

BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2023



BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2023



Town Hall Annex
(Photo by: Judy Sorensen)

Cover: Town Hall - Photograph by Kim Pigott

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

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

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Accountant and Comprehensive Annual Financial Report FY2023
Elected Officials and Appointed Boards and Committees
Town Meeting Members
January, May and September 2023 Town Meeting Minutes
Town Election Results - April 1, 2023

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	Brian White
• Economic Development Director	Melisa Tintocalis
• Environmental Engineer	Christine Mathis
• Fire Chief/Emergency Management Director	Andrew Connerty
• Health Agent/Sanitarian	Marlene Johnson
• Human Resources Director	Joanne Faust
• Library Director	Michael Wick
• Metropolitan Area Planning Council Rep(MAPC)	Barbara L'Heurueux, Planning Board
• MWRA Designee	John Sanchez
• Parks and Recreation Director	Brendan Egan
• Planning Director	Elizabeth Bonventre
• Police Chief	Thomas Browne
• MIS Manager	Jose DeSousa
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Juiling de los Reyes
• 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 Collector	Gary Gianino
• Veteran Services Director / ADA Coordinator	Christopher Hanafin
• Youth & Family Services Director	Christine Shruhan

DIRECTORY

	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	accounting@burlington.org
Assessors	781-270-1650	assessor@burlington.org
BCAT	781-273-5922	bcattv.org
Burlington Community Transportation	781-270-1965	Burlingtonpublictransit@burlington.org
Board of Health	781-270-1955	boh@burlington.org
Building Department	781-270-1615	building@burlington.org
Burlington Youth & Family Services	781-270-1961	byfs@burlington.org
Conservation Commission	781-270-1655	conservation@burlington.org
Council on Aging	781-270-1950	coa@burlington.org
Disability Access Commission	781-270-1749	dac@burlington.org
Economic Development	781-505-1186	mtintocalis@burlington.org
Fire Department	781-270-1925	fire@burlington.org
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	library@burlington.org
Information Technology	781-270-6800	it@burlington.org
Planning Board	781-270-1645	planning@burlington.org
Police Department	781-272-1212	police@bpd.org
Emergency/and Communications for the Deaf	911	
Public Works	781-270-1670	dpw@burlington.org
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	engineering@burlington.org
Highway	781-270-1677	dpw-highway@burlington.org
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	recreation@burlington.org
School Department & High School	781-270-1800	www.burlingtonpublicschool.org
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	
Burlington Early Childhood Center		
Select Board Main Line	781-270-1600	selectmen@burlington.org
Select Board Staff	781-273-7600	selectmenstaff@burlington.org
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	tax@burlington.org
Town Administrator	781-273-7600	selectmen@burlington.org
Town Clerk	781-270-1660	clerk@burlington.org
Treasurer	781-270-1623	treasurer@burlington.org
Veterans' Agent	781-270-1959	veterans@burlington.org
Zoning Board of Appeals	781-505-1150	boa@burlington.org

2023 BURLINGTON COMMUNITY PROFILE

- A part of Woburn in 1642, a Woburn Precinct as of 1730.
- Burlington was incorporated as a town on February 28, 1799.
- Population as of January 1st: 26,458
- Area of Town - 7,577 acres or 11.88 square miles.
- Tax Rate FY23 - Residential: \$9.40
- Tax Rate FY23 - Commercial: \$26.15
- Elevation at Town Hall - 220 feet above sea level.

2023 BURLINGTON REPRESENTATION

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

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

2023 RETIREMENTS

		<u>DATE RETIRED</u>
Patricia Robichaud, DPW	Accounting Specialist	January 3, 2023
Michael Patterson, Fire	Chief	January 6, 2023
John Sanchez, DPW	DPW Director	January 8, 2023
Terri Clement, Treasurer/Collector	Asst. Collector	April 2, 2023
Daphne Davidson, BYFS	Social Worker	June 16, 2023
Jim Sorenson, Fire	Lieutenant	July 14, 2023
Marjorie Smith, Library	Asst. Director	July 15, 2023
Mark Saia, Fire	Lieutenant	August 4, 2023
Fred Williams, Fire	Firefighter	August 31, 2023
Cliff Comeau, Fire	Firefighter	September 11, 2023
Tim Browne, Fire	Captain	September 29, 2023
Brenda Pappas, COA	Outreach Worker	October 9, 2023
Michael McDade, Police	Lieutenant	December 23, 2023
Deb Smoske, Assessors	Admin. Asst.	December 31, 2023

2023 MILESTONES

5 YEARS OF SERVICE

Daniel Main, Police	Luke Duprez, DPW	John Danizio, Select Board/TA
Jillisa Smith, Police	Erin Killilea, Building	Amanda Santos, Police
Kim Pigott, Select Board/TA	Gregory Ouellet, Fire	Kirsten Midgley, Clerks
David Rosenberger, Fire	Connor MacLean, Fire	
Justin Acosta, Library	Robin McDonald, Police	

10 YEARS OF SERVICE

Daniel Matarazzo, DPW	Cheralyn Rosati, HR	Kevin Crehan, DPW
Aaron Chase, DPW	Amanda Hogue-Lavallee, Library	Michael Bennett, Fire

15 YEARS OF SERVICE

Linda Bellavia, IT	Kelly Lehman, Recreation
Paul Kadilak, Fire	Brian White, DPW
Paula Manzo, Police	Shane Thomson, Police

Leonardo Fernandes, DPW

William Trelegan, Police

20 YEARS OF SERVICE

Donald McNeil, DPW	Shaun Kenney, Fire	Ricky McClenningham, DPW
Matthew Leary, Police	Nan Wang, Library	John Doherty, DPW
Paul Callahan, Police	Kevin Mehigan, DPW	David Angelo, Fire
David Michael McLean, Police	Michael Giardina, DPW	
Ernest Covino, Fire	Mary Hamel, DPW	

25 YEARS OF SERVICE

Robert Clougherty, DPW	Robert Aloisi, Police	Sean Connors, Fire
Eric Moran, DPW	Keith Sheppard, Police	Stephen Doyle, DPW

30 YEARS OF SERVICE

Kurt Duprez, Fire	Mark Gerbrands, Recreation	Michael McDade, Police
Steven McLean, Fire	Michael Fotannay, Fire	Andrew Connerty, Fire
Kevin Cooney, Police	John Hanafin, Fire	

35 YEARS OF SERVICE

Harry Sawyer, Police	Peter McAnespie, Fire
Michael Bibbey, Fire	Glen Mills, Police

IN MEMORIAM

Notification received for following employees, board and committee members and volunteers who passed away during 2023

NAME	DATE OF DEATH	POSITION HELD
Anne Beek	January 14, 2023	Clerk
William Boudreau	July 9, 2023	Asst. Recreation Director
Carleton Boutwell	June 28, 2023	Police Captain
Elizabeth Chase	March 20, 2023	Teacher
Paul Christiasnsen	May 16, 2023	Police Officer
Eugene DiFrancesco	November 11, 2023	Police Officer
Adrienne Gerbrands	December 12, 2023	Teacher
James Hapenny	June 15, 2023	Firefighter
Lois Healey	May 10, 2023	LABBB
Richard Hovasse	February 12, 2023	Police Officer
Katherine Hughes	December 1, 2023	Teacher
Robert Hyde	October 17, 2023	Police Officer
Louis Intoppa	April 30, 2023	Teacher
Marjorie McIntyre	July 5, 2023	Teacher
Paula Pellegrino	October 3, 2023	Teacher
Evelyn Rice	February 28, 2023	Teacher
Richard Sheppard	February 14, 2023	Police Officer
Sandra Sheppard	March 2, 2023	Teacher
Constance Smolski	May 11 2023	Cafeteria
Philip Young	July 13, 2023	Teacher
Alicia Moran	September 1, 2023	Bus Driver

SELECT BOARD AND TOWN ADMINISTRATOR



Select Board

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

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

Photo: Teresa Keene

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 II

Kelly Cogavin, Administrative Assistant I

Melisa Tintocalis, Economic Development Director

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 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.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning.

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

Besides the five members of the Board and Town Administrator, the office is staffed with an office manager and two administrative assistants. We are located on the second floor of Town Hall and further information can be found on the website.

MWRA Phase 2A Water Connection Opening

In September, we celebrated an amazing milestone with a ribbon cutting for the Town's long awaited connection to the MWRA. This connection provides the Town with upwards of \$3.5 Million gallons per day and relieves a significant amount of the burden that the Town has experienced in maintaining our water supply over the past several years. This project could not have happened without the work of many individuals, state agencies, and businesses whose collaboration made this extremely complex project a reality.

Unfortunately, Burlington has dealt with contamination in our water supply for many years which is a remnant of the Town's industrial and manufacturing past. Back in 2017, the Town began to shut down wells out of an abundance of caution as the standards around ¼ dioxane levels changed. In response to some misinformation that had floated around on social media, Town Meeting formed a Water Supply Committee which took the time to understand the situation and assisted us in getting the correct story out to the public. A study was commissioned to compare alternatives and the decision was made to join the MWRA as opposed to retrofitting the plant to treat the contaminant. The Water Supply committee was essential in the beginning to assist us in getting the ball rolling.

Once the decision was made to transition to the MWRA, we received tremendous support from the Select Board, Ways and Means Committee, Capital Budget committee and ultimately a successful approval from Town Meeting for the funding of the project.

The Town's land use and permitting officials (the Planning Board, Conservation Commission, and Board of Health) were essential in working collaboratively with the Town along the way in securing any local permitting that was needed. The Burlington Chamber of Commerce, through its Executive director Rick Parker, approached the Town with a proposal to assist the Town by contributing toward a consultant to aid in the preparation of a Massworks grant application. Some of the Town's amazing businesses

contributed to that initiative including Lahey Hospital and Medical Center, Nordblom Company, Gutierrez Company, Oracle, Wegmans, The Burlington Marriott, National Development, and Ingenuity Properties.

The Town's legislative delegation, Senator Cindy Friedman and Representative Ken Gordon, both played a key role and provided strong support of our Massworks application.

The Town had been working collaboratively with Nordblom Company for many years on mitigating contaminants from one of their properties. Over time, it was determined that our combined efforts were not successful in the way that had been hoped. Through the efforts of Mr. Peter Nordblom, the Town, was able to pivot in our strategy and Nordblom Company provided the Town with a very generous financial commitment to assist in paying for this project.

The Town would also like to acknowledge the efforts of our former DPW Director John Sanchez and our former Town Administrator John Petrin as well as current DPW Director Brian White. They were instrumental in this project by attending hundreds of hours' worth of meetings to secure regulatory approvals and environmental permits.

The highlight of the event was a visit from Lieutenant Governor Kim Driscoll who loves large complicated infrastructure projects. She spoke glowingly about Burlington's position as a housing and jobs creator within the Commonwealth and spent some time after her speech to talk shop with all who attended.

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 from the MWRA in the future. It is anticipated that the Town would pursue funding for this final link at the May 2024 Annual Town Meeting.

Water Contamination - PFAS Mill Pond Treatment Plant Opening

The Town was first required to begin testing for PFAS in April 2021. Although it was anticipated that we may have an issue in our well field at the Vine Brook Treatment plant, the Town did not expect to find PFAS at our surface water treatment plant at Mill Pond.

Work began on designing the solution with a \$500K allocation from the Select Board from the Town's ARPA fund allotment. Less than 4 months later a fully designed project was brought to Town Meeting who provided unanimous support for the \$15 million initiative. From that date forward Town and its team worked diligently on the construction phase of the building and although the project was hampered with some rainy weather and some significant supply chain delays, the filters were in place this past in July and we were able to declare our water supply PFAS free on August 2nd. The Town celebrated with a formal ribbon cutting ceremony in September.

This is one of the quickest projects ever undertaken by the Town of Burlington. The Town jumped into action immediately and less than 2 and one half years later the facility is up and running, providing clean drinking water for our residents. Many communities that were notified of a PFAS issue in April 2021 have still not yet designed or funded a solution to their problem. This could not have accomplished this without a great deal of effort and support from many. To that end I wish to express my gratitude to the following groups and individuals for their support in making this project a reality.

The Select Board approved the funding for the design through ARPA, which allowed the Town to jump start this project much quicker than would have been possible otherwise. The Town's land use and permitting boards (the Planning Board, Conservation Commission, and the Board of Health) fast tracked the project and worked collaboratively with the administration to resolve any issues along the way. The Ways and Means Committee, Capital Budget Committee, and of course Town Meeting were unwavering in their support for the funding of this project. The Town's legislative team, Senator Cindy Friedman and Representative Ken Gordon supported the Town in accessing some very favorable loan programs through

the Massachusetts Clean Water Trust to finance the project. Former DPW Director John Sanchez and current DPW Director Brian White delivered this project at record speed and on budget.

This project received a significant boost from our partners in the Federal Government with a \$1 million dollar grant through the Community Project Funding Program which was secured by Congressman Seth Moulton. Congressman Moulton's office has been amazing to work with and they are in constant contact with us to find ways to help us with any issues we are having in Town. The Town was thrilled to host the Congressman as the featured speaker at our ribbon cutting event. The next phase of this process will be to adjust the operating budget to account for the increased costs associated with treating PFAS.

New Police Station Feasibility Study

In September of 2022, Town Meeting provided funding to study the feasibility of a new Police Station to replace the Town's aging facility. That study is well under way. The administration was pleased to learn that the new station would fit nicely on the existing site with the addition of the field next to the current station (currently home to the Sculpture Park). This eliminates the need to acquire expensive property elsewhere to facilitate the project. This site is currently zoned as open space and would require a zoning change at Town Meeting. The existing facility is 35,000 sq. ft. and it is anticipated that the new building would be similarly sized. The Town was provided with a very rough cost estimate of \$45 million for the project. This parcel is located in the Town Center Overlay Zoning District and it will be designed to blend in with the Town's existing and unique campus facing the Town Common. Some preliminary thoughts were to site the new facility closer to the intersection of Sears Street and Center Street in order to maximize the buffer between the station, Grandview Farm, and the residential neighborhood behind. In the fall, the Select Board appointed a Police Station Building Committee to advise the Board on all matters related to the project. The members appointed were as follows:

James Tigges - Select Board
Mike Espejo - Select Board
Brenda Rappaport - Planning Board
Barbara L'Heureux - Planning Board
Mike Hardy - Ways and Means
Gary Kaskey - Capital Budget
Cathy Beyer - Zoning By-Law Review
Dan DiTucci Jr - Land Use Committee
Bob Hogan - Resident
Maynard Suffredini - Resident
Alex Ferguson - Resident
Joseph Renzella - Resident

Select Board Policy Updates

During 2023, the Select Board continued its effort to review and update many of the policies and procedures of the office. Many of these policies had been implemented many years ago. The Board voted to make updates to the Town Common policy and rewrote the procedures for issuing Livery licenses. The Board also spent significant effort in approving a complete rewriting of the Town's Alcohol Licensing Policy. All policy updates were reviewed by Town Counsel prior to approval.

Financial Update

The Town and its 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 the COVID-19 global pandemic and the resulting financial crisis that followed. 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. The Town continues to maintain a healthy position with financial reserves. The Town ended the year with an unused taxing capacity of around \$12.9 million, a

Stabilization Fund balance of \$10.6 million, and an additional Other Post-Employment Benefits Fund balance of \$15.3 million. Free Cash was certified at over \$32.5 million for June 30, 2023 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. As we continue down the road to recovery from the economic uncertainty created by the COVID-19 global pandemic this process has become even more vital.

Annual Town Election

At the Annual Town Election, Select Board member James Tigges ran unopposed. Tigges returns for his third term. Upon its annual reorganization, the Board elected Michael Runyan as Chair and Joseph Morandi 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.



Holidays on the Town Common

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

Melisa Tintocalis, Economic Development Director

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 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 essential mode of promoting Burlington has been 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 the 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 3,000 visitors in 2023. The year prior, we developed a page to list available commercial properties. In 2023, we added a new corporate giving page to provide local companies with opportunities to volunteer or give back to the community. We want to update the look and layout of the site and add new content images in 2024.

Burlington remains a critical regional employment hub, with 2,074 businesses and a daytime population of 57,850, with individuals joining various sectors, including professional services, technology, healthcare, and retail, according to ESRI Business Analyst data for 2023. Burlington's unemployment rate averaged 3% over the last year, slightly lower than the state average.

In 2023, nearly 40 new-tenant building permits were filed with the Town's Building Department, totaling an estimated investment of over \$100M. The most significant projects are life science companies opening in 2024, including Fractyl, Vericel, and The Broad Institute. These investments, alongside high levels of venture capital funding in existing local companies like Cardurion Pharma and MapLight—collectively receiving over \$500 million in funding—highlight the growing biopharma cluster in Burlington, as reported in the MassBio 2023 Funding Report.

Regarding the Town Center and support of small businesses, the goal is to bring fresh foot traffic to the area and advance roadway improvements for the 3A corridor. The Town continued with placemaking efforts to support local businesses and organized a beer garden with tables for businesses on Thursdays in September with 1,500 attendees. The pocket park in Town Center also remains—a collaboration between the Town and Murray Hills Realty that converted four vehicle parking spaces into outdoor seating for the area's businesses. The Town submitted an intersection project at Winn Street and Cambridge which MassDOT accepted as part of their long-term improvement plan. In addition, the state approved the Town's application to create a new Vacant Storefront program to attract new tenants to long-vacant spaces in the Town Center. Also in 2023, we had a successful call for artists for a Town Center mural. Our goal for 2024 will be to complete the installation in the spring. Lastly, the Town collaborated with the Middlesex3 Coalition to host a pop-up retail space for an emerging clothing brand on 3rd Avenue.

Finally, as we look to the future, we aim to create a new vision and regulatory framework for the community's critical commercial districts along Mall Road and Middlesex Turnpike. The shift towards remote and hybrid work arrangements has influenced Burlington's commercial real estate landscape. Regionally, companies are reassessing their office space requirements, leading to reduced demand and an increase in office vacancy rates. In Burlington, the office vacancy in 2023 averaged 17.5%. Average rents

in the Burlington office market hover around \$27-28 per square foot, aligning competitively with neighboring areas. Burlington continues to advance innovative land use policies to promote mixed-use development and enhance the commercial district's attractiveness. We envision an well-designed and healthy village that allows for residential, new commercial, and entertainment opportunities through infill development with a focus on pedestrians and a quality public realm. In December 2023, the Town met its goal of having draft zoning written for the commercial district. In 2024, the Town will work with stakeholders to refine the draft and submit a proposal to the Town Meeting in September.



Community Design Workshop for the Mall Road Mixed Use Rezoning, 2023



Mall Road Mixed Use Rezoning Existing and Rendering of future possible development in 30 years

HUMAN RESOURCES

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.

2023 Highlights

Diversity, Equity & Inclusion (DEI) continues to be a priority of the Human Resources Department. To formalize this important work, that has been a core of the Human Resources Department, our Human Resources Director has also been designated as the Town's Civil Rights Coordinator. The primary focus of this role will be to ensure that the Town Offices are a welcoming and respectful place to work and visit. This role will work in connection with our Disability Access Officer, whose primary responsibility is to ensure equal access to Town programs and services. Please reach out to either office for any assistance.

We continue to make progress towards our goal of increasing representation of Burlington's demographics within the makeup of our Town employees. In 2023 we experienced a wider demographic pool of applicants, and increased our percentage of hiring candidates of color. While we always keep DEI in the forefront of our activities, we recognize that additional progress can always be made, and will continue our affirmative efforts to diversify our employee base.

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. We encourage our staff to seek promotional opportunities and support any training that will assist in those endeavors. In 2023 we saw 13 employees promoted into roles with increased responsibility:

Burlington employees who were promoted during 2023:

Employee Name	Former Position	Promoted To
Nozomi Shindo	Library Aide	Senior Library Technician - Circulation and Technical Services
Maria Lombardo	Administrative Asst I, Assessors	Administrative Assistant II, Assessors
Susan McEachern	Administrative Asst I, Select Board	Accounting Specialist, Treasurer/Collector
Sandra Woodbury	Senior Library Technician	Circulation Librarian
Cara Enos	Circulation Librarian	Assistant Library Director
Riley Murphy	Social Worker	Group Work Coordinator
Jessie Hampson	Asst Recreation Program Coord.	Recreation Program Coordinator
David Lankford	Social Worker	Clinical Supervisor
Caleb Zimmerman	Assistant Planner	Planner and Development Coordinator
Gage Morin	Engineering Intern	Civil Engineer
Brian White	DPW Operations Manager	DPW Director
Michael DeSimone	Pumping Station Operator	Central Maintenance Superintendent
Danielle McKenney	Administrative Asst I, DPW	Accounting Specialist, DPW

In order to maintain the high quality of service that our departments provide, and to ensure that we have a technically proficient staff, training is a key component. In 2023 we introduced Management Academy, a training program for Department Heads and others in leadership roles. This program provides quarterly training sessions with timely management topics to help our leaders remain current in best practices and to make sure that we are all working in a uniform manner. In addition, as required by regulations we provided a comprehensive training on reasonable suspicion for our supervisors in the Fire, DPW, and Parks & Recreation departments. We were also pleased to offer two training sessions focusing on Implicit Bias in the workplace, where over 70 staff members representing all departments were in attendance.

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.

The Human Resources Department continued its focus on wellness initiatives for all employees during 2023. Weekly messages are shared with all employees focusing on a range of topics from physical, emotional, financial, and mental well-being, as well as information and reminders of the benefits that are available to employees and their family members. As our benefits programs cover employees and family members, it is important to reach all stakeholders to ensure they have the information and support that they need. Education on overall well-being has been shown to have a positive correlation with our health insurance claims. The Human Resources Office continues to work collectively with the Benefits Office and administrative team to review health insurance claims and make recommendations for benefits structures and offerings. We again collaborated on our annual Employee Benefits Fair which brings our benefits providers onsite to serve as information resources. Health screenings and other wellness activities are available, along with flu vaccines. This fair continues to draw a large number of employees

and their family members. Additional wellness activities included a self-directed program that rewards employees for completing healthy tasks such as annual physicals and screenings, maintaining good sleeping habits, and reaching activity goals. Our annual walking program in 2023 experienced the largest participation to date and encouraged employees to work in teams to reach the program's benchmark of 7,000 steps daily.

Future Goals:

- Continue diversity equity and inclusion initiatives.
- Enhance reach of employment opportunity notices to draw a larger and diverse candidate pool
- Continue to explore efficiencies in services and communications, including processing of personnel changes, onboarding, and offboarding. Work with department heads and IT to enhance onboarding and offboarding 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:

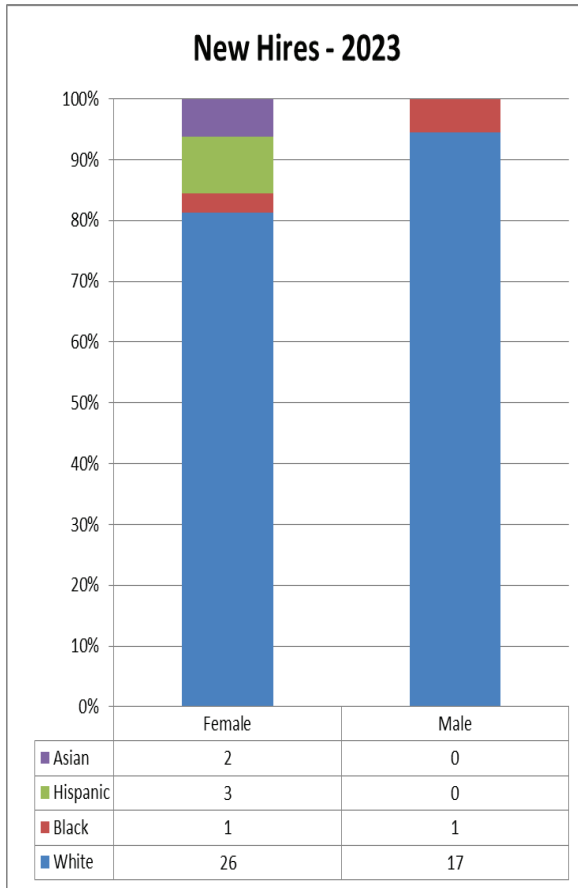
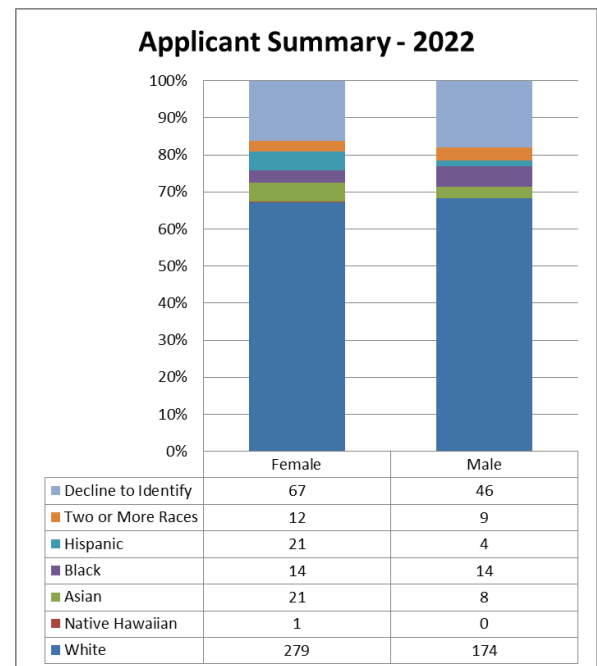
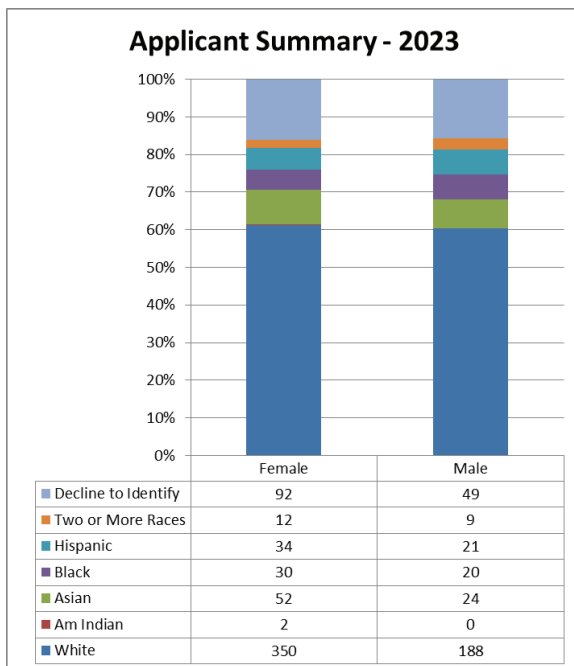
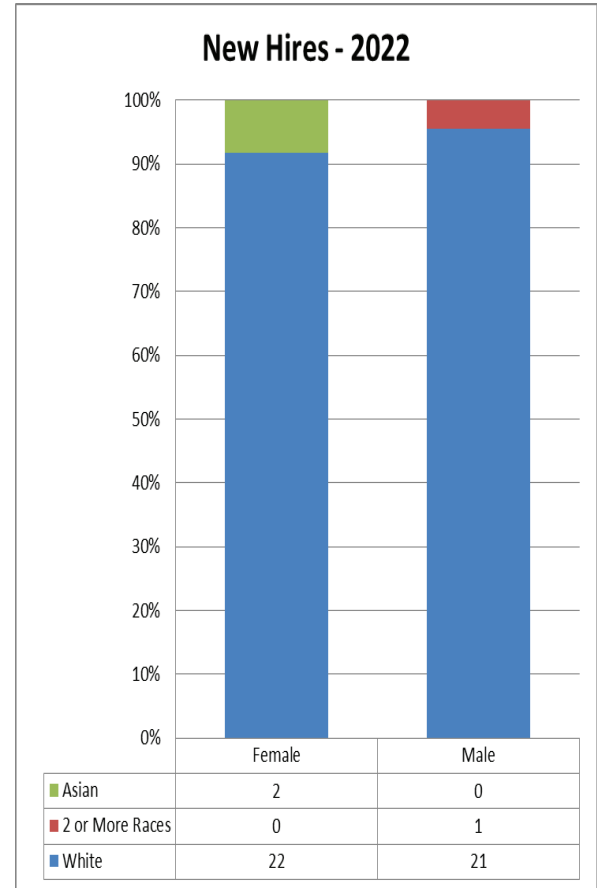
2023 Hiring Summary

50 Positions Filled		
Total Candidates	887	
Burlington Residents	128	14%
BIPOC Candidates - applied (non-white)	345	39%
BIPOC Candidates - hired	7	2%

Average time to fill positions in 2023 was 73 days

Top 5 Candidate Sources - January 1, 2023 through December 31, 2023

				Last Year's Rank
1	Indeed	411	58%	1
2	Careers Website (external link)	221	31%	not ranked
3	MA Board of Library Commissions	30	4%	4
4	Burlington Website	26	4%	2
5	ZipRecruiter	21	3%	not ranked
Total from top sources		709		

EEO Data**January 1, 2023 through December 31, 2023****January 1, 2022 through December 31, 2022**

MANAGEMENT INFORMATION SYSTEMS

DEPARTMENT STAFF

Jose DeSousa,	Manager
Joseph Bongiorno	Critical Systems & Applications Administrator
James Round	Application & Systems Administrator
Casey Silva	Application & Systems Administrator
Linda Bellavia	Network Repair Technician

PURPOSE

The primary objective of the Management Information Systems (MIS) department is to furnish comprehensive information and technology support to all municipal organizations within the Town. This support encompasses various tasks, including the maintenance of servers and networks, resolution of technical issues, implementation and upkeep of software and hardware, and ensuring the security and compliance of the organizations' technology in accordance with relevant regulations. Additionally, our responsibilities extend to the assessment of emerging technologies, proposing systems to enhance organizational performance, and providing guidance and training on technological usage. In essence, the MIS department bears the responsibility of managing information and technology to facilitate the achievement of organizational goals and objectives through the provision of pertinent and timely information. Our infrastructure is grounded in a 10Gb network with widespread wireless access across most Town Buildings. The department persistently manages the VOIP (Voice Over IP) phone system for all town-wide departments, along with a distinct mass notification system designed to alert residents in case of emergencies or unforeseen events. The Town's network backbone relies on an extensive fiber optic cable plant, installed over 20 years ago, connecting 54 sites including town facilities, schools, water towers, and sewer pumps. This backbone efficiently handles all data, telephone, and video transmissions related to Town business, resulting in substantial cost savings compared to alternative methods of data transport.

To ensure the seamless day-to-day functioning of the town, numerous proprietary software applications specific to the public sector are essential. While not explicitly listed, these applications play a crucial role in supporting the operational efficiency of the town.

HIGHLIGHTS

The MIS department diligently maintains, updates, and backs up various complex systems, each with its unique characteristics. These systems, including those utilizing security certificates, requiring multiple servers, or connecting to state/federal agencies, are crucial components of the town's operations.

FUTURE GOALS

Cybersecurity Awareness Program: Continue implementing a program aimed at fostering a culture of cybersecurity awareness within the organization. Encourage employees to prioritize security in all their activities, protecting sensitive data, preventing cyber-attacks, meeting compliance requirements, and maintaining cost-effectiveness.

Application Server/Software Upgrades and Implementation: Work with organizations to upgrade their application servers/software.

Implement new software modules automating financial tasks such as billing, accounts payable, budgeting, and financial reporting to enhance efficiency and reduce staff burden.

A significant portion of the fiscal year will be dedicated to developing the next five-year cycle for refreshing our technology infrastructure.

Fire & Police Departments System Implementation: Continue to assist, and work with the Fire & Police Departments to implement a new system providing automation, flexibility, reporting, analytics, security, scalability, compliance, customer support, and integration with other software systems for a comprehensive and streamlined solution.

TOWN COUNSEL

Town Counsel

Mead, Talerman & Costa, LLC continues to provide Town Counsel services to the Town. This past year we continued to provide support and advice to the Select Board, assisting in various land use matters and licensing matters, including drafting and assisting in the adoption of new liquor license regulations for the Board. We have provided support related to drafting a new draft wireless bylaw in compliance with the Middle Class Tax Relief Act and continued to support the procurement activities of the Town.

Of particular note is the review and revisions to the Town's Water Department Response to the new NPDES proposed licensing through the MWRA. Further, we have assisted in the redrafting and review of the new proposed zoning for the Mall Road area as well as updates, generally, to the Zoning Bylaw. We have assisted in the review and update of the Wetlands Regulations as well as a Flood Plain bylaw. Further, we have assisted the Conservation Commission in the acceptance of several pieces of conservation property.

Over this past year, we also began to undertake work to support the location and construction of a new police station as well as providing advice relative to construction of a new school and the related voter actions needed for both projects.

Our work continues in supporting the Building Commissioner in his efforts on enforcement actions related to violations of the zoning bylaw or building code.

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 increasing our office hours for Town staff in the upcoming year in an effort to provide a more responsive hands on approach to Town Counsel services.

Respectfully submitted,



Lisa L. Mead

Mead, Talerman & Costa, LLC Town
Counsel

ASSESSORS

BOARD OF ASSESSORS

Paul Sheehan, Chair, Cathy O'Neil, Vice Chair, Kevin 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, 2023. 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 217 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 1,265 Forms of List were mailed to businesses and are due back to the office on March 1st. Also, approximately 438 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 26,854 excise tax bills are mailed; almost 856 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. The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2023 the Assessors' Office processed over 105 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$4,075 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, 2023, in accordance with state law. This resulted in a Fiscal Year 2023 tax roll for the Town of Burlington of 8,024 taxable real property accounts and 1,295 personal property accounts.

The total assessed value of all taxable property was \$9,371,423,958 with a tax levy of \$141,752,305. The Select Board voted to continue dual tax rates which resulted in a \$8.94 residential and a \$25.81 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)
Kirsten Midgley, Administrative Assistant;
Kate O'Shea, Administrative Assistant;
Linda McNeill, Assistant Town Clerk;
Daniel McCormack, Archivist;
Amy E. Warfield, Town Clerk*

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 2023

- Completion of the 2023 Census with 91% Households responding.
- The election this year was Annual Town Election. Turn out for the Annual Election was 15.34% with contested race in School Committee.
- Implementing for Early In Person and Vote By Mail Voting for the Town Election. This involved receiving, mailing out and processing over 2381 requests for Vote By Mail ballots and 183 Early In Person ballots. Absentee ballot requests were 15. The return percentage on these requests was 62%. The method of getting Vote By Mail was an applications included with the annual census mailing.
- Recognition of the continuous servicing Mildred Nash for her 50 years of service on Town Meeting.
- 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 2657 dogs licensed. This included the registration of 179 new dogs.



- Issued 101 new and renewal “Doing Business As” (DBA) certificates and managing renewals and changes for over 896 small 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 300 applications, and all the decisions and support file from Applicants made to the Planning Department and the Board of Appeals.
- Provided oversight for Public Record request made by individuals to the town. Handled over 677 requests under the FOIA regulations. Working with other Departments including Schools, Health, Fire and Police.
- Continuing developing and implementing the OpenGov permitting system working with Select Board of Liquor and Business Licensing.
- Ran a training for Board and Committee members with the State Inspector General’s office. Had individuals from 6 communities with over 50 people in attendance.



Board and Committee Members Training



Shred Day

- Also ran 2 shred days for the town residents.
- Effectively and efficient handle the increased number of record requests for Zoning Determination letters and requests. There were over 100 requests that required this multi-department review and fulfillment of requests.

- Revenue generated for the year was \$181,859, which included 1000 online transactions via the Town website online payments option. These transactions resulted in over \$42,496.05 of revenue. All revenue was turned over to the Town Treasurer and it was added to the general fund.

Looking forward to 2024

This being a big election year we will continue to work on refining and improving the systems we need and use.

About 24 weeks of the year will be spent on the 4 elections which are Presidential Primary on March 5, Annual Town on April 6, State Primary on September 3, and the Presidential/State Election on November 5th.

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 Presidential election 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 office staff and the seasonal election workers.

We will also be implementing a new Death Vitals this year sometime and look forward to that inclusion of the Marriages into the Vitals online system.

As always the work of the Clerk's office is a team effort. I want to thank the staff, Linda McNeill, Kate O'Shea, Kirsten Midgley, Daniel McCormack and our summer intern Aydin Khalifa for all their hard work throughout the year. The office would not run without all of us working together.

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, 2023

	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
2023	254	146	1276	242

VOTER STATISTICS THRU 2023

<u>TOWN ELECTION</u>	Prec.1	Prec.2	Prec.3	Prec.4	Prec.5	Prec.6	Prec.7	Total	%
2010	660	343	610	491	682	687	---	3473	23%
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%
2023	497	209	413	358	551	516	311	2855	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%

#7th Pct. added in 2012

*Presidential Election/Primary

ARCHIVES

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.

2023 Highlights:

- Accessioned 48.75 cubic feet of records from town departments – a 21 percent increase over the previous year. Destroyed 53.75 feet of records (paper and electronic media) held in the Archives.
- Advised municipal boards and personnel on public records management issues. Served as point of contact between town departments and the State Archives Records Management Unit.
- Helped facilitate two Shredding Day events for town residents.
- Assisted Town Clerk and Board of Registrars during the municipal election.
- Reference: The Archives answered a total of 613 inquiries during the past year. Of these, 401 were from internal users and 212 from outside patrons. Figures do not include calls for document removal or transfer service from municipal departments.
- Provided advice to four municipalities planning the establishment of municipal archives facilities or programs. On two of these instances we assisted the efforts of the State Historical Records Advisory Board, while the other two were referrals from the Town Clerk.
- 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. Elected Treasurer-elect of New England Archivists.
- Featured speaker at the Massachusetts History Conference discussion on "Records Management for Cultural Institutions."
- Panelist at the South Shore Genealogy Group meeting (Braintree) in March. Featured speaker at the group's September meeting.
- Provided technical advice to the town's Historical Commission.

Goals – 2024 and beyond

By their nature of their work, archivists are constantly concerned with the subject of legacies. So too, for that matter the materials that come to the Archives, whether permanently, fixed in time and media or reformatted, all will be part of a legacy. Both the materials and the information they convey allow the archivist to look both back and forward. The richness of Burlington's archival materials illustrate the complexity of municipal government and the ways in which town government evolves to meet the needs of those it serves. As much as at any time in the Archives history, we find ourselves staring at a different range of demands and duties than at any point in the recent past. We are confident that our capacities will be more than enough to meet the scale of any challenges that come will come through our doors.

Most of our holdings are business documents, as opposed to items that would be considered of historical interest. That is only natural, due to the nature of our mission and how our holdings come together. The evidential value of our records is seen in products unrelated to their primary purpose. As examples, the meeting minutes, appointment letters or tax bills held in this office contribute to new flood maps, the obituaries of town residents and the abatements received on residents' vehicles.

We continue supporting the mission of town government through holding the records of departments, providing reference and retrieval services to residents and businesses, and advising municipal officials on recordkeeping requirements. Our records, and our activities meet legal, fiscal, and administrative components, in both what we keep and the services we provide. In doing so, we leverage our knowledge, expertise, and capacities to create economies of scale on behalf of all of town government. We, at all times, seek to produce a high return on investment for municipal government and the citizens of the town.

Each year provides an opportunity to execute our services differently, and 2024 will be no exception. While the volume of documents received last year as a highlight of our activities, the coming year will add the element of at least three additional elections in town. Along with regular duties, the Archivist assists the Clerk's staff with election activities as needed. We believe that our functions support each other, and as the Clerk's staff has a high degree of proficiency in working with town records, the Archivist is available to support their work. It only make sense, for a mutual working relationship enhances our knowledge of their work and in turn helps the Clerk's staff to better understand archives and archival methods. This, in turn, creates greater efficiencies for both offices.

We are watching with some wariness the spreading of different means of accessing municipal data within the confines of municipal government and the town as in the rest of the world. Matters of information security and the proliferation of artificial intelligence tools provide both opportunities and threats to the information resources of the town. Used properly, documents and information resources provide means of more efficiently undertaking municipal business and providing services. That perspective is tempered by the unknown capabilities of ungoverned tools and resources. It is only a coincidence, but this report is being completed on Global Information Governance Day, an observance of best practices in overseeing the large amount of bits, bytes, paper documents and other resources that we produce every day. In the coming year and beyond, we will need to pay even closer attention to what we do insofar as securing, managing, and governing our informational resources. We are at only the first stage of this, and look to cooperate in this effort with all elements of municipal government involved with information security, access, procurement, or preservation.

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 2023.

2023 was a one election year with just our Town 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. This did result in about 40% of our voters casting ballots prior to the day of the election. Other change in the voter registration from the RMV is the preregistering of 16 year olds. This does allow for them to be automatically registered when they turn 18.

We welcomed a new member to the Board Peter Hodges, in July and also ran a voter information and registrar drive at the annual Celebrate Burlington Day. The Registrars work 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 2023	# of Voters/ % of Turnout	Absentees	Early in Person/ Vote by Mail
Town Election – April 1, 2023	2,855 / 15.34%	43	183/1265

One sad note on the year, lifelong resident and longtime Board of Registrar Bud Larson passed away this year. He has served the Town in so many ways during his lifetime and will be missed by many people.



Board of Registrars L to R John Strass, Peter Hodges, Lisa Jimenez and Amy Warfield

Respectfully submitted,
By Amy E. Warfield on behalf of:
Lisa Jimenez
Peter Hodges
John Strauss
Amy E. Warfield

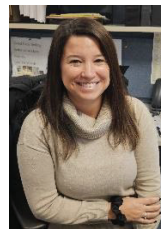
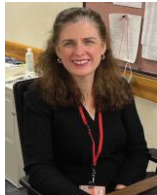
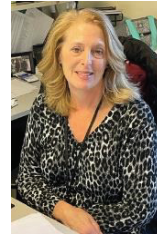
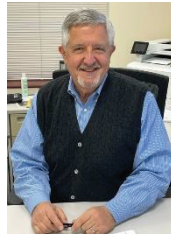
Year-End Summary:

1229	- # of residents registered and added to the rolls
1103	- # of residents dropped from the rolls
1523	- # of voters on the inactive rolls
1865	- # of persons eligible but not registered
90%	- eligible residents registered to vote
182	- New 18 year olds registered to vote

POPULATION/REGISTERED VOTERS: Based on Annual Town Census**POPULATION TRENDS****Age Group**

	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>	<u>2023</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2931	2703	2411	2398	-14.8%	-18.2%
11-20	3160	2833	987	2809	2833	-10.3%	0.0%
21-30	3889	2500	2644	2993	2894	-25.6%	15.8%
31-40	3311	3624	2950	3192	3110	-6.1%	-14.2%
41-50	3062	3378	3660	3094	3191	4.2%	-5.5%
51-60	3031	2905	3220	3492	3250	7.2%	11.9%
61-70	1756	2325	2546	3015	3128	78.1%	34.5%
71-80	672	1398	1844	2096	2191	226.0%	56.7%
81-90	220	417	922	1172	1234	460.9%	195.9%
91+	24	75	133	328	305	1170.8%	306.7%
Unknown	722	745	912	1842	1924	166.5%	158.3%
Total	22662	23131	22521	26444	26458	16.8%	14.4%

TREASURER COLLECTOR



ADMINISTRATION & PROFESSIONAL STAFF

- Gary J. Gianino - Treasurer Collector
- Ana-Maria DeRosa – Deputy Treasurer Collector
- Andria O’Shea - Assistant Treasurer
- Paul Shvartsman Senior Tax Collector
- Christine Sinacola - Benefits Administrator
- Maria Reale - Payroll Administrator
- Paula McMahon – Collection Specialist
- Jayne Etheridge – Tax Collection Administration
- Susan McEachern – Treasury Collector Accounting Specialist

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

Welcome to the Town of Burlington Treasurer Collector Department

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

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

1. 2023 HIGHLIGHTS

- In April of 2023, the Town issued a one year \$12,200,000 Bond Anticipation Note (BAN). The issuance includes a continuation of funding for the MWRA Water Connection program, Reconstruction of the Force Water Main, and Phase one of the Public Safety Communication Network. The funding also included the Fox Hill School Feasibility Study and dollars for Roads, Municipal Lots and Sidewalks.
- 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 September 27, 2021, Town Meeting voted in the affirmative to borrow, transfer from available funds or otherwise provided the sum of \$15,000,000 for funding the construction of the Mill Pond PFAS Filter Addition. Burlington Town Administration and the Department of Public works applied for a loan from the Massachusetts Clean Water Trust in an amount not to exceed \$15,000,000. Through their diligent efforts, the town received an approved interest free loan of \$14,090,350. In November of 2023, the town received an amendment of the loan resulting in a \$3,522,588 forgiveness of a portion of the loan, equal to 25% of the original project costs. The debt for the PFAS Filters at the Mill Pond Treatment Plant is now \$10,567,762
- On November 27, 2023, the Select Board set the 2024 fiscal year residential tax rate at \$8.94 per 1,000. This represents a \$.46 cent decrease in the base rate over Fiscal year 2023. While the tax rate decreased the estimated average value of residential property, increased approximately 10.10% to \$725,800 in FY24 over FY23 average residential property value of \$659,200. The value increase coupled with a \$.46 cent decrease in the tax rate results in an estimated average increase in the average bill of \$293.

BREAKDOWN OF TAXES LEVIED FOR FISCAL YEAR 2024				
CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES per 1000	LEVY BY CLASS
Residential	37.43%	\$ 5,935,041,299	8.94	\$ 53,059,269
Open Space	0.00%	\$ -	-	\$ -
Commercial	54.16%	\$ 2,974,322,678	25.81	\$ 76,767,268
Industrial	4.19%	\$ 230,181,453	25.81	\$ 5,940,983
SUBTOTAL	95.78%	\$ 9,139,545,431		\$ 135,767,521
Personal	4.22%	\$ 231,878,527	25.81	\$ 5,984,785
TOTAL	100.00%	\$ 9,371,423,958		\$ 141,752,306

- Interest rates continued to rise during 2023. We have been able to increase our interest earned to over 2,000,000. This was a result of increase in interest rates from 3% to up to 5%. The global challenges of the economy have resulted in uneven results with our longer term investments. While there has been positive results in total, there have been months that reflect a decrease in value. 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. There has been a new law known as the Prudent Investor. We are reviewing this law and see what effect it will have with our investment options and the investment managers.
- Payment of taxes through our online payment service continued increase in usage in 2023. Signing up for an account with our approved vendor, Invoice Cloud, allows for notifications of amounts due to be sent directly to the taxpayers email. The town continues to mail bills to each taxpayer. Mailing in the payment with the envelope supplied will go directly to our lockbox services. As always, taxpayers are invited to come to Town Hall at 29 Center Street to pay over the counter during regular business hours or drop off at the box outside town hall.
- The Town continues to be watchful in managing all elements of the health care benefits. One of our providers, Harvard Pilgrim Health fell victim of a Cyber Attack. While it did not affect us financially, our members were delayed in receiving up to date information. Internally the town has continued a continued educational program to identify the risk to the town and to our department.
- In the spring of 2023 after over 20 years of dedicated service, our assistant collector retired. As a result, we have reorganized the department by replacing that position with a Deputy Treasurer Collector. We continue to make changes with our personnel and position titles and responsibilities.
- As noted in last years report our Software platform, MUNIS, was scheduled to be upgraded. The upgrade was successfully done, but not without some minor glitches with the printed bills. We were able to identify any issues and notified the residents affected.

TOWN OF BURLINGTON, MASSACHUSETTS

**Gross Payroll and Net of Employee Withholdings
Calendar Year**

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
GROSS PAYROLL	\$ 84,936,886	\$ 85,351,149	\$ 88,515,425	\$ 93,782,179	\$ 98,551,618
<u>WITHHOLDING</u>					
Federal Tax	8,785,929	8,798,854	9,108,852	9,555,529	9,961,396
State Tax	3,627,845	3,661,524	3,774,549	4,017,929	4,236,197
Retirement	7,543,352	7,765,573	8,082,198	8,503,466	8,922,673
Health Insurance	3,634,417	3,639,383	3,704,668	3,776,440	3,894,654
Disability Insurance	255,787	266,933	241,693	226,983	265,814
Delta Dental Insurance	456,825	445,987	482,440	487,035	506,479
Credit Union	2,309,866	2,345,200	2,286,255	2,176,819	2,024,964
Tax Shelter Annuities	1,019,262	1,142,840	1,185,913	1,194,318	1,309,783
Deferred Comp Plans	2,088,845	2,139,458	2,210,932	2,350,766	2,493,279
SMART Roth	32,787	50,794	122,551	205,974	250,822
Teachers Association	310,508	292,927	398,396	332,253	353,175
Union Dues	257,282	295,026	214,244	326,171	313,695
Garnishments	17,240	11,438	3,700	-	-
Life Insurance	140,624	151,516	148,982	140,587	139,903
Fica-Medex	1,113,631	1,127,843	1,181,971	1,257,215	1,325,509
Social Security	-	599	709	879	
Flexible Spending	631,109	617,650	628,478	642,099	665,237
Firepac	3,554	1,040	3,457	3,408	2,381
Cops for Kids with Cancer	1,060	3,487	822	676	676
Sprouts	462,072	380,286	412,071	439,554	451,075
TOTAL WITHHOLDINGS	32,691,994	33,138,358	34,192,883	35,638,101	37,117,711
NET PAYROLL	\$ 52,244,891	\$ 52,212,792	\$ 54,322,542	\$ 58,144,078	\$ 61,433,907

GOALS 2024

- Review and implement improvements with our processes.
- Communicate methods of payment allowed to Residents.
- Continue our diligence in identifying risks related to cyber security.



FIRE DEPARTMENT

FIRE CHIEF

Andrew Connerty

ASSISTANT FIRE CHIEF

Steven McLean

GROUP CAPTAINS

Michael Bibbey

James Browne

Robert Paul

Kevin Pollicelli

GROUP LIEUTENANTS

Craig Callahan
Sean Connors
Ernest Covino

Todd Ficociello,
Mike Fontannay
James Hapenny

Shaun Kenney
Michael McLaughlin,
Brendan Micciche

Thomas Monagle
William Toland
Jack Walthall

FIRE PREVENTION / INSPECTION SERVICES

Captain Michael Hanafin

Lieutenant Peter McAnespie

TRAINING / COMMUNICATIONS

Captain Mark Cedrone

EMERGENCY MEDICAL SERVICES

Lieutenant Michael Donoghue

CLERICAL STAFF

Loreen Arseneault

Eileen Ferren

Stacey Hindle

FIREFIGHTERS

David Angelo
Preston Angelucci
Austin Arseneault
Evan Austin
Michael Bennett
Rob Blenkhorn
Jeffrey Boucher
Joshua Carabello
Thomas Cardwell
Mitchell Cunningham

Kurt Duprez
Benjamin Elwell
Benjamin Fisch
Eric Fitzgerald
Connor Grenier
Michael Gledhill
Gerard Hanafin
John Hanafin
Eric Holey
Timothy Hovasse

Jason Hughes
Paul Kadilak
Sean Killilea
Joshua Landry
Connor MacLean
Thomas MacLeod
Nicholas Menkello
Patrick O'Halloran
John O'Leary

Paul O'Meara
Gregory Ouellet
Alexander Preece
Zachary Rolfe
David Rosenberger
Cole Sheridan
Thomas Vezeau
Stephen White
Shane Yandle

EMERGENCY VEHICLE TECHNICIAN

Justin Dekow

CIVILIAN DISPATCHERS

Elaine Carpenter

Stephen Baia

Brady McGonagle

Jacklyn Teebagy

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

Burlington Fire Department

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.

The members of the Fire Department extinguish and investigate all fires, provide emergency medical services treatment and transport for the sick and injured at the Advanced Life Support (ALS) level, and respond to and mitigate other emergencies.

Department Overview

The Burlington Fire Department currently employs a total of sixty-eight (68) personnel, which includes 60 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.

Divisions

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

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of a \$9.9 million budget; create short, medium and long term Department plans, which includes developing and presenting capital item requests.

Fire Prevention/Inspectional Services (Fire Prevention Captain, Fire Prevention Lieutenant and Office Assistant)

Fire Department's portion of the oversight and approval of;

- Commercial construction projects
- Residential construction projects

Duties include;

- Site plan reviews
 - Fire alarm systems
 - Municipal fire alarm connection to the Fire Department
 - Fire suppression systems
 - Apparatus access
 - Water supply
 - Exposure to other structures
 - Type of occupancy
- Permit processing
- On-site inspections during construction
- Final inspections for the issuance of occupancy certifications
- Enforcement of fire codes

FIRE PREVENTION INSPECTIONS		FIRE PREVENTION PERMITS	
Annual	20	Blasting	0
Commercial Occupancy	162	Campfire	0
Fire Alarms	0	Energy Storage System	3
Fire Drills	13	Dumpster	48
Knox Box	11	Extinguishing System	8
Mobile Food Vendor	2	Fire Alarm	98
Oil Burner	22	Fireworks Display	0
On Site – Fire Prevention	151	Flammable Storage	124
Propane Storage	48	Haz-Mat	3
Residential Occupancy	98	Hot Work (Welding / Brazing)	95
Smoke Detectors	260	Mobile Food Vendor	9
Tank Removal – AST	83	Oil Burner	22
Tank Removal – UST	0	Oil Line	0
Tank Truck	1	Oil Tank	0
Tank Install	57	Propane Storage - AST	37
Plan Reviews	17	Propane Storage – UST	13
Quarterly	9	Sprinkler	122
Auto Fires	3	Tank Installation - AST	61
TOTAL:	957	Tank Installation – UST	6
		Tank Removal – AST	87
		Tank Removal – UST	0
		Tank Truck	2
		Vent Free Heater	1
		TOTAL:	739

Training / Emergency Medical Services / Communications / Dispatch

Training Captain, Emergency Medical Services Officer, Civilian Dispatchers (4)

The Training Captain is responsible for training and keeping training records for;

- Fire Officers
- Firefighters
- Dispatchers

The Burlington Firefighters attended training on a regular basis throughout the year. Our training facility at Station 2 enables us to complete in-house classroom sessions as well as situational and hands-on instruction in the Training Tower. In-house instructors did not only lead this year's evolutions and programs, but we also collaborated with the Massachusetts Department of Fire Services on training classes such as;

- Rope Rescue Technician level
- Fire Officer 1
- Fire Instructor 1



Through our continued collaboration with FDSS, our department honed our abilities in pump operations. As in years past, we extend a sincere “Thank You” to Winn Street Service for donating vehicles without which the following larger training exercises would not be possible;

- “Jaws-of-Life”
- Res Q Jack
- Hurst/Vetter Airbag training

Our Fire Officers and Firefighters also completed many in-service inspections throughout the town. These site visits help to familiarize our fire responders with not only the personnel at the sites, but also the layout of building utilities and the location of these businesses. This situational awareness is critical to our response performance. Some examples of these inspections involve walk-throughs of apartment buildings, condominium complexes and retail properties.

Specialized Training

We are fortunate and proud to have the experience of our HazMat and Tech Rescue specialists as part of our Department.

HazMat

The Burlington Fire Department has two members 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 such as high/low angle rescue, trench rescue, and structural collapse rescue. These members also attend monthly trainings.

Emergency Medical Services (EMS): The EMS Officer oversees the Fire Department’s emergency medical services operations including the personnel, ambulances and maintaining all associated records.



2023 was another busy year for Emergency Medical Services. Our Department responded to 3,597 calls for medical aid in 2023. We transported 300 more patients to hospitals than we did last year or a 13% increase over last year. The types of ambulance requests included heart and respiratory complaints, along with motor vehicle crashes and other types of trauma related incidents. The Fire Department’s two ambulances responded to 2,827 Advance Life Support (ALS) calls and 551 Basic Life Support (BLS) calls. 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 (ALS) service 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.

We participate in the Town's 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.

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 and dispatch for all incoming fire and medical emergency calls and will give medical instructions over the phone when necessary.

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.

Emergency Response (Group Captains, Lieutenants and Firefighters (56): The emergency response for the Burlington Fire Department is handled by four Groups. They respond 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.

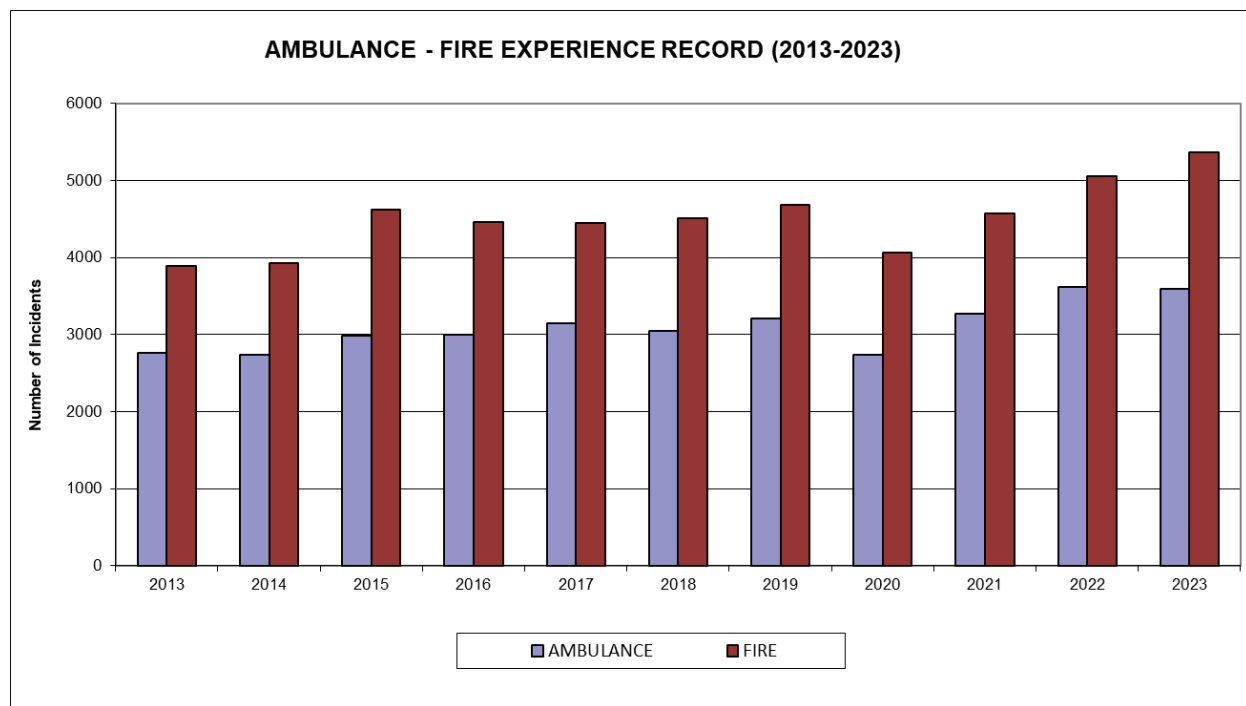


Maintenance (Emergency Vehicle Technician)

The Emergency Vehicle Technician (EVT) is responsible for the maintenance and repair of all emergency response apparatus, staff vehicles, trailers, power equipment and self-contained breathing apparatus (SCBA). The EVT is a valuable member of our Department that ensures that our apparatus and equipment remain safe and in-service.

2023 Year in Review

The Fire Department responded to a total of 5,358 calls for service in 2023. This was an increase of 310 total calls for service from the 2022 calendar year. Included in those overall calls for service numbers is the 3,597 ambulance responses. The total calls for service represents the largest total in the history of the Burlington Fire Department. The following graph illustrates the Fire Department's response numbers for the past ten calendar years.



We had several structure fires in the first few months of the year, two of which started out as brush or grass fires. The dry spring and high winds contributed to the dangerous fire conditions and the spread of these fires. We also had a large brush fire under the same conditions that we fortunately prevented from spreading to some nearby apartment buildings.

In May, Town Meeting approved two Warrant Articles for Fire Department vehicles. One was for the replacement of the Tower truck and one was for the replacement of the mechanic's truck. Both vehicles are showing their age with rust forming on the structural members.

In June, the 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. We would like to thank all that made donations. The Police Department prevailed in 2023 but we will be back at it again this year.

In August, 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, members of our community participated in our annual 9/11 Memorial Service. This year was the 22nd anniversary of the attacks on our nation. The 9/11 Memorial on the Town Common was updated in 2021 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.

Throughout the year, 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.

Grants

The Burlington Fire Department received grants and gifts in 2023. They include;

- A grant from the Executive Office of Public Safety and Security (EOPSS) and the Department of Fire Services for \$14,923 for the purchase of firefighter turn-out gear
- 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 thanks 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/Resignations

The Burlington Fire Department had six retirements in 2023.

- Fire Chief Michael Patterson retired in January after serving the community for 34 years
- Firefighter Tyler Falconer resigned in May after serving the community for 7 years
- Lieutenant James Sorenson retired in July after serving the community for 30 years
- Lieutenant Mark Saia retired in August after serving the community for 26 years
- Firefighter Fred Williams retired in August after serving the community for 34 years
- Firefighter Clifford Comeau retired in September after serving the community for 34 years
- Captain Timothy Browne retired in September after serving the community for 36 years.

New Hires

The Burlington Fire Department hired six new members in 2023. We welcome these new members to the Fire Department and wish them a long, healthy and productive career.

- Firefighter/Paramedic Cole Sheridan started in February. He came to us with several years' experience on the ambulance and year of experience as a Firefighter in Lynnfield.
- Firefighter/Paramedic Patrick O'Halloran started the Boston Fire Academy in February. He was a Civilian Fire Dispatcher at the Fire Department before being appointed a Firefighter.
- Firefighter/Paramedic Benjamin Fischl started in September and began the Boston Fire Academy in October. He had several years of experience as an EMT Basic and Paramedic
- Firefighter/Paramedic Thomas Vezeau started in October. He came to us with four years of Firefighter/Paramedic experience working for the Belmont, MA Fire Department.
- Civilian Dispatcher Jacklyn Teebagy started in February.
- Civilian Dispatcher Brady McGonagle started in February.

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

Respectfully submitted,

Andrew J. Connerty
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 Department 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
Lt. Christopher DiDonato
Sgt. Kevin Doherty
Sgt. David H. McLean
Sgt. Timothy Kirchner
Sgt. Peter Abaskharoun
Sgt. Matthew Creamer
Sgt. William Trelegan
Sgt. Joseph Papsedero
Sgt. James Hanafin
Sgt. Vito Costa

Detectives

Sage Costa
Domenic Grossi
Lyn Reynolds
Ashley Portnoy
Patrick Lyons
Amanda Santos
Brittany Zaccagnini
Paul Callahan
Paul Glejzer
Robert Aloisi, Jr.

Officers

Harry Sawyer, Jr.
Keith Sheppard
Stephen Papagno
David M. McLean
Michael Minichiello
Roberto Reyes
David Outerbridge
Shane Thomson
Nikolas Saledas
Brian Hanafin
Rameez Gandevia
Eric Magee
Domenic Calicchio
Matthew Trahan
Jillisa Smith
Daniel Main
Thomas Zarro
Renoel Amogawin
Brian Goggin
Tristan Cochran
Melisa Cadet
Stan Savage
Aurise Miedico
Darryl Calicchio
Tom Lyons
Eric Jaeschke
Nicholas Scola
Chris Kelly
Brian Ricci
Joe Belsito

Dan Murphy
Richard Riley
Colton Bader
Devin Neal
Brett Encarnacao
John Morris
Cody Davison
Byron Lara

Dispatchers

Edwin Kolhonen
Christopher Hartling
Cody DaSilva

Administration

Paula Manzo
Paola Harlow
Kate Curtis-Bozio

Detail Clerk

Betsy Forte

ACO

Gerry Mills

Civilian Support

Karen DiRienzo

Recovery Coach

Hannah Hazlett

Burlington Police Department
www.bpd.org

As I submit this annual report for 2023 for review, I am constantly reminded of the great work that is done by the members of the Burlington Police Department, both sworn and civilian, on a daily basis. This year marked yet another successful one in the department.

During 2023, the department was able to hire up to our full complement of 68 sworn officers only to lose two to retirement and a voluntary resignation. Lieutenant Michael McDade retired on December 23, after 30 years of service to the department. Mike came on in 1993 after serving in Florida for a couple of years. Mike was well regarded within the department and is, to this day, the consummate gentlemen. He served the department in many roles, including patrol officer, traffic officer, sergeant, Community Service Sergeant, Lieutenant, and finally Lieutenant Detective. He was a mentor and coach and always had time to engage with his colleagues in a personal and professional manner. He has earned a well-deserved retirement and I wish him the best. As a result of this retirement, Lieutenant Matthew Leary has been assigned to take over the role of Lieutenant Detective. Matt served as a Detective and Sergeant Detective in his career thus far and is the absolute right person to take the division to new heights. He has an enthusiasm for the job and will continue to serve as a vital liaison between the division and the administration.

In November, Officer Haydn Matarazzo left the department. He resigned to accept employment with the Manalapan Township, NJ Police Department. Haydn grew up in NJ and took the opportunity to head home. I wish him the best in his new endeavors and will work to replace both of these positions sometime during calendar year 2024.

These two openings created opportunities for promotions. Sergeant Chris DiDonato was promoted to Lieutenant and has since been assigned to the midnight shift as the Officer-in-charge. Chris brings a depth of experience to his new position. He served as a sergeant since 2019 and has been a member of the NEMLEC SWAT team since 2018. He is one of our primary trainers in firearms and use of force. He is a well-respected member of the department and will undoubtedly raise the level of performance for the department as he takes the reigns as a management-level commanding officer.



Officer Vito Costa was promoted to sergeant. Vito has been with the department since 2007 after serving as a sergeant with the Beth Israel Deaconess Medical Center in Boston for two years. Since 2020, Vito has been the School Resource Officer for the MSMS, a role he relished and excelled in throughout his tenure. He has gained valuable experience in that assignment, which will carry forward as he begins his new position as a sergeant, responsible for overseeing patrol officers in their daily patrol functions.

We have had the pleasure of welcoming new officers to the department. In February, we welcomed Officer Brett Encarnacao. He graduated from the Lynnfield MPTC academy. In May, we welcomed Officer John Morris, who graduated from the Merrimack College police academy. While achieving his police certification he was also able to achieve a Master's Degree at the same time. In July, Officers Cody Davison and Byron Lara began their six-month initial training regimen at the Lynnfield MPTC academy. They are set to graduate on January 4, 2024 and will then begin their 12-week field training program before being assigned to solo patrol activities. In June, we welcomed Dispatcher Cody DaSilva to our dispatch team. He came on board after Dispatcher Amr Hassan resigned to become a full-time police officer with the Reading Police Department. All of our new personnel are working out beyond expectations and allow us to continue our excellent practices in hiring the best for the future.

In January, 2023, some of our personnel transitioned to new assignments. Paula Manzo became the Administrative Secretary to the Chief of Police and Paulo Harlow moved to the Administrative Assistant position in charge of accounts. We were also able to hire Kate Curtis-Bozio as our new Administrative Assistant for Records and she will also serve as our crime analyst. Our civilian personnel continue to maintain high levels of professionalism and proficiency and remain an important part of the team.

Also in January, officers that were involved in an officer-involved shooting in January, 2022 took part in an inquest requested by the Middlesex District Attorney's Office. The judge stated in her written findings:

“Applying the credible evidence to the applicable case law pertaining to the use of deadly force.... the court finds that the decision of (the officer) to engage with the less-than-lethal shotgun was objectively reasonable. (And the other officer) fired her weapon after (the suspect) was not subdued by the less lethal shot and continued toward her at a quick pace, armed with a knife. Any reasonable law enforcement officer in the same position would reasonably believe that she was in imminent danger of being seriously injured or killed. At that moment, no reasonable alternative existed, except for the use of deadly force.”

We continue to support these officers after living through this trauma and sincerely thank the Burlington community and town management for their continued support. I am extremely proud of the officers and their collective responses on that dreadful day. I am also thankful for their reliance on their training and experience. My hope is that every day every officer continues to use best practices in their duties and remains safe in performance of their duties.

The department has continued its efforts to switch to a new records management system/computer-aided dispatch system (RMS/CAD). The new system, ProPhoenix, is set to be rolled out sometime in late January, 2024. We had hoped to have the system in service last spring but decided we were better served to slowly bring the system on board. Training for all police and fire personnel will begin after the new year. This system will allow the police and fire departments to communicate over the RMS/CAD system, which will make both departments more proficient in our delivery of public safety services. Because of the delays in implementing this system, we also had to slow down the deployment of the body-worn cameras. The cameras will be deployed to the Traffic Division before the rest of the uniformed division so that we can monitor any “bugs” in the technology and correct it. We look forward to the implementation of both of these advances in technology and know that both systems will make us more proficient and allow us to remain on the cutting edge.

During the last week of January into the first week of February the department underwent our re-accreditation assessment. The Accreditation Unit, led by Lt. Tom Carlson, along with Sgt. Bill Trelegan and Det. Keith Sheppard, worked with the Massachusetts Police Accreditation Committee (MPAC) Assessors and Team Facilitator over a three-day period. The assessment team ensured that we were following best practices in our policies and procedures and that we were in compliance in proving that we practice what we preach. I am proud to state that we passed without any issues and achieved the award in June for another three-year period. From this point forward, the assessment guidelines will be stricter and enhanced compliance metrics will be used by MPAC, but I have the utmost confidence that we will continue to exceed the established minimum standards. This is our 5th re-accreditation award.



In August, two of our officers were recipients of life-saving awards presented by Wegman's. Officers Dom Calicchio and Joe Belsito, along with a Wegman's employee, were honored for saving a man that was in medical distress inside Wegman's. As always, these officers responded quickly and reacted within the scope of their training to save this person's life.

The department ran another successful Citizens Police Academy from September through November. The academy is free and allows members of the public an inside view of the police department operations and employees.

Participants are exposed to instruction on the laws, criminal procedure, patrol procedures, use of force, support services offered by the department, and also have the opportunity to

ride along with on-duty officers on patrol. The program is a great success and Lieutenant Glen Mills, the coordinator of the CPA, continues to bring the academy to new heights.

On October 24, Officer David McLean was recognized by AAA Northeast as a *Traffic Hero*. Officer McLean, who is a member of the Burlington Police Traffic Division, was recognized individually for a number of efforts he has made to improve safety in Burlington, including collaborating with local schools to teach bus safety to students and organizing community car seat checks. Officer McLean also helped obtain a grant that enabled the department to purchase numerous car seats of varying sizes for those in need. Dave is also the liaison with Simons Properties to run Safety Town each summer.



This year, as with many past years, we have applied for and received multiple grants. We were awarded two grants through State 911 to allow us to recertify all officers and dispatchers that handle the 911 system. Additionally, we have received a training and equipment grant. In October, we were awarded a Department of Justice/Byrne grant through the Massachusetts Office of Grants and Research. This grant will allow us to send multiple officers to active shooter training through the Federal Law Enforcement Training Center (FLETC). We are also going to be able to use the money to purchase and train a new search and rescue

canine that we intend to cross-train as a comfort dog. This will allow us to expand our arsenal of tools when dealing with missing populations due to age, disease and mental health issues.



As we move forward, the department will continue to keep the Burlington Police Department on the cutting edge and remain one of the premier municipal law enforcement agencies in Massachusetts. One of our major goals for 2024 is to bring a new police station project to Town Meeting to allow the department the chance to upgrade our current situation and build a new station that will meet the needs of 21st century policing for many years to come. The police station building committee has begun its important work and will continue to diligently work towards a successful end. I am also excited that the new cruisers are coming into service with the new graphic designs. A big thanks to J.R. DiBona, Co. for the excellent service.

Finally, in memoriam for the year 2023, I offer my heartfelt sympathies to the families of the following Burlington Police employees that have passed away: Richard Hovasse, Richard Sheppard, Carleton Boutwell, Denise Bubar and Robert Hyde. I would also like to acknowledge the passing of Maureen Robillard, who passed in 2022. Maureen was a traffic supervisor for the department for 34 years. I mistakenly failed to acknowledge her death at the time of her passing and offer my heartfelt condolences to her family on their loss.

In closing, I would like to thank the Burlington community for its support and I offer my deepest thanks to Town Administrator Paul Sagarino, Jr., Assistant Town Administrator John Danizio and the entire Select Board for their unwavering support and encouragement of the police department.

Respectfully,
Thomas P. Browne
Chief of Police

2023 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

Calls for Service	Total
911 Aband/ Hang Up	3458
Activity - ACO	8
Activity - Car Seat Install	65
Activity - Community Ed/meet	19
Activity - Drug Box/Needle Box	7
Activity - Evidence Officer	14
Activity - Investigation	379
Activity - K-9	14
Activity - Mental Health / CIT	23
Activity - On Duty Training	2
Activity - Readiness Drill	9
Activity - Safety Officer	105
Activity - SRO/YSO	70
Activity - sUAS Drone	39
Activity- Traffic Division	235
ADMINISTRATIVE ENTRY	3
ALARM	1337
Ambulance Request	2575
Animal Complaint	491
Assault	40
Assist MA CONSTABLE	1
Assist P D / L E Agency	169
ASSIST PUBLIC/ OTHER	825
ATV/ Dirtbikes/ Scooters	16
B&E - Commercial	14
B&E - Residential	8
BOMB THREAT	1
BUILDING CHECK	67
BY-Law Violations	7
CIVIL COMPLAINT	125
CREDIT CARD MISUSE	8
Cruiser Damage	55
Death - Unattended	14
Directed Patrol	15888
Disabled MV	410
DISTURBANCE	269
Domestic	195
Drug Complaint	9
Drug Overdose	5

ELDER Abuse/Neglect/Problem	3
ESCORT	147
EXPLOSIONS	2
FIRE	109
Flim Flam/Fraud/Scam	170
FORGERY/UTTERING/COUNTERFEIT	5
Gas Leaks / Odor of Gas	25
Gun Calls/Shots Fired	7
Harrassment	64
Harrassment ORDER VIOLATION	1
HAZMAT INCIDENT	2
Identity Fraud	55
Immediate Threat	4
Injured On Duty/Exposure	14
Internal Affairs	7
License Plate Stolen/Lost	4
LITTERING / DUMPING	5
Lockout	167
MALICIOUS DAMAGE / VANDALISM	70
Missing Child	34
Missing Person	24
MOTOR VEHICLE COMPLAINT	1
MV - Recovered Stolen	12
MV - Repossession	101
MV Abandoned	10
Mv B & E	33
MV Complaint	492
MV Complaint/DAMAGES	1
MV CRASH UNKNOWN INJURIES	218
MV CRASH WITH INJURIES	89
MV CRASH WITHOUT INJURIES	719
MV Hit & Run	246
MV MALICIOUS DAMAGE	1
MV STOP	2833
MV THEFT	23
NOISE COMPLAINT	186
NOTIFICATION	19
OPEN DOOR / WINDOW	14
Paper Service	252
PARK & WALK	224
Parking Complaint	301

PAST Theft	2
Police Information	159
Power Outage	22
Prisoner Transport	60
PROBATE/FAMILY COMPLAINT	2
PROPERTY - LOST OR FOUND	319
Psychological	64
RAPE	1
Restraining Order Served/Issue	44
Restraining Order Violation	39
ROAD HAZARD	240
Robbery	3
SCAM CALL	2
Search Warrant	5
Sexual Offenses	33
SHOPLIFTING / RETAIL	298
Soliciting	47
SUICIDE ATTEMPTS OR THREATENED	32
SUSP PERSON; MVs; ACTIVITY	873
Test	64
Theft	190
THREATS PAST / PROGRESS	56
TRAFFIC ASSIGNMENT	2588
TRAFFIC CONTROL	153
TRESPASSING	53
WARRANT ARREST	7
Water Leaks	74
Well Being Check	543
WIRES / POLES DOWN	67
Youth Complaint	86
Grand Total	39799

DEPARTMENT OF PUBLIC WORKS

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

Administration Brian White Rachel Leonardo Teresa Keene Pialis Manent Danielle McKenney Madison Peters	Director Business Manager Admin Assistant II Account Spec Account Spec Office Assistant	Highway Kevin Keene Robert McMahon Michael Giardina Donna Manning Henry Coady Pat Duran Derek Forte Thomas Harrington Bryan Hughes Daniel J. Matarazzo Michael McCarthy Ricky McClenningham Michael Murphy Justin Paganetti	Superintendent Lead Foreman Working Foreman Timekeeper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper
Engineering Thomas Hayes Meghan Cavalier Steve Hildreth Tim Mazzone Gage Morin Lisa Matarazzo	Town Engineer Asst Town Engineer Sr Engineer Sr Engineer Civil Engineer Eng. Aide	Water and Sewer Matthew Davis Aaron Chase Jamie Phillion Paul Barbieri Jr Cameron Goneau Daniel P. Matarazzo Christopher Lavoie Cameron Banks Michael Rose Nicholas Tricomi	Superintendent Lead Foreman Working Foreman Pump Stat Oper Pump Stat Oper Pump Stat Oper W&S Maint Craft W&S Maint Craft W&S Maint Craft W&S Maint Craft
Buildings & Cemeteries Frank Anderson Nicole Runyan Michael Quinones Billy Bouley James Gavula Anthony DeSimone Donald McNeil James Bieren Kevin Mehigan Steve Doyle Mary Hamel Kevin Crehan Christina Jaquez Eric Moran Laura Sorensen Pari Doherty Kayla Moynihan	Superintendent Lead Foreman Working Foreman Sr Bldg Maint Crfts Sr Bldg Maint Crfts Bldg Maint Crfts Bldg Maint Crfts Spec Equip Oper Head Custodian Lead Custodian Lead Custodian Bldg Custodian Bldg Custodian Bldg Custodian Bldg Custodian Admin Assistant I Admin Assistant I	Water Treatment Russ Makiej Brian Sullivan Robert Clougherty Jeffrey Collar John Doherty Gabrielle Fitzgerald-Leger Paul Kardasz Nanette Masotta	Water Manager Chief Operator Operator Operator Operator Operator Operator Backflow Tech
Central Maintenance Michael DeSimone Leo Fernandes Luke Duprez Daniel Mignault	Superintendent Master Mechanic Mechanic Mechanic		

DEPARTMENT OF PUBLIC WORKS

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 2023 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.

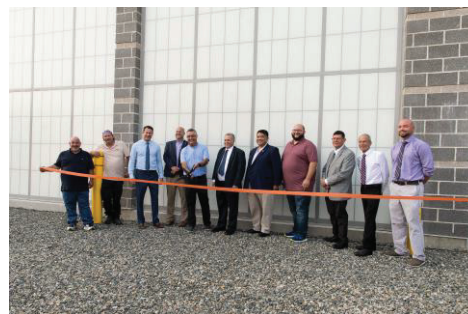
In the next pages you will find detailed information on activities and projects completed by the department this year. I would like to highlight two major projects completed in 2023:

Mill Pond PFAS Filter Building: In September 2021, Town Meeting approved \$15 million for the installation of filters at the Mill Pond Treatment Plant. On July 20, 2023, after an accelerated schedule, we were happy to announce to residents and businesses that the filters were put online bringing PFAS6 levels well below the MassDEP limit of 20ppt.

MWRA Phase 2A Connection Project: In June of 2023, we completed Burlington's Phase 2A MWRA water connection with the installation of approximately two miles of 24-inch water main through Lexington. 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), provides 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. We have begun discussions with MassDEP regarding the formal abandonment. The Vine Brook Plant was not used at all in 2023 for drinking water consumption.

The completion of these water projects marks a major milestone for the future of Burlington's water supply, reinforcing the ability to provide adequate safe drinking water to the community. On behalf of my predecessor, John Sanchez, I want to extend our appreciation and thanks to Town Meeting, to all of the boards and committees, and to the entire community for their support and for bearing with us during construction. We will be planning construction of the last section of MWRA pipe in the near future. Phase 2B, which will provide up to 6.5 million gallons of water per day.

Lastly, I want to thank our entire DPW staff for their dedication and hard work throughout the year on the numerous projects and emergencies that arose.



Respectfully submitted,
Brian White, P.E.
Director of Public Works

FACILITY UPGRADES AND ENERGY EFFICIENCY PROJECTS

Burlington is continuously striving to improve the comfort of all Town buildings while reducing energy emissions and increasing efficiencies. We are well on our way to reaching our goal of 20% energy reduction in 5 years. Since becoming a designated Green Community in February of 2020, Burlington has already reduced their energy by about 14%.

The DPW is gearing up for a major overhaul of the HVAC systems at both the Town Hall and the Town Hall Annex. The Town contracted with NV5 to complete a design for the replacement of the two heating systems and the shared chiller. Per requirements of the Massachusetts Department of Energy Resources (DOER), prior to this project beginning, we must weatherize the buildings. The weatherization projects began in December 2023.

In early 2023, the Town received a grant from the Massachusetts Department of Energy Resources (MassDOER), as part of their Gap Energy Grant Program, which targets clean energy at water treatment facilities. With this grant, the Town was able to weatherize the Mill Pond water treatment facility and will be installing a solar array on the roof in 2024. We anticipate savings of up to \$18,000 annually once this project is completed.

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

Respectfully submitted,
Rachel Leonardo
DPW Business Manager

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.

2023 Highlights

- **DPW Procurement (7387)** - Provided procurement assistance to other DPW Divisions on 67 projects.
- **Utility Permits (0031)** – Issued 295 street opening/utility permits as well as 76 Sewer Allocation permits.
- **Project 10& 11 Sewer Rehabilitations (7577)** – Sewer main and manhole rehabilitations project at various locations was awarded to National Water Main Cleaning Co. of Canton, MA at a contract value of \$1,210,982.40.
- **Partridge Lane Pump Station (7551)** – Rehabilitations of the sewer pump station and its force main, awarded to Moriarty & Sons, Inc. at a contract price of \$641,552.00.
- **Crack Sealing (7615)** - Cleaning and sealing of cracks in bituminous pavement in various locations across the town, awarded to Indus Inc. at a contract price of \$174,290.
- **Stream Cleaning (7622)** - Removal of road sand from the Chadwick Rd stream and Cresthaven Rd stream, awarded to National Water Main Company at a contract price of \$148,750.
- **Water Service Replacements (7631)** - Replacement of corroded water services on Belmont and Cormier Rd, awarded to Five Oaks Construction at a contract price of \$158,740.
- **Pine Haven Cemetery Columbarium - Unit A (7494)** - Installation of 128 niche units for ash interment and complete the columbarium build out at Pine Haven Cemetery, awarded to Hardy-Doric, Inc. at a contract price of \$95,800.
- **Massachusetts Water Resource Authority (MWRA) Connection (7460)** - Phase 2A of the project was completed in 2023, extending the twenty four inch water main on Adams St installed in Phase 1 10,000 feet into Lexington along North Street and Lowell Street to a new MWRA meter at the intersection of Lowell Street and Maple Street in Lexington.
- **Paving of Various Streets (7625)** – Pavement milling, asphalt berm, concrete sidewalk, granite curb removal and installation, as well as the full depth reclamation, finish grading, complete paving, and all associated work. Awarded to Newport Construction Corp. at a contract price of \$1,391,062.68.
- **Burlington Mall Road Street Light Improvements (7550)** – This project included the installation of ornamental light poles and fixtures along the Burlington Mall Road, including all of the conduit, hand holes and wiring. Awarded to Coviello Electric and General

Contracting Co., Inc. at a contract price of \$988,536.00.

- **Lead Service Line Inventory (7613)** - Due to revisions to the lead and copper exposure limits issued by the United States Environmental Protection Agency, all public water supply systems are required to inventory and test their systems for elevated levels of lead and copper in the Town's water supply system. The Water Treatment Division conducts routine testing levels to ensure compliance of the water supply for lead and copper. To help with the inventory and identify lead water service lines, the Town of Burlington applied for a grant through the Massachusetts Department of Environmental Protection (MassDEP) who manages the Commonwealth's Drinking Water State Revolving Fund (DWSRF) program, and was awarded a grant of \$125,000 to inventory and quantify the Town's system for lead water services. The Town awarded the management of the inventory process to Wright-Pierce, with payment oversight by the Town.

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 #1, Library, Human Services Building, Grandview Farm, 33 Center Street, Vine Brook 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, our new DPW Garage building at 1 Great Meadow Road and new DPW Site 3 at 2 Great Meadow Road.

In 2023, we processed and completed 340 repair and maintenance jobs at various locations, as well as providing groundwork, preparation and supervision of outside contractor projects. Of the completed jobs, 310 were handled by in-house employees, with 30 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.

2023 Highlights

Facilities improvements were made including:

- Water Treatment Plant upgrades continued;
- Interior painting resumed at various Town offices and the 1st floor Town Hall Annex offices and Town Hall stairways;
- Exterior painting was completed at Grandview Farm, Public Museum and West School;
- DPW Site 3 renovations began;
- Edgemere Recreation Buildings & the Dearborn Road “Carpenter House” were demolished;
- New roofs were installed at the Town Hall Annex and Pine Haven Cemetery;
- Oversaw the renovation of the low income housing project at 119 South Bedford Street.

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.

2023 Highlights

Pine Haven Cemetery

The Buildings & Cemeteries Division performed 99 burials at Pine Haven Cemetery and sold 37 burial plots. 17 Columbarium niche units were sold in 2023 with 14 inurnments performed.

Chestnut Hill Cemetery

Cemetery and Buildings Division personnel performed 68 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, Police vehicles and equipment. The goal of the department is a safe and efficient fleet.

In the past year, we have continued adding new safety equipment and emergency lighting to some of the older vehicles and equipment. As well as getting up to date diagnostic software to be able to communicate with the newer vehicles that are being added to our fleet.

In total, the division maintains 185 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, Luke Duprez and Daniel Mignault for their hard work and dedication to the department.

Respectfully submitted,
Michael DeSimone
Central Maintenance Superintendent

HIGHWAY DIVISION

The Highway Division had another productive year and completed projects throughout the Town. Some of these projects include:

- Streets and sidewalks swept
- Pot hole repairs
- Repairing berms and lawn damage
- Brush cutting
- Cleaning and repairing catch basins

- Road repairs after numerous water breaks
- Street signs repaired and or replaced
- Line painting throughout the town
- Snow events that were not as bad as years prior
- Removal and the replacing of 4 sidewalks to include:
Town Line Rd., Lisa St., Spring Valley Rd. and St. Marks Rd.

The Highway Division would like to thank all the divisions 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

2023 marked a proud year for our division. Construction of our new buildings and filters at the Mill Pond Treatment Plant to remove PFAS from our drinking water was completed. The filters were placed online in July of 2023 and PFAS analysis has shown that no PFAS has been detected in the Mill Pond Plant Effluent since placing the filters into service.

We produced and purchased 1.023 billion gallons of water for our consumers in 2023. Mill Pond produced 495.028 million gallons and we purchased 528.389 million gallons of water from the MWRA. VineBrook did not produce any drinking water in 2023 and we are currently in the permitting process of permanently decommissioning the Vine Brook Treatment Facility and its associated wells.

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 the Mill Pond Treatment Facility. 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 facility.

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	1125
Total Pressure Vacuum Breaker devices	55
Total Double Check Valve devices	333
Total testable devices in Commercial/Municipal buildings	1513

TEST RESULTS

	PASSED	FAILED
Reduced Pressure Zone	1980	4
Dual Check Valve	334	0
Pressure Vacuum Breaker	<u>74</u>	<u>0</u>
Grand Total	2388	4

SURVEY RESULTS

PASSED	FAILED
82	14

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 in providing the highest level of service possible to the residents of the Town of Burlington. 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.

2023 was a demanding 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 throughout the year.

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 1 new employee to our division, Cameron Goneau.

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, the Building and Cemeteries Division with burials and their Memorial Day services, and the Engineering Division with water & sewer projects.

Service Summary:

Number of appointments (repairs, meters, mark out and troubleshoots)	571
Number of water main breaks	48
Number of hydrants repaired/replaced	20
Number of hydrants flushed	600
Water shut off/on	59
Linear feet of sewers rodded	20,130
Sewer blocks responded to	4
Wet well cleaning	36
Emergency sewer alarms responded to	400

In addition to these services, Water & Sewer Division employees maintain the necessary state required drinking water operator licenses. 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 the 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
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 Bukoziemski, 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.

2023 HIGHLIGHTS

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 or OpenGov – www.burlingtonma.viewpointcloud.com.

In April 2023, we implemented a Zoning Application for any accessory structures (i.e. sheds, generators, etc.). A Groundwater Acknowledgement is now required to be completed to accommodate the potential diversion and protection of abutting properties from ground water.

The online permitting software OpenGov's *Viewpoint Cloud* is in our 4th year of use. We are focused on refining the software to allow a more user-friendly experience. Request for monthly building reports needs to be listed in department portal; whereas, users can get their own reports on their own time.

The reporting of statistical data has been easily developed and converted to Excel as requests for information are processed. This software targets the objective with status of inspections all in one place.

As shown is a breakdown of permits for 2023:

- ❖ 3610 permits issued (Building, electrical, plumbing, gas, sheet metal, mechanical, zoning)
- ❖ 597 Certificates of Occupancy
- ❖ 1009 Residential Building Permits
- ❖ 35 New single family dwellings
- ❖ 31 Dwellings Demolished
- ❖ 235 Commercial Building Permits
- ❖ 1082 Electrical Permits
- ❖ 469 Plumbing Permits
- ❖ 334 Gas Permits
- ❖ 161 Sheet Metal Permits
- ❖ 85 Mechanical Permits
- ❖ 123 Certificate of Inspection Renewals
- ❖ \$6,328,179 Fees Collected

\$263M Commercial construction costs. \$53M for Vericel tenant fit up and \$49M in constructions costs for 27 Blue Sky Drive's Broad Institute. Shown here is some of the larger remodel projects issued in 2023:

- \$38.5 Lahey, various locations
- \$18.6 Core/shell, 15 Burlington Mall Road
- \$14.3 Lab-ready conversion, 15 Burlington Mall Road
- \$10.2 Fractyl Tenant fit up, 3 Van de Graaff Drive
- \$4.7 Northeastern University locations

\$50.5M Residential construction costs summary reflected below:

- 66 Additions
- 100 Windows and/or Doors
- 148 Weatherization (Insulation)
- 163 Solar Panels
- 42 Siding
- 118 Roofs
- 82 Kitchen and/or Bath Remodel
- 133 Decks

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

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

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

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

- 4A Maureen Avenue
- 4B Maureen Avenue

The Microfilm Imaging project continues. We are working diligently imaging our property street files into Viewpoint as Historical Files. We are approximately 90% complete with commercial properties and 32% of residential. As a result, many of our public records requests will vanish over time. In addition, we now have the capabilities to convert our microfiche to pdf files with a microfilm scanner. This has been and will be instrumental in completing the building department historical files and other requests for building plans.

182 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 and microfiche 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.

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.

2023 BUILDING DEPARTMENT STATISTICAL DATA

Annual Inspections	123
Building Permit	365
Building Short Form	866
Demolition	36
Signs	59
Swimming Pool	14
Electrical	1082
Plumbing	469
Gas	334
Sheet Metal	161
Mechanical	85
Zoning	16
TOTAL PERMITS	3610
Fees Collected	\$ 6,328,179.32

CONSERVATION COMMISSION & CONSERVATION DEPARTMENT



Conservation Commission: Rob Sheahan, Ed LoTurco, Indra Deb, Kent Moffatt (back row), Sarah Wolinski, Chair Larry Cohen, Vice-chair William Boivin (front row)

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 2023. William Boivin, who has been a Commissioner since 2012, continued for an eighth year as the vice-chair in 2023. Indra Deb, Ed LoTurco and Kent Moffatt continued their service and new members Rob Sheahan and Sarah Wolinski joined the Commission in 2023.



Reviewing site plans, John Keeley Bill Boivin and Sarah Wolinski

The Conservation Department was staffed in 2023 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Tom Prior continued as the Recording Clerk for Conservation Commission meetings. Becca Kuttner and Cayleigh Goss-Baker each did stints as Assistant Land Manager in 2023. 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.



Suzanne Sullivan and John Keeley leading the Vernal Pool education event



Land Management Assistant Cayleigh Goss-Baker opening a manhole

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 Stormwater (fka Erosion and Sedimentation Control) Bylaw (Burlington Bylaws Article XIV, section 6.0). To this end, the Commission receives and reviews applications for construction projects involving work within one hundred feet of wetland resource areas, within FEMA floodplain, within 200 feet of most streams, or those creating impervious surfaces equal to, or in excess of, 5% of a property or land disturbances equal to, or in excess of, 5,000 square feet. Through the public hearing process, the Commission determines whether a project is permissible under the various wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.

The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under 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. 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.



John Keeley points out features at a site visit



Larry Cohen discusses a possible Vine Brook viewing platform with Brian White and Tom Hayes

2023 Highlights:

- The Commission amended the Wetland Bylaw to include protecting wetlands against impacts from climate change.
- The Commission added 1.6 acres to the Mill Pond Conservation Area in 2023, as Gary Litchfield donated land at the end of Drake Road.
- The Commission and Department led a vernal pool exploration event in April.
- The Commission and Department led a bird walk at the Mill Pond Conservation Area in May.
- The Commission issued twelve (23) Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued thirty (30) Erosion & Sedimentation Control Permits for construction projects disturbing at least 5,000 sq. ft. of land, many for teardowns of existing residential dwellings and construction of new, larger dwellings.
- The Commission also issued thirty-four (34) 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 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 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 created a new Sustainable Landscaping webpage and adapted and made available a Sustainable Burlington Landscape Handbook, both available here: <https://www.burlington.org/1096/Sustainable-Landscaping>
- The Conservation Department began working with 13 other communities in the Upper Mystic Watershed on a study through the MVP (Municipal Vulnerability Preparedness) program to identify flood-prone facilities that serve priority populations in each member town.
- Returning summer stream-cleaners Cayleigh Goss-Baker and Chloe McGonagle were joined by Meghan Gaffney and Liam Gaffney. The team worked to remove blockages and trash from the Town's waterways, continuing the long-running seasonal program.

Future Goals: In 2024 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 adapt to 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



*Top left: William Gaffney, Ernest E. Covino, Jr., Jessica Sutherland, Joseph A. Impemba
Bottom left: Toni Ann Natola, Brenda Rappaport, Barbara L'Heureux*

OFFICERS

Barbara G L'Heureux, Chair
Brenda Rappaport, Vice Chair
Jessica Sutherland, Member Clerk

MEMBERS

Ernest E. Covino, Jr.
Joseph A. Impemba
William Gaffney
Toni Ann Natola

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> and on Twitter/X @Planning01803

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 (Sub region of the Metropolitan Area Planning Council), Burlington Housing Partnership, Land Use Committee, and the Zoning Bylaw Review Committee (ZBRC). William 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 Select Board, continue to participate in regional initiatives including the Middlesex 3 Coalition, a regional partnership of ten municipalities, academic and business institutions within the region. They are also members of the Massachusetts Area Planning Council (MAPC)

LONG-RANGE PLANNING

The Planning Department completed work on the Blanchard/Wheeler Road Corridor Study and Vision Plan, which was funded through a grant award of \$95,000 via the state's Housing Choice Grant Program. Staff utilized the funds to engage a consulting group to prepare a feasibility analysis for potential roadway improvements including reducing flood risks, streetscape and walkability improvements. Implementation of this plan is being coordinated with the Engineering Department as they continue to improve the town's streets through the addition of sidewalks, mixed-use paths, and bike lanes.

Staff is continuing to work closely with the Economic Development Department and Director, Melisa Tintocalis on the Mall Road Mixed-Use Rezoning initiative. The goal of which is to reinvigorate the Burlington Mall Road Area for the future of work, retail, housing, transportation, the environment, and community needs in the. Consultants have been engaged by staff to develop a new zoning framework for

the area, implement complete streets improvements, develop a plan for green corridors for pedestrians, and create a district identity with a recognizable brand design and a marketing strategy.

The department also began work on compliance with Section 3A of MGL c. 40A, also known as the MBTA Communities Law. In total, 177 MBTA communities are subject to the new requirements of Section 3A of the Zoning Act. The law gives municipalities flexibility to come into compliance by meeting performance metrics rather than by adhering to production prescriptions; under this law, municipalities decide where to allow the housing and what dimensional standards such as setbacks and height to apply. It does not require that housing be built, just that the town has zoning in place to allow for it to be permitted without the vote of Town Meeting or a Special Permit process. All new buildings will still require Site Plan Review through the Planning Board. Because the town has had pro-active approach with regards to permitting multi-family housing, Burlington is equipped to achieve compliance with the law that allows the town to permit new housing in a measured way. Work on compliance will continue into 2024 with the goal of a favorable vote of Town Meeting in May.

2023 ZONING BYLAW AMENDMENTS & REZONINGS

September Town Meeting 2023

ARTICLE 15: Amend Article IV Section 4.2.7 of the Principal Use Regulation Schedule

Proponent: Town of Burlington Planning Board

APPROVED by Town Meeting

ARTICLE 16: Amend Article IV General Traffic and Parking Requirements and Shared Parking

Proponent: Town of Burlington

APPROVED 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 2023, there were 55 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. Three (3) Site Plan applications were filed in 2023.

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 2032.

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 nineteen (19) requests for Minor Engineering Changes in 2023.

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 eight (8) requests for Insignificant Changes in 2023.

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-Three (23) Special Permit applications were filed in 2023.

Approval Not Required Plans (ANR's)

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. There were three (3) "Approval Not Required" (ANR) plans filed in 2023, two of which were endorsed and one in which the Board chose to take no action on.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. There was one (1) definitive subdivision plan filed in 2021 for commercial property within The District, which was approved.

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 2023, the following fees were collected:

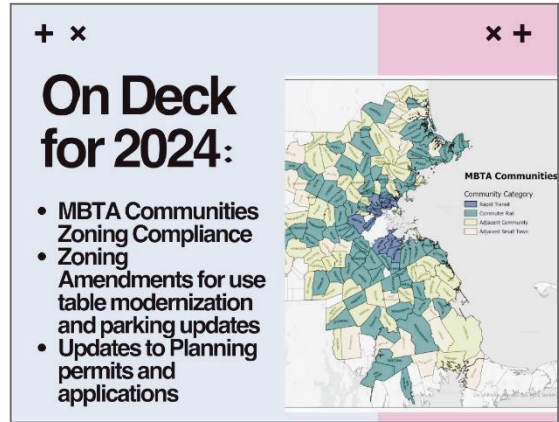
Definitive Subdivisions	\$500.00
Approval Not Required	\$300.00
Preliminary Subdivisions	\$0.00
Special Permits	\$52,200.00
Site Plans	\$2,200.00
Site Plan Waivers	\$500.00
Minor Engineering Changes	\$9,000.00
Insignificant Changes	\$1,750.00
Rezoning Applications	\$0.00
TOTAL FEES COLLECTED	\$66,450.00

2023 PERMITTING HIGHLIGHTS

Projects under construction or redevelopment in the past year include the permitting of three new lab buildings, totaling over 600,000 sq. ft., associated structured parking and enhanced outdoor amenity spaces at The District. Through this process, our corporate partners at National Development who own and manage The District, have provided the town with a Mall Road Median Landscape Design plan for future beautification of Mall Road and an enhanced Vine Brook Riverwalk within The District campus. This year saw the introduction of many new green tech R&D firms entering the business landscape. Envision Energy, a multinational firm focused on energy management solutions for wind and battery technology permitted to occupy a 35,000 sq. ft. space on North Avenue. Nth Cycle, a firm pioneering technology to reclaim valuable metals from recycled batteries relocated from Beverly into a 130,000 sq. ft. space at Blue Sky Drive. There were also a number of new restaurants coming to town including Smith and Wollensky at 92 Middlesex Turnpike, Firoella's and Greco at Burlington Mall, and the much anticipated Good Night Johnny's American Music Bar in the The Shoppes at Simonds Park.

We saw the completion of many projects including the new DPW facilities on Great Meadow Road and the Lifetime Living apartments at the corner of Middlesex Turnpike and Fourth Avenue.

Looking forward to 2024, the Planning Department expects the current pace of permitting to remain steady, slightly less than years past due to the long stretch of higher than average interest rates. As we continue to settle into the post-pandemic economy, the Planning Department, in conjunction with the Economic Development Director, have been looking at areas within our zoning bylaw that can be modernized. If we can keep pace and work together we will be able to shepherd these projects in the right direction to meet the needs of the community.



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, REHS/RS, Associate Health Inspector
Sarah Courtemanche, Administrative Assistant
Jennifer Bouley, Administrative Assistant

SHARED SERVICES STAFF

Kathleen Capobianco, Shared Services Coordinator
Katy Doughty, Epidemiologist
Jackie Messina, Social Worker
Rashod Blades, Public Health Nurse
Tahycha Soto, Health Inspector/Tobacco Control Coordinator

WEBSITE

<https://www.burlington.org/218/Public-Health>
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 Burlington Board of Health is the Lead Agency of the Tri-ton Shared Services Coalition (the “coalition”), a collaboration with the Lexington and Wilmington Boards of Health under the Public Health Excellence Grant Program. The coalition municipalities have formed an Advisory Board that meets regularly and discusses how to share resources and staff. The purpose of the coalition is to increase cross-jurisdictional sharing of public health services to strengthen capacity.

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 and works with other Town departments in Burlington as well as in surrounding towns 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 to provide health-related information and services to residents and businesses, and maintain the current level of regulatory oversight required to protect the Burlington community.

The Board of Health will continue its work on increasing collaboration and programming provided through the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program to offer additional services to our residents.

CHANGES

In 2023, there was an increase in staff and office space for the Board of Health. Jennifer Bouley, Administrative Assistant started her position in the Board of Health office. The following shared services staff started their positions under the PHE grant program: Katy Doughty, Epidemiologist, Jackie Messina, Social Worker, Rashod Blades, Public Health Nurse, and Tahycha Soto, Health Inspector/Tobacco Control Coordinator. In order to accommodate additional shared services staff, grant funds were utilized to create an office space for the additional staff at the Board of Health office.

2023 HIGHLIGHTS

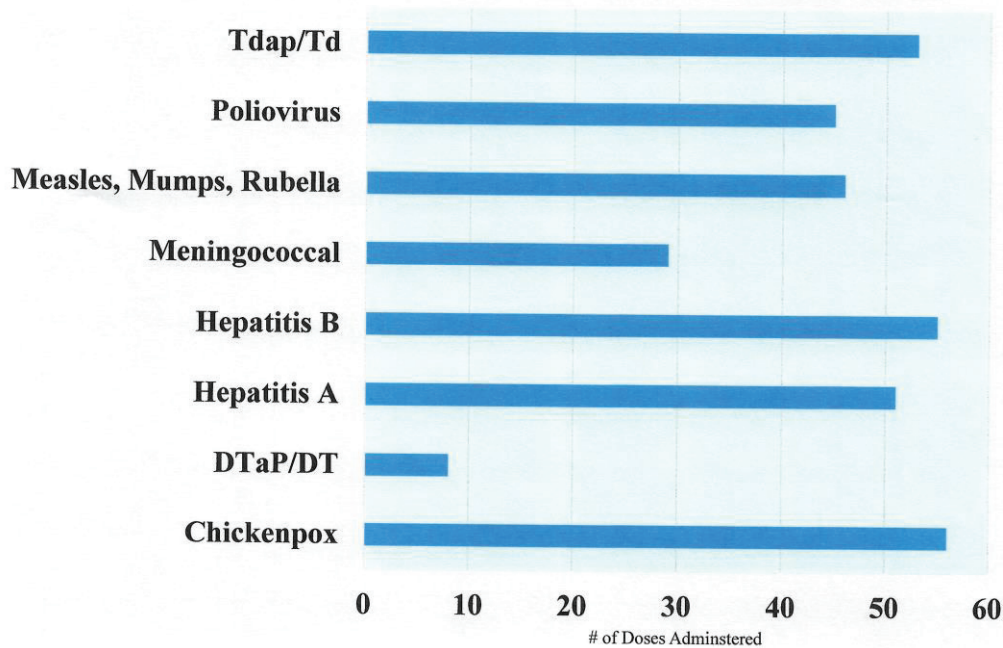
National Retail Food Regulatory Program: Boards of Health are responsible for ensuring that food establishments are in compliance with MA State Sanitary Code 105 CMR 590.000 *Minimum Standards for Food Service Establishments* which adopts the 2013 Food and Drug Administration (FDA) Food Code. The Board 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. There are nine (9) regulatory standards, of which the Burlington Board of Health has achieved conformance with five (5) standards (Standards 1, 3, 4, 5 and 7) since enrollment in 2022. The Board of Health has received an FDA grant in FY24 and FY25 to continue work on the regulatory standards.



The Board of Health held a food safety meeting with management personnel from local food service establishments as part of the requirements of meeting the regulatory standards. Shown left to right: Marlene Johnson, Health Agent; Dev Patil, The Treasury; Ngoc Tran, Viet Citron; Repher Weil, Legal Sea Foods; Michael Murray, Café Escadrille; Michael Slayback, Burton's Grill; Vishod Sood, India Gourmet; Eun Gou Lee, Korean BBQ; and, Samantha Hardy, Associate Health Inspector (photo by S. Lumenello)

Vaccine for Children Program: The Board of Health is a registered Vaccine for Children (VFC) provider by the MA Department of Public Health and the CDC. The VFC program is federally funded program that provides vaccines at no cost to providers for children who might not otherwise be vaccinated because of inability to pay. In 2023, there was an increased demand to provide vaccinations to children residing in Burlington under the VFC program. With assistance from medical and non-medical Burlington Volunteer Reserve Corps (BVRC) volunteers and collaboration with Burlington Public Schools, the Board of Health provided 343 childhood vaccinations to 76 individual children in 2023.

Childhood Vaccines Administered in 2023



The Board of Health administered 373 vaccinations to 76 individual children in 2023 under the Vaccine for Children Program

Regulations for the Storage & Disposal of Hazardous Materials: During 2023, the Board of Health adopted new regulations on the storage and disposal of hazardous materials. Prior to these regulations, the Board of Health enforced the *Control of Toxic and Hazardous Materials Bylaw*. Because the bylaw was very outdated, the Board recognized the need to enact new regulations and request that Town Meeting rescind the bylaw. The new regulations became effective on March 6, 2023. Some changes reflected in the new regulations include streamlining underground storage tank requirements with current regulations and best practices; requiring property owners notify the Board of Health if their property will include the storage of hazardous materials; and requiring a permit for the demolition of a commercial or residential building or the renovation of a commercial building.

Public Health Excellence (PHE) Grant Program: As the Lead Agency for the PHE Grant Program, the Burlington Board of Health is responsible for grant management and staff under the program and collaborates with the Wilmington and Lexington Boards of Health on public health programming and services. In 2023, PHE staff worked on programs such as *Stop the Bleed*, *Catch My Breath*, and *Matter of Balance*. In addition, PHE staff provided valuable assistance to each Board of Health in areas such as disease surveillance, vaccination clinics, translation, inspectional services, and more.



PHE staff were trained by Lahey Health & Hospital as “Matter of Balance” (MOB) coaches. The MOB program is a six week course designed to reduce the fear of falling and increase activity levels. Shown above are the participants in this year’s Matter of Balance course (photo by Michael Greene)

Certified Food Protection Manager (CFPM) Program: The MA State Sanitary Code 105 CMR 590.000 *Minimum Standards for Food Service Establishments* requires that each food establishment have at least one person in charge who is a Certified Food Protection (CFPM) Manager. To become a CFPM, employees must pass a certification test that is part of an accredited program recognized by the Massachusetts Department of Public Health. In 2023, Marlene Johnson, Health Agent, became a certified to teach the CFPM course and provide the exam to participants. Ms. Johnson held two CFPM classes for employees of Burlington food service establishments with a total of 31 participants.

TOWN OF BURLINGTON, MASSACHUSETTS

	FY2023	FY2022	Permits		
Complaint Investigations					
			Food Service Establishments	237	235
Food	32	30	Temporary Food Events	91	29
Suspect Foodborne Illness	11	12	Mobile Trucks	16	11
Housing	27	23	Swimming Pools	36	36
Nuisance	2	10	Tanning Establishments	2	2
Environmental	4	8	10-Day Emergency Beaver	0	3
Drainage	13	25	Tobacco & Electronic Nicotine Devices	27	24
Smoking in the Workplace	0	0	Septic Hauler Permits	13	9
Beaver	0	0	Funeral Homes	3	2
Tobacco	1	0	Recreational Camps	6	6
Trash	16	23	Keeping of Animals	26	20
Pool	0	2	Private Wells (Monitoring & Irrigation)	6	5
Animal	1	0	Biological Safety Permits	10	9
Emergency Response	14	15	Hazardous Materials Disposal	55	0
Private Wells	6	0	Hazardous Materials Storage	80	0
Routine Inspections			Communicable Disease Surveillance*		
Food Service Establishments	606	573	Calicivirus/Norovirus	1	1
Mobile Food Trucks	17	11	Campylobacter	8	7
Swimming Pool	62	63	Giardiasis	0	1
Tanning Establishments	4	4	Group B Streptococcus	4	1
Tobacco & Electronic Nicotine Devices	28	25	Hepatitis B	0	1
Tobacco Compliance	24	23	Hepatitis C	2	1
Recreational Camps	11	8	Human Granulocytic Anaplasmosis	0	1
Hazardous Material Inspections	122	29	Influenza	91	164
Septic Tank Removals	3	2	Legionellosis	0	1
Occupancy	27	30	Listeriosis	0	1
Test Pits	0	5	Malaria	0	1
Keeping of Animals	28	20	Monkeypox	0	1
Kennel	15	17	Novel Coronavirus - Confirmed	513	3270
Pre-Demolition	56	39	Pertussis	0	2
Pre-Renovation	162	176	Salmonellosis	3	5
Hazardous Materials Disposal	33	0	Streptococcus pneumoniae	1	0
			Tuberculosis (latent)	82	94
			Tuberculosis (active)	0	0
			Varicella	1	0

*Confirmed Cases Reported by Calendar Year

COUNCIL ON AGING

COA STAFF

Margery Yetman, Director
Debra Giardina, Administrative Assistant
Andrea Cross, Outreach Worker
Shayla Ferren, Outreach Worker
Machelle Siket, Outreach Worker
Maria Teager, Programs & Activities

Michelle Vella, Van Driver
Ken Gretchell, Van Driver
Nancy Ingram, Clerk
Joyce LeBlanc, Clerk
Christina Priest, Clerk
Lisa DiBella, Meal Site Manager

COA Board Members

Rose Magliozzi, 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

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

@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.



Clockwise from left: Dolores and Karl Christiansen were crowned prom King and Queen in April. We resumed our Safety & Wellness Fair in September. Ice cream socials are one of the most popular ways for seniors to socialize (pictured l-r volunteers Rose & David Magliozzi, Maria Teager, Activities, Alex Nichipor, Outreach, Carol Parker volunteer). (l-r) Loretta Costas, Dave Magliozzi and Peter Costas at our Oktoberfest.

2023 Highlights

Although the number of participants has still not reached pre-pandemic numbers, the center is very busy with more activities than pre-pandemic thanks to our activity coordinator. Our social services department remains extremely busy with higher than pre-pandemic numbers.

The COA has two full-time social workers, Shayla Ferren and Andrea Cross and one part-time social worker Machel Siket, who replaced Alexandra Nichipor, 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. Shayla interned with us during the 2020/2021 school year and we are excited to have her permanently. 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 which has not abated. Like other towns and agencies in Massachusetts housing continues to be our largest and most time consuming issue after mental health.



Clockwise from top left: Our 4th of July parade participants had a great time, throwing bubbles to the youngsters along the parade route. Volunteers Rose Magliozzi & Carol Parker hand out produce at our BILH sponsored farmer's market, Marge Yetman & Shayla Ferren at the August Selectboard meeting for Shayla's appointment as our social worker. Dan Clark found a "Grinch" to serenade at his annual holiday show at the senior center.

Services & Activities

- **Legal assistance and Tax Assistance**
- **Property Tax Work-Off Program** - seniors 60 and older. Seven 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 1,050 hours of invaluable assistance.
- **Fitness** – Is the #1 attraction at the senior center. Beth Israel Lahey Hospital funds senior stretch and yoga, both of which are hybrid and Tai Chi.
- **Hybrid Programs** - Some activities at the senior center remain hybrid so activities can also be streamed to watch at home. Fitness programs, Mah Jong, coffee hour, meditation, musical concerts, educational programming and lectures can be streamed by request. Because hybrid programming has been so clunky we have lost many of the folks that used to join for musical and other presentations. We are working on fixing the situation through an earmark from the state (thanks to Representative Ken Gordon) and an ARPA grant through the Executive Office of Elder Affairs.
- **In-person Activities** - 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 after refilling our 20-hour/week van driver position for 2023 from 1,340 in 2021 to 2,872 in 2022 to 4,014 in 2023.
 - **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 growing fairly consistently.
- **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. With Brenda Pappas’ retirement we no longer have a certified SHINE Counselor on staff. 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 4,120 newsletters are mailed out each month to households with someone 60 or older residing in them at no charge. An additional 250 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 6,681 seniors who live in Burlington.
- **BCAT** - Monthly segment on the BCAT Friday night news, BCAT semi-monthly series "My Next Chapter".
- **Social Media** - Facebook (www.facebook.com/burlingtoncoa) and Twitter (@BurlingtonCOA). We have 317 followers on X (formerly Twitter) and 652 followers on Facebook



L- Illusionist Keith Zalenger amazed the volunteers at the annual Volunteer Appreciation. Top R – Seniors pose at the annual Valentine’s party put on by Erland Construction. Staff & Volunteers celebrate the 5th anniversary and Brenda Pappas’ last Memory Café (sponsored by BILH) before her retirement. Pictured l-r Helena Enos, Cara Enos, Brenda Pappas, Andrea Cross, Paula Anton.

We could not do everything without the community stepping in to help 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, 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. Individuals and companies that gave us their time include Erland Construction, Atria Longmeadow, Stonebridge, Sunrise, The Gables, PNC Bank, Encompass Health, Joanna Schlansky of Elite Realty, Fitness Together, Representative Ken Gordon, Orthopaedics Plus, Havenly Care Solutoins, Justin Ray of Elite Realty and Minuteman Senior Services. The community was also very generous donating to the senior prom so we are able to keep the cost of the tickets lower to enable seniors who might not be able to afford the full cost of the evening to still be able to splurge on a ticket. The prom committee includes Sonia Rollins from Exit Realty, Diane

Robinson of The Delaney at the Vale, Nicole Runyan, Ray Graber and Marge Yetman and Maria Teager from the COA. Generous donators include Bob Buckley of Reimer and Braunstein, Beth Israel Lahey Health, Burlington Animal Clinic, Breakfast Rotary Club, Burlington Fire Department, Harvard Pilgrim, Shinein Math Academy, A Whole Bunch Flowers.

Grants

We have received two ARPA grants from the Executive Office of Elder Affairs (EOEA) one is for Digital Literacy, we will help seniors without access to computers or the internet with the purchase of Ipads and hotspots and have classes with tutoring to then how to order groceries, pay bills, facetime family members and friends and most importantly for the purpose of the grant, be able to attend Telehealth appointments. The second grant from EOEA mentioned above is for Hybrid Technology. We received funds to equip our flex room and our conference room with technology for hybrid meetings. By the time this project ends we will have 4 rooms equipped. The large function room or Murray Kelly Wing, our library, conference room and the upstairs flex room.

Changes

Social worker Alexandrea Nichipor left in September and social worker, Brenda Pappas retired in October. We hired Shayla Ferren as Brenda's replacement and Machelles Siket as Alex's replacement.

We hired Ken Gretchell as our 20-hour/week van driver, finally rehiring for a position that was not filled during the pandemic.



L-R: Crafters make scarves; Joanna Schlansky brought an ice cream truck to the senior center during the summer which proved very popular among the seniors who were there that day.

Future Goals

Our most immediate goal/need is to increase the hours of our 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

People that were active between 01/01/2023 and 12/31/2023

Age Range as of 12/31/2023	Count	Percent
Ages 55-59	28	1.5%
Ages 60-64	140	7.3%
Ages 65-69	283	14.8%
Ages 70-74	297	15.5%
Ages 75-79	391	20.5%
Ages 80-84	328	17.2%
Ages Below 55	34	1.8%
Ages Over 85	407	21.3%
Unknown	2	0.1%
Totals	1910	100%

Services provided between 01/01/2023 and 12/31/2023

Interaction	Duplicated	Unduplicated
Case Management	3111	539
Community Consultation	57	41
Email	39	32
Family Assistance	3	3
Home Consultation	46	38
Non-elder	3	3
Office Consultation	104	75
Phone Consultation	567	219
Senior Center Consultation	7	7
Service Provided	24	23
Under 60 General Information	1	1
Under 60 Transportation	3	3
Totals	3965	685

Gender	Count	Percent
Female	1325	69.4%
Male	585	30.6%

Program/Activity Statistics from 01/01/2023 to 12/31/2023

Category	Duplicated	Unduplicated
Community Education	261	141
Congregate Meal	1915	222
Cultural Event	658	210
Fitness/Exercise	13236	387
General Health	1238	211
Health Screening	72	29
Information Sharing	932	189
One on One Meetings	234	221
Recreation	5235	355
Social Event	5144	471
Support Group	309	64
Total Event Sign ins	29234	1134

DISABILITY ACCESS COMMISSION

Members:

Christopher Hanafin, ADA Coordinator

Jennifer Goldsmith, Recording Clerk

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

Website:

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

Facebook:

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

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

BDAC is not an enforcement agency but an advisory group which monitors the town's compliance at schools and recreation owned properties as well as programs. Non-discrimination and equal opportunity are the policies of the Town of Burlington in all aspects of business, programs and activities. The BDAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. The Veterans' office coordinates schedules and maintains records of all BDAC business. The DAC Coordinator works closely with the ADA, Massachusetts Architectural Access Board (MAA) and the Massachusetts Office on Disabilities (MOD) to ensure new and existing projects and buildings are abiding with all new and existing ADA and MAA building and zoning regulations. When necessary, the DAC Coordinator has had to investigate and report ADA violations to the Building Department (the enforcing agency for the Town).

Throughout 2023, 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 2023 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

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.

In the future, DAC plans to expand their collaboration with the Therapeutic Recreation Specialty Programs and other town departments that are looking to improve accessibility to physical spaces. There will be a greater emphasis to improve the accessibility of individuals and bridge the financial gap between regular programs and Therapeutic programs, which are significantly more costly.

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.

2023 HIGHLIGHTS AND HISTORY



Memorial Day, May 29, 2023: This year we commemorated the 50th year anniversary of U.S. troops pulling out of Vietnam. For some, it was a very hard topic to talk about, especially Vietnam Veterans and those who lost loved ones in Vietnam. I had written a few notes on the history of the Vietnam conflict, but think that individual stories of Vietnam Veterans are far more important. It is the men and women that fought in these conflicts that are important, not the conflict itself. Wars shape those who fight in them, either in a positive or negative manner. One of the most positive Veterans that I know didn't let the negativity of the Vietnam War shape him in a negative manner.

Our guest speaker for the event was Army Veteran, David Leggeri. Dave is an Army Vietnam Veteran, who served in intelligence with the 1st Cavalry Division, where he was awarded the Bronze Star. For the last two years, Dave has served as the Senior Vice Commander of Burlington's DAV Chapter. Dave has been instrumental with the DAV heading up the outreach and fundraising committee. Dave was just recently elected as the Commander of the chapter and will assume those duties on Thursday. He helps veterans at the Bedford VA weekly with support groups dealing with PTSD and other related ailments. Dave spoke about his particular story involving his deployment to Vietnam and some of the people that he met there. He spoke personally about the impacts that his time in Vietnam had on him and the life lessons that he learned that shaped his life to this day. Dave talked about "lightness of heart"; his mantra; and how that concept has shaped him as a person. The ceremony concluded with the reading off all the names of the Veterans that had passed away in Memorial Day 2022, followed by Taps and a rifle salute.



Veterans Day, November 11, 2023: This year we remembered the 20th year anniversary since the town of Burlington lost its last son to war. Lance Corporal Gregory MacDonald had been a Burlington citizen all his life. He was a graduate of BHS and went on to earn his master's degree in Philosophy and Near East Policy at American University, Washington D.C. in 2001. LCpl MacDonald joined the U.S. Marine Corps Reserves in 1999 and was a member of Bravo Company, 4th Reconnaissance Battalion out of Ft. Detrick in Frederick MD. LCpl MacDonald's unit was activated in February of 2003 and attached to the 1st Marine Expeditionary Force. His unit deployed to Iraq in support of Operation Iraqi Freedom. LCpl MacDonald was killed in action on June 25th 2003.

Arthur MacDonald, Gregory's father, gave the opening remarks on Veterans Day. Arthur is a veteran of the United States Army, and was assigned as a Signals Intelligence Analyst. Arthur MacDonald and his wife have been decade's long citizens of Burlington, raising their three children here, to include the late Lance Corporal Gregory MacDonald. Since Gregory's passing, Arthur has dedicated countless hours of his time to raise awareness and funds to help families deal with the passing of fallen service members. He is an active member of the Disabled American Veterans, the Disabled and Limbless Veterans, the Middlesex Deputy Sheriff's Association and the American Legion, serving meals regularly at both the VA Hospital in Bedford, and helping to run Bingo.

Our guest speaker for Veterans Day was Ghost rider, who is the president of the local American Legion Riders Chapter here in Burlington. Ghost rider help found the legion riders Burlington chapter a few years ago, and despite its few years in service and less than a dozen riders, they are doing tremendous work in and around our community. Ghost rider spoke about his passion, which is caring and advocating for the men and women that have served this fine country. He looks every bit a rough and tough Harley rider, but he is one of the most compassionate and enthusiastic Veterans, using his love for motorcycles and Veterans and combining it into a force to be reckoned with.

Following the ceremony, the American Legion hosted a brunch and on display at the Post was Patriot Heart's quilt display. Patriots Heart, along with their Creative Director: Deanna Joy that has done a fantastic job in the State of MA to put a special twist on recognizing the Veterans and their history. There moto is "honoring American Patriots by lovingly piecing together history, on quilt at a time. Patriots Heart brought their quilt display to the Town of Burlington for the first time in 2023

Veterans Spotlight: For the past few years, we have recognized a veteran that has passed away in the past year; that exemplified service before self, even beyond their military service. This year we lost someone near and dear to the veteran's community, the town of Burlington and the Veterans Office. Norman Dooley was a Navy Veteran that serviced during WWII. His service to his country and community went way beyond his military service. Norm was an active member in the local VFW, even up to his death at 96 years old. Norm was at every veteran's event, especially Memorial and Veterans Day. His loss to this town will be felt for years to come. Norm was honored during our Memorial Day service by his daughters Andrea Moloney & Kathleen Roche.

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.

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 Sullivan's Funeral Home with ensuring our veterans and their families receive the utmost care and respect in their time of need.

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 2024 we will continue to offer more social events to bring Veterans of many generations together to form common bond. In November of 2023, our office partnered with an organization called IPods for Veterans. That organization handed out thousands of dollars of electronics to over 100 Veterans from Burlington. The event was sponsored by a few local organizations that want to give back to the community and in particular the Veteran community. Both Berglund Enterprises and Erland Construction donated money to help sponsor our events, and Erland Construction had four volunteers help serve food. 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 with the high school will hopefully happen in 2024, in the past, we mentored young students at Burlington High School thinking about entering the military after graduation. This program allowed our office to counsel and coach potential students that were looking at going into the military, without the pressure of commitment or undue strain that usually comes with dealing with military recruiters. The program has been none existent since the retirement of a few administrative personnel at the high school. Our office is looking to get back into the schools, not only to highlight previous student's tremendous accomplishments while serving in the military, but also to give real life advice to students that may not want to follow the traditional path of going to college right after graduating high school.

YOUTH AND FAMILY SERVICES



ADMINISTRATION & DEPARTMENT STAFF

From Left to Right: Danielle Meyers, LMHC Individual & Family Therapist; Riley Murphy, MS Group Work Coordinator; Christine Shruhan, LMHC Executive Director; Jennifer Priest, Administrative Secretary; Emily Hall-Hampton, LICSW Individual & Family Therapist; Cathy Torres Iparraguire, BA Youth Navigator and David Lankford, LMHC Clinical Supervisor.

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.

2023 HIGHLIGHTS

BYFS continues to offer the FitGirls Group for 4th and 5th 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 2023, 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 24 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

2023, BYFS staff provided assistance to 609 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 14 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 46 Burlington residents with items such as clothing, bedding, grocery cards, footwear and rental assistance.

We also collaborated with Womenade who provided assistance to 12 residents with items ranging from rental assistance to holiday gifts.

STATISTICAL NOTES

An average of 118 residents each month received counseling services, and counseling services were provided to 340 Burlington residents in 2023.

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 65 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, Martha Simon Chair; Roberta Mills, Linda Collins, Becky Norum, Melissa Interest, 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

BURLINGTON HISTORICAL COMMISSION



Historical Commission Members

Front row- Mary Nohelty (*Recording Secretary*) Joyce Fay (*Chair/Treasurer*), Peter Coppola

Back row- inset Andrew Rittenburg, Sandra Coven, Kathi Horton, Andria Nemoda

The Historical Commission was established by Town Meeting in accordance with 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 Olde Burial Grounds.

The Commission consists of seven full and at least two alternate members appointed by the Town Manager as approved by the Select Board; 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 to the public for display, research, and education.

Members this year were; Joyce Fay Chairman, Peter Coppola, Sandra Coven, Kathi Horton, Andria Nemoda, Mary Nohelty, Andrew Rittenburg; and alternate, Hope Paulsen.

We completed the fourth year of a five-year project to clean, repair and stabilize gravestones at the Olde Burial Grounds. This work will be completed in 2024. We are evaluating performing a radar scan of the entire site to identify missing gravesites and markers.



McIntire utility sleigh

Construction of the storage shed to be located behind the West school will begin in 2024. We are currently using an additional storage container to house articles as we reorganize the museum floor.

We actively pursue and preserve items that tell a story about Burlington's history. Several years ago, the Town acquired a sleigh from a home on 17 Sears Street. It is a utility spring wagon sleigh manufactured in the late 1800's. The seats are adjustable and removable, allowing for easy conversion from weekend family use to workweek cargo wagon. It was on winter display for many years and its proximity to the Grandview farm led us to believe it was owned by the McIntire Brothers for use on their dairy farm. We hope to have the sleigh on display in 2024.

It is always disappointing to lose historical assets and we are grateful to our residents who support the Commissions efforts by donating their items. As artifacts are acquired,

they are evaluated for visitor interest, display condition and/or historical value. As they are cleaned and repaired/restored, and when

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.

Several years ago, relatives of Charlie Casassa donated many items from his estate. Charlie was a historical commissioner and longtime Burlington resident. Three of his clocks dating from the 1880's, 1930's, and 1950's have been refurbished and are now on display.

The Commission annually provides displays at the Town library this year. The displays vary as new items enter our collections. Permanent displays are at the Grandview Farm and Town Hall Annex locations, and this year several farm tools were loaned for display at the Francis Wyman house. They are favorably received we often find items added anonymously.



Clocks from Casassa estate



1862 Singer Model 12

We lecture and bring items from our collections to groups and venues; describing their usage, and when possible, providing a demonstration.

This year residents donated several sewing machines; one, a Singer model 12 manufactured in 1862 joined the collection on the museum floor.

We are thankful for donations and encourage residents to continue; we would like them to contact any of the commissioners prior to so we can document the transaction, family history and photographs.

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.

We annually welcome third grade field trip to the Old West School, Museum, the Olde Burial Grounds, and the Francis Wyman House. This year they experienced

the tour differently as their teachers quizzed them onsite, highlighting their lessons in the classroom with the actual facilities and artifacts.

Their comments were appreciated; *"We love how the Burlington Historical Commission takes such pride in the history of the town, thank you for volunteering your time."* *"The museum is amazing with so much to learn about how Burlington people lived long ago."* *"The West School was so cool! It felt like we were going to school in the old days! What a difference!"*



Teacher Lynne O'Neill with students at the West school

In many communities the Historical Commission is often confused with the Historical Society; the following might clear some of that up.

The Burlington Historical Society and Historical Commission are separate organizations. They have similar charters and some common membership, but that is where the similarities end.

A historical society is a group of people who share an interest in history. A non-government entity, they work together to preserve the history of the town. They are an organization dedicated to collecting, researching, and interpreting historical information or artifacts. A historical society draws membership from the community and is not limited to an amount of people who may join. It is a self-funded organization; members pay dues and raise additional funds through grants, activities and programs provided to the public.

The Burlington Historical Society generally meets once a month; offering lectures on historical topics and tours of local historical venues. Officers, voted by the members preside over the meetings. They document activities, collect, and disperse funds, and manage the organization through scheduled meetings; and sub-committees, who plan events and volunteers who participate on town historical activities.

A Historical Commission is an entity of a town, created under Massachusetts General Laws Chapter 40 Section 8D. It was established by Burlington Town Meeting on June 8, 1966 for the preservation, promotion, and development of the historical assets of the town. Town properties currently under commission oversight are; the Historical Museum, West School, and the Old Burial Grounds.

The Commission consists of three to seven full and at least two alternate members appointed by the Town Administrator as approved by the Select Board; it fulfills the powers and duties contained in the General Laws. The commission is funded through an annual budget approved by Town Meeting and performs its activities in accordance with Massachusetts General Laws and the Town By-laws.

The commission has several facilities projects and restorations in process, they require a significant amount of time and effort. We need volunteers to assist us in the completion of our projects and we encourage residents who are interested in history to contact us.

PARKS AND RECREATION DEPARTMENT

Recreation Commissioners

Stephen Nelson
David Norden
Kevin Sullivan
William Gaffney
Carl Foss
Lindsay Carlson (May)
Jeremy Brooks (May)
Emily O'Donoghue, Recording Clerk
Julie Giorlamo, Recording Clerk (May)

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
Jeff DiSalvo, Assistant Program Coordinator (Feb)
Emma Jones, CTRS, Therapeutic Rec. Specialist

Website: BurlingtonRecreation.org

The Burlington Parks & Recreation Department enjoyed another successful year of providing quality recreation programs and facilities. The Department continued to grow and be a leader in the field of parks & recreation. In 2023 we promoted employees to new positions, welcomed new employees and were recognized both statewide and nationally.



Throughout the year we saw our program numbers continue to grow, especially in the summer and we continued to see an increase in our special event attendance. Our program division offered a full slate of special events including the Family Fishing Festival, Celebrate Burlington, Truck Day, Trucktober, Halloween Spooktacular, 5K Turkey Trot and the annual Tree Lighting on the common. Our Therapeutic Recreation Division worked hard to provide more sensory friendly special events including Celebrate Burlington, Truck Day and the Tree Lighting. Our Maintenance division continued to support the

Department's special events as well as the increased community events on the town common. The Department also began the Outdoor Facility Master Plan project that will shape the parks, playgrounds and athletic fields for the next 15 – 20 years.

We had plenty of reasons to celebrate in 2023 as Therapeutic Recreation Specialist, Emma Jones was named a Top 30 Under 30 by the National Recreation and Park Association (NRPA). The department was also the recipient of a Massachusetts Recreation and Park Association, Agency of the Year award for Design of Facility for the treehouse at Simonds Park. The award was presented to the department and

Simonds Trustee and family member, Joshua Simonds at the annual MRPA conference in March. We are very proud and grateful to have such amazing staff and benefactors to work with. More on both of these later.

Unfortunately we experienced some loss with the passing of longtime Assistant Director of Recreation, William “Bill” Boudreau. Alongside then director, Don Roberts, Bill contributed enormously to the growth and development of the Burlington Recreation Department and gave over 3 decades of service to the community. Over time, the department went from offering 20 programs to 200 programs and events. Bill loved to create new events and activities and was extremely proud of the events that took place on the Town Common. He could often be found changing the letters on the old Town Common sign in his trademark cowboy hat or driving the Recreation Department's "Big Blue" van. Bill was instrumental in the founding and growth of Burlington Pride Day, formerly the Muscular Dystrophy carnival and presently known as Celebrate Burlington.

One of his most memorable moments was being a member of the Burlington Recreation Department. In 2017, as part of the department's 50th Anniversary Bill was inducted into the Burlington Parks & Recreation Department's Hall of Fame. He was always positive and was dedicated to his workout routine of lunch hour basketball and later in life, swimming. Bill was responsible for a number of our traditional programs that are still being offered today and will forever be linked to the success of the Recreation Department.

Our Maintenance Division continued their efforts to maintain all of the Town's parks, playgrounds, athletic fields, school and Town buildings and other properties throughout the year. As we entered spring the maintenance division 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 were also asked to assist organizations that wanted to use the common for fundraisers and community events, providing maintenance and cleanup assistance for the events.

They also continued to make progress on our athletic fields throughout the spring and summer, despite the rainy weather. The work they began on the Memorial School soccer field, in the fall of 2022, showed marked improvements during the spring, summer and fall athletic seasons. 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:

- Start of the renovation of the disc golf course at Simonds Park
- Assisted with the new playground at Francis Wyman Elementary School
- Installation of memorial benches in parks and the Town Common
- Installation of new bike racks at Simonds Park and the Library
- Decoration of the Town Common and Town buildings for the holidays

The basketball courts were painted at Simonds Park, completing the renovation project that began in the fall of 2022. Thanks to a warrant article at May Town Meeting, the pickleball and street hockey courts were swapped at Simonds Park. The dog park received some additional K-9 Grass and the park underwent a minor renovation in celebration of its five year anniversary and thanks to a Board of Health grant, the sunscreen dispensers were replaced in all of our parks.



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, Kevin Sullivan announced he would not be seeking another term on the Recreation Commission. Kevin was the second longest serving Recreation Commissioner at 23 years and served as Chairman for many of the terms. He was a valuable member of the Commission from the beginning. His background as a business owner and his willingness to get involved and help, made him a valuable member of the Department. We wish him the best in his future endeavors.

Lindsay Carlson ran for, and was elected to the open seat on the Recreation Commission. Lindsay attended her first meeting in May and caught up quickly on the business of the Commission. We are excited to have Lindsay as part of the Commission.

Jeremy Brooks was appointed representative from the School Committee to the Recreation Commission. He attended his first meeting in June and also quickly caught up on the business of the Commission. We are excited to have Jeremy as part of the Commission.

There were a few departmental changes in 2023, including the hiring of a new Assistant Program Coordinator, Jeff DiSalvo in February. In November, Program Coordinator Jessie Hampson resigned from her position to explore a new opportunity. After posting the position and interviewing the qualified candidates we quickly determined the best candidate for the position was Assistant Program Coordinator, Jeff DiSalvo. As we enter 2024 we begin the search for a new Assistant Program Coordinator.

We would like to recognize the following for their contributions to the Parks & Recreation Department:

- Alexavier Lock, Eagle Scout Candidate who created a gaga ball pit at Memorial Elementary School playground. The added amenity was an instant hit with the students.
- Herb Chambers for their continued support of Celebrate Burlington
- Board of Health for purchasing new sunscreen dispensers for the Parks and Playgrounds.
- Northeastern 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.
- Disability Access Commission for their continued support of our therapeutic recreation programming

2023 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 2023:

- In January, we were notified that our Therapeutic Recreation Specialist, Emma Jones, CTRS, was named one of the National Recreation and Park Association's Top 30 under 30 for 2023! Emma was selected from over 100 nominees across 28 states. NRPA's 30 Under 30 honors the top young park and recreation professionals who serve as everyday superheroes in their respective communities. We have the privilege of working with Emma every day and seeing the impact she has on our community. We are ecstatic to be able to share her impact with the rest of the nation! In addition to the NRPA recognition, Emma received a special citation from the Massachusetts Recreation and Park Association at their annual awards dinner in March. Congratulations, Emma!
- Burlington Parks and Recreation Department (BPRD) was honored to receive The Agency of the Year Award for Design of Facility from The Massachusetts Recreation and Park Association (MRPA) in March. This award recognizes a city, town, state agency or other community organization that has implemented innovative and dynamic concepts and ideas within the scope of a newly designed and built facility or facility that is in the process of being built. BPRD received the award in recognition of the implementation of the Universally Accessible Treehouse at Simonds Park. The treehouse project was made possible by two generous donations from The Simonds Trust and The Gillingham Family and opened to the public in November 2022.
- In May, we were notified by the MA Executive Office of Health & Human Services that we were awarded a community grant in the amount of \$187,726 to support our Therapeutic Recreation programming. Local giving means better living for all of us. This grant will allow us to enhance our current program offerings, develop limited new program offerings over the next two years and serve our mission to enhance the quality of life for Burlington citizens by providing high quality recreation facilities, programs and services.
- This July, we partnered with two Girl Scouts of Burlington MA, Gwyneth & Meghna as they hosted the first ever Culture Fest at Simonds Park, working toward their silver award. These girls developed, planned and implemented the Culture Fest from inception which showcased a variety of cultures that make up Burlington. We couldn't be more proud of their hard work and dedication!
- We understand that for some, our Celebrate Burlington event can be a crowded, loud and overwhelming experience. This year, in an effort to make it more inclusive, we offered our first sensory friendly version of the event on Friday evening. Those in attendance enjoyed a limited number of activities in a more sensory friendly environment. In addition to the Friday evening event, we offered indoor firework viewing opportunities on Saturday as well.
- On October 2, the Recreation Commission held the Hall of Fame induction for the class of 2023. This year's class includes: Mark Sherwood (commissioner), Herb Chambers Family of Dealerships & Steve Nugent's Karate Institute (community partners). Thank you for all of your contributions over the years.



- Many of our special events and programs rely on sponsorships to help offset costs. We are fortunate to have a great base of local businesses, non-profit organizations and private citizens that help to financially support our department. With the continued help of these community minded people we can continue to offer excellent programs and special events. We would like to thank everyone for your past and, hopefully, future sponsorship.
- One of the highlights of this year is our partnership with the Disability Access Commission. In 2023, they contributed \$13,000 to support our therapeutic recreation programming as well as facility costs for our TR Clubhouse at Simonds Park throughout the summer. They are an amazing community partner and we appreciate all of their support throughout the past several years.

Throughout 2023, the Burlington Parks & Recreation Department continued to grow and establish itself as an essential part of the Burlington community. With increased program participation, improved facilities and new equipment we look forward to continuing to provide quality programs and facilities in the years ahead. Our outstanding staff takes pride in what they do and remains dedicated to their profession and the residents of Burlington.



As we look forward to 2024 we do so with optimism and excitement. We are excited for the completion of the Outdoor Facility Master plan and to see what new and innovative ideas come out of the plan. 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 continue to explore our endless offerings of programs and events, and find something that challenges or excites you! Thank you for continuing to support us and we hope to see you at one of our programs or events in 2024!

Respectfully submitted,
Brendan Egan
Director of Parks and Recreation

PUBLIC LIBRARY AND LIBRARY TRUSTEES



Website

www.burlingtonpubliclibrary.org

Library Staff

Administration - Michael Wick, Director; Cara Enos, Assistant Director; Marie Cannon, Administrative Assistant

Reference – Justin Acosta, Daphne Schigiel, Shelley Sloboder

Programming and Marketing – Daniel Barbour

Youth Services - Amanda Hogue-Lavallee, Jenna Cantino, Ariel Chu, Gina Zuccaro, Nathasha Piske-Perlmutter

Technical Services - Nan Wang, Ann Marie McMakin, Janet Zahora, Nozomi Shindo

Library Technology Specialist – Daniel McDonough

Circulation - Cara Enos, Sarita Hegde

Library Aides - Annemarie Gangi, Aren Briggs, Barbara Nelson, Maria Almonte, Miriam Zizza, Nancy Farrey-Forsyth, Nancy Novak

Pages - Gale Christiano, Wanru Tai, Patrice Taylor

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

Staff have been hard at work throughout 2023 to bring innovative programs and services to our community while finding new ways to engage our patrons. Our patrons returned our enthusiasm by helping our community win the very first March Minute Madness that the Library has participated in. In a friendly reading competition among 23 local communities, over 650 Burlington readers clocked over 495,000 minutes of reading—an amazing total that took us over the top to win the 2023 March Minute Madness. Cara Enos (Assistant Director), Jenna Cantino (Young Adult Librarian), and Sandra Woodbury (Head of Circulation) were instrumental in coordinating this effort, and will be making sure we're back in 2024 to defend the title.

The Library underwent another round of Strategic Planning, covering the 2025-2029 Fiscal Years, and we received an amazing amount of support from community leaders who participated on our Advisory Committee, as well as a record-setting amount of responses to our community survey. If you would like to see what the Library has set as goals for FY25 and beyond, you can view the five-year strategic plan online at <https://ma-burlingtonlibrary.civicplus.com/208/Mission-Strategic-Plan>.

The Fogelberg Area, used for many Library programs and for meeting space for community groups, received a significant audio-visual installation this year. Library staff and community groups alike can now use the wall-mounted monitors, integrated speakers and microphones to bring a rich and vibrant audio-visual experience to participants. Additionally, equipment was installed so that the Library can broadcast certain programs online so that participants can enjoy the same program either online or in person! Community groups looking to use meeting room space at the Library are now able to book their appointments more easily as well, with the addition of an online booking module available on the Library's website.

Adding to the customer service-friendly improvements the Library made in 2023, new patrons are now welcome to apply for (and receive access to) library cards online. This new online system, made available by the grant through the Massachusetts Library System and spearheaded by the Merrimack Valley Library Consortium, provides patrons with a method to receive a library card so that they can instantly use the Burlington Public Library's online databases, e-materials, museum passes and more!



(left to right) Participants in the Library's Tabletop Board Game Group. Proud children show off their gingerbread houses. Circulation Librarian Sandra Woodbury and Library Aide Annemarie Gangi at the Circulation Desk.

The Library's online resources were greatly expanded this past year to include many of the items that are commonly requested from the local history collection. Justin Acosta, Head of Reference, has been working with the digital archivists at the Boston Public Library to make copies of the Burlington High School yearbooks, Burlington Street Lists, and the Town's Annual Reports available online. You can view the collection online at <https://www.burlingtonpubliclibrary.org/351/Burlington-History>.

Last, but certainly not least, this year the Library added a Programming and Marketing Librarian to its staff. Daniel Barbour has been hard at work to coordinate the Library's adult programs, expand the offerings, and increase awareness throughout the community. Patrons will have many new and exciting cultural and recreational opportunities to look forward to in 2024!



(left to right) Families participate in a paint night program. Patrons participate in a monthly Book Bingo and Browse outreach program.

Highlights of this year:

- The library added robust audio-visual components in the Fogelberg Area for programming and meeting room users.
- Participation in Adult programming continued to have strong numbers, with over 2,760 attendees participating in over 230 programs

Changes

- Daniel Barbour, Nancy Novak, and Wanru Tai joined the Library staff in 2023.

Donations

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

Burlington Quilters Guild
Friends of the Burlington Public Library
LCEA of LABBB Collaborative
The Del Duca Family Fund
The Sicard Living Trust
Glenn Forbes

Haywood Satz
Helen and William Lanagan
Lia Rix
Max Gow and Xinwei Wang
Man Tran and Kim Do
The Kan Family

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 2023 calendar year included Jesse Angeley, Janice Cohen, Susanne Russell, Kevin Sheehan, Phil Gallagher, and Rob Neufeld.

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BURLINGTON PUBLIC AND VOCATIONAL SCHOOLS

BURLINGTON SCHOOL COMMITTEE



*Martha Simon, Chair; Melissa Massardo, Vice Chair; Christine Monaco; Katherine Bond;
Jeremy Brooks*

WEBSITE: www.burlingtonpublicschools.org

Martha Simon, Chair's Report

2023 was a year of continuing excellence and improvements in the Burlington Public Schools. With our core goal of improving student learning, we are focused on academics, social-emotional learning, health and wellbeing, 21st century skills, and preparation for college and career. Our excellent and dedicated teachers and staff are the foundation of our students' successes.

We want to thank Town Meeting for their financial support for the Burlington Public Schools. This includes the operating budget, capital needs, and their support for our students with special needs such as new programming, out-of-district education and transportation. We also thank them for past and current support for our well-maintained buildings, with thanks to our wonderful custodial staff, so that we have the infrastructure we need for instruction and learning.

We again had a year of financial stability and positive audits. Under the lead of our Business Manager, Nichole Coscia, we have thoughtfully and effectively used the pandemic era funds. We are implementing

additional electronic fiscal management procedures for increased accountability, transparency, and efficiency.

The School Committee has completed a full review of our Policy Manual, which is now posted on the website. We have established a permanent Policy Subcommittee to continuously review and update our policies. A new food management company, Whitsons, has come on board with healthier food and cost savings for the district.

We are in the middle of designing a beautiful, green, healthy, 21st century Fox Hill School with the financial support of the Massachusetts School Building Authority (MSBA). We have also begun the long overdue planning and design for renovating or replacing Burlington High School, which has been our priority for many years. We hope that we will have residents' financial support when it is time.

We are proud of the many accomplishments of our students; a few examples are our BHS Poet Laureate, our DECA State competition winners (business students), our Robotics Team, our winning Model UN club, our State competition-bound musicians, and our multiple outstanding sports teams and athletes. These achievements are made possible by the effort and support of our marvelous staff.

This year, we implemented new special education programming at the Marshall Simonds Middle School to ensure high quality inclusive educational options for our students. We implemented a new social-emotional learning curriculum at the pre-kindergarten to 8th grade level and new programs at the high school. Most of our staff participated in professional development workshops and on-going learning groups to address the complex issues of equity and cultural proficiency for all students and staff. We have also integrated a new comprehensive communication platform, ParentSquare, which allows automatic two-way translation between the home and the teacher or district using the chosen language of each family/guardian.

Our Innovation Pathways programs provide career exploration and skill building opportunities to students through collaboration with local private businesses. This year, we are adding a Business Innovation Pathway program to our existing Innovation Technology program. We have expanded our Computer Science 4 All curriculum from pre-K to 12th grade.

We continue to look for ways to meet the needs of every child in our diverse student body. We strive to educate healthy, well-informed children, endeavoring to reach the goals laid out in our Mission Statement. *The Mission of the Burlington Public Schools* is to help all students acquire organized knowledge, master creative and intellectual skills, and understand ideas in ways that foster a positive self-image and sense of belonging needed for lifelong learning, self-sufficiency, and responsible, equitable citizenship.

The School Committee wants to welcome Dr. Lisa Chen as our new Assistant Superintendent for Learning and Instruction. She has already had a big impact as she works with our staff to implement evidence based instruction, align curriculum, and support every child and every teacher. We thank her and Dr. Conti for their hard work, dedication and caring. We are also grateful to have the support of staff, parents, community members, and the local business community us in our crucial task of educating the children of Burlington.

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

SCHOOL ADMINISTRATION

WEBSITE: www.burlingtonpublicschools.org

Central Administration

Eric M. Conti, Superintendent of Schools
Lisa Chen, Assistant Superintendent for Learning
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

Burlington Early Childhood Center

Deborah Clark, Director of the Burlington Early Childhood Center

SUPERINTENDENT OF SCHOOLS/ASSISTANT SUPERINTENDENT FOR LEARNING

Dr. Eric Conti, Superintendent

Dr. Lisa Chen, Assistant Superintendent for Learning

There have been significant changes in the Burlington Public Schools district office as well as significant progress on building projects this year. Our district leadership team has been greatly enhanced with the addition of Dr. Lisa Chen as Assistant Superintendent of Learning. Dr. Chen comes to Burlington from Louisa County, Virginia, where she served multiple district and building leadership roles including Superintendent, Assistant Superintendent, Director, and Principal. In addition, Dr. Chen has experience in Massachusetts as both a principal and assistant principal. She has worked in Dedham, Barnstable, Attleboro, and Needham.

This wealth of experience and expertise has been focused on establishing positive relationships with district educators and staff as well as community members, students, and parents. Dr. Chen has initiated a PreK to 12 review of our math curriculum and will be following up with a review of our literacy program. Each month, she reports to the School Committee and community what has been occurring at the district and building levels, highlighting both key initiatives and updates in the Journey to C.A.R.E.S.

As the first woman of color in this position, Dr. Chen is directly involved in the review of the District's Equity Report and creating a sustainable Diversity, Equity, and Inclusion (DEI) position to support the findings of the report.

While this job description is being created, our DEI efforts have been well underway in Special Education, English Learner Education, and Mental Health. There have been major initiatives in all three areas.

In regard to other major initiatives, the district is a year into a new Fox Hill Elementary School project in partnership with the Massachusetts School Building Authority (MSBA). The Fox Hill Building Committee examined close to 10 options and decided on maintaining four elementary schools on four separate school sites as the elementary school building configuration across Burlington. The project is currently nearing the conclusion of the feasibility phase and the new building design is taking shape. We look forward to bringing this design to the community and asking for the financial support to complete construction.

In addition to the Fox Hill project, the district initiated a Burlington High School feasibility study. The MSBA does not currently support this project. In other words, the high school feasibility study is solely a Town effort. This project is about a year behind the Fox Hill project. We are in the process of selecting a design firm to complete the feasibility phase of this project.

We are currently in our first full year of working with the food service vendor, Whitsons. Any change can add effort. We are grateful for all of our cafeteria staff who have had to make some adjustments to their prior work routines. We are also out to bid for a new transportation contract. It will be interesting to see if we can improve service for students while maintaining the costs.

None of what we do could be accomplished without our talented and dedicated administrators, educators, and staff as well as the generous support of the Burlington community.

OPERATIONS AND FACILITIES

Robert Cunha, Director of Operations

Purpose:

The Operations team supports the non-instructional needs of the school department. Our primary tasks include maintenance of 860,000 square feet of building space and systems, along with providing transportation and lunch for approximately 3500 students. The members of our team encompass clerical, custodians, cafeteria, and maintenance personnel.

Highlights

- In 2024 we move further along in the MSBA process to address building and educational needs at Fox hill. We are currently in the Feasibility phase and will continue work with our project manager, Dore and Whittier, and designer, Dinisco Designs to review the education program and room adjacencies needed for a new school on the property. Later in 2024, we anticipate seeking the Town's support in funding this project.
- We are in the early stages of a feasibility study for Burlington High School. This project will review the current layout of the school, develop an educational program, and consider addition, renovation, and new school possibilities.
- After 5 years the current transportation contract will end in June of 2024. The bidding process has begun and we anticipate multiple vendor responses. Transportation is heavily utilized in Burlington not only to and from school but also for field trips, special events, athletics, music, and more.
- In the school kitchens, we have partnered with Whitsons Culinary Group for Food Services management duties. We plan to leverage their expertise and buying power, in conjunction with our dedicated cafeteria staff, to offer our students more natural and nutritional choices for lunch.
- Other milestones to note include the completion of the varsity field renovation at BHS, the installation of a new scoreboard at the Marshall Simonds Middle School field, the completion of a 10-year athletic field master plan, Weatherstripping project at BHS, and new intercom system at Francis Wyman elementary school.

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 2023/2024 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. The 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-7. 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.

BURLINGTON PUBLIC SCHOOLS: MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

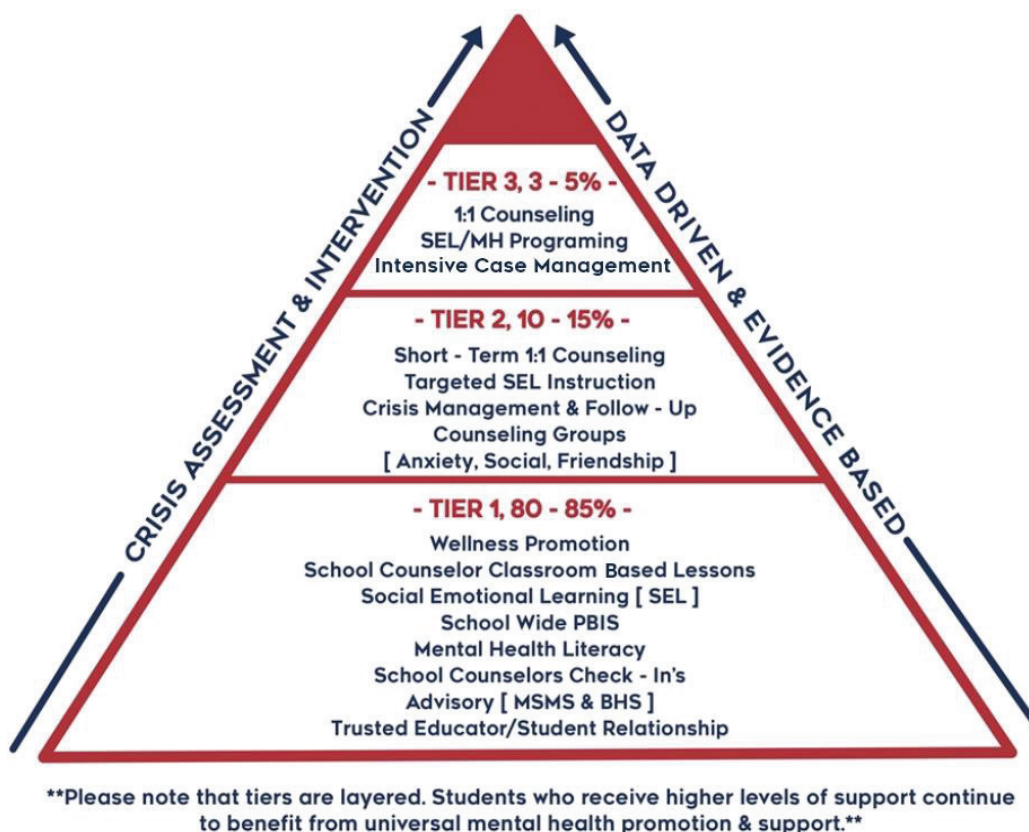
Christine Conceison, Director of Mental Health

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.



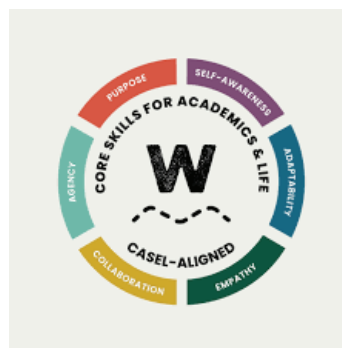
Social Emotional Learning (SEL) Update:

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. Within the past year, Burlington Public Schools grades PreK-8 have adopted the Wayfinder Social and Emotional Learning Curriculum. Wayfinder's mission is to support students and staff in implementing real-world learning experiences at schools with a focus on meaning, belonging, and purpose.



*CASEL SELECT Program
(Grade K-5)*



*Wayfinder Social Emotional Learning Curriculum
(Grades PreK-8)*

Mental Health Update:

Burlington Public Schools is dedicated to providing evidence-based mental health support to all students. The district currently has school counselors, school adjustment counselors/social workers, and school psychologists in every building. Burlington staff are trained in counseling theories and interventions such as CBT (cognitive behavioral therapy), Solution Focused Therapy, and crisis intervention.

The district has expanded tier-two group interventions to include groups focused on executive functioning, social emotional skill acquisition, stress/anxiety management, peer/social groups, and friendship groups. We continue to work to expand tier two groups at all levels.

In addition to groups, Burlington counseling staff offer short-term individual counseling. The district has also partnered with several mental health/behavioral health agencies to ensure equitable access to counseling interventions and services.

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 2022-2023 academic year included:

- ❖ Burlington Youth and Family Services
- ❖ William James INTERFACE Referral Service
- ❖ Lahey Behavioral Health
- ❖ Cartwheel Care
- ❖ The Nan Project
- ❖ TRAILS to Wellness
- ❖ Aperture Education
- ❖ BrainHealth Bootcamp
- ❖ Wayfinder Social and Emotional Learning Curriculum

ENGLISH LEARNER EDUCATION (ELE) DEPARTMENT



Kerri Lamprey, Director of English Learner Education preK-12
Maely Castro, English Learner Assessment Coordinator

Purpose:

The English Learner Education Department aims to help students learn English as quickly as possible, develop appropriate academic and social skills, and progress in all content areas. English as a Second Language (ESL) teachers provide focused language and literacy instruction in listening, speaking, reading, and writing, connected to grade level standards and expectations for content learning. Teachers work with a variety of English proficiency levels, cultural backgrounds, and learning styles. English Learners also receive support for content learning from classroom teachers who are trained to provide additional strategies and support for English Learners at all levels of proficiency. Burlington Public Schools currently offers ELE program instruction at all schools, from pre-kindergarten through grade 12. In addition, federal funding has supported the inclusion of year-round adult ESL classes for members of the Burlington community.

Highlights:

During the 2023/2024 school year, we...

- Continued to host English Learner Parent Advisory Council (ELPAC) meetings with an average attendance of around 50 guardians/BPS community members. The purpose of this group is to provide guidance to the district on topics related to the education of students who are learning English as an additional language and to create stronger connections with families from diverse backgrounds. Child Care, interpretation, food, and transportation have all been provided to support participation in these meetings.



- Used Title II grant funds to continue to provide adult ESL classes to community members. Classes are free to participants and are held throughout the year.



- Instituted the Simon Youth Academy as an alternative educational program for English Learner students who are over 18 years of age, identified as students with interrupted or limited formal education in their home languages, and are working significant hours outside of the school day. The program has also been successful in re-engaging students who had formally dropped out of school. By the end of this school year, the academy will celebrate its first group of graduating students.



- Professional Development opportunities have included an overview of English Learner backgrounds and strategies for middle and high school teachers, a book group focused on understanding the social and emotional needs of newly arrived immigrant students, and the integration of a professional development and strategy platform called Ellevation.



Future Goals:

The English Learner Education Department will increase shared responsibility among all educators for equitably educating English learners to ensure students are supported to achieve their best through district-wide professional development. The specific outcomes and initiatives of this goal are shared in Appendix A of the Burlington Public Schools' Planning for Success document.

BURLINGTON HIGH SCHOOL

Mark Sullivan, Principal

Burlington High School hosted an outdoor commencement exercise on the Varsity Field. It was great to have the entire BHS community together to celebrate the graduation of the Class of 2023 on Sunday, June 4, 2023. While the weather was slightly gray and drizzly, spirits were sunny as the class of 2023 was sent off with full regalia, well-prepared for the next chapter of their lives.

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

BHS welcomed several new staff members (and some familiar staff in new roles) this year, they are:

Director of Alternative Programming	Jill Graham
Early Childhood Teacher	Krista Shalkoski
ELL Teacher, Newcomer Academy	Katey Sullivan
ELL Teacher	Fernando Jose de Oliveira Castro
ELL Teacher	Victoria McCormick
English Teacher	Connor Pustizzi
Math Teacher	Kristen Thomas
Music Teacher	Tim Ketterer
Music Teacher	Elizabeth Holmgren
Newcomer Academy Instructional Assistant	Oscar Quintana
Science, Biology/Environmental Science	Maria Harris
Special Education, Reading	Daniella Lombardo
Special Education IA	Brendan Croston
Special Education IA	Michelle Smith
Tutor	Sam Anderson
Tutor	Charles Linehan
Tutor	Stephanie Britz
Tutor	Corey Vance

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 with several new courses being added this year. 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 College where students can simultaneously earn credit from both BHS and the higher education institution. To amplify our program, BHS also offers a number of online courses to students through its membership with Virtual High School.

Burlington High School students continue to be our biggest point of pride. Year in and year out, Burlington students excel in academics, athletics, fine and performing arts, and much more. Excellence and creativity is displayed in many different ways and through many different distinctions. Students earned Advanced Placement scholar awards, 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 burlingtonpublicschools.org or follow me on Twitter @BHSPRINCIPAL.

Thank You and ROLL DEVILS!

MARSHALL SIMONDS MIDDLE SCHOOL

Dr. Cari Perchase, Principal

Marshall Simonds Middle School supports students' social, emotional, and academic needs in grades 6 through 8. Our school is structured using the tenets of middle school philosophy, where interdisciplinary teams of teachers share responsibility for educating approximately 90-100 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 careers.

We began the 2023-2024 school year by welcoming our grade 6 students and any students new to Burlington with our 5th 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. 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 have collaboratively worked with a team of educators further to develop our Multi-Tiered System of Support (MTSS). MTSS is a framework to organize the academic, social-emotional, and behavioral supports within the school context. In addition to providing appropriate levels of support depending on the individual student needs, it ensures that we articulate the systems needed to support the work of educators with our students. Curriculum documentation is an ongoing process, and we are continuing to document our curriculum in the four core academic areas more formally.

We were excited to expand the two new special education programs that began at MSMS. The LABBB program is part of the LABBBW 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, Belmont, and Watertown are part of the collaborative. The DSC Development Skills Center program partners 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 to achieve their full potential and live productive lives in their community. Adding the LABBBW and DSC programs allows our community to practice acceptance and the meaningful inclusion of individuals with different abilities. In October, we welcomed The Bionic Project to Marshall Simonds Middle School. The Bionic Project's mission is to create a more inclusive world for everyone. In addition to whole group assemblies, the presenters met with all students during physical education classes, where they had the opportunity to participate in amputee soccer. The entire school community benefited from the week-long visit.

This year, we instituted a daily Building Block in our schedule. MSMS Building Block aims to provide time and a safe space for students and educators to build relationships, community, and culture. Each Building Block group will strive to strengthen social, emotional, and executive functioning skills, as each contributes to the growth of the whole student. Each day is organized around a theme: Mindful Monday, To-Do Tuesday, Community PRIDE Wednesday, Thoughtful Thursday, and Festive Friday.

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 continue 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, Creative Writing Club, Book Club), traditional social or service activities (Student Council, School Newspaper, Yearbook, Photography Club, Art Club, Games Club, and Drama Club), affinity groups (Spectrum Club, Asian Heritage Group), and music ensemble offerings.

We want to congratulate and thank Ms. Ellen Miley for her dedicated service to the Marshall Simonds Middle School community and wish them luck in their retirement and future endeavors. We want to welcome the newest members of our professional community: Betsy Rowland, Kelsey Ravanis, Pauline Kimsoung, Liam Bryant, Judith Ross, Helena Rayne, Jason Haggerty, Jeanelle Heenan, Cheryl Denaro, Jill Sidelinger, Ranjana Sharma, Chris Caraco, Rubina Vosbigian and Jacinda Gittens.

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

Each year at Francis Wyman a team of dedicated professionals work together to create a learning environment that welcomes students, staff, and families into a well-maintained school that inspires students to be lifelong learners. We continue to make strides to promote inclusivity so our diverse population of students feel safe and welcome. This nurturing environment fosters a school where all students can make academic strides grow socially, and become positive contributors to our community. In the fall of 2023, BPS launched Parent Square, a system that allows communication to all families in various languages. This new communication system promotes accurate sharing of information and inclusivity. We are fortunate to have a full staff of educated and caring teachers who prioritize the education of each and every student.

Shining a spotlight on Math this year, our team took a careful look at current performance data in this subject area. Mr. Doiron, FW Assistant Principal, partnered with our staff to “dig deeper” into our current performance data in math and we highlighted the need to focus on the geometry strand. As a result, teachers incorporated more geometry challenges into their daily lessons, and Mr. D created problems of the month for students and families to engage in together. Student work was recognized and rewarded, and as a result, our student achievement in geometry flipped from the lowest performing standard to the highest thanks to our schoolwide effort to support our students in this specific math area. This is just one example of the rigorous academic expectations that our staff strive to incorporate into daily lessons.

As a Francis Wyman family, we celebrated the retirement of Lisa Screnci, who dedicated 35 years of service to the Burlington Schools. In addition, Donna Sullivan, who was the Director of the Burlington After School Program, retired after 10 years of dedicated service. Donna doubled the size of after school child care available for our students by establishing separate programs in each elementary school. We wish Lisa and Donna the best of luck as they continue their life journeys.

Joining our talented team this year are Victoria Alessi in 1st grade and Karen Hoyt as a new addition to our ELL teaching team. Melissa Murphy and Kelly Gulino have joined our team of specialists sharing their talents to enrich our Library and Physical Education programs. Amy Kucha, who spent numerous years as a Special Educator at FWS, moved to a District Wide Social-Emotional Behavior Coach. Lastly, Carrie Casey moved into a Math Coach position after 18 years of classroom teaching. We are fortunate to continue to reap the benefits of Amy and Carrie's talents.

All of the Francis Wyman teachers, students, and parents cultivate a community of giving and in 2023, their generous spirit continued. In January, we participated in ‘Tackle Hunger’ which donates worldwide to local food banks to wipe out hunger. FW collected and donated 444 pounds of food for the Burlington Food Pantry during the “Soup”er Bowl of Caring. For Veteran’s Day, our school collected supplies for our troops overseas and local veterans as well.

Our energetic PE instructors, who developed a running club in 2023, secured new sneakers for our students in need. Finally, our generous teachers supported over 70 families for our holiday Giving Tree, a longstanding FWS tradition.

One of the most exciting events of 2023 was the grand opening of the new playground. After a few years of development, the playground committee including Assistant Principal Darryl Doiron, Director of Operations, Bob Cunha, Recreation Department Director, Brendan Egan, Cella Construction, and many parents saw this project to completion in the fall of 2023. Our new, colorful play structures are accessible for all students and have a safe surface for all to play. Most importantly, it is a fun and inviting play area that promotes imagination and discovery! We are grateful for the collaborative team effort that saw this project to fruition!



Francis Wyman continued to be a leader in extracurricular activities. We offered a variety of after-school clubs including Chorus, Drama, Homework Club, Board Games, Art, Gymnastics, Running, and Math Olympiad to name a few. The clubs have become so popular, that we developed a structured calendar including five sessions throughout the school year. It’s an affordable way for families to extend the school day and for teachers to share their talents. In addition, we 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.

From Kindergarten through Grade 5, our students work on developing **Self-control**, demonstrating **Acts of kindness**, displaying **Outstanding effort**, and always showing **Respect**. This SOAR tradition acknowledges student successes with personal awards and schoolwide celebrations.

All aspects of our school community continue to be supported by our generous PTO who consistently find creative ways to fund ongoing enrichment programs. As always, we are grateful for this community support. Finally, we are thankful for the continued dedication and commitment of all our Francis Wyman staff and families, in addition to the continued support of the district and town resources helping to make our year successful. We look forward to our work together in 2024.



PINE GLEN ELEMENTARY SCHOOL



John Lyons, Principal

Pine Glen's mission is to help all students acquire organized knowledge, master creative and intellectual skills and understand ideas in ways that foster a positive self-image and lead to lifelong learning, self-sufficiency, and responsible citizenship. We are very fortunate to have incredible teachers and staff at Pine Glen who daily present quality instruction and make connections with their students. This talented group of educators are committed to their students and rejoice in their growth.

This is my 15th year as principal of Pine Glen Elementary School. It has been a privilege to watch the

students grow throughout this year and my many years at Pine Glen. Every day I look forward to seeing the joy in our students' faces. We began the school year learning and growing together and will continue to follow this path for the remainder of the school year.

Our enrollment continues to grow. We had 273 students during the 2021-2022 school year and have 339 students currently enrolled. This summer we saw the construction of two learning spaces near the main office. These two new spaces greatly helped us with our increasing enrollment and utilizing available space within the building.

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. We have practiced fire drills and a lock-down drills with these departments.

We are pleased to welcome new staff to Pine Glen along with some teachers taking on new roles in the fall too.

- Mrs. Sheppard, math specialist
- Ms. Guild, fifth grade teacher.
- Mrs. Finn, English Language Learner Teacher (ELL)
- Ms. Rielly, fourth grade teacher.
- Mrs. Smith, kindergarten teacher
- Ms. Pedersen, special needs teacher
- Ms. Russo, special needs teacher
- Ms. Fleming, special needs teacher
- Mrs. DeMaura, team chair
- Ms. Twomey, Ms Farias, Mrs. Santos, and Mr. Scott, special needs instructional assistants

We are continuing to use our Positive Behavior Incentive System (PBIS) called Hoot. We continue to praise our students for making WISE (**W**ork to be **A**PPROPRIATE, **I**important to be **S**AFE, **S**trive to be **K**IND, *Everyone Matters!*) choices and remind them that their teachers are like OWL's (**O**bservant, **W**ise, and **L**istening). 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 myself. There is a large research base showing that a PBIS approach like Hoot improves social, emotional, and academic outcomes for all students. Hoot, along with other sound educational practices, are utilized at Pine Glen to make learning a fun experience.

This year we implemented a new social-emotional learning curriculum in grades kindergarten through fifth grade called Wayfinder. Wayfinder is a research based curriculum. It helps students develop healthy self-esteem, belonging, and purpose. It seeks to promote critical thinking skills along with promoting positive social behaviors such as listening to others and respecting other's views.

This year we adopted a new messaging and communication system. Parent Square is the vehicle in which we now communicate with members of our community. Teachers and staff throughout the district received training on this new tool. Parent Square has helped us with the translation of information so that we can reach all members of our community. If parents or guardians need assistance accessing our facilities at Pine Glen, they can contact me and I will work with them to provide the information they

need. For those who are deaf or hard of hearing, or who do not use voice channels to communicate, they can contact me via email or 711 or other relay services.

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.

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 seeing students thriving daily. The staff and I take great satisfaction in seeing our students grow. Thank you so much to the town of Burlington for providing us with the necessary resources and staff for 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.

FOX HILL ELEMENTARY SCHOOL



David Rosenblatt, Principal

The 2023-2024 school year is off to a great start. Our staff continues to create a welcoming, safe, and inclusive environment while also providing engaging, rigorous, and differentiated methods of instruction. We continue to utilize our strong Response to Intervention approach to support the needs of our students, and rely on our Be the 1 positive behavior program. Our school values of respect, responsibility, kindness, and safety also continue to be the foundation of our work here at Fox Hill.

This year, we welcomed several new staff members to our community.

- Ms. Erin Curran has joined us as our Assistant Principal
 - Ms. Lauren Carpenter, our former Speech and Language Pathologist, has shifted into a leadership role as our Special Education Team Chairperson.
 - Ms. Jennifer Jackson is our Library Media Specialist.
 - Ms. Robin Pelletier has joined as our Speech and Language Pathologist
- Ms. Erin Zingarelli-Adams has joined as a Math Specialist. Our student enrollment for the 2023-2024 school year has reached 457 students. Currently, we have four Kindergarten and First Grade classrooms, five Second and Third Grade Classrooms, and four Fourth and Fifth Grade classrooms. Our current average classroom size is 17 students.

A large focus this year has been our work with the beginning plans of a new Fox Hill School building. Through a collaborative process amongst community stakeholders, we have started the journey of conceptualizing a space that will accommodate our students academically, inclusively, and creatively. Our meetings have allowed us to envision the layout of the new school, and our school and district staff

have had the opportunity to share their ideas and feedback to the design plan. We have determined a site location and the school is designed to be two stories. We are so excited to be part of this project in creating a dynamic school building that will inspire learning, promote well-being, and support the development of our students. To learn more about the building project, please visit: <https://www.foxhillbuildingproject.com/>.



Six students (K-5) are chosen each week as *Be the 1* recipients. Each student receives a certificate and prize and their photo is displayed in the lobby for one week. Once a month, all recipients get to bring a friend to enjoy lunch and a game with Mr. Rosenblatt and Ms. Curran.

In November, parents were invited to our first annual Balloons Over Fox Hill parade where students paraded balloons around the school! Students worked together with buddy classes to design and create their balloons based on the book, Balloons Over Broadway.



The book tells the story of Tony Sarg, the puppeteer and creator of the Macy's Parade.

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 Gутtenplan and Noor-i-Sahr Moussa.

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

- *Ms. Emily Marean, school counselor*
- *Ms. Christina Wong, adjustment counselor*
- *Ms. Morgan Lynch, Special Education teacher*
- *Ms. Audrey Coleman, Permanent Substitute*
- *Ms. Valerie Nikolopoulos, Speech & Language Instructional Assistant*
- *Ms. Hailey Torchetti, kindergarten instructional assistant*
- *Ms. Sydney Seavey, special education instructional assistant*
- *Ms. Evonna Smiljic, kindergarten instructional assistant*
- *Ms. Jennifer Dunn, special educator*
- *Mr. Timothy Smilgis, special education instructional assistant*
- *Ms. Caitlin Elgert, math specialist*
- *Ms. Emily Babon, speech language pathologist*

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 Positive Behavior Interventions and Supports (PBIS) system We have updated our Positive Behavior Interventions and Support system. This was a school-wide initiative to review our school values, how we ensure students are demonstrating these values, and how we recognize students who contribute to the school community by reaching beyond the expectations for employing these values. Further, staff and students wanted our PBIS system and values to relate directly to our school mascot, the Memorial School Eagles. School staff and students worked together to identify the values that we prioritize every day as a school community.

The mission statement for the Memorial School Positive Behavior Interventions and Supports (PBIS) system is: The purpose of implementing a PBIS system is to create a school climate where appropriate behavior is the norm. Modeling and explicitly teaching behavioral expectations and then recognizing students who are demonstrating the school values throughout the school day elicits a positive approach to developing appropriate school behavior.

We recognize that all students make mistakes and sometimes struggle with behavior during school, especially when they are unsure of the expectations. By implementing PBIS framed within restorative practices - *How do I repair the harm (hurt feelings, name calling, etc.) when I make a mistake?* - students learn the skills they need to make decisions reflective of our values, and learn how to fix situations when they did not demonstrate our values. Shared values ensure that all staff, students, and members of the school community have clarity about expectations. Students thrive when provided with clear behavioral expectations that are reflective of these values.

Vision All Memorial School students will grow as individuals by demonstrating our school values through daily interactions and behaviors. This growth will be reflected in their ability to recognize mistakes and identify how to repair the harm when these instances occur.

Values: Memorial School Soaring Eagles demonstrate these values above the expected:

E - Empathy - show everyone that they are valued, show you understand and recognize the feelings of others

A - Advocate - speak up for yourself or to support others

G - Generosity - show you care by giving back to others and your community

L - Leadership - show how to lead by example

E - Effort - show you are ready to learn and give your best effort

S - Safety - show safe behavior and keep others safe

GaGa Ball Pit An alumnae of Memorial School, Alexavier Lock, currently a Senior at BHS, and a member of Troop 511 has made a thoughtful contribution to his alma mater. Alexavier has been involved with the Scouting program for 11 years, starting when he was in second grade with pack 555, and then moving on to troop 511. For Alexavier's Eagle project, he decided to give back to the elementary school he attended by building a Gaga Ball pit for Memorial school. His hope is that this project will expose the students to new ways to play and give them another outlet for energy during recess. A group of grade 4 students volunteered to create a video explaining how to play Gaga Ball. This video was shared with all teachers and used to teach students how to play the game.



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. The pedagogy of Donna York is to continuously display the work of our students throughout the entire year for all to enjoy. 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.



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 to the building for a wonderful morning of orchestra, band, and choral performances. The students did a fabulous job! We look forward to many more fun activities and performances in music as we head toward the spring season.



BURLINGTON EARLY CHILDHOOD CENTER

Deborah Clark, Director

The Burlington Early Childhood Center (BECC) continued to provide an engaging and nurturing learning environment for children ages 3-5. Our curriculum promoted our students' cognitive, language, social-emotional, and fine and gross motor skills. Our students were 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 2022-23 school year, we continued to implement our various curricula and systems: Opening the World of Learning (OWL), Handwriting Without Tears, Zones of Regulation, Social Thinking, Preschool Life Skills, ACE (ABA Systems), and Picture Exchange Communication System (PECS). We utilized a total communication approach with our students including pictures and speech generating devices for those who required such support. Teachers used Google Classroom to share classroom newsletters with their families. Under the direction of Kerri Lamprey, Director of English Learner Education, we implemented the use of an interpreter service to assist families during Back to School Night, Team Meetings, and Conferences. We continued our partnership with the New England Center for Children (NECC) to consult with our teachers and therapists to build skills and classroom systems.

We continued to transition students from Thom Mystic Valley Early Intervention (EI) to the Burlington Public Schools by completing special education eligibility evaluations. Andrea Hayes, our Team chair facilitated 127 transition planning conferences, eligibility meetings, and other evaluations with the help of our BECC staff and EI providers.

We welcomed a school psychologist to the BECC, Jacqueline Soll. This position was a welcome addition to the preschool to meet the increased needs in testing and social-emotional learning at the preschool level. In addition to her role in testing and working with students, Mrs. Soll has developed weekly social emotional learning lessons and community building projects that she implemented in collaboration with classroom staff. Our students responded with great enthusiasm to these lessons.

This school year the BECC performed Vision Screenings, a new preschool mandate by the state. Our nurse, Jessica Gearin, along with district nurses, navigated the new regulations, and planned for and administered these assessments in January.

We held our annual Pajama Drive in connection with The Woburn Council for Social Concern as well as families in the Burlington Public Schools. We collected 100 sets of pajamas to donate to this organization. In addition, we were able to welcome families back into the classrooms for our biannual family gatherings for our students to share songs and activities with parents and guardians. We held our annual Harvest Soiree. We continued our visits to the Burlington Science Center to visit our animal friends.

We are so very grateful for caring and talented staff that work daily with our preschool friends. We are also thankful for the continued support of all of our BECC families as well as the districts' and towns' support in making our program successful.



BURLINGTON HIGH SCHOOL MATHEMATICS DEPARTMENT

Katie Whitcomb, Department Chair

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

The Mathematics Department strives to offer courses that challenge and engage all learners. We also continue to foster students' love of math through extra curricular activities such as Math Team, New England Math League, and the American Mathematics Competition.

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 2023, thirty-five 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 received \$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 a NSF grant in partnership with 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 a 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 to make some course lessons and outlines available online Massachusetts School Districts to adopt.

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. At the start of the 2023/24 school year, we welcomed a new biology and environmental science teacher, Maria Harris. Also in the fall of 2023, as a part of our efforts to demonstrate real world applications of science, students from our Emergency Medicine classes visited the MedFlight at Hanscom Air Force Base, as well as got a visit at the high school from the Burlington Fire Department to learn about emergency response services in Burlington. Additionally, speakers came to talk to the students about careers in STEM fields. Some visitors included: the director of the Heart Center Network for Mass General Brigham, a biochemistry professor from Suffolk University, a Chemical Engineering research scientist at Northeastern's Kostas Research Institute, and a PhD in Cell and Molecular Biology from Ginkgo Bioworks. We look forward to working with students and community members to develop opportunities for science enrichment at BHS in 2024 and beyond.

BURLINGTON HIGH SCHOOL SOCIAL STUDIES DEPARTMENT

Todd Whitten, Department Chair

Mission: The mission of the Social Studies Department at BHS is to support the mission of the school: To develop lifelong learners and engaged community members who think creatively and critically and respect human differences in an increasingly diverse society.

Highlights: This year, the Social Studies Department is:

- Examining our grading practices and incorporating more data visualization;
- Discussing how to implement the state's new requirements for educating students about genocide;
- Exploring more ways to incorporate civics into the existing curricular sequence;
- Revisiting plagiarism and cheating responses to account for student use of artificial intelligence and large language models like ChatGPT and Bard;
- Todd Whitten is participating in History and Social Sciences Leadership meetings sponsored by DESE;
- Dr. Rachel Gould is leading students in successful Model United Nations competitions and is also beginning the Academic WorldQuest program sponsored by the World Affairs Council of America;
- Shira Foint is leading students in the Mock Trial Club to successful competitions;
- Jennifer Brumby is advising a new club at BHS: The South Asian Student Association, and is helping students find ways to share South Asian culture and heritage with the larger community;
- The department is sponsoring students in the National History Day Competitions which are held in the spring each year. Last year we had two students, Chloe Kivumbi and Saniya Sarolkar who represented the Commonwealth of Massachusetts at the national level in Washington D.C.;
- Todd Whitten has been in conversations with Wayne Higden about how the department can support the Town's 225th Birthday celebration through the 10th grade Civics Project.

The Department is looking forward to being involved with the National Council for the Social Studies Annual Conference in the fall of 2024, which will be held in Boston. Teachers are discussing presentations they can offer as well as ways to be a part of supporting this national gathering of History and Social Sciences teachers.

BURLINGTON HIGH SCHOOL ENGLISH DEPARTMENT

Shannon Janovitz, Department Chair

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

This year, we spent significant time acknowledging student efforts and successes. Our petition for a local chapter of the National English Honor Society was approved, and we welcomed our first group of members.

Students in NEHS worked throughout the year to promote literacy in the school community while furthering their own academic goals. Additionally, we celebrated students' growth in their development of speaking and language skills through our 17th annual Poetry Out Loud program. Ahlam Abdirizak, member of the Class of 2023, represented BHS at the state POL competition and received glowing feedback from the judges.



Continuing to use our hallway space as an extension of our classrooms, students performed readings, held debates, recorded podcasts, and recited original speeches in our alcove. We also collaborated with the art department to celebrate students' multilingualism by displaying student designs that share the department's motto — "Read Write Speak Truth"— in the various languages our students speak.

Department-based clubs thrived. Drama students performed Shakespeare's *Comedy of Errors* at the METG annual One Act Play competition. Students in Collab, the school's art and literary magazine, edited and published their 51st edition. The journalism club, in collaboration with BCAT, extended into broadcast reporting with *The Devil's Sunrise*, a weekly video production.

The department continues to update its curriculum to meet the needs of all students. This year, we piloted choice units in our grade ten classes, allowing students to explore a wider variety of texts with the goal of providing access to stories that serve as mirrors and windows. We also updated instruction and assessments to align with the BHS Portrait of a Graduate vision and support students in developing transferable 21st-century skills.

Looking ahead, we are excited to collaborate with colleagues across the district to review the PreK-12 literacy curriculum, collect and analyze various data points to enhance our understanding of student learning needs, and explore best practices for facilitating effective literacy instruction and intervention.

BURLINGTON HIGH SCHOOL WORLD LANGUAGE DEPARTMENT

Renee B. Dacey, Department Chair

The World Language (WL) Department offers four languages: French, Italian, Latin, and Spanish. To graduate from Burlington High School, a student must complete two consecutive years of the same language. All languages have a complete sequence of study through the 5th year; although Spanish and French offer an Advanced Placement (AP) course in place of year five. Students enrolled in 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 Mr. Gregory Stringer's Latin program continues to flourish at BHS. Again this year, Latin students posted strong individual and collective performances on the National Latin Exam, an annual, nationwide test of students' knowledge of the Latin language and ancient Roman culture. This year, out of 100 students who sat the exam, a total of 38 students (38%) received Latin honors or higher, just one short of last year's total awards while earning one more medal, including a total of 17 (8 Gold, 9 Silver) along with the 21 Latin Honors (13 *Magna Cum Laude*, 8 *Cum Laude*). This represents the highest number of medals ever earned by BHS Latin students on the NLE. Congratulations to Mr. Stringer and the BHS Latin students.

In regards to student travel during the 2023-2024 academic year, the Italian Exchange Program, which is spearheaded by BHS Italian teacher, Mrs. Ilaria Hoerle, started back up again since it had been canceled in recent years due to the pandemic. In September, Mrs. Hoerle, along with BHS Associate Principal, Mr. Richard Sheehan, and BHS retired Italian teacher, Mrs. Ivana Gentile, accompanied 22 students to Cles, Italy for a 10-day Italian Exchange Program trip. Students participated in classes at the Istituto Pilati while living with an Italian host student from the high school. While abroad, they experienced the Italian culture and traditions in the surrounding towns and cities of Verona, Trento, San Romedio, and Venice. Students enjoyed visits to local castles, theaters, arenas, lakes, train stations, and historical centers. In the spring of 2024, the Italian students will come to Burlington to live with their host families. While in Burlington, they will visit the high school during the day and participate in field trips to local museums and tourist attractions.

In May, the WL department recognized the achievement of 16 students from the Class of 2023 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 Arabic, Bulgarian, Latin, Portuguese, and Spanish. The WL department continues to encourage all eligible 12th grade 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.

In addition, the WL teachers create authentic cultural learning opportunities for students. In March, the WL team celebrated the annual National Foreign Language Week with the highly anticipated WL cake wars event. Also, throughout the year, the French Club hosted a typical French breakfast event with BHS French teacher and French Club advisor, Dr. Yuxia Peng, where croissants, pan au chocolat, French cheeses, and other French breads were served. In June, to kick-off the start of summer vacation, the World Language Club hosted the annual World Language Volleyball tournament. When returning to school in the fall, Spanish classes celebrated Hispanic Heritage Month with a door decorating contest between all of the Spanish classes. The various doors highlighted famous Latin American and Spanish music artists, painters, athletes, actors, and influential Hispanics throughout the United States. Also, Italian classes recognized Italian Heritage Month where they researched famous Italians and their positive impacts on their community. As a department, we are proud of our language students' achievements as they continue to grow as language learners and cultural ambassadors within the Burlington community.



BHS Italian Exchange participants in Italy in September 2023



BHS Italian Exchange participants in Italy in September 2023

BURLINGTON HIGH SCHOOL DEPARTMENT OF ATHLETICS

Shaun Hart, Director of Athletics

This past fall, the Athletic Department hired its first full-time assistant athletic trainer & strength and conditioning coach. This position will bring a new dynamic to the student athletes at BHS. Coaches and students will have access to an in-house professional for athletes to build endurance and performance for all seasons. In the fall our teams found much success. Our state qualifiers were Cheerleading in both the Regional and State Tournaments, Field Hockey preliminary round, Girls Volleyball Round of 32, Girls

Soccer Round of 32, and Boys Cross Country won the Middlesex League Freedom Championship as well as the MIAA Division 2b State Championship.

Burlington winter sports teams did not disappoint. The Boys' Basketball team finished the season 15-6 and made it to the Round of 16 in the Statewide tournament. The Boys Gymnastics won MIAA State Individual Championship for what would be the last time. The Boys Indoor Track team finished 5-0 and were Middlesex Freedom division and State Relay Champions. They finished 2nd at the MIAA State Meet. The Girls' Indoor team were ML 12 Freedom Champs and D3 MIAA State Champions runner up. Wrestling qualified two state place winners. Girls Ice Hockey closed out the season 16-5-2 and won the ML-12 Freedom Division, and played through the Round of 8 in the MIAA D2 State tournament.

In the Spring the Unified Basketball program had another successful season. They finished with a record of 6-1 and went on to the Hoopapalooza Jamboree. The Boys Volleyball team had a great season finishing 13-8 with an RD of 32 tournament appearances. Girls Lacrosse finished the season 15-6, Middlesex League Freedom Champions for the third year in a row. We also made it to the MIAA State Tournament Round of 8. The Boys' Lacrosse Team tied and set program records during their season going 14-6 overall on the year and making the MIAA State Tournament Round of 16. Girls Softball won the Middlesex League Championship for the eleventh consecutive year. The team dominated the D2 MIAA Tournament not losing a game and winning the D2 Statewide Championship, the first in BHS softball team history. Boys Track and Field won the Middlesex Freedom Championship, MSTCA State Relay Championship, and the MIAA State Championship. Girls outdoor track were ML 12 Freedom Champs. They placed third in the D4 MIAA State Championship. The Boys Tennis Team's overall record was 16-5, 10-0 in the Middlesex League Freedom and Middlesex League Freedom Champions. This was the first league title for the Red Devils since 2019. The girls' team finished the regular season at 11-6, earning the team a Freedom Division Championship and a trip to the state tournament.

BURLINGTON HIGH SCHOOL COUNSELING DEPARTMENT

Joseph Attubato, Support Services Coordinator

Counselors

Stephanie Diozzi - (781) 270-1852 - diozzi@bpsk12.org

Molly Leary- (781) 270-1849 - leary@bpsk12.org

Emily Minty- (781) 270-1854 - eminty@bpsk12.org

Leisel Smith - (781) 270-1848 - lsmith@bpsk12.org

Gloria Wojtaszek- (781) 270-1843 - wojtaszek@bpsk12.org

School Adjustment Counselors

Morgan Higgs- mhiggs@bpsk12.org- (781) 273-7697

Megan Oliver- moliver@bpsk12.org- (781) 238-4678

Support Staff

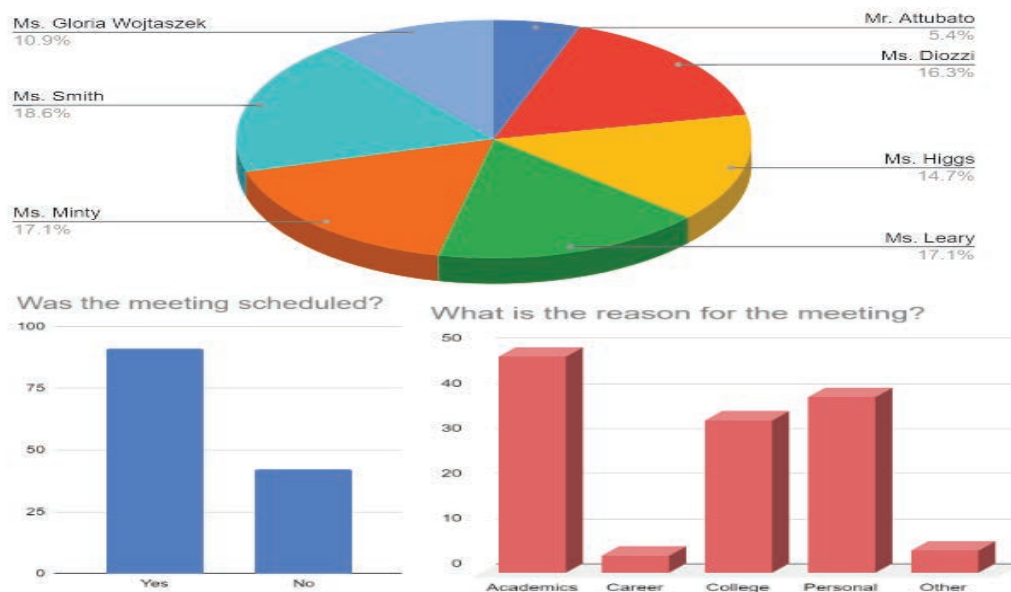
Administrative Assistant - Marisol Goncalves- 781-270-1780- mgoncalves@bpsk12.org

Registrar- Theresa Cavanaugh- (781) 270-1827 - cavanaugh@bpsk12.org

The mission of the Burlington High School Counseling Department is to support the academic, career, and personal/social development of all students. Through individual and group counseling, collaboration with school, home, and community, and assessment of student needs, we foster responsible decision-

making. We strive to help students realize their full academic and personal potential as lifelong learners, engaged community members, and global citizens.

The BHS Counseling Staff continues to work in a versatile manner given the varying roles within the department. As of the 2023 year, we have 5 school counselors, 2 school adjustment counselors, a registrar, and an administrative assistant. Our school counselors work with students who need lower level social and emotional support, academic interventions, and planning, along with college planning. This year in regards to foot traffic in our office many students are seeking support when dealing with academic, college, and career readiness. However, we have seen a spike in the past few years of students dealing with stress, anxiety, and other mental health issues. In addition to the school counselors, we have two school adjustment counselors. Each school adjustment counselor has a unique role in terms of working with BHS students. One school adjustment counselor helps to coordinate and work with students in need of executive functioning skills, test-taking strategies, time management, and other academic interventions. This allows students who struggle academically an opportunity to receive some very focused and targeted support. The other SAC works with students that have mid-high level social emotional issues and may require short term, solution focused or counseling. Additionally, she uses various data points (surveys, questionnaires, grades, discipline, etc.) to identify and work with students to help improve coping strategies, self regulation skills, and overall mental health. Our registrar has processed thousands of transcripts, and in addition to this she verifies graduation for past graduates, registers and helps to enroll/withdraw new students, helps to build/maintain the high school schedule, and other important tasks associated with post secondary planning. We also have an administrative assistant in her second year who has helped to elevate the department infrastructure. She speaks multiple languages, coordinates MCAS, PSAT, AP counseling, parent breakfasts, and helps to ensure communication with students and parents. She also processes work permits which allows Burlington students to find and maintain employment, Additionally, she is our greeter and is often the first person students see when entering the office. She has also helped track the foot traffic in the counseling office, so we can get a true idea of why students are visiting our office. Below is one sample of this data.



Whether a school adjustment counselor, or school counselors, our department is always trying to support students to ensure success in school.

The Counseling Department still hosts various 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,” and “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 to give parents an overview of the grade nine transition. This year the counseling department will, for the first time, invite several colleges to meet with juniors. This is our 2nd year allowing juniors to connect with college admissions and noticed in the first year this option was well received. This also allows our department to continue our collaborations with local colleges and universities. The BHS counselors work with the BHS Health Department and teach grade 9 students a lesson on SMART goals. This lesson allows students to create some usable, realistic goals with steps on how to achieve them. Additionally, the counselors continue our collaborative efforts with the health department by helping to administer the SBIRT which is an early intervention screener for drugs and alcohol. The BHS Counseling and Health staff have traditionally worked very well together and we hope to continue this positive collaboration. Another goal for this year is to work with grade 10 students in a more focused way when considering future career goals. While we are still in the final stage of committing to work with an online vendor for a career assessment, we hope to have this agency selected and work with sophomores before the end of the school year. Of course, our work with Juniors is a prime focus in the spring. Each counselor meets with juniors 1:1 or in small groups. This focused and strategic time is used to build a solid post secondary plan. No matter the plan (military, college, career) our goal is to support students in this process. Lastly, we are in our third year of our new process to assist students in terms of course selections. Each counselor meets with ALL students in grades 9, 10, and 11 in a short 10 minute meeting to review course selection for the next school year. Although the time frame is short, counselors and students have found this time to be valuable and an important part of the academic planning process.

To support seniors in their college application efforts, we held a college application workshop in August. This was a strategic effort to help seniors begin the application process early before the start of the school year. We noticed a spike in students seeking application support and plan to continue our collaboration with the English Department and have at least two English teachers available for this summer session. We also held small-group and individual college planning meetings with seniors, Senior College Planning Night in September and a Senior Parent Breakfast in October. BHS hosted visits from admissions reps 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 the past two years.

Below are post-secondary statistics for the Class of 2023.

2023 Student Outcome Statistical Detail:	# of Students		
4 Yr College - 4 Yr College	172		79%
4 Yr College - Public In-State		43%	
4 Yr College - Private In-State		23%	
4 Yr College - Public Out-of-state		10%	
4 Yr College - Private Out-of-state		24%	
2 Yr College - 2 Yr College	24		
2 Yr College - Public In-state		24	11%
Career Education - Career Education	7		3%
Military - Military	1		1%
Employed - Employed	7		3%
PG Year	1		1%
International Students- Return to Home Country	4		2%
Total Students	216		100%

TESTING STATISTICS –2023

SAT I: Reasoning Test

*Class of 2023 mean scores- 223 students in the class
(146 students or 65% of class took an SAT)*

	<u>2023</u>	<u>2022</u>	<u>2021</u>
EBRW	579	539	551
Math	565	529	547

SAT Score Distribution

	<u>EBR</u>	<u>Math</u>
700-800	14%	11%
600-690	30%	25%
500-590	37%	40%
490-400	16%	18%
390-below	3%	5%

**** Please note SAT testing has decreased since March of 2020 (due to Covid). In previous years we had 80% to 90% of the class take the SAT.**

AP Score Distribution** Since May 2020, AP tests are optional **

		<u># Testers</u>	<u># Tests</u>	<u>5</u>	<u>4+</u>	<u>3+</u>
2023	238	464	19%	42%	71%	
2022	190	328	21%	45%	70%	
2021	147	247	17%	32%	76%	

	<u>Scholars</u>	<u>Scholars with Honor</u>	<u>Scholars with Distinction</u>
2023	38	18	20
2022	25	13	14
2021	23	14	6

AP Scholar Granted to students who receive scores of 3 or higher on three or more AP Exams **AP Scholar with Honor** Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams **AP Scholar with Distinction** Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

National Merit Scholarship

Class of 2024:	8 Commended students
Class of 2023:	1 Semi-finalist
	5 Commended students
Class of 2022:	2 Commended students
Class of 2021:	3 Commended students

SPECIAL EDUCATION BURLINGTON HIGH SCHOOL

Dr. Bonnie Nichols, Department Chair

The Special Education Department has been steadfast 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 to students while also building capacity and expanding programmatic offerings. The Special Education Department has continued to combine efforts with the Athletic Department for the third year to provide Unified Sports for Burlington Public School Students. Unified Basketball at Burlington High School is an inclusive interscholastic sports team in which students participating in the Connections Program train and compete with peers from the BHS basketball teams and other interscholastic student groups. This dynamic partnership provides meaningful involvement for all student 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 Teams.

Additionally, in the 2023/2024 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 tailored service delivery to students within the general education setting. Specialized language-based programming was also provided within inclusive co-taught courses. A new cohort of co-teaching pairs have been actively participating 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. Teachers trained during the 2022/2023 school year have also continued to receive in-depth coaching and consultation.

To support junior and senior students in their transition to post-secondary pursuits, the academic support courses have been providing multifaceted support to students in enhancing executive functioning skills, in identifying and applying learning strategies, and in 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 designed for students who experience weaknesses in social/pragmatic skills and difficulties with executive functioning, has been providing students the opportunity to develop such skills and to generalize these skills outside of the classroom setting. The Connections Program has been providing individually designed instruction, specialized services, and community connections for students within a substantially separate setting. The program supports inclusion within exploratory academic settings 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 are continuing to receive direct, explicit, systematic, and evidence-based support services such as phonetic-based reading instruction, speech and language therapy, counseling, occupational therapy, and physical therapy.

BURLINGTON HIGH SCHOOL ALTERNATIVE EDUCATION DEPARTMENT

Jill Graham, Director of Alternative Education

The Simon Youth Academy at Burlington High School is an alternative education program within the Burlington Public School System and is partnered with [The Simon Youth Foundation](#), a national 501(c)(3) nonprofit, whose mission is to “help disadvantaged youth reach graduation day and have the opportunity to pursue their dreams through education.” The Simon Youth Academy at Burlington offers educational programming to service at-risk students by offering alternative high school instruction within two pathways.

The first pathway is our Evening Academy Program, which has been offered at BHS for 25+ years. The program is designed to meet the needs of students who are not thriving in a traditional daytime setting. The program provides a hands-on, discussion-based, and interactive approach to the high school curriculum; it offers students the opportunity to earn their High School diploma by attending classes in the evenings while maintaining a job for a minimum of 25 hours per week. This program is staffed by certified content and support teachers within BPS. This year, we have eight full time students enrolled in the program; six of these students are seniors who are on track to graduate in June. Additionally, our evening program is available to students enrolled at Burlington High School who are in need of credit recovery, and our program is helping additional students meet their graduation requirements.



Evening Academy students and teachers with their pumpkin carvings from art night in October

The Simon Youth Academy at Burlington expanded its programming this year to include a daytime component designed to meet the specific needs of our English Language Learners who are unable to complete the traditional high school curriculum as a result of their work schedule; all of our students are working 40-60 hours per week outside of our Academy hours. In the first year, the program enrolled 13 students. We had one graduate in January 2024, and we have four more students on track to graduate in June. Additionally, we have successfully reengaged two former dropouts. The program has three full-time staff members: Jill Graham (program director), Katey Sullivan (ESL instructor), and Oscar Quintana (bilingual instructional assistant). Content teachers and counselors from BHS are also an integral part of the program and include: Kristen Thomas (math), Brenna Rose (literature), Stephanie Day (history), Morgan Higgs (counselor), and Gloria Wojtaszek (counselor). We have seen dramatic increases in daily attendance rates of our students as compared to their attendance in previous years.



Academy students showing their perfect attendance award for the month of November



Our January 2024 graduate, Thomas Perez



A few of our students holding the boa constrictor at the Science Center

BURLINGTON PUBLIC SCHOOLS MUSIC AND PERFORMING ARTS DEPARTMENT



John Middleton-Cox, Director Performing Arts Department

2023 has been a good year for the Music and Performing Arts Department. We continue to foster musical skill development and knowledge and appreciation in K-12. The teachers achieve this goal using the state and national standards for music. These include singing, performing on instruments, improvising, composing and reading music.

The after school activities were in full swing starting in the fall with the BHS Marching Band. They performed at the Football halftime shows and NESBA competitions. Our drama students competed in the METG One Act Play competition with the production *The Comedy of Errors*. The spring musical cast and crew presented *The Addams Family*. Burlington Educational Summer Theatre (BEST) presented *Seussical jr.* The MSMS Vocal and Instrumental groups were performing in the winter and spring concerts. In addition to the Elementary Chorus, Band and Orchestra concerts at each school, we were able to bring back the All Town Concerts. They showcased the talents of students in grades 4-12 from all 6 schools in town playing and singing together. This is a highlight of the year for many parents and students. It is a testament to hear the development and growth that comes with determination and consistent practice.

Looking ahead to 2024, the high school band, chorus and orchestra is planning a trip to Orlando where the students will perform at Universal Studios and enjoy some fun time in parks. The staff is to be commended for putting in all the extra effort to organize this trip. Staffing updates included new faces at BHS. Replacing the outgoing Sean Buchsbaum as the Director of Bands, we welcomed Tim Ketterer. The Chorus and Orchestra teacher Julie Weller transferred to the Health and Wellness department and left a vacancy. We welcomed Beth Holmgren. At MSMS, replacing Rebecca Schauer as the MSMS Orchestra and General Music Teacher, we welcomed Liam Bryant.

In closing, we are grateful for the support of the administration and the community. We look forward to working with the new Assistant Superintendent Dr. Lisa Chen. We want to give thanks to the Burlington Performing Arts Parent Association (BPAPA) and the local businesses who support the performing arts in Burlington. We look forward to continued growth and future performances.

BURLINGTON PUBLIC SCHOOLS ART & DESIGN PROGRAM



Mural at BHS by Eiko Coram, Julia DeVito, Atika Faiz, Onyx Hopkins, Dove Jimenez, and Afsa Khalifa

George Ratkevich, Visual Arts Program Coordinator

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, and 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, and 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 graduating class (class logo), the high school's Program of Studies cover, and the school musical. Murals were painted in the high school to illustrate characteristics of the district's "Portrait of a Graduate". Clay Studio students created and sold ornaments as part of a fundraiser for their philanthropic cause.

Burlington student artwork was entered in the 2023 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. Julia Cline and Madison Spreadbury were selected for inclusion in this EYA Exhibition. Students attended an online opening reception and awards presentation. The Emerging Young Artists 2023 Juried Exhibition was online and featured on the College of Visual and Performing Arts' website: www.umassd.edu/cvpa/explore/emerging-young-artists. In addition to the EYA 2023 online exhibition, there was also a physical exhibition of the works of the award winners and honorable mention recipients in Gallery 244 at UMass Dartmouth's CVPA Star Store Campus in downtown New Bedford, MA.



Photograph by Maddie Spreadbury

BHS art students were recognized by the regional Scholastic Art & Writing Awards, sponsored by Tufts University and the School of the Museum of Fine Arts.

Works by BHS student artists were also on display at the Lexington Arts and Crafts Society (LexArt) for the 27th Annual Regional High School Exhibit. The work of students from Bedford, Burlington, Winchester, Waltham, and Minuteman Regional Vocational Technical high schools was on view from March 4, 2023 - April 2, 2023, with a reception for artists, teachers, family & friends on Sunday, March 5.

Featuring the work of students from Bedford, Burlington, Lexington, Minuteman, Waltham, and Winchester high schools, this exhibit showcases the creativity and innovation of area students and high school art programs. <https://www.lexart.org/exhibit-information/-annual-regional-high-school-exhibit>

Artworks by Burlington High School artists Jillian D'Amico, Samantha Goneau, Alex McGillivray, Archi Patel, and Charlotte Willey were included in UMass Lowell's Annual Juried Regional High School Exhibition. The artworks were on display in the UMass Lowell Gallery from November 30 through the first half of December, with a reception on December 14.



Samantha Goneau - architecture - "Park City Ski Chalet" and "Drawing of Park City Ski Chalet"

Art shows were held at our high school, middle school, and elementary schools.

Burlington High School's Annual Art Exhibition was held on the night of the high school's Open House: Thursday, March 23. Hundreds of pieces of work from all art classes were on display in the high school's Learning Commons.



"Celebrity Endorsement" poster by Georgia Doherty, BHS Class of 2023, a member of the 22-23 Graphic Design class. Georgia is now majoring in Graphic Design at Boston University.

Marshall Simonds Middle School hosted its first Spring Arts Festival, presented by MSMS music and art students, on two Thursdays: June 1 and June 8. The events included art show receptions on both nights, a concert by the school band and orchestra, and a chorus concert.

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.

At the end of the 2022-23 school year, Georgia Doherty was selected to receive 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. Georgia is now majoring in Graphic Design at Boston University.

High school art teacher Ms. Mojdeh Kazem hosted a virtual guest speaker for BHS Graphic Design students. They had the opportunity to hear from Iranian graphic artist Amin Montazeri, who has a passion for visual communication and a background in computer science and has seamlessly blended technology and artistic expression throughout his career.

Art clubs and photography clubs run at several schools. Elementary art teacher Ms. Lauren Angelo also designs and manages the school district's website. Pine Glen elementary art teacher Ms. Courtney Fallon is involved in the high school's Evening Academy as well. Mr. George Ratkevich serves on the Burlington Sculpture Park Committee, and some Burlington classes continue to be involved in the Burlington Sculpture Park (burlingtonsculpturepark.org). The Burlington Sculpture Park hosted a "Sketch a Sculpture" event on Saturday morning, June 3, for children and adults. Burlington students will soon be involved in voting on a third series of sculptures to be displayed in the park, and high school students will be involved in creating graphics and working on public art to raise funds for the park.

The work of BHS art teacher Ms. Christina Chang was on display in an exhibition at FPAC Assemblage Art Space in Boston, with an artists' reception held on Friday, December 8. The 'APRICITY' event featured winter-inspired abstract artworks from three multimedia artists, whose radiant artworks collectively embraced visitors, providing a haven from the winter's cold and inviting everyone to immerse themselves in the vibrant spirit of the art community.

Mr. Phil Young, who taught drawing and painting courses in Burlington's art program for over thirty years and served as the chair of the high school art department until his retirement in 2002, [passed away unexpectedly on July 13 at age 82](#). Phil was someone who influenced and inspired many people throughout this life. His active, all-in, curious, creative life is something to emulate, and he had a tremendous impact on Burlington's art program. His wife Lorraine Sullivan (retired BHS art teacher) and daughter Jessie Young (an art teacher in the Cambridge Public Schools) put together a retrospective of Philip Young's paintings to celebrate his life and his work on October 22 at Cambridge Art Association's Kathryn Schultz Gallery.

The Art & Design program is grateful for the continued support of the Burlington Community, and we look forward to another year of teaching children the importance of close, careful observation, creative thinking, planning, focus, and craftsmanship.

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 2022-2023 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 safe school environment during the COVID-19 Pandemic. We also collaborate with the Burlington Board of Health on creating routine vaccine clinics, at

the Board of Health and within our schools, to support our underinsured and/or uninsured student population.

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, community, and the Burlington School Committee.

BURLINGTON PUBLIC SCHOOLS K-12 HEALTH AND PE

Amy Doughty, Director of K-12 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 engaging curriculum that discussed current health issues while consistently addressing all aspects of wellbeing.

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. Staff throughout the district is working towards implementation of the new frameworks.

Curricular highlights of this past school year include: Physical Education students at Marshall Simonds Middle School were able to experience the Bionic Project, whose mission is to dismantle disability bias. Students engaged in modified games with members of the Bionic Project team to better understand life as an amputee. Our elementary students enjoyed Turkey Trots, and student versus staff volleyball games at their schools. Burlington High School students engaged in a wellness day, promoting healthy eating, lifetime physical activities and stress management activities.

Lastly, during this 2022-2023 school year, BPS saw a few of our staff move on to the next exciting part of their lives. We would like to welcome our two new staff members:

- Julie Weller- Burlington High School
- Nolan Hart Burlington High School

BURLINGTON PUBLIC SCHOOLS LIBRARY AND TECHNOLOGY DEPARTMENT

Dennis Villano, Director of Technology Integration

Our team helps create innovative and engaging learning experiences for all Burlington students.

Digital Learning Coaches

Michelle Ardizzoni

Dan Donoff

Linda O'Leary

Jenn Scheffer

LeRoy Wong

Teacher Librarians

Callie Graham

Jennifer Jackson

Catherine Miliken

Melissa Murphy

Cathi Myer

Rachel Small

Suzette Rielly (IA)

Administrative Assistant

Faydeen Sateriale

2023 Update: Burlington Public Schools introduces Computer Science for All (CSforALL) Program

In recent years, there has been an important shift in educational technology, recognizing the critical role of computer science education in shaping the future of young learners. In 2023, the BPS EdTech Team led the successful development and implementation of a PreK-5 computer science program for Burlington Public Schools.

The inception of the PreK-5 computer science program aimed to equip students with essential technology skills from an early age. The curriculum was thoughtfully designed to be age-appropriate, introducing foundational concepts in coding, problem-solving, and computational thinking. By integrating hands-on activities and interactive lessons, BPS Digital Learning Coaches Michelle Ardizzoni, Jenn Scheffer, Linda O'Leary, and Dan Donoff successfully engaged students in the learning process.

Burlington students are introduced to the fundamental computer science concept of an algorithm as early as kindergarten. Moving forward, the computer science skills and knowledge students develop becomes progressively more advanced, as does their ability to work collaboratively with their peers. Through third grade, students are given the opportunity to participate in hands-on projects using a variety of engaging and grade-level appropriate computing devices including the Bee Bot, Sphero Indi, Scratch Jr., and Sphero Bolt. These devices lend themselves to computational thinking and challenge students to make predictions, delve into the world of troubleshooting and debugging, and begin developing their understanding of computer science terminology.

One of the key takeaways from the success of this program is the long-term impact on students' lives. Early exposure to computer science education provides a solid foundation for future academic and professional pursuits. Beyond the immediate benefits of skill acquisition, students developed a mindset that embraces challenges and views technology as a tool for innovation and problem solving.

By offering computer science education from PreK-5, Burlington schools contribute to the creation of a diverse, technologically literate workforce. This not only prepares students for future careers in STEM fields but also ensures that they can navigate the digital world with confidence and discernment.

Digital Literacy, a cornerstone of the program, became a focal point in empowering young learners. Students not only learn to navigate digital platforms responsibly but also gain an understanding of the broader implications of technology in society. The program emphasized the development of critical

thinking skills, creativity, and collaboration – attributes that are indispensable in the 21st-century workforce.

Our Digital Learning Coaches have seen first hand the excitement and genuine curiosity that sparks from the eyes of our littlest learners whenever a computer science lesson is about to take place. As a district, we are committed to maintaining this curiosity and building upon it as students progress into fourth and fifth grade. Upper elementary students become even more independent as they learn how to write programs for the Sphero RVR robot in the 4th and 5th grades. The RVR is the perfect device to further develop students' understanding of computing devices as well as their logic, reasoning, abstract thinking, and problem solving skills.

As referenced earlier, and in addition to developing fundamental computer science skills, our program also emphasizes responsible digital citizenship. Specifically, this includes a student's ability to use technology safely, ethically, and responsibly. We ensure our students understand what is safe to share online, how to effectively communicate online as an individual and as a member of a group, and how to create and cultivate a positive digital footprint. Moreover, students learn how to properly evaluate media and the importance of respecting and citing intellectual property. Teacher Librarians Callie Graham, Jennifer Jackson, Catherine Milliken, Melissa Murphy, Cathi Myer, and Rachel Small lead the implementation of our digital citizenship program.

Finally, we are excited to announce that our Burlington High School esports program, which began as an extracurricular activity led by Digital Learning Coach LeRoy Wong has developed significantly and is now among state leaders in high school gaming. The BHS Red Devils Gaming teams participate in tournaments hosted by the Massachusetts School Administrators Association (MSAA). Our goal is to develop student athletes that participate in gaming and have the opportunity to earn athletic scholarships for college.

Our Digital Learning Coaches and Teacher Librarians work in partnership to deliver innovative, engaging, and standards aligned Digital Literacy and Computer Science curriculum that we are proud to share with all district stakeholders.

BURLINGTON PUBLIC SCHOOLS SCIENCE CENTER

Wendy Pavlicek, Director Science Center
Sean Musselman, Science Center Specialist

Classrooms and Community:

- The Burlington Science Center continued its mission of 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 attended the first ever Burlington Civic Expo. This innovative trade show-style event featured nearly 40 municipal departments, elected and appointed Boards, and local nonprofits. It aimed to connect community members with the town departments that make Burlington run, as well as the Board and Commissions that oversee them. There were also Town Meeting members, local non-profits, public safety officers, and more. We connected with many other town departments, parents, students and town residents. We featured a table with live animals, various science accouterments and an informational board.



- Provided Wild Wednesday Professional Development workshops after school to support teachers in their Science learning and units in their classrooms.



- The Science Center held our annual “Name the Alligator Contest” for all second grade classrooms. The winner was Tess Ryder from Francis Wyman School. She picked the name “Jewel” and when asked why she chose that name he replied, “the alligator was as beautiful as a jewel.” Tess had her 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 participated in an Earth Day Event at Fox Hill School. We collaborated with Library Media Specialist, Mr. Murphy for the event. Students can interact with live animals including an alligator, snake, tortoises, cockroaches, giant marine toad and tarantula. Other natural items were available for students to explore, such as extra large pine cones, bones/skeletons, animal furs, skulls, track molds, quills, antlers and taxidermied specimens. Students could also make animal track rubbings and were provided with information about how to be good stewards of our Earth.
- Burlington student and Eagle Scout, Henry Boulanger, finished his eagle scout project this year in collaboration with the Science Center. His project included replacing and installing the fence around the owl enclosure at BHS, as well as building a gate and shelter structure for the tortoises. The fence was made available by a generous donation by Reliable Fence of Boston in Woburn.
- The Science Center ran their science field trips for second grades at the Burlington Reservoir. During their habitat unit, second graders visited the Mill Pond Reservoir in Burlington to observe local plant and animal species, while discovering information about the local water source. Students visited 2 different habitats (field & vernal pool) to compare and contrast the habitats themselves and the living things that are found there. We encourage classes to visit their own schoolyard as a 3rd habitat when they return to school. Student groups worked as scientists to fill out a Reservoir Field Trip Student Data Sheet at each of the habitats. They record air temperature, water temperature and soil temperature. Students Collect soil samples for description (color, smell, contents) and fill out plant & animal observations. The data sheets were brought back to the classroom to then analyze the data and make comparisons of the habitats.
- Mrs. Pavlicek designed, developed and implemented a new 3 credit course for BHS students called Animal Care & Management. This is an opportunity to continue and expand experience and work in the Burlington Science Center. The Burlington Science Center houses over 60 different live animals and you will have the opportunity to learn all aspects of animal care. This

will include the proper handling of live animals, care and maintenance of animal living spaces and animal diet preparation. Other topics will include animal enrichment, animal behavior, and animal career studies. There will be various types of assignments that include reflective journaling, collective portfolio, class research, and creative exploration and projects. You may also assist with packaging of elementary Science curriculum kit materials and elementary science programs.

- The Science Center continued its animal foster programs for Burlington families during the summer and school vacations. Families have the opportunity to care for the animals and spend time enjoying them. It is a good way for families to try out a pet they are interested in or help out to give the animals what they need to be happy and healthy.
- Sean Musselman continues to coordinate the Social Studies curriculum at the K-5 level as a Science/Social Studies Specialist. Grade 4 and 5 classrooms at the Fox Hill, Memorial, and Pine Glen schools piloted units from InquirED Journeys Social Studies curriculum and committed to a second-round pilot experience for the 2023/24 school year. A "Giant Asia Map" program was successfully introduced and run at all elementary schools across grades K-5. Vertically aligned lessons investigating Martin Luther King Jr. were also introduced and evaluated by K-5 educators. A Kindergarten maps and globes exploratory kit was also developed with Pine Glen educators.



2023 ANNUAL REPORT
SHAWSHEEN VALLEY REGIONAL
VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District (SVRVTSD) is pleased to submit its 2023 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 53rd 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., Vice-Chair from Bedford; Ronald Fusco and Taryn Gillis from Billerica; Christine Kim, Treasurer and Kent Moffatt from Burlington; Patricia W. Meuse, Esq. and Cheryl Bartolone from Tewksbury; and Charles Fiore, Chair and Gwen Lawson, Secretary 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 six (1,306) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2023, and more than 300 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 fifty-one (151) full-time teachers as well as fourteen (14) 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 2023, SVTHS graduated 283 seniors. Fifty-one percent (51%) of the graduates planned to attend a two- or four-year college, two percent (2%) planned on entering an apprenticeship program, four percent (4%) planned on attending a trade or technical school. Forty-two percent (42%) of the graduates intended to continue working in their trade or another pathway, and three (3) graduating seniors planned to enlist in the military.

Scholarships and Awards. One hundred fifty-four (154) scholarships were distributed to seventy-six (76) students in the Class of 2023 totaling \$141,350. Thirty-eight (38) members of the Class of 2023 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

Cooperative Education Program. At the conclusion of the 2023 school year, seventy six percent (76%) 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 208 local employers. Of the students participating in Cooperative Education seventy-seven (77) planned on continuing their employment post-graduation.

Student Mental Health and Wellness. Part of our efforts to support our students' mental health needs during the 2022-23 school year was a continued focus on Shawsheen's District Curriculum Accommodation Plan (DCAP) and tiered interventions for our students. Professional development for the 2022-23 school year focused on Multi-Tiered Systems of Supports (MTSS) and continued implementation of the district's DCAP. During the 2022-23 school year Shawsheen implemented a universal mental health screening tool (BIMAS-2) for Grade 9 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 2022 as the most recent year for the four-year cohort graduation rate and 2021 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 97.5%; five-year graduation rate: 99.4%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2022 as the most recent year for the annual dropout rate as follows: annual dropout rate: 0.3%.

Concurrent Enrollment. SVTHS provides access to six concurrent enrollment courses: English Composition I; Honors Literary Analysis, English Comp 1, Statistics, Calculus I, Intro to Chemistry, 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 354 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 students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with ninety-seven percent (97%) of seniors graduating in June 2023 with one student still finishing the program. This compares to a state average of approximately seventy-eight percent (78%) 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 English, math, and biology.

This year, eighty-nine percent (89%) of freshman students with disabilities passed their 9th grade classes. For upperclassmen in grades 11 and 12, sixty-three percent (63%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2023 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 relating to technology. The district continues to support the one-to-one laptop program making the resources equitable to all students and easily accessible both in and out of school. Teachers continue to expand the use of current online resources and vet and adopt additional resources for teaching and learning. The department continues to support single sign-on and rostering when applicable for ease of access for online resources. In addition to the one-to-one program, the district purchased, deployed, and maintains various technology for several of the vocational shop labs throughout the school. Aging projector devices in academic classrooms were replaced with interactive projectors increasing student engagement within the classroom.

The department supports a multitude of security systems which includes, but is not limited to, the building access card system, camera system, email back-up and archiving, a virtual environment and cloud solutions. 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

Admissions and Recruitment. Shawsheen Valley Technical School has been working to increase the number of applicants for grade 9 seats so that a waiting list can be established to fill seats as needed. New software has been acquired to automate much of the admissions process and allow SVTHS to see and analyze real-time statistics on applicants and admissions. This year the recruitment team visited all six of our sending schools. After each visit, the new software, Go2CTE, has allowed us to track the spikes in applications by community. In addition, two of the sending schools have brought all their eighth grade students to visit SVTHS and tour our CTE shops. These visits, along with an active social media campaign, two community Open House events and Project Explore, have had a positive impact on recruitment with an increase in applications of over fifty-percent (50%) from this time last year. SVTHS will be exploring more options for bringing all eighth grade students from our sending districts onto our campus next year.

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 21st 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 and 2023, 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. Students in this program get hands-on experience learning the welding craft, as well as the OSHA and HotWork industry credentials. With a 100% completion rate both summers, the program is held in high esteem, and all students are gainfully employed. Programs will continue to be developed in accordance with federal and state funding initiatives to upskill the workforce.

School of Practical Nursing. Shawsheen Valley School of Practical Nursing graduated 32 students in June 2023. 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 complete clinical rotations in long term care, school nursing, and acute care. The program has been approved to pursue candidacy with the National League for Nursing Commission for Nursing Education Accreditation in addition to program accreditation with the Council on Occupational Education. Interest in pursuing a certificate in practical nursing remains strong.

Summer at Shawsheen. Shawsheen hosted its 8th annual "Summer at Shawsheen" program in 2023 and set a new attendance record. This popular program offered students from our community summer learning opportunities through sports clinics, STEM classes, vocational-technical programs, academic and test-prep classes, as well as enrichment courses for students entering grades 1-12. In total, the twenty-four course offerings drew 572 students ranging in age from 5-18 years old. All five member towns sent participants to the program with the most coming from Billerica (259) and Wilmington (143). Since its inception, "Summer at Shawsheen" has had an impactful reach with a total of 2,487 participants.

Project Explore. Four hundred and twenty-six (426) seventh grade students participated in Shawsheen's Project Explore in 2023. 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 7th 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 7th grade student, emails, literature sent to middle school guidance departments and principals, presence on the website, as well as announcements to local newspapers for print.

Aquatics and Swim Program. Shawsheen's Kenneth L. Buffum Pool is the home pool for Shawsheen Tech High School, Burlington High School, Bedford High School and Billerica High School's swim and dive teams, as well as club programs; Aces Aquatics and Barracuda Swim. With its state-of-the-art timing system and full renovation, the pool remains a hot spot for local teams and competitions. Throughout the year, the pool offers the following programs: community family swim, community lap swim, and the area's most affordable and best learn to swim school in the Merrimack Valley, training thousands of youngsters in the lifesaving skill of swimming.

Athletics

Athletic Achievements. Calendar year 2023 was a year of tremendous success for the Shawsheen Athletic Program. The Rams won CAC League titles in: Wrestling, Basketball Cheering, Baseball, Tennis, Football, Golf and Volleyball. The School also won State Vocational Titles in Boys Swimming, Wrestling, Basketball Cheering and Boys Lacrosse.

Three of our wrestlers won Massachusetts Divisional State and Divisional 1/North Wrestling Titles: Brayton Carbone (120 lbs.), James Tildsley (132 lbs.) Sid Tildsley (138 lbs.). Brayton Carbone and Sid Tildsley also earned Massachusetts All State Wrestling Titles and Sid Tildsley earned New England Wrestling Championship for the second year in a row. Sid Tildsley was 6-1 losing in the National Wrestling Championship in Virginia Beach. Also, during the 2023 calendar year – we had two athletes earn All Scholastic Honors - Sidney Tildsley (Football and Wrestling) and Mavrick Bourdeau (Baseball). Dozens of student-athletes were honored as CAC and Lowell Sun All Stars.

The success of the athletic program resulted in being awarded the Boston Globe's prestigious Walter Markham award; which is given to the vocational school with the highest combined winning percentage of all the Varsity Boys, Girls and Co-ed sports.

Vocational/Technical Programs

Construction Cluster

The Construction Programs. Carpentry, Electricity, Masonry & Tile Setting and Plumbing had ample opportunities in perfecting their skills with project-based activities throughout the community as well as in-house projects. These projects provide authentic means of engaging students with learning from a design-based research approach in which they collaborate with other programs in conceptualizing the activities/projects. Involving students in the collaboration portion is also well-suited in helping ensure the potential to foster healthy social skills such as self-control, empathy, and verbal communication. Safety training continues to be a significant component in all lessons, learning and activities. Safety training, credential, certificates include Weekly Monday Morning Safety Talks, OSHA 10-Hour Card Construction, Hot Works Certificate, MEWP Aerial and Scissors Lift Training, and various Viega training and certificates. Some of the construction projects include:

- Town of Billerica – Billerica Police, Alexander Road Storage Sheds
- Billerica Police Station - Install Two Drinking Water Fountains (Plumbing)
- Minuteman Technical High School – Construction of a Wall and Door
- Renovate Dean's Office Space
- Cosmetology Hot Water Tanks
- Furnace Replacement in Football Field House
- Stone Zoo's Winter Wonderland Project
- Shawsheen Stadium Toilet Facility Project
- Install New Drinking Water Fountains with Bottle Filling Stations

Manufacturing Cluster

Advanced Manufacturing Technology. The Advanced Manufacturing program continues to move forward with cutting-edge technology and equipment while integrating projects with other programs that benefit students' learning in development of their higher-level thinking, oral communication, and self-management skills. The Program also engaged in machining custom parts for repair projects in support of the Maintenance Department, helping to keep absolute equipment in operation. Student skills are used in the development of creative items of "precious" metals, including miniature Stanley cups and custom cribbage boards, filling orders for Shawsheen's school store and various school and community fundraisers. Two Automated Manufacturing Technology teams, each consisting of one Drafting and two Advanced Manufacturing students, competed in the SkillsUSA district competition, with one team winning a gold medal and the other winning bronze. Both teams qualified for the state competition. Four other Advanced Manufacturing students competed at the district competition winning a gold, silver and two bronze medals. Three out of the four students qualified for the state competition with one senior student winning a silver medal in the CNC Turning Specialist competition. Employment stays strong as seventy-five percent (75 %) of the seniors participated in the cooperative education program.

Electronics / Engineering Technology. Student enrollment remains strong, filling to capacity for the third year in a row. The program has added a comprehensive curriculum that advocates and promotes a vibrant maker culture. Lessons offer several potentialities for pushing forward an integrative vision of STEM education engaging students in designing solutions to problems, tinkering with everyday items, and applying a do-it-yourself mindset. Activities and tools include the addition of welding capabilities and upgrades to our machine area (new band saw, drill press) and cordless Milwaukee power tools. The freshmen curriculum is being enhanced with the purchase of the VEX IQ Mechanical Engineering/Robotics Generation 2 kits. Expansion of activities include Solid Works, Arduino/Raspberry Pi, printed circuit board fabrication, orthographic/isometric rendering, geometric tolerancing and dimensioning, simple/compound machines, manufacturability, and automation. One hundred percent (100 %) of the seniors participated in the cooperative education program, while six juniors were also employed. The interest and enthusiasm in the afterschool robotics club has increased to the extent that four teams are now VEX Robotics Competitions contenders.

Drafting. Relevant in-house and community project-based activities were embedded throughout the year's curriculum as the upperclassmen completed the following projects: Evacuation Plan Drawings, Skills Masonry Drawings, HVAC&R New Floor Plan Drawing, Auto-Collision Shop Drawing, Dean's Office Redesign, and the Billerica Boys and Girls Club Drawing. Ongoing drawing initiatives include: Cosmetology Redesign, Historical Burlington Shed, Nurses' Office Redesign, Masonry Shop Addition Drawing, Evacuation Plan – Room Number Updates, and Evacuation Plans - additional student spaces, i.e., nurses' office, and auditorium. Students continued to excel at the SkillsUSA District Competition, winning the Architectural Drafting (Gold), Technical Drafting (Gold), and Automated Manufacturing (Gold). All but two senior students participated in the cooperative education program, an eighty-nine percent (89%) placement.

Information Support Services & Networking / Programming & Web Development. The process of development and advancement of curriculum, lessons, and project-based activities continues to expand annually, growing and changing with the demands of the technology sector. The emergence of multifaceted fields that encompass computer systems, software, programming languages, data, storage, and information processing requires a constant review from all the primary stakeholders. Benchmark projects in Html, CSS, JavaScript, and C+, C# (for game and program development) Microsoft's Power BI, and cloud-based networking are supported and balanced, but now include new strategies in delivering the lessons. Students are also developing skills in implementing relational databases used with PHP. Providing these types of related fields allows students the opportunity to expand their skills and knowledge for employability/career readiness. With the increasing enrollment and interest 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. The program's shop has become the host site for Shawsheen's eSports program which has over fifty students competing in four different games with two nationally-recognized leagues. (eSports is a form of gaming competition using video games.) Additionally, students continue to obtain industry recognized credentials, safety certifications, and participate in the cooperative education program at a high rate.

Transportation / Production Development Cluster

Automotive Technology. Freshmen enrollment continues to be strong with 26 first choices again. For the first time ever, we had 100% senior co-op placement (18 of 18). Based on a suggestion and contact from our advisory board, we partnered with Hyundai of America to join their factory service training program which will enable our students to receive factory training and Hyundai certifications prior to graduation. Two students received Gold Medals in the SkillsUSA district competition (automotive and power equipment) and advanced to the State Competition. Through the capital budget process and recommendations from our advisory board, a new Hunter Hawkeye Elite Alignment machine was purchased. This new technology now enables students to perform alignments on vehicles 2019 and newer. Kenneth Kepple, an Advisory Board member, received the Advisor of the Year Award.

Auto-Collision Repair & Refinishing. The program continues to use I-CAR curriculum, a training framework developed and maintained through industry collaboration, that documents the knowledge and skills body shop professionals need. Safety certifications include Hot Works, a training that takes an in-depth look at hot work dangers along with the vital safety procedures that can help promote worker safety and reduce risks. Fusion S/P2 Collision Repair and Refinish training gives students the awareness they need to recognize the hazards around them as well as providing training that gives students the opportunity to obtain exclusive safety industry credentials. The final inspections were completed, and the new spray booth is now in operation. Ten SATA® Fresh Air Respirators that can be directly tied into the new paint booth exhaust system have been installed to improve protection from harmful ambient air in the spray booth. Students participating in the cooperative education program and new advisory committee members have both doubled this year. Six students competed in the SkillsUSA district competition, with two winning gold and competing at the state competition.

Metal Fabrication & Joining Technologies. In the post-pandemic educational landscape, our Metal Fabrication & Joining Technologies program has evolved, effectively blending online learning and in-person instruction. Implementing Lincoln Electric's ToolingU platform has provided hands-on, competency-based training covering basic to advanced skills and machine programming. A partnership with Lincoln Electric has incorporated cutting-edge equipment backed with lessons that are structured, organized, and deliver content in ways that facilitate or accelerate student learning. The freshmen exploratory program has been revamped with engaging project-based activities, attracting eighteen new permanent freshmen. These initiatives have enabled students to become creators, contributing to community and district projects. Notable among these are the captivating structures and decorations at the Stone Zoo's ZooLights Winter Wonderland, and finishing the on-site loading dock guard rail project that utilized the program's gas-powered welder/generator. The state-of-the-art equipment of SwiftCut CNC

Plasma Cutter and modernizing our Accurpress Press Brake with a retrofitted CNC system, has expanded our capabilities, facilitating the development of innovative projects.

Heating, Ventilation, Air-Conditioning & Refrigeration. A plan to phase in shop improvements has begun to an antiquated learning environment. With the impact of a new wave of technologies and refrigerants, and an outstanding student enrollment, we have put the first phase of the plan into full action. Students obtaining essential recognized industry credentials continues to be relevant and influential in students obtaining HVAC&R jobs. One hundred percent (100%) of the sophomore students obtained the National Fire Protection Association (NFPA) Hot Work Safety Certificate. One hundred percent (100%) of the junior class obtained the Environmental Protection Agency (EPA) 608 Certification, most achieving the highest honor of the Universal Certification. One hundred percent (100%) of junior students also obtained their Occupational Safety and Health Administration (OSHA) 10-hour construction card. Ninety-four percent (94%) of senior students participated in the cooperative education program. Junior student, Cole Kelley, won his second HVAC&R Gold medal at the National SkillsUSA competition in Atlanta, Georgia.

Arts, Communication & Business Cluster

Culinary Arts/Hospitality Management. The Guest Dining Room is bustling again, selling out the two seatings almost every day; customers include the Red Hat Society ladies, many elderly residents, and of course the freshmen parents. This year the public was offered a “DAY OF BEAUTY” in conjunction with the Cosmetology program. The day included reservations to have their hair and/or nails done and a classic culinary lunch at the famous Rams restaurant. Partnerships with the Billerica Police and State Representative Ken Gordon provided opportunities for the students to hone their skills by feeding the elderly mothers of Billerica with a Mother’s Day breakfast at the senior center and serving a corned beef dinner to over one-hundred people in Burlington at an event for Rep. Gordon. A favorite field trip “A Day On The Hill” returned. This event provided an opportunity for students from Shawsheen and other vocational schools to serve lunch to over a thousand people at the state house. In Atlanta, a junior competed at the National SkillsUSA competition where he won a bronze medal for cake decorating in the action skills contest.

Business Technology / Marketing. Students continue to gain confidence and self-esteem as they learn effective study strategies in obtaining important, industry-recognized certifications. The Microsoft Office Application curriculum and certification program not only adds value to student’s resumes but they also issue college-credits. Office 365 programs include Excel, PowerPoint, Word, and Outlook, and offer certification opportunities at the conclusion of these courses. The robust curriculum also includes Digital Marketing, Entrepreneurship, Accounting, Business Communication, Financial Literacy, Business Law, and QuickBooks. These essential elements/standards are implemented with creative project-based activities that align to the Business Technology frameworks and marketing fundamentals. Ram’s Pride, our student-operated School Store continues to promote the Shawsheen brand by serving our students, their families and all Shawsheen’s friends in the community. The program’s success rate in students participating in the cooperative education program has continued to grow. Many of these opportunities often transition to full-time employment post-graduation, or part-time employment while furthering their business and marketing education.

Design and Visual Communications. Lessons were brought to next the level with the introduction of new iPad Pro’s into Lab B & C. Seniors continue the post-secondary option as it continues to be the career path of choice. Highlights of these post-secondary institutions include the first student to go to Vancouver Film School in Canada. Several students successfully completed a rigorous dual enrollment program at Montserrat College of Art earning three college credits. The Design and Visual Communications Management & Entrepreneurship initiative expanded this year by offering 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 the development of the Shawsheen promotional video and the completion of the Tewksbury switch-box mural.

Graphic Communications. The Graphic Communications program at Shawsheen is more than just a shop; it prepares students to graduate with skills and credentials that will provide them with advanced employment opportunities to enter the workforce immediately upon graduation, as well as providing students with learning experiences that enable them to see and understand their future career paths, including post-secondary education. Students have the unique opportunity to participate in real world learning by working with community partners and industry experts to engage in authentic, relevant problems, projects, and experiences that develop career awareness and readiness. Municipality partners include the towns of Bedford, Billerica, Burlington, Tewksbury, Wilmington, and many other non-profit organizations throughout the district. Eighty-percent of the senior class participated in the cooperative education program, while one hundred percent obtained their OSHA 10-hour General Industry Safety Certification. Gold and silver medals were won at the SkillsUSA district competition, and a bronze medal was taken at the state competition.

Health Services Cluster

Cosmetology. The Cosmetology shop opened its doors to serve the public giving students the opportunity to master the essential competencies while performing hair, skin, and nail services on clients throughout the community. Educating students about safety as well as cleaning and disinfection continues to be an imperative part of the curriculum. Students continue to receive their safety certifications from Fusion SP/2 for infection control which is consistent with the highest industry safety standards. Revisions to the Frameworks has expanded the activities and skills for student's knowledge and practice, working with all textures of hair and styling products. Project-based activities continue to be essential in all aspects of training. All thirteen senior students completed the 1000-hour training requirements to sit for the state exam. Nine were successfully placed in full time employment in local hair salons and seven have obtained their Massachusetts Class 1 Cosmetology license.

Medical Assisting. Students obtaining Industry Recognized Credentials (IRCs) is the first and foremost priority. The program is affiliated with, and accredited by, AMT (American Medical Technologists) which is a nationally recognized organization. Upon completion of the program, students are eligible to take the RMA (Registered Medical Assistant) exam for certification. 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. The program continues to build its partnerships for cooperative education opportunities and has placed several students in a variety of medical offices which include Woman's Health, Pediatrics, Rheumatology, and Internal Medicine. Fifteen senior students out of seventeen participated in the cooperative education program which provides them an opportunity to gain invaluable real-life experience. Full student participation in SkillsUSA was a success. Eighteen students competed at the District Level in SkillsUSA, and five students competed at the State Level. Students won a Silver Medal in Health Knowledge Bowl and the Gold Medal in Medical Terminology at both the District and State Level.

Dental Assisting. Becoming a Registered Dental Assistant (RDA) in the State of Massachusetts 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. The juniors also participate in the online training for Career Safe OSHA 10-hour General Industry (Healthcare) Safety Certification. 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 certification (BLS) from the American Heart Association. Numerous growth opportunities as Dental Assistants have provided

a vast majority of jobs at dental offices. Thirteen seniors (82%) and 4 of the 15 juniors (27%) participated in the cooperative education program working at local dental offices. Three of our former graduates were accepted into dental school and one is now a junior.

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 CPR for Healthcare Providers Certification (BLS) from the American Heart Association, American Heart Association First Aid Certification, Dementia training and OSHA 10-hour training for Health careers. These certifications include essential and optional industry recognized credentials (IRCs) that have been identified as valuable statewide credentials. All senior students from the class of 2023 participated in the cooperative education program and were employed at rehabilitation hospitals, long term care centers, CVS pharmacy, and assisted living facilities. Two new partnerships with acute care hospitals have resulted in an additional seven students being placed in co-operative education. One hundred percent (100%) of the junior class passed the Certified Nursing Assistant (CNA) exam. The tradition of winning at the SkillsUSA competition continues where a team of four students placed sixth in the nation in the Health Knowledge Bowl competition. Shawsheen students have demonstrated that they have the knowledge and skills to be top in the nation.

Miscellaneous

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 16, 2023, 173 SVTHS students participated at the SkillsUSA District Competition and 67 received medals: 22 Gold, 16 Silver, 29 Bronze. Sixty-six students participated at the State Competition and 30 received medals: 8 Gold, 15 Silver, 7 Bronze. Eight students participated at the National Competition in Atlanta, Georgia and 3 received medals: 1 Gold, 1 Silver and 1 bronze. Additionally, our mason placed 4th and our Health Knowledge Bowl Team placed 6th. Cole Kelley won his second National Gold in Heating, Ventilation, Air-Conditioning & Refrigeration.

Robotics Club. This extracurricular club not only increases student engagement in science, technology, engineering, math (STEM), and computer science, it also provides engaging project-based robotics activities. Four teams of five students participated in four VEX IQ Robotics Competitions in North Andover and Framingham, with three of the teams qualifying to compete in the final regional competition in Framingham. Team 5313A had an exceptional year finishing 4th place among 47 participating teams at the opening tournament and narrowly missed qualifying for the World's competition, placing 18th among 80 tough veteran teams at the Regionals. The best placements for teams 5313B and 5313C were 6th and 13th respectively at two different district tournaments. Three of the four teams qualified for the Regionals held at Framingham. Through comprehensive initiatives encompassing competitions, education, and workforce readiness, the foundation empowers educators to inspire and equip students for success. Throughout the year, students meet regularly, tinkering on building their robots while fostering STEM skills. Not only do students gain valuable soft skills like communication, collaboration, and time-management, it happens in a fun and authentic way.

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 2023. Those retirees are: Sheila Fitzpatrick, Support Services Instructor; Angel Hardy, Science Instructor; Sandra MacKenzie, Cosmetology Instructor; Patricia Micalizzi, Health Assisting Instructor; and Richard Woodlock, Carpentry Instructor.

It is with great sadness that we share the news of the passing of Charles “Charlie” Lyons. Charlie was an iconic figure in the world of vocational education and his impact reached far beyond the Shawsheen Valley Technical High School District. On September 25, 2023 Charlie Lyons lost his battle with glioblastoma. Charlie was the longest serving Superintendent in the history of SVTHS, and served the District with distinction for almost thirty years. The entire Shawsheen community is mourning his loss and are grateful for all that he did to make Shawsheen Valley Technical High School one of the finest vocational/technical schools in Massachusetts. He will be forever missed by all.

2023 ANNUAL REPORT

ADDENDA

Accountant and Comprehensive Annual Financial Report FY2023

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2023 Town Meeting Minutes
- May 2023 Town Meeting Minutes
- September 2023 Town Meeting Minutes
- Town Election Results – Town Election April 1, 2023

**ACCOUNTANT AND
COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2023**



DEPARTMENT STAFF

Juiling de los Reyes, Town Accountant

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: \$10,633,938
- Certified Free Cash: \$32,558,569
- Excess Levy Capacity: \$12,966,902

2023 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, 2023, 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, 2023.

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TOWN OF BURLINGTON, MASSACHUSETTS

ANNUAL COMPREHENSIVE FINANCIAL REPORT



For the Year Ended June 30, 2023

On the cover:

MWRA Ceremony.



The Towns of Burlington and Lexington collaborated to extend the MWRA water main through Lexington to Burlington.

TOWN OF BURLINGTON, MASSACHUSETTS

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Year Ended June 30, 2023



Prepared by:

Accounting Department

TOWN OF BURLINGTON, MASSACHUSETTS

Annual Comprehensive Financial Report For the Year ended June 30, 2023

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Introductory Section



Completion of the PFAS Filter Facility at Mill Pond Treatment Center.

Introductory Section



TOWN OF BURLINGTON

Select Board/Town Administrator's Office

Paul Sagarino, Jr., Town Administrator

Betty McDonough, Office Manager

Letter of Transmittal

December 15, 2023

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, 2023, 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, 2023, 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, 2023, 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 Massachusetts Water Resources Authority (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 (MGD). Since then, Phase 2 was completed in May 2023. With the completion of the first two phases the Town is currently able to take a total of 3.5 MGD of water from the MWRA. The final phase of the project is expected to happen over the next few years and will ultimately allow the Town to take 6.5 MGD from the MWRA.

Local Economy

This summary provides an overview of Burlington's local economy, highlighting a few economic indicators, tax structures, recent economic activity, and trends we monitor. The Town's Administration maintains a steadfast commitment to fostering economic development. This emphasis is critical for sustaining a diverse commercial sector. By supporting our business districts, Burlington aims to maintain essential services and fund projects and infrastructure improvements. These efforts are crucial for enhancing the well-being of our residents and businesses; the outlook for 2024 suggests continued dedication to this mission.

In Burlington, the commercial tax levy comprises 62.5% of the total tax levy, while the residential contributes 37%. In FY23, the approved split tax rate resulted in approximately \$84 million in commercial property taxes compared to \$50 million in residential property taxes. Our community's tax structure is unique among municipalities in Massachusetts, 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. Diverse revenue sources position the community to sustain specific market cycles without overdependence on one sector.

Burlington is uniquely positioned as a vital employment hub with 2,074 businesses and 45,674 employees. Most of our community's employment comprises professional services, tech, health, and retail sectors. Our unemployment rate has averaged 3 percent over the past fiscal year, slightly less than the state average of 4 percent, per ESRI Business Analyst.

Analyzing local permitting data, Burlington had high commercial building permit activity with 256 permits in fiscal year 2023, reflecting nearly \$300 million in private investment locally. Several of the most significant projects were life science projects that were further along in the construction pipeline before the more recent market slowdown. These projects include the build-outs for prominent companies such as the Broad Institute, Vericel, and Fractyl. Companies and investments such as these not only grow our innovation cluster but also support the local retail and hospitality industries.

We are monitoring the continued effects of remote and hybrid work as the new daytime populations and movements shape the future of where people live and work. We have noted that companies are auditing their office space needs, and the trend is reduced commercial office demand. Office vacancy has increased over the past year to approximately 17 percent, and average rents reported by Costar for the Burlington office market are roughly \$26-28 per square foot. However, Burlington compares competitively to neighboring areas. In a proactive response to the changing landscape, the Town is undertaking an initiative to develop more modern land use policies to encourage mixed-use development and enhance development capacity within the commercial district.

Macroeconomic effects will likely moderate business expansion and new tenant leases in various industries. Rising interest rates, construction costs, and inflation are anticipated to affect business activity, reducing new project starts in Burlington. Yet Burlington has taken bold steps to ensure the infrastructure and utilities are in place to support future growth. Our community celebrated the connection to the Massachusetts Water Resource Authority, which provides a safe and reliable water source for existing and prospective businesses. We are also collaborating with Eversource to establish a second substation in Burlington to support business expansion and increase electrification needs. These efforts, combined with the community's locational advantages -- being close to Boston and accessible to a talented workforce -- will help maintain Burlington as an attractive location for businesses to consider.

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. The Town continues to maintain a healthy position with financial reserves. The Town ended the year with an unused taxing capacity of around \$12.9 million, a Stabilization Fund balance of \$12.1 million, and an additional Other Post-Employment Benefits Fund balance \$15.3 million. Free Cash was certified at over \$32.5 million for June 30, 2023, 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. As we continue to down the road to recovery from the economic uncertainty created by the COVID-19 global pandemic this process has become even more vital.

Budgetary Controls

The Town's financial team 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, 2022. This was the 8th 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.

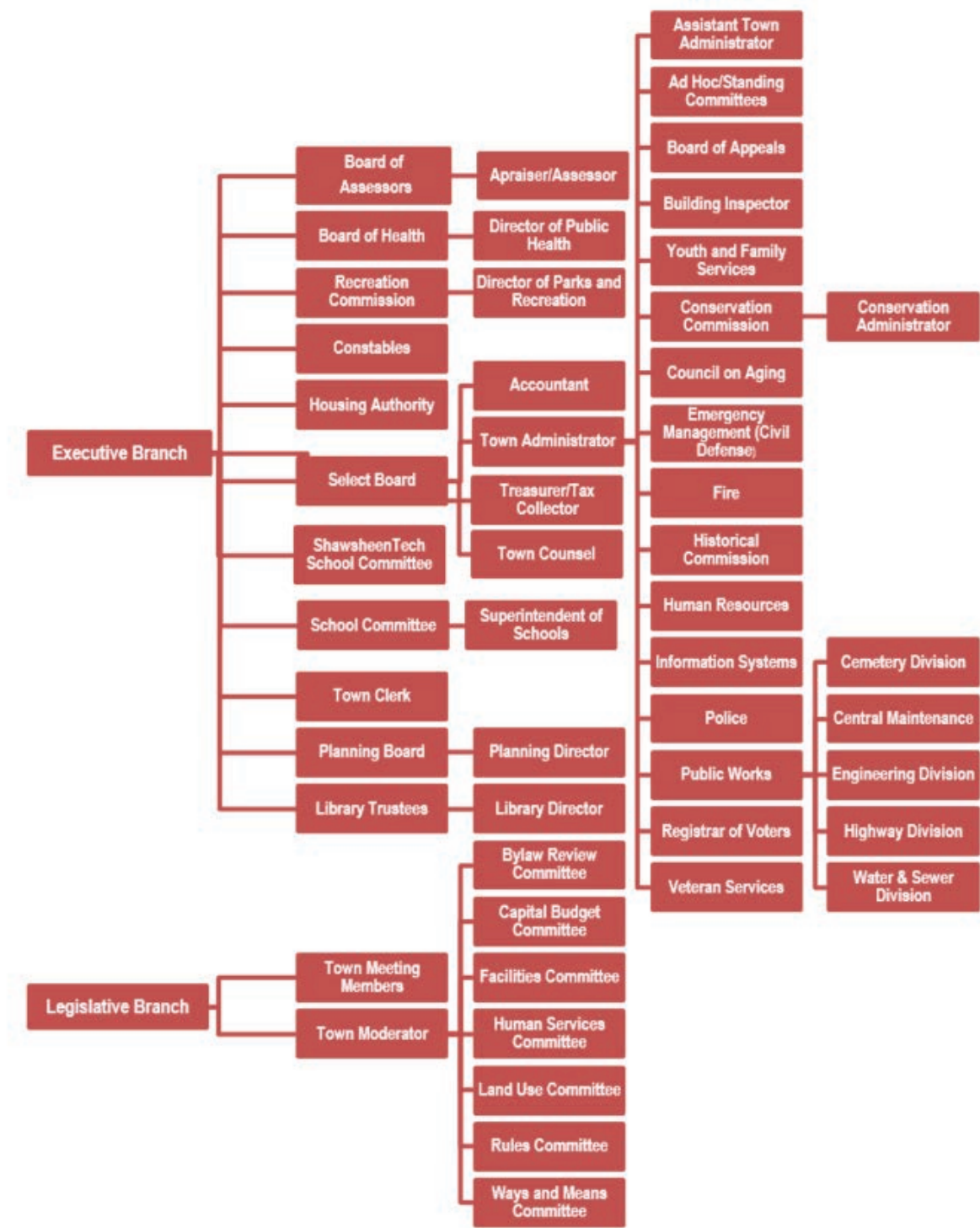
Respectfully submitted,

A handwritten signature in black ink that reads "Paul F. Sagarino, Jr." The signature is written in a cursive, flowing style.

Paul Sagarino, Jr.
Town Administrator

The Town of Burlington

Organizational Chart



Principal Town Officials

As of June 30, 2023

Elected Officials

Term Expires

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

Appointed Officials

Town Administrator	Paul Sagarino, Jr.
Assistant Town Administrator	John Danizio
Town Accountant	Juiling de los Reyes
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, 2022

Christopher P. Morill

Executive Director/CEO

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Financial Section



Beer Garden event to enhance our downtown and support local businesses.

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, 2023 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, 2023 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.

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 15, 2023, 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.



December 15, 2023

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, 2023. 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 \$268,000 (net position).
- The Town recognized their net pension liability of \$143.5 million along with a deferred outflow and deferred inflow of resources related to pension of \$16.8 million and \$5.4 million, respectively, on the statement of net position.
- The Town recognized their net other postemployment liability of \$104.5 million along with a deferred outflow and deferred inflow of resources related to other postemployment benefits of \$3.1 million and \$9.4 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 \$75.6 million, an increase of \$15.1 million in comparison with the prior year. Total fund balance represents 43.4% of total general fund expenditures. Approximately \$63.8 million of this total amount is available for appropriation at the Town's discretion, \$2.3 million is committed for capital articles approved by Town Meeting and \$9.4 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$100.9 million at year end, a net increase of \$6.3 million during the current year. During the current year, the Town issued \$300,000 of long-term loans from MWRA and \$24.1 million of short-term debt.

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 three 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 schedule 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 2023 in comparison to 2022.

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 \$268,000 at the close of 2023.

Net position of \$141.3 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 \$8.6 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$150.2 million deficit, due to the cumulative effect of recording \$143.5 million net pension liability and \$104.5 million of net OPEB liability through June 30, 2023.

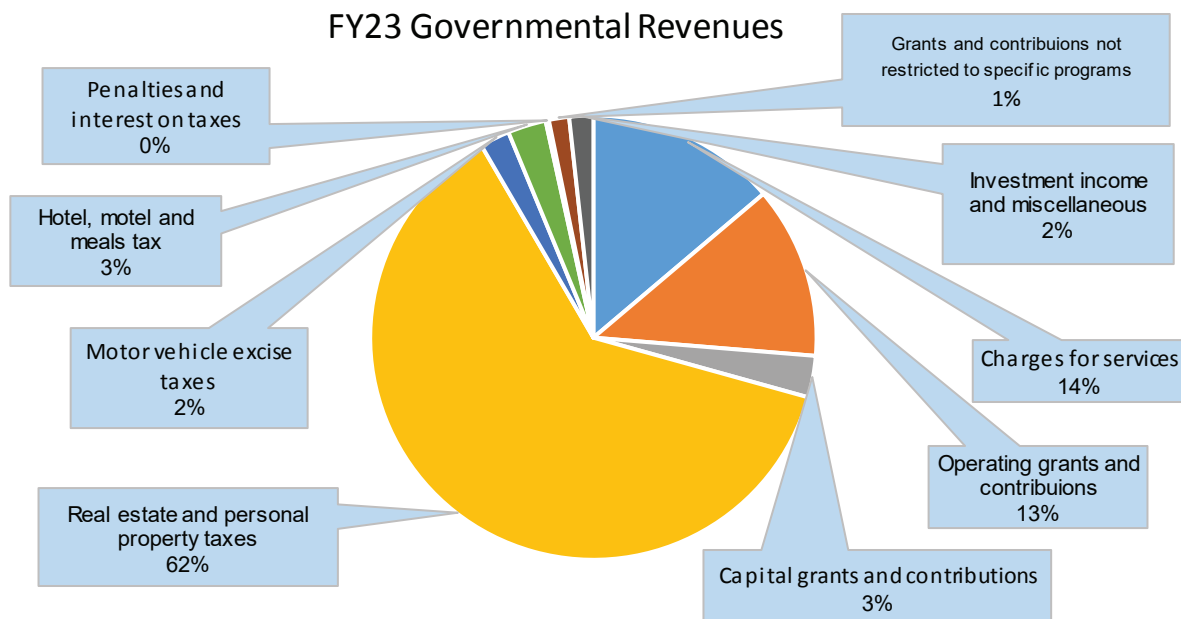
The financial analysis of the Town's governmental activities is presented on the following pages.

Governmental Activities. The governmental activities net position increased by approximately \$18.3 million during the current year. The underlying reason for the change were the \$27.4 million of capital additions exceeding depreciation of \$8.8 million on prior assets. The current year capital additions were financed by capital grants, general fund free cash and prior bond proceeds. The net increase of capital assets offset the \$2.6 million increase in the net OPEB liability and related deferrals and the \$2.0 million increase in the net pension liability and related deferrals.

	June 30, 2023	June 30, 2022
Assets:		
Current assets.....	\$ 145,190,114	\$ 134,325,980
Capital assets, non depreciable.....	46,251,578	73,948,403
Capital assets, net of accumulated depreciation....	183,146,992	136,870,747
Total assets.....	374,588,684	345,145,130
Deferred outflows of resources.....	19,892,720	11,563,237
Liabilities:		
Current liabilities (excluding debt).....	27,679,017	27,018,830
Noncurrent liabilities (excluding debt).....	250,846,155	229,974,174
Current debt.....	28,875,514	18,118,763
Noncurrent debt.....	72,073,428	76,519,610
Total liabilities.....	379,474,114	351,631,377
Deferred inflows of resources.....	15,275,098	23,652,976
Net position:		
Net investment in capital assets.....	141,348,109	135,757,762
Restricted.....	8,557,730	5,877,837
Unrestricted.....	(150,173,647)	(160,211,585)
Total net position.....	\$ (267,808)	\$ (18,575,986)

	June 30, 2023	June 30, 2022
Program Revenues:		
Charges for services..... \$	29,583,050	\$ 28,707,052
Operating grants and contributions.....	26,874,005	22,614,123
Capital grants and contributions.....	6,480,486	1,761,059
General Revenues:		
Real estate and personal property taxes, net of tax refunds payable.....	133,636,574	128,284,211
Tax and other liens.....	42,540	633,488
Motor vehicle and other excise taxes.....	4,639,460	4,303,954
Hotel/motel and meals tax.....	5,946,849	4,269,708
Penalties and interest on taxes.....	493,224	598,877
Payments in lieu of taxes.....	520,000	524,688
Grants and contributions not restricted to specific programs.....	3,150,180	3,084,725
Unrestricted investment income.....	3,173,061	1,164,386
Total revenues.....	214,539,429	195,946,271
Expenses:		
General government.....	11,503,497	12,044,785
Public safety.....	35,475,433	31,733,925
Education.....	108,756,973	102,899,408
Public works.....	15,443,417	19,223,492
Water and sewer.....	12,116,948	11,615,363
Human services.....	3,551,816	3,000,888
Culture and recreation.....	7,158,574	6,220,841
Interest.....	2,224,593	1,901,504
Total expenses.....	196,231,251	188,640,206
Change in net position.....	18,308,178	7,306,065
Net position, beginning of year.....	(18,575,986)	(25,882,051)
Net position, end of year..... \$	(267,808)	(18,575,986)

- Charges for services represent about 13.8% 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, police details and building permits. The increase over the prior year primarily relates to an increase in building permit revenues.
- Operating grants and contributions account for 12.5% of the governmental activities' resources. Most of these resources apply to education operations. Of the \$4.3 million increase from the prior year, \$979,000 relates to an increase in the State's on behalf payment to the Massachusetts Teachers Retirement System, and \$2 million relates to an increase in state aid within the general fund, which is used for the education operating budget.
- Capital grants and contributions account for 3% of the governmental activities' resources. Most of these resources apply to roadway infrastructure and water/sewer improvements. The \$4.7 million increase over the prior year relates to additional capital grants received from the state as part of the Town's connection to the MWRA for water services.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 62% of all resources. Real estate and personal property tax collections increased 4.2% from the prior year. In Massachusetts, Proposition 2 ½ allows municipalities to increase tax levies up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service.
- Other taxes and other revenues comprised a total of 8.4% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings. A significant increase was noted from the prior year hotel motel and meals tax as hotels and restaurant business increased, similar to fiscal year 2022, from the COVID-19 pandemic.
- Education is the largest governmental activity of the Town with 55.4% of total governmental expenses. Program revenues of \$30.3 million provided direct support to education and \$78.5 million in taxes and other general revenue were needed to cover the remaining 2023 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$24.7 million and \$12.5 million, respectively, of taxes and other revenue were needed to cover their 2023 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 \$81.3 million, an increase of \$1.2 million from the prior year. This increase is related to a \$15.1 million increase in the

general fund due to positive budgetary results, a \$17.1 million decrease in the public works capital project fund due to the timing differences of construction expenditures and bond issuances, and an increase in the nonmajor funds of \$3.2 million 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 \$15.1 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 \$63.8 million, while total fund balance was \$75.6 million. The \$2.3 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$9.4 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 36.6% of total general fund expenditures, while total fund balance represents 43.4% 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 \$12.1 million which represents 6.9% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

The federal grants fund is used to account for all federal grants received by the Town. The fund expended \$1.8 million during the year primarily on school instructional support. At year end the fund reported \$7.4 million of unearned revenue for grants which had not been obligated at year end.

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 \$19.4 million on construction projects, mainly for the new DPW facility. The fund also reported debt proceeds of \$300,000, and a transfer in of \$1.1 million from the general fund. At the end of the current year, the fund had a deficit of \$10.5 million and notes payable of \$21.9 million. These projects are being funded by a combination of bonds, local revenues and grants.

General Fund Budgetary Highlights

The original 2023 budget consisted of approximately \$177 million in appropriations and other amounts to be raised. The final general fund appropriation budget totaled \$179 million, which included \$9.3 million in encumbrances and articles that were carried over from the prior year. The final budget increased by \$2 million from the original approved budget which was primarily due to an additional \$1.3 million use in free cash for transfers to reserves and operating capital, and \$690,000 transferred in from other funds to support the operating budget.

General fund revenues came in over budget by \$12.6 million. The majority of this surplus, \$4.6 million, was generated from licenses and permits, largely due to building permit revenue, \$3.1 million related to hotel/motel and meals tax which has seen a rebound post COVID-19, and \$2.2 million related to investment income.

General fund expenditures and encumbrances were lower than final budget by \$6.7 million (3.8%), with the majority of the turnback occurring in the employee benefits and the education funds which turned back \$1.6 million and \$3.4 million, respectively.

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 such as the MWRA connection, and various infrastructure improvements. At June 30, 2023, the Town's investment in capital assets totaled \$229.4 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 \$300,000 of MWRA loans and paid down \$4.2 million in principal payments. At the end of the year the Town had long-term debt outstanding of \$73 million, excluding unamortized bond premiums, of which \$28.6 million was related to the new DPW facility, \$12.9 million was related to school projects, \$1.9 million was related to the water treatment facility, \$4.1 million was related to road construction, \$5.2 million was related to water and sewer infrastructure, \$7.8 million was related to the fire station remodeling, and the balance of \$12.5 million was related to various other capital projects. Of the total long-term debt, \$69.5 million was classified as general obligation debt and is backed by the full faith and credit of the Town.

At June 30, 2023, the Town had \$24.1 million of short term bond anticipation notes outstanding. The debt related to water and sewer infrastructure, the MWRA water connection, school feasibility studies and roads and sidewalks.

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, 2023

	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 117,743,755
Investments.....	20,302,934
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	817,969
Tax liens.....	1,032,903
Motor vehicle excise taxes.....	186,722
Water and sewer fees.....	3,231,082
Departmental and other.....	576,226
Intergovernmental.....	1,206,681
Tax foreclosures.....	91,842
Total current assets.....	<u>145,190,114</u>
NONCURRENT:	
Capital assets, nondepreciable.....	46,251,578
Capital assets, net of accumulated depreciation.....	<u>183,146,992</u>
Total noncurrent assets.....	<u>229,398,570</u>
TOTAL ASSETS.....	<u>374,588,684</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions.....	16,760,274
Deferred outflows related to other postemployment benefits.....	<u>3,132,446</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	<u>19,892,720</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	2,009,014
Accrued payroll.....	5,763,487
Health claims payable.....	1,630,036
Tax refunds payable.....	3,420,000
Accrued interest.....	1,128,378
Other liabilities.....	1,423,975
Unearned revenue.....	7,441,127
Compensated absences.....	4,507,000
Workers' compensation.....	356,000
Notes payable.....	24,129,332
Long-term debt.....	<u>4,746,182</u>
Total current liabilities.....	<u>56,554,531</u>
NONCURRENT:	
Compensated absences.....	2,825,000
Net pension liability.....	143,508,193
Net OPEB liability.....	104,512,962
Long-term debt.....	<u>72,073,428</u>
Total noncurrent liabilities.....	<u>322,919,583</u>
TOTAL LIABILITIES.....	<u>379,474,114</u>
DEFERRED INFLOWS OF RESOURCES	
Taxes paid in advance.....	554,411
Deferred inflows related to pensions.....	5,365,368
Deferred inflows related to other postemployment benefits.....	<u>9,355,319</u>
TOTAL DEFERRED INFLOWS OF RESOURCES.....	<u>15,275,098</u>
NET POSITION	
Net investment in capital assets.....	141,348,109
Restricted for:	
Permanent funds:	
Expendable.....	578,974
Nonexpendable.....	711,571
Gifts and grants.....	7,267,185
Unrestricted.....	<u>(150,173,647)</u>
TOTAL NET POSITION.....	\$ <u>(267,808)</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
General government.....	\$ 11,503,497	\$ 2,104,748	\$ 448,723	\$ -	\$ (8,950,026)
Public safety.....	35,475,433	10,310,303	431,367	-	(24,733,763)
Education.....	108,756,973	5,002,797	25,200,723	61,887	(78,491,566)
Public works.....	15,443,417	479,761	111,843	2,331,430	(12,520,383)
Water and sewer.....	12,116,948	10,262,469	-	4,087,169	2,232,690
Human services.....	3,551,816	369,899	622,715	-	(2,559,202)
Culture and recreation.....	7,158,574	1,053,073	58,634	-	(6,046,867)
Interest.....	2,224,593	-	-	-	(2,224,593)
Total Primary Government.....	\$ 196,231,251	\$ 29,583,050	\$ 26,874,005	\$ 6,480,486	\$ (133,293,710)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2023

	Primary Government
	Governmental Activities
Changes in net position:	
Net (expense) revenue from previous page..... \$	(133,293,710)
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	133,636,574
Tax and other liens.....	42,540
Motor vehicle excise taxes.....	4,639,460
Hotel/motel and meals taxes.....	5,946,849
Penalties and interest on taxes.....	493,224
Payments in lieu of taxes.....	520,000
Grants and contributions not restricted to specific programs.....	3,150,180
Unrestricted investment income.....	3,173,061
Total general revenues.....	151,601,888
Change in net position.....	18,308,178
<i>Net position:</i>	
Beginning of year.....	(18,575,986)
End of year..... \$	(267,808)

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2023

	General	Federal Grants	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents.....	\$ 73,599,199	\$ 7,583,128	\$ 12,917,654	\$ 18,317,842	\$ 112,417,823
Investments.....	11,723,014	-	-	1,075,228	12,798,242
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	817,969	-	-	-	817,969
Tax liens.....	1,032,903	-	-	-	1,032,903
Motor vehicle excise taxes.....	186,722	-	-	-	186,722
Water and sewer fees.....	3,231,082	-	-	-	3,231,082
Departmental and other.....	170,069	-	-	383,884	553,953
Intergovernmental.....	-	-	-	1,206,681	1,206,681
Tax foreclosures.....	91,842	-	-	-	91,842
TOTAL ASSETS.....	\$ 90,852,800	\$ 7,583,128	\$ 12,917,654	\$ 20,983,635	\$ 132,337,217
LIABILITIES					
Warrants payable.....	\$ 446,334	\$ -	\$ 1,499,563	\$ 63,117	\$ 2,009,014
Accrued payroll.....	5,692,639	-	-	70,848	5,763,487
Tax refunds payable.....	3,420,000	-	-	-	3,420,000
Other liabilities.....	96,204	-	-	978,039	1,074,243
Unearned revenue.....	-	7,441,127	-	-	7,441,127
Notes payable.....	-	-	21,929,332	2,200,000	24,129,332
TOTAL LIABILITIES.....	9,655,177	7,441,127	23,428,895	3,312,004	43,837,203
DEFERRED INFLOWS OF RESOURCES					
Taxes paid in advance.....	554,411	-	-	-	554,411
Unavailable revenue.....	5,076,655	-	-	1,590,565	6,667,220
TOTAL DEFERRED INFLOWS OF RESOURCES.....	5,631,066	-	-	1,590,565	7,221,631
FUND BALANCES					
Nonspendable.....	-	-	-	711,571	711,571
Restricted.....	-	142,001	-	16,089,105	16,231,106
Committed.....	2,330,967	-	-	-	2,330,967
Assigned.....	9,417,596	-	-	-	9,417,596
Unassigned.....	63,817,994	-	(10,511,241)	(719,610)	52,587,143
TOTAL FUND BALANCES.....	75,566,557	142,001	(10,511,241)	16,081,066	81,278,383
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 90,852,800	\$ 7,583,128	\$ 12,917,654	\$ 20,983,635	\$ 132,337,217

See notes to basic financial statements.

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

JUNE 30, 2023

Total governmental fund balances.....	\$ 81,278,383
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	229,398,570
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	6,667,220
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.....	5,172,033
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	10,873,129
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(1,128,378)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Long-term debt.....	(76,819,610)
Net pension liability.....	(143,508,193)
Net OPEB liability.....	(104,512,962)
Workers' compensation.....	(356,000)
Compensated absences.....	(7,332,000)
Net effect of reporting long-term liabilities.....	(332,528,765)
Net position of governmental activities.....	\$ (267,808)

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2023

	General	Federal Grants	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 134,387,035	\$ -	\$ -	\$ -	\$ 134,387,035
Tax liens.....	324,286	-	-	-	324,286
Motor vehicle excise taxes.....	4,617,231	-	-	-	4,617,231
Hotel/motel and meals taxes.....	5,946,849	-	-	-	5,946,849
Water and sewer charges.....	10,274,301	-	-	-	10,274,301
Ambulance.....	765,460	-	-	-	765,460
Penalties and interest on taxes.....	493,224	-	-	-	493,224
Fees and rentals.....	354,261	-	-	-	354,261
Payments in lieu of taxes.....	520,000	-	-	-	520,000
Licenses and permits.....	5,633,691	-	-	-	5,633,691
Intergovernmental - state aid.....	12,336,083	-	-	-	12,336,083
Intergovernmental - Teachers Retirement.....	10,303,356	-	-	-	10,303,356
Intergovernmental.....	-	1,777,336	900,000	11,017,276	13,694,612
Departmental and other.....	1,453,510	-	-	10,503,248	11,956,758
Contributions and donations.....	-	-	-	162,630	162,630
Investment income.....	2,697,187	-	-	88,501	2,785,688
Miscellaneous.....	313,480	-	-	53,660	367,140
TOTAL REVENUES.....	190,419,954	1,777,336	900,000	21,825,315	214,922,605
EXPENDITURES:					
Current:					
General government.....	6,453,443	116,419	-	942,186	7,512,048
Public safety.....	20,503,043	11,022	-	3,995,478	24,509,543
Education.....	72,504,261	1,718,180	-	8,500,190	82,722,631
Public works.....	10,054,626	-	19,399,580	1,408,642	30,862,848
Water and sewer.....	11,576,742	-	-	2,009,139	13,585,881
Human services.....	1,828,879	317	-	464,272	2,293,468
Culture and recreation.....	4,028,407	-	-	1,355,157	5,383,564
Pension benefits.....	12,543,435	-	-	-	12,543,435
Pension benefits - Teachers Retirement.....	10,303,356	-	-	-	10,303,356
Employee benefits.....	16,384,756	-	-	-	16,384,756
State and county charges.....	946,271	-	-	-	946,271
Debt service:					
Principal.....	4,116,277	-	-	65,000	4,181,277
Interest.....	3,017,764	-	-	21,125	3,038,889
TOTAL EXPENDITURES.....	174,261,260	1,845,938	19,399,580	18,761,189	214,267,967
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	16,158,694	(68,602)	(18,499,580)	3,064,126	654,638
OTHER FINANCING SOURCES (USES):					
Issuance of long-term debt.....	-	-	300,000	-	300,000
Premium from issuance of debt.....	214,232	-	-	-	214,232
Transfers in.....	460,707	-	1,100,000	604,830	2,165,537
Transfers out.....	(1,690,000)	-	-	(475,537)	(2,165,537)
TOTAL OTHER FINANCING SOURCES (USES).....	(1,015,061)	-	1,400,000	129,293	514,232
NET CHANGE IN FUND BALANCES.....	15,143,633	(68,602)	(17,099,580)	3,193,419	1,168,870
FUND BALANCES AT BEGINNING OF YEAR.....	60,422,924	210,603	6,588,339	12,887,647	80,109,513
FUND BALANCES AT END OF YEAR.....	\$ 75,566,557	\$ 142,001	\$ (10,511,241)	\$ 16,081,066	\$ 81,278,383

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, 2023

Net change in fund balances - total governmental funds.....		\$ 1,168,870
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	27,370,231	
Depreciation expense.....	<u>(8,790,811)</u>	
Net effect of reporting capital assets.....		18,579,420
<p>Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue.....</p>		
		(770,549)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.</p>		
Issuance of long-term debt.....	(300,000)	
Premium from issuance of debt.....	(214,232)	
Net amortization of premium from issuance of debt.....	711,718	
Debt service principal payments.....	<u>4,181,277</u>	
Net effect of reporting long-term debt.....		4,378,763
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(324,000)	
Net change in accrued interest on long-term debt.....	102,578	
Net change in deferred outflow/(inflow) of resources related to pensions.....	22,746,875	
Net change in net pension liability.....	(24,701,212)	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits..	(5,584,440)	
Net change in net OPEB liability.....	3,017,231	
Net change in workers' compensation liability.....	<u>249,000</u>	
Net effect of recording long-term liabilities.....		(4,493,968)
The net activity of internal service funds is reported with Governmental Activities.....		<u>(554,358)</u>
Change in net position of governmental activities.....		<u>\$ 18,308,178</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2023

	Governmental Activities - Internal Service Fund
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 5,325,932
Investments.....	7,504,692
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	22,273
TOTAL ASSETS.....	12,852,897
LIABILITIES	
CURRENT:	
Warrants payable.....	349,732
Health claims payable.....	1,630,036
TOTAL LIABILITIES.....	1,979,768
NET POSITION	
Unrestricted.....	\$ 10,873,129

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2023

	Governmental Activities - Internal Service Fund
<u>OPERATING REVENUES:</u>	
Employee contributions.....	\$ 5,290,700
Employer contributions.....	<u>10,364,762</u>
TOTAL OPERATING REVENUES	<u>15,655,462</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits.....	<u>16,597,193</u>
OPERATING INCOME (LOSS).....	(941,731)
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>387,373</u>
CHANGE IN NET POSITION.....	(554,358)
NET POSITION AT BEGINNING OF YEAR.....	<u>11,427,487</u>
NET POSITION AT END OF YEAR.....	<u>\$ 10,873,129</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2023

	Governmental Activities - Internal Service Fund
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 15,655,462
Payments for interfund services used.....	<u>(16,387,822)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>(732,360)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Purchase of investments.....	(278,542)
Investment income.....	<u>387,373</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>108,831</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	(623,529)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,949,461</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,325,932</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>(941,731)</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	104,640
Warrants payable.....	18,001
Health claims payable.....	<u>86,730</u>
Total adjustments.....	<u>209,371</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ (732,360)</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2023

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Fund
ASSETS		
Cash and cash equivalents.....	\$ -	\$ 38,761
Investments:		
Investments in Pension Reserve Investment Trust.....	15,305,317	-
TOTAL ASSETS.....	15,305,317	38,761
NET POSITION		
Restricted for other postemployment benefits.....	15,305,317	-
Held in trust for other purposes.....	-	38,761
TOTAL NET POSITION.....	\$ 15,305,317	\$ 38,761

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2023

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Fund
ADDITIONS:		
Contributions:		
Employer contributions.....	\$ 931,775	\$ -
Employer contributions for other postemployment benefit payments.....	5,803,407	-
Private donations.....	-	12,808
	<u>6,735,182</u>	<u>12,808</u>
Total contributions.....		
	<u>6,735,182</u>	<u>12,808</u>
Net investment income:		
Investment income (loss).....	897,146	811
Less: investment expense.....	(72,944)	-
	<u>824,202</u>	<u>811</u>
Net investment income (loss).....		
	<u>824,202</u>	<u>811</u>
TOTAL ADDITIONS.....	<u>7,559,384</u>	<u>13,619</u>
DEDUCTIONS:		
Other postemployment benefit payments.....	5,803,407	-
Educational scholarships.....	-	17,964
	<u>5,803,407</u>	<u>17,964</u>
TOTAL DEDUCTIONS.....		
	<u>5,803,407</u>	<u>17,964</u>
NET INCREASE (DECREASE) IN NET POSITION.....	1,755,977	(4,345)
NET POSITION AT BEGINNING OF YEAR.....	<u>13,549,340</u>	<u>43,106</u>
NET POSITION AT END OF YEAR.....	<u>\$ 15,305,317</u>	<u>\$ 38,761</u>

See notes to basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The Town's significant accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected 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 2023 assessment was \$2,667,000. 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 *federal grants fund* is used to account for all federal grants used for Town and School related projects and activities.

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 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water and Sewer Fees

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and sewer 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:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
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. The Town Accountant is authorized to assign fund balance. Funds are assigned when the Town has an obligation to purchase goods or services from the current years’ appropriation. Assignments generally only exist temporarily. Additional action does not have to be taken for the removal of an 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, 2023, in the Public Works Capital Projects and nonmajor Town capital projects and School capital projects funds. 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 33 days.

The effective weighted duration rate for PRIT investments ranged from 1.98 to 14.64 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 \$106,465,292 and the bank balance totaled \$109,444,260. Of the bank balance, \$1,711,640 was covered by Federal Depository Insurance, \$94,458,713 was collateralized, and \$13,273,907 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, 2023, 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.....	\$ 4,741,448	\$ 582,714	\$ 3,481,522	\$ 677,212	\$ -
Government sponsored enterprises.....	1,677,182	124,358	1,319,192	-	233,632
Corporate bonds.....	2,615,403	337,857	1,629,996	647,550	-
Total debt securities.....	9,034,033	\$ 1,044,929	\$ 6,430,710	\$ 1,324,762	\$ 233,632
<u>Other investments:</u>					
Equity securities.....	8,052,118				
Fixed income.....	3,216,782				
Money market mutual funds.....	713,464				
Pension Reserve Investment Trust (PRIT).....	15,305,318				
MMDT - Cash portfolio.....	10,603,760				
Total investments.....	\$ 46,925,475				

Custodial Credit Risk – Investments

For an investment, there 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 securities 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, 2023, the Town's investments were rated as follows:

<u>Quality Rating</u>	<u>Government Sponsored Enterprises</u>	<u>Corporate Bonds</u>
AA+.....	\$ 1,677,182	\$ -
AA-.....	-	294,316
A+.....	-	674,994
A-.....	-	657,200
BBB+.....	-	988,893
Total.....	\$ <u>1,677,182</u>	\$ <u>2,615,403</u>

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, 2023, 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, 2023:

Investment Type	June 30, 2023	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at fair value:				
<u>Debt securities:</u>				
U.S. treasury bonds.....	\$ 4,741,448	\$ 4,741,448	\$ -	\$ -
Government sponsored enterprises.....	1,677,182	1,677,182	-	-
Corporate bonds.....	2,615,403	-	2,615,403	-
Total debt securities.....	9,034,033	6,418,630	2,615,403	-
<u>Other investments:</u>				
Equity securities.....	8,052,118	8,052,118	-	-
Fixed income.....	3,216,782	3,216,782	-	-
Money market mutual funds.....	713,464	713,464	-	-
Total other investments.....	11,982,364	11,982,364	-	-
Total investments measured at fair value.....	21,016,397	\$ 18,400,994	\$ 2,615,403	\$ -
Investments measured at amortized cost:				
MMDT - Cash portfolio.....	10,603,760			
Investments measured at net asset value:				
Pension Reserve Investment Trust (PRIT).....	15,305,318			
Total investments.....	\$ 46,925,475			

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, 2023, 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
<u>Receivables:</u>			
Real estate and personal property taxes..... \$	1,228,969	\$ (411,000)	\$ 817,969
Tax liens.....	1,032,903	-	1,032,903
Motor vehicle excise taxes.....	661,722	(475,000)	186,722
Water and sewer fees.....	3,231,082	-	3,231,082
Departmental and other.....	1,376,326	(800,100)	576,226
Intergovernmental.....	1,206,681	-	1,206,681
Total..... \$	<u>8,737,683</u>	<u>\$ (1,686,100)</u>	<u>\$ 7,051,583</u>

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
<u>Receivables and other asset type:</u>			
Real estate and personal property taxes..... \$	372,504	\$ -	\$ 372,504
Tax liens.....	1,024,451	-	1,024,451
Motor vehicle excise taxes.....	186,722	-	186,722
Water and sewer fees.....	3,231,067	-	3,231,067
Departmental and other.....	170,069	383,884	553,953
Intergovernmental.....	-	1,206,681	1,206,681
Tax foreclosures.....	91,842	-	91,842
Total..... \$	<u>5,076,655</u>	<u>\$ 1,590,565</u>	<u>\$ 6,667,220</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	55,352,493	25,171,386	(52,868,211)	27,655,668
Total capital assets not being depreciated....	73,948,403	25,171,386	(52,868,211)	46,251,578
<u>Capital assets being depreciated:</u>				
Land improvements.....	8,506,461	1,075,000	-	9,581,461
Buildings.....	93,766,400	43,725,503	-	137,491,903
Buildings and improvements.....	42,143,340	1,875,000	-	44,018,340
Machinery and equipment.....	15,812,269	680,936	(220,899)	16,272,306
Vehicles.....	13,976,190	737,545	(414,590)	14,299,145
Infrastructure.....	148,761,491	6,973,072	-	155,734,563
Total capital assets being depreciated.....	322,966,151	55,067,056	(635,489)	377,397,718
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(4,766,384)	(312,332)	-	(5,078,716)
Buildings.....	(45,039,226)	(1,691,713)	-	(46,730,939)
Buildings and improvements.....	(25,721,878)	(1,494,632)	-	(27,216,510)
Machinery and equipment.....	(11,488,078)	(1,158,547)	220,899	(12,425,726)
Vehicles.....	(9,033,675)	(969,578)	414,590	(9,588,663)
Infrastructure.....	(90,046,163)	(3,164,009)	-	(93,210,172)
Total accumulated depreciation.....	(186,095,404)	(8,790,811)	635,489	(194,250,726)
Total capital assets being depreciated, net.....	136,870,747	46,276,245	-	183,146,992
Total governmental activities capital assets, net.....	\$ 210,819,150	\$ 71,447,631	\$ (52,868,211)	\$ 229,398,570

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

Governmental Activities:	
General government.....	\$ 978,412
Public safety.....	660,370
Education.....	2,665,946
Public works.....	3,981,588
Human services.....	10,386
Culture and recreation.....	494,109
Total depreciation expense - governmental activities.....	\$ 8,790,811

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2023, are summarized as follows:

Transfers Out:	Transfers In:				
	General fund	Public Works Capital Projects	Nonmajor governmental funds	Total	
General fund.....	\$ -	\$ 1,100,000	\$ 590,000	\$ 1,690,000	(1)
Nonmajor governmental funds.....	460,707	-	14,830	475,537	(2)
Total.....	\$ 460,707	\$ 1,100,000	\$ 604,830	\$ 2,165,537	

(1) Represents budgeted transfers from the general fund to the capital funds and nonmajor transportation revolving fund.

(2) Represents transfers from the nonmajor revolving funds to the general fund, as well as a reallocation of resources in the nonmajor funds.

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, 2023, were as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2022	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2023
Governmental Funds:							
BAN	Municipal Purpose.....	3.00%	04/28/23	\$ 13,440,000	\$ -	\$ (13,440,000)	\$ -
BAN	Municipal Purpose.....	5.00%	04/25/24	-	12,200,000	-	12,200,000
BAN	MCWT Interim Financing.....	0.00%	06/30/24	-	11,929,332	-	11,929,332
Total Governmental Funds.....				\$ 13,440,000	\$ 24,129,332	\$ (13,440,000)	\$ 24,129,332

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, 2023, and the debt service requirements are as follows:

Long-Term Debt Payable Schedule – Governmental Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2022	Issued	Redeemed	Outstanding at June 30, 2023
Municipal Purpose Bonds of 2013.....	2042	\$ 13,976,000	2.00 - 4.00	\$ 10,865,000	\$ -	\$ 405,000	\$ 10,460,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	6,585,000	-	770,000	5,815,000
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	11,650,000	-	345,000	11,305,000
Municipal Purpose Bonds of 2020.....	2050	15,644,975	2.00 - 5.00	14,867,475	-	325,000	14,542,475
Municipal Purpose Refunding of 2020.....	2027	5,127,525	4.00 - 5.00	4,542,525	-	540,000	4,002,525
Municipal Purpose Bonds of 2021.....	2051	14,848,000	2.00 - 5.00	14,393,000	-	293,000	14,100,000
Municipal Purpose Refunding of 2021.....	2036	5,737,000	2.00 - 5.00	5,687,000	-	367,000	5,320,000
Municipal Purpose Bonds of 2022.....	2042	4,220,000	3.37 - 5.00	4,220,000	-	240,000	3,980,000
Subtotal Governmental General Obligation Bonds Payable.....				72,810,000	-	3,285,000	69,525,000
Massachusetts Clean Water Trust 2007.....	2027	7,797,482	2.00	2,254,603	-	433,066	1,821,537
Massachusetts Clean Water Trust 2008.....	2028	300,000	2.00	103,053	-	16,328	86,725
Massachusetts Water Resource Authority 2017.....	2027	224,750	0.00	112,375	-	22,475	89,900
Massachusetts Water Resource Authority 2019.....	2029	277,500	0.00	194,250	-	27,750	166,500
Massachusetts Water Resource Authority 2021.....	2031	277,500	0.00	249,750	-	27,750	222,000
Massachusetts Water Resource Authority 2023.....	2033	300,000	0.00	-	300,000	-	300,000
Subtotal Governmental Direct Borrowings Payable.....				2,914,031	300,000	527,369	2,686,662
Capital Financing 2021.....	2025	1,995,134	2.65	1,136,312	-	368,908	767,404
Long-Term Debt Payable.....				76,860,343	300,000	4,181,277	72,979,066
Add: Unamortized Premium on Bonds.....				4,338,030	214,232	711,718	3,840,544
Total Long-Term Debt Payable, net.....				\$ 81,198,373	\$ 514,232	\$ 4,892,995	\$ 76,819,610

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
2024.....\$	3,355,000	\$ 2,353,400	\$ 5,708,400	\$ 945,132	\$ 53,917	\$ 999,049
2025.....	3,410,000	2,197,099	5,607,099	964,430	34,619	999,049
2026.....	3,160,000	2,043,162	5,203,162	585,159	14,869	600,028
2027.....	3,185,000	1,895,877	5,080,877	594,799	5,229	600,028
2028.....	3,130,000	1,747,340	4,877,340	103,546	180	103,726
2029.....	3,200,000	1,604,965	4,804,965	85,500	-	85,500
2030.....	3,200,000	1,466,390	4,666,390	57,750	-	57,750
2031.....	3,015,000	1,334,565	4,349,565	57,750	-	57,750
2032.....	2,965,000	1,218,275	4,183,275	30,000	-	30,000
2033.....	2,990,000	1,117,332	4,107,332	30,000	-	30,000
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..... \$	<u>69,525,000</u>	<u>\$ 25,106,247</u>	<u>\$ 94,631,247</u>	<u>\$ 3,454,066</u>	<u>\$ 108,814</u>	<u>\$ 3,562,880</u>

The Massachusetts Water Resource Authority (MWRA) operates an infiltration/inflow financial assistance program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest-bearing loan. The imputed interest on these loans are immaterial and have not been recognized by the Town. The loan portion is payable in ten equal annual installments. At June 30, 2023, the outstanding principal amount of these loans totaled \$778,400.

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, 2023, 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.....	909,650
Roads, municipal lots & sidewalks.....	1,500,000
Total.....	<u>\$ 14,634,650</u>

Changes in Long-term Liabilities

During the year ended June 30, 2023, 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
Governmental Activities:							
Long-term bonds payable.....	\$ 72,810,000	\$ -	\$ (3,285,000)	\$ -	\$ -	\$ 69,525,000	\$ 3,355,000
Long-term direct borrowing payable.....	2,914,031	300,000	(527,369)	-	-	2,686,662	566,448
Capital financing payable.....	1,136,312	-	(368,908)	-	-	767,404	378,684
Add: Unamortized premiums.....	4,338,030	214,232	(711,718)	-	-	3,840,544	446,050
Total long-term debt payable.....	81,198,373	514,232	(4,892,995)	-	-	76,819,610	4,746,182
Compensated absences.....	7,008,000	-	-	3,695,000	(3,371,000)	7,332,000	4,507,000
Workers' compensation.....	605,000	-	-	356,000	(605,000)	356,000	356,000
Net pension liability.....	118,806,981	-	-	45,962,094	(21,260,882)	143,508,193	-
Net other postemployment benefits.....	107,530,193	-	-	4,066,967	(7,084,198)	104,512,962	-
Total governmental activity							
long-term liabilities.....	<u>\$ 315,148,547</u>	<u>\$ 514,232</u>	<u>\$ (4,892,995)</u>	<u>\$ 54,080,061</u>	<u>\$ (32,321,080)</u>	<u>\$ 332,528,765</u>	<u>\$ 9,609,182</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, Town Meeting.
- Assigned: fund balances that contain self-imposed constraints of the Town Accountant 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 \$12.1 million and is reported as unassigned fund balance within the general fund.

As of June 30, 2023, the governmental fund balances were as follows:

	General	Federal Grants	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ 711,571	\$ 711,571
Restricted for:					
Federal grants.....	-	142,001	-	-	142,001
Town revolving fund.....	-	-	-	5,087,072	5,087,072
School revolving fund.....	-	-	-	3,298,440	3,298,440
Town gifts.....	-	-	-	373,390	373,390
School gifts.....	-	-	-	42,190	42,190
School activity programs.....	-	-	-	378,073	378,073
State & local grants.....	-	-	-	5,502,923	5,502,923
Special purposes fund.....	-	-	-	828,043	828,043
Town libraries.....	-	-	-	958	958
Cemetery perpetual care.....	-	-	-	578,016	578,016
Committed to:					
Articles and continuing appropriations:					
Town administration/select board.....	105,965	-	-	-	105,965
Management information systems.....	25,000	-	-	-	25,000
Planning board.....	11,713	-	-	-	11,713
Police department.....	516,891	-	-	-	516,891
Fire department.....	677,247	-	-	-	677,247
Education.....	961,151	-	-	-	961,151
Historical commission.....	33,000	-	-	-	33,000
Assigned to:					
Town administration/select board.....	6,372	-	-	-	6,372
Assessor.....	8,365	-	-	-	8,365
Central administration.....	1,960	-	-	-	1,960
Human resources.....	900	-	-	-	900
Management information systems.....	30,306	-	-	-	30,306
Planning board.....	430	-	-	-	430
Town facilities.....	4,006	-	-	-	4,006
Negotiated settlements.....	248,369	-	-	-	248,369
Police department.....	62,800	-	-	-	62,800
Fire department.....	55,728	-	-	-	55,728
Building department.....	417	-	-	-	417
Emergency management service.....	2,000	-	-	-	2,000
Education.....	2,725,581	-	-	-	2,725,581
Public works.....	423,327	-	-	-	423,327
Rubbish and garbage.....	65,000	-	-	-	65,000
Street light.....	133,003	-	-	-	133,003
Board of health.....	2,210	-	-	-	2,210
Youth and family services.....	9,000	-	-	-	9,000
Library.....	58	-	-	-	58
Recreation.....	4,000	-	-	-	4,000
Historical commission.....	3,400	-	-	-	3,400
Employee benefits.....	83,906	-	-	-	83,906
Fiscal year 2024 capital budget.....	5,546,458	-	-	-	5,546,458
Unassigned.....	63,817,994	-	(10,511,241)	(719,610)	52,587,143
Total Fund Balances.....	\$ 75,566,557	\$ 142,001	\$ (10,511,241)	\$ 16,081,066	\$ 81,278,383

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 <https://www.macomptroller.org/gasb-68-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, 2022. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$10,303,356 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 \$125,253,910 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, 2023, was \$12,543,435 and 31.98% 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, 2023, the Town reported a liability of \$143,508,193 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, 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 update 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, 2022, the Town's proportion was 8.46%, which was an decrease of 0.4% from the last measurement date.

Pension Expense

For the year ended June 30, 2023, the Town recognized a pension expense of \$14,497,772. At June 30, 2023, 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.....	\$ 1,054,484	\$ -	\$ 1,054,484
Difference between projected and actual earnings, net.....	11,537,558	-	11,537,558
Changes in assumptions.....	2,477,910	-	2,477,910
Changes in proportion and proportionate share of contributions...	1,690,322	(5,365,368)	(3,675,046)
Total deferred outflows/(inflows) of resources.....	\$ <u>16,760,274</u>	\$ <u>(5,365,368)</u>	\$ <u>11,394,906</u>

The Town's net deferred inflows and deferred outflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2024.....	\$	2,363,597
2025.....		1,309,424
2026.....		2,439,008
2027.....		5,282,877
Total.....	\$	<u>11,394,906</u>

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 updated to December 31, 2022.

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 2023 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%
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 December 31, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity.....	20.50%	6.59%
International developed markets equity.....	12.00%	6.87%
International emerging markets equity.....	4.50%	8.30%
Core fixed income.....	15.00%	1.53%
High-yield fixed income.....	8.00%	3.54%
Real estate.....	10.00%	3.44%
Timber.....	4.00%	4.01%
Hedge funds, GTAA, risk parity.....	10.00%	3.06%
Private equity.....	16.00%	9.49%
Total.....	100.00%	

Rate of Return

For the year ended December 31, 2022, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was -11.54%. 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, 2022 and December 31, 2021. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net 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	\$ 177,643,417	\$ 143,508,193	\$ 114,769,157

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 – None.

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 three years.

The Town is self-insured for approximately 90% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the internal service fund. Workers' compensation activities are accounted for in the general fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR) that includes non-incremental claims adjustments. The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

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
2022.....	\$	1,319,091	\$ 15,949,279	\$ (15,725,064)	\$ 1,543,306
2023.....		1,543,306	16,900,235	(16,813,505)	1,630,036

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, 2023, the amount of the liability for workers' compensation claims totaled \$356,000. 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
2022.....	\$	697,000	\$ 529,000	\$ (621,000)	\$ 605,000	\$ 605,000
2023.....		605,000	540,000	(789,000)	356,000	356,000

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, 2023, the Town contributed \$6,735,182 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 2023, the Town pre-funded future OPEB liabilities totaling \$931,775 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, 2023, the net position of the OPEB trust fund totaled \$15,305,317.

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, 2022:

Active members.....	636
Inactive members currently receiving benefits.....	<u>902</u>
Total.....	<u><u>1,538</u></u>

Components of OPEB Liability

The following table represents the components of the Plan's OPEB liability as of June 30, 2023:

Total OPEB liability.....	\$ 119,818,279
Less: OPEB plan's fiduciary net position.....	<u>(15,305,317)</u>
Net OPEB liability.....	<u><u>\$ 104,512,962</u></u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	12.77%

Significant Actuarial Methods and Assumptions

The total OPEB liability in the December 31, 2022 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, 2023.

Valuation date.....	December 31, 2022.
Actuarial cost method.....	Entry Age Normal - Level percentage of payroll.
Amortization method.....	Level of percentage of payroll - increasing 3.25% per year.
Remaining amortization period.....	23 years from December 31, 2022.
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: 7.50% decreasing by 0.25% for 12 years to an ultimate level of 4.50% per year. Medicare: 6.00% decreasing by 0.25% for 6 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-2021. Healthy Retiree (non-Teachers): RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2021. Disabled Retiree (non-Teachers): RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2021. 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, 2023, the annual money-weighted rate of return on investments, net of investment expense, was 7.25%. 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 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, 2023 are summarized in the following table.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	20.50%	6.59%
International developed markets equity.....	12.00%	6.87%
International emerging markets equity.....	4.50%	8.30%
Core fixed income.....	15.00%	1.53%
High-yield fixed income.....	8.00%	3.54%
Real estate.....	10.00%	3.44%
Timber.....	4.00%	4.01%
Hedge fund, GTAA, risk parity.....	10.00%	3.06%
Private equity.....	16.00%	9.49%
Total.....	100.00%	

Discount Rate

The discount rate used to measure the total OPEB liability was 7.00% as of June 30, 2023 and June 30, 2022. 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 (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB liability.....	\$ 119,155,083	\$ 104,512,962	\$ 92,296,726

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.....	\$ 90,611,865	\$ 104,512,962	\$ 121,572,971

Summary of Significant Accounting Policies

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

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balance at June 30, 2022.....	\$ 121,079,533	\$ 13,549,340	\$ 107,530,193
Changes for the year:			
Service cost.....	2,978,428	-	2,978,428
Interest.....	8,484,373	-	8,484,373
Differences between expected and actual experience...	1,697,154	-	1,697,154
Changes of assumptions.....	(8,617,802)	-	(8,617,802)
Contributions - employer.....	-	6,735,182	(6,735,182)
Net investment income (loss).....	-	824,202	(824,202)
Benefit payments.....	(5,803,407)	(5,803,407)	-
Net change.....	(1,261,254)	1,755,977	(3,017,231)
Balance at June 30, 2023.....	\$ 119,818,279	\$ 15,305,317	\$ 104,512,962

OPEB Expense and Deferred Outflows and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the Town recognized OPEB expense of \$9,302,391. At June 30, 2023, 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.....	\$ 2,487,925	\$ -	\$ 2,487,925
Difference between projected and actual earnings, net.....	530,209	-	530,209
Changes in assumptions.....	114,312	(9,355,319)	(9,241,007)
Total deferred outflows/(inflows) of resources.....	\$ 3,132,446	\$ (9,355,319)	\$ (6,222,873)

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:

2024.....	\$ (1,203,361)
2025.....	(1,696,620)
2026.....	(1,047,383)
2027.....	(1,122,068)
2028.....	(1,153,441)
Total.....	\$ (6,222,873)

Changes of Assumptions:

- The per capital health costs and contributions were updated.
- The actuarial factors used to estimate individual retiree and spouse costs by age and by gender were updated.
- The trend assumptions were revised.
- The mortality projection scale assumption for non-teachers was updated.

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 \$14.6 million.

At June 30, 2023 the Town committed to fund approximately \$6.2 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, 2023, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2023.

NOTE 14 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 15, 2023, which is the date the financial statements were available to be issued.

NOTE 15 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2023, the following GASB pronouncements were implemented:

- GASB Statement #91, *Conduit Debt Obligations*. This pronouncement did not impact the annual comprehensive financial report.
- GASB Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. This pronouncement did not impact the annual comprehensive financial report.
- GASB Statement #96, *Subscription-Based Information Technology Arrangements*. This pronouncement did not impact the annual comprehensive financial report.
- GASB Statement #99, *Omnibus 2022*. This pronouncement did not impact the annual comprehensive financial report.

The following GASB pronouncements will be implemented in the future:

- 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 annual comprehensive financial report.

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, 2023

	Budgeted Amounts			Actual	Amounts	Variance
	Original	Final		Budgetary	Carried Forward	to Final
	Budget	Budget		Amounts	To Next Year	Budget
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 133,491,167	\$ 133,491,167	\$ 134,483,596	\$ -	\$ 992,429	
Tax liens.....	-	-	324,286	-	324,286	
Motor vehicle and other excise taxes.....	4,092,209	4,092,209	4,617,231	-	525,022	
Hotel, motel, and meals tax.....	2,815,000	2,815,000	5,946,849	-	3,131,849	
Ambulance.....	500,000	500,000	765,460	-	265,460	
Water charges.....	3,600,000	3,600,000	4,071,075	-	471,075	
Penalties and interest on taxes.....	325,000	325,000	493,224	-	168,224	
Fees and rentals.....	400,000	400,000	354,261	-	(45,739)	
Payments in lieu of taxes.....	520,000	520,000	520,000	-	-	
Licenses and permits.....	1,000,000	1,000,000	5,633,691	-	4,633,691	
Intergovernmental.....	12,853,183	12,853,183	12,336,083	-	(517,100)	
Departmental and other.....	844,000	844,000	1,262,876	-	418,876	
Investment income.....	205,397	205,397	2,404,169	-	2,198,772	
Miscellaneous.....	260,000	260,000	313,480	-	53,480	
TOTAL REVENUES.....	160,905,956	160,905,956	173,526,281	-	12,620,325	
EXPENDITURES:						
GENERAL GOVERNMENT						
TOWN MEETING & REPORTS						
Salaries.....	3,333	3,333	2,259	-	1,074	
Expenses.....	12,575	12,575	12,575	-	-	
TOTAL.....	15,908	15,908	14,834	-	1,074	
OTHER LEGISLATIVE COMMITTEES						
Salaries.....	10,644	10,644	4,405	-	6,239	
Expenses.....	373	373	30	-	343	
TOTAL.....	11,017	11,017	4,435	-	6,582	
TOWN ADMINISTRATION/ SELECT BOARD						
Salaries.....	745,624	773,054	765,655	5,000	2,399	
Expenses.....	112,004	112,004	112,003	-	1	
Special accounts.....	18,444	18,444	16,406	1,372	666	
Capital Articles.....	75,000	155,000	49,035	105,965	-	
TOTAL.....	951,072	1,058,502	943,099	112,337	3,066	
ACCOUNTING						
Salaries.....	438,765	449,088	449,088	-	-	
Expenses.....	6,795	6,795	5,506	-	1,289	
TOTAL.....	445,560	455,883	454,594	-	1,289	
ASSESSORS						
Salaries.....	269,862	280,319	280,319	-	-	
Expenses.....	224,226	224,226	185,500	8,365	30,361	
TOTAL.....	494,088	504,545	465,819	8,365	30,361	
TREASURER/ COLLECTOR						
Salaries.....	664,871	688,673	688,673	-	-	
Expenses.....	37,750	37,750	28,161	-	9,589	
Special accounts.....	100	100	-	-	100	
TOTAL.....	702,721	726,523	716,834	-	9,689	
CENTRAL ADMINISTRATION						
Central supply.....	110,000	110,000	110,000	-	-	
Central machines.....	27,920	27,919	27,200	-	719	
Town insurance.....	1,214,219	1,214,220	1,212,260	1,960	-	
Financial services.....	71,470	71,470	55,524	-	15,946	
TOTAL.....	1,423,609	1,423,609	1,404,984	1,960	16,665	
LEGAL						
Legal expenses.....	212,575	212,575	156,883	-	55,692	

(Continued)

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

YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
HUMAN RESOURCES					
Salaries.....	146,447	154,176	153,451	-	725
Expenses.....	4,831	4,831	4,097	-	734
Special accounts.....	14,500	14,500	11,472	900	2,128
TOTAL.....	165,778	173,507	169,020	900	3,587
MANAGEMENT INFORMATION SYSTEMS					
Salaries.....	380,790	394,573	363,210	25,000	6,363
Expenses.....	369,082	369,082	362,812	5,306	964
Capital Articles.....	-	25,000	-	25,000	-
TOTAL.....	749,872	788,655	726,022	55,306	7,327
TOWN CLERK					
Salaries.....	378,278	389,411	389,411	-	-
Expenses.....	20,700	20,700	18,030	-	2,670
Special accounts.....	94,287	94,287	94,205	-	82
TOTAL.....	493,265	504,398	501,646	-	2,752
BOARD OF REGISTRAR					
Salaries.....	1,250	1,250	1,250	-	-
Expenses.....	11,900	11,900	11,822	-	78
TOTAL.....	13,150	13,150	13,072	-	78
CONSERVATION					
Salaries.....	252,992	260,986	260,986	-	-
Expenses.....	10,050	10,050	7,097	-	2,953
Special accounts.....	19,320	19,320	15,001	-	4,319
TOTAL.....	282,362	290,356	283,084	-	7,272
PLANNING BOARD					
Salaries.....	410,923	425,761	383,560	-	42,201
Expenses.....	49,979	49,979	26,786	430	22,763
Capital Articles.....	20,000	20,000	8,287	11,713	-
TOTAL.....	480,902	495,740	418,633	12,143	64,964
BOARD OF APPEALS					
Salaries.....	13,481	13,481	11,646	-	1,835
Expenses.....	250	250	184	-	66
TOTAL.....	13,731	13,731	11,830	-	1,901
TOWN FACILITIES					
Expenses.....	98,163	98,163	92,131	4,006	2,026
NEGOTIATED SETTLEMENTS.....	1,132,432	315,115	66,746	248,369	-
Total General Government.....	7,686,205	7,101,377	6,443,666	443,386	214,325
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	8,820,202	9,030,711	8,794,100	-	236,611
Expenses.....	641,231	641,231	524,879	62,000	54,352
Special accounts.....	356,486	356,486	347,297	800	8,389
Capital Articles.....	725,589	875,589	358,698	516,891	-
TOTAL.....	10,543,508	10,904,017	10,024,974	579,691	299,352
FIRE DEPARTMENT					
Salaries.....	8,429,511	8,640,836	8,640,836	-	-
Expenses.....	603,472	591,433	554,070	31,436	5,927
Special accounts.....	238,894	610,894	586,347	24,292	255
Capital Articles.....	700,000	700,000	22,753	677,247	-
TOTAL.....	9,971,877	10,543,163	9,804,006	732,975	6,182
BUILDING DEPARTMENT					
Salaries.....	644,675	657,008	627,649	-	29,359
Expenses.....	43,004	43,004	16,586	417	26,001
TOTAL.....	687,679	700,012	644,235	417	55,360

(Continued)

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

YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
SEALER OF WEIGHTS					
Expenses.....	7,800	7,800	7,800	-	-
EMERGENCY MANAGEMENT SERVICE					
Salaries.....	10,000	10,000	10,000	-	-
Expenses.....	17,815	13,677	11,728	-	1,949
Special accounts.....	5,500	5,500	300	2,000	3,200
TOTAL.....	33,315	29,177	22,028	2,000	5,149
Total Public Safety.....	21,244,179	22,184,169	20,503,043	1,315,083	366,043
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	80,170,578	80,170,578	69,344,966	7,511,638	3,313,974
Capital articles.....	2,293,000	2,123,345	1,162,194	961,151	-
TOTAL.....	82,463,578	82,293,923	70,507,160	8,472,789	3,313,974
REGIONAL SCHOOL ASSESSMENTS.....	2,800,393	2,800,393	2,747,714	-	52,679
Total Education.....	85,263,971	85,094,316	73,254,874	8,472,789	3,366,653
PUBLIC WORKS					
Salaries.....	5,846,096	5,853,810	5,853,810	-	-
Expenses.....	4,148,557	5,076,829	4,769,469	307,360	-
Special accounts.....	639,992	604,667	488,700	115,967	-
Capital Articles.....	1,895,243	1,422,076	1,422,076	-	-
TOTAL.....	12,529,888	12,957,382	12,534,055	423,327	-
SNOW AND ICE					
Expenses.....	350,000	350,000	537,063	-	(187,063)
RUBBISH AND GARBAGE					
Expenses.....	2,432,124	2,426,772	2,186,392	65,000	175,380
STREET LIGHT					
Expenses.....	370,500	370,500	237,450	133,003	47
DEP DRINKING WATER					
Expenses.....	15,000	15,000	9,362	-	5,638
Total Public Works.....	15,697,512	16,119,654	15,504,322	621,330	(5,998)
HUMAN SERVICES					
BOARD OF HEALTH					
Salaries.....	666,215	688,461	568,377	1,300	118,784
Expenses.....	32,150	32,150	23,195	842	8,113
Special accounts.....	96,872	96,872	83,052	68	13,752
TOTAL.....	795,237	817,483	674,624	2,210	140,649
COUNCIL ON AGING					
Salaries.....	427,714	443,328	416,062	-	27,266
Expenses.....	9,550	9,550	4,107	-	5,443
Special accounts.....	7,442	7,442	-	-	7,442
TOTAL.....	444,706	460,320	420,169	-	40,151
VETERANS' SERVICES					
Salaries.....	147,663	152,014	152,014	-	-
Expenses.....	3,109	3,109	3,109	-	-
Special accounts.....	115,000	115,000	75,886	-	39,114
TOTAL.....	265,772	270,123	231,009	-	39,114
YOUTH AND FAMILY SERVICES					
Salaries.....	481,832	487,980	486,834	-	1,146
Expenses.....	25,110	25,110	15,281	9,000	829
TOTAL.....	506,942	513,090	502,115	9,000	1,975

(Continued)

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

YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
DISABILITY ACCESS COMMISSION					
Salaries.....	565	565	565	-	-
Expenses.....	400	400	397	-	3
TOTAL.....	965	965	962	-	3
Total Human Services.....	2,013,622	2,061,981	1,828,879	11,210	221,892
CULTURE AND RECREATION					
PUBLIC LIBRARY					
Salaries.....	1,410,568	1,428,792	1,423,656	-	5,136
Expenses.....	93,255	93,255	93,254	-	1
Special accounts.....	206,180	206,180	205,815	58	307
TOTAL.....	1,710,003	1,728,227	1,722,725	58	5,444
RECREATION DEPARTMENT					
Salaries.....	1,724,829	1,767,539	1,717,712	4,000	45,827
Expenses.....	299,911	299,911	299,909	-	2
Special accounts.....	5,000	5,000	4,750	-	250
Capital Articles.....	280,000	278,771	278,771	-	-
TOTAL.....	2,309,740	2,351,221	2,301,142	4,000	46,079
HISTORICAL COMMISSION					
Expenses.....	14,702	14,702	4,540	3,400	6,762
Capital Articles.....	33,000	33,000	-	33,000	-
TOTAL.....	47,702	47,702	4,540	36,400	6,762
Total Culture and Recreation.....	4,067,445	4,127,150	4,028,407	40,458	58,285
PENSION BENEFITS					
County retirement.....	12,543,435	12,543,435	12,543,435	-	-
EMPLOYEE BENEFITS					
Health insurance.....	15,715,554	15,715,554	14,101,721	76,000	1,537,833
Transfer to OPEB.....	931,775	931,775	931,775	-	-
Medicare tax.....	1,323,134	1,323,134	1,298,225	-	24,909
Unemployment compensation.....	101,210	101,210	53,035	7,906	40,269
TOTAL.....	18,071,673	18,071,673	16,384,756	83,906	1,603,011
CAPITAL IMPROVEMENTS.....	400,000	400,000	399,021	-	979
RESERVE FUND.....	200,000	300,000	-	-	300,000
STATE AND COUNTY ASSESSMENTS.....	1,061,326	1,061,326	946,271	-	115,055
Debt service:					
Principal.....	4,833,144	4,833,144	4,386,269	-	446,875
Interest.....	2,772,553	2,772,553	2,772,553	-	-
TOTAL EXPENDITURES.....	175,855,065	176,670,778	158,995,496	10,988,162	6,687,120
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(14,949,109)	(15,764,822)	14,530,785	(10,988,162)	19,307,445
OTHER FINANCING SOURCES (USES):					
Premium from issuance of bonds.....	-	-	214,232	-	214,232
Transfers in.....	952,243	1,642,950	1,642,950	-	-
Transfers out.....	(1,150,000)	(2,360,678)	(2,360,678)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	(197,757)	(717,728)	(503,496)	-	214,232
NET CHANGE IN FUND BALANCE.....	(15,146,866)	(16,482,550)	14,027,289	(10,988,162)	19,521,677
BUDGETARY FUND BALANCE, Beginning of year.....	52,541,061	52,541,061	52,541,061	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 37,394,195	\$ 36,058,511	\$ 66,568,350	\$ (10,988,162)	\$ 19,521,677

(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 the 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 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**

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, 2022.....	8.456%	\$ 143,508,193	\$ 38,832,472	369.56%	52.61%
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**

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, 2023.....	\$ 12,543,435	\$ (12,543,435)	\$ -	\$ 39,220,797	31.98%
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**

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>
2023.....	\$ 125,253,910	\$ 10,303,356	57.75%
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.

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 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	June 30, 2023
Total OPEB Liability							
Service Cost.....	\$ 2,029,964	\$ 2,101,013	\$ 2,174,548	\$ 2,504,177	\$ 2,531,670	\$ 2,880,357	\$ 2,978,428
Interest.....	7,074,192	7,410,905	7,744,557	7,876,841	8,109,696	8,105,926	8,484,373
Changes of benefit terms.....	-	-	(2,094,953)	-	(397,909)	-	-
Differences between expected and actual experience...	-	-	1,725,041	-	1,572,244	-	1,697,154
Changes of assumptions.....	-	-	685,874	(2,172,143)	(2,899,543)	-	(8,617,802)
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)	(5,095,675)	(5,556,705)	(5,803,407)
Net change in total OPEB liability.....	4,595,539	4,642,568	4,918,957	3,166,246	3,820,483	5,429,578	(1,261,254)
Total OPEB liability - beginning.....	94,506,162	99,101,701	103,744,269	108,663,226	111,829,472	115,649,955	121,079,533
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>	<u>\$ 119,818,279</u>
Plan fiduciary net position							
Employer contributions.....	\$ 846,500	\$ 597,325	\$ 1,152,876	\$ 1,213,593	\$ 779,957	\$ 1,527,493	\$ 931,775
Employer contributions for OPEB payments.....	4,508,617	4,869,350	5,316,110	5,042,629	5,095,675	5,556,705	5,803,407
Net investment income (loss).....	599,191	565,625	422,178	183,391	2,162,221	(546,275)	824,202
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)	(5,095,675)	(5,556,705)	(5,803,407)
Net change in plan fiduciary net position.....	1,445,691	1,162,950	1,575,054	1,396,984	2,942,178	981,218	1,755,977
Plan fiduciary net position - beginning of year.....	4,045,265	5,490,956	6,653,906	8,228,960	9,625,944	12,568,122	13,549,340
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>	<u>\$ 15,305,317</u>
Net OPEB liability - ending (a)-(b).....	<u>\$ 93,610,745</u>	<u>\$ 97,090,363</u>	<u>\$ 100,434,266</u>	<u>\$ 102,203,528</u>	<u>\$ 103,081,833</u>	<u>\$ 107,530,193</u>	<u>\$ 104,512,962</u>
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%	7.57%	8.61%	10.87%	11.19%	12.77%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961	\$ 64,525,649	\$ 69,728,752	\$ 59,560,972	\$ 76,624,218	\$ 80,432,396
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%	155.65%	146.57%	173.07%	140.33%	129.94%

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**

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, 2023.....	\$ 9,635,706	\$ (6,735,182)	\$ 2,900,524	\$ 80,432,396	8.37%
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

Year	Annual money-weighted rate of return, net of investment expense
June 30, 2023.....	7.25%
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 ACCOUNTINGBudgetary 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 2023 approved budget for the general fund authorized approximately \$177 million in appropriations and this amount includes \$9.3 million in encumbrances and appropriations carried over from previous years. During 2023, the Town increased the budget by \$2 million to \$179 million. Supplemental free cash appropriations include \$1.2 million to stabilization funds, \$125,000 for the operating budget, and \$690,000 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, 2023, is presented on the following page.

Net change in fund balance - budgetary basis.....	\$ 14,027,289
<u>Perspective differences:</u>	
Activity of the sewer fund.....	(49,795)
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....	656,365
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(327,000)
Net change in recording 60 day receipts.....	86,161
Net change in recording accrued payroll.....	750,613
Recognition of revenue for on-behalf payments.....	10,303,356
Recognition of expenditures for on-behalf payments.....	<u>(10,303,356)</u>
Net change in fund balance - GAAP basis.....	\$ <u>15,143,633</u>

Excess of Expenditures over Appropriations

For the year ended June 30, 2023, actual expenditures exceeded appropriations for public works snow and ice. These over-expenditures will be raised and funded fiscal year 2024.

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 the 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

- None.

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.

Other Postemployment Benefit Plan Schedules

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, 2022.
Actuarial cost method.....	Entry Age Normal - Level percentage of payroll.
Amortization method.....	Level of percentage of payroll - increasing 3.25% per year.
Remaining amortization period.....	23 years from December 31, 2022.
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: 7.50% decreasing by 0.25% for 12 years to an ultimate level of 4.50% per year. Medicare: 6.00% decreasing by 0.25% for 6 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-2021. Healthy Retiree (non-Teachers): RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2021. Disabled Retiree (non-Teachers): RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2021. 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:

- The per capital health costs and contributions were updated.
- The actuarial factors used to estimate individual retiree and spouse costs by age and by gender were updated.
- The trend assumptions were revised.
- The mortality projection scale assumption for non-teachers was updated.

Changes in Plan Provisions

- None.

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.

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 is 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 non-major capital project funds are grouped into the following categories:

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 – This fund is used to account for all contributions received to support the public library.

Cemetery Perpetual Care Fund – This fund is used to account for all contributions associated with cemetery care and maintenance.

Conservation Fund – This fund is used to account for all contributions associated supporting the land conservation within the Town.

NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET

JUNE 30, 2023

	Special Revenue Funds					
	Town Revolving Fund	School Revolving Fund	Town Gifts	School Gifts	School Activity Programs	State & Local Grants
ASSETS						
Cash and cash equivalents.....	\$ 6,163,213	\$ 3,298,445	\$ 378,754	\$ 42,190	\$ 378,097	\$ 5,533,275
Investments.....	-	-	-	-	-	-
Receivables, net of uncollectibles:						
Departmental and other.....	383,884	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	1,206,681
TOTAL ASSETS.....	\$ 6,547,097	\$ 3,298,445	\$ 378,754	\$ 42,190	\$ 378,097	\$ 6,739,956
LIABILITIES						
Warrants payable.....	\$ 30,770	\$ 5	\$ 5,364	\$ -	\$ 24	\$ 26,954
Accrued payroll.....	67,332	-	-	-	-	3,398
Other liabilities.....	978,039	-	-	-	-	-
Notes payable.....	-	-	-	-	-	-
TOTAL LIABILITIES.....	1,076,141	5	5,364	-	24	30,352
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue.....	383,884	-	-	-	-	1,206,681
FUND BALANCES						
Nonspendable.....	-	-	-	-	-	-
Restricted.....	5,087,072	3,298,440	373,390	42,190	378,073	5,502,923
Unassigned.....	-	-	-	-	-	-
TOTAL FUND BALANCES.....	5,087,072	3,298,440	373,390	42,190	378,073	5,502,923
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 6,547,097	\$ 3,298,445	\$ 378,754	\$ 42,190	\$ 378,097	\$ 6,739,956

Special Revenue Funds		Capital Project Funds			Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Fund	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ 828,161	\$ 16,622,135	\$ 172,806	\$ 1,307,584	\$ 1,480,390	\$ 5,455	\$ 208,816	\$ 1,046	\$ 215,317	\$ 18,317,842
-	-	-	-	-	-	1,075,228	-	1,075,228	1,075,228
-	383,884	-	-	-	-	-	-	-	383,884
-	1,206,681	-	-	-	-	-	-	-	1,206,681
<u>\$ 828,161</u>	<u>\$ 18,212,700</u>	<u>\$ 172,806</u>	<u>\$ 1,307,584</u>	<u>\$ 1,480,390</u>	<u>\$ 5,455</u>	<u>\$ 1,284,044</u>	<u>\$ 1,046</u>	<u>\$ 1,290,545</u>	<u>\$ 20,983,635</u>
\$ -	\$ 63,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,117
118	70,848	-	-	-	-	-	-	-	70,848
-	978,039	-	-	-	-	-	-	-	978,039
-	-	700,000	1,500,000	2,200,000	-	-	-	-	2,200,000
118	1,112,004	700,000	1,500,000	2,200,000	-	-	-	-	3,312,004
-	1,590,565	-	-	-	-	-	-	-	1,590,565
-	-	-	-	-	4,497	706,028	1,046	711,571	711,571
828,043	15,510,131	-	-	-	958	578,016	-	578,974	16,089,105
-	-	(527,194)	(192,416)	(719,610)	-	-	-	-	(719,610)
828,043	15,510,131	(527,194)	(192,416)	(719,610)	5,455	1,284,044	1,046	1,290,545	16,081,066
<u>\$ 828,161</u>	<u>\$ 18,212,700</u>	<u>\$ 172,806</u>	<u>\$ 1,307,584</u>	<u>\$ 1,480,390</u>	<u>\$ 5,455</u>	<u>\$ 1,284,044</u>	<u>\$ 1,046</u>	<u>\$ 1,290,545</u>	<u>\$ 20,983,635</u>

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

YEAR ENDED JUNE 30, 2023

	Special Revenue Funds					
	Town Revolving Fund	School Revolving Fund	Town Gifts	School Gifts	School Activity Programs	State & Local Grants
REVENUES:						
Intergovernmental - other.....	\$ 9,600	\$ 102,181	\$ -	\$ -	\$ -	\$ 10,785,660
Departmental and other.....	5,118,503	2,835,651	13,924	100	1,853,449	559,735
Contributions and donations.....	-	-	133,015	1,215	-	-
Investment income.....	-	292	-	-	-	-
Miscellaneous.....	-	-	-	7,100	-	21,045
TOTAL REVENUES.....	5,128,103	2,938,124	146,939	8,415	1,853,449	11,366,440
EXPENDITURES:						
Current:						
General government.....	108,011	-	11,492	-	-	818,883
Public safety.....	2,907,926	-	-	-	-	410,005
Education.....	-	2,777,616	-	5,459	1,674,818	3,746,938
Public works.....	62,055	-	-	-	-	1,334,269
Health and human services.....	62,278	-	32,375	-	-	347,653
Water and sewer.....	16,970	-	-	-	-	1,992,169
Culture and recreation.....	1,104,746	-	162,761	-	-	87,650
Debt service:						
Principal.....	65,000	-	-	-	-	-
Interest.....	21,125	-	-	-	-	-
TOTAL EXPENDITURES.....	4,348,111	2,777,616	206,628	5,459	1,674,818	8,737,567
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	779,992	160,508	(59,689)	2,956	178,631	2,628,873
OTHER FINANCING SOURCES (USES):						
Transfers in.....	64,830	-	-	-	-	-
Transfers out.....	(460,707)	-	-	-	-	(14,830)
TOTAL OTHER FINANCING SOURCES (USES).....	(395,877)	-	-	-	-	(14,830)
NET CHANGE IN FUND BALANCES.....	384,115	160,508	(59,689)	2,956	178,631	2,614,043
FUND BALANCES AT BEGINNING OF YEAR.....	4,702,957	3,137,932	433,079	39,234	199,442	2,888,880
FUND BALANCES AT END OF YEAR.....	\$ 5,087,072	\$ 3,298,440	\$ 373,390	\$ 42,190	\$ 378,073	\$ 5,502,923

Special Revenue Funds		Capital Project Funds			Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Fund	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ 57,948	\$ 10,955,389	\$ -	\$ 61,887	\$ 61,887	-	\$ -	\$ -	-	\$ 11,017,276
121,886	10,503,248	-	-	-	-	-	-	-	10,503,248
-	134,230	-	-	-	-	28,400	-	28,400	162,630
7	299	40,034	-	40,034	18	48,150	-	48,168	88,501
25,515	53,660	-	-	-	-	-	-	-	53,660
205,356	21,646,826	40,034	61,887	101,921	18	76,550	-	76,568	21,825,315
3,800	942,186	-	-	-	-	-	-	-	942,186
62,729	3,380,660	614,818	-	614,818	-	-	-	-	3,995,478
-	8,204,831	-	295,359	295,359	-	-	-	-	8,500,190
12,318	1,408,642	-	-	-	-	-	-	-	1,408,642
21,966	464,272	-	-	-	-	-	-	-	464,272
-	2,009,139	-	-	-	-	-	-	-	2,009,139
-	1,355,157	-	-	-	-	-	-	-	1,355,157
-	65,000	-	-	-	-	-	-	-	65,000
-	21,125	-	-	-	-	-	-	-	21,125
100,813	17,851,012	614,818	295,359	910,177	-	-	-	-	18,761,189
104,543	3,795,814	(574,784)	(233,472)	(808,256)	18	76,550	-	76,568	3,064,126
-	64,830	540,000	-	540,000	-	-	-	-	604,830
-	(475,537)	-	-	-	-	-	-	-	(475,537)
-	(410,707)	540,000	-	540,000	-	-	-	-	129,293
104,543	3,385,107	(34,784)	(233,472)	(268,256)	18	76,550	-	76,568	3,193,419
723,500	12,125,024	(492,410)	41,056	(451,354)	5,437	1,207,494	1,046	1,213,977	12,887,647
\$ 828,043	\$ 15,510,131	\$ (527,194)	\$ (192,416)	\$ (719,610)	\$ 5,455	\$ 1,284,044	\$ 1,046	\$ 1,290,545	\$ 16,081,066

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Statistical Section



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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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Governmental activities:										
Net Investment in capital assets.....	\$ 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	\$ 141,348,109
Restricted.....	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	8,557,730
Unrestricted.....	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(154,665,663)	(156,869,988)	(166,633,218)	(169,461,764)	(160,211,565)	(150,173,647)
Total governmental activities net position.....	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ (13,808,457)	\$ (25,081,508)	\$ (21,174,652)	\$ (26,213,493)	\$ (25,882,051)	\$ (18,575,986)	\$ (267,808)

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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Expenses										
Governmental activities:										
General government.....	\$ 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	\$ 11,503,497
Public safety.....	20,004,254	22,379,342	23,631,927	25,310,669	27,413,036	28,569,937	33,237,795	35,156,146	31,733,925	35,475,433
Education.....	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	108,756,973
Public works.....	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	15,443,417
Water and sewer.....	8,838,002	9,239,696	8,216,296	9,205,607	9,778,407	10,183,413	10,364,167	11,417,408	12,116,948	12,116,948
Human services.....	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	3,551,816
Culture and recreation.....	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	7,158,574
Interest.....	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	2,224,593
Total primary government expenses.....	\$ 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	\$ 196,231,251
Program Revenues										
Governmental activities:										
Education charges for services.....	\$ 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	\$ 5,002,797
Public Safety charges for services.....	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	10,310,303
Water and sewer charges for services.....	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	10,262,469
Other charges for services.....	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	4,007,481
Operating grants and contributions.....	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	26,874,005
Capital grant and contributions.....	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	6,480,486
Total primary government program revenues.....	\$ 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	\$ 62,937,541
Net (Expense)/Program Revenue	<u>\$ (95,992,297)</u>	<u>\$ (101,681,588)</u>	<u>\$ (108,558,884)</u>	<u>\$ (114,989,615)</u>	<u>\$ (124,802,031)</u>	<u>\$ (124,739,507)</u>	<u>\$ (136,817,406)</u>	<u>\$ (135,356,301)</u>	<u>\$ (135,557,972)</u>	<u>\$ (133,293,710)</u>
Governmental activities.....										
General Revenues and other Changes in Net Position										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 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	\$ 133,636,574
Tax liens.....	567,733	281,302	285,140	170,429	339,317	171,838	144,224	308,716	633,488	42,540
Motor vehicle excise taxes.....	3,554,381	3,636,722	4,569,562	4,371,621	4,701,101	4,590,117	4,405,948	4,413,125	4,303,954	4,639,460
Hotel/motel and meals taxes.....	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	5,946,849
Penalties and interest on taxes.....	291,353	255,365	502,940	462,059	415,121	229,796	275,962	369,596	598,877	493,224
Payment in lieu of taxes.....	520,000	521,090	521,088	521,088	521,086	521,085	521,079	521,081	524,688	520,000
Grants and contributions not restricted to specific programs.....	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	3,150,180
Unrestricted investment income.....	273,217	236,962	746,779	687,963	756,072	2,121,185	1,963,128	2,418,605	1,164,386	3,173,061
Miscellaneous.....	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.....	\$ 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	\$ 151,601,888
Changes in Net Position	<u>\$ 6,527,754</u>	<u>\$ 4,722,871</u>	<u>\$ 2,833,936</u>	<u>\$ 992,440</u>	<u>\$ (2,538,000)</u>	<u>\$ 3,906,856</u>	<u>\$ (5,038,841)</u>	<u>\$ 593,719</u>	<u>\$ 7,306,065</u>	<u>\$ 18,308,178</u>
Governmental activities.....										

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

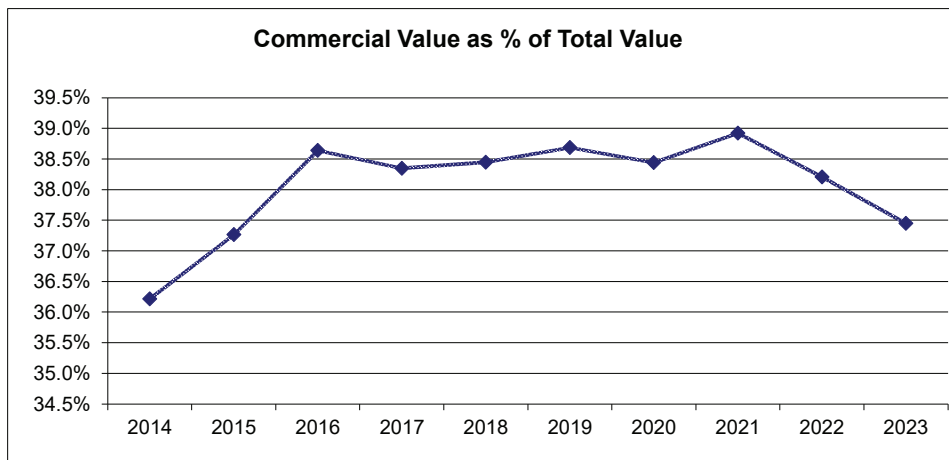
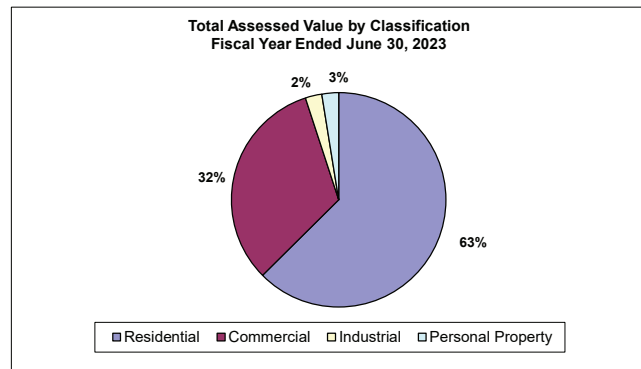
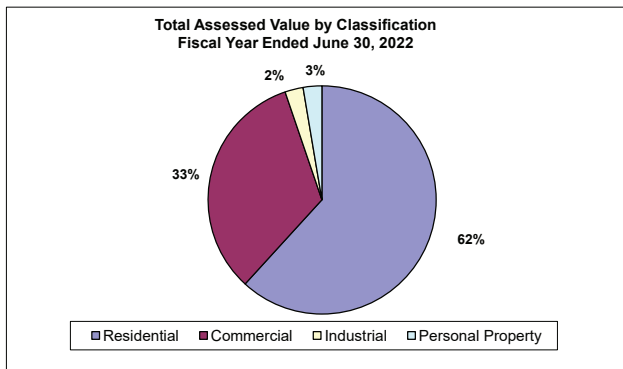
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General Fund										
Committed.....	\$ 1,705,171	\$ 2,692,084	\$ 2,642,772	\$ 3,273,982	\$ 2,433,344	\$ 2,497,653	\$ 2,581,608	\$ 3,540,137	\$ 5,008,187	\$ 2,330,967
Assigned.....	7,624,521	6,861,393	8,017,447	8,113,732	9,851,474	9,168,060	9,265,422	8,277,182	5,963,417	9,417,596
Unassigned.....	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	63,817,994
Total general fund.....	\$ 34,366,930	\$ 33,611,091	\$ 38,623,012	\$ 39,982,653	\$ 41,711,562	\$ 45,635,236	\$ 47,490,444	\$ 50,135,120	\$ 60,422,924	\$ 75,566,557
All Other Governmental Funds										
Nonspendable.....	\$ 570,480	\$ 561,251	\$ 588,055	\$ 622,860	\$ 678,191	\$ 715,465	\$ 720,469	\$ 713,871	\$ 714,371	\$ 711,571
Restricted.....	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	16,231,106
Unassigned.....	(7,485,398)	-	-	(199,165)	(25,941)	(492,410)	-	-	(492,410)	(11,230,851)
Total all other governmental funds.....	\$ (3,611,100)	\$ 8,295,345	\$ 10,295,140	\$ 7,952,218	\$ 16,552,730	\$ 15,651,259	\$ 23,447,450	\$ 32,415,968	\$ 19,686,589	\$ 5,711,826

Town of Burlington, Massachusetts
Changes in Fund Balances, Governmental Funds
Last Ten Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues:										
Real estate and personal property taxes, net of tax refunds.....	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059	\$ 112,528,600	\$ 116,374,473	\$ 122,797,983	\$ 127,295,791	\$ 134,387,035
Tax and other liens.....	218,654	173,535	597,682	302,047	289,043	154,966	157,619	236,777	899,521	324,286
Motor vehicle excise taxes.....	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	4,617,231
Hotel/motel and meals taxes.....	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	5,946,849
Water and sewer charges.....	10,007,241	10,164,519	9,857,220	9,951,388	9,536,910	9,837,388	9,486,118	9,468,798	10,487,564	10,274,301
Ambulance.....	659,605	691,362	854,582	883,701	861,949	860,094	723,975	512,041	775,580	765,460
Fines and interest on taxes.....	291,353	255,365	502,940	462,059	415,121	229,796	275,962	369,596	598,877	493,224
Fees and rentals.....	453,264	504,411	599,641	427,463	442,342	457,792	432,300	552,757	542,603	354,261
Payment in lieu of taxes.....	520,000	521,090	521,090	521,086	521,086	521,086	521,079	521,081	524,688	520,000
Licenses and permits.....	2,772,869	2,878,533	3,100,402	3,028,400	3,330,137	3,030,530	1,862,128	1,440,711	5,086,767	5,633,691
Intergovernmental.....	24,593,703	18,719,275	21,580,606	25,363,096	28,419,651	28,451,009	30,528,664	36,964,284	27,249,500	36,334,051
Departmental and other.....	6,044,841	6,427,038	6,685,738	6,849,455	7,144,815	7,594,628	6,634,806	8,432,497	11,276,055	11,966,758
Contributions and donations.....	1,501,903	1,002,596	38,742	38,548	57,261	54,453	61,681	49,810	69,599	162,630
Investment income.....	267,563	230,164	561,453	503,844	519,746	1,520,258	1,282,918	1,102,033	789,310	2,785,688
Miscellaneous.....	228,519	502,723	474,277	387,817	941,300	601,308	402,777	832,158	903,318	367,140
Total Revenue.....	146,238,196	144,345,543	151,795,216	159,867,686	169,941,491	176,291,284	177,640,997	190,285,927	195,169,889	214,922,605
Expenditures:										
General government.....	6,511,826	7,802,938	5,904,651	5,970,596	6,658,485	7,121,559	6,489,315	7,214,677	8,193,020	7,100,452
Public safety.....	13,733,599	14,870,137	14,721,094	15,386,842	16,412,994	17,025,854	18,206,764	21,533,047	21,752,204	23,367,438
Education.....	58,699,538	57,398,922	60,331,384	66,110,130	70,225,351	70,565,581	70,500,012	64,920,727	76,372,439	81,444,913
Public works.....	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	9,274,177
Water and sewer.....	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	11,220,326
Human services.....	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	2,293,468
Culture and recreation.....	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	4,798,978
Pension benefits.....	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	22,846,791
Employee benefits.....	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	16,384,756
State and county charges.....	624,546	639,045	669,535	704,531	697,443	765,795	947,862	977,357	1,093,522	946,271
Capital outlay.....	13,344,606	5,488,696	7,630,493	12,140,365	14,318,611	11,484,236	18,707,985	17,861,608	21,471,253	27,370,231
Debt service:										
Principal.....	4,099,923	3,696,506	3,623,243	3,937,840	3,849,542	3,544,357	3,580,487	3,714,037	4,262,855	4,181,277
Interest.....	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	3,038,889
Total Expenditures.....	149,760,824	141,994,904	147,634,433	161,131,424	172,472,070	173,207,638	185,132,450	196,467,331	202,292,437	214,267,967
Excess of revenues over (under) expenditures.....	(3,522,628)	2,350,639	4,160,783	(1,263,738)	(2,530,579)	3,083,646	(7,491,453)	(6,181,404)	(7,122,548)	654,638
Other Financing Sources (Uses)										
Issuance of long-term debt.....	-	7,712,000	1,735,200	224,750	12,860,000	277,500	15,644,975	15,125,500	4,220,000	300,000
Issuance of debt refunding.....	-	-	2,058,000	-	-	-	5,285,025	5,737,000	-	-
Premium from issuance of debt.....	100,431	81,885	1,091,629	55,707	-	153,467	1,005,467	851,894	460,973	214,232
Premium from issuance of refunding bonds.....	-	-	313,910	-	-	-	848,140	919,036	-	-
Payments to refund bond escrow agents.....	-	(793,918)	(2,347,806)	-	-	-	(6,113,165)	(6,571,659)	-	-
Lease financing.....	-	1,800,000	-	-	-	-	-	1,995,104	-	-
Transfers in.....	375,443	4,829,186	2,397,772	4,205,304	3,110,751	4,945,029	3,601,298	1,863,402	160,055	2,165,537
Transfers out.....	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)	(4,945,029)	(3,601,298)	(1,863,402)	(160,055)	(2,165,537)
Total other financing sources (uses).....	100,431	8,799,967	2,850,933	280,457	12,860,000	430,967	16,650,442	18,056,875	4,680,973	514,232
Net change in fund balance.....	\$ (3,422,197)	\$ 11,150,606	\$ 7,011,716	\$ (983,281)	\$ 10,329,421	\$ 3,514,613	\$ 9,158,989	\$ 11,875,471	\$ (2,441,575)	\$ 1,188,870
Debt service as a percentage of noncapital expenditures.....	4.50%	3.99%	3.90%	3.89%	3.68%	3.40%	3.48%	3.37%	3.75%	3.86%

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
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
2023	5,367,998,198	9.40	2,782,585,886	213,606,314	217,267,970	3,213,460,170	26.15	37.4%	15.67	8,581,458,368



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

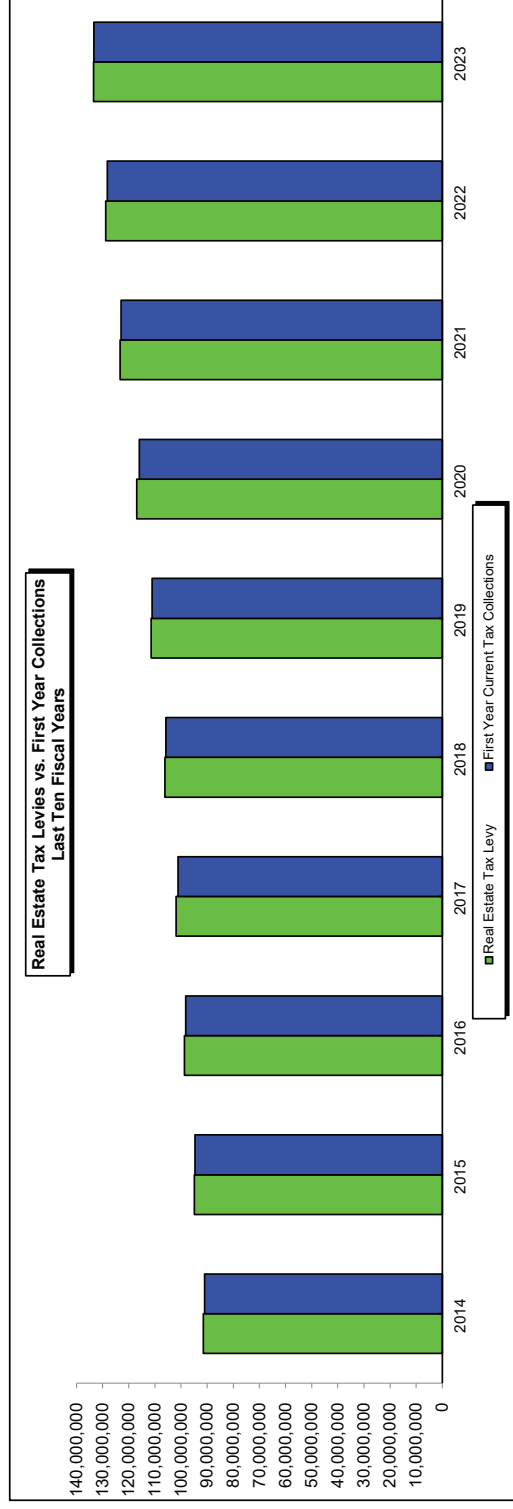
Principal Taxpayers

Current Year and Nine Years Ago

		2023			2014		
Name	Nature of Business	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Bellwether Prop. Of Mass	Retail	\$ 259,707,400	1	3.0%	\$ 179,920,700	1	3.8%
NDB Property Owner 1 LP	Office/Real Estate Development	\$ 235,225,600	2	2.7%	-		
NEEP Investors Holdings LLC	Office Building	\$ 213,352,050	3	2.5%	-		
EMD Millipore Corporation	Office Building	\$ 84,949,300	4	1.0%	-		
Wayside Commons Investors LLC	Office Building	\$ 83,171,500	5	1.0%	\$ 56,021,800	4	1.2%
Oracle USA INC	Computer Network Systems	\$ 80,391,200	6	0.9%	\$ 33,823,700	8	0.7%
Burlington Mall FB-I LLC	Retail	\$ 71,733,900	7	0.8%	\$ 51,254,800	5	1.1%
ARCP OFC Burl (Phase 2) LLC	Office Building	\$ 70,737,700	8	0.8%	-		
NSTAR Electric & Gas Company	Utility Provider	\$ 65,345,400	9	0.8%	\$ 37,849,800	7	0.8%
PIEDMONT 5 & 15 Wayside LLC	Office Building	\$ 61,332,840	10	0.7%	-		
Network Drive Owner LLC	Office Building	-			\$ 111,708,500	2	2.3%
BP-New England Exec Park LLC	Office Building	-			\$ 80,673,800	3	1.7%
MEPT Burlington LLC	Office Building	-			\$ 38,850,200	6	0.8%
Behinger Harvard Wayside LLC	Office Building	-			\$ 32,407,100	9	0.7%
MA-25 Mall Office LLC	Office Building	-			\$ 31,681,400	10	0.7%
Totals		\$1,225,946,800		14.3%	\$654,191,800		13.7%
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
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	101,863,547	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%	218,844	128,441,257	99.72%
2023	134,491,167	1,000,000	133,491,167	99.26%	133,325,175	99.88%	-	133,325,175	99.88%



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	Percentage of Personal Income Per Capita
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%
2023	26,512	1,564,711,160	8,581,458,368	73,365,544	3,454,066	76,819,610	2,898 4.91%

Year	Total Governmental Activity			
	Lease Obligations	Total Debt Outstanding	Per Capita	Percentage of Assessed Value of Personal Income
2014	\$319,863	\$50,409,426	\$1,990	5.59%
2015	1,465,481	55,484,060	2,144	6.40%
2016	1,117,689	54,355,311	2,091	5.42%
2017	850,149	50,234,406	1,965	4.72%
2018	574,839	58,737,133	2,291	3.99%
2019	291,533	54,969,233	2,133	4.36%
2020	-	67,727,975	2,591	5.11%
2021	1,495,697	81,403,036	3,052	5.56%
2022	-	81,198,373	3,039	5.30%
2023	-	76,819,610	2,898	4.91%

Source: Audited Financial Statements, U. S. Census

Town of Burlington, Massachusetts
Direct and Overlapping Governmental Activities Debt

As of June 30, 2023

	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School..... \$	3,625,000	9.45%	\$ 342,563
MWRA.....	4,828,951,000	0.86%	<u>41,528,979</u>
Subtotal, overlapping debt.....			<u>41,871,542</u>
Direct debt:			
General Governmental Debt.....			<u>76,819,610</u>
Total direct and overlapping debt.....			<u>\$ 118,691,152</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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Equalized Valuation.....	\$ 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	\$ 9,008,541,100
Debt Limit -5% of Equalized Valuation.....	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	450,427,055
Less:										
Outstanding debt applicable to limit.....	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	64,415,225
Authorized and unissued debt.....	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	14,634,650
Legal debt margin.....	\$ 194,375,127	\$ 211,219,998	\$ 255,402,345	\$ 275,018,430	\$ 295,226,540	\$ 282,308,555	\$ 342,715,920	\$ 322,964,185	\$ 360,349,855	\$ 371,377,180
Total debt applicable to the limit as a percentage of debt limit.....	25.04%	18.54%	17.50%	11.16%	15.79%	19.48%	15.39%	20.26%	20.00%	17.55%

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
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%
2023	26,512	\$ 1,654,481,360	\$ 62,405	44.7	3,412	2.3%

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

Employer	Nature of Business	2023			2014		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Lahey Hospital & Medical	Health Care	5,650	1	13.3%	5,040	1	12.3%
Endurance International	Information	3,700	2	8.7%	-		
CIRCOR International	Manufacturing	3,000	3	7.0%	-		
Genesis HR Solutions	Consulting	3,000	4	7.0%	-		
Oracle	Software/Communications	1,500	5	3.5%	2,300	2	5.6%
Cerence Inc.	Information	1,500	6	3.5%	-		
Avid Technology Inc.	Arts and Culture	1,000	7	2.3%	800	4	2.0%
Keurig Dr. Pepper Inc.	Wholesale	800	8	1.9%	750	5	1.8%
Progress Software	Software/Communications	750	9	1.8%	-		
Everbridge	Software/Communications	700	10	1.6%	-		
Siemens-Nixdorff	Information Technology	-			1,000	3	2.4%
Burlington Mall	Retail	-			750	6	1.8%
Wegmans	Retail	-			630	7	1.5%
Nuance	Software/Communications	-			525	8	1.3%
One Communications	Telecom	-			420	9	1.0%
Federal Aviation Admin	Government	-			385	10	0.9%
Total		21,600		51%	12,600		31%

Source: Massachusetts Workplace Development

Town of Burlington, Massachusetts

Full-time Equivalent Town Employees by Function

Last Ten Years

Function	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General government.....	43	43	43	43	43	43	43	44	43	45
Public Safety.....	144	146	147	152	157	160	160	161	159	159
Education.....	564	570	576	578	594	598	600	603	605	616
Public works.....	58	61	64	64	64	64	64	66	66	66
Human services.....	20	20	20	20	21	21	21	21	22	24
Culture and recreation.....	29	26	31	32	32	32	32	32	32	32
Total	858	866	879	888	909	918	920	926	926	942

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General Government										
Population.....	25,176	25,190	25,463	25,128	25,392	25,634	26,143	26,186	26,720	26,512
Registered Voters, Annual Town Election.....	15,230	15,065	15,776	16,196	16,022	16,240	16,566	17,283	17,120	17,074
Town Clerk										
Births.....	296	252	201	278	288	282	280	174	294	274
Marriages.....	106	130	103	115	145	161	161	76	152	129
Deaths.....	907	1,040	776	1,023	1,039	1,000	705	753	1,254	1,281
Dogs licensed.....	2,216	2,314	2,365	2,431	2,427	2,410	2,464	2,586	2,649	2,634
Police										
Documented calls for police services.....	30,305	21,186	27,629	28,971	27,756	28,333	33,494	29,427	41,190	38,575
Uniform crimes reported.....	573	489	592	586	544	526	473	371	496	586
Arrests.....	243	175	225	202	200	186	165	225	377	440
Traffic citations issued.....	3,974	3,176	4,332	6,033	3,426	4,588	1,742	1,414	2,190	4,308
Parking tickets issued.....	-	-	-	-	-	-	-	-	27	170
False burglary alarms.....	1,636	1,365	1,558	1,625	1,624	1,486	1,395	1,194	1,181	1,236
Total number of animal complaints.....	454	325	411	395	410	437	406	332	450	424
Fire										
Inspections.....	789	763	774	728	961	729	738	779	887	899
Plan reviews.....	319	315	268	211	280	47	326	240	67	74
Permits/certificates issued.....	800	785	980	639	636	731	680	716	733	776
Emergency responses.....	6,650	6,662	7,436	7,581	7,450	7,597	7,203	7,262	8,247	8,412
Building Department										
Permits issued.....	3,492	2,726	3,632	5,174	3,242	4,173	3,269	3,561	3,945	3,857
Education										
Public school enrollment.....	3,579	3,499	3,508	3,521	3,520	3,533	3,509	3,388	3,440	3,412
Public Works										
Cemetery										
Lots sold.....	53	54	51	59	54	46	47	61	29	29
Interments.....	150	148	144	167	158	167	177	175	124	156
Recycling/tons.....	1,980	2,297	2,392	2,409	2,287	1,291	2,285	2,332	2,279	2,130
Human Services										
Board of Health										
Permits issued.....	462	294	430	335	334	382	381	371	391	773
Inspections.....	1,071	809	1,357	800	1,116	1,291	1,074	886	916	980
Volumes in collection										
Circulation.....	113,487	115,599	111,892	117,750	130,482	139,945	149,365	152,067	157,303	165,038
Program attendance.....	311,460	285,019	277,987	276,372	249,475	312,623	201,272	171,271	238,759	240,898
Visits.....	9,214	9,010	9,578	11,123	10,761	11,576	8,703	4,528	8,323	11,044
Hours of operation.....	162,113	150,292	148,694	153,331	149,561	149,872	99,361	22,470	84,113	104,224
Hours of operation.....	2,888	2,992	2,993	3,009	3,016	3,044	2,129	2,235	2,996	3,032
Youth & Family Services										
Misc resident clinical consultation hours.....	320	339	503	514	684	594	692	637	650	642
Recreation										
Participants.....	39,568	39,809	29,374	37,478	50,139	55,163	40,495	31,873	36,746	42,359

Source: Various Town Departments

Town of Burlington, Massachusetts

Capital Asset Statistics by Function/Program

Last Ten Years

<u>Function/Program</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>	<u>2023</u>
General Government										
Number of Buildings.....	13	14	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	75	75	76	77	78	79	79	79	79
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	66	70	74	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.....	295	299	299	308	322	315	312	315	312	312
Number of students.....	3,579	3,799	3,508	3,521	3,520	3,533	3,509	3,388	3,440	3,412
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

				Term	
Town Clerk (5 Yrs.)					
Amy E. Warfield		56 Skilton Ln.	(781) 229-6090	2026	Elected 4/11
				Term	
Moderator (1 Yr.)					
William Beyer		67 Peach Orchard Rd	(781) 273-0457	2024	Elected 4/17
				Term	
Select Board (3 Yrs.)					
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	2026	Elected 4/17
				Term	
Assessors (3 Yrs.)					
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	2026	Elected 6/20
				Term	
School Committee (3 Yrs.)					
Katherine Bond	Chr	8 Mulberry Ln	(617) 312-4753	2026	Elected 6/20
Jeremy Brooks		6 Virginia RD	(781) 572-8667	2026	Elected 4/23
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
				Term	
Library Trustees (3 Yrs.)					
Jesse Angeley		21 Hillcrest Rd	(617) 257-5484	2026	Appt 5/22
Janice Cohen		8 Wilhelmina Ave	(339) 223-0084	2025	Appt.5/22; *
Phillip Gallagher		8 Corcoran Rd	(781) 771-8124	2026	re elected 4/23
Robert H. Neufeld	VChr	3 Meadowvale Rd.	(781) 272-9594	2025	Elected 4/16
Susanne Russell		26 Cormier Rd	(781) 405-5656	2024	Elected 4/23
Kevin Sheehan		15 Beaverbrook Rd	(781) 983-6332	2024	Elected 4/18

Term**Planning Board (5 Yrs.)**

Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2025	Elected 4/89
William Gaffney		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	Chr	10 Woodside Ln.	(781) 272-3350	2027	Elected 4/12
Toni Ann Natola		63 Donald Rd.	(617) 504-8979	2024	Appt 5/22, 2024 Seat*
Brenda Rappaport	VChr	26 Freeport Dr	(781) 640-3668	2027	Appt 10/19,Elected 6/20
Jessica Sutherland	CLK	8 Fred St.	(518) 669-2440	2028	Appt 8/22, 2023 Seat*

Term**Board of Health (3 Yrs.)**

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	2026	Elected 4/14

Term**Constable (3 Yrs.)**

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

Term**Housing Authority(5 Yrs.)**

Maryann Bieren		15 Birchcrest ST #323	(781) 365-1448	2027	Tenant Appt.
Brian Curtin		3 Lee Ave		2026	Appt. 6/20; Elected 4/21
Walter Decost		44 Francis Wyman Rd		2024	Appt. 9/23
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

Term**Recreation Commission (3 Yrs.)**

Jeremy Brooks		6 Virginia RD	(781) 572-8667	2026	Elected 4/23
Lindsay Carlson		11 Princeton Rd	(781) 808-4956	2026	Elected 4/23
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 Mahattan Dr.	(781) 272-2726	2024	Elected Write In 4/16

Term**Shawsheen Tech (3 Yrs.)**

Christine Kim		69 Bedford St.	(978) 317-0173	2024	Elected 4/21
Kent Moffatt		21 Crystal Cir	(617) 852-6352	2026	Elected 6/20



Town of Burlington, MA - Committee List

Office of the Town Clerk

225th Celebration Committee		1 year	Select Board	
Carl Foss	8 County Rd	(617) 461-7645	2024	
Vaishali Gade	19 Maryvale Rd		2024	
Sean Musselman	BHS, 123 Cambridge St		2024	
Audit Committee		1 year	Ad Hoc	Select Board
John Bergeron	2 Colburn Rd	781-272-3178	2024	
Juiling de los Reyes	Town Hall, 29 Center St		2024	
Gary Gianino	Town Hall, 29 Center St	781-270-1628	2024	
Eileen Sickler	13 Foster Rd	(617) 480-5832	2024	
James Tigges	2 Maryvale Rd		2024	
Board of Appeals(5)		5 years	Standing	Town Administrator
Ray Blenkhorn	134 Winn St	781-844-7903	2023	Alt
Mark E. Burke	1 Arnold Ter		2028	
Joseph Currier	1 Crawford Rd		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	
Board of Registrars(4)		3 years	Standing	Town Administrator
Peter Hodges	8 Stephanie St	339-298-0006	2026	
Lisa Jimenez	4 Elizabeth Ave	617-699-6780	2024	
John Strauss Chr	4 Baron Park Ln #26	781-507-5177	2023	
Amy E. Warfield	Town Hall, 29 Center St	781-229-6090	2026	ex officio
Burlington High Building Committee		AD Hoc	School Comm	
Katherine Bond Chair	8 Mulberry Ln	617-312-4753	2025	
Jeremy Brooks	6 Virginia Rd	781-572-8667	2025	
Lisa Chan	29 Center ST	781-708-6866	2025	
Eric Conti	29 Center ST	781-270-1800	2025	
Melissa Massardo	13 Park Dr	603-548-7637	2025	
Christine Monaco	18 Corcoran Rd	781-272-8922	2025	
Martha Simon	5 Willow Way	781-273-0074	2025	
Cable Advisory Committee(7)		1 year	Ad Hoc	Town Administrator
Bradford Bond	8 Mullberry Ln	781-272-8698	2024	
Bob Cunha	BHS, 123 Cambridge St	781-270-1600	2024	
Diane Curran	25 Seven Springs Ln #110		2024	
Jennifer Dodge	123 Cambridge St	781-273-5922	2024	
Michael Espejo	29 Prouty Rd	(781) 724-2833	2024	Select Board Rep
Jack Kelly	14 Oxbow Ln	(781) 272-6273	2024	

Capital Budget Committee(7)		3 years	Standing	Moderator	
Gary Kasky	8 Radcliff St		781-272-3199	2026	Appt.3/17
Gary Mercier	14 Heathstone Dr		781-273-9080	2026	
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	2026	
Ernest Zabolotny	33 Paulson Dr		781-272-3227	2024	Appt. 2/11
Cemetery Oversight Committee		1 year	Ad Hoc	Town Administrator	
William C. Beyer	67 Peach Orchard Rd		781-273-0457	2024	
Frank P. Monaco ,Chr.	18 Corcoran Rd		781-272-8922	2024	
Joseph Morandi	Town Hall, 29 Center St			2024	Select Board Rep
Michael S. Runyan	Town Hall, 29 Center St		781-273-0430	2024	Select Board Rep
Civil Rights Coordinator		no term	AdHoc	Select Board	
Joanne Faust	29 Center St		781-270-1774	2025	
Conservation Commission(7)		3 years	Standing	Town Administrator	
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	2026	
Ed LoTurco	3 Reserve Way C			2024	Appt. 3/2017
Kent Moffatt					
Michael S. Runyan	Town Hall, 29 Center St		781-273-0430	2026	Select Board Rep
Robert Sheahan	4 Clifford Rd			2024	
Sarah Wolinski	2 Forest Rd		781-272-3743	2028	
Council on Aging(7)		3 years	Standing	Town Administrator	
Mark E. Burke	1 Arnold Ter			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 Ter		781-272-8152	2026	
Rose Magliozzi	4 Webber Rd		781-272-8228	2025	Alternate 1 yr
Carole Parker	15 Burlington St		781-272-4482	2025	
Margery Yetman	COA, 61 Center St		781-270-1953		COA Staff
Cultural Council(5-22)		3 years	Standing	Town Administrator	
Sandra J. Covenor	59 Center St, #102		781-272-2712	2025	
Joyce Fay	11 Raymond Rd		781-272-2516	2025	
Roberta Lasky	30 Sunset Dr			2025	
Patricia F. McDermott	19 Purity Springs Rd.			2026	
Mary Nohelty	32 Manhattan Dr		781-272-1516	2026	
Nathan Piccini	8 Ganley Dr			2026	
Laura Rogers	26 Francis Wyman Rd			2026	
Jonathan Sachs	7 Oxbow Ln		781-272-1989	2020	

Disabilities Access Commission(9)		1 year	Standing	Town Administrator	
Thomas Carlson	1 Violet Rd		781-272-7879	2024	Appt.5/12
Jack Cunha	21 Long St			2024	
Linda Cunha	21 Long St			2024	
Michael Espejo	29 Prouty Rd		(781) 724-2833	2024	
Bernice H. Ferguson	19 Bedford St		781-270-9279	2024	
Jennifer Goldsmith Clerk	Veterans, 61 Center St		781-270-1985		Recording Clerk
Christopher Hanafin SC	Veterans, 61 Center St		781-270-1960		ADA Coordinator
Caitlin Jacobs	33 Philips Ave			2024	
Kenneth Tigges Chr	4 Ellen Rd		781-272-5187	2024	
General Bylaw Review Committee(7)		3 year	Standing	Moderator	
Wendy Guthro	17 Treetop Ct		781-270-6594	2024	
Michelle Huntoon	62 Skilton Ln		617-818-5366	2025	
Susan Kadilak	8 Dolores Dr		781-799-4080	2025	
Scott Martin Ch	6 Cormier Rd		781-270-0304	2026	
David Miller	19 Gloria Cir		781-272-3937	2026	
Phyllis Neufeld	3 Meadowvale Dr		781-272-9594	2025	
Sagini Ramesh	6 Cheryl Ave		781-475-4236	2024	
Historical Commission(7)		3 years	Standing	Town Administrator	
Peter Coppola	2 Garrity Rd		617-957-1489	2023	
Sandra J. Coven	59 Center St, #102		781-272-2712	2023	
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			2024	
Housing Partnership (7)		1 year	Standing	Town Administrator	
Susan Kadilak	8 Dolores Dr		781-799-4080	2024	
Jack Nagle	4 Sawyer ST		(781) 630-2779	2024	
Tony Ann Natola	63 Donald Rd			2024	Planning
Michael S. Runyan	Town Hall, 29 Center St		781-273-0430	2024	Select Board Rep
Rita Shah	1 Humbolt Ave			2024	
Henry Wu	3 Bennett Ln		618-277-4801	2024	
Human Services Committee(7)		3 years	Standing	Moderator	
Nancy Bonasserra	10 Daniel Dr			2026	
Christine Concession	30 Fairfax St		978-500-2665	2026	
Carl Foss	8 County Rd		6174617645	2026	
Joanne Frustaci ,Chr.	6 Valley Cir		781-272-9422	2026	
Becky Norum	42 College Rd		617-504-5157	2026	
Cindy Phillip	55 Arborwood Drive		(781) 273-0231	2027	
Information Systems Security Advisory Committee		3 year	Standing	Town Administrator	
Ben Axelrod	139 Mill St			2026	
Joe Bongiorno	Town Hall, 29 Center St		781-731-2171	2024	Town - IT
Bob Cunha	BHS, 123 Cambridge St		339-234-0247	2024	Town - IT
David Hughes	11 Marigold Way		781-856-8159	2026	
David Miller	19 Gloria Cir		781-272-3937	2024	
Glen Mills	Police Dept, 45 Center St		781-505-4945	2024	Town - Police
Philip Pascale	24 Freeport Dr		781-640-2574	2024	
Nick Priest	Town Hall, 29 Center St		(781) 589-9008	2024	
Michael Wick	Town Hall, 29 Center St		781-270-4900	2024	Town-DH

Land Use Committee(9)		3 years	Standing	Moderator
Mimi Bix-Hylan	48 Donald Rd			2026
Daniel DiTucci, Jr	6 Ridgewood Rd		781-272-5434	2025
Gary Mercier	14 Hearthstone Dr		781-273-9080	2025
Patricia O'Brien VCh	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			2026
David F. Webb	23 Eugene Rd		781-272-7617	2025
David Woodilla Chr	3 Barnum Rd		781-229-9684	2024

MAPC		3 years	AdHoc	Select Board
Barbara L'Heureux	10 Woodside Ln		(781) 272-3350	2026

Metropolitan Area Planning Council		3 years	Ad Hoc	Select Board
Michael Espejo	29 Prouty Rd		(781) 724-2833	2023
Melisa Tintocalis	Town Hall, 29 Center St			2023

Police Station Building Committee			AdHoc	Select Board
Cathy Beyer	67 Peach Orchard Rd		781-273-0457	2025
Dan DiTucci, Jr	6 Ridgewood Rd		781-272-5434	2025
Michael Espejo	29 Prouty Rd			2025
Alex Ferguson	18 Hart St			2025
Michael Hardy	7 Thornton Dr		781-910-5797	2025
Robert Hogan	35 Pontos Ave			2025
Gary Kasky	8 Radcliff St		781-272-3199	2025
Michael Kelly	3 Stephanie St			2025
Barbara L'Heureux	10 Woodside Ln		(781) 272-3350	2025
Brenda Rappaport	26 Freeport Dr		(781) 640-3668	2025
Joseph Renzella	12 Duncan Rd			2025
Maynard Suffredini, Jr	5 Briarwood Ln			2025
James Tigges	2 Maryvale Rd			2025

Rink Oversight Committee(5)		1 year	Ad Hoc	Town Administrator	
Nichole Coscia	123 Cambridge St		781-270-8183	2024	School Dept
Brian Curtin ,Chr.	3 Lee Ave		781-270-1600	2024	
Brendan Egan	61 Center St		781-270-1695	2024	Recreation Director
Phillip Gallagher	8 Corcoran Rd		781-771-8124	2024	
Shaun Hart	BHS, 123 Cambridge St		781-270-1800	2024	School Dept
Joseph Morandi	Town Hall, 29 Center St		781-270-1600	2024	Select Board Rep

Rules Committee(13)		1 year	Standing	Moderator
Jorge A Andrade	13 Sylvester Rd		(617) 462-2574	2024
Christine Concession	30 Fairfax St		978-500-2665	2024
Jeffrey DiBona	3 Michelle Dr		(781) 366-0080	2024
Gary Kasky , VCh	8 Radcliff St		781-272-3199	2024
Laura G. Nichols	2 Manhattan Dr		781-272-0648	2024
Myrna A. Saltman ,Ch	15 Greystone Ct		781-272-4430	2024
Adam Senesi	13 TownLine Rd		781-233-7986	2024
Mark Woods , Sec	12 Eugene Rd		781-270-9692	2024

Scholarship Fund Committee**3 year****Standing**

Select Board

Kate Asher	2 Rosairo Way		2026	
Christine Kim	69 Bedford St		2025	
Kendra Lamoretti	58 Bedford St		2024	
Jane Lynch	6 Patriot Rd	781-443-3394	2025	School
Debra Murphy	3 Laurie Ln		2024	
Terese Weston	17 Blackhorse Ln		2024	

Ways & Means Committee(15)**3 years****Standing**

Moderator

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	2026	
Doug Davison VChr	6 Birch St	(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	2026	Appt. 3/10
Steve Morin	51 Bedford St	413-478-5256	2026	
Meghan Nawoichik	17 Foster Rd	703-667-0433	2026	
Robert Neufeld	3 Meadowvale Rd	781-272-9594	2025	Appt. 12/19
Ed Parsons	30 Wheatland St	(857) 928-9415	2025	
Roger S. Riggs	4 Briarwood Ln	781-229-2041	2026	
Sonia Rollins	13 Sears St	781-221-0313	2025	
David S. Tait	9 Meadowvale Rd	781 229-4981	2024	

Youth & Family Serv. Advisory (7)**2 years****Standing**

Town Administrator

Linda K. Collins	18 Town Line Rd	781-272-2682	2025	Appt. 3/10
Chais DiMaggio	342 Cambridge St		2025	
Karen DiRienzo	45 Center St	781-270-1914	2025	Police Rep
Melissa Interest	11 Leroy Dr	(617) 335-2798	2025	
Marilyn Langley	13 Algonquin Dr	781-272-0398	2025	
Roberta E. Mills	19 Corcoran Rd	781-272-6138	2025	
Becky Norum	42 College Rd		2025	
Martha Simon	5 Willow Way	781-273-0074	2025	School Comm. Rep

Zoning ByLaw Review Committee(11)**3 years****Standing**

Moderator

Cathy Beyer	67 Peach Orchard Rd	781-273-0457	2024	PCT # 2
Ernest E. Covino	4 Donna Ln	781-273-2899	2024	Planning -nonvoting
Jeffrey DiBona	3 Michele Dr	781-366-0080	2025	ZBA Appt
Mark Donahue	15 Raymond Rd	617-233-7895	2024	PCT # 5
Mark Dupell	Town Hall, 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
Open Seat				Business Rep
Ed Parsons	30 Wheatland St	(857) 928-9415	2025	PCT # 6
Gregory Ryan	3 Donald Rd	(781) 273-3443	2026	PCT # 1
Sally Willard	13 Foster Rd	(781) 229-6530	2024	PCT # 4



Town of Burlington, MA - Town Meeting Members

Office of the Town Clerk

PRECINCT 1

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
David Alper	2 Patriot Road	(617) 861-7065	2026	2023	toesten@aol.com
Mimi Bix-Hylan	48 Donald Road		2025	2021	mimibixh@gmail.com
William Boivin	213 Fox Hill Road	(781) 272-0475	2024	2018	jboivin@comcast.net
Bradford D. Bond	8 Mullberry Lane	(781) 272-8698	2025	2006	bdb007@comcast.net
Christopher Campbell	55 Donald Road	(508) 816-2233	2026	2022	christopher.donald.campbell@gmail.com
Lorie Glantz	6 Sumner Street	(781) 640-9091	2026	2020	Lorie@TopHomeSearchMA.com
Nolan H. Glantz	6 Sumner Street	(617) 306-2412	2026	2005	nolan@stanfordalumni.org
Donna D. Gregorio	11 Donald Road	(781) 272-8280	2024	2003	dgregorio20@gmail.com
Michael J. Hardy	7 Thornton Drive	(781) 273-5797	2024	2007	mjhardy99@gmail.com
Michelle Rae Huntoon	62 Skilton Lane	(617) 818-5366	2025	2022	michelle.siegal@gmail.com
Bruce A. Morey	5 Ellery Lane	(781) 272-7107	2026	2003	bamorey32@gmail.com
Gregory F. Ryan	3 Donald Road	(781) 273-3443	2025	2001	Gregory.f.ryan@gmail.com
Maureen Monaco Ryan	3 Donald Road	(781) 273-3443	2025	1998	memryan@gmail.com
Mark S. Saia	8 Sumner Street	(781) 272-9081	2024	2000	msaia101465@gmail.com
Adam Senesi	13 Town Line Road	(781) 552-8735	2024	2015	asenesi1@yahoo.com
Dina Wassaf	6 Blackhorse Lane	(978) 500-2424	2026	2020	dwassaf@gmail.com
David J. Woodilla	3 Barnum Road	(781) 229-9684	2024	2001	dwoodilla@gmail.com

PRECINCT 2

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Jorge A Andrade	13 Sylvester Road	(617) 462-2574	2025	2016	jorgea.andrade@gmail.com
Catherine E. Beyer	67 Peach Orchard Road	(781) 273-0457	2026	2016	cathybeyer@comcast.net
Raymond Blenkhorn	134 Winn Street	(781) 844-7903	2026	2023	rblenkhorn@burlington.org
Kevin C. Coluci	15 Colburn Street	(339) 227-3608	2026	2022	k6coluci@gmail.com
Doug R. Davison	6 Birch Street	(617) 852-0078	2025	2012	ddavisondc49@gmail.com
Angela J. Hanafin	4 Maple Street	(781) 229-4378	2025	2001	ajhanafin@gmail.com
Daniel J. Hanafin	4 Maple Street	(781) 229-4378	2025	2001	Hanafin15@gmail.com
Jeremy Harrington	36 Peach Orchard Rd		2024	2023	jeremygharrington@gmail.com
Kristin Murphy-Currier	1 Crawford Road	(617) 894-2318	2026	2021	kcossipeecamping@gmail.com
Patricia O'Brien	1 Oak Street	(781) 221-3048	2025	2012	mapss123@gmail.com
Michelle M. Papagno	11 Frances Road	(781) 696-2315	2024	2017	mmsp66@gmail.com
George Papayannis	1614 Arboretum Way	(646) 673-1331	2026	2020	doyouaskwhy@gmail.com
Cynthia J. Phillips	55 Arborwood Drive	(781) 273-0231	2025	1998	cjp520@live.com
John J. Ryan	7 Grandview Avenue	(617) 799-2854	2024	2016	jryan@bu.edu
Myrna A. Saltman	15 Greystone Court	(781) 272-4430	2024	2012	myrnasaltman@verizon.net
Christine Scola	12 Julia Connors Drive		2026	2023	Christinescola@verizon.net
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2024	2016	kimberley_trainor@yahoo.com
Laura Vittum		(617) 633-4205	2024		vitt_maple@mac.com

PRECINCT 3

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Sean P. Connors	14 Sears Street	(781) 270-4943	2025	1998	troopermut@verizon.net
Jeffery R. DiBona	3 Michelle Drive	(781) 366-0080	2026	2020	JeffDiBonaBurlington@gmail.com
Richard DiBona	3 Michelle Drive	(781) 425-9617	2024	2023	dibonarich@gmail.com
Shari Lynn Ellis	3 Hickory Lane	(781) 270-7966	2025	1995	shari.l.ellis@gmail.com
Joanne Frustaci	6 Valley Circle		2024	2009	jfrustaci15@gmail.com
Lourdes Rosanna Genao	10 Anna Road	(603) 557-7421	2024	2023	lourdes_genao2004@yahoo.com
Christopher Hartling	1 Colleen Drive		2025	2021	chartling4@gmail.com
Stephen G. Marchese	4 Sears Street	(781) 229-6063	2024	1984	sprink7m@aol.com
Gary D. Mercier	14 Hearthstone Drive	(781) 273-9080	2026	2012	gm991@yahoo.com
Steven R. Morin	51 Bedford Street	(413) 478-5256	2025	2012	steve@srmorin.com
Mildred J. Nash	39 Sunset Drive	(781) 272-0206	2024	1973	mjanash@massed.net
Paul Gerard Noonan	5 Ward Street	(781) 272-7160	2024	2006	pnoonan@yahoo.com
Julianne Ouellet	3 Hancock Street	(781) 724-0074	2024	2014	patterson.jules@gmail.com
Monte L. Pearson	5 Willow Way	(781) 273-0074	2026	2011	mlpearson@rcn.com
Brian T. Pupa	10 Briarwood Lane	(781) 221-3072	2025	2011	btpupa@hotmail.com
Daniel J. Raske	3 Mildred Road	(781) 272-4840	2026	1997	draske@verizon.net
Roger S. Riggs	4 Briarwood Lane	(781) 229-2041	2026	2001	riggs9000@comcast.net
Faydeen A Sateriale	95 Lexington Street	(339) 927-5285	2025	2013 (2011)	ladyfaydeen@gmail.com

PRECINCT 4

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Nancy Bonassera	10 Daniel Drive	(858) 382-6172	2024	2020	nancy.bonassera@gmail.com
Karen Cooper	69 Francis Wyman Road	(781) 272-2510	2026	1988	kcooper65@yahoo.com
Reid Cooper	12 Clonmel Avenue	(781) 856-5128	2026	2022(83-2004)PT	g Reidcooper@yahoo.com
Mark V. Gerbrands	3 Laurel Lane	(781) 272-0136	2025	2012	mvgerbrands@gmail.com
Douglas A Hastings	14 College Road	(617) 633-2886	2025	2021	dougahastings@gmail.com
William Lisano	71 Bedford Street	(781) 572-7070	2026	2023	blisano11@gmail.com
Tamara Maniscalco	2 Daniel Drive	(781) 962-3681	2024	2019	tamarad123@yahoo.com
David Miller	19 Gloria Circle	(781) 272-3937	2025	2016	nuhusky71@gmail.com
Frank P. Monaco	18 Corcoran Road	(781) 272-8922	2024	1994	frankpmonaco@aol.com
Meghan K. Nawoichik	17 Foster Road	(703) 667-0433	2025	2022	meghanknawoichik@gmail.com
Laura G. Nichols	20 Mohawk Road	(781) 272-0648	2024	2015	lnicholsprecinct4@gmail.com
Becky Norum	42 College Road	(617) 504-5157	2024	2023	beckynorum@gmail.com
Michael A. Proulx	76 Francis Wyman Road	(781) 710-0214	2026	1992 (88-89)	proulxmike@yahoo.com
Eileen Claire Sickler	13 Foster Road	(617) 480-5832	2024	2015	eileen@esickler.com
Kevin Spielberger	3 Cedar Street	(908) 868-0047	2026	2023	kevinburlingtonma@gmail.com
Christine Warren	29 Greenwood Road		2025	2017	dwarrenma@yahoo.com
Sally Willard	13 Foster Road	(781) 229-6530	2025	2022	sally@sallywillard.com
Schiffon Wong			2026		schiffon@gmail.com

PRECINCT 5

			<u>Term Expires</u>	<u>Member Since</u>	
Patricia J. Angelo	2 Austin Street	(781) 272-5339	2024	1974	Not used
Craig W. Callahan	19 Cedar Street	(781) 953-5147	2025	2017	ccallahan@burlington.org
Thomas Carlson	11 Princeton Road	(781) 272-5216	2024	2018	tmcarlsonjr@gmail.com
Christine Conceison	30 Fairfax Street	(978) 500-2665	2024	2020	christine.robinson807@gmail.com
Mark Donahue	15 Raymond Road	(617) 233-7895	2024	2020	donahue.mark@gmail.com
Erin J. Ellis	15 Chestnut Street	(781) 365-1337	2025	2014	eellis1002@yahoo.com
Albert L. Fay, Jr.	11 Raymond Road	(781) 272-2516	2024	2012	joalfay@comcast.net
Christopher P. Murphy	22 Bedford Street	(781) 273-1183	2024	2002	cpm1183@comcast.net
Phyllis Neufeld	3 Meadowvale Drive	(781) 272-9594	2025	2019	pbneufeld@gmail.com
Bonnie Nichols	33 A Fairfax Road	(781) 221-7284	2026	2020	nichols.burlington@gmail.com
Michele Prendergast	20 Princeton Road	(781) 273-2829	2026	2012	michelepren@rcn.com
Alex Rutfield	23 Lantern Lane	(978) 844-3262	2026	2023	arutfield@gmail.com
David S. Tait	9 Meadowvale Road	(781) 229-4981	2026	2002	taitdt@comcast.net
Frank Ursino	10 Great Pines Avenue	(781) 365-0596	2025	2022	FJU2112@gmail.com
Zi Wang	4 Clifford Road	(857) 205-9084	2025	2022	ziwang888@gmail.com
Richard M. Wing	4 Wing Terrace	(781) 272-2598	2026	2005 (72-74)	rich38wing@gmail.com
Sarah Wolinski	2 Forest Road	(781) 272-3743	2026	2023	gallantfox@gmail.com
Ernest R. Zabolotny	33 Paulson Drive	(781) 272-3227	2025	2009	e.zabolotny@verizon.net

PRECINCT 6

			<u>Term Expires</u>	<u>Member Since</u>	
Robert A. Aloisi, JR	5 Lucy Road	(617) 610-5460	2025	2022	jrchoppa@comcast.net
Roger A. Bell	18 Lisa Street	(781) 272-8966	2024	2000	Rbell@versatileprint.com
Ryan Clement	11 Jackson Road	(781) 270-3552	2026	2023	Rclm_nt@yahoo.com
Daniel J. Collins	1 Richfield Road	(617) 797-1879	2025	2022	dcollins2477@gmail.com
John G. Cormier	8 Chester Avenue	(781) 221-3043	2026	2002	Not used
Daniel R. DiTucci	8 Lisa Street	(781) 273-3346	2024	2015	danditucci@yahoo.com
Elizabeth DiTucci	6 Ridgewood Lane	(781) 254-0552	2024	2020	ditucci@gmail.com
Daniel DiTucci, Jr	6 Ridgewood Road	(781) 272-5434	2025	2013	dditucci@gmail.com
James Fraczek	9 Chester Avenue	(781) 365-0774	2025	2020	jimfraczek@yahoo.com
John K. Iler	9 Brookside Lane	(978) 436-0485	2026	2014	johniler@alum.mit.edu
Darrell Interest	11 Leroy Drive	(617) 335-2798	2025	2019	darrell.precinct6@gmail.com
Gary B. Kasky	8 Radcliff Street	(781) 272-3199	2024	2008	GBK48@aol.com
Blaise Leeber III	6 Gardner Way	(781) 308-5047	2026	2023	blaiseleeber@gmail.com
Rose Manni	13 Kingsdale Street	(781) 221-7116	2026	2008	Rmanni1@verizon.net
Edward Parsons	30 Wheatland Road	(857) 928-9415	2026	2018	Edward.parsons@gmail.com
Salvana Shakaib	0 Davida Road	(617) 407-1773	2024	2017	Sihtisham14@gmail.com
Nicole Sprinkle Kadilak	38 Wheatland Road	(650) 773-3085	2024	2021	nicci@kadilak.com
William F. Trelegan		(781) 354-7458	2025		wtrelegan118@gmail.com

PRECINCT 7

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Shomeri Abramson	9 Oxbow Lane	(617) 429-1731	2024	2022	shomari.abramson@outlook.com
Adriane Callahan	21 Eugene Road	(617) 872-3954	2025	2022	aquagy73@comcast.net
Sarah A. Cawley	10 Sunnyside Avenue	(781) 799-2756	2026	2022	sarahannecawley@gmail.com
Julie Cullen	18 Glen Avenue	(978) 337-9888	2024	2021	juliecullen9888@gmail.com
Betsey Hughes	11 Marigold Way	(781) 929-4616	2026	2017	betseyhughes@aol.com
Cynthia Kazanjian	17 Marigold Way	(339) 222-9900	2025	2022	cynkazan@aol.com
Jack Kelly	14 Oxbow Lane	(781) 272-6273	2026	2020	jkellylaw@gmail.com
Scott H Martin	6 Cormier Road	(781) 270-0304	2026	2014	Scott.H.Martin224@gmail.com
Ryan D. McSheffrey	2 Creston Avenue	(617) 312-9820	2024	2022	ryanmcsheffrey@hotmail.com
Keri Riley	7 Oxbow Lane	(781) 879-5509	2025	2023	rileykeri3@gmail.com
Ronald Riley	7 Oxbow Lane	(781) 654-8681	2024	2023	rileyron3@gmail.com
Jonathan Sachs	12 Oxbow Lane	(781) 272-1989	2026	2012	jon@jonsachs.com
Anthony Salamone	10 Sunnyside Avenue	(781) 710-7052	2025	2021	tonysalamone19@gmail.com
Paul Shvartsman	4 Kelly Farms Way	(617) 892-3535	2025	2022	pshvartsman@hotmail.com
Lois Smith Martin	6 Cormier Road	(781) 270-0304	2024	2014	Smithmartin224@icloud.com
David R. Van Camp	14 Brown Avenue	(781) 270-5278	2025	2012	dvancamp57@gmail.com
David F. Webb	23 Eugene Road	(781) 272-7617	2026	2012	webbdf@verizon.net
Mark Woods		(781) 270-9692	2024		woodsmml@yahoo.com

**ADJOURNED TOWN MEETING
MONDAY, JANUARY 30, 2023
FOGELBURG PERFORMING
ARTS CENTER
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:15 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator had two motions at the beginning of the meeting. The first motion was accept voting a show of hands. The second motion was to continue until Wednesday February 1, 2023 if the business of the Town was not completed tonight, it was moved and seconded; passed with a standing vote majority

The Moderator also recognized our Audio/Video staff for tonight's meeting which were: Joe Machado, Joane Nzikoba, Andrew Salibu, Lindsey Lavoie and John Porter.

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.

A report was made by Melisa Tintocalis regarding the hiring of a Consultant for the Burlington Mall Road project. Town Meeting had previously voted money for this contract. There will be scheduled hours monthly with the Lead Consultant the first Wednesday of the month through June.

ACTION: No voted required

ARTICLE #2 RE: Amendment to the Zoning Article XIII Signage Regulations

To see if the Town will vote to amend Article XIII, "Sign Regulations", 13.1.5 Municipal Uses, as follows (underline and bold new, ~~cross out~~ removed):

A. Subsection 13.1.5.1, by revising subsection 13.1.5.3.1 as follows:

~~13.1.5.1.1~~ 13.1.5.3.1 One (1) free standing sign shall be permitted on each Town owned property. Notwithstanding any General Bylaw or Zoning Bylaw to the contrary the Town Common shall be permitted to have two (2) free standing signs.

B. Subsection 13.1.5.3., by revising the following:

13.1.5.3 ~~Freestanding~~ Free Standing ~~Ground~~ Signs

13.1.5.3.2 The free standing sign shall be at least ten (10) ft. or more from any property line. Notwithstanding any General Bylaw or Zoning Bylaw to the contrary, any free standing sign located on the Town Common may be located within any of the setbacks for the zoning district.

C. Subsection 13.1.5.3, by adding a new subsection 13.1.5.3.5 as follows:

13.1.5.3.5
Notwithstanding any General Bylaw or Zoning Bylaw to the contrary, any free standing sign located on the Town Common may include an "Illuminated Sign" or "Electronic Sign". Only one (1) free standing sign shall be Electronic. Illuminated Signs, for the purpose of this article, are regulated as one of the two (2) following types:

Externally Illuminated: A sign, any part of which is illuminated from an exterior artificial light source.

Internally Illuminated: A sign illuminated by an artificial light source that is within the sign.

Electronic Sign shall mean: A sign whose alphabetic, pictographic or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments. For the purposes of this Article, electronic signs within ground or wall signs are regulated as one of the two (2) following types:

Electronic Display Sign: A sign, or portion of a sign, that displays an electronic image which may or may not include text. This definition includes but is not limited to plasma screens, digital screens, flat screens, LED screens, video boards and holographic displays.

Electronic Message Sign: A sign, or portion of a sign, that uses changing lights to form a sign message or messages in text form wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.

D. Subsection 13.1.5.4 Freestanding Message Monument Sign by revising 13.1.4 as follows:

13.1.5.4.1 The Town of Burlington shall be permitted to install two (2) manually changeable letter freestanding signs. The location of said signs shall be determined by the ~~Board of Selectmen~~ **Select Board**.

13.1.5.4.2 The freestanding sign(s) shall be subject to the provisions of sections 13.1.5.3.2 through ~~13.1.5.3.4~~ **13.1.5.3.5** for size and landscaping requirements;

or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Planning 7-0-0

ZBRC 8-0

Land Use 0-8-1

Select Board: 4-0-0

MOTION: was made to Postpone this article by athy Beyer, Seconded by Sally Willard. Reason was that there was no safety report done by the Police Traffic Safety officer. After discussion motion was made to move the question – passed 2/3 vote to move the question.

ACTION: TO POSTPONE was Passed with a called Majority by the Moderator

ARTICLE #3 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.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0-0

Ways & Means 12-0

ACTION: Passed Unanimously

ARTICLE #4 RE: Transfer from Free Cash to Stabilization Fund

To see if the Town will vote to transfer from Free Cash the sum of \$230,000 to the Stabilization Fund, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0-0

Ways & Means 11-0

ACTION: Passed by a called Majority

ARTICLE #5 RE: Transfer from Free Cash to Water Stabilization Fund

To see if the Town will vote to transfer from Free Cash the sum of \$980,678 to the Water Stabilization Fund, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0

Ways & Means 12-0

ACTION: Passed Unanimously

ARTICLE #6 RE: Fund the Burlington Municipal Employees' Association Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$204,568 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees' Association 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 the Warrant

RECOMMENDATIONS: Select Board: 4-0-0

Ways & Means 12-0

ACTION: Passed Unanimously

ARTICLE #7 RE: Fund the Department of Public Works Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$94,821 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Public Works Union 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 the Warrant

RECOMMENDATIONS: Select Board: 4-0-0

Ways & Means 12-0

ACTION: Passed by Called Majority

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 Negotiated Settlement Account the sum of \$134,934 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 the Warrant

RECOMMENDATIONS: Select Board: 4-0-0

Ways & Means 12-0

ACTION: Passed by Called Majority

ARTICLE #9 RE: Cyber Security Assessment

To see if the Town will vote to transfer from free cash the sum of \$25,000 or any other sum for the purpose of contracting with consultants to assist the Town with cyber security planning, testing, and/or implementation services, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0
Ways & Means 12-0

ACTION: Passed Unanimously

ARTICLE #10 RE: Five-Year Municipal Solid Waste Collection/ Disposal Contract

To see if the Town will vote to authorize the Select Board to enter into a contract agreement of up to five years (subject to annual appropriation) for the collection and transportation of municipal solid waste for the Town of Burlington; or to act in any other manner in relation thereto

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0
Ways & Means 12-0

ACTION: Passed by Called Majority

ARTICLE #11 RE: Transportation Infrastructure Fund

To see if the Town will transfer the sum of \$14,830.40 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.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0-0
Ways & Means 12-0-0

ACTION: Passed Unanimously

ARTICLE #12 RE: Acquisition of Land by Donation (Peach Orchard Rd)

To see if the Town will vote to purchase, take, accept as a gift or otherwise acquire, the land located at 0 Old Peach Orchard Road, Burlington, Massachusetts and as shown on the Town of Burlington Assessor's Map as parcel 31-126-1, containing .23 acres, more or less, for general municipal purposes to be under the care, custody and control of the Select Board, and to authorize the Select Board to negotiate and execute any and all documents necessary to effectuate same, or pass any vote or take any action relative thereto.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Select Board: 4-0
Ways & Means 12-0

ACTION: Passed Unanimously

ARTICLE #13 RE: Acquisition of Land by Donation (0 Skilton Lane)

To see if the Town will vote to purchase, take, accept as a gift or otherwise acquire, the land located at Skilton Lane, Burlington, Massachusetts and as shown on the Town of Burlington Assessor's Map as parcel 18-9-0, containing .135 acres, more or less, for general municipal purposes to be under the care, custody and control of the Select Board, and to authorize the Select Board to negotiate and execute any and all documents necessary to effectuate same, or pass any vote or take any action relative thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

ARTICLE 14 RE: Amend Article II – Representative Town Meeting – Section 1.0 by Adding Paragraph 1.3 – Open Meeting Accessibility

To see if the Town will vote to amend Article II – Representative Town Meeting – Section 1.0 by adding a new paragraph, 1.3 that would read as follows:

SECTION 1.3 – Open Meeting Accessibility:

Notwithstanding any general or special law, charter provision, ordinance or bylaw to the contrary, the Town of Burlington may hold open meetings held by Boards, Committees, Commissions, Departments or duly appointed subcommittees, at which participants attend both in person and remotely (hereinafter sometimes

called a “hybrid meeting”), subject to the following:

- 1.3.1 The open meeting shall be a hybrid meeting, and the agenda shall contain such provisions as shall be deemed by the Chair to be necessary to properly notify participants in such meeting of the requirements set forth in this Section.
- 1.3.2 Except as otherwise set forth in this section, members of the Board, Committee, Commission, Department or duly appointed subcommittee (hereinafter sometimes called “members”) and other participants in a hybrid meeting may elect to attend such meeting either in person, at the location designated in the agenda for such meeting, or remotely by means of a video conferencing platform.
- 1.3.3 All members attending a hybrid meeting, whether in person or remotely, shall be counted for purposes of determining the presence of a quorum at the meeting.
- 1.3.4 The Chair or their member designee and other persons required to operate the voting and other technical systems necessary for the proper function of a hybrid meeting in accordance with this Section shall attend each session of a hybrid meeting in person. All other participants in a hybrid meeting, including members and other residents and non-residents of the Town, may attend and participate in each session of a hybrid meeting either in person or remotely. In order to participate in a session of a hybrid meeting remotely, a participant shall be required to provide written or electronic notice of such participation to the Chair, which notice shall be required to be received no later than two (2) business days before such session. Such notices may cover such person’s remote attendance and participation at one or more sessions of a hybrid meeting. Such notice requirement may, in general or in specific instances, be written or electronic notice to the Chair.
- 1.3.5 The video conferencing platform shall afford all remote participants in a hybrid meeting the ability to identify and hear each member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting, to in-person participants in the meeting.

- 1.3.6 All members in a hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request recognition by the Chair, make a motion or raise a point of order or question of privilege. Other persons who participate in the hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request recognition by the Chair to express an opinion or concern.
- 1.3.7 All members participating in a hybrid meeting, whether attending in person or remotely, shall have the opportunity to vote on all matters put to a vote of members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Chair to record accurately and securely the votes of those entitled to vote at the meeting.
- 1.3.8 All actions taken during a hybrid meeting held pursuant to sub-sections 1.3.1 through 1.3.7 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and bylaws.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

ARTICLE #15 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended – An Act to Add a New Section – Open Meeting Accessibility

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by adding a new Section. The new section would read as follows:

Notwithstanding any general or special law, charter provision, ordinance or bylaw to the contrary, the Town of Burlington may hold open meetings held by Boards, Committees,

Commissions, Departments or duly appointed subcommittees, at which participants attend both in person and remotely (hereinafter sometimes called a “hybrid meeting”), subject to the following:

1. The open meeting shall be a hybrid meeting, and the agenda shall contain such provisions as shall be deemed by the Chair to be necessary to properly notify participants in such meeting of the requirements set forth in this Section.
2. Except as otherwise set forth in this Section, members of the Board, Committee, Commission, Department or duly appointed subcommittee (hereinafter sometimes called “members”) and other participants in a hybrid meeting may elect to attend such meeting either in person, at the location designated in the agenda for such meeting, or remotely by means of a video conferencing platform.
3. All members attending a hybrid meeting, whether in person or remotely, shall be counted for purposes of determining the presence of a quorum at the meeting.
4. The Chair or their member designee and other persons required to operate the voting and other technical systems necessary for the proper function of a hybrid meeting in accordance with this Section shall attend each session of a hybrid meeting in person. All other participants in a hybrid meeting, including members and other residents and non-residents of the Town, may attend and participate in each session of a hybrid meeting either in person or remotely. In order to participate in a session of a hybrid meeting remotely, a participant shall be required to provide written or electronic notice of such participation to the Chair, which notice shall be required to be received no later than two (2) business days before such session. Such notices may cover such person’s remote attendance and participation at one or more sessions of a hybrid meeting. Such notice requirement may, in general or in specific instances, be waived by written or electronic notice to the Chair.
5. The video conferencing platform shall afford all remote participants in a hybrid meeting the ability to identify and hear each member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting, to in-person participants in the meeting.
6. All members in a hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request

recognition by the Chair, make a motion or raise a point of order or question of privilege. Other persons who participate in the hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request recognition by the Chair to express an opinion or concern.

7. All members participating in a hybrid meeting, whether attending in person or remotely, shall have the opportunity to vote on all matters put to a vote of members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Chair to record accurately and securely the votes of those entitled to vote at the meeting.
8. All actions taken during a hybrid meeting held pursuant to sub-sections 1 through 7 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and bylaws.
9. This act shall take effect upon its passage.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

ARTICLE #16 RE: Home Rule Petition to Amend Chapter 686 of the Act of 1970, as Amended – An Act to Add a New Section – Exempting the Town of Burlington from In-Person Quorums

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, by adding a new Section 15A, as set forth below:

AN ACT EXEMPTING THE TOWN OF BURLINGTON FROM IN-PERSON QUORUMS.

Provided that, the General Court may reasonably vary the form and substance of this requested legislation which shall be within the scope of the general public objectives of this petition, be it enacted by the Senate and House of

Representatives, in General Court assembled, and by the authority of the same as follows:

1. The Town of Burlington Town Meeting, Boards, Committees, Commissions, Departments or any duly appointed subcommittee(s) thereof, shall be exempt from the provision of the M.G.L. c. 30A Sections 18-25 as they apply to remote participation and 940 CMR 29.10 which requires that a quorum of the body, including the chair, be present at an in-person meeting location (specifically, from “and provided further, that a quorum of the body, including the chair, are present at the meeting location”).
2. This Act shall take effect upon its passage.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

ARTICLE #17 RE: Amend Article II – Representative Town Meeting – Section 1.0 by Adding Paragraph 1.2 – Town Meeting Accessibility

To see if the Town will vote to amend Article II – Representative Town Meeting – Section 1.0 by adding a new paragraph, 1.2 that would read as follows:

SECTION 1.2 – Town Meeting Accessibility:

Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, the Town of Burlington may hold Town Meetings at which participants may attend either in person or remotely (hereinafter sometimes called a “hybrid meeting”), subject to the following:

- i. The Town Meeting shall be a hybrid meeting, and the warrant shall contain such provisions as shall be deemed by the Moderator and Town Counsel to be necessary to properly notify participants in such meeting of the requirements set forth in this Section.
- ii. Except as otherwise set forth in this Section, Town Meeting Members and other participants in a hybrid meeting may elect to attend such meeting either in person, at the location designated in the warrant for such meeting, or remotely by means of a video conferencing platform.
- iii. All Town Meeting Members attending a hybrid meeting, whether in person or remotely, shall be counted for purposes of

determining the presence of a quorum at the meeting.

- iv. The Moderator, the Town Clerk, members of the Town’s information technology staff and other persons required to operate the voting and other technical systems necessary for the proper function of a hybrid meeting in accordance with this Section shall attend each session of a hybrid meeting in person. All other participants in a hybrid meeting, including Town Meeting Members and other residents and non-residents of the Town, may attend and participate in each session of a hybrid meeting either in person or remotely. In order to participate in a session of a hybrid meeting remotely, a participant shall be required to provide written or electronic notice of such participation to the Town Clerk, which notice shall be required to be received no later than two (2) business days before such session. Such notices may cover such person’s remote attendance and participation at one or more sessions of a hybrid meeting. Such notice requirement may, in general or in specific instances, be waived by written notice to the Town Clerk.
- v. The video conferencing platform shall afford all remote participants in a hybrid meeting the ability to identify and hear the Moderator and each Town Meeting Member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting, to in-person participants in the meeting.
- vi. All participants in a hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request recognition by the Moderator, make a motion or raise a point of order or question of privilege.
- vii. All Town Meeting Members participating in a hybrid meeting, whether attending in person or remotely, shall have the opportunity to vote on all matters put to a vote of Town Meeting Members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Moderator to accurately and securely record the votes of those entitled to vote at the meeting.

- viii. All actions taken during a hybrid meeting held pursuant to sub-sections 1.2.1 through 1.2.7 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and bylaws.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

ARTICLE #18 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended – An Act to Add a New Section – Town Meeting Accessibility

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by adding a new Section. The new section would read as follows:

Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, the Town of Burlington may hold Town Meetings at which participants may attend both in person or remotely (hereinafter sometimes called a “hybrid meeting”), subject to the following:

1. The Town Meeting shall be a hybrid meeting, and the warrant shall contain such provisions as shall be deemed by the moderator and Town Counsel to be necessary to properly notify participants in such meeting of the requirements set forth in this section.
2. Except as otherwise set forth in this section, Town Meeting Members and other participants in a hybrid meeting may elect to attend such meeting either in person, at the location designated in the warrant for such meeting, or remotely by means of a video conferencing platform.
3. All Town Meeting Members attending a hybrid meeting, whether in person or remotely, shall be counted for purposes of determining the presence of a quorum at the meeting.
4. The Moderator, the Town Clerk and all members of the Town’s information technology staff and other persons required to operate the voting and other technical systems necessary for the proper function of a hybrid meeting in accordance with this Section shall attend each session of a hybrid meeting in person. All other participants in a hybrid meeting, including Town Meeting

Members and other residents and non-residents of the Town, may attend and participate in each session of a hybrid meeting either in person or remotely. In order to participate in a session of a hybrid meeting remotely, a participant shall be required to provide written or electronic notice of such participation to the Town Clerk, which notice shall be required to be received no later than two (2) business days before such session. Such notices may cover such person’s remote attendance and participation at one or more sessions of a hybrid meeting. Such notice requirement may, in general or in specific instances, be waived by written notice to the Town Clerk.

5. The video conferencing platform shall afford all remote participants in a hybrid meeting the ability to identify and hear the Moderator and each Town Meeting Member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting, to in-person participants in the meeting.
6. All participants in a hybrid meeting, whether attending in person or remotely, shall have a substantially equal opportunity to request recognition by the Moderator, make a motion or raise a point of order or question of privilege.
7. All Town Meeting Members participating in a hybrid meeting, whether attending in person or remotely, shall have the opportunity to vote on all matters put to a vote of Town Meeting Members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Moderator to record accurately and securely the votes of those entitled to vote at the meeting.
8. All actions taken during a hybrid meeting held pursuant to sub-sections 1 through 7 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and by-laws.
9. This act shall take effect upon its passage.

or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

**ARTICLE #19 RE: Amendment to General
Bylaw Article XIV, Section 5.9**

To see if the Town will vote to amend Article XIV, Section 5.9 of the General Bylaws of the Town of Burlington to change the penalties associated with violating the outdoor watering restrictions set forth in the Town.

Section 5.9 Penalties

Any person violating this bylaw shall be issued a warning for the first violation, and shall be liable to the Town in the amount of \$~~15~~00.00 for the second violation, and \$~~34~~00.00 for each subsequent violation which shall go to the General Fund. Fines shall be recovered by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. Each day of violation shall constitute a separate offense.

or to act any other manner thereto.

MAIN MOTION: WITHDRAWN

ACTION: WITHDRAWN

The business of the Town being concluded, a motion was made to adjourn, seconded and voted Unanimously. Meeting was adjourned at 8:27 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**PRECINCT MEETING OF PRECINCT 4
APRIL 10, 2023
TOWN HALL ANNEX MEETING ROOM
AND VIRTUAL**

At 6:05 PM the meeting was called to order by the Town Clerk.

Present were the Town Clerk –

Amy Warfield and the Moderator Bill Beyer.
Precinct Members present: Nancy Bonassera ,
Karen Cooper, Douglas Hastings – online
William Lisano, Tamara Maniscalco – online
David Miller-online, Frank Monaco,
Meghan Nawoichik, Laura Nichols– online,
Michael Proulx, Eileen Sickler– online ,
Chris Warren, Sally Willard– online

First order of business was the break the Tie for an open seat of a three (3) year term for the Precinct. The two candidates were present Kevin Spielberger and Ellen Ferguson. They introduced themselves and took questions from the members present. There was a Roll Call vote the results were Kevin Spielberger -7 votes and Ellen Ferguson- 6 votes. Kevin was declared the winner.

Second order of business was the fill another open seat, this is for an open one (1) year seat. There were three candidates nominated and present -Ellen Ferguson, Gerald Hopkins and Becky Norum. They introduced themselves and took questions from the members present. There was a Roll Call vote the results were Becky Norum -9 votes, Ellen Ferguson- 4 votes and Gerald Hopkins - 1 vote. Becky was declared the winner.

A thank you to all the candidates who showed interest in participating even if they didn't get selected. We will be looking for them to participate with the town in other areas in the future. William Lisano was new member. Bill, Kevin and Becky were all sworn in by the Town Clerk.

The meeting was adjourned at 6:35 PM

**PRECINCT MEETING OF PRECINCT 3
APRIL 13, 2023
TOWN HALL BASEMENT MEETING ROOM
AND VIRTUAL**

At 6:05 PM the meeting was called to order by the Town Clerk.

Present were the Town Clerk – Amy Warfield
Members present: Sean Connors, Jeffery DiBona,
Shari Ellis, James Frost, Chris Hartling, Steve Marchese, Gary Mercier Steve Morin - online,
Mildred Nash, Dan Raske, Roger Riggs
First order of business was the fill open seat, this is for an open one year seat. There were two candidates present – Lourdes Genao and Rich Dibona. They introduced themselves and took questions from the members present. There was a Roll Call vote the results were Rich Dibona – 8 and Lourdes Genao – 3 votes. Rich was declared the winner.

A thank you to all the candidates who showed interest in participating even if they didn't get selected. We will be looking for them to participate with the town in other areas in the future.
Rich was sworn in by the Town Clerk.
The meeting was adjourned at 6:22 PM.

**PRECINCT MEETING OF PRECINCT 3
MAY 8, 2023
FOGELBURG PERFORMING
ARTS CENTER
BURLINGTON HIGH SCHOOL**

At 6:33 PM the meeting was called to order by the Town Clerk.

Present were the Town Clerk – Amy Warfield
Members present: Sean Connors, Jeffery DiBona,
Shari Ellis, Steve Marchese, Gary Mercier, Mildred Nash, Roger Riggs

The order of business was the fill open seat that has recently been vacated, this is for an open one year seat. There was one candidates present – Lourdes Genao. She was voted in with 7 for and 1 abstention. The meeting was adjourned at 6:43 PM.

**ADJOURNED TOWN MEETING
MONDAY, MAY 8, 2023
FOGELBURG PERFORMING
ARTS CENTER
BURLINGTON HIGH SCHOOL**

**IN ACCORDANCE TO ADA TITLE II
COMPLIANCE THERE WERE 2 MEMBERS
REQUESTING REMOTE ACCESS. A
REASONABLE ACCOMODATION WAS MADE
FOR THEM AND THEY VOTED WITH SIGNS
VISABLE BY ALL THE MEMBERS PRESENT.**

A quorum being present, the meeting was called to order at 7:06 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator had three motions at the beginning of the meeting. The first motion was accept voting a show of hands. The second motion was to continue until Wednesday May 10, 2023 if the business of the Town was not completed tonight, and the third was to appoint Bruce Morey as Deputy Moderator if one is needed, it was moved and seconded; passed with a standing vote majority

The Moderator also recognized our Audio/Video staff for tonight's meeting which were: Joe Machado, Joane Nzikoba, Andrew Salibu, Lindsey Lavoie and John Porter.

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.

A report was made by Melisa Tintocalis, EcoDev regarding the EcoDev projects and their progress. She also reminded Town Meeting members about the

Community Design Workshop coming up on May 24th. Sam Hockenberry, Finance Analyst, presented on the Community Survey. There have been over 700 responses so far and the deadline is on the May. There was a QR code shown and a number of members took the opportunity to capture it on their phones. Brain White, New DPW Director was introduced and presented and update on Water and Trash issues. Planning Director, Elizabeth Bonventre gave an update on the completion of the Master plan and the Blanchard RD/Wheeler Rd project. Finally, Paul Sagarino, the Town Administrator presented the financial overview for the Town, giving the status of our Free Cash and xxx

ACTION: No voted required

**ARTICLE #2 RE: Transfer of Funds
FY2023/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 FY2023 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

ACTION: NONE

**ARTICLE #3 RE: Fund FY2024 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 FY2024; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate, \$168,362,402, sufficient to cover the requests of the various departments for FY2024; or to act in any other manner in relation thereto

DEPT #	DESCRIPTION	PASS	HOLD				
					(A)		
				149	CH. 32B BENEFITS (A)	\$16,248,398	\$-
				149	MEDICARE (A)	\$1,389,291	\$-
				149	TRANSFER TO OPEB (A)	\$1,018,430	\$-
				149	TOWN INSURANCE (A)	\$1,364,219	\$-
				149	FINANCIAL SERVICES (A)	\$60,000	\$-
				149	CENTRAL SUPPLY	\$110,000	\$-
				149	CENTRAL MACHINE	\$28,000	\$-
				151	LEGAL	\$-	\$202,000
				152	HUMAN RESOURCES	\$-	\$178,441
				155	MIS	\$-	\$771,213
				161	TOWN CLERK	\$515,495	\$-
				162	BOARD OF REGISTRARS	\$13,150	\$-
				171	CONSERVATION	\$-	\$308,567
				175	PLANNING BOARD	\$465,652	\$-
				176	BOARD OF APPEALS	\$13,731	\$-
				192	TOWN FACILITIES	\$98,163	\$-
				210	POLICE	\$10,127,029	\$-
				220	FIRE	\$-	\$9,956,708
				241	BUILDING	\$724,620	\$-
				244	SEALER OF WEIGHTS AND MEASURES	\$16,848	\$-
				291	EMERGENCY MANAGEMENT	\$23,600	\$-
				300	SCHOOL OPERATING - DIFF. FROM BOOK	\$-	\$61,904,445
				300	SPECIAL EDUCATION (A)	\$14,202,037	\$-
				301	SHAWSHEEN ASSESSMENT (A)	\$2,976,385	\$-
				301	ESSEX TECH (A) - DIFF. FROM BOOK	\$106,865	\$-
				301	MINUTEMAN (A) - DIFF. FROM BOOK	\$-	\$-
				411:	DPW OPERATING		\$-
				491	TOTAL	\$10,708,201	\$-
				411:	RUBBISH AND GARBAGE (A)	\$3,159,710	\$-
				491	STREET LIGHTS (A)	\$360,500	\$-
				411:	DEP ASSESSMENT (A)	\$15,000	\$-
				491			
113	TOWN MEETING AND REPORTS	\$15,908	\$-				
119	LEGISLATIVE COMMITTEES	\$11,017	\$-				
122	SELECT BOARD/ TOWN ADMIN.	\$931,051	\$-				
135	TOWN ACCOUNTANT	\$-	\$486,956				
141	ASSESSOR	\$480,877	\$-				
145	TREASURER/ COLLECTOR	\$745,826	\$-				
149	UNEMPLOYMENT COMPENSATION	\$100,000	\$-				

510	BOARD OF HEALTH OPERATING TOTAL	\$750,118	\$-	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																														
510	HAZARDOUS WASTE (A)	\$50,000	\$-																															
510	MOSQUITO CONTROL (A)	\$45,743	\$-																															
541	COUNCIL ON AGING	\$-	\$462,794																															
543	VETERANS SERVICES	\$283,962	\$-																															
549	YOUTH AND FAMILY SERVICES	\$-	\$529,912																															
590	DISABILITY ACCESS COMMISSION	\$1,008	\$-	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, 2023, or to act in any other manner in relation thereto.																														
610	LIBRARY	\$1,784,253	\$-																															
630/1	RECREATION	\$2,105,611	\$-	<table><tr><td>Revolving Fund Name</td><td>Department or Board Authorized to Spend</td><td>Expenditure Limit</td></tr><tr><td>Cross Connection – Backflow Prevention</td><td>Public Works</td><td>\$100,000</td></tr><tr><td>Local Transportation Program</td><td>Public Works</td><td>\$100,000</td></tr><tr><td>Grand View Farm</td><td>Select Board</td><td>\$90,000</td></tr><tr><td>Nursing Programs & Services</td><td>Board of Health</td><td>\$40,000</td></tr><tr><td>Plan Imaging & Property File Documents</td><td>Building Department</td><td>\$25,000</td></tr><tr><td>Sale of Recyclable Materials, Trash Bags & Toters</td><td>Select Board</td><td>\$120,000</td></tr><tr><td>Sealer of Weights and Measures</td><td>Select Board</td><td>\$30,000</td></tr><tr><td>Ice Palace Improvement & Maintenance</td><td>Select Board</td><td>\$36,000</td></tr><tr><td>Meadowbrook School Maintenance and Improvements</td><td>Select Board</td><td>\$105,000</td></tr></table>	Revolving Fund Name	Department or Board Authorized to Spend	Expenditure Limit	Cross Connection – Backflow Prevention	Public Works	\$100,000	Local Transportation Program	Public Works	\$100,000	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	\$120,000	Sealer of Weights and Measures	Select Board	\$30,000	Ice Palace Improvement & Maintenance	Select Board	\$36,000	Meadowbrook School Maintenance and Improvements	Select Board	\$105,000
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Meadowbrook School Maintenance and Improvements	Select Board	\$105,000																																
691	HISTORICAL COMMISSION	\$10,000	\$-																															
710	DEBT SERVICE PRINCIPAL (A)	\$4,963,473	\$-																															
710	DEBT SERVICE-INTEREST (A)	\$3,225,197	\$-																															
115	RESERVE FUND	\$-	\$200,000																															
901	MIDDLESEX RETIREMENT (A)	\$13,403,482	\$-																															
900	NEGOTIATED SETTLEMENTS	\$208,516	\$-																															
902	LOCAL TRANS. (A)	\$-	\$100,000																															
903	CAPITAL IMPROVEMENTS (A)	\$400,000	\$-																															
	TOTAL AMOUNT	93,261,366	75,101,036																															

ACTION: PASSED – AMOUNT \$93,261,366 WAS ON THE FIRST PASS THROUGH AND THEN \$75,101,036 WAS HELD AND PASSED ON THE SECOND TIME FOR A **TOTAL OF \$168,362,402.**

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 #7 RE: Fund FY2024 Capital Budget

To see if the Town will vote to transfer from Free Cash the sum of \$3,771,458.00 and \$205,000.00 from receipts reserved account or borrow, raise or appropriate any other amount for the items contained within the following proposed FY2024 Capital Budget, same to be expended under the appropriate authorities as indicated:

FROM FREE CASH (7-01:7-33):

NO.	DEPT	PROJECT	SPENDING AUTHORITY	REQUEST AMOUNT
7-01	FIRE	Pickup Truck	Select Board	\$110,000
7-02	FIRE	Bird Netting	Select Board	\$0 WD
7-03	DPW-E	NPDES Stormwater Retrofit Project	Select Board	\$100,000
7-04	DPW-W&S	Douglas Ave Pump Station Design and Construct.	Select Board	\$125,000
7-05	DPW-W&S	Drainage Repair/ Stream Cleaning	Select Board	\$200,000
7-06	DPW-W&S	Portable Sewer Bypass Grinder	Select Board	\$30,000
7-07	DPW-W&S	Terrace Hall Station Sewer Grinder	Select Board	\$60,000
7-08	DPW-W&S	Terrace Hall VFD Replcmnt Phase 1	Select Board	\$40,000
7-09	DPW-W&S	Sewer Vactor Truck Repairs	Select Board	\$25,000
7-10	DPW-H	Vehicle Replcmnt Program	Recreation	\$607,000
7-11	DPW-B&C	Carpenter House Demolition	Select Board	\$41,000
7-12	DPW-B&C	Dog Pound Reno	Select Board	\$200,000
7-13	DPW-B&C	Facilities Upgrades/ Energy Conser Measures	Select Board	\$250,000
7-14	DPW-B&C	Cemetery Tractor	Select Board	\$25,000
7-15	DPW-B&C	Recreation Building Demolition	Select Board	\$200,000
7-16	DPW-B&C	West School	Select	\$100,000

		and Museum Repairs	Board	
7-17	DPW-B&C	Winn St & Mountain Rd Traffic Light Design	Select Board	\$100,000
7-18	REC	Dump Truck Replcmnt	Rec. Comm.	\$90,000
7-19	REC	Outdoor Facilities Master Plan	Rec. Comm.	\$62,000
7-20	REC	Accessible Van	Rec. Comm.	\$25,000
7-21	REC	Dump Body and Tailgate Replcmnt	Rec. Comm.	\$25,000
7-22	REC	Street Hockey Reno	Rec. Comm.	\$50,000
** 7-23	SCHOOL	MSMS Security Cameras	School Comm.	\$45,111
7-24	SCHOOL	Pine Glen Instruction Space Transform	School Comm.	\$115,562
7-25	SCHOOL	BHS Lightspeed Amp Systems	School Comm.	\$154,980
7-26	SCHOOL	BECC Student Bathroom Reno	School Comm.	\$82,770
7-27	SCHOOL	Francis Wyman Stairwell Resurface	School Comm.	\$42,049
7-28	SCHOOL	Pine Glen Siding and Soffits	School Comm.	150,423
7-29	SCHOOL	Francis Wyman Cafeteria Grease Trap	School Comm.	\$39,393
7-30	SCHOOL	Memorial Fire System Upgrades	School Comm.	\$41,190
7-31	SCHOOL	Francis Wyman Grass Field	School Comm.	\$700,000
7-32	SCHOOL	MSMS Athletic Field Improve	School Comm.	\$0 WD
7-33	SCHOOL	BHS Athletic Fields Improve	School Comm.	\$0 WD
FROM RECEIPTS RESERVED (7-34:7-35):				
7-34	DPW	Pine Haven Columbm	Select Board	\$150,000
7-35	DPW	Pine Haven Chapel Roof	Select Board	\$50,000

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$3,736,458.00 and \$205,000.00 from receipts reserved account or borrow, raise or appropriate any other amount for the items contained within the following proposed FY2024 Capital Budget, same to be expended under the appropriate authorities as indicated:

**RECOMMENDATIONS: WAYS & MEANS:
UNANIMOUS ON ALL ITEMS**

**ACTION: PASSED BY MAJORITY VOTE ON
ALL THE ITEMS**

Motion to Adjourn was made and seconded after 7-22 at 10:38 PM. Vote was done by a show of hands. Town meeting was adjourned until May 10, 2022 at 7:00 PM. Respectfully Submitted

Amy E. Warfield
Town Clerk

**ADJOURNED TOWN MEETING
WEDNESDAY, May 10, 2022
FOGELBURG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:08 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag.

**Article 7-23 was next Article discussed and voted on. Then all of the Article 7 items were passed.

ARTICLE #8 RE: Acceptance of Chapter 90

To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or act in any other manner in relation thereto.
AMOUNT: \$1,071,425.14

MAIN MOTION: AS PRINTED IN WARRANT

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED BY MAJORITY VOTE

**ARTICLE #9 RE: MWRA Inflow/Infiltration
Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$107,975 for the purpose of paying the FY2024 debt service on the Town's four 0% MWRA Inflow/Infiltration loans; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED WITH MAJORITY VOTE

ARTICLE #10 RE: Sewer Enterprise Fund

To see if the Town will vote to authorize the sum of \$6,444,500 to operate the FY2024 Sewer Services Enterprise, including sewer assessment, maintenance, and debt services, of which \$6,200,000 will come from the FY2024 Sewer Services Enterprise estimated revenue account, and \$244,500 will come from Sewer Services Enterprise Fund retained earnings account; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED BY MAJORITY VOTE

**ARTICLE #11 RE: Transfer from Water
Stabilization Fund**

To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$1,285,351 or any other sum, to cover the operating expenses, MWRA entrance fee, debt service and miscellaneous expenses 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 WARRANT

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 10-0-0**

ACTION: PASSED BY CALLED 2/3s VOTE

ARTICLE #12 RE: Fire Aerial Tower Truck

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,000,000, or any other sum, for the purpose of purchasing a fire aerial tower truck, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0****ACTION: PASSED UNANIMOUSLY****ARTICLE #13 RE: Water Main Upgrade /
Replacement**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,500,000, or any other sum, for the purpose of funding Water Distribution System Upgrades, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0****ACTION: PASSED UNANIMOUSLY****ARTICLE #14 RE: MWRA Inflow/Infiltration
Program - Phase 14**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,200,000, or any other sum, for the purpose of repairing sanitary sewer mains and manholes, and miscellaneous work, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: That the Town appropriate the sum of \$1,200,000 for the purpose of funding Sewer Inflow/Infiltration Mitigation, as required under an Amended Administrative Consent Order issued by the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow \$1,200,000 under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that the amount authorized to be borrowed hereunder shall be reduced to the extent of any grants or gifts received by the Town from the Massachusetts Water Resources Authority, or from any other source, on account of this project; to pay costs of removing sources of infiltration and inflow into the Town's sewer system, same to be spent under the direction of the Town Administrator.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0****ACTION: PASSED UNANIMOUSLY****ARTICLE #15 RE: Cable Access Enterprise
Fund**

To see if the Town will vote to transfer the sum up to \$585,000 to operate the FY24 Cable Access Enterprise of which \$585,000 will come from the FY2024 Cable Access Enterprise Fund Estimated Revenue Account; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 13-0-0****ACTION: PASSED BY MAJORITY VOTE****ARTICLE #16 RE: Transfer from Receipts
Reserved for Ambulance Services
– Purchase Ambulance**

To see if the Town will vote to transfer from the Receipts Reserved Account for Ambulance Services the sum of \$485,000, or any other sum, for the purchase of a new ambulance including all of the associated costs; or to act in any other manner in relation thereto.

MAIN MOTION: It is hereby moved that the Town transfer from Receipts Reserved Account for Ambulance Services the sum of \$485,000 for the purchase of a new ambulance including all of the associated costs.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0****ACTION: PASSED UNANIMOUSLY****ARTICLE #17 RE: Transfer from Receipts
Reserved for Ambulance Services –
Offset FY24 Budget**

To see if the Town will vote to transfer from the Receipts Reserved Account for Ambulance Services the sum of \$360,000, or any other sum, to cover the costs associated with operating ambulance services at the advanced life support paramedic level for FY2024; or to act in any other manner in relation thereto.

MAIN MOTION: It is hereby moved that the Town transfer from Receipts Reserved Account for Ambulance Services the sum of \$360,000 to cover the costs associated with operating the ambulance services at the advanced life support paramedic level for FY2024.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0****ACTION: PASSED UNANIMOUSLY**

**ARTICLE #18 RE: Transfer from Receipts
Reserved for Ambulance Services –
Offset FY23 Budget**

To see if the Town will vote to transfer from the Receipts Reserved Account for Ambulance Services the sum of \$360,000, or any other sum, to cover the costs associated with operating ambulance services at the advanced life support paramedic level for FY2023; or to act in any other manner in relation thereto.

MAIN MOTION: It is hereby moved that the Town transfer from Receipts Reserved Account for Ambulance Services the sum of \$360,000 to cover the costs associated with operating the ambulance services at the advanced life support paramedic level for FY2023.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED UNANIMOUSLY

**ARTICLE #19 RE: Fund the Administrative and
Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2024, and transfer from the FY2024 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: That the Town adopt the Administrative & Professional Compensation Plan for FY2024, and transfer from the FY2024 Negotiated Settlement Account \$208,516 for the purpose of funding the plan, same to be expended under the appropriate authorities.

**RECOMMENDATIONS:
WAYS & MEANS: 13-0-0**

ACTION: PASSED UNANIMOUSLY

ARTICLE #20 RE: Sick Time Buy Back

To see if the Town will vote to transfer from Free Cash to the Accrued Liability Fund the sum of \$500,000, or any other sum, to cover the costs associated with payment of any accrued liabilities for earned leave that is due to employees upon retirement or separation, same to be spent by the approval of the Town Administrator; or to act in any other manner in relation thereto.

MAIN MOTION: That the Town transfer from Free Cash to the Accrued Liability Fund \$500,000 to cover the costs associated with payment of any accrued

liabilities for earned leave that is due to employees upon retirement or separation, the same to be spent with the approval of the Town Administrator.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED BY MAJORITY VOTE

**ARTICLE #21 RE: Economic Development
Public Private Placemaking and
Community Events**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$40,000 to pay for expenses associated with promoting and expanding the economic development efforts for placemaking and community events, and to do or act in any other manner in relation thereto.

MAIN MOTION: That the Town transfer from free cash the sum of \$40,000 to pay for expenses associated with promoting and expanding the economic development efforts for placemaking and community events.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED UNANIMOUSLY

ARTICLE #22 RE: Fourth of July Parade

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$20,000 to pay for expenses associated with the annual Fourth of July parade, and to do or act in any other manner in relation thereto. That the Town transfer from free cash the sum of \$20,000 to pay for expenses associated with the annual Fourth of July parade

MAIN MOTION: That the Town transfer from free cash the sum of \$20,000 to pay for expenses associated with the annual Fourth of July parade

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 13-0-0**

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #23 RE: Diversity, Equity, and Inclusion Training

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$20,000 to pay for the Select Board initiative for Diversity, Equity, and Inclusion (DEI) including costs for training, consultants, and materials; and to do or act in any other manner in relation thereto.

MAIN MOTION: That the Town transfer from free cash the sum of \$20,000 to pay for the Select Board initiative for Diversity, Equity, and Inclusion (DEI) including costs for training, consultants, and materials.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 11-0-0**

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #24 RE: Seasonal Decorations for the Common

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$20,000 to pay for the purchase of seasonal decorations for the town common, and to do or act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from free cash the sum of \$20,000, to pay for the purchase of seasonal decorations for the town Common.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 13-0-0**

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #25 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 \$TBD 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: WITHDRAWN

ACTION: NONE

ARTICLE #26 RE: Burlington 225th Celebration

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$20,000 to pay for expenses associated with

the Burlington 225th Celebration activities, and to do or act in any other manner in relation thereto.

MAIN MOTION: That the Town transfer from free cash the sum of \$20,000 to pay for expenses associated with the Burlington 225th Celebration activities.

**RECOMMENDATIONS: SELECT BOARD 5-0
WAYS & MEANS: 13-0-0**

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #27 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: That the Town accept from the Trustees under the will of Marshall Simonds in an amount \$74,907.15, for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners.

**RECOMMENDATIONS:
WAYS & MEANS: 13-0-0**

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #28 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 2024 to be expended under the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: NONE

ARTICLE #29 RE: Repurpose Article 7-18 of May 2022

To see if the Town will vote to repurpose the funding originally appropriated in Article 7-18 at May 2022 Annual Town Meeting for BHS Music Floor Reconstruction or otherwise provide the sum of \$450,000, 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 the renovation of or a newly constructed Burlington High School, same to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

MAIN MOTION: That the Town repurpose the funding originally appropriated in Article 7-18 at May 2022 Annual Town Meeting for BHS Music Floor Reconstruction or otherwise provide the sum of \$450,000, 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 the renovation of or a newly constructed Burlington High School, same to be spent under the direction of the School Committee

AMENDMENT AS MADE AND SECONDED: TO STRIKE THE PHASE "or otherwise provide". The amendment was discussed and PASSED.

AMENDMEND MAIN MOTION: That the Town repurpose the funding originally appropriated in Article 7-18 at May 2022 Annual Town Meeting for BHS Music Floor Reconstruction, the sum of \$450,000, 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 the renovation of or a newly constructed Burlington High School, same to be spent under the direction of the School Committee

RECOMMENDATIONS:
WAYS & MEANS: 11-0-0

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #30 RE: Burlington High School Feasibility Study

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$1,050,000, 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 the renovation of or a newly constructed Burlington High School.

MAIN MOTION: That the Town transfer from free cash the sum of \$1,050,000, 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 the renovation of or a newly constructed Burlington High School.

RECOMMENDATIONS:
WAYS & MEANS: 11-0-0

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #31 RE: Francis Wyman Baseball Field Rehab

To see if the Town will vote to transfer from Free Cash the sum of \$140,000 within the proposed FY2024 budget for the purposes of renovating the Francis Wyman School's baseball field to be expended under the authority of the Recreation Commission; or to act in any other manner in relation thereto.

MAIN MOTION: WITHDRAWN

ACTION: NONE

ARTICLE #32 RE: Amend General Bylaw, XIV Section 4.5 Construction Hours

To see if the Town will vote to amend Article XIV, Environment, Section 4.5 Construction Hours by modifying the selected provisions as follows (underline and bold new, ~~cross out~~ removed): 4.5.3 Saturday Construction Hours – Saturday construction activity shall be allowed only between the hours of 97:00 AM to 75:00 PM. Or take any other action relative thereto.

MAIN MOTION: WITHDRAWN

ACTION: NONE

RESOLUTION FOR TOWN MEETING

Burlington Town Meeting expresses support for the Burlington Sustainability and Resilience Action Planning Project, a proposal before the Massachusetts Municipal Vulnerability Preparedness program. The proposal, if funded, would lead to a planning-based Action Grant for the Town of Burlington.

Submitted by the Land Use Committee

BACKGROUND:

The Town of Burlington aims to build upon the recently completed Vine Brook Watershed Urban Heat Island Assessment by expanding its focus to consider potential climate resilience actions across the entire community. The proposed Project, being submitted by the Conservation Department with assistance from other Town agencies, addresses the need to build a sustainable Town of Burlington, with a focus on the following: Evaluating action areas where the municipality may implement sustainable design principles, specifically; natural resource management, energy conservation

and renewable energy implementation, building and infrastructure development, transportation and mobility design, and public health and emergency preparedness.

- Engaging in outreach efforts that ensure widespread community participation, including those who might be most impacted in Town (environmental justice populations and other community stakeholders) through in-person events and remote programming.
- ☐ Describing the state of existing Burlington programming in sustainability actions areas; and
- ☐ Using a Nature-based Solutions approach to consider ways to enhance climate resilience across Town. Nature-based means using regulations and by-laws to include more natural features in our human built environment – ex. reducing heat islands or planting trees.

Burlington is a life science and biomedical industry town, going through a successful evolution from its former identity as a digital technology leader. The Town's economic history and rapid development path frame the importance of a focus on sustainable design and ecological climate resilient interventions. The goal of the Sustainability and Resilience Project is to protect residents from poorly planned development that makes the Town vulnerable to the growing impacts of climate change. A number of things, including too much tree cutting, the presence of little-used impervious surfaces that could incorporate more vegetation, construction on and filling of wetlands areas, and covering or cement channeling of streams, if continued, will make the Town vulnerable to large storms, droughts, and flooding. This planning process will identify how those problems can be lessened or even avoided.

ACTION: PASSED BY MAJORITY VOTE

The business of the Town being concluded, a motion was made to adjourn, seconded and voted Unanimously. Meeting was adjourned at 10:43 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

**PRECINCT MEETING OF PRECINCT 2
SEPTEMBER 19, 2023
GRAND VIEW CONFERENCE CENTER
59 CENTER ST & VIRTUAL**

At 6:02 PM the meeting was called to order by the Town Clerk. Present were the Town Clerk – Amy Warfield and the Moderator Bill Beyer. Precinct Members present: Laura Vittum, Cindy Phillips and Sarah Cawley – on line

Order of business was the fill the open seat, they will serve until April 2024, this is for an open three (3) year seat. There was one nomination Jeremy Harrington of 36 Peach Orchard RD. He was unanimously voted in.
The meeting was adjourned at 6:08 PM

**PRECINCT MEETING OF PRECINCT 7
SEPTEMBER 27, 2023
BURLINGTON HIGH SCHOOL PREFORMING
ARTS CENTER**

At 6:00 PM the meeting was called to order by the Town Clerk.

Present were the Town Clerk – Amy Warfield
Members present: Shomeri Abramson, Sarah Caley, Jack Kelly, Scott Martin, Ryan McSheffrey, Keri Ryan, David Van Camp, David Webb, and Mark Woods.

Order of business was the fill two open seats, they will serve until April 2024, this is for two open three (3) year seats. There was one nomination Ronald Riley of 7 Oxbow Lane. He was unanimously vote in. There being no other nominations the meeting was closed at 6:05.

At 7:06 PM a second meeting was called to order by the Town Clerk.

Present were the Town Clerk – Amy Warfield
Members present: Shomeri Abramson, Sarah Caley, Julie Cullen, Betsy Hughes, Cynthis Kazanjian, Jack Kelly, Scott Martin, Ryan McSheffrey, Keri Ryan, Ron Ryan, Jonathan Sachs, Anthony Salamone, Paul Shvartsman, David Van Camp, David Webb, and Mark Woods.

Order of business was the fill one open seats they will serve until April 2024, this is for the remaining open three (3) year seat. There was one nomination EunJoo of 13 Cormier Rd. She was unanimously vote in, the meeting was closed at 7:10 PM.

**ADJOURNED TOWN MEETING
MONDAY, SEPTEMBER 27, 2023
FOGELBURG PERFORMING
ARTS CENTER
BURLINGTON HIGH SCHOOL**

**IN ACCORDANCE TO ADA TITLE II
COMPLIANCE THERE WERE 2 MEMBERS
REQUESTING REMOTE ACCESS. A
REASONABLE ACCOMODATION WAS MADE
FOR THEM AND THEY VOTED WITH SIGNS
VISABLE BY ALL THE MEMBERS PRESENT.**

A quorum being present, the meeting was called to order at 7:12 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator had four motions at the beginning of the meeting. The first motion was accept the Remote Attendance of two

members needing ADA Title II, they would be voting with a sign showing their vote and ask questions via the Chat on Webex; the second motion was to appoint Bruce Morey as Deputy Moderator if one is needed; the third was continue until Monday October 2, 2023 if the business of the Town was not completed tonight, and the fourth was to accept voting by the body with a show of hands, it was moved and seconded; passed with a standing vote majority.

The Moderator also recognized our Audio/Video staff for tonight's meeting and reminded that members on the proper use of the microphones.

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.

A report was made by Paul Sagarino, Town Administrator, regarding the recent implementation of the PFAs filter system and the MWRA connection being completed. He remarked that Burlington on of the first communities to design and implement this system for making sure that our water is safe from toxic chemicals. He thanked the DPW under the direction of retired Superintendent John Sanchez and current Superintendent Brian White. Melisa Tintocalis, EcoDev regarding the EcoDev projects and their progress. She spoke on the Burlington Mall Road and the Community Design Workshops coming up on May 24th. The Fox Hill School Building Committee chair, Melissa Massardo, introduced a video presentation and encouraged all Town Meeting members to log on to a Thought Exchange Survey, that the committee was running to get further feedback from the community regarding the project. The final report was from Nancy Bonasserra, from the newly reformed Human Services Committee. This is a committee of Town Meeting Members that report back to the Town Meeting on resources, services and work to connect citizens to the town groups and organizations.

ACTION: No vote required

There was a point of order requested by Jack Kelly, then 8 members stood to make a motion to reconsideration of a resolution presented by the Land Use Committee. A motion was made and seconded for Reconsideration .

ACTION: Failed by Majority Vote

ARTICLE #2 RE: Annual Town Election Date

To see if the Town will vote to set the Annual Town Election for April 6, 2024; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

ACTION: Passed by Majority Vote

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 **\$74,907.15**, for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS:**

Recreation Commission: Unanimous

ACTION: Passed by Majority Vote

The Moderator then requested a Motion to take the Zoning Articles #14-16 out of order. It was moved, seconded and Passed by a Majority.

ARTICLE #14 RE: Amend the Town of Burlington Zoning Bylaws, Article IV Use Regulations, Section 4.2.0 Principal Use Regulation Schedule by adding a new Section 4.2.5.11, as follows:

MAIN MOTION: AS PRINTED IN WARRANT

Proponent wished to Take no Action at this time.

A motion was made on the floor to Postponed to a future meeting. The motion was seconded and a passed.

RECOMMENDATIONS:

Planning Board: 5-1-0

ACTION: Postponed

ARTICLE #15 RE: Amend Zoning Bylaw Article IV Section 4.2.7 Principal Use Regulation Schedule

To see if the Town will vote to amend Section 4.2.7 of the Principal Use Regulation Schedule as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE																
	USE DESIGNATION	DISTRICT											OVERLAY DISTRICTS			
4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	I	IR	OS	A	WR	CC	CBD
4.2.7.11	Solar (See Section 10.9.0)															
4.2.7.1+2	Generation or storage of hazardous waste, limited to the volumes classified as a very small quantity generator (VSQG)	NO	NO	--	NO	NO	NO	NO	SP	SP	SP	NO	SP	SP	YES	YES
4.2.7.1+2.3	Generation or storage of hazardous waste, in excess of the volumes classified as a very small quantity generator (VSQG)	NO	NO	--	NO	NO	NO	NO	SP	SP	SP	NO	NO	SP	YES	YES

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS:**

Planning Board: 5-0-0

MAIN MOTION: As Printed in the Warrant

ACTION: Passed by Called 2/3rds

ARTICLE #16 RE: General Traffic Parking Requirements and Shared Parking

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article II "Definitions" and Article VII "General Regulations" Section 7.2.0 "General Traffic and Parking Requirements" to add the following new language:

Article Section A: Definitions**Section 2.13 "M"**

Mixed Use Development

A development containing a mix of residential uses and non-residential uses, including, without limitation: commercial, institutional, industrial or other uses on

one lot or a group of contiguous lots owned or controlled by the same entity or unrelated entities that have developed a common development scheme. It also refers to a land use pattern that seeks to increase concentrations of population and employment in well-defined areas with a mix of diverse and compatible land uses all conceived, planned and integrated to create vibrant, workable, livable and attractive neighborhoods.

Section 2.20 “T”

Transportation Demand Management (TDM)
Strategies aimed at guiding, distributing and reducing travel demand with a focus on shifting travel away from single occupancy vehicles toward mass transit, walking, biking, and ridesharing.

Article Section B: Purpose

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article VII “General Regulations” to add the following new language to Section 7.2.0 “General Traffic and Parking Requirements

7.2.1 Purpose

- a) To promote traffic safety by assuring the adequate storage of motor vehicles off the public street and for their orderly access and egress to and from the public street;
- b) To prevent the creation of surplus amounts of parking spaces which contribute to additional Single Occupancy Vehicle (SOV) trips, traffic congestion and traffic service level deterioration on roadways;15
- c) To advance the efficiency of vehicular traffic on Burlington streets to reduce excessive delay and/or congestion;
- d) To consider and allow for safe and convenient routes for pedestrians and bicyclists;
- e) To permit emergency vehicles to reach homes and businesses with a minimum of delay and to reduce motor vehicle and pedestrian accidents on Town streets;
- f) To prevent, reduce, and mitigate the impacts of development on parking demands, transportation system, neighborhood livability, public safety and the environment through the use of Transportation Demand Management (TDM) measures;
- g) To promote shared parking as a means to reduce the need for an excess pavement in an effort to curtail the heat island effect.

Article Section C: Shared Parking

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article VII “General Regulations” to add the following new language to Section 7.2.0 “General Traffic and Parking Requirements”:

7.2.8 Shared Parking

7.2.8.1 On-Site Shared Parking

To implement shared on-site parking, the applicant shall provide analyses as part of a Site Plan or Special Permit demonstrating that proposed uses are either competing or non-competing.

- a) Non-competing Uses: In mixed-use developments, applicants may propose a reduction in parking requirements based on an analysis of peak demands for non-competing uses. Up to [75%] of the requirements for the predominant use may be waived by the Planning Board if the applicant

can demonstrate that the peak demands for two (2) or more uses do not overlap. An applicant may use the latest peak demand analyses published by the Institute of Traffic Engineers (ITE) or other source acceptable to the Planning Board.

- b) Competing Uses: In mixed-use developments, applicants may propose a reduction in parking requirements where peak demands do overlap. In these cases, the Planning Board may reduce the parking requirements of the predominant use by up to 15%.

7.2.8.2 Off-Site Parking

Separate from, or in conjunction with Shared Parking provisions, an applicant may use off-site parking to satisfy their parking requirements. As part of Site Plan or Special Permit Review, the applicant shall provide the Planning Board with the necessary information to comply with the following standards:

- a) Off-site parking shall be within five hundred (500) feet of the property for which it is being requested.
- b) Off-site parking may only be provided if the off-site lot has an excess number of spaces or if the applicant can demonstrate that the on-site and off-site uses have non-competing peak demands.
- c) The amount of required parking spaces being reduced on-site shall be equal to the amount being provided off-site and can account for up to 100% of the minimum required on-site parking.
- d) Off-site parking spaces provided by a separate private property owner shall be subject to a legally binding agreement securing the necessary spaces and which shall be presented to the Planning Board during the Site Plan Review process or as a condition of approval. The Planning Board may condition their approval on the continued existence of the written and binding shared parking agreement, the failure of which may render the permit null and void and subject to enforcement by the Building Inspector.
- e) On-street parking spaces that intersect or are completely contained within the frontage of the property may be counted toward the minimum parking requirements.
- f) Uses sharing a parking facility shall provide for safe, convenient walking between uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting.

or to act in any other manner in relation thereto.

Motion to Amend on the floor was made, seconded and passed

MAIN MOTION: AS AMENDED

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article II “Definitions” and Article VII “General Regulations” Section 7.2.0 “General Traffic and Parking Requirements” to add the following new language:

Article Section A: Definitions

Section 2.13 “M”

Mixed Use Development

A development containing a mix of residential uses and non-residential uses, including, without limitation: commercial, institutional, industrial or other uses on one lot or a group of contiguous lots owned or

controlled by the same entity or unrelated entities that have developed a common development scheme. It also refers to a land use pattern that seeks to increase concentrations of population and employment in well-defined areas with a mix of diverse and compatible land uses all conceived, planned and integrated to create vibrant, workable, livable and attractive neighborhoods.

Section 2.20 “T”

Transportation Demand Management (TDM) Strategies aimed at guiding, distributing and reducing travel demand with a focus on shifting travel away from Single Occupancy Vehicles toward mass transit, walking, biking, and ridesharing.

Article Section B: Purpose

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article VII “General Regulations” to ~~add the following new language to~~ Section 7.2.0 “General Traffic and Parking Requirements” by replacing 7.2.1 (inclusive of 7.2.1.1 through 7.2.1.5) with the following language:

7.2.1 Purpose

- a) To promote traffic safety by assuring the adequate storage of motor vehicles off the public street and for their orderly access and egress to and from the public street;
- b) To prevent the creation of surplus amounts of parking spaces which contribute to additional Single Occupancy Vehicle (SOV) trips, traffic congestion and traffic service level deterioration on roadways;15
- c) To advance the efficiency of vehicular traffic on Burlington streets to reduce excessive delay and/or congestion;
- d) To consider and allow for safe and convenient routes for pedestrians and bicyclists;
- e) To permit emergency vehicles to reach homes and businesses with a minimum of delay and to reduce motor vehicle and pedestrian accidents on Town streets;
- f) To prevent, reduce, and mitigate the impacts of development on parking demands, transportation system, neighborhood livability, public safety and the environment through the use of Transportation Demand Management (TDM) measures;
- g) To promote shared parking as a means to reduce the need for an excess pavement in an effort to curtail the heat island effect.

Article Section C: Shared Parking

To see if the Town will vote to amend the Burlington Zoning Bylaws, Article VII “General Regulations” to add the following new language to Section 7.2.0 “General Traffic and Parking Requirements”:

7.2.8 Shared Parking

7.2.8.1 On-Site Shared Parking

To implement shared on-site parking, the applicant shall provide analyses as part of a Site Plan or Special Permit demonstrating that proposed uses are either competing or non-competing.

- a) Non-competing Uses: In mixed-use developments, applicants may propose a reduction in parking requirements based on an analysis of peak demands for non-competing uses. Up to

[75%] of the requirements for the predominant use may be waived by the Planning Board if the applicant can demonstrate that the peak demands for two (2) or more uses do not overlap. An applicant may use the latest peak demand analyses published by the Institute of Traffic Engineers

(ITE) or other source acceptable to the Planning Board.

- b) Competing Uses: In mixed-use developments, applicants may propose a reduction in parking requirements where peak demands do overlap. In these cases, the Planning Board may reduce the parking requirements of the predominant use by up to 15%.

7.2.8.2 Off-Site Parking

Separate from, or in conjunction with Shared Parking provisions, an applicant may use off-site parking to satisfy their parking requirements. As part of Site Plan or Special Permit Review, the applicant shall provide the Planning Board with the necessary information to comply with the following standards:

- a) Off-site parking shall be within five hundred (500) feet of the property for which it is being requested.
- b) Off-site parking may only be provided if the off-site lot has an excess number of spaces or if the applicant can demonstrate that the on-site and off-site uses have non-competing peak demands.
- c) The amount of required parking spaces being reduced on-site shall be equal to the amount being provided off-site and can account for up to 100% of the minimum required on-site parking.
- d) Off-site parking spaces provided by a separate private property owner shall be subject to a legally binding agreement securing the necessary spaces and which shall be presented to the Planning Board during the Site Plan Review process or as a condition of approval. The Planning Board may condition their approval on the continued existence of the written and binding shared parking agreement, the failure of which may render the permit null and void and subject to enforcement by the Building Inspector.
- e) On-street parking spaces that intersect or are completely contained within the frontage of the property may be counted toward the minimum parking requirements.
- f) Uses sharing a parking facility shall provide for safe, convenient walking between uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting.

or to act in any other manner in relation thereto.

RECOMMENDATIONS:

PLANNING BOARD 6-0-0

ACTION: Passed by a Called 2/3rds

Now returning to the original order-**ARTICLE #4 RE: Rescind Article XIV, Section 2.14**

To see if the Town will vote to rescind Article XIV, Environment, Section 2.14 Control of Toxic and Hazardous Material in its entirety; or to act any other manner thereto.

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATION:**

Board of Health 5-0-0

General Bylaw Review: 6-0-0

ACTION: Passed**ARTICLE #5 RE: Amend General Bylaw Article XIV, Section 1.0, Burlington Wetlands Bylaw**

To see if the Town will vote to amend the General Bylaws Article XIV, Section 1.0, by deleting sections 1.1, 1.2 and 1.5 and replacing them with the following **(underline and bold new)**:

1.1. Purpose

The purpose of this Bylaw is to protect the wetlands, water resources, flood prone areas, and adjoining upland areas in the Town of Burlington by controlling activities deemed by the Conservation Commission likely to have a significant effect on resource area interests deemed important to the community (collectively, the "resource area interests protected by this bylaw"). These include but are not limited to the following:

- public or private water supply
- groundwater supply
- flood control
- erosion and sedimentation control
- storm damage prevention including water quality
- prevention and control of pollution
- fisheries
- wildlife habitat
- rare species habitat including rare plant and animal species
- recreational and educational values
- **carbon/greenhouse gas storage and sequestration (i.e. carbon/greenhouse gas mitigation),**
- **prevention and reduction of heat islands**
- **protection of biodiversity**
- **mitigation of impacts from climate change**

This bylaw is intended to utilize the Home Rule authority of Burlington so as to protect the resource areas under the Wetlands Protection Act (M.G.L. Ch.131 §40; the Act) to a greater degree, to protect additional resource areas beyond the Act recognized by the Town as significant, to protect all resource areas for their additional values beyond those recognized in the Act, and to impose in local regulations and permits additional standards and procedures stricter than those of the Act and regulations thereunder (310 CMR 10.00), subject,

however, to the rights and benefits accorded to agricultural uses and structures of all kinds under the laws of the Commonwealth and other relevant bylaws of the Town of Burlington. **Some of the foregoing interests are climate adaptation and resilience interests.** This Bylaw shall not be applicable to projects for which a Determination of Applicability, Order of Conditions, Order of Resource Area Delineation or other permit under the Massachusetts Wetlands Protection Act has been issued and is valid or if an application for one of the foregoing is pending at the effective date of this Bylaw. The Bylaw provisions in effect prior to the effective date of this Bylaw shall apply to a project for which such approval has been issued or for which such application is pending.

1.2. Jurisdiction Except as permitted by the Conservation Commission no person shall remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas as defined in the Burlington Wetland Bylaw Regulations: any freshwater wetlands; marshes; wet meadows; bogs; swamps; vernal pools; springs; banks; reservoirs; lakes; ponds; beaches; lands under water bodies; lands subject to flooding by groundwater or surface water; or lands adjoining these resource areas out to a distance of 100 feet, known as the buffer zone. **The buffer zone is integral to the protection of wetland resource areas.** The Commission may establish performance standards for work within the buffer zone to protect the aforementioned resource areas, however, the buffer zone itself is not a resource area.

1.5. Notice and Hearings Any person filing any application permit other than an RDA, shall at the same time give written notice thereof, by certified mail (return receipt requested), **certificate of mailing** or hand delivered, to all abutters at their mailing addresses; or to act in any other manner thereto.

A motion and seconded, was made to Move the Question. It passed by a called 2/3 rds.

MAIN MOTION: AS PRINTED IN WARRANT**RECOMMENDATIONS:**

Land Use : 4-1-2

General Bylaw Review: 6-0-0

Conservation: Unanimous

**ACTION: Passed by Majority vote: 58 FOR – 41
Against**

ARTICLE #6 RE: Renumber Burlington Housing Partnership Committee – Article V – Section 2.0 Moderator Appointments – Paragraph 2.9

To see if the Town will vote to move the Burlington Housing Partnership Committee from Article V – Section 2.0 Moderator Appointments – Paragraph 2.9 to Article V – Section 1.0 Town Administrator Appointments – Paragraph 1.6. The moved article would appear renumbered as follows:

1.6 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.

1.6.1 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 1.6, 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.

1.6.2 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; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

RECOMMENDATIONS:

General Bylaw Review: 5-0-1

ACTION: PASSED

ARTICLE #7 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended – An Act to Amend Section 9 – Town Meeting Vacancy

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by replacing Section 9 in its entirety as follows:

SECTION 9. (a) The office of a Town Meeting Member shall become vacant upon their death, resignation or removal from office in any manner authorized by law. (b) A vacancy in the town meeting membership shall be filled for the remainder of the unexpired term, if any, at the next regular town election if resignation or removal from office in any manner authorized by law. (b) A vacancy in the town meeting membership shall be filled for the remainder of the unexpired term, if any, at the next regular town election. When a vacancy in the Town Meeting membership shall occur and no Town election is to be held within sixty (60) days, the Moderator shall direct the Town Clerk to post notice of any such vacancy and a request for candidates. Said notice shall be published by the Town Clerk not less than fourteen (14) days prior to the next scheduled Town Meeting:

- (i) In a newspaper;
- (ii) on the bulletin board outside the Town Clerk's office; and
- (iii) on the Town's website

All candidate information received by the Clerk shall be forwarded to the remaining members prior to the vote; said vote to take place at the next scheduled Town Meeting. The vacancy shall be filled by a majority vote of the remaining precinct members in attendance at the next scheduled Town Meeting; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

ACTION: WITHDRAWN

ARTICLE #8 RE: Amend Burlington General Bylaws Article II – Representative Town Meeting – Section 2.1 Town Meeting Member Vacancy

To see if the Town will vote to amend Article II – Representative Town Meeting – Section 2.1 by replacing Section 2.1 in its entirety as follows: (underline and bold new):

Article II Representative Town Meeting

Section 2.1

When a vacancy in the Town Meeting membership shall occur and no Town election is to be held within sixty (60) days, the Moderator shall direct the Town Clerk to post notice of any such vacancy and a request for candidates. Said notice shall be published by the Town Clerk not less than fourteen (14) days prior to the next scheduled Town Meeting:

(i) In a newspaper;

(ii) on the bulletin board outside the Town Clerk's office; and

(iii) on the Town's website

All candidate information received by the Clerk shall be forwarded to the remaining members prior to the vote; said vote to take place at the next scheduled Town Meeting. The vacancy shall be filled by a majority vote of the remaining precinct members in attendance at the next scheduled Town Meeting; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

ACTION: WITHDRAWN

ARTICLE #9 RE: Amend Article I – General Provisions, Section 3.0

To see if the Town will vote to amend Article I, General Provisions, Section 3.0 by adding the following definitions:

3.19 Remote Access – the word “remote access” shall mean the ability for an authorized person to access public meetings or any and all sessions of Town Meeting via a computer or network from a geographical distance through a network connection using a software application like Zoom, Team Meet, or WebEx.

3.20 Hybrid Meeting(s) – the word “hybrid meeting(s)” shall mean public meetings or any and all sessions of Town Meeting that feature at least one group of in-person/face-to-face attendees connecting virtually with other meeting attendees using remote access.

3.21 Virtual Meeting(s) – the word “virtual meeting(s)” shall mean public meetings or any and all sessions of Town Meeting that feature all attendees connected using remote access.

3.22 Newspaper(s) – the word “newspaper(s)” shall include, but not be limited to, printed newspaper(s) as well as electronic media publication(s), as recognized by the Town Clerk and may, depending on the context in which it is used, only mean the printed newspaper(s) depending on the requirement of a specific General Law.

3.23 Notice(s) – the word “notice(s)” shall mean information that is legally required to be disseminated to the public; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

RECOMMENDATIONS:

General Bylaw Review: 6-0-0

ACTION: PASSED WITH MAJORITY VOTE

ARTICLE #10 RE: Amend Article II, Representative Town Meeting, Section 1.2 – Warrants

To see if the Town will vote to amend Article II, Representative Town Meeting, by amending Section 1.2 – Warrants, Paragraph 1.2.1 with the following:

1.2.1 Warrants for Town Meeting sessions shall be issued by the Select Board to the Town Meeting Members, Moderator and Town Clerk, and a copy shall be posted on the Town Bulletin Board at least fourteen (14) days before the meeting is to convene. The Select Board shall include in the warrant all subjects which are requested of them in writing by any elected Town Meeting Member, the Moderator, the School Committee, or any other person authorized by State 9 Statute or Town Bylaw. **Any Town Meeting Member that prefers an electronic copy of the warrant and associated backup materials, must notify the Select Board, Moderator and Town Clerk at least thirty (30) days before the meeting is to convene. Included with the notification shall be the Town Meeting Member's full name, street address, Precinct and email address;** or to act in any other manner in relation thereto.

The Article was amended prior to the meeting removing the word “Moderator” by Phyllis Neufeld, Vice-Chair of Bylaw Review. This amendment was moved and seconded, and passed by a Majority. Then a second amendment was

made by Scott Martin, Chair of the Bylaw Review Committee, it was moved and seconded and passed.

MAIN MOTION: AS AMENDED

To see if the Town will vote to amend Article II, Representative Town Meeting, by amending Section 1.2 – Warrants, Paragraph 1.2.1 with the following:

1.2.1 Warrants for Town Meeting sessions shall be issued by the Select Board to the Town Meeting Members, Moderator and Town Clerk, and a copy shall be posted on the Town Bulletin Board at least fourteen (14) days before the meeting is to convene. The Select Board shall include in the warrant all subjects which are requested of them in writing by any elected Town Meeting Member, the Moderator, the School Committee, or any other person authorized by State 9 Statute or Town Bylaw. **Any Town Meeting Member that prefers an electronic copy of the warrant and associated backup materials, must notify the Select Board, and Town Clerk at least thirty (30) days before a meeting is to convene. Send request to remain on file for the duration of the requesting Town Meeting Members time in office. Included with the notification shall be the Town Meeting Member's full name, street address, Precinct and email address;**

RECOMMENDATIONS:

General Bylaw Review: 6-0-0 as amended

ACTION: PASSED BY MAJORITY VOTE

ARTICLE #11 RE: Home Rule Petition to Amend Chapter 686 of the Act of 1970, as Amended – An Act to Add a New Section – Exempting the Town of Burlington from In-Person Quorums

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, by adding a new Section 15A, as set forth below:

AN ACT EXEMPTING THE TOWN OF BURLINGTON FROM IN-PERSON QUORUMS.

Provided that, the General Court may reasonably vary the form and substance of this requested legislation which shall be within the scope of the general public objectives of this petition, be it enacted by the Senate and House of

Representatives, in General Court assembled, and by the authority of the same as follows:

1. The Town of Burlington Town Meeting, Boards, Committees, Commissions, Departments or any duly appointed subcommittee(s) thereof, shall be exempt from the provision of the M.G.L. c. 30A Sections 18-25 as they apply to remote participation and 940 CMR 29.10 which requires that a quorum of the body, including the chair, be present at an in-person meeting location (specifically, from “and provided further, that a quorum of the body, including the chair, are present at the meeting location”).

2. This Act shall take effect upon its passage; or to act in any other manner in relation thereto.

MAIN MOTION: AS PRINTED IN WARRANT

RECOMMENDATIONS:

General Bylaw Review: 6-0-0

Rules Committee – All Against

ACTION: FAILED BY A CALLED MAJORITY

ARTICLE #12 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended – An Act to Add a New Paragraph, Section 12 (h) – Town Meeting Accessibility

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by adding a new paragraph, Section 12 (h). This new paragraph would read as follows:

(h) The Town Meeting or any public meeting by any Board, Committee or Department shall be accessible by all who wish to attend, either in person or via an electronic communications platform. This communications platform will allow users to connect via video, audio, phone, and chat, using an internet connection and a supported device. Members of these meetings shall be able to be recognized by the Moderator or Chair, and their vote, where applicable, be recorded via the electronic communications platform; or to act in any other manner in relation thereto.

A Motion was made, seconded and passed by Scott Martin to Amend the Article by striking the words “or any public meeting by any Board, Committee or Department”

MAIN MOTION: As Amended

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by adding a new paragraph, Section 12 (h). This new paragraph would read as follows:

(h) The Town Meeting ~~or any public meeting by any Board, Committee or Department~~ shall be accessible by all who wish to attend, either in person or via an electronic communications platform. This communications platform will allow users to connect via video, audio, phone, and chat, using an internet connection and a supported device. Members of these meetings shall be able to be recognized by the Moderator or Chair, and their vote, where applicable, be recorded via the electronic communications platform; or to act in any other manner in relation thereto.

RECOMMENDATIONS:

General Bylaw Review: 6-0-0

ACTION: FAILED by a COUNTED VOTE 38-FOR and 48 AGAINST

ARTICLE #13 RE: Amend Article II – Representative Town Meeting – Section 1.0 by Adding Paragraph 1.4 – Town Meeting Accessibility

To see if the Town will vote to amend Article II – Representative Town Meeting – Section 1.0 by adding a new paragraph, 1.4 that would read as follows:

SECTION 1.4 – Town Meeting Accessibility: Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, the Town of Burlington may hold Town Meetings at which participants may attend either in person or remotely (hereinafter sometimes called a “hybrid meeting”), subject to the following:

1.4.1 The Town Meeting shall be a hybrid meeting, and the warrant shall contain such provisions as shall be deemed by the Moderator and Town Counsel to be necessary to properly notify participants in such meeting of the requirements set forth in this Section.

1.4.2 Except as otherwise set forth in this Section, Town Meeting Members and other participants in a hybrid meeting may elect to attend such meeting either in person, 11 at the location designated in the warrant for such meeting, or remote access via of a video conferencing platform.

1.4.3 All Town Meeting Members attending a hybrid meeting, whether in person or via remote

access, shall be counted for purposes of determining the presence of a quorum at the meeting.

1.4.4 The video conferencing platform shall afford all participants in a hybrid meeting the ability to identify and hear the Moderator and each Town Meeting Member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting.

1.4.5 All participants in a hybrid meeting, whether attending in person or via remote access, shall have a substantially equal opportunity to request recognition by the Moderator, make a motion or raise a point of order or question of privilege.

1.4.6 All Town Meeting Members participating in a hybrid meeting, whether attending in person or via remote access, shall have the opportunity to vote on all matters put to a vote of Town Meeting Members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote access votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Moderator to accurately and securely record the votes of those entitled to vote at the meeting.

1.4.7 All actions taken during a hybrid meeting held pursuant to sub-sections 1.4.1 through 1.4.6 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and bylaws; or to act in any other manner in relation thereto.

There was an Amendment made by the General Bylaw Review Committee, it was moved and seconded. Then the Amended article was presented.

MAIN MOTION: To see if the Town will vote to amend Article II – Representative Town Meeting – Section 1.0 by adding a new paragraph, 1.4 that would read as follows:

SECTION 1.4 – Town Meeting Accessibility: Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, the Town of Burlington may hold Town Meetings at which participants ~~may~~ **shall** attend either in person or remotely (hereinafter sometimes called a “hybrid meeting”), subject to the following:

1.4.1 The Town Meeting shall be a hybrid meeting, and the warrant shall contain such provisions as shall be deemed by the Moderator and Town Counsel to be necessary to properly notify participants in such meeting of the requirements set forth in this Section.

1.4.2 Except as otherwise set forth in this Section, Town Meeting Members and other participants in a hybrid meeting may elect to attend such meeting either in person, 11 at the location designated in the warrant for such meeting, or remote access via of a video conferencing platform.

1.4.3 All Town Meeting Members attending a hybrid meeting, whether in person or via remote access, shall be counted for purposes of determining the presence of a quorum at the meeting.

1.4.4 The video conferencing platform shall afford all participants in a hybrid meeting the ability to identify and hear the Moderator and each Town Meeting Member who attends the meeting, as well as any other persons who participate in the meeting. All remote participants in a hybrid meeting shall have substantially the same access as in-person participants to the content of handouts, presentations and other material distributed or displayed, prior to or during the meeting.

1.4.5 All participants in a hybrid meeting, whether attending in person or via remote access, shall have a substantially equal opportunity to request recognition by the Moderator, make a motion or raise a point of order or question of privilege.

1.4.6 All Town Meeting Members participating in a hybrid meeting, whether attending in person or via remote access, shall have the opportunity to vote on all matters put to a vote of Town Meeting Members; such votes shall to the extent feasible be taken substantially contemporaneously; and such votes shall in the case of recorded votes be published as soon as practicable subject to the abilities of the respective voting systems used for in-person and remote access votes. All votes at a hybrid meeting shall be taken by such means and in such a manner as shall be determined by the Moderator to accurately and securely record the votes of those entitled to vote at the meeting.

~~1.4.7 All actions taken during a hybrid meeting held pursuant to sub-sections 1.4.1 through 1.4.6 are hereby ratified, validated and confirmed to the same extent as if the hybrid meeting had been conducted entirely in person, and such actions shall be deemed to comply in all respect with all other applicable laws, charter provisions, ordinances and bylaws; or to act in any other manner in relation thereto.~~

RECOMMENDATIONS:

General Bylaw Review: 6-0-0

ACTION: FAILED BY A CALLED MAJORITY

The business of the Town being concluded, a motion was made to adjourn, seconded and voted Unanimously. Meeting was adjourned at 11:43 PM.

Respectfully Submitted

Amy E. Warfield
Town Clerk

TOWN OF BURLINGTON									# Eligible Voters Total Votes Cast Percent	18,614
Official Results Tally Sheet										2,855
4/1/2023										15.34%
Election										
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	Student Vote	
TOTAL VOTES CAST	497	209	413	358	551	516	311	2,855		
MODERATOR - 1 YR (1)										
William C. Beyer*	350	151	307	289	406	388	246	2,137	58	
Write-ins	2	3	1	3	4	1	4	18	6	
Total Blanks	145	55	105	66	141	127	61	700	23	
TOTAL	497	209	413	358	551	516	311	2,855	87	
SELECT BOARD - 3 YR (1)										
Jim Tigges*	378	162	324	281	423	413	251	2,232	57	
Write-ins	2	1	4	1	4	3	1	16	9	
Total Blanks	117	46	85	76	124	100	59	607	21	
TOTAL	497	209	413	358	551	516	311	2,855	87	
ASSESSOR - 3 YR (1)										
Kevin Sheehan*	364	151	308	266	399	388	247	2,123	54	
Write-ins	2	2	1	5	3	-	1	14	5	
Total Blanks	131	56	104	87	149	128	63	718	28	
TOTAL	497	209	413	358	551	516	311	2,855	87	
SCHOOL COMMITTEE - 3 YR (2)										
Katherine Bond*	334	133	264	252	342	318	200	1,843	42	
Carl Foss*	196	83	201	185	320	239	161	1,385	33	
Jeremy Paul Brooks	233	123	202	189	257	296	159	1,459	41	
Write-ins	5	2	-	5	3	1	2	18	10	
Total Blanks	226	77	159	85	180	178	100	1,005	48	
TOTAL	994	418	826	716	1,102	1,032	622	5,710	174	
LIBRARY TRUSTEES - 3 YR (2)										
Jesse S. Angeley	319	138	281	248	368	355	241	1,950	52	
Phillip A. Gallagher	349	143	299	267	378	351	236	2,023	46	
Write-ins	3	1	1	4	3	-	1	13	13	
Total Blanks	323	136	245	197	353	326	144	1,724	63	
TOTAL	994	418	826	716	1,102	1,032	622	5,710	174	
LIBRARY TRUSTEES - 2 YR (1)										
Janice S. Cohen	342	143	295	270	397	370	243	2,060	56	
Write-ins	3	2	3	2	1	1	1	13	6	
Total Blanks	152	64	115	86	153	145	67	782	25	
TOTAL	497	209	413	358	551	516	311	2,855	87	
LIBRARY TRUSTEES - 1 YR (1)										
Susanne Shealey Russell	332	151	301	267	383	367	243	2,044	56	
Write-ins	1	1	2	2	2	1	1	10	4	
Total Blanks	164	57	110	89	166	148	67	801	27	
TOTAL	497	209	413	358	551	516	311	2,855	87	
PLANNING BOARD - 5 YR (1)										
Jessica C. Sutherland	327	143	301	264	389	361	245	2,030	53	
Write-ins	2	1	1	-	3	-	1	8	7	
Total Blanks	168	65	111	94	159	155	65	817	27	
TOTAL	497	209	413	358	551	516	311	2,855	87	
PLANNING BOARD - 1 YR (1)										
Toni Ann Natola	333	145	292	265	373	362	238	2,008	50	
Write-ins	2	1	2	1	3	-	3	12	11	
Total Blanks	162	63	119	92	175	154	70	835	26	
TOTAL	497	209	413	358	551	516	311	2,855	87	
BOARD OF HEALTH - 3 YR (1)										
Marybeth Welch*	340	156	299	274	383	367	240	2,059	56	
Write-ins	4	1	-	1	1	-	2	9	5	
Total Blanks	153	52	114	83	167	149	69	787	26	
TOTAL	497	209	413	358	551	516	311	2,855	87	
HOUSING AUTHORITY - 1 YR (1)										
Steven E. Wasserman*	329	150	301	271	380	373	235	2,039	56	
Write-ins	1	1	3	2	1	-	1	9	5	
Total Blanks	167	58	109	85	170	143	75	807	26	
TOTAL	497	209	413	358	551	516	311	2,855	87	
RECREATION COMM. - 3 YR (1)										
Lindsay C. Carlson	223	109	213	195	285	246	160	1,431	33	
Brian T. Pupa	215	83	153	125	215	222	111	1,124	34	
Write-ins	-	-	1	4	-	1	5	11	3	
Total Blanks	59	17	46	34	51	47	35	289	17	
TOTAL	497	209	413	358	551	516	311	2,855	87	
SHAWSHEEN TECH H.S. 3 YR (1)										
Kent Elmer Moffatt*	332	146	291	269	384	362	238	2,022	54	
Write-ins	1	1	-	1	2	-	-	5	8	
Total Blanks	164	62	122	88	165	154	73	828	25	
TOTAL	497	209	413	358	551	516	311	2,855	87	

PRECINCT 1									
TOWN MEETING - 3 YR (6)									
Christopher D. Campbell*	308								308
Nolan H. Glantz*	264								264
Lorie Ann Glantz*	282								282
Bruce A. Morey*	314								314
Dina Sami Wassaf*	271								271
Peter T. Abaskharoun	245								245
David Alper	268								268
Write-ins	3								3
Total Blanks	1,027								1,027
TOTAL	2,982								2,982
PRECINCT 2									
TOWN MEETING - 3 YR (6)									
Catherine E. Beyer*		135							135
Kevin C. Coloci*		147							147
Kristin Ann Murphy-Currier*		137							137
George Papayannis*		123							123
Raymond R. Blenkorn		128							128
Write-ins -Christine Scola		19							19
All Other Write-ins		11							11
Total Blanks		554							554
TOTAL		1,254							1,254
PRECINCT 3									
TOWN MEETING - 3 YR (6)									
Jeffery R. Dibona*			273						273
James M. Frost*			244						244
Gary D. Mercier*			245						245
Monte L. Pearson*			259						259
Daniel J. Raske*			265						265
Roger S. Riggs*			256						256
Write-ins - Richard Dibona			10						10
All Other Write-ins			7						7
Total Blanks			919						919
TOTAL			2,478						2,478
PRECINCT 4									
TOWN MEETING - 3 YR (6)									
Karen Cooper*				263					263
Reid Cooper*				235					235
Michael A. Proulx*				252					252
Schiffon L. Wong*				252					252
Write-ins - Bill Lisano				4					4
Write-ins - Ellen Ferguson				2					2
Write-ins - Kevin Spielberger				2					2
All Other Write-ins				24					24
Total Blanks				1,114					1,114
TOTAL				2,148					2,148
PRECINCT 5									
TOWN MEETING - 3 YR (6)									
Robert F. Bunker, II*					219				219
Bonnie A. Nichols*					313				313
Frank P. O'Brien*					244				244
Michele Prendergast*					330				330
David S. Tait*					280				280
Richard M. Wing*					251				251
Alex Rutfield					257				257
Sarah K. Wolinski					330				330
Write-ins					4				4
Total Blanks					1,078				1,078
TOTAL					3,306				3,306
PRECINCT 6									
TOWN MEETING - 3 YR (6)									
John G. Cormier Sr*					346				346
John K. Iler*					328				328
Rose Manni*					344				344
Edward Cronin Parsons*					314				314
Ryan C. Clement*					335				335
Blaise W. Leeber III					315				315
Write-ins					9				9
Total Blanks					1,105				1,105
TOTAL					3,096				3,096
PRECINCT 7									
TOWN MEETING - 3 YR (6)									
Sarah A. Cawley*						213			213
Betsey Hughes*						217			217
John D. Kelly*						189			189
Scott H. Martin*						195			195
Jonathan Sachs*						190			190
David Fetters Webb*						194			194
Keri Riley						143			143
Write-ins						2			2
Total Blanks						523			523
TOTAL						1,866			1,866
PRECINCT 7									
TOWN MEETING - 2 YR (1)									
Cynthia H. Kazanjian						254			254
Write-ins - Keri Riley						4			4
All Other Write-ins						5			5
Total Blanks						359			359
TOTAL						622			622
PRECINCT 7									
TOWN MEETING - 1 YR (1)									
Shomari Tau Abramson						240			240
Write-ins						-			-
Total Blanks						71			71
TOTAL						311			382

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	<u>Registered</u>	%
		Voters	
Prec. 1 Elliot Chickosky	497	2900	17.1%
Prec. 2 Nancy Pondelli	209	2117	9.9%
Prec. 3 Suellen McGillvery	413	2722	15.2%
Prec. 4 Pat Stanford	358	2235	16.0%
Prec. 5 Mark Cameli	551	2982	18.5%
Prec. 6 Sally Willard	516	2887	17.9%
Prec. 7 Tami Atwood	311	<u>2771</u>	11.2%

Inactive Voters 1,700

The above figures includes a total of xxx Absentee Ballots: Pct1 - ; Pct2 - ; Pct3 - ; Pct4 - ; Pct5 - ; Pct6 - ; Pct7 - .

VOTER PROFILE:	<u>AGE</u>	<u>TOTAL VOTERS</u>	<u>%</u>
	18-30	2581	13.9%
	31-40	2626	14.1%
	41-50	2841	15.3%
	51-60	3359	18.0%
	61-70	3259	17.5%
	71-80	2274	12.2%
	80+over	<u>1674</u>	9.0%
	Total	18614	

WEATHER: 30's to 50's with Rain showers and sun. Wild weather day!

*Denotes Candidate for Re-election

Attest:
Amy E. Warfield, CMC
Town Clerk