

TOWN OF BURLINGTON

Proposed Operating Budget
&
10-Year Capital Improvement Plan



Fiscal Year 2020

July 1, 2019 to June 30, 2020

Prepared by Accounting Department



Aerial View of Town Common – August 2018
Photographer: LeRoy Wong, Burlington High School Teacher

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Town of Burlington

Ways and Means Committee

Town of Burlington
Ways and Means Committee
Annual Budget Recommendation
Fiscal Year 2020

Dear Town Meeting Members,

The Ways and Means Committee is pleased to present the budget proposal for Fiscal Year 2020 for your consideration. The Committee has been working with the financial team and elected bodies to prepare it since last Fall. This budget supports the same level of services as expected by Burlington residents, supported by the Burlington's elected boards and commissions, and as Town Meeting has approved over the last several years. It maintains our services and infrastructure, manages growth of the tax levy, and leaves the Town in strong financial position looking forward to future fiscal years.

Budget guidelines are set based on a discussion in the Fall of 2018 of the town's financial standing, income and expense projections, and the Town's levy limit with Ways and Means, Board of Selectmen, Treasurer, Assessors, School Committee, and the Town Administrator. Subsequently, Ways and Means, the Selectmen, and the School Committee voted to support the guideline proposal to limit the increase in operating budgets to no more than 3.5% and to limit the increase in accommodated accounts to no more than 7%. The 3.5% operating guideline is blended across all operating budgets. Some departments are lower and some, including schools, are higher. While the operating budget recommended percentages are higher by 0.25% than last year, the accommodated accounts are lower than last year by 1.5%. Operating budgets cover expenses that are predictable from year to year and accommodated accounts fund budgets whose costs can vary unpredictably from year to year, such as the school special education department.

The budget guidelines are set with the goal to limit the tax levy increase to residents by 4.5%. Please note the budget increase does not translate to a similar increase in taxes. For the prior year, the residential rate increased by 2.33% and the corporate rate increased by 4.97%. Growth in our residential and commercial tax base continues to be supported by the broad retail and business economy.

Each budget has been extensively reviewed by its elected governing body, Ways and Means subcommittees and the full committee before being brought to you. We look not only for information about current needs but also take note of future needs. The demand for services is expected to grow in several departments driven by changes in the demographics of Burlington residents. Keeping Burlington a great place to live, work, and play depends on the services and infrastructure provided to residents and businesses.

Warrant articles for capital expenditures and larger maintenance projects are reviewed individually by the governing elected boards and commissions and then by the Capital Budget and Ways and Means committees. The infrastructure of the town's buildings, streets, water supply, sewers, vehicles, recreational facilities, electrical, computer systems, etc. is essential for the town to operate smoothly and efficiently. Ensuring that capital for projects large and small can be planned and funded is essential to the long term stability of Burlington.

For this fiscal year, the Committee believes that this proposed budget provides the same level of services that Burlington residents have come to enjoy and is within the budget guidelines. We thank you in advance for your support.

The time and energy that has been spent by the members of Ways and Means, the Town Administrator and departments, the School Department, and the elected boards and commissions is very much appreciated.

Respectfully Submitted,



Roger S. Riggs, Chair

The Ways and Means Committee
Fiscal Year 2020

Roger Riggs, Chair
Steve Morin, Vice Chair
Brad D. Bond
Diane Kendrigan Creedon
Doug Davison

Phil Gallagher
Michael J. Hardy
Susan Harrigan
John Iler
Thomas C. Killilea

Frank P. Monaco
Nicholas Priest
Sonia Rollins
David S. Tait
Jayashree Voruganti

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CAPITAL IMPROVEMENT PLAN

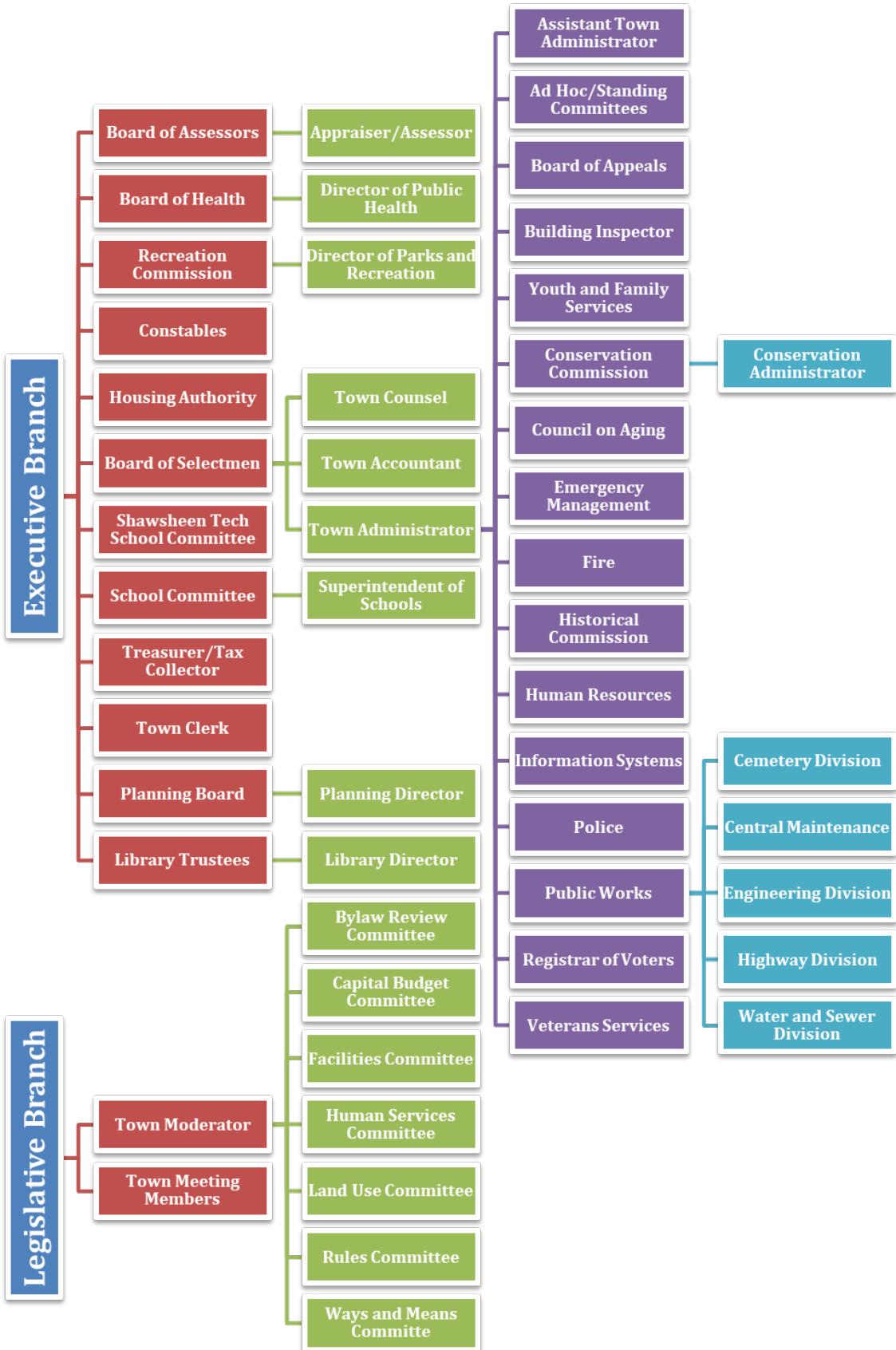
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ORGANIZATIONAL CHART



TOWN PROFILE

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered to the west by the Town of Bedford, to the north and northeast by the Town of Billerica and the Town of Wilmington, and to the south and southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2017 census Burlington is home to a population of approximately 25,920.



The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, disposal of garbage, public education for kindergarten through grade twelve, sewer services, street maintenance, public libraries, parks and recreational facilities. The principal services provided by the Commonwealth are jails and houses of correction and registries of deeds and probate. The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town.

The Burlington Housing Authority provides housing for eligible low-income families and persons with disabilities. The Massachusetts Bay Transportation Authority provides a bus service to the Town and the Minibus (Burlington B-Line) serves the Town locally.

TOWN DATA

Name:	Town of Burlington	Median Household Income:	99,254 (2017)
Settled:	1641	Per Capita Income:	45,962 (2017)
Incorporated:	1799	School Enrollment:	3533 (2018)
County:	Middlesex		
Form of Government:	Representative Town Meeting		
Total Area:	11.9 square miles		
Land:	11.8 square miles		
Water:	.01 square miles		
Population:	27,176		
Households:	9,572		
Owner Occupied:	70.2%		



Photographer: Terri Keene, Burlington DPW

Source: US Census, MA Department of Elementary and Secondary Education

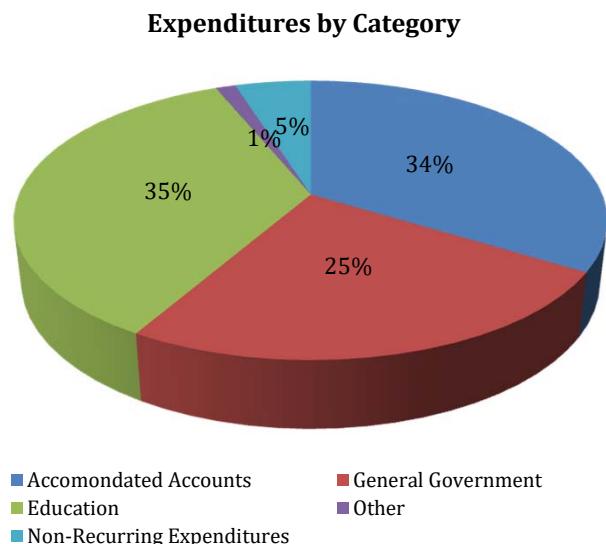
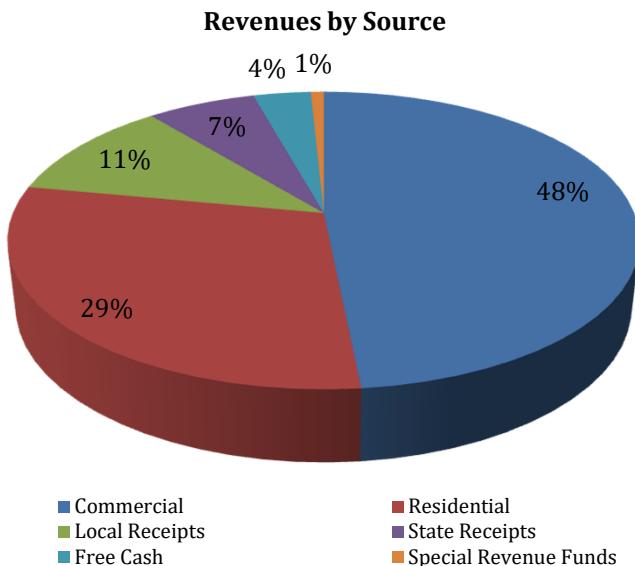
BUDGET PROCESS		BUDGET CALENDAR
<p>The Town of Burlington is governed by representative Town Meeting and a five member Board of Selectmen assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.</p> <p>The Town Administrator is responsible for the preparation and format of a uniform budget document, which is acceptable to the Ways and Means Committee; for all departments or agencies under the Selectmen's jurisdiction.</p>		<p>July Fiscal year begins on July 1.</p> <p>September Amount to be raised by taxation, for current fiscal year, is determined.</p> <p>November Board of Selectmen determine current fiscal year tax rate. Town officials prepare and submit tax rate to Department of Revenue.</p> <p>December Current fiscal year tax rate is approved by Department of Revenue.</p> <p>Ways and Means, Board of Selectmen and, School Committee, and the Administration develop budget guidelines for next fiscal year.</p>
<p><u>Board of Selectmen</u></p> <p>The Board of Selectmen reviews all requests and presents the budget to Town Meeting for approval.</p>		<p>January Department heads develop budgets with supervisory authority.</p>
<p><u>Ways and Means</u></p> <p>The members of the Ways and Means Committee are appointed by the Town Moderator. Ways and Means is responsible for reviewing all financial aspects of the Town government and providing a recommendation to Town Meeting on the operating budget or any warrant articles</p>		<p>February- April Departments present budgets to Ways and Means.</p>
<p><u>Capital Budget Committee</u></p> <p>The members of the Capital Budget Committee are also appointed by the Town Moderator and consider all matters relating to proposed expenditures of money by the Town for capital items and projects.</p>		<p>May Annual Town Meeting votes to raise and appropriate funds for next fiscal year.</p> <p>June Fiscal year ends June 30.</p>

BUDGET CYCLE



REVENUES	
<i>Recurring Revenues</i>	
Tax Levy	117,173,880
Commercial	72,764,980
Residential	44,408,901
State Receipts	9,972,968
School Chapter 70	6,840,360
Charter School Reimbursement	13,995
School Offset Programs	133,790
Unrestricted General Govt. Aid	2,780,883
Veterans Benefits Reimbursement	66,584
Veterans Blind & Surviving Spouse	105,751
Public Libraries	31,605
Local Receipts	16,611,562
Motor Vehicle Excise	4,016,562
Other Excise	2,710,000
Local Meals Tax	1,750,000
Penalties and Interest	400,000
In Lieu of Taxes	520,000
Water Usage Charges	3,505,000
Ambulance User Charges	775,000
Rentals	450,000
Licenses & Permits	1,000,000
Department Revenues	900,000
Fines & Forfeits	25,000
Interest of Invested Cash	300,000
Medical Assistance Reimbursement	260,000
<i>Non-Recurring Revenues</i>	
Free Cash	5,279,576
Special Revenue Funds	1,201,281
Prior Appropriations Transferred	0
Overlay Excess	380,000
TOTAL	150,619,267

FY 2020 BUDGET SUMMARY



EXPENDITURES	
<i>Recurring Expenditures</i>	
Accommodated Accounts	50,795,111
Unemployment	100,000
Health Insurance	13,739,380
FICA/Medex	1,142,979
Retirement Contribution	1,256
General Town Insurance	1,006,273
Audit	80,000
Waste Removal	2,113,530
Street Lights	370,500
DEP Drinking Water Assessment	15,000
Hazardous Waste Collection	32,000
Mosquito Control	43,953
Debt Principal	4,623,222
Debt Interest	2,259,025
Middlesex Retirement	9,987,321
SPED Tuition & Transportation	11,699,108
Regional School-Shawsheen	2,389,971
Regional School-Essex Tech	58,000
B-Line Transportation	120,000
OPEB	713,593
Capital Improvements	300,000
General Government	37,135,931
Education	53,293,956
Other	1,948,412
State Assessments	783,017
Allowance for Abatements	1,000,000
Cherry Sheet Offsets	165,395
<i>Non-Recurring Expenditures</i>	
Deficit Accounts (Snow & Ice)	500,000
Special Warrant Articles	6,945,857
TOTAL	150,619,267

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FIVE YEAR COMPARATIVE

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020	% Increase
Tax Levy Limit	\$ 105,612,937	\$ 111,067,434	\$ 117,266,931	\$ 123,645,874	\$ 128,237,021	
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$ 99,399,287	\$ 102,863,548	\$ 106,921,270	\$ 112,128,115	\$ 117,173,880	4.50%
Local Receipts	\$ 14,194,300	\$ 14,971,939	\$ 15,815,405	\$ 16,113,475	\$ 16,611,562	3.09%
State Receipts (Cherry Sheet)	\$ 8,555,593	\$ 8,853,759	\$ 9,131,463	\$ 9,609,507	\$ 9,972,968	3.78%
School Building Assistance	\$ 258,785	\$ 258,785	\$ 258,785	\$ -	\$ -	
TOTAL REVENUES	\$ 122,407,965	\$ 126,948,031	\$ 132,126,923	\$ 137,851,097	\$ 143,758,410	4.29%
RECURRING EXPENDITURES						
Accommodated Accounts	\$ 41,500,792	\$ 43,520,050	\$ 45,341,778	\$ 48,269,049	\$ 50,795,111	5.23%
General Government	\$ 32,593,493	\$ 33,710,276	\$ 34,937,174	\$ 35,967,327	\$ 37,135,931	3.25%
Education	\$ 45,954,890	\$ 47,788,756	\$ 49,630,584	\$ 51,367,656	\$ 53,293,956	3.75%
Allowance for Abatements (overlay)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	0.00%
State Assessments (Cherry Sheet)	\$ 656,975	\$ 678,952	\$ 703,924	\$ 725,511	\$ 783,017	7.93%
State Offset Items (Cherry Sheet)	\$ 157,822	\$ 176,395	\$ 206,918	\$ 145,628	\$ 165,395	13.57%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 121,863,972</i>	<i>\$ 126,874,429</i>	<i>\$ 131,820,378</i>	<i>\$ 137,475,171</i>	<i>\$ 143,173,410</i>	<i>4.14%</i>
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$ 643,993	\$ 173,602	\$ 406,545	\$ 475,931	\$ 500,000	5.06%
Special Warrant Articles	<u>\$ 7,157,995</u>	<u>\$ 9,672,670</u>	<u>\$ 7,740,640</u>	<u>\$ 9,944,865</u>	<u>\$ 6,945,857</u>	<u>-30.16%</u>
TOTAL EXPENDITURES	\$ 129,665,960	\$ 136,720,701	\$ 139,967,563	\$ 147,895,967	\$ 150,619,267	1.84%
<i>SURPLUS/(DEFICIT)</i>	<i>\$ (7,257,995)</i>	<i>\$ (9,772,670)</i>	<i>\$ (7,840,640)</i>	<i>\$ (10,044,870)</i>	<i>\$ (6,860,857)</i>	
NON-RECURRING REVENUES						
Free Cash	\$ 4,646,435	\$ 6,190,445	\$ 6,272,725	\$ 8,071,492	\$ 5,279,576	-62.83%
Non Recurring Local Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Revenue Funds	\$ 1,898,560	\$ 3,582,225	\$ 1,567,915	\$ 1,210,519	\$ 1,201,281	-10.64%
Prior Unexpended Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	
Excess Allowance for Abatements	\$ 713,000	\$ -	\$ -	\$ 762,859	\$ 380,000	-10.64%
TOTAL NON-RECURRING REVENUES	\$ 7,257,995	\$ 9,772,670	\$ 7,840,640	\$ 10,044,870	\$ 6,860,857	-59.36%
<i>SURPLUS/(DEFICIT)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	

Recurring Expenditures

Accommodated Accounts

This category is utilized by the Town to classify several types of budgets. The first type is expenditures that are applicable to all departments such as employee benefit costs, general insurance, and debt service. Another is expenditures that have proven difficult to control which have been broken out of Town and School operating budgets as their inclusion would put those departments at an unfair disadvantage in meeting the Town's budget guidelines. Examples of these budgets would be Special Education from the School Department and Trash Removal from Public Works. Another common attribute of budgets classified as Accommodated is that they are typically mandated expenditures for which the Town has little control over the cost. This year's budget includes the fifth year of the Town's scheduled payment to address its liability for Other Post Employment Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. A new actuarial study for OPEB will be completed in spring of 2019 and will be discussed in detail at Ways and Means. The Town will continue to evaluate the funding schedule biannually as the actuarial study is updated. Accommodated Accounts are denoted with an (AA) in the detail of the budget document section of this book. The chart below illustrates a five year comparison of these budgeted costs.

Accommodated Accounts - 5 Year Comparative

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020	% Increase
Unemployment	\$ 125,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
Health Insurance	\$ 11,918,130	\$ 12,394,855	\$ 12,888,120	\$ 13,339,204	\$ 13,739,380	3.00%
F.I.C.A./Medex	\$ 994,707	\$ 1,068,633	\$ 1,093,599	\$ 1,098,597	\$ 1,142,979	4.04%
Retirement Contribution	\$ 2,000	\$ 2,000	\$ 1,256	\$ 1,256	\$ 1,256	0.00%
General Town Insurance	\$ 825,000	\$ 906,000	\$ 905,000	\$ 956,000	\$ 1,006,273	5.26%
Audit	\$ 65,000	\$ 65,000	\$ 65,000	\$ 80,000	\$ 80,000	0.00%
Waste Removal	\$ 1,748,800	\$ 1,733,000	\$ 1,728,000	\$ 2,029,900	\$ 2,113,530	4.12%
Street Lights	\$ 370,500	\$ 370,500	\$ 370,500	\$ 370,500	\$ 370,500	0.00%
DEP Drinking Water Assessment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Hazardous Waste Collection	\$ 40,000	\$ 40,000	\$ 35,000	\$ 32,000	\$ 32,000	0.00%
Mosquito Control	\$ 41,236	\$ 42,061	\$ 42,061	\$ 43,037	\$ 43,953	2.13%
Debt Principal	\$ 4,060,683	\$ 4,308,575	\$ 4,481,627	\$ 4,349,842	\$ 4,623,222	6.28%
Debt Interest	\$ 1,866,212	\$ 1,870,347	\$ 1,813,145	\$ 2,020,615	\$ 2,259,025	11.80%
Middlesex Retirement System	\$ 7,871,297	\$ 8,368,267	\$ 8,841,933	\$ 9,454,623	\$ 9,987,321	5.63%
Special Ed Tuition & Transportation	\$ 8,690,948	\$ 9,120,833	\$ 9,576,365	\$ 10,975,670	\$ 11,699,108	6.59%
Shawsheen Regional School	\$ 1,921,279	\$ 2,033,479	\$ 2,345,972	\$ 2,291,429	\$ 2,389,971	4.30%
Essex Regional School	\$ -	\$ 65,000	\$ 91,875	\$ 108,500	\$ 58,000	-46.54%
B-Line Transportation	\$ 145,000	\$ 145,000	\$ 50,000	\$ 50,000	\$ 120,000	140.00%
Other Post Employment Benefits T/	\$ 500,000	\$ 546,500	\$ 597,325	\$ 652,876	\$ 713,593	9.30%
Capital Improvements	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	0.00%
Total	\$ 41,500,792	\$ 43,520,050	\$ 45,341,778	\$ 48,269,049	\$ 50,795,111	5.23%

General Government

This category is utilized by the Town to budget for all aspects of Town operations with the exception of Education. These areas include General Government, Public Safety, Public Works, Human Services, Culture and Recreation, and the Ways and Means Reserve Fund. Within the category of General Government budgets individual department budgets may exceed the operating budget guideline, but it is the intention of management that the overall General Government percentage increase will meet the guideline. The Town administration is happy to report that the Town Operating budget increase is approximately 3.26% which when combined with the proposed School Department

operating budget increase of 3.75% results in a blended operating budget increase of 3.54% which is in line with the operating budget guideline of 3.5% as set by the Ways and Means Committee for fiscal year 2020. As of the printing of this document, the Ways and Means Committee has not officially voted on all of the budgets presented within the budget book. Any changes to the operating budgets printed within this book will be noted on the Town Meeting floor.

Education

This category is utilized by the Town to budget for all of the operating costs of the Burlington Public Schools with the exception of the Regional High School Assessments (Shawsheen & Essex) and the Tuitions and Transportation portion of Special Education which are included as Accommodated Accounts. The School Administration would like to report an overall operating budget increase of 3.75% for fiscal year 2020 which when combined with the Town's Operating Budget increase of 3.26% results in a blended Operating Budget increase of 3.54% which is in line with the Operating Budget Guideline of 3.5% as set by the Ways and Means Committee for fiscal year 2020. As of the printing of this document, the Ways and Means Committee has not officially voted on the budgets presented within the budget book. Any changes to the operating budgets printed within this book will be noted on the Town Meeting floor.

Allowance for Abatements & Exemptions (Overlay)

The Allowance represents funds reserved for property tax abatements and statutory exemptions. This estimate is subject to the approval of the Board of Assessors. Approximately \$350,000 of this amount is used annually to fund the statutory exemptions that are granted to the elderly, the infirmed, and veterans as well as the Senior Property Tax Work-off Program.

State Assessments (Cherry Sheet)

State Assessments represent charges that are levied for services provided to the Town by state and other governmental agencies. The Town budgets for State Assessments based upon the most current information provided to us from our legislative delegation. This estimate is subject to change as the State budget progresses through the legislature.

State Offset Items (Cherry Sheet)

State Offset Items are various state programs for which the Town receives funding as a component of State Revenue (Cherry Sheet). These funds are not available to support the Town's operating budget as they can only be spent for a particular purpose. Since these estimates are included as part of the revenue portion of the Town's budget, the state requires that we "offset" (**) an equal amount as an expenditure during the budget process.

State Assessments and Offsets – 5 Year Comparative

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020	% Increase
Air Pollution Dist (C.676)	\$ 9,722	\$ 9,965	\$ 10,536	\$ 10,811	\$ 11,102	2.69%
RMV Non-renewal	\$ 15,440	\$ 15,440	\$ 16,100	\$ 16,100	\$ 16,100	0.00%
MBTA	\$ 545,277	\$ 550,697	\$ 556,612	\$ 571,204	\$ 587,098	2.78%
Metro Area Planning Council	\$ 12,598	\$ 12,913	\$ 13,198	\$ 13,504	\$ 13,880	2.78%
Tuition Assessments	\$ 73,938	\$ 89,937	\$ 107,478	\$ 113,892	\$ 154,837	35.95%
School Offsets **	\$ 125,100	\$ 144,650	\$ 176,074	\$ 113,690	\$ 133,790	17.68%
Public Libraries (C78,S19A) **	\$ 32,722	\$ 31,745	\$ 30,844	\$ 31,938	\$ 31,605	-1.04%
Total	\$ 814,797	\$ 855,347	\$ 910,842	\$ 871,139	\$ 948,412	8.87%

Non Recurring Expenditures

Deficit Accounts

This amount represents an estimate for the Town's projected deficit for Snow and Ice Removal from fiscal year 2019. The Town annually provides for \$350,000 in the Public Works budget for this purpose; however it typically costs between \$700,000 and \$800,000. Due to the unpredictability of this budget from year to year it is common practice within the state to budget for Snow and Ice Removal in this manner.

Special Warrant Articles

Special Warrant Articles totals all of the individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered in the warrant and the supporting documents related to these requests are provided separately from this budget book. The administration has included assumptions on warrant article funding for illustrative purposes. As of the printing of this document, the Board of Selectmen, School Committee, Ways and Means Committee, and Capital Budget Committee have not taken a position on many of the financial warrant articles.

Recurring Revenues

Taxes Budgeted to be Levied

Under Massachusetts General Law, property taxes on the whole are restricted to increases of 2.5% plus tax revenues derived from New Growth. This is referred to as the annual "levy limit". New Growth is the additional tax revenue generated by new construction, renovations and other increases in the property tax base during the calendar year. The amount shown is an estimate based upon consultation with the Assessing and Building Departments. The actual value of New Growth will be certified by the Department of Revenue in the fall prior to the Town tax rate setting process. To date, the Town has not passed an override or debt exclusion which would have additional ramifications for the calculation of the annual "levy limit". The following chart details the past several years of this calculation.

Property Taxes Levy Actual and Budgeted – Five Year Comparative

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020
Previous Levy Limit	\$ 99,908,178	\$ 105,612,937	\$ 111,067,434	\$ 117,266,931	\$ 123,645,874
2.5% Limit	\$ 2,497,704	\$ 2,640,323	\$ 2,776,686	\$ 2,931,673	\$ 3,091,147
New Growth	\$ 3,207,055	\$ 2,814,173	\$ 3,422,812	\$ 3,447,269	\$ 1,500,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 105,612,937	\$ 111,067,433	\$ 117,266,932	\$ 123,645,873	\$ 128,237,021
Exclusion Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Exclusion - Capital Asset	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy Limit	\$ 105,612,937	\$ 111,067,433	\$ 117,266,932	\$ 123,645,873	\$ 128,237,021
Excess Capacity	\$ 6,213,650	\$ 8,203,885	\$ 10,345,661	\$ 11,517,759	\$ 11,063,140
Property Taxes Levied	\$ 99,399,287	\$ 102,863,548	\$ 106,921,270	\$ 112,128,115	\$ 117,173,880
% levy increase over prior year	3.95%	3.49%	3.94%	4.87%	4.50%

It should be noted that the Town has not taxed up to its maximum annual "levy limit". The difference between what the Town actually levies and the annual "levy limit" is called Excess Taxing Capacity. This is an important reserve for Burlington and is looked upon favorably by the rating agencies. The increase in the tax levy for FY2020 is currently budgeted at 4.5% which is in line with the Ways and Means guideline of 4.5%.

Local Receipts

This category includes locally generated revenue other than real and personal property taxes and makes up approximately 11.5% of the Town's recurring revenues. These amounts are budgeted based upon the prior year actual receipts, five year averages, and specific recommendations from department heads responsible for a particular revenue. These estimates are subject to the approval of the Department of Revenue. The past several years the Town has been able to utilize increases in local receipts provided by a robust local economy to offset increases to the tax levy. It is anticipated that it will be necessary for the Town to reduce its reliance on local receipts increases over the next several years. The following chart details the previous five years of budgeted local receipts.

Budgeted Local Receipts - Five Year Comparative

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020
Motor Vehicle Excise	\$ 3,319,300	\$ 3,601,938	\$ 3,810,405	\$ 3,933,475	\$ 4,016,562
Hotel Excise	\$ 2,300,000	\$ 2,450,000	\$ 2,525,000	\$ 2,550,000	\$ 2,710,000
Local Meals Tax	\$ 1,475,000	\$ 1,625,000	\$ 1,700,000	\$ 1,725,000	\$ 1,750,000
Penalties & Interest (Tax & Excise)	\$ 300,000	\$ 320,000	\$ 375,000	\$ 400,000	\$ 400,000
In Lieu of Taxes (Limited)	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000
Water User Charges	\$ 3,100,000	\$ 3,175,000	\$ 3,425,000	\$ 3,425,000	\$ 3,505,000
Ambulance User Charges	\$ 625,000	\$ 675,000	\$ 725,000	\$ 775,000	\$ 775,000
Rentals	\$ 425,000	\$ 325,000	\$ 375,000	\$ 400,000	\$ 450,000
Departmental Revenues	\$ 820,000	\$ 870,000	\$ 900,000	\$ 900,000	\$ 900,000
Licenses & Permits	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Fines & Forfeits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Investment Earnings	\$ 100,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 300,000
Medical Assistance Reimbursements	\$ 185,000	\$ 185,000	\$ 210,000	\$ 210,000	\$ 260,000
TOTAL LOCAL RECEIPTS	\$ 14,194,300	\$ 14,971,938	\$ 15,815,405	\$ 16,113,475	\$ 16,611,562

State Receipts (Cherry Sheet)

State Aid represents approximately 6.94% of the Town's recurring revenues. The Town receives revenue for both General Government and Education purposes. All of these funds with the exception of "offsets" (**) are available to be used to support any Town purpose and are not earmarked for one department's use. The Town forecasts State Receipts based upon the most current information available from the State as of the time of Annual Town Meeting. These amounts are subject to change as the State's budget process progresses. The following chart details a five year history of the various types of State Receipts.

State Receipts – Five Year Comparative

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020	% Increase
School Chapter 70	\$ 5,771,296	\$ 5,961,486	\$ 6,128,596	\$ 6,560,142	\$ 6,840,360	4.27%
Charter Tuition Assess Reimb	\$ 14,776	\$ 5,125	\$ 3,572	\$ 23,085	\$ 13,995	-39.38%
School Offset Programs **	\$ 125,100	\$ 144,650	\$ 176,074	\$ 113,690	\$ 133,790	17.68%
Subtotal Education	\$ 5,911,172	\$ 6,111,261	\$ 6,308,242	\$ 6,696,917	\$ 6,988,145	4.35%
Unrestricted General Govt Aid	\$ 2,414,194	\$ 2,518,004	\$ 2,616,206	\$ 2,707,773	\$ 2,780,883	2.70%
Veterans Benefits Reimbursed	\$ 81,084	\$ 79,888	\$ 67,286	\$ 63,606	\$ 66,584	4.68%
Vets, Blind & Surviving Spouse (C59)	\$ 116,421	\$ 112,861	\$ 108,885	\$ 109,273	\$ 105,751	-3.22%
Public Libraries (C78,S19A) **	\$ 32,722	\$ 31,745	\$ 30,844	\$ 31,938	\$ 31,605	-1.04%
Subtotal General Government	\$ 2,644,421	\$ 2,742,498	\$ 2,823,221	\$ 2,912,590	\$ 2,984,823	2.48%
TOTAL STATE RECEIPTS	\$ 8,555,593	\$ 8,853,759	\$ 9,131,463	\$ 9,609,507	\$ 9,972,968	3.78%

School Building Assistance

This formally represented an annual payment received by the Town for the State's share of School Building Assistance for a previous renovation of the Francis Wyman School. The final payment was received on this project in FY2018.

Non Recurring Revenues

Free Cash

Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates and expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The Town submits its June 30 Balance Sheet to the Department of Revenue for certification on an annual basis. Free Cash is not "available" for appropriation until it is certified by the State.

Due to the unpredictability and wide fluctuation of certified Free Cash amounts, it is suggested that Free Cash be used to fund one-time expenditures as opposed to annual operating budgets. The following chart shows a history of the Town's certified Free Cash over the last eight fiscal years. The FY2020 Projection specifies approximately \$5,279,576 of Free Cash to fund the capital plan and other recurring financial warrant articles. A portion of the additional Free Cash will be requested to fund a portion of the large capital items appearing on the warrant. This will allow for continued financial flexibility in the Town's borrowing program for large construction projects.

Certified Free Cash – Recent History

June 30 2010	June 30 2011	June 30 2012	June 30 2013	June 30 2014	June 30 2015	June 30 2016	June 30 2017	June 30 2018
\$ 4,874,096	\$ 7,177,180	\$ 7,461,250	\$ 9,021,382	\$ 9,162,834	\$ 9,774,949	\$ 11,250,328	\$ 12,732,930	\$ 11,672,567

Special Revenue Funds

The Special Revenue Fund category of revenues summarizes all revenue from special funds used to either offset the operating budget or provide funding for a warrant article. The following chart details the proposed use of special revenue funds for this Town Meeting.

Sewer Enterprise Fund Surplus.....	\$ 50,000
Sewer Inflow Infiltration.....	\$ 69,515
Chapter 90 Highway.....	\$ 1,081,766
Total.....	\$ 1,201,281

Prior Unexpended Appropriations

This category of revenue represents any appropriation previously approved by Town Meeting which is unspent. These amounts are considered available funds and can be appropriated for any lawful purpose. The Town does not propose to utilize any prior unexpended appropriations at this meeting.

Overlay Surplus

Overlay surplus is declared by the Board of Assessors when it is determined that the Town's potential liability for abatements and exemptions in any fiscal year has been extinguished. Once the Board is satisfied that the funds are no longer needed, a surplus is declared and these funds are available to be appropriated by Town Meeting. If the overlay surplus is not appropriated by the end of the fiscal year, it closes out to undesignated fund balance and will eventually become part of free cash. The amount of overlay surplus declared surplus and appropriated over the past five fiscal years is as follows:

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Projection FY 2020
Overlay Surplus	\$ 713,000	\$ -	\$ -	\$ 762,859	\$ 380,000

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Operating Budgets

GENERAL GOVERNMENT Operating Budgets

DEPT 113 - TOWN MEETING & REPORTS

Description of Services

Includes costs associated with the printing and mailing of official town meeting warrants to town meeting members in conjunction with the three annual town meetings.

Provides for all incidental costs related to the administration of town meetings.

Reflects the costs associated with the printing and binding of the town's annual report as required by MGL Ch. 40 §49.

Staffing

There are no employees budgeted for this department, however the costs of staffing town meetings are funded here.

Budget Issues

This budget is level service for FY2020.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
TOWN MEETING & REPORTS (Lines 1-2)							
Salaries							
Parttime	\$2,070	\$2,284	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333
1- Total Salaries	\$2,070	\$2,284	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333
Expenses							
Contracted Services	\$10,887	\$12,442	\$12,575	\$12,575	\$12,575	\$12,575	\$12,575
2- Total Expenses	\$10,887	\$12,442	\$12,575	\$12,575	\$12,575	\$12,575	\$12,575
TOTAL	\$12,957	\$14,726	\$15,908	\$15,908	\$15,908	\$15,908	0.00%

DEPT 119 - OTHER LEGISLATIVE COMMITTEES

Description of Services

This budget represents a consolidation of the Town Moderator budget and the budgets of the committees appointed by the Town Moderator, into a single presentation. It includes salary for the Town Moderator and the Recording Clerks for Ways & Means, Capital Budget and Zoning Bylaw Review, as well as Materials and Supplies for Ways and Means.

The Town Moderator has the responsibility of directing the Town's three Town Meetings in accordance with Massachusetts General Law and Roberts Rules. The Moderator is the appointing authority for Ways and Means, Capital Budget, Zoning Bylaw Review, and other various committees. Ways and Means is responsible for reviewing all financial aspects of the Town government and providing a recommendation to Town Meeting on the operating budget or any warrant articles. Capital Budget is responsible for reviewing all departmental funding requests

relating to capital purchases, and providing a recommendation to Town Meeting. Zoning Bylaw Review has the responsibility of monitoring, reviewing, and making recommendations to Town Meeting regarding any changes to the Town's zoning bylaws.

Staffing

(1) Town Moderator (Elected to a 1 year term), (3) Parttime Recording Clerks

Budget Issues

The budget presented is level funded.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
Salaries							
Elected/Appointed - Moder.	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Parttime - Ways & Means	\$2,266	\$2,275	\$3,756	\$3,756	\$3,756	\$3,756	\$3,756
Parttime - Capital Budget	\$457	\$510	\$838	\$838	\$838	\$838	\$838
Parttime - Zoning Bylaw Rev.	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
3- Total Salaries	\$2,873	\$2,935	\$6,744	\$6,744	\$6,744	\$6,744	\$6,744
Expenses							
Materials & Supplies - W&M	\$0	\$0	\$273	\$273	\$273	\$273	\$273
4- Total Expenses	\$0	\$0	\$273	\$273	\$273	\$273	\$273
TOTAL	\$2,873	\$2,935	\$7,017	\$7,017	\$7,017	\$7,017	0.00%

DEPT 122 - TOWN ADMINISTRATOR/SELECTMEN

Description of Services

The Board of Selectmen is the Chief Executive Officers of the Town of Burlington. The Selectmen appoint a Town Administrator as the Chief Administrative Officer of the Town, to run the day to day operations of the community.

The Selectmen issue all licenses as authorized by statute, approves all payroll and vendor warrants, signs all major contracts within the Town not otherwise provided for in the Town's By-Laws, oversees all departments under its control, and is responsible for all Town assets. The Board of Selectmen also prepares and approves all warrants for Town Meetings under the provisions of Chapter 686 of The Acts of 1970.

The Town Administrator is responsible for all day to day operations of the agencies/departments under the control of the Board of Selectmen. Additional responsibilities include management of all policies, directives and votes of the Board of Selectmen. The Town Administrator is the appointing authority for all departments under the jurisdiction of the Board of Selectmen, negotiates all Collective Bargaining agreements with employee unions, prepares the overall Town operating budget in consultation with the Town Accountant and the Ways and Means Committee and assures compliance with all provisions of Massachusetts General Laws, federal statutes and Town regulations. Specific duties and responsibilities of the Town Administrator are further described in Chapter 549 of the Acts of 1978 and Article 4 Section 2.0 of the Town of Burlington By-laws.

Staffing

(1) Town Administrator, (1) Purchasing Analyst, (1) Office Manager, (3) Administrative Assistant I
Budget Issues

The budget presented is level service with no increase in staffing.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
TOWN ADM/SELECTMEN (Lines 5-7)							
Salaries							
Fulltime	\$472,840	\$490,174	\$539,541	\$535,455	\$535,455	\$535,455	
Elected/Appointed	\$4,500	\$3,500	\$5,500	\$5,500	\$5,500	\$5,500	
Parttime	\$3,597	\$4,241	\$2,916	\$3,048	\$3,048	\$3,048	
Overtime	\$1,707	\$7,571	\$500	\$500	\$500	\$500	
5- Total Salaries	\$482,644	\$505,486	\$548,457	\$544,503	\$544,503	\$544,503	
Expenses							
Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	
Contracted Services	\$190	\$0	\$1,000	\$1,000	\$1,000	\$1,000	
M.E.L.T.	\$11,441	\$11,850	\$11,500	\$12,015	\$12,015	\$12,015	
6- Total Expenses	\$11,631	\$11,850	\$12,500	\$13,015	\$13,015	\$13,015	
Special Accounts							
Miscellaneous Expenses	\$14,487	\$16,380	\$17,500	\$17,500	\$17,500	\$17,500	
7- Total Special Accounts	\$14,487	\$16,380	\$17,500	\$17,500	\$17,500	\$17,500	
TOTAL	\$508,762	\$533,716	\$578,457	\$575,018	\$575,018	\$575,018	-0.59%

DEPT 135 - TOWN ACCOUNTANT

Description of Services

The Town Accountant is appointed by, and subject to the supervision and control of, the Board of Selectmen. This appointed authority works collaboratively and effectively with the Town Administrator and the administrative team.

Performs financial management duties in accordance with Massachusetts General Laws, Town By-Laws, as well as all Generally Accepted Accounting Principles (GAAP).

Maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all departmental receipts and expenditures; coordinates the Town's outside audit.

Monitors expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer/Collector's cash and receivables balances with the general ledger; oversees preparation of weekly payroll and accounts payable warrants for review by the Board of Selectmen.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal. Assists other town officials in monitoring the town's financial condition; notifies departments of expenditures and account balances monthly; makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at the close of the fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for town report.

Assists the Town Administrator in creating financial forecasts; prepares detailed revenue and expenditure estimates for use in the budget process; organizes, updates, and maintains all internal budget documents as well as the budget documents provided to Town Meeting.

The Accounting Department prepared, for the third time, a Comprehensive Annual Financial Report (CAFR), for the year ended June 30, 2018. This report took the place of the basic financial statement report issued in prior years. The issuance of a CAFR had been a long-term goal of the department. In addition, the department continues to make annual improvements to the budget document with a goal of providing decision makers with superior information for their deliberations.

Staffing

(1) Town Accountant, (1) Budget Analyst, (1) Assistant Town Accountant, (1) Accounting Specialist, (1) Part-Time Accounting Technician (20 hours)

Budget Issues

The budget presented is level service with no increase in staffing.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
ACCOUNTING (Lines 8-9)							
Salaries							
Fulltime	\$302,441	\$305,063	\$329,321	\$327,812	\$327,812	\$327,812	
Parttime	\$32,012	\$31,249	\$34,099	\$34,254	\$34,254	\$34,254	
8- Total Salaries	\$334,453	\$336,312	\$363,420	\$362,066	\$362,066	\$362,066	
Expenses							
Materials & Supplies	\$387	\$264	\$425	\$425	\$425	\$425	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$4,892	\$3,045	\$4,870	\$4,870	\$4,870	\$4,870	
9- Total Expenses	\$5,279	\$3,309	\$5,295	\$5,295	\$5,295	\$5,295	
TOTAL	\$339,732	\$339,621	\$368,715	\$367,361	\$367,361	\$367,361	-0.37%

DEPT 141 - ASSESSORS

Description of Services

The primary function of the Assessing Department is to value all Real Estate and Personal Property within the Town.

The Department also administers all Motor Vehicle Excise Bills, Real Estate Exemptions and Real Estate/ Personal Property Abatements.

The Office maintains permanent records of all real estate transactions/ ownership information within the Town.

Annually mail a Form of List to business owners and when returned, analyze the data provided to value all business personal property.

Income and Expense Forms are mailed to commercial property owners at the beginning of the year. The returns are data entered and analyzed to determine values on commercial and industrial properties.

We also mail out exemption applications annually to residents who have previously qualified for an exemption and process the applications when they are returned.

The Board of Assessors reviews all abatements for real estate and personal property.

The Town Appraiser represents the Town at the Appellate Tax Board on real estate and personal property tax values that are disputed.

We also maintain the Databases for Patriot, Munis, GIS, and the website.

Staffing

(1) Department Head, (1) Administrative Assistant 2, (1) Administrative Assistant 1, (1) Data Collector

Budget Issues

This budget is presented at level service for FY2020.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
ASSESSORS (Lines 10-11)							
Salaries							
Fulltime	\$269,619	\$259,413	\$286,165	\$306,645	\$306,645	\$306,645	
Elected/Appointed	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Parttime	\$0	\$0	\$19,702	\$20,193	\$20,193	\$20,193	\$20,193
10- Total Salaries	\$272,219	\$262,013	\$308,467	\$329,438	\$329,438	\$329,438	
Expenses							
Materials & Supplies	\$2,852	\$2,543	\$3,100	\$3,150	\$3,150	\$3,150	
Contracted Services	\$101,170	\$106,000	\$84,000	\$67,800	\$67,800	\$67,800	
Capital Outlay	\$0	\$0	\$1,500	\$1,530	\$1,530	\$1,530	
M.E.L.T.	\$4,461	\$2,544	\$8,990	\$9,065	\$9,065	\$9,065	
11- Total Expenses	\$108,483	\$111,087	\$97,590	\$81,545	\$81,545	\$81,545	
TOTAL	\$380,702	\$373,100	\$406,057	\$410,983	\$410,983	\$410,983	1.21%

DEPT 145 – TREASURER/COLLECTOR

Description of Services

Performs all duties as outlined in the Town's General bylaws article VII sections 1-5.

Oversees all employee benefits, which include-health, life, disability, dental, deferred compensation, tax shelter, pension, flexible spending, and other related accounts that support such benefits.

We administer weekly payroll for all employees, including Federal and State Tax withholdings, as well as the quarterly and annual reporting and payment of those taxes.

Issues and reports annual W-2s for all employees.

Prepares and monitors annual Treasurer/Collectors department budget.

Evaluates, hires and manages a staff of nine Employees.

Reports to Town Meeting and the public on all departmental activities and responsibilities as noted herein.

Staffing

(1) Elected Treasurer/Collector, (1) Assistant Tax Collector, (1) Assistant Treasurer, (1) Benefits Administrator, (1) Payroll Administrator, (1) Benefits Specialist, and (4) Administrative Assistants I.

Budget Issues

This budget is presented at level service with a reduced staffing level for FY2020.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
Salaries							
Fulltime	\$466,190	\$464,962	\$492,048	\$539,369	\$539,369	\$539,369	
Elected/Appointed	\$124,361	\$133,073	\$140,034	\$131,747	\$131,747	\$131,747	
Overtime	\$4,857	\$554	\$2,000	\$3,000	\$3,000	\$3,000	
Parttime	\$53,535	\$53,044	\$61,475	\$0	\$0	\$0	
12- Total Salaries	\$648,943	\$651,633	\$695,557	\$674,116	\$674,116	\$674,116	
Expenses							
Materials & Supplies	\$15,020	\$17,030	\$18,400	\$19,200	\$19,200	\$19,200	
Contracted Services	\$110	\$519	\$1,500	\$2,500	\$2,500	\$2,500	
Capital Outlay	\$0	\$0	\$200	\$250	\$250	\$250	
M.E.L.T.	\$3,287	\$5,669	\$5,414	\$5,650	\$5,650	\$5,650	
13- Total Expenses	\$18,417	\$23,218	\$25,514	\$27,600	\$27,600	\$27,600	
Special Accounts							
Interest Refund	\$0	\$0	\$100	\$100	\$100	\$100	
14- Total Special Accounts	\$0	\$0	\$100	\$100	\$100	\$100	
TOTAL	\$667,360	\$674,851	\$721,171	\$701,816	\$701,816	\$701,816	-2.68%

DEPT 149 – CENTRAL ADMINISTRATION

Description of Services

Responsible for the cost of bulk purchases of general office supplies, paper, and postage, as well as the annual lease payments and maintenance agreements of office equipment.

Accounts for the costs of employee and retiree health insurance premiums and other benefits, the Town's self-insured unemployment program, and the Town's required Medicare contribution.

Town Insurance includes the cost of the Town's property and casualty insurance program and all other insured lines, as well as the annual appropriation for the Town's self-insured workers compensation pool.

Budgets for the cost of the Town's required annual financial audit and the "Single Audit" of Federal Grant Expenditures.

Staffing

None

Budget Issues

Chapter 32B – Health and other employee benefits continue to be a challenging component of the overall budget. The Town has worked very closely with employee unions to monitor trends in health claims and review plan design changes to keep the cost increases to the program at a modest level with some success over the past several years. Past performance is no guarantee of future success and we will continue to work diligently in tandem with our employees to contain costs wherever possible. This budget line item will require a 3% increase for FY2020.

Transfer to Other Post-Employment Benefits (OPEB) Trust Fund – This is the fifth year of providing funding within the operating budget to offset the Town's OPEB liability. The increase is reflected by the funding plan adopted in fiscal year 2016. The biannual update to the Town's actuarial plan is scheduled for the spring of 2019.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
CENTRAL ADMINISTRATION (Lines 15-23)							
15- Central Supply	\$107,962	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	
16- Central Machines	\$23,272	\$25,575	\$25,658	\$26,450	\$26,450	\$26,450	
17- Ch. 32B Health Ins. (AA)	\$11,912,917	\$12,555,569	\$13,339,204	\$13,739,380	\$13,739,380	\$13,739,380	
18- Transfer to OPEB Fund (AA)	\$546,500	\$597,325	\$652,876	\$713,593	\$713,593	\$713,593	
19- Unemployment Comp (AA)	\$76,003	\$54,221	\$100,000	\$100,000	\$100,000	\$100,000	
20- Pension Reimburse. (AA)	\$0	\$1,256	\$1,256	\$1,256	\$1,256	\$1,256	
21- Town Insurance (AA)	\$859,612	\$905,000	\$956,000	\$1,006,273	\$1,006,273	\$1,006,273	
22- Financial Audit (AA)	\$56,580	\$51,580	\$80,000	\$80,000	\$80,000	\$80,000	
23- Medicare Tax (AA)	\$964,429	\$1,017,248	\$1,098,597	\$1,142,979	\$1,142,979	\$1,142,979	
TOTAL	\$14,547,275	\$15,317,774	\$16,363,591	\$16,919,931	\$16,919,931	\$16,919,931	3.40%

DEPT 151 – LEGAL

Description of Services

The Town utilizes third-party counsel for its legal needs. This budget is for the majority of town-wide legal expenses with the exception of certain specialty areas.

Staffing

None

Budget Issues

This budget reflects the anticipated costs related to both general counsel and labor counsel.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
LEGAL (Line 24)							
Expenses							
Legal Fees	\$113,613	\$115,220	\$125,000	\$125,000	\$125,000	\$125,000	
Collective Bargaining	\$36,105	\$78,200	\$72,000	\$92,000	\$72,000	\$72,000	
Tax Title	\$5,568	\$2,319	\$3,500	\$3,500	\$3,500	\$3,500	
Cable TV Negotiations	\$0	\$3,445	\$1,500	\$1,500	\$1,500	\$1,500	
24- Total Expenses	\$155,286	\$199,184	\$202,000	\$222,000	\$202,000	\$202,000	
TOTAL	\$155,286	\$199,184	\$202,000	\$222,000	\$202,000	\$202,000	0.00%

DEPT 152 - HUMAN RESOURCES

Description of Services

The Human Resources Department serves as a partner to all Town and School employees, and provides support in the areas of recruitment and selection, compensation, employee relations, labor relations, as well as organization and employee development.

Examples of the Human Resources Department's responsibilities include:

- Monitors, reviews, and interprets current personnel policies, job classifications, salary structures, and collective bargaining agreements.
- Oversees personnel records and data for all employees, and maintains a complete file for each employee.
- Plans and coordinates recruitment and selection procedures for exempt and non-exempt employees including: Preparation and placement of recruitment announcements and advertising; recommendation of appropriate recruitment process; assisting department heads and school administrators with screening of applications and identification of most highly qualified candidates; and assisting departments in developing interviews and other selection procedures, and performance of reference/background checks.
- Provides support in the administration of the municipality's and school department's classification and pay plans including: Making recommendations on reclassification of existing positions; assisting in the conducting of classification studies; assisting in the conducting of salary surveys to evaluate positions and make recommendations on salary schedules in preparation for collective bargaining, and to ensure the municipality and school department is paying market-competitive wages and offering benefits comparable to other geographic communities similar in demographics.
- Coordinates workers compensation claims.
- Maintains personnel policies and procedures, ensuring consistent interpretation and application to collective bargaining agreements, and local, state and federal laws. Ensures the Town and School Department employment practices are in accordance with all applicable state and federal requirements.
- Assists in the preparation of civil service correspondence and forms in accordance with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.

- Assists municipal and school management teams in the annual renewal of the Town's health insurance and dental plans; discusses premium increases, plan design changes and records minutes of meetings with the Insurance Advisory Committee.
- Coordinates in-house training sessions for staff as necessary, and assists with selecting appropriate external training opportunities. Assists and participates in annual new teacher orientation.
- Acts as a liaison with the Employee Assistance Program.
- Assists in the administration, as appropriate, of collective bargaining agreements and preparing recommendations for the Town Administrator and Superintendent of Schools prior to commencement of negotiations. Assists with negotiations where appropriate. Involvement with grievance hearings and arbitrations as necessary.
- Serves as the information resource for town and school personnel in the areas of personnel policies, hiring practices, dispute resolution and employee assistance. Meets, as appropriate, with employees to discuss individual job-related issues.
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace as well as the prevention of sexual harassment, discrimination and claims of hostile work environment. Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents.

Staffing

(1) Human Resources Director, (1) Human Resources Coordinator

Budget Issues

The Human Resources Department serves approximately 900 Town and School employees, as well as all applicants for employment opportunities. This is a shared position between the Town and Schools, a partnership which has worked extremely well over the years. The budget presented below represents the Town portion only.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
HUMAN RESOURCES (Lines 25-27)							
Salaries							
Fulltime	\$118,287	\$122,810	\$128,717	\$129,439	\$129,439	\$129,439	
25- Total Salaries	\$118,287	\$122,810	\$128,717	\$129,439	\$129,439	\$129,439	
Expenses							
Materials & Supplies	\$1,211	\$1,041	\$1,250	\$1,250	\$1,250	\$1,250	
Contracted Services	\$302	\$674	\$450	\$450	\$450	\$450	
M.E.L.T.	\$1,503	\$1,977	\$2,605	\$2,690	\$2,690	\$2,690	
26- Total Expenses	\$3,016	\$3,692	\$4,305	\$4,390	\$4,390	\$4,390	
Special Accounts							
Staff Training	\$2,875	\$2,798	\$4,000	\$4,000	\$4,000	\$4,000	
BMEA/Education	\$3,820	\$3,587	\$5,000	\$5,000	\$5,000	\$5,000	
Recruitment/Retention	\$5,073	\$4,703	\$5,500	\$5,500	\$5,500	\$5,500	
27- Total Special Accounts	\$11,768	\$11,088	\$14,500	\$14,500	\$14,500	\$14,500	
TOTAL	\$133,071	\$137,590	\$147,522	\$148,329	\$148,329	\$148,329	0.55%

DEPT 155 – MANAGEMENT INFORMATION SYSTEMS

Description of Services

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

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

Many proprietary software applications, unique to the public sector, are necessary for the smooth operation of the town's day-to-day function:

MUNIS is the financial system which keeps track of the town's receivables/collectibles, payroll, and budgets.

Patriot is employed by the Assessor's office to maintain commercial & residential property records and values. The public is welcome to access this data at www.patriotproperties.com.

RecTrac is used to track activity reservations and programs at the Recreation Department; and may be accessed by residents at www.burlingtonrecreation.org.

GeoTMS is vital to the tracking of various permits issued by the Building department.

SCADA assists the Department of Public Works in monitoring their systems.

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

Staffing

(1) Critical Systems/Applications Administrator; (2) System/Application Administrator; (1) Network/Repair Technician

Budget Issues

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

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
MANAGEMENT INFO. SYSTEMS (Lines 28-29)							
Salaries							
Full Time	\$320,396	\$330,450	\$342,215	\$348,189	\$348,189	\$348,189	
28- Total Salaries	\$320,396	\$330,450	\$342,215	\$348,189	\$348,189	\$348,189	
Expenses							
Materials & Supplies	\$754	\$898	\$1,000	\$1,000	\$1,000	\$1,000	
Contracted Services	\$157,411	\$158,259	\$163,178	\$199,015	\$183,015	\$183,015	
Capital Outlay	\$86,178	\$88,645	\$88,000	\$96,000	\$96,000	\$96,000	
29- Total Expenses	\$244,343	\$247,802	\$252,178	\$296,015	\$280,015	\$280,015	
TOTAL	\$564,739	\$578,252	\$594,393	\$644,204	\$628,204	\$628,204	5.69%

DEPT 161 – TOWN CLERK

Description of Services

Vital Records: Record, index and, in some instances, create the town’s “vital records” (births, deaths, marriages); issue certified copies thereof; serve as burial agent.

Elections: Conduct all elections in conformance with federal and state laws and regulations, train poll workers, prepare the ballot for local elections, certify and report results, administer campaign finance laws for local elections, administer oaths of office and provide officials with copies of the State’s Conflict of Interest and Opening Meeting Laws.

Town Meeting: Serve as clerk to the Town Meeting, take attendance and minutes, certify votes, submit bylaw articles to the Attorney General for approval, publish and codify the town’s zoning and general bylaws.

Public Records: Receive applications and certify decisions for special permits, variances, subdivisions, minor engineering changes, and Approval Not Required; record and renew Business Certificates (DBA’s); record, index and invoice utility pole/conduit locations; oversee the Town’s Archives and Records Management Program; provide copies of public records upon request; post meetings of all town boards, commissions and committees. The Clerk is also the Records Access Officer for the Town which handles the management of all FOIA requests.

Census and Voter Registration: Conduct an annual listing of all residents/voters and maintain the State’s Central Voter Registry; initiate voter registration outreach; publish the Annual Street List; prepare and distribute annual reports to schools, veterans, jury commission, Council on Aging and police; provide demographic data to various town departments and the general public. Also, oversees the Board of Registrar’s budget and is the Clerk for the Board.

Licensing/Permits: Dogs, storage of flammable materials, raffles.

Public Information and Services: Maintain a high level of customer service providing general information (using press releases, postings, internet, office and phone) to both the general public and other town departments; serves as Web Master for the Town, oversees the content editing for the Town calendar and various other sections on the Town website; serves as Record Access Officer, Notary Public, Justice of the Peace, and Commissioner to Qualify Public Officers.

In calendar year 2018 the Clerk's office brought in \$152,944 in revenue which was turned into the Treasurer's office and goes into the General Fund.

Staffing

(1) Department Head, (1) Archivist/Records Manager, (1) Administrative Assistant II, (1) Administrative Assistant I, (1) Part-Time Department Administrative Assistant (19 hours)

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
TOWN CLERK (Lines 30-32)							
Salaries							
Fulltime	\$178,361	\$187,361	\$196,475	\$188,105	\$188,105	\$188,105	
Elected/Appointed	\$98,884	\$86,300	\$91,086	\$93,385	\$93,385	\$93,385	
Parttime	\$0	\$20,071	\$22,801	\$23,377	\$23,377	\$23,377	
30- Total Salaries	\$277,245	\$293,732	\$310,362	\$304,867	\$304,867	\$304,867	
Expenses							
Materials & Supplies	\$2,213	\$2,887	\$2,500	\$2,700	\$2,700	\$2,700	
Contracted Services	\$9,068	\$11,010	\$11,500	\$12,500	\$12,500	\$12,500	
Capital Outlay	\$568	\$823	\$1,200	\$1,200	\$1,200	\$1,200	
M.E.L.T.	\$3,083	\$3,352	\$3,600	\$3,700	\$3,700	\$3,700	
31- Total Expenses	\$14,932	\$18,072	\$18,800	\$20,100	\$20,100	\$20,100	
Special Accounts							
Elections	\$72,601	\$24,640	\$77,162	\$53,823	\$53,823	\$53,823	
32- Total Special Accounts	\$72,601	\$24,640	\$77,162	\$53,823	\$53,823	\$53,823	
TOTAL	\$364,778	\$336,444	\$406,324	\$378,790	\$378,790	\$378,790	-6.78%

DEPT 162 – REGISTRARS OF VOTERS

Description of Services

Census and Voter Registration: Conducts an annual listing of all residents/voters and maintain the State's Central Voter Registry; initiates voter registration outreach; publishes the annual street list in conjunction with the Town Clerk's Department; conducts hearings on challenges to residents' eligibility to vote.

Petitions and Nominations: Certifies names of registered voters who sign state and local petitions and nomination papers, in conjunction with the Town Clerk's office.

Oversees voter issues during and following elections and conducts recounts of contested election races.

Staffing

(3) Appointed Board Member, (1) Ex Officio Member (Town Clerk)

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
REGISTRARS OF VOTERS (Lines 33-34)							
Salaries							
Elected/Appointed	\$1,150	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
33- Total Salaries	\$1,150	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Expenses							
Materials & Supplies	\$858	\$885	\$900	\$900	\$900	\$900	\$900
Contracted Services	\$6,212	\$6,078	\$6,100	\$9,900	\$9,900	\$9,900	\$9,900
34- Total Expenses	\$7,070	\$6,963	\$7,000	\$10,800	\$10,800	\$10,800	\$10,800
TOTAL	\$8,220	\$8,163	\$8,200	\$12,000	\$12,000	\$12,000	46.34%

DEPT 171 - CONSERVATION

Description of Services

Provides technical support to the appointed Conservation Commission in their role as regulators and enforcers of the MA Wetlands Protection Act (MGL Chapter 131, section 40), the MA wetland regulations (310 CMR 10.00), the Burlington Wetland Bylaw/Regulations (Article XIV, section 1.0) and the Burlington Erosion & Sediment Control Bylaw (Article XIV, section 6.0).

Provides administrative and logistical support for the Conservation Commission.

Reviews and provides comments on projects and proposals to Planning Board and other boards on wetlands and/or environmental issues.

Assists residents and project proponents in navigating the various regulatory application processes.

Manages several parcels of Town-owned land under the Conservation Commission's jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. This includes the hiring of a part-time worker to do land-management tasks, including trail maintenance and enhancing the security of the conservation areas.

Promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases.

Manages seasonal hand stream-cleaning program, for which 2-4 seasonal workers are hired.

Coordinates the Town's National Pollutant Discharge Elimination System (NPDES) compliance program with several other departments (DPW, Engineering, Health). Two seasonal stormwater interns will perform the water quality sampling.

Staffing

(1) Conservation Administrator (Department Head), (1) Assistant Conservation Administrator, (1) Administrative Assistant I, (1) Part-Time Recording Clerk, (2) Part-Time Stormwater Interns, (1) Part-Time Land Management Intern and (3-4) Seasonal Stream Cleaners

Budget Issues

Stormwater and land management intern positions have been budgeted to perform work necessary to meet compliance of new federal mandates.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
CONSERVATION (Lines 35-37)							
Salaries							
Fulltime	\$188,429	\$196,802	\$204,364	\$208,040	\$208,040	\$208,040	
Parttime	\$6,479	\$13,923	\$15,180	\$15,238	\$15,238	\$15,238	
35- Total Salaries	\$194,908	\$210,725	\$219,544	\$223,278	\$223,278	\$223,278	
Expenses							
Materials & Supplies	\$290	\$846	\$5,700	\$5,700	\$5,700	\$5,700	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$2,218	\$2,245	\$4,320	\$4,350	\$4,350	\$4,350	
36- Total Expenses	\$2,508	\$3,091	\$10,020	\$10,050	\$10,050	\$10,050	
Special Accounts							
Land Management/Legal Ads	\$31	\$600	\$7,800	\$7,800	\$7,800	\$7,800	
Stream Cleaning	\$11,585	\$10,258	\$11,000	\$11,000	\$11,000	\$11,000	
37- Total Special Accounts	\$11,616	\$10,858	\$18,800	\$18,800	\$18,800	\$18,800	
TOTAL	\$209,032	\$224,674	\$248,364	\$252,128	\$252,128	\$252,128	1.52%

DEPT 175 – PLANNING

Description of Services

Responsibilities include the review of development proposals, master planning, direct assistance to the Planning Board, assistance to the public, and as needed assistance to other Town departments and committees. Day-to-day responsibilities include; planning, permit coordination, economic development, consensus building, GIS data management, addressing citizen inquiries and concerns, monitoring construction activity, and conducting research to provide the Planning Board with background information.

The Planning Department reviews all commercial and multi-family development proposals for compliance with Town Bylaws and regulations, as well as statutory conformance. The department's 'Site Plan Review' process is defined in Article 9 of the Zoning Bylaw, as well as the Planning Board Site Plan Rules and Regulations. In addition, uses defined in the Zoning Bylaw, which have a potential detrimental impact on the environment, traffic, town infrastructure, or the water supply, require special permit review. The process of special permit review is a statutory requirement outlined in MGL Chapter 40A section 9, as well as the Planning Board Special Permit Rules and Regulations. By State Law, the department is responsible for the exercise of the Subdivision Control Law (MGL Chapter 41), which affects all divisions and boundary modification of property in Burlington. The department advises the Planning Board of local bylaw conformance, applicable state and federal laws, and case law which affect land-use decisions.

Comprehensive master planning is mandated under MGL Chapter 41 Section 81-D. The planning department is required to undertake planning studies, and research to identify existing and future land use issues and opportunities, as well as, monitors innovative state and national planning initiatives and applicable case law. The department proposes courses of action to address such issues and opportunities to guide the comprehensive master planning process. The department initiates the implementation of master plan recommendations by such courses of action as the drafting of bylaw and regulation revisions, facilitating public forums and hearings, required for adoption of such amendments. The department also has assisted many town committees over the years such as the Land Use Committee and the Route 3A subcommittee, Small Cell Committee and Zoning Bylaw Review Committee.

Staffing

(1) Department Head, (1) Senior Planner, (1) Assistant Planner, (1) Principal Clerk, (1) Recording Clerk

Budget Issues

To date the Town has used consultants to help to maintain Town maps and land management digital mapping files. Long term, the Town should investigate the addition of GIS staff in Town to assist development departments, including Planning, Engineering, Conservation and the Assessors departments in managing the increasing amount of land management records and maps which inform current and future land use, facility and infrastructure decisions. The coordinated effort to streamline electronic records management across many departments has commenced with the introduction of ViewPoint and AppGEO to track permitting, integrate our land records and geographic information system with other relevant Town Records. In addition, as departments begin to centralize systems with programs such as AppGEO and Viewpoint, we should budget items that are used across many departments centrally. You will see AppGEO in the Planning Board's budget for FY20, however I would suggest that it be centrally located in future years.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
PLANNING BOARD (Lines 38-39)							
Salaries							
Fulltime	\$268,994	\$282,376	\$294,055	\$301,926	\$301,926	\$301,926	
Elected/Appointed	\$4,840	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400
Overtime	\$0	\$0	\$775	\$716	\$716	\$716	\$716
Parttime	\$3,110	\$3,492	\$4,451	\$4,551	\$4,551	\$4,551	\$4,551
38- Total Salaries	\$276,944	\$290,268	\$303,681	\$311,593	\$311,593	\$311,593	
Expenses							
Materials & Supplies	\$577	\$1,547	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Contracted Services	\$18,120	\$7,859	\$18,120	\$22,832	\$22,832	\$22,832	\$22,832
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
M.E.L.T.	\$8,351	\$4,611	\$9,016	\$9,016	\$9,016	\$9,016	\$9,016
39- Total Expenses	\$27,048	\$14,017	\$28,636	\$33,348	\$33,348	\$33,348	
TOTAL	\$303,992	\$304,285	\$332,317	\$344,941	\$344,941	\$344,941	3.80%

DEPT 176 - BOARD OF APPEALS

Description of Services

Established under Section 9.5.1 of the Zoning By-Law pursuant to Chapter 40A of the Massachusetts General Laws; Appointed by the Board of Selectmen.

The Board is charged with the following duties; to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, to issue comprehensive permits under MGL Chapter 40B, and to permit signs in particular instances.

Staffing

(2) Alternate and (5) Permanent members appointed to unpaid terms of one and five years respectively.

Budget Issues

A change in department procedure in fiscal year 2016 shifted the responsibility of advertising and certified mailing costs to applicants, which has eliminated the need to fund the Special Accounts line item.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
Salaries							
Parttime	\$18,574	\$16,328	\$13,481	\$13,481	\$13,481	\$13,481	\$13,481
40- Total Salaries	\$18,574	\$16,328	\$13,481	\$13,481	\$13,481	\$13,481	\$13,481
Expenses							
Materials and Supplies	\$247	\$247	\$247	\$247	\$247	\$247	\$247
41- Total Expenses	\$247	\$250	\$250	\$250	\$250	\$250	\$250
42- Spec. Accts -- Ads & Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$18,821	\$16,578	\$13,731	\$13,731	\$13,731	\$13,731	0.00%

DEPT 192 – TOWN FACILITIES

At Town Meeting in September 2013, the body voted to consolidate this department into Public Works effective FY2014. The Town Facilities budget has since been presented as a component of the Public Works budget.

The budget presented below includes library building occupancy, as this reclassification results in an indirect cost savings. Although building occupancy is being presented in the Town Facilities budget, Ways and Means continues to monitor these costs and take into consideration when reviewing the library budget as a whole. For further explanation regarding this reclassification, please reference the library budget narrative within this document.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
TOWN FACILITIES (Line 43)							
Expenses							
Occupancy	\$97,815	\$83,688	\$90,829	\$95,943	\$95,943	\$95,943	\$95,943
43- Total Expenses	\$97,815	\$83,688	\$90,829	\$95,943	\$95,943	\$95,943	\$95,943
TOTAL	\$97,815	\$83,688	\$90,829	\$95,943	\$95,943	\$95,943	5.63%

PUBLIC SAFETY Operating Budgets

DEPT 210 - POLICE

OVERVIEW

The Police Department's budget request for FY 2020 is \$8,890,653. This represents an overall increase of .12 %, which is well below the guidelines for this fiscal year. The budget focuses on personnel while maintaining the services that residents have come to expect.

BUDGET DETAILS

Salaries:

Full-time Salaries

Full-time salaries will increase by 0.03%.

Patrol and command contracts had been expired for several years. They were recently settled. These settlements are the reason that salaries decrease overall this fiscal year.

Full-time salaries include step and longevity increases. Holiday pay and other contractual incentives are also included under full-time salaries.

The current Command and Patrol contracts will expire 6/30/2019.

Overtime Salaries

Overtime will decrease by 3.37% this year after having been level funded the past three years.

Traffic Supervisor Salaries

This account will decrease by 2.53% due to the retirement and replacement of one of the traffic supervisors.

Animal Control Officer Salary

This account will be level funded.

Salaries Summary

Overall, salaries will decrease by 0.29% in FY 2020

Expenses:

Materials and Supplies

This account will increase 4.55%. The department currently has three tactical medical kits deployed in marked cruisers. This increase will allow the purchase of four to five additional kits to allow immediate access in the field.

Occupancy

This account will increase by 3.14 % due to an increase in electricity, natural gas and internet connectivity.

Capital Outlay

This account will increase 4.27% due to the increase in the costs of cruisers. Cruisers have been level funded for the past five years.

Contracted Services

This account will increase 11.68%. This increase is due to a purchase of a detail tracking system. This system allows greater efficiency in scheduling and filling details, tracking and accounting of details, and most importantly collecting detail monies owed to the town.

M.E.L.T.

This account is level funded as it has been for the past seven years.

Special Accounts:

This account will increase by .72% in FY2020. This is entirely due to an increase in required academy clothing along with a small increase for clothing of officers assigned to the NEMLEC RRT Unit.

CONCLUSION

At an overall increase 0.12%, this budget falls well within guidelines and is satisfactory to the department needs. The increases requested will keep the department ahead of the ever-changing landscape in policing.

Prepared by:

Chief Michael R. Kent

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
POLICE DEPARTMENT (Lines 44-46)							
Salaries							
Fulltime	\$6,143,129	\$6,810,916	\$7,222,809	\$7,224,783	\$7,224,783	\$7,224,783	
Overtime	\$542,394	\$580,719	\$626,311	\$605,200	\$605,200	\$605,200	
Parttime	\$110,635	\$126,091	\$145,326	\$141,650	\$141,650	\$141,650	
44- Total Salaries	\$6,796,158	\$7,517,725	\$7,994,446	\$7,971,633	\$7,971,633	\$7,971,633	
Expenses							
Materials & Supplies	\$69,618	\$82,474	\$65,988	\$68,988	\$68,988	\$68,988	
Contracted Services	\$149,144	\$141,074	\$121,990	\$136,240	\$136,240	\$136,240	
Occupancy	\$122,511	\$122,134	\$160,250	\$165,278	\$165,278	\$165,278	
Capital Outlay	\$199,664	\$203,446	\$212,332	\$221,400	\$221,400	\$221,400	
M.E.L.T.	\$2,580	\$3,325	\$3,325	\$3,325	\$3,325	\$3,325	
45- Total Expenses	\$543,517	\$552,453	\$563,885	\$595,231	\$595,231	\$595,231	
Special Accounts							
Clothing Officers/Traffic Sup.	\$42,600	\$44,345	\$50,490	\$52,790	\$52,790	\$52,790	
Training/Education	\$123,660	\$108,844	\$129,500	\$129,500	\$129,500	\$129,500	
NEMLEC	\$11,165	\$4,975	\$6,500	\$6,500	\$6,500	\$6,500	
Medical (111-F)	\$22,081	\$51,936	\$40,000	\$40,000	\$40,000	\$40,000	
Dead Animal Disposal	\$1,000	\$372	\$1,000	\$1,000	\$1,000	\$1,000	
Gasoline	\$76,740	\$85,189	\$94,000	\$94,000	\$94,000	\$94,000	
Retirement Buyback	\$0	\$0	\$0	\$0	\$0	\$0	
46- Total Special Accounts	\$277,246	\$295,661	\$321,490	\$323,790	\$323,790	\$323,790	
TOTAL	\$7,616,921	\$8,365,839	\$8,879,821	\$8,890,654	\$8,890,654	\$8,890,654	0.12%

DEPT 220 - FIRE

Description of Services

The Fire Department (FD) protects and preserves life and property in the community through code enforcement, public education programs and incident response to fires, medical calls, and a myriad of other emergencies.

The FD provides code and regulation enforcement of local, state and federal statutes, regulations, and bylaws pertaining to fire safety. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and health care facilities. The FD works and trains with other municipal public safety departments such as DPW, BOH, Building Dept., and PD to ensure the safest possible environment for residents and visitors of Burlington. We make safety recommendations to other boards and departments during the plan review process. We ensure compliance of all underground and above ground storage tanks for fuels or other hazardous fluids when required.

We train members of the public in CPR, conduct BP clinics, fire safety education to all ages, and engage in special programs such as providing smoke and CO detectors to seniors when funding is available. We consult with commercial property managers regarding fire drills and emergency planning. The FD maintains the municipal fire alarm system, emergency radio communications system, and computerized state and federal fire incident reporting system. We operate a fire and emergency medical dispatch center for emergencies and business.

We provide emergency medical basic life support (BLS) care and transport including CPR & AED, Epi-pen, trauma, and other responses. We extinguish and investigate all fires and their causes; assist in extricating trapped victims from confined spaces, trench collapses, and high rise spaces; respond to flooded basements and other areas; provide ice and water rescue; assist in mitigating hazmat spills and releases; and are the primary emergency services provider for motor vehicle crashes (MVC) with injuries.

Firefighters receive daily training, participate in residential and business safety inspections, maintain all emergency apparatus and equipment on a daily basis, respond to all calls of inquiry and calls for assistance from the public (when they don't know who to call, they call the (FD) 24/7. Respond to other communities on emergency mutual aid calls and receive mutual aid from other communities. Members train with other fire department and EMS services to enhance regional response capabilities.

Staffing

(1) Chief, (1) Assistant Chief, (6) Captain, (10) Lieutenant, (48) Firefighter, (4) Civilian Dispatcher; (1) Civilian Mechanic, (1) Administrative Secretary, (1) Administrative Assistant I, (1) Part-time Office Assistant (30 hours)

Budget Issues

The concern on the operational side is maintaining pace with costs. Our budget is 92% salaries so any allowable increases are mostly absorbed by contractual obligations. On the capital side the biggest concern is staying on schedule with replacement programs. We have 19 pieces of rolling stock (vehicles) as well as large quantities of personnel protective clothing & equipment. There are definitive timelines on replacement that need to be adhered to remain compliant. Any delay in this schedule has a detrimental effect on the capital plan as a whole.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
FIRE DEPARTMENT (Lines 47-49)							
Salaries							
Fulltime	\$5,639,897	\$5,646,155	\$6,060,957	\$6,069,293	\$6,069,293	\$6,069,293	
Overtime	\$792,537	\$732,131	\$808,607	\$949,735	\$899,735	\$899,735	
Parttime	\$46,981	\$54,917	\$48,757	\$44,823	\$44,823	\$44,823	
47- Total Salaries	\$6,479,415	\$6,433,203	\$6,918,321	\$7,063,851	\$7,013,851	\$7,013,851	
Expenses							
Materials & Supplies	\$183,059	\$204,400	\$211,000	\$215,000	\$215,000	\$215,000	
Contracted Services	\$85,289	\$86,208	\$100,250	\$107,250	\$107,250	\$107,250	
Occupancy	\$60,103	\$71,994	\$83,783	\$115,743	\$115,743	\$115,743	
Capital Outlay	\$58,661	\$61,475	\$61,607	\$62,685	\$62,685	\$62,685	
M.E.L.T.	\$8,545	\$12,202	\$12,000	\$12,000	\$12,000	\$12,000	
48- Total Expenses	\$395,657	\$436,279	\$468,640	\$512,678	\$512,678	\$512,678	
Special Accounts							
Medical & Hospital	\$80,959	\$47,499	\$40,000	\$42,000	\$42,000	\$42,000	
Recertification of EMTs	\$4,814	\$7,345	\$8,200	\$8,200	\$8,200	\$8,200	
Tuition & Books	\$820	\$8,241	\$12,000	\$12,000	\$12,000	\$12,000	
Licenses & Certifications	\$2,180	\$1,205	\$2,500	\$2,500	\$2,500	\$2,500	
Clothing Allowance	\$91,363	\$91,444	\$91,455	\$92,650	\$92,650	\$92,650	
Fire Prevention	\$2,918	\$4,699	\$4,700	\$4,700	\$4,700	\$4,700	
Arson Investigation	\$0	\$1,191	\$1,200	\$1,200	\$1,200	\$1,200	
Training	\$18,660	\$19,000	\$24,000	\$25,000	\$25,000	\$25,000	
Tech Equip, Maint & Mngmnt	\$1,997	\$5,747	\$6,300	\$6,300	\$6,300	\$6,300	
Termination Buy Back	\$0	\$0	\$10	\$10	\$10	\$10	
Wellness Program MGL	\$3,996	\$5,000	\$10,000	\$11,000	\$11,000	\$11,000	
Community Risk Reduction	\$1,529	\$3,499	\$3,500	\$3,500	\$3,500	\$3,500	
49- Total Special Accounts	\$209,236	\$194,870	\$203,865	\$209,060	\$209,060	\$209,060	
TOTAL	\$7,084,308	\$7,064,352	\$7,590,826	\$7,785,589	\$7,735,589	\$7,735,589	1.91%

DEPT 241- BUILDING INSPECTOR

Description of Services

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

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

The office staff works diligently with state agencies and public safety departments going through a continuation of certification classes, meeting and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (FEMA), the Board of Building Regulations and Standards (BBRS) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

The Building Department's goals for the future are (1) hire and keep proper staffing levels, (2) plan for future construction growth, (3) expansion of the permit tracking software system and (4) integrate existing paper files into the records tracking software. We have been trying to attain these goals we have set, however with the continued economic construction growth within the Town; it has been difficult to keep up with the demand on services.

Staffing

One (1) Department Head- Inspector of Buildings, one (1) Senior Building Inspector, one (1) Local Building Inspector, one (1) Inspector of Wires, one (1) Plumbing and Gas Inspector, two (2) Administrative Assistants.

Budget Issues

This department recoups more than 100% of its operating costs through the collection of building and permit fees. In fact, over the last 15 years this department has collected \$31,034,396.00 in fees, which resulted in \$3.1 billion in construction projects being permitted. The construction growth from 2014 through 2018 are the five (5) busiest years in history of the town. During this period, the department collected \$15.2 million in fees which resulted in \$1.526 billion in construction projects being permitted. The town's cost to operate this department over that same 5 year period was approximately \$2.84 million.

Future Needs

The construction growth within the Town has been steadily increasing over many years, as stated above the last five (5) years the growth has been incredible and this increased work load has been accomplished with no increase in the number of inspectors. For the future, the town has approved another \$500 million in construction projects that haven't been issued building permits. This is in additional amount to the norm of \$100/\$200 million in construction projects that we permit annually.

Therefore, we recommend hiring one (1) additional full time Local Building Inspector to help in this work load and at the same time help the department transition to new staff (retirements) over the next couple of years.

We would like to thank the entire staff: John Luther, Micheal Kenney, Jim McDonough, Glenn Paparo, Judy Sorensen and Erin Killilea for their service, dedication and professionalism.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
BUILDING DEPARTMENT (Lines 50-52)							
Salaries							
Full Time	\$518,836	\$554,131	\$612,892	\$603,089	\$603,089	\$603,089	
Overtime	\$55,172	\$47,704	\$30,000	\$30,000	\$30,000	\$30,000	
Part Time	\$25,752	\$27,503	\$0	\$0	\$0	\$0	
50- Total Salaries	\$599,760	\$629,338	\$642,892	\$633,089	\$633,089	\$633,089	
Expenses							
Materials & Supplies	\$4,051	\$2,373	\$3,250	\$3,450	\$3,450	\$3,450	
Contracted Services	\$34,385	\$24,592	\$24,892	\$21,430	\$21,430	\$21,430	
Capital Outlay	\$0	\$0	\$1,000	\$1,400	\$1,400	\$1,400	
M.E.L.T.	\$6,493	\$8,643	\$10,675	\$11,125	\$11,125	\$11,125	
51- Total Expenses	\$44,929	\$35,608	\$39,817	\$37,405	\$37,405	\$37,405	
Special Accounts							
Hazardous Structures	\$0	\$0	\$0	\$0	\$0	\$0	
52- Total Special Accounts	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$644,689	\$664,946	\$682,709	\$670,494	\$670,494	\$670,494	-1.79%

DEPT 244 - SEALER OF WEIGHTS

Description of Services

The Town has engaged the Commonwealth of Massachusetts to provide Sealer services since fiscal year 2012. The Sealer is responsible for enforcing the accuracy requirements and other standards relating to weighing and measuring devices, and the use thereof, utilized in the sale of food, fuels and other products. The Town established a revolving fund to account for the fees received for this service.

The Town recently conducted a fee survey to ensure that the fees charged for this service were appropriate in relation to other communities in the region. It was determined that the Town's fee structure fell within the average category and no fee increases are suggested at this time.

The Sealer also enforces the item pricing law and the unit pricing regulations as per M.G.L.

Staffing

None

Budget Issues

This budget is presented as level funded for FY2020.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
SEALER OF WEIGHTS (Line 53)							
Expenses							
Materials & Supplies	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Contracted Services	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
53- Total Expenses	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
TOTAL	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	0.00%

DEPT 291 - EMERGENCY MANAGEMENT

Description of Services

The function of the department is to have charge of civil defense as defined in Section 1, Chapter 639, Acts of 1950 and to perform civil defense functions as authorized or directed by said chapter or by any and all executive orders or general regulations promulgated thereunder, and to exercise any authority delegated to it by the Governor under said Chapter 639.

Staffing

(1) Appointed Director

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
EMERGENCY MANAGEMENT (54-56)							
Salaries							
Elected/Appointed	\$10,039	\$10,039	\$10,000	\$10,000	\$10,000	\$10,000	
54- Total Salaries	\$10,039	\$10,039	\$10,000	\$10,000	\$10,000	\$10,000	
Expenses							
Materials & Supplies	\$12,126	\$7,073	\$8,100	\$8,100	\$8,100	\$8,100	
Contracted Services	\$283	\$0	\$0	\$0	\$0	\$0	
Occupancy	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$125	\$0	\$0	\$0	\$0	\$0	
55- Total Expenses	\$12,534	\$7,073	\$8,100	\$8,100	\$8,100	\$8,100	
Special Accounts							
Training	\$975	\$4,500	\$5,500	\$5,500	\$5,500	\$5,500	
Surplus Property	\$0	\$0	\$0	\$0	\$0	\$0	
Emergency Fund	\$0	\$0	\$0	\$0	\$0	\$0	
56- Total Special Accounts	\$975	\$4,500	\$5,500	\$5,500	\$5,500	\$5,500	
TOTAL	\$23,548	\$21,612	\$23,600	\$23,600	\$23,600	\$23,600	0.00%

EDUCATION Operating Budgets

DEPT 300 - LOCAL EDUCATION

Please refer to the School Department budget document for the Department Budget Message.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
LOCAL EDUCATION (Line 58)							
Total Operating	\$47,788,756	\$51,040,048	\$51,367,656	\$53,293,956	\$53,293,956	\$53,293,956	3.75%
Special Education (AA)	\$9,120,835	\$10,439,791	\$10,975,670	\$11,699,108	\$11,699,108	\$11,699,108	6.59%
58- TOTAL - LOCAL EDUCATION	\$56,909,591	\$61,479,839	\$62,343,326	\$64,993,064	\$64,993,064	\$64,993,064	4.25%

DEPT 301 - REGIONAL SCHOOL ASSESSMENTS

Description of Services

Shawsheen Regional School district provides vocational-technical education to area youth (grades 9-12) and residents. The Town pays an assessment to cover the operating and capital costs of the district based upon local student enrollment.

Beginning in fiscal year 2017, we presented the addition of the Essex North Shore Agricultural & Technical School District. Burlington students have always had the option of attending the Agricultural School and some have in the past. Recent changes to the organizational structure of the school now require that Town Meeting appropriate funds for this purpose as we do for Shawsheen. Previously, the Commonwealth took this assessment directly out of the Town's State Aid and thus it was not subject to appropriation by Town Meeting.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
REGIONAL SCHOOL ASSESSMENTS (Line 57)							
Shawsheen Valley Tech	\$2,033,479	\$2,345,972	\$2,291,429	\$2,389,971	\$2,389,971	\$2,389,971	
Essex North Shore Tech	\$61,893	\$54,354	\$108,500	\$58,000	\$58,000	\$58,000	
57- TOTAL (AA)	\$2,095,372	\$2,400,326	\$2,399,929	\$2,447,971	\$2,447,971	\$2,447,971	2.00%

PUBLIC WORKS Operating Budgets

DEPT 411 - 492 - PUBLIC WORKS

The goal of the Department of Public Works is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. To accomplish this goal the department is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 80 employees: 63 full-time, 1 part-time and 16 seasonal employees the department maintains the Town's roadways, drainage, water, sewer, street lights, traffic lights, town buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, Burlington Transit (formerly B-Line), trash pick-up and winter maintenance operations. Following it's a description of each division responsibilities:

DPW Administration

Provides citizens, boards and commissions and other town departments with exceptional service and support through the consistently managed efforts of the department.

Description of Services:

Water & Sewer Billing, Trash Collection & Recycle Contract Management, 1st and 2nd Meter Management, Cross Connection Program, Accounts Payable for entire DPW Dept., Maintenance of Personnel records for entire DPW Dept. and Burlington Transit (B-Line) Administration

Staffing:

(1) Dept. Head, (1) Operations Analyst, (1) Administrative Assistant II, (2) Accounting Specialists, (1) Administrative Assistant I.

Buildings and Cemeteries Division

In order to provide maintenance to town facilities, the Cemetery Division merged with the Facilities and Custodial Department creating the Buildings and Cemeteries Division. In addition to the maintenance of the cemeteries, the new division maintains town owned buildings that fall under the Board of Selectmen.

Buildings Section

The buildings section is responsible for the daily maintenance, repair and custodial services for the following buildings:

Town Hall, Town Hall Annex, Fire Station, Library, Police Station, Human Services, Grandview, 33 Center Street, Fire Station #2, Museum, Carpenter House, West School, Vine Brook Treatment Plant, Mill Pond Treatment Plant, Main Water Station, Terrace Hall Pump Station, Wilmington Road Pump Station, Chestnut Hill Office, Pine Haven Chapel, 10 Great Meadow, and DPW garage.

The division also coordinates repairs and maintenance contracts performed by private contractors. In addition, the division manages the facilities capital improvements program.

Cemetery Section

Maintain three non-denominational cemeteries, Pine Haven, Chestnut Hill and Ye Olde cemetery.

Description of Services and Responsibilities:

- Personnel are available 24/7 to meet with funeral homes and families to make burial arrangements and locate graves. Cemetery personnel prepare gravesites for burials.
- Work closely with Engineering Division to lay out new gravesites. Also work with Highway Division to plow streets in Town as well as the roads within the cemetery.
- Work with monument companies regarding headstone specifications and foundations. Personnel layout and dig the foundations for the headstones and markers.
- Perform perpetual care of all three cemeteries including grass cutting, weed wacking, trimming of trees and bushes, and Spring and Fall leaf clean up. Maintain and repair sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.
- Prepare cemetery for special events held in Cemetery throughout the year such as Memorial Day and Veterans Day.

Staffing:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Senior Craftsman/laborer
(3) Craftsman/laborers, (1) Special Equipment Operator
(1) Head Custodian, (2) Lead Custodians, (3) custodians, (1) Part-time Sr. Clerk

Central Maintenance Division

Maintain entire fleet of vehicles for the Town of Burlington, excluding Fire Department. Various types of repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows, and all other repairs as needed. In the spring we host the Animal Clinic for Rabies shots.

The following is a list of over 150 items serviced:

Building:	4 vehicles
Council On Aging:	2 vehicles
Conservation:	1 vehicle
Police:	32 vehicles
Recreation:	12 vehicles, 4 off road pieces of equipment, 1 air compressor, 1 wood chipper
Town Hall:	2 vehicles
Youth and Family	1 vehicle
School Department	3 vehicles, 1 off road piece of equipment

DPW

Engineering:	4 vehicles
Buildings/Cemeteries:	7 vehicles, 1 backhoe, 1 bobcat, 1 Kubota Utility Vehicle, and 11 generators
Central Maintenance:	4 vehicles
Highway:	18 vehicles, 13 off road pieces of equipment, 1 sweeper, 1 compressor
Water:	9 vehicles, plus 1 backhoe, 1 air compressor, 1 light tower
Sewer:	3 vehicles, 11 generators, 5 water pumps, and 2 portable generators

Staffing:

(1) Superintendent, (1) Master Mechanic, (2) Mechanics

Engineering Division

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the division. In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, and project files

Description of Services and Responsibilities:

Maps, Project Management such as roadway, water main and sewer inflow & infiltration, Street Lights, Surveyor List, Utility Permits, Pavement Management

Staffing:

(1) Town Engineer, (1) Assistant Town Engineer (2) Senior Engineers, (1) Junior Engineer, (1) Administrative Assistant I.

Highway Division

The Highway Division is responsible for the maintenance of 105 miles of roadways including drainage systems and culverts. The division is also responsible for winter maintenance operations.

Description of Services and Responsibilities:

- Street signs and line painting
- Weed spraying
- Street sweeping
- Pot holes, road paving, sidewalk and berm repair
- Drain manholes and catch basin repairs
- New drainage lines or repair to existing drainage lines
- Rod clogged drain lines
- Brush cutting on overgrown streets
- Guard rail repairs
- Sweep sidewalk
- Oil spills
- Tree maintenance and clean up after storms
- Assist other departments with various projects and special events
- Snow and Ice Maintenance operations and all other roadway emergencies

Staffing:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Time Keeper, (10) Special Equipment Operators

Water and Sewer Division

Water Treatment Section

The Town of Burlington's drinking water system contains two separate water treatment plants drawing water from

both surface and ground water sources. The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant has the capacity to treat up to 4.5 million gallons of water per day. The Vine Brook Water Treatment Plant treats water from seven ground wells located within the Vine Brook Aquifer. The Vine Brook Water Treatment Plant has the capacity to treat 3 million gallons of water per day.

Both plants filter and clarify the water to remove contaminants, and provide fluoridation, corrosion control and disinfection.

The Water Treatment Section also performs the following testing:

- Inorganic testing (urn, manganese, ph, alkalinity, etc.)
- Organic testing (trichlorethylene, THM's, HAA5's, etc.)
- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- Normal quality control and quality assurance testing at all facility operational points
- Lead and copper testing for corrosion control
- Maintain a state certified Cross Connection testing and plan approval program

The Water Treatment Section oversees maintenance and security at three water storage tanks, seven (7) ground water wells and one diversion station on the Shawsheen River. This section also oversees maintenance of a pressure booster station on Wellesley Ave, and a water level control station located at Mill Pond main dam

Staffing:

(1) Plant Manager, (1) Chief Operator, (7) Plant Operators, (1) Meter/Backflow Prevention Device Technician

Water Distribution Section

The Water Distribution Sections maintains the water distribution system including hydrants.

Description of Services and Responsibilities:

- Hydrant repairs and replacements
- Water main maintenance and repair of water main breaks and leaks
- Water gate maintenance or replacements as needed
- Water metering - repairs, installations, security seals and testing
- Handle courtesy leak and pressure testing for residents
- Coordinate work with private contractors on private jobs
- Landscape in and around water stations and water breaks
- Assist Sewer section and Treatment Plant as needed
- Available for emergencies 24/7
- Personnel are licensed by State with minimum Grade 2D for distribution work

Sewer Collection Section

The Sewer Collection Sections maintains the sewer collection system including 14 pump stations and metering station.

Description of Services and Responsibilities:

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscape sewer pump station grounds
- Repair and replace broken or leaking pipes in stations or at sewer main breaks
- Sewer section assists other sections as needed
- Operate in house shop where repairs or rebuilds of department owned parts for Water and Sewer use
- Handle all station alarms, sewer blockages and resident complaints
- Operate heavy equipment and Vactor truck
- Available for all emergencies 24/7

Staffing:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (3) Sewer Pumping Operators, (3) Water Service Craftsmen

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
DEPT. OF PUBLIC WORKS (Lines 59-64)							
Salaries							
Fulltime	\$4,262,600	\$4,326,118	\$4,529,235	\$4,645,590	\$4,645,590	\$4,645,590	
Overtime	\$443,842	\$481,158	\$432,021	\$432,021	\$432,021	\$432,021	
Parttime	\$72,363	\$82,852	\$141,597	\$149,762	\$149,762	\$149,762	
59- Total Salaries	\$4,778,805	\$4,890,128	\$5,102,853	\$5,227,373	\$5,227,373	\$5,227,373	
Expenses							
Materials & Supplies	\$830,543	\$856,283	\$975,690	\$955,530	\$955,530	\$955,530	
Contracted Services	\$1,083,656	\$1,133,077	\$909,000	\$1,038,900	\$1,038,900	\$1,038,900	
Occupancy	\$1,019,530	\$1,151,615	\$1,267,500	\$1,227,500	\$1,227,500	\$1,227,500	
Capital Outlay	\$106,687	\$107,097	\$113,975	\$109,150	\$109,150	\$109,150	
M.E.L.T.	\$19,823	\$24,663	\$34,835	\$35,155	\$35,155	\$35,155	
60- Total Expenses	\$3,060,239	\$3,272,735	\$3,301,000	\$3,366,235	\$3,366,235	\$3,366,235	
Special Accounts							
Clothing	\$31,615	\$32,040	\$34,650	\$35,700	\$35,700	\$35,700	
Physical Exam	\$3,950	\$3,881	\$6,000	\$6,000	\$6,000	\$6,000	
Education	\$0	\$0	\$0	\$0	\$0	\$0	
License Renewal	\$15,550	\$17,500	\$16,500	\$17,500	\$17,500	\$17,500	
Highway I	\$160,543	\$158,209	\$165,000	\$165,000	\$165,000	\$165,000	
Lane Painting	\$69,500	\$69,500	\$69,500	\$69,500	\$69,500	\$69,500	
Snow & Ice	\$756,545	\$825,971	\$350,000	\$350,000	\$350,000	\$350,000	
Tree Care	\$29,683	\$29,688	\$32,500	\$35,000	\$35,000	\$35,000	
Well Cleaning	\$82,999	\$90,000	\$90,000	\$100,000	\$100,000	\$100,000	
Mod Well Seal & Parco	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
61- Total Special Accounts	\$1,160,385	\$1,236,789	\$774,150	\$788,700	\$788,700	\$788,700	
TOTAL OPERATING	\$8,999,429	\$9,399,652	\$9,178,003	\$9,382,308	\$9,382,308	\$9,382,308	2.23%
62- Rubbish and Garbage (AA)	\$1,733,000	\$1,727,912	\$2,029,900	\$2,113,530	\$2,113,530	\$2,113,530	
63- Street Light (AA)	\$368,293	\$217,365	\$370,500	\$370,500	\$370,500	\$370,500	
64- DEP Drinking Water (AA)	\$9,127	\$9,701	\$15,000	\$15,000	\$15,000	\$15,000	
TOTAL ACCOMMODATED	\$2,110,420	\$1,954,978	\$2,415,400	\$2,499,030	\$2,499,030	\$2,499,030	3.46%
TOTAL PUBLIC WORKS	\$11,109,849	\$11,354,630	\$11,593,403	\$11,881,338	\$11,881,338	\$11,881,338	2.48%

HUMAN SERVICES Operating Budgets

DEPT 510 - BOARD OF HEALTH

Description of Services

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 required by its Health Agent, Associate Health Inspector, Environmental Engineer, Supervising Nurse, or Director; issues town permits, investigates community-based complaints or concerns, and supports the goals of public health by providing education and community programs. In addition, the Board of Health is responsible for the review of many aspects of proposed land use and development issues—including drainage, safety and quality of life—and thus is a protector of town natural resources as well (i.e., its aquifers). The Board of Health specifically oversees and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, recombinant DNA-use industries, and any necessary actions that may occur as a consequence of communicable disease surveillance.

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

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

One of the goals of the Burlington Board of Health, for the next five to fifteen years, includes an emphasis in public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC), a unique, independent volunteer group that is sponsored by the Board itself. Specifically, the BVRC will be key in advocating and improving the town’s capabilities in emergency preparedness, providing health-related information and services to residents, and maintaining the current level of regulatory oversight required to protect the Burlington community.

Staffing

(5) Elected Members of three year terms, (1) Director of Public Health, (1) Health Agent/Sanitarian, (1) Environmental Engineer, (1) Associate Health Inspector (1) Supervising Public Health Nurse, (1) Administrative Assistant, and (1) Part-time Administrative Assistant (30 hours)

Budget Issues

This budget is presented at an increase of 0.55 % for FY2020. The major budget drivers are an increase in Total Salaries (0.41%), Expenses (3.17% increase in Contracted Services), and Special Accounts (2.13% in Mosquito Control).

The Total Salaries line item is driven by a .71% increase in full time salaries due to contractual obligations and a 8.53% decrease in Overtime. It was requested that, when budgeting overtime, departments base their budget on

current needs and expectations. In the past, the BOH has requested overtime funds should an emergency occur, such as a food borne illness outbreak. However, due to a request that overtime be based on current needs and expectations, overtime funds for emergency preparedness was removed.

Contracted Services funding is utilized in areas such as consultant services for septic system plan review and installation inspections, if necessary; part-time contracted inspectors for swimming pool inspections; compliance check inspections for tobacco retailers; digital health department software; and, constable services. The Contracted Services increase is due to an increase in the cost of Digital Health Department, software that is used to conduct inspections of food service establishments. Other Total Expenses (materials and supplies, Capital Outlay, and M.E.L.T) were level funded.

The Mosquito Control Special Account was increased by 2.13%, allowing for the same services as FY19, which includes adult mosquito surveillance, larval mosquito survey and control, and seven nights of truck mounted aerosol applications. Household Hazardous Waste Collection was level funded.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
BOARD OF HEALTH (Lines 65-67)							
Salaries							
Full Time	\$365,707	\$395,391	\$444,696	\$447,836	\$447,836	\$447,836	
Elected/Appointed	\$4,306	\$4,590	\$6,838	\$6,838	\$6,838	\$6,838	
Overtime	\$3,868	\$4,013	\$11,726	\$10,726	\$10,726	\$10,726	
Part Time	\$49,547	\$50,755	\$52,743	\$52,743	\$52,743	\$52,743	
65- Total Salaries	\$423,428	\$454,749	\$516,003	\$518,143	\$518,143	\$518,143	
Expenses							
Materials & Supplies	\$5,490	\$5,394	\$5,500	\$5,500	\$5,500	\$5,500	
Contracted Services	\$37,052	\$11,793	\$12,500	\$12,896	\$12,896	\$12,896	
Capital Outlay	\$1,993	\$2,150	\$2,150	\$2,150	\$2,150	\$2,150	
M.E.L.T.	\$8,370	\$10,913	\$11,400	\$11,400	\$11,400	\$11,400	
66- Total Expenses	\$52,905	\$30,250	\$31,550	\$31,946	\$31,946	\$31,946	
Special Accounts							
Mosquito Control (AA)	\$42,061	\$42,061	\$43,037	\$43,953	\$43,953	\$43,953	
Clinics	\$2,500	\$0	\$0	\$0	\$0	\$0	
Home Health Service	\$475	\$500	\$0	\$0	\$0	\$0	
Haz Waste Collection (AA)	\$29,690	\$19,676	\$32,000	\$32,000	\$32,000	\$32,000	
67- Total Special Accounts	\$74,726	\$62,237	\$75,037	\$75,953	\$75,953	\$75,953	
TOTAL OPERATING	\$479,308	\$485,499	\$547,553	\$550,089	\$550,089	\$550,089	0.46%
TOTAL ACCOMODATED	\$71,751	\$61,737	\$75,037	\$75,953	\$75,953	\$75,953	1.22%
TOTAL BOARD OF HEALTH	\$551,059	\$547,236	\$622,590	\$626,042	\$626,042	\$626,042	0.55%

DEPT 541 – COUNCIL ON AGING

Description of Services

The Council on Aging (COA) is committed to helping seniors of all ages and stages remain active, engaged and independent members of the community. We are here to help through times of crisis as well as providing a wide range of activities and services to prevent crisis from happening and help seniors remain healthy and in their homes as long as possible.

The COA works with Town departments and outside agencies that have contact with seniors in both emergency and nonemergency situations. The goal is to provide information and services to Burlington's older residents and to ensure their safety and well-being by advocating for their needs.

The COA provides information and referral for both callers and walk-ins. The outreach workers are social workers who conduct in-home visits to assist elders in defining their needs and to facilitate access to services. They make appropriate referrals with follow-up visits to ensure adequacy of assistance and provide advocacy in areas such as legal issues, social security, food stamps, health, housing, medical and fuel assistance. Medical advocacy consists of helping the client prepare for medical appointments, reminding clients of issues to speak with the physician about, speaking with the physician to be sure the physician understands issues and understanding the physicians instructions in order to assist the client in understanding any health issues and/or treatment, and setting up necessary appointments for clients who are unable to do so themselves. The outreach worker also helps elders and their family members fill out appropriate assistance forms and ensure seniors don't fall "through the cracks". The COA outreach workers seek/accept referrals from private individuals, other social service agencies, religious, fraternal and community organizations and are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services and mental health facilities. The outreach worker is often the coordinator between various agencies assisting an elder. The outreach worker facilitates support groups and workshops such as caregiver groups and new this year a memory café for people living with memory issues and their care partners.

The COA puts out a monthly newsletter, *The Spotlight*, which is the town's primary link to its older residents. We also provide educational presentations and workshops. Serving Health Information Needs of Everyone (SHINE) meets with clients once a week. An attorney and podiatrist come once a month. Volunteers through AARP provide seniors with tax assistance February through April. The COA manages the 'Property Tax Work-off Program', which gives seniors the opportunity to work in order to obtain abatement on their property taxes.

The COA offers a variety of classes and workshops to promote health and fitness. Social activities allow opportunities for otherwise isolated seniors to remain engaged with their community. The COA hosts the home delivered meals and congregate meal site via Minuteman Senior Services, offers transportation services to medical appointments, grocery stores and to the senior center, and provides advocacy on a local, state, and national level. Grants pay for fitness classes, one part-time outreach worker and a support group for individuals over 55 looking for work.

When a senior, or family member(s) isn't sure where to call on an issue, we are one of the first points of contact... a reflection of the level of trust and dependability put in the COA.

Staffing

(1) Director, (2) Full-Time Outreach Workers, (1) Part-Time Outreach Worker (19 hours), (1) Full-Time Administrative Assistant I, (2) Part-Time Front Desk Clerk (19 hours, 15 hours), (4) PT Van Drivers (30 hours, 20 hours, (2) 6 hours)

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
COUNCIL ON AGING (Lines 68-70)							
Salaries							
Full Time	\$208,433	\$218,338	\$225,510	\$232,536	\$232,536	\$232,536	
Overtime	\$0	\$0	\$0	\$0	\$0	\$0	
Part Time	\$94,680	\$98,099	\$117,260	\$129,199	\$129,199	\$129,199	
68- Total Salaries	\$303,113	\$316,437	\$342,770	\$361,735	\$361,735	\$361,735	
Expenses							
Materials & Supplies	\$673	\$869	\$1,050	\$1,050	\$1,050	\$1,050	
Contracted Services	\$3,713	\$3,975	\$5,500	\$20,002	\$20,002	\$20,002	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,229	\$62	\$1,300	\$1,300	\$1,300	\$1,300	
69- Total Expenses	\$5,615	\$4,906	\$7,850	\$22,352	\$22,352	\$22,352	
Special Accounts							
Minuteman Home Care	\$6,942	\$6,942	\$6,942	\$6,942	\$6,942	\$6,942	
Emergency Account	\$0	\$0	\$500	\$500	\$500	\$500	
70- Total Special Accounts	\$6,942	\$6,942	\$7,442	\$7,442	\$7,442	\$7,442	
TOTAL	\$315,670	\$328,285	\$358,062	\$391,529	\$391,529	\$391,529	9.35%

DEPT 543 – VETERANS’ SERVICES

Description of Services

Veterans’ Agents

The Veterans’ Agent processes applications for emergency State Chapter 115, 108 CMR assistance benefits that are paid to veterans and/or their dependents for short periods of time when they may not be able to support themselves. Chapter 115 benefits are also administered to eligible, low-income veterans and/or their dependents for longer durations of time, as required. Veterans’ Agents also administer State benefits for burial expenses of veterans and their dependents who die without sufficient means to pay for funeral expenses. All benefits need to be applied for. No benefit is automatic.

As the Graves Officer in Burlington, The Veterans Agent ensures that only eligible veterans are given consideration, through application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures that every eligible veteran has a new flag on his or her grave each Memorial Day, and all year long.

The U.S. Department of Veterans Affairs provides a wide range of benefits to U.S. veterans and their families, and the Veterans Agent provides the local assistance needed to apply for the myriad of federal benefits available.

Veterans Services – State Benefits- Chapter 115, 108 CMR

Interview and counsel veterans to determine eligibility and determine needs. Collects all State required supporting documentation: military separation documents, various certificates, asset verification, income, savings, expenses, shelter and medical expenses, proof of residency, court records, etc. Use State Website VS-MIS Program for forms to complete for the State within required timelines in order to receive 75% reimbursement from the State: application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, notice of various determination to veteran and/or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

Record and index veterans recently discharged or released from active duty.

Assist with applications for eligible discharged veterans to receive bonus for their service.

Assist and advise veterans about sales and excise and property tax exemptions.

Assist with application to apply for State annuity to eligible veterans and/or surviving family members. Assist veterans and families in applying to other permanent sources of income (Aid & Attendance, SS disability, Supplemental income Federal low-income pension, etc.)

U.S. Department of Veterans Affairs, Federal VA Benefits

The VA offers its benefit system through three major units: the Veterans Benefits Administration, National Cemetery Administration, and the Veterans Healthcare System. In addition to medical centers, the healthcare system includes nursing homes, domiciliary, and Vet Centers offering readjustment counseling.

The Veterans Agent guides eligible veterans and their dependents to appropriate benefits. The Agent assists in completing the various Federal VA forms to apply for care at VA Hospital, receipt of low-income pension, disability compensation, Aid & Attendance, education, etc. Assists surviving spouses in applying for a low-income pension, final burial expenses and cemetery markers and conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc.

Memorial Day, Veterans Day and Special Ceremonies

Seek out and secure speakers, chaplains, and honor guards, rifle/musket squads, buglers, high school band, chorus, BCAT, sound system, bagpiper, photographer, refreshments, and more as required. Write and distribute press releases, guide speakers with their words to gathering for ceremony themes, prepare 23 wreaths (order bows/flowers) for memorials to veterans honored throughout the community, and coordinate with service organizations for placement around town. Collect death certificates and obituaries to track passing of Burlington veterans for annual roll call on Memorial Day and for permanent office record as well as on website. Order new flags for all graves of Burlington veterans (3500), and seek out volunteers to assist cemetery staff with annual planting flowers and placement of new flags for each veteran's grave as well as new flag holders as needed.

Disability Access Commission

Coordinate between Commission and the Town to ensure that all local town and school buildings are accessible. The office serves as representative of the Board of Selectmen to the Commission, and coordinates schedules and maintains records of DAC meetings and of the handicapped parking fund expenditures.

Meetings attended

Allied Veterans Council, Northeast Veterans Services Officers Assoc, Massachusetts Veterans Service Officers Association meetings and annual training, Marine Corps League, DAV, VFW, American Legion

Youth Assistance

Help steer High School students thinking about the military in the right direction. Talk to parents seeking honest information about military service for their son or daughter. Take on interns already committed to joining the military in the 4th quarter of the school year(Through the Guidance and Associate Principles Offices). Speak to every Junior and Senior Class at the High School about common recruiting practices from the Military Branches. Speak at the High School Career day. Provide the Schools with guest speakers throughout the year on topics related to military service.

Other general responsibilities

Payroll, Filing, Phone calls, assist clients who show up here with information and direction with other basic needs and services, maintain website – burlington.org and click on Veterans under Departments N-Z. Maintain a current Facebook.com page.

Staffing

(1) Department Head, (1) Administrative Assistant I

Budget Issues

This budget is requesting a 1.64% increase for FY20.

The Town is reimbursed 75% of the amount expended on Veterans Aid by the Commonwealth of Massachusetts and 75% for the cemetery flags replace each year.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
VETERANS' SERVICES (Lines 71-73)							
Salaries							
Fulltime	\$108,703	\$114,924	\$121,531	\$125,468	\$125,468	\$125,468	
Parttime	\$0	\$0	\$0	\$0	\$0	\$0	
71- Total Salaries	\$108,703	\$114,924	\$121,531	\$125,468	\$125,468	\$125,468	
Expenses							
Materials & Supplies	\$625	\$3,064	\$3,069	\$3,069	\$3,069	\$3,069	
M.E.L.T.	\$1,375	\$1,854	\$1,860	\$1,860	\$1,860	\$1,860	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
72- Total Expenses	\$2,000	\$4,918	\$4,929	\$4,929	\$4,929	\$4,929	
Special Accounts							
Veterans Aid	\$99,956	\$87,127	\$110,000	\$110,000	\$110,000	\$110,000	
Memorial & Vets Day	\$4,354	\$4,000	\$3,700	\$3,700	\$3,700	\$3,700	
73- Total Special Accounts	\$104,310	\$91,127	\$113,700	\$113,700	\$113,700	\$113,700	
TOTAL	\$215,013	\$210,969	\$240,160	\$244,097	\$244,097	\$244,097	1.64%

DEPT 549 – YOUTH AND FAMILY SERVICES

Description of Services

The primary function of BYFS is to provide counseling and social work for children (target ages of 9-25) and their parents with individual, family and group therapy modalities. Included in our functions are violence and suicide risk assessments for the schools, and crisis intervention, and community education.

We provide other social work, consultation, and case management functions for other town departments, clergy and community groups around problematic issues for residents. We are also charged with screening residents who are experiencing financial emergencies and needing access to the resources of the state and local non-profit and volunteer groups such as People Helping People, Helpis and Salvation Army.

Staff also provide prevention services through the high school and middle school with the peer education program. Additional prevention is provided to freshman health classes on teen depression and suicide prevention.

We have provided leadership on the Coalition for A Healthy Burlington (formerly known as the Drug & Alcohol Task Force) since its inception in 1982.

We also provide training for 3-4 unpaid graduate interns who work at the center each academic year.

Staffing

(1) Department Head, (1) Clinical Supervisor, (1) Group Work Coordinator, (1) Social Workers, (2) Part Time Social Workers (15 hours, 25 hours), (1) Administrative Secretary

Budget Issues

None.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
YOUTH AND FAMILY SERVICES (Lines 74-75)							
Salaries							
Fulltime	\$322,030	\$342,102	\$357,914	\$365,749	\$365,749	\$365,749	
Part-time	\$62,044	\$65,516	\$71,120	\$73,609	\$73,609	\$73,609	
74- Total Salaries	\$384,074	\$407,618	\$429,034	\$439,358	\$439,358	\$439,358	
Expenses							
Materials & Supplies	\$4,515	\$5,902	\$6,850	\$6,850	\$6,850	\$6,850	
Contracted Services	\$10,451	\$8,115	\$11,500	\$11,500	\$11,500	\$11,500	
Capital Outlay	\$0	\$0	\$800	\$800	\$800	\$800	
Out-of-State Travel	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$5,106	\$4,196	\$5,106	\$5,106	\$5,106	\$5,106	
75- Total Expenses	\$20,072	\$18,213	\$24,256	\$24,256	\$24,256	\$24,256	
TOTAL	\$404,146	\$425,831	\$453,290	\$463,614	\$463,614	\$463,614	2.28%

DEPT 590 – DISABILITY ACCESS

Description of Services

In accordance with MGL Ch. 40 § 8J, responsibilities include:

- Advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
- Reviewing and making recommendations about policies, procedures, services, activities, and facilities of departments, boards and agencies of the Town as they affect people with disabilities
- Coordinating activities of other local groups organized for similar purposes
- Maintain DAC website and Facebook pages
- Have a Burlington Disability Access Commission logo created and received Board of Selectmen approval to utilize the new “moving forward” HP symbol.

Staffing

(7) Members appointed by the Town Administrator to one year terms, (1) Recording Clerk

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
DISABILITY ACCESS (Lines 76-77)							
Salaries							
Part Time	\$853	\$353	\$1,949	\$532	\$532	\$532	\$532
76- Total Salaries	\$853	\$353	\$1,949	\$532	\$532	\$532	\$532
Expenses							
Materials & Supplies	\$400	\$400	\$400	\$400	\$400	\$400	\$400
77- Total Expenses	\$400	\$400	\$400	\$400	\$400	\$400	\$400
TOTAL	\$1,253	\$753	\$2,349	\$932	\$932	\$932	-60.32%

CULTURE AND RECREATION Operating Budgets

DEPT 610 - PUBLIC LIBRARY

Description of Services

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

Statistics of note for fiscal year 2018:

249,475	Items checked out from the collection
25,451	Reference transactions
32,927	Public computer use
67,639	Wireless use
3,016	Hours the library was open
149,561	Visits to the library recorded
10,761	Attendees of library programs
1,153	Meeting room use (library and outside qualifying groups)
4,974	Study room use

Services include the following:

- Borrowing of books, large print books, audio books, music cd's, videos, dvd's, playaways, magazines, educational kits, puppets, and museum passes
- Professional staff to assist with research needs of the public
- Access to free databases both in the library and remotely
- Free internet access from 15 public computers
- Free wireless access
- Free access to downloadable audio books, e-books, magazines, music and videos
- Educational, recreational, and cultural programs offered for both children and adults
- Summer reading programs for children and adults
- Free technology workshops
- Meeting rooms available to qualifying groups and organizations
- Museum passes to more than a dozen area museums and attractions
- Collection point for People Helping People
- The library maintains a very dynamic website that can be considered a "branch" of our library. The site allows the community to access databases, check their accounts, renew items, reserve museum passes, download e-books, audio books, magazines, music, and videos and check for information about the library and its programs any time day or night.
- The library has a strong social media presence which includes our Facebook page, Twitter account, YouTube channel and a teen Instagram page. Other social media options will continue to be investigated and added as needed to further connect with our community.

Staffing

(1) Library Director, (1) Assistant Library Director, (7) Librarians, (1) Circulation ILL Assistant, (1) Administrative Assistant I, (1) Part-Time Circulation/Tech Services Assistant (32 hours), (3) Part-Time Assistant to Child Librarians (20 hours), (2) Part-Time Senior Library Techs (26 hours)

Budget Issues

The Library budget is presented at level service for fiscal year 2020.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
PUBLIC LIBRARY (Lines 78-80)							
Salaries							
Fulltime	\$791,093	\$783,126	\$793,268	\$802,322	\$802,322	\$802,322	
Overtime	\$46,656	\$55,036	\$75,450	\$78,550	\$78,550	\$78,550	
Parttime	\$387,768	\$407,963	\$423,810	\$435,612	\$435,612	\$435,612	
78- Total Salaries	\$1,225,517	\$1,246,125	\$1,292,528	\$1,316,484	\$1,316,484	\$1,316,484	
Expenses							
Materials & Supplies	\$10,146	\$10,355	\$12,750	\$13,900	\$13,900	\$13,900	
Contracted Services	\$57,301	\$58,976	\$57,993	\$62,652	\$62,652	\$62,652	
Occupancy*	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,480	\$1,064	\$1,620	\$1,620	\$1,620	\$1,620	
79- Total Expenses	\$68,927	\$70,395	\$72,363	\$78,172	\$78,172	\$78,172	
Special Accounts							
Library Materials	\$150,864	\$150,864	\$158,525	\$189,975	\$189,975	\$189,975	
80- Total Special Accounts	\$150,864	\$150,864	\$158,525	\$189,975	\$189,975	\$189,975	
TOTAL	\$1,445,308	\$1,467,384	\$1,523,416	\$1,584,631	\$1,584,631	\$1,584,631	4.02%

* This budget is presented with the previously included occupancy expense line item reclassified, now reported under the Town Facilities budget. This reclassification was deemed necessary for the following reporting structure purposes;

- The Massachusetts Board of Library Commissioners requires that the library spend a certain percent of the department budget on books and materials. Other communities report utilities as a separate portion of budget, by reclassifying occupancy Burlington's required spending can be assessed as a percentage of the lower total as intended.
- The Town's assessment from Merrimack Valley Library Consortium (MVLC), is also based, in part, on the library department's total budget each fiscal year. Occupancy expenses reported under this department result in an inflated assessment cost to the Town.

Reclassifying the occupancy line item allows this department to report expenses accurately in the above required filings each year, resulting in the reduction of those inflated indirect costs to the Town. As previously stated in the Town Facilities narrative above; although building occupancy is being presented in the Town Facilities budget, Ways and Means will continue to monitor these costs and consider them when reviewing the library budget as a whole.

DEPT 630 and 631 – RECREATION DIRECTOR & RECREATION MAINTENANCE

Description of Services

The Parks and Recreation Department's mission is to enhance the quality of life for the people of Burlington by providing the best possible recreation programs, facilities, and services for residents of all ages and abilities.

The Program Division provides programs for residents, from infants to senior citizens, in a variety of areas including STEM, athletic, social, adult fitness, free summer park programs and trips and tours. They plan, organize and implement a special event every month throughout the year, including Celebrate Burlington which draws over 8,000 people annually. They are a leader in recreation throughout the region and state. The Therapeutic Recreation Division is a leader in providing meaningful recreation opportunities and services for people with a disability.

	FY 2015	FY 2016	FY 2017	FY 2018
Number of Programs Offered	293	305	362	381
Total Attendance in Programs and Events	31,978	34,474	45,565	48,966

The Maintenance Division is responsible for maintaining and improving all parks, playgrounds, athletic fields, school grounds, the Town Common, grass islands, public building grounds, tennis courts, basketball courts, wading pool, and all other outdoor recreation facilities.

The Maintenance Division grooms and lines athletic fields for all high school sports, youth baseball, youth softball, youth soccer, youth lacrosse, Pop Warner football, and adult sports leagues. The total acreage of grounds currently being maintained is 285. The Maintenance Division also performs repairs and maintenance on all equipment used to preserve Parks & Recreation and School facilities.

The Parks and Recreation Department charges fees for most activities and for facility use. Scholarships are available for residents in need of financial assistance.

Community support is vital to the success of the Parks & Recreation Department. We could not possibly provide such a wide range of programs and facilities were it not for the generosity of local businesses, organizations, and individuals.

Staffing

(1) Director of Parks & Recreation, (1) Superintendent of Recreation Maintenance, (1) Program Coordinator, (1) Lead Working Foreman, (1) Assistant Program Coordinator, (1) Working Foremen, (1) Therapeutic Recreation Specialist, (6) Maintenance Craftsmen, (2) Administrative Assistant I, (1) Permanent Part-time Office Assistant (27.5 hours)

Budget Issues

Upon recommendation of the Recreation Commission, *with approval from the Ways and Means Committee*, commencing in fiscal year 2018 the Recreation Director and Recreation Maintenance budgets are being presented as

one consolidated budget. This change was proposed as a result of the prior decision to combine the oversight of both divisions under one Director of Parks & Recreation.

The Parks and Recreation budget contains increases in part-time salaries, occupancy and MELT for FY 20. The increase in part-time salaries reflects an increase in seasonal staff with our Therapeutic Recreation programs, due to an increase in participation and the need for support services. The increase also reflects an increase in salaries for seasonal staff to comply with increases in minimum wage

There was an increase in MELT which reflects an increase in fees for memberships to professional organizations, conferences, workshops and seminars.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
RECREATION (Lines 81-83)							
Salaries							
Fulltime	\$963,888	\$975,711	\$1,027,559	\$1,040,282	\$1,040,282	\$1,040,282	
Elected/Appointed	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	
Overtime	\$46,101	\$46,015	\$68,262	\$68,262	\$68,262	\$68,262	
Parttime	\$254,828	\$296,665	\$353,914	\$392,179	\$392,179	\$392,179	
81- Total Salaries	\$1,266,917	\$1,320,491	\$1,451,835	\$1,502,823	\$1,502,823	\$1,502,823	
Expenses							
Materials & Supplies	\$136,013	\$134,825	\$134,825	\$134,825	\$134,825	\$134,825	
Contracted Services	\$39,667	\$40,625	\$40,625	\$40,625	\$40,625	\$40,625	
Occupancy	\$73,031	\$91,526	\$90,127	\$91,526	\$91,526	\$91,526	
Capital Outlay	\$9,026	\$8,300	\$9,900	\$8,300	\$8,300	\$8,300	
M.E.L.T.	\$12,106	\$12,230	\$15,224	\$16,074	\$16,074	\$16,074	
82- Total Expenses	\$269,843	\$287,506	\$290,701	\$291,350	\$291,350	\$291,350	
Special Accounts							
Transportation	\$13,566	\$13,566	\$19,855	\$19,855	\$19,855	\$19,855	
83- Total Special Accounts	\$13,566	\$13,566	\$19,855	\$19,855	\$19,855	\$19,855	
TOTAL	\$1,550,326	\$1,621,563	\$1,762,391	\$1,814,028	\$1,814,028	\$1,814,028	2.93%

DEPT 691 – HISTORICAL COMMISSION

Description of Services

As per MGL Ch. 40 § 8D, Section 8D, responsibilities include the preservation, protection and development of the historical or archeological assets of the Town. Conducts research for places of historic or archeological value, cooperates with the state archeologist in conducting such research or other surveys, and seeks to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. Protects and preserves such historical places, makes such recommendations as it deems necessary to the selectmen and, subject to the approval of the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark.

Staffing

(7) Members appointed by the Town Administrator to three year terms.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
HISTORICAL COMMISSION (Line 84)							
Expenses							
Materials & Supplies	\$589	\$409	\$755	\$1,255	\$1,255	\$1,255	
Contracted Services	\$5,202	\$3,495	\$9,000	\$8,300	\$8,300	\$8,300	
M.E.L.T.	\$298	\$169	\$300	\$300	\$300	\$300	
84 Total Expenses	\$6,089	\$4,073	\$10,055	\$9,855	\$9,855	\$9,855	
TOTAL	\$6,089	\$4,073	\$10,055	\$9,855	\$9,855	\$9,855	-1.99%

DEPT 710 - DEBT SERVICE

Description of Services

This budget is used to account for principal and interest payments due on all of the Town's short term and long term tax supported debt issuances. The Town also has debt related payments which are paid for through dedicated revenue sources such as Sewer I/I funds. These non-tax supported payments are not reflected in this budget but are appropriated in separate warrant articles.

Budget Issues

The Town continues with its long stated goal to increase the investment in our infrastructure through the capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the needs of the Town for years to come. This schedule will require that the Town fund the following amounts for debt service for Fiscal Year 2020; Principal **\$4,623,222 (+6.28%)** and Interest **\$2,259,025 (+11.80%)** for a combined total of **\$6,882,247 (+8.03%)**. Over the past several months we have worked closely with elected officials, department heads, and our financial advisors to develop a borrowing schedule that balances the needs of the departments as well as the impacts to the operating budget and the resident's tax burden. The Debt Plan contemplates that over the next several years, the Town will invest in some major projects, all of which are subject to Town Meeting Approval.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
DEBT SERVICE (Lines 85-86)							
85- PRINCIPAL (AA)	\$3,808,575	\$3,731,627	\$4,349,842	\$4,623,222	\$4,623,222	\$4,623,222	6.28%
86- INTEREST (AA)	\$1,864,793	\$1,799,402	\$2,020,615	\$2,259,025	\$2,259,025	\$2,259,025	11.80%
TOTAL DEBT SERVICE (AA)	\$5,673,368	\$5,531,029	\$6,370,457	\$6,882,247	\$6,882,247	\$6,882,247	8.03%

OTHER ACCOUNTS

Description of Services

The Reserve Fund is a budget appropriated to address unforeseen budget problems which may arise during course of an average fiscal year. A majority vote of the Ways and Means Committee is required for a Department to access these funds.

The County Retirement accounts for the cost of the Town's assessment to the Middlesex Contributory Retirement System (MCRS). The system provides retirement benefits to the Town's retirees as required by Massachusetts General Law and also accumulates assets to fund the future retirement benefits of the Town's current employees.

Negotiated Settlements is used to fund general government labor agreements as they are approved by Town Meeting. This budget is subsequently reallocated to individual department operating budgets as needed.

Local Transportation is used to account for the Town's share of running the B-Line. The Town also receives grant funding from the MBTA and fares from riders to fund this service. This program is currently under review to determine the best way to provide this service moving forward.

Capital Improvements Budget represents an acknowledgement from management that the Town should be allocating some portion of available tax revenues toward infrastructure improvements. Currently these funds have been allocated for lease payment #6 of 6 for Phase 2 of the technology partnership between the Town and School for network infrastructure maintenance & improvement as well as a town and school wide telephone system replacement.

	TOTAL EXPENDED 2017	TOTAL EXPENDED 2018	TOTAL RAISED 2019	DEPT REQUEST 2020	SUPER- VISORY 2020	W&M APPROVED 2020	% CHANGE
OTHER ACCOUNTS (92-97)							
92- RESERVE FUND	\$200,000	\$200,000	\$300,000	\$200,000	\$200,000	\$200,000	-33.33%
93- COUNTY RETIREMENT (AA)	\$8,368,267	\$8,841,933	\$9,454,623	\$9,454,623	\$9,454,623	\$9,454,623	0.00%
94- NEG SETTLEMENTS	\$193,261	\$559,435	\$850,000	\$880,000	\$880,000	\$880,000	3.53%
95- STABILIZATION (AA)	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
96- LOCAL TRANSPORT (AA)	\$145,000	\$50,000	\$50,000	\$120,000	\$120,000	\$120,000	140.00%
97- CAPITAL BUDGET (AA)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	0.00%

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Supplemental Information

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PERSONNEL CHART (FY 2018- FY 2020)

NEW POSITION
PRIOR TO POSITION BEING CREATED
POSITION NO-LONGER STAFFED
* ADMINISTRATIVE & PROFESSIONAL

DEPARTMENT	JOB CLASS DESC	FISCAL 2018			FISCAL 2019			PROPOSED FISCAL 2020		
		# OF EMPLOYEES	FTE	TOTAL DEPT FTE	# OF EMPLOYEES	FTE	TOTAL DEPT FTE	# OF EMPLOYEES	FTE	TOTAL DEPT FTE
122 Selectmen	TOWN ADMINISTRATOR	1	1.00	6.00	1	1.00	6.00	1	1.00	7.00
	ASSISTANT TOWN ADMINISTRATOR*	-	-		-	-		-	-	
	ECONOMIC DEVELOPMENT DIRECTOR							1	1.00	
	PURCHASING ANALYST*	1	1.00		1	1.00		1	1.00	
	SELECTMEN'S OFFICE MANAGER*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	3	3.00		3	3.00		3	3.00	
135 Accounting	TOWN ACCOUNTANT*	1	1.00	4.57	1	1.00	4.57	1	1.00	4.57
	BUDGET ANALYST*	1	1.00		1	1.00		1	1.00	
	ASSISTANT TOWN ACCOUNTANT	1	1.00		1	1.00		1	1.00	
	ACCOUNTING SPECIALIST	1	1.00		1	1.00		1	1.00	
	ACCOUNTING TECHNICIAN	1	0.57		1	0.57		1	0.57	
141 Assessors	APPRAISER/ASSESSOR*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
145 Treasurer	TREASURER/COLLECTOR*	1	1.00	10.43	1	1.00	10.43	1	1.00	10.00
	ASSISTANT TAX COLLECTOR	1	1.00		1	1.00		1	1.00	
	ASSISTANT TREASURER	1	1.00		1	1.00		1	1.00	
	BENEFITS ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	PAYROLL ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	BENEFITS SPECIALIST	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	3	3.00		3	3.00		4	4.00	
	OFFICE ASSISTANT	2	1.43		2	1.43		0	0.00	

152 Human Resources	HUMAN RESOURCES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00	2.00
	HUMAN RESOURCES COORDINATOR*	1	1.00		1	1.00		1	1.00	
155 MIS	CRITICAL SYSTEMS ADMIN*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	APPLICATIONS SYSTEM ADMIN*	1	1.00		1	1.00		1	1.00	
	IT SUPPORT ADMINISTRATOR*	1	1.00		1	1.00		1	1.00	
	NETWORK REPAIR TECHNICIAN*	1	1.00		1	1.00		1	1.00	
161 Town Clerk	TOWN CLERK*	1	1.00	4.54	1	1.00	4.54	1	1.00	4.54
	ARCHIVIST/RECORDS MANAGER*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
	PART-TIME DEPT ADMIN ASSISTANT (19)	1	0.54		1	0.54		1	0.54	
171 Conservation	CONSERVATION ADMINISTRATOR*	1	1.00	3.00	1	1.00	3.00	1	1.00	3.00
	ASSISTANT CONSERVATION ADMIN.*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
175 Planning	PLANNING DIRECTOR*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	SENIOR PLANNER*	1	1.00		1	1.00		1	1.00	
	ASSISTANT PLANNER*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
210 Police	POLICE CHIEF*	1	1.00	76.14	1	1.00	77.14	1	1.00	78.14
	DEPUTY POLICE CHIEF	1	1.00		1	1.00		1	1.00	
	POLICE CAPTAIN	1	1.00		2	2.00		2	2.00	
	POLICE LIEUTENANT	5	5.00		5	5.00		5	5.00	
	POLICE SERGEANT	9	9.00		9	9.00		9	9.00	
	POLICE PATROLMEN	48	48.00		49	49.00		50	50.00	
	CIVIL POLICE DISPATCHER	3	3.00		3	3.00		3	3.00	
	TRAFFIC SUPERVISOR	8	4.14		7	3.14		7	3.14	
	ANIMAL CONTROL OFFICER	1	1.00		1	1.00		1	1.00	
	AMN SECRETARY	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
220 Fire	FIRE CHIEF*	1	1.00	73.86	1	1.00	73.86	1	1.00	73.86

	ASSISTANT FIRE CHIEF*	1	1.00		1	1.00		1	1.00		
	FIRE CAPTAIN	6	6.00		6	6.00		6	6.00		
	FIRE LIEUTENANT	10	10.00		10	10.00		10	10.00		
	FIREFIGHTER	48	48.00		48	48.00		48	48.00		
	CIVILIAN DISPATCHER	4	4.00		4	4.00		4	4.00		
	EMERGENCY VEHICLE TECHNICIAN-MECHNIC	1	1.00		1	1.00		1	1.00		
	AMNISTRATIVE SECRETARY	1	1.00		1	1.00		1	1.00		
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00		
	PART-TIME OFFICE ASSISTANT (30)	1	0.86		1	0.86		1	0.86		
241 Building Inspector	INSPECTOR OF BUILDINGS*	1	1.00	6.54	1	1.00	7.00	1	1.00	8.00	
	LOCAL BUILDING INSPECTOR	1	1.00		1	1.00		2	2.00		
	SENIOR BUILDING INSPECTOR	1	1.00		1	1.00		1	1.00		
	INSPECTOR OF WIRES	1	1.00		1	1.00		1	1.00		
	INSPECTOR OF PLUMBING & GAS	1	1.00		1	1.00		1	1.00		
	ADMINISTRATIVE ASSISTANT I	1	1.00		2	2.00		2	2.00		
	PART-TIME ADMINISTRATIVE ASSISTANT (19)	1	0.54								
400 Public Works	411 Engineering	TOWN ENGINEER*	1	1.00	63.71	1	1.00	63.71	1	1.00	63.85
		ASSISTANT TOWN ENGINEER*	1	1.00		1	1.00		1	1.00	
		SENIOR CIVIL ENGINEER	2	2.00		2	2.00		2	2.00	
		JR CIVIL ENGINEER	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
	420 Admin	DPW SUPERINTENDENT*	1	1.00		1	1.00		1	1.00	
		OPERATIONS ANALYST*	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
		ACCOUNTING SPECIALIST	2	2.00		2	2.00		2	2.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
	421 Highway	SUPERINTENDENT	1	1.00		1	1.00		1	1.00	
		LEAD FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00	
		SPECIAL HEAVY EQUIP OPER/LABOR	10	10.00		10	10.00		10	10.00	
		TIME/RECORD KEEPER	1	1.00		1	1.00		1	1.00	
	451 Water & Sewer	WATER QUALITY PRODUCTION MGR	1	1.00		1	1.00		1	1.00	
		CHIEF OPERATOR CHEMIST	1	1.00		1	1.00		1	1.00	
		TREATMENT PLANT OPERATOR	7	7.00		7	7.00		7	7.00	
		ASST SUPERINTENDENT	1	1.00		1	1.00		1	1.00	

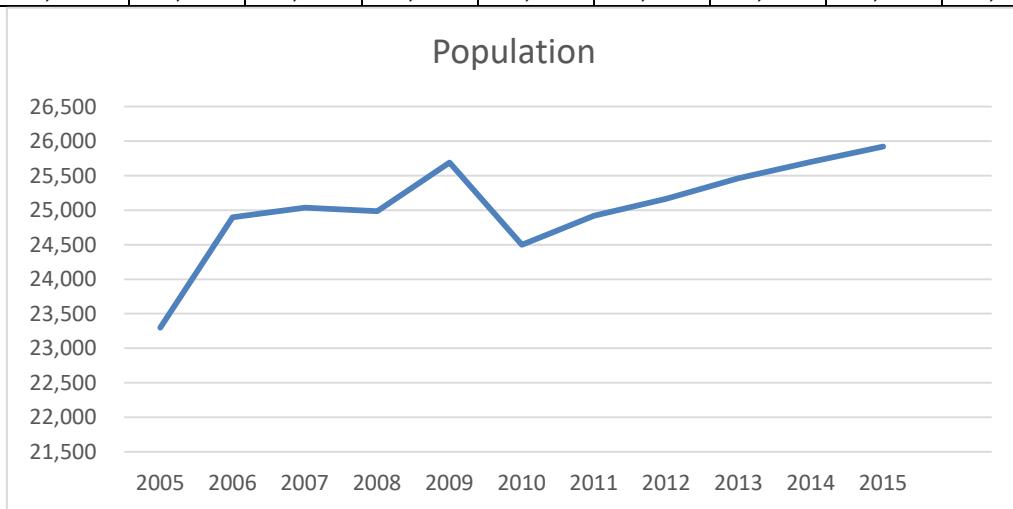
	LEAD FOREMAN	1	1.00		1	1.00		1	1.00
	WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00
	PUMPING STATION OPERATOR	3	3.00		3	3.00		3	3.00
	SPECIAL HEAVY EQUIP OPER/LABOR	1	1.00		1	1.00		1	1.00
	WATER SYSTEM MAINTENANCE CRAFT	2	2.00		2	2.00		2	2.00
	METER/BACKFLOW PREVENTION	1	1.00		1	1.00		1	1.00
490 Central Maint.	SUPERINTENDENT	1	1.00		1	1.00		1	1.00
	MASTER MECHANIC	1	1.00		1	1.00		1	1.00
	MECHANIC	2	2.00		2	2.00		2	2.00
491 Buildings & Cemeteries	SUPERINTENDENT-BUILD/CEMETERY	1	1.00		1	1.00		1	1.00
	PART-TIME OFFICE ASSISTANT (30)	1	0.71		1	0.71		1	0.85
	LEAD FOREMAN	1	1.00		1	1.00		1	1.00
	WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00
	SENIOR MAINTENANCE BUILDING CRAFT	1	1.00		1	1.00		1	1.00
	MAINTENANCE BUILDING CRAFTSMEN	3	3.00		3	3.00		3	3.00
	SPECIAL HEAVY EQUIP OPER/LABOR	1	1.00		1	1.00		1	1.00
	HEAD CUSTODIAN	1	1.00		1	1.00		1	1.00
	LEAD CUSTODIAN	2	2.00		2	2.00		2	2.00
	BUILDING CUSTODIAN	3	3.00		3	3.00		3	3.00
510 Board of Health	DIRECTOR OF PUBLIC HEALTH*	1	1.00	6.86	1	1.00	6.86	1	1.00
	ENVIRONMENTAL ENGINEER*	1	1.00		1	1.00		1	1.00
	HEALTH AGENT/SANITARIAN	1	1.00		1	1.00		1	1.00
	SUPERVISING NURSE	1	1.00		1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT I	2	1.86		2	1.86		2	1.86
	ASSOC. HEALTH INSPECTOR	1	1.00		1	1.00		1	1.00
541 Council On Aging	COUNCIL ON AGING COORDINATOR*	1	1.00	5.56	1	1.00	5.67	1	1.00
	OUTREACH WORKER	2	1.23		3	1.34		3	1.68
	VAN DRIVER	2	1.43		2	1.43		2	1.43
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00
	FRONT DESK CLERK	2	0.90		2	0.90		2	0.97
543 Veterans	VETERANS' SERVICES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00
549 Youth & Family	EXECUTIVE DIRECTOR*	1	1.00	6.14	1	1.00	6.14	1	1.00

Services	GROUP WORK COORDINATOR*	1	1.00		1	1.00		1	1.00		
	SOCIAL WORKER*	3	2.14		4	2.14		4	2.14		
	ADMINISTRATIVE SECRETARY	1	1.00		1	1.00		1	1.00		
	CLINICAL SUPERVISOR	1	1.00		1	1.00		1	1.00		
610 Library	LIBRARY DIRECTOR*	1	1.00	15.97	1	1.00	15.97	1	1.00	15.97	
	ASSISTANT LIBRARY DIRECTOR	1	1.00		1	1.00		1	1.00		
	CHILDREN'S LIBRARIAN	1	1.00		1	1.00		1	1.00		
	CIRCULATION LIBRARIAN	1	1.00		1	1.00		1	1.00		
	HEAD REFERENCE LIBRARIAN	1	1.00		1	1.00		1	1.00		
	TECH SERVICE LIBRARIAN	1	1.00		1	1.00		1	1.00		
	REFERENCE LIBRARIAN	2	2.00		2	2.00		2	2.00		
	CIRC & TECH SERVICES ASST	1	0.91		1	0.91		1	0.91		
	ASSISTANT TO CHILD LIBRARIAN	3	2.14		3	2.14		3	2.14		
	CIRCULATION ILL ASSISTANT	1	1.00		1	1.00		1	1.00		
	SENIOR LIBRARY TECH	2	1.49		2	1.49		2	1.49		
	IT ASSISTANT	1	0.43		1	0.43		1	0.43		
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00		
	YOUNG-ADULT LIBRARIAN	1	1.00		1	1.00		1	1.00		
630/1 Recreation	630 Director	DIRECTOR OF PARKS & RECREATION*	1	1.00	15.57	1	1.00	15.57	1	1.00	15.57
		PROGRAM COORDINATOR	1	1.00		1	1.00		1	1.00	
		ASSISTANT PROGRAM COORDINATOR	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
		OFFICE ASSISTANT	1	0.57		1	0.57		1	0.57	
		THERAPEUTIC RECREATION SPECIALIST	1	1.00		1	1.00		1	1.00	
	631 Maintenance	SUPERINTENDENT OF REC MAINT	1	1.00		1	1.00		1	1.00	
		LEAD WORKING FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN	1	1.00		1	1.00		1	1.00	
		MAINT CRAFTSMAN	6	6.00		6	6.00		6	6.00	
TOTAL ALL DEPARTMENTS			327.00		314.90	330.00		316.47	332.00		319.59

STATISTICAL INFORMATION

POPULATION

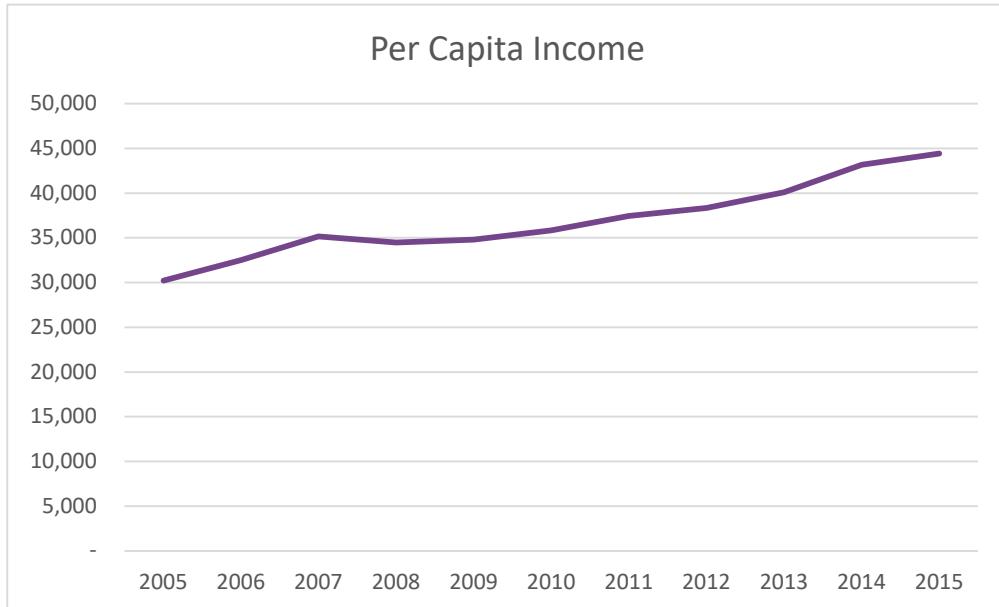
2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
23,299	24,895	25,034	24,985	25,688	24,498	24,920	25,165	25,463	25,699	25,920



Source: Massachusetts Department of Revenue

PER CAPITA INCOME

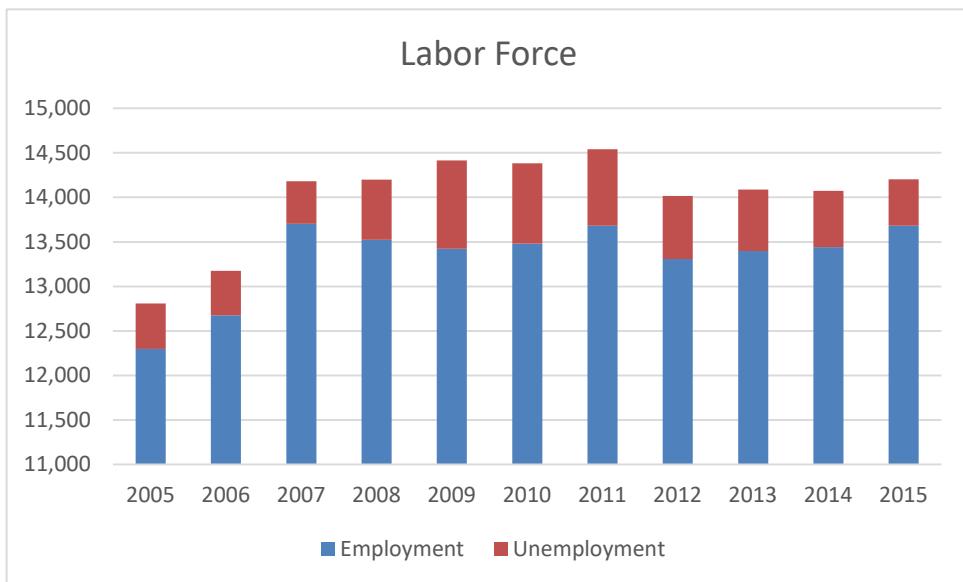
2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
30,209	32,525	35,158	34,468	34,793	35,843	37,429	38,353	40,101	43,154	44,437



Source: Massachusetts Department of Revenue

LABOR FORCE

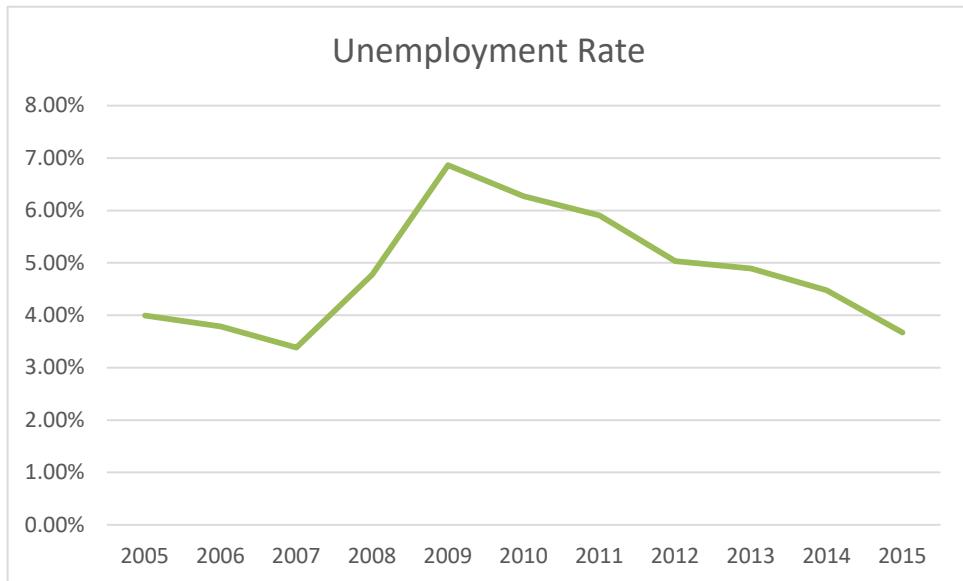
2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
12,298	12,676	13,702	13,522	13,424	13,481	13,682	13,309	13,399	13,442	13,681
512	499	480	678	989	902	859	705	689	630	521



Source: Massachusetts Department of Revenue

UNEMPLOYMENT RATE

2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
4.00%	3.79%	3.38%	4.77%	6.86%	6.27%	5.91%	5.03%	4.89%	4.48%	3.67%



Source: Massachusetts Department of Revenue

LOCAL ECONOMY

TOP TEN TAXPAYERS (FY 2018)

No.	Name	Assessed Value	Total Tax Bill
1	Bellwether Prop. of Mass.	\$203,357,500	\$5,604,808
2	Network Drive Owner LLC	\$188,024,700	\$5,181,961
3	Neep Investors Holding LLC	\$176,186,100	\$4,625,356
4	Piedmont 5 and 15 Wayside LLC	\$109,690,600	\$3,023,073
5	Burlington Centre Owner LLC	\$79,829,100	\$2,200,090
6	CH Rlty VII-PHG H Bos Bur LLC	\$66,507,400	\$1,832,944
7	Wayside Common Invest.	\$66,999,100	\$1,846,495
8	Oracle USA Inc.	\$64,722,800	\$1,783,760
9	Burlington Mall FB-1 LLC	\$57,950,400	\$1,597,113
10	Prim 25 Mall Road LLC	\$48,854,600	\$1,346,433

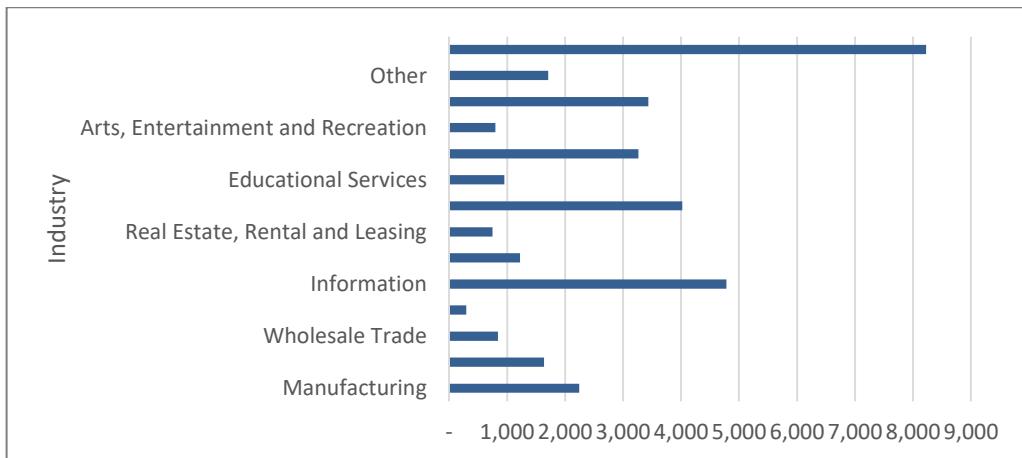
PRINCIPAL EMPLOYERS (FY 2018)

No.	Name	Type of Business	Employees
1	Lahey Clinic	Hospital	5,040
2	Oracle/Sun	Computer Network Systems	2,300
3	Siemens-Nixdorph	Information Technology & Electronics	1,000
4	Avid Technology	Software Systems	800
5	Burlington Mall	Retail	750
6	Keurig Green Mountain	Retail	750
7	Wegmans	Retail	630
8	Nuance Systems	Software/Communications	525
9	ONE Communications	Telecommunications	420
10	Federal Aviation Administration	Government	385

Source: Official Statement 2018

BUSINESSES IN BURLINGTON

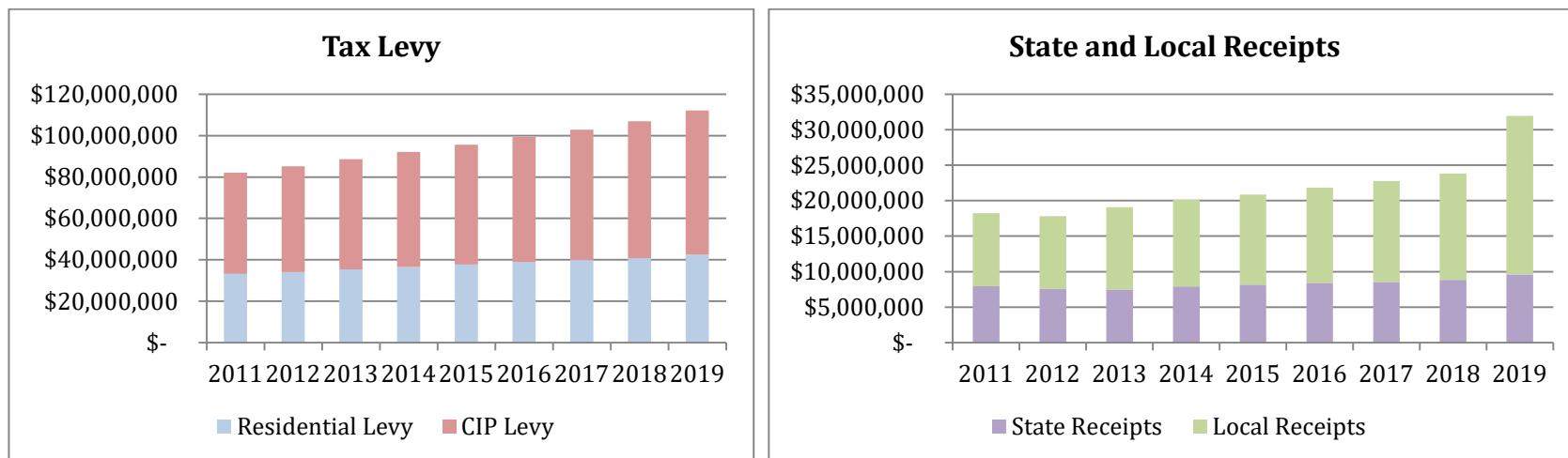
Business Type	Employees
Manufacturing	2,242
Construction	1,638
Wholesale Trade	842
Transportation and Warehousing	298
Information	4,780
Finance and Insurance	1,222
Real Estate, Rental and Leasing	746
Professional, Scientific and Technical	4,018
Educational Services	951
Healthcare and Social Assistance	3,265
Arts, Entertainment and Recreation	800
Accommodation and Food	3,433
Other	1,707
Retail Trade	8,227
<i>Motor Vehicles and Parts</i>	307
<i>Furniture and Home Furnishing Stores</i>	388
<i>Electronics and Appliance Stores</i>	2,764
<i>Building Material and Garden Equipment</i>	151
<i>Food and Beverage</i>	806
<i>Health and Personal Care</i>	307
<i>Gasoline Stations</i>	41
<i>Clothing and Accessories</i>	1,744
<i>Sporting Goods, Hobby, Music and Book</i>	438
<i>General Merchandise</i>	899
<i>Miscellaneous</i>	347
<i>Non-store Retailers</i>	35



Source: Burlington Comprehensive Master Plan

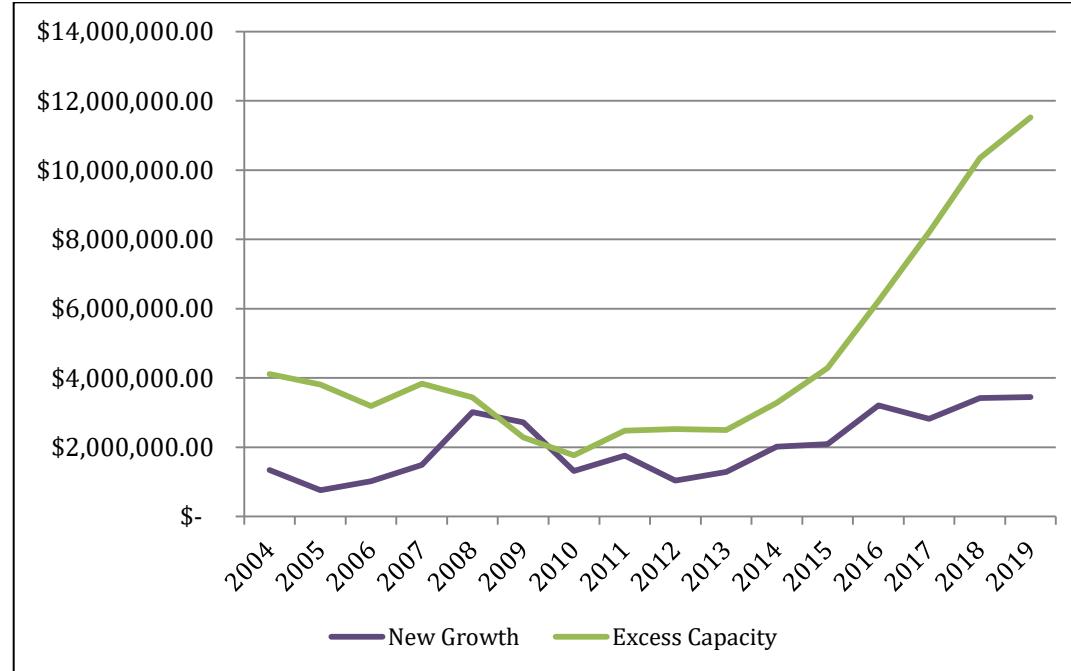
REVENUE TRENDS (2011-2019)

SOURCE	2011	2012	2013	2014	2015	2016	2017	2018	2019
Residential Levy	\$ 33,130,655	\$ 34,054,233	\$ 35,327,945	\$ 36,488,068	\$ 37,665,103	\$ 38,920,977	\$ 39,864,195	\$ 40,792,378	\$ 42,490,973
CIP Levy	\$ 48,905,582	\$ 51,086,989	\$ 53,320,277	\$ 55,666,315	\$ 57,953,205	\$ 60,478,310	\$ 62,999,352	\$ 66,128,891	\$ 69,637,142
State Receipts	\$ 7,965,510	\$ 7,554,024	\$ 7,494,087	\$ 7,919,849	\$ 8,151,960	\$ 8,395,166	\$ 8,560,593	\$ 8,853,759	\$ 9,609,507
Local Receipts	\$ 10,271,640	\$ 10,271,640	\$ 11,570,000	\$ 12,218,111	\$ 12,704,730	\$ 13,432,865	\$ 14,194,300	\$ 14,971,938	\$ 22,350,284
TOTAL	\$ 100,273,387	\$ 102,966,886	\$ 107,712,309	\$ 112,292,343	\$ 116,474,998	\$ 121,227,318	\$ 125,618,440	\$ 130,746,966	\$ 144,087,906



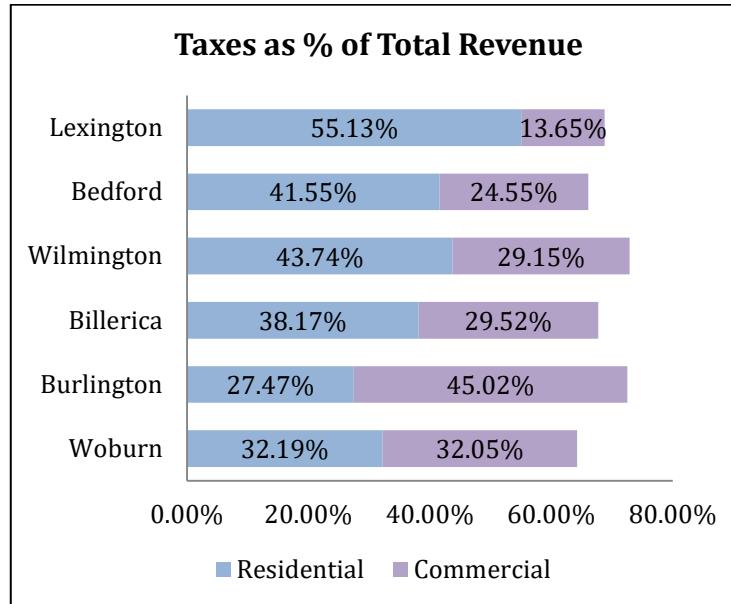
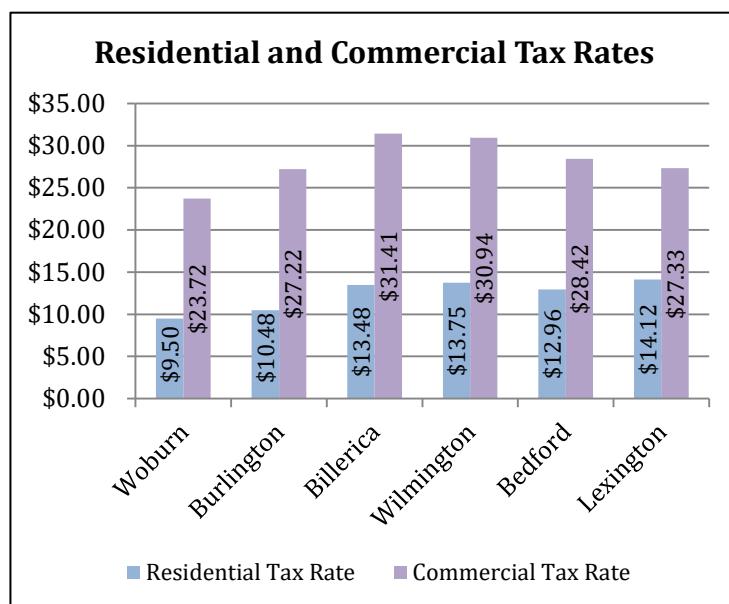
NEW GROWTH AND EXCESS CAPACITY TRENDS (2004-2019)

Fiscal Year	New Growth	Excess Capacity
2004	\$ 1,337,769.00	\$ 4,113,410.00
2005	\$ 759,095.00	\$ 3,809,467.00
2006	\$ 1,017,164.00	\$ 3,186,060.00
2007	\$ 1,484,969.00	\$ 3,834,411.00
2008	\$ 3,009,772.00	\$ 3,441,330.00
2009	\$ 2,714,298.00	\$ 2,278,469.00
2010	\$ 1,311,909.00	\$ 1,761,889.00
2011	\$ 1,752,240.00	\$ 2,479,594.00
2012	\$ 1,039,460.00	\$ 2,526,883.00
2013	\$ 1,285,957.00	\$ 2,497,532.00
2014	\$ 2,011,752.00	\$ 3,281,767.00
2015	\$ 2,086,124.00	\$ 4,289,870.00
2016	\$ 3,207,055.00	\$ 6,213,650.00
2017	\$ 2,814,173.00	\$ 8,203,886.00
2018	\$ 3,422,812.00	\$ 10,345,662.00
2019	\$ 3,447,269.00	\$ 11,517,758.00

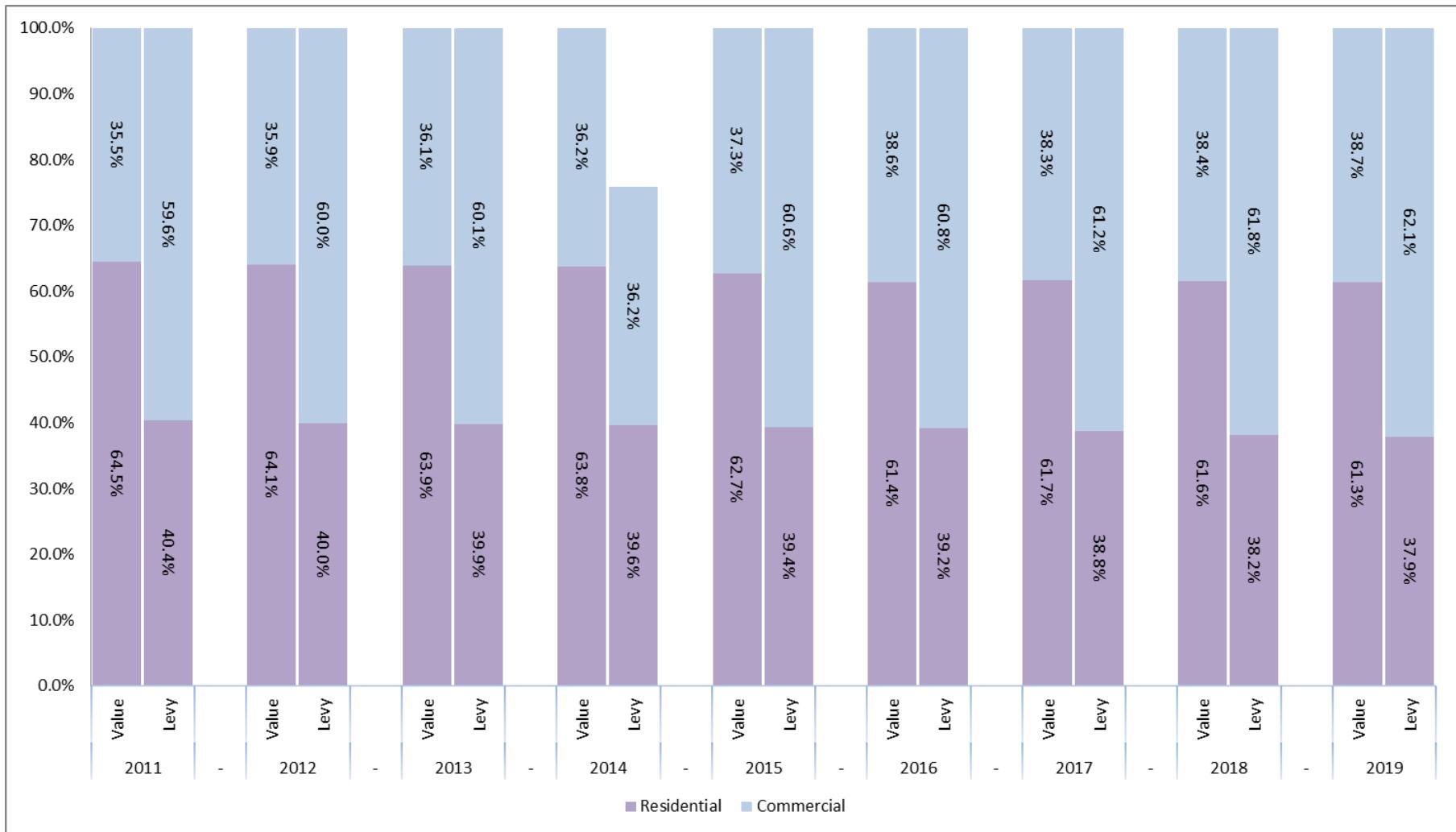


COMMUNITY COMPARISONS

Community	Residential Tax Rate	Commercial Tax Rate	Average Single Family Tax Bill	Residential Levy	Commercial Levy	Total Levy	Total Revenue
Woburn	\$9.50	\$23.72	\$4,520	\$53,911,733	\$53,682,779	\$107,594,512	\$167,482,267
Burlington	\$10.48	\$27.22	\$5,267	\$42,490,973	\$69,637,142	\$112,128,115	\$154,675,839
Billerica	\$13.48	\$31.41	\$5,328	\$70,503,378	\$54,523,948	\$125,027,326	\$184,718,892
Wilmington	\$13.75	\$30.94	\$6,626	\$50,032,633	\$33,342,141	\$83,374,774	\$114,373,540
Bedford	\$12.96	\$28.42	\$9,442	\$40,396,088	\$23,866,374	\$64,262,462	\$97,226,021
Lexington	\$14.12	\$27.33	\$14,834	\$149,257,420	\$36,943,634	\$186,201,054	\$270,744,839



SHARE OF VALUE V. SHARE OF LEVY (COMMERCIAL V. RESIDENTIAL)



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CAPITAL IMPROVEMENT PLAN

Fiscal Years 2020-2029



Pictured: Progress of Fire Station 2 (CIP 2017)

Prepared by Accounting Department



Town of Burlington

Capital Budget Committee

Fellow Taxpayers:

The Capital Budget Committee (CBC) has reviewed the Ten Year Capital spending plan for the Town of Burlington in accordance with its oversight responsibilities of review and comment on the evolving Town needs for equipment and facilities necessary to support the municipal services upon which we rely and enjoy. We believe that the plan continues to provide an excellent basis on which to schedule deployment of funds to support both general maintenance projects and major municipal facility requirements. There have been no major surprises encountered in the course of the past year planning efforts that resulted in significant future cost impacts. Major new facilities for the Police and School Departments continue to be weighed in comparison with increasing maintenance costs of old buildings and availability of State funding support. The attached report represents a current summary of the anticipated needs over the next decade and reflects Town Administration's best judgment of an appropriate balance between level of services desired by residents and the anticipated costs to taxpayers of those municipal services.

The plan, of necessity, is under continuous review and revision and is subject to change as better definition of equipment and project plans are prepared, alternative project design evaluations are completed, and new assessments of needs are developed. The Plan, as it has evolved over the last several years, has become a good tracking tool for major project design and decision efforts as well as a guide for required equipment replacement and maintenance activities. The decision and project execution process with respect to the DPW garage and water supply system, continues as does the necessary renewal project at the High School. We believe that this current plan provides a solid basis for continued, effective delivery of municipal services.

The cost estimates presented, other than for the current year, are order of magnitude estimates and may change significantly as the design and scope of those projects become better defined. It is expected that there will be new additions that will arise because of emergencies or opportunities and such events will have an effect on both scheduling and prioritization of capital expenditures particularly in the later years of the plan. The plan provides a good foundation for the CBC review requirement as well as citizen input and we recommend that this review activity be performed on a continuous basis as new information is developed.

Capital Budget Committee

Ernest Zabolotny, Chair
Adam Senesi, Vice Chair
Gary Kasky
Gary Mercier

Patrick Moreno
Myrna A. Saltman
Salvana Shakaib

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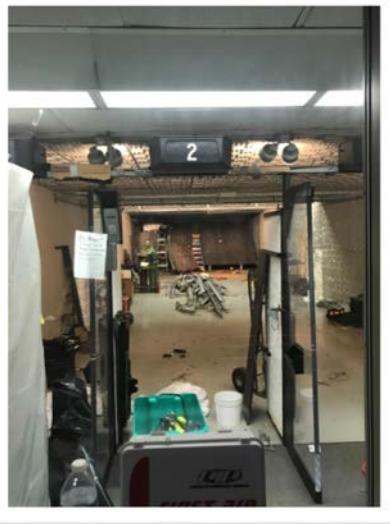
THE CAPITAL IMPROVEMENT PLAN

Local government officials are tasked with the preservation, maintenance, and improvement of the Town's capital assets. The Town defines a capital asset as property that has an initial useful life in excess of one year, and that is of significant value. Capital assets include land, infrastructure, buildings, renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year. For the purposes of financial reporting, all purchases and construction costs in excess of \$25,000 are capitalized. The Town of Burlington relies on its physical assets to adequately provide services to the residents and businesses, and to ensure employees are properly equipped to perform their jobs effectively. These assets include items such as roads and intersections, water and sewer systems, buildings, parks, vehicles, large equipment, and technology. These assets must be purchased, maintained, and replaced on a regular basis to ensure their efficacy in providing public services. The Town's ten-year Capital Improvement Program and Capital Budget are developed to ensure sufficient capital investments in these Town's assets.

A capital improvement program (CIP) is a blueprint for planning a community's capital expenditures. The capital improvement program is often a multi-year plan that identifies capital projects and equipment to be funded during the program period. The CIP is primarily a planning document; it is updated annually to match the needs of the community. Through proactive planning, the capital improvement program can provide advance project identification, scope definition, evaluation, public discussion, cost estimating, and financial planning.

A capital improvement program is composed of two parts, a capital program and a capital budget. The capital program is a plan for capital expenditures that extends out past the capital budget. The capital budget is the upcoming year's spending plan for capital items.

Development of a CIP that will ensure sound fiscal and capital planning requires effective leadership and the involvement of all Town departments. The proper development of a CIP allows the Town to maintain its strong credit rating, stabilize debt service payments, and identify the most economical means of financing capital projects. Furthermore, developing a finance plan for capital investments that fits within the overall framework of the community is important, as poor decisions regarding the use of debt can negatively impact a community's financial condition for many years.



Pictured: Police Department Firing Range Rehabilitation



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Town of Burlington
10-Year Capital Improvement Plan
Fiscal Years 2020 - 2029

Article #	Department & Item	FY 2019 (Prior Year)		FY 2020			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Supervisory Recommendation AMOUNT	SOURCE	Requested	Supervisory Recommendation AMOUNT	SOURCE	Requested								
	General Government														
	122 Selectmen/Administrator														
	Small Cell Peer Review Services			35,000	35,000	Free Cash									
	subtotal	0		35,000	35,000		0	0	0	0	0	0	0	0	0
	135 Town Accountant														
	Financial Software Package Upgrade														
	subtotal	0		0	0	0	0	0	0	0	0	0	0	0	0
	145 Treasurer/Collector														
	Printer Replacement														
	subtotal	0		0	0		0	0	0	0	0	0	0	0	
	155 MIS														
	Technology Infrastructure	300,000	Tax Levy	300,000	300,000	Tax Levy	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
	Financial Software Modules			68,000	68,000	Free Cash									
	Digital Signage							15,000							
	subtotal	300,000		368,000	368,000		315,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	0
	161 Town Clerk														
	New Voting Equipment						60,000								
	Electronic Permitting & Inspection System			30,000	30,000	Free Cash									
	Website Redesign			40,000	40,000	Free Cash									
	subtotal	0		70,000	70,000		60,000	0	0	0	0	0	0	0	0
	171 Conservation														
	Open Space Recreation Plan (OSRP)												40,000		
	Vehicle											30,000			
	Land Acquisition												1,500,000		
	subtotal	0		0	0		0	0	0	0	0	0	1,540,000	0	0
	210 Police														
	Ballistic Vest Replacement						80,000								
	Police Facility Evaluation Study						80,000								
	Security Video and Software			32,279	32,279	Free Cash									
	Replace Portable Radios (2-year cycle)						58,880	58,880							
	Replace Radio Console						350,000								
	Tasers 24/48 (2)	66,308	Free Cash												
	Firing Range Targeting System	146,291	Free Cash												
	Combined Dispatch						200,000								
	subtotal	212,599		32,279	32,279		568,880	258,880	0	0	0	0	0	0	0
	220 Fire Vehicles:														
	Ambulance 2010 Horton Navistar											390,000			
	Ambulance 2005 Horton Navistar			380,000	380,000	Overlay/Surplus									
	Command Car 2015 Ford Explorer												65,000		
	Command Car 2005 Chevy Trailblazer	28,866	Free Cash												
	Command Car 2010 Ford Expedition							69,420							
	Command Car 2009 Ford Escape						38,734								
	Command Car 2008 Ford Escape						29,600								
	Command Car 2013 Ford F350 Pickup											65,000			
	2008 Pierce Arrow (Engine 2)													870,000	
	2002 Pierce Quantum (Engine 3)							820,000							
	1998 Pierce Quantum (Engine 4)	762,859	Overlay/Surplus												
	Aerial Tower 2008 Pierce								1,500,000						
	Computer Aided Dispatch			22,753	22,753	Free Cash									
	Security Camera Replacement (HQ)			15,296	15,296	Free Cash									
	Portable Radio Replacement (80 units)						360,000								
	ALS Start-Up Costs	150,000	Free Cash												
	subtotal	941,725		418,049	418,049		428,334	889,420	1,500,000	0	390,000	65,000	935,000	0	0

Article #	Department & Item	FY 2019 (Prior Year)		FY 2020			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Supervisory Recommendation AMOUNT	SOURCE	Requested	Supervisory Recommendation AMOUNT	SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	Annex Reznor											200,000			
	Town Hall Reznor											200,000			
	Meadowbrook School Roof											1,300,000			
	Meadowbrook School- Windows														
	Museum Painting & Siding														
	subtotal	21,770,000		22,023,254	22,014,016		5,357,000	5,841,500	25,036,000	9,039,000	5,721,500	22,568,500	7,988,500	1,576,000	3,537,000
	510 Board of Health														
	Administrative Vehicle			24,245	24,245	Free Cash				55,000					
	subtotal	0		24,245	24,245		0	0	55,000	0	0	0	0	0	0
	541 Council on Aging														
	Replace Van 1								55,000						
	Upgrade Furniture & Fixtures						25,000			25,000					
	Digital Signage												30,000		
	subtotal	0		0	0		25,000	0	55,000	25,000	0	0	30,000	0	0
	549 Youth & Family Services														
	subtotal	0		0	0		0	0	0	0	0	0	0	0	
	610 Public Library														
	Security Cameras						40,000								
	Signage							10,000		7,500					
	Paint						7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
	Space Planning						10,000	25,000	50,000						
	subtotal	0		0	0		57,500	42,500	57,500	15,000	7,500	7,500	7,500	7,500	7,500
	630 &631 Recreation														
	<u>Rahanis</u>														
	Renovate Tennis Courts											65,000			
	Replace Wooden Playground Bridge											10,000			
	Repave Driveway & Parking Lot												25,000	25,000	
	<u>Regan</u>														
	<u>Simonds</u>														
	New Lighting & Renovate Basketball Courts								75,000						
	Replace Skate Park Structures						70,000								
	Renovate Visco Building									75,000					
	Renovate Wading Pool										100,000				
	<u>Tennis and Skate Park Lighting</u>			220,000	220,000	Free Cash									
	Tennis and Skate Park Paving	140,000	Free Cash												
	<u>Veterans</u>											30,000			
	New Entrance & Expand Parking Lot														
	<u>Wildmere</u>														
	<u>Wildwood</u>														
	Outdoor Fitness Equipment	40,000	Free Cash												
	<u>Misc. Locations</u>														
	Develop Fitness Trail (Reservoir/Mill Pond)						15,000								
	Renovate Bandstand (Town Common)						45,000								
	Repave Walkway Trail (TRW)						50,000								
	Fitness Court Installation	30,000	Free Cash												
	<u>Vehicles & Equipment</u>											50,000			
	Replace R-1 (pick-up) with 1 ton														
	Replace R-10 Recreation SUV						35,000								
	Replace R-12 Ford Van								45,000						
	Replace R-13 Dump Truck	62,000	Free Cash						75,000						
	Replace R-15 Larger Mower/Tractor									100,000					
	Replace R-19 Bucket Truck														
	Ventrac4500 Tractor- Replace Walker Mower						165,000						45,000		
	Replace Slope Mower												50,000		

Article #	Department & Item	FY 2019 (Prior Year)		FY 2020			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Supervisory Recommendation AMOUNT	SOURCE	Requested	Supervisory Recommendation AMOUNT	SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	Replace Ball field Grooming Machine							90,000							
	Replace Wood Chipper							55,000							
	subtotal	272,000		220,000	220,000		260,000	310,000	150,000	145,000	150,000	300,000	25,000		
691 Historical Commission															
	Historic Style Shed (West School)	Postpone		30,000	30,000	Free Cash	0	0	0	0	0	0	0		
	subtotal	0		30,000	30,000		0	0	0	0	0	0	0	0	
	General Government Subtotal	23,517,324		23,220,827	23,211,589		7,095,714	7,667,500	27,179,960	9,524,000	6,599,000	23,241,000	10,826,000		
	Schools														
	<u>System-wide</u>														
	Technology Projector Installation	149,000	Free Cash												
	District Wide Walkie Talkie System			105,000	105,000	Free Cash									
	CS4All Computer Science Curriculum & Furniture			200,000	200,000	Free Cash		100,000							
	Pavement Replacement Program								200,000			200,000		200,000	
	Computer Technology Equipment Replacement							225,000	225,000	225,000	225,000	225,000	225,000	225,000	
	Master Plan Update												200,000		
	Vehicle Replacement												45,000	45,000	45,000
	Water Fountain Replacement							50,000		50,000					50,000
	<u>Marshall Simonds Middle School</u>														
	Cafeteria Tables			65,000	65,000	Free Cash									
	Boiler Replacement			125,000	125,000	Free Cash		125,000							800,000
	Interior Painting (classrooms & Corridors)			40,000	40,000	Free Cash				50,000	50,000			50,000	50,000
	Track Resurfacing/Turf Replacement										900,000				
	AC Chiller Replacement											290,000			
	<u>Memorial School</u>														
	Interior Painting (Classrooms & Corridors)			40,000	40,000	Free Cash			50,000		50,000		50,000		
	HVAC													200,000	300,000
	Bio Retention Area Reconstruction											150,000		150,000	
	<u>Pine Glen</u>														
	Playground Resurface	42,000	Free Cash												
	Walk-in Refrigerator Freezer	66,000	Free Cash												
	Sewer Pumps			14,000	14,000	Free Cash									
	Classroom Interior Renovations (Ceilings, Lighting, Teaching Stations, Etc.)			40,000	40,000	Free Cash			300,000		300,000			300,000	
	HVAC Renovations (Mech. Exhaust/AC)							300,000		300,000		300,000			
	<u>Burlington High School</u>														
	Rooftop Penthouse Repair	25,000	Free Cash												
	Rubber Gym Divider Wall	35,000	Free Cash												
	Front Parking Spaces	60,000	Free Cash												
	Project Adventure Course			116,000	116,000	Free Cash									
	HVAC Design and Engineering			100,000	100,000	Free Cash									
	Floor Replacement			50,000	50,000	Free Cash		35,000		35,000		35,000			35,000
	Arts Computer Lab			33,000	33,000	Free Cash									35,000
	School Building Renovations w/ MSBA														
	Student / Faculty Bathrooms														
	Physical Education Equipment Replacement														
	Boilers (3) Re-tube														
	Music Lockers							40,000							
	Performing Arts Center / Auditorium Improvements							35,000	35,000		40,000				40,000
	Track Resurfacing/ Turf Replacement								900,000						
	Ice Rink @ Burlington High School							100,000	4,500,000						
	Interior Painting										100,000	100,000			
	Electrical Transformer Replacement										125,000				

Article #	Department & Item	FY 2019 (Prior Year)		FY 2020			FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Supervisory Recommendation AMOUNT	SOURCE	Requested	Supervisory Recommendation AMOUNT	SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	Pump Replacement										55,000				
	<i>Fox Hill</i>														
	Kitchen / Café Equipment & Infrastructure													50,000	
	Classroom Interior Renovations (Ceilings, Lighting, Teaching Stations, Etc.)			25,000	25,000	Free Cash	600,000		600,000		600,000		600,000		
	HVAC Renovations (Mech. Exhaust/ AC)						300,000		300,000		300,000		300,000		
	<i>Francis Wyman</i>														
	Playground Equipment										85,000		100,000		
	Bathrooms	136,000	Free Cash	140,000	140,000	Free Cash						50,000		100,000	
	Fire Alarms	362,000	Free Cash												
	Interior Painting						45,000		45,000		45,000		45,000		
	AC Installation	170,000	Free Cash	225,000	225,000	Free Cash		500,000		500,000					
	Library Furniture			82,000	82,000	Free Cash									
	Kitchen						50,000				50,000				
	Parking Lot Light Replacement							200,000			200,000		200,000		
	Schools Subtotal	1,045,000		1,400,000	1,400,000		2,005,000	6,910,000	1,605,000	1,810,000	3,015,000	655,000	2,270,000		
	Grand Total	24,562,324		24,620,827	24,611,589		9,100,714	14,577,500	28,784,960	11,334,000	9,614,000	23,896,000	13,096,000		

Glossary of Terms

GLOSSARY OF TERMS

Abatement	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Administered by the local board of assessors.
Accommodated Accounts	A category utilized by the Town to classify expenses which; 1. are applicable to all departments (i.e. debt service, and employee benefits), 2. have historically been difficult to control due to atypical factors, and as a result would put the respective department at an unfair disadvantage in complying with annual budget operating guidelines (i.e. special education, trash removal), <i>and/or</i> 3. are mandated, with the Town having little control over the cost (i.e. audit, retirement contributions). Accommodated accounts are denoted with an "(AA)" in the budget line item description.
Appropriation	Authority granted by town meeting, or other legislative body, to make expenditures, or to incur obligations to make expenditures, for a specific public purpose. In the operating budget, the authority concludes at the end of the fiscal year.
Capital Asset	Property that has an initial useful life in excess of one year, and that is of significant value. Capital assets include land, infrastructure, buildings, renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year.
Chapter 686 of The Acts of 1970	An act establishing a representative town meeting form of government, <i>as currently practiced in Burlington</i> , enacted by the Senate and House of Representatives in General Court on August 14, 1970, whereby one hundred twenty-six (126) members shall be elected to meet, deliberate, act and vote in the exercise of the corporate powers of the town.
Chapter 70 School Aid	Refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to aid in establishing educational equity among municipal and regional school districts.
Chapter 90 Highway Funds	State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on the formula under the provisions of MGL Ch. 90 §34. Communities receive cost reimbursements to the limit of the grant upon submission of expenditure reports to the Massachusetts

Highway Department, for previously approved local highway projects.

Cherry Sheet

The official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs of services. Links to the Cherry Sheets are located on the DLS website at www.mass.gov/dls

Contracted Services

A subcategory within a department's total expenses budget line, which includes costs incurred from express or implied contracts, such as but not limited to printing, advertising, and the rental of equipment.

Deficit

When expenditures exceed revenue in a given account.

Estimated Receipts

Projections of anticipated local revenues, based on the previous year's receipts which represent funding sources necessary to support a community's annual budget.

Excess Capacity

Difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Each year, the board of selectmen must be informed of excess levy capacity and their acknowledgement must be submitted to the Department of Revenue when setting the Town's tax rate.

Fiscal Year

The budget cycle which the Commonwealth and municipalities have operated on Since 1974 which begins July 1 and concludes June 30. (i.e. Fiscal year 2016 is from July 1, 2015 through June 30, 2016).

Free Cash

Remaining, unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.

General Fund

Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

Local Receipts

Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.

Long-Term Debt

Community borrowing, or outstanding balance at any given time, of loans with an original maturity date of 12 months or more.

Massachusetts Water Resources Authority (MWRA)	A Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people and more than 5,500 large industrial users in 61 metropolitan Boston communities. Burlington is a member of MWRA for sewer.
MELT	<i>Municipal Expenses and Local Travel.</i> A subcategory of total budgeted expenses which includes department costs incurred for membership dues in professional organizations, in-service education and training, conferences, and automobile mileage reimbursements associated with travel on Town business.
New Growth	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year; excluding value increases caused by normal market forces or by revaluations. This is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate.
Operating Budget	A plan of proposed expenditure for personnel, supplies, and other expenses for the coming fiscal year.
Other Post-Employment Benefits (OPEB)	A form of deferred compensation which is <i>not</i> an integral part of a pension plan for an eligible retiree (i.e. healthcare).
Overlay	(Overlay Reserve or Allowance for Abatements and Exemptions)- An account established on an annual basis to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.
Overlay Surplus	Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account; the amount of overlay available for transfer must be certified by the assessor. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue (<i>i.e. becomes part of free cash</i>).
Raise and Appropriate	A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipts.
Recurring Revenue	A source of money used to support municipal expenditures, which can be relied

upon at some level in future years.

Reserve Fund

An amount set aside on an annual basis within the town budget, administered by the Ways & Means Committee, to provide a funding source in the event that extraordinary or unforeseen expenditures are incurred by the town. Per Mass General Law, the amount set aside is not to exceed 5% of the preceding year's tax levy.

Senior Property Tax Work-off Program

A program under which participating taxpayers over 60 years old volunteer their services to the municipality in exchange for a reduction in their tax bills.

Sewer Enterprise Fund

A separate accounting and financial reporting mechanism of municipal services, for which a fee is charged in exchange for goods and/or services. It allows for the Town to easily decipher the total costs of a service recovered through user charges; Burlington uses this fund to account for the Town's the Massachusetts Water Resource Authority (MWRA) assessment for sewer services.

Special Revenue Funds

Funds used to account for the proceeds of special revenue sources (other than for capital projects) that are legally restricted to expenditures for a specific purpose.

Stabilization Funds

Funds designated to accumulate amounts for capital and other future spending purposes. Communities can establish one or multiple funds for different purposes. The establishment of, an amendment of purpose, or the appropriation of money from stabilization all require a two-thirds vote of town meeting; however, appropriation in aggregate in any given year cannot exceed 10% of the prior year's tax levy.

Statutory Exemptions

Massachusetts Law provides for an exemption from local property taxes for certain qualifying organizations. Not all organizations qualify for this exemption, and not all properties of qualified organizations are eligible for exemption. By law, the burden of establishing entitlement to an exemption falls upon the person or organization seeking the exemption. Massachusetts General Law Chapter 59, § 5 defines several types of organizations that may be eligible for an exemption.