

**BURLINGTON, MASSACHUSETTS**  
**ANNUAL REPORT**  
**OF THE**  
**TOWN OFFICERS**  
**YEAR ENDING DECEMBER 2022**



*Town Hall Annex*  
(Photo: T. Keene)

**Cover:** *Havoc the Dog and Town Hall Annex* - Photograph Courtesy of Terri Keene

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- *Juiling de los Reyes, Town Accountant*
- *Whitney Haskell, Budget Analyst*
- *Powers & Sullivan, LLC, Certified Public Accountants*

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

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**Cover layout and Printing by:** *Goodway Group, Burlington, MA*



# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2022

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

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

## TABLE OF CONTENTS

- 4 Burlington Administration
- 5 Directory
- 6 2022 Burlington Community Profile and 2022 Burlington Representation
- 7 Town Hall Employee Retirements and Milestones
- 9 In Memoriam

## TOWN GOVERNMENT

- 10 Board of Selectmen and Town Administrator
- 15 Economic Development
- 17 Human Resources Department
- 21 Management Information Systems
- 23 Town Counsel
- 24 Assessors

## GENERAL GOVERNMENT

- 26 Town Clerk's Department
- 29 Vital Statistics
- 30 Voter Statistics
- 31 Archives
- 33 Board of Registrars
- 35 Treasurer/Tax Collector

## PUBLIC SAFETY

- 39 Fire Department
- 51 Police Department

## DEPARTMENT OF PUBLIC WORKS

## COMMUNITY DEVELOPMENT

- 67 Building Department
- 70 Conservation Commission & Conservation Department
- 74 Planning Board

## HUMAN SERVICES

- 80 Board of Health
- 86 Council on Aging
- 92 Disability Access Commission
- 93 The Office of Veterans Services
- 96 Burlington Youth & Family Services

## COMMUNITY

- 116 Parks and Recreation Department
- 124 Public Library & Library Trustees
- 107 DE&I Committee and Historical Commission

## BURLINGTON PUBLIC AND VOCATIONAL SCHOOLS

- 111 Burlington School Committee and Burlington School Administration
- 114 Superintendent of Schools
- 115 Public Schools: Burlington High, Middle and Elementary School Departments
- 154 Shawsheen Valley Regional Vocational/Technical School Districts

## ADDENDA

Accountant and Comprehensive Annual Financial Report FY2022

Elected Officials and Appointed Boards and Committees

Town Meeting Members

January, May and September 2022 Town Meeting Minutes

Town Election Results – April 9, 2022

## BURLINGTON ADMINISTRATION

• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	Paul Tierney
• 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 Yetman
• 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
• MWRA Designee	John Sanchez
• Parks and Recreation Director	Brendan Egan
• Planning Director	Kristin Kassner/Elizabeth Bonventre
• Police Chief	Thomas Browne
• MIS Manager	Jose DeSousa
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Juiling de los Reyes
• 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	<a href="mailto:accounting@burlington.org">accounting@burlington.org</a>
Assessors	781-270-1650	<a href="mailto:assessor@burlington.org">assessor@burlington.org</a>
BCAT	781-273-5922	<a href="mailto:bcat@bcattv.org">bcat@bcattv.org</a>
Burlington Community Transportation	781-270-1965	<a href="mailto:Burlingtonpublictransit@burlington.org">Burlingtonpublictransit@burlington.org</a>
Board of Health	781-270-1955	<a href="mailto:boh@burlington.org">boh@burlington.org</a>
Building Department	781-270-1615	<a href="mailto:building@burlington.org">building@burlington.org</a>
Burlington Housing Authority	781-272-7786	<a href="mailto:bha@burlingtonhama.org">bha@burlingtonhama.org</a>
Burlington Youth & Family Services	781-270-1961	<a href="mailto:byfs@burlington.org">byfs@burlington.org</a>
Conservation Commission	781-270-1655	<a href="mailto:conservation@burlington.org">conservation@burlington.org</a>
Council on Aging	781-270-1950	<a href="mailto:coa@burlington.org">coa@burlington.org</a>
Disability Access Commission	781-270-1749	<a href="mailto:dac@burlington.org">dac@burlington.org</a>
Economic Development	781-505-1186	<a href="mailto:mtintocalis@burlington.org">mtintocalis@burlington.org</a>
Fire Department	781-270-1925	<a href="mailto:fire@burlington.org">fire@burlington.org</a>
Emergency/Ambulance	911	
Communications for the Deaf	911	
Housing Authority	781-272-7786	<a href="mailto:BHA@burlingtonhama.org">BHA@burlingtonhama.org</a>
Library	781-270-1690	<a href="mailto:library@burlington.org">library@burlington.org</a>
Information Technology	781-270-6800	<a href="mailto:it@burlington.org">it@burlington.org</a>
Planning Board	781-270-1645	<a href="mailto:planning@burlington.org">planning@burlington.org</a>
Police Department	781-272-1212	<a href="mailto:police@bpd.org">police@bpd.org</a>
Emergency/and Communications for the Deaf	911	
Public Works	781-270-1670	<a href="mailto:dpw@burlington.org">dpw@burlington.org</a>
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	<a href="mailto:engineering@burlington.org">engineering@burlington.org</a>
Highway	781-270-1677	<a href="mailto:dpw-highway@burlington.org">dpw-highway@burlington.org</a>
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	<a href="mailto:recreation@burlington.org">recreation@burlington.org</a>
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen Main Line	781-270-1600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Administrator	781-270-1635	<a href="mailto:selectmenstaff@burlington.org">selectmenstaff@burlington.org</a>
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	<a href="mailto:tax@burlington.org">tax@burlington.org</a>
Select Board Staff	781-273-7600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Clerk	781-270-1660	<a href="mailto:clerk@burlington.org">clerk@burlington.org</a>
Treasurer	781-270-1623	<a href="mailto:treasurer@burlington.org">treasurer@burlington.org</a>
Veterans' Agent	781-270-1959	<a href="mailto:veterans@burlington.org">veterans@burlington.org</a>
Zoning Board of Appeals	781-505-1150	<a href="mailto:boa@burlington.org">boa@burlington.org</a>

**ANNUAL REPORT  
OF THE  
TOWN OF BURLINGTON, MASSACHUSETTS  
[www.burlington.org](http://www.burlington.org)**

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: 26,638

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY22 - Residential: \$9.95

Tax Rate FY22 - Commercial: \$26.64

Elevation at Town Hall - 220 feet above sea level.

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<b><a href="http://www.mass.gov">www.mass.gov</a></b> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Bldg Washington, DC 20510	<b><a href="http://www.warren.Senate.gov">www.warren.Senate.gov</a></b> 202-224-4543
	<b>Edward Markey</b> 218 Russell Senate Office Bldg Boston, MA 02203	<b><a href="http://www.Markey.Senate.gov">www.Markey.Senate.gov</a></b> 202-224-2742
<b>Congressman:</b> 6th District	<b>Seth Moulton</b> 1408 Longworth House Office Building Washington, DC 20510	<b><a href="http://moulton.house.gov/">http://moulton.house.gov/</a></b> 202-225-8020
<b>Councilor:</b> 3rd District	<b>Marilyn M. Petitto</b> State House, RM 184 Boston, MA 02133	617-725-4015 x3
<b>State Senator:</b> 4th Middlesex	<b>Cynthia Friedman</b> State House, Room 208 Boston, MA 02133	<b><a href="mailto:Cindy.Friedman@state.ma.us">Cindy.Friedman@state.ma.us</a></b> 617-722-1432
<b>Representative:</b> 21st Middlesex	<b>Kenneth Gordon</b> State House, Room 146 Boston, MA 02133	<b><a href="mailto:ken.gordon@mahouse.gov">ken.gordon@mahouse.gov</a></b> 617-722-2575

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](http://www.burlington.org)

**TOWN HALL SCHEDULE** Open: 8:30 AM - 4:30 PM, Monday, Tuesday and Thursday;  
8:30 AM – 7 PM, Wednesday; 8:30 AM – 1 PM, Friday.

## TOWN HALL EMPLOYEE RETIREMENTS AND MILESTONES

### **2022 RETIREMENTS**

		<b><u>DATE RETIRED</u></b>
Glenn Paparo, Building	Plumbing Inspector	January 10, 2022
Jean Gallant, Select Board/TA	Administrative Assistant	April 1, 2022
Gerry Gaffey, Library	Administrative Assistant	April 22, 2022
Greg Skehan, Police	Captain	July 15, 2022
Richard Hovasse, Fire	Firefighter	July 29, 2022
Donna Manoogian, Library	Head Reference Librarian	August 3, 2022
David Swift, DPW	Maintenance Craftsman	August 5, 2022
Tim McDonough, Police	Lieutenant	October 1, 2022
Ed McLean, Fire	Firefighter	November 26, 2022
Jim Doherty, DPW	Treatment Plant Operator	December 15, 2022
George T. Lee, DPW Central Maint.	Superintendent	December 31, 2022
Rosemarie Tieri, Police	Administrative Secretary	December 31, 2022

### **2022 MILESTONES**

#### **5 YEARS OF SERVICE**

Michael Rose, DPW	Stephen White, Fire
Thomas Monagle, Fire	Whitney Haskell, Accounting
Preston Angelucci, Fire	Matthew Trahan, Police
Joshua Carabello, Police	Kenneth Saidah, Recreation
Dominic Calicchio, Police	Samantha Hardy, Board of Health
Alexander Preece, Fire	Anthony Forte, Recreation
Connor Grenier, Fire	Eileen Coleman, Conservation
Rachel Leonardo, DPW	

#### **10 YEARS OF SERVICE**

Matthew Davis, DPW
Christopher DiDonato, Police
Brian Sullivan, DPW
James Doherty, DPW
Raymond Bleckhorn, Fire
Patrick Duran, DPW
Jenna Cantino, Library
Andria O'Shea, Treasurer/Tax
Christine Mathis, Board of Health

### **15 YEARS OF SERVICE**

Thomas MacLeod, Fire  
Joanne Faust, Human Resources  
Vito Costa, Police  
Sage Costa, Police  
Domenic Grossi, Police

### **20 YEARS OF SERVICE**

Pialisa Manent, DPW Admin.	Teresa Keene, Administrative Assistant
John Walthall, Fire	Kevin Doherty, Police
Daniel McCormack, Archivist	Stephen Baia, Fire
John Keeley, Conservation	Loreen Arenault, Administrative Assistant
Brendan Micciche, Fire	Donna Manoogian, Library
Todd Ficociello, Fire	Shelley Sloboder, Library

### **25 YEARS OF SERVICE**

James Browne, Fire  
Mark Saia, Fire  
James Round, IT  
Paul Glejzer, Police  
Jennifer Gelinas, Administrative Assistant

### **35 YEARS OF SERVICE**

Donna Manning, DPW  
George Lee, Superintendent Central Maint.  
Gerry Hanafin, Fire  
Timothy Browne, Fire  
Robert McMahon, DPW

## IN MEMORIAM

Notification received for following employees, board and committee members and volunteers who passed away during 2022

Brooks	Nancy	3/27/2022	Secretary
Cain	Jeannette	8/2/2022	Board Member
Chaiet	Lori	9/6/2022	Teacher
Chaudhuri	Syamalendu	8/7/2022	DPW
Covino	Ruthann	4/12/2022	SHINE Counselor/Board Member
DeLuca	Christine	3/23/2022	Teacher
Dunphy	Sandra	7/21/2022	Teacher
Glejzer	Ronald	8/9/2022	Police Officer
Grelle	Theodora	5/4/2022	Teacher
Gualtieri	Samuel	3/4/2022	Asst Principal/Teacher
Halbich	Nancy	9/9/2022	Veterans office
Healey	Robert	1/28/2022	Police Officer
Hunt	John	12/21/2022	Firefighter
Linder	Dick	4/19/2022	Volunteer
Nardone	Frank	1/16/2022	Police Officer
Pelletier	Louis	4/21/2022	School Custodian
Petas	Helen	11/1/2022	Clerk
Porter	Rose	12/26/2022	Volunteer
Russo	Phillip	7/6/2022	Teacher
Sanfason	Gladys	10/18/2022	School Secretary
Sawyer	Harold	12/25/2022	Police Officer
Silva	Penny	3/24/2022	Board Member
Stewart	John	5/24/2022	Teacher
Surmach	Richard	9/5/2022	Teacher

## SELECT BOARD AND TOWN ADMINISTRATOR



### *Select Board*

*Back row (l to r) Michael Espejo; James Tigges*

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

*Photo: L. Warfield (circa 2022)*

### **ADMINISTRATION AND DEPARTMENT STAFF**

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

*John Danizio, Assistant Town Administrator*

*Lyn Mills, Office Manager and Select Board Recording Clerk*

*Kim Pigott, Select Board Administrative Assistant*

*Susan McEachern, Administrative Assistant I*

*Jean Gallant, Administrative Assistant I*

*Melisa Tintocalis, Economic Development Director*

*Ellen Murphy, Administrative Assistant I*

### **WEBSITE**

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

## **PURPOSE**

The Select Board 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 Select Board for the efficient administration and coordination of all matters that come under the jurisdiction of the Select Board.

## **MISSION STATEMENT FOR THE SELECT BOARD 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.
- Create a sense of community within the Town of Burlington to embrace and engage in Diversity, Equity, and Inclusion so that the “soul” of the community is to accept who we are and support our efforts to succeed in how we live in the diverse nature of the Town.
- 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 one office manager and two administrative assistants. We are located on the second floor of Town Hall and further information can be found on the website.

## **DPW/Recreation Facility**

In September, the Town held its second ribbon cutting in as many years upon completion of Phase 2 of its initiative to provide a modern facility for our Public Works and Recreation Maintenance Departments.

Phase 2 of the project is a facility that was built on Great Meadow Road on the site of the Town’s existing DPW facility. This phase of the project will house our DPW Highway and DPW Water/Sewer Divisions. This facility will allow the capacity to store all of the DPW’s expensive trucks and equipment indoors and under cover as well as provide state of the art workshops and secure storage of equipment and parts. As we closeout this project we would like to reiterate how grateful we are for the community support we received to finally provide this project. These two buildings will serve the Town well over the next fifty years and we are thrilled to have first class facilities for our first class departments.

## **MWRA Phase 2A Water Connection**

Throughout 2022, work continued on the Town's Phase 2A water connection with the MWRA. The majority of the work took place within Lexington and we are thankful for our municipal counterparts in Lexington who bore the brunt of the disruption and were accommodating throughout. By the end of construction season in November, only about  $\frac{1}{4}$  mile of pipe remained to be completed in the Spring of 2023. In addition, the Town was awarded another allotment of \$1 million from the Commonwealth from the Massworks program. This type of recognition from our partners at the state is indicative of the Town's position as a job creator within the region. The Town anticipates that Phase 2A will be completed and online by May 2023. It will provide 3.5 million gallons per day to the Town. The final phase of the project, Phase 2B is an extension of the line from Adams Street to Mall Road and would provide the Town with the ability to draw 7 million gallons per day in the future.

## **Water Contamination - PFAS Mill Pond Treatment Plant**

During 2022, the Town worked aggressively to construct the addition to the Mill Pond Treatment Plant which would allow for the filters to remediate PFAS contamination that was discovered in April 2021 upon testing to meet new drinking water regulations that were promulgated by the Massachusetts Department of Environmental Protection (MassDEP). The project was funded with a \$15 million appropriation from Town Meeting. The Town was also able to secure a \$1M Federal earmark to support the project from Congressman Seth Moulton's Office. The Select Board is grateful for the support of Town Meeting, Congressman Moulton, and all of the elected and appointed boards for the funding and permitting required for this project. It was anticipated that the project would be online in December 2022 but unfortunately due to supply chain and weather related issues, that grand opening date has been moved to March 2023.

## **Financial Update**

Despite the difficulties brought on by the pandemic over the last few years, the Town of Burlington continues to perform 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. The commercial tax 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 fiscal year 2022 with an unused taxing capacity of \$11.8 million, a Stabilization Fund balance of \$10.2, and an additional Other Post-Employment Benefits Fund balance of \$13.5 million. Free Cash was certified at over \$24.9 million for June 30, 2022 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.

Consideration of the state of our local economy lingered at the forefront of our thought process as we discussed the FY2023 budget process. We remain concerned about our hospitality, retail, and office sectors as we move forward. A summary of our budget discussions follows. The overall growth in the budget was 3.7% while the tax levy increased at 3.61%. The increase to the average single-family tax bill was 3.71% (\$210). The Town will continue to forecast all expected revenues very conservatively, while moderating the growth of our overall budget. As always, we owe a great deal of thanks to our finance team for its continued guidance and oversight of our financial condition.

## Comings and Goings

As has become fairly common over the last several years as the Baby Boomer generation retires, the Town unfortunately said goodbye to two exceptional department heads at the close of 2022.

Fire Chief Michael Patterson held the position of Chief since 2019 and will conclude an almost 35 year career with the Department. He worked his way up the ranks from Firefighter to Lieutenant to becoming the department's first Training Captain prior to being named Assistant Chief in 2010. Some of the important initiatives that Chief Patterson played a key role in were the planning and construction of Fire Station 2, the planning and implementation of the department's upgrade to Advanced Life Support (ALS) service for ambulance, as well as Rapid Intervention Team Training. Chief Patterson also led the department through the darkest days of the pandemic which were extremely difficult times for first responders everywhere.

We are happy to welcome Chief Andrew Connerty to be the Town's new Fire Chief. Mr. Connerty has worked for the Department since 1993, and worked his way through the ranks to the position of Assistant Chief, which he has held since 2020. He is a graduate of the Massachusetts Firefighting Academy's Chief Fire Officer Training Program and holds a B.S. in Fire Science Administration from Waldorf College. We look forward to working with Chief Connerty for many years to come.

Next we say farewell to the Town's long time DPW Director John Sanchez. John came to Burlington in 2006 after stints as Director in Billerica and Arlington. It would be difficult to list all of the Department's accomplishments during John's tenure but he made his mark on the Town in a way that will live on for many years to come. Some of the major projects spearheaded by John over the past sixteen years are as follows:

- A new DPW Facility @ 1 & 10 Great Meadow Road
- MWRA Water Connection
- LED Streetlight conversion
- New automated metering system
- Creation of the DPW Facilities Division
- New Grant Ave Salt Shed
- Pump Station and Traffic Signal Rehabilitation Program
- Mill Pond PFAS Upgrade
- 101 miles of roads paved
- 8 miles of new water main and several miles of new sewer

We are very grateful to John for his dedication to the Town and wish him the best in his retirement.

The Town welcomes Brian White, who was selected in November to replace Mr. Sanchez as Director.

Brian is a hometown success story, having first interned in the department as a student at Shawsheen Tech. Upon graduation from UMass Lowell he worked briefly in the private sector and with the Town of Wilmington before returning to Burlington in the Engineering Division in 2008. Over that time frame, Brian has acquired a Master Degree in Civil Engineering, received his PE (Professional Engineer) designation, and completed a variety of other professional development programs. We look forward to working with Brian for many years to come.



*Jean Gallant*

Last but certainly not least, we say goodbye to long time Select Board office team member Jean Gallant who retired in early 2022. Jean was the friendly voice on the Town's switchboard for many years and was the smiling face that greeted residents daily who came to the office. She knew everybody in Town and always had a kind word to cheer up residents or her fellow employees alike. Jean is missed every day and we wish her the best in her well-deserved retirement.

#### **Annual Town Election**

At the Annual Town Election, Select Board Vice Chair, Nicholas Priest and Planning Board member Michael Espejo ran unopposed for two seats. Priest returns for his second term while Espejo is a newcomer to the Board. Upon its annual reorganization, the Board elected Nicholas Priest as Chair and Michael Runyan as Vice-Chair.

#### **Appreciation**

The Select Board 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.



*New Treehouse at Simonds Park*

## 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 ("EDO") is under the auspices of the Selectmen and the Town Administrator and is led by Melisa Tintocalis, the Economic Development Director. The Office is responsible for a wide-range of activities including the continued support of businesses towards pandemic recovery, serving as a local government liaison to businesses, and policy development for strategic economic and land use planning, as well as promoting workforce development programs.

The Economic Development Office is located at Town Hall 29 Center Street, on the second floor. You can visit [www.BringMeToBurlington.com](http://www.BringMeToBurlington.com) or reach us at (781) 505-1186 and [edo@burlngton.org](mailto:edo@burlngton.org).

### Economic Development Goals Annual Town Report 2022

A diverse and thriving local economy remains a priority for Town Administration. To that end, the goals are similar to the year prior: 1) promote Burlington and support existing businesses, 2) enhance our life sciences ecosystem, 3) invest in the Town Center and support of the area's small businesses, and 4) proactively plan for the long-term growth with an eye on infill and mixed-use development opportunities.

One key mode of promoting Burlington has been by developing an online presence with our website BringMeToBurlington.com. The website highlights the Town's locational advantages and industry clusters such as healthcare, additive manufacturing, and life sciences as well as the rich amenity base in Town. In addition, we have implemented a social media program that promotes the Town to targeted audiences and shares the ingenuity of our residents and local businesses. The website has seen over 2,000 visitors in 2022. We met last year's goal to add more value to the site by providing an aggregated list of available commercial properties online to share with potential businesses. The upcoming year the goal is to enhance the amenities-section of the website and focus on improving our social media following.

On the life sciences front, Town Meeting has approved various new land use policies that have amplified the message that Burlington is open and ready for the research and development industries. This approach has proven successful for the Town. For instance, earlier in 2022, the Broad Institute and Vericel broke ground on a new 230K SF building at Network Drive -- renamed in 2022 to "Blue Sky Drive" to reflect the growing innovation cluster in the area. Also this past year, Fractyl Laboratories, a company focused on therapies that target type two diabetes, executed a large lease for nearly 80,000SF at 3 Van De Graaff Drive. In addition, investors continue to show interest in the suburban market. For instance, Montana Avenue Capital Partners acquired 5 Burlington Woods, 103,380SF, for \$32.8M to reposition the building for life sciences. Companies and investments such as these not only grow our innovation cluster but also support our local retail and hospitality industries that continue to recover. Adding to the local economic development tools to support commercial investment, the Town also adopted the Property Assess Clean Energy program. This program in concert with MassDevelopment supports investment in upgrading commercial spaces to become more energy efficient.

Regarding the Town Center, the goal is to bring new foot traffic to the area and develop plans for the improvement to the 3A corridor. Last year, the Town work with local businesses to host a beer garden series every Thursday for the month of September, which totaled over 1,200 attendees. The pocket park in Town Center also remains – this was a collaboration between the Town and Murray Hills Realty to convert four vehicle parking spaces into outdoor seating for the area's businesses. The goal for next year is to enhance the appearance of the pocket park and install a mural on one of the commercial buildings.

Lastly, as we look to the future, our goal is to create a new vision and regulatory framework for the community's key commercial districts along Mall Road and Middlesex Turnpike. In the summer of 2022 we completed the Burlington 128 Concept Plan with MassDevelopment. Our goal for the upcoming year is to craft zoning, and develop a proposal for Town Meeting to consider. ,

## HUMAN RESOURCES DEPARTMENT

### ***ADMINISTRATION & PROFESSIONAL STAFF***

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

Cheralyn Rosati, Human Resources Coordinator

<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](mailto:hr@burlington.org).

### **2022 Highlights**

As we continued to transition back to standard operations, 2022 allowed us to bring our employees together in many ways that had been missed over the past couple years. Our annual Employee Benefits Fair returned to its onsite format, allowing personal discussions with our benefits and wellness providers along with screenings and in-person services which were missed over the last 2 years. Wellness programming was offered both in-person and virtually this year to include wellness challenges, nutrition workshops, and opportunities for onsite screenings. We can accomplish a lot virtually, but it cannot replace the value of some hands-on offerings. We were also very pleased to honor our employees at an afternoon gathering, which facilitated some long-missed connections and provided an opportunity to personally thank our staff, who proved that they could go above and beyond in the most uncertain of times, as well as recognize our long-term employees who have been a tremendous asset to the Town.



*Years of Services 2022*

Diversity, Equity & Inclusion (DEI) is an inherent priority of the Human Resources Department. While we always keep DEI in the forefront of our activities, we recognize that additional progress can always be made. The recent formation of Burlington's Diversity, Equity & Inclusion (DEI) Committee has illuminated the importance of our DEI initiatives.

The mission statement of the Human Resources Department mirrors that of the Select Board, in order to reinforce the Town's commitment to DEI and demonstrate a cohesive approach:

*It is the mission of the Human Resources Department to support the Town of Burlington's vision by promoting the principles of Diversity, Equity, and Inclusion ~ so that the "soul" of the community is to accept who we are and support our efforts to succeed in how we live in the diverse nature of the Town.*

Our goal is to progress towards representation of Burlington's demographics within our employment and hiring. We continuously monitor the language on our careers page to ensure that it is inclusive and encourages all to apply for our positions. One struggle in our hiring process has been candidates' hesitancy to disclose their demographics. While this is optional, and we want to avoid selecting candidates merely due to their demographic profile, we don't have the ability to take a closer look at candidates who might bring diversity when a candidate does not provide this data, and we are also unable to fully obtain this important data to better direct our recruitment efforts.

Burlington has many talented and dedicated employees, who provide knowledgeable and caring service to our community. We recognize the value in keeping our employees engaged in their roles and motivated to improve their skills. Not only does this benefit our staff personally and professionally, but it also allows for continuity in our services and readiness of our employees to take on greater roles as we need to replace key staff upon future retirements. The Human Resources Office facilitates training opportunities that provide our employees with technical and supervisory skills. We also encourage our staff to seek promotional opportunities and support any training that will assist in those endeavors. In 2022 we saw 14 employees promoted into roles with increased responsibility:

**Burlington employees who were promoted during 2022:**

Employee Name	Former Position	Promoted To
Paula Manzo	Administrative Assistant, Police	Administrative Secretary, Police
Elizabeth Bonventre	Senior Planner	Planning Director
Kelly Lehman	Program Coordinator	Assistant Director of Parks & Recreation
Jenna Cantino	Youth Services Assistant	Young Adult Librarian
Meghan Cavalier	Civil Engineer	Assistant Town Engineer
Kim Pigott	Administrative Assistant	Select Board Administrative Assistant
Brian White	Assistant Town Engineer	DPW Operations Manager
Justin Acosta	Reference Librarian	Head Reference Librarian
Martin Allan	Local Building Inspector	Senior Building Inspector
Jamie Phillion	Maintenance Craftsman, Water & Sewer	Working Foreman, Water & Sewer
Matthew Davis	Lead Foreman, Water & Sewer	Water & Sewer Superintendent
Aaron Chase	Working Foreman, Water & Sewer	Lead Foreman, Water & Sewer
Anthony DeSimone	Special Motor Equipment Operator/Laborer	Building Maintenance Craftsman/Laborer
Daniel P. Matarazzo	Water & Sewer Laborer	Special Motor Equipment Operator/Laborer

One key initiative in 2022 was to develop a recruitment plan to appoint a Sealer of Weights & Measures. These services had been provided through a contract with the state, which the Town was unable to renew. Several other communities were also in this position. State statute requires all Towns to have a Sealer of Weights and Measures who is responsible for testing all weighing and measuring devices at all retail establishments within the town and certifying that they are providing accurate measurements. This is a highly independent and responsible position and we recognized the need to structure the position properly in order to find a qualified candidate. After significant discussions with the Town of Lexington, who was also removed from the state contract for this work, we determined that the combined workload between our two towns would make the position more attractive to applicants. The Human Resources Department oversaw the preparation of a Shared Services Agreement with the Town of Lexington, resulting in the ability to select from a pool of qualified candidates and realization of lower costs by sharing the specialized equipment needed for this work.

**Future Goals:**

- Introduce a Management Academy consisting of ongoing management-level training for department heads and others in a supervisory role.
- Continue diversity equity and inclusion initiatives to include training opportunities for all staff.
- Continue to explore efficiencies in services and communications, including processing of personnel changes and onboarding.
- Explore methods to increase awareness of career opportunities with the Town of Burlington.
- Work with department heads and IT to enhance onboarding and off boarding process.
- 
- Continue to provide health and wellness education to our employees with the goal of receiving maximum benefit from the plans offered while encouraging decisions that keep claims costs at a minimum.

**Statistical Data:****2022 Hiring Summary**

49 Positions Filled		
Total Candidates	685	
Burlington Residents	109	16%
Diverse Candidates - applied (non-white)	104	15%
Diverse Candidates - hired	3	3%

*Average time to fill positions in 2022  
was 60 days*

Top 5 Candidate Sources - January 1, 2022 through December 31, 2022					Last Year's Rank
1	Indeed	317	65%		1
2	Burlington Website	100	20%		2
3	Burlington Employee	36	7%		3
4	MA Board of Library Commissions	21	4%		4
5	MA Municipal Association Website	16	3%		not ranked
Total from top sources					490

## MANAGEMENT INFORMATION SYSTEMS

### DEPARTMENT STAFF

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

### PURPOSE

The purpose of the Management Information Systems (MIS) department is to provide the entire Town's Municipal organizations with the information and technology it needs to support its operations, make strategic decisions, and achieve its goals. This include tasks such as maintaining servers and networks, troubleshooting and resolving technical issues, implementing and maintaining software and hardware, and ensuring that the organizations' technology is secure and compliant with relevant regulations. Additionally, evaluating new technologies and recommending systems that can improve the organization's performance and providing guidance and training on the use of technology is another one of our regular tasks. In summary, the MIS department is responsible for the management of information and technology, and to support the organizations' goals and objectives by providing relevant and timely information

### HIGHLIGHTS

Supporting the Town's extensive fiber optic cable plant network backbone to connect different town facilities, schools, water towers, & sewer pumps that carries all data, telephone, & video involving Town business has been a critical role that demands designing, implementing and maintaining the network infrastructure, ensuring network security, managing network bandwidth and providing technical support to organizations connected to the network.

In accordance to our Towns/Schools Network Infrastructure/ Enterprise Security Solutions 5-year plan replaced and upgraded existing network equipment that reached its end of life, or support.

Assisted the Town's Department of Public Works with the technology installation and deployment during construction of the new facility at 1 Great Meadow Rd.

For third consecutive year received, managed and coached a grant from the Commonwealth of Massachusetts that included Cybersecurity Awareness Program to all Town employees.

## FUTURE GOALS

Continue with the implementation of Cybersecurity Awareness Program to all Town's personnel. Our goal carries on fostering a culture of security within an organization by encouraging employees to think about security in everything they do. We all know how important is to protect sensitive data, prevent cyber-attacks, meet compliance requirements and be cost-effective.

Work together with all organizations on upgrading their applications server/software as well as the implementation of new software modules that automates many financial tasks such as billing, accounts payable, budgeting and financial reporting, that helps the Town's municipality to improve their efficiency and reduce the burden on staff.

Collaborate with the Board of Health implementing a new Shared Services Workspace with surrounding communities, for Food Safety and Environment Health record inspection, code violations and observations.

Assess, assist and work with the Fire & Police Departments to implement their new system that provides automation, flexibility, reporting, analytics, security, scalability and compliance providing a more comprehensive and streamlined solution to their requirement and administrative needs.

## TOWN COUNSEL



### Town Counsel

Mead, Talerman & Costa, LLC continues to provide Town Counsel services to the Town. Over the past year the Town Administration has requested we provide several training opportunities for chairs of municipal boards and commissions as well as the members themselves. Working through the changes and nuances to the Open Meeting law has presented opportunities and challenges for the Town's public bodies. In the upcoming year, this challenge will remain as all of the COVID special legislation related to public meetings will again change.

Over this past year, we spent a significant effort to assure that the Attorney General's Office approved the hybrid Town Meetings which were held by the Moderator. Additionally, several zoning changes were drafted and presented at Town Meeting. Some of this work codified those aspects of economic development opportunities which arose during the pandemic and which Town officials sought to codify.

We continue our work providing support and advice to the Board of Selectmen, assisting in various land use matters and licensing matters, advising the Board of Health and Parks and Recreation Department on regulatory and operational issues, reviewing and negotiating contracts, working with the Assessors in Appellate Tax Board matters, and successfully concluding the litigation which alleged that a traffic citation issued by a Town Police Officer was unconstitutional. Our work also included support to the Department of Public Works to assess damages to the solid waste hauler for failing to fulfill their obligations to the Town. We continue our efforts with to prioritize one of the goals of the Board of Selectmen, to reduce litigation and to that end we have worked to reduce and/or resolve litigation in an efficient and beneficial manner to the Town.

Our efforts continue to provide day to day support and advice to the Town Administrator and his staff and aim to deliver our services in an effective and efficient manner. Our firm prides itself on responsiveness and being proactive. We are back doing in person office hours for Town staff and are again appearing at various public meetings to support town bodies.

Respectfully submitted,



Lisa L. Mead

Mead, Talerman & Costa,  
LLC Town Counsel

## BOARD OF ASSESSORS

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

### **ADMINISTRATION & PROFESSIONAL STAFF**

*Paul Tierney, Town Appraiser/Assistant Assessor*

*Debra Smoske, Maria Lombardo, Administrative Assistants*

*James Doherty, Commercial Appraiser*

### **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, 2022. During the past year the Assessors returned to regular meetings and when needed, had meetings with taxpayers, interested citizens, and state/local officials. The Appraiser/Assistant Assessor, Paul Tierney, attended Department Head, Ways & Means and Town Meeting as the Assessing Department representative.

### **PURPOSE**

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 2018.

Inspections are conducted by map area (between 100-200 parcels per map) while visiting about 900 homes each year. A letter from the Assessors' Office is then mailed to each owner notifying the taxpayer when to expect a data collector. If access is not gained, a letter will be left requesting the owner to call and schedule an inspection. We encourage all property owners to cooperate and schedule an inspection.

In December, once the Select Board 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 230 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 1,244 Forms of List were mailed to businesses and are due back to the office on March 1<sup>st</sup>. Also, approximately 434 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. Annually, over 26,558 excise tax bills are mailed; almost 903 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.masslandrecords.com](http://www.masslandrecords.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2022 the Assessors' Office processed over 144 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$5,370 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, 2022, in accordance with state law. This resulted in a Fiscal Year 2022 tax roll for the Town of Burlington of 8,024 taxable real property accounts and 1,247 personal property accounts.

The total assessed value of all taxable property was \$8,581,458,368 with a tax levy of \$134,491,167. The Select Board voted to continue dual tax rates which resulted in a \$9.40 residential and a \$26.15 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 Assessor's would like to acknowledge the contributions of the staff throughout the year Paul Tierney, Town Appraiser/Assistant Assessor, the Administrative staff, Debra Smoske, Maria Lombardo, and James Doherty, Commercial Appraiser.

## TOWN CLERK'S DEPARTMENT



*The Staff of the Clerk's Office: (L to R)*

*Amy E. Warfield, Town Clerk;*

*Kirsten Midgley, Administrative Assistant;*

*Linda McNeill, Assistant Town Clerk;*

*Kate O'Shea, Administrative Assistant;*

The office of the Town Clerk is an important source for information and records for residents and businesses. We handle vital records, the business records and administrative paperwork for the Town. Our office also oversees the updating of the Town website. Working with other town departments to keep the information on the site, up-to-date and accurate which is a necessary and valuable resource for the residents and businesses. Visit us at <https://www.burlington.org/353/Town-Clerk>

### Office Highlights for 2022

- Completion of the 2022 Census with 86% Households responding.
- Rolled out the use of new election tabulators and electronic voter management systems. Retrained election workers on the new equipment and processes, successfully managed the running of 3 Elections this year.
- The elections included our Annual Town Election, State Primary and State Election. Turn out for the Annual Election was 15.47% with contested races in School Committee and Board of Health races.
- Implementing the Primary and State Election was challenged by the new state regulations involving Early In Person and Vote By Mail Voting. This involved receiving, mailing out and processing over 5100 requests for Vote By Mail ballots and 1573 Early In Person ballots. Turn out for the Primary election on September 6th was 23.8%. For the State Election on November 8th the turnout was 61.9%.

- Oversaw the running of 2 full Hybrid Town Meetings for the January and May Annual Town Meeting. This was achieved with the hard work of the Town's MIS Department, individuals from the Planning department, Clerks' office, Schools Preforming Arts Center AV crew and Burlington Cable Access Television. The September Town Meeting was a normal full in person meeting.
- Celebrated 50 years of Representative Town Meeting with the recognition of the continuous servicing Joan Hastings.
- Processed the meetings and reports from the Town Meetings. Submitted all necessary reports to the Attorney General's office and State Legislature for approval and creating the necessary legislation.
- Processed and managed dogs licenses for the year for a total of 2716 dogs licensed. This is an increase of 4.5% over the previous year. This continues to grow even after the pandemic.
- Issued 102 new and renewal "Doing Business As" (DBA) certificates and managing renewals and changes for over 920 businesses in town. Businesses in Town had made a small rebound after COVID, but that has continued to be a soft area as few small businesses are opening.
- Accepted, processed and managed over 100 applications, and all the decisions and support file from Applicants made to the Planning Department and the Board of Appeals.
- Provided oversite for Public Record request made by individuals to the town. Handled over 150 requests under the FOIA regulations. Working with other Departments including Schools, Health, Fire and Police.
- Continuing developing and implementing the Zoning Records Request system with Building and Planning departments to effectively and efficient handle the increased number of record requests. There were over 100 requests that required this multi-department review and fulfillment of requests.
- Revenue generated for the year was \$191,365, which included 1000 online transactions via the Town website online payments option. These transactions resulted in over \$39,835.60 of revenue. All revenue was turned over to the Town Treasurer and it was added to the general fund.





*Photo by Tad Stephanak, BCAT*

### **Looking forward to 2023**

This being an off election year we will be working on some of our key workflows involving the processing of our licensing and vital records. We have been successful in using Access Databases for the management and control of these processes, we will be evaluating and reviewing how to improve the use of those tools and what other tools may be available in the industry.

Continue working with the finance departments to help streamline money management processes – one goal we continue to have is to bring on a point of sale system.

Looking forward to the state rolling out a new voter registration system in the second half of the year will be an exciting challenge for the staff to be working with and getting familiar with for the next Presidential election year of 2024.

Continue with updating staff skills for the new laws and regulation regarding FOIA requests, record retentions, voter and elections. This will include the in office staff and the seasonal election workers.

**Respectfully Submitted, Amy E. Warfield, Town Clerk**

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

### 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, 2022

	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
2020	270	198	1215	269
2021	287	146	1229	237
2022	274	129	1281	267

**VOTER STATISTICS THRU 2022**

<b><u>TOWN ELECTION</u></b>	<b>Prec.1</b>	<b>Prec.2</b>	<b>Prec.3</b>	<b>Prec.4</b>	<b>Prec.5</b>	<b>Prec.6</b>	<b>Prec.7</b>	<b>Total</b>	<b>%</b>
2010	660	343	610	491	682	687	---	3473	23%
2015	381	154	324	271	377	314	184	2005	13%
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%
2021	581	214	454	380	485	437	324	2875	17%
2022	570	197	379	348	482	481	199	2656	15%

**STATE PRIMARIES**

Sep 2010	305	228	337	261	313	262	---	1706	11%
Sep 2012	353	162	288	267	332	288	222	1,912	13%
Sept 2014	412	220	409	329	414	370	321	2475	16%
*March 2016	1363	782	1196	981	1331	1215	1084	7952	50%
Sept 2016	113	80	161	96	138	143	89	829	5%
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%
Sept 2022	753	430	686	475	791	725	622	4482	24%

**STATE/PRESIDENTIAL ELECTIONS**

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%
Nov 2014	1619	865	1403	1227	1518	1431	1271	9334	60%
* Nov 2016	2327	1493	2025	1830	2228	2175	2141	14,219	86%
Nov 2018	1858	1154	1635	1514	1854	1754	1723	11,492	70%
*Nov 2020	2454	1635	2261	2016	2340	2296	2429	15,431	87%
Nov 2022	1825	1047	1569	1258	1893	1769	1484	10,845	62%

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

\*Presidential Election/Primary

Early Voting location at Grand View Farm



## ARCHIVES

### **Annual Report-Town Clerk – Archives Division**

**Daniel McCormack, CA, Archivist/Records Manager**

**Website: <https://www.burlington.org/353/Town-Clerk>**

#### **Mission:**

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.

#### **2022 Highlights:**

- accessioned 35.75 cubic feet of records from various departments. Destroyed 62 feet of records (paper and electronic media) transferred to the Archives. oversaw destruction of 100 cubic feet of obsolete elections material.
- Advised municipal boards and department personnel on public records management issues. Participated in transition of municipal department heads and other key personnel.
- Helped facilitate two Shredding Day events for town residents.
- Assisted Town Clerk and Board of Registrars during the municipal and state elections.
- Reference: The Archives answered a total of 607 inquiries during the past year. Of these, 332 were from internal users and 275 from outside patrons. Figures do not include calls for document removal or transfer service from municipal departments.
- Provided advice to three neighboring municipalities planning the establishment of municipal archives facilities or programs.
- Service to the profession. Continued service as a member of the Massachusetts State Historical Records Advisory Board. Served as a grant reviewer on behalf of the (Society of American Archivists Foundation) National Disaster Recovery Fund for Archives. Filled several different capacities for New England Archivists, notably chair of the organization's Financial Planning Committee.
- Received recertification through the Academy of Certified Archivists.
- Provided technical advice to the town's Historical Commission.

## Future Goals – 2023 and beyond

If 2022 was the beginning of a post-pandemic ‘new normal,’ 2023 should be when we find out what that ‘new normal,’ looks like. So far, the only theme running through the Archives operations into the current year is ‘sustainability.’ Our efforts on behalf of other departments and providing assistance to town residents have somewhat brought us back to something resembling our pre-COVID routine, albeit at a different pace and volume than before. Several instances illustrate this trend and may foreshadow what our services resemble going forward.

As a first example, we have still not recovered the amount of outside requests as had been seen before 2020. This is largely seen in the lower number of walk-in patrons compared to those who reach us electronically, by mail, or over the phone. We see signs that in-person reference is recovering, but, like many other institutions, it may be slower than before. Moreover, patrons are asking fewer questions related to local history and more on subjects such as development and property-related matters. In fact, inquiries on individual houses and parcels of land represented the third most requested subject category of records, after vital records and taxation documents searches. As of early 2023, this showed no sign of letting up, and as long as the Burlington housing market remains strong we expect this will continue.

Departments are making greater use of their electronic capacities to create and capture records, specifically in the MUNIS financial management suite. Over the long term, this will result in fewer paper documents coming to the Archives. We view this as a positive development, especially for those records series that are not often accessed after transfer to us. Going forward we will need to work with departments on the long term actual arrangement of electronic records. This is not the creation of the mythical “paperless office,” but a step toward longer term efficiency and cost effective information management. It will not mean less work for the Archives, but a different kind of effort, and we will ask for the support of department heads and Town Meeting in facilitating this.

Along with our mandate to provide records upon request is a duty to preserve documents according to laws, rules, regulations and best technical practices. As such, we have begun reboxing and refoldering several of our larger collections of town documents. All documents kept in the Archives require some level of maintenance, and those kept with us permanently must receive extra care in order to be usable for the long term. In the past we have organized and acquired new housing for our vital records and, going forward, we are paying special attention to those files on our local veterans, along with the planning/zoning records in the Town Clerk’s custody.

Back to ‘normal,’ doesn’t mean the Archives and its operations again resembles what a patron would have seen in early March 2020. More accurately, it’s an indication that our activities and efforts are approaching the same level as before, although in different ways. As we continue providing services without interruption, we thank those who make the difference between acceptable and exceptional service. The staff of the town Clerk’s office, led by Amy Warfield, is constantly providing assistance, advice, and information to help us function more efficiently. We appreciate the Historical Commission’s help on matters of local history, and we are at all times grateful to our Town Meeting and committee members for their support. While there is one Archivist here on a daily basis, our work is only possible because of everyone behind us who continues helping us do the right thing, always the right way.

## BOARD OF REGISTRARS

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 2022.

2022 was a busy year for elections with having both a Town and State Election. In the past year the State Legislature passed a Special Act that allowed for early voting that includes both Vote by Mail and Early In Person. Also, as part of the new Voting Act the office had done Advance Opening and Processing for the November Election. This was done for 4 days in the office prior to Election Day.

The Registrars worked at the Day of Voting helping Voters who were either Inactive or not sure what precinct they were in voting. They also helped with tracking the hourly counts and after the post processing of the delayed ballots, reviewed any overseas and Provisional Ballots.

Elections in 2022	# of Voters/ % of Turnout	Absentees	Early in Person/ Vote by Mail
Town Election – April 10,2022	2,656 / 15.47%	499	0
State Primary Election	4482/ 23.8%	157	2783
State Election	10,845/ 61.9%	190	4597

**Respectfully submitted,**  
**By Amy E. Warfield on behalf of:**  
**Lisa Jimenez**  
**Elmer Bud Larson**  
**John Strauss**  
**Amy E. Warfield**

**Year-End Summary:**

**1273 - # of residents registered and added to the rolls**

**924 - # of residents dropped from the rolls**

**1218 - # of voters on the inactive rolls**

**2102 - # of persons eligible but not registered**



*Administrative Assistant/Deputy Registrar Kate O'Shea working Advances Processing*

**2022 Annual Report - Board of Registrars**

**POPULATION/REGISTERED VOTERS: Based on Annual Town Census**

**POPULATION TRENDS**

<b><u>Age Group</u></b>	<b><u>1990</u></b>	<b><u>2000</u></b>	<b><u>2010</u></b>	<b><u>2020</u></b>	<b><u>2022</u></b>	<b><u>Since 1990</u></b>	<b><u>Since 2000</u></b>
0-10	2815	2931	2703	2411	2451	-12.9%	-16.4%
11-20	3160	2833	987	2809	2869	-9.2%	1.3%
21-30	3889	2500	2644	2993	2950	-24.1%	18.0%
31-40	3311	3624	2950	3192	3156	-4.7%	-12.9%
41-50	3062	3378	3660	3094	3148	2.8%	-6.8%
51-60	3031	2905	3220	3492	3364	11.0%	15.8%
61-70	1756	2325	2546	3015	3074	75.1%	32.2%
71-80	672	1398	1844	2096	3087	359.4%	120.8%
81-90	220	417	922	1172	2163	883.2%	418.7%
91+	24	75	133	328	1553	6370.8%	1970.7%
Unknown	722	745	912	1842	1897	162.7%	154.6%
Total	22662	23131	22521	26444	26638	17.5%	15.2%



# TAX/TREASURER COLLECTORS OFFICE



## ADMINISTRATION & PROFESSIONAL STAFF

- Gary J. Gianino - Treasurer Collector
- Andria O'Shea - Assistant Treasurer
- Darshna Rana - Accounting Specialist
- Teresa Clement - Assistant Tax Collector
- Paula McMahon - Tax Collector Administration
- Jayne Etheridge – Tax Collection Administration
- Maria Reale - Payroll Administrator
- Christine Sinacola - Benefits Administrator
- Vacant – Treasury Collector Accounting Specialist

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

## TAX/TREASURER COLLECTORS

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.

### 1. 2022 HIGHLIGHTS

- In April of 2022, the Town issued \$4,220,000. General Obligation 20 year bonds at a weighted average net interest rate of 2.99%. \$2,770,000 was designated for Roads and \$1,450,000 is related to the MWRA Phase I & II.
- The Town also issued \$13,440,000. 1 year bond anticipation notes for four projects. The notes included a portion of the Mill Pond PFAS Filter Addition, Sewer Force Main Reconstruction, Phase 1 Public Safety Communication Network and additional work on II of the MRWA water connection project. The winning bid resulted in a net interest cost of 2.0760%
- Prior to the bond sale S&P Global Ratings, a municipal bond credit agency, affirmed the Town's 'AAA' rating. The rating agency noted the Town's strong economy, strong management with good financial policies and practices.
- On November 14, 2022, the Select Board set the 2023 fiscal year residential tax rate at \$9.40 per 1,000. This represents a \$.55 cent decrease in the base rate over Fiscal year 2022. While the tax rate decreased the estimated average value of residential property, increased approximately 9.8% to \$659,200 in FY23 over FY22 average residential property value of \$600,500. The value increase coupled with a \$.55 cent decrease in the tax rate results in an estimated average increase in the average bill of \$222.

BREAKDOWN OF TAXES LEVIED FOR FISCAL YEAR 2023					
CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES per 1000	LEVY BY CLASS	
Residential	37.52%	\$ 5,367,998,198	9.40	\$ 50,459,183	
Open Space	0.00%	\$ -	-	\$ -	
Commercial	53.98%	\$ 2,782,585,886	26.15	\$ 72,764,621	
Industrial	4.14%	\$ 213,606,314	26.15	\$ 5,585,805	
<b>SUBTOTAL</b>	<b>95.64%</b>	<b>\$ 8,364,190,398</b>		<b>\$ 128,809,609</b>	
Personal	4.22%	\$ 217,267,970	26.15	\$ 5,681,557	
<b>TOTAL</b>	<b>99.86%</b>	<b>\$ 8,581,458,368</b>		<b>\$ 134,491,167</b>	

- The global challenges of the economy and results in the capital markets took a downward and uneven trend 2022. We continue to review results with our investment advisors. As per Mass General Law Section 15A, our investments follow the accepted state list for investments. Our earning on our liquid funds has seen a rapid increase in interest earned. Last year we were earning between 10% to .5% on money market rates. Those rates climbed over the course of the year up to 3.5% and higher.
- Changes in banking, lockbox service and the continued emphasis of using online payment options have been met with positive results. We are hoping residents find their payments are being processed in less time.
- The Town continues to be watchful in managing all elements of the health care benefits. Claims have fluctuated and through the course of the year with higher claims than in the last few years.
- As noted in last year's report we had changes within our department personnel and position titles and responsibilities. The changes have resulted in positive results.

## GOALS 2023

- Our existing software platform, MUNIS, is being upgraded in May. We will train and work to maximize the changes available with the upgrade.
- Continue to review the organizational setup of the department. An impending retirement of the Assistant Collector retires in April will require some reorganization.
- Continue to strengthen our diligence related to cyber security.
- Continue to review processes as well as the present providers with the goal of creating better efficiency and ease of use to the taxpayer.

**TOWN OF BURLINGTON, MASSACHUSETTS**

<b>Town of Burlington</b>					
<b>Gross Payroll and Net of Employee Withholdings</b>					
<b>Calendar Year</b>					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>GROSS PAYROLL</b>	\$ 80,412,272	\$ 84,936,886	\$ 85,351,149	\$ 88,515,425	93,782,178.77
<b>WITHHOLDING</b>					
Federal Tax	8,217,992	8,785,929	8,798,854	9,108,852	9,555,529.13
State Tax	3,448,530	3,627,845	3,661,524	3,774,549	4,017,928.82
Retirement	7,191,115	7,543,352	7,765,573	8,082,198	8,503,466.17
Health Insurance	3,497,139	3,634,417	3,639,383	3,704,668	3,776,440.39
Disability Insurance	235,847	255,787	266,933	241,693	226,982.59
Delta Dental Insurance	450,958	456,825	445,987	482,440	487,034.96
Credit Union	2,248,261	2,309,866	2,345,200	2,286,255	2,176,819.37
Tax Shelter Annuities	995,453	1,019,262	1,142,840	1,185,913	1,194,317.62
Deferred Comp Plans	2,052,849	2,088,845	2,139,458	2,210,932	2,350,765.63
SMART Roth	22,765	32,787	50,794	122,551	205,973.60
Teachers Association	307,493	310,508	292,927	398,396	332,253.48
Union Dues	252,174	257,282	295,026	214,244	326,171.41
Garnishments	8,393	17,240	11,438	3,700	-
Life Insurance	137,348	140,624	151,516	148,982	140,586.91
Fica-Medex	1,038,792	1,113,631	1,127,843	1,181,971	1,257,214.72
Social Security	1,408	-	599	709	879.46
Flexible Spending	625,496	631,109	617,650	628,478	642,098.60
Firepac	3,602	3,554	1,040	3,457	3,407.82
Cops for Kids with Cancer	1,135	1,060	3,487	822	676.00
Sprouts	388,451	462,072	380,286	412,071	439,554.47
<b>TOTAL WITHHOLDINGS</b>	<b>31,125,200</b>	<b>32,691,994</b>	<b>33,138,358</b>	<b>34,192,883</b>	<b>35,638,101</b>
<b>NET PAYROLL</b>	<b>\$ 49,287,072</b>	<b>\$ 52,244,891</b>	<b>\$ 52,212,792</b>	<b>\$ 54,322,542</b>	<b>\$ 58,144,078</b>



## FIRE DEPARTMENT

### FIRE CHIEF

Michael T Patterson, Jr

### ASSISTANT FIRE CHIEF

Andrew Connerty

### CAPTAINS

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

### LIEUTENANTS

Michael Bibbey, Craig Callahan, Sean Connors, Ernest Covino, Todd Ficociello,  
Mike Fontannay, James Hapenney, Shaun Kenney,  
Michael McLaughlin, Kevin Pollicelli, James Sorenson, Jack Walthall

### FIRE PREVENTION / INSPECTION SERVICES

Captain Michael Hanafin, Lieutenant Peter McAnespie

### TRAINING / COMMUNICATIONS

Captain Mark Cedrone

### EMERGENCY MEDICAL SERVICES

Lieutenant Mark Saia

### CLERICAL STAFF

Loreen Arseneault, Eileen Ferren, Stacey Hindle

### FIREFIGHTERS

David Angelo	Michael Donoghue	Timothy Hovasse	John O'Leary
Preston Angelucci	Kurt Duprez	Jason Hughes	Paul O'Meara
Austin Arsenault	Benjamin Elwell	Paul Kadilak	Gregory Ouellet
Evan Austin	Tyler Falconer	Sean Killilea	Alexander Preece
Michael Bennett	Eric Fitzgerald	Joshua Landry	Zachary Rolfe
Rob Blenkhorn	Michael Gledhill	Connor MacLean	David Rosenberger
Jeffrey Boucher	Connor Grenier	Thomas MacLeod	William Toland
Joshua Carabello	Gerard Hanafin	Nicholas Menkello	Stephen White
Thomas Cardwell	John Hanafin	Brendan Micciche	Fred Williams
Clifford Comeau	Eric Holey	Thomas Monagle	Shane Yandle
Mitchell Cunningham			

### EMERGENCY VEHICLE TECHNICIAN

Justin Dekow

### CIVILIAN DISPATCHERS

Elaine Carpenter, Stephen Baia, Patrick O'Halloran,

## **Burlington Fire Department Annual Report**

### **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 town and school 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.

The Burlington Fire Department website is located at: <https://www.burlington.org/169/Fire>

### **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 Headquarters**



**Fire Station 2**

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

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

Assist in the oversight and approval of commercial and residential construction projects throughout the Town of Burlington. Duties include site plan reviews; permit processing, on site inspections during construction and final inspections for the issuance of occupancy certifications.

New development in commercial and residential properties continued throughout 2022. Much has been achieved in the past year through construction plan reviews, site inspections, enforcement of fire codes, and the issuing of a variety of permits.

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 2022.

#### **INSPECTIONS**

Annual	21
Commercial Occupancy	139
Fire Alarms	1
Fire Drills	10
Knox Box	8
Mobile Food Vendor	6
Oil Burner	17
On Site – Fire Prevention	139
Propane Storage	135
Residential Occupancy	120
Smoke Detectors	259
Tank Removal – AST	102
Tank Removal – UST	2
Tank Truck	2
Tank Install	72

**TOTAL: 1033**

**PERMITS**

Blasting	1
Campfire	1
Dumpster	44
Extinguishing System	10
Fire Alarm	91
Fireworks Display	2
Flammable Storage	106
Haz-Mat	2
Hot Work (Welding / Brazing)	100
Mobile Food Vendor	6
Oil Burner	20
Oil Line	1
Oil Tank	1
Propane Storage - AST	39
Propane Storage – UST	8
Sprinkler	115
Tank Installation - AST	83
Tank Installation – UST	27
Tank Removal – AST	114
Tank Removal – UST	2
Tank Truck	2
Vent Free Heater	1

**TOTAL: 776**

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.



*House Fire on Nelson Road*



*Fire at Hallmark Garden*

***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:** For 2022, the Burlington Firefighters attended training on a regular basis throughout the year. Our training facility at Station 2 enabled us to complete in-house classroom sessions as well as situational and hands-on instruction in the Training Tower. In addition to the in-house instructors that led this year's evolutions and programs, we also collaborated with the Massachusetts Department of Fire Services on their Rope Rescue Operational level and SCBA Maze Trailer classes.

In addition to regularly scheduled shorter 1-2 hour sessions, our Department (which included several new recruits) completed some rather intense longer training sessions. This included ice and water rescue, "Jaws-of-Life and Res Q Jack" training and Hurst/Vetter Airbag training. We extend a sincere "Thank You" to Winn Street Service for donating vehicles without which these larger training exercises would not be possible. Winn Street Services has donated vehicles for many years, and we are truly grateful. We also had another year where we had successful active shooter training with the Burlington Police Department. Although we feel we are ahead of our peers with this type of training, we continue to be vigilant to make sure we are all prepared should such an event occur.

Our firefighters also completed many in-service inspections throughout the town to familiarize themselves with not only the personnel, but also the layout and location of these establishments. This situational awareness is critical to our response performance. Some examples of these inspections involve assessing storage areas for safety and open areas to exit in emergency situations. In offices, we make sure that exits and stairways are clearly marked as well as open and clear for safe evacuations.

**Specialized Training**

**HazMat**

The Burlington Fire Department has one member assigned to the District 2 State Hazardous Materials Team. There are six regional teams throughout the Commonwealth. This firefighter responds to hazmat incidents throughout the state and attends monthly hazmat trainings. This firefighter is a valuable resource to the Department and town if a hazardous materials incident were to occur in our own community.

### **Technical Rescue Team**

The Burlington Fire Department also has three firefighters who are members of the Northeast MA Technical Rescue Team. This is a highly specialized team that provides regional coverage for technical rescues. These members also attend monthly trainings.

We are proud to have the experience of the HazMat and Tech Rescue specialists as part of our team. This year the members of Burlington Fire Department will continue with not only the training mentioned above but we will further enhance our training so that we can prepare for a variety of responses to a wide array of emergency situations. 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.



*Firefighters training on rope rescue and vehicle extrication.*

**Emergency Medical Services:** The E.M.S. Officer oversees the Fire Department's emergency medical services operations including the personnel, ambulances and maintaining all associated records.

2022 was a record year for Emergency Medical Services. Despite the Continuation of COVID-19 in 2022, our Department responded to 3,621 calls for medical aid in 2022. This translated to more than a 10% increase from 2021. We transported over 2,200 patients to area hospitals. Types of ambulance requests included heart and respiratory complaints, along with motor vehicle crashes and other types of trauma related incidents. The ambulance crews specifically saw an increase for assistance behavioral health emergencies and falls.

We co-founded a multidisciplinary team called "The Community Response Team" where members of several Town Departments meet to discuss and identify residents who may be in need of specific town services such as Council on Aging, Behavioral Health, Youth and Family Services, Board of Health, Substance Abuse and children at risk.

The Fire Department's BLS ambulance service was upgraded to the ALS or paramedic level in March of 2020. 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. Moving forward, we continue to strive to build on our already highly successful paramedic program through training and equipment improvements.

All of our EMTs and Paramedics must earn continuing education credit throughout a two year period in order to recertify. We have incorporated High Fidelity Simulation into our continuous education program. This simulation involves the use of sophisticated life-like mannequins in real life patient scenarios. These mannequins can mimic human anatomy and physiology and can breathe, have a pulse, a blood pressure, an EKG and, with a computer, can adapt and change according to how the EMTs and Paramedics identify and treat the condition. In addition, all EMS providers are required to have multiple hours of in classroom training.

**Dispatch:** Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the town's designated EMD provider. Our Civilian Dispatchers answer, screen and dispatch all incoming emergency calls and will give medical instructions over the phone when necessary. As COVID-19 rates rise and fall, the Dispatchers may determine additional response precautions by asking a series of COVID related symptom and exposure questions for the patient or household.

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.



*Car into Primrose School*

**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.

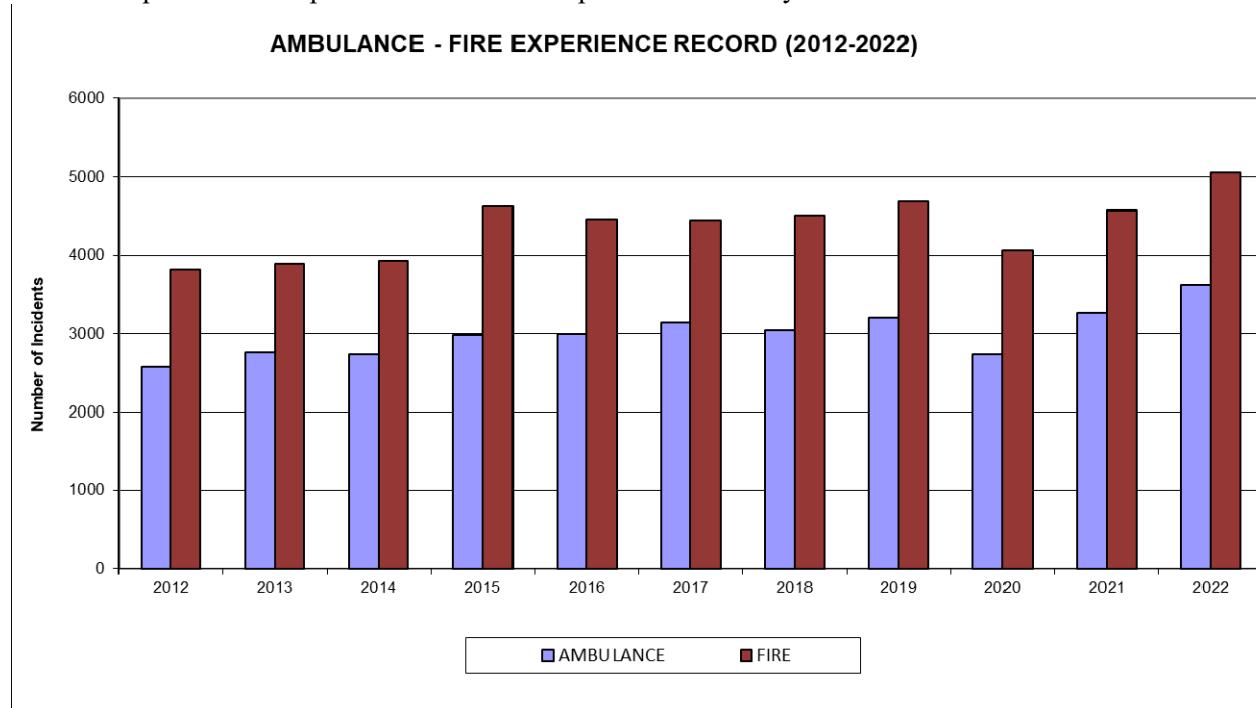
**Maintenance (Emergency Vehicle Technician)**

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.

**2022 Year in Review**

Still not quite a distant memory, the COVID-19 virus impact on the operations of the Fire Department continued. We experienced increases for COVID-19 related medical calls at the same times the rest of the state of Massachusetts did. Just after holiday gatherings and back-to-school times were the points where we saw increases. We also continued to have to manage personnel exposed and affected by COVID-19.

The Fire Department responded to a total of 5,048 calls for service in 2022. This was an increase of 475 total calls for service from the 2021 calendar year. Included in those overall calls for service numbers is the ambulance responses. Those increased to 3,621 in 2022. This was an increase of 353 ambulance runs from the 2021 calendar year. Both of these numbers represent the largest total number of calls for service and ambulance responses in the history of the Burlington Fire Department. The following graph illustrates the Fire Department's response numbers for the past ten calendar years.



In May, Town Meeting approved a Warrant Article for 700 thousand dollars to fund Phase Two of the Town's public safety communication upgrade for the Police Department, Fire Department and Department of Public Works. The purpose of this article was to continue to replace our aging communication infrastructure and strengthen our communication capabilities within our community.

In July, Police and Fire Departments' annual "Battle of the Badges" took place at the Marion Tavern at Grandview Farm. Blood supply during the summer months typically becomes critically short. As in previous years all the appointments to donate blood were quickly filled. We would like to thank all that made donations. The Fire Department took the victory and the Challenge Cup.

In August of 2022, members of the Fire Department participated at Wegman's Public Safety Night. This is a very popular event in our community where our residents can meet with our public safety agencies, see fire apparatus and police vehicles up close and view multiple demonstrations. A special thanks to Wegman's for hosting this event as well as providing the food and entertainment.

On September 11, 2022, members of our community participated in our annual 9/11 Memorial Service. This year was the 21st anniversary of the attacks on our nation. The 9/11 Memorial on the Town Common was updated last year in honor of the 20th anniversary. Thanks goes out to our Town Administration, Select Board, members of Burlington Fire Department and Dick Bagni of JODI Construction for updating the memorial. Special thanks to James Martin of James A. Martin Company, Inc. for his assistance in bringing the World Trade Center artifacts to Burlington.

### **Grants**

The Burlington Fire Department received grants and gifts in 2022. They include;

- A grant from the Executive Office of Public Safety and Security (EOPSS) and the Department of Fire Services for \$19,000 for the purchase of a Thermal Imaging Camera and four sets of firefighter turn-out gear
- A Student Awareness of Fire Education (S.A.F.E.) grant from the Department of Fire Services for \$5,175
- A Senior SAFE grant from the Department of Fire Services for \$3,055
- 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 \$2,500 to be used for community based programs.

The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support. We would also like to express our appreciation the countless number of individuals, organizations and businesses that provided support for us thorough out the year.

**Retirements**

The Burlington Fire Department had two veteran members of the Department retire in 2022. Firefighter Richard Hovasse retired in July of 2022 after serving the community for 30 years. Firefighter Edgar McLean, Jr. retired in November of 2022 after serving the community for 34 years.

Firefighter Richard Hovasse, son of retired Police Officer Richard Hovasse and brother of Firefighter Timothy Hovasse served the Town well. His experience and knowledge will be missed.



*Firefighter Rich Hovasse and Firefighter Edgar McLean, Jr. with his family*

Firefighter Edgar McLean, Jr. was a longtime President of the Local 2313 Firefighter's Union. He takes with him a wealth of experience in both firefighting and service to his members.

We thank Firefighter's Richard Hovasse and Edgar McLean, Jr. for their years of dedicated service to the Town of Burlington. We wish them a long, happy and healthy retirement.

The Burlington Fire Department had two other members of the Department resign their positions. Firefighter/Paramedic Richard Delorey resigned in September 2022 after serving the community for over 2 years. Civilian Fire Dispatcher Adam Morgan resigned in December 2022 after serving the community for over a year. We wish both of these former members well in their new endeavors.

**New Hires**

The Burlington Fire Department hired two new members in 2022. We welcome these new members to the Fire Department and wish them a long, healthy and productive career.

- Firefighter/Paramedic John O'Leary was appointed to the Fire Department in December of 2021. He started his tenure with us in February of 2022 by attending the Brookline Firefighting Academy. He graduated the Academy in May of 2022. After completing the Academy and the Burlington Fire Department orientation, he was temporarily assigned to Group Three.
- Firefighter/Paramedic Joshua Landry was appointed to the Fire Department in February of 2022. He came to us with four years of Firefighter/Paramedic experience working for the Rockland, MA Fire Department. After completing his Burlington Fire Department orientation, he was temporarily assigned to Group One.

All of the Officers, Firefighters, Dispatchers and staff members of the Burlington Fire Department have done an outstanding job throughout the year, despite the lingering cloud of COVID-19. Our total fire and medical response numbers have increased to record levels. The Fire Prevention Office is as busy as ever. Training has continued to be conducted over a variety of skills, covering medical, fire and other emergency operations.

Our Paramedic program continues to grow and is one of the best performing programs in Metro Boston. As our experienced Firefighter/EMTs retire, they will continue to be replaced with Firefighter/Paramedics.

On behalf of the members and staff of the Burlington Fire Department, I would like to thank the residents, elected officials, various town boards & committees as well as our local business community and partners. We could not do what we do and be safe and successful without your support.

Respectfully submitted,

Andrew J. Connerty  
Assistant Fire Chief



## 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.*

### Burlington Police Dept. Personnel by Rank & Seniority Chief Thomas P. Browne

#### Command Officers

Deputy Chief Robert Kirchner  
Capt. Daniel Hanafin  
Capt. Kevin Cooney  
Lt. Glen Mills  
Lt. Michael McDade  
Lt. Matthew Leary  
Lt. Gerard McDonough  
Lt. Thomas Carlson  
Sgt. Kevin Doherty  
Sgt. David H. McLean  
Sgt. Timothy Kirchner  
Sgt. Peter Abaskharoun  
Sgt. Christopher DiDonato  
Sgt. Matthew Creamer  
Sgt. William Trelegan  
Sgt. Joseph Papsedero  
Sgt. James Hanafin

#### Detectives

Paul Glejzer  
Lyn Reynolds  
Paul Callahan  
Sage Costa  
Domenic Grossi  
Patrick Lyons  
Ashley Portnoy  
Amanda Santos  
Brittany Zaccagnini

#### Officers

Harry Sawyer Jr.  
Robert Aloisi Jr.  
Keith Sheppard  
Stephen Papagno  
David M. McLean  
Michael Minichiello  
Roberto Reyes  
David Outerbridge  
Vito Costa  
Shane Thomson  
Nikolas Saledas  
Brian Hanafin  
Rameez Gandevia  
Eric Magee  
Dominic Calicchio  
Matthew Trahan  
Jillisa Smith  
Daniel Main  
Thomas Zarro  
Renoel Amogawin  
Jacob DeSantis  
Brian Goggin  
Hadyn Matarazzo  
Tristan Cochran  
Melisa Cadet  
Stan Savage  
Aurise Miedico

Darryl Calicchio

Thomas Lyons

Eric Jaeschke

Nicholas Scola

Christopher Kelly

Brian Ricci

Joseph Belsito

Daniel Murphy

Richard Riley

Colton Bader

Devin Neal

Brendan Hofferty

#### Dispatchers

Edwin Kohonen  
Christopher Hartling  
Amr Hassan

#### Admin

Paula Manzo  
Paola Harlow

#### Detail Clerk

Betsy Forte

#### ACO

Gerry Mills

#### Civilian Support

Karen DiRienzo  
Hannah Hazlett  
Rosanne Libretti

## Burlington Police Department

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

It is my distinct privilege to submit this “*Year in Review*” for 2022. The Burlington Police Department continues to operate at a highly professional level and I am proud to serve as Chief of Police, leading a department full of professional and dedicated employees of the Town of Burlington.

The department had a successful year in 2022. As the pandemic finally distanced itself from our daily routines, mindful that it still remains part of our reality, the department was able to move forward and resume more traditional operations. We began to increase our enforcement efforts that had diminished due to COVID. As importantly, our outreach and community policing efforts were also reinvigorated and we have made many inroads into the community that will continue in earnest moving forward.

There were some notable accomplishments for the police department in 2022. However, the year began on an unfortunate note when two of our officers were involved in an officer-involved shooting, resulting in the death of a resident. The case is continuing its way through a substantial review by the Middlesex District Attorney’s Office. It is my hope that the review will be completed by early February 2023, and I look forward to publishing the results of the investigation once I am cleared to do so. Now, the hard work of supporting the officers continues in earnest. No officer ever wants to be in this situation, yet it stands to reason that each of us has to face the reality that this is something we may be called upon to do in the course of our duties. The officers involved, in my opinion, acted within the scope of their duties and training, and I am extremely proud of each of them for the restraint that they showed at the time of the incident. I am also sad for the family that suffered this loss. No one wins in this situation, but the department is now focused on encouraging and supporting the officers as they continue to heal from this emotionally-charged incident that will change their lives forever.

On March 17, I graduated from the FBI National Academy, Session #281. The FBINA is a prestigious management course that spans 10 weeks at the FBI Academy in Quantico, VA. The lessons learned and the networking opportunities that I was exposed to will undoubtedly help me navigate the many nuances of police administration. I am extremely grateful to the Town Administrator for allowing me to attend the FBINA and I am hopeful that other command officers within the department will find the opportunity to attend in the future.

On April 3, the department hosted an Active Shooter exercise at the Burlington Mall. The exercise consisted of a full-scale simulation that was coordinated through efforts with NERAC and was the culmination of three major components of training, held over a few years, in an effort to assess our readiness for such an incident. It was well attended by many of our law enforcement, first responder and community partners.

In June, the department hosted two informational sessions for residents concerning our training and response to active shooter incidents in town. This was specifically geared toward the schools in response to the terrible tragedy in Uvalde, TX. I felt it was important to offer these sessions to allow parents and residents alike to hear directly from our subject-matter experts on our abilities to handle a similar incident. Although we focused on the schools, we did include other locations to reassure people that the department is ready and constantly trains for these incidents hoping that such evil never comes to Burlington.

This year saw the return of the police motorcycle. Through the support of the Town Administration and Select Board, we were able to lease a Harley Davidson motorcycle in August. Two of our officers, Lt. Jerry McDonough and Officer Eric Jaeschke, were chosen to ride the motorcycle and have completed basic training for the assignment. They have been outfitted with the proper equipment and have both



enjoyed the assignment. This motorcycle, although it will certainly be used for enforcement, is more about community engagement. The program has been more successful than I had even imagined and the outreach efforts by these officers has been substantial. Throughout September, the motorcycle was a presence at the Beer Garden events, as well as a constant sight at the recreational fields and schools. We owe a special “thank you” to Jeff DiBona, a TMM, for handling the graphics for the motorcycle. He did this free of charge and his support back to the department is greatly appreciated!

In July, we began the process of implementing our new records management/computer-aided dispatch program, ProPhoenix. This is a joint venture between police and fire so that the departments can essentially “speak” with each other in terms of records and dispatching. The system will greatly enhance our ability to maintain officer and firefighter safety. The implementation process is still ongoing and we hope that it is ready for a “go live” date in early spring, 2023. We expect the system will improve our daily operations and efficiency, but we also understand that there are bound to be “bugs” that have to be worked out in the short term. I hope to offer a positive review in next year’s Annual Report.

Our recruitment efforts have been in high gear for the last few years and this year continues the trend. We had an entry-level examination and physical ability testing in October. As of now, we have a few openings that need to be filled and the recruitment efforts have led to conditional offers of employment for three great candidates. However, as we are seeing across the country, the number of candidates willing to get into the policing field has dramatically fallen in relation to years past. This exam saw under fifty candidates whereas in years past we have seen numbers in the 250 range. We will continue to strive to be a “top choice” department for those interested in policing and I am happy to report that candidates consistently praise the department’s reputation in the law enforcement community at large.

The department had the opportunity to make promotions this year due to retirements. During the months of March and October we promoted upper command officers. On April 25, Lieutenant Daniel Hanafin was promoted to Captain and Sergeant Matthew Leary to Lieutenant. Captain Hanafin now oversees the Operations Bureau and Lieutenant Leary is the dayshift Officer-in-charge. During the November 14 Select Board meeting Lieutenant Kevin Cooney was promoted to Captain. He now oversees the Support Services Bureau. Sergeants Gerard McDonough and Thomas Carlson were promoted to Lieutenant and have been assigned to shifts as the Officers-in-charge. Officer Joseph Papseadero and Detective James Hanafin were promoted to Sergeant and are now first line supervisors within the Operation Bureau.



During the month of September, the department completed the One Mind Campaign, a program sponsored and endorsed by the International Association of Chiefs of Police (“IACP”). The initiative focuses on uniting local communities, public safety organizations, and mental health organizations so that the three become “of one mind.” The initiative sets out to establish sustainable partnerships with one or more community health organizations and addresses model policies for response to mental health calls for service. We have trained 100% of our staff, along with some civilian support personnel, in Crisis Response Training and mental health first aid.



On October 26, I had the distinct pleasure to attend an awards ceremony at the U.S. District courthouse in Boston. Detective

Paul Callahan received an Investigative Achievement Award for his role in a protracted investigation into a prescription drug case against a doctor. The awards ceremony was put on by the U.S. Attorney’s Office. Detective Callahan and others involved in the investigation used the Massachusetts Prescription Monitoring Program, undercover drug buys, search warrants, and other investigative tools to build a case against the doctor, who was convicted and sentenced to seven years in federal prison. Two codefendants who cooperated with the investigation were sentenced to one and two years in prison, respectively.

The department has begun its initial work to implement the body-worn camera program. A vendor has been selected and we expect the equipment to arrive in mid-February, 2023. The program will allow for every sworn officer to wear a camera. I plan to implement the program sometime in the spring to coincide with the commencement of the new records management system. Officers will undergo training on the system prior to implementation and officers will need to have their uniforms retrofitted to be able to wear the cameras.

These new initiatives do come with increased costs. These costs will be reflected in the annual operating budget. Many of these initiatives have come as a result of the police reform law and we continue to work hard to ensure we are in compliance. In June, the first one-third of our sworn personnel were “recertified” by the Police Officer Standards and Training Commission (POST) after successfully meeting the legal requirements. Each year another third of the department will be set to recertify and the department continues to meet all of its legal obligations to ensure a smooth recertification each year.

During 2022, the department lost the services of two senior command officers with the retirements of Captain Gregory Skehan in July and Lieutenant Timothy McDonough in October. Both of these officers committed many years of their professional lives to the Burlington Police Department and the Town of Burlington. I wish them well in their future endeavors. On December 31, Rosemarie Tieri, my Administrative Secretary, retired after 21 years of service with the department. Her work ethic and organizational skills allowed her to handle many different aspects of the department’s administrative functions and her commitment and diligence will be missed. I wish her the best in the next chapter and know she will continue to be successful. Unfortunately, we also lost some past members of the department. Detective Frank Nardone passed away on January 16. Officer Ronald Glejzer, father of Detective Paul Glejzer, passed away on August 9. Officer Harry Sawyer, Sr., father of Officer Harry Sawyer, Jr. passed away on December 25. Although all of these officers have been retired for many years their memories will be kept alive through the rest of us. Their commitment to the police department is not forgotten.



We were able to hire two new officers this year. Officer Devin Neal graduated from the Merrimack College police academy with high honors. He has completed his field training program and is now a solo-patrol assignment in the Operations Bureau. Officer Brendan Hofferty was hired and completed the Northern Essex Community College police academy. He is currently in the field training program.

As always, I am happy to report that the members of this department continue to generate many letters of appreciation from the community. I am proud to share these letters and notes with officers when they are received and it is certainly encouraging to know that the community supports the department. We strive to do what's right and will continue to handle issues that we need to improve upon when we recognize the need. I thank every employee of the department for their continued professionalism and commitment to the department's mission and values and appreciate the sacrifices they make on a daily basis to keep Burlington safe.

In closing, I would like to extend my utmost appreciation for the encouragement from the community. I am also thankful for the overwhelming support of the Town Administrator, Paul Sagarino, Assistant Town Administrator, John Danizio and the members of the Select Board and other town departments. It is humbling and much appreciated.

Respectfully Submitted,  
Thomas P. Browne  
Chief of Police

## DEPARTMENT OF PUBLIC WORKS

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

<b>Administration</b> John G. Sanchez Brian White Rachel Leonardo Teresa Keene Pialisa Manent Patti Robichaud Danielle McKenney	Director Operations Manager Business Manager Admin Assistant II Account Spec Account Spec Admin Assistant I	<b>Highway</b> Kevin Keene Robert McMahon Michael Giardina Donna Manning Pat Duran Thomas Harrington Daniel Matarazzo Daniel J. Matarazzo Michael McCarthy Ricky McClenningham Michael Murphy	Superintendent Lead Foreman Working Foreman Timekeeper Spec Equip Oper Spec Equip Oper
<b>Engineering</b> Thomas Hayes Meghan Cavalier Tim Mazzone Steve Hildreth Lisa Matarazzo	Town Engineer Asst Town Engineer Sr Engineer Sr Engineer Eng. Aide	<b>Water and Sewer</b> Matthew Davis Aaron Chase Jamie Phillion Paul Barbieri Jr Michael DeSimone Kenneth Ganley Christopher Lavoie Michael Rose Nicholas Tricomi Cameron Banks	Superintendent Lead Foreman Working Foreman Pump Stat Oper Pump Stat Oper W&S Equip Maint W&S Equip Maint W&S Equip Maint Pump Stat Oper Laborer
<b>Buildings &amp; Cemeteries</b> Frank Anderson Nicole Noorigian Michael Quinones Pari Doherty James Bieren Billy Bouley Anthony DeSimone James Gavula Donald McNeil Kevin Mehigan Kevin Crehan Steve Doyle Mary Hamel Eric Moran Laura Sorensen	Superintendent Lead Foreman Working Foreman Admin Assistant I Spec Equip Oper Bldg Maint Crfts Bldg Maint Crfts Sr Bldg Maint Crfts Bldg Maint Crfts Head Custodian Bldg Custodian Lead Custodian Lead Custodian Bldg Custodian Bldg Custodian	<b>Water Treatment</b> Russ Makiej Brian Sullivan Nanette Masotta Robert Clougherty Jeffrey Collar James Doherty John Doherty Gabrielle Fitzgerald-Leger Paul Kardasz	Water Manager Chief Operator Backflow Tech Operator Operator Operator Operator Operator Operator
<b>Central Maintenance</b> George T. Lee Leo Fernandes Brian McCarthy Luke Duprez	Superintendent Master Mechanic Motor Equip Repair Motor Equip Repair		

## PURPOSE

The goal of the Department of Public Works (DPW) is to provide high quality services to all residents as well as to offer support to boards, commissions and other Town departments. The DPW is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 65 full-time, 1 part-time, and 9 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, trash pick-up and winter maintenance operations.

During 2022 the Public Works Department continued providing services to our residents in the areas of 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.

In the next pages you will find detailed information on activities and projects completed by the department this year. I would like to highlight three major projects completed or underway in 2022:

DPW Facilities: The second of two buildings was completed at 1 Great Meadow Road. This building houses the Highway Division and the Water and Sewer Division. Following completion in 2021 of 1 Great Meadow Road, which houses the Central Maintenance Division and Recreation Maintenance, these two buildings, totaling close to 70,000 square feet, complete the DPW Facilities project.

Mill Pond PFAS Filter Building: In September 2021, Town Meeting approved \$15 million for the installation of filters at the Mill Pond Treatment Plant. Following an accelerated schedule, the filters were delivered and installed this year, and we anticipate the filters being operational by spring 2023 bringing PFAS6 levels well below the MassDEP limit of 20ppt.

MWRA Phase 2A connection project: Most of the two miles of 24-inch water main were installed, tested, and are in operation. The remaining 1,500 ft. of pipe installation is scheduled for spring of 2023. This water main, in addition to the completion by the MWRA of Phase 1 of the Northern Extra High Pressure Zone Improvements Project (Contract 6522 Section 63), will provide Burlington with up to 3.5 million of gallons of water per day, supplementing production at the Mill Pond Treatment Facility, and allowing for the abandoning of the Vine Brook Ground Water Treatment Facility.

I would like to thank our public works employees for their work and support, and in particular Patti Robichaud and Tommy Lee who retired at the end of 2022. I would also like to take this opportunity to thank everyone in Burlington for their support over the last 16 years. It has been a pleasure working in Burlington, whether at Town Meeting, committee meetings, neighborhood events and select board meetings, always getting great feedback in our efforts to make Burlington a better place to live.



*New DPW Building*



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

## ENGINEERING

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.

### 2022 Highlights

- **DPW Procurement** - Provided procurement assistance to other DPW Divisions on 59 projects.
- **Utility Permits (0031)** – Issued 248 street opening/utility permits as well as 79 Sewer Allocation permits.
- **Francis Wyman PS and Force Main Rehabilitations (7421)** – This construction project to renovate the existing pump station, and to relocate and replace the existing force main, was awarded to N. Granese & Sons, Inc. at a contract price of \$2,776,107.55.
- **Paving Streets (7544)** - Mill and overlay resurfacing of numerous roadways as well as reconstruction of several roadways within the Town. Construction awarded to Newport Construction Corp. of Nashua, NH at a contract value of \$1,497,227.67.
- **Parking Lot paving, Library (7545)** - The paving of Town owned parking lots including a lot at Rahalis Park as well new paving, drainage, granite curbing and concrete sidewalks at the Burlington Public Library. This project was awarded to Newport Construction at the contract price of \$307,167.50.
- **Crack Sealing (7546)** – Thirty six (36) streets were crack sealed by Superior Sealcoat, Inc. The total contract price was \$29,777.00.
- **Sunnyside Ave, Arnold Terr. Water & Drainage (7547)** - New drainage and water main installation on Sunnyside Avenue and Arnold Terrace. This Construction project was awarded to Commonwealth Construction and Utilities Inc. at the contract price of \$388,052.00.
- **Stream cleaning Fairfax Street, Sandy Brook Road, Hilltop Drive (7548)** - This work consisted of cleaning and dredging of built up sediment and materials of approximately 1,000 feet of Sandy brook. This year's stream cleaning project was awarded to National Water Main Cleaning Co. at the contract price of \$213,000.0.
- **Burlington Mall Rd- Longmeadow brook culvert Emergency repair (7611)** - On May 24, 2022, the Burlington DPW became aware that a sinkhole had formed over the existing 84-inch corrugated metal culvert under Burlington Mall Rd at a location where a 10-inch water main crosses over the culvert. Upon inspection it was determined that the culvert is compromised and structurally unstable; the invert of the pipe is corroded and the pipe has separated joints causing a sinkhole in the road and undermining of the water main crossing above the pipe. An emergency procurement waiver was approved by DCAMM, the DPW solicited several quotes for a trenchless repair, and National Water Main Cleaning Company was awarded the project at a contract price of \$210,000.
- **Phase 2A of MWRA Water Main Connection (7460)** – Constructed 8,500 feet of twenty-four inch water main in the 2022 season with the remaining 1,500 to be installed in 2023. This water main will be the primary connection for the Town of Burlington to

the Massachusetts Water Resource Authority (MWRA). The contract was awarded to GVC Construction, Inc. at the contract price of \$7,316,941.10.

- **Sidewalks- Beacon, Pearl, Winter, Great Meadow (7549)** – Sidewalk improvements along Beacon Street, with new sidewalk and intersection configuration at Peach Orchard Road, Pearl Street, and Winter Street. Great Meadow Road to be completed in 2023, awarded to Tasco Construction, Inc. at the contract price of \$744,254.60.
- **Partridge Lane PS & FM Construction (7551)** – This construction project to renovate the existing pump station, and to relocate and replace the existing force main, was awarded to Moriarty and Sons, Inc. at a contract price of \$641,552.50.
- **Grandview Ave PS & FM Design (7586)** - The design of this construction project to renovate the existing pump station, and to relocate and replace the existing force main, was awarded to Weston & Sampson Engineers, Inc. at a contract price of \$126,200.
- **Street Light Maintenance Contract (7518)** - This work consists of the maintenance of approximately 2,686 Town-owned overhead and underground wired streetlights. This three year contract was awarded to Covielo Electric and General Contracting Co., Inc. in the amount of \$49,000.

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



## BUILDINGS & CEMETERIES DIVISION

### **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, Water Division Garage and Fire Station #2, our new Central Maintenance/Park and Recreation Maintenance facility located at 10 Great Meadow Road and our new DPW Garage building at 1 Great Meadow Road.

In 2022, we processed and completed 335 repair and maintenance jobs at various locations, as well as providing groundwork, preparation and supervision of outside contractor projects. Of the completed jobs, 285 were handled by in-house employees, with 50 performed by outside contractors.

In-house jobs included building, electrical, plumbing repairs and general maintenance work needed as well as providing general building and interior finishes to the new DPW building projects. 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.

### **2022 Highlights**

- As part of ongoing energy efficiency projects in connection with Eversource and National Grid, new HVAC controls were installed at the Main Fire Station.
- Facilities improvements were made including:
  - involvement with the completion of the DPW building at 10 Great Meadow Road;
  - involvement with the completion of the DPW building at 1 Great Meadow Road;
  - Water Treatment Plant upgrades;
  - sprinkler system upgrades were completed at various Town buildings;
  - a new vertical, handicap accessible, platform lift was installed at the Museum;
  - new carpeting was installed in two Town Hall meeting rooms
  - interior painting resumed at various Town 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.

## 2022 Highlights

### *Pine Haven Cemetery*

The Buildings & Cemeteries Division performed 69 burials at Pine Haven Cemetery and sold 11 burial plots. 22 Columbarium niche units were sold in 2022 with 21 inurnments performed.

### *Chestnut Hill Cemetery*

Cemetery and Buildings Division personnel performed 45 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.

### *Old Burial Ground*

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

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

We would like to thank all Buildings and Cemeteries Division personnel for their great work throughout the year. Many thanks to DPW employees, The Middlesex County Sheriff's Office Community Work Program and Town of Burlington seasonal help work program for their assistance with heavy seasonal clean-ups and summer production. The Town of Burlington Veterans' Office and Retired Veterans continued assistance in maintaining our valued Veterans' areas is also greatly appreciated.

Respectfully Submitted,  
Frank Anderson  
Buildings and Cemeteries Superintendent

## **CENTRAL MAINTENANCE DIVISION**

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

In the past year, we have added some new safety equipment and emergency lighting to some of the older vehicles and equipment. In total, the division maintains 147 vehicles, trailers and heavy equipment, as well as 25 generators and miscellaneous small equipment.

I would like to thank the staff at Central Maintenance, Leo Fernandes, Brian McCarthy, and Luke Duprez for their hard work and dedication.

Respectfully submitted,  
George T. Lee  
Central Maintenance Superintendent

## **HIGHWAY DIVISION**

The Highway Division had another productive year with work on many projects throughout the Town. Some of these projects included:

- Street and sidewalk sweeping
- Brush cutting
- Cleaning catch basins
- Catch basin repair
- Repairing berms and lawns
- Filling potholes
- Repairing and replacing of street signs
- Storm clean ups
- Line painting
- Water break road repairs
- Removal and replacement of 1800 ft. of sidewalk on Sparhawk Dr.
- Snow events throughout the winter including a January blizzard that gave us over 18 inches of snow

The Highway Division would like to thank all who helped us throughout another productive year and look forward to continue working with and for the residents of Burlington.

Respectfully submitted,  
Kevin Keene  
Highway Superintendent

## **WATER AND SEWER DIVISION**

### **Water Treatment Section**

2022 was a year filled with continued construction of our new filters and buildings at the Mill Pond Treatment Plant to remove PFAS from our drinking water along with our water main construction project to obtain a larger volume of supplemental drinking water from the MWRA. We continued to work diligently with our DPW Director and our consulting engineers on these projects which will enable the Town to permanently shut down the VineBrook Groundwater Facility and to provide PFAS free water from our Mill Pond Treatment Plant. Our new filters are scheduled to be online in spring 2023 and the water main project looks to be completed in May of 2023.

Since we began analysis for PFAS compounds in April of 2021, we have consistently received analysis results around 50 parts per trillion. These levels of PFAS exceed the MassDEP limit of 20 parts per trillion. Upon completion of our 2 significant projects, we look forward to providing our residents drinking water that is absent of PFAS in 2023.

We also experienced a couple staffing changes. We had one water treatment plant operator move on to a new career path and another operator retire in December of 2022. We have hired 2

operators to fill those vacancies and both new employees are being trained on our treatment plant operations and drinking water supply system.

We produced 569.351 million gallons of water for our consumers in 2022. VineBrook produced 58.911 million gallons and Mill Pond produced 510.44 million gallons. We also purchased approximately 367 million gallons of water from the MWRA.

We collected over 800 samples for bacteria analysis. We also conducted several thousand routine bench lab tests during our routine 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.

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 VineBrook Treatment Plants. We strive to produce safe and high quality drinking water to our residents and visitors that meets and/or exceeds MassDEP and EPA 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.

### **Backflow Prevention**

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

Total Reduced Pressure Zone devices	1097
Total Pressure Vacuum Breaker devices	62
Total Double Check Valve devices	330
Total testable devices in Commercial/Municipal buildings	1489

## TEST RESULTS

	PASSED	FAILED
DC Residential	3	0
DC Municipal	20	0
DC Commercial	<u>314</u>	<u>0</u>
DC Totals	337	0
PV Residential	56	0
PV Municipality	2	0
PV Commercial	<u>43</u>	<u>1</u>
PV Totals	101	1
RPZ Residential	6	0
RPZ Municipal	110	1
RPZ Commercial	<u>1891</u>	<u>0</u>
RPZ Totals	2007	1
Grand Totals	22445	2

## SURVEY RESULTS

Commercial	104	52
Municipal	<u>0</u>	<u>0</u>
Grand Total	104	52

Respectfully submitted,  
Russ Makiej  
Water Treatment Manager

## Water Distribution and Sewer Section

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

2022 was a demanding and challenging year for all of us. I would like to thank all the hard working and highly skilled employees for their dedications & professionalism while working continuously through the Covid19 pandemic for the last two years.

I hope this report provides an insight to the services we provide as a team as well as a better understanding of our daily operations, The Water & Sewer Division employees all maintain proper certification required by the state.

We would like to welcome 3 new employees to our division, Nick Tricomi, Paul Barbieri and Cameron Banks

The Water & Sewer Utilities Division performs many functions in order to ensure quality services; some of the functions include 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.
- Rodding 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 the Highway division in snow & ice removal and operations. We assist the Building and Cemeteries Division with burials and their Memorial Day services. We assist the Engineering Division with water & sewer projects.

**Service Summary:**

Number of appointments (repairs, meters, mark out and troubleshoots)	1450
Number of water main breaks	58
Number of hydrants repaired/replaced	60
Number of hydrants flushed	550
Water shut off/on	59
Linear feet of sewers rodded	20,122
Sewer blocks responded to	15
Wet well cleaning	36
Emergency sewer alarms responded to	450

We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They contribute to the high level of services DPW provides

Respectfully submitted,  
Matt Davis  
Water & Sewer Division Superintendent

## BUILDING DEPARTMENT

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

### ADMINISTRATION AND DEPARTMENT STAFF

Mark Dupell, Inspector of Buildings  
John Luther, Senior Building Inspector (Retired)  
Martin Allan, Senior Building Inspector  
Joseph Mirabella, Plumbing & Gas Inspector  
Eric Sullivan, Wiring Inspector  
Erin Killilea, Administrative Assistant  
Judy Sorensen, Administrative Assistant

Steve Ciampoli, Fill-in Plumbing & Gas Inspector  
Walter Nickersen, Fill-in Plumbing & Gas Inspector  
George Cole, Fill-in Wiring Inspector  
Joseph Bukoiemski, Fill-in Wiring Inspector

### PURPOSE

The Building Department ensures public safety in the built environment within the Town of Burlington through plan reviews, issued permits, 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.

### 2022 HIGHLIGHTS

Effective this year is our new increased fee schedule reflected in this report.

Again, 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 continuing with the online permitting system known as View Point Cloud –

[www.burlingtonma.viewpointcloud.com](http://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. We continue to strive to get the Assessor's Office online with Viewpoint.

We have implemented enforcement of the New "Groundwater" Zoning Bylaw and mechanical permits in viewpoint to capture such projects as commercial rooftop HVAC units.

John Luther, Senior Building Inspector retired on 6/11/2022. John was instrumental in the software transition endeavors improving workflow and enhances performance. Thank you.

The online permitting software OpenGov *Viewpoint Cloud* is in our third year of use. The reporting of statistical data can easily be developed and converted to Excel.

As shown is a breakdown of permits for 2022:

- ❖ 3880 permits issued (Building, electrical, plumbing, gas, sheet metal, mechanical)
- ❖ 1110 Residential Building Permits Issued
- ❖ 35 New single family dwellings
- ❖ 36 Dwellings Demolished
- ❖ 341 Commercial Building Permits
- ❖ 1111 Electrical Permits
- ❖ 610 Plumbing Permits
- ❖ 385 Gas Permits
- ❖ 156 Sheet Metal Permits
- ❖ 40 Mechanical Permits
- 118 Certificate of Inspection Renewals issued
- \$5,541,998 Fees Collected

\$265M Commercial construction costs. Includes \$68M in construction costs for 2 new buildings on Blue Sky Drive. Shown here is some of the larger remodel projects issued in 2022:

- \$24.5M Core/shell lab-ready conversion, 3 Burlington Woods Drive
- \$11M Core/shell lab-ready conversion, 10 Corporate Drive
- \$10M Microsoft, 15 Wayside Avenue
- \$ 9.7M Ultivue, 4 Burlington Woods Drive

\$103M Residential construction costs summary reflected below:

- 26 Additions
- 112 Windows and/or Doors
- 177 Weatherization (Insulation)
- 170 Solar Panels
- 24 Siding
- 163 Roofs
- 90 Kitchen and/or Bath Remodel
- 45 Decks

52 Complaint / Violation responses: typically neighbors' concerns of unregistered vehicles, property conditions, construction too close to my property line and individuals working without the proper permits. Commercial violations are prominent (i.e. erecting signs, flags, and balloons).

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

Over 100+ Variance denial letter to Board of Appeals (setbacks, signage, etc.)

Official Notifications of new and changed addresses for Enhanced 911, USPS, Verizon, Comcast, Eversource etc:

Network Drive changed to Blue Sky Drive

- 20 Fourth Avenue
- 30 Fourth Avenue
- 25 Blue Sky Drive
- 27 Blue Sky Drive
- 77 Drake Road
- 15A Sears Street

The Microfilm Imaging project reached a milestone. We are working diligently imaging our property street files into Viewpoint. Erin is impetuous to get this done; she is our driving force.

178 Public records requests. These requests come from U.S. Department of Commerce, Town Clerk, environmental and building statistics groups, real estate agents, sales people, etc. and individuals. 99.9% 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; the general public will have easy access to research the history of any structure in town. Research specialized tools to convert microfilm digitally into Viewpoint to complete the property files.

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 constantly keeping up with the new codes and regulations that govern them.

## 2022 BUILDING DEPARTMENT STATISTICAL DATA

	No. of Permits Issued	Revenue Collected
Building Permit	430	\$ 4,138,310.00
Building Short Form	896	\$ 248,071.00
Demolition	39	\$ 37,620.00
Signs	108	\$ 9,200.00
Swimming Pool	27	\$ 14,809.00
Electrical	1111	\$ 636,538.00
Plumbing	610	\$ 123,540.00
Gas	385	\$ 37,625.00
Sheet Metal	156	\$ 142,810.00
Mechanical	40	\$ 26,442.00
Certificate of Inspections	118	\$ 11,910.00
<b>TOTALS</b>	<b>3920</b>	<b>\$ 5,426,875.00</b>

## CONSERVATION COMMISSION & CONSERVATION DEPARTMENT

**Conservation Department:** John Keeley – Conservation Administrator, Eileen Coleman –Assistant Conservation Administrator, Lisa Crockett-Crowe – Admin. Assistant, Tom Prior – Recording Clerk

**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/Select Board to three-year terms. Larry Cohen has chaired the Commission since 1994 and continued as chair in 2022. William Boivin, who has been a Commissioner since 2012, continued for a seventh year as the vice-chair in 2022. Indra Deb has been on the Commission since 1996. Gail Lima, who was on the Commission since 2001, stepped down in 2022 to move out of state. Jennifer O'Riorden, a Commissioner since 2018, also left the Commission. Ed LoTurco and Don Bernstein continued to serve in 2022 and Associate Commissioner Kent Moffatt became a full Commissioner in 2022.



*Gail Lima's goodbye, with former Commissioner Kerry Melanson and newest member Kent Moffatt on hand.*

The Conservation Department was staffed in 2022 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Tom Prior replaced Dawn McDowell as 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 (stormwater) 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 most streams, 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.



*Eileen and Intern Haylee with a beaver device*



*Bill, Larry and John at site visit*

The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under Conservation jurisdiction. These include the Mill Pond, Sawmill

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

**2022 Highlights:** As we began emerging from the COVID-19 pandemic protocols, in March the Commission went to hybrid meetings, i.e. meeting in-person, with virtual access via Webex web meeting technology, as well.

- The Commission, through two land donations, added over three acres to the Mill Pond Conservation Area in 2022. Greg Hickox and Bob Richard donated a 1.6 acre parcel on Chandler Road, and a new trail has been constructed connecting it to the existing trail network, with a trailhead on Chandler Road. Gary Litchfield also donated about another 1.6 acres at the end of Drake Road. Finalization of deed recording was not finished by the end of 2022, though.
- The Commission issued twenty-three (23) Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued thirty-seven (37) 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 the Town's PFAS addition to the Mill Pond Reservoir Water Treatment Plant.
- The Commission also issued twenty-five (25) Determinations of Applicability for smaller construction projects proposed near wetlands.
- The Commission and/or Conservation Department also issued several Certificates of Compliance/Completion and Enforcement Orders.
- The Conservation Department completed a study through the MVP (Municipal Vulnerability Preparedness) grant to explore strategies to mitigate the effects of climate change and make Burlington more resilient to flooding and the effects of heat islands caused by increasing temperatures.
- The Conservation Department helped resolve several beaver-related flooding issues.
- The Commission and the Conservation Department continued working with the Trustees of Reservations as they transform Mary Cummings Park.
- 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 Commission and Department updated the Erosion and Sedimentation Control (stormwater) Bylaw.

- The Conservation Department, as part of its effort to coordinate the National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit, has helped map its entire stormwater system and sample stormwater for various parameters to identify areas of concern in the system. 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 said goodbye to one Land Management Assistant, Rob Bosso, who was replaced by Rebecca Kuttner. Rob and Rebecca patrolled Conservation Areas, created and maintained trails, recommended management changes and updated the mapping for several Conservation Areas.
- Returning summer stream-cleaners Cayleigh Goss-Baker and Chloe McGonagle worked to remove blockages and trash from the Town's waterways, continuing the long-running seasonal program.

**Future Goals:** In 2023 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.
- Work to reduce and mitigate the effects of climate change in Burlington.

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 6:30 p.m. and all Burlington citizens are invited to log into the meetings or attend in person. Additional information, including meeting schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department and Commission's web pages.

## PLANNING BOARD

*Brenda Rappaport, Chairman, Barbara G. L'Heureux, Vice Chairman, William Gaffney, Member Clerk  
Ernest E. Covino Jr., Joseph A. Impemba, Toni Ann Natola, Jessica Sutherland*

## ADMINISTRATIVE & PROFESSIONAL STAFF

*Elizabeth Bonventre, Planning Director*

*Caleb Zimmerman, Assistant Planner*

*Jennifer Gelinas, Administrative Assistant*

*Eric Bergeron, 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, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. Development activity under the jurisdiction of the Planning Board falls into three categories: Subdivisions, Site Plans, and Special Permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authorities are derived from Town Meeting through the Burlington Zoning Bylaw.

## COMMITTEE MEMBERSHIP

Select Members of the Planning Board serve as representatives on the following committees: Economic Development Liaison Committee, North Suburban Planning Council (Subregion of the Metropolitan Area Planning Council), Burlington Housing Partnership, Transportation Committee, and the Zoning Bylaw Review Committee (ZBRC). William Gaffney serves as the Board's representative to the Recreation Commission

Select Members of the Planning Board serve as representatives on the following committees: Land Use Committee, Small Cell Committee, North Suburban Planning Council (NSPC) (Sub-region of the Metropolitan Area Planning Council (MAPC), Burlington Housing Partnership, Burlington

Transportation Committee and the Zoning Bylaw Review Committee (ZBRC). Member Gaffney serves as the Board's representative to the Recreation Commission.

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and the Small Cell Committee. The Planning 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 10 municipalities, academic and business institutions within the region; and the Massachusetts Area Planning Council (MAPC) and Northern Middlesex County of Governments (NMCOG) mobility studies to identify regional transportation and infrastructure needs, workforce development and the future of work within the North Suburban Planning Council sub-region.

Planning Staff 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) biweekly.

## **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 working closely with the Economic Development Department and Director, Melisa Tintocalis on the Burlington Mall Road planning and visioning initiative with MassDevelopment. We are also working with a consulting group to prepare a feasibility analysis for potential roadway improvements including reducing flood risks, streetscape and walkability improvements. Funding for this project was received through the Massachusetts One Stop for Growth grant program.

## **2022 ZONING BYLAW AMENDMENTS & REZONINGS**

### **February Town Meeting 2022, ARTICLE 2: Zoning Bylaw Modernizing Retail Uses Amendment**

Proponent: Town of Burlington

APPROVED by Town Meeting

### **February Town Meeting 2022, ARTICLE 3: Zoning Bylaw Outdoor Seating & Placemaking Amendment**

Proponent: Town of Burlington

APPROVED by Town Meeting

**February Town Meeting 2022, ARTICLES 4 & 5: Zoning Bylaw Signage Amendment**

Proponent: Zoning Bylaw Review Committee  
APPROVED by Town Meeting

**May Town Meeting 2022, ARTICLE 37: Network Drive at Northwest Park Planned Development District/Zoning Amendment**

Proponent: The Nordblom Company  
APPROVED by Town Meeting

**May Town Meeting 2022, ARTICLE 37 & 38: Rezone Property located at 15 Adams Street and 56 Middlesex Turnpike to the I (Innovation) District**

Proponent: Burlex Realty Corp & 15 Adams St, LLC  
APPROVED by Town Meeting

**September Town Meeting 2022, ARTICLE 15: Zoning Bylaw Groundwater Amendment**

Proponent: Town of Burlington  
APPROVED by Town Meeting

**September Town Meeting 2022, ARTICLE 14: Zoning Bylaw Smoke Shop Amendment**

Proponent: Town of Burlington  
DEFEATED by Town Meeting

**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 2022, 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. Seven (7) Site Plan applications were filed in 2022.

### **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 one (1) requests for Site Plan Waivers in 2022.

### **Minor Engineering Changes**

A property owner may wish to make a minor change to an approved Site Plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received Seventeen (17) requests for Minor Engineering Changes in 2022.

### **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 Seventeen (17) requests for Insignificant Changes in 2022.

### **Special Permits**

The purpose of a Special Permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special Permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a Special Permit in Burlington. Most site construction within a Planned Development District (PDD) also requires a Special Permit. Twenty-Eight (28) Special Permit applications were filed in 2022.



*Final beam Topping-Off Ceremony at the new building for The Broad Institute and Vericel*

## APPLICATION FEES

The Town collected fees for the 80 applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2022, the following fees were collected:

Definitive Subdivisions	\$0.00
Approval Not Required	\$200.00
Preliminary Subdivisions	\$0.00
Special Permits	\$62,000.00
Site Plans	\$30,900.00
Site Plan Waivers	\$500.00
Minor Engineering Changes	\$8,000.00
Insignificant Changes	\$4,000.00
Rezoning Applications	\$7,200.00
<b>TOTAL FEES COLLECTED</b>	<b>\$112,800.00</b>

## 2022 PERMITTING HIGHLIGHTS

Projects under construction or redevelopment in the past year include: The Broad Institute of MIT and Harvard in conjunction with Vericel (25 and 27 Blue Sky Drive), a new 80,000 s.f. lab building with a 16,000 s.f. GMP facility in the lower parking lot of the Burlington Marriott, Office Space to Life Science Conversions (10 Corporate Drive, 3 Burlington Woods Drive, 4 Burlington Woods Drive, 5 Burlington Woods Drive and 20 Blanchard Road), LeMaitre Vascular expansion (63 Second Ave.), Mom's Organic Market at Crossroad's Plaza, Rarebreed Veterinary Partners (112 Burlington Mall Road) redevelopment

of the D'Angelos and Shell Gas Station (59-63 Middlesex Turnpike), Strega Italian (92 Middlesex Turnpike) and the relocation of the People Helping People Food Pantry (226 Cambridge Street).

Looking forward to 2023, the Planning Department expects the current pace of permitting to remain steady. We are at a time, not unlike the mid-1990's, when Sun and Oracle chose Burlington as their home. The life science cluster is strengthening and we are seeing a strong pull to this area as big names land and many follow. We expect to be entering a transformative and prosperous time in Burlington if we can keep pace and work together to shepherd these projects in the right direction to meet the needs of the community.

## **CHANGES**

The year 2022 was a time of transition for both the Board and Staff. At the annual Town Election in April 2022, Mike Espejo was elected to the Select Board leaving a vacancy with the Planning Board. Both Boards jointly selected Toni Ann Natola to take his seat. Assistant Planner Brady Caldwell left his position for another opportunity. In July, after serving 32 years on the Planning Board and over 50 years serving the town on other other boards and Town Meeting, Paul Raymond resigned his seat. Jessica Sutherland was jointly appointed to take his place. Caleb Zimmerman joined Staff as the Assistant Planner. After twenty years with the Planning Department, serving as Director for the last ten, Kristin Kassner resigned to run for the Second Essex State Congressional Seat. The Board selected seven-year veteran Senior Planner, Elizabeth Bonventure, to take over as Planning Director.

## BOARD OF HEALTH



### **BOARD OF HEALTH MEMBERS**

*Back row (l to r) Gayle Damore; Andrea Sheehan, Maribeth Welch  
Front row, sitting (l to r) : David McSweeney, Vice Chairman, Edward Weiner, Ph.D, Chairman*

### **DEPARTMENT STAFF**

Susan Lumenello, REHS/RS, CHMM, Director  
Michael Greene, REHS/RS, Associate Director  
Christine Mathis, Environmental Engineer  
Marlene Johnson, RS, Health Agent  
Samantha Hardy, Associate Health Inspector  
Sarah Courtemanche, Administrative Assistant  
Kathleen Capobianco, Shared Services Coordinator

### **WEBSITE**

<https://www.burlington.org/218/Public-Health>  
[www.burlingtonmrc.org](http://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 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**

The Board of Health will continue its goal of emphasizing public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will continue improving 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.

One way for the Board to accomplish its goals is through the recent collaboration with the Lexington and Wilmington Boards of Health through the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program. A future goal of the Board of Health is to increase collaboration through the grant to improve capacity and provide additional services to our residents.

## **CHANGES**

The Special Commission on Local and Regional Public Health was created by a legislative resolve signed by Governor Charles Baker. The Commission was a 25-member body charged to “assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventive measures.” The Commission completed a Blueprint for Public Health Excellence report and one of the recommendations in this report was to increase cross-jurisdictional sharing of public health services to strengthen capacity. In April, 2020, the State Action for Public Health Excellence (SAPHE) Act was passed creating the Public Health Excellence Grant Program.

In FY23, the Burlington Board of Health, in collaboration with the Lexington and Wilmington Boards of Health, was awarded \$300,000 per year for three years in grant funding from the Massachusetts

Department of Public Health (DPH) Public Health Excellence (PHE) Grant program. The purpose of this grant is to increase cross-jurisdictional sharing of public health services to strengthen capacity.

Burlington will serve as the lead agency for the grant which includes responsibility for overall budget and program management and supervision of grant staff. The grant will allow coalition municipalities to share resources and staff, such as a Health Inspector, Community Service Worker, Public Health Nurse, and Epidemiologist.

The Board of Health also saw staffing changes in 2022. Christine Paulik, RN, Supervisory Nurse and Michele Nichol, Administrative Assistant left their positions in 2022.

## 2022 HIGHLIGHTS

**National Food Regulatory Standards:** Boards of Health are responsible for ensuring that food establishments are in compliance with MA State Sanitary Code 105 CMR 590.000 *Minimum Standards for Food Service Establishments* which adopts the 2013 Food and Drug Administration (FDA) Food Code. The Board of Health received grant funding in 2022 to work on meeting the FDA Voluntary National Retail Food Regulatory Program Standards. The regulatory standards provide a framework for best practices related to prevention, intervention, and response activities. Meeting the standards will help the Board of Health improve and build upon its existing food program and expand upon its approach to both traditional and emerging approaches to food safety.



*Marlene Johnson, Health Agent (shown above) and Samantha Hardy, Associate Health Inspector (not shown) have begun work on meeting the FDA Voluntary National Retail Food Regulatory Program Standards (photo by B. McDonough)*

**Covid-19 Test Kits:** The Board of Health distributed free covid-19 tests kits to residents. Test kits were distributed at the Senior Center, the Food Pantry, the health fair, the annual flu clinic, and at the Board of Health office.



*Pushpa Shah receives a covid-19 test kit from Chrisine Paulik, RN, Supervisory Nurse (photo by Michele Nichol)*

**Health Fair:** In 2022, many residents were still concerned about attending indoor events due to the pandemic. In response, the Board of Health held its first outdoor health fair on Burlington Town Common in collaboration with the Burlington Parks and Recreation Department. Residents were provided with a wide range of health and wellness information and participated in fitness classes for both adults and children.



*The annual Health Fair was held on the Town Common in collaboration with the Burlington Parks and Recreation Department. (photo by Neil Pandit)*

**Burlington Volunteer Reserve Corps (BVRC) Events & Trainings:** Throughout 2022, BVRC volunteers have continued to assist the Board of Health with public health programs and initiatives. In order to continue to have a fully trained volunteer force, it is important for volunteers to become trained to know how to respond to various scenarios when volunteering. In 2022, the Board of Health received a grant from the National Association of City and County Health Officers Association (NACCHO) to conduct training for its volunteers. Trainings included, but were not limited to, "Cultural Considerations in

Disaster Mental Health”, “Increasing Cultural Awareness and Responsiveness in Clinics”, “Psychological First Aid”, and “Vicarious/Secondary Trauma and Compassion Fatigue/Burnout”. In addition, an in-house program for providing continuing education credits for nurses, social workers, and EMTs was established.

	FY2022	FY2021
<b>Complaint Investigations</b>		
Food	30	22
Suspect Foodborne Illness	12	8
Housing	23	18
Nuisance	10	11
Environmental	8	5
Drainage	25	15
Smoking in the Workplace	0	0
Beaver	0	1
Tobacco	0	0
Trash	23	21
Pool	2	2
Animal	0	2
Emergency Response	15	6
Covid-19 Related	0	237
<b>Routine Inspections</b>		
Food Service Establishments	573	329
Mobile Food Trucks	11	9
Swimming Pool	63	42
Tanning Establishments	4	2
Tobacco & Electronic Nicotine Devises	25	24
Tobacco Compliance	23	0
Recreational Camps	8	2
Hazardous Material Inspections	29	2
Septic Tank Removals	2	3
Occupancy	30	39
Test Pits	5	8
Keeping of Animals	20	18
Kennel	17	12
Pre-Demolition	39	35
Pre-Renovation	176	103
<b>Permits</b>		
Food Service Establishments	235	234
Temporary Food Events	29	1
Mobile Trucks	11	9
Swimming Pools	36	36
Tanning Establishments	2	2

**TOWN OF BURLINGTON, MASSACHUSETTS**

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10-Day Emergency Beaver	3	2
Tobacco & Electronic Nicotine Devises	24	24
Septic Hauler Permits	9	15
Funeral Homes	2	1
Recreational Camps	6	2
Keeping of Animals	20	21
Private Wells (Monitoring & Irrigation)	5	5
Biological Safety Permits	9	9
<b>Communicable Disease Surveillance*</b>		
Babesiosis	0	0
Calicivirus/Norovirus	1	0
Campylobacter	7	6
Giardiasis	1	0
Group B Streptococcus	1	0
Hepatitis B (confirmed)	1	1
Hepatitis B (probable)	5	4
Hepatitis C (confirmed)	1	4
Hepatitis C (probable)	2	4
Human Granulocytic Anaplasmosis	1	0
Influenza	164	21
Legionellosis	1	2
Lyme Disease (suspect)		21
Listeriosis	1	0
Malaria	1	0
Monkeypox	1	0
Novel Coronavirus - Confirmed	3270	2382
Novel Coronavirus - Probable	471	371
Pertussis	2	0
Salmonellosis	5	1
Shiga Toxin Producing Organism	0	1
Sheigellosis	0	3
Streptococcus pneumoniae	0	1
Tuberculosis (latent)	94	50
Tuberculosis (active)	0	4
Vibrio sp.	0	1
Yersiniosis	0	1

\*Reported by Calendar Year

## BURLINGTON COUNCIL ON AGING

### COA Staff

Margery Yetman, Director  
Debra Giardina, Administrative Assistant  
Brenda Pappas, Outreach Worker  
Andrea Cross, Outreach Worker  
Maria Teager, Programs & Activities

Michelle Vella, Van Driver  
Nancy Ingram, Clerk  
Joyce LeBlanc, Clerk  
Lisa DiBella, Meal Site Manager  
Alexandra Nichipor, Outreach Worker

### COA Board Members

Rose Magliozi, Chairperson  
Carol Parker, Vice Chair  
Susan DeRosa, Secretary  
Mike Runyan, Selectman Liaison

Joanne Kinchla  
Donna Geffen  
Mark Burke

[www.burlington.org/residents/Council\\_on\\_Aging](http://www.burlington.org/residents/Council_on_Aging)  
[@BurlingtonCoa](https://www.facebook.com/burlingtoncoa)

### 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 for 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.

### 2022 Highlights

Many activities at the senior center are now hybrid so activities can also be streamed to watch at home. Although our numbers have not reached pre-pandemic numbers, the center is very busy with more activities than pre-pandemic thanks to our activity coordinator.



*Ice cream socials are a favorite. No distractions from eating and socializing and they are a great opportunity for outreach. (l-r David Magliozi, Aaron Shabanian, volunteers Rose Magliozi, Donna Geffen, Maria Teager [our program and activity coordinator], Noreen Leary and Carol Parker)*

The COA has two full-time social workers, Brenda Pappas and Andrea Cross who provide a multitude of social services and supports to those residents 60 or over in need of assistance and/or guidance and are available by appointment. Home visits are available by request. Our social workers refer those who need additional services to agencies such as Minuteman Senior Services. The social workers also guide people through services such as housing, health insurance, financial assistance and home care. The social workers provide intensive case management to those with little or no family or social supports in a variety of functions from medical appointments to planning for safety in the home. Time spent with each resident and/or their family varies from 5 minutes to many hours over a long period of time depending on the severity and number of concerns. We continue 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 caused an increase in the need for mental health services, housing, SNAP (formerly food stamps) and MassHealth (Medicaid) for older adults.



*Halloween, Christmas and New Year's Eve parties give everyone ample opportunities to get out of the house and be engaged with each other.*

### Services & Activities

- **Legal assistance and Tax Assistance**
- **Fitness** – Is the #1 attraction at the senior center. Lahey Hospital funds Tai Chi, senior stretch and yoga, all of which are hybrid.
- **Property Tax Work-Off Program** - seniors 60 and older. Ten residents took part in this program, working up to 150 hours in order to receive up to \$1,500 off their property tax bill as well as providing the town with up to 1310 hours of invaluable assistance. Numbers are increasing post pandemic but still not to pre-pandemic levels.

- **Hybrid Programs** - Fitness programs, Mah Jong, coffee hour, meditation, musical concerts, educational programming and lectures by request. In person only activities include Bingo, Bridge and our memory cafe.
- **Fuel Assistance** - 60 and over is available through the office from October through April in collaboration with the Emergency Fuel and Weatherization Program.
- **Food Insecurity**
  - **SNAP** - SNAP outreach partner – we receive 50% reimbursement for costs for helping clients fill out applications and conducting outreach and allow us better access to better help clients with questions about benefits.
  - **Congregate Meals** - Funded by Minuteman Senior Services and Title 111 (Federal), congregate meals are back for Thursday lunch, which provides a nutritious meal with an opportunity for social engagement for anyone over 60.
  - **Home Delivered Meals** - For homebound seniors, those in need or unable to prepare their own meals. An average of 62 meals a day go out to these homebound seniors. 1,234 congregate meals were served to 138 people between the Indian lunch on Wednesday and the “Eating Together” lunch on Thursdays.
  - **Lahey Farmers Market** – mid-June – late-fall. Fifty CSA (Community Supported Agriculture) shares were donated and distributed to seniors during the growing season to help with nutrition and the high cost of groceries.
- **Transportation**
  - **Door-to-door transportation** for senior center programs, grocery shopping and medical appointments. One minibus sponsored by Millipore and one accessible minivan provided via grant through MASSDOT. Rides have increased quite a bit from 1,340 in 2021 to 2,872 in 2022.
  - **Burlington Community Transportation Program** - 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. After a slow start during the pandemic the program is now fairly consistent.
- **SHINE** - (Serving the Health Insurance Needs of Everyone) assists people with medical insurance questions and choices. Run through the state, volunteers are vetted by Minuteman Senior Services. We have 2 counselors that usually meet with clients at the senior center. Brenda Pappas, is also a certified SHINE Counselor and provides assistance for those who need extra help. 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. Meetings were virtual through the summer of 2022, and then in person during open enrollment during the fall.
- **Communication**
  - **The Senior Spotlight** - monthly informational newsletter serves as a link between the Council on Aging and the over 60 community. An average of 4,100 newsletters are mailed out each month to households with someone 60 or older residing in them at no charge. An additional 215 are emailed. Printing is paid for by the advertising in the newsletter and postage is paid for by our state allocation/“Formula Grant” through the Executive Office of Elder Affairs. The Newsletter remains the primary way to get information out to the over 6,740 seniors who live in Burlington.
  - **BCAT** - Monthly segment on the BCAT Friday night news, BCAT monthly series “My Next Chapter”.
  - **Social Media** - Facebook ([www.facebook.com/burlingtoncoa](http://www.facebook.com/burlingtoncoa)) and Twitter (@BurlingtonCOA). We have 309 followers on Twitter and 643 followers on Facebook



*Top left clockwise Art Show & Open House, Walking Group, Dave Magliozi, 4<sup>th</sup> of July Parade*

The community enables us to do as much as we do and we would like to take this opportunity thank our donors: Beth Israel Lahey Health & 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, along with many other requests by us; the Burlington Police Department for the annual holiday dinner; the knitters and crocheters who make the lap robes, shawls and other items for our Christmas Outreach gift bags, Selectman Mike Runyan and his group, including Don Price and Ron Kullman who kept Bingo running twice a month until fall when the Burlington Chamber of Commerce along with Sonia Rollin's team from Exit Realty and Representative Ken Gordon joined to run Bingo the other 2 weeks of the month; Millipore and the Burlington Cultural Council who make most of our musical and educational programming happen; Trader Joe's, Shaws and Wegmans and of course A Whole Bunch Flower Market who not only do flower arranging for us but also occasionally surprise us with bunches of roses for the seniors.

### **Changes**

We hired Alexandra Nichipor as a temporary social worker in December to help with the huge increase in client load/time. She began in January 2023.

After serving as Chair of the COA for many years Joanne Kinchla has decided to step down to regular board member. Rose Magliozi has taken her place as Chair.

**Future Goals**

Our most immediate goal/need is to hire a permanent third social worker. The over 60 demographic continues to grow and with that growth the need for services by our residents also continues to grow.

Respectfully submitted,

Margery R. Yetman, Director

**Event Statistics from 01/01/2022 to 12/31/2022**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Education	530	219
Congregate Meal	1234	138
Cultural Event	211	109
Fitness/Exercise	10312	301
General Health	974	149
Health Screening	83	46
Information Sharing	1167	230
Legislative Office Hours	1	1
One on One Meetings	182	161
Recreation	4593	306
Social Event	2983	353
Support Group	285	59
<b>Total Event Signins</b>	<b>22555</b>	<b>945</b>

**Services provided between 01/01/2022 and 12/31/2022**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Activities	15	13
Adult Day Program	8	8
Are You Ok	42	32
Assisted Living Consult	2	2
clutter/hoarding	46	5
Covid Vaccine	16	12
Covid Virus related	5	4
Dental	6	4
Driving	2	2
Emergency	6	6
Family Support	53	35
Farmers Market	64	23
Financial	59	33

**TOWN OF BURLINGTON, MASSACHUSETTS**

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Food Pantry	3	3
Food Stamps	1	1
frequent falls	5	5
Friendly Caller	6	3
Fuel Assistance	370	113
Gas	1	1
Heating Oil	2	2
holiday meal/gift	52	40
Home Care Services	251	111
Home Maintenance	35	16
Home Safety	22	15
Home Safety Equipment	129	80
Housing	179	52
Insurance	79	21
Legal	23	16
Long Term Care	32	19
Meals	16	13
Medical	151	75
Memory Cafe	74	35
Memory disorder	20	12
Memory Training	18	11
mental health	14	10
Money Management	10	4
No action	21	20
Other Assistance	266	137
Oxygen	3	2
Phone Assistance	5	5
Protective/at risk	76	31
RAFT	4	1
Scam	3	3
SHINE	127	59
Smoke/CO Detectors	91	50
SNAP	232	71
Social Office Visit	9	8
Social Security	62	8
Support Group	39	23
Taxes	40	22
Technology	6	6
Transportation	146	76
unemployment benefits	2	1
Utility issue	4	1
Veterans	2	2
Volunteering	5	3
<b>Totals</b>	<b>2960</b>	<b>566</b>

## DISABILITY ACCESS COMMISSION

### **Members:**

*Kenneth Tigges Chairmen*

*Christopher Hanafin, ADA Coordinator*

*Jennifer Goldsmith, Recording Clerk*

*Commission Members: Mike Espejo, Selectman Liaison ; Tom Carlson; Bunny Ferguson; Jack Cunha; Linda Cunha, Kenneth Tigges, Caitlin Jacobs.*

### **Website:**

[\*https://www.burlington.org/410/Disability-Access-Commission\*](https://www.burlington.org/410/Disability-Access-Commission)

### **Facebook:**

[\*https://www.facebook.com/BurlingtonDisabilityAccessCommission\*](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 2022, 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 2022 elections
- Helped offset costs for families by funding of some of the programs for the Therapeutic recreation department such as Therapeutic horseback riding, the sneaker prom and TR at club Simonds
- Funded a 1 year subscription to audio eye for the town's website. This is an add on accessibility feature to the towns website.

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

*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.

### **2022 HIGHLIGHTS AND HISTORY**

#### **Memorial Day May 30, 2022 –**



Memorial Day 2022 was a commemoration of Veterans themselves and their service to our Nation and her people. We recognize of all the brave men and women that took up the call of their nation and went and fought in foreign lands. But more importantly, we paid homage to the Vietnam Veterans, that in the not so distant past, were not given the respect and dignity that they deserved for their service to this Nation. We had a remarkable guest speaker in Philip Nowlan, who is a Vietnam Veteran and the Commander of our local DAV Chapter. Mr. Nowlan was born in 1945 in Cambridge, MA and grew up with 6 brothers and sisters. While married to his beautiful wife Susan, he was drafted into the U.S. Army in 1967. Phil deployed to Vietnam from February 1968 to February 1969 into the 5th Battalion, 7th Cavalry, as an air-mobile infantry soldier. After working at Gillette Safety Razor for 18 years he left to go full time into his new business called Nowlan Photography and Videography in Wilmington, MA for 30 years. He is currently the Commander of the Burlington DAV, Chapter 113 and a member of the Major General Henry Knox Lodge in Boston, as well as a member of the Middlesex County Deputy Sheriff's Association, Inc. Philip now spends his available free time volunteering to help veterans in need during his retirement years. He has been happily married for 29 wonderful years. Mr. Nowlan spoke about what it was like to be in Vietnam, his deployments, but more importantly he spoke about the personal relationships that he has developed over the years with other service member and the importance of serving others.

Battalion, 7th Cavalry, as an air-mobile infantry soldier. After working at Gillette Safety Razor for 18 years he left to go full time into his new business called Nowlan Photography and Videography in Wilmington, MA for 30 years. He is currently the Commander of the Burlington DAV, Chapter 113 and a member of the Major General Henry Knox Lodge in Boston, as well as a member of the Middlesex County Deputy Sheriff's Association, Inc. Philip now spends his available free time volunteering to help veterans in need during his retirement years. He has been happily married for 29 wonderful years. Mr. Nowlan spoke about what it was like to be in Vietnam, his deployments, but more importantly he spoke about the personal relationships that he has developed over the years with other service member and the importance of serving others.

#### **Veterans Day, November 11th, 2022 –**



Veterans Day 2022 was a commemoration of all the women that have sacrificed so much in the defense of our Nation. We highlighted some of the challenges that women face while in the military and more specifically the challenges while deployed in harm's way. We had an amazing guest speaker in Natalie Timper-Brooks, who was in the Air Force, deploying multiple times to Iraq. Natalie Timper-Brooks was born in 1984, in Raleigh, North Carolina. She lived most of her young life in Reidsville, NC, where she attended K-12 schools. At the age of 17 she had her parents

sign with her to join the Air Force, and on August 08, 2002 she left for Basic Training in San Antonio, Texas. After completing Tech School for Medical Support, she received her first assignment to Yokota, AFB Japan in December 2002. There her responsibilities included supplying the base hospital with daily medications and medical supplies as well as ensuring the War Reserve Material supply was not expired and that it was ready to be deployed if needed. She left Japan in 2004 for second duty station which took her back to San Antonio, TX. In San Antonio she oversaw supplying Wilford Hall Hospital with immunizations, surgical supplies, inpatient supplies, and outpatient supplies. While still stationed in Texas she was deployed to Balad, Iraq in 2005 for a special duty assignment. During this deployment she reassembled their War Reserve Material that was sent there by accident and was rummaged through. She had to annotate what was expired, and missing along with properly disposing of the expired controlled items. The only way to dispose of the controlled items were for them to be thrown in the burn pit where she had to physically watch them burn to ensure their proper disposal. She deployed a second time to Iraq in the same year, this time for 8 months. During her second deployment she oversaw the expandable hospital, was in charge of ordering specialty drugs in the case of emergency situations, along with being pulled to aid on the flight line for mass casualty and Triage situations. In October 2006 she left the military to pursue her education and fulfill her dream of becoming a doctor or Scientist. In 2013 she graduated from NC State University with a Biological Science Degree, and in July 2013 she got her first job out of college in Molecular Genetics in DNA extraction at LabCorp. In 2013 she met her husband, Jeremy, and got married in 2014. Natalie and her husband also welcomed their first daughter, Lillian Jane Brooks, in 2014 and a year later they had their second daughter, Madelyn Donna Brooks. She and her family moved to Burlington in 2019, where she continues to be bright light in our 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 2021 we continued 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 wars in Iraq and Afghanistan have ended, 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.

In 2022 we will be offering more social events; to make up for lost in person connections in 2021; to bring Veterans of many generations together to form common bond. In December of 2021, our office, along with the VSO office of Woburn, partnered with an organization called IPods for Veterans. That organization handed out thousands of dollars of electronics to over 80 Veterans from Burlington and Woburn. We are partnering with IPods for Veterans again this November, and hosting our own event. We are hoping that we can reach even more Veteran this year and continue our outreach work. 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 2022. 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 sixth 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.

## YOUTH AND FAMILY SERVICES

### **ADMINISTRATION & DEPARTMENT STAFF**

*Christine Shruhan, LMHC Executive Director; Jess Reedy-Swan, LMHC Clinical Supervisor; Daphne Davidson, LICSW Individual & Family Therapist; Emily Hall-Hampton, LICSW Individual & Family Therapist; Danielle Meyers, LMHC Individual & Family Therapist; David Lankford, LMHC Individual & Family Therapist; Riley Murphy, MS Individual & Family Therapist and Jennifer Priest, Administrative Secretary.*

### **WEBSITE**

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

### **PURPOSE**

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

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.

### **2022 HIGHLIGHTS**

BYFS continues to offer the FitGirls Group for 4<sup>th</sup> and 5<sup>th</sup> grade girls in each of the elementary schools. This group looks to reach girls in three different ways: body, mind and heart. It is committed to helping girls live healthy, happy and responsible lives. BYFS launched its pilot program in the fall of 2014 and has expanded it to three of the four elementary schools. As of March 2016, the program is running at each of the elementary schools in Burlington.

In the summer of 2022, we ran several different activity therapy groups. Among them were the Hiking Group, that uses hiking together as a group to help youth improve their communication and social skills. The Creative Self group uses art, dancing, acting, music and play to help youth discover and express their unique voice. The Yoga Group uses specific yoga poses and breath work to help youth manage symptoms of anxiety, depression and ADHD. We continue to offer unique ways of engaging youth and helping them address the challenges that young people are faced with in today's world.

BYFS was the recipient of a federal grant aimed to prevent and address youth homelessness. The 2 year grant targets youth between the ages of 17 and 25 who are homeless or on the verge of homeless. Our goal is to house 6 youth during the duration of the grant.

## **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, Massachusetts 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).

## **SOCIAL SERVICES**

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

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

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In 2022, BYFS staff screened 186 requests and provided assistance to 335 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 11 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 32 Burlington residents with items ranging from clothing to camperships.

This year BYFS collaborated with Womendade. They provided assistance to 12 residents with items ranging from rental assistance to holiday gifts.

## **STATISTICAL NOTES**

An average of 230 residents each month received counseling services, and counseling services were provided to 340 Burlington residents in 2022.

## **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 195 rides to local medical and social service appointments for residents in need of transportation. Transportation needs continue to rise each year.

## **TRAINING**

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

## **BOARD OF DIRECTORS**

The Board of Directors at BYFS continued their involvement, and I deeply appreciate their help and support. Board members include Marilyn Langley, Chair; Roberta Mills, Linda Collins, Martha Simon, Becky Norum, Melissa Interess, Chais DiMaggio, Karen DiRienzo and Manisha Parwani.

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.

Respectfully submitted,

Christine Shruhan, LMHC  
Executive Director

## PARKS AND RECREATION DEPARTMENT

### ***Recreation Commissioners***

*Stephen Nelson  
David Norden  
Kevin Sullivan  
William Gaffney  
Tom Murphy  
Carl Foss (May)  
Emily O'Donoghue, Recording Clerk*

### ***Parks and Recreation Office Staff***

*Brendan Egan, Director of Parks and Recreation  
Kelly Lehman, Assistant Director of Parks & Recreation  
Melinda Sullivan, Principal Clerk  
Beth Garvey, Principal Clerk  
Patricia LaFauci, Permanent Part-Time Clerk*

### ***Recreation Maintenance Staff***

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

### ***Recreation Program Staff***

*Jessie Hampson, Program Coordinator  
Vacant, Assistant Program Coordinator  
Emma Jones, CTRS, Therapeutic Rec. Specialist*

**Website:** [BurlingtonRecreation.org](http://BurlingtonRecreation.org)

We entered 2022 with optimism as we continued to move away from guidance and restrictions that we had been following since the beginning of the pandemic in 2020. We had some familiar faces in new positions but our goal remained the same; to provide outstanding programs and facilities to the residents of Burlington. Our maintenance division was fully staffed for the first time in a few years, our program division continued to offer high quality recreation programs, both in-person and virtually and our therapeutic recreation division served more participants than ever before.

As we moved away from the guidance and restrictions brought on by the COVID-19 pandemic we saw the attendance numbers in our programs increase to almost pre-pandemic numbers. Attendance in our summer programs was at its highest levels in a number of years. The program staff initiated a comprehensive staff hiring and retention program to attract new seasonal staff. This new initiative was so successful that we have been drawing interests about the program from our colleagues around New England. Our program division offered a full slate of special events including the Egg Hunt, Family Fishing Festival, Celebrate Burlington, Truck Day, Halloween Spooktacular, 5K Turkey Trot and even added events like the Fitness Festival, Health and Wellness Fair, Sensory Friendly Truck Day and celebrated International Day of Persons with Disabilities.

There were a few challenges for our staff throughout the year. With the closure of Varsity Field in June due to the impending renovation project our staff was forced to find alternate locations for some of our programs as well as youth and adult sports. With the cooperation of our youth leagues and our program division, our staff was able to accommodate almost all of the requests they received. One of the biggest challenges for our department in 2022 was the demand for more pickleball. Pickleball is the fastest growing sport in the US and is being taught in physical education classes around the country. We recently added four (4) pickleball courts to Simonds Park, which are very popular and draw players from around the region. We added sound dampening panels to help mitigate the noise created by the sport.

During the winter months we have added pickleball programs, from learn to play to drop in play, in our gym. We are looking for additional space to add courts and serve the demand for pickleball.

Our maintenance division enjoyed their first year in the new facility at 10 Great Meadow Road. Our staff shared the space with the Highway Department, while their new facility was completed at 1 Great Meadow Road. Fortunately the main bay is large enough to accommodate both department's vehicles. As we entered spring our maintenance staff began their busiest stretch of the year preparing the athletic fields for youth, high school and adult sports, opening outdoor facilities and energizing the irrigation systems at the various athletic fields around town.

They also continued to make progress on our athletic fields throughout the spring and summer, despite the drought and watering restrictions. Through applications of fertilizer and seed and the management of our irrigation systems our athletic fields were able to recover quickly in the fall. During the fall we began efforts to improve the playability of the Memorial School soccer field. Through aeration, overseeding and fertilization the field showed some improvement by the late fall. We continue to be excited about the progress being made on the athletic fields and will continue the efforts going forward.



In addition to the regular maintenance of all of the Town's parks, playgrounds and athletic fields, improvements were made at many facilities. The following projects were completed over the past year:

- Renovation of the little league infields at Simonds Park for a regional baseball tournament
- Creation of a cricket pitch at Mitre Field
- Installed additional Acoustiblok sound panels on the pickleball courts
- Site prep for the installation of a batting cage at Francis Wyman Elementary School
- Installation of memorial benches in parks and the Town Common
- Decoration of the Town Common and Town buildings for the holidays

Thanks to a warrant article at Town Meeting the basketball courts at Simonds Park were completely renovated. The renovation consisted of a new surface, fencing, basketball support systems and a new Musco LED light system. The court surface will be painted in the spring when the weather allows. Through a disbursement from the Simonds Trust and a generous donation from the Gillingham sons, in memory of their parents, Natalie and Gordon Gillingham, a universally accessible treehouse was built at Simonds Park. We are forever grateful for these generous donations and excited to have this wonderful amenity in the park.

During the year we experienced some personnel changes and growth within the department. Through retirements and promotions we welcomed new Commissioners and staff and are excited for the changes as we move forward.

In April, Recreation Commissioner, Tom Murphy announced he would not be seeking another term on the School Committee. Tom had served as the School Committee Representative on the Recreation Commission for the past 8 years. He was always professional and contributed to the conversation with reasonable, well thought out responses. Tom's calm demeanor and experience in Town government will be greatly missed. We wish him the best in his future endeavors.

Carl Foss replaced Tom as the School Committee Representative on the Recreation Commission. Carl attended his first meeting in May and caught up quickly on the business of the Commission. We are excited to have Carl as part of the Commission.

One of the biggest changes for the department during 2022 was the creation of the Assistant Director of Parks & Recreation position. When the department was reorganized under one director back in 2009 a lot of the administrative work fell to the program division. The added responsibility, along with the continued growth of the programs and events, made the need for an Assistant Director critical. In October of 2022, Program Coordinator, Kelly Lehman was promoted to the position of Assistant Director of Parks & Recreation. Kelly has worked for the Department for 14 years and is responsible for the expansion and growth of the program division during that time.

Kelly's promotion created an opening in the program division. In December, our Assistant Program Coordinator, Jessie Hampson was promoted to the Program Coordinator position. Jessie has worked as the Assistant Program Coordinator since 2016 and we are excited for her to continue to add new and creative programs and events that meet the needs of our residents.

With the creation of a new position and some movement amongst staff, 2022 we would like to recognize the following for their contributions to the Parks & Recreation Department:

- Neil Almeida, Eagle Scout Candidate who created a gaga ball pit and benches at the Francis Wyman Elementary School playground. The added amenities were popular additions to the facility.
- Beth Israel Lahey Health for purchasing new UV Index meters for Simonds and Wildwood Parks.
- Wegmans for their continued support of our special events.
- East Coast Tree Service, LLC for once again donating their crane for the Candy Crane Drop at our Halloween Spooktacular.
- The various Burlington businesses and groups that volunteered with park cleanups.

2022 was a great year for our programming staff, with new programs starting and existing programs continuing to grow. Our growth is directly correlated to the commitment of our staff. We have an amazing group of full and part-time program staff, many who work above and beyond because they truly want to make a difference in our community. Here are a few of the programming highlights throughout 2022:

- In January, the program staff published our first ever Year in Review. The Year in Review is designed to specifically highlight the department's changes and growth throughout the year while taking into consideration where Burlington stands compared to other departments of our size across the country. It's a great snapshot of what had been accomplished throughout the year. The Year in Review was posted on our website and throughout our social media platforms.
- Each year, our program staff assesses our program schedule and makes adjustments and additions to better meet community needs. This year, we hosted our first-ever middle school field hockey team! Our coaches worked with teams in the surrounding communities to develop a schedule for the season - both traveling to and hosting games here in Burlington. We are enthused by the response we have been receiving from both the clinics and teams and look forward to what may become of this growing sport in the future.
- Our program staff continued to make improvements not only to the programs and events offered, but to the registration process as well. Resident registration for programming will now begin at 6 pm. Our office staff has agreed to be in the office for a couple of hours to help with any concerns

or to answer any questions residents may have. We are so grateful for their flexibility to provide broader access to our residents on registration start dates.

- This year, we made the decision to move our first aid & CPR training in house to allow for a more flexible training schedule. In June, Assistant Program Coordinator, Jessie Hampson and Fitness Administrator, Kristen Gonzalez were trained as American Heart Association instructors and they conducted all of our trainings this year; certifying over 50 of our staff members.
- In early May, in an effort to streamline the hiring, onboarding and tracking process for our employees, we decided move to the BambooHR software. This platform allows for our staff to manage employees in a more effective way. Some of the highlights of this new software include: ability to use e-signatures for all employment and BPRD paperwork, ability to track/manage employee training and certifications, hiring new employees, tracking hours worked more efficiently and managing personnel information.
- Our Therapeutic Recreation Specialist, Emma Jones, CTRS developed a partnership with the Burlington School District to house the Target program at Simonds Park throughout July. Students enrolled in the Target program received an hour of education in the morning, prior to the start of Club Simonds and be integrated into the program once the program is open. By hosting this program on-site, it removes the barrier of transportation and allows for participants to receive necessary services while fully integrated into our Club Simonds program.
- On July 15, we announced that our Therapeutic Recreation Specialist, Emma Jones, CTRS, completed the National Inclusion Project Inclusive Recreation certification. Emma is one of the first Inclusive Recreation Specialists named by the National Inclusion Project! We are so proud to have Emma as part of the programming team; she has been an amazing addition to our staff.
- In an effort to make our facilities and events more inclusive, we purchased mobile communication boards. These boards bring awareness to the use of Augmentative and Alternative Communication (AAC) as well as encourage those who have learning and communication difficulties to use AAC in a community setting or to communicate more effectively with their neuro-typical peers. In addition, they will also assist younger children who are learning to communicate or receiving early intervention services. The mobile communication boards made their first appearance at our Sensory Friendly Truck Day and you can find stationary boards adjacent to the playgrounds at Simonds Park, Regan Playground and Wildwood Park.
- As we continue to grow, cultivating partnerships with businesses, non-profits and other community departments becomes more central to our progress. This year, we partnered with the Board of Health and co-hosted the Community Health and Wellness Fair in May and our Springaplooza event once again saw a partnership with the Conservation Department and the Burlington Public Library. We worked with leadership at 3<sup>rd</sup> Ave and the Burlington Mall to utilize additional programming space at their respective locations. Additionally, we received \$155,750 in contributions and sponsorships. Most notably, the extremely generous donation from the Gillingham family for the universally accessible Simonds Park Treehouse, a sizable donation from the Disability Access Commission to offset costs related to our Therapeutic Recreation division and Herb Chambers Family of Dealership's continued support of the Celebrate Burlington Fireworks.



- In November, we celebrated the Grand Opening of the universally accessible Treehouse at Simonds Park. This project came to fruition through a partnership with the Gillingham Family and Simonds Trust underwriting the entire project. The treehouse, the first of its kind in a public park in Massachusetts, will provide access to people of all abilities a unique perspective of nature (and the park) and will be open for public use throughout the day. In addition to public use, we plan to host classes and programs amongst the trees.

2022 proved to be another successful year for the Burlington Parks & Recreation Department. With increased programming numbers to the addition of new programs and events we experienced a return to pre pandemic levels. We took the lessons we learned from the pandemic and used them to strengthen our programs, events and maintenance procedures in our parks, athletic fields and facilities. Our outstanding staff works hard every day and remains dedicated to their profession and the residents of Burlington.

As we look forward to 2023 we do so with optimism and excitement. We are optimistic that 2023 will be a great year and are excited to see where the creative spirit of our staff can take us. We will continue to seek out professional development opportunities to continue to provide the best facilities, parks, fields, programs and events for you. We encourage you to look though our program brochures and find something to do, maybe out of your comfort zone, but something for you! Thank you for continuing to support us and we hope you will spend some of your leisure time with us this coming year.

Respectfully submitted,

Brendan Egan  
Director of Parks and Recreation

## PUBLIC LIBRARY AND LIBRARY TRUSTEES



### Website

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

### Library Staff

Administration - Michael Wick, Director; Marnie Smith, Assistant Director; Marie Cannon, Administrative Assistant

Reference - Justin Acosta, Daphne Schigiel, Shelley Sloboder

Youth Services - Amanda Hogue-Lavallee, Jenna Cantino, Ariel Chu, Cynthia Parker, Gina Zuccaro

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

Library Technology Specialist - Daniel McDonough

Circulation - Cara Enos, Sarita Hegde

Library Aides - Annemarie Gangi, Aren Briggs, Maria Almonte, Miriam Zizza, Nancy Farrey-Forsyth, Nozomi Shindo

Pages - Barbara Nelson, Darlene D'Addario, Gale Christiano, Jillian Toomey, Laura Richards, Lori Legnon, Maureen Mullen, Patrice Earley

### 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, music CDs, video games, and DVDs
- Lending of special collections including a Library of Things, tote bags, launchpads, laptops, educational kits, and museum passes
- Downloadable books, magazines, comics, 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 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
- Home 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 a laptop or personal device
- Fax machine
- Exhibit space for local artists and organizations to display artwork or items of interest
- Collection point for People Helping People

2022 allowed a period for the library to integrate lessons learned during the COVID-19 pandemic while resuming normal services. While curbside services proved to be extremely popular during the pandemic, patrons frequently using the service often cited convenience as its single most important factor. Looking to expand on that matter of convenience, in late November 2022 the library unveiled the Holds Hub, which is an automated series of lockers that makes patron holds available 24/7. This project, funded by the Friends of the Burlington Public Library, has over 150 transactions a month and use continues to increase.

A generous donation made by The Jackson Walsh Memorial Fund expanded the options available within the Children's Play Area. Jonathan Ota of Gunner Grey Furniture donated his time in designing and building a train table, which was painted by Jason Sawtelle of Black Beak Studios; the painting depicts buildings and spaces of note within Burlington. In addition to the custom-built train table, the Fund provided updated furniture and toys for the play area. Since the update of the Children's Play Area, it has become a heavily frequented area of the library for children and their parents.



*(left to right) Children play at train table, donated by the Jackson Walsh Memorial Fund. Children's Story Time at the Pop Up Park. Children's Librarian Ariel Chu staffs the table at Pride Day festivities.*

Library programming continued to be a focus of the library, with a continued effort to expand options for adults and children alike. The number of adult programs returned to pre-COVID levels (147 programs in 2022) with attendance up an additional 16% (2,263 attendees in 2022) from previous levels. Librarians sought to leverage the interest and support of local community institutions, and library partnerships increased as a result. Adult librarians continued to share online programs with libraries in other communities; this resource sharing allowed us to expand our available programs at the same time as we increased awareness and attendance. In addition, the library had great success partnering with local non-profits and community organizations. A "Discover India" series, showcasing the cultural gems of India, was delivered in partnership with India Association of Greater Boston (IAGB) and the Shishu Bharati School; the library subsequently received a Community Partnership Award from IAGB their 75<sup>th</sup> Anniversary of India's Independence Day celebrations in Boston.

A donation from the Del Duca Fund, made to the Friends of the Burlington Public Library, established the Nash Fund, which supports adult programs focusing on cultural and intellectual topics of interest to the community. The first series of programs, supported by the Nash Fund, is an eight-part art history program which has proven to be very popular.

The Children's Department expanded upon their programming and partnerships as well. The StoryWalk® at The Village at Burlington Mall continued during the summer and an additional StoryWalk® was created in partnership with the Burlington Recreation Department. The Children's Department also supported local efforts such as the Sculpture Park by providing make n' take craft kits

for sculpture unveilings and the providing story times at the Burlington Economic Development Office's Pocket Park.

Significant updates were made to the library facilities, thanks to the Department of Public Works. Improvements included the skylight being replaced and a repainting of the second floor. Most notable for many patrons, however, was the restructuring and repaving of the parking lot which included safety updates such as a sidewalk from the rear of the building to the library's front entrance.



*(left to right) Families participate in a paint night program. Librarians Nicole Monk and Jenna Cantino are excited to discuss fellow librarian Kylie Baker's new book, "The Empress of Time." Young patrons help beautify the library and learn about how plants grow while planting flowering bulbs.*

### Highlights of this year:

- The library unveiled several service improvements, including the Holds Hub: an automated locker where patrons can retrieve their materials on hold 24 hours a day, 7 days a week
- Participation in Adult programming continued to have strong numbers, with over 2,200 attendees participating in over 145 programs
- The library was presented with an IAGB Community Partnership Award by India Association of Greater Boston at their 75<sup>th</sup> Anniversary of India's Independence Day celebrations in Boston.

### Changes

- Aren Briggs, Barbara Nelson, Cynthia Parker, Daphne Schigiel, Gina Zuccario, Jillian Toomey, Laura Richards, and Marie Cannon joined the library's staff in 2022.

### Donations

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

Barbara Del Duca  
Cheryl and Michael Souza  
Friends of the Burlington Public Library

Jackson Walsh Memorial Fund  
Jennifer and Gary Ortega  
LCEA of LABBB Collaborative  
Stonebridge at Burlington

### Burlington Public Library Trustees

The Board of Library Trustees is a group of six elected officials whose main role is to govern and set policies for the library. Members during the 2022 calendar year included Adam Woodbury, Hiral Gandhi, Janice Cohen, Kevin Sheehan, Phil Gallagher, Ram Voruganti, and Rob Neufeld.

## DIVERSITY, EQUITY, INCLUSION (DE&I) COMMITTEE

August 2021, the Burlington Select Board made a decision to create the Diversity, Equity, & Inclusion (DE&I) Committee to explore, document results, and identify the Town's next steps to continue successes for residents who live in the Town. On 27 October 2021, Mr. Nicholas Priest, Select Board Vice Chair, conducted the first DE&I meeting and introduced the Committee to each other. Presented here are the DE&I Committee participants:



<b>Dr. Nancy Bonassera, PhD</b>	DE&I Committee
<b>Mr. Syed Ghani</b>	DE&I Committee
<b>Mr. Carl Foss</b>	DE&I Committee Secretary and School Committee
<b>Mr. Nicholas Priest</b>	Select Board Chair & DE&I Committee Vice Chair
<b>Dr. Barbara "B.J." Addison Reid, EdD</b>	DE&I Committee Chair

Following the first DE&I meeting, B.J. Addison Reid reflected on writing a paper which focused on Change<sup>1</sup> in an organization and given the assignment from the Select Board, the application was applied to DE&I for the Town of Burlington. The steps in the Change process are:

**Philosophy + Core Values >> Mission >> Goals >> Decisions >> Actions >> Results >> Self-Appraisal**

<u>Word</u>	<u>Definition</u>
Philosophy + Core Values	Foundation upon which to build your life and behaviors toward you and other people;
Mission	Tasks one engages to achieve directions, goals, and results;
Goals	To aim, implement direction and assign the calendar dates to complete each work step;
Decisions	Explore both positive and negative outcomes; understand that both "yes" and "no" results can occur; make the decision and move forward to address whatever happens for results.;
Actions	Identify every step; achieve each activity; and mark calendar to succeed in each step;
Results	Articulate expected results and document achieved efforts and outcomes; and
Self-Appraisal	Employee agrees to achieve goals, documents results, provides a

<sup>1</sup> Addison Reid, B.J., EdD. (1996).. *Organizational Development and Strategic Organizational Restructuring (SOR)*. Bentley College, Waltham Massachusetts.

written self-appraisal for performance, and submits the written document to the up-line manager. The manager evaluates the employee's performance and meets with the employee to discuss both evaluations. The manager sends both evaluations to Human Resources for the employee's file.

Year 1	Philosophy + Core Values, Mission, & Legal Rights draft.
Year 2	Goals, Decisions, Actions, and Results
Year 3	Self-Appraisal & DE&I Score Card Results in the Annual Report. DE&I First Year Focus

- Philosophy/Core Values      Foundation upon which to build your life and behaviors toward self and other people; and
- Mission                              Tasks one engages to achieve directions, goals, and results.

#### Results

- DE&I collected, evaluated all documents, and presented the results in a 14-page report to the Select Board on 28 February 2022 in the DE&I 1<sup>st</sup> Quarterly Report.
- In March 2022, DE&I began to discuss the Select Board Mission Statement. The DE&I selected bullet #5 which states: "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 become bullet #1 of the mission statement. The DE&I believe people are the most important product for any organization so the language may change to:

**"Create a sense of community within the Town of Burlington to embrace and engage in Diversity, Equity, and Inclusion so that the "soul" of the community is to accept who we are and support our efforts to succeed in how we live in the diverse nature of the Town."**

The Select Board considered the DE&I's recommendation to change the language in the Select Board Mission Statement and on Monday 11 April 2022 the Select Board voted yes, to accept the changed language. DE&I documented this decision to the Select Board in the 2nd Quarterly Report.

- During June, July, August, September, October, and November DE&I met with Chairs of these Burlington Boards:

Board of Assessors	Nancy Bonassera and B.J. Addison Reid
Board of Health	Carl Foss and Nancy Bonassera
Recreation Commission	Nancy Bonassera and Carl Foss
School Committee	B.J. Addison Reid, Nancy Bonassera and Carl Foss
Town Clerk	Nancy Bonassera and B.J. Addison Reid
Planning Board	Nancy Bonassera and B.J. Addison Reid
Library Trustee	Nancy Bonassera and Carl Foss

The Chairs for each Board addressed the mission statement for their Board and together

DE&I discussed the definitions for diversity, equity, and inclusion so that Burlington is one of the finest places to live in Massachusetts. B.J. and Nancy drafted Employee Legal Rights; DE&I reviewed and recommended an attorney review the report. DE&I presented the results to engage the eight Boards in DE&I to the Select Board in the November 3<sup>rd</sup> Quarterly Report..

## DE&I Two- and Three-Years Focus

DE&I will continue to focus on the same process which is::

Philosophy + Core Values >> Mission >> Goals >> Decisions >> Actions >> Results >> Self-Appraisal

Year 1	Philosophy + Core Values and Mission Statements: Every Board should complete these processes.
Year 2	Goals, Decisions, Action, and Results – Classroom instructions are available for each Board.
Year 3	Self-Appraisal & DE&I Score Card Results will guide the Annual Report. Classroom instructions are available for Self-Appraisal & DE&I will guide and support the Burlington DE&I Score Card.

For the past year, the DE&I has accepted responsibility for achieving DE&I for the Burlington Community. As we reflect on our accomplishments, DE&I has achieved some results, however we believe the future stands before us so everyone endeavors to achieve better results for diversity, equity, and inclusion in the Town.

DE&I suggests that the book, *Start With Why: How Great Leaders Inspire Everyone to Take Action*, written by Simon Sinek, Penguin Group, New York (2009), may move us in the right direction to make changes! Here are the topics with questions that are related to the changes in organizations:

## WHY: CREATIVE IDEAS for Leaders:

1. As a Leader, what is my role and responsibility for the applications of DE&I philosophy + core values and mission statements for self and the Board?
2. Given that DE&I is focused on how I treat myself and other people, what do I already know about people's legal rights in this community?
3. Am I more focused on identifying my core values and my behaviors?
4. How do my core values and behaviors compare with colleagues who serve on the Board?
5. What is the approach to adopt the philosophy and mission statement for the Board and all people we serve?

## HOW: STRATEGY for Leaders:

1. As a Leader, what is my role and responsibility to explore and lead the DE&I strategy so the Boards and the Town achieve diversity, equity, and Inclusion for everyone who lives in this community?
2. Given that there is an approach for thinking about several theories, what are the theories and how does one compare the results?
3. As leaders talk about how the theory may help direct the Board, what is the approach and how should the theory be implemented?

4. How does the Select Board consider goals? How does the Board know how to make decisions? If Board members consider different perspectives, how does the Board decide which direction they should take?
5. If the goal is established, what are action steps that are taken? How does the Board know if they are successful or identify why or how the goal was unachievable?
6. Why is it important to determine the length of time when a project must be finished?
7. Why is it important that employees participate in Self-Appraisals for their performance?

**WHAT: APPLICATIONS for Leaders:**

1. As a Leader, what is my role and responsibility for achieving the applications of DE&I through classroom education for leaders, professionals, teachers, students, and parents who live and are educated in this Town of Burlington?
2. What does the Current Census Data say about Burlington? Public Schools?
3. Are there Human Resources Policy, Procedures & Practices + Union Contracts that should be reviewed and updated?
4. If DE&I is the responsibility for everyone who is educated in Burlington Public Schools and resides in the Town, what is the education for Boards, residents, & employees?
5. Endeavor to report DE&I results through the Burlington DE&I Score Card & the Annual Report.

Please know that DE&I will devote its thinking, time, and efforts to achieve better results and annually celebrate all our successes! Thank you!

Submitted by,

Dr. Nancy Bonassera, PhD

- Ethnicity: Asian American (Chinese)
- Community work: Co-chair of the Burlington Equity Coalition, Vice President of Burlington Against Racism, Town Meeting Member in Precinct 4.

Mr. Syed Ghani

- Ethnicity: South Asian (Pakistani)
- Community work: Member, Board of Directors, Islamic Center of Burlington.

Mr. Carl Foss

- Ethnicity: White: Northern European and Scandinavia
- Community work: Town Meeting Member April 2019-June 2020; School Committee: June 2020-present.

Mr. Nicholas Priest

- Ethnicity: Italian American
- Community Work: Select Board (Term 1- 2019-2022, Term 2- 2022-2025), Board of Directors - The Mama Bear Effect

Dr. Barbara "B.J." Addison Reid, EdD

- Ethnicity: African American (47%); Multiracial (52%).
- Community work: Diversity, Equity, and Inclusion Chair & Burlington Public Schools DE&I Consultant, both since October 2021-present.

## BURLINGTON HISTORICAL COMMISSION



### *Historical Commission Members*

Front row- Sandra Coveno, Joyce Fay (Chair/Treasurer), Kathi Horton  
Inset- Mary Nohelty (Recording Secretary) Back row- Andria Nemoda,  
Andrew Rittenburg, Peter Coppola

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 Burial Grounds.

The Commission consists of seven full and at least two alternate members appointed by the Town Manager as approved by Board of Selectmen; it fulfills the powers and duties contained in the General Laws. Our membership is comprised of civic minded residents committed to acquiring, restoring, and preserving historical assets; and making them available for display to residents.

Members this year were; Joyce Fay Chairman, Peter Coppola, Sandra Coveno, Kathi Horton, Andria Nemoda, Mary Nohelty, Andrew Rittenburg; and alternate, Hope Paulsen. Sadly we report the passing of long term member Norma Robichaud. Norma was a commissioner well into her nineties, attending her last meeting in 2020.

Supply chain problems related to the Covid pandemic delayed the installation of the museum elevator; it is now installed and operational. The elevator will provide access to the museum for all individuals needing assistance to enter the museum.



*Norma Robichaud*



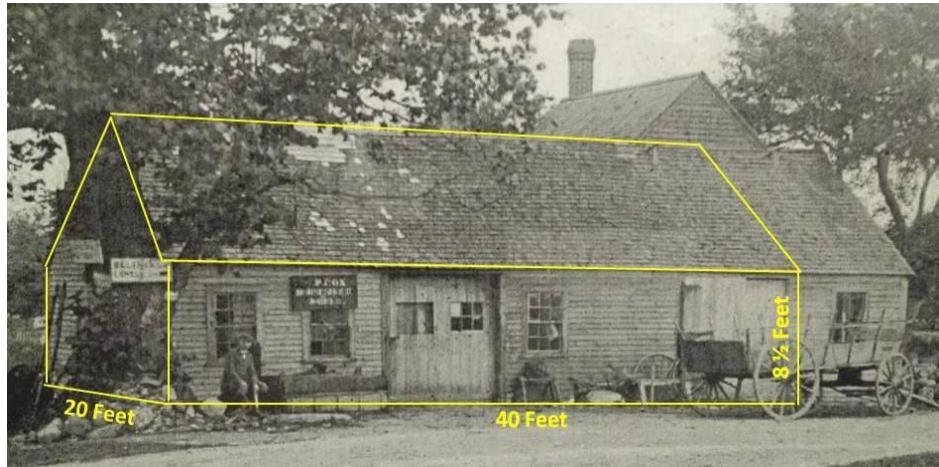
*Jim Ashworth in his Raytheon laboratory*

“Your estate sale is our history,” continues to pay dividends. This spring the family of James Ashworth donated a file box of papers and drafting tools. During many years of service in the 1980’s and 1990’s Jim was a Historical Commissioner, Library Trustee, member of Town Meeting and the Historical Society. He researched microfilm of regional newspapers for reference to the town and his files contain clippings dating the 19<sup>th</sup> century. He enjoyed providing cemetery tours and wrote, *A Walk in Burlington’s Olde Burying Grounds*, providing us with new insight about our colonial ancestors. Jim was an electronic technician at Raytheon Spencer Labs on Wayside Road, current site of the Wayside Shopping Center. His papers are a valuable addition to our historical records.

We completed the third year of a five year project to clean, repair and stabilize gravestones at the Olde Burial Grounds. Included in the stones reset this year were of the Reverend John Marrett and Cuff Trot, remembered as the men who helped John Hancock and Sam Adams evade British capture during the battle of Lexington and Concord. In addition to restoration of a hallowed landmark, the cleaned headstones along with Jim Ashworth’s tour notes will now allow visitors to more easily locate our ancestor’s burial sites.

We were disappointed that the ballot question to adopt the Community Preservation Act (CPA) was not supported by town residents. A significant portion of funds from the CPA would have been dedicated to the acquisition, restoration and preservation of historical properties.

Town Meeting approved funding to construct a storage shed in the woods behind the West School. Upon completion the commission will be able to consolidate assets that have been in storage at multiple locations around town since the demolition of the Grandview Farm barn in 2002. Our hope is that the shed will be a reproduction of the blacksmith shop described by Lotta Dunham;



*“The town pound was located at the corner of Bedford and Center Streets and opposite to where Mr. William Pollock’s home now stands. The building used by Mr. Pollock as a garage was at that time the blacksmith shop of Mr. Richard Alley. This was in 1851. In 1898, Mr. Archie Cox was running the blacksmith shop.” The History of Burlington 1640 – 1950 by Lotta Cavanagh Rice Dunham*



*Restored oak commode vanity from Oldford home*

Prior to the demolition of his house on 23 Church Lane, retired Fire Chief Paul Thibault allowed us to search the property for artifacts. The property was originally owned by the Oldford family; Stuart and Hilda emigrated from Nova Scotia in the 1920's. They were active members of the community; Stuart was a carpenter and retired as Burlington's Construction Supervisor. Some of the items that we acquired were a turn of the century wicker bassinet and a late 1800's commode vanity, taking us back to a time when homes did not have electricity or running water.

We will continue to add more artifacts to our collections and place new items throughout the museum floor. As artifacts are acquired they are evaluated for visitor interest, display condition and/or historical value. As they are cleaned and repaired/restored, and where appropriate, we place them on display or add them to our collection of similar items. Some of our artifacts are one of a kind, others are in addition to items already in our collection; all of them are links to our history.

Residents' voice appreciation to us for dedicating our time and knowledge to preserving town history, and we actively recruit them to participate in acquiring and display items. A large antique oak curio was donated by the Flemming family. It was owned by Karl and Brita Flemming. Brita is remembered as one of the town's librarians, Karl setup and operated a general store in the museum during the Bicentennial celebration in 1976. Pieces of the display are still used at the museum. The curio will take up less floor space on the museum floor, improving the visitor experience. It is always disappointing to lose historical assets and we are grateful to our residents who support the Commissions efforts by donating their items.

The Commission annually provides displays at the Town library this year. The displays vary as new items enter our collections and are always well received. Permanent displays at the Grandview Farm and Town Hall Annex locations continue to receive favorable comments; to the point where items are added anonymously. While we encourage residents to continue donating items, we ask them to contact any of the commissioners prior to so we can document the transaction.

Our goal is to place more artifacts on permanent display and make our facilities accessible to people with disabilities, beginning with the installation of the museum elevator providing access to the museum floor. Three years ago we adopted the theme "Your estate sale is our history", and encourage residents to document their family history and donate their photographs and artifacts.



*Commission Chair Joyce Fay  
Speaking with 3<sup>rd</sup> Graders at the museum*

The museum is typically open the first Saturday of the month from April through September, and the Saturday of Memorial Day weekend and Veterans Day. The pandemic shutdown restricted the number of Saturdays that we were opened this year. As a paradox, those days that we were open we recorded higher visitor counts; and higher still when open in conjunction with other events. Almost 100 people visited the museum during Celebrate Burlington.

With the elevator operational and students back in the classroom third graders resumed field trips to our sites; touring the Old West School, Museum, the Olde Burial Grounds, and the Francis Wyman House. 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 Olde Burial Grounds where one third grader was heard chastising noisy classmates with; “Quiet, the elderly are buried here.”



*Member Sandra Coveno providing tour of the Olde Burial Ground*



*Member Kathi Horton describing a typical day at the West School*

Two big anniversaries coming up; February 2024 is Burlington's 225<sup>th</sup> and July 2026 will mark the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. Celebrating these milestones requires a significant amount of volunteer time and effort to plan activities and complete projects. The commission has a number of facilities projects and restorations in process. This national celebration will require a large number of volunteers to assist us in the completion of our projects and we encourage residents who are interested in history to contact us.



*Member Mary Nohelty welcomes 3<sup>rd</sup> graders to the Francis Wyman house*

We look forward to sharing our history with visitors who often ask us to try to open the museum more often; and we consistently respond; "Volunteers are always welcome."

## BURLINGTON SCHOOL COMMITTEE



### **SCHOOL COMMITTEE MEMBERS**

*Back row (l to r) Martha Simon; Carl Foss, Vice-Chair; Melissa Massardo*

*Front row (l to r) Matt Shannon, Student Representative; Katherine Bond, Chair; Christine Monaco*

*Photo by Bob Cunha*

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

Katherine Bond, Chairman's Report

2022 was another eventful year for the Burlington School Department. The COVID pandemic continued to provide challenges on all levels of public education. The administrators had to deal with shortages of bus drivers, changing regulations and directives, and the effect COVID had on our students academically as well as mentally. We are also working diligently to replace personnel who have parted ways with the Burlington School Department. We have worked hard to provide support for our staff, students, and parents.

At the beginning of the 2022-2023 school year, we were able to return to a full "in school" model. COVID had an effect on our students academically and well as mentally. Working with the Director of Mental Health, teachers, and counselors in conjunction with the community we are providing the support needed for anyone at risk. The School Committee is confident that school employees, students and parents/caregivers are being provided the resources to move forward. Working together will help ensure as meaningful and productive an educational experience to our students as possible.

Since the pandemic was not as much of a disruption as it has been the past two years this enabled us to jump in and attend to the usual responsibilities of a typical school year. During the first quarter of the

year, we focused mainly on preparing and finalizing our budget and presenting it to Town Meeting. The school department appreciates that we continued to work well with the Board of Selectmen, Ways and Means Committee, and the town financial team to develop a budget that enables us to maintain the services that the community expects. The School Committee greatly appreciates those who attended and participated in our meetings, and we also appreciate the support provided by Town Meeting and the value that they place on education.

Over the course of the year, through the leadership and efforts of Superintendent Eric Conti and Director of Operations Bob Cunha in conjunction with the necessary capital funding appropriated by Town Meeting, we have been able to continue to improve and upgrade our physical facilities. Some of the projects we were able to complete or continue to move forward were the Varsity Field project, Fox Hill School replacement, and the Francis Wyman playground project. The School Committee recognizes the importance of maintaining our assets and we thank our custodial staff for their fine work in maintaining our buildings and keeping them clean and safe for all who use them. The School Committee thanks Superintendent Conti, administrators, and teachers for their efforts and leadership in coming up with plans to meet the educational needs of our students. We also thank the teachers' association for their efforts and cooperation as we all try and work together in applying all State and Federal directives. Thank you again to the teachers for being flexible as we hope COVID does not interrupt the rest of the school year. The teachers' hard work is greatly appreciated.

Following are a few highlights of this year. We moved forward with implementing Safe Routes to School, focused on English Language Learner (ELL) program supporting our EL students and families, and enacted the Community Health Project which we did in conjunction with Woburn Public Schools. As a reminder, this is a result of the support we received from Senator Friedman and the state's ARPA (American Rescue Plan Act) Funds (\$300,000). This project helps support low income and immigrant families to be able to access health care needs to complete registration for school (physicals and immunizations). Thank you to AFC Urgent Care Burlington for offering to provide physicals in support of this program.

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

The Committee would like to thank all its employees for their contributions allowing the school department to deliver top notch services to the residents of Burlington. On a sad note, we recognize the loss of Dottie Bartlett Yeadon a beloved bus driver who made everyone smile.

The School Committee thanks all of the residents for their continued support of the school department, and we invite anybody to call us or attend a meeting to express concerns or to ask questions.

## SCHOOL ADMINISTRATION

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

### **Central Administration**

Eric M. Conti, Superintendent of Schools  
Christina Cicolini, Director of Special Education  
Nichole Coscia, Business Manager  
Robert Cunha, Director of Operations  
Kerri Lamprey, Director of English Language Learners  
Christine Conceison, Director of Mental Health  
Barbara Conley, Nurse Leader

### **Burlington High School Administration**

Mark Sullivan, Principal  
Richard Sheehan, Associate Principal  
Heather Northrop, Associate Principal  
Shaun Hart, Associate Principal/Athletic Director  
Joe Attubato, Director Counseling Department

### **Marshall Simonds Middle School**

Cari Perchase, Principal  
Cheryl Mantia, Assistant Principal  
Panagiota Athinelis, Assistant Principal

### **Elementary School Administration**

Nicole McDonald, Principal, Francis Wyman Elementary School  
David Rosenblatt, Principal, Fox Hill Elementary School  
John Lyons, Principal, Pine Glen Elementary School  
Patricia English-Sand, Principal, Memorial Elementary School  
Darryl Doiron, Assistant Principal, Francis Wyman Elementary School

Deborah Clark, Director of the Burlington Early Childhood Center

## SUPERINTENDENT OF SCHOOLS

*Eric Conti, Superintendent*

The start of the 2022-2023 School Year was the start that everyone had expected last year. We were finally able to move away from our Pandemic planning and establish a more typical start. Everyone in the district welcomed this regular return to school. Although welcomed, it is important to recognize the incredible efforts of school educators and support staff, especially our school nurses, in helping students navigate the prior two years of disrupted learning.

The District is required to create an improvement plan. Burlington uses a three-year process called Planning for Success. The new plan is built on the prior three-year plans. We established four district initiatives - Learning, Equity, Thriving, and Facilities/Finance. The full Planning for Success document can be found on the district's website. We are developing metrics to measure progress in each of these areas.

Burlington's Fox Hill School was accepted into the State's School Building Authority grant program. Currently, there is an Owner's Project Manager on board and the design contract has just been awarded. We are well on our way to making a new Fox Hill Elementary School a reality. A new school is important, but the current Fox Hill educators and staff, as is the case across the district, are the most important factor in student learning.

After many years of dedicated service, we recognize the retirement of Karen Damaso, our Food Service Director. Whitson's Culinary Group will be taking over the management and menu development functions. We are excited to work with Whitson's because of their commitment to food quality and variety.

The district would also like to recognize the contributions of long serving Assistant Superintendent, Patrick Larkin. We are currently searching to fill this critical position. Our new Assistant Superintendent will be focusing on curriculum and professional development. It will be through this work that the district will continue to make progress in access and outcomes for all students in Burlington.

All of these projects and programs 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 as we recover from a global pandemic. We look forward to closing any gaps in learning and emotional support our students need.

## BURLINGTON PUBLIC SCHOOLS SPECIAL EDUCATION DEPARTMENT

*Christina Cicolini, Director of Special Education*

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 PreK-12. The department continues to work on maintaining specialized instruction for all its students.

In the 2022/2023 school year, inclusion courses were maintained in all of the schools. In these courses, special education teachers provide direct support and service to students in mainstream academic classrooms. Mental health support continues to grow. Target and Bridge classroom support continues to grow and be an effective program to help support students who need assistance with emotional disabilities. We have added additional mental health staff in all our buildings to try and meet the needs of all our students. We continue to offer pull out services for students who need more individualized and/or modified instruction at all levels. Focus areas are, but not limited to, reading, writing, math, executive function, and study skills. Our classrooms for intellectual disabilities continue to offer specialized support at all levels which includes not only modified core academics but also adaptive living skills (ADL). Our programs for students with Autism continue to grow. We now have specialized programming for these students with unique needs PreK-6. All our sub separate programming 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 program teachers. Additionally, students may receive related services in this program or out of the program. Social Symbolism is a course, at the high school, for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning. This course gives the student the opportunity to develop such skills and generalize these skills outside of their classroom.

## BURLINGTON HIGH SCHOOL

*Mark Sullivan, Principal*

Burlington High School was fortunate enough to host yet another outdoor commencement exercise on Varsity Field. It was great to be free of COVID protocols as the administration and faculty welcomed the entire BHS community to celebrate the graduation of the Class of 2022 on Sunday, June 5, 2022. We were able to have a full in-person graduation for the class of 2022 under beautiful and sunny skies, the class of 2022 was sent off with full regalia, well prepared for the next chapter of their lives.

Getting back to normal was a theme this past year as we overcame the myriad of challenges the pandemic threw at us. During that time, Burlington High School students and staff will always be remembered for persevering through and overcoming what might be one of the biggest educational challenges of our lifetime. The strength and character students and staff displayed during those 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.

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) and our own 'Planning for Success' process. These improvement efforts have 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. We continue to focus our efforts by using the best practices of:

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

Ivana Gentile, World Language teacher and Catherine Hauke-McCarthy, Special Education Teacher retired at the end of the 2022 school year. Karen DiSanto, Administrative Assistant, retired in January 2023. Burlington High School also hired several new faculty members for the 2022-2023 school year, they are:

Erica Arrington	Teacher
Gina Bage	Instructional Assistant
Tara Boivin	Teacher
Steven Cunha	Psychologist
Nicole DiFonte	Instructional Assistant
Jerry Fatal	Teacher
Wendy Geist	Administrative Assistant
Marisol Goncalves	Administrative Assistant
Lindsay Goodwin	Tutor
Morgan Higgs	Counseling
Amanda McCombs	Teacher
Megan Oliver	Counseling
Yuxia Peng	Teacher
Mya Wilke	Teacher

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 are well-versed in our online portal which 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 Yearbook Production, Fundamentals of Business in a Global Environment, Animal Care & Management, and Writing Fellows Leadership. Dual enrollment courses continue to be a popular part of our program. BHS has agreements with Middlesex Community College, Massachusetts Bay Community College, UMass Boston, and now Lasell University 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, 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 many different 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 Concert; February 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 the school and district please visit the school website at [www.burlingtonpublicschools.org](http://www.burlingtonpublicschools.org) or follow me on twitter @BHSPRINCIPAL.

Thank You and ROLL DEVILS!

#### **BURLINGTON HIGH SCHOOL 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, the American Mathematics Competition, as well as Mu Alpha Theta, the national mathematics honor society.

This year, we continued to provide students with a Computer Science Innovation Pathway, in order to prepare them for technology driven 21st century careers. In the Class of 2022, twenty-six students graduated with this distinction, each student completing at least two college level computer science courses during their four years at BHS.

BHS is expanding access to computer science by continuing to partner with local technology companies, and participating in two National Science Foundation grants in computer science. This year we are striving to increase the number of girls who explore STEM careers by offering two after school programs, Girls in STEM and the CGI App Challenge.

Through the MassHIRE High School STEM Internship Stipend contract from the Department of Elementary and Secondary Education, Burlington High School will be receiving \$60,000 to pay students completing high-quality STEM internships. These funds will allow 40 Burlington High School students in the Innovation Pathway program to complete 100-hour STEM internships or projects, paid at a rate of \$15/hour.

The Pathways for Advancing Computing Education (PACE) is a Research Practice Partnership funded by an NSF grant in partnership with the Massachusetts Institute of Technology (MIT) and CS for MA. PACE participants share the common goal of broadening participation in computing for underserved groups in computer science (CS) in Massachusetts: females, Black and Hispanic/Latinx, low-income students,

English learner students, and students with disabilities. The long term objectives of the grant are to (1) refine high school CS curriculum pathways; (2) develop a dashboard of measures for tracking access, achievement, and equity in CS teaching and learning; (3) develop shared professional development experiences around CS equity teaching practices that cut across the different curriculum choices that individual districts will make; and (4) share new models, curricula, and professional development resources widely across the state and across the country.

Innovation Pathways for Data Careers (IPDC) is a Research Practice Partnership funded by an NSF grant to introduce High School students to careers in data science. This grant provides Burlington teachers with stipends to develop, pilot, and evaluate lessons in data science, in partnership with Everett High School, Chelsea High Schools, DESE, the Education Development Center, Bunker Hill Community College, CSforMA, and MassTLC. The project goal is to successfully pilot a data science pathway, and then provide other districts with professional development in the summer, and make some course lessons and outlines available online Massachusetts School Districts to adopt.

## BURLINGTON HIGH SCHOOL HEALTH AND PE DEPARTMENT

*Matthew Jackling, District Coordinator for Health and PE*

Burlington Public School's Health and PE Department entered the school year looking to develop and engage our students to promote lifelong healthy habits and literacy. BPS's PE Department worked towards providing students with an inclusive and challenging curriculum that aimed to help students understand their role in their own physical well being, and better prepare them for making health and wellness promoting choices in the future.

Similarly, the Health Education staff focused largely on providing our students with a diverse and interesting curriculum that discussed contemporary health issues while consistently addressing the mental health and social emotional needs of our students. Within both Health and Physical Education, our departments aimed at rebuilding some of the social connection that was lost over the past few school years, focusing largely on providing students with the opportunity to reconnect with peers and adults while challenging them to identify areas of need in regards to their own self-care.

All of our Health and Physical Education offerings have largely focused on addressing issues that most young adults face: understanding 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. With this school year more closely reflecting what a traditional school year looks like, our staff has embraced the opportunity to be back working closely with our students and providing them with a progressive and challenging curriculum.

Curricular highlights of this past school year included grade 10 students utilizing BHS's Project Adventure course and our elementary students using the 2022 Olympic games as an inroad to teach students about different sports/activities and different cultures, in addition to the various new content areas that each level developed and implemented.

Lastly, during this 2021-2022 school year, BPS saw a few of our long tenured staff retire and move on to the next exciting part of their lives. We would like to recognize the following staff for their years of service to the Burlington community and its students:

- Lynda Bannon - Memorial Elementary School, hired in 1993
- Donna McCarthy - Marshall Simonds Middle School, hired in 1993
- Teresa Kelly - Marshall Simonds Middle School, hired in 2004
- Susan Fay - Marshall Simonds Middle School, hired in 2008

As a reflection of these staff members' retirement, BPS has hired the following new staff members:

- Elizabeth Egan - Marshall Simonds Middle School
- Ken Nioyonzima - Marshall Simonds Middle School

Thanks to all of our retirees, and welcome to our new staff!

## **BURLINGTON HIGH SCHOOL 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. We are proud to note that one of our physics teachers, Dr. Wes Johnson, recently had an article published in the December 2022 edition of the Physics Education Journal. The article focused on the analysis of data collected from a physics lab in which our students built mousetrap cars to demonstrate polynomial functions of time. We are still recovering from restrictions imposed by the pandemic because of which we have had to limit our interactions outside of the school, but the Emergency Medicine class was again able to visit the Burlington Fire Department in the spring of 2022. Additionally, the medical careers club has hosted speakers and demonstrators from several medical careers in the fall of 2022. Careers highlighted include: the director of scientific Affairs at ZOLL Medical Corporation, a cardiovascular surgeon, chiropractor, anesthesiology & critical care physician, a medical/scientific writer, and a physician's assistant specializing in neurology. Additionally, a group of students developed the Helix Initiative club, an additional science club which runs STEM activities. This club also welcomed a Software Engineer career speaker to address our students about a career in STEM. We look forward to working with students and community members to develop opportunities for science enrichment at BHS in 2023 and beyond.

## **BURLINGTON HIGH SCHOOL DEPARTMENT OF ATHLETICS**

*Shaun Hart, Director of Athletics*

During the 2021-2022 school year, the Burlington High School Athletic Department successfully returned to normal operations and participation following modifications due to COVID-19.

In the fall, the department hired our first full-time Head Athletic Trainer and part-time Assistant Athletic Trainer who serve to meet the sports medicine needs of the student-athletes. In the fall season Cheerleading found success and qualified for both the Regional and State Tournaments. Girls Field Hockey and Girls Volleyball both made appearances in the first round of the MIAA Statewide Tournament. Boys Cross Country won the Division 2A MIAA State Championship.

The winter sports teams did not disappoint. The Boys Basketball team won the Middlesex League Championship and then progressed in the MIAA Statewide Tournament to the Final 4 after winning 3

home playoff games to advance. Boys Gymnastics finished the season undefeated and earned the title of MIAA State Champions. The Boys and Girls Indoor Track teams took home the State Relay championships and the girls furthered their success by winning the Division 3 State Championship. Wrestling took home the State sectional title and placed two wrestlers in the finals of the all-state meet. Girls Basketball and Girls Ice Hockey both qualified for the state tournament.

In the Spring season, two brand new varsity level teams were added to our already robust program. The establishment of a Unified Basketball program and Boys Volleyball team expanded our offerings to the school sports program. The addition of these two sports allowed students at BHS to have opportunities to participate. Boys volleyball had tremendous growth and success gaining the #16 seed in the state in its first year as a program. Unified basketball allowed us to again grow our basketball program and open opportunities for all students to find success. Unified basketball joins people with and without intellectual disabilities on the same team. It was inspired by a simple principle: training together and playing together is a quick path to friendship and understanding. In Unified Sports, teams are made up of people of similar age and ability. Girls Lacrosse won the Middlesex Freedom Division Championship and qualified for tournament play. Girls Softball won the Middlesex League Championship for the 10th consecutive year and went on to appear in the MIAA Tournament. Boys Track and Field won the title of Middlesex Freedom Champions and won the State Spring Relay. Boys and Girls Tennis and Boys Lacrosse all qualified for the MIAA State Tournament.

In conclusion, Burlington High School Athletics had 3 League Championship Titles, 16 MIAA State Tournament appearances, and 7 State level championships earned for the 2021-2022 school year.

## **BURLINGTON HIGH SCHOOL WORLD LANGUAGE DEPARTMENT**

*Renee B. Dacey, World Language 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 5<sup>th</sup> year; although Spanish and French offer an Advanced Placement (AP) course in place of year five. Students enrolled in Italian V, Latin V, or AP Spanish have the opportunity to take advantage of completing the course as a dual enrollment option. In all WL classes, students develop skills that teach them how to compare and contrast cultural products, practices, and perspectives focusing on themes including but not limited to personal and public identities, contemporary life, family and community relations, science and technology, beauty and aesthetics, and world challenges.

We are pleased to announce that BHS Latin teacher, Gregory Stringer, was the recipient of the Classical Association of Massachusetts' CAM Excellence in Teaching Classics award. As published in the CAM 2022 fall newsletter, Gregory has revolutionized the Latin program at BHS, and "his expertise in delivering effective and engaging instruction has ensured that Burlington will have a vigorous program for years to come". Additionally, in September the BHS WL Department welcomed two teachers to the team: French teacher Yuxia Peng and Spanish teacher Tara Boivin. Tara (Sullivan) Boivin worked as a Spanish teacher at BHS in the early 2010s and she returned to teaching this year where she teaches Spanish 1 and Spanish 2 classes.

Last spring, during a June School Committee meeting, the WL department recognized the achievement of 15 students from the Class of 2022 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, the languages represented by those students included Armenian, Hindi, Latin, Portuguese, and Spanish. 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 support their educational and professional careers in the future.

Due to the pandemic, the Italian and Spanish Exchange programs were unable to proceed as scheduled in recent years. However, we recognize that travel programs foster a love of language, an appreciation of culture, and lasting friendships. We are excited to announce that during the 2022/2023 school year, the Spanish Exchange Program is scheduled to occur in February for two weeks where BHS Spanish students along with Spanish teachers, Daniela DeSousa and Tara Boivin, will live with host families in Collado Villalba, Spain and attend classes at the local high school. Subsequently, students from Spain will visit the community of Burlington for two weeks in March of 2023 and live with their BHS host student and family while attending classes at BHS.

Furthermore, the WL teachers create authentic cultural learning opportunities for students. For instance, in March the WL team celebrated the annual National Foreign Language Week with the highly anticipated annual WL cake wars event and WL volleyball tournament. Also, the French, Italian, Latin, and Spanish Clubs recognized opportunities to spread positivity and kindness. On November 23rd, WL students greeted their peers before school with signs of encouragement and positivity stickers as they entered the building. Plus, in October the French Club hosted a typical French breakfast event with new BHS French teacher and French Club advisor, Yuxia Peng, where croissants, pan au chocolat, and French cheeses were served. Also, Spanish classes celebrated Hispanic Heritage Month and Italian classes recognized Italian Heritage Month where they studied famous Latin Americans and Italians in the United States and their positive impacts on our community.

Lastly, in November, Ilaria Hoerle and her Italian students participated in a field trip to the Isabella Stewart Gardner Museum. 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 Italian students showcasing their Italian Heritage Month display*



*BHS Italian teacher, Ilaria Hoerle, poses with her Italian student, William Jappe, who was this year's Kenton Wells World Language Book Award recipient*



*School Committee members, BHS WL Department Chair and Spanish teacher, Renee Dacey, and some of the Class of 2022 Graduates who received the Seal of Biliteracy Award*

## BURLINGTON HIGH SCHOOL COUNSELING DEPARTMENT

*Joe Attubato, Director of Counseling Center*

Leading up to the pandemic, and post-pandemic, the counseling office has noticed a significant increase in students struggling with mental health issues. Over the past few years, we have had the fortunate opportunity to add two school adjustment counselors. In addition to the traditional five high school counselors, the counseling office now includes two school adjustment counselors. Megan Oliver and Morgan Higgs both started at BHS this fall of 2022. Some of the activities they offer are more mental health focused as opposed to academic. They offer mental health support groups, 1:1 counseling sessions, executive functioning group supports, and more. The strategy for the adjustment counselors is to work with students for a 6-8 week timeframe and help students develop the necessary strategies. Patty Lewis, long time counseling secretary, retired last year. We have added a great new secretary to the counseling office. Her name is Marisol Goncalves, and she has been a great addition.

We continue to work with ASCA (American School Counselor Association). ASCA has worked with us to develop a department annual student outcome goal. This goal is very data focused, which is a new thought process for the high school counselors. We are looking at student failure rates and developing individualized strategies for those students. As we move forward we plan to continue our work with ASCA.

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,” “The Scholarship Program,” 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 the spring semester. In early October, we held our annual Freshman Parent Breakfast virtually to give parents an overview of the grade nine transition. This year the counseling department will pilot a new option for juniors. We hope to have at least 30 college and university representatives come to BHS and meet with juniors. We feel this will be a better fit while juniors are in the process of creating college lists this spring.

To support seniors in their college application efforts, we held a 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, a Senior College Planning Night in September, and a Senior Parent Breakfast in October. BHS hosted visits from admission representatives from over 50 colleges and universities who met with seniors. The Counseling Department discontinued our work with Naviance (our college software management program). We have been using Naviance since 2006. We moved to another program called Scoir. Students and staff have been happy with this new software program so far this year.

Below are post secondary statistics for the Class of 2022

**POST SECONDARY PLANS**

**POST SECONDARY PLANS**

	<u>2022</u>	<u>2021</u>	<u>2020</u>
4 Year colleges	76%	78%	77%
2 Year colleges	9%	9%	12%
Other schools	4%	2%	1%

<b>2022 Student Outcome Statistical Detail:</b>	<b># of Students</b>
4 Yr College - 4 Yr College	164
4 Yr College - Public In-State	60
4 Yr College - Private In-State	51
4 Yr College - Public Out-of-state	28
4 Yr College - Private Out-of-state	24
4 Yr College - Unspecified	1
2 Yr College - 2 Yr College	28
2 Yr College - Public In-state	18
2 Yr College - Public Out-of-state	8
2 Yr College - Private Out-of-state	2
Career Education - Career Education	10
Career Education - In-state	10
Military - Military	4
Employed - Employed	13
Year Off - Year Off	8
Total Students	227

**TESTING STATISTICS –2022**  
***BHS CEEB CODE: 220470***

**SAT I: Reasoning Test**  
*Class of 2022 mean scores*  
*(75% of class took an SAT)*

	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
EBRW (Evidence Based Reading & Writing)	539	551	577
Math	529	547	570

**SAT Score Distribution**

	<u>EBR</u>	<u>Math</u>
700-800	7%	7%
600-690	22%	21%
500-590	33%	32%
490-400	32%	32%
390-below	6%	7%

**AP Score Distribution**

*\* AP Tests are typically mandated for all AP students;  
 however, due to COVID, for May 2020 & 2021  
 AP tests were optional*

	<u># Stud</u>	<u># Tests</u>	<u>5</u>	<u>4</u>	<u>3</u>
2022	190	328	68	78	206
2021	147	247	43	78	152
2020	244	470	73	148	249

**Scholars**      **Scholars With Honors**      **Scholars with Distinction**

2022	25	13	14
2021	23	14	6
2020	40	20	17

**National Merit Scholarship**

<b>Class of 2023:</b>	1 Semi-finalist
	5 Commended students
<b>Class of 2022:</b>	2 Commended students
<b>Class of 2021:</b>	3 Commended students
<b>Class of 2020:</b>	6 Commended students

## BURLINGTON HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

*Dr. Bonnie Nichols, Special Education Department Chair*

The Special Education Department has been effective in identifying learning needs while offering comprehensive individualized support and academic variety for students with disabilities. The department continues to provide specialized instruction and access to related services for all its students while also building capacity and expanding programmatic offerings to students and families. Of note, the Special Education Department combined efforts with the Athletic Department to bring Unified Sports to Burlington in 2022. Unified Basketball at Burlington High School is an inclusive interscholastic sports team. Students participating in the Connections Program were invited to train and to compete with peers from the BHS basketball team and other interscholastic student groups. This partnership involves training and competition and provides meaningful involvement for all athletes. The goals of the Unified Sports athletics program are to improve student physical fitness, to sharpen skills, to challenge the competition, and to have fun. Teams practice, travel, and compete together against other ML-12 high school Unified Basketball teams.

Additionally, in the 2022/2023 school year, co-taught inclusive courses were offered in the areas of English, mathematics, history, and science for freshman and sophomore classes. In these courses, special education teachers skillfully provide direct and systematic support and service to students within the general education settings. Specialized language-based programming was also provided within inclusion courses. A cohort of co-teaching pairs actively participated in a year-long intensive partnership with Landmark Outreach in order to establish and implement the essential routines and strategies to support and empower students with language-based needs.

To support junior and senior students in their transition to their post-secondary goals, the academic support courses continue to provide multifaceted support to students in identifying learning strategies and gaining skills to advocate for themselves and their needs. The Bridge Program continues to provide a structured, therapeutic setting for students who need therapeutic and academic support in English, mathematics, science, and social studies in a small, emotionally, and physically safe environment. Social Symbolism, a course for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning, provides students the opportunity to develop such skills and to generalize these skills outside of the classroom setting. The Connections Program provides individually designed instruction, specialized services, and community connections for students within a substantially separate setting. The program supports inclusion within exploratory academics for individual success while providing opportunities to focus on the development of functional academics, life skills, activities of daily living, social pragmatics, and transition skills. Moreover, students continued to receive necessary related support services, such as phonetic-based reading, speech and language, occupational therapy, and physical therapy.

## BURLINGTON HIGH SCHOOL LIBRARY

*Callie Graham, Teacher Librarian*

By fostering a love of reading, providing essential books and resources, and developing critical 21<sup>st</sup>-century skills, the ongoing goal of the library is to support BHS's mission statement. In our fourth year employing the “one school/one question” model for summer reading, BHS students and faculty explored the 2022-2023 school-wide essential question: What does it mean to be a responsible member of a diverse community? Students were able to choose a fiction or nonfiction title from an extensive list of options and meet in varied groups at the outset of the year to discuss their books. The experience promotes reading joy through choice, helps to develop a reading community, and reflects our school learning expectations and core values. The library has also continued its partnership with the English Department on our annual “Reading Challenge.” Based around monthly themes, the Reading Challenge showcases diverse voices, genres, formats, and topics, encouraging students to broaden their reading horizons. Additionally, the library hosts a BHS Student Book Club for students interested in reading together as a community. The Teacher Librarian also continuously engages classes in reading activities, including book talks and book tastings. Moreover, the library space is regularly utilized by student clubs for extracurricular activities and faculty for professional development opportunities and meetings.

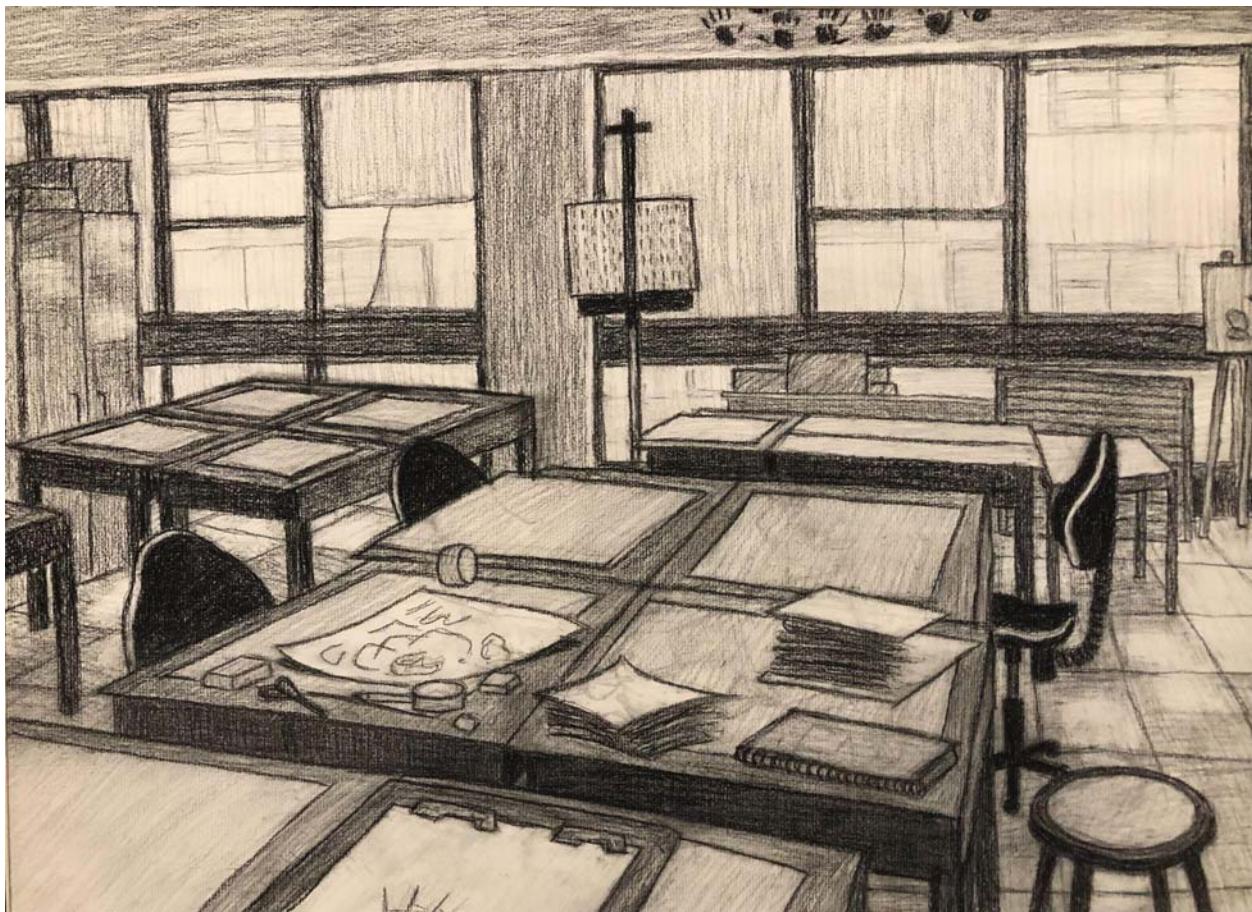
Newly available resources include a green screen and iPad tripods. Students are able to utilize the Maker Studio Workroom to create and record class projects. The Teacher Librarian also expanded available research databases for classes. The databases offer thousands of articles, biographies, images, videos, maps, graphs, primary sources, and timelines to support student learning. Additionally, the Gale database articles are translatable into 40+ languages, have read aloud features, can be downloaded as PDFs and mp3, and offer display options like Open Dyslexic font. The Teacher Librarian collaborates with teachers across the curriculum to offer lessons on database usage, effective search strategies, and citation tools. The Teacher Librarian has also updated the available Brown University *Choices Program* titles, a curricular resource that provides supplemental materials for teaching/learning about history and current events. In addition, students and faculty have continued access to a *New York Times Digital Subscription* and the online film streaming services, Swank and Feature Films. The Teacher Librarian has also expanded the Language Bookcase to include new titles in Spanish and Portuguese. Furthermore, the library's Sora eBook and Audiobook collection is available to all students and faculty using their school gmail.

This year, the Teacher Librarian has also joined other community members in serving on the Burlington Public Library Strategic Planning Advisory Committee. She has attended the Bureau of Education & Research “What’s New in Young Adult Literature” Conference and participates in The Joy of Reading Teacher Book Group 2022/2023.

The library is committed to continually enhancing its collection to best meet the diverse needs of its patrons.

## BURLINGTON PUBLIC SCHOOLS ART & DESIGN PROGRAM

*George Ratkevich, Program Coordinator*



*Drawing of Studio Art Room by Vela Belin, BHS Class of 2023*

### WEBSITES

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

[www.burlingtonhighschoolart.org](http://www.burlingtonhighschoolart.org) (for students, parents, and the community)

[www.facebook.com/burlingtonhighschoolart](http://www.facebook.com/burlingtonhighschoolart)

### DEPARTMENT STAFF

George Ratkevich - Art & Design Program Coordinator

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

Kerry Flaherty - art teacher, Francis Wyman Elementary School

Lindsay Janco - art teacher, Marshall Simonds Middle School

Mojdeh Kazem - art teacher, Burlington High School

Stephen Scarpulla - art teacher, Fox Hill Elementary School

Lindsay Shepard - art teacher, Marshall Simonds Middle School

Lauren Angelo - art teacher, Francis Wyman Elementary School

Donna York - art teacher, Memorial Elementary School

## PURPOSE

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.

## HIGHLIGHTS

Student work was published or displayed in Collab, the high school's literary magazine, the BHS yearbook, and in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty. Student-made graphics were published for the high school graduation (t-shirts), the high school's program of studies cover, and the school musical. Posters were created in several languages to promote the English department's "Read Write Think Speak" theme. Art students worked on the backdrop for a play, and on a mural in the high school.

Student work was entered in the 2022 Emerging Young Artists Juried Exhibition, a New England juried exhibition hosted by UMass Dartmouth's College of Visual and Performing Arts. University of Massachusetts Dartmouth College of Visual and Performing Arts invited students, family, relatives, and guests to attend the reception to celebrate these talented students and their accomplishments. In the show were photographs by Navya Garg, Isabelle James, Georgia Doherty, and Caroline Sciarratta, and a painted self portrait by Michela Giordano.

The work of Anna Perl (BHS Class of 2022) was exhibited in a one-person show in the high school's Cambridge Street Gallery (across the hall from the high school cafeteria). Some information on the show: [Senior Anna Perl Exhibits in Cambridge Street Gallery](#). Anna was also interviewed by BCAT: <https://bcattv.org/new-artwork-on-display-at-burlington-high-school/>

Michela Giordano (BHS Class of 2022) then transformed the gallery space as her centerpiece for her AP Studio Art "Sustained investigation" portfolio. Visitors to the gallery were able to watch Michela work through the developmental stages of the large scale art project on site.

The following BHS and Marshall Simonds art students were recognized by the regional Scholastic Art &

Writing Awards, sponsored by Tufts University and the School of the Museum of Fine Arts. Their work was selected for this honor from over 2,912 writing submissions and 7,449 art submissions in Massachusetts. Notable past recipients of Scholastic Art Awards include Robert McCloskey (*Make Way for Ducklings*), Richard Avedon, Kay WalkingStick, Ken Burns, Amanda Gorman, Truman Capote, Andy Warhol, Sylvia Plath, Joyce Carol Oates, and Stephen King.

Paul Fauller - Gold Key - Photography - *Paul*  
Paul Fauller - Gold Key - Photography - *psychosomatic*  
Paul Fauller - Silver Key - Photography - *thoughts*  
Paul Fauller - Silver Key - Art Portfolio - *obsessive-compulsive*  
Paul Fauller - Honorable Mention - Photography - *pillllzzzzzz*  
Paul Fauller - Honorable Mention - Digital Art - *self portrait in flowers*  
Paul Fauller - Honorable Mention - Expanded Projects - *obsessive-compulsive*  
Michela Giordano - Honorable Mention - Art Portfolio - *Seeing Society*  
Anna Perl - Honorable Mention - Painting - *Lego Flowers*  
Anna Perl - Honorable Mention - Painting - *Book Reading in 1662*  
Anna Perl - Honorable Mention - Painting - *Fatherly Disappointment*  
Caroline Sciarratta - Honorable Mention - Photography - *Pose!*  
Georgia Doherty - Honorable Mention - Photography - *People Pleaser*

The artistic talents of BHS student artists were also on display at the Lexington Arts and Crafts Society (LexArt) for the Annual Regional High School Art Majors Show. The work of students from Bedford, Burlington, Winchester, Waltham, and Minuteman Regional Vocational Technical high schools was also on view.



*Artwork by Burlington High School students at the annual LexArt Regional High School Art Show*

Six works by Burlington High School students were on exhibition with many other artworks from Massachusetts' 6th Congressional District. The Burlington work was by Georgia Doherty, Paul Fauller, Michela Giordano, Isabelle James, Anna Perl, and Caroline Sciarra. The 6th Congressional District High School Art Competition and Exhibition, sponsored by Congressman Seth Moulton, was held at Montserrat College of Art in Beverly. Art shows were held at several of our schools.



*Entrance to the Memorial Elementary School Art Show*

At the end of the 2021-2022 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.

For a second time, student work from all the district's schools was posted online at the end of the 2021-2022 school year as a virtual art exhibition: <https://bpsk12art.weebly.com/>

At the end of the 2021-2022 school year, Paul Fauller received the Cynara Ferrao Scholarship. This \$500 scholarship was generously funded by the family and friends of Cynara Ferrao, a graduate of the high school and a mainstay in the art program who passed two years ago, for 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." Paul Fauller is majoring in Photography at Tufts/School of the Museum of Fine Arts in Boston.

Michela Giordano received the Vickie Graham Award, a \$500 scholarship generously funded by the family of former BHS art student Vickie Graham, a 2001 graduate of Burlington High School, for a deserving student attending a four-year college majoring in Art or Computer Graphics. Michela Giordano is now attending the University of Vermont.

Anna Perl received the BHS Portfolio Award, an award of \$500 for exceptional work in an artistic discipline. Anna is studying Architecture at the Pratt Institute in Brooklyn.

Navya Garg received the BHS Art Department Scholarship awarded to a student or students who plan to pursue a degree in one of the visual arts. Navya Garg is minoring in Photography at UMass Lowell.

Francis Wyman art teacher Lauren Angelo arranged for Boston-area artist Ben Bataclan to speak to students and paint a mural at FW. Bren had visited the high school a few years ago for a presentation.

Ms. Mojdeh Kazem arranged an artist talk for the ceramics and sculpture students: Iranian artist Katayoun Amjadi spoke via videoconference to BHS art classes from her home in Minnesota. In this virtual workshop, Ms. Amjadi shared her artwork with students and demonstrated her methods. Katayoun Amjadi is an Iranian-born, Minneapolis-based artist, educator, and independent curator. In her work, she often considers the sociopolitical systems that shape our perceptions of Self and Other, such as language, religion, gender, politics, and nationalist ideologies. Amjadi blurs these boundaries and creates an off-balance, hybrid style that is slightly acerbic and a little bit tongue-in-cheek. Her art probes the relationship between past and present, tradition and modernity, and individual versus collective identity, and simultaneously seeks to spur discussion about our place in the temporal arc and the interwoven roots of our histories.

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, a professional photographer 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 High School photo students, and Burlington High School advanced photo classes run by Ms. Lexi Djordjevic. This was the sixth 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.

Art clubs and photography clubs run at several schools, and most are advised by district art teachers. Art teachers advise other types of clubs. Ms. Christina Chang co-advised Burlington's Tenacity Challenge teams. The Tenacity Challenge is an annual academic scholarship competition for teams of Latinx and African-American students from urban and suburban high schools across Massachusetts. During the extended period of preparation, students build academic capacity, strengthen intellectual risk-taking and develop enduring peer and faculty relationships. These students collaborate in teams to prepare for four academic challenges: history, English, math, and art.

Elementary art teacher Ms. Lauren Angelo also designs and manages the school district's website. Burlington art teachers are involved in the district's Evening Academy as well.

Some of the art teachers and their classes continue to be involved in the Burlington Sculpture Park ([burlingtonsculpturepark.org](http://burlingtonsculpturepark.org)). As they did two years ago, art students in all grades played a part in the jury process, with a committee of town representatives advised by the New England Sculptors Association, of a new round of sculptures in the park, which is located across from the town common between the police station and Grand View Farm.

## CHANGES

Kerry Flaherty joined the faculty of Francis Wyman Elementary School as a second art teacher there starting in the fall of 2022.

Art instruction was added to Kindergarten starting in the 2021-22 school year.

The eighth grade has transitioned from general art class to now offer three choices: Animation and Videography, Photography, and Painting.

In the upcoming year, the high school will be offering a wider range of subjects to any and all students in grades 9 - 12. Freshman offerings will now include Studio Art, Studio Art Honors, Photography, Computer Graphics, Graphic Design, Drawing and Painting, Sculpture, Clay Studio, and Web Design.

## BURLINGTON PUBLIC SCHOOLS SCIENCE CENTER

*Wendy Pavlicek, Director & Sean Musselman, Burlington Science Center Specialist*

### Classrooms and Community:

- The Burlington Science Center went back into normal operation this year, supporting the Burlington Public Schools Next Generation K-5 science curriculum units and programming. The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: chick hatching, live animal visitors, field trips, growing contests, life science programs, physical, earth, and engineering science programs.
- The Science Center held our annual “Name the Alligator Contest” for all second grade classrooms. The winner was Cameron Mirabells from Fox Hill School. He picked the name “Pavligator” and when asked why he chose that name he replied “the alligator is blonde like Mrs. Pavlicek!” Cameron had his photograph taken for the front page of the Daily Times newspaper and received a framed award with a goody bag of science prizes.
- The Science Center was asked to highlight living animals at their recent STEM event. Science Center high school aides Jupiter Barnstein and Eiko Coram volunteered their time to help educate the younger scouts about the animals. We enjoyed seeing everyone and teaching them about wildlife.
- Burlington student and Eagle Scout, Henry Morin, finished his eagle scout project this year in collaboration with the Science Center. His project was blazing 2 nature trails across from Francis Wyman Elementary School. These nature trails can be used for teachers and students to enjoy nature and for use as an outdoor classroom.
- The Science Center ran a “Sunflower Growing Challenge” for all K-5 students. Plants were sprouted in classrooms and taken home over the summer. The winners were: Tallest Sunflower: Bryce Negron 138” (11.5 ft) (Fox Hill School), Biggest Seed Head: Lauren Agha 16” (Pine Glen School), Most Beautiful Sunflower: Evelyn Andsersen (Pine Glen School) and Most Unique Sunflower (10 flower heads): Gianna Mancini (Fox Hill School)



- The Science Center sent a winter solstice experiment to every student K-5 in the Burlington Public Schools. This year's experiment is called "Seasonal Sun Prints." Seasonal Sun Prints are made with photosensitive paper that changes color when exposed to sunlight. It can be used to create artistic patterns or as a tool to investigate the sun's energy. Students

are also introduced to an educational video explaining the science behind the winter solstice.

- Sean Musselman (absorbing the role of the K-5 Social Studies Chair in the 2021/22 school year) has been taking stock of the current social studies curriculum across Burlington's elementary classrooms. A curriculum support system similar to the one in place supporting K-5 science is taking shape. The development of new programs for all K-5 students has been prioritized, including using the "Giant Maps" invested in by the district. Other historically science-based programs are being modified to better incorporate learning goals in social studies and mathematics while better supporting Burlington's multi-language learners. A pilot curriculum at the Grade 4 and 5 level is in progress.

The pilot's purpose is to evaluate its effectiveness and comprehensiveness in aligning BPS elementary schools with the updated History and Social Studies Curriculum Frameworks put forth by the state in 2018. Several picture book sets were purchased over the summer for different grade levels, selected by committees

of BPS classroom educators and elementary librarians. This includes a culturally diverse set of holiday texts for Kindergarten aligned with their civic standards and Indigenous Peoples literature for classroom libraries at the grade 3, 4, and 5 level when Indigenous history is explicitly taught in the updated History and Social Studies Frameworks.



## BURLINGTON PUBLIC SCHOOLS MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Christine Conceison, Director of Mental Health

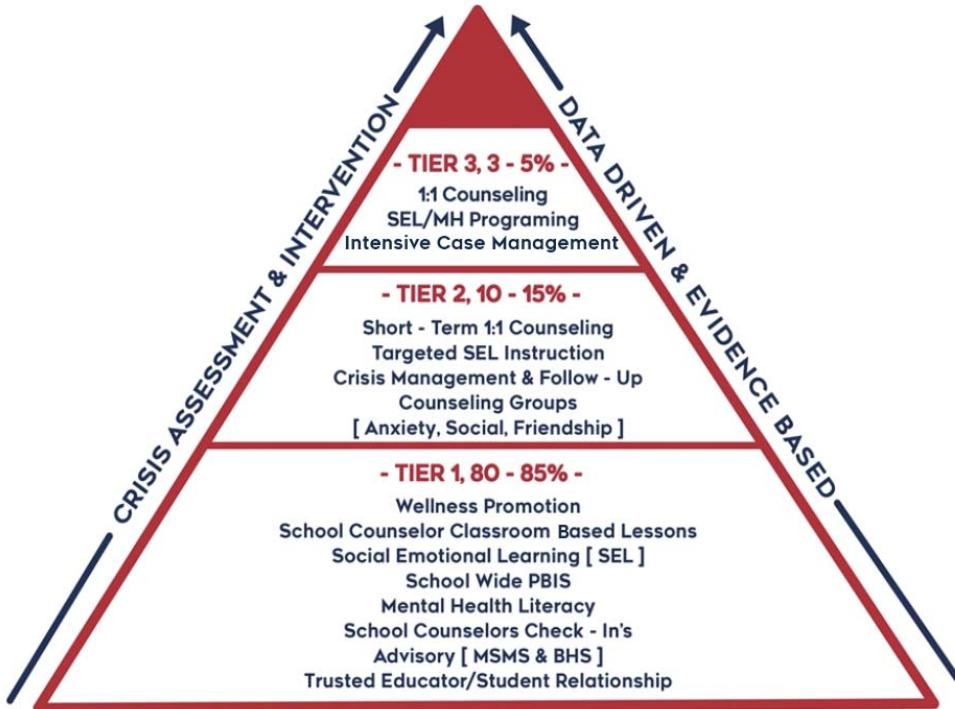
[https://www.burlingtonpublicschools.org/district/social\\_emotional\\_learning\\_mental\\_health](https://www.burlingtonpublicschools.org/district/social_emotional_learning_mental_health)

Burlington Public Schools (BPS) strives to implement and maintain a Comprehensive School Mental Health System (CSMHS). A Comprehensive School Mental Health System (CSMHS) is defined as school-district-community-family partnerships that provide a continuum of evidence-based mental health services to support students, families, and the school community. A CSMHS:

- ❖ Provides a full array of tiered mental health services (MTSS Framework); including Social Emotional Learning
- ❖ Includes a variety of collaborative partnerships
- ❖ Uses evidence-based services and supports

### MTSS Framework:

The Burlington Public Schools Multi-Tiered System of Support (MTSS) is a framework designed to address academic, behavioral, and social-emotional learning development of students within a fully integrated system of support. MTSS uses a three-tiered system of increasingly intensive interventions that are comprehensive in scope, preventative in design, and developmental in nature. Burlington Public Schools is continuously working to adopt best practices and new resources in order to support all BPS students.



**\*\*Please note that tiers are layered. Students who receive higher levels of support continue to benefit from universal mental health promotion & support.\*\***

**Social Emotional Learning (SEL):**

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions (CASEL, 2023).

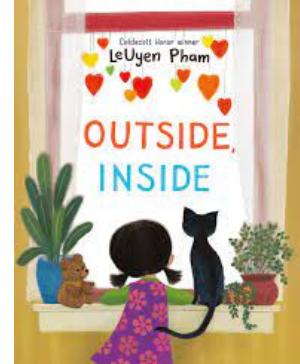
Burlington Public Schools SEL work consists of multiple initiatives designed to help students build their capacities and skills in the Five Core Competencies. These skills are taught in varying ways throughout our PreK-12 curriculum and schools, including; explicit classroom instruction, small group instruction, and social emotional best teaching strategies.



CASEL SEL Program (Grade K-5)



MSMS Advisory SEL Lesson



K-5 Classroom-based SEL Lesson

**Collaborative Partnerships:**

Burlington Public Schools partners with several agencies to ensure students and families have access to a wide variety of social emotional/mental health supports. Partnerships continue to grow and expand to meet the needs of all students. Partnerships for the 2021-2022 academic year included:

- ❖ Burlington Youth and Family Services
- ❖ William James INTERFACE Referral Service
- ❖ Lahey Behavioral Health
- ❖ Family Counseling Associates
- ❖ The Nan Project
- ❖ TRAILS to Wellness
- ❖ Aperture Education
- ❖ Minding Your Mind

**BURLINGTON PUBLIC SCHOOL NURSES**

*Barbara Conley, Nurse Leader*

The Burlington School Nurses continue to achieve their goals by bridging healthcare with education by giving the best evidence-based nursing care and support to their students, families, staff, and the Burlington community. The six Burlington schools and the preschool have enrollments totaling more than 3,600 students and a staff of over 1,000 people. The nurses managed more than 40,000 visits to their offices during the 2021-2022 school year. We monitor and follow the mandated immunizations and physicals requirements and implement annual hearing, vision, height, weight, and scoliosis screenings, 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 in creating a safe school environment 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 Elementary and Secondary Education. We are grateful for the continued assistance provided by parents, the entire school system, the community, and the Burlington School Committee.

### **MARSHALL SIMONDS MIDDLE SCHOOL**

*Dr. Cari Perchase, Principal*

Marshall Simonds Middle School is committed to supporting students' social, emotional, and academic needs 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.

We began the 2022-2023 school year by welcoming our grade 6 students and any students new to Burlington with our 4th annual Where Everyone Belongs orientation program. All students and parents also had the opportunity to visit MSMS before the first day of school by attending our Welcome Back Walk-Through. Additionally, we were excited about the return of in-person parent Back-to-School nights for the first time since September 2020. It was wonderful reconnecting with families and welcoming new members to our school community in person.

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. This year, we implemented the role of Instructional Coach, a new position at MSMS. The Instructional Coach works closely with teachers, Program Coordinators, and the administrative team to promote effective and engaging teaching practices. Additionally, we are continuing the process of more formally documenting our curriculum in the four core academic areas. After a comprehensive pilot process, the Social Studies Department adopted a new program, McGraw Hill Networks Massachusetts Edition. This program supports our work in adopting the History and Social Science Curriculum Frameworks (2018). In support of adopting the Science Technology and Engineering Curriculum Frameworks (2016), the Science Department continues to expand the implementation of OpenSciEd, a program partially funded by a grant.

We were excited to welcome two new special education programs to MSMS. The LABBB program is part of the LABBB Educational Collaborative, whose mission is to design and deliver education services that promote academic, social, and career independence in the most inclusive settings possible. The communities of Lexington, Arlington, Burlington, Bedford, and Belmont are part of the collaborative. The DSC Development Skills Center program is in partnership with NECC, the New England Center for Children. The partnership between MSMS and NECC is rooted in the belief that every child with autism deserves the best services possible so they can achieve their full potential and live full, productive lives in their community. The addition of the LABBB program and DSC program provides our community the

opportunity to practice acceptance and the meaningful inclusion of individuals with different abilities. These programs will continue at MSMS beyond this initial year.

In addition to a strong focus on rigorous academics, we continue to prioritize commitments to an inclusive school culture and support of student mental health. We created a School Culture Committee that prioritized evaluating our comprehensive advisory program and student behavior protocols. The committee will make recommendations to ensure that our advisory program meets the needs of the whole child and supports every child in developing meaningful relationships with peers and adults at school. Additionally, the committee will make recommendations to ensure that our student behavior protocols are rooted in respect, equity, and restorative practices. To further support our goals of inclusivity and social-emotional health, we administered school climate surveys to all students and DESSA to grade 6 students. The results of these surveys inform our approach to social-emotional curriculum and support. Lastly, we have implemented structural changes in our Counseling Department to provide tiered support based on student needs. Grade-level guidance counselors provide SEL lessons to all students in classrooms 3-4 times per year. For students requiring more intensive SEL support, counselors lead small groups, such as social skills groups and TRAILS, which teach appropriate coping skills for students struggling with anxiety and depression.

After-school programs support social, emotional, and academic development, promote physical health, and provide students with a safe and supportive environment. Marshall Simonds Middle School was excited to bring back popular after-school programming and add new programming to provide avenues for students to build stronger connections with the MSMS community. Our after-school programming consists of a variety of offerings, including physical activities (Cross Country Team, Intramural Sports, Yoga), academic extension activities (National History Day, Spanish Club, Coding Club, Girls Who Code), traditional social or service activities (Student Council, School Newspaper, Yearbook, Photography Club, Art Club, Games Club), affinity groups (Spectrum Club, Asian Heritage Group), and music ensemble offerings.

Burlington Public Schools recently developed the Burlington Equity Statement. "Educational equity means that every child belongs and receives whatever support he/she/they need to develop his/her/their full academic, emotional, and social potential to learn and thrive every day. This begins with kindness and valuing the humanity of every child or individual." Marshall Simonds Middle School focuses on educational equity and cultural proficiency growth. Through professional development offerings, Marshall Simonds Middle School teachers explore their current personal, interpersonal, social, and structural meanings of race, ethnicity, and culture, the cycle of oppression, and the roles of power, oppression, and identity. Furthermore, they discuss how these issues affect classrooms and school systems, their impact on the academic achievement gap, and how to develop and implement practical ideas to help narrow the gap.

We want to congratulate and thank Ms. Susan Rogers, Mrs. Sharon Johnson-Hiltz, Mrs. Susan Fay, Ms. Donna McCarthy, Mrs. Marcia Cooley, and Mr. Tom Hodges for their dedicated service to the Marshall Simonds Middle School community and wish them luck in their retirement and future endeavors. We have had some exciting changes in our administrative team at MSMS. Dr. Panagiota Athinelis joined MSMS as our Assistant Principal of Teaching and Learning. After 20 years as an eighth-grade math teacher, Ms. Cheryl Mantia became our Assistant Principal of School Culture. We also want to welcome all of our new staff members. Mrs. Seeta Durvasula is our Instructional Coach. Mrs. Charesah Agha and Mrs. Patricia Wigandt joined our Special Education department. Ms. Jillian Raso joined our Bridge program. Ms. Allison Hasse and Ms. Kerri Shanahan are partner teachers from NECC in our DSC program. Ms. Jeannelle Hastie and Ms. Maria Melara are new instructional assistants in our DSC program. Ms. Patricia Piazza joined MSMS as an instructional assistant. Ms. Emily Hurd joined us in our LABBB program. We are also fortunate to welcome Mr. Neil Callahan as a Spanish teacher, Mrs.

Sudha Dharmaraj as a math teacher, Ms. Elizabeth Egan as a P.E. teacher, Ms. Shamaika Marcellus as an ESL teacher, and Mx. Christian Weisse as a Health teacher. Lastly, MSMS welcomed back Moose, our therapy dog. Moose loves coming to school just as much as all students and teachers who love seeing him here.

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 ongoing support of the community members.

## FRANCIS WYMAN ELEMENTARY SCHOOL

*Nicole McDonald, Principal*

Francis Wyman Elementary School has continued to be an engaging learning environment where students received instruction from incredibly talented teachers using cutting edge technology tools, research-based curriculum, and engaging instructional practices. We have worked hard throughout this 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 Francis Wyman, we continue to celebrate our diversity, promote inclusion, and strive to help all students embrace a love of learning.

This year began with a creative visiting artist, Bren Bataclan, brightening up one of our halls with a dynamic and interactive school mural. Thanks to the efforts of Lauren Angelo, Bren spent a week bringing out the inner artists of students and staff, and creating a larger than life mural of our collective ideas. His bright, vivid artistic effort will adorn the wall of Francis Wyman for many years to come.

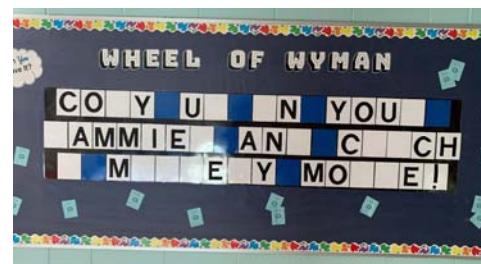


Other yearly highlights include a newly established playground committee working diligently to update the extensive playground area behind the school. Grateful for local support, this project is the coordinated effort of staff, parents, the local DPW, and school district personnel. We are all anxiously awaiting the final installation of a new ADA compliant playground accessible to all students and families in the year ahead. In addition, new outdoor classroom trails were blazed across the street from FW thanks to the dedication of Eagle Scout Henry Morin, a former Francis Wyman graduate. In conjunction with Miss Pavlicek from the Burlington Science Center, students participated in a naming contest and the two new trails were labeled the Golden Eagle Trail and the Francis Wyman Forest Trail. Finally, the yearly

Veteran's Day Assembly was reinstated and our school community once again had the opportunity to pay tribute to all veterans connected to Francis Wyman. It is always an honor and a privilege to have our students celebrate those who have served in the armed forces.

Many of our student clubs and activities have been reestablished, and we have continued to foster a VOICEs team consisting of 5th grade students with the support of many staff advisors. This group meets regularly and represents Voices Of Inclusion, Community and Equity for Students who share their ideas and perspectives around making Francis Wyman a welcoming, inclusive, safe space for our entire school community. Other student enrichment activities include running clubs, chorus, STEM activities, book group, Math Olympiad, homework club, and ukulele to name a few.

In addition, we continue to uphold our school wide SOAR traditions recognizing students' accomplishments demonstrating self-control, acts of kindness, outstanding effort and respect, and we acknowledge their successes with personal awards and school wide celebrations. All aspects of our school community continue to be supported by our generous PTO who continuously find creative ways to fund ongoing enrichment programs. As always, we are grateful for this community support.



As a Francis Wyman family, we celebrated the retirement of Lisa Goguen, who dedicated 33 years of service to the Burlington Schools. Joining our talented team this year are Maura McDonnell in 2nd grade and Victoria Morais as a new addition to our 4th grade team. In addition, Kerry Flaherty and Jessica Sheppard joined our team of specialists offering their talents to help support our students in art and physical education. We wish our retirees the best of luck as they continue their life journey and are excited to welcome our newest team members to our talented Francis Wyman school community.

We are thankful for the continued dedication and perseverance of all our Francis Wyman staff and families, in addition to the continued support of the district and town resources to make this year successful. We look forward to our continued work together.



*Francis Wyman School Activities*



*Francis Wyman Field Day*

## FOX HILL ELEMENTARY SCHOOL



*David Rosenblatt, Principal*

The 2022-2023 school year has gotten off to an exciting start at Fox Hill School. Our academic programming has gotten off to a successful start. Teachers continue to emphasize high academic expectations while meeting the needs of all of our learners. As we continue to move out of the Covid-19 pandemic, we have recentered our focus on adhering to the Massachusetts curriculum frameworks, targeted academic instruction, and Response to Intervention.

The social and emotional well-being of students continues to be our highest priority. We continue our Be the 1 positive behavior program which aligns with our school values of respect, responsibility, kindness, and safety. The Be the 1 program publicly recognizes students on a weekly basis, and we join together a few times a year to celebrate the positive accomplishments of the Fox Hill community. Our guidance team regularly teaches class lessons that help all students understand belonging within our school community.



*Be the 1 Winners*

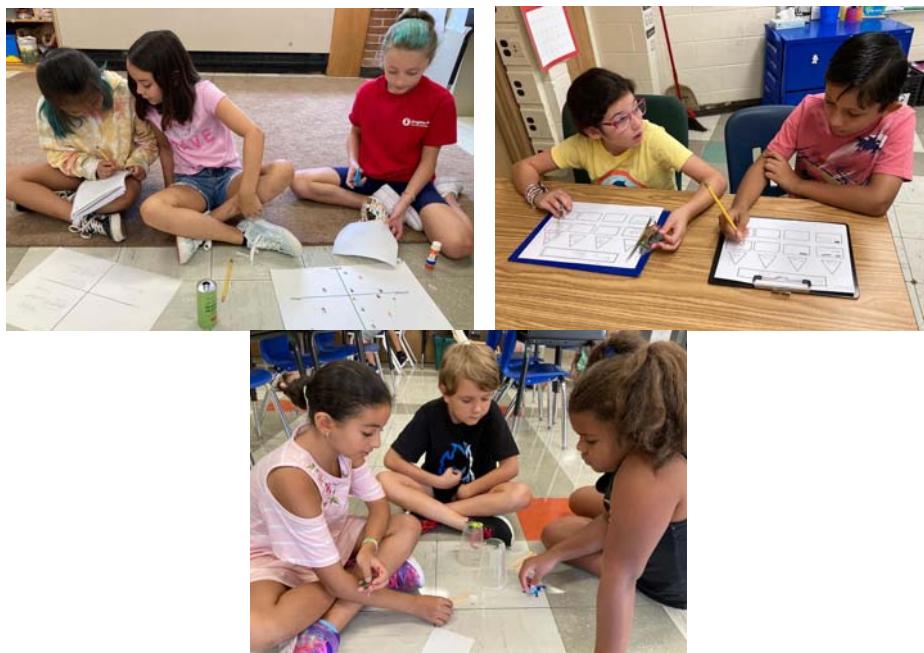


*Fox Hill PTO Fun Run Celebration*

Our student enrollment for the 2022-2023 school year has reached 428 students. Four classrooms serve kindergarten, grade 3, grade 4, and grade 5 students; five classrooms serve grade 1, and grade 2 students. We currently have a class size of approximately 18 students in every classroom.

We welcomed new staff members to support our student population:

- Mrs. Jaime Kelly-Math Specialist
- Ms. Kate Mitri-Kindergarten Teacher
- Mrs. Kelly Wong-School Psychologist
- Mrs. Jennifer Hanafin-Special Education Teacher



*Fox Hill students hard at work*

In partnership with the Massachusetts School Building Authority, we continue to examine opportunities to build a new Fox Hill School. This year will be an exciting journey in that process as we get a clear direction of future possibilities. While we are waiting on the next steps in the process of a new school, we continue to maximize the space that we have. You may follow the progress of the project at [www.foxhillbuildingproject.com](http://www.foxhillbuildingproject.com).

To help make walking and biking to and from Fox Hill School safer, we have partnered with the Massachusetts Safe Routes to School program to implement additional signage and pavement markings on the school property and in surrounding neighborhoods.



*Fox Hill students participating in Walk, Bike & Roll to School days*

### PINE GLEN ELEMENTARY SCHOOL



*John Lyons, Principal*

At Pine Glen learning is a joyful experience. We meet students where they are and work toward growth. Equity at Pine Glen means we provide students with the necessary resources. Thriving could mean many things but we see it as personal growth academically and socially-emotionally. It is the best feeling in the world when we see our students work hard at a challenging skill or task and be successful. It could be a

student using transitional phrases in writing multi-paragraphs or a student with sensory challenges navigating going back into the building at the end of recess. Seeing students smile when they thrive is immeasurable.

Our enrollment grew this year. We had 273 students last year and now have 312 students enrolled. We welcomed several new students to Pine Glen who had previously been enrolled at Fox Hill Elementary School as part of a district redistricting. I would like to thank everyone for welcoming these students and our incredible teaching staff for quickly making students feel as if they had always been part of our community.

The Pine Glen staff and I would like to thank the Burlington Police Department and the Burlington Fire Department for their continued communication and collaboration. We all greatly appreciate their past and future assistance in keeping all the students safe. At the conclusion of this year, we will have practiced fire drills and a lock-down drill with these departments.

We were pleased to welcome new staff to Pine Glen and some staff returning to Pine Glen this past fall. Jessica McCarthy joined Pine Glen this fall in the role of school adjustment counselor. Samantha Cacciola joined us this year as a moderate special needs teacher. Jacinda Pederson, Ala DeHaan, Emily Sateriale, and Victoria Grillo all joined us as DSC IA's. Anna Kennedy took on the role of our new ELL teacher. Alyssa Alt also became part of our team as our new RTI tutor.

We are continuing to use our Positive Behavior Incentive System (PBIS) called Hoot. We continue to praise our students for making WISE (Work to be **APPROPRIATE**, Important to be **SAFE**, Strive to be **KIND**, *Everyone Matters!*) choices and remind them that their teachers are like OWL's (**Observant**, **Wise**, and **Listening**). Staff members have continued to hand out Hoot Cards in common areas (i.e., hallway, cafeteria, etc.) to any student making WISE Choices. The Hoot cards are collected at the end of each day. On Thursday afternoon, a student is randomly chosen from each grade. The students chosen are announced on Friday morning over the loudspeaker and are called down to the office to receive a pencil and have their picture taken. At the end of each month, all the Hoots of the Week have lunch in the principal's office with the school counselor and me. A large research base shows that a PBIS approach like Hoot improves all student's social, emotional, and academic outcomes. Hoot, along with other sound educational practices, is utilized at Pine Glen to make learning a fun experience.

The Responsive Classroom curriculum, along with our fantastic teachers, continues to help us see our students make social and emotional growth. Research has shown a strong connection between social-emotional learning (SEL) and academic success. Responsive Classroom is a key ingredient in helping students with peer interactions in order to grow not only socially, but academically too.

The Heggerty curriculum for phonemic awareness used in kindergarten and first grade along with our outstanding instruction has continued to result in students making outstanding gains in phonemic awareness and reading. We are so very proud of our students!

I wish to thank the PTO for all their assistance. They have done tremendous work in providing student enrichment, organizing school social events, community outreach and assistance to the teachers. The PTO continues to serve as one of the best vehicles in which to volunteer and be active in our school community. We were thrilled last spring to welcome back the Pine Glen Carnival after an absence due to COVID-19. The Pine Glen Carnival was something we all greatly missed and rejoice in having this tradition back.

Thank you very much to all the parents and guardians for the opportunity they entrust to us every day in providing quality instruction to their children! I love being the Principal of Pine Glen Elementary School and seeing students thriving daily. The staff and I take great satisfaction in seeing our students learning and growth. Thank you so much to the town of Burlington for providing us with the resources and staff to provide equity to our students. In addition, thank you for your past and future support and partnership. The town's investment helps us to create a lifelong love of learning for everyone in our Pine Glen community.

### **MEMORIAL ELEMENTARY SCHOOL**

*Patricia English-Sand, Principal*

Memorial School has a long history of holding high standards and providing academic excellence for all students. Included in our priorities, is the care that is embedded in our school culture to ensure that all children are supported in their social, emotional and identity development. Further, the diversity of Memorial School reflects the greater world at large and is important as we ready all students to navigate the world. These priorities and values are what drew me to my leadership role at Memorial School.

The Memorial School community is proud to reflect the greater world in every way including religious practices, racial identity, ethnicity, language, cultural practices, and life experiences. For families and students who do not use English as a primary language and are new to learning English, the school district provides robust support and services for families of, and students who are second language learners. Under the direction of Kerri Lamprey, Director of Specialized Learning - English Language Learners, the school district has incorporated translation services that are available on-demand. These services ensure that all families feel included in the school community and have avenues to communicate with teachers and staff. We are fortunate to have two highly skilled English Language Learner teachers at Memorial School, Elizabeth Guttenplan and Noor-i-Sahr Moussa.

The Memorial School staff was thrilled to open our doors in August and welcome students, parents, guardians, and all members of our community without reservation. While we continue to ensure the health and well-being of all members of our community, we have all learned how to balance this care with the joy of learning together in person. We have a current enrollment of 407 children. Our class sizes, which range from 16-19 students, reflect the district commitment to maintain small class sizes in the early years of learning.

We welcomed a number of new members to our Memorial School community this year in the following positions:

- *Mr. Langenfeld, grade 4 teacher*
- *Mr. Kippenberger, Physical Education teacher*
- *Mrs. Cassandra Blum, Special Education teacher*
- *Mrs. Youstina Hanna, Permanent Substitute*
- *Ms. Evonna Smiljic, Permanent Substitute*
- *Ms. Christina Clark, Speech & Language Instructional Assistant*

While our highly skilled staff work hard to meet the academic and social/emotional needs of our students, we recognize that having fun and finding joy are essential to the learning experiences provided at Memorial School. We are fortunate to provide opportunities this school year that allow our students to *thrive* individually, as members of their classroom and school communities, and as contributing members of the greater Burlington community.

Some of the many examples of how students are *thriving* at Memorial School include:

**MEMORIAL SCHOOL SPIRIT DAY ASSEMBLY** - In November, our grade 5 students worked with staff to plan an all-school spirit day assembly. This was a leadership opportunity for our grade 5 students. They led the way with a thoughtful, creative, and enthusiastic assembly that included a performance by a cheer squad, a poignant reading of the poem The Race by DH Groberg, student created skits reflecting Memorial School values, and a moving all school sing-along to the song It Starts With Me, led by our wonderful music teachers Jennifer Rzasa and Andrea Niu.

**GIVING THANKS for our wonderful staff** - We are very fortunate to have the most thoughtful, caring, and skilled staff members at Memorial School. Our specialists conveyed gratitude to our wonderful staff members on Wednesday November 23, 2022 by distributing bouquets of flowers.

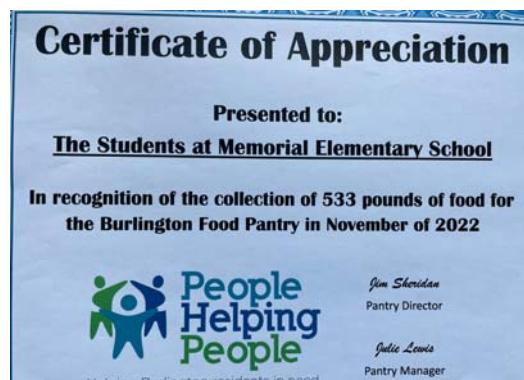


*Memorial School-Giving Thanks*

**TURKEY TROT** - Memorial Schools' amazing Physical Education teachers George Peterson and Mike Kippenberger organized and led the annual Memorial School Turkey Trot! It was a success in so many ways. Mike and George began the school year in September teaching students to set personal goals, and then how to make a plan to work toward those goals. Our grade 4 and 5 students ran laps around Memorial School throughout the fall, working toward the goal of running one mile (4 laps around the school). Our grade 3 students worked hard to run one half mile. All members of the Memorial School community were welcomed to cheer on all runners on Wednesday, November 23, 2022. I loved listening to our students talk about how good they felt when they finished - whether or not they met their personal goals - and so many did meet their goals! Many parents/guardians and staff members ran with our students and supported those students who needed a smiling face and affirmations to make it to the finish line. We are very fortunate to have a very supportive PTO. They support us in so many ways including providing hot beverages, cheers, and smiles during the Turkey Trot!



Leading up to the Turkey Trot, Memorial Schools' amazing Physical Education teachers George Peterson and Mike Kippenberger lead all members of Memorial School in the collection of non-perishable items for the Brookline Food Pantry. Our school community was recognized for contributing one of the largest single donations - 533 pounds of non-perishable items. Memorial School has received a certificate of appreciation from People Helping People and most importantly, families benefited from this display of generosity.



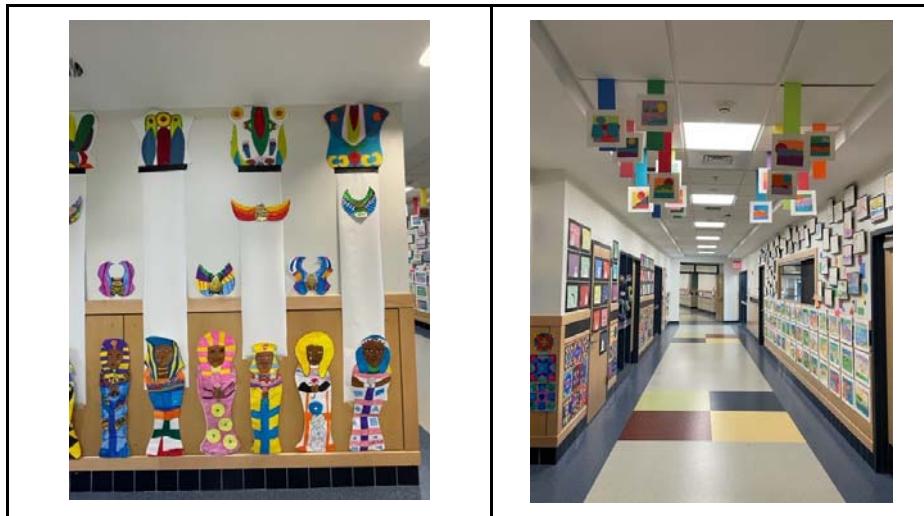
**SLEDDING** On one of few opportunities this winter, we had enough snow to enjoy sledding, sliding, and enthusiastic snow people building during recess. The joy of winter fun was evident on the fabulous hill behind Memorial School.



*Sledding-Memorial School*

**MEMORIAL SCHOOL, A LIVING ART MUSEUM** If you have not had the opportunity to enter Memorial School, you are missing out on one of the most impressive museums in Massachusetts. Under the leadership and creative talents of our amazing art teacher Donna York, the art work of our students is on continuous display. A visitor to our school asked if there was an art show running currently because that is typically when creative displays are made - for an event. I was proud to convey the pedagogy of Donna York, which is to continuously display the work of our students throughout the entire year, not for an event. Ms. York wants everyone in the school to be able to live with, enjoy, learn from, and discuss the creativity of our students as they complete their work and share what they are thinking and learning. Our students are thriving as they express themselves through art.





**MATH OLYMPIAD** - Memorial's 4th and 5th graders have an opportunity to participate in the Math Olympiad program. This 4th-6th grade program is made up of five problem-solving competitions each year and an award ceremony at the conclusion. Students meet weekly for practice with their teammates on a variety of math topics which fosters critical thinking skills. Students then compete in monthly nationwide competitions. There is a 4th grade coach, Deven Langenfeld, and a 5th grade coach, Valerie Burns. Students practice separately by grade level as well as all together. One of the biggest goals for our mathletes is to foster mathematical creativity and intuition. Students love sharing multiple different strategies to get to the same answer. This community spirit helps give the students an enthusiasm and love for mathematics by providing the satisfaction, joy and thrill of solving challenges.

**MUSIC at MEMORIAL** - Under the direction of our wonderful music teachers, Andrea Niu and Jennifer Rzasa, our students develop musical skills, knowledge, and the joy of music in many forms. In December, our 4th and 5th grade students had a wonderful performance on stage. It was so nice to welcome Memorial families back to the building for a wonderful morning of orchestra, band, and choral performances. The students did a fabulous job! Our 3rd, 4th, and 5th grade students are currently participating in the Music Winter Olympics. We started the unit learning about John Williams, the composer of the current Olympic Theme. Each class is representing a different country and is competing in music games inspired by five different winter sports. At the end of the unit, the top three classes will earn medals and will hear their country's national anthem played on the loudspeaker! We look forward to many more fun activities and performances in music as we head toward the spring season.



**FABULOUS PARENT TEACHER ORGANIZATION** - We are very fortunate to have an amazing PTO, led by new volunteers this year in the following roles: *Melissa Maffeo, President, Julie D'Angelo, VP, Stephanie Ventullo, Treasurer, Lisa Jimenez, Secretary, Elisa Tally, VP Communications, Mindy Meier, VP Fundraising*. The PTO provides tremendous support and resources to our school by way of financial contributions for field trips, supplies for teachers and students, scholarship funds, and enrichment activities for our students. Our students were thrilled to attend the Halloween Spooktacular and I-Scream Social in October. The PTO supported our Turkey Trot by cheering on our students and staff, and providing hot drinks. In addition, the PTO sponsored a Pizza and Movie Night at the end of January. This was well attended and the students enjoyed the movie, popcorn, pizza, and spending time with their friends.



*Spooky Fun Day*



**STARbuck STUDENTS** - We are a Respectful, Responsible, Kind, and Safe Community. These are the Memorial School values that we use to frame our classroom and school expectations. Each week during the school year, staff members catch students who are demonstrating these values during the school day and enter their names into a drawing. On Fridays, several student names are pulled from each grade. These students are recognized for demonstrating the values important to our school community through an announcement, special recognition in the office, and Friday lunch with the principal.

### BURLINGTON EARLY CHILDHOOD CENTER

*Deborah Clark, Director*

The Burlington Early Childhood Center (BECC) is committed to providing a developmentally appropriate curriculum for children ages 3-5. Our curriculum promotes our students' cognitive, language, social-emotional, and fine and gross motor skills. Our students are provided with a range of enriching experiences to promote a lifelong love of learning to reach their full potential. We are committed to providing a safe, nurturing, and supportive environment for all students, families, and staff.

For the 2021-2022 school year, we were happy to be able to return to having more students in our classrooms as well as returning to having both morning and afternoon sessions. We enjoyed having our families back in the buildings for our family parties. We continued to implement our various curricula: Opening the World of Learning (OWL), Handwriting without Tears, Zones of Regulation, and Social Thinking. Staff continued to adapt to the changes and updates to COVID guidelines throughout the year.

The BECC continued to transition students from Early Intervention to the Burlington Schools by completing special education eligibility evaluations. Andrea Hayes, our Team Chair facilitated 112 transition planning conferences, eligibility meetings, and other evaluations. Several of our students transitioning from Early Intervention continued to only receive remote services prior to referral to the BECC, and our staff worked to ease their transition to in-person learning.

We held our annual Pajama Drive in connection with The Woburn Council for Social Concern and collected over 100 sets of pajamas to donate to this organization.

We are thankful for the support of all of our BECC staff and families as well as the district and town support to make this year and our program successful. We look forward to our continued work together.



*Pajama Drive*

*Fire Safety Day*

**BURLINGTON PUBLIC SCHOOLS PERFORMING ARTS DEPARTMENT**

*John A. Middleton-Cox, Director of Performing Arts*



2022 has been a rebuilding year for the Music and Performing Arts Department. We have been rebuilding students' skills and working to increase enrollment to pre-pandemic levels. The teachers all noticed a lack of confidence in most of our student performers. Now that we are allowed to perform for live audiences again, teachers have made it a goal to foster their students' confidence and competence.

Once again, the fall's Marching Band performed at the Football halftime shows and NESBA competitions. Our drama students competed in the METG One Act Play competition with the production *Radium Girls*. The spring musical produced *Chicago*. Burlington Educational Summer Theatre (BEST) presented Disney's *Newsies jr.* The MSMS Vocal and Instrumental groups were finally allowed to perform with a live audience last May. This past fall, the Elementary Band, Chorus and Orchestra were finally allowed to perform for their families. It was heartwarming to see the proud parents taking pictures and videos of their children again.

Next year, we look forward to bringing our high school groups to the MICCA Festival competitions. Another endeavor is to bring back the All Town Concerts. These concerts bridge the age gaps and allow parents and the community to witness the development of the students as they grow from elementary students to middle and high school musicians. For instance, when a fourth grader sees a high school band, they can see their future; they can learn the lesson on display: "if you stick with your instrument and practice, you can achieve great things." The inverse lesson is there for the upperclassmen. Seeing the elementary students perform reminds them of how far they have come. Their dedication and hard work have paid off.

In closing, we are grateful for the support of the community. Thanks to the Burlington Performing Arts Parent Association (BPAPA) and the local businesses who support the performing arts in Burlington. We look forward to renewed growth and future performances.

2022 ANNUAL REPORT  
SHAWSHEEN VALLEY REGIONAL  
VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2022 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 52<sup>nd</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Brian O'Donnell, Esq. from Bedford; Ronald Fusco, Chair and Taryn Gillis, Vice Chair from Billerica; Christine Kim and Kent Moffatt, Treasurer, from Burlington; Patricia W. Meuse, Esq. and Cheryl Bartolone, Secretary, from Tewksbury; and Charles Fiore and Gwen Lawson from Wilmington. Tony McIntosh began his tenure as Superintendent on July 1, 2022.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and one (1,301) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2022, 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-eight (148) full-time teachers as well as thirteen (13) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and twenty (20) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

Post-Secondary Preparedness & Student Achievements

*Post-Secondary Plans of Graduates.* In June of 2022, SVTHS graduated 317 seniors. Fifty-one percent (51%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Forty-nine percent (49%) of the graduates intended to continue working in their trade or another pathway, and one (1) graduating senior planned to enlist in the military.

*Scholarships and Awards.* One hundred fifty (150) scholarships were distributed to eighty-three (83) students in the Class of 2022 totaling \$135,075. Twenty-three (23) members of the Class of 2022 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program.* At the conclusion of the 2022 school year, sixty-one percent (61%) 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 154 local employers.

*Student Mental Health and Wellness.* Part of our efforts to support our students' mental health needs during the 2021-22 school year was a focus on Shawsheen's District Curriculum Accommodation Plan (DCAP) and tiered interventions for our students. A committee consisting of staff members and administrators revised our current DCAP to reflect the needs of our students and faculty. Professional Development for the 2022-2023 school year will focus on developing and implementing tiered interventions and supports for our students.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; five-year graduation rate; and dropout rate. SVTHS continued to exhibit some of the highest graduation rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2021 as the most recent year for the four-year cohort graduation rate and 2020 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 98.1%; five-year graduation rate: 99.7%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2021 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 2022-2023 school year with the addition of a junior year course, Intro to Chemistry. This is in addition to the six concurrent enrollment courses already offered: English Composition I; Honors Literary Analysis and English Comp 1, Statistics, Calculus I, Intro to Chemistry (senior year), and American Government. Students enrolled in these 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. Shawsheen currently offers enough concurrent enrollment courses for students to complete one semesters' worth of college classes while enrolled at SVTHS.

*Adams Scholars.* The Department of Elementary and Secondary Education recognized the achievements of Shawsheen's senior class on the MCAS exams by naming eighty-three (83) recipients of the John and Abigail Adams Scholarship Award.

### Support Services

The SVTHS Support Services Department provides IEP services for students with disabilities for approximately 349 students comprising nearly twenty-seven percent (27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to student's arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with one hundred percent (100%) of seniors graduating in June 2022. This compares to a state average of approximately seventy-five percent (75%) for students with disabilities.

Since 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-one percent (51%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2022 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 assessments eventually attain graduation status through the district's MCAS remediation programs and re-taking the assessment.

Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as athletics, 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 provide 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 allowing parents to fully participate in the IEP development and understand all the elements of the IEP.

### Educational Technology

The Educational Technology Department focuses on the operational, technical, and educational functions for the District. During the pandemic, teachers, administrators, and support staff continued to develop competencies using digital tools. Upon returning to in-person learning, the District adopted a one-to-one laptop program making the resources equitable to all students and easily accessible both in and out of school. Teachers have also vetted and adopted several online resources for teaching and learning. Using these resources, teachers can do real data analysis of student work and create opportunities for individualized instruction. A positive result of this move to one-to-one is that students have become more active participants in their learning.

Implementations such as single sign-on and rostering when applicable for online resources continue to be implemented. Ongoing upgrades, maintenance, and support for both the technical and operational sides of technology continue to be a priority ensuring stable, secure and seamless use of technology for all users of the digital environment at Shawsheen.

### Community Engagement

*Adult Evening School.* The Adult Evening School offers a variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Programs include adult education enrichment programs, certificate-based and licensing trade programs, and workforce development initiatives; all are designed to help people develop or improve job training skills and enhance the quality of life for residents in our community. Programming is offered during two semesters from September to June, and classes typically include classes in business and computer applications, culinary arts, art and creative mediums, personal finance, welding, and more.

*MassHire and Workforce Development Training.* Shawsheen Valley Technical School continues to explore and expand its collaboration with local workforce and career development agencies to support the statewide initiatives that fuel job growth, address employer demand for talent, and strengthen the Massachusetts economy. In the summer of 2022, Shawsheen held an 8-week 300-hour welding program, in collaboration with the Northeast Advanced Manufacturing Consortium (NAMC) and MassHire Lowell, for unemployed and underemployed adults. This program responded to an RFP identifying a skills-gap in the district's regional labor market blueprint. The Summer 2022 cohort consisted of eleven students, all of whom completed the course requirements and passed their OSHA and HotWork requirements. With a 100% completion rate, the program was praised by Director Robin Dion of NAMC. Moreover, all eleven students are gainfully employed. Programs will continue to be developed in accordance with federal and state funding initiatives to upskill the workforce.

*Billerica House of Correction.* Shawsheen Valley Technical High School continues to be a resource to the Middlesex Sheriff's Office (MSO) and the Billerica House of Correction (BHOC) through the Director of Community Services and Workforce Development. This program last ran before covid (2019) but is a relationship of vital importance to all parties. With the established Culinary Arts program, Shawsheen is open to collaborate, explore, and expand its educational partnerships to incarcerated participants and returning citizens to assist in providing technical training and skill development.

*School of Practical Nursing.* Shawsheen Valley School of Practical Nursing graduated 25 students in June 2022. To date, 100% have successfully passed NCLEX-PN on initial attempt and over 90% are gainfully employed. The job market remains strong for Licensed Practical Nurses in Massachusetts. Students in the program go through clinical rotations in long term care, a high school, and an acute care hospital. The recent purchase of a maternity patient simulator enhances our maternity curriculum.

*Summer at Shawsheen.* Shawsheen hosted its 7<sup>th</sup> annual “Summer at Shawsheen” program in 2022, free from COVID-19 restrictions or limitations for the first time in two years. This popular program offered students from our community a variety of summer learning opportunities, sports clinics, STEM classes, vocational-technical programs, academic and test-prep classes, as well as enrichment courses for students entering grades 5-12. In total, the nineteen course offerings drew 426 students ranging in age from 5-18 years old. All five member towns sent participants to the program with the most coming from Billerica (210) and Wilmington (75). Since its inception, “Summer at Shawsheen” has had an impactful reach with a total of 1,910 participants.

*Project Explore.* Three hundred and ninety-four (394) seventh grade students participated in Shawsheen’s Project Explore program during the 2022 season. Project Explore is a key recruitment initiative that doubles as a community service program, aimed at increasing career awareness to students at an earlier age. Project Explore is exclusive to 7<sup>th</sup> grade students who reside in Shawsheen’s school district, regardless of the middle school they attend. This district funded program provides students with an opportunity to visit Shawsheen and explore six vocational-technical programs. The program is three weeks in length and is offered in three sessions to maximize student involvement. Marketing for this program includes postcards sent to each 7<sup>th</sup> grade student, emails and literature sent to middle school guidance departments and principals, presence on the website, as well as announcements to local newspapers for print. The 2022 season was the first season to move registration from a paper-based mail-in system, to online (using Microsoft forms and the district website). The 2023 season of Project Explore is continuing to advance its process by utilizing a formal registration system, which is allowing registration and promotion of the program to occur earlier in the school year.

*Aquatics and Swim Program.* Shawsheen’s Kenneth L. Buffum Pool is the home to several high school swim and dive teams, as well as club swim programs. The pool is sought after for swim meets and competitions and is a facility open throughout the year. Additionally, the pool offers the following programs: community family swim, community lap swim, and community swim lessons throughout the year.

### Athletics

*Athletic Achievements.* Calendar year 2022 was a year of tremendous success for the Shawsheen Athletic Program. The Rams won CAC League titles in: Football, Golf, Boys Basketball, Tennis, Baseball, Boys Lacrosse and Basketball Cheering. The School also won State Vocational Titles in Boys Basketball, Wrestling, Swimming, Baseball, Girls Lacrosse and Basketball Cheering. Two of our wrestlers, Senior Tayla Tildsley (147 lbs) – the first female wrestler in school history – and Freshman Sid Tildsley (132 lbs) won Massachusetts All State Wrestling Titles. Sid Tildsley also won the New England Wrestling Championship. Dozens of Student athletes were honored as CAC and Lowell Sun All Stars. The 2022 calendar year had a record 4 All Scholastic Globe and Herald Selections: Tayla Tildsley (Wrestling), Sid Tildsley (Wrestling and Football) and Mavrick Bourdeau (Football). The pinnacle of Shawsheen’s athletic year was the Shawsheen Football team’s record year that resulted in the Rams playing a Super Bowl Game at Gillette Stadium.

Shawsheen's Head Coach, Al Costabile had a few achievements during the year as well. The Massachusetts Football Coaches Association recognized him in April with an induction to the Football Coaches Hall of Fame. He achieved his 200<sup>th</sup> career win in October and was named a New England Patriots Coach of the Week. Lastly, Coach Costabile was named Coach of the Year by the Gridiron Club of Boston.

### Vocational/Technical Programs

#### Construction Cluster

School year 2022 for the construction programs, Carpentry, Electricity, Masonry & Tile Setting and Plumbing started off slowly, but as the COVID-19 pandemic restrictions were reduced the Construction Cluster began providing their excellent services to the surrounding towns where students were able to work on – and develop their abilities, knowledge, and expertise in – rendering their talents. In-house school projects also took center stage as the programs worked collaboratively with each other and other programs in designing, creating, building, renovating, and repairing structures and providing instrumental services in keeping SVTHS a first-rate institution of learning.

- Town of Bedford – Shed Project
- Stone Zoo's annual Zoo Lights Winter Wonderland Project
- Equipment Manager Storage Area
- Boys Locker Room Area #1
- Graphic Communications Lighting
- Coaches Room Renovations
- Parking Lot Stop Sign Project
- Stadium Toilet Facility Project
- New Drinking Water Fountains with Bottle Filling Stations

#### Manufacturing Cluster

*Electronics / Engineering Technology.* This program continues to grow at a rapid rate with program enhancements and the addition of new project-based activities for the freshmen curriculum. New lessons include various topics in engineering design process, basic circuitry, printed circuit board fabrication, potential/kinetic energy, electromagnetics, simple machines, manufacturability, and robotics. Throughout the year the freshman class pre-survey was extremely positive as they indicated high levels of interest in the program. With that data and the increased enrollment, an additional full-time teacher was hired for the school year 2022-2023. Eighty-six percent (86%) of the seniors participated in the cooperative education program, while one junior was also employed. The interest in the afterschool robotics' club has increased to the point where four teams of five students are now competing in VEX Robotics Competitions. One such team made it to the 2022 Southern New England Regional Championship.

*Drafting.* Relevant activities and projects were embedded throughout the year's curriculum as the upperclassmen completed the following in-house & community projects: Evacuation Plan Drawings, Elevation Drawings, HVAC Shop Floor Plan Drawings, Shop Curriculum Drawing Support; Carpentry, Metal Fabrication, Display Case Proposal for Gymnasium Lobby, ISSN / PW, Business Shop Floor Plan, Rain Garden General Arrangement Drawing, Auto Collision Floor Plan, Cosmetology Floor Plan, Billerica Police Floor Plan, Boys and Girls Club Storage Shed, Storage Shed Billerica Park, and the Storage Shed for Bedford DPW. Students continued to excel at the SkillsUSA District Competition, winning the following: Architectural Drafting (Gold), Technical Drafting (Gold), and Automated Manufacturing (Gold). The progressive land surveying firm Northam Corporation presented modern

survey technologies with student-driven demonstrations. All but two senior students participated in the cooperative education program, an eighty-nine percent (89%) placement.

*Advanced Manufacturing Technology.* Safety remains paramount, implementing the National Fire Protection Association (NFPA) Hot Work Safety Certificate Program, promoting awareness and understanding of the dangers and safety procedures of activities or processes that involve heat, spark, or flame that is capable of starting fires or explosions. The Occupational Safety and Health Administration (OSHA) 10-hour General Industry training remains a stronghold in the curriculum. In the annual SkillsUSA competition, an Automated Manufacturing team collected Gold medals at the Districts SkillsUSA competition and a Silver medal at the State SkillsUSA competition. The team consisted of a Drafting student and two Advanced Manufacturing Technology students. Also winning a Silver medal in the Districts & States was a senior student in the CNC Turning competition. Employment stays strong as seventy-five percent (75%) of the seniors are participating in the cooperative education program.

#### Transportation / Product Development Cluster

*Automotive Collision Repair and Refinishing.* Students continue to use the online I-CAR training for industry recognized training and certificates. The S/P2 and Hot Work Safety programs serve as the industry safety training for all students learning how to use welding equipment. Local vendor Jack's Used Auto Parts continues to provide vehicles, enabling students to master their skills on real automotive parts, car components and accessories. The program was the recipient of a competitive Skill Capital Grant Program that will increase the capacity and quality of vocational training in the program. This new Spray booth will be installed during the FY23 school year replacing an outdated 1986 antiquated model. The grant also provided the opportunity to purchase a new SimSpray® Paint Simulator. This simulator will be a great training tool, allowing students to hone their refinishing skills using virtual reality technology while cutting material cost and waste. Another element of the grant will allow the program to install a new fresh air respirator system allowing students to be safe from all airborne particles while spray painting. The program currently has one hundred percent (100%) of the seniors participating in the cooperative education program.

*Automotive Technology.* With recommendations from the advisory board, the program received approval to purchase a New Hunter TC39SSW center clamp tire changer, providing greater safety, accessibility, and the newest technology. After a comprehensive evaluation from the National Automotive Technicians Education Foundation (NATEF) the program received the Education Foundation (NATEF) 5-year recertification. Being accredited allows students to work towards their Automotive Service Excellence (ASE) certifications, while increasing the level of complexity in the automotive field. Our approved curriculum provides a platform to perform basic maintenance and light repairs on customer vehicles in preparation for the Automotive Service Excellence (ASE) G1 exam / certification. Enrollment continues to be very strong, as the sophomore class has 26 out of 26 spots filled (100% enrollment) A Senior student won a Silver medal at the State SkillsUSA competition in Power Equipment Technology. With strong partnerships with local automotive shops and dealerships, seniors are rapidly entering the job market with an 85% placement (12 out of 14) in our cooperative education program.

*Culinary Arts / Hospitality Management.* The Ram's Head Dining Room returned to full operation after nearly two years of being closed due to the COVID-19 Pandemic. Known for its versatility, the program shifted gears to serve the public with curb-side pickup. Due to the success of the curb-side operation, the program continued to offer that service to the community. Job opportunities continue to outweigh the labor shortage, providing good paying opportunities for our students. A Hospitality Management instructor was hired and is working in the dining room and related room to broaden the scope of skills needed in industry. Curriculum has been expanded so students can now encompass more Hospitality Management skills such as working the "Front of the House" as well as engaging in the hotel and tourism

industry. The Billerica Police Department hosted a special Mother's Day breakfast, where students and staff assisted the police in providing meals to ninety elderly Billerica mothers.

*Metal Fabrication & Joining Technologies.* Returning to the school's post-pandemic environment, project-based activities strengthened to close the gap between online learning and standard in-person instruction. Using the Tooling U platform provides practical and competency-based training, from basic skills to advanced techniques, including programming on a variety of brands and machines. Another vendor, Lincoln Electric, provided integrated comprehensive curriculum, state-of-the-art industry equipment, and welding certifications. Revisions were made to the freshmen exploratory program that includes new project-based activities that keep students enthusiastically engaged. As a result, the program welcomed eighteen new permanent freshmen. 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 ZooLights Winter Wonderland. Fabricating a guard rail for the school's loading dock was a project that covered multiple aspects of the trade. A new state-of-the-art corner notcher has been purchased making it possible to develop and implement new metal projects that use thicker gauge sheet metal.

*Heating, Ventilation, Air Conditioning & Refrigeration.* With the newly revised Department of Elementary and Secondary Education (DESE) framework and newly incorporated competencies, the program versatility shifted focusing on more project-based activities of installing and maintaining equipment. As the growth of the Heating, Ventilation, Air Conditioning and Refrigeration field expands into more complexed systems, highly skilled technicians are needed, promoting new curriculum that now reflects not only the essential standards but various troubleshooting techniques for new technologies. Three different safety certifications are embedded in the curriculum including the EPA 608 certification that indicates a student has demonstrated knowledge of handling refrigerants (many achieving the Type I certification), authorizing a student to service and repair small appliances. The National Fire Protection Association (NFPA) Hot Work Safety Certificate Program promotes awareness and understanding of dangers and safety procedures of activities or processes that involve open flame or that generate sparks or heat. The Occupational Safety and Health Administration (OSHA) 10-hour construction training provides general awareness for entry-level construction workers. A sophomore student won the Gold medal at the National SkillsUSA competition in Atlanta Georgia, the second National Gold Winner the program has produced.

#### Arts, Communication and Technology Cluster

*Design and Visual Communications.* For many seniors the post-secondary option continues to be the career path of choice. Highlights of these post-secondary institutions include the number-one rated art school in the United States, the Savannah College of Art and Design (SCAD) in Georgia, while other students successfully completed a dual enrollment program at Montserrat College of Art earning three college credits. The Design and Visual Communications Management & Entrepreneurship initiative continues to expand and offer self-employment opportunities to students who do not wish to go onto post-secondary art and design schools. This curriculum provides project-based activities for students to learn how to start their own trade-related business after graduation. The implementation of these types of lessons integrates a hybrid of learning environments to support all students. Student highlights include traveling to Europe to expand on self-employment opportunities, as well as students freelancing with small businesses in tee-shirt design and on-line media design fields.

*Graphic Communications.* Strong recommendations from the advisory board has infused new equipment into the program, opening opportunities of new curriculum and applications. The newest addition to the program is the Roland Versa UV LEF2-300. This machine can print on material 4" thick and up to 13"x 20" dimensions, a new industry standard. As the program continues to update its technology/equipment,

revisions in the curriculum are constant in supporting the embedded competencies in the knowledge and skills necessary to perform new technical skills. The teachers have worked collaboratively in supporting the expansion of the program's curriculum, focusing on new project-based activities. The latest equipment continues to broaden students' skills sets as well as helping beautify the school's environment with projects created by students. Exhibiting another strong showing in the SkillsUSA competition was a testament to the program's strong commitment to its students. A junior student won a Silver Medal at the National Competition in Atlanta Georgia. The program continues to win awards in the Pine contest for Printing Industries of New England. A high percentage of students participated in the cooperative education program working for local companies, with many staying on as full-time employees after they graduate.

*Information Support Services and Networking / Programming and Web Development.* In keeping up with the revised DESE framework, industry trends, and recommendations from the Craft Advisory Board, the program has updated and revised its curriculum and project-based activities. Some of the development and growth of the lessons include supplemental projects in programming Java and C+, C# (for game and program development), Microsoft's Power BI, and cloud-based networking. These enhancements provide students with the skills and knowledge necessary for employability/career readiness. Within these new tasks, many of the multiple project-based activities have been augmented and supported by industry recognized certifications. One of the three labs has been fully updated for optimum achievement and little lag for gaming. Because of increased enrollments over the last four years, plans are in the development phase to expand the program's footprint. The update will include furniture and equipment to maintain the high standards that the students have come to expect and have also earned. At the SkillsUSA State competition, a student won the Gold medal, allowing him to compete in the Nationals SkillsUSA Competition, where he placed 8th in the country.

*Business Technology / Marketing.* The Microsoft Office Application curriculum and certification program adds significant value to student resumes, co-op opportunity outlook, and college course credit. The Microsoft Applications that students learn include Excel, PowerPoint, Word, and Outlook. Industry recognized certifications are earned at the conclusion of these courses. Students gain confidence as they study, prepare, and practice, solidifying their knowledge in these applications. Digital Marketing, Entrepreneurship, Accounting, Business Communication, Financial Literacy, Business Law, and QuickBooks provide a robust overview of essential elements/standards to business technology frameworks and marketing fundamentals. As is always the case in the dynamic world of business, the program has been designed to expose and offer an in-depth investigation into many college and career paths that students may follow after graduation.

### Health Services

*Cosmetology.* With the rollback of many COVID-19 restrictions the shop salon was able to open to serve the public giving students the opportunity to master the essential competencies on live clients. Eleven of the thirteen junior students have completed their 1000-hour training and will begin prepping for the State Board Exam in the fall of 2022. Educating students about cleaning and disinfection continues to be an imperative part of the curriculum, especially since the COVID-19 crisis. Students continue to complete COVID-19 BARBICIDE® and Milady Infection Control certificates, these two certifications are consistent with the highest industry safety standards. Revisions to the Frameworks have created a need to expand skills in student's knowledge and practice, working with all textures of hair and styling products. New project-based activities were developed for next year's lessons. Eleven senior students graduated with a Massachusetts Class 1 Cosmetology license and ten were successfully placed in full time employment in local beauty salons.

*Dental Assisting.* Becoming a Certified Dental Assistant (CDA) continues to be the number one career path students pursue. A variety of new project-based activities have been developed that offer interactive tasks with training manikin practice simulators and online practice tests to accommodate the revised framework competencies. A focus on preparing students for the certifications from the Dental Assisting National Board (DANB) was increased, including lessons that practice the DANB national exams that are embedded with the Radiation Health and Safety (RHS) and the Infection Control Exam (ICE) standards. These standards are designed to test students' knowledge about the prevention and management of potential infection during dental procedures. Students also continue to achieve their Basic Life Support for Healthcare Providers certifications (BLS) from the American Heart Association. Numerous growth opportunities as Dental Assistants have provided a plethora of jobs at dental offices. Thirteen seniors (82%) and nine juniors (56%) participated in the cooperative education program working in local dental offices.

*Medical Assisting.* Teachers have modified the scope and sequence due to revisions made to the DESE's framework. The hours of instruction have been provided for each standard to ensure that adequate instructional time is provided for each student to attain complete and comprehensive knowledge of the subject matter. The curriculum is now defined with at least 1495 hours of instruction to deliver the minimum level of required competencies. Project-based activities now include more embedded academic performance examples to provide specific learning scenarios which are typically utilized to create real life learning experiences. The essential industry safety credential of the program continues to be the Basic Life Support for Healthcare Providers certifications (BLS) from the American Heart Association. Throughout the year, senior medical assisting students provided a walk-in screening clinic for interested staff members where students performed the following medicals tests: blood pressure, pulse, respirations, temperature, height/weight, BMI calculation, oxygen saturation, vision screening (near, far, color) and audiology (hearing test). It was another successful SkillsUSA year as two students went to the Nationals in Atlanta, one winning a Silver medal as a member of the Knowledge Bowl competition. Thirteen seniors and eight junior students participated in the cooperative education program providing opportunities to gain invaluable experience.

*Health Assisting.* The revised DESE's framework structure includes topic headings, standards, objectives, and performance examples. Modifications to the scope & sequence included a minimum of 1200 hours of instruction, as well as identifying Basic, Essential, Advanced and Advanced (A+) skill standards. Because of these changes the teachers have remodeled the student's learning experiences of project-based activities into the required hours of instruction. Students continue to obtain the Basic Life Support for Healthcare Providers certifications (BLS) from the American Heart Association that include essential and optional industry recognized credentials (IRCs) that have been identified as valuable statewide credentials. All senior students are participating in the cooperative education program employed at rehabilitation, long term care centers, CVS pharmacy, and assisted living homes. One hundred percent (100%) of the junior class passed the Certified Nursing Assistant (CNA). The tradition of winning at the SkillsUSA competition continues where a senior student won a Silver medal in Nurse Assisting at the National SkillsUSA Competition in Atlanta and a team of four students received a Silver medal in the Knowledge Bowl competition. Shawsheen students have demonstrated that they have the knowledge and skills to be top in the nation.

#### Miscellaneous

*Capital Budget / Federal Perkins V Grant.* The Carl D. Perkins Career & Technical Education Grant (Perkins IV) and the SVTHS Capital Budget process are integral funding sources to ensure the CVTE programs meet the ever-changing needs of technologies and equipment. Through these two principal sources, SVTHS received \$195,966.38 and was approved to purchase the following items listed.

1	\$17,040	Hunter Tire Machine	Revolving	Automotive Technology
1	\$65,000	New Wood Floor	Budget Surplus	Carpentry
1	\$10,000	Construction Materials	Budget Surplus	Plumbing
25	\$4,405.83	Multi-Texture Quad Mannequins w/Supplies	Perkins V	Cosmetology
1	\$9,173	BBC T-Series Conveyor w/shipping	Perkins V	Graphic Communications
1	\$2,199.55	Various Items to create an Enclosure for Robotics Machine	Perkins V	Engineering Technology/Engineering
45	\$80,258	Tablets w/45 Stylus	Perkins V	Dental Assisting
2	\$7,880	Hospital Beds	Perkins V	Health Assisting

*SkillsUSA Massachusetts.* The SkillsUSA organization is a partnership with business and industry that provides opportunities for students to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. On March 17, 2022 - 161 SVTHS students participated at the SkillsUSA District Competition and 71 received medals: 28 Gold, 26 Silver, 17 Bronze – 77 students participated at the State Competition and 33 received medals: 11 Gold, 10 Silver, 12 Bronze. 11 students participated at the National Competition in Atlanta Georgia and 7 received medals: 1 Gold and 6 Silver.

*Robotics Club.* The interest for this extracurricular activity has grown exponentially. Not only are these students' exploring robotics in a more in-depth way they are also engaging in exciting competitive VEX Robotic Competitions with other high schools. The robotics club had over thirty students participate throughout the year, which created the need for a fourth team, with a fifth alternative team when needed – This is two more teams from the previous years. The students participated in five different VEX competitions at various schools throughout the state, including the Southern New England Championship. Highlights:

- Two teams were invited to an invitation-only tournament based on their exceptional performance in previous events within the season.
- One of the teams qualified for the Southern New England Regional Championship based on their regional ranking, giving them the opportunity to qualify for the World Championship but they came up a bit short. Making it to the Southern New England Regional Championship was quite an accomplishment, one that Shawsheen has not seen in recent years.

*eSports.* SVTHS concluded its fifth year in which students have grown in developing self-esteem and sportsmanship throughout practice and competition. eSports is the only co-ed, all-inclusive high school sport, and is the fastest-growing sport at high schools all over the country. This extracurricular activity has grown exponentially each year at SVTHS. There are now over seventy-five students / players engaged over a three-season year supporting five teams. SVTHS is officially sanctioned by the Massachusetts Administrators Association (MSAA) with PlayVS, which is recognized as the official varsity eSports platform. These competitions include Rocket League, League of Legends, and Super Smash Bros.™ Ultimate. SVTHS also participates in High School Esport League (HSEL) for these same games as well as Valorant. The partnership with PlayVS offers the exciting world of interscholastic eSports to our students.

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 2022. Those retirees are: Lawrence Bradley, Masonry Instructor; John Chapman, Guidance Counselor; Elizabeth Garniss, Support Services Instructor; Robert Roach, Food Services Director; Marie Smith, Support Services Instructor; and Bradford Jackson, Superintendent-Director.

# 2022 ANNUAL REPORT

## ADDENDA

### Accountant and Comprehensive Annual Financial Report FY2022

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2022 Town Meeting Minutes
- May 2022 Town Meeting Minutes
- September 2022 Town Meeting Minutes
- Town Election Results – Town Election April 9, 2022

**ACCOUNTANT AND  
COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2024**



**DEPARTMENT STAFF**

Juiling de los Reyes, Town Accountant ( Starts on 8/1/2022)

Whitney C. Haskell, Budget Director / Chief Procurement Officer

Karen Cole, Assistant Town Accountant

Jennifer Ryan, Accounting Specialist

Sarah Cawley, Accounting Technician

Samuel Hockenbury , Financial/Purchasing Analyst

**WEBSITE** <https://www.burlington.org/546/Finance>

**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: \$10,219,458
- Certified Free Cash: \$24,975,130
- Excess Levy Capacity: \$12,010,257

## 2022 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 an Annual Comprehensive Financial Report (ACFR) which encompasses the traditional audit of our financial statements as of June 30, 2022, 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 ACFR appears in its entirety immediately following this report, as well as the Reports on Federal Award Programs for the year ended June 30, 2022.

**TOWN OF BURLINGTON, MASSACHUSETTS**

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# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **ANNUAL COMPREHENSIVE FINANCIAL REPORT**



**For the Year Ended June 30, 2022**

**On the cover:**

*New Department of Public Works highway, water and sewer facility public entrance.*



*Third Ave. shopping district clock tower.*

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **ANNUAL COMPREHENSIVE FINANCIAL REPORT**

**For the Year Ended June 30, 2022**



**Prepared by:**

**Accounting Department**

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **Annual Comprehensive Financial Report For the Year ended June 30, 2022**

### **TABLE OF CONTENTS**

<b>Introductory Section.....</b>	<b>i</b>
Letter of Transmittal .....	ii
Organizational Chart .....	vii
Principal Town Officials.....	viii
Certificate of Achievement for Excellence in Financial Reporting .....	ix
<b>Financial Section .....</b>	<b>1</b>
Independent Auditor's Report .....	3
Management's Discussion and Analysis .....	6
Basic Financial Statements.....	15
Statement of Net Position.....	17
Statement of Activities.....	18
Governmental Funds – Balance Sheet .....	20
Reconciliation of the Governmental Balance Sheet Total Fund Balances to Statement of Net Position .....	21
Governmental Funds – Statement of Revenues, Expenditures, and Changes in Fund Balances .....	22
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	23
Proprietary Funds – Statement of Net Position.....	24
Proprietary Funds – Statement of Revenues, Expenses and Changes in Net Position .....	25
Proprietary Funds – Statement of Cash Flows .....	26
Fiduciary Funds – Statement of Fiduciary Net Position .....	27
Fiduciary Funds – Statement of Changes in Fiduciary Net Position.....	28
Notes to Basic Financial Statements .....	29
Required Supplementary Information .....	63
General Fund Budgetary Comparison Schedule .....	64
Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund – Budget and Actual.....	65
Pension Plan Schedules .....	69
Schedule of the Town's Proportionate Share of the Net Pension Liability .....	70
Schedule of the Town's Contributions .....	71
Schedule of Special Funding Amounts of the Net Pension Liability.....	72

Other Postemployment Benefits Plan Schedules .....	73
Schedule of the Town's Net OPEB Liability and Related Ratios.....	74
Schedule of the Town's Contributions .....	75
Schedule of Investment Returns .....	76
Notes to Required Supplementary Information.....	77
Combining Statements.....	83
Nonmajor Governmental Funds .....	84
Nonmajor Governmental Funds – Combining Balance Sheet.....	86
Nonmajor Governmental Funds – Combining Statement of Revenues, Expenditures, and Changes in Fund Balances.....	88
<b>Statistical Section.....</b>	<b>91</b>
Net Position by Component – Last Ten Years .....	92
Changes in Net Position – Last Ten Years .....	93
Fund Balances, Governmental Funds – Last Ten Years .....	94
Changes in Fund Balances, Governmental Funds – Last Ten Years.....	95
Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates – Last Ten Years .....	96
Principal Taxpayers – Current year and Nine Years Ago .....	97
Property Tax Levies and Collections – Last Ten Years .....	98
Ratios of Outstanding Debt and General Bonded Debt – Last Ten Years .....	99
Direct and Overlapping Governmental Activities Debt.....	100
Computation of Legal Debt Margin – Last Ten Years .....	101
Demographic and Economic Statistics – Last Ten Years .....	102
Principal Employers – Current Year and Nine Years Ago .....	103
Full-Time Equivalent Town Employees by Function – Last Ten Years .....	104
Operating Indicators by Function/Program – Last Ten Years.....	105
Capital Asset Statistics by Function/Program – Last Ten Years.....	106

# *Introductory Section*



*The District Burlington Office park entry signage.*

## ***Introductory Section***



## TOWN OF BURLINGTON

### *Select Board/Town Administrator's Office*

*Paul Sagarino, Jr., Town Administrator*

*Lyn Mills, Office Manager*

#### **Letter of Transmittal**

December 16, 2022

To the Honorable Members of the Select Board 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 Annual Comprehensive Financial Report (ACFR) of the Town of Burlington, Massachusetts, for the year ending June 30, 2022, for your review.

The ACFR 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 taxpayers 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, 2022, 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, 2022, 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 2021 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 26,186.

The Town is governed by a 126-member representative Town Meeting, and a five member Select Board 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 Town has also piloted a subsidized ride-share program to offer more flexible services for users.

Ensuring the future sustainability of the Town's water and sewer system is a priority. The Town of Burlington utilizes both surface water and ground waters to treat at two Town water treatment plants. Though the Town has been a member of the MWRA for sewer services only in the past, Burlington is now undergoing a large construction project to include water services as well. 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 \$25 million which will come to fruition in multi phases. Phase 1 was completed in December of 2020, and has been providing one million gallons per day. The Phase 2 contract was awarded and is on schedule to be completed in May 2023. Once complete, the Town will be able to take a total of 3.5 MGD of water from the MWRA in combination with the connection from Phase 1 of the project.

## ***Local Economy***

Economic development remains a priority for the Burlington Select Board and the Administration so that the Town may continue to support a diverse and growing commercial sector. Promoting the vitality of our commercial areas enables Burlington to provide a high level of community services and invest in new initiatives and infrastructure that improve the quality of life for the future of our residents and businesses.

The tax structure in Burlington is unique among municipalities, with one of the state's highest ratios of commercial to residential property values and the adopted split tax rate. In many communities, it is common to have a property tax ratio of 95% residential and 5% commercial. In Burlington, the commercial tax levy comprises 62% of the total tax levy, while the residential contributes 38%. In 2022, the approved split tax rate resulted in approximately \$80.7 million in commercial property taxes compared to \$48.8 million in residential property taxes.

Burlington continues to make strides in the post-pandemic environment. That said, macroeconomic headwinds will likely moderate interest in business expansion and new tenant leases in various industries across the region. Rising interest rates and inflation will affect the markets, likely resulting in reduced tenant demand. Yet the fundamentals of Burlington's commercial sector, such as pro-active land use policies and the community's locational advantages - being close to Boston and accessible to a talented workforce - will help maintain Burlington as a healthy and attractive location for businesses to consider.

The future of work and its new hybrid form also remain in flux. Nonetheless, Burlington's commercial office space metrics remain competitive. This is due to existing long-term leases, new interest in suburb space options, and proactive rezoning initiatives led by the Town to allow properties to expand their tenant options with life sciences and other research uses. Average rents reported by Costar for the Burlington office market are approximately \$27.73 per square foot, with a vacancy rate of just over 10% within a competitive range to nearby Waltham, where the average office rents are \$28.43 per square foot, with a vacancy rate of 7.8%.

Over the last several years, Town Meeting has approved various new land use policies that have amplified the message that Burlington is open and ready for the research and development industries. This approach has proven successful for the Town. For instance, earlier in 2022, the Broad Institute and Vericel broke ground on a new 230,000 square foot building at Network Drive, newly renamed "Blue Sky Drive," to reflect the area's growing innovation cluster. Fractyl Laboratories, a company focused on therapies that target type two diabetes, recently executed a large lease for nearly 80,000 square feet at 3 Van De Graaff Drive. In addition, investors continue to show interest in the suburban market; for instance, Montana Avenue Capital Partners acquired 5 Burlington Woods, 103,380 square feet, for \$32.8 million to reposition the building for life sciences. Companies and investments such as these not only grow our innovation cluster but also support our local retail and hospitality industries that continue to recover.

Burlington's retail market demand is "solid" based on reports by real estate firms such as Costar and JLL. There has been a growing interest in new 'non-traditional retail' such as those that blend interactive sport, play elements, or virtual reality with food service to create unique customer experiences. In response, in early 2022 Town Meeting moved to support a zoning amendment to permit such uses in certain business districts. Moreover, the Simon Company, which owns the Burlington Mall, reported recently that their overall occupancy rates are about 95% compared to 92.8% last year, and they remain very optimistic regarding brick-and-mortar retail and the upcoming holiday season.

## ***Financial Health***

The Administration has always prioritized financial stability. The Town's consistent conservative methodology in managing its budgeting and tax levy has been a major factor contributing to this stability. 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 resulting financial crisis. The commercial real estate tax 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 on residents. 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 \$11.81 million, a Stabilization Fund balance of \$11.4 million, and an additional Other Post-Employment Benefits Fund balance \$13.5 million. Free Cash was certified at over \$24.9 million for June 30, 2022, 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 or 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. Over the years, the Town has developed financial and capital plans that guide decision making during the budget process. Per the Town's financial policies and best practices, the finance team regularly meets with the Select Board, 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 Select Board. The Select Board review all requests and Town-wide issues and present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

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

### ***Awards and Acknowledgements***

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Burlington for its Annual Comprehensive Finance Report (ACFR) for the fiscal year ended June 30, 2021. This was the 7th consecutive year that the government has achieved this prestigious award.

In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Select Board 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 fluid and cursive, with "Paul F." on the first line and "Sagarino, Jr." on the second line.

Paul Sagarino, Jr.  
Town Administrator

# The Town of Burlington

## Organizational Chart



# Principal Town Officials

As of June 30, 2022

## Elected Officials

		<u>Term Expires</u>
Select Board	Nicholas Priest, Chair Michael Runyan, Vice Chair Jim Tigges Joseph Morandi Michael Espejo	2025 2024 2023 2024 2025
Moderator	William Beyer	2023
Town Clerk	Amy E. Warfield	2026
Assessors	Paul Sheehan, Chair Catherine O'Neil Kevin Sheehan	2024 2025 2023
School Committee	Katherine Bond, Chair Carl Foss, Vice Chair Christine Monaco Martha A. Simon Melissa Massardo	2023 2023 2025 2024 2025

## 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	Paul Tierney
Treasurer/Collector	Gary Gianino



Government Finance Officers Association

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Burlington  
Massachusetts**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Monell*

Executive Director/CEO

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# *Financial Section*



*Outdoor space at the Burlington Mall*

## ***Financial Section***

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## **Independent Auditor's Report**

To the Honorable Select Board  
Town of Burlington, Massachusetts

### **Report on the Audit of the Financial Statements**

#### **Opinions**

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 (Town), as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

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, as of June 30, 2022 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.

#### **Basis for Opinions**

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Change in Accounting Principle**

As discussed in Note 7 to the financial statements, in the year ending June 30, 2022, the Town adopted new accounting guidance, Government Accounting Standards Board (GASB) Statement No. 87, Leases. Our opinions are not modified with respect to this matter.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Burlington, Massachusetts' ability to

continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **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 is the responsibility of management and, 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.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying combining statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Information**

Management is responsible for the other information included in the Annual Comprehensive Financial Report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2022, on our consideration of the Town's 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 solely 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 effectiveness of the Town's 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.

A handwritten signature in black ink that reads "Powers + Sullivan, LLC". The signature is fluid and cursive, with "Powers" and "Sullivan" connected by a horizontal line, and "LLC" written in a smaller, separate area.

December 16, 2022

## ***Management's Discussion and Analysis***

## ***Management's Discussion and Analysis***

As management of the Town of Burlington, Massachusetts (Town), we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2022. 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'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 has enjoyed an unmodified opinion on its financial statements for many years.

### **Financial Highlights**

- The liabilities and deferred inflows of resources of the Town exceeded its assets and deferred outflows of resources at the close of the most recent year by \$18.6 million (net position).
- The Town recognized their net pension liability of \$118.8 million along with a deferred outflow and deferred inflow of resources related to pension of \$9.2 million and \$20.5 million, respectively, on the statement of net position.
- The Town recognized their net other postemployment liability of \$107.5 million along with a deferred outflow and deferred inflow of resources related to other postemployment benefits of \$2.4 million and \$3 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 \$60.4 million, an increase of \$10.3 million in comparison with the prior year. Total fund balance represents 36.2% of total general fund expenditures. Approximately \$49.5 million of this total amount is available for appropriation at the government's discretion, \$5 million is committed for capital articles approved by Town Meeting and \$6 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$94.6 million at year end, a net increase of \$6.7 million during the current year. During the current year the Town issued \$4.2 million of general obligation bonds.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town'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, human services, water and sewer, culture and recreation, and interest.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information is useful in assessing the Town of Burlington's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information 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 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 maintains one proprietary fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses an internal service fund to account for health insurance activities. 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 2022 in comparison to 2021.

### ***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, government-wide liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$18.6 million at the close of 2022.

Net position of \$135.8 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's net position totaling \$5.9 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 \$160.2 million deficit, due to the cumulative effect of recording \$118.8 million net pension liability and \$107.5 million of net OPEB liability through June 30, 2022.

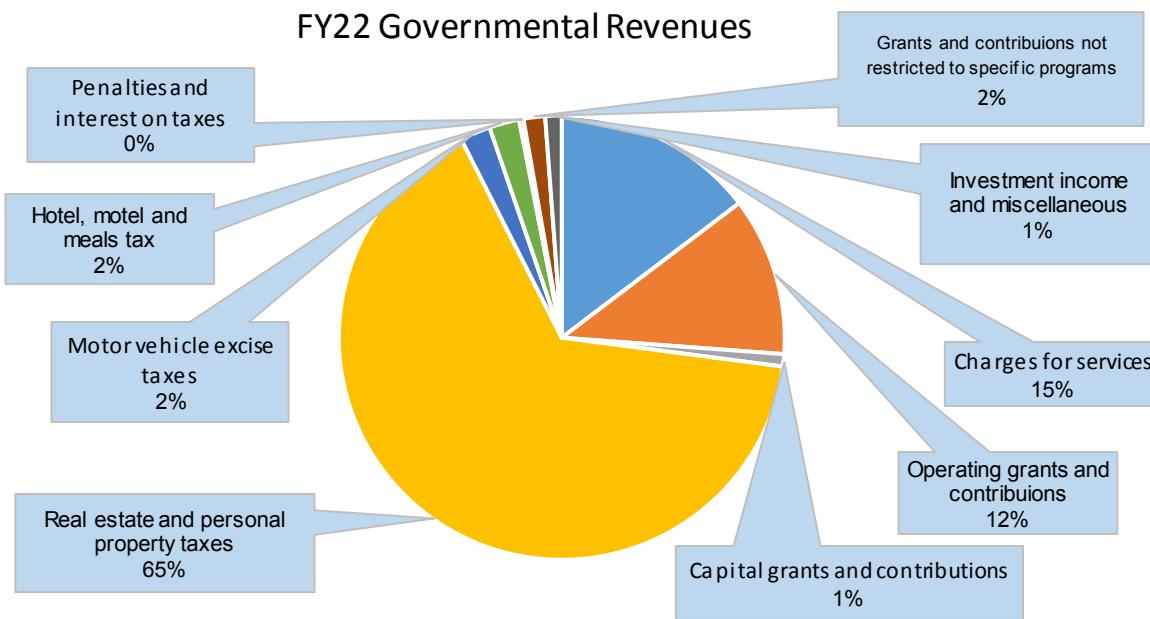
The financial analysis of the Town's governmental activities is presented on the following pages.

**Governmental Activities.** The governmental activities net position increased by approximately \$7.3 million during the current year. The underlying reason for the change were the \$21.5 million of capital additions exceeding depreciation of \$8.8 million on prior assets. The net increase of capital assets offset the \$2.9 million increase in the net OPEB liability and related deferrals and the \$1 million decrease of the health insurance internal service fund.

	June 30, 2022	June 30, 2021
<b>Assets:</b>		
Current assets.....	\$ 134,325,980	\$ 120,418,055
Capital assets, non depreciable.....	73,948,403	59,255,854
Capital assets, net of accumulated depreciation....	136,870,747	138,847,028
<b>Total assets</b> .....	<b>345,145,130</b>	<b>318,520,937</b>
 <b>Deferred outflows of resources</b> .....	<b>11,563,237</b>	<b>13,539,638</b>
 <b>Liabilities:</b>		
Current liabilities (excluding debt).....	27,018,830	17,485,062
Noncurrent liabilities (excluding debt).....	229,974,174	240,901,408
Current debt.....	18,118,763	10,881,279
Noncurrent debt.....	76,519,610	75,526,060
<b>Total liabilities</b> .....	<b>351,631,377</b>	<b>344,793,809</b>
 <b>Deferred inflows of resources</b> .....	<b>23,652,976</b>	<b>13,148,817</b>
 <b>Net position:</b>		
Net investment in capital assets.....	135,757,762	135,182,510
Restricted.....	5,877,837	8,397,203
Unrestricted.....	(160,211,585)	(169,461,764)
 <b>Total net position</b> .....	<b>\$ (18,575,986)</b>	<b>\$ (25,882,051)</b>

	June 30, 2022	June 30, 2021
<b>Program Revenues:</b>		
Charges for services.....	\$ 28,707,052	\$ 21,439,110
Operating grants and contributions.....	22,614,123	34,736,355
Capital grants and contributions.....	1,761,059	1,098,537
<b>General Revenues:</b>		
Real estate and personal property taxes, net of tax refunds payable.....	128,284,211	122,476,257
Tax and other liens.....	633,488	308,716
Motor vehicle and other excise taxes.....	4,303,954	4,413,125
Hotel/motel and meals tax.....	4,269,708	2,438,799
Penalties and interest on taxes.....	598,877	369,596
Payments in lieu of taxes.....	524,688	521,081
Grants and contributions not restricted to specific programs.....	3,084,725	2,830,157
Unrestricted investment income.....	1,164,386	2,418,605
<b>Total revenues.....</b>	<b>195,946,271</b>	<b>193,050,338</b>
<b>Expenses:</b>		
General government.....	12,044,785	10,853,670
Public safety.....	31,733,925	35,156,146
Education.....	102,899,408	107,763,007
Public works.....	19,806,492	18,094,219
Human services.....	3,000,888	2,996,114
Water and sewer.....	11,032,363	8,917,212
Culture and recreation.....	6,220,841	6,495,983
Interest.....	1,901,504	2,180,268
<b>Total expenses.....</b>	<b>188,640,206</b>	<b>192,456,619</b>
<b>Change in net position.....</b>	<b>7,306,065</b>	<b>593,719</b>
<b>Net position, beginning of year.....</b>	<b>(25,882,051)</b>	<b>(26,475,770)</b>
<b>Net position, end of year.....</b>	<b>\$ (18,575,986)</b>	<b>\$ (25,882,051)</b>

- Charges for services represent about 14.7% 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 Select Board are included in this category. Most of these resources apply to water and sewer operations. Water and sewer user rates were increased for fiscal year 2022. The increase over the prior year primarily relates to an increase in building permit revenues.
- Operating grants and contributions account for 11.5% of the governmental activities' resources. Most of these resources apply to education operations. Of the \$12 million decrease from the prior year, \$8.2 million relates to a decrease in the State's on behalf payment to the Massachusetts Teachers Retirement System.
- Capital grants and contributions account for 1% of the governmental activities' resources. Most of these resources apply to roadway infrastructure and water/sewer improvements.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 65.5% of all resources. Real estate and personal property tax collections increased 4.7% 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 7.4% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings. A significant increase was noted from the prior year hotel motel and meals tax as hotels and restaurants opened again from the COVID-19 pandemic.
- Education is the largest governmental activity of the Town with 54.5% of total governmental expenses. Program revenues of \$26.6 million provided direct support to education and \$76.3 million in taxes and other general revenue were needed to cover the remaining 2022 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$22.2 million and \$18.2 million, respectively, of taxes and other revenue were needed to cover their 2022 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 \$80.1 million, a decrease of \$2.4 million from the prior year. This decrease is related to a \$11.8 million decrease in the

public works capital project fund due to the timing differences of construction expenditures and bond issuances, a \$10.3 million increase in the general fund, and a decrease in the nonmajor funds of \$917,000 from timing differences between the receipt of federal and state revenue and expenditures of grant funds.

The general fund is the chief operating fund of the Town. The general fund balance increased by \$10.3 million during the current year. This increase is due to stronger than expected collections in licenses and permits and hotel and meals tax revenue categories. Another contributing factor was, with the exception of snow and ice, budgetary turn backs of appropriations by departments. Budgetary results are discussed further below.

At the end of the current year, unassigned fund balance of the general fund totaled \$49.5 million, while total fund balance was \$60.4 million. The \$5 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$6 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 29.6% of total general fund expenditures, while total fund balance represents 36.2% of that same amount.

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 \$11.4 million which represents 6.8% 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 \$16.3 million on construction projects, mainly for the new DPW facility. The fund also reported bond proceeds of \$4.2 million, and bond premiums of \$280,000. At the end of the current year, the fund had a surplus of \$6.6 million. These projects are being funded by a combination of bonds, local revenues and grants.

### **General Fund Budgetary Highlights**

The original 2022 budget consisted of approximately \$168.3 million in appropriations and other amounts to be raised. The final general fund appropriation budget totaled \$171.1 million, which included \$11.4 million in encumbrances and articles that were carried over from the prior year. The final budget increased by \$2.7 million from the original approved budget which was primarily due to an additional \$500,000 raised in the tax rate for departmental operating costs, \$1.6 million use in free cash for transfers to reserves and operating capital, and \$612,000 transferred in from other funds to support the operating budget.

General fund revenues came in over budget by \$7.3 million. The majority of this surplus, \$4.1 million, was generated from licenses and permits, largely due to building permit revenue, and \$1.8 million related to hotel/motel and meals tax which decreased significantly in the prior year due to the COVID-19 pandemic. Fiscal year 2022 revenues were consistent with years prior to the pandemic.

General fund expenditures and encumbrances were lower than final budget by \$6 million (3.5%), with the majority of the turnback occurring in the employee benefits and the education funds which turned back \$1.9 million and \$2.2 million, respectively. Of the employee benefits turn back, \$500,000 related to the use of one time grant funds from the American Rescue Plan Act (ARPA).

## **Capital Asset and Debt Administration**

Major capital additions during the period included the DPW/Recreation facility, building improvements, purchase of vehicles and equipment, water and sewer projects, and various infrastructure improvements. At June 30, 2022, the Town's investment in capital assets totaled \$210.8 million.

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 a "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 \$4.2 million in bonds and paid down \$3.9 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$75.7 million of which \$29.3 million was related to the new DPW facility, \$13.9 million was related to school projects, \$2.4 million was related to the water treatment facility, \$4.5 million was related to road construction, \$4.6 million was related to water and sewer construction, \$7.9 million was related to the fire station remodeling, and the balance of \$13.2 million was related to various other capital projects. The \$72.8 was classified as general obligation debt and is backed by the full faith and credit of the Town.

At June 30, 2022, the Town had \$13.4 million of short term bond anticipation notes outstanding. The debt related to water and sewer infrastructure as well as public safety network upgrades.

Please refer to notes 4, 6, and 7 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 Town'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, 2022

	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 106,419,919
Investments.....	20,117,891
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	1,337,989
Tax liens.....	1,309,459
Motor vehicle and other excise taxes.....	164,493
Water and Sewer fees.....	3,101,816
Departmental and other.....	690,507
Intergovernmental.....	1,092,064
Tax foreclosures.....	91,842
Total current assets.....	<u>134,325,980</u>
<b>NONCURRENT:</b>	
Capital assets, nondepreciable.....	73,948,403
Capital assets, net of accumulated depreciation.....	<u>136,870,747</u>
Total noncurrent assets.....	<u>210,819,150</u>
<b>TOTAL ASSETS.....</b>	<u>345,145,130</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions.....	9,182,570
Deferred outflows related to other postemployment benefits.....	<u>2,380,667</u>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES.....</b>	<u>11,563,237</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	6,258,467
Accrued payroll.....	6,271,072
Health claims payable.....	1,543,306
Tax refunds payable.....	3,093,000
Accrued interest.....	1,230,956
Other liabilities.....	1,368,503
Unearned revenue.....	3,277,526
Compensated absences.....	3,371,000
Workers' compensation.....	605,000
Notes payable.....	13,440,000
Long-term debt.....	<u>4,678,763</u>
Total current liabilities.....	<u>45,137,593</u>
<b>NONCURRENT:</b>	
Compensated absences.....	3,637,000
Net pension liability.....	118,806,981
Net OPEB liability.....	107,530,193
Long-term debt.....	<u>76,519,610</u>
Total noncurrent liabilities.....	<u>306,493,784</u>
<b>TOTAL LIABILITIES.....</b>	<u>351,631,377</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Taxes paid in advance.....	99,337
Deferred inflows related to pensions.....	20,534,539
Deferred inflows related to other postemployment benefits.....	<u>3,019,100</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<u>23,652,976</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	135,757,762
Restricted for:	
Permanent funds:	
Expendable.....	499,606
Nonexpendable.....	714,371
Gifts and grants.....	4,663,860
Unrestricted.....	<u>(160,211,585)</u>
<b>TOTAL NET POSITION.....</b>	<u>\$ (18,575,986)</u>

See notes to basic financial statements.

**STATEMENT OF ACTIVITIES**

**YEAR ENDED JUNE 30, 2022**

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Functions/Programs	Program Revenues				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 12,044,785	\$ 2,580,757	\$ 174,789	\$ -	\$ (9,289,239)
Public safety.....	31,733,925	9,278,396	239,362	12,887	(22,203,280)
Education.....	102,899,408	4,898,001	21,730,678	-	(76,270,729)
Public works.....	19,806,492	462,942	97,352	1,095,642	(18,150,556)
Human services.....	3,000,888	375,994	211,706	-	(2,413,188)
Water and sewer.....	11,032,363	10,180,893	-	652,530	(198,940)
Culture and recreation.....	6,220,841	930,069	160,236	-	(5,130,536)
Interest.....	1,901,504	-	-	-	(1,901,504)
<b>Total Primary Government.....</b>	<b>\$ 188,640,206</b>	<b>\$ 28,707,052</b>	<b>\$ 22,614,123</b>	<b>\$ 1,761,059</b>	<b>\$ (135,557,972)</b>

See notes to basic financial statements.

(Continued)

## STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2022

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	<u>Primary Government</u>
	<u>Governmental Activities</u>
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b>(135,557,972)</b>
<i>General revenues:</i>	
Real estate and personal property taxes,	
net of tax refunds payable.....	128,284,211
Tax and other liens.....	633,488
Motor vehicle and other excise taxes.....	4,303,954
Hotel/motel and meals taxes.....	4,269,708
Penalties and interest on taxes.....	598,877
Payments in lieu of taxes.....	524,688
Grants and contributions not restricted to specific programs.....	3,084,725
Unrestricted investment income.....	<u>1,164,386</u>
Total general revenues.....	<u>142,864,037</u>
Change in net position.....	7,306,065
<i>Net position:</i>	
Beginning of year.....	<u>(25,882,051)</u>
End of year.....	\$ <u>(18,575,986)</u>

See notes to basic financial statements. (Concluded)

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

JUNE 30, 2022

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 59,330,326	\$ 21,194,322	\$ 19,945,810	\$ 100,470,458
Investments.....	11,864,368	-	1,027,373	12,891,741
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	1,337,989	-	-	1,337,989
Tax liens.....	1,309,459	-	-	1,309,459
Motor vehicle and other excise taxes.....	164,493	-	-	164,493
Water and sewer fees.....	3,101,816	-	-	3,101,816
Departmental and other.....	149,250	-	414,344	563,594
Intergovernmental.....	-	-	1,092,064	1,092,064
Tax foreclosures.....	91,842	-	-	91,842
<b>TOTAL ASSETS</b> .....	<b>\$ 77,349,543</b>	<b>\$ 21,194,322</b>	<b>\$ 22,479,591</b>	<b>\$ 121,023,456</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 1,481,739	\$ 2,405,983	\$ 2,370,571	\$ 6,258,293
Accrued payroll.....	6,222,513	-	48,559	6,271,072
Tax refunds payable.....	3,093,000	-	-	3,093,000
Other liabilities.....	98,669	-	938,277	1,036,946
Unearned revenue.....	-	-	3,277,526	3,277,526
Notes payable.....	-	12,200,000	1,240,000	13,440,000
<b>TOTAL LIABILITIES</b> .....	<b>10,895,921</b>	<b>14,605,983</b>	<b>7,874,933</b>	<b>33,376,837</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Taxes paid in advance.....	99,337	-	-	99,337
Unavailable revenue.....	5,931,361	-	1,506,408	7,437,769
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b> .....	<b>6,030,698</b>	<b>-</b>	<b>1,506,408</b>	<b>7,537,106</b>
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	714,371	714,371
Restricted.....	-	6,588,339	12,876,289	19,464,628
Committed.....	5,008,187	-	-	5,008,187
Assigned.....	5,963,417	-	-	5,963,417
Unassigned.....	49,451,320	-	(492,410)	48,958,910
<b>TOTAL FUND BALANCES</b> .....	<b>60,422,924</b>	<b>6,588,339</b>	<b>13,098,250</b>	<b>80,109,513</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....	<b>\$ 77,349,543</b>	<b>\$ 21,194,322</b>	<b>\$ 22,479,591</b>	<b>\$ 121,023,456</b>

See notes to basic financial statements.

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

JUNE 30, 2022

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Total governmental fund balances.....	\$ 80,109,513
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	210,819,150
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	7,437,769
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.....	(11,990,402)
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	11,427,487
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(1,230,956)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Long-term debt.....	(81,198,373)
Net pension liability.....	(118,806,981)
Net OPEB liability.....	(107,530,193)
Workers' compensation.....	(605,000)
Compensated absences.....	<u>(7,008,000)</u>
Net effect of reporting long-term liabilities.....	<u>(315,148,547)</u>
Net position of governmental activities.....	<u>\$ (18,575,986)</u>

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2022

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 127,295,791	\$ -	\$ -	\$ 127,295,791
Tax liens.....	899,521	- -	- -	899,521
Motor vehicle and other excise taxes.....	4,399,008	- -	- -	4,399,008
Hotel/motel and meals taxes.....	4,269,708	- -	- -	4,269,708
Water and sewer charges.....	10,487,564	- -	- -	10,487,564
Ambulance.....	775,580	- -	- -	775,580
Penalties and interest on taxes.....	598,877	- -	- -	598,877
Fees and rentals.....	542,603	- -	- -	542,603
Payments in lieu of taxes.....	524,688	- -	- -	524,688
Licenses and permits.....	5,086,767	- -	- -	5,086,767
Intergovernmental - Teachers Retirement.....	9,324,000	- -	- -	9,324,000
Intergovernmental.....	10,267,820	- -	7,657,680	17,925,500
Departmental and other.....	1,074,925	- -	10,203,130	11,278,055
Contributions and donations.....	- -	- -	69,599	69,599
Investment income.....	765,385	- -	23,925	789,310
Miscellaneous.....	583,851	- -	319,467	903,318
<b>TOTAL REVENUES.....</b>	<b>176,896,088</b>	<b>- -</b>	<b>18,273,801</b>	<b>195,169,889</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	6,093,665	- -	2,570,087	8,663,752
Public safety.....	19,241,331	- -	3,224,428	22,465,759
Education.....	70,393,281	- -	8,410,569	78,803,850
Public works.....	10,798,036	16,312,399	1,286,272	28,396,707
Water and sewer.....	9,962,820	- -	2,477,158	12,439,978
Human services.....	1,793,601	- -	210,597	2,004,198
Culture and recreation.....	3,654,604	- -	874,242	4,528,846
Pension benefits.....	11,757,449	- -	- -	11,757,449
Pension benefits - Teachers Retirement.....	9,324,000	- -	- -	9,324,000
Employee benefits.....	16,037,835	- -	- -	16,037,835
State and county charges.....	1,093,522	- -	- -	1,093,522
Debt service:				
Principal.....	4,197,855	- -	65,000	4,262,855
Interest.....	2,489,311	- -	24,375	2,513,686
<b>TOTAL EXPENDITURES.....</b>	<b>166,837,310</b>	<b>16,312,399</b>	<b>19,142,728</b>	<b>202,292,437</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>				
	10,058,778	(16,312,399)	(868,927)	(7,122,548)
<b>OTHER FINANCING SOURCES (USES):</b>				
Issuance of bonds.....	- -	4,220,000	- -	4,220,000
Premium from issuance of bonds.....	180,972	280,001	- -	460,973
Transfers in.....	98,054	- -	62,001	160,055
Transfers out.....	(50,000)	- -	(110,055)	(160,055)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>229,026</b>	<b>4,500,001</b>	<b>(48,054)</b>	<b>4,680,973</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>10,287,804</b>	<b>(11,812,398)</b>	<b>(916,981)</b>	<b>(2,441,575)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>50,135,120</b>	<b>18,400,737</b>	<b>14,015,231</b>	<b>82,551,088</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 60,422,924</b>	<b>\$ 6,588,339</b>	<b>\$ 13,098,250</b>	<b>\$ 80,109,513</b>

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, 2022

Net change in fund balances - total governmental funds.....	\$ (2,441,575)
 Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital outlay.....	21,471,253
Depreciation expense.....	<u>(8,754,985)</u>
Net effect of reporting capital assets.....	12,716,268
 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.....	
	401,306
 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.	
Issuance of bonds.....	(4,220,000)
Premium from issuance of bonds.....	(460,973)
Net amortization of premium from issuance of bonds.....	622,781
Debt service principal payments.....	<u>4,262,855</u>
Net effect of reporting long-term debt.....	204,663
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Net change in compensated absences accrual.....	(383,000)
Net change in accrued interest on long-term debt.....	(10,599)
Net change in deferred outflow/(inflow) of resources related to pensions.....	(13,986,491)
Net change in net pension liability.....	14,615,282
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	1,589,589
Net change in net OPEB liability.....	(4,448,360)
Net change in workers' compensation liability.....	<u>92,000</u>
Net effect of recording long-term liabilities.....	(2,531,579)
 The net activity of internal service funds is reported with Governmental Activities.....	
Change in net position of governmental activities.....	<u>(1,043,018)</u>
	\$ 7,306,065

See notes to basic financial statements.

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

JUNE 30, 2022

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	Governmental Activities - Internal Service Fund
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 5,949,461
Investments.....	7,226,150
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	<u>126,913</u>
TOTAL ASSETS.....	<u>13,302,524</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	331,731
Health claims payable.....	<u>1,543,306</u>
TOTAL LIABILITIES.....	<u>1,875,037</u>
<b>NET POSITION</b>	
Unrestricted.....	<u>\$ 11,427,487</u>

See notes to basic financial statements.

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

**YEAR ENDED JUNE 30, 2022**

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	Governmental Activities - Internal Service Fund
<b><u>OPERATING REVENUES:</u></b>	
Employee contributions.....	\$ 4,786,822
Employer contributions.....	<u>9,770,946</u>
TOTAL OPERATING REVENUES .....	<u>14,557,768</u>
<b><u>OPERATING EXPENSES:</u></b>	
Employee benefits.....	<u>15,975,862</u>
OPERATING INCOME (LOSS).....	(1,418,094)
<b><u>NONOPERATING REVENUES (EXPENSES):</u></b>	
Investment income.....	<u>375,076</u>
CHANGE IN NET POSITION.....	(1,043,018)
NET POSITION AT BEGINNING OF YEAR.....	<u>12,470,505</u>
NET POSITION AT END OF YEAR.....	\$ <u>11,427,487</u>

See notes to basic financial statements.

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

**YEAR ENDED JUNE 30, 2022**

	Governmental Activities - Internal Service Fund
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>	
Receipts from interfund services provided.....	\$ 14,557,768
Payments for interfund services used.....	<u>(15,744,799)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>(1,187,031)</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>	
Purchase of investments.....	(251,986)
Investment income.....	<u>375,076</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>123,090</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	(1,063,941)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>7,013,402</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,949,461</u>
<b><u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u></b>	
Operating income (loss).....	\$ <u>(1,418,094)</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	(1,514)
Warrants payable.....	8,362
Health claims payable.....	<u>224,215</u>
Total adjustments.....	<u>231,063</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ (1,187,031)</u>

See notes to basic financial statements.

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

JUNE 30, 2022

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	Other Postemployment Benefit Trust Fund	Private Purpose Trust Fund
<b>ASSETS</b>		
Cash and cash equivalents.....	\$ -	\$ 43,414
Investments:		
Investments in Pension Reserve Investment Trust.....	<u>13,549,340</u>	-
TOTAL ASSETS.....	<u>13,549,340</u>	<u>43,414</u>
<b>LIABILITIES</b>		
Warrants payable.....	-	308
<b>NET POSITION</b>		
Restricted for other postemployment benefits.....	13,549,340	-
Held in trust for other purposes.....	-	<u>43,106</u>
TOTAL NET POSITION.....	<u>\$ 13,549,340</u>	<u>\$ 43,106</u>

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2022

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Fund
<b>ADDITIONS:</b>		
Contributions:		
Employer contributions.....	\$ 1,527,493	\$ -
Employer contributions for other postemployment benefit payments.....	5,556,705	-
Private donations.....	-	30,754
Total contributions.....	<u>7,084,198</u>	<u>30,754</u>
Net investment income:		
Investment income (loss).....	(469,734)	3
Less: investment expense.....	<u>(76,541)</u>	<u>-</u>
Net investment income (loss).....	<u>(546,275)</u>	<u>3</u>
<b>TOTAL ADDITIONS.....</b>	<b><u>6,537,923</u></b>	<b><u>30,757</u></b>
<b>DEDUCTIONS:</b>		
Other postemployment benefit payments.....	5,556,705	-
Educational scholarships.....	-	14,836
<b>TOTAL DEDUCTIONS.....</b>	<b><u>5,556,705</u></b>	<b><u>14,836</u></b>
<b>NET INCREASE (DECREASE) IN NET POSITION.....</b>	<b><u>981,218</u></b>	<b><u>15,921</u></b>
<b>NET POSITION AT BEGINNING OF YEAR.....</b>	<b><u>12,568,122</u></b>	<b><u>27,185</u></b>
<b>NET POSITION AT END OF YEAR.....</b>	<b><u>\$ 13,549,340</u></b>	<b><u>\$ 43,106</u></b>

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 Select Board. 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 2022 assessment was \$2,593,065. 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 fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental 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 are at least 5 percent of the corresponding element for all governmental funds combined.

Additionally, any other governmental 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 projects 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 trust activity is accounted for in this fund.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

#### E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

#### F. Accounts Receivable

##### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

#### **Real Estate, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

#### **Motor Vehicle Excise Taxes**

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

**Water and Sewer Fees**

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and sewer fees 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 and debt issuances.

**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, vehicles, 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 assets 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 assets 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 Town’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 general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that 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. Long-term debt payable is 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).

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*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.

S. Fund Deficits

An individual fund deficit existed at June 30, 2022, in the nonmajor Town capital projects fund. The deficit will be funded by future bond proceeds.

**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.

MMDT maintains a cash portfolio with a weighted average maturity of 27 days.

The effective weighted duration rate for PRIT investments ranged from 1.33 to 15.12 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 \$97,155,653 and the bank balance totaled \$98,984,970. Of the bank balance, \$2,292,456 was covered by Federal Depository Insurance, \$322,755 was covered by DIF insurance, \$70,166,272 was collateralized, and \$26,203,487 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, 2022, the Town 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.....	\$ 4,618,204	\$ 776,602	\$ 2,939,031	\$ 902,571	\$ -
Government sponsored enterprises.....	2,223,469	588,520	1,229,528	150,495	254,926
Corporate bonds.....	2,476,673	787,643	1,322,491	366,539	-
Total debt securities.....	9,318,346	\$ 2,152,765	\$ 5,491,050	\$ 1,419,605	\$ 254,926
<u>Other investments:</u>					
Equity securities.....	7,856,777				
Fixed income.....	2,942,768				
Money market mutual funds.....	270,715				
Pension Reserve Investment Trust (PRIT)....	13,549,340				
MMDT - Cash portfolio.....	9,036,965				
Total investments.....	\$ 42,974,911				

### 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 in debt securities and 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 shares of MMDT are not subject to custodial credit risk because they are not evidenced by securities that exist in physical or book-entry form.

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.

At June 30, 2022, the Town's investments were rated as follows:

Quality Rating	Government Sponsored Enterprises	Corporate Bonds
AA+.....	\$ 2,223,469	\$ -
AA-.....	-	342,196
A.....	-	366,539
A-.....	-	719,796
BBB+.....	-	1,048,142
<b>Total.....</b>	<b>\$ 2,223,469</b>	<b>\$ 2,476,673</b>

Investments in MMDT and PRIT are unrated.

#### 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.

As of June 30, 2022, the Town did not have more than 5% of its investments in any one individual security.

#### 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, 2022:

Investment Type	June 30, 2022	Fair Value Measurements Using					
		Quoted Prices in Active Markets for Identical Assets	Significant Other Observable Inputs	Significant Unobservable Inputs	(Level 1)	(Level 2)	(Level 3)
<b>Investments measured at fair value:</b>							
<u>Debt securities:</u>							
U.S. treasury bonds.....	\$ 4,618,204	\$ 4,618,204	\$ -	\$ -			
Government sponsored enterprises.....	2,223,469	2,223,469	-	-			
Corporate bonds.....	2,476,673	-	2,476,673	-			
Total debt securities.....	9,318,346	6,841,673	2,476,673	-			
<u>Other investments:</u>							
Equity securities.....	7,856,777	7,856,777	-	-			
Fixed income.....	2,942,768	2,942,768	-	-			
Money market mutual funds.....	270,715	270,715	-	-			
Total other investments.....	11,070,260	11,070,260	-	-			
Total investments measured at fair value.....	20,388,606	\$ 17,911,933	\$ 2,476,673	\$ -			
<b>Investments measured at amortized cost:</b>							
MMDT - Cash portfolio.....	<u>9,036,965</u>						
<b>Investments measured at net asset value:</b>							
Pension Reserve Investment Trust (PRIT).....	<u>13,549,340</u>						
Total investments.....	\$ <u>42,974,911</u>						

Government sponsored enterprises, U.S. treasury bonds, fixed income, equity securities and money market mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate 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, 2022, receivables for the individual major governmental funds and nonmajor and internal service fund in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<b>Receivables:</b>			
Real estate and personal property taxes.....	\$ 1,701,769	\$ (363,780)	\$ 1,337,989
Tax liens.....	1,309,459	-	1,309,459
Motor vehicle and other excise taxes.....	621,493	(457,000)	164,493
Water and sewer fees.....	3,101,816	-	3,101,816
Departmental and other.....	1,316,707	(626,200)	690,507
Intergovernmental.....	1,092,064	-	1,092,064
 Total.....	 \$ 9,143,308	 \$ (1,446,980)	 \$ 7,696,328

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<b>Receivables and other asset type:</b>			
Real estate and personal property taxes.....	\$ 1,219,392	\$ -	\$ 1,219,392
Tax liens.....	1,303,920	-	1,303,920
Motor vehicle and other excise taxes.....	164,493	-	164,493
Water and sewer fees.....	3,101,801	-	3,101,801
Departmental and other.....	149,250	414,344	563,594
Intergovernmental.....	-	1,092,064	1,092,064
Tax foreclosures.....	91,842	-	91,842
 Total.....	 \$ 6,030,698	 \$ 1,506,408	 \$ 7,537,106

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2022, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	40,659,944	20,376,931	(5,684,382)	55,352,493
Total capital assets not being depreciated....	<u>59,255,854</u>	<u>20,376,931</u>	<u>(5,684,382)</u>	<u>73,948,403</u>
<u>Capital assets being depreciated:</u>				
Land improvements.....	8,456,461	50,000	-	8,506,461
Buildings.....	93,766,400	-	-	93,766,400
Buildings and improvements.....	40,419,340	1,724,000	-	42,143,340
Machinery and equipment.....	14,829,163	1,024,666	(41,560)	15,812,269
Vehicles.....	13,872,443	312,029	(208,282)	13,976,190
Infrastructure.....	145,093,482	3,668,009	-	148,761,491
Total capital assets being depreciated.....	<u>316,437,289</u>	<u>6,778,704</u>	<u>(249,842)</u>	<u>322,966,151</u>
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(4,506,569)	(259,815)	-	(4,766,384)
Buildings.....	(43,347,512)	(1,691,714)	-	(45,039,226)
Buildings and improvements.....	(24,320,997)	(1,400,881)	-	(25,721,878)
Machinery and equipment.....	(10,390,251)	(1,139,387)	41,560	(11,488,078)
Vehicles.....	(8,300,432)	(941,525)	208,282	(9,033,675)
Infrastructure.....	(86,724,500)	(3,321,663)	-	(90,046,163)
Total accumulated depreciation.....	<u>(177,590,261)</u>	<u>(8,754,985)</u>	<u>249,842</u>	<u>(186,095,404)</u>
Total capital assets being depreciated, net.....	<u>138,847,028</u>	<u>(1,976,281)</u>	<u>-</u>	<u>136,870,747</u>
Total governmental activities capital assets, net.....	\$ <u>198,102,882</u>	\$ <u>18,400,650</u>	\$ <u>(5,684,382)</u>	\$ <u>210,819,150</u>

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

**Governmental Activities:**

General government.....	\$ 906,843
Public safety.....	648,936
Education.....	2,651,998
Public works.....	4,069,416
Human services.....	10,386
Culture and recreation.....	<u>467,406</u>
Total depreciation expense - governmental activities.....	\$ <u>8,754,985</u>

**NOTE 5 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2022, are summarized as follows:

Transfers Out:	Transfers In:		
	General fund	Nonmajor governmental funds	Total
General fund.....	\$ -	\$ 50,000	\$ 50,000 (1)
Nonmajor governmental funds.....	<u>98,054</u>	<u>12,001</u>	<u>110,055</u> (2)
Total.....	<u>\$ 98,054</u>	<u>\$ 62,001</u>	<u>\$ 160,055</u>

(1) Represents a budgeted transfer from the general fund to the nonmajor transportation revolving fund.  
 (2) Represents transfers from the nonmajor revolving funds to the general fund, as well as a transfer from the nonmajor ride share fund to the nonmajor transportation revolving fund.

**NOTE 6 – 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, 2022, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2021	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2022
BAN	Municipal Purpose.....	1.50%	06/22/22	\$ 3,000,000	\$ -	\$ (3,000,000)	\$ -
BAN	Municipal Purpose.....	1.50%	06/22/22	3,500,000	-	(3,500,000)	-
BAN	Municipal Purpose.....	3.00%	04/28/23	-	13,440,000	-	13,440,000
Total Governmental Funds.....				<u>\$ 6,500,000</u>	<u>\$ 13,440,000</u>	<u>\$ (6,500,000)</u>	<u>\$ 13,440,000</u>

**NOTE 7 – 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, 2022, and the debt service requirements are as follows:

**Long-Term Debt Payable Schedule – Governmental Funds**

Project	Maturities Through	Original	Interest	Outstanding		Outstanding at June 30, 2022
		Loan Amount	Rate (%)	at June 30, 2021	Issued	
Municipal Purpose Bonds of 2012.....	2042	\$ 12,200,000	2.00 - 5.00	\$ 475,000	\$ -	\$ 475,000
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.00 - 4.00	11,260,000	-	395,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	7,365,000	-	780,000
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	11,985,000	-	335,000
Municipal Purpose Bonds of 2020.....	2050	15,644,975	2.00 - 5.00	15,177,475	-	310,000
Municipal Purpose Refunding of 2020.....	2027	5,127,525	4.00 - 5.00	5,127,525	-	585,000
Municipal Purpose Bonds of 2021.....	2051	14,848,000	2.00 - 5.00	14,848,000	-	455,000
Municipal Purpose Refunding of 2021.....	2036	5,737,000	2.00 - 5.00	5,737,000	-	50,000
Municipal Purpose Bonds of 2022.....	2042	4,220,000	3.37 - 5.00	-	4,220,000	-
Subtotal Governmental General Obligation Bonds Payable.....				<u>71,975,000</u>	<u>4,220,000</u>	<u>3,385,000</u>
Massachusetts Clean Water Trust 2007.....	2027	7,797,482	2.00	2,679,093	-	424,490
Massachusetts Clean Water Trust 2008.....	2028	300,000	2.00	119,058	-	16,005
Massachusetts Water Resource Authority 2017.....	2027	224,750	0.00	134,850	-	22,475
Massachusetts Water Resource Authority 2019.....	2029	277,500	0.00	222,000	-	27,750
Massachusetts Water Resource Authority 2021.....	2031	277,500	0.00	277,500	-	27,750
Subtotal Governmental Direct Borrowings Payable.....				<u>3,432,501</u>	<u>-</u>	<u>518,470</u>
Capital Financing 2021.....	2025	1,995,134	2.65	<u>1,495,697</u>	<u>-</u>	<u>359,385</u>
Long-Term Debt Payable.....				<u>76,903,198</u>	<u>4,220,000</u>	<u>4,262,855</u>
Add: Unamortized Premium on Bonds.....				<u>4,499,838</u>	<u>460,973</u>	<u>622,781</u>
Total Long-Term Debt Payable, net.....				<u>\$ 81,403,036</u>	<u>\$ 4,680,973</u>	<u>\$ 4,885,636</u>
						<u>\$ 81,198,373</u>

Debt service requirements for principal and interest for governmental general obligation bonds, direct borrowings, and capital financing payable in future years was as follows:

Year	General Obligation Bonds:			Direct Borrowings and Capital Financing:		
	Principal	Interest	Total	Principal	Interest	Total
2023.....	\$ 3,285,000	\$ 2,534,883	\$ 5,819,883	\$ 896,277	\$ 72,771	\$ 969,048
2024.....	3,355,000	2,353,400	5,708,400	915,132	53,917	969,049
2025.....	3,410,000	2,197,099	5,607,099	934,430	34,619	969,049
2026.....	3,160,000	2,043,162	5,203,162	555,159	14,869	570,028
2027.....	3,185,000	1,895,877	5,080,877	564,799	5,229	570,028
2028.....	3,130,000	1,747,340	4,877,340	73,546	180	73,726
2029.....	3,200,000	1,604,965	4,804,965	55,500	-	55,500
2030.....	3,200,000	1,466,390	4,666,390	27,750	-	27,750
2031.....	3,015,000	1,334,565	4,349,565	27,750	-	27,750
2032.....	2,965,000	1,218,275	4,183,275	-	-	-
2033.....	2,990,000	1,117,332	4,107,332	-	-	-
2034.....	3,015,000	1,024,985	4,039,985	-	-	-
2035.....	3,060,000	940,913	4,000,913	-	-	-
2036.....	2,880,000	857,024	3,737,024	-	-	-
2037.....	2,345,000	780,898	3,125,898	-	-	-
2038.....	2,410,000	716,600	3,126,600	-	-	-
2039.....	2,470,000	649,345	3,119,345	-	-	-
2040.....	2,540,000	579,429	3,119,429	-	-	-
2041.....	2,605,000	506,278	3,111,278	-	-	-
2042.....	2,340,000	449,066	2,789,066	-	-	-
2043.....	1,750,000	373,538	2,123,538	-	-	-
2044.....	1,795,000	325,337	2,120,337	-	-	-
2045.....	1,840,000	275,863	2,115,863	-	-	-
2046.....	1,895,000	224,231	2,119,231	-	-	-
2047.....	1,955,000	180,501	2,135,501	-	-	-
2048.....	1,910,000	108,250	2,018,250	-	-	-
2049.....	1,200,000	74,682	1,274,682	-	-	-
2050.....	1,230,000	45,714	1,275,714	-	-	-
2051.....	675,000	15,188	690,188	-	-	-
Total.....	\$ 72,810,000	\$ 27,641,130	\$ 100,451,130	\$ 4,050,343	\$ 181,585	\$ 4,231,928

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 ten equal annual installments. At June 30, 2022, the outstanding principal amount of these loans totaled \$556,375.

The Town implemented GASB Statement #87, Leases in the year ended June 30, 2022. Capital leases previously reported as long-term leases have been reclassified as capital financing long-term debt this year.

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, 2022, the Town had the following authorized and unissued debt:

Purpose	Amount
Fire station construction.....	\$ 225,000
MWRA.....	4,600,000
Phase 2 MWRA water connection.....	5,900,000
Water main improvements.....	1,500,000
Mill pond PFAS filter addition.....	<u>10,800,000</u>
 Total.....	 <u>\$ 23,025,000</u>

### Changes in Long-term Liabilities

During the year ended June 30, 2022, the following changes occurred in long-term liabilities:

	Beginning Balance	Long-term Debt Issued	Long-term Debt Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>							
Long-term bonds payable.....	\$ 71,975,000	\$ 4,220,000	\$ (3,385,000)	-	\$ 72,810,000	\$ 3,285,000	
Long-term direct borrowing payable.....	3,432,501	-	(518,470)	-	-	2,914,031	527,369
Capital financing payable.....	1,495,697	-	(359,385)	-	-	1,136,312	368,908
Add: Unamortized premium on bonds.	4,499,838	460,973	(622,781)	-	-	4,338,030	497,486
Total long-term debt payable.....	81,403,036	4,680,973	(4,885,636)	-	-	81,198,373	4,678,763
Compensated absences.....	6,625,000	-	-	3,747,000	(3,364,000)	7,008,000	3,371,000
Workers' compensation.....	697,000	-	-	605,000	(697,000)	605,000	605,000
Net pension liability.....	133,422,263	-	-	5,859,614	(20,474,896)	118,806,981	-
Net other postemployment benefits.....	103,081,833	-	-	11,532,558	(7,084,198)	107,530,193	-
 Total governmental activity							
long-term liabilities.....	<u>\$ 325,229,132</u>	<u>\$ 4,680,973</u>	<u>\$ (4,885,636)</u>	<u>\$ 21,744,172</u>	<u>\$ (31,620,094)</u>	<u>\$ 315,148,547</u>	<u>\$ 8,654,763</u>

Compensated absence liabilities, workers' compensation, net pension liabilities, and other postemployment benefit liabilities related to governmental activities are normally paid from the general fund.

### **NOTE 8 – 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 Town from its highest level of decision-making authority.
- Assigned: fund balances that contain self-imposed constraints of the Town 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 was \$11.4 million and is reported as unassigned fund balance within the general fund.

As of June 30, 2022, the governmental fund balances are presented on the following page.

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Fund Balances:</b>				
Nonspendable:				
Permanent fund principal.....	\$ -	\$ -	\$ 714,371	\$ 714,371
Restricted for:				
Public works capital projects.....	-	6,588,339	-	6,588,339
Town revolving funds.....	-	-	4,702,957	4,702,957
School revolving funds.....	-	-	3,137,932	3,137,932
Town gifts.....	-	-	433,079	433,079
School gifts.....	-	-	39,234	39,234
School activity programs.....	-	-	199,442	199,442
Federal grants.....	-	-	210,603	210,603
State & local grants.....	-	-	2,888,880	2,888,880
Special purposes funds.....	-	-	723,500	723,500
School capital projects.....	-	-	41,056	41,056
Town libraries.....	-	-	940	940
Cemetery perpetual care.....	-	-	498,666	498,666
Committed to:				
Articles and continuing appropriations:				
Town administration/select board.....	131,974	-	-	131,974
Assessors.....	345,065	-	-	345,065
Management information systems.....	68,000	-	-	68,000
Planning board.....	99,726	-	-	99,726
Police department.....	103,406	-	-	103,406
Fire department.....	302,140	-	-	302,140
Education.....	2,039,238	-	-	2,039,238
Public works.....	1,799,037	-	-	1,799,037
Recreation.....	119,601	-	-	119,601
Assigned to:				
Town administration/select board.....	6,074	-	-	6,074
Accounting.....	1,500	-	-	1,500
Assessors.....	31,250	-	-	31,250
Treasurer/collector.....	7,000	-	-	7,000
Central administration.....	11,470	-	-	11,470
Legal.....	10,575	-	-	10,575
Human resources.....	441	-	-	441
Management information systems.....	9,340	-	-	9,340
Planning board.....	16,676	-	-	16,676
Negotiated settlements.....	259,718	-	-	259,718
Police department.....	94,123	-	-	94,123
Fire department.....	68,855	-	-	68,855
Building department.....	481	-	-	481
Emergency management service.....	9,715	-	-	9,715
Education.....	2,220,986	-	-	2,220,986
Public works.....	787,565	-	-	787,565
Rubbish and garbage.....	110,000	-	-	110,000
Street light.....	10,000	-	-	10,000
Board of health.....	4,599	-	-	4,599
Youth and family services.....	2,000	-	-	2,000
Recreation.....	49,758	-	-	49,758
Historical commission.....	5,081	-	-	5,081
Employee benefits.....	83,710	-	-	83,710
Fiscal year 2023 capital budget.....	2,162,500	-	-	2,162,500
Unassigned.....	49,451,320	-	(492,410)	48,958,910
Total Fund Balances.....	\$ 60,422,924	\$ 6,588,339	\$ 13,098,250	\$ 80,109,513

**NOTE 9 – 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, 2021. The Town’s portion of the collective pension expense, contributed by the Commonwealth, of \$9,324,000 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 \$116,186,962 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, 2022, was \$11,757,449 and 31.28% 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, 2022, the Town reported a liability of \$118,806,981 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2022. 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, 2021, the Town's proportion was 8.86%, which was an increase of 0.15% from the last measurement date.

### *Pension Expense*

For the year ended June 30, 2022, the Town recognized a pension expense of \$11,128,658. At June 30, 2022, the Town reported deferred outflows and inflows of resources related to pensions as follows:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 2,024,769	\$ -	\$ 2,024,769
Difference between projected and actual earnings, net.....	-	(20,200,517)	(20,200,517)
Changes in assumptions.....	4,230,305	-	4,230,305
Changes in proportion and proportionate share of contributions...	2,927,496	(334,022)	2,593,474
 Total deferred outflows/(inflows) of resources.....	 \$ 9,182,570	 \$ (20,534,539)	 \$ (11,351,969)

The Town's net deferred inflows and deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>		
2023.....	\$	(1,067,956)
2024.....		(3,118,396)
2025.....		(4,176,403)
2026.....		<u>(2,989,214)</u>
<b>Total.....</b>	<b>\$</b>	<b><u>(11,351,969)</u></b>

#### *Actuarial Assumptions*

The total pension liability in the January 1, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was rolled back to December 31, 2021.

Valuation date.....	January 1, 2022
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.50% for fiscal 2022 through fiscal 2028, 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, 2020 for non-ERI liability, and 2 years from July 1, 2020 for 2010 ERI.
Asset valuation method.....	The difference between the expected return and the actual investment return on a fair value basis is recognized over a five year period. Asset value is adjusted as necessary to be within 20% of the fair value.
Investment rate of return/Discount rate.....	7.15%, previously 7.30%.
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.
Mortality rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2021.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2021.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2021.

### *Investment Policy*

The System'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, 2022, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	22.00%	6.11%
International developed markets equity.....	11.50%	6.49%
International emerging markets equity.....	4.50%	8.12%
Core fixed income.....	15.00%	0.38%
High-yield fixed income.....	8.00%	2.48%
Real estate.....	10.00%	3.72%
Timber.....	4.00%	3.44%
Hedge funds, GTAA, risk parity.....	10.00%	2.63%
Private equity.....	15.00%	9.93%
 Total.....	 <u>100.00%</u>	

### *Rate of Return*

For the year ended December 31, 2021, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 19.86%. 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 7.15% at December 31, 2021 and 7.30% at December 31, 2020. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rated. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability, calculated using the discount rate of 7.15% as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15%) or 1-percentage-point higher (8.15%) than the current rate:

	1% Decrease (6.15%)	Current Discount (7.15%)	1% Increase (8.15%)
The Town's proportionate share of the net pension liability.....	\$ 153,680,744	\$ 118,806,981	\$ 89,435,333

*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 7.30% to 7.15%.
- The mortality projection scale was updated from MP-2017 to MP-2021.

*Changes in Plan Provisions*

- None.

**NOTE 10 – 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 four 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.

*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 1.2 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
2021.....	\$ 1,440,843	\$ 14,193,602	\$ (14,315,354)	\$ 1,319,091
2022.....	1,319,091	15,949,279	(15,725,064)	1,543,306

*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, 2022, the amount of the liability for workers' compensation claims totaled \$605,000. 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
2021.....	\$ 723,000	\$ 519,000	\$ (545,000)	\$ 697,000	\$ 697,000
2022.....	697,000	529,000	(621,000)	605,000	605,000

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

**NOTE 11 – 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, 2022, the Town contributed \$7,084,198 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 2022, the Town pre-funded future OPEB liabilities totaling \$1,527,493 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, 2022, the net position of the OPEB trust fund totaled \$13,549,340.

#### *Investment Policy*

The Town's policy in regard to the allocation of invested assets is established and may be amended by the Select Board 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 December 31, 2020:

Active members.....	632
Inactive members currently receiving benefits.....	870
<b>Total.....</b>	<b>1,502</b>

#### *Components of OPEB Liability*

The following table represents the components of the Plan's OPEB liability as of June 30, 2022:

Total OPEB liability.....	\$ 121,079,533
Less: OPEB plan's fiduciary net position.....	<u>(13,549,340)</u>
 Net OPEB liability.....	 <u>\$ 107,530,193</u>
 The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	 11.19%

*Significant Actuarial Methods and Assumptions*

The total OPEB liability in the December 31, 2020 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, 2022.

Valuation date.....	December 31, 2020.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll.
Amortization method.....	Payments increase 3.25% per year.
Remaining amortization period.....	24 years from December 31, 2021
Asset valuation method.....	Fair value.
Investment rate of return/discount rate....	7.00%
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: 7.50% decreasing by 0.25% for 12 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): Pub-2010 Teacher Employee Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Healthy Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Disabled Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.

*Rate of Return*

For the year ended June 30, 2022, the annual money-weighted rate of return on investments, net of investment expense, was (3.93)%. 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, 2022 are summarized in the following table.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	22.00%	6.11%
International developed markets equity.....	11.50%	6.49%
International emerging markets equity.....	4.50%	8.12%
Core fixed income.....	15.00%	0.38%
High-yield fixed income.....	8.00%	2.48%
Real estate.....	10.00%	3.72%
Commodities.....	4.00%	3.44%
Hedge fund, GTAA, risk parity.....	10.00%	2.63%
Private equity.....	15.00%	9.93%
 Total.....	 <u>100.00%</u>	

*Discount Rate*

The discount rate used to measure the total OPEB liability was 7.00% as of June 30, 2022 and June 30, 2021. 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 7.00%, 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 (6.00%) or 1-percentage-point higher (8.00%) than the current rate.

	1% Decrease	Current	1% Increase
	(6.00%)	(7.00%)	(8.00%)
Net OPEB liability.....	\$ 122,785,702	\$ 107,530,193	\$ 94,860,867

*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, 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.....	\$ 92,287,672	\$ 107,530,193	\$ 126,334,459

*Summary of Significant Accounting Policies*

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

*Changes in the Net OPEB Liability*

	Increase (Decrease)		
	Plan		
	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balance at June 30, 2021.....	\$ 115,649,955	\$ 12,568,122	\$ 103,081,833
<b>Changes for the year:</b>			
Service cost.....	2,880,357	-	2,880,357
Interest.....	8,105,926	-	8,105,926
Contributions - employer.....	-	7,084,198	(7,084,198)
Net investment income (loss).....	-	(546,275)	546,275
Benefit payments.....	(5,556,705)	(5,556,705)	-
Net change.....	5,429,578	981,218	4,448,360
Balance at June 30, 2022.....	\$ 121,079,533	\$ 13,549,340	\$ 107,530,193

***OPEB Expense and Deferred Outflows and Deferred Inflows of Resources Related to OPEB***

For the year ended June 30, 2022, the Town recognized OPEB expense of \$9,942,969. At June 30, 2022, the Town reported deferred outflows 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.....	\$ 1,623,178	\$ -	\$ 1,623,178
Difference between projected and actual earnings, net.....	528,865	-	528,865
Changes in assumptions.....	228,624	(3,019,100)	(2,790,476)
 Total deferred outflows/(inflows) of resources.....	 \$ 2,380,667	 \$ (3,019,100)	 \$ (638,433)

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

Year ended June 30:

2023.....	\$ (57,273)
2024.....	(81,293)
2025.....	(574,552)
2026.....	74,685
 Total.....	 \$ (638,433)

*Changes of Assumptions and Changes in Plan Provisions – None.*

**NOTE 12 – COMMITMENTS**

The Town is committed to completing various projects throughout the Town that will be funded with long term debt that has been authorized, but not yet issued, totaling \$23 million.

At June 30, 2022 the Town committed to fund approximately \$8.8 million of carryover articles and encumbrances.

**NOTE 13 – 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, 2022, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2022.

**NOTE 14 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 16, 2022, which is the date the financial statements were available to be issued.

**NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2022, the following GASB pronouncements were implemented:

- GASB Statement #87, Leases. The Annual Comprehensive Financial Report (ACFR) and related notes were updated to be in compliance with this pronouncement.
- GASB Statement #89, Accounting for Interest Cost Incurred before the End of a Construction Period. This pronouncement did not impact the ACFR.
- GASB Statement #92, Omnibus 2020. This pronouncement did not impact the ACFR.
- GASB Statement #93, Replacement of Interbank Offered Rates. This pronouncement did not impact the ACFR.
- GASB 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. This pronouncement did not impact the ACFR.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #91, Conduit Debt Obligations, which is required to be implemented in 2023.
- 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 #99, Omnibus 2022, which is required to be implemented in 2023.
- The GASB issued Statement #100, Accounting Changes and Error Corrections, which is required to be implemented in 2024.
- The GASB issued Statement #101, Compensated Absences, which is required to be implemented in 2025.

Management is currently assessing the impact the implementation of these pronouncements will have on the ACFR.

## ***Required Supplementary Information***

# ***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, 2022

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 128,301,144	\$ 128,801,144	\$ 127,968,112	\$ -	(833,032)
Tax liens.....	-	-	899,521	-	899,521
Motor vehicle and other excise taxes.....	4,414,209	4,414,209	4,399,008	-	(15,201)
Hotel, motel, and meals tax.....	2,435,000	2,435,000	4,269,708	-	1,834,708
Ambulance.....	500,000	500,000	775,580	-	275,580
Water charges.....	3,650,000	3,650,000	4,177,995	-	527,995
Penalties and interest on taxes.....	290,000	290,000	598,877	-	308,877
Fees and rentals.....	500,000	500,000	542,603	-	42,603
Payments in lieu of taxes.....	520,000	520,000	524,688	-	4,688
Licenses and permits.....	1,000,000	1,000,000	5,086,767	-	4,086,767
Intergovernmental.....	10,650,981	10,650,981	10,267,820	-	(383,161)
Departmental and other.....	783,000	783,000	884,293	-	101,293
Investment income.....	300,000	300,000	329,019	-	29,019
Miscellaneous.....	170,000	170,000	583,851	-	413,851
<b>TOTAL REVENUES.....</b>	<b>153,514,334</b>	<b>154,014,334</b>	<b>161,307,842</b>	<b>-</b>	<b>7,293,508</b>
<b>EXPENDITURES:</b>					
GENERAL GOVERNMENT					
TOWN MEETING & REPORTS					
Salaries.....	3,333	7,521	7,521	-	-
Expenses.....	12,817	15,773	15,773	-	-
<b>TOTAL.....</b>	<b>16,150</b>	<b>23,294</b>	<b>23,294</b>	<b>-</b>	<b>-</b>
OTHER LEGISLATIVE COMMITTEES					
Salaries.....	7,744	2,682	2,682	-	-
Expenses.....	273	273	-	-	273
<b>TOTAL.....</b>	<b>8,017</b>	<b>2,955</b>	<b>2,682</b>	<b>-</b>	<b>273</b>
TOWN ADMINISTRATION/ SELECT BOARD					
Salaries.....	622,496	739,655	738,455	1,140	60
Expenses.....	48,015	48,015	35,730	4,934	7,351
Special accounts.....	17,500	17,500	10,673	-	6,827
Capital Articles.....	182,318	157,218	25,244	131,974	-
<b>TOTAL.....</b>	<b>870,329</b>	<b>962,388</b>	<b>810,102</b>	<b>138,048</b>	<b>14,238</b>
ACCOUNTING					
Salaries.....	428,837	428,793	428,793	-	-
Expenses.....	5,601	5,601	2,959	1,500	1,142
<b>TOTAL.....</b>	<b>434,438</b>	<b>434,394</b>	<b>431,752</b>	<b>1,500</b>	<b>1,142</b>
ASSESSORS					
Salaries.....	308,704	342,042	333,761	-	8,281
Expenses.....	118,128	118,128	71,031	31,250	15,847
Capital Articles.....	345,317	345,317	252	345,065	-
<b>TOTAL.....</b>	<b>772,149</b>	<b>805,487</b>	<b>405,044</b>	<b>376,315</b>	<b>24,128</b>
TREASURER/ COLLECTOR					
Salaries.....	653,245	655,396	638,191	-	17,205
Expenses.....	27,638	27,638	13,287	7,000	7,351
Special accounts.....	100	100	-	-	100
Capital Articles.....	-	144,297	144,297	-	-
<b>TOTAL.....</b>	<b>680,983</b>	<b>827,431</b>	<b>795,775</b>	<b>7,000</b>	<b>24,656</b>
CENTRAL ADMINISTRATION					
Central supply.....	110,000	110,000	110,000	-	-
Central machines.....	32,543	32,543	28,616	-	3,927
Town insurance.....	1,156,399	1,156,399	1,156,399	-	-
Financial services.....	71,470	71,470	49,800	11,470	10,200
<b>TOTAL.....</b>	<b>1,370,412</b>	<b>1,370,412</b>	<b>1,344,815</b>	<b>11,470</b>	<b>14,127</b>
LEGAL					
Legal expenses.....	202,625	184,358	149,906	10,575	23,877

(Continued)

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

YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>HUMAN RESOURCES</b>					
Salaries.....	141,897	145,198	145,198	-	-
Expenses.....	4,390	4,390	1,739	441	2,210
Special accounts.....	<u>14,575</u>	<u>14,575</u>	<u>8,648</u>	-	5,927
<b>TOTAL</b> .....	<b>160,862</b>	<b>164,163</b>	<b>155,585</b>	<b>441</b>	<b>8,137</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
Salaries.....	339,869	345,790	345,729	-	61
Expenses.....	337,706	337,706	328,268	9,340	98
Capital Articles.....	68,000	68,000	-	<u>68,000</u>	-
<b>TOTAL</b> .....	<b>745,575</b>	<b>751,496</b>	<b>673,997</b>	<b>77,340</b>	<b>159</b>
<b>TOWN CLERK</b>					
Salaries.....	360,545	367,396	367,395	-	1
Expenses.....	20,100	20,100	19,543	-	557
Special accounts.....	29,768	29,768	28,551	-	1,217
Capital Articles.....	50,000	40,900	40,900	-	-
<b>TOTAL</b> .....	<b>460,413</b>	<b>458,164</b>	<b>456,389</b>	-	<b>1,775</b>
<b>BOARD OF REGISTRAR</b>					
Salaries.....	1,250	1,250	1,250	-	-
Expenses.....	10,800	10,800	10,590	-	210
<b>TOTAL</b> .....	<b>12,050</b>	<b>12,050</b>	<b>11,840</b>	-	<b>210</b>
<b>CONSERVATION</b>					
Salaries.....	244,783	247,628	235,919	-	11,709
Expenses.....	10,050	10,050	2,639	-	7,411
Special accounts.....	18,800	18,800	10,790	-	8,010
<b>TOTAL</b> .....	<b>273,633</b>	<b>276,478</b>	<b>249,348</b>	-	<b>27,130</b>
<b>PLANNING BOARD</b>					
Salaries.....	337,195	341,729	325,110	45	16,574
Expenses.....	51,237	51,237	16,201	<u>16,631</u>	18,405
Capital Articles.....	<u>105,957</u>	<u>105,726</u>	<u>6,000</u>	<u>99,726</u>	-
<b>TOTAL</b> .....	<b>494,389</b>	<b>498,692</b>	<b>347,311</b>	<b>116,402</b>	<b>34,979</b>
<b>BOARD OF APPEALS</b>					
Salaries.....	13,481	19,535	19,535	-	-
Expenses.....	250	250	-	-	250
<b>TOTAL</b> .....	<b>13,731</b>	<b>19,785</b>	<b>19,535</b>	-	<b>250</b>
<b>TOWN FACILITIES</b>					
Expenses.....	95,943	95,943	63,629	-	32,314
<b>NEGOTIATED SETTLEMENTS</b> .....	<b>822,245</b>	<b>402,855</b>	<b>143,137</b>	<b>259,718</b>	-
<b>Total General Government</b> .....	<b>7,433,944</b>	<b>7,290,345</b>	<b>6,084,141</b>	<b>998,809</b>	<b>207,395</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	8,702,725	8,344,688	8,139,005	87,848	117,835
Expenses.....	633,248	595,985	594,753	-	1,232
Special accounts.....	359,473	396,736	376,684	6,275	13,777
Capital Articles.....	<u>122,042</u>	<u>122,042</u>	<u>18,636</u>	<u>103,406</u>	-
<b>TOTAL</b> .....	<b>9,817,488</b>	<b>9,459,451</b>	<b>9,129,078</b>	<b>197,529</b>	<b>132,844</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	7,971,898	8,666,527	8,666,526	-	1
Expenses.....	533,371	533,371	465,991	53,726	13,654
Special accounts.....	254,284	254,284	220,976	15,129	18,179
Capital Articles.....	342,808	342,271	40,131	<u>302,140</u>	-
<b>TOTAL</b> .....	<b>9,102,361</b>	<b>9,796,453</b>	<b>9,393,624</b>	<b>370,995</b>	<b>31,834</b>
<b>BUILDING DEPARTMENT</b>					
Salaries.....	720,514	742,461	666,535	-	75,926
Expenses.....	40,026	40,026	30,709	481	8,836
<b>TOTAL</b> .....	<b>760,540</b>	<b>782,487</b>	<b>697,244</b>	<b>481</b>	<b>84,762</b>

(Continued)

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

YEAR ENDED JUNE 30, 2022

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>SEALER OF WEIGHTS</b>					
Expenses.....	7,800	7,800	7,500	-	300
<b>EMERGENCY MANAGEMENT SERVICE</b>					
Salaries.....	10,000	10,000	10,000	-	-
Expenses.....	8,100	8,100	2,523	5,577	-
Special accounts.....	5,500	5,500	1,362	4,138	-
TOTAL.....	23,600	23,600	13,885	9,715	-
Total Public Safety.....	19,711,789	20,069,791	19,241,331	578,720	249,740
<b>EDUCATION</b>					
<b>PUBLIC SCHOOLS</b>					
Salaries and expenditures.....	75,473,463	75,723,456	65,830,495	7,757,656	2,135,305
Capital articles.....	2,475,776	2,332,599	293,361	2,039,238	-
TOTAL.....	77,949,239	78,056,055	66,123,856	9,796,894	2,135,305
REGIONAL SCHOOL ASSESSMENTS.....	2,833,083	2,833,083	2,723,900	-	109,183
Total Education.....	80,782,322	80,889,138	68,847,756	9,796,894	2,244,488
<b>PUBLIC WORKS</b>					
Salaries.....	5,737,204	5,761,364	5,476,999	-	284,365
Expenses.....	4,215,631	4,677,631	3,880,170	599,273	198,188
Special accounts.....	476,057	476,057	277,194	188,292	10,571
Capital Articles.....	2,792,100	3,272,823	1,473,786	1,799,037	-
TOTAL.....	13,220,992	14,187,875	11,108,149	2,586,602	493,124
<b>SNOW AND ICE</b>					
Expenses.....	350,000	350,000	710,304	-	(360,304)
<b>RUBBISH AND GARBAGE</b>					
Expenses.....	2,297,200	2,297,200	2,089,683	110,000	97,517
<b>STREET LIGHT</b>					
Expenses.....	561,599	561,599	549,643	10,000	1,956
<b>DEP DRINKING WATER</b>					
Expenses.....	15,000	15,000	9,792	-	5,208
Total Public Works.....	16,444,791	17,411,674	14,467,571	2,706,602	237,501
<b>HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Salaries.....	637,609	672,531	594,459	4,267	73,805
Expenses.....	35,490	35,490	26,750	332	8,408
Special accounts.....	96,804	96,804	71,603	-	25,201
TOTAL.....	769,903	804,825	692,812	4,599	107,414
<b>COUNCIL ON AGING</b>					
Salaries.....	401,004	427,714	385,579	-	42,135
Expenses.....	9,550	9,550	4,551	-	4,999
Special accounts.....	7,442	7,442	6,942	-	500
TOTAL.....	417,996	444,706	397,072	-	47,634
<b>VETERANS' SERVICES</b>					
Salaries.....	141,589	143,004	143,001	-	3
Expenses.....	3,109	3,035	3,024	-	11
Special accounts.....	112,000	112,000	89,790	-	22,210
TOTAL.....	256,698	258,039	235,815	-	22,224
<b>YOUTH AND FAMILY SERVICES</b>					
Salaries.....	455,069	474,276	442,725	1,146	30,405
Expenses.....	25,031	25,031	24,177	854	-
TOTAL.....	480,100	499,307	466,902	2,000	30,405

(Continued)

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

YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>DISABILITY ACCESS COMMISSION</b>					
Salaries.....	534	608	608	-	-
Expenses.....	400	400	392	-	8
<b>TOTAL.....</b>	<b>934</b>	<b>1,008</b>	<b>1,000</b>	<b>-</b>	<b>8</b>
Total Human Services.....	1,925,631	2,007,885	1,793,601	6,599	207,685
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,373,405	1,407,909	1,407,909	-	-
Expenses.....	80,023	80,023	79,919	-	104
Special accounts.....	196,373	190,166	190,019	-	147
<b>TOTAL.....</b>	<b>1,649,801</b>	<b>1,678,098</b>	<b>1,677,847</b>	<b>-</b>	<b>251</b>
<b>RECREATION DEPARTMENT</b>					
Salaries.....	1,629,622	1,639,835	1,563,535	45,796	30,504
Expenses.....	314,393	314,393	310,431	3,962	-
Special accounts.....	28,980	28,980	28,690	-	290
Capital Articles.....	186,000	184,958	65,357	119,601	-
<b>TOTAL.....</b>	<b>2,158,995</b>	<b>2,168,166</b>	<b>1,968,013</b>	<b>169,359</b>	<b>30,794</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	13,825	13,825	8,744	5,081	-
Total Culture and Recreation.....	3,822,621	3,860,089	3,654,604	174,440	31,045
<b>PENSION BENEFITS</b>					
County retirement.....	11,757,449	11,757,449	11,757,449	-	-
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	15,112,422	15,112,422	13,298,719	82,500	1,731,203
Transfer to OPEB.....	1,527,493	1,527,493	1,527,493	-	-
Medicare tax.....	1,260,128	1,260,128	1,207,993	-	52,135
Unemployment compensation.....	100,000	100,000	3,630	1,210	95,160
<b>TOTAL.....</b>	<b>18,000,043</b>	<b>18,000,043</b>	<b>16,037,835</b>	<b>83,710</b>	<b>1,878,498</b>
<b>CAPITAL IMPROVEMENTS.....</b>	<b>400,000</b>	<b>400,000</b>	<b>399,021</b>	<b>-</b>	<b>979</b>
<b>RESERVE FUND.....</b>	<b>200,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
<b>STATE AND COUNTY ASSESSMENTS.....</b>	<b>1,013,969</b>	<b>1,093,522</b>	<b>1,093,522</b>	<b>-</b>	<b>-</b>
<b>Debt service:</b>					
Principal.....	4,386,593	4,386,593	3,857,700	-	528,893
Interest.....	2,390,179	2,390,179	2,311,994	-	78,185
<b>TOTAL EXPENDITURES.....</b>	<b>168,269,331</b>	<b>169,856,708</b>	<b>149,546,525</b>	<b>14,345,774</b>	<b>5,964,409</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>(14,754,997)</b>	<b>(15,842,374)</b>	<b>11,761,317</b>	<b>(14,345,774)</b>	<b>13,257,917</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	-	-	180,972	-	180,972
Transfers in.....	-	612,000	710,054	-	98,054
Transfers out.....	(50,000)	(1,206,248)	(1,002,040)	-	204,208
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(50,000)</b>	<b>(594,248)</b>	<b>(111,014)</b>	<b>-</b>	<b>483,234</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(14,804,997)</b>	<b>(16,436,622)</b>	<b>11,650,303</b>	<b>(14,345,774)</b>	<b>13,741,151</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>40,890,758</b>	<b>40,890,758</b>	<b>40,890,758</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 26,085,761</b>	<b>\$ 24,454,136</b>	<b>\$ 52,541,061</b>	<b>\$ (14,345,774)</b>	<b>\$ 13,741,151</b>

(Concluded)

See notes to required supplementary information.

# **Pension Plan Schedules**

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of Special Funding Amounts of Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten-year trend is complied, information is presented for those years for which information is available.

**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

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Year	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered-payroll	Net pension liability as a percentage of covered-payroll	Plan fiduciary net position as a percentage of the total pension liability
December 31, 2021.....	8.861%	\$ 118,806,981	\$ 37,219,280	319.21%	61.14%
December 31, 2020.....	8.714%	133,422,263	36,934,043	361.24%	53.42%
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**

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Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-payroll	Contributions as a percentage of covered-payroll
June 30, 2022.....	\$ 11,757,449	\$ (11,757,449)	\$ -	\$ 37,591,473	31.28%
June 30, 2021.....	10,675,811	(10,675,811)	-	37,303,383	28.62%
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**

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The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

<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>
2022.....	\$ 116,186,962	\$ 9,324,000	62.03%
2021.....	141,577,478	17,486,847	50.67%
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	June 30, 2021	June 30, 2022
<b>Total OPEB Liability</b>						
Service Cost.....	\$ 2,029,964	\$ 2,101,013	\$ 2,174,548	\$ 2,504,177	\$ 2,531,670	\$ 2,880,357
Interest.....	7,074,192	7,410,905	7,744,557	7,876,841	8,109,696	8,105,926
Changes of benefit terms.....	-	-	(2,094,953)	-	(397,909)	-
Differences between expected and actual experience...	-	-	1,725,041	-	1,572,244	-
Changes of assumptions.....	-	-	685,874	(2,172,143)	(2,899,543)	-
Benefit payments.....	<u>(4,508,617)</u>	<u>(4,869,350)</u>	<u>(5,316,110)</u>	<u>(5,042,629)</u>	<u>(5,095,675)</u>	<u>(5,556,705)</u>
Net change in total OPEB liability.....	4,595,539	4,642,568	4,918,957	3,166,246	3,820,483	5,429,578
Total OPEB liability - beginning.....	<u>94,506,162</u>	<u>99,101,701</u>	<u>103,744,269</u>	<u>108,663,226</u>	<u>111,829,472</u>	<u>115,649,955</u>
Total OPEB liability - ending (a).....	<u>\$ 99,101,701</u>	<u>\$ 103,744,269</u>	<u>\$ 108,663,226</u>	<u>\$ 111,829,472</u>	<u>\$ 115,649,955</u>	<u>\$ 121,079,533</u>
<b>Plan fiduciary net position</b>						
Employer contributions.....	\$ 846,500	\$ 597,325	\$ 1,152,876	\$ 1,213,593	\$ 779,957	\$ 1,527,493
Employer contributions for OPEB payments.....	4,508,617	4,869,350	5,316,110	5,042,629	5,095,675	5,556,705
Net investment income (loss).....	599,191	565,625	422,178	183,391	2,162,221	(546,275)
Benefit payments.....	<u>(4,508,617)</u>	<u>(4,869,350)</u>	<u>(5,316,110)</u>	<u>(5,042,629)</u>	<u>(5,095,675)</u>	<u>(5,556,705)</u>
Net change in plan fiduciary net position.....	1,445,691	1,162,950	1,575,054	1,396,984	2,942,178	981,218
Plan fiduciary net position - beginning of year.....	<u>4,045,265</u>	<u>5,490,956</u>	<u>6,653,906</u>	<u>8,228,960</u>	<u>9,625,944</u>	<u>12,568,122</u>
Plan fiduciary net position - end of year (b).....	<u>\$ 5,490,956</u>	<u>\$ 6,653,906</u>	<u>\$ 8,228,960</u>	<u>\$ 9,625,944</u>	<u>\$ 12,568,122</u>	<u>\$ 13,549,340</u>
<b>Net OPEB liability - ending (a)-(b).....</b>	<b><u>\$ 93,610,745</u></b>	<b><u>\$ 97,090,363</u></b>	<b><u>\$ 100,434,266</u></b>	<b><u>\$ 102,203,528</u></b>	<b><u>\$ 103,081,833</u></b>	<b><u>\$ 107,530,193</u></b>
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%	7.57%	8.61%	10.87%	11.19%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961	\$ 64,525,649	\$ 69,728,752	\$ 59,560,972	\$ 76,624,218
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%	155.65%	146.57%	173.07%	140.33%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

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Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered- employee payroll	Contributions as a percentage of covered- employee payroll
June 30, 2022.....	\$ 9,689,148	\$ (7,084,198)	\$ 2,604,950	\$ 76,624,218	9.25%
June 30, 2021.....	9,234,268	(5,875,632)	3,358,636	59,560,972	9.86%
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**

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<u>Year</u>	Annual money-weighted rate of return, net of investment expense
June 30, 2022.....	-3.93%
June 30, 2021.....	20.92%
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**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 2022 approved budget for the general fund authorized approximately \$168.3 million in appropriations and this amount includes \$11.4 million in encumbrances and appropriations carried over from previous years. During 2022, the Town increased the budget by \$2.7 million to \$171.1 million. Supplemental free cash appropriations include \$950,000 to stabilization funds, \$500,000 for water purchases, and \$612,000 of additional transfers in from other funds to support the operating budget.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

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, 2022, is presented on the following page.

Net change in fund balance - budgetary basis.....	\$ 11,650,303
<u>Perspective differences:</u>	
Activity of the sewer fund.....	(118,391)
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....	499,445
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(772,000)
Net change in recording 60 day receipts.....	567,274
Net change in recording accrued payroll.....	(1,538,827)
Recognition of revenue for on-behalf payments.....	9,324,000
Recognition of expenditures for on-behalf payments.....	(9,324,000)
Net change in fund balance - GAAP basis.....	<u>\$ 10,287,804</u>

Excess of Expenditures over Appropriations

For the year ended June 30, 2022, actual expenditures exceeded appropriations for public works snow and ice budget. These over-expenditures will be raised and funded fiscal year 2023.

**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 7.30% to 7.15%.
- The mortality projection scale was updated from MP-2017 to MP-2021.

Changes in Plan Provisions

- None.

**NOTE C – OTHER POSTEMPLOYMENT BENEFITS**

The Town administers a single-employer defined benefit healthcare plan (“The Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Additionally, retired teachers and their spouses receive health insurance through the Group Insurance Commission of the Commonwealth of Massachusetts (GIC). Each participating municipality is assessed for the governmental share of health and life insurance premiums paid on behalf of its teacher retirees by the state.

**The Other Postemployment Benefit Plan**The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates the Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the Town’s Contributions

The Schedule of the Town’s Contributions includes the Town’s annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates are reported below:

Valuation date.....	December 31, 2020.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll.
Amortization method.....	Payments increase 3.25% per year.
Remaining amortization period.....	24 years from December 31, 2021
Asset valuation method.....	Fair value.
Investment rate of return/discount rate....	7.00%
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: 7.50% decreasing by 0.25% for 12 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): Pub-2010 Teacher Employee Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Healthy Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Disabled Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.

#### 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 – None.

Changes in Plan Provisions – None.

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# ***Combining 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, police and fire details, 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, student activities, 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 Fund** – This fund 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, 2022

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>ASSETS</b>							
Cash and cash equivalents.....	\$ 6,062,307	\$ 3,161,777	\$ 445,352	\$ 40,224	\$ 201,958	\$ 3,521,198	\$ 4,806,386
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	414,344	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	1,092,064
<b>TOTAL ASSETS</b> .....	<b>\$ 6,476,651</b>	<b>\$ 3,161,777</b>	<b>\$ 445,352</b>	<b>\$ 40,224</b>	<b>\$ 201,958</b>	<b>\$ 3,521,198</b>	<b>\$ 5,898,450</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 373,791	\$ 23,845	\$ 12,273	\$ 990	\$ 2,516	\$ 33,069	\$ 1,916,229
Accrued payroll.....	47,282	-	-	-	-	-	1,277
Other liabilities.....	938,277	-	-	-	-	-	-
Unearned revenue.....	-	-	-	-	-	3,277,526	-
Notes payable.....	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b> .....	<b>1,359,350</b>	<b>23,845</b>	<b>12,273</b>	<b>990</b>	<b>2,516</b>	<b>3,310,595</b>	<b>1,917,506</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenue.....	414,344	-	-	-	-	-	1,092,064
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	4,702,957	3,137,932	433,079	39,234	199,442	210,603	2,888,880
Unassigned.....	-	-	-	-	-	-	-
<b>TOTAL FUND BALANCES</b> .....	<b>4,702,957</b>	<b>3,137,932</b>	<b>433,079</b>	<b>39,234</b>	<b>199,442</b>	<b>210,603</b>	<b>2,888,880</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b> .....	<b>\$ 6,476,651</b>	<b>\$ 3,161,777</b>	<b>\$ 445,352</b>	<b>\$ 40,224</b>	<b>\$ 201,958</b>	<b>\$ 3,521,198</b>	<b>\$ 5,898,450</b>

Special Revenue Funds		Capital Project Funds				Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		
\$ 731,358	\$ 18,970,560	\$ 747,590	\$ 41,056	\$ 788,646	\$ 5,437	\$ 180,121	\$ 1,046	\$ 186,604	\$ 19,945,810	
-	-	-	-	-	-	1,027,373	-	1,027,373		1,027,373
-	414,344	-	-	-	-	-	-	-	-	414,344
-	1,092,064	-	-	-	-	-	-	-	-	1,092,064
<b>\$ 731,358</b>	<b>\$ 20,476,968</b>	<b>\$ 747,590</b>	<b>\$ 41,056</b>	<b>\$ 788,646</b>	<b>\$ 5,437</b>	<b>\$ 1,207,494</b>	<b>\$ 1,046</b>	<b>\$ 1,213,977</b>	<b>\$ 22,479,591</b>	
\$ 7,858	\$ 2,370,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,370,571
-	48,559	-	-	-	-	-	-	-	-	48,559
-	938,277	-	-	-	-	-	-	-	-	938,277
-	3,277,526	-	-	-	-	-	-	-	-	3,277,526
-	-	1,240,000	-	1,240,000	-	-	-	-	-	1,240,000
<b>7,858</b>	<b>6,634,933</b>	<b>1,240,000</b>	<b>-</b>	<b>1,240,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,874,933</b>
-	1,506,408	-	-	-	-	-	-	-	-	1,506,408
-	-	-	-	-	4,497	708,828	1,046	714,371	714,371	
723,500	12,335,627	-	41,056	41,056	940	498,666	-	499,606	12,876,289	
-	-	(492,410)	-	(492,410)	-	-	-	-	-	(492,410)
<b>723,500</b>	<b>12,335,627</b>	<b>(492,410)</b>	<b>41,056</b>	<b>(451,354)</b>	<b>5,437</b>	<b>1,207,494</b>	<b>1,046</b>	<b>1,213,977</b>	<b>13,098,250</b>	
<b>\$ 731,358</b>	<b>\$ 20,476,968</b>	<b>\$ 747,590</b>	<b>\$ 41,056</b>	<b>\$ 788,646</b>	<b>\$ 5,437</b>	<b>\$ 1,207,494</b>	<b>\$ 1,046</b>	<b>\$ 1,213,977</b>	<b>\$ 22,479,591</b>	

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

YEAR ENDED JUNE 30, 2022

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>REVENUES:</b>							
Intergovernmental - other.....	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ 1,168,793	\$ 6,372,887
Departmental and other.....	4,725,574	3,079,810	96,138	4,300	1,651,606	-	563,105
Contributions and donations.....	-	-	26,129	1,870	-	-	10,400
Investment income.....	65	55	-	-	-	-	-
Miscellaneous.....	-	-	-	3,333	-	-	162,738
<b>TOTAL REVENUES.....</b>	<b>4,841,639</b>	<b>3,079,865</b>	<b>122,267</b>	<b>9,503</b>	<b>1,651,606</b>	<b>1,168,793</b>	<b>7,109,130</b>
<b>EXPENDITURES:</b>							
Current:							
General government.....	411,342	-	24,703	-	-	1,032,548	1,068,629
Public safety.....	2,376,608	-	-	-	-	23,258	221,861
Education.....	-	2,048,551	-	6,926	1,717,771	1,487,334	3,149,987
Public works.....	11,049	-	-	-	-	-	1,275,223
Health and human services.....	47,764	-	16,492	-	-	-	129,668
Water and sewer.....	9,761	-	-	-	-	-	2,467,397
Culture and recreation.....	785,800	-	40,386	-	-	-	48,056
Debt service:							
Principal.....	65,000	-	-	-	-	-	-
Interest.....	24,375	-	-	-	-	-	-
<b>TOTAL EXPENDITURES.....</b>	<b>3,731,699</b>	<b>2,048,551</b>	<b>81,581</b>	<b>6,926</b>	<b>1,717,771</b>	<b>2,543,140</b>	<b>8,360,821</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>							
	<b>1,109,940</b>	<b>1,031,314</b>	<b>40,686</b>	<b>2,577</b>	<b>(66,165)</b>	<b>(1,374,347)</b>	<b>(1,251,691)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Transfers in.....	62,001	-	-	-	-	-	-
Transfers out.....	(98,054)	-	-	-	-	-	(12,001)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(36,053)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(12,001)</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>1,073,887</b>	<b>1,031,314</b>	<b>40,686</b>	<b>2,577</b>	<b>(66,165)</b>	<b>(1,374,347)</b>	<b>(1,263,692)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>3,629,070</b>	<b>2,106,618</b>	<b>392,393</b>	<b>36,657</b>	<b>265,607</b>	<b>1,584,950</b>	<b>4,152,572</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 4,702,957</b>	<b>\$ 3,137,932</b>	<b>\$ 433,079</b>	<b>\$ 39,234</b>	<b>\$ 199,442</b>	<b>\$ 210,603</b>	<b>\$ 2,888,880</b>

Special Revenue Funds		Capital Project Funds				Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	Total Nonmajor Governmental Funds	
\$ -	\$ 7,657,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,657,680	10,203,130
79,046	10,199,579	3,551	-	3,551	-	-	-	-	-	
-	38,399	-	-	-	-	31,200	-	31,200	69,599	
1	121	-	-	-	4	23,800	-	23,804	23,925	
153,396	319,467	-	-	-	-	-	-	-	319,467	
232,443	18,215,246	3,551	-	3,551	4	55,000	-	55,004	18,273,801	
32,865	2,570,087	-	-	-	-	-	-	-	2,570,087	
65,869	2,687,596	536,832	-	536,832	-	-	-	-	3,224,428	
-	8,410,569	-	-	-	-	-	-	-	8,410,569	
-	1,286,272	-	-	-	-	-	-	-	1,286,272	
16,673	210,597	-	-	-	-	-	-	-	210,597	
-	2,477,158	-	-	-	-	-	-	-	2,477,158	
-	874,242	-	-	-	-	-	-	-	874,242	
-	65,000	-	-	-	-	-	-	-	65,000	
-	24,375	-	-	-	-	-	-	-	24,375	
115,407	18,605,896	536,832	-	536,832	-	-	-	-	19,142,728	
117,036	(390,650)	(533,281)	-	(533,281)	4	55,000	-	55,004	(868,927)	
-	62,001	-	-	-	-	-	-	-	62,001	(110,055)
-	(110,055)	-	-	-	-	-	-	-	(110,055)	
-	(48,054)	-	-	-	-	-	-	-	(48,054)	
117,036	(438,704)	(533,281)	-	(533,281)	4	55,000	-	55,004	(916,981)	14,015,231
606,464	12,774,331	40,871	41,056	81,927	5,433	1,152,494	1,046	1,158,973	14,015,231	
\$ 723,500	\$ 12,335,627	\$ (492,410)	\$ 41,056	\$ (451,354)	\$ 5,437	\$ 1,207,494	\$ 1,046	\$ 1,213,977	\$ 13,098,250	

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# *Statistical Section*



*The ribbon cutting ceremony at the new Department of Public Works highway, water and sewer facility.*

# **Statistical Section**

This part of the Town of Burlington's annual comprehensive 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**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Governmental activities:</b>										
Net Investment in capital assets.....	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672	\$ 121,730,037	\$ 128,322,641	\$ 132,131,027	\$ 135,472,043	\$ 135,182,510	\$ 135,757,762
Restricted.....	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514	3,564,309	4,947,682	8,397,203	5,877,837
Unrestricted.....	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(154,665,663)	(156,869,988)	(166,633,218)	(169,461,764)	(160,211,585)
<b>Total governmental activities net position.....</b>	<b>\$ 128,744,233</b>	<b>\$ 38,905,384</b>	<b>\$ 43,628,255</b>	<b>\$ 46,462,191</b>	<b>\$ (13,808,457)</b>	<b>\$ (25,081,508)</b>	<b>\$ (21,174,652)</b>	<b>\$ (26,213,493)</b>	<b>\$ (25,882,051)</b>	<b>\$ (18,575,986)</b>

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 implemented GASB 75 and recorded their OPEB Liability for the first time in 2018 and adjusted 2017 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**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518	\$ 9,065,395	\$ 10,436,272	\$ 10,757,015	\$ 10,754,993	\$ 10,853,670	\$ 12,044,785
Public safety.....	21,329,943	20,004,254	22,379,342	23,631,927	25,310,669	27,413,036	28,589,937	33,237,795	35,156,146	31,733,925
Education.....	74,101,607	81,817,139	77,578,174	83,728,960	90,342,349	96,626,764	96,324,627	100,927,823	107,763,007	102,899,408
Public works.....	10,678,127	10,966,318	13,331,433	14,849,928	13,994,668	15,331,714	15,451,109	15,776,273	15,594,023	19,806,492
Water and sewer.....	9,250,784	8,838,002	9,239,696	8,216,296	9,205,607	9,778,407	10,183,413	10,364,167	11,417,408	11,032,363
Human services.....	2,124,869	2,098,766	2,177,276	2,489,924	2,757,820	2,800,110	2,960,887	3,347,591	2,996,114	3,000,888
Culture and recreation.....	5,154,268	5,293,996	5,271,687	5,791,638	6,296,889	6,531,690	6,777,770	7,256,799	6,495,983	6,220,841
Interest.....	1,917,491	1,823,582	1,448,616	1,999,825	1,633,845	1,760,462	1,765,018	2,173,810	2,180,268	1,901,504
Total primary government expenses.....	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242	\$ 170,678,455	\$ 172,809,776	\$ 183,839,251	\$ 192,456,619	\$ 188,640,206
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629	\$ 3,761,899	\$ 4,073,689	\$ 4,429,931	\$ 3,301,252	\$ 2,431,241	\$ 4,898,001
Public Safety charges for services.....	2,583,570	3,477,953	3,800,655	3,916,389	3,965,025	4,390,332	3,991,844	3,465,062	5,410,207	9,278,396
Water and sewer charges for services.....	8,701,323	9,335,360	9,463,040	9,812,063	9,282,262	9,219,351	9,312,909	9,327,673	9,652,325	10,180,893
Other charges for services.....	3,160,184	4,014,165	4,127,637	3,686,716	3,806,968	4,297,381	4,228,414	3,308,005	3,771,653	4,349,762
Operating grants and contributions.....	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651	21,612,082	23,832,469	26,382,869	34,736,355	22,614,123
Capital grant and contributions.....	5,714,298	3,686,648	3,047,454	2,087,136	2,234,822	2,283,589	2,274,702	1,236,984	1,098,537	1,761,059
Total primary government program revenues.....	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813	\$ 40,785,132	\$ 43,617,627	\$ 45,876,424	\$ 48,070,269	\$ 47,021,845	\$ 57,100,318	\$ 53,082,234
<b>Net (Expense)/Program Revenue</b>										
Governmental activities:										
(90,137,683)	(95,992,297)	(101,681,588)	(108,558,884)	(114,989,615)	(124,802,031)	(124,739,507)	(136,817,406)	(135,356,301)	(135,557,972)	
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648	\$ 107,849,572	\$ 112,160,859	\$ 116,718,062	\$ 122,476,257	\$ 128,284,211
Tax and other liens.....	371,618	567,733	281,302	265,140	170,429	339,317	171,838	144,224	308,716	633,488
Motor vehicle and other excise taxes.....	3,468,964	3,554,381	3,636,722	4,569,562	4,371,621	4,701,101	4,580,117	4,405,948	4,413,125	4,303,954
Hotel/motel and meals taxes.....	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911	4,650,523	2,438,799	4,269,708
Penalties and interest on taxes.....	383,922	291,353	255,365	502,940	462,059	415,121	229,796	275,962	369,596	598,877
Payment in lieu of taxes.....	520,347	520,000	521,090	521,090	521,088	521,086	521,085	521,079	521,081	524,688
Grants and contributions not restricted to specific programs.....	2,366,346	2,389,509	2,446,724	2,448,330	2,626,949	2,755,822	2,849,798	2,838,807	2,830,157	3,084,725
Unrestricted investment income.....	335,618	273,217	236,962	746,779	687,963	756,072	2,121,185	1,983,128	2,418,605	1,164,386
Gain of sale of capital assets.....	521,600	-	-	-	-	-	-	-	-	-
Miscellaneous.....	202,500	181,101	264,849	252,221	311,448	272,599	291,774	240,832	173,684	-
Total primary government general revenues and other changes in net position.....	\$ 99,333,248	\$ 102,520,051	\$ 106,404,459	\$ 111,392,820	\$ 115,982,055	\$ 122,264,031	\$ 128,646,363	\$ 131,778,565	\$ 135,950,020	\$ 142,864,037
<b>Changes in Net Position</b>										
Governmental activities.....										
\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)	\$ 3,906,856	\$ (5,038,841)	\$ 593,719	\$ 7,306,065	

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**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>General Fund</b>										
Committed.....	\$ 2,635,593	\$ 1,705,171	\$ 2,692,084	\$ 2,642,772	\$ 3,273,982	\$ 2,433,344	\$ 2,497,653	\$ 2,581,608	\$ 3,540,137	\$ 5,008,187
Assigned.....	5,238,888	7,624,521	6,861,393	8,017,447	8,113,732	9,851,474	9,168,060	9,265,422	8,277,182	5,963,417
Unassigned.....	21,765,606	25,037,238	24,057,614	27,962,793	28,594,939	29,426,744	33,969,523	35,643,414	38,317,801	49,451,320
<b>Total general fund.....</b>	<b>\$ 29,640,087</b>	<b>\$ 34,366,930</b>	<b>\$ 33,611,091</b>	<b>\$ 38,623,012</b>	<b>\$ 39,982,653</b>	<b>\$ 41,711,562</b>	<b>\$ 45,635,236</b>	<b>\$ 47,490,444</b>	<b>\$ 50,135,120</b>	<b>\$ 60,422,924</b>
<b>All Other Governmental Funds</b>										
Nonspendable.....	\$ 482,459	\$ 570,480	\$ 561,251	\$ 588,055	\$ 622,860	\$ 678,191	\$ 715,465	\$ 720,469	\$ 713,871	\$ 714,371
Restricted.....	5,679,557	3,303,818	7,734,094	9,707,085	7,528,523	15,900,480	15,428,204	22,726,981	31,702,097	19,464,628
Unassigned.....	(1,624,076)	(7,485,398)	-	-	(199,165)	(25,941)	(492,410)	-	-	(492,410)
<b>Total all other governmental funds.....</b>	<b>\$ 4,537,940</b>	<b>\$ (3,611,100)</b>	<b>\$ 8,295,345</b>	<b>\$ 10,295,140</b>	<b>\$ 7,952,218</b>	<b>\$ 16,552,730</b>	<b>\$ 15,651,259</b>	<b>\$ 23,447,450</b>	<b>\$ 32,415,968</b>	<b>\$ 19,686,589</b>

**Town of Burlington, Massachusetts**

**Changes in Fund Balances, Governmental Funds**

**Last Ten Years**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Revenues:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059	\$ 112,529,600	\$ 116,374,473	\$ 122,797,983	\$ 127,295,791
Tax and other liens.....	281,902	218,654	173,535	597,682	302,047	269,043	154,966	157,619	236,777	899,521
Motor vehicle and other excise taxes.....	3,525,991	3,612,156	3,654,777	4,445,017	4,300,023	4,676,730	4,728,466	4,235,974	4,566,602	4,399,008
Hotel/motel and meals taxes.....	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911	4,650,523	2,438,799	4,269,708
Ambulance.....	743,470	659,605	691,362	854,582	883,701	861,949	860,094	723,975	512,041	775,580
Water and sewer charges.....	9,240,758	10,007,241	10,164,519	9,857,220	9,951,388	9,536,910	9,837,388	9,496,118	9,468,798	10,487,564
Penalties and interest on taxes.....	383,922	291,353	255,365	502,940	462,059	415,121	229,796	275,962	369,596	598,877
Fees and rentals.....	342,461	453,264	504,411	599,641	427,463	442,342	457,792	432,300	552,757	542,603
Payment in lieu of taxes.....	520,347	520,000	521,090	521,090	521,086	521,085	521,085	521,079	521,081	524,688
Licenses and permits.....	2,046,545	2,772,859	2,878,533	3,100,402	3,028,400	3,330,137	3,030,530	1,862,128	1,440,711	5,086,767
Intergovernmental.....	30,078,008	24,583,703	18,719,275	21,580,606	25,363,096	28,419,651	28,451,009	30,528,664	36,964,284	27,249,500
Departmental and other.....	5,535,692	6,044,841	6,427,038	6,685,738	6,849,455	7,144,815	7,594,628	6,634,806	8,432,497	11,278,055
Contributions and donations.....	26,489	1,501,903	1,002,596	38,742	38,548	57,261	54,453	61,681	49,810	69,599
Investment income.....	330,339	267,563	230,164	561,453	503,844	519,746	1,520,258	1,282,918	1,102,033	789,310
Miscellaneous.....	255,126	228,519	502,723	474,277	387,817	941,300	601,308	402,777	832,158	903,318
<b>Total Revenue.....</b>	<b>144,459,016</b>	<b>146,238,196</b>	<b>144,345,543</b>	<b>151,795,216</b>	<b>159,867,686</b>	<b>169,941,491</b>	<b>176,291,284</b>	<b>177,640,997</b>	<b>190,285,927</b>	<b>195,169,889</b>
<b>Expenditures:</b>										
General government.....	6,394,853	6,511,826	7,802,938	5,804,651	5,970,596	6,658,485	7,121,559	6,489,315	7,214,677	8,193,020
Public safety.....	13,488,718	13,733,599	14,870,137	14,721,094	15,386,842	16,412,994	17,025,854	18,206,764	21,533,047	21,175,204
Education.....	53,328,943	58,699,538	57,398,922	60,331,384	65,110,130	70,225,351	70,565,581	70,560,012	64,920,727	76,372,439
Public works.....	6,342,475	6,568,070	11,487,236	11,196,412	8,215,506	8,707,745	8,685,126	8,309,022	18,287,119	13,293,191
Water and sewer.....	8,500,569	8,066,420	8,490,328	7,548,217	8,492,571	9,000,519	9,489,639	9,500,068	10,517,377	10,163,124
Human services.....	1,504,393	1,503,817	1,582,618	1,746,801	1,799,828	1,769,455	1,859,551	1,886,593	1,920,856	2,004,198
Culture and recreation.....	3,864,371	3,797,414	3,625,733	3,887,724	4,138,289	4,163,638	4,253,069	4,112,297	3,707,104	4,053,661
Pension benefits.....	18,235,052	18,916,521	12,701,305	15,818,297	19,897,267	20,780,933	21,589,623	25,080,321	28,162,811	21,081,449
Employee benefits.....	12,080,516	11,850,607	12,461,960	12,823,927	13,472,865	14,079,015	14,875,813	15,545,830	15,330,899	16,037,835
State and county charges.....	601,693	624,546	639,045	669,535	704,531	697,443	765,795	947,862	977,357	1,093,522
Capital outlay.....	16,789,218	13,344,606	5,488,888	7,630,493	12,140,365	14,318,811	11,484,236	18,707,985	17,881,608	21,471,253
Debt service:										
Principal.....	3,801,490	4,099,923	3,686,506	3,629,243	3,937,840	3,849,542	3,544,357	3,560,487	3,714,037	4,262,855
Interest.....	1,801,458	2,043,937	1,759,278	1,826,655	1,864,794	1,808,139	1,947,435	2,225,894	2,299,712	2,513,686
<b>Total Expenditures.....</b>	<b>146,733,749</b>	<b>149,760,824</b>	<b>141,994,904</b>	<b>147,634,433</b>	<b>161,131,424</b>	<b>172,472,070</b>	<b>173,207,638</b>	<b>185,132,450</b>	<b>196,467,331</b>	<b>202,292,437</b>
<b>Excess of revenues over (under) expenditures.....</b>	<b>(2,274,733)</b>	<b>(3,522,628)</b>	<b>2,350,639</b>	<b>4,160,783</b>	<b>(1,263,738)</b>	<b>(2,530,579)</b>	<b>3,083,646</b>	<b>(7,491,453)</b>	<b>(6,181,404)</b>	<b>(7,122,548)</b>
<b>Other Financing Sources (Uses)</b>										
Issuance of bonds.....	1,242,000	-	7,712,000	1,735,200	224,750	12,860,000	277,500	15,644,975	15,125,500	4,220,000
Issuance of debt refunding.....	-	-	-	2,058,000	-	-	-	5,265,025	5,737,000	-
Premium from issuance of bonds.....	374,786	100,431	81,885	1,091,629	55,707	-	153,467	1,005,467	851,894	460,973
Premium from issuance of refunding bonds.....	-	-	-	313,910	-	-	-	848,140	919,036	-
Payments to refunded bond escrow agents.....	-	-	(793,918)	(2,347,806)	-	-	-	(6,113,165)	(6,571,659)	-
Sale of capital assets.....	521,600	-	-	-	-	-	-	-	-	-
Lease financing.....	846,869	-	1,800,000	-	-	-	-	-	1,995,104	-
Transfers in.....	1,507,562	375,443	4,829,186	2,397,772	4,205,304	3,110,751	4,949,029	3,601,298	1,863,402	160,055
Transfers out.....	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)	(4,949,029)	(3,601,298)	(1,863,402)	(160,055)
<b>Total other financing sources (uses).....</b>	<b>2,985,255</b>	<b>100,431</b>	<b>8,799,967</b>	<b>2,850,933</b>	<b>280,457</b>	<b>12,860,000</b>	<b>430,967</b>	<b>16,650,442</b>	<b>18,056,875</b>	<b>4,680,973</b>
<b>Net change in fund balance.....</b>	<b>\$ 710,522</b>	<b>\$ (3,422,197)</b>	<b>\$ 11,150,606</b>	<b>\$ 7,011,716</b>	<b>\$ (983,281)</b>	<b>\$ 10,329,421</b>	<b>\$ 3,514,613</b>	<b>\$ 9,158,989</b>	<b>\$ 11,875,471</b>	<b>\$ (2,441,575)</b>
Debt service as a percentage of noncapital expenditures.....	4.31%	4.50%	3.99%	3.90%	3.89%	3.58%	3.40%	3.48%	3.37%	3.75%

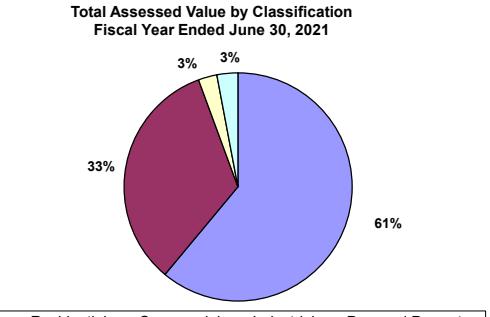
**Town of Burlington, Massachusetts**

**Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates**

**Last Ten Years**

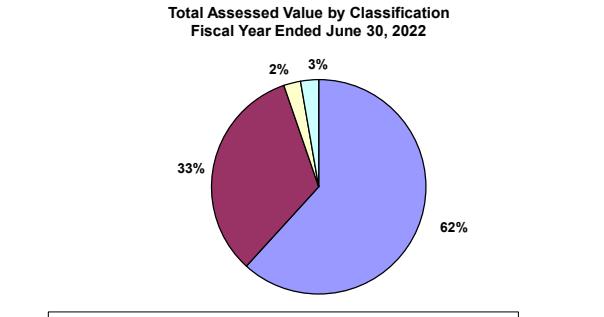
Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2013	\$2,981,261,150	\$ 11.85	\$1,366,644,948	\$177,084,100	\$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
2021	4,685,932,869	9.95	2,554,030,077	203,221,672	229,078,670	2,986,330,419	25.84	38.9%	16.13	7,672,263,288
2022	4,912,594,165	9.95	2,619,450,965	204,767,488	213,350,320	3,037,568,773	26.64	38.2%	16.33	7,950,162,938

**Total Assessed Value by Classification**  
Fiscal Year Ended June 30, 2021

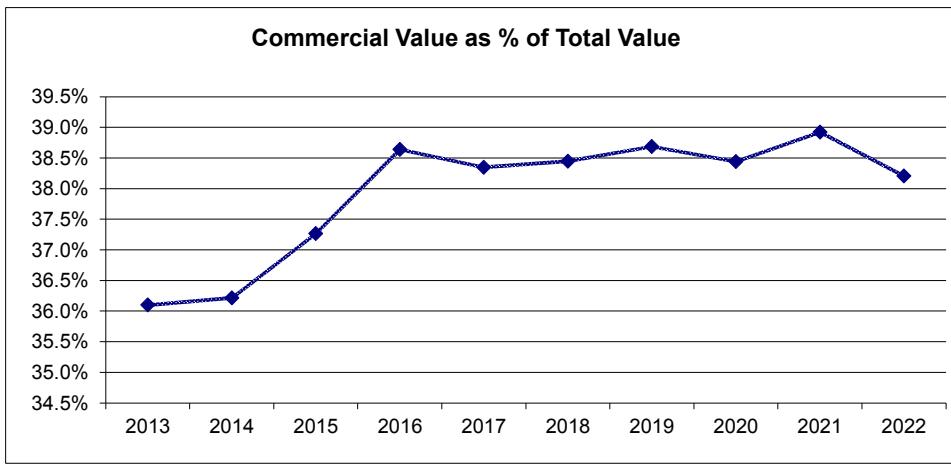


Classification	Percentage
Residential	61%
Commercial	33%
Industrial	3%
Personal Property	3%

**Total Assessed Value by Classification**  
Fiscal Year Ended June 30, 2022



Classification	Percentage
Residential	62%
Commercial	33%
Industrial	2%
Personal Property	3%



Source: Assessor's Department, Town of Burlington  
All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

**Town of Burlington, Massachusetts**

**Principal Taxpayers**

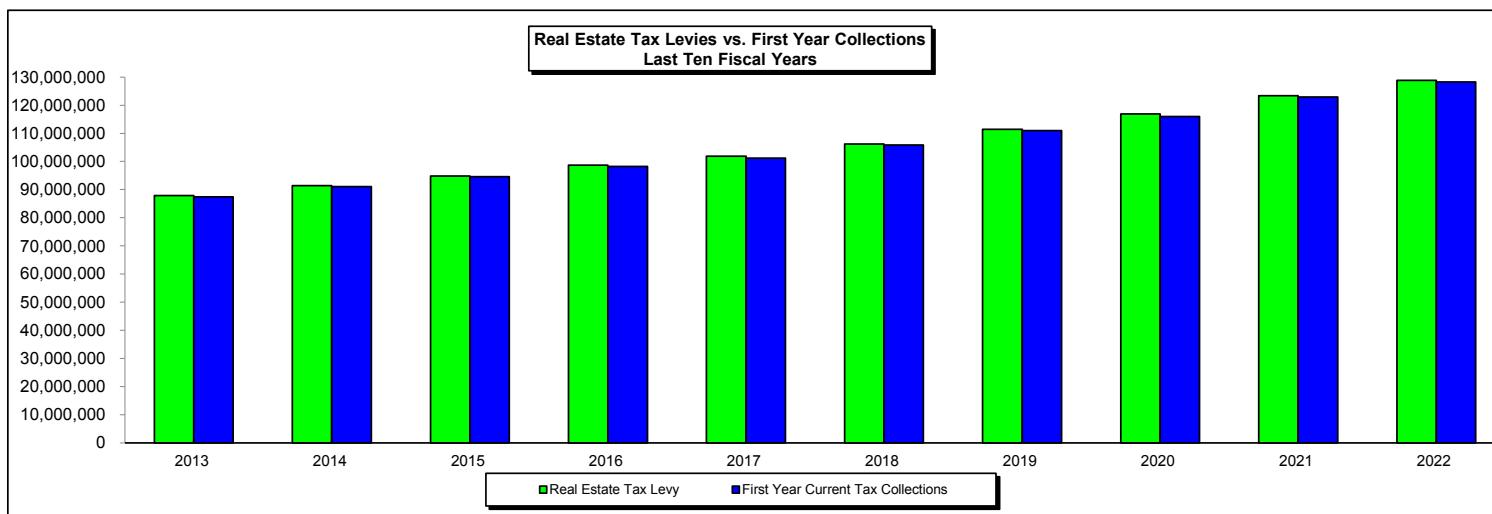
**Current Year and Nine Years Ago**

<b>Name</b>	<b>Nature of Business</b>	<b>2022</b>		<b>Percentage of Total Taxable Assessed Value</b>	<b>2013</b>		<b>Percentage of Total Taxable Assessed Value</b>
		<b>Assessed Valuation</b>	<b>Rank</b>		<b>Assessed Valuation</b>	<b>Rank</b>	
Bellwether Prop. Of Mass	Office Building	\$ 250,192,700	1	3.1%		-	
Network Drive Owner LLC	Office Building	\$ 112,790,600	2	1.4%		-	
Wayside Commons Investors LLC	Office Building	\$ 79,922,300	3	1.0%	\$ 56,021,800	6	1.2%
Oracle USA, Inc.	Computer Network Systems	\$ 77,111,000	4	1.0%	\$ 33,823,700	10	0.7%
Sreit Seven Springs LLC	Apartment Complex	\$ 73,648,000	5	0.9%		-	
First Patriot Corp	Apartment Complex	\$ 70,858,300	6	0.9%		-	
Avalon Burlington LLC	Apartment Complex	\$ 70,604,800	7	0.9%		-	
Network Drive Owner LLC	Office Building	\$ 67,912,100	8	0.9%		-	
ARCP OFC BURL (Phase 2) LLC	Office Building	\$ 67,851,400	9	0.9%		-	
EMD Millipore Corporation	Office Building	\$ 64,242,400	10	0.8%		-	
Nordblom	Office Building				\$ 90,683,849	4	1.9%
Netview Investment	Investment				\$ 110,505,994	2	2.4%
E&A Northeast LP	Office Building				\$ 55,005,500	7	1.2%
Gutierrez/Auburn-Oxford	Office/Real Estate Development				\$ 59,113,900	5	1.3%
Burlington Mall	Retail				\$ 179,920,700	1	3.9%
MEPT Burling LLC	Office Building				\$ 37,467,500	9	0.8%
N E Executive Park	Office Building				\$ 104,374,100	3	2.2%
Burlington Mall FB-1 LLC	Office Building				\$ 51,254,800	8	1.1%
<b>Totals</b>		<b>\$935,133,600</b>		<b>11.8%</b>	<b>\$778,171,843</b>		<b>16.7%</b>

Source: Town of Burlington, Assessor Department

**Town of Burlington, Massachusetts**  
**Property Tax Levies and Collections**  
**Last Ten Years**

Year	Total Tax Levy	Less: Allowance for Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2013	\$88,648,222	\$774,136	\$87,874,086	99.13%	\$87,445,667	99.51%	\$428,419	\$87,874,086	100.00%
2014	92,154,384	719,180	91,435,204	99.22%	91,020,060	99.55%	415,144	91,435,204	100.00%
2015	95,618,308	766,870	94,851,438	99.20%	94,591,684	99.73%	259,754	94,851,438	100.00%
2016	99,399,287	657,037	98,742,250	99.34%	98,252,845	99.50%	489,405	98,742,250	100.00%
2017	102,863,547	1,000,000	101,863,547	99.03%	101,149,845	99.30%	514,519	101,664,364	99.80%
2018	106,921,270	706,429	106,214,841	99.34%	105,840,850	99.65%	373,991	106,214,841	100.00%
2019	112,128,115	688,750	111,439,365	99.39%	111,009,120	99.61%	430,245	111,439,365	100.00%
2020	117,292,076	411,265	116,880,811	99.65%	115,936,752	99.19%	944,059	116,880,811	100.00%
2021	123,791,810	484,659	123,307,151	99.61%	122,941,688	99.70%	365,463	123,307,151	100.00%
2022	129,801,144	1,000,000	128,801,144	99.23%	128,222,413	99.55%	-	128,222,413	99.55%



The allowance for abatements and exemptions is the tax year estimate of potential reductions of taxes. The estimate has been adjusted to reflect actual abatements granted, or potential remaining abatements, as applicable.

**Town of Burlington, Massachusetts**

**Ratios of Outstanding Debt and General Bonded Debt**

**Last Ten Years**

Year	Population Estimates	Personal Income	Assessed Value	Governmental Bonded Debt				
				General Obligation Bonds	Direct Borrowings & Capital Financing	Total Long-Term Debt Outstanding	Per Capita	Percentage of Personal Income
2013	25,008	\$870,103,344	\$4,663,288,818	\$47,741,000	\$6,448,486	\$54,189,486	\$2,167	6.23%
2014	25,176	902,383,368	4,767,295,033	44,115,000	5,974,563	50,089,563	1,990	5.55%
2015	25,190	867,266,510	5,289,708,724	48,525,522	5,493,057	54,018,579	2,144	6.23%
2016	25,463	1,003,445,904	5,534,799,894	47,998,608	5,239,014	53,237,622	2,091	5.31%
2017	25,128	1,025,121,888	5,846,327,455	44,448,333	4,935,924	49,384,257	1,965	4.64%
2018	25,392	1,109,005,000	6,240,542,042	53,750,912	4,411,382	58,162,294	2,291	3.94%
2019	25,634	1,183,153,804	6,612,790,072	50,473,175	4,204,525	54,677,700	2,133	4.33%
2020	26,143	1,272,196,809	7,446,196,238	64,043,937	3,684,038	67,727,975	2,591	5.08%
2021	26,186	1,360,890,640	7,672,263,288	76,474,838	3,432,501	79,907,339	3,052	5.54%
2022	26,720	1,530,735,360	7,950,162,938	77,148,030	4,050,343	81,198,373	3,039	5.30%

Year	Total Governmental Activity				
	Lease Obligations	Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2013	\$921,476	\$55,110,962	\$2,167	6.33%	1.18%
2014	319,863	50,409,426	1,990	5.59%	1.06%
2015	1,465,481	55,484,060	2,144	6.40%	1.05%
2016	1,117,689	54,355,311	2,091	5.42%	0.98%
2017	850,149	50,234,406	1,965	4.72%	0.83%
2018	574,839	58,737,133	2,291	3.99%	0.71%
2019	291,533	54,969,233	2,133	4.36%	0.78%
2020	-	67,727,975	2,591	5.11%	0.87%
2021	1,495,697	81,403,036	3,052	5.56%	0.99%
2022	-	81,198,373	3,039	5.30%	1.02%

Source: Audited Financial Statements, U. S. Census

**Town of Burlington, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2022**

	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School.....	\$ 4,030,000	9.45%	\$ 380,835
MWRA.....	3,153,683,000	1.22%	<u>38,474,933</u>
Subtotal, overlapping debt.....			<u>38,855,768</u>
Direct debt:			
General Governmental Debt.....			<u>81,198,373</u>
Total direct and overlapping debt.....			<u>\$ 120,054,141</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**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Equalized Valuation.....	\$ 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	\$ 8,100,649,200	\$ 9,008,541,100
Debt Limit -5% of Equalized Valuation.....	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970	\$ 309,561,970	\$ 350,594,935	\$ 350,594,935	\$ 405,032,460	\$ 405,032,460	\$ 450,427,055
Less:										
Outstanding debt applicable to limit.....	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825	\$ 34,528,310	\$ 32,073,395	\$ 42,771,380	\$ 55,681,540	\$ 67,343,275	\$ 67,052,200
Authorized and unissued debt.....	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800	\$ 15,230	\$ 23,295,000	\$ 25,515,000	\$ 6,635,000	\$ 14,725,000	\$ 23,025,000
Legal debt margin.....	<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>	<u>\$ 322,964,185</u>	<u>\$ 360,349,855</u>
Total debt applicable to the limit as a percentage of debt limit.....	24.91%	25.04%	18.54%	17.50%	11.16%	15.79%	19.48%	15.39%	20.26%	20.00%

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
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%
2021	26,186	\$ 1,360,890,640	\$ 51,248	44.0	3,388	5.4%
2022	26,720	\$ 1,530,735,360	\$ 57,288	45.0	3,440	2.8%

The 2020 unemployment rate increase is due to the COVID-19 pandemic.

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**

<b>Employer</b>	<b>Nature of Business</b>	2022			2013		
		<b>Employees</b>	<b>Rank</b>	<b>Percentage of Total Town Employment</b>	<b>Employees</b>	<b>Rank</b>	<b>Percentage of Total Town Employment</b>
Lahey Hospital & Medical	Health Care	5,500	1	18.3%	5,040	1	36.0%
Endurance International	Information	3,700	2	12.3%	-	-	-
CIRCOR International	Manufacturing	3,000	3	10.0%	-	-	-
Oracle	Software/Communications	1,500	4	5.0%	2,300	2	16.4%
Cerrence Inc.	Information	1,500	5	5.0%	-	-	-
Avid Technology Inc.	Arts and Culture	1,300	6	4.3%	800	4	5.7%
Everbridge Inc.	Information	1,300	7	4.3%	-	-	-
Keurig Dr. Pepper Inc.	Wholesale	800	8	2.7%	-	-	-
Nuance Communications	Information	575	9	1.9%	525	6	3.8%
Millipore	Life Sciene	450	10	1.5%	-	-	-
Siemens-Nixdorph	Information Technology	-	-	-	1,000	3	7.1%
Burlington Mall	Retail	-	-	-	750	5	5.4%
ONE Communications	Telecom	-	-	-	420	7	3.0%
Federal Aviation Admin.	Government	-	-	-	385	8	2.8%
SAP Systems	Software Systems	-	-	-	350	9	2.5%
I Basis	Research	-	-	-	300	10	2.1%
<b>Total</b>		<b>19,625</b>		<b>65%</b>	<b>11,870</b>		<b>85%</b>

Source: Massachusetts Workplace Development

**Town of Burlington, Massachusetts**

**Full-time Equivalent Town Employees by Function**

**Last Ten Years**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Function</b>										
General government.....	42	43	43	43	43	43	43	43	44	43
Public Safety.....	144	144	146	147	152	157	160	160	161	159
Education.....	544	564	570	576	578	594	598	600	603	605
Public works.....	58	58	61	64	64	64	64	64	66	66
Human services.....	20	20	20	20	20	21	21	21	21	22
Culture and recreation.....	29	29	26	31	32	32	32	32	32	32
<b>Total .....</b>	<b>837</b>	<b>858</b>	<b>866</b>	<b>879</b>	<b>888</b>	<b>909</b>	<b>918</b>	<b>920</b>	<b>926</b>	<b>926</b>

Source: Town personnel records and various Town departments.

**Town of Burlington, Massachusetts**

**Operating Indicators by Function/Program**

**Last Ten Years**

<b>Function/Program</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
General Government										
Population.....	25,008	25,176	25,190	25,463	25,128	25,392	25,634	26,143	26,555	26,720
Registered Voters, Annual Town Election.....	15,652	15,230	15,065	15,776	16,196	16,022	16,240	16,566	17,283	17,120
Town Clerk										
Births.....	282	296	252	201	278	288	282	280	174	294
Marriages.....	125	106	130	103	115	145	119	161	76	152
Deaths.....	875	907	1,040	776	1,023	1,039	1,000	705	753	1,254
Dogs licensed.....	2,213	2,216	2,314	2,365	2,431	2,427	2,410	2,464	2,586	2,649
Police										
Documented calls for police services.....	31,524	30,305	21,186	27,629	28,971	27,756	28,333	33,494	29,427	41,190
Uniform crimes reported.....	605	573	489	592	586	544	526	473	371	496
Arrests.....	232	243	175	225	202	200	186	165	225	377
Traffic citations issued.....	4,258	3,974	3,176	4,332	6,033	3,426	4,588	1,742	1,414	2,190
Parking tickets issued.....	-	-	-	-	-	-	-	-	-	27
False burglary alarms.....	1,622	1,636	1,365	1,558	1,625	1,624	1,486	1,395	1,194	1,181
Total number of animal complaints.....	389	454	325	411	395	410	437	406	332	450
Fire										
Inspections.....	783	789	763	774	728	961	729	738	779	887
Plan reviews.....	268	319	315	268	211	280	47	326	240	67
Permits/certificates issued.....	736	800	785	980	639	636	731	680	716	733
Emergency responses.....	6,394	6,650	6,662	7,436	7,581	7,450	7,597	7,203	7,262	8,247
Building Department										
Permits issued.....	3,454	3,492	2,726	3,632	5,174	3,242	4,173	3,269	3,561	3,945
Education										
Public school enrollment.....	3,606	3,579	3,499	3,508	3,521	3,520	3,533	3,509	3,388	3,440
Public Works										
Cemetery										
Lots sold.....	54	53	54	51	59	54	46	47	61	29
Interments.....	148	150	148	144	167	158	167	177	175	124
Recycling/tons.....	2,040	1,980	2,297	2,392	2,409	2,287	1,291	2,285	2,332	2,279
Human Services										
Board of Health										
Permits issued.....	617	462	294	430	335	334	382	381	371	391
Inspections.....	1,191	1,071	809	1,357	800	1,116	1,291	1,074	886	916
Volumes in collection.....	111,713	113,487	115,599	111,892	117,750	130,482	139,945	149,365	152,067	157,303
Circulation.....	331,618	311,460	285,019	277,987	276,372	249,475	312,623	201,272	171,271	238,759
Program attendance.....	9,233	9,214	9,010	9,578	11,123	10,761	11,576	8,703	4,528	8,323
Visits.....	163,047	162,113	150,292	148,694	153,331	149,561	149,872	99,361	22,470	84,113
Hours of operation.....	2,989	2,888	2,992	2,993	3,009	3,016	3,044	2,129	2,235	2,996
Youth & Family Services										
Misc resident clinical consultation hours.....	410	320	339	503	514	684	594	692	637	650
Recreation										
Participants.....	30,126	39,568	39,809	29,374	37,478	50,139	55,163	40,495	31,873	36,746

Source: Various Town Departments

**Town of Burlington, Massachusetts**

**Capital Asset Statistics by Function/Program**

**Last Ten Years**

<b>Function/Program</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
General Government										
Number of Buildings.....	13	13	14	14	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	75	75	76	77	78	79	79	79
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	65	66	70	74	74	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.....	300	295	299	299	308	322	315	312	315	312
Number of students.....	3,606	3,579	3,799	3,508	3,521	3,520	3,533	3,509	3,388	3,440
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).....	283	283	283	283	283	283	283	283	283	283

Source: Various Town Departments



## Town of Burlington, MA - Elected Officials

<b>Term</b>					
<b>Town Clerk (5 Yrs.)</b>					
Amy E. Warfield		56 Skilton Ln.	(781) 229-6090	2026	Elected 4/11
<b>Term</b>					
<b>Moderator (1 Yr.)</b>					
William Beyer		67 Peach Orchard Rd	(781) 273-0457	2023	Elected 4/17
<b>Term</b>					
<b>Select Board (3 Yrs.)</b>					
Michael Espejo		29 Prouty Rd	(781) 724-2833	2025	Elected 4/22
Joseph E. Morandi		7 Winona Rd	(781) 273-1189	2024	Elected 4/15
Nicholas Priest	Chr	18 Prouty Rd	(781) 589-9008	2025	Elected 4/19
Michael S. Runyan	VChr	15 Mildred Rd	(781) 424-8039	2024	Elected 4/12
Jim Tigges		2 Maryvale Rd	(781) 910-3303	2023	Elected 4/17
<b>Term</b>					
<b>Assessors (3 Yrs.)</b>					
Catherine O'Neil	Chr	31 Arthur Woods Ave	(781) 229-9449	2025	Elected 4/10
Paul. Sheehan		5 Thornton Dr.	(781) 272-8844	2024	Appt. 1/99 Elected 4/99
Kevin Sheehan		228 Foxhill Rd	(781) 272-8085	2023	Elected 6/20
<b>Term</b>					
<b>School Committee (3 Yrs.)</b>					
Katherine Bond	Chr	8 Mulberry Ln	(617) 312-4753	2023	Elected 6/20
Carl Foss		8 County Rd	(617) 461-7645	2023	Elected 6/20
Melissa Massardo		13 Park Dr	(603) 548-7637	2025	Elected 4/22
Christine Monaco		18 Corcoran Rd.	(781) 272-8922	2025	Elected 4/92
Martha A. Simon		5 Willow Way	(781) 273-0074	2024	Elected 4/15
<b>Term</b>					
<b>Library Trustees (3 Yrs.)</b>					
Jesse Angeley		21 Hillcrest Rd	(617) 257-5484	2023	Appt 5/22
Janice Cohen		8 Wilhelmina Ave	(339) 223-0084	2023	Appt.5/22; *
Hiral Gandhi		23 Mohawk Rd	(781) 983-7884	2023	Elected 4/19
Robert H. Neufeld	VChr	3 Meadowvale Rd.	(781) 272-9594	2025	Elected 4/16
Kevin Sheehan		15 Beaverbrook Rd	(781) 983-6332	2024	Elected 4/18
<b>Term</b>					
<b>Planning Board (5 Yrs.)</b>					

<b>Term</b>					
<b>Planning Board (5 Yrs.)</b>					
Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2025	Elected 4/89
William Gaffney	Clrk	8 Joanne Rd	(781) 273-3595	2025	Elected 4/15
Joseph A. Impemba		11 Briarwood Ln.	(781) 221-5606	2026	Elected 4/06
Barbara G. L'Heureux	VChr	10 Woodside Ln.	(781) 272-3350	2027	Elected 4/12
Toni Ann Natola		63 Donald Rd.	(617) 504-8979	2023	Appt 5/22, 2024 Seat*
Brenda Rappaport	Chr	26 Freeport Dr	(781) 640-3668	2027	Appt 10/19, Elected 6/20
Jessica Sutherland		8 Fred St.		2023	Appt 8/22, 2023 Seat*
<b>Term</b>					
<b>Board of Health (3 Yrs.)</b>					
Gayle E. Damore		29 Brookside Ln	(617) 851-7045	2025	
David B. McSweeney	VChr	23 Tinkham Ave	(781) 270-5839	2024	Elected 4/15
Andria Sheehan		228 Fox Hill RD	(781) 270-1955	2024	Elected 4-21
Edward J. Weiner	Chr	43 Freeport Dr.	(781) 272-0488	2025	Elected 4/89
Maribeth Welch		10 Harris Dr	(781) 229-6480	2023	Elected 4/14
<b>Term</b>					
<b>Constable (3 Yrs.)</b>					
Dennis Otis		3 Pearson Cir	(781) 272-6936	2025	Elected 4/22
William F. Pepicelli		5 Ridgewood Ln.	(781) 789-0605	2025	Elected 4/10
<b>Term</b>					
<b>Housing Authority(5 Yrs.)</b>					
Maryann Bieren		15 Birchcrest ST #323	(781) 365-1448	2027	Tenant Appt.
Brian Curtin		3 Lee Ave		2026	Appt. 6/20; Elected 4/21
Albert Fay, Jr		11 Raymond Rd.	(781) 272-2516		Gov. Appt. (2014)
Richard H. Howard		158 Wilmington Rd.	(781) 273-1787	2024	Elected 4/09
Steven Wasserman		3 Indian Hill Rd	(781) 272-8583	2023	Write in 4/22
<b>Term</b>					
<b>Recreation Commission (3 Yrs.)</b>					
Carl Foss		8 Country Rd	(617) 461-7645	2023	School Appt.
William Gaffney		8 Joanne Rd	(781) 273-3595	2025	Planning Bd Appt.
Stephen Nelson		25 Fairfax St	(781) 221-5802	2025	Appt. 7/20; Elected 4/21
David Norden	VChr	13 Manhattan Dr.	(781) 272-2726	2024	Elected Write In 4/16
Kevin J. Sullivan	Chr	14 Frothingham Rd.	(781) 229-7951	2023	Elected 4/01
<b>Term</b>					
<b>Shawsheen Tech (3 Yrs.)</b>					
Christine Kim		69 Bedford St.	(978) 317-0173	2024	Elected 4/21
Kent Moffatt		21 Crystal Cir	(617) 852-6352	2023	Elected 6/20



# Town of Burlington, MA - Committee List

Office of the Town Clerk

<b>Audit Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Select Board</b>
John Bergeron	2 Colburn Rd			2023
Gary Gianino	11 Thornton Dr		781-270-1628	2023
Florence Leone	17 Erin Ln			2023
Salvatore Mansueto	60 Muller Rd			2023
Eileen Sickler	13 Foster Rd		(617) 480-5832	2023
David S. Tait	9 Meadowvale Rd.		781 229-4981	2023
James Tigges	2 Maryvale Rd		781-505-4920	2023
<b>Beautification Committee(5)</b>				
2 Open Seats				
Michael S. Runyan	15 Mildred Road		781-273-0430	2021 Select Board Rep
Amy E. Warfield	56 Skilton Lane		781-229-6090	2022 ex officio
Elaine Zuccaro	6 Pearson Cir.		781-272-0612	2022
Robert Zuccaro	6 Pearson Cir.		781-272-0612	2022
<b>Board of Appeals(5)</b>		<b>5 years</b>		<b>Town Administrator</b>
Ray Blenkhorn	134 Winn Street		781-844-7903	2023 Alt
Mark E. Burke	1 Arnold Terr.			2023
Joseph Currier	1 Crawford Road			2024 moved from ALT10/4
Jeffrey DiBona V Ch	3 Michele Dr.		781-366-0080	2027
Jeremy Harrington	36 Peach Orchard Rd			2022 ALT 10/4
John Sullivan	2 Laurel Ln		781-272-1178	2025 1999-2012
Charles Joseph Viveiros III Chr	1 Cedar St		781-273-5686	2026
<b>Board of Registrars(4)</b>		<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>
Lisa Jimenez	4 Elizabeth Ave		617-699-6780	2023
Elmer Bud Larson	23 County Rd.		781-272-4948	2023
John Strauss Chr	4 Baron Park Ln #26		781-507-5177	2023
Amy E. Warfield	56 Skilton Lane		781-229-6090	2026 ex officio
<b>Cable Advisory Committee(7)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
Bradford Bond	8 Mullberry Ln.		781-272-8698	2023
Bob Cunha	29 Center St		781-270-1600	2023
Diane Curran	25 Seven Springs Lane #110			2023
Jennifer Dodge	123 Cambridge St		781-273-5922	2023
Michael Espejo	29 Center St			2023 Select Board Rep
Robert Hogan	29 Center St		781-270-1600	2022 Select Board Rep
Jack Kelly	14 Oxbow Ln		(781) 272-6273	2023
Pooja Singla	4 Littles Brook Ct #87			
<b>Capital Budget Committee(7)</b>		<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>
Gary Kasky	8 Radcliff St		781-272-3199	2023 Appt.3/17
Gary Mercier	14 Heathstone Dr.		781-273-9080	2023
Maria Margarita Prajapati	15 Tinkham Ave		781-273-1292	2025
Myrna A. Saltman	15 Greystone Ct.		781-272-4430	2024 1 year in 2014
Salvana Shakaib	0 Davida Rd		617-407-1773	2025
Mark Woods ,Chr.	12 Eugene Rd		781-270-9692	2023
Ernest Zabolotny	33 Paulson Dr.		781-272-3227	2024 Appt. 2/11

<b>Cemetery Oversight Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	Town Administrator
William C. Beyer	67 Peach Orchard Rd.		781-273-0457	2023
Frank P. Monaco ,Chr.	18 Corcoran Rd		781-272-8922	2023
Joseph Morandi	7 Winona Road			2023 Select Board Rep
Michael S. Runyan	15 Mildred Road		781-273-0430	2023 Select Board Rep
<b>Conservation Commission(7)</b>		<b>3 years</b>	<b>Standing</b>	Town Administrator
Donald Berstein	1 Sewall St		781-272-1622	2024
William Boivin V,Chr	213 Fox Hill Rd			2025
Larry S. Cohen Chr.	8 Wilhelmina Ave.		781-272-5828	2024
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			2024 Appt. 3/2017
Jennifer O'Riorden	104 Lexington St		774-400-4994	2024
Michael S. Runyan	15 Mildred Road		781-273-0430	2023 Select Board Rep
<b>Council on Aging(7)</b>		<b>3 years</b>	<b>Standing</b>	Town Administrator
Mark E. Burke	1 Arnold Terrace			2025
Susan Derosa	3 Ledgewood Dr		781-835-6944	2025
Donna Geffen	11 Seven Springs Ln #311		781-273-1621	2025
Eleanor Hutchinson	4 Frances Rd			2025
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2023
Rose Magliozzi	4 Webber RD		781-272-8228	2025 Alternate 1 yr
Carole Parker	15 Burlington St		781-272-4482	2025
Margery Yetman	29 Center St			COA Staff
<b>Cultural Council(5-22)</b>		<b>3 years</b>	<b>Standing</b>	Town Administrator
Sandra J. Coven	59 Center St. #102		781-272-2712	2025
Julia Eggleston	235 Cambridge St #107			2019
Joyce Fay	11 Raymond Rd.		781-272-2516	2025
Barbara Fisher	38 Purity Springs Rd.			2019
Brenda Fisher	38 Purity Springs Rd.			2019
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2019
Maureen Krebs	10 Marjorie Rd.			2019
Roberta Lasky	30 Sunset Dr			2025
Judi Lichtenfels	21 Purity Springs Rd			2019
Dorothy Macdonald	238 Fox Hill Rd			2019
Patricia F. McDermott	19 Purity Springs Rd.			2020
Mary Nohelty	32 Manhattan Dr.		781-272-1516	2020
Nathan Piccini	8 Ganley Dr.			2018
Jonathan Sachs	7 Oxbow LN		781-272-1989	2020
Gia Vento	23 Douglas Ave			2019
<b>Disabilities Access Commission(9)</b>		<b>1 year</b>	<b>Standing</b>	Town Administrator
Thomas Carlson	1 Violet Rd.		781-272-7879	2023 Appt.5/12
Jack Cunha	21 Long St			2023
Linda Cunha	21 Long St			2023
Bernice H. Ferguson	19 Bedford St.		781-270-9279	2023
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 Select Board Rep
Caitlin Jacobs	33 Philips Ave			2023
Kenneth Tigges Chr	4 Ellen Rd.		781-272-5187	2023

<b>Diversity, Equity and Inclusion Committee</b>	<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Barbara Addison Reid	0 Francis Wyman Rd		2023	
Nancy Bonaserra	10 Daniel Dr		2023	
Carl Foss	8 County RD	(617) 461-7645	2023	School Comm.
Syed S. Ghani	13 Hallmark Gardens Apt#4		2023	
Nick Priest	18 Prouty Rd	(781) 589-9008	2022	
<b>Facilities Committee (7)</b>	<b>2 years</b>	<b>Standing</b>	<b>Moderator</b>	
Daniel J. Hanafin	4 Maple St.	781-229-4378	2023	
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2023	
Bruce A. Morey	5 Ellery Ln.	781-272-7107	2023	
Julianne Ouellet	3 Hancock St.	781-724-0074	2023	
<b>General Bylaw Review Committee(7)</b>	<b>3 year</b>	<b>Standing</b>	<b>Moderator</b>	
Wendy Guthro	17 Treetop Ct.	781-270-6594	2024	
Michelle Huntoon	62 Skilton Ln	617-818-5366	2025	
Susan Kadilak	186 Mill St	781-799-4080	2025	
Scott Martin Ch	6 Cormier Rd	781-270-0304	2023	
David Miller	19 Gloria Circle	781-272-3937	2023	
Phyllis Neufeld	3 Meadowvale Dr	781-272-9594	2025	
Sagini Ramesh	6 Cheryl Ave	781-475-4236	2024	
<b>Historical Commission(7)</b>	<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>	
Dorothy Bennett	23 Wilmington Rd.	781-272-1306	2023	Alternate 3 yr.
Peter Coppola	2 Garrity Rd.	617-957-1489	2023	
Sandra J. Coveno	59 Center St. #102	781-272-2712	2023	
Robert Fahey	8 Lantern Ln.		2024	
Joyce Fay C-Chr	11 Raymond Rd.	781-272-2516	2023	
Kathleen Horton	11 Westwood St	781-229-2242	2023	
Andria Nemoda	20 Park Dr.	781-272-5215	2023	
Mary Nohelty	32 Manhattan Dr	781-272-1516	2024	
Hope M. Paulsen	59 Center St. #201	781-272-0607	2023	Advisory
Andrew Rittenburg	6 Gedick Rd		2023	
Norma C. Robichaud	5 Highland Way	781-272-4393	2021	Alternate 1 yr.
<b>Housing Partnership (7)</b>	<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Kerry Donahue	15 Raymond Rd		2023	
Barbara L'Heurex	10 Woodside Ln	781-272-3350	2023	Planning
Michael S. Runyan	15 Mildred Road	781-273-0430	2022	Select Board Rep
Rita Shah	1 Humbolt Ave.		2023	
Eileen Sickler	13 Foster Rd	(617) 480-5832	2023	
John Sullivan	2 Laurel Lane	781-272-1178	2023	
Henry Wu	3 Bennett Lane	618-277-4801	2023	
<b>Human Services Committee(7)</b>	<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>	
Anne P. Coady	9 Wildwood ST	781-272-5019	2023	
Monica Faiella	6 Birchcrest St.	617-548-0776	2023	
Joanne Frustaci ,Chr.	6 Valley Cir.	781-272-9422	2023	
Kent E. Moffatt	21 Crystal Cir	617-852-6352	2023	
Cynthia J. Phillips	55 Arborwood Dr	781-273-0231	2023	

<b>Information Systems Security Advisory Committee</b> 3 year		<b>Standing</b>	Town Administrator	
Ben Axelrod	139 Mill Street		2023	
Joe Bongiorno	Town Hall, 29 Center ST	781-731-2171	2023	Town - IT
Bob Cunha	BHS, 123 Cambridge ST	339-234-0247	2023	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	2024	
Glen Mills	Police Dept., 45 Center St	781-505-4945	2023	Town - Police
Steve Morin	51 Bedford St	413-478-5256	2023	
Steve Nawoichik	17 Foster Rd		2021	
Philip Pascale	24 Freeport Dr	781-640-2574	2024	
Michael Wick	Town Hall, 29 Center ST	781-270-4900	2023	Town-DH
<b>Land Use Committee(9)</b>		<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>
Mimi Bix-Hylan	48 Donald Rd		2023	
Daniel DiTucci, Jr	6 Ridgewood Rd.	781-272-5434	2025	
Gary Mercier	14 Hearthstone Dr.	781-273-9080	2025	
Patricia O'Brien	1 Oak St	781-221-3048	2024	
Monte L. Pearson	5 Willow Way	781-273-0074	2025	
Michael A. Proulx	76 Francis Wyman Rd	781-710-0214	2024	
ZI Wang	4 Clifford Rd		2023	
David F. Webb Chr	23 Eugene Rd.	781-272-7617	2025	
David Woodilla	3 Barnum Rd	781-229-9684	2024	
<b>Metropolitan Area Planning Council</b>		<b>3 years</b>	<b>Ad Hoc</b>	<b>Select Board</b>
Michael Espejo	19 Town Line Rd		(781) 724-2833	2023
Melisa Tintocalis	29 Center St			2023
<b>Rink Oversight Committee(5)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
Nichole Coscia	123 Cambridge ST		781-270-8183	2023 School Dept
Brian Curtin ,Chr.	3 Lee Ave		781-270-1600	2023
Brendan Egan	61 Center St.		781-270-1695	2023 Recreation Director
Phillip Gallagher	8 Corcoran Road		781-771-8124	2023
Shaun Hart	123 Cambridge St		781-270-1800	2023 School Dept
Joseph Morandi	29 Center St		781-270-1600	2021 Select Board Rep
<b>Rules Committee(13)</b>		<b>1 year</b>	<b>Standing</b>	<b>Moderator</b>
Jorge A Andrade	13 Sylvester Rd		(617) 462-2574	2023
Christine Concession	30 Fairfax St		978-500-2665	2023
Jeffrey DiBona	3 Michelle Dr.		(781) 366-0080	2023
Ed Dube	3 Locust St		781-454-5997	2023
Laura G. Nichols	20 Mohawk Rd		781-272-0648	2023
Eleanor O'Connell	33 Peach Orchard Rd		781-272-9085	2023
Rick Parker	265 Winn ST Suite 302			2023
Myrna A. Saltman ,Ch	15 Greystone Ct.		781-272-4430	2023
Adam Senesi	13 TownLine Rd		781-233-7986	2023
Mark Woods , Sec	12 Eugene Rd		781-270-9692	2023

<b>Scholarship Fund Committee</b>		<b>3 year</b>	<b>Ad Hoc</b>	<b>Select Board</b>
William Boivin	213 Fox Hill Rd			2022
Sheila Fitzpatrick	128 Pearl St			2023
Christine Kim	69 Bedford Street			2025
Jennifer Kosses	93 Bedford St			2022
Kendra Lamoretti	58 Bedford Street			2024
Gina Leary	5 Lycaya Cir			2022
Jane Lynch	6 Patriot Rd	781-443-3394		2025
Rosalyn Misanssian	51 Eugene Rd			2022
Kent E. Moffatt Ch	21 Crystal Circle	617-852-6352		2024
Debra Murphy	3 Laurie Lane			2023
Pooja Singla	4 Littles Brook Ct #87			2025
<b>Transportation Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
Katherine Bond	8 Mulberry Ln	781-272-8698	2023	School Rep
Ernest E. Covino	4 Donna Ln	781-270-1645	2023	Planning Rep
Jeremy Harrington	36 Peach Orchard Rd			2023
Melissa Interess	11 Leroy Dr	(617) 335-2798	2023	
Melissa Massardo	13 Park Dr			2023
Rick Parker	265 Winn ST Suite 302			2023
Nick Priest	18 Prouty Rd	(781) 589-9008	2022	
<b>Ways &amp; Means Committee(15)</b>		<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>
Shayan Bhattacherya	30 Locust St	781-956-1734	2025	
Bradford Bond	8 Mullberry Ln.	781-272-8698	2024	
Christopher Campbell	55 Donald Rd	508-816-2233	2023	
Doug Davison VChr	6 Birch Street	(781) 365-0255	2024	
Christian Delaney	18 Phillip Ave	508-826-1671	2024	
Michael J. Hardy	7 Thornton Dr.	781-910-5797	2024	
John Iler Chr	9 Brookside Ln	978-436-0485	2025	Appt. 12/17
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2023	Appt. 3/10
Steve Morin	51 Bedford St	413-478-5256	2023	
Meghan Nawoichik	17 Foster Rd	703-667-0433	2023	
Robert Neufeld	3 Meadowvale Rd	781-272-9594	2025	Appt. 12/19
Ed Parsons	30 Wheatland St	(857) 928-9415	2025	PCT # 6
Roger S. Riggs	4 Briarwood Ln	781-229-2041	2023	
Sonia Rollins	13 Sears St	781-221-0313	2025	
David S. Tait	9 Meadowvale Rd.	781 229-4981	2024	
<b>Youth &amp; Family Serv. Advisory (7)</b>		<b>2 years</b>	<b>Standing</b>	<b>Town Administrator</b>
Linda K. Collins	18 Town Line Rd.	781-272-2682	2023	Appt. 3/10
Chais DiMaggio	342 Cambridge ST		2023	
Karen DiRienzo	45 Center St	781-270-1914	2023	Police Rep
Melissa Interess	11 Leroy Dr	(617) 335-2798	2023	
Marilyn Langley	13 Algonquin Dr.	781-272-0398	2023	
Roberta E. Mills	19 Corcoran Rd.	781-272-6138	2021	
Becky Norum	42 College Rd		2022	
Martha Simon	5 Willow Way	781-273-0074	2023	School Comm. Rep

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## **Zoning ByLaw Review Committee(11)**

Cathy Beyer	67 Peach Orchard Rd.	781-273-0457	2024	PCT # 2
Ernest E. Covino	4 Donna Lane		2024	Planning -nonvoting
Jeffrey DiBona	3 Michele Dr.	781-366-0080	2024	ZBA Appt
Mark Donahue	15 Raymond RD	617-233-7895	2023	PCT # 5
Mark Dupell	29 Center St	781-270-1619	2024	Building-nonvoting
Shari Ellis Chair	3 Hickory Ln.	781-270-7966	2024	PCT # 3
Betsey Hughes V Ch	11 Marigold Way	(781) 862-5166	2024	PCT # 7
Tamara Maniscalco	2 Daniel Dr	781-962-3681	2025	PCT # 4
Ed Parsons	30 Wheatland St	(857) 928-9415	2025	PCT # 6
Gregory Ryan	3 Donald Rd	(781) 273-3443	2023	PCT # 1
Charles Joseph Viveiros III	1 Cedar St	978-930-9784		PCT # 4
Sally Willard	13 Foster Rd	(781) 229-6530	2024	Business Comm. Rep



# Town of Burlington, MA - Town Meeting Members

## December 2022

Office of the Town Clerk

### PRECINCT 1

			<u>Term</u>	<u>Member</u>	
			<u>Expires</u>	<u>Since</u>	
Mimi Bix-Hylan	48 Donald Rd		2025	2021	<a href="mailto:mimibixh@gmail.com">mimibixh@gmail.com</a>
William Boivin	213 Fox Hill Rd	(781) 272-0475	2024	2018	<a href="mailto:jboivin@comcast.net">jboivin@comcast.net</a>
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2025	2006	<a href="mailto:bdb007@comcast.net">bdb007@comcast.net</a>
Christopher Campbell	55 Donald Rd	(508) 816-2233	2023	2022	<a href="mailto:christopher.donald.campbell@gmail.com">christopher.donald.campbell@gmail.com</a>
Lorie Glantz	6 Sumner St	(781) 640-9091	2023	2020	<a href="mailto:Lorie@TopHomeSearchMA.com">Lorie@TopHomeSearchMA.com</a>
Nolan H. Glantz	6 Sumner St	(617) 306-2412	2023	2005	<a href="mailto:nolan@stanfordalumni.org">nolan@stanfordalumni.org</a>
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2024	2003	<a href="mailto:dgregorio20@gmail.com">dgregorio20@gmail.com</a>
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2024	2007	<a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a>
Michelle Rae Huntoon	62 Skilton Ln	(617) 818-5366	2025	2022	<a href="mailto:michelle.siegal@gmail.com">michelle.siegal@gmail.com</a>
Amanda Laskowski	43 Mill St	(508) 612-9281	2025	2018	<a href="mailto:amanda.m.laskowski@gmail.com">amanda.m.laskowski@gmail.com</a>
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2023	2003	<a href="mailto:bamorey32@gmail.com">bamorey32@gmail.com</a>
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2025	2001	<a href="mailto:Gregory.f.ryan@gmail.com">Gregory.f.ryan@gmail.com</a>
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2025	1998	<a href="mailto:memryan@gmail.com">memryan@gmail.com</a>
Mark S. Saia	8 Sumner St.	(781) 272-9081	2024	2000	<a href="mailto:msaia@burlington.org">msaia@burlington.org</a>
Adam Senesi	13 Town Line Rd	(781) 552-8735	2024	2015	<a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a>
Jayashree Voruganti	12 Tinkham Ave		2023	2020	<a href="mailto:jayashree.voruganti@gmail.com">jayashree.voruganti@gmail.com</a>
Dina Wassaf	6 Blackhorse Ln	(978) 500-2424	2023	2020	<a href="mailto:dwassaf@gmail.com">dwassaf@gmail.com</a>
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2024	2001	<a href="mailto:dwoodilla@gmail.com">dwoodilla@gmail.com</a>

### PRECINCT 2

			<u>Term</u>	<u>Member</u>	
			<u>Expires</u>	<u>Since</u>	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2025	2016	<a href="mailto:jorgea.andrade@gmail.com">jorgea.andrade@gmail.com</a>
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2023	2016	<a href="mailto:cathybeyer@comcast.net">cathybeyer@comcast.net</a>
Kevin C. Coluci	15 Colburn St	(339) 227-3608	2023	2022	<a href="mailto:k6coluci@gmail.com">k6coluci@gmail.com</a>
Doug R. Davison	6 Birch St.	(617) 365-0255	2025	2012	<a href="mailto:ddavisondc@comcast.net">ddavisondc@comcast.net</a>
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2023	2008	<a href="mailto:decar@comcast.net">decar@comcast.net</a>
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2025	2001	<a href="mailto:ajhanafin@gmail.com">ajhanafin@gmail.com</a>
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2025	2001	<a href="mailto:Hanafin15@gmail.com">Hanafin15@gmail.com</a>
Kristin Murphy-Currier	1 Crawford Rd	(617) 894-2318	2023	2021	<a href="mailto:kcoosipeecamping@gmail.com">kcoosipeecamping@gmail.com</a>
Patricia O'Brien	1 Oak ST	(781) 221-3048	2025	2012	<a href="mailto:mapss123@gmail.com">mapss123@gmail.com</a>
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2024	1988	<a href="mailto:Redrosetraveler@yahoo.com">Redrosetraveler@yahoo.com</a>
Michelle M. Papagno	11 Frances Rd	(781) 696-2315	2024	2017	<a href="mailto:mmsp66@gmail.com">mmsp66@gmail.com</a>
George Papyannis	1614 Arboretum Way	(646) 673-1331	2023	2020	<a href="mailto:doyouaskwhy@gmail.com">doyouaskwhy@gmail.com</a>
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2025	1998	<a href="mailto:cjp520@live.com">cjp520@live.com</a>
John J. Ryan	7 Grandview Ave	(617) 799-2854	2024	2016	<a href="mailto:jryan@bu.edu">jryan@bu.edu</a>
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2024	2012	<a href="mailto:myrnasaltman@verizon.net">myrnasaltman@verizon.net</a>
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2024	2016	<a href="mailto:kimberley_trainor@yahoo.com">kimberley_trainor@yahoo.com</a>
Laura Vittum	2 Maple St	(617) 633-4205	2024	2017	<a href="mailto:vitt_maple@mac.com">vitt_maple@mac.com</a>

**PRECINCT 3**

			<u>Term Expires</u>	<u>Member Since</u>	
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Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2024	2006	<a href="mailto:damianilucy@gmail.com">damianilucy@gmail.com</a>
Jeffery R. DiBona	3 Michelle Dr.	(781) 366-0080	2023	2020	<a href="mailto:jrdibonaco@gmail.com">jrdibonaco@gmail.com</a>
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2025	1995	<a href="mailto:shari.l.ellis@gmail.com">shari.l.ellis@gmail.com</a>
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2023	2010	<a href="mailto:jmattfrost@gmail.com">jmattfrost@gmail.com</a>
Joanne Frustaci	6 Valley Cir.		2024	2009	<a href="mailto:jfrustaci15@gmail.com">jfrustaci15@gmail.com</a>
Christopher Hartling	1 Colleen Dr.		2025	2021	<a href="mailto:chartling4@gmail.com">chartling4@gmail.com</a>
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2024	1984	<a href="mailto:sprink7m@aol.com">sprink7m@aol.com</a>
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2023	2012	<a href="mailto:gm991@yahoo.com">gm991@yahoo.com</a>
Steven R. Morin	51 Bedford St	(413) 478-5256	2025	2012	<a href="mailto:steve@srmorin.com">steve@srmorin.com</a>
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2024	1973	<a href="mailto:mjanash@massed.net">mjanash@massed.net</a>
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2024	2006	<a href="mailto:pnoonan@yahoo.com">pnoonan@yahoo.com</a>
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2024	2014	<a href="mailto:patterson.jules@gmail.com">patterson.jules@gmail.com</a>
Monte L. Pearson	5 Willow Way	(781) 273-0074	2023	2011	<a href="mailto:mlpearson@rcn.com">mlpearson@rcn.com</a>
Brian T. Pupa	10 Briarwood Ln	(781) 221-3072	2025	2011	<a href="mailto:btopupa@hotmail.com">btopupa@hotmail.com</a>
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2023	1997	<a href="mailto:draske@verizon.net">draske@verizon.net</a>
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2023	2001	<a href="mailto:riggs9000@comcast.net">riggs9000@comcast.net</a>
Faydeen A Sateriale	95 Lexington St	(339) 927-5285	2025	2013 (2011)	<a href="mailto:faydeen83@gmail.com">faydeen83@gmail.com</a>

**PRECINCT 4**

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Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2023	1988	<a href="mailto:kcooper65@yahoo.com">kcooper65@yahoo.com</a>
Reid Cooper	12 Clonmel Ave	(781) 856-5128	2023	2022(83-2004)PT	<a href="mailto:greidcooper@yahoo.com">greidcooper@yahoo.com</a>
Ryan Decoste	60 Washington Ave	(978) 306-5445	2023	2020	<a href="mailto:RyanDeCoste523@gmail.com">RyanDeCoste523@gmail.com</a>
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2025	2012	<a href="mailto:mvgerbrands@gmail.com">mvgerbrands@gmail.com</a>
Brian F. Harriman	28 Mohawk Rd	(781) 475-0374	2023	2022	<a href="mailto:brianharriman@gmail.com">brianharriman@gmail.com</a>
Douglas A Hastings	14 College Rd	(617) 633-2886	2025	2021	<a href="mailto:dougahastings@gmail.com">dougahastings@gmail.com</a>
Joan B. Hastings	14 College Rd.	(781) 272-5777	2024	1972	<a href="mailto:joan.hastings@rcn.com">joan.hastings@rcn.com</a>
Tamara Maniscalco	2 Daniel Dr	(781) 962-3681	2024	2019	<a href="mailto:tamarad123@yahoo.com">tamarad123@yahoo.com</a>
David Miller	19 Gloria Cir	(781) 272-3937	2025	2016	<a href="mailto:nuhusky71@gmail.com">nuhusky71@gmail.com</a>
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2024	1994	<a href="mailto:frankpmonaco@aol.com">frankpmonaco@aol.com</a>
Meghan K. Nawaichik	17 Foster Rd	(703) 667-0433	2025	2022	<a href="mailto:meghanknawaichik@gmail.com">meghanknawaichik@gmail.com</a>
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2024	2015	<a href="mailto:lnicholsprecinct4@gmail.com">lnicholsprecinct4@gmail.com</a>
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2023	1992 (88-89)	<a href="mailto:proulxmike@yahoo.com">proulxmike@yahoo.com</a>
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2024	2015	<a href="mailto:eileen@esickler.com">eileen@esickler.com</a>
Christine Warren	29 Greenwood Rd		2025	2017	<a href="mailto:dwarrenma@yahoo.com">dwarrenma@yahoo.com</a>
Sally Willard	13 Foster Rd	(781) 229-6530	2025	2022	<a href="mailto:sally@sallywillard.com">sally@sallywillard.com</a>
Schiffon Wong	3 Haven Terrace		2023	2018	<a href="mailto:schiffon@gmail.com">schiffon@gmail.com</a>

**PRECINCT 5**

			<u>Term Expires</u>	<u>Member Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2024	1974	<a href="#">Not used</a>
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2023	2014	<a href="mailto:robert.bunker@gmail.com">robert.bunker@gmail.com</a>
Craig W. Callahan	19 Cedar St	(781) 953-5147	2025	2017	<a href="mailto:ccallahan@burlington.org">ccallahan@burlington.org</a>
Thomas Carlson	11 Princeton Rd	(781) 272-5216	2024	2018	<a href="mailto:tmcarlsonjr@gmail.com">tmcarlsonjr@gmail.com</a>
Christine Conceison	30 Fairfax St	(978) 500-2665	2024	2020	<a href="mailto:christine.robinson807@gmail.com">christine.robinson807@gmail.com</a>
Mark Donahue	15 Raymond Rd	(617) 233-7895	2024	2020	<a href="mailto:donahue.mark@gmail.com">donahue.mark@gmail.com</a>
Erin J. Ellis	15 Chestnut ST	(781) 365-1337	2025	2014	<a href="mailto:cellis1002@yahoo.com">cellis1002@yahoo.com</a>
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2024	2012	<a href="mailto:joalfay@comcast.net">joalfay@comcast.net</a>
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2024	2002	<a href="mailto:cpm1183@comcast.net">cpm1183@comcast.net</a>
Phyllis Neufeld	3 Meadowvale Dr	(781) 272-9594	2025	2019	<a href="mailto:pbneufeld@gmail.com">pbneufeld@gmail.com</a>
Bonnie Nichols	33 A Fairfax Rd	(781) 221-7284	2023	2020	<a href="mailto:nichols.burlington@gmail.com">nichols.burlington@gmail.com</a>
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2023	2011	<a href="mailto:obrienf296@gmail.com">obrienf296@gmail.com</a>
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David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2023	2002	<a href="mailto:taitdt@comcast.net">taitdt@comcast.net</a>
Frank Ursino	10 Great Pines Ave	(781) 365-0596	2025	2022	<a href="mailto:FJU2112@gmail.com">FJU2112@gmail.com</a>
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Richard M. Wing	4 Wing Ter.	(781) 272-2598	2023	2005 (72-74)	<a href="mailto:srwing2@comcast.net">srwing2@comcast.net</a>
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2025	2009	<a href="mailto:e.zabolotny@verizon.net">e.zabolotny@verizon.net</a>

**PRECINCT 6**

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Elizabeth DiTucci	6 Ridgewood Ln	(781) 254-0552	2024	2020	<a href="mailto:ditucci@gmail.com">ditucci@gmail.com</a>
Maura DiTucci	5 Carter Rd	(617) 645-9825	2023	2020	<a href="mailto:mauraelizabeth123@gmail.com">mauraelizabeth123@gmail.com</a>
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Nicole Sprinkle Kadilak	38 Wheatland Rd	(650) 773-3085	2024	2021	<a href="mailto:nicci@kadilak.com">nicci@kadilak.com</a>
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Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2024	2014	<a href="mailto:elliottc23@aol.com">elliottc23@aol.com</a>
Adriane Callahan	21 Eugene Rd	(617) 872-3954	2025	2022	<a href="mailto:aquagy73@comcast.net">aquagy73@comcast.net</a>
Sarah A. Cawley	10 Sunnyside Ave	(781) 799-2756	2023	2022	<a href="mailto:sarahannecawley@gmail.com">sarahannecawley@gmail.com</a>
Julie Cullen	18 Glen Ave	(978) 337-9888	2024	2021	<a href="mailto:juliecullen9888@gmail.com">juliecullen9888@gmail.com</a>
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Betsey Hughes	11 Marigold Way	(781) 929-4616	2023	2017	<a href="mailto:betseyhughes@aol.com">betseyhughes@aol.com</a>
Cynthia Kazanjian	17 Marigold Way	(339) 222-9900	2023	2022	<a href="mailto:cynkazan@aol.com">cynkazan@aol.com</a>
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Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2024	2014	<a href="mailto:Smithmartin224@icloud.com">Smithmartin224@icloud.com</a>
David R. Van Camp	14 Brown Ave	(781) 270-5278	2025	2012	<a href="mailto:dvancamp57@gmail.com">dvancamp57@gmail.com</a>
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Mark Woods	12 Eugene Rd.	(781) 270-9692	2024	2011	<a href="mailto:woodsmml@yahoo.com">woodsmml@yahoo.com</a>

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 24, 2022  
POSTPONED UNTIL FEBRUARY 16, 2022  
FOGELBURG PERFORMING  
ARTS CENTER  
BURLINGTON HIGH SCHOOL  
AND VIRTUALLY**

Held as Hybrid following the requirements under the Special Act of 2022 Chapter 22, Section 26.

Regarding the running of a Representative Town meeting.

A quorum being present, the meeting was called to order at 7:37 PM, with 66 virtual on WEBEX and 29 in person for a total of 95 in attendance. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator then recognized the passing of Anne Rowe and Gene Rossi. He recognized Rep Ken Gordon's efforts in getting the legislation passed so that we were able to continue with the virtual participation for this Town Meeting.

The Moderator then reviewed the process for having a hybrid Town Meeting. The Town Clerk requested a moment to thank those who help to make Town Meeting happen. There are many people that helped to pull this meeting together. Thanks to the Town IT team, Joe Bongiorno, Casey Silva, Jim Rounds, Linda Bellavia and from the Schools; Bob Cunha, Jose DeSousa and also, John Middleston-Cox. Also, BCAT who is again providing the video for our meetings, Jennifer Dodge, Rob Zahora and Chris Flaherty. Thanks to the staff of my office, Linda McNeill, Kate O'Shea and Kirstin Midgley as well as the Select Board office, led by Lyn Mills and from the Planning Office Brady Caldwell working here to manage the presentations and Jen Gelinas for helping with online questions. Finally, thank you to the AV this evening is being run by John Porter and Joe

Michedo. The Clerk would like to give her special Thanks to State Representation Ken Gordon for getting us the required legislation for having a Hybrid meeting.

The Moderator requested two motions at the beginning of the meeting. The first motion was accept voting via the WebEx polling tool and show of hand counts, and the second was Steven Morin for Deputy Moderator. This motion was made and seconded, and Passed by a Majority Now to the first Article:

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**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.

- Dr. Ed Weiner – Introduced the new Assistant Health Director – Mike Green
- Barbara L'Heureux – spoke about the Sculpture Park and the progress and events that have been done.
- Melisa Tintocalis, Kristen Kassner, Dr. Ed Weiner, and Paul Sagarino presented on the working being done by the Eco Dev office and the Planning Board to bring more industry and Bio Med to Burlington.

**ACTION: No voted required**

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**ZONING ARTICLE**

**ARTICLE 2 RE: Modernizing Retail Uses: Education, Experiential and Interactive Uses**

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article II and Article IV to permit additional Education, Experiential and Interactive uses as follows:

**A. Amend Article II, Section 2.0 Definitions, by adding new sections as follows:**

**Section 2.5 E**

**Educational Use, For-Profit** - Use for the establishment of a for-profit school or educational institution which may include, but not limited to: trade, music, dance, art, etc.

**Section 2.18 R**

**Retail, Experiential & Commercial Interactive Venue** – The use of a retail tenant space for experiential and participatory uses through engaging actives, sounds, motion, or special settings, including virtual reality and multimedia.

**B. Amend Article IV, Principal Use Regulation Schedule, Section 4.2.0 by adding the following new uses :**

4.2.6.32	Retail, Experiential & Commercial Interactive Venue 20,000 SF or less	By Right in the General Business District
4.2.6.33	Retail, Experiential & Commercial Interactive Venue above 20,000SF	SP in the General Business District
4.2.2.14	For Profit Educational Uses	By Right in the General Business District

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of  
The Economic Development Director and Planning Director

**MAIN MOTION:** To see if the Town will vote to amend the Burlington Zoning Bylaws, Article II and Article IV to permit additional Education and Experiential and Interactive uses:

**Proposed amendments to Article II, Section 2.0 Definitions, as follows:**

**Section 2.3 C**

**For Profit Educational Uses** – For profit/taxable schools or educational uses for the operation of such as business which shall include, but not limited to the following uses: trade, music, dance, art.

**Section 2.18 R**

**Experiential Retail & Commercial Interactive Venue** – The use of a retail tenant space for in-store experiential uses through engaging activities, sounds, motion, or special settings, including virtual reality and multimedia. Includes interactive uses that may be immersive and or allow for participation such as small-scale bowling, sport-oriented, theaters which may only be permitted in combination with a Restaurant or Fast Order Food Establishment as defined herein

**Proposed amendments to Article IV, Principal Use Regulation Schedule, Section 4.2.0**

4.2.6	Retail, Consumer, and Trade Uses	RO	RG	RC	BN	BL	BG	BT	IG	I	IR	OS	A	WR	CC	CBD
4.2.6.32	Retail, Experiential & Commercial Interactive Venue 20,000 SF or less	NO	NO	NO	SP	SP	YES	YES	NO	SP	YES	NO	YES	YES	YES	YES
4.2.6.33	Retail, Experiential & Commercial Interactive Venue above 20,000SF	NO	NO	NO	SP	SP	SP	SP	NO	SP	SP	NO	YES	YES	SP1	SP1
4.2.2.14	Educational Use, For Profit	NO	NO	NO	SP	YES	YES	SP	SP	SP	SP	NO	YES	YES	YES	YES

**RECOMMENDATIONS:** Planning: Unanimous; ZBRC 7-0-0; Land Use 5-0-0  
Select Board 5-0-0

**ACTION: Passed by 2/3rds; Virtual vote 64 For / 1 Against, Unanimous in the person**

**ARTICLE #3 RE: Outdoor Seating**

To see if the Town will vote to amend Article X of the Town of Burlington Zoning Bylaw by adding a new section 10.10, Outdoor Seating, as follows:

**10.10 Outdoor Seating**

**10.10.1 Purpose:** The purpose of this section is to enhance safe and attractive outdoor seating options for local qualified businesses to address health conditions, enliven commercial spaces, and promote business activity.

**10.10.2 Procedure:** An Applicant for an outdoor seating permit shall submit the required application to the Inspector of Buildings who may, notwithstanding any other requirement under this bylaw or any existing special permit or site plan review for the applicant or its establishment or the property on which

it is located, issue a permit for outdoor seating if the threshold requirements are met per section 10.10.3. The Inspector of Buildings shall be authorized to promulgate regulations consistent with this bylaw which shall, at a minimum, set forth specific procedures and required submittals for any permit hereunder.

**10.10.3 Requirements for the Issuance of an Outdoor Seating Permit**

**10.10.3.1** The outdoor seating capacity shall not exceed 50% of the authorized internal capacity and shall not exceed the number of seats in total for which bathrooms are provided at the establishment.

**10.10.3.2** The outdoor seating shall be located on the parcel and adjacent or near the building.

**10.10.3.3** The outdoor seating, if adjacent to a street or parking lot, shall be protected by barriers approved by the police department for safety of the customers per regulations.

10.10.3.4 The Inspector of Buildings shall have the discretion to determine if the proposed change to any parking requirements is consistent with public safety including but not limited to pedestrian and traffic safety.

10.10.3.5 If the Applicant for a permit for outdoor seating is someone or some entity other than the owner of the real property, the owner of the real property shall also sign the application.

10.10.3.6 If the location for which the outdoor seating is sought is located on real property or in a building where there is more than one tenant, then the property owner shall have the responsibility to manage all parking between tenants of the real property of building.

10.10.3.7 If alcohol is served at the premises, prior to issuing a permit hereunder, the Inspector of Buildings shall require proof of modification of the alcohol license.

10.10.3.8 All outdoor seating proposed hereunder shall be temporary in nature as determined by the Inspector of Buildings. In the event it is determined that the proposed outdoor seating is permanent, then the Applicant is required to seek a modification to any existing permits which govern the use of the property or establishment.

10.10.3.9 The Inspector of Buildings may include conditions to any permit issued hereunder and which are consistent with the intent and purpose of this bylaw.

10.10.4 Term of Permit. Any permit issued by the Inspector of Buildings hereunder shall be valid for the term written in the regulations so long as there are no changes to the number of seats or configuration of the seating area of the establishment. In the event there are any changes to the foregoing, the Applicant must reapply for a new permit.

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of The Economic Development Director

**MAIN MOTION:** To see if the Town will vote to amend Article X of the Town of Burlington Zoning Bylaw by adding a new section 10.10, Outdoor Seating, as follows:

#### 10.10 Outdoor Seating

10.10.1 Purpose: The purpose of this section is to enhance safe and attractive outdoor seating options for local qualified businesses to address health conditions, enliven commercial spaces, and promote business activity.

10.10.2 Procedure: An Applicant for an outdoor seating permit shall submit the required application to the Inspector of Buildings who may, notwithstanding any other requirement under this bylaw or any existing special permit or site plan review for the applicant or its establishment or the property on which it is located, issue a permit for outdoor seating if the threshold requirements are met per section 10.10.3. The Inspector of Buildings shall be authorized to promulgate regulations consistent with this bylaw which shall, at a minimum, set forth specific procedures and required submittals for any permit hereunder.

10.10.3 Requirements for the Issuance of an Outdoor Seating Permit

10.10.3.1 The outdoor seating capacity shall not exceed 50% of the authorized internal capacity and

shall not exceed the number of seats in total for which bathrooms are provided at the establishment.

10.01.3.2 The outdoor seating shall be located on the parcel and adjacent or near the building.

10.10.3.3 The outdoor seating, if adjacent to a street or parking lot, shall be protected by barriers approved by the police department for safety of the customers per regulations.

10.10.3.4 The Inspector of Buildings shall have the discretion to determine if the proposed change to any parking requirements is consistent with public safety including but not limited to pedestrian and traffic safety.

10.10.3.5 If the Applicant for a permit for outdoor seating is someone or some entity other than the owner of the real property, the owner of the real property shall also sign the application.

10.10.3.6 If the location for which the outdoor seating is sought is located on real property or in a building where there is more than one tenant, then the property owner shall have the responsibility to manage all parking between tenants of the real property.

10.10.3.7 If alcohol is served at the premises, prior to issuing a permit hereunder, the Inspector of Buildings shall require proof of modification of the alcohol license.

10.10.3.8 All outdoor seating proposed hereunder shall be temporary in nature as determined by the Inspector of Buildings. In the event it is determined that the proposed outdoor seating is permanent, then the Applicant is required to seek a modification to any existing permits which govern the use of the property or establishment.

10.10.3.9 The Inspector of Buildings may include conditions to any permit issued hereunder and which are consistent with the intent and purpose of this bylaw.

10.10.4 Term of Permit. Any permit issued by the Inspector of Buildings hereunder shall be valid for the term written in the Outdoor Seating Permit Regulations and Guidelines, so long as there are no changes to the number of seats or configuration of the seating area of the establishment. In the event there are any changes to the foregoing, the Applicant must reapply for a new permit.

An Amendment was made to section 10.10.4 by John Iler: as follows:

10.10.4 Term of Permit. Any permit issued by the Inspector of Buildings hereunder shall be valid for the term, **which shall not exceed one year**, written in the Outdoor Seating Permit Regulations and Guidelines, so long as there are no changes to the number of seats or configuration of the seating area of the establishment. In the event there are any changes to the foregoing, the Applicant must reapply for a new permit.

A motion was made and seconded

**Passed;** Virtual vote 34 For / 9 Against, Called 2/3rds in person.

**RECOMMENDATIONS:** Planning: 3-3-1

Select Board 5-0-0

ZBRC 8-0-0

Land Use 5-0-0

**ACTION:** **Passed by 2/3rds;** Virtual vote 56 For / 11 Against, counted 28 For / 1 Against in the person

**ARTICLE #4 RE: Article II Definitions**

To see if the Town will vote to amend the Zoning Bylaw, Article II by adding the following sections:

2.1 A

## Awning, Continuous

A roof like covering, as of canvas, stretched upon a frame that is affixed to a building to cover more than one business front and used above or before any place as a shelter from rain or sun.

2.2 B

## Building Front

A building front is the side of a building that is nearest to the street.

2.16 P

## Parapet

A parapet is a wall or railing that runs along the edge of the roof of a building.

## Pedestrian Scale

The proportional relationship between the dimensions of a building or building element, street, outdoor space or streetscape element and the average dimensions of the human body, taking into account the perceptions and walking speed of a typical pedestrian.

2.19 S

## Storefront

A storefront is the front side of a store or store building facing a street

and to place same in the appropriate alphabetical order within section 2.

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of Zoning Bylaw Review Committee

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Planning: 5-0  
ZBRC 6-0-0  
LandUse 5-0-0

**ACTION: Passed by 2/3rds;** Virtual vote 59 For / 2 Against, Call Unanimous in person.

**ARTICLE #5****RE: Article XIII Sign Regulations**

To see if the Town will vote to amend the Zoning Bylaw, Article XIII by amending Section 13.1.0 as follows (remove indicated by ~~cross out~~, remainder is new):

**13.1.0 SIGNS**

~~For the purpose of this section, SIGN shall include any letter, word, symbol, drawing, picture, design, device, article or object that advertises, calls attention to or indicates any premises, person or activity, whatever the nature of material and manner of composition or construction.~~

**13.1.0 Signs Purpose**

The purpose of this sign bylaw is the following:

- A. To facilitate efficient communication to ensure that people receive the information they need or want;
- B. To encourage signs which are harmonious with both the buildings, the sites where they are displayed and their larger environs;
- C. To protect public and private investments in buildings and open spaces;
- D. To support business vitality by accomplishing the above objectives without burdensome procedures and restrictions.

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of Zoning Bylaw Review Committee

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Planning: 5-0  
ZBRC 6-0-0  
Land Use 0-4-1

**ACTION: Passed by 2/3rds;** Virtual vote 49 For / 8 Against, Call 2/3rds in person.

**FINANCIAL ARTICLES****ARTICLE #6 RE: Replenish Reserve Fund**

To see if the Town will vote to transfer from Free Cash to the budget line item 87 - Reserve Fund, the sum of \$100,000, or to act in any other manner in relation thereto.

Amount: \$100,000

Submitted by the Select Board the request of the Town Administrator

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 11-0-0

**ACTION: Passed;** Virtual vote 54 For / 7 Against,  
Call Majority in person.

**ARTICLE #7****RE: Transfer from Free  
Cash to Water  
Stabilization Fund**

To see if the Town will vote to transfer from Free Cash the sum of \$802,040 to the Water Stabilization Fund, or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of the Town Administrator.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 11-0-0

**ACTION: Passed;** Virtual vote 56 For / 1 Against / 1 Abstention , Call Majority in person.

**ARTICLE #8****RE: Transfer from Free  
Cash to Stabilization  
Fund**

To see if the Town will vote to transfer from Free Cash the sum of \$150,000 to the Stabilization Fund, or to act in any other manner in relation thereto.

Amount: \$150,000

Submitted by the Select Board at the request of the Town Administrator.

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 11-0-0

**ACTION: Passed;** Virtual vote 49 For / 0 Against,  
Call Majority in person.

**ARTICLE #9****RE: Transportation  
Infrastructure Fund**

To see if the Town will transfer the sum of \$12,001.10 from Receipts Reserved for Appropriation-Commonwealth Transportation Infrastructure Fund to address the impact of transportation network services on municipal roads, bridges and other transportation

infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation or to act in any other manner in relation thereto.

Amount: \$12,001.10

Submitted by the Select Board at the request of the Town Administrator

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 11-0-0

**ACTION: Passed;** Virtual vote 58 For / 0 Against,  
Call Majority in person.

**ARTICLE # 10****RE: Repurpose Article  
25 of June 2020 -  
Economic Development  
Study**

To see if the Town will vote to repurpose the funding originally appropriated in Article 25 at June 2020 Annual Town Meeting for an economic development study or otherwise provide the sum of \$35,000, or any other sum, for the purpose of supporting communications and marketing through the Economic Development departments online and social media outreach, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

Amount: \$35,000

Submitted by Select Board at the request of the Town Administrator

**MAIN MOTION:** That the Town repurpose the funding originally appropriated in Article 25 at June 202 Annual Town Meeting for an Economic Development study and provide said sum of \$35,000, for the purpose of supporting communications and marketing through the Economic Development Departments inline and social media outreach, same to be spent under the direction of the Town Administrator.

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 11-0-0  
Capital Budget 6-0

**ACTION: Passed;** Virtual vote 47 For / 2 Against / 1 Abstention , Call Majority in person.

**ARTICLE #11****RE: Fox Hill School Feasibility Study**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for the Fox Hill feasibility study, Fox Hill Elementary School, Fox Hill Road in Burlington, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

Amount: \$1,500,000

Submitted by the Select Board at the request of the School Committee.

**MAIN MOTION:** To see if the Town will vote to appropriate the amount of one million five hundred thousand (\$1,500,000) dollars for the purpose of paying costs of the Fox Hill feasibility study, Fox Hill Elementary School, Fox Hill Road in Burlington, including the payment of all costs incidental or related thereto, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Building Committee. To meet this appropriation the Town Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA; and further that any premium received upon the sale of any bonds or notes approved by this vote, less any 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 G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 10-1  
Capital Budget: 4-0-2  
School: 5 – 0 -0

**ACTION: Passed;** Virtual vote 50 For / 3 Against, Call Majority in person.

**ARTICLE # 12****RE: Fox Hill School Feasibility Study Non-MSBA Project**

To see if the Town will vote transfer from available funds the sum of \$TBD or any other sum for the purpose of funding a feasibility study for a potential Fox Hill School Project outside of the MSBA program, or to act in any other manner in relation thereto.

Amount: \$TBD

Submitted by the Select Board at the request of School Committee

**MAIN MOTION:****ACTION: WITHDRAWN**

The Moderator asked for a motion to take Articles 13 and 14 together. Its was moved and seconded.

**GENERAL BYLAW ARTICLES****ARTICLE #13****RE: Amendment to the Town General Bylaws – Article II, Section 2.0 – Town Meeting Members**

To see if the Town will vote to petition the Legislature to amend Chapter 686 Special Act to amend the Burlington General Bylaws, Article II, Section 2.0, paragraph 2 by replacing the existing paragraph with the following:

Any incumbent Town Meeting Member may become a candidate for re-election by giving written notice thereof to the Town Clerk not later than twenty-one (21) day prior to the last day and hour for filing nomination papers, provided the Town Meeting Member has been in attendance for fifty percent (50%) or more of the individual days of Town Meeting held during their term of office, whether or not a quorum is present or any business is conducted. Otherwise, the incumbent shall follow the same guidelines as a non-incumbent candidate for Town Meeting.

or to act in any other manner in relation thereto.

**MAIN MOTION: RE: Request the Legislature to Amended Special Chapter 686 Acts of 1970**

To see if the Town will vote to petition the Legislature to amend Chapter 686 Special Acts to

amend Section 2.0(b), paragraph 3 by replacing the existing paragraph with the following:

Any incumbent Town Meeting Member may become a candidate for re-election by giving written notice thereof to the Town Clerk not later than twenty-one (21) day prior to the last day and hour for filing nomination papers, provided the Town Meeting Member has been in attendance for fifty percent (50%) or more of the individual days of Town Meeting held during their term of office, whether or not a quorum is present or any business is conducted. Otherwise, the incumbent shall follow the same requirements as a non-incumbent candidate for Town Meeting.

#### RECOMMENDATIONS:

General Bylaw Review: 4-0

**ACTION: Passed;** Virtual vote 38 For /14 Against, Call Majority in person.

#### ARTICLE #14

#### RE: Amendment to the Town General Bylaws – Article II, Section 2.0 – Town Meeting Members

To see if the Town will vote to amend the Burlington General Bylaws, Article II, Section 2.0, paragraph 2 by replacing the existing paragraph with the following:

Any incumbent Town Meeting Member may become a candidate for re-election by giving written notice thereof to the Town Clerk not later than twenty-one (21) day prior to the last day and hour for filing nomination papers, provided the Town Meeting Member has been in attendance for fifty percent (50%) or more of the individual days of Town Meeting held during their term of office, whether or not a quorum is present or any business is conducted. Otherwise, the incumbent shall follow the same guidelines as a non-incumbent candidate for Town Meeting.

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of Betsey Hughes – Town Meeting Member, P7

**MAIN MOTION:** To see if the Town will vote to amend the Burlington General Bylaws, Article II, Section 2.0, paragraph 2 by replacing the existing paragraph with the following:

Any incumbent Town Meeting Member may become a candidate for re-election by giving written notice thereof to the Town Clerk not later than twenty-one (21) day prior to the last day and hour for filing nomination papers, provided the Town Meeting Member has been in attendance for fifty percent (50%) or more of the individual days of Town Meeting held during their term of office, whether or not a quorum is present or any

business is conducted. Otherwise, the incumbent shall follow the same requirements as a non-incumbent candidate for Town Meeting.

or to act in any other manner in relation thereto.

Submitted by the Select Board at the request of Betsey Hughes – Town Meeting Member, P7

#### RECOMMENDATIONS:

General Bylaw Review: 4-0

**ACTION: Passed;** Virtual vote 41 For /12 Against, Call Majority in person

#### ARTICLE #15

#### RE: Select Board Public Hearing Requirement

To see if the Town will vote to amend Article IV of the General Bylaws of the Town of Burlington to add the following language:

1.14 Residential Housing Process: Before the Select Board can approve, disapprove, send a letter of support, or commit any other action which involves the construction of four (4) or more residential units, pursuant to housing projects proposed under M.G.L. Section 40B, Sections 20-23 the Select Board shall hold a public hearing.

1.14.1 Public Hearing: Notice of the public hearing shall be published in a local newspaper and on the Town website not less than fourteen (14) days prior to the scheduled date of the hearing and shall include the date, time, place and purpose of the hearing and a brief description of the residential project(s) under consideration.

1.14.2 Notifications: At least seven (7) days prior to the Public Hearing, details of the housing project(s) provided to the Select Board shall be sent to the Town Clerk and to: the Building Commissioner, Planning Director, and Conservation Agent; the Chair of the Housing Partnership; the Chairs of the Town Meeting Land Use and Zoning Bylaws Review Committees; and the Fire Chief and Police Chief. Notification of the public hearing shall be sent not less than seven (7) days prior to the Public Hearing, by regular first-class mail to all abutters as defined in G.L.c.40A sec. 11.

1.14.3 Vote: A vote of the Select Board to provide a letter of support or not to provide a letter of support shall be taken at a meeting of the Select Board, which is not the same date as the Public Hearing, but which is not less than three (3) days subsequent to the public hearing. A letter of

any determination of the Board shall be recorded and filed with the Town Clerk.

1.14.4 Comments: The Select Board may vote to issue comments with the letter of support or letter of no support at the same meeting.

or to act in any other manner in relation thereto.

Submitted by the Land Use Committee of Town Meeting

**MAIN MOTION:** To see if the Town will vote to amend Article IV of the General Bylaws of the Town of Burlington to add the following language:

1.14 Residential Housing Process: Before the Select Board can approve, disapprove, send a letter of support, or commit any other action which involves the construction of four (4) or more residential units, pursuant to housing projects proposed under M.G.L. Section 40B, Sections 20-23 the Select Board shall hold a public hearing.

1.14.1 Public Hearing: Notice of the public hearing shall be published in a local newspaper and on the Town website not less than fourteen (14) days prior to the scheduled date of the hearing and shall include the date, time, place and purpose of the hearing and a brief description of the residential project(s) under consideration.

1.14.2 Notifications: At least seven (7) days prior to the Public Hearing, details of the housing project(s) provided to the Select Board shall be sent to the Town Clerk and to: the Building Commissioner, Planning Director, and Conservation Agent; the Chair of the Housing Partnership; the Chairs of the Town Meeting Land Use and Zoning Bylaws Review Committees; and the Fire Chief and Police Chief. Notification of the public hearing shall be sent not less than seven (7) days prior to the Public Hearing, by regular first-class mail to all abutters as defined in G.L.c.40A sec. 11.

1.14.3 Vote: Not less than three (3) days subsequent to the public hearing, the Select Board shall vote to recommend or not to recommend the project. Subsequent to the vote, a letter with the results of the vote will be filed with the Town Clerk and sent pursuant to M.G.L. Section 40B, Sections 20-23.

1.14.4 Comments: The Select Board may vote to issue comments with the letter of support or letter of no support at the same meeting.

General Bylaw Review 3-0

**ACTION:** Virtual vote 43 For / 2 Against / 1 Abstention, Call Majority in person.

## ARTICLE 16

### RE: Amend Section of Bylaw Regarding Land Use Committee

To see if the Town will vote to amend Article V of the General Bylaws of the Town of Burlington to replace the second paragraph of Section 2.6 Land Use Committee with the following language:

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.

or to act in any other manner in relation thereto.

Submitted by the Land Use Committee of Town Meeting

**MAIN MOTION: AS PRINTED IN THE WARRANT**

**RECOMMENDATIONS:** General Bylaw: no vote

**ACTION: Passed**; Virtual vote 45 For / 3 Against, Call Majority in person.

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 11:16 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
THURSDAY, MAY 5, 2022**

Held Hybrid following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020.

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 2, 3 & 7 assembled in the Town Hall Main Hearing room and on WEBex to fill the vacancies in their Precinct.

**For Pct 6:** Precinct members in attendance were Dan Collins, Ed Parsons, Nicci Kadilak, Darrell Interess, James Fraczek, William Trelegan.

For Pct 6 - Jim Rounds, Wilmington Rd was elected by the members.

The other two individuals who were nominated were Teresa Costa and Karmela Schmaelzle.

Thank you to them for coming forward and being interested in serving on Town Meeting.

**For Pct 7:** Precinct members in attendance were Sarah A. Cawley, Julie Cullen, Betsey Hughes, John Kelly, Scott H Martin, Ryan D. McSheffrey, Jonathan Sachs, Anthony Salamone, Paul Shvartsman, Lois Smith Martin, David R. Van Camp, David F. Webb, and Mark Woods - thank you and what a wonderful turn out!! For PCT 7 - Cynthia Kazanjian, Marigold Way and Jennifer Goldsmith, Richardson RD were elected unanimously. There is still one open seat for the precinct which we will try to fill on May 11th prior to the Town Meeting.

The meeting was adjourned at 6:18 PM

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**ADJOURNED TOWN MEETING  
MONDAY, MAY 9, 2022  
FOGELBURG PERFORMING  
ARTS CENTER  
BURLINGTON HIGH SCHOOL AND  
VIRTUALLY**

Held as Hybrid following the requirements under the Special Act of 2022 Chapter 22, Section 26. Regarding the running of a Representative Town meeting. (updated 6/22)

A quorum being present, the meeting was called to order at 7:43 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. Then the Moderator recognized the new and reelected Town Meeting Members, they were sworn in by the Town Clerk, and reviewed the process for having a hybrid Town Meeting. The Moderator had three motions at the beginning of the meeting. The first motion was accept voting via the WebEx polling tool by the members on WebEx and show of hands by those in house, the second motion was asked to appoint Bruce Morey, Deputy Moderator, the final motion was to continue until Wednesday 6, 2022 if the business of the Town was not completed tonight, it was moved and seconded; passed by a called majority.

The Moderator also recognized the Town Clerk to recognize all of our technology help that is making the Hybrid meeting possible. This includes schools: Jon Middleton and Joe Desousa; Town IT: Jim Round, Casey Silva, Linda Bellavia and Joe Bonjorno; Town staff; Linda McNeill, Kirsten Midgley, Kate O'Shea and Jennifer Gelinas; BCAT staff: Jennifer Dodge, Rob Zahora and Chris Flaherty; and our Audio/Video staff: Joe Machado, Kasper Mcinich, Eric Kilburn and Lindsey Lavoie; and finally our head Audio Engineer John Porter.

There was a 5 minute recess to handle a technical situation after which the meeting resumed.

Now to the first Article:

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**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.

An overview report was made by Paul Sagarino, Town Administrator. This report detailed the state of the Town finances.

**ACTION: No voted required**

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**ARTICLE #2 RE: Transfer of Funds  
FY2022/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 FY2022 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

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**ARTICLE #3 RE: Fund FY2023 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 FY2023; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, \$159,444,325, sufficient to cover the requests of the various departments for FY2023; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:**

Select Board: 5-0-0

Ways & Means: Unanimous on all but #'s  
171,175, 541 & 902**Held items shown in BOLD**

DEPT. NO.	DEPARTMENT NAME	FY23
113	Town Meeting and Reports	15,908
119	Ways and Means Reserve	200,000
119	Legislative Committees	11,017
122	Select Board/Town Admin	829,999
135	Town Accountant	444,060
<b>141</b>	<b>Assessors</b>	<b>462,837</b>
145	Treasurer/Collector	695,721
149	Central Administration (operating)	137,920
	Chapter 32B Employee Benefits (AA)	15,633,054
	Other Post Employment Benefits (AA)	931,775
	Unemployment (AA)	100,000
	Town Insurance/Workers Comp (AA)	1,214,219
	Financial Services/Audit (AA)	60,000
	Medicare (AA)	1,323,134
151	Legal	202,000
152	Human Resources	165,337
155	MIS	740,533
161	Clerk	493,265
<b>162</b>	<b>Board of Registrars</b>	<b>13,150</b>
171	Conservation	282,362
<b>175</b>	<b>Planning</b>	<b>444,226</b>
176	Board of Appeals	13,731
192	Town Facilities	98,163
210	Police	9,723,795
<b>220</b>	<b>Fire</b>	<b>9,203,023</b>
241	Building	687,198
244	Sealer of Weights and Measures	7,800
291	Emergency Management	23,600
300	Local Education	59,539,127
	Special Education (AA)	12,873,799
	Shawsheen Assessment (AA)	2,667,214
	Essex Assessment (AA)	106,865
	Minuteman (AA)	26,314
400	Public Works	10,197,080
	<b>Trash Removal (AA)</b>	<b>2,322,124</b>
	Streetlights (AA)	360,500
	DEP Drinking Water Assessment (AA)	15,000
510	Board of Health	694,894
	Mosquito Control (AA)	45,743

Hazardous Waste Collection (AA)	50,000
541 Council on Aging	444,706
543 Veterans	265,772
549 Youth and Family Services	504,942
590 Disability Access	965
610 Library	1,710,003
630/631 Recreation	1,979,983
691 Historical Commission	9,620
<b>900 Negotiated Settlements</b>	<b>872,715</b>
710 Debt Principal (AA)	4,833,144
710 Debt Interest (AA)	2,772,553
901 Middlesex Retirement (AA)	12,543,435
902 Local Transportation (AA)	50,000
903 Capital Improvements	400,000
<b>Grand Total</b>	<b>159,444,325</b>

**ACTION: Passed by Majority without HOLD - \$146,126,250.**

Then further discussion as had on HELD items. A motion was made to postponed # 175 Planning Dept. Motion failed.

**ACTION: Passed by Majority on remaining items \$13,318,075.****ARTICLE #4 RE: Transfer from 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****ACTION: WITHDRAWN****ARTICLE #5 RE: Transfer from Free Cash to OPEB Trust Fund**

To see if the Town will vote to transfer a sum of money from Free Cash to place in the Town's OPEB (Other Post-Employment Benefits) Trust Fund; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN****ACTION: WITHDRAWN**

**ARTICLE #6 RE: Fund Revolving Accounts**

To see if the Town will vote to authorize revolving funds for certain Town departments

under the Town of Burlington General Bylaws Section 6.6 and M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2022, 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
Local Transportation Program	Public Works	\$50,000
Grand View Farm	Select Board	\$90,000
Nursing Programs & Services	Board of Health	\$40,000
Plan Imaging & Property File Documents	Building Department	\$25,000
Sale of Recyclable Materials, Trash Bags & Toters	Select Board	\$75,000
Sealer of Weights and Measures	Select Board	\$20,000
Ice Palace Improvement & Maintenance	Select Board	\$36,000
Meadowbrook School Maintenance and	Select Board	\$105,000

**MAIN MOTION: As printed in the Warrant****RECOMMENDATIONS: Select Board: 5-0-0****ACTION: Passed by called Majority****ARTICLE #7 RE: Fund FY2023 Capital Budget**

To see if the Town will vote to transfer from Free Cash the sum of \$4,976,589.00 or borrow, raise or appropriate any other amount for the items contained within the following proposed FY2023 Capital Budget, same to be expended under the appropriate authorities as indicated:

**MAIN MOTION: As printed in the Warrant****RECOMMENDATIONS: Select Board: 5-0-0**

Ways &amp; Means: Unanimous on all items

Held items shown in **BOLD**

WARRANT ARTICLE	DESCRIPTION	AMOUNT
7-01	<b>DPW - Chestnut Hill Cemetery Fence</b>	20,000
7-02	DPW - Stream Cleaning / Drainage Repair	200,000
7-03	<b>DPW - Grandview Ave Pump Station Design</b>	130,000
7-04	DPW - Vehicle Replacement	593,000
7-05	Fire - Phase 2 Communications Plan	700,000
7-06	<b>Fire/Police - Records Management &amp; Dispatch</b>	439,500
7-07	Police - Network Security Updates	63,219
7-08	Police - Body Cameras	222,870
7-09	Economic Development - Transportation Study 3A	35,000

7-10	Recreation - Pickup Truck with Plow	50,000
7-11	<b>Recreation - Simonds Park Basketball Court Renovation</b>	230,000
7-12	<b>School - Francis Wyman Playground</b>	290,000
7-13	School - Computer Science for all curriculum	150,000
7-14	<b>School - HVAC Controller Upgrade</b>	108,000
7-15	<b>School - Pine Glen Bathroom Repairs</b>	65,000
7-16	<b>School - Pine Glen HVAC</b>	500,000
7-17	<b>School - Burlington Sports Field Master Plan</b>	70,000
7-18	<b>School - Music Floor Reconstruction</b>	450,000
7-19	School - Fox Hill Portables Repairs	160,000
7-20	<b>School - Scoreboards for Sports Fields</b>	110,000
7-21	<b>School - Activity Bus and Utility Vehicles</b>	145,000
7-22	<b>School - Bleachers MSMS Field</b>	220,000
7-23	<b>School - Visitor Control Access System</b>	25,000

**ACTION: Passed by Majority without HOLD - \$969,500.**

Then further discussion as had on HELD items. Items HELD through 7-12.

Motion to Adjourn was made and seconded at 11:04. Vote was done by a show of hands. Town meeting was adjourned until May 11, 2022 at 7:30 PM  
Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

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**ADJOURNED TOWN MEETING**  
**WEDNESDAY, May 11, 2022**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**  
**AND VIRTUALLY via WebEx**

A quorum being present, the meeting was called to order at 7:39 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, now to the next Article:

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**ARTICLE #7 RE: Fund FY2023 Capital Budget - Continued**

HELD items from the previous meeting continued. Discussion continues on Article 7-14, all passing until Roll Call vote was called for Article 7-18  
The Article Passes with a vote of 57 For, 51 Against, 1 No Vote.  
Discussion continued after 7-18 and all remain Articles pass.  
**ACTION: Passed by Majority on HELD items amount of \$4,007,089.**

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Motion to Adjourn was made and Failed, continuing on with next Article.

**ARTICLE #8 RE: Chapter 90**

To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to accept any and all grants including but not limited to \$1,090,837 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.

**RECOMMENDATIONS:** Select Board: 5-0  
Ways & Means: 12-0-0

**ACTION: Passed by Majority**

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**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 \$77,975.00 for the purpose of paying the FY2023 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**

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed by Majority**

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**ARTICLE #10 RE: Sewer Enterprise Fund**

To see if the Town will vote to transfer the sum of \$6,271,100.00 to operate the FY203 Sewer Services Enterprise, including sewer assessment, maintenance, and debt services, of which \$5,970,000.00 will come from the FY2023 Sewer Services Enterprise estimated revenue account, and \$301,100.00 will come from Sewer Services Enterprise Fund retained earnings account; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to authorize the sum of \$6,271,100 to operate the FY2023 Sewer Services Enterprise, including sewer assessment, maintenance, and debt services, of which \$5,970,000 will come from the FY2023 Sewer Services Enterprise estimated revenue account, and \$301,100 will come from Sewer Services Enterprise Fund retained earnings account; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed Unanimously**

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**ARTICLE #11 RE: Water Stabilization Fund**

To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$952,243.00 or any other sum, to cover the operating expenses and debt service related to the connection to the Massachusetts Water Resources Authority (MWRA) system; or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed Unanimously**

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**ARTICLE #12 RE: FY22 Water Purchases  
PFAS**

To see if the Town will vote to transfer from free cash, otherwise provide the sum of \$500,000.00 to fund additional water purchases from the MWRA in FY22, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from free cash the sum of \$500,000 to fund additional water purchases from the MWRA in FY22; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed by Majority**

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**ARTICLE #13 RE: Borrowing – Roads,  
Municipal Lots, and Sidewalks**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,500,000.00 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 \$3,500,000, to be expended under the direction of the Town Administrator, to pay costs for paving, roads, parking lots, and/or sidewalks 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 Select Board, 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.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-1

**ACTION: Passed by Moderator Called 2/3s**

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**ARTICLE #14 RE: Partridge Lane Sewer  
Pump Station Forcemain  
Rehab**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,100,000 or any other sum, for the purpose of repairing the forcemain at the Partridge Lane Sewer Pumping Station,

same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from free cash the sum of \$1,100,000 for the purpose of repairing the forcemain at the Partridge Lane Sewer Pumping Station, same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 13-0-0

**ACTION: Passed by Majority**

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**ARTICLE #15 RE: PEG Cable Access  
Enterprise Fund**

To see if the Town will vote to transfer the sum of \$585,000.00 to operate the FY2023 Peg Cable Access Enterprise of which \$585,000 will come from the FY2023 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**

**RECOMMENDATIONS:** Select Board 4-0-1  
Ways & Means 12-0-1

**ACTION: Passed by Majority**

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**ARTICLE #16 RE: Transfer from Receipts  
Reserved Account for  
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: WITHDRAWN**

**ACTION: WITHDRAWN**

---

**ARTICLE #17 RE: Fund the Burlington  
Municipal Employees'  
Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees' Association contract for

FY2023, FY2024, and FY2025, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ACTION: WITHDRAWN**

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**ARTICLE #18 RE: Fund the Department of Public Works Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Public Works Contract for FY2023, FY2024, and FY2025, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ACTION: WITHDRAWN**

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**ARTICLE #19 RE: Fund the Burlington International Firefighters' Association Contract**

To see if the Town will vote to transfer from FY2023 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 FY2023, FY2024, and FY2025, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ACTION: WITHDRAWN**

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Motion was made to adjourn, seconded and passed with a show of hands. Meeting was adjourned at 10:59 PM, to reconvene on Monday, May 16 at 7:30 PM.

Respectfully Submitted

*A*my E. *W*arfield  
Town Clerk

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**ADJOURNED TOWN MEETING**

**MONDAY, May 16, 2022**

**FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL  
AND VIRTUALLY via WebEx**

A quorum being present, the meeting was called to order at 7:39 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, now to the next Article:

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**ARTICLE #20 RE: Fund the Burlington Police Command Officers' Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2023, FY2024, and FY2025 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 FY2023 Negotiated Settlement Account a sum of \$72,832 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers for FY2023, FY2024, and FY2025, same to be spent under the appropriate authority

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed by Majority**

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**ARTICLE #21 RE: Fund Burlington Police Patrolmen's Association Contract**

To see if the Town will vote to transfer from the FY2023 Negotiated Settlement Account the sum of \$123,946 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2023, FY2024 and FY2025, same to be spent under the appropriate authority.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2023 Negotiated Settlement Account the sum of \$123,946 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2023, FY2024 and FY2025, same to be spent under the appropriate authority.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 12-0-0

**ACTION: Passed by Majority**

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**ARTICLE #22 RE: Fund Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2023, and transfer from the FY2023 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: WITHDRAWN**

**ACTION: WITHDRAWN**

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**ARTICLE #23 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the FY2023 Negotiated Settlement a sum of money for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2023, same to be expended under the appropriate authorities; or to act in any other manner in relation thereto

**MAIN MOTION: WITHDRAWN**

**ACTION: WITHDRAWN**

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**ARTICLE #24 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 \$ **TBD**, 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:** To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds in an amount \$ 70,382.69, 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.

**RECOMMENDATIONS:**

Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE #25 RE: Affordable Housing Coordinator**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$40,000.00, or any other sum, for the purpose of funding Affordable Housing Coordination services, same to be spent under the direction of the Town Administrator in coordination with the Housing Partnership Committee, 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 \$40,000, for the purpose of funding Affordable Housing Coordination services, same to be spent under the direction of the Town Administrator in coordination with the Housing Partnership Committee, or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE #26 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 \$40,000.00 to pay for expenses associated with the annual 4<sup>th</sup> of July parade and to do or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from free cash the sum of \$40,000 to pay for expenses associated with the annual 4<sup>th</sup> of July parade, same to be spent under the direction of the Town Administrator in coordination with the 4<sup>th</sup> of July committee.

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY**

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**ARTICLE #27 RE: Historical Commission Storage Shed**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$33,000.00 for the purpose of providing a storage shed at the West School property; 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 \$33,000 for the purpose of providing a storage shed at the West School property, same to be spent under the direction of the Town Administrator in coordination with the Historical Commission; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board 5-0-0

Ways & Means 11-3-0

**ACTION: PASSED BY MAJORITY****ARTICLE #28 RE: 119 South Bedford Rd**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$TBD as necessary to exercise its first right of refusal and purchase 119 South Bedford Street, and then to authorize the Select Board to sell same upon terms and conditions which they determine to be most advantageous to the Town as an affordable housing unit: or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Affordable housing fund, the sum of \$350,000 as necessary to exercise its first right of refusal and purchase 119 South Bedford Street, and then to authorize the Select Board to sell same upon terms and conditions which they determine to be most advantageous to the Town as an Affordable housing unit; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Select Board  
Ways & Means 12-1-0

**ACTION: PASSED BY CALLED 2/3S****ARTICLE #29 RE: Burlington Sculpture Park**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of funding the Burlington Sculpture Park for fiscal year 2023 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 free cash the sum of \$20,000 for the purpose of supporting the Sculpture Park, same to be spent under the direction of the Town Administrator in coordination with the Burlington Sculpture Park Committee; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Ways & Means 12-1-0

**ACTION: PASSED BY MAJORITY****ARTICLE #30 RE: CPI Adjustment for Elderly**

To see if the Town will vote to accept Massachusetts General Law Chapter 59 Section 5 Clause 41D, in order to authorize the Town to adjust annually, the gross receipts and whole estate, real and personal, as set forth in Clause 41C to increase by the amount set in the Consumer Price Index published by the United States Department of Labor, Bureau of

Labor Statistics, for each year; or take any action related thereto.

**MAIN MOTION: As Printed in the warrant**

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY****ARTICLE #31 RE: Elderly and disabled Taxation Fund**

To see if the Town will vote to accept Massachusetts General Law Chapter 60 Section 3D, in order to authorize an Elderly and Disabled Taxation Aid Fund in Burlington. Such fund will be created to allow taxpayers of Burlington to voluntarily check off an amount not less than \$1 which shall increase the amount otherwise due, and to establish a Town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income. A Taxation Aid Committee to be appointed by the Select Board shall consist of the Chair of the Board of Assessors, the Town Treasurer and three residents to carry out the provisions of this article and to identify recipients of such aid; or take any action related thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY**

## ARTICLE #32 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 (such acceptance will put the text on the November 2022 ballot for voter approval):

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, preserve, rehabilitate and restore land for recreational use. (2) acquire, create preserve, rehabilitate and restore open space, which includes land for parks, conservation areas and the protection of drinking water supplies; (3) acquire, preserve, rehabilitate and restore historic buildings and resources; and (4) acquire, create, preserve, rehabilitate and restore 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 2024, 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 a person who qualifies for low-income housing or low-or-moderate-income senior housing in the Town of Burlington as defined in Section 2 of said Act. If exemption is elected by the property owner, the taxpayer must apply annually for this exemption
- 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: As Printed in the Warrant

**RECOMMENDATIONS:** Select Board 5-0-0  
Ways & Means 11-1-0

**ACTION: PASSED BY MAJORITY**

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## ARTICLE # 33 RE: Alteration of Public Way, Winter Street

To see if the Town will vote to authorize the Select Board to accept, purchase, or take by eminent domain a three (3) foot wide roadway easement across the properties located at 17,19, and 21/23 Winter Street; or to act in any other manner in relation thereto.

### MAIN MOTION: WITHDRAWN

**ACTION: WITHDRAWN**

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## ARTICLE # 34 RE: Amendment to general Bylaw Article V, Sections 1.5.4, 2.1, 2.3.2, 2.6 and 2.8.2.5, regarding setting the compensation for the secretary (recording clerk).

To see if the Town will vote to amend Article V of the General Bylaws of the Town of Burlington to change the sentence in the following sections from – “The committee shall (or may) define the duties of the secretary and fix the compensation of the secretary...” to be “The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set by a contract negotiated by the Town.”

Section 1.5.4 Committee Composition, (Information Systems Security Advisors Committee) paragraph 1

The Committee shall consist of nine (9) voting members’ total, of which five (5) members are town residents to be appointed by the Select Board 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) will be appointed for three (3) years, two (2) members will be appointed for two (2) years and one member (1) member will be appointed for (1) year. Thereafter, all appointments shall be three (3) years. The Committee shall annually elect a chairperson, vice-chairperson and engage a recording clerk. The recording clerk shall not be a member of the committee. The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set

by a contract negotiated by the Town..

Section 2.1 Finance Committee (Ways & Means), paragraph 3

The Committee shall annually engage a recording clerk who shall not be a member of the Committee. The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set by a contract negotiated by the Town.

Section 2.3.2 (General Bylaw Review Committee)

The committee shall annually elect a chairperson and vice-chairperson and engage a recording clerk. The recording clerk shall not be a member of the committee. The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set by a contract negotiated by the Town.

Section 2.6 (Land Use Committee)

The committee shall annually elect a chairperson and vice-chairperson and engage a recording clerk. The recording clerk shall not be a member of the committee. The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set by a contract negotiated by the Town

2.8.2.5.9 (Zoning Bylaw Review committee)

The committee shall annually elect a chairperson and vice-chairperson, and engage a recording clerk. The recording clerk shall not be a member of the committee. The committee shall define the duties and hours of the recording clerk, whose hourly rate will be set by a contract negotiated by the Town.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS: GBRC**

**ACTION: PASSED BY MAJORITY**

Motion was made to adjourn, seconded and passed with a show of hands. Meeting was adjourned at 10:45 PM, to reconvene on Wednesday, May 18 at 7:30 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

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**ADJOURNED TOWN MEETING  
WEDNESDAY MAY 18, 2022  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL  
AND VIRTUALLY via WebEx**

A quorum being present, the meeting was called to order at 7:43 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, now to the next Article:

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**ARTICLE # 35 RE: Zoning Bylaw  
Amendment to create a new  
Zoning District - Multifamily  
(TCM) District**

To see if Town Meeting will vote to amend the Zoning Bylaws to create a new Zoning District (Overlay) within the Town Center Overlay District to be called Town Center Multifamily (TCM) District. The Zoning Bylaw amendments shall include the following sections: Article III: "Districts" to create a new Zoning District (Overlay) within the Town Center Overlay Districts to be called Town Center Multifamily (TCM) District; Article IV: Use Regulations to add additional language clarifying where multi-family housing is allowed in the new Town Center Multifamily (TCM) District; and Article VIII: Overlay Districts (Town Center Overlay Districts) to amend sections to add the Town Center Multifamily (TCM) District and add a new Section 8.5.8 "Multifamily Housing Dimensional Waiver" and renumber the existing sections that follow. Amendments are as follows:

**ARTICLE III: DISTRICTS**

**Overlay Districts**

The following special districts are hereby established and are set forth in Article 8.0:

**TCM Town Center Multifamily District**

**ARTICLE IV: USE REGULATIONS****SECTION 4.1.0 APPLICABILITY OF REGULATIONS****4.1.1 Symbols in Use Regulation Schedules**

4.2.0 PRINCIPAL USE REGULATION SCHEDULE																	
4.2.1	USE DESIGNATION	DISTRICT													OVERLAY DISTRICTS		
		RO	RG	RC	BN	BL	BG	BT	IG	I	IR	OS	A	WR	CC	CBD	
4.2.1.17	Multi-Family other than 4.2.1.2	NO	SP	NO	YES	YES	NO	NO **									

Use Regulation Schedule Footnotes:

**\*\* (4.2.1.17) Except permitted “As of Right” in a TCM District only, following Town Meeting rezoning of the subject Premises to the TCM District. See Section 8.5.0 Town Center Overlay for additional requirements.**

**LEGEND**

Civic Center (CC) & Central Business District (CBD) Districts: **(See Section 8.5.0 Town Center Overlay for additional regulations.)**

**SECTION 8.5.0 TOWN CENTER OVERLAY DISTRICTS****8.5.1 The Town Center is hereby adopted to achieve the following purposes and objectives.**

The application of “Smart Growth Principles” as enumerated by the Commonwealth of Massachusetts to the future redevelopment of the Town Center **including varied housing options on selected parcels within the Town Center;**

**8.5.1 District Boundaries**

Delete section in its entirety and replace with the following:

**The Town Center is herein incorporated as three (3) overlay districts, superimposed over other districts established by this Bylaw said districts to be known as: the “Civic Center” (CC), the “Central Business District” (CBD) and the Town Center Multifamily (TCM) District. The districts shall include all areas as reflected on a map titled “Town Center Overlay Map: Civic Center and Central Business Districts”, prepared by Town of Burlington Planning Department, dated December 2005, revised through May 9, 2022. This map as may be amended from time to time is hereby made a part of this Bylaw. The TCM District may only be superimposed over a**

**CBD District parcel following a Town Meeting rezoning of such CBD District parcel to the TCM District.**

**8.5.2 General Requirements and Applicability**

All land located within the Civic Center, Central Business Districts and **Town Center Multifamily District** shall be subject to the use restrictions or prohibitions as identified in Sections 4.2.0, 4.3.0 and 4.4.0 of these Zoning Bylaws. Uses not specifically permitted in these schedules shall be prohibited. Where land falls within the 100-Year Flood Plain District, Wetlands Districts, Aquifer or Water Resource Districts, such land shall be governed by the additional requirements or prohibitions of such districts.

**8.5.4 Permitted Uses****8.5.4.1 Uses permitted by Site Plan and Special Permit**

Where a use if designated as “NO” in the CC or CBD Districts, such use shall be prohibited regardless of the provisions of the underlying zoning district, **unless otherwise noted in the Use Regulations.**

**TCM District Allowed Uses: All uses permitted by right or by special permit in the CBD are permitted by right or by special permit in the TCM District. Multi-Family uses (Section 4.2.1.17) are permitted by right in a TCM (See Use Regulation Schedule Footnotes).**

**8.5.4.2 Housing Production and Residential uses in the Town Center.**

**8.5.4.2.1 (This section deleted in its entirety at the Town Meeting of September 2010)**

**8.5.4.2.2 Maximum Residential**

**Component**

No additional Multifamily Dwellings shall be permitted beyond those units already permitted or applied for as of June 8, 2010.

**8.5.5.9 Maximum Floor Area Ratio**

For properties whose underlying zoning designation is General Industrial, the Floor Area Ratio may be increased to 0.50 pursuant to a special permit granted by the Planning Board in accordance with the provisions of Section 8.5.5.6. Floor Area Ratio shall not apply to other properties in the CC, CBD **or TCM**.

**8.5.8 Multifamily Housing Dimensional Waiver**

In order to advance municipal initiatives related to the creation of diverse infill housing opportunities in the Town Center Overlay, the Planning Board may vary the dimensional standards imposed under Section 8.5.3 and 8.5.5 of the Town Center Overlay District for multi-family and mixed-use/multi-family developments in a TCM District. Waivers may be granted with a majority vote of the Planning Board subject to a finding that the proposed development is consistent with the purposes of the Town Center and where the Application for Site Plan and/or Special Permit approval demonstrates that the project meets or exceeds one or more of the criteria outlined in this section below.

1. The proposed use is proximate to public transit options and incorporates, where needed, enhanced pedestrian accommodations in the form of, for example but not limited to, sidewalk extensions, benches or bus shelters, etc. to facilitate access to public transit in the area;
2. The proposed development will result in improvements to certain pre-existing non-conforming conditions, which may include uses, structures and/or premises through the improvements to the pre-existing nonconformity;
3. The proposed development project will result in improvements to stormwater design and water quality. Stormwater designs may include infiltration systems and

**Low Impact Development (LID) components to enhance groundwater recharge (where environmental conditions allow), these improvements shall be over and above that which are required by applicable local and state requirements relating to stormwater;**

4. The petitioner shall demonstrate how the redevelopment advances the purposes and objectives of the Town Center Overlay Districts outlined in Section 8.5.9 and/or other Town published studies;
5. The proposed development will enhance and/or provide for improved outdoor recreational space for residents and/or other community benefit.

**8.5.9 Design Requirements****8.5.10 Transfer of Development Rights****8.5.11 Criteria for approval**

A Motion was made to amend the Article by the Zoning Bylaw Review Committee, it was seconded and read by Moderator:

Under Article IV: Use Regulations, the footnote at the end of the Use Regulation Table to read:  
\*\* (4.2.1.17) Except permitted "As of Right" only in a TCM District, subject to Town Meeting rezoning of the subject Premises to the TCM District. See Section 8.5.0 Town Center Overlay for additional requirements.

**THE AMENDMENT WAS PASSED**

**UNANIMOUSLY**,

then discussion was on the Motion as amended

**MAIN MOTION:** As Printed in the Warrant, and amended.

**RECOMMENDATIONS:**

Planning Board 2-3-0

ZBRC – 7-0-0

Land Use 5-0-1

**ACTION:** Failed to Pass, Roll Call Vote Taken 45 – FOR; 55 – Against; 1 – Abstain.

**ARTICLE # 36 RE: Amend Zoning Map, Town Center Overlay Map and to rezone property into the Town Center Multifamily (TCM) District**

To see if Town Meeting will vote to amend the Zoning Map of the Town of Burlington and the Town Center Overlay Map, as most recently amended, to rezone certain property located at 135 Cambridge Street (Map 29-137-0), 137 Cambridge Street (Map 29-138-0), 137 R Cambridge Street (Map 29-139-0), 139 A Cambridge Street (29-140-0) and 139 Cambridge Street (29-141-0), as further shown on a plan entitled “Proposed Rezoning To Town Center Multifamily District (TCM)” prepared by Cube3 dated January 27, 2022, to the Town Center Multifamily (TCM) District which is a subdistrict of the Town Center Overlay District. Said parcels consist of approximately 3.1+/- acres of land.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS:**

Planning Board 4-1-0  
ZBRC – 7-0-0

**ACTION: WITHDRAWN**

**ARTICLE # 37 RE: Network Drive Planned Development District/ Zoning Amendment Development District/ Zoning Amendment**

To see if Town Meeting will vote to amend the Network Drive (Formerly Sun Microsystems, Inc.) Planned Development District (“Network Drive PDD”) Zoning Provisions, Use Table and Special Conditions, as originally adopted by Town Meeting on May 19, 1997, and as amended by Town Meeting on May 12, 2008, and further amended on May 10, 2021, in order to modify the Zoning Provisions, Use Table and Special Conditions as follows:

1. To amend the following paragraphs and text of Section 12.1.4.2.C. Zoning Provisions and the following sections: Article I - Use Regulations; Article II - Definitions; Article III - Density and Dimensional Requirements; Article IV - Parking and Land Regulations; Article V - Administration and Procedures; Article VI - Signage; Article VII - Miscellaneous; and Article VIII - Kendall Road Easement, as follows: (Additions noted by **bold, underlined** text; deletions noted by ~~strike-through~~. Footnotes have been renumbered as noted.) (For Town

Meeting Member reference, a compilation of the Network Drive PDD reflecting the full text of the Bylaw and all proposed changes has been provided by the Applicant in the Warrant Backup Material)

**Article I - Use Regulations:**

The PD Premises consists of approximately 140.61 acres. An additional 17.1 acres, consisting primarily of bordering vegetated wetlands, are located in the Town of Bedford (hereinafter, the PD Premises and the property located in Bedford are collectively referred to as, the “Property”). The Concept Plan provides for a mixed use development of the PD Premises as shown on the plan entitled “PD District Rezoning - Application for Mixed Use Development Kent Road - Burlington, Massachusetts” dated March 13, 1997 revised to May 2, 1997 as prepared by Vanasse Hangen Brustlin, Inc., 101 Walnut Street, Watertown, Massachusetts (hereinafter, the “Plan”), as said Plan may be supplemented, altered or amended by the plan entitled “Revised Building Envelope Network Drive at Northwest Park”, dated March 21, 2008 prepared by Vanasse Hangen Brustlin, Inc., (as approved by the May 12, 2008 Town Meeting), **and as further amended by the May 10, 2021 Town Meeting. The layout of the building envelope identified on the Concept Plan has been restated on the plan entitled “Network Drive Planned Development District Burlington, Massachusetts” dated March 14, 2022, prepared by BSC Group.** In no event shall development on the entire PD Premises exceed **1,300,000**~~**2,150,000**~~ square feet of **Net<sup>1</sup> Gross** Floor Area, **In no event shall there be more than 1,950,000 Square Feet of Gross Floor Area of development within the area identified as Parcel 1 on the Concept Plan.**

<sup>1</sup> Square foot measurements for purposes of all permitted uses shall be calculated on the basis of “net leaseable square feet” which is the space leased by tenant(s) exclusive of common areas, hallways, building foyers, areas devoted to heating, air conditioning, elevators, and other utility areas.

The permitted uses at the PD Premises by category (“Office”, “Institutional and Recreational” “Retail”, “Residential”, “Commercial”, “Uses in a Wetlands District” and “Accessory Uses” relating to each principal use category) are set forth on the Use Table annexed hereto as Exhibit “A”, dated **March 2008**~~**May 2022**~~ and incorporated herein by reference. Uses in a Wetland District shall be subject to the normal jurisdictional review and approval (if applicable) of the Burlington Conservation Commission. All permitted uses at the PD

Premises are subject to the issuance by other Town agencies or boards of all required licenses and approvals normally required for such use. No so-called "warehouse superstores" or "box retailers" shall be permitted within the PD Premises or any part thereof.

For the purposes of the PD Premises, a "lot" shall be defined as a parcel of land used or set aside and available for use as the site of one or more buildings and buildings accessory thereto or for any other definite purpose permitted under the Concept Plan, in one (1) ownership, or condominium form of ownership, and which may be divided by a public or private street. Contiguous parcels may be combined to form a single lot.

On Parcel 1, any single user of a permitted use under Section 1.4 (Retail Uses), as set forth in the Use Table annexed hereto as Exhibit A, shall not occupy more than 7,000 NetGross Square Feet and the aggregate of space occupied by all permitted retail uses under Section 1.4 shall not exceed 55,000 NetGross Square Feet. The foregoing limitation shall not apply to any cafeteria permitted in the Use Table.

Notwithstanding anything to the contrary contained herein or in the Use Table, that portion of PD Premises shown as the "Residential Development Parcel" on Exhibit B annexed hereto (the "Residential Development Parcel") shall permit the development of up to nine (9) residential dwelling units in a cluster scheme (2 or more connected units) with accessory uses such as, but not limited to, residential parking garages (attached or detached), a temporary sales office and such other accessory uses customary to such principal use. In addition, the development of the Residential Development Parcel along with any parking garage shall be excluded from the 1,300,0002,150,000 square feet of Net Gross Floor Area restriction governing development of the PD Premises (The Gross Floor Area calculation shall exclude any floor area constructed on the Residential Area as shown on the Concept Plan).

## Article II – Definitions:

The uses permitted on the PD Premises shall be defined as provided in the Zoning Bylaws unless otherwise noted below:

Laboratory: A designated area within a building equipped to conduct scientific experiments, tests, investigations, research, prototype manufacture, experimental and testing activities including, but not limited to, the fields of biology, life science, chemistry, electronics, engineering, geology, medicine and physics.

Life Science: Research, development and prototype manufacturing utilizing: i) microorganisms or biological substances in the fields of "Life Science", biotechnology, medical, pharmaceutical, environmental science, immunology, microbiology, virology, toxicology, rDNA, comparative medicine, genome research, cell biology; and (ii) apparatus, machines and devices for research, development, pharmaceuticals, biomedical technologies, life systems technologies, environmental and biomedical devices manufacturing and advance and practical application in any such field or areas. Life Science and Biotechnology uses are subject to all federal, state and local regulations and best management practices including but not limited to the Burlington Board of Health Regulations for the Use of Recombinant DNA Technology, the National Institute of Health Guidelines for Research Involving recombinant DNA Molecules, and the Biosafety in Microbial and Biomedical Laboratories (BMBL).

Life Science Manufacturing: A life science or biotechnology laboratory engaged in the manufacturing of life science technologies and medicines for commercial production to the market.

Light Manufacturing: Fabrication, processing or assembly employing only electric or other substantially noiseless and inoffensive motive power, utilizing hand labor or quiet machinery and processes, and free from neighborhood disturbing agents, such as odors, gas fumes, smoke, cinders, flashing or excessively bright lights, refuse matter, electromagnetic radiation, heat or vibration.

Solar Energy System: An active solar energy system that converts solar energy directly into electricity and/or other forms of energy, a substantial purpose of which is to provide for the collection, storage and distribution of solar energy.

Solar Energy System, Ground-Mounted: An active Solar Energy System that is structurally mounted to the ground and is not mounted to a structure.

Solar Energy System, Roof-Mounted: An active Solar Energy System that is structurally mounted to the roof of a building or structure

### **Article III – Density and Dimensional Requirements:**

(a) There shall be no density and dimensional requirements applicable to the PD Premises except as summarized below:

- Minimum Frontage . 20.0 feet
- Minimum Front Yard..20.0 feet
- Minimum Rear Yard. 10.0 feet<sup>21</sup>
- Minimum Side Yard ....10.0 feet<sup>1</sup>
- Maximum Building and Structure Height (Building Height as

defined in Section 2.13 of the Zoning By-Laws. **(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.)**

..... 85.0 feet  
• Maximum Building and Structure Height

(Residential Development Parcel)..... 40 feet/3 stories

- **Maximum Floor Area Ratio** –  
<sup>3</sup>.....  
.....**0.25**

- **Maximum Number of Stories**.....6

- Maximum Number of Stories (Residential Development Parcel)  
.....3
- Minimum Spacing Between Buildings ..... 20.0 feet<sup>21</sup>
- Maximum Impervious Surface Ratio<sup>42</sup> . ..... Not to Exceed 60.0%

<sup>21</sup> Unless any **building's buildings** outside walls are of fireproof construction and any openings in such walls are protected by a suitable fire restrictive door or shutter or water curtain device, subject to the approval of the Building Inspector in which event the minimum side yard and rear yard shall be 0 feet.

<sup>3</sup> **For purposes of the Property, the term "Floor Area Ratio" shall mean the ratio of Floor Area, Gross (as defined in the Zoning By-Laws) of all buildings on the Property to the total land area of the Property and not on a lot by lot or parcel by parcel basis. Floor Area Ratio shall not apply to the Residential Development Parcel.**

<sup>42</sup> The Maximum Impervious Surface Ratio as shown on the Plan and all other dimensional ratios under the Zoning By-Laws to the extent applicable shall be calculated based upon the Property as a whole and not on a lot by lot or parcel by parcel basis.

### **Article HHV - Parking and Land Regulations:**

The maximum parking requirements applicable to the various use categories permitted at the PD Premises shall be as follows. Any use not identified below shall be regulated by the Zoning By-Law relative to parking requirements:

- ✓ 4.0 spaces per 1,000 square feet of gross floor area of office use;
- ✓ 6.0 spaces for each 1,000 square feet of retail use located on Parcel 2;
- ✓ 5.5 spaces for each 1,000 square feet of retail use located on Parcel 1;
- ✓ 1.0 space per each keyed hotel room;
- ✓ 1.0 space per each 2.5 seats of restaurant use;
- ✓ 1.0 space per each 3.0 seats of general assembly/conference space; and
- ✓ 2.0 spaces per residential dwelling unit (plus visitor parking spaces) located on the Residential Development Parcel.
- ✓ **3.5 spaces for each 1,000 square feet of Life Science uses (See Section 1.5.2 of the Use Table);**

Typical parking space dimensions shall be as follows. **unless modified by the Planning Board as part of a PD Special Permit/Site Development and Use plan approval or plan modification in accordance with the applicable Site Plan Rules and Regulations:**

### **Article IVV - Administration and Procedures**

#### **Article VVI - Signage:**

#### **Article VIIVII – Miscellaneous:**

#### **Article VIIVIII - Kendall Road Easement:**

2. To amend Exhibit "A" Use Table to amend existing use provisions, to add new use provisions, to update page numbers and update of the table date to May 2022. (Additions noted by **bold, underlined** text; deletions noted by **strike through**.) (For Town Meeting Member reference, a compilation of the Network Drive PDD reflecting the full text of the Bylaw and all proposed changes has been provided by the Applicant in the Warrant Backup Material):

1.1.1	Residential (as provided in Article I ( <i>up to 9 units</i> ) – Use Regulations of the Planned Development	YES	2 <a href="#"><u>See reference to Residential Area on Concept</u></a>
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1.4.4	Retail stores and showrooms 7,000 <b>netgross</b> square feet or less located entirely within a commercial facility.	YES	1
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<sup>2</sup> Any single user of a permitted use under Section 1.4 “Retail Uses” as set forth in the Use Table, located on Parcel 1 shall not occupy more than 7,000 **netgross** square feet and the aggregate of space occupied by all permitted retail users on Parcel 1 shall not exceed 55,000 **netgross** square feet.

1.5.2	Laboratories engaged in research experimental and testing activities including, but not limited to, the fields of <b>life science (including manufacturing)</b> , biology, chemistry, electronics, engineering, geology, medicine and physics subject to the Planning Board making the findings set forth in Section 8.3.7.4 of the Zoning By-Laws <b>andwhere said use is located in the Aquifer or Water Resource Overlay District. Section 1.5.2 shall be deemed to include, as a by-right ancillary use(s), the following Sections: 1.5.1, 1.5.3, 1.5.4, 1.5.5, and 1.5.6.</b>	<b>YES/Parcel 1</b> <b>SP/Parcel 2</b>	1, 2
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1.7.1	Cafeterias, delicatessens, lunch counters, coffee shops, dairy or ice cream establishments, not to exceed 7,000 square feet per use (allowed as an accessory use)	<b>SPYES</b>	1, 2
1.7.3	Accessory convenience store of a maximum of 2,000 square feet. (allowed as an accessory use located within a permitted facility).	<b>SPYES</b>	1, 2
1.7.4	Digital/photo imaging, copy center (provided any digital and/or photo imaging chemicals are self contained within the equipment and provided, further, such stored chemicals do not exceed amounts that would require registration with the Board of Health) limited to a maximum of 2,000 square feet. (allowed as an accessory use located within a permitted facility).	<b>SPYES</b>	1, 2
1.7.5	Accessory Health Club (allowed as an accessory use located within a permitted facility).	<b>SPYES</b>	1, 2
1. <u>7.25</u>	<u>Solar Energy System, Roof-Mounted</u>	<u>YES</u>	<u>1, 2</u>
1. <u>7.26</u>	<u>Solar Energy System, Ground-Mounted</u>	<u>YES</u>	<u>1, 2</u>

1. <u>7.27</u>	Electric Vehicle Charging Stations and associated mechanical systems	YES	1, <u>2</u>
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### Water Resource District and Aquifer District

Subject to the **provisions** of Section 8.3.0 of the Zoning By-Laws, the foregoing uses shall be permitted as a matter of right or with a Special Permit in a Water Resource and Aquifer District as set forth in the above Table of Uses. Notwithstanding anything to the contrary contained in this Use Table, a use that is prohibited in the Aquifer District shall be prohibited in any portion of the PD Premises included within the Aquifer Overlay District.

3. To amend Section 12.1.4.2.D. Special Conditions to add a new Section IX Special Conditions Applicable to Development on Parcel 1. (Additions noted by **bold, underlined** text; deletions noted by ~~strike through~~.) (For Town Meeting Member reference, a compilation of the Network Drive PDD reflecting the full text of the Bylaw and all proposed changes has been provided by the Applicant in the Warrant Backup Material):

### SECTION 12.1.4.2.D. SPECIAL CONDITIONS FOR PLANNED DEVELOPMENT DISTRICT AS OF MAY 2022

#### IX Special Conditions Applicable to Development on Parcel 1.

General Infrastructure Assessment: The Developer, within 24 months of the approval of this May 2022 Amendment, shall, working with the Planning Department of the Town and its consultants and as necessary Town departments, assess potential impacts of the potential build-out of the additional authorized development square footage to various public infrastructure, such as water, sewer, traffic, pedestrian circulation, and identify potential community benefits/enhancements or improvement projects as the Developer and the Town identify (the “Impact Report”). The Impact Report shall also include potential additional projects that have been identified, both public and private, in the general area of the PD Premises. The reasonable cost of the preparation of the Impact Report shall be paid by the Developer.

The Impact Report shall set forth a schedule to govern the timing of the implementation of recommendations (i.e., schedule of implementation based upon development execution/project phasing). This Impact Report shall be consulted by the Developer in connection with individual PD Special Permit applications for components of the future development of new floor area at the PD Premises. The Planning Board shall identify appropriate

mitigation with reference to this Impact Report and include as appropriate, such mitigation necessary to address the identified impacts of the proposed components of the project at the PD Premises and the cost obligation attributable to the Developer.

Any PD Special Permit granted for new floor area shall include a condition, that the agreed upon mitigation based on the Impact Report shall include a timeline for the implementation of such mitigation.

In addition, the Town may use the Impact Report to pursue both state and federal funding beyond the scope of Developer’s obligations, for certain public infrastructure projects that have a nexus to the development and the Developer shall cooperate with the Town with such funding efforts.

The Developer, in connection with each permit application, shall specifically provide the following:

#### Traffic Analysis

Prior to the submission of any PD Site Development and Use Plan for the development of new useable floor area, the Applicant shall meet with the Planning Director to review the project and to obtain a determination as to whether a traffic memorandum or full traffic impact analysis is required. A full traffic analysis shall assess the adequacy of the existing or future transportation infrastructure to accommodate the additional trips generated by the new floor area and proposed use. The traffic impact analysis shall detail, if deemed warranted based on

the resultant findings, appropriate signalization enhancements, intersection or roadway geometrical improvements and/or preparation of further studies.

### Water and Sewer

All PD Site Development and Use Plan filings shall include an infrastructure analysis which calculates the projected sewer and water usage associated with the proposed development.

### Zoning Compliance

Following the issuance of a PD Site Development and Use Plan the Applicant shall provide to the Planning Department a current campus wide site layout plan with corresponding zoning and parking compliance charts.

### **MAIN MOTION: As Printed in the Warrant**

#### **RECOMMENDATIONS:**

Planning Board 7-0-0  
ZBRC – 6-0  
Land Use 6-0

### **ACTION: PASSED WITH CALLED 2/3S**

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### **ARTICLE # 38 RE: Amend Zoning Map and Rezone Property at 56 Middlesex Turnpike to the Innovation (I) District**

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

56 Middlesex Turnpike, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 56 Parcel 12 to rezone from the General Business (BG) District to the Innovation (I) District, consisting of approximately 2.84 acres.

or to act in any other manner in relation thereto.

### **MAIN MOTION: As Printed in the Warrant**

#### **RECOMMENDATIONS:**

Planning Board 7-0-0  
Land Use 2-4

### **ACTION: PASSED WITH CALLED 2/3S**

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### **ARTICLE # 39 RE: Amend Zoning Map and Rezone Property at 15 Adams Street to the Innovation (I) District**

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

15 Adams Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 59 Parcel 14 to rezone from the General Industrial (IG) District to the Innovation (I) District, consisting of approximately 6.56 acres.

or to act in any other manner in relation thereto.

### **MAIN MOTION: As Printed in the Warrant**

#### **RECOMMENDATIONS:**

Planning Board 7-0-0  
Land Use 2-4

### **ACTION: PASSED WITH CALLED 2/3S**

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### **ARTICLE # 40 RE: GROUNDWATER SEPARATION (On Dwelling RO District)**

To see if the Town will vote to amend the Zoning Bylaw to regulate the distance between groundwater and building basements, crawl space floors, or slab elevations by adding the following new sections to the Zoning Bylaw; or act in any other manner in relation thereto.

Article II: Definitions:

2.7 Groundwater (Estimated Seasonal High Groundwater Table (ESHGWT))  
Estimated Seasonal High Groundwater Table (ESHGWT): The estimated highest level to a zone of saturation in the soil in most years under normal wet season, as determined by a qualified soil scientist or licensed soil evaluator.

#### **5.1.6 DISTANCE FROM BASEMENT, SLAB OR CRAWL SPACE AND GROUNDWATER**

5.1.6.1 Purpose. The purposes of this bylaw are to preserve and protect groundwater; to maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements; and to establish procedures to control the adverse effects of building basement floors nearer than two (2) feet from the Estimated Seasonal High Groundwater Table (ESHGWT), including basement flooding, pumping and discharge of groundwater to neighboring

properties, discharging groundwater to the public way, and illicit connections to the Town sewer and stormwater connections.

5.1.6.2 Applicability. The requirement of this Section 5.1.6 shall apply to the One Family Dwelling (RO) District:

1. A new dwelling; or
2. Additions to an existing dwelling that increases a building footprint by more than 1,000 square feet.

5.1.6.3 Conditions and Requirements. The vertical distance between the basement floor of any dwelling house shall not be less than two (2) feet above the ESHGWT. Said distance shall be determined by a qualified soil scientist or Licensed Soil Evaluator. Except that, the vertical distance may be less than two (2) feet above the ESHGWT if all of the following conditions are met:

- a. Detailed engineering plans, certified by a Registered Professional Engineer showing a foundation and perimeter drain management system and roof stormwater management system(s) that will mitigate and control groundwater discharge and stormwater runoff, are provided;
- b. The provided foundation and perimeter drain discharge management system and roof stormwater management system plans have been reviewed by the Building, Conservation, Health and Engineering Departments and comments adequately addressed;
- c. Roof drains and downspouts connect to a stormwater management system designed by a Registered Professional Engineer.
- d. The applicant has agreed to pay the fee for consulting services to perform engineering review pursuant to the provisions of M.G.L. Chapter 44, Section 53G

5.1.6.4 Relationship to Other Laws.

Nothing in this by-law shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of any other law or regulation.

or to act in any other manner in relation thereto.

**MAIN MOTION: Withdrawn**

**ACTION: WITHDRAWN**

And finally with the completion of the business of the Town Warrant. A Motion was made to adjourn, seconded and passed with a show of hands. Meeting was adjourned at 11:04 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
TUESDAY, SEPTEMBER 20, 2022**

At 7:06 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 7 assembled in the Grand View Farm, 2<sup>nd</sup> floor Conference room to fill the vacancies in their Precinct.

**For Pct 7:** Precinct members in attendance were Sarah A. Cawley, and Jack Kelly. Shomeri Abramson from 9 Oxbow Ln was nominated and voted on unanimously. Meeting was adjourned at 7:18 PM.

**ADJOURNED TOWN MEETING  
WEDNESDAY, SEPTEMBER 28, 2022**

**FOGELBURG PERFORMING  
ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:17 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator then recognized Joan Hastings for her 50 years of membership on Town Meeting, she is last continuing serving original member of Representation Town Meeting. The Moderator also recognized the newest member Shomeri Abramson in Pct 7.

Thank you to the AV this evening is being run by Joe Michedo, assisted by Joane Nzikoba, Lindsey Lavoie and Tecisa Schultz.

The Moderator requested three motions at the beginning of the meeting. The first motion was to accept voting by show of hand counts, the second was Bruce Morey for Deputy Moderator and the third was in case we don't finish the business of the Town this evening that we would continue the meeting until 7 PM, on October 3rd. These motions were made and seconded, and Passed by a Majority.

Attendance for the meeting was 91 members.

Now to the first Article:

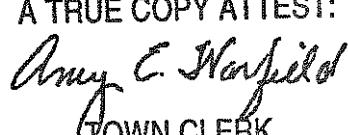
**GENERAL ARTICLES**

**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.

- Housing Partnership, Chair Kerry Donahue

**ACTION:** No voted re

A TRUE COPY ATTEST:  
  
 TOWN CLERK  
 BURLINGTON, MASSACHUSETTS

**ARTICLE #2 RE: Annual Town Election Date**

To see if the Town will vote to set the Annual Town Election for April 1, 2023; or to act in any other manner in relation thereto.

**MAIN MOTION: AS PRINTED IN WARRANT**

**ACTION: Passed by a Majority**

**ARTICLE #3 RE: Will of Marshall Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds in an amount \$70,382.69, 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.

Amount: \$70,382.69

**MAIN MOTION: AS PRINTED IN WARRANT  
RECOMMENDATIONS:**

Ways & Means: 14-0-0  
Recreation: Unanimous

**ACTION: Passed by a Majority**

**ARTICLE #4 RE: Police Station Feasibility Study**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000.00, or any other sum for the purpose of funding consulting services, which may include owner's project manager, design, architectural, engineering, and any other services required for completing a feasibility study for a newly constructed police station.

**MAIN MOTION:** The Town will vote to transfer from stabilization fund (this could be free cash if authorized by then) the sum of \$150,000.00, for the purpose of funding consulting services, which may include owner's project manager, design, architectural, engineering, and any other services required for completing a feasibility study for a newly constructed police station, to be spent under the direction of the Town Administrator.

**RECOMMENDATIONS:** Select Board: 5-0-0

Ways & Means: 14-0-0  
Capital Budget: 6-0-0

**ACTION: Passed with a call 2/3rds by the Moderator**

**ARTICLE #5 RE: Fund the Burlington International Firefighters' Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2023, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

Submitted by Select Board at the request of the Town Administrator

**MAIN MOTION:** The Town will vote to transfer from the Negotiated Settlement Account a sum of \$186,216 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2023, same to be spent under the appropriate authority.

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 14-0-0

**ACTION: Passed by a Majority**

**ARTICLE#6 RE: Fund the Burlington Municipal Employees' Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees' Association contract for FY2023, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

**ACTION:** WITHDRAWN

**ARTICLE #7 RE: Fund the Department of Public Works Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Public Works Contract for FY2023, same to be spent

under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

**ACTION:** WITHDRAWN

**ARTICLE #8 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2023, and transfer from the FY2023 Negotiated Settlement Account the sum of \$TBD or any other amount for the purpose of funding the plan under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

**ACTION:** WITHDRAWN

**ARTICLE #9 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the FY2023 Negotiated Settlement the sum of \$TBD for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2023, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** That the Town will vote to transfer from the FY2023 Negotiated Settlement the sum of \$8,244 for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2023, same to be expended under the appropriate authority.

**RECOMMENDATIONS:** Select Board: 5-0-0  
Ways & Means: 14-0-0  
Capital Budget: 4-0-2  
School: 5 - 0 -0

**ACTION: Passed by a Majority**

**ARTICLE #10 RE: Form Based Code Creation**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$80,000, or any other sum, for the purpose of funding consulting services or any other costs incurred for work required with the creation of form-based code

proposals; or to act in any other manner in relation thereto

**MAIN MOTION:** That the Town will vote to transfer from stabilization fund the sum of \$80,000, for the purpose of funding consulting services or any other costs incurred for work required with the creation of form-based code proposals.

**RECOMMENDATIONS:** Planning: Unanimous; ZBRC 7-0-0; Land Use 5-0-0 Select Board 5-0-0

**ACTION:** Passed with a call 2/3rds by the Moderator

#### **ARTICLE #11 RE: School - Curriculum Contract Approval**

To see if the Town will vote pursuant to G.L. c. 30B §12(b) to approve the School Committee to enter into a six (6) year contract for the Marshall Simonds Middle School social studies curriculum digital subscription, or to act in any other manner in relation thereto.

**MAIN MOTION:** AS PRINTED IN WARRANT

**RECOMMENDATIONS:**

Ways & Means: 14-0-0  
School: 5 – 0 -0

**ACTION:** Passed by a Majority

#### **ARTICLE #12 RE: Amend General Bylaw Article XIV, Section 6, Burlington Stormwater Management Bylaw.**

To see if the Town will vote to amend the General Bylaws Article XIV, Section 6 by replacing the section in its entirety.

##### **6.0 Stormwater and Erosion and Sedimentation Control**

Regulation of discharges is necessary for the protection of the Town of Burlington water bodies and groundwater as well as for safeguarding the public health, safety, welfare and the environment. Increased and contaminated stormwater runoff associated with development and redevelopment projects and the accompanying increase in impervious surface are major causes of impairment, including

- a. impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater;
- b. contamination of drinking water supplies;
- c. alteration or destruction of aquatic and wildlife habitat;
- d. flooding;
- e. erosion of stream channels; and
- f. overloading or clogging of municipal catch basins and storm drainage systems.

This Bylaw establishes stormwater management standards to minimize adverse impacts that would be borne by abutters, townspeople and the general public and complies with all the applicable state and Federal statutes and regulations detailed in subsequent sections of this Bylaw.

##### **6.1 Definitions**

**ABBREVIATED STORMWATER PERMIT:** An administratively issued permit issued for a land- disturbing activity that meets at least one of the following criteria:

Is equal to or greater than 5,000 square feet, but less than 20,000 square feet, or  
Results in an increase in impervious area equaling 5% but less than 10% of the total area of the property, or  
Is for construction of a new residential property unless one of the thresholds for a Standard Stormwater Permit Applies.

**ABUTTER:** The owner(s) of land abutting or within one hundred feet of the activity, unless otherwise specified.

**ALTERATION OF DRAINAGE CHARACTERISTICS:** Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff from a pre-activity condition. Such changes from a pre-activity condition may include: change from distributed runoff to confined discrete point discharges, change in the volume of runoff from the area, change in the peak rate of runoff from the area, and change in the recharge to groundwater on the area.

**APPLICANT:** Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth or the Federal government to the extent permitted by law requesting a soil erosion and sedimentation control permit for proposed land-disturbance activity.

**AS-BUILT DRAWING:** Drawings that completely record and document applicable aspects and features of conditions of a project following construction using Stormwater Management Plans derived from an erosion and sedimentation control permit.

**AUTHORIZED ENFORCEMENT AGENCIES:** The Burlington Conservation Commission is the lead agency with authority given by this Bylaw to promulgate regulations and policies that support the goals and objectives of this Bylaw. The Burlington Conservation Commission, its employees or agents share the administration and enforcement of this Bylaw as detailed herein.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve the quality of stormwater runoff. It shall also include schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems.

**COMMON PLAN OF DEVELOPMENT:** A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

**CONSTRUCTION AND WASTE MATERIALS:** Excess or discarded building or site materials, including, but not limited to, concrete truck washout, chemicals, litter and sanitary waste at a construction site that may adversely impact water quality.

**CLEARING:** Any activity that removes the vegetative surface cover.

**DEVELOPMENT:** The modification of land to accommodate a new use, revised use, or expansion of use, usually involving construction.

**DISTURBANCE:** Action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting and filling), soil compaction and movement and stockpiling of topsoils.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**FILL:** Fill means soil, sediments, rock and/or stone obtained off-site that is used to fill holes or depressions, create mounds, or otherwise artificially change the grade or elevation of real property.

**GRADING:** Changing the level or shape of the ground surface contour by means of excavation, fill, in-place ground modification, or any combination thereof, including the establishment of a grade following demolition of a structure.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPERVIOUS SURFACE:** Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include, but is not limited to: roads, driveways, parking areas and other areas created using non-porous material; buildings, rooftops, structures, artificial turf and compacted gravel or soil.

**LAND-DISTURBING ACTIVITY:** Any activity that causes a change in the existing soil cover which includes the position or location of soil, sand, rock, gravel, or similar earth material. Land-disturbing activities include, but are not limited to, clearing, grading, filling and excavation.

**LAND IN AGRICULTURAL USE:** Normal maintenance and improvement of land in agricultural or aquacultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.4.

**LOW IMPACT DEVELOPMENT (LID):** An ecosystem-based approach to land development and stormwater management that ensures each development site is designed to protect, or restore, the natural hydrology of the site. This can be achieved by the incorporation of non-structural and natural approaches to new and redevelopment projects to reduce adverse effects on water quality and the natural environment by conserving natural areas, reducing impervious cover and better integrating stormwater treatments.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY:** The Policy issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131 §. 40 and Massachusetts Clean Waters Act G.L. c. 21, §. 23-56. The Policy addresses impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and to control the quantity of runoff from a site.

**MILL AND OVERLAY:** A street maintenance technique that requires the removal of the top layer (two inches) of a street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is put in its place.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The municipal storm drain system is the system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Burlington.

**NEW DEVELOPMENT:** Any construction activities or land disturbance on an area that has not previously been developed to include impervious cover.

**OPERATION AND MAINTENANCE PLAN:** A plan setting up the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure it continues to function as designed.

**OWNER:** A person with a legal or equitable interest in the property.

**PHASING:** Disturbance of a parcel of land in distinct phases, with the stabilization of each phase completed before the commencement of the next.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the Federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**PLAN:** A technical drawing that shows details of how a building or site will be built or developed. **PRE-CONSTRUCTION:** All activity in preparation for construction.

**PROFESSIONAL CIVIL ENGINEER:** Professional Civil Engineer means a person who has been duly registered as an Engineer by the Massachusetts Board of Registration of Professional Engineers and Professional Land Surveyors and who holds a current license to practice.

**REDEVELOPMENT:** Any construction, land alteration or improvement of impervious surfaces that does not meet the definition of new development.

**RESPONSIBLE PARTY:** Any entity holding the fee title to the property or other person contracted or obligated by other agreement to implement and maintain pre- and post-construction stormwater BMPs.

**ROUTINE LANDSCAPING ACTIVITY:** Maintenance of existing landscaping, gardens, or lawn areas associated with a single-family dwelling conducted in such a way as to not: Alter existing grades by more than six (6) inches in elevation, or Alter drainage patterns, or Add new impervious surface to the site, excluding sheds.

**RUNOFF:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is the product of erosion processes and is transported by wind or water from its origin to another location.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Any earth, sand, rock, gravel, clay or similar material.

**STABILIZATION:** The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

**STANDARD STORMWATER PERMIT:** A permit issued under this Bylaw containing conditions requiring best management practices be implemented to prevent erosion and sedimentation from the site. This permit applies to all commercial projects and to non-commercial projects proposing a land-disturbing activity that results in an increase of impervious area equaling 10% of the total area of the property or greater and/or disturbs more than 20,000 square feet.

**STORMWATER:** Rainwater runoff, snow melt runoff, and surface water runoff and drainage.

**STORMWATER AND EROSION AND SEDIMENTATION CONTROL PLAN:** A document containing narrative, drawings and details developed by a professional civil engineer (PE), a Certified Professional in Erosion and Sedimentation Control (CPESC) or other qualified professional, which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land-disturbing activities.

**STORMWATER MANAGEMENT PLAN:** A plan showing existing and proposed features on a site. This is required as part of the application for a Stormwater Permit. See Section 6.6.2.

**STORMWATER PERMIT APPLICATION PACKAGE:** The application materials consisting of a Stormwater Management Plan, an Erosion and Sedimentation Control Plan, and an Operation and Maintenance Plan submitted to the Burlington Conservation Commission requesting a Stormwater Permit.

**STRIP:** Any activity which removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

**TOTAL MAXIMIM DAILY LOAD (TMDL):** Is a calculation of the maximum amount of a pollutant a waterbody can receive and still meet water quality standards and an allocation of that amount to the pollutant's sources. A TMDL includes load allocations for nonpoint sources and/or natural background and must include a margin of safety and account for seasonal variations.

**TOTAL SUSPENDED SOLIDS (TSS):** Total Suspended Solids is a water quality measurement that includes particles suspended in water that will not pass through a filter.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

**WETLAND RESOURCE AREA:** Areas specified in either the Massachusetts Wetlands Protection Act M.G.L. c. 131, § 40 or in Burlington's Wetland Bylaw (Article XIV).

**WETLANDS:** Areas characterized by saturated or nearly saturated soils most of the year that are located between terrestrial (land-based) and aquatic (water-based) environments including freshwater marshes around ponds and

channels (rivers and streams). Common names include marshes, swamps and bogs.

## 6.2 Detailed Objectives

This Bylaw complies with Federal and state statutes and regulations relating to stormwater discharges including total maximum daily load requirements and with the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts, issued by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection ("MS4 Permit"). It is intended to:

- . Protect ground water and surface water to prevent degradation of drinking water supply;
- a. Require practices that eliminate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land-disturbing activities;
- b. Promote infiltration and the recharge of groundwater;
- c. Ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- d. Require practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at a construction site that may cause adverse impacts to water quality;
- e. Establish minimum construction and post-construction stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
- f. Prevent pollutants from entering the Burlington MS4 and to minimize discharge of pollutants from the MS4;
- g. Ensure adequate long-term operation and maintenance of structural stormwater best management practices so that stormwater structures work as designed;
- h. Comply with Federal and state statutes and regulations relating to stormwater discharges;
- i. Establish the legal authority for the Town of Burlington to ensure compliance with the provisions of this Bylaw through inspection, monitoring, and enforcement; and
- j. Prevent flooding and erosion to abutting properties.

### 6.3 Authority

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes and pursuant to the regulations of the Federal Clean Water Act found at 40 CFR 122.34.

### 6.4 Applicability

No person may construct a single-family house or larger building nor may they undertake any land-disturbing activity that results in an increase in impervious surface equaling 5% or more of the total surface of a lot or disturbs an area equal to or greater than 5,000 square feet of land, that drains to the Burlington municipal separate storm sewer system, or onto an adjacent property, or into a municipal / private street, or into a wetland / stream without either an Abbreviated or Standard Stormwater Permit from the Burlington Conservation Commission. Segmenting projects part of a larger common plan of development or sale to avoid thresholds shall not be permitted.

For a proposed project that results in an increase in impervious surface equaling at least 5% but less than 10% of the total area of the property or results in equal to or greater than 5,000 square feet but less than 20,000 square feet of land disturbance or results in filling of more than 6 inches, must apply for an Abbreviated Stormwater Permit. For a proposed project that results in 10% or greater increase in impervious surface or results in greater than 20,000 square feet of land disturbance, must apply for a Standard Stormwater Permit.

Although a permit under this bylaw is not required for projects resulting in an increase of less than 5% of added impervious surface or less than 5,000 square feet of land disturbance, no person may allow soil erosion and/or stormwater from their property onto the public way or onto an abutting property. Such action constitutes a violation of this bylaw.

Exemptions from the requirement to obtain a permit (under this Bylaw) are:

Roadway projects that do not remove existing pavement down to underlying dirt/soil (i.e. mill and overlay) as they are not land-disturbing redevelopment activities;

Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;

Routine landscaping activities as defined above;

The construction of features that will not substantially alter existing terrain or drainage patterns, including the following:  
fencing or another barrier;  
utilities other than drainage (gas, water, electric, cable, telephone, etc.)

As authorized in Burlington's Phase II Small MS4 General Permit, stormwater discharges resulting from the activities identified in Section 6.4 that are wholly subject to jurisdiction under either the Wetlands Protection Act or activities which are subject to Burlington's Bylaw Article XIV and demonstrate compliance with the Massachusetts Stormwater Management Regulations as reflected in an Order of Conditions issued by the Burlington Conservation Commission, are exempt from compliance with this Bylaw.

### 6.5 Responsibility for Administration

The Burlington Conservation Commission may promulgate regulations to support this Bylaw as specified in Section 6.5.1 below. Any powers granted to, or duties imposed upon either the Burlington Conservation Commission may be delegated to their respective employees and/or their agents, and with mutual concurrence these duties may be delegated to each other's respective employees and/or their agents.

#### 6.5.1 Waiver

The Burlington Conservation Commission may grant a waiver of compliance with this Bylaw. The Commission, with input from the Planning Board and/or Board of Health, may waive strict compliance with any requirement of this Bylaw or the rules and regulations promulgated hereunder, where:

1. Such action is allowed by Federal, state, and local statutes and/or regulations; and
2. is in the public interest; and
3. is not inconsistent with the purpose and intent of this Bylaw.

#### 6.5.2 Rules and Regulations

**6.5.2.1 The Burlington Conservation Commission** shall be the lead agency to initiate a change to this Bylaw. The Burlington Conservation Commission may adopt, and periodically amend, rules and regulations to effectuate the purposes of this Bylaw, by majority vote of the Burlington Conservation Commission, after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local circulation, at least seven (7) days prior to the hearing date.

6.5.2.2 Failure by the Burlington Conservation Commission to promulgate such rules and regulations shall not have the effect of suspending or invalidating this Bylaw.

#### 6.6 Standard Stormwater Permit

##### 6.6.1 Application for Standard Stormwater Control Permit

6.6.1.1 The site owner or his/her agent shall file with the Burlington Conservation Commission three (3) copies of a completed application package for a Standard Stormwater Permit. Permit issuance is required prior to any site-altering activity. While the Applicant can be a representative of the site owner, the permittee must be the owner of the site.

##### 6.6.1.2 Standard Stormwater Application Package

The Standard Stormwater Application package shall include:

A completed Application Form with original signatures of all owners plus two (2) copies of the signed form;

Proof of written notification to all Abutters within 100 feet of the proposed activity by hand delivery or certified mail, return receipt requested, or by certificates of mailing;

Proof of any test pits witnessed by a Licensed Soil Evaluator;

Three (3) copies of the Stormwater Management Plan, stamped by a Professional Civil Engineer, and project description referenced in Section 6.6.2 of this Bylaw;

Three (3) copies of the Stormwater and Erosion and Sediment Control Plan, stamped by a Professional Civil Engineer, as referenced in Section 6.6.3 of this Bylaw;

Three (3) copies of the Operation and Maintenance Plan, stamped by a Professional Civil Engineer, as referenced by Section 6.6.4 of this Bylaw;

A copy of the Stormwater Pollution Prevention Plan if one must be prepared in connection with the project;

One (1) electronic copy of the complete package; and

Payment of the application fees.

#### 6.6.2 Stormwater Management Plan

The Stormwater Management Plan shall contain sufficient information for the

Commission to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the Applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards (or as revised), the Massachusetts Stormwater Management Handbook Volumes I and II (or as revised), and any specific regulations promulgated under this Bylaw.

No trees shall be removed within the rear zoning setback without a waiver from the Commission. The Commission reserves the right to require replacement of trees removed.

##### 6.6.2.1 Stormwater Management Plan Content

The Stormwater Management Plan shall fully describe the project in drawings and narrative. The Stormwater Management Plan shall conform to any detail provided in either regulations or policies promulgated under this Bylaw. The Conservation Administrator may, at his/her discretion, waive some detail requirements described below as long as in his/her opinion, the goals and objectives of this Bylaw are not compromised.

##### 6.6.2.2 Standards

The Stormwater Management Plan shall meet the current Standards of the Massachusetts Stormwater Regulations and the MS4 permit requirements of the Town of Burlington. When one or more of the standards cannot be met, an Applicant may demonstrate an equivalent level of environmental protection will be provided. This determination shall be at the discretion of the Conservation Commission.

##### 6.6.3 Stormwater and Erosion and Sedimentation Control Plan

The Stormwater and Erosion and Sedimentation Control Plan contained within the Stormwater Application Package shall contain sufficient information to describe the proposed erosion and sedimentation controls. The Applicant shall submit such material as is necessary to show the proposed development will comply with the design requirements referenced in Section 6.6.3.2 below. The Conservation Administrator may, at his/her discretion, waive some detail requirements described below as long as, in his/her opinion, the goals and objectives of this Bylaw are not compromised.

##### 6.6.3.1 Stormwater and Erosion and Sedimentation Control Plan Content

The Plan shall at a minimum contain the following information:

Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;

Title, date, north arrow, names of abutters, scale, legend, and locus map;

Location and description of natural features;

Location of all existing and proposed building and impervious surfaces;

Design details for both temporary and permanent erosion control structures;

Suitable contours for the existing and proposed topography;

All trees 8" or greater in diameter at breast height (DBH) within the limit of work showing the location of the trunk, a notation of the diameter and species, and the approximate edge of the canopy drawn to scale. All trees that are proposed to be removed and all protected trees that are proposed to be saved should be identified on the plan;

Monitoring wells (if applicable); and

Estimated Seasonal High Groundwater Table (ESHGWT): The estimated highest level to a zone of saturation in the soil in most years under normal wet season, as determined by a qualified soil scientist or licensed soil evaluator.

#### 6.6.3.2 Standards

The Stormwater and Erosion and Sedimentation Control Plan must conform to the details of any regulations and policies promulgated under this Bylaw.

#### 6.6.4 Operations and Maintenance Plan

Operation and Maintenance plan (O&M Plan) is required as part of the Stormwater Application Package at the time of application for all projects. Upon request by the Applicant, the issuing Commission/Board may delay the completion date of the O&M plan, but in all cases, the O&M Plan must be submitted and approved prior to the completion of the project and before any occupancy takes place.

##### 6.6.4.1 Content

The O&M Plan shall remain on file with the issuing Commission/Board and shall be an ongoing requirement for the Responsible Parties in perpetuity. The details of the O&M Plan shall conform to the requirements of any regulations and policies promulgated under this Bylaw. The O&M Plan shall, at a minimum, include:

A. The name(s) of the owner(s) for all components of the system;

B. Detail of maintenance agreements;  
C. Detail on stormwater management easement(s);  
D. Changes to O&M Plans

1. The owner(s) of the stormwater management system must notify the issuing Commission/Board of changes in ownership or assignment of financial responsibility.  
2. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this Bylaw by mutual agreement of the issuing Commission/Board and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.

##### 6.6.4.2 Standards

The O&M plan shall be designed to ensure compliance with the Permit and this Bylaw and that the Massachusetts Surface Water Quality Standards, 314, CMR 4.00 are met in all seasons and throughout the life of the system. The issuing Commission/Board shall make the final decision of what maintenance option is appropriate in a given situation. The issuing Commission/Board will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision.

##### 6.6.4.3 Recording

The O&M Plan for a project with a Standard Stormwater Permit shall be recorded at the Southern Middlesex Registry of Deeds prior to occupancy. The Applicant shall provide proof to the issuing Commission/Board that the O&M Plan has been filed.

##### 6.6.5 Public Hearing

6.6.5.1 Within seven (7) days of the filing date, the Burlington Conservation Commission (through its agent) shall make a determination on whether to schedule a formal hearing before the Commission. This determination shall be made based on an assessment of the potential for sedimentation and erosion from the proposed land-disturbing activity (including grubbing, clearing and/or grading). The Commission's agent shall give consideration to the original and proposed grading of the site, existing slopes, the presence of intermittent streams or channels, the size of the site, and/or other factors which may contribute to runoff and erosion potential.

6.6.5.2 The Commission shall hold a public hearing within twenty-one (21) days of the receipt of a complete application (or a greater

timeframe as mutually agreed upon) and shall take final action within either twenty-one (21) days from the time of the close of the hearing or within such longer time period mutually agreed to by both the Commission and the Applicant to coincide with other regulatory decisions on the same project. Notice of the public hearing shall be given by publication and posting, and by first-class mailings to abutters (owners of land within three hundred feet from the boundary of the site) at least seven (7) days prior to the hearing. The Commission shall make the application available for inspection by the public during business hours at the Commission office.

### **6.7 Abbreviated Stormwater Permit**

The site owner or his/her agent shall file with the Burlington Conservation Commission two (2) copies of a completed application package for an Abbreviated Stormwater Permit. Permit issuance is required prior to any site-altering activity. While the Applicant can be a representative of the site owner, the permittee must be the owner of the site.

#### **6.7.1 Content**

The application package shall contain

An Application Form with original signatures of all owners;  
A Stormwater Management/Erosion and Sediment Control Plan; and  
Proof of written notification to properties that directly abut the project property by certified mail, return receipt requested, or by certificates of mailing.

The Stormwater Management/Erosion Control Plan shall at a minimum contain sufficient information to describe the existing and proposed features of the land including structures, vegetation, and drainage and anticipated maintenance requirements of structures. This Plan shall also contain sufficient information to describe the proposed erosion and sedimentation controls and to show the proposed development will comply with the design requirements referenced in Section 6.6.3.2. The Conservation Commission and its agents reserves the right to request more information for the application to be consistent with the goals of this bylaw.

For projects involving construction of a new residential property or for projects on existing residential property proposing an increase in impervious surface of 10% or more of the total lot or for projects with a total land disturbance of 10,000 square feet or more, or for projects including any filling of more than 6", the Stormwater and Erosion and Sediment Control Plan must be stamped by a Professional Civil Engineer, as referenced in Section 6.6.3 of this Bylaw.

#### **6.7.2 Standards**

The Stormwater Management/Erosion Control Plan shall conform to any detail provided in either regulations or policies promulgated under this Bylaw. At a minimum all projects shall comply with the performance standards of the most recent version of the DEP stormwater management standards and The Massachusetts Stormwater Handbook, to the extent practicable, and this Bylaw.

#### **6.7.3 Abbreviated Stormwater Permit Issuance**

Within seven (7) days of the filing date, the agent of the Burlington Conservation Commission will issue an Abbreviated Stormwater Permit under this Bylaw. No public meeting or hearing shall be required for sites in this category. For sites in this size category not adequately covered by the Abbreviated Stormwater Permit, additional special conditions may be appended by the Commission. The Commission may extend the seven (7) day turnaround time for issuing the Abbreviated Stormwater Permit for reasons of insufficient information of which the Applicant has been notified in writing.

#### **6.7.4 Project Completion for an Abbreviated Stormwater Permit**

**6.7.4.1** Upon completion of a project involving construction of a new residential property, an increase in impervious surface of 10% or more of the total lot size, a total land disturbance of 10,000 square feet or more or any filling of more than 6", the Applicant shall provide certification from a Professional Civil Engineer that stormwater management features were installed as designed.

**6.7.4.2** Upon completion of small projects not requiring a stamped plan for permit issuance, the Applicant shall request an inspection by the Conservation Commission or staff.

#### **6.8 Performance Standards**

##### **6.8.1 Performance Standards for all projects subject to a Stormwater Permit**

**6.8.1.1** At a minimum, all projects shall comply with the performance standards of the most recent version of the Massachusetts stormwater management standards and The Massachusetts Stormwater Handbook, and this Bylaw.

**6.8.1.2** At a minimum, shall not increase either rates or volume of runoff from existing conditions.

6.8.1.3 All projects must consider and, unless infeasible, propose and implement Low Impact Development (LID) Best Management Practices listed in the Massachusetts Stormwater Handbook. Applicants shall demonstrate compliance with design standards for LID BMPs through generally accepted methods. LID BMPs should be considered for their improvements to water quality, and ability to handle water quantity.

6.8.1.4 Except as expressly provided, the design of treatment and infiltration practices and BMPs, shall meet the Standards set forth in the Massachusetts Stormwater Handbook. Where an inconsistency exists between state requirements and this Bylaw, the stricter standards shall apply.

6.8.2 Performance standards for all projects requiring plans stamped by a Professional Civil Engineer

6.8.2.1 Shall be designed such that the post-development peak discharge rates do not exceed pre-development rates for the 2, 10, 25 and 100-year 24-hour Type III storm event. Projects shall also be designed to ensure that post-development discharge volumes do not exceed pre-development values. The use of infiltration and LID techniques for such purposes is preferred.

6.8.2.2 All projects shall, at a minimum, utilize the 90% confidence interval of the 24-hour rainfall data taken from the NOAA Atlas 14 Point Precipitation Frequency Estimates unless the Massachusetts DEP Stormwater Management Standards adopts newer sources for 24-hour rainfall data.

6.8.3 Additional Performance Standards for New Development and Redevelopment projects disturbing more than one acre

6.8.3.1 Stormwater management systems on new development disturbing more than one acre shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.

6.8.3.2 Stormwater management systems on redevelopment sites disturbing more than one acre shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual post-construction load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.

6.8.3.3 When determining whether the requirements have been met, the issuing commission/board shall consider all stormwater

management practices available and capable of being implemented after taking into consideration costs, existing technology, proposed use, and logistics in light of overall project purposes. Project purposes shall be defined generally (e.g., single family home or expansion of a commercial development). Applicants shall detail how the project will:

Comply with the Massachusetts Stormwater Management Standards as further defined in the Massachusetts Stormwater Handbook or its successor;

Implement structural and non-structural stormwater best management practices (BMPs) for projects that discharge, directly or indirectly, to a water body subject to one or more pollutant-specific Total Maximum Daily Loads (TMDLs). These practices shall be consistent with each such TMDL;

Implement structural and non-structural stormwater BMPs optimized to remove the pollutant(s) responsible for the impairment to the extent the project will discharge, directly or indirectly, to an impaired water body not subject to a TMDL;

Avoid disturbance of areas susceptible to erosion and sediment loss;

d. Use Low Impact Development (LID) techniques where adequate soil, groundwater and topographic conditions allow. These may include, but not limited to, reduction in impervious surfaces, disconnection of impervious surfaces, bioretention (rain gardens), and infiltration systems.

6.8.3.4 Redevelopment activities exclusively limited to maintenance and improvement of existing roadways (excavating down to dirt/soil), including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects shall only be required to improve existing drainage conditions where feasible.

6.8.3.5 Further criteria for Stormwater Management Standards shall be defined and included as part of any Rules and Regulations promulgated under Section 6.5.2 of this Bylaw.

## 6.9 Entry

Filing an application for a permit grants the issuing Commission/Board and its agents permission to enter the site to verify the information in the application.

## 6.10 Fee Structure

### 6.10.1 Standard Stormwater Permit fee

The Commission shall obtain with each submission an Application Fee. The fee shall be established by the Burlington Conservation

to cover expenses connected with the public hearing and application review for the Stormwater Permit and a technical Review Fee (if requested by the Commission) sufficient to cover professional technical review, if needed. The Commission is authorized to retain a Professional Civil Engineer or other professional consultant to advise the Commission on any or all aspects of these plans as provided by G.L.c. 44, Section 53G. Applicants must pay all review fees due before a permit will be issued. The Commission will not be subject to final action deadlines if the appropriate fees have not been paid.

#### 6.10.2 Abbreviated Stormwater Permit fee

The Commission will establish a reduced fee schedule.

#### 6.11 Information requests

The Applicant shall submit all additional information requested by the Commission to issue a decision on the application.

#### 6.12 Approval Process for a Standard Stormwater Permit

The Commission may:

Issue a Permit based upon a determination the proposed plan meets the Massachusetts Stormwater Management Standards referenced by Section 6.6.2.2, adequately protects the water resources of the community, and complies with the requirements set forth in this Bylaw;

Issue a Permit subject to any conditions, modifications or restrictions required by the Commission which will ensure the project meets the Massachusetts Stormwater Management Standards referenced by Section 6.6.2.2 and adequately protect water resources; set forth in this Bylaw;

Disapprove the issuance of a Permit based upon a determination the proposed plan as submitted does not meet the Massachusetts Stormwater Management Standards referenced by Sections 6.6.4.2, 6.6.6.2, 6.7.2 or 6.8 or adequately protect surface and/or groundwater resources as set forth in this Bylaw.

Failure of the Commission to take final action upon an application within either twenty-one (21) days from the time of the close of the hearing or within such longer time period mutually agreed to by both the Commission and the Applicant to coincide with other regulatory decisions on the same project, shall be deemed to be approval of said Application.

#### 6.13 Project Changes for a Standard Stormwater Permit

The permittee must notify the Commission in writing of any drainage change or alteration in the system authorized in a Stormwater Permit before any change or alteration is made. If the Commission determines the change or alteration is significant, based on the Stormwater Management Standards in Sections 6.6.3.2, 6.6.4.2, 6.7.2 or 6.8 of this Bylaw and accepted construction practices, the Commission may require an amended application be filed and a public hearing held. The Commission may also require the installation of interim erosion and sedimentation control measures before approving the change or alteration.

#### 6.14 Project Completion for a Standard Stormwater Permit

Upon completion of the project, the permittee shall submit as-built record drawings of all structural stormwater controls and best management practices implemented for the site. The as-built drawing shall show deviations from the approved plans, if any, and be certified by a Registered Professional Engineer.

#### 6.15 Inspection and Site Supervision

##### 6.15.1 Pre-construction Meeting

When requested, prior to the start of clearing, excavation, construction, or land-disturbing activity, the Applicant, the Applicant's technical representative, the general contractor, or any other person with authority to make changes to the project shall meet with the Commission to review the permitted plans and their implementation.

##### 6.15.2 Inspections

###### 6.15.1 Commission Inspections

To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Commission, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this Bylaw and may make, or cause to be made, such examinations, surveys or sampling as the Commission deems reasonably necessary to determine compliance with the permit. The Commission or its designated agents shall make inspections as needed and shall either approve any portion of the work completed or shall notify the permittee wherein the work fails to comply with the Stormwater Permit as approved.

###### 6.15.2 Permittee Self-Inspections

The permittee or his/her agent may be required to conduct and document inspections of all control measures no less than weekly or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections shall be to determine the overall effectiveness of the control plan and the need for maintenance or additional control measures. The permittee or his/her agent shall submit weekly reports to the Commission or designated agent in a format approved by the Commission, which may include the signature of the Professional Engineer if required by the Commission.

#### 6.16 Surety

As part of any Stormwater Permit, the issuing Authority shall require the permittee to post, before the start of land-disturbing activity, a cash surety. The bond shall be in an amount deemed sufficient by the Commission to ensure that the work will be completed in accordance with the permit. For a phased project the Commission may release part of the bond upon completion of each phase in compliance with the permit. The amount released shall be at the discretion of the Commission. However, the bond may not be fully released until the Commission has received the final report as required by Section 6.17 and issued a certificate of completion. A bond for an Abbreviated Stormwater Permit may be released once project is complete and site is permanently stabilized.

#### 6.17 Final Reports

Upon completion of the work under a Standard Stormwater Permit or if required by the Commission, the permittee shall submit a report (including certified as-built construction plans) from a Professional Civil Engineer (P.E.) or surveyor, certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. Any discrepancies should be noted in the cover letter.

#### 6.18 Enforcement

The Burlington Conservation Commission and their employees and agents shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations. Persons subject to enforcement under this Bylaw include:

All permittees who have been issued a Standard Stormwater Permit;

All permittees who have been issued an Abbreviated Stormwater Permit; and

All other persons who have engaged in a land-disturbing activity as defined in this Bylaw, who have caused substantial erosion and sedimentation due to alteration of drainage characteristics, grading, grubbing, clearing, and/or stripping of soil.

**6.18.1 Orders:** The Commission or an authorized agent of the Commission may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder which may include:

A requirement to cease and desist from the land-disturbing activity until there is compliance with this Bylaw and its provisions of any permit issued;

Maintenance, installation or performance of additional erosion and sediment control measures;

Monitoring, analyses, and reporting;

Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity;

Regrading, installation of additional erosion controls, replacement of vegetation, or other remedial actions as determined by the Conservation Commission;

Elimination of illicit connections or discharges to the MS4; and

Elimination of discharges to the MS4 or, directly or indirectly, into a watercourse or into the waters of the Commonwealth.

#### 6.18.2 Compliance With Enforcement Orders

If the Commission or its agents determines abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Commission may under this Bylaw and subsequent regulation promulgated hereunder impose a fine on a daily basis as specified in section 6.18.4 until such time as the abatement or remediation of erosion and sedimentation has been completed. The Town of Burlington, at its option, may seek a court order requiring the property owner to perform the work.

#### 6.18.3 Criminal Penalty

Any person who violates any provision of this Bylaw, regulation, order, or permit issued thereunder shall be punished by a fine. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

#### 6.18.4 Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town of Burlington may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, in which case the Conservation Administrator of Burlington shall be the enforcing agent. The penalty for the first violation shall be \$100 each day or part thereof such violation occurs. The penalty for the second violation shall be \$300 each day or part thereof such violation occurs. The penalty for subsequent violations shall be \$300 each day or part thereof for every day such violation occurs. For the purposes of issuing a non-criminal disposition penalty, the Burlington Conservation Commission Administrator are named as the specific enforcing agents.

#### 6.18.5 Appeals

The decisions or orders of the Commission shall be final. Further relief shall be to a court of competent jurisdiction.

#### 6.18.6 Remedies Not Exclusive

The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable Federal, state, or local law.

#### 6.19 Certificate of Completion

Upon determining all work completed under a Standard permit has been satisfactorily completed in conformance with this Bylaw and the Permit, and all required documentation has been submitted per Section 6.14, the issuing authority shall issue a Certificate of Completion. This Certificate shall identify any continuing requirements. The Certificate of Completion shall stipulate the permit holder is to remove required erosion controls unless changed or waived by the Conservation Administrator within thirty (30) days of the date on the Certificate.

#### 6.20 Severability

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Or to act in any other manner in relation thereto

#### **RECOMMENDATIONS:** Conservation:

Land Use: 7-2-0

General Bylaw Review: 4-0

#### **MAIN MOTION:** AS PRINTED IN WARRANT

After a presentation and discussion on the question, there was a motion made to Move the question, it was seconded and it Passed by a called 2/3s  
Then to the Main Motion:

#### **ACTION: Passed by a Majority**

#### **ARTICLE #13 RE: Establish a Burlington Housing Partnership Committee by adding a new Section 2.9 to the Burlington General Bylaws**

To see if the Town will vote to establish a Burlington Housing Partnership Committee (BHPC) by adding the following new Section 2.9 to the General Bylaws of the Town:

#### **2.9 Burlington Housing Partnership Committee**

The Burlington Housing Partnership Committee (hereinafter referred to as BHPC) shall consider all matters relating to the housing needs in Burlington with particular attention to housing opportunities that are affordable to residents of all income levels and abilities. The Committee shall seek to expand the inventory of decent, safe, and affordable housing and housing related programs.

#### **2.9.1 Committee Purpose**

The BHPC will make recommendations to the Select Board on steps the Town may take to support the creation of new housing options to address those needs as described in section 2.9, and to maintain existing affordable housing in Burlington. The Committee will promote the creation and preservation of housing and housing programs that:

- Enable people with incomes below the area median to access an affordable place to live.
- Create and maintain adequate affordable housing in Burlington to exceed the state's benchmark for 10 percent of the town's total housing units to be affordable to those with incomes at or below 80 percent of the area median income.
- Promote a diverse, economically vibrant, and welcoming community with housing choices and opportunities free from housing discrimination.

#### **2.9.2 Committee Composition**

Committee Members shall consist of seven (7) voting members total, to include one (1) representative from the Select Board, one representative appointed by the Planning Department, and five (5) resident members appointed by the Town Administrator who have experience or interest in housing, real estate, law,

finance, or other relevant areas and who live in a diverse mix of housing types (homeowners and renters).

In the absence of an active committee, members shall be appointed as follows: three (3) members will be appointed for three (3) years, three (3) 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 elect a chairperson, vice-chairperson and recording clerk every two (2) years.

#### RECOMMENDATIONS:

General Bylaw Review: 4-0

After a presentation and discussion on the question, there was a motion made to Move the question, it was seconded and it Passed by a called 2/3s  
Then to the Main Motion:

**MAIN MOTION: AS PRINTED IN WARRANT**

**ACTION: Passed by a Majority**

### ARTICLE #14 RE: Zoning Bylaw Amendment Smoke Shop

To see if Town Meeting will vote to amend the Zoning Bylaws to create a new definition of “Smoke Shop” under Article II: Definitions and Article IV: Principal Use Regulation Schedule as follows:

#### 2.19

**Smoke shop** An establishment whose principal use is dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia, electronic tobacco as a principal use. Any grocery store, supermarket, convenience store or similar retail use that sells tobacco products, but where tobacco is not the principal use, shall not be included within the definition of Smoke Shop. Smoke shops are not Registered Marijuana Dispensaries (RMD).

#### 4.2.0 PRINCIPAL USE REGULATION SCHEDULE

	USE DESIGNATION	DISTRICT										OVERLAY DISTRICTS				
4.2.6	RETAIL, CONSUMER, AND TRADE USES	RO	RG	RC	BN	BL	BG	BT	IG	I	IR	OS	A	WR	CC	CBD
4.2.6.2.2	Smoke Shop	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO

**MAIN MOTION:** An Amendment was made on the floor by the Zoning Bylaw Review:

To see if Town Meeting will vote to amend the Zoning Bylaws to create a new definition of “Smoke Shop” under Article II: Definitions and Article IV: Principal Use Regulation Schedule as follows:

#### 2.19

**Smoke Shop** An establishment whose principal use is dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia, electronic tobacco as a principal use. Any grocery store, supermarket, convenience store or similar retail use that sells tobacco products, where tobacco is not the principal use, shall not be included within the definition of Smoke Shop. Registered Marijuana Dispensaries shall not be included within the definition of Smoke Shop.

#### 4.2.0 PRINCIPAL USE REGULATION SCHEDULE

	USE DESIGNATION	DISTRICT										OVERLAY DISTRICTS				
4.2.6	RETAIL, CONSUMER, AND TRADE USES	RO	RG	RC	BN	BL	BG	BT	IG	I	IR	OS	A	WR	CC	CBD
4.2.6.2.2	Smoke Shop	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO

**RECOMMENDATIONS:** Planning Board: 6-0-0

Land Use: 0-9

Zoning Bylaw Review: 7-0-0 on Amended version.

After a presentation and discussion on the question, there was a motion was made from the floor by the Zoning Bylaw Review, it was seconded and it Passed  
Then the Main Motion as amended was voted on.

**ACTION: Vote Failed to achieve the 2/3s Majority required.**

**ARTICLE #15 RE: Amend Zoning Bylaw- DISTANCE from Basement, Slab or Crawl Space and Groundwater**

To see if the Town will vote to amend the Zoning Bylaws by amending the following section in order to regulate the distance between groundwater and building basements, crawl space floors, or slab elevations as follows;

A. Add a new definition as follows:

**Article II: Definitions:**

**2.7 Groundwater (Estimated Seasonal High Groundwater Table (ESHGWT))**

The estimated highest level to a zone of saturation in the soil in most years under normal wet season, as determined by a Licensed Soil Evaluator.

B. Add a new section 5.1.6 as follows:

**5.1.6 DISTANCE FROM BASEMENT, SLAB OR CRAWL SPACE AND GROUNDWATER**

**5.1.6.1 Purpose.** The purpose of this bylaw is to preserve and protect groundwater; to maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements; and to establish procedures to control the adverse effects of building basement floors below the (ESHGWT), including basement flooding, pumping and discharge of groundwater to neighboring properties, discharging groundwater to the public way, and illicit connections to the Town sewer and stormwater connections.

**5.1.6.2 Applicability.** The requirement of this Section 5.1.6 shall apply to all Zoning Districts:

1. All new building construction, including single family dwellings; (New construction shall be teardown & rebuild and new building construction).
2. Alterations, renovations and additions to existing buildings or dwellings and/or separate buildings or dwellings that increases building/dwelling footprint by more than 750 square feet on the lot.

**5.1.6.3 Conditions and Requirements.** The bottom elevation of the basement crawl space floors, or slab elevations of any building or dwelling shall not be lower than the ESHGWT. Said ESHGWT shall be determined by a Licensed Soil Evaluator. The Inspector of Buildings shall determine compliance with this bylaw.

a. All applicable Building Permit applications shall include information required to determine compliance with this bylaw.

5.1.6.4 The basement floor, crawl space floors, or slab elevation may be lower than the ESHGWT if all of the following conditions are met:

- a. Detailed engineering plans, certified by a Professional Civil Engineer showing a foundation and perimeter drain management system that will mitigate and control groundwater discharge and stormwater runoff, are provided;
- b. All additional groundwater discharge shall be mitigated on-site and shall not be permitted to connect into the municipal stormwater system.
- c. A Professional Civil Engineer shall submit certification that all groundwater will be retained on site.

5.1.6.5 As provided by General Law, Chapter 44, Section 53G, the Town of Burlington may impose reasonable fees for the employment of outside consultants.

**5.1.6.6 Relationship to Other Laws.**

Nothing in this by-law shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of any other law or regulation.

or act in any other manner in relation thereto.

**MAIN MOTION:** An Amendment was made from the floor by ZBRC:

To see if the Town will vote to amend the Zoning Bylaws by amending the following section in order to regulate the distance between groundwater and building basements, crawl space floors, or slab elevations as follows;

C. Add a new definition as follows:

**Article II: Definitions:**

**2.7 Groundwater Estimated Seasonal High Groundwater Table (ESHGWT)**

The estimated highest level to a zone of saturation in the soil in most years under normal wet season, as determined by a Licensed Soil Evaluator.

D. Add a new section 5.1.6 as follows:

**5.1.6 DISTANCE FROM BASEMENT, SLAB OR CRAWL SPACE AND GROUNDWATER**

**5.1.6.1 Purpose** The purpose of this bylaw is to preserve and protect groundwater; to maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements; and to establish procedures to control the adverse effects of building basement floors below the ESHGWT, including basement flooding, pumping and discharge of groundwater to neighboring properties, discharging groundwater to the public way, and illicit connections to the Town sewer and stormwater connections.

### 5.1.6.2 Applicability

The requirement of this Section 5.1.6 shall apply to all Zoning Districts:

1. All new building construction, including single family dwellings; (New construction shall be teardown & rebuild and new building construction).
2. Alterations, renovations and additions to existing buildings or dwellings and/or separate buildings or dwellings that increases building/dwelling footprint by more than 750 square feet on the lot.

### 5.1.6.3 Conditions and Requirements

The bottom elevation of the basement crawl space floors, or slab elevations of any building or dwelling shall not be lower than the ESHGWT. Said ESHGWT shall be determined by a Licensed Soil Evaluator. The Inspector of Buildings shall determine compliance with this bylaw.

- a. All applicable Building Permit applications shall include information required to determine compliance with this bylaw.

### 5.1.6.4 The basement floor, crawl space floors, or slab elevation may be lower than the ESHGWT if all of the following conditions are met:

- a. Detailed engineering plans, certified by a Professional Civil Engineer showing a foundation and perimeter drain management system that will mitigate and control groundwater discharge and stormwater runoff, are provided;
- b. All additional groundwater discharge shall be mitigated on-site and shall not be permitted to connect into the municipal stormwater system.

- c. A Professional Civil Engineer shall submit certification that all groundwater will be retained on site.

5.1.6.5 As provided by General Law, Chapter 44, Section 53G, the Town of Burlington may impose reasonable fees for the employment of outside consultants.

### 5.1.6.6 Relationship to Other Laws.

Nothing in this by-law shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of any other law or regulation.

or act in any other manner in relation thereto.

**RECOMMENDATIONS:** Planning Board: 7-0-0  
Zoning Bylaw Review: 6-1-0

**ACTION: Passed by called 2/3s by Moderator**

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The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 9:56 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

A TRUE COPY ATTEST:  
*Amy E. Warfield*  
TOWN CLERK  
BURLINGTON, MASSACHUSETTS



Gregory F. Ryan*	370							370
Maureen Monaco Ryan*	350							350
Michelle Rae Huntoon	311							311
Write-ins Amanda Laskowski	21							21
Write-ins Paul Coady	20							20
Write-ins	82							82
								-
Total Blanks	1,612							1,612
<b>TOTAL</b>	<b>3,420</b>							<b>3,420</b>
<b>PRECINCT 1</b>								
<b>TOWN MEETING - 1 YR (2)</b>								
Christopher D. Campbell	403							403
Write-ins	5							5
								-
Total Blanks	162							162
<b>TOTAL</b>	<b>570</b>							<b>570</b>
<b>PRECINCT 2</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Jorge A. Andrade*		105						105
Doug R. Davison*		102						102
Angela J. Hanafin*		136						136
Daniel J. Hanafin*		136						136
Patricia A. O'Brien*		106						106
Cynthia J. Phillips*		104						104
Write-Ins		3						3
								-
Total Blanks		490						490
<b>TOTAL</b>		1,182						<b>1,182</b>
<b>PRECINCT 2</b>								
<b>TOWN MEETING - 2 YR (1)</b>								
Michelle M. Papagno*		123						123
Write-ins								-
								-
Total Blanks		74						74
<b>TOTAL</b>		197						<b>197</b>
<b>PRECINCT 2</b>								
<b>TOWN MEETING - 1 YR (2)</b>								
Kevin C. Coluci		136						136
Mristin Ann Murphy-Currier		110						110
Write-ins		3						3
								-
Total Blanks		145						145
<b>TOTAL</b>		394						<b>394</b>
<b>PRECINCT 3</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Sean P. Connors*			230					230
Shari Lynn Ellis*			229					229
Steven R. Morin*			198					198
Brian R. Pupa*			201					201
Faydeen A. Sateriale*			216					216
Christopher E. Hartling			217					217
Write-Ins			2					2
								-
Total Blanks			981					981
<b>TOTAL</b>			2,274					<b>981</b>
<b>PRECINCT 4</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Mark V. Gerbrands*				222				222
Douglas A. Hastings*				215				215
David J. Miller*				193				193
Christine Herter Warren*				197				197
Meghan K. Nawoichik				178				178
Sally Willard				191				191
Write-ins				7				7
								-
Total Blanks				885				885
<b>TOTAL</b>				2,088				<b>2,088</b>
<b>PRECINCT 4</b>								
<b>TOWN MEETING - 1 YR (2)</b>								
Reid Cooper				193				193
Brian Francis Harriman				213				213
Write-ins				4				4
								-
Total Blanks				286				286
<b>TOTAL</b>				696				<b>503</b>
<b>PRECINCT 5</b>								-
<b>TOWN MEETING - 3 YR (6)</b>								
Craig W. Callahan*					300			300
Phyllis B. Neufeld*					300			300
Frank Ursino					284			284
Zi Wang					254			254
Write-ins - Ernest R. Zabolotny					17			17
Write-ins - Erin Ellis					5			5
Write-ins - All Others					63			63
								-
Total Blanks					1,669			1,669
<b>TOTAL</b>					2,892			<b>2,892</b>
<b>PRECINCT 6</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Daniel Richard D'itucci, Jr*						307		307

James Robert Fraczek*						261		261
Darrell C. Interess*						270		270
William F. Trelegan*						273		273
Robert A. Aloisi, Jr						273		273
Daniel J. Collins						256		256
James H. Round						217		217
Write-ins						8		8
<b>Total Blanks</b>						<b>1,021</b>		<b>1,021</b>
<b>TOTAL</b>						<b>2,886</b>		<b>2,886</b>

PRECINCT 7								
TOWN MEETING - 3 YR (6)								
Anthony John Salamone III*						144		144
David R. Van Camp*						126		126
Adriane J. Callahan						136		136
Write-ins - Sam Gong						1		1
Write-ins - Rose Hatch						1		1
Write-ins - Paul Shvartsman						1		1
Write-ins - Diane Curran						1		1
Write-ins - All Others						3		3
<b>Total Blanks</b>						<b>781</b>		<b>781</b>
<b>TOTAL</b>						<b>1,194</b>		<b>1,194</b>

PRECINCT 7								
TOWN MEETING - 2 YR (3)								
Julie Beth Cullen						146		146
Ryan D. McSheffrey						131		131
Write-ins - Sam Gong						1		1
Write-ins - Crystal Curran						1		1
<b>Total Blanks</b>						<b>318</b>		<b>318</b>
<b>TOTAL</b>						<b>597</b>		<b>597</b>

PRECINCT 7								
TOWN MEETING - 1 YR (1)								
Sarah A. Cawley						148		148
Write-ins						1		1
<b>Total Blanks</b>						<b>50</b>		<b>50</b>
<b>TOTAL</b>						<b>199</b>		<b>199</b>

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered	
		Voters	%
Prec. 1 Jane Cahlo	570	2736	20.8%
Prec. 2 Nancy Pondelli	197	1885	10.5%
Prec. 3 Suelen McGillvery	379	2473	15.3%
Prec. 4 Michael Trudeau	348	2125	16.4%
Prec. 5 Mark Cameli	482	2810	17.2%
Prec. 6 Sally Willard	481	2726	17.6%
Prec. 7 Tami Atwood	199	2417	8.2%
		<u>17,172</u>	
Inactive Voters		1,484	

The above figures includes a total of 499 Absentee Ballots: Pct1 - 92; Pct2 - 26; Pct3 - 90; Pct4 - 72; Pct5 - 90; Pct6 - 88; Pct7 - 41.

VOTER PROFILE:	AGE	TOTAL VOTERS	%
	18-30	2413	14.1%
	31-40	2400	14.0%
	41-50	2636	15.4%
	51-60	3147	18.3%
	61-70	2821	16.4%
	71-80	2001	11.7%
	80+over	<u>1774</u>	10.3%
	Total	<u>17192</u>	

WEATHER: 30's to 50's with Rain showers, Hail and sun. Wild weather day!

\*Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC  
Town Clerk

Wednesday, April 21,2010

Town Hall, 7:00 P.M.

The TMM's from Precincts 2 and 5 assembled to break the tie votes among the write in candidates. Precinct 2 had 4 write-ins with 1 vote

The TMM's from Precinct 5 assembled to fill the vacancy created by the election of Robert J. Gallagher, Jr. to the Shawsheen Tech. H.S.

Attest:

Amy E. Warfield, CMC



**TOWN OF BURLINGTON**  
**SEPTEMBER 6, 2022 ELECTION**  
**TOTAL RESULTS**

# Eligible Voters	18,851
Total Votes Cast	4,482
Percent	23.8%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	512	308	512	346	549	488	469	3,184
	241	122	174	129	242	237	153	1,298
								0
TOTAL VOTES CAST	753	430	686	475	791	725	622	4,482
			DEMOCRATIC PARTY					
<b>Governor</b>								
Blanks	13	11	11	4	28	25	6	98
Sonia Rosa Chand-Diaz	65	43	84	28	89	71	68	448
Maura Healey	432	253	416	312	428	392	395	2,628
Write-ins: All others	2	1	1	2	4	0	0	10
TOTAL	512	308	512	346	549	488	469	3,184
<b>Lieutenant Governor</b>								
Blanks	39	14	35	25	51	52	36	252
Kimberley Driscoll	241	159	260	148	241	229	208	1,486
Tami Gouveia	91	59	92	70	122	112	93	639
Eric P. Lesser	141	76	125	103	134	95	131	805
Write-ins: All others	0	0	0	0	1	0	1	2
TOTAL	512	308	512	346	549	488	469	3,184
<b>Attorney General</b>								
Blanks	34	14	21	23	41	43	25	201
Andrea Joy Campbell	215	119	203	150	220	178	199	1,284
Shannon Eric Liss-Riordan	152	111	182	118	163	169	153	1,048
Quentin Palfrey	111	64	106	55	124	98	92	650
Write-ins: All others	0	0	0	0	1	0	0	1
TOTAL	512	308	512	346	549	488	469	3,184
<b>Secretary of State</b>								
Blanks	14	9	12	7	20	20	7	89
William Francis Galvin*	409	208	393	260	405	349	353	2,377
Tanisha M. Sullivan	89	91	107	79	124	119	109	718
Write-ins: All others	0	0	0	0	0	0	0	0
TOTAL	512	308	512	346	549	488	469	3,184
<b>Treasurer</b>								
Blanks	103	38	105	55	103	104	76	584
Deborah B. Goldberg*	407	270	406	290	445	384	392	2,594
Write-ins: All others	2	0	1	1	1	0	1	6
TOTAL	512	308	512	346	549	488	469	3,184
<b>Auditor</b>								
Blanks	54	28	46	44	56	64	44	336
Christopher S. Dempsey	209	125	194	110	190	175	168	1,171
Diana Dizoglio	248	154	272	192	302	249	256	1,673
Write-ins: All others	1	1	0	0	1	0	1	4
TOTAL	512	308	512	346	549	488	469	3,184
<b>Representative in Congress</b>								
Blanks	68	33	74	44	82	84	56	441
Seth Moulton*	440	274	432	300	465	403	413	2,727
Write-ins: All others	4	1	6	2	2	1	0	16
TOTAL	512	308	512	346	549	488	469	3,184
<b>Councillor</b>								
Blanks	69	34	66	55	70	77	64	435
Marilyn M. Petitto Devaney*	289	172	298	179	298	269	250	1,755
Mara Dolan	153	102	148	111	181	142	154	991
Write-ins: All others	1	0	0	1	0	0	1	3
TOTAL	512	308	512	346	549	488	469	3,184
<b>Senator in General Court</b>								
Blanks	107	47	105	60	100	106	78	603
Cindy F. Friedman*	405	261	404	285	447	381	390	2,573
Write-ins: All others	0	0	3	1	2	1	1	8

<b>TOTAL</b>	512	308	512	346	549	488	469	3,184
<b>Representative in General Court</b>								
Blanks	7	8	20	9	20	7	21	92
Kenneth I. Gordon*	262	137	278	187	248	233	213	1,558
Timothy Sullivan	243	163	214	149	281	248	234	1,532
Write-ins: All others	0	0	0	1	0	0	1	2
<b>TOTAL</b>	512	308	512	346	549	488	469	3,184
<b>District Attorney</b>								
Blanks	93	48	92	54	107	96	71	561
Marian T. Ryan*	418	259	419	291	442	391	396	2,616
Write-ins: All others	1	1	1	1	0	1	2	7
<b>TOTAL</b>	512	308	512	346	549	488	469	3,184
<b>Sheriff</b>								
Blanks	98	50	107	69	113	107	73	617
Peter J. Koutoujian	412	258	404	275	435	381	394	2,559
Write-ins: All others	2	0	1	2	1	0	2	8
<b>TOTAL</b>	512	308	512	346	549	488	469	3,184
<b>PRECINCT</b>	1	2	3	4	5	6	7	<b>TOTAL</b>
<b>REPUBLICAN PARTY</b>								
<b>Governor</b>								
Blanks	2	2	2	61	99	132	24	322
Geoff Diehl	147	81	108	45	97	101	90	669
Chris Doughty	91	39	64	23	46	4	37	304
Write-ins: All others	1	0	0	0	0	0	2	3
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Lieutenant Governor</b>								
Blanks	21	8	18	8	24	14	15	108
Leah V. Allen	129	79	92	76	138	120	77	711
Kate Campanale	90	35	64	45	80	101	60	475
Write-ins: All others	1	0	0	0	0	2	1	4
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Attorney General</b>								
Blanks	49	22	39	26	47	46	34	263
James R. McMahon III	191	100	133	103	193	188	116	1,024
Write-ins: All others	1	0	2	0	2	3	3	11
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Secretary of State</b>								
Blanks	51	28	43	26	54	52	37	291
Rayla Campbell	187	94	129	103	185	182	113	993
Write-ins: All others	3	0	2	0	3	3	3	14
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Treasurer</b>								
Blanks	218	112	157	116	218	224	141	1,186
Write-ins: All others	23	10	17	13	24	13	12	112
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Auditor</b>								
Blanks	50	36	44	30	58	54	41	313
Anthony Amore	190	86	129	99	181	181	111	977
Write-ins: All others	1	0	1	0	3	2	1	8
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Representative in Congress</b>								
Blanks	55	37	44	30	62	56	39	323
Bob May	182	84	129	99	178	178	113	963
Write-ins: All others	4	1	1	0	2	3	1	12
<b>TOTAL</b>	241	122	174	129	242	237	153	1,298
<b>Councillor</b>								
Blanks	216	116	150	113	216	219	139	1,169
Write-ins: Andrea Matos	1							1
Write-ins: All others	24	6	24	16	26	18	14	128

<b>TOTAL</b>	<b>241</b>	<b>122</b>	<b>174</b>	<b>129</b>	<b>242</b>	<b>237</b>	<b>153</b>	<b>1,298</b>
<b>Senator in General Court</b>								
Blanks	<b>219</b>	<b>116</b>	<b>157</b>	<b>114</b>	<b>221</b>	<b>225</b>	<b>141</b>	<b>1,193</b>
Write-ins: All others	<b>22</b>	<b>6</b>	<b>17</b>	<b>15</b>	<b>21</b>	<b>12</b>	<b>12</b>	<b>105</b>
<b>TOTAL</b>	<b>241</b>	<b>122</b>	<b>174</b>	<b>129</b>	<b>242</b>	<b>237</b>	<b>153</b>	<b>1,298</b>
<b>Representative in General Court</b>								
Blanks	<b>220</b>	<b>107</b>	<b>155</b>	<b>85</b>	<b>223</b>	<b>226</b>	<b>141</b>	<b>1,157</b>
Write-ins: All others	<b>21</b>	<b>15</b>	<b>19</b>	<b>44</b>	<b>19</b>	<b>11</b>	<b>12</b>	<b>141</b>
<b>TOTAL</b>	<b>241</b>	<b>122</b>	<b>174</b>	<b>129</b>	<b>242</b>	<b>237</b>	<b>153</b>	<b>1,298</b>
<b>District Attorney</b>								
Blanks	<b>223</b>	<b>117</b>	<b>160</b>	<b>119</b>	<b>224</b>	<b>227</b>	<b>141</b>	<b>1,211</b>
Write-ins: All others	<b>18</b>	<b>5</b>	<b>14</b>	<b>10</b>	<b>18</b>	<b>10</b>	<b>12</b>	<b>87</b>
<b>TOTAL</b>	<b>241</b>	<b>122</b>	<b>174</b>	<b>129</b>	<b>242</b>	<b>237</b>	<b>153</b>	<b>1,298</b>
<b>Sheriff</b>								
Blanks	<b>223</b>	<b>118</b>	<b>159</b>	<b>117</b>	<b>219</b>	<b>226</b>	<b>141</b>	<b>1,203</b>
Write-ins: All others	<b>18</b>	<b>4</b>	<b>15</b>	<b>12</b>	<b>23</b>	<b>11</b>	<b>12</b>	<b>95</b>
<b>TOTAL</b>	<b>241</b>	<b>122</b>	<b>174</b>	<b>129</b>	<b>242</b>	<b>237</b>	<b>153</b>	<b>1,298</b>
<b>PRECINCT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>TOTAL</b>

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:	<u>Votes Cast</u>	Registered		<u>% of Total Voting</u>	
		<u>Voters</u>	<u>%</u>	DEM	REP
Prec. 1 Elliot Chikofsky	753	2,899	25.0%		71.04%
Prec. 2 Nancy Pondelli	430	2,211	19.4%		
Prec. 3 Elaine Perachi	686	2,706	25.3%	REP	28.96%
Prec. 4 Pat Stanford	475	2,288	20.7%		
Prec. 5 Mark Cameli	791	2,986	26.5%		
Prec. 6 Sally Willard	725	2,932	24.7%		
Prec 7 Tam Atwood	622	2,829	22.0%		

The above figures include **JchY Vm A Uj z9 Uf ni b DYfgcb UbX Absentee Ballots cast as follows: && fU VA lZ) +\$f@ J]D LUbX % +'5 6 G Total . & (\$!\*) + cZfcHJ j chY"**

## TOWN OF BURLINGTON

Official Results - Certified 11/21/22

November 8, 2022

Election

# Eligible Voters

17,521

Total Votes Cast

10,845

Percent

61.9%

PRECINCT	1	2	3	4	5	6	7	TOTAL
TOTAL VOTES CAST	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Governor</b>								
Diehl and Allen	752	380	610	501	756	727	490	4,216
Healey and Driscoll	1,036	644	912	728	1,072	989	952	6,333
Reed and Everett	19	12	29	15	35	24	24	158
Write-ins	2	4	3	1	2	3	1	16
Overvotes	1	0	2	2	0	0	2	7
Undervotes	15	7	13	11	28	26	15	115
Blanks	16	7	15	13	28	26	17	122
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Attorney General</b>								
Andrea Joy Campbell	964	630	919	710	1,056	969	921	6,169
James R. McMahon III	811	404	617	515	773	748	527	4,395
Write-ins	2	0	2	0	2	0	1	7
Overvotes	0	0	0	0	0	0	0	0
Undervotes	48	13	31	33	62	52	35	274
Blanks	48	13	31	33	62	52	35	274
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Secretary of State</b>								
William Francis Galvin*	1,131	687	1,005	808	1,201	1,091	1,006	6,929
Rayla Campbell	638	330	512	396	620	607	430	3,533
Juan Sanchez	18	19	20	27	32	27	26	169
Write-ins	2	0	2	0	1	2	1	8
Overvotes	0	1	0	1	0	0	0	2
Undervotes	36	10	30	26	39	42	21	204
Blanks	36	11	30	27	39	42	21	206
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Treasurer</b>								
Deborah B. Goldberg*	1,129	709	1,040	846	1,210	1,103	1,017	7,054
Christina Crawford	418	204	335	230	381	373	272	2,213
Write-ins	20	6	10	12	17	7	13	85
Overvotes	0	0	0	0	1	0	0	1
Undervotes	258	128	184	170	284	286	182	1,492
Blanks	258	128	184	170	285	286	182	1,493
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Auditor</b>								
Anthony Amore	851	413	663	543	808	768	575	4,621
Diana Dizoglio	807	548	773	604	897	818	773	5,220
Gloria A. Caballero-Roca	20	15	18	20	18	27	20	138
Dominic Giannone, III	22	18	20	17	25	24	14	140
Daniel Riek	24	18	28	14	38	27	29	178
Write-ins	3	0	2	0	1	2	0	8
Overvotes	0	0	1	0	0	1	0	2
Undervotes	98	35	64	60	106	102	73	538
Blanks	98	35	65	60	106	103	73	540
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Representative in Congress</b>								
Seth Moulton*	1,041	642	952	748	1,090	990	950	6,413
Bob May	688	365	546	438	685	685	455	3,862
Mark T. Tashjian	30	19	27	25	43	38	32	214
Write-ins	2	1	2	1	5	2	0	13
Overvotes	1	1	0	0	0	0	1	3
Undervotes	63	19	42	46	70	54	46	340
Blanks	64	20	42	46	70	54	47	343
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845
<b>Councillor</b>								
Marilyn M. Petitto Devaney*	1,102	729	1,018	849	1,175	1,129	1,023	7,025
Write-ins	56	28	26	32	52	48	38	280
Overvotes	1	0	1	3	1	0	7	13
Undervotes	666	290	524	374	665	592	416	3,527
Blanks	667	290	525	377	666	592	423	3,540
TOTAL	1,825	1,047	1,569	1,258	1,893	1,769	1,484	10,845

Senator in General Court	1,116	723	1,024	855	1,191	1,129	1,034	7,072
Cindy F. Friedman*	1,116	723	1,024	855	1,191	1,129	1,034	7,072
Write-ins	55	30	25	29	47	44	37	267
Overtvotes	0	0	0	0	3	0	6	9
Undervotes	654	294	520	374	652	596	407	3,497
Blanks	654	294	520	374	655	596	413	3,506
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Representative in General Court								
Kenneth I. Gordon*	1,138	725	1,034	875	1,204	1,146	1,041	7,163
Write-ins	55	29	28	29	54	45	34	274
Overvotes	0	2	0	1	0	1	2	6
Undervotes	632	291	507	353	635	577	407	3,402
Blanks	632	293	507	354	635	578	409	3,408
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

District Attorney								
Marian T. Ryan*	1,141	721	1,036	864	1,200	1,153	1,034	7,149
Write-ins	49	30	22	31	48	38	37	255
Overvotes	0	1	0	1	0	1	0	3
Undervotes	635	295	511	362	645	577	413	3,438
Blanks	635	296	511	363	645	578	413	3,441
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Sheriff	1,140	726	1,050	873	1,211	1,158	1,040	7,198
Peter J. Koutoujian	1,140	726	1,050	873	1,211	1,158	1,040	7,198
Write-ins	45	30	21	34	50	35	38	253
Overtvotes	0	0	0	0	0	0	0	0
Undervotes	640	291	498	351	632	576	406	3,394
Blanks	640	291	498	351	632	576	406	3,394
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

PRECINCT	1	2	3	4	5	6	7	TOTAL
<b>Question 1 - Proposed Constitutional Amendment - Tax to be used for Education and Transportation</b>								
YES	678	491	673	542	817	710	728	4,639
NO	1,104	529	845	681	1,037	1,019	717	5,932
Overvotes	4	0	1	0	0	1	1	7
Undervotes	39	27	50	35	39	39	38	267
Blanks	43	27	51	35	39	40	39	274
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Question 2 - Proposal to regulate Dental Insurance Rates								
YES	1,198	716	1,023	820	1,255	1,152	1,060	7,224
NO	590	309	521	409	589	584	390	3,392
Overvotes	2	0	1	1	0	0	1	5
Undervotes	35	22	24	28	49	33	33	224
Blanks	37	22	25	29	49	33	34	229
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Question 3 - Proposal to increase the number of licenses for the sale of alcoholic beverages								
YES	733	435	615	495	740	681	609	4,308
NO	1,048	576	893	716	1,087	1,039	817	6,176
Overvotes	2	0	0	2	2	0	0	6
Undervotes	42	36	61	45	64	49	58	355
Blanks	44	36	61	47	66	49	58	361
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Question 4 - Referendum to keep in place law for undocumented non-citizens to obtain a driver's license								
YES	765	509	704	580	827	806	782	4,973
NO	1,025	519	829	637	1,019	940	668	5,637
Overvotes	3	0	0	4	3	2	0	12
Undervotes	32	19	36	37	44	21	34	223
Blanks	35	19	36	41	47	23	34	235
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

Question 5 - Vote to implement Community Preservation Act in Burlington								
YES	632	451	593	490	675	646	709	4,196
NO	1,159	572	924	724	1,166	1,079	730	6,354
Overvotes	2	0	0	1	1	0	0	4
Undervotes	32	24	52	43	51	44	45	291
Blanks	34	24	52	44	52	44	45	295
<b>TOTAL</b>	<b>1,825</b>	<b>1,047</b>	<b>1,569</b>	<b>1,258</b>	<b>1,893</b>	<b>1,769</b>	<b>1,484</b>	<b>10,845</b>

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.

The weather was clear and in the 50s

Wardens:	Registered		
	<u>Votes Cast</u>	<u>Voters</u>	<u>%</u>
Prec. 1 Elliot Chikofsky	1,825	2,773	65.8%
Prec. 2 Nancy Pondelli	1,047	1,920	54.5%
Prec. 3 Elaine Perachi	1,569	2,554	61.4%
Prec. 4 Patricia Stanford	1,258	2,116	59.5%
Prec. 5 Mark Camilli	1,893	2,876	65.8%
Prec. 6 Sally Willard	1,769	2,786	63.5%
Prec. 7 Tam Atwood	1,484	2,496	59.5%

The above figures include 4597 Vote by Mail and Early in Person cast by precinct: and 190 Absentees\*\*

	<u>Ballots</u>	<u>Ballots</u>
	<u>Cast prior</u>	<u>Cast prior</u>
	<u>to Election</u>	<u>to Election</u>
	<u>Day</u>	<u>Total Cast</u>
Prec. 1 Elliot Chikofsky	785	1,825
Prec. 2 Nancy Pondelli	415	1,047
Prec. 3 Elaine Perachi	647	1,569
Prec. 4 Patricia Stanford	551	1,258
Prec. 5 Mark Camilli	771	1,893
Prec. 6 Sally Willard	735	1,769
Prec. 7 Tam Atwood	693	1,484
		<u>Day</u>

\*\* contains UOCAVA Absentees