	1,738
Melanie A. Thompson	566	412	505	427	602	528	625	3,665
Write-ins	5	2	4	2	6	5	7	31
TOTAL	882	580	786	652	858	802	874	5,434
Democratic								
Town Committee Slate								
Blanks	502	294	438	370	438	436	423	2,901
Group	378	285	348	279	421	363	450	2,524
Christopher D. Campbell	473	302	379	296	456	414	474	2,794
Phyllis B. Neufeld	412	307	389	308	485	407	470	2,778
Andrew Andring Wells-Bean	399	299	385	298	441	288	469	2,579
Larry Kerstein	415	301	375	313	451	394	494	2,743
Sally Willard	427	311	398	344	475	417	491	2,863
John D. Kelly	412	298	388	304	462	400	497	2,761
Miriam R. Kelly	408	306	382	297	450	392	470	2,705
Jayashree R. Voruganti	438	305	374	298	444	394	458	2,711
Philip H. Wachsler	390	289	363	289	430	374	490	2,625
Rosalyn S. Minassian	406	300	376	305	443	394	462	2,686
Ram Rao Voruganti	424	297	376	294	453	392	469	2,705
Edward A. Dube	417	310	371	293	439	393	477	2,700
Cynthia J. Phillips	420	323	385	303	450	405	478	2,764
Paul R. Raymond	413	303	397	315	475	398	485	2,786
Joanne Frustaci	420	302	395	309	446	401	478	2,751
William C. Beyer	434	320	387	303	451	409	460	2,764
John D. Ramsdell	392	292	362	289	432	373	472	2,612

Larry S. Cohen	425	302	382	302	449	408	477	2,745
Democrate Town Committee - continued								
PRECINCT	1	2	3	4	5	6	7	TOTAL
Janice S. Cohen	424	306	384	299	446	404	467	2,730
Monte L. Pearson	407	294	384	297	443	391	458	2,674
David Lovece	391	296	359	284	429	370	472	2,601
Ann Louise Assarsson	401	298	367	296	442	388	15	2,207
Write-ins - Adam Tigges - 2 Maryvale Rd	1	0	0	0	0	0	0	1
Write-ins - Marielle Vena - 11 Hart St	1	0	0	0	0	0	0	1
Write-ins - Paul Vena - 11 Hart St	1	0	0	0	0	0	0	1
Write-ins - Jason Rodgers - 26 Francis Wyman Rd		0	0	0	2	0	0	2
Write-in - unknown or ineligible	9	3	8	10	7	6	15	58
TOTAL	10,040	7,243	9,152	7,299	10,760	9,411	10,856	64,709
REPUBLICAN PARTY								
Presidential Preference								
Blanks	0	0	1	1	1	2	0	5
William F. Weld	15	5	18	11	13	17	12	91
Joe Walsh	1	0	3	1	1	4	2	12
Donald J. Trump	229	105	176	151	228	214	164	1,267
Roque "Rocky" De La Fuente	1	1	0	0	1	1	0	4
No Preference	2	1	4	6	1	1	2	17
Write-ins	0	1	0	1	1	1	1	5
	0							
TOTAL	248	113	202	171	246	240	181	1,401
State Committee Man								
Blanks	38	11	30	30	30	32	20	191
Edward Anthony Tedesco	112	52	85	71	103	125	82	630
Anthony M. Ventresca	98	48	87	70	113	83	77	576
Write-ins	0	2	0	0	0	0	2	4
TOTAL	248	113	202	171	246	240	181	1,401
State Committee Woman								
Blanks	84	28	53	66	79	62	45	417
Helen A. Hatch	164	84	147	103	167	178	135	978
Write-ins	0	1	2	2	0	0	1	6
TOTAL	248	113	202	171	246	240	181	1,401
Republican Town Committee Slate								
Blanks	141	68	101	112	164	148	102	836
Group	107	45	101	57	82	92	79	563
Paul Girouard, Jr.	142	79	132	95	147	127	110	832
Helen C. Pinto	121	49	110	71	98	108	95	652
Marianne Girouard	131	75	120	77	120	115	96	734
Patrick A. Moreno	145	55	126	72	121	118	100	737
Adam Senesi	131	49	121	68	107	111	102	689
John S. Strauss	119	46	115	67	94	104	89	634
Write-in - Gene Rossi	1	0	0	0	0	0	1	2
Write-in - unknown or ineligible	3	1	2	10	3	0	1	20
TOTAL	1,041	467	928	629	936	923	775	5,699
GREEN-RAINBOW PARTY								
Presidential Preference								
Blanks	0	0	0	0	0	0	1	1
Dario Hunter	0	0	0	1	0	0	1	2
Sedinam Kinamo Christin Moyowasifza Curry	0	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0	0
Howard Hawkins	0	0	0	1	0	0	0	1
No Preference	0	0	0	1	0	0	0	1
Write-ins	1							
TOTAL	0	1	0	3	0	0	2	6
State Committee Man								
Blanks	0	0	0	2	0	0	2	4
Write-ins	0	1	0	1	0	0	0	2
TOTAL	0	1	0	3	0	0	2	6

PRECINCT	1	2	3	4	5	6	7	TOTAL
Green-Rainbow Party continued								
State Committee Woman								
Blanks	0	0	0	1	0	0	2	3
Write-ins	0	1	0	2	0	0	0	3
	0							
TOTAL	0	1	0	3	0	0	2	6
Town Committee								
Blanks	0	0	0	0	0	0	20	20
Write-ins	0	1	0	3	0	0	0	4
TOTAL	0	1	0	3	0	0	20	24
LIBERTARIAN PARTY								
Presidential Preference								
Blanks	0	0	0	0	0	0	0	0
Arvin Vohra	0	0	0	0	0	0	0	0
Vermin Love Supreme	2	0	0	0	0	0	0	2
Jacob George Hornberger	0	0	0	0	0	0	0	0
Samuel Joseph Robb	0	0	0	1	0	0	0	1
Dan Taxation Is Theft Behrman	0	0	0	0	1	0	0	1
Kimberly Margaret Ruff	0	1	0	0	0	0	0	1
Kenneth Reed Armstrong	0	0	0	2	0	0	0	2
Adam Kokesh	0	0	0	0	0	0	0	0
Jo Jorgensen	0	0	0	0	0	0	0	0
Max Abramson	0	0	1	0	0	0	0	1
No Preference	0	0	0	1	0	0	0	1
Write-ins	1	0	1	0	0	0	0	2
TOTAL	3	1	2	4	1	0	0	11
State Committee Man								
Blanks	3	1	1	4	1	0	0	10
Write-ins	0	0	1	0	0	0	0	1
TOTAL	3	1	2	4	1	0	0	11
State Committee Woman								
Blanks	3	1	2	3	1	0	0	10
Write-ins	0	0	0	1	0	0	0	1
TOTAL	3	1	2	4	1	0	0	11
Town Committee								
Blanks		10	19	40	1	0	0	70
Write-ins		0	1	0	0	0	0	1
TOTAL	0	10	20	40	1	0	0	71

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered		% of Total Voting	
		Voters	%		
Prec. 1 Elliot Chikofsky	1,133	2,625	43.2%	DEM	79.31%
Prec. 2 Kevin McKelvey	695	1,758	39.5%		
Prec. 3 Elaine Perachi	990	2,327	42.5%	REP	20.45%
Prec. 4 Patricia Stanford	830	2,214	37.5%		
Prec. 5 Mark Camelli	1,105	2,514	44.0%	Green-Rainbow	0.09%
Prec. 6 James Shramek	1,042	2,501	41.7%		
Prec. 7 Steven Wasserman	1,057	2,650	39.9%	Libertarian	0.16%
Total	6,852	16,589			

The above figures include Absentee Ballots cast by precinct as follows:

1=43, 2=27, 3=53, 4=25, 5=34, 6=46, 7=42 **Total 270

** contains UOC Absentees

and includes Early Voting

1=344, 2=193, 3=306, 4=273, 5=371, 6=314, 7=350 Total 2151

Weather: Sunny warm day for most of the day in the 60s, rain in the evening after dark.

Attest: Amy E. Warfield Town Clerk

TOWN OF BURLINGTON									
Final Totals									
TOWN ELECTION TALLY SHEET									
Saturday, June 06, 2020									
# Eligible Voters								16,571	
Total Votes Cast								2,760	
Percent								16.66%	
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	Student Vote
TOTAL VOTES CAST	564	208	444	324	487	449	284	2,760	0
MODERATOR - 1 YR (1)									
Blanks	129	58	108	81	137	105	55	673	
William C. Beyer*	431	148	336	242	347	342	227	2,073	
Write-ins	4	2	0	1	3	2	2	14	
TOTAL	564	208	444	324	487	449	284	2,760	0
SELECTMEN - 3 YR (1)									
Blanks	93	37	93	67	120	89	47	546	
Jim Tigges*	470	169	351	257	364	358	236	2,205	
Write-ins	1	2	0	0	3	2	1	9	
TOTAL	564	208	444	324	487	449	284	2,760	0
ASSESSOR - 3 YR (1)									
Blanks	127	58	111	84	126	116	56	678	
Kevin Sheehan	435	148	333	240	360	333	227	2,076	
Write-ins	2	2	0	0	1	0	1	6	
TOTAL	564	208	444	324	487	449	284	2,760	0
SCHOOL COMMITTEE - 3 YR (2)									
Blanks	71	31	75	33	73	59	59	401	
Stephen A. Nelson*	251	87	249	161	197	191	132	1,268	
Katherine A. Bond	299	105	230	151	201	196	128	1,310	
Carl Foss	274	90	173	172	310	259	138	1,416	
Adam Senesi	232	103	161	131	192	192	110	1,121	
Write-ins	1	0	0	0	1	1	1	4	
TOTAL	1,128	416	888	648	974	898	568	5,520	0
LIBRARY TRUSTEES - 3 YR (2)									
Blanks	319	118	236	167	290	247	132	1,509	
Hiral Gandhi*	403	147	316	238	343	320	215	1,982	
Adam Woodbury*	403	150	335	243	340	331	219	2,021	
Write-ins	3	1	1	0	1	0	2	8	
TOTAL	1,128	416	888	648	974	898	568	5,520	0
PLANNING BOARD - 5 YR (2)									
Blanks	305	115	257	186	301	266	128	1,558	
Ernest E. Covino, Jr.*	418	150	321	236	329	326	217	1,997	
William Gaffney*	402	149	309	226	340	306	221	1,953	
Write-ins	3	2	1	0	4	0	2	12	
TOTAL	1,128	416	888	648	974	898	568	5,520	0
PLANNING BOARD - 2 YR (1)									
Blanks	151	63	125	85	142	120	56	742	
Brenda Rappaport	413	144	318	239	340	327	224	2,005	
Write-ins	0	1	1	0	5	2	4	13	
TOTAL	564	208	444	324	487	449	284	2,760	0
BOARD OF HEALTH - 3 YR (1)									
Blanks	140	62	116	86	149	112	63	728	
Maribeth Welch*	422	146	327	238	337	337	220	2,027	
Write-ins	2	0	1	0	1	0	1	5	
TOTAL	564	208	444	324	487	449	284	2,760	0
RECREATION COMM. - 3 YR (1)									
Blanks	110	29	97	60	102	92	43	533	
Kevin J. Sullivan*	454	178	347	263	383	357	240	2,222	
Write-ins	0	1	0	1	2	0	1	5	
TOTAL	564	208	444	324	487	449	284	2,760	0
SHAWSHEEN TECH H.S.- 3 YR (1)									
Blanks	466	180	377	260	404	389	235	2,311	
Write-ins								0	
Kent Moffett	42	17	22	41	34	23	25	204	
Michael Kelly	22	9	8	13	23	14	16	105	
Other write-ins	34	2	37	10	26	23	8	140	
								0	
TOTAL	564	208	444	324	487	449	284	2,760	0

	1	2	3	4	5	6	7	Total
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	1,361							1,361
Gary J. Gianino*	401							401
Nolan H. Glantz*	395							395
Bruce A. Morey*	400							400
Carol A. Perna	383							383
Jayashree Voruganti	386							386
Lori Glantz	28							28
Gregory Ryan Jr.	5							5
All other write-ins	25							25
								0
								0
TOTAL	3,384							3,384
PRECINCT 1								
TOWN MEETING - 2 YR (1)								
Blanks	507							507
Lori Glantz	9							9
Ann-MargaretnMcDade	6							6
Elizabeth Monaco	4							4
All other write-ins	38							38
								0
TOTAL	564							507
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks		648						648
Catherine E. Beyer*		144						144
Nancy J. DeCarlucci*		147						147
Amanda Laskowski*		147						147
George Papayannis		137						137
Clayton Davison		7						7
Thomas Grelley		5						5
All other write-ins		13						13
								0
								0
TOTAL		1,248						1,248
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			801					801
James M. Frost*			261					261
Gary D. Mercier*			262					262
Monte L. Pearson*			276					276
Daniel J. Raske*			309					309
Roger S. Riggs*			270					270
Jeffrey R. Dibona			244					244
Samantha Ellis			241					241
Write-ins			0					0
TOTAL			2,664					2,664
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				803				803
Craig W. Callahan*				237				237
Karen Cooper*				215				215
Erin J. Ellis*				230				230
Michael A. Proulx*				222				222
Schiffon L. Wong*				224				224
Ryan Decoste				2				2
Other Write-ins (1 vote each)				11				11
TOTAL				1,944				1,944
PRECINCT 5								
TOWN MEETING - 1 YR (1)								
Blanks					939			939
Robert F. Bunker, II*					272			272
Frank P. O'Brien*					290			290
Michele Prendergast*					319			319
David S. Tait*					285			285
Richard M. Wing*					280			280
Alicia A. Moran					244			244
Bonnie Nichols					283			283
Write-ins					10			10
TOTAL					2,922			2,922

	1	2	3	4	5	6	7	Total
PRECINCT 5								
TOWN MEETING - 1 YR (1)								
Blanks					458			458
Mark Donahue					16			16
Write-ins					13			13
								0
								0
								0
TOTAL					487			487
PRECINCT 6								
TOWN MEETING - 3 YR (6)								
Blanks						1,153		1,153
John G. Cormier Sr*						308		308
John K. Iler*						307		307
Rose Manni*						305		305
Edward Cronin Parsons*						284		284
Gayle E. Damore						300		300
Maura DiTucci						19		19
Write-ins						18		18
								0
								0
TOTAL						2,694		2,694
PRECINCT 6								
TOWN MEETING - 2YR (1)								
Blanks						414		414
Maura DiTucci						10		10
Ramila Thakkar						2		2
Diane Creedon						2		2
Robert Aloisi						2		2
Other write-ins (1 vote each)						19		19
TOTAL						449		449
PRECINCT 7								
TOWN MEETING - 3 YR (6)								
Blanks							394	394
Betsey Hughes*							215	215
Kevin Keene*							193	193
Scott H. Martin*							197	197
Jonathan Sachs*							189	189
David F. Webb*							204	204
John D. Kelly							155	155
Roberta McLaughlin							148	148
Write-ins							9	9
TOTAL							1,704	1,704

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Elliot Chikofsky	564	2,648	21.3%
Prec. 2 Kevin McKelvey	208	1,679	12.4%
Prec. 3 SuEllen McGillick	444	2,337	19.0%
Prec. 4 Patricia Stanford	324	2,218	14.6%
Prec. 5 Mark Cameli	487	2,534	19.2%
Prec. 6 James Shramek	449	2,519	17.8%
Prec. 7 Tami Atwood	284	2,636	10.8%

The above figures includes 332 Absentee Ballots cast by precinct as follows: 1-45, 2-31, 3-82, 4-34, 5-52, 6-44, 7-42

The above figures includes 1227 Early Voting Ballots cast by precinct as follows: 1-272, 2-100, 3-180, 4-156, 5-234, 6-243, 7-152

of "Inactive Voters":

1,546

VOTER PROFILE:	AGE	TOTAL	% of those Voting
	18-30	2665	16.1%
	31-40	2399	14.5%
	41-50	2638	15.9%
	51-60	3259	19.7%
	61-70	2850	17.2%
	71-80	2008	12.1%
	80+over	752	4.5%
	Total	16571	100.0%

WEATHER:

Warm and 87, cooled off after rain to the 70s

* Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC
Town Clerk

TOWN OF BURLINGTON

FINAL TOTAL TALLY SHEET
SEPTEMBER 1, 2020# Eligible Voters
Total Votes Cast
Percent16,953
6,875
40.6%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	890	578	852	649	896	829	909	5,603
Republican	212	123	172	145	210	210	171	1,243
Green Rainbow	0	0	2	1	2	1	3	9
Libertarian	2	3	3	1	2	3	6	20
TOTAL VOTES CAST	1,104	704	1,029	796	1,110	1,043	1,089	6,875
DEMOCRATIC PARTY								
Senator in Congress								
Blanks	7	1	4	5	3	0	4	24
Edward Markey*	492	309	434	379	489	473	508	3,084
Joseph P. Kennedy, III	389	266	412	265	402	353	394	2,481
Write-ins	2	2	2	0	2	3	3	14
TOTAL	890	578	852	649	896	829	909	5,603
Representative in Congress								
Blanks	47	16	24	23	37	32	33	212
Seth Moulton*	634	414	648	490	686	609	692	4,173
Jamie M. Belsito	136	93	115	83	121	127	123	798
Angus G. McQuilken	72	53	64	53	49	58	61	410
Write-ins	1	2	1	0	3	3	0	10
TOTAL	890	578	852	649	896	829	909	5,603
Councillor								
Blanks	204	107	189	135	189	171	194	1,189
Marilyn M. Petitto Devaney*	684	465	657	511	705	655	713	4,390
Write-ins	2	6	6	3	2	3	2	24
TOTAL	890	578	852	649	896	829	909	5,603
Senator in General Court								
Blanks	197	100	165	124	176	158	155	1,075
Cindy F. Friedman*	692	473	681	522	718	664	750	4,500
Write-ins	1	5	6	3	2	7	4	28
TOTAL	890	578	852	649	896	829	909	5,603
Representative in General Court								
Blanks	175	92	146	107	153	144	162	979
Kenneth I. Gordon*	713	479	702	541	736	677	746	4,594
Write-ins	2	7	4	1	7	8	1	30
TOTAL	890	578	852	649	896	829	909	5,603
Register of Probate								
Blanks	210	110	187	140	194	172	184	1,197
Tara E. DeCristofaro*	680	463	661	506	700	654	724	4,388
Write-ins	0	5	4	3	2	3	1	18
TOTAL	890	578	852	649	896	829	909	5,603
REPUBLICAN PARTY								
Senator in Congress								
Blanks	5	0	1	2	1	3	0	12
Shiva Ayyadurai	94	60	65	53	76	83	56	487
Kevin J. O'Connor	111	62	106	90	129	121	113	732
Write-ins	2	1	0	0	4	3	2	12
TOTAL	212	123	172	145	210	210	171	1,243
Representative in Congress								
Blanks	32	27	26	21	37	23	30	196
John Paul Moran	179	95	145	122	172	185	138	1,036
Write-ins	1	1	1	2	1	2	3	11
TOTAL	212	123	172	145	210	210	171	1,243
Councillor								
Blanks	207	120	169	142	204	205	170	1,217
Mark Holt Write-ins	2	1	0	0	2	0	1	6
Write-ins	3	2	3	3	4	5	0	20

TOTAL	212	123	172	145	210	210	171	1,243
Senator in General Court								
Blanks	182	111	143	126	185	186	154	1,087
Write-ins	30	12	29	19	25	24	17	156
TOTAL	212	123	172	145	210	210	171	1,243
Representative in General Court								
Blanks	185	113	146	127	191	187	154	1,103
Write-ins	27	10	26	18	19	23	17	140
TOTAL	212	123	172	145	210	210	171	1,243
Register of Probate								
Blanks	186	114	148	128	191	188	153	1,108
Write-ins	26	9	24	17	19	22	18	135
TOTAL	212	123	172	145	210	210	171	1,243
PRECINCT	1	2	3	4	5	6	7	TOTAL
GREEN - RAINBOW PARTY								
Senator in Congress								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	2	1	2	1	3	9
TOTAL	0	0	2	1	2	1	3	9
Representative in Congress								
Blanks	0	0	2	0	0	0	0	2
Write-ins	0	0	0	1	2	1	3	7
TOTAL	0	0	2	1	2	1	3	9
Councillor								
Blanks	0	0	2	0	1	1	0	4
Write-ins	0	0	0	1	1	0	3	5
TOTAL	0	0	2	1	2	1	3	9
Senator in General Court								
Blanks	0	0	2	0	0	1	0	3
Write-ins	0	0	0	1	2	0	3	6
TOTAL	0	0	2	1	2	1	3	9
Representative in General Court								
Blanks	0	0	2	0	1	1	0	4
Write-ins	0	0	0	1	1	0	3	5
TOTAL	0	0	2	1	2	1	3	9
Register of Probate								
Blanks	0	0	2	0	1	1	0	4
Write-ins	0	0	0	1	1	0	3	5
TOTAL	0	0	2	1	2	1	3	9
PRECINCT	1	2	3	4	5	6	7	TOTAL
LIBERTARIAN PARTY								
Senator in Congress								
Blanks	0	0	2	1	2	1	3	9
Vermin Love Supreme Write-ins	1	1	1	0	0	1	2	6
Write-ins	1	2	0	0	0	1	1	5
TOTAL	2	3	3	1	2	3	6	20
Representative in Congress								
Blanks	1	3	2	0	1	2	1	10
Write-ins	1	0	1	1	1	1	5	10
TOTAL	2	3	3	1	2	3	6	20
Councillor								
Blanks	2	3	3	1	1	3	3	16
Write-ins	0	0	0	0	1	0	3	4
TOTAL	2	3	3	1	2	3	6	20
Senator in General Court								

Blanks	2	3	3	1	1	2	2	14
Write-ins	0	0	0	0	1	1	4	6
TOTAL	2	3	3	1	2	3	6	20
Representative in General Court								
Blanks	2	3	2	1	1	3	2	14
Write-ins	0	0	1	0	1	0	4	6
TOTAL	2	3	3	1	2	3	6	20
Register of Probate								
Blanks	2	3	3	1	1	3	2	15
Write-ins	0	0	0	0	1	0	4	5
TOTAL	2	3	3	1	2	3	6	20
PRECINCT	1	2	3	4	5	6	7	TOTAL

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%	% of Total Voting	
Prec. 1 Elliot Chickofsky	1,104	2,673	41.3%	DEM	81.50%
Prec. 2 Nancy Pondelli	704	1,744	40.4%		
Prec. 3 Elaine Perachi	1,029	2,433	42.3%	REP	18.08%
Prec. 4 Patricia Stanford	796	2,274	35.0%		
Prec. 5 Mark Cameli	1,110	2,563	43.3%	Green Rainbow	0.13%
Prec. 6 Sally Willard	1,043	2,377	43.9%		
Prec. 7 Tam Atwood	1,089	2,691	40.5%	Libertarian	0.29%

The above figures include Absentee Ballots cast as follows:

Total	349
Early Voting In Person	Total 663
Voting by Mail	Total 4580

** contains UOCAVA Absentees

Weather: Beautiful Day with light clouds and high 60s

Attest:

Amy E. Warfield
Town Clerk

TOWN OF BURLINGTON

FINAL TOTAL TALLY

November 3, 2020

Election

Eligible Voters

17,684

Total Votes Cast

15,431

Percent

87.3%

PRECINCT	1	2	3	4	5	6	7	TOTAL
TOTAL VOTES CAST	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Electors of President and Vice President								
Blanks	20	7	14	12	15	12	5	85
Biden and Harris	1,448	1,048	1,390	1,257	1,413	1,320	1,571	9,447
Hawkins and Walker	11	13	7	8	11	12	14	76
Jorgensen and Cohen	23	21	34	19	36	31	32	196
Trump and Pence	941	539	804	710	856	915	801	5,566
Write-ins	11	7	12	10	9	6	6	61
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Senator in Congress								
Blanks	61	28	49	54	49	53	47	341
Edward Markey*	1,420	1,062	1,387	1,257	1,402	1,315	1,579	9,422
Kevin J. O'Connor	956	527	804	701	861	918	788	5,555
Write-ins - Shiva Ayyadurai	14	14	15	4	25	9	12	93
Write-ins	3	4	6	0	3	1	3	20
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Representative in Congress								
Blanks	80	34	69	75	68	70	75	471
Seth Moulton*	1,417	1,070	1,392	1,232	1,391	1,292	1,573	9,367
John Paul Moran	952	527	794	707	877	931	778	5,566
Write-ins	5	4	6	2	4	3	3	27
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Councillor								
Blanks	792	421	663	582	715	716	667	4,556
Marilyn M. Petitto Devaney*	1,616	1,178	1,542	1,403	1,583	1,536	1,715	10,573
Write-ins	46	36	56	31	42	44	47	302
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Senator in General Court								
Blanks	789	423	657	573	715	714	649	4,520
Cindy F. Friedman*	1,616	1,176	1,545	1,402	1,579	1,525	1,735	10,578
Write-ins - Mike Robbins	4	0	7	3	3	6	0	23
Write-ins	45	36	52	38	43	51	45	310
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Representative in General Court								
Blanks	766	406	626	541	675	676	636	4,326
Kenneth I. Gordon*	1,643	1,195	1,586	1,441	1,619	1,575	1,754	10,813
Write-ins	45	34	49	34	46	45	39	292
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Register of Probate								
Blanks	976	546	790	723	863	832	832	5,562
Tara E. DeCristofaro*	1,442	1,057	1,430	1,264	1,445	1,432	1,563	9,633
Write-ins	36	32	41	29	32	32	34	236
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431

PRECINCT	1	2	3	4	5	6	7	TOTAL
Question 1 - Would provide expanded access to wirelessly transmitted mechanical data relating to vehicle maintenance and repair								
Blanks	93	80	85	122	105	95	135	715
Yes	1,793	1,125	1,616	1,375	1,696	1,633	1,659	10,897
No	568	430	560	519	539	568	635	3,819
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Question 2 - Create a system of ranked-choice voting								
Blanks	118	76	126	129	122	107	133	811
Yes	928	731	836	805	887	853	1,031	6,071
No	1,408	828	1,299	1,082	1,331	1,336	1,265	8,549
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Question 3 - Non Binding - In favor of Massachusetts achieving 100% renewable energy within two decades								
Blanks	366	175	326	307	340	310	307	2,131
Yes	1,380	1,025	1,301	1,193	1,352	1,305	1,506	9,062
No	708	435	634	516	648	681	616	4,238
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
Question 4 - Non Binding - In favor of changes to the rules of the House of Representatives to make all votes available to the public on the Legislature's website								
Blanks	397	200	342	321	368	342	308	2,278
Yes	1,738	1,242	1,577	1,406	1,663	1,623	1,509	10,758
No	319	193	342	289	309	331	612	2,395
TOTAL	2,454	1,635	2,261	2,016	2,340	2,296	2,429	15,431
PRECINCT	1	2	3	4	5	6	7	TOTAL

The weather was sunny, windy but cool in the 50s

The polls were open at 6:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	<u>Votes Cast</u>	<u>Register Voters</u>	<u>Percent voted</u>
Prec. 1 Elliot Chikofsky	2,454	2,740	89.56%
Prec. 2 Kevin McKelvey	1,635	1,879	87.01%
Prec. 3 Elaine Perachi	2,261	2,584	87.50%
Prec. 4 Patricia Stanford	2,016	2,350	85.79%
Prec. 5 Mark Cameli	2,340	2,638	88.70%
Prec. 6 Sally Willard	2,296	2,638	87.04%
Prec. 7 Tami Atwood	2,429	2,855	85.08%
Totals	15,431	17,684	87.24%

These totals include:

Absentee ballots (Regular and Overseas).	460
Vote by Mail	7124
Early In Person	4259
Provisionals Counted	0
In Person day of the Election	3,588

Attested:
Amy E. Warfield
Town Clerk



FRONT AND BACK COVER

Young and old surround the hill at Simond's Park continuing the sledding tradition on this wintry day but with the additional twist in this COVID-19 era of having to be masked to prevent potentially spreading or contracting the virus.

PHOTOGRAPHER: *Jonathan Sachs* | **IMAGE BY:** CDC
MASS.gov/maskUp

