

TOWN OF BURLINGTON



Proposed Operating Budget & 10-Year Capital Plan

Fiscal Year 2026

July 1, 2025 - June 30, 2026

Prepared by the Budget Office



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SECTION 1: GENERAL INFORMATION

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Town of Burlington

Ways and Means Committee

Ways and Means Annual Budget Recommendation Fiscal Year 2026

Dear Town Meeting Members,

The FY 2026 proposed budget is presented for your consideration. It has been through several months of preparation and review. The budget was developed with guidelines agreed upon by the town administration, Select Board, School Committee, school superintendent, and Ways and Means Committee.

The goals for this budget were to maintain level services where possible, prioritize investment in infrastructure, minimize fees, and to plan for long term financial liabilities as a result of significant capital investment. The following assumptions were used: expect an increase in local receipts and state aid which have recovered from the disruptions of COVID, expect an increase for accommodated accounts of 7%, set minimal operating budget increases, and control the total tax levy increase within a range of 4.5% - 5.5%.

With these assumptions in place, FY26 guidelines were set at 2.5% increases for the school and town operating budgets and a 7% increase in the accommodated accounts. Headcount for Town government employees is at 329.82 FTE (a decrease of 0.5 FTE), while the schools headcount is up from 642.04 to 648.41 FTEs (an increase of 6.37 FTEs).

Initial budget development starts at the department level in January, followed by review at the supervisory level (Town Administrator and Assistant Town Administrator on the town side or the Superintendent on the school side). Some departments such as Clerk, Recreation, Library, Planning, and Assessor have an elected Board that review and approve their respective budgets. The school budget is approved for your review by the School Committee. All other budgets get final review and approval by the Select Board.

Once approved, budgets are forwarded to the Ways and Means committee. They are first reviewed in detail with department heads by specific subcommittees and finally presented to the full committee for questions and approval. Financial warrant articles go through a similar process, with additional review by the Capital Budget Committee.

As we review this budget and the warrant article requests this year, it is important to consider large capital projects, currently approved and underway like the police station, Fox Hill elementary school, and MSMS athletic fields, as well as projects in the planning phases such as Burlington High School and Shawsheen Technical High School.

This year we have worked with town administration, the school department, and the Capital Budget Committee to move toward a more specific and detailed list of anticipated capital requests for the next 10 years. We encourage the development of an appropriately detailed capital budget plan with input from the various departments, Ways and Means, and the Capital Budget Committee under the guidance of town administration, with the goal of having a plan that is realistic rather than aspirational and can help guide fiscal planning. We look forward to

seeing the development of a reasonable capital plan as the town undertakes several large infrastructure projects. This plan is of great importance for maintaining a balance between our revenues and our capital and operational expenditures.

Infrastructure remains an important focus in this budget with warrant article requests for water and sewer repair, maintenance, and replacement projects on the town side. The schools have requests for boiler room repairs and HVAC maintenance at Pine Glen, replacement and improvement of library furniture at the middle school, and district-wide network hardware and software replacement and security improvements. As always, we see warrant article requests for the replacement of vehicles that are at the end of their useful life. These vehicles are all on the vehicle replacement schedule but are regularly shifted if they can continue to function safely. When the fire department went to ALS ambulance service, the assumption was that increased revenue from the change would cover the increased cost as well as fund the ambulance replacement program. This assumption has born out, and this year we see a request to purchase a new ambulance with money from ambulance revenue.

Our largest building projects, the Fox Hill and police station projects, fit within our budget but they do stress our excess levy capacity. Ways and Means recommended a Proposition 2 ½ debt exclusion vote to help ease this stress and that remains an option in the future. A substantial high school building project is in planning, and any such project forwarded by the School Committee will require a debt exclusion vote in a town election as well as approval by Town Meeting of the borrowing.

Overall residential property values continue to increase. Other revenues have increased with local receipts exceeding pre-pandemic levels. However, we remain concerned about office vacancies, which may lead to reduced Town revenues. Commercial properties continue to generate over 62% of our tax levy. We had solid new growth, mostly due to the large project on Blue Sky Drive. New growth will benefit again next year from the completion of this project. Short term new growth beyond FY26 is uncertain. We expect continued residential projects but do not yet have any big commercial projects on the horizon. Our Economic Development Director worked on a rezoning initiative for Mall Road that was approved by Town Meeting in January. We are seeing interest in developing housing options in the Middlesex Turnpike area that should help local businesses that are challenged by the lack of housing options for their employees.

Overall, the Town remains in good financial shape. Our free cash certified at \$36.1 million. We used \$16.6 million at January Town Meeting to avoid bonding the initial expenses for Fox Hill, the police station, and the Overlook Park project, leaving a free cash balance of \$19.4 million. Our stabilization account has \$12.05 million as of 3/31/2025. These balances remain strong as a percentage of the presented FY26 budget. We have significant unused levy capacity (\$14.4 million for FY25) in reserve. Continuing the OPEB contributions, with the planned annual increases, helps ensure we do not have runaway liabilities from obligations to retired employees. In recognition of the Town's responsible financial stewardship, our bond rating remains AAA.

The committee would like to thank two long term members who ended their service this year. Brad Bond and Sonia Rollins both served on Ways and Means for many years. Their service was invaluable and their expertise and institutional knowledge is definitely missed.

I thank the Administration, all of the Boards, Commissions, Departments, Committees, and my Ways and Means colleagues for their diligence in creating a budget that balances the often competing needs and desires of the Town.

Respectfully submitted,

Doug Davison, Chair
TMM Precinct 2

The Ways and Means Committee
Fiscal Year 2025

Doug Davison, Chair
Ed Parsons, Vice Chair
Shayan Bhattacharya
Christopher Campbell
Christian Delaney

Michael J. Hardy
John K. Iler
Deb McCarthy
Frank P. Monaco
Steve Morin

Rob Neufeld
Paul Noonan
Rick Raso
Roger S. Riggs
David S. Tait



Town of Burlington

Town Administrator

Town Administrator's Budget Message

Fiscal Year 2026

Town Meeting Members:

Enclosed for your review are the proposed operating budget and capital requests for the Town of Burlington and the Burlington Public Schools for Fiscal Year 2026 (FY26). This spending plan covers the period from July 1, 2025, to June 30, 2026.

We extend our sincere thanks to the Town and School staff, as well as our elected and appointed officials, for their continued dedication to delivering the highest level of service to our community. Their expertise and commitment are what make Burlington a premier destination to live, work, play, and dine.

The Administration's guiding principle in developing this budget remains the same: to build and maintain a sustainable financial model. Sustainability means striking a careful balance between delivering high-quality services and continuing to invest in essential infrastructure while managing growth in the tax levy and maintaining long-term financial stability.

Operating Budget

The FY26 budget proposal represents a commitment to conservative budgeting and careful financial planning. The Administration requested that each department level fund its budget, except for pre-existing contractual obligations where applicable. The recommended Town and School operating budgets align with the guidelines established by our elected boards and the Ways and Means Committee, with both submitting a 4.5% increase.

The proposed operating budget totals \$186,997,456, representing a 5.67% increase over the prior year. This increase was driven primarily by financial obligations largely outside the control of the Administration, such as health insurance, debt service, special education tuition, and technology infrastructure and cyber security replacements. These 'Accommodated Accounts,' or 'Fixed Costs,' are separated from department budgets as they represent universally applicable or mandated expenses that, if included, would unfairly impact a department's ability to meet budget guidelines. This year's increase in Accommodated Accounts came in at 7.59%.

Capital Improvement Plan

The Town's FY26 Capital Improvement Plan (CIP) reflects our continued investment in essential infrastructure, facilities, and public safety while leveraging our strong financial position to minimize long-term debt obligations.

Pay-As-You-Go Capital and Free Cash

Burlington has a proven track record of using one-time revenues, such as free cash, to fund capital investments without increasing debt. Over the past decade, our approach has supported more than \$40M in projects, allowing us to preserve our AAA bond rating and keep debt service levels manageable.

For FY26, we propose funding just over \$6M in critical repairs, maintenance, and equipment replacements across departments. For example:

- Ongoing drainage improvements and stream cleaning to address localized flooding and restore flow capacity
- Vehicle and equipment replacements to ensure reliability and efficiency, including:
 - Four pieces for Public Works
 - Two vehicles for Recreation
 - One SUV each for Conservation and Fire
 - Vactor Truck for the Sewer Department
- Building and field maintenance projects, including school facility upgrades and renovations at Rahanis Field and Simonds Park

Public safety also remains a top priority. This year's plan includes the purchase of a new ambulance to become our frontline responder, replacing our oldest unit, and rotating the fleet to maintain response readiness.

Water and Infrastructure Investment

In keeping with our strategic approach to infrastructure, the DPW has developed a rotating, long-term plan to address roads, sidewalks, and water mains. In FY26, the focus is on water infrastructure, including:

- \$1.5M for water main repairs and replacements
- \$1.77M for water system upgrades, including the launch of a multi-year Water Meter Replacement Program

These proactive investments improve system reliability and reduce the risk of costly emergency repairs.

FY26 Borrowing for Major Projects

We are also planning for the future by making strategic investments through borrowing for projects with a 30-year useful life. These major capital items are:

1. Town Hall HVAC and Generator Replacement – \$5.3M
The current system is nearing end-of-life and needs to be replaced to ensure uninterrupted services.
2. Sewer Inflow and Infiltration Mitigation – \$1.43M
Eligible for the MWRA's 75/25 grant/loan program, reducing the Town's repayment obligation to \$358K over 10 years at 0% interest.
3. Middle School Field Improvements
 - o Phase 2 of the field project – \$1.71M
 - o New restroom facility – \$1.65M

These projects meet long-term needs while utilizing cost-effective financing opportunities.

Long-Term Goals and Objectives

Maintain Bond Rating:

The Administration strives to maintain the Town's AAA bond rating. This rating, the highest assigned by S&P Global Ratings, demonstrates a municipality's creditworthiness and ensures we receive the most favorable borrowing rates. This rating is a testament to the Administration's commitment to stable financial management and sustainable budgeting. This rating was reaffirmed in April 2025.

| Credit Profile | | |
|--|------------|----------|
| US\$7.9 mil GO mun purp loan ser 2025 due 04/15/2050 | | |
| Long Term Rating | AAA/Stable | New |
| Burlington GO | | |
| Long Term Rating | AAA/Stable | Affirmed |
| Burlington GO BANs | | |
| Short Term Rating | SP-1+ | Affirmed |

Maintaining the highest possible bond rating is critical as we prepare to finance major capital projects, such as potential high school projects in Burlington and for our regional vocational school, Shawsheen. Lower borrowing costs will result in significant savings over the life of larger projects like these. By lowering debt service costs, we free up future budget capacity for other town priorities, thus allowing us to meet both current and future needs without overburdening taxpayers or handcuffing departmental operating budgets.

In short, the highest bond rating ensures we borrow smarter, invest wisely, and protect the town's economic future while making critical improvements to our facilities and infrastructure.

Manage Long Term Liabilities:

One of the significant long-term liabilities for the Town, and all other municipalities in the state, continues to be funding Other Post-Employment Benefits (OPEB). Since 2016, the Town has engaged the services of an actuarial firm to address the liability. As a result, they developed a voluntary recommended payment schedule. The Administration has consistently made the recommended payments. The actuarial firm has begun work on a revised report as of December

2024, and the Administration is committed to following the schedule. The latest report is expected to be completed in spring of 2025.

Economic Development Goals & Priorities

Burlington remains a regional economic hub, home to more than 2,095 businesses and 46,100 employees across sectors such as life sciences, professional services, technology, healthcare, and retail. With a daytime population nearing 58,000 and a commercial tax base that funds over 60% of the Town's annual budget, Burlington's economic strategy remains focused on its diverse local economy while preparing for long-term growth. As we enter FY26, the Town's economic development goals are organized around four core priorities.

1. Promote Burlington and Support Existing Businesses

In FY25, the Town continued its investment in the BringMeToBurlington.com website, which experienced a measurable increase in user engagement. The "Things To Do" and restaurant listings remained among the most visited pages.

Efforts in FY26 will focus on updating the website's content to further promote Burlington as a destination for business and visitors alike. In addition, the Town will expand its digital outreach through a new LinkedIn strategy targeting professionals, site selectors, and investors. These efforts aim to promote Burlington to current and prospective businesses, sharing our existing industry clusters and our community's strategic location.

2. Enhance Innovation Ecosystems

Burlington's innovation ecosystem continues to evolve, anchored by a strong technology cluster alongside growing life sciences and green technology sectors. In FY24, the Town issued 346 commercial building permits, representing over \$159 million in private investment. Companies like Myomo, Modal Therapeutics, CH Biotech, and Phoenix Tailings expanded into new commercial spaces, contributing to Burlington's profile as a hub for high-growth sectors. Office leasing activity remained active, with over 289,000 square feet in signed leases. The Town's support for research and development, coupled with land use policies that encourage innovation, continues to attract companies.

3. Invest in the Town Center

Burlington's Town Center remains a focal point for revitalization and placemaking. In the fall of 2024, the Town continued its successful fall beer garden series that brought over 2,000 people into the district and installed a new community mural with local business support.

The Vacant Storefront Program, while not yet activated by new tenants, remains an available tool for incentivizing small business growth. Additionally, the Town advanced early planning for improvements along Route 3A, securing a TIP project number as it continues to advocate for state investment. Looking ahead, Burlington's Economic Development Office was awarded a grant by the Massachusetts Downtown Initiative, which will help either create a gateway sign or explore land uses at the Roger's Piano site.

4. Plan Proactively for Long-Term Growth

As hybrid and remote work patterns shift the demand for commercial real estate, Burlington is taking steps to reimagine its economic future. The Town approved a new Mixed-Use Innovation District zoning proposal in January 2025. The zoning supports live-work-play environments along Mall Road and Middlesex Turnpike and prioritizes walkability, public realm investments, and flexible land uses. To guide this process, the Town conducted a Fiscal Impact Analysis and partnered with the Metropolitan Area Planning Council (MAPC) to complete a Mobility Action Plan for the district. Burlington's Economic Development Office also secured a \$1 million MassWorks grant to explore infrastructure improvements that align with these growth plans.

Looking Ahead

As Burlington looks toward FY26 and beyond, it does so from a strong position supported by a diverse business base and a collaborative approach to planning. At the same time, the broader economic environment remains uncertain, with continued fluctuations in office demand, capital markets, and workforce patterns. These factors remind us that adaptability and public-private collaboration will be critical for future success. Burlington will continue to work closely with regional partners, state agencies, and the local business community to navigate evolving conditions while maintaining opportunity and economic resilience.

Conclusion

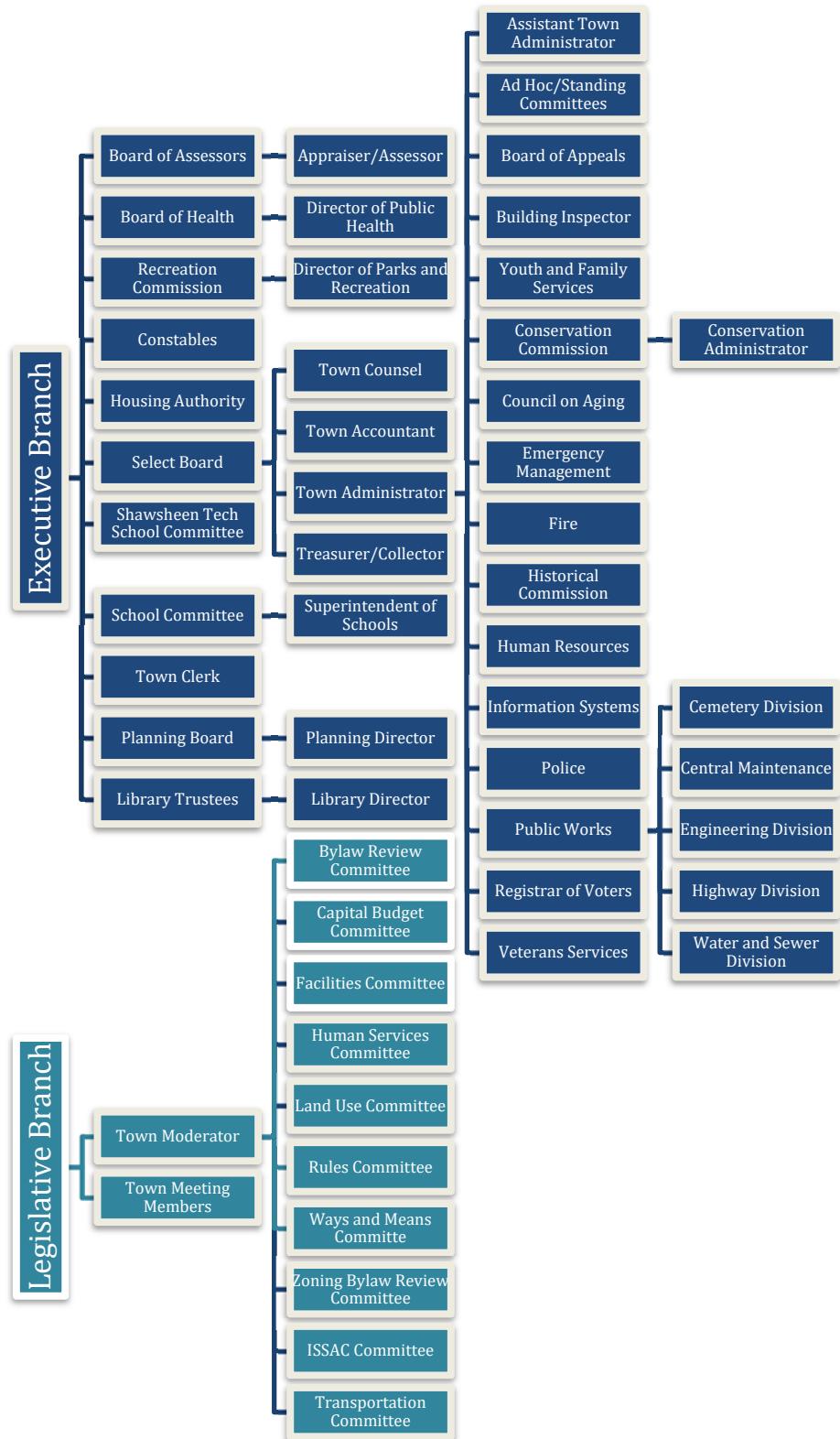
This budget reflects our commitment to responsible governance through efficient operations, strategic investment, and fiscal discipline. It addresses the immediate needs of our residents while laying the foundation for long-term sustainability and growth. By prioritizing essential services, infrastructure improvements, and thoughtful resource allocation, we are building a stronger, more resilient Burlington today and for the future. We look forward to a productive discussion at Town Meeting, and thank you for your continued service and commitment to Burlington.

Sincerely,



Paul F. Sagarino Jr.
Town Administrator

Town 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 northwest by the Town of Billerica, to the northeast by the Town of Wilmington, and to the south/southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2021 U.S. Census, the population is 25,989.

The Town is governed by a 126 member representative Town Meeting, and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five members, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, collection and disposal of solid waste and recycling, public education for grades PK-12, sewer services, street maintenance, public libraries, parks, and recreational facilities. The principal services provided by the Commonwealth of Massachusetts are: jails and houses of correction 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 handicapped persons. The Massachusetts Bay Transportation Authority provides rail and bus service. The Town of Burlington has its own wells and water treatment system, and is a member of Massachusetts Water Resource Authority (MWRA) for sewer services and partial water services, supplemented by Town water plants.

Town Data

| | | | |
|--------------------------|-----------------------------|--------------------|-----------------|
| Official Name: | Town of Burlington | Per Capita Income: | \$60,260 |
| Year Settled: | 1641 | School Enrollment | 3,510 (2024-25) |
| Year Incorporated: | 1799 | | |
| County: | Middlesex | | |
| Form of Government: | Representative Town Meeting | | |
| Total Area: | 11.9 square miles | | |
| Land | 11.8 square miles | | |
| Water | .01 square miles | | |
| Population | 25,989 (2021) | | |
| Households: | 10,093 (2021) | | |
| Owner Occupied: | 74.8% (2021) | | |
| Median Household Income: | \$124,755 (2021) | | |



Terri Keene, Burlington DPW

Source: US Census, MA Dept. of Elementary and Secondary Education

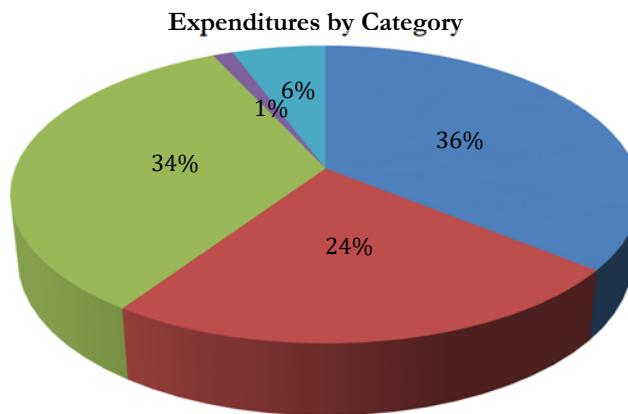
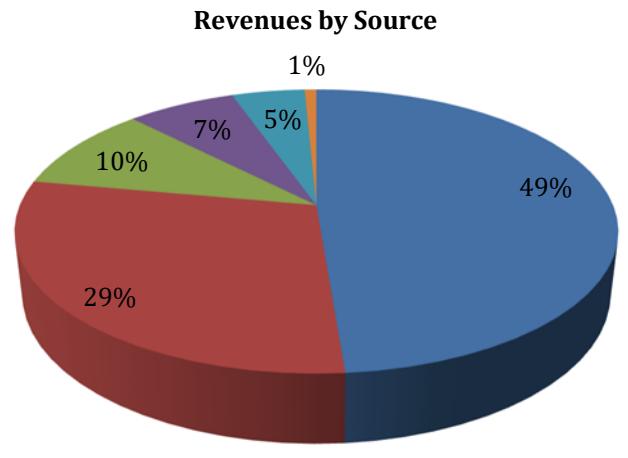
| Budget Process | | Budget Calendar |
|---|---|---|
| <p>The Town of Burlington is governed by representative Town Meeting and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.</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 Select Board's jurisdiction.</p> | <p>July Fiscal year begins on July 1.</p> |
| <p>Select Board</p> | <p>The Select Board reviews all requests and presents the budget to Town Meeting for approval.</p> | <p>September Amount to be raised by taxation, for current fiscal year, is determined.</p> |
| <p>Ways and Means</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>November Select Board determines current fiscal year tax rate. Town officials prepare and submit tax rate to Department of Revenue.</p> |
| <p>Capital Budget Committee</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>December Current fiscal year tax rate is approved by Department of Revenue.</p> |
| <p>Ways and Means</p> | <p>Ways and Means, Board of Select Board and, School Committee, and the Administration develop budget guidelines for next fiscal year.</p> | <p>January Department heads develop budgets with supervisory authority.</p> |
| <p>Capital Budget Committee</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>February- April Departments present budgets to Ways and Means.</p> |
| <p>Ways and Means</p> | <p>Ways and Means, Board of Select Board and, School Committee, and the Administration develop budget guidelines for next fiscal year.</p> | <p>May Annual Town Meeting votes to raise and appropriate funds for next fiscal year.</p> |
| <p>Capital Budget Committee</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>June Fiscal year ends June 30.</p> |

The Budget Cycle



| REVENUES | |
|-----------------------------------|-------------|
| <i>Recurring Revenues</i> | |
| Tax Levy | 156,348,116 |
| Commercial | 97,873,921 |
| Residential | 58,474,195 |
| State Receipts | 13,982,272 |
| School Chapter 70 | 10,239,331 |
| Charter School Reimbursement | 135,374 |
| School Offset Programs | 85,041 |
| Unrestricted General Govt. Aid | 3,295,578 |
| Veterans Benefits Reimbursement | 34,299 |
| Veterans Blind & Surviving Spouse | 129,066 |
| Public Libraries | 63,583 |
| Local Receipts | 19,609,368 |
| Motor Vehicle Excise | 4,391,896 |
| Other Excise | 3,900,000 |
| Local Meals Tax | 2,400,000 |
| Penalties and Interest | 338,074 |
| In Lieu of Taxes | 520,000 |
| Water Usage Charges | 4,042,750 |
| Ambulance User Charges | 675,000 |
| Rentals | 321,545 |
| Licenses & Permits | 1,600,000 |
| Department Revenues | 917,891 |
| Fines & Forfeits | 4,371 |
| Interest of Invested Cash | 224,033 |
| Medical Assistance Reimbursement | 273,809 |
| <i>Non-Recurring Revenues</i> | |
| Free Cash | 9,398,783 |
| Special Revenue Funds | 1,507,182 |
| Overlay Excess | 0 |
| TOTAL | 200,845,721 |

FY2026 OVERVIEW



| EXPENDITURES | |
|-----------------------------------|-------------|
| <i>Recurring Expenditures</i> | |
| Accommodated Accounts | 71,957,387 |
| Unemployment | 100,000 |
| Health Insurance | 18,513,777 |
| FICA/Medex | 1,550,000 |
| Retirement Contribution | 0 |
| General Town Insurance | 1,700,000 |
| Audit | 70,000 |
| Waste Removal | 3,423,041 |
| Street Lights | 360,500 |
| DEP Drinking Water Assessment | 15,000 |
| Hazardous Waste Collection | 50,000 |
| Mosquito Control | 50,700 |
| Debt Principal & Interest | 9,449,631 |
| Middlesex Retirement | 15,210,846 |
| SPED Tuition & Transportation | 16,266,011 |
| Regional School-Shawsheen | 3,069,215 |
| Regional School-Non-Member | 62,000 |
| Local Transportation | 150,000 |
| OPEB | 1,216,666 |
| Capital Improvements | 700,000 |
| General Government | 47,438,867 |
| Education | 67,601,202 |
| Other | 2,442,300 |
| State Assessments | 1,293,677 |
| Allowance for Abatements | 1,000,000 |
| Cherry Sheet Offsets | 148,624 |
| <i>Non-Recurring Expenditures</i> | |
| Deficit Accounts (Snow & Ice) | 500,000 |
| Special Warrant Articles | 10,905,965 |
| TOTAL | 200,845,721 |

Five Year Budget Summary

| | Budget FY 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 | % Increase |
|---|-----------------------|-----------------------|------------------------|------------------------|------------------------|----------------|
| Tax Levy Limit | \$ 141,619,356 | \$ 147,733,018 | \$ 154,725,586 | \$ 160,914,611 | \$ 168,758,674 | 4.87% |
| RECURRING REVENUES | | | | | | |
| Taxes levied or Budgeted to be levied | \$ 129,801,144 | \$ 134,491,166 | \$ 141,752,305 | \$ 147,792,968 | \$ 156,348,116 | 5.79% |
| Local Receipts | \$ 15,062,209 | \$ 15,061,606 | \$ 16,144,782 | \$ 17,826,207 | \$ 19,609,368 | 10.00% |
| State Receipts (Cherry Sheet) | \$ 10,315,584 | \$ 12,511,792 | \$ 12,774,054 | \$ 13,526,219 | \$ 13,982,272 | 3.37% |
| TOTAL REVENUES | \$ 155,178,937 | \$ 162,064,564 | \$ 170,671,141 | \$ 179,145,394 | \$ 189,939,756 | 6.03% |
| RECURRING EXPENDITURES | | | | | | |
| Accommodated Accounts | \$ 55,333,645 | \$ 58,328,873 | \$ 63,188,730 | \$ 66,879,018 | \$ 71,957,387 | 7.59% |
| General Government | \$ 40,171,044 | \$ 41,716,324 | \$ 43,369,228 | \$ 45,396,264 | \$ 47,438,867 | 4.50% |
| Education | \$ 57,387,111 | \$ 59,539,128 | \$ 61,904,445 | \$ 64,690,145 | \$ 67,601,202 | 4.50% |
| 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) | \$ 1,013,969 | \$ 1,061,326 | \$ 966,948 | \$ 1,039,000 | \$ 1,293,677 | 24.51% |
| State Offset Items (Cherry Sheet) | \$ 164,603 | \$ 158,609 | \$ 154,726 | \$ 147,042 | \$ 148,624 | 1.08% |
| <i>Sub-total - Recurring Expenditures</i> | <i>\$ 155,070,372</i> | <i>\$ 161,804,260</i> | <i>\$ 170,584,077</i> | <i>\$ 179,151,469</i> | <i>\$ 189,439,756</i> | <i>5.74%</i> |
| NON-RECURRING EXPENDITURES | | | | | | |
| Deficit Accounts | \$ 208,565 | \$ 360,304 | \$ 187,064 | \$ 93,925 | \$ 500,000 | 432.34% |
| Special Warrant Articles | \$ 5,504,044 | \$ 7,838,401 | \$ 11,561,536 | \$ 32,382,322 | \$ 10,905,965 | -66.32% |
| TOTAL EXPENDITURES | \$ 160,782,981 | \$ 170,002,965 | \$ 182,332,677 | \$ 211,627,716 | \$ 200,845,721 | -5.09% |
| SURPLUS/(DEFICIT) | \$ (5,604,044) | \$ (7,938,401) | \$ (11,661,536) | \$ (32,482,322) | \$ (10,905,965) | |
| NON-RECURRING REVENUES | | | | | | |
| Free Cash | \$ 4,234,005 | \$ 6,769,589 | \$ 10,482,136 | \$ 31,065,635 | \$ 9,398,783 | -69.75% |
| Special Revenue Funds | \$ 1,170,039 | \$ 1,168,812 | \$ 1,179,400 | \$ 1,166,687 | \$ 1,507,182 | 29.18% |
| Excess Allowance for Abatements | \$ 200,000 | \$ - | \$ - | \$ 250,000 | \$ - | -100.00% |
| TOTAL NON-RECURRING REVENUES | \$ 5,604,044 | \$ 7,938,401 | \$ 11,661,536 | \$ 32,482,322 | \$ 10,905,965 | -66.42% |
| SURPLUS/(DEFICIT) | \$ - | \$ - | \$ - | \$ - | \$ - | |

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 sixth year of the Town's scheduled payment to address it's liability for Other Post Employments Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. The next actuarial study for OPEB is ongoing and will be finalized later this spring. 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 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 | % Increase |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------|
| Unemployment | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | 0.00% |
| Health Insurance | \$15,028,422 | \$15,633,054 | \$16,248,398 | \$17,165,850 | \$18,513,777 | 7.85% |
| F.I.C.A./Medex | \$1,260,128 | \$1,323,134 | \$1,389,291 | \$1,470,000 | \$1,550,000 | 5.44% |
| General Town Insurance | \$1,156,399 | \$1,214,219 | \$1,364,219 | \$1,500,000 | \$1,700,000 | 13.33% |
| Audit | \$60,000 | \$60,000 | \$60,000 | \$70,000 | \$70,000 | 0.00% |
| Waste Removal | \$2,244,200 | \$2,322,124 | \$3,159,710 | \$3,304,700 | \$3,423,041 | 3.58% |
| Street Lights | \$370,500 | \$360,500 | \$360,500 | \$360,500 | \$360,500 | 0.00% |
| DEP Drinking Water Assessment | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | 0.00% |
| Hazardous Waste Collection | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | 0.00% |
| Mosquito Control | \$45,743 | \$45,743 | \$45,743 | \$45,743 | \$50,700 | 10.84% |
| Debt Service | \$6,776,772 | \$7,605,697 | \$8,188,670 | \$8,772,664 | \$9,449,631 | 7.72% |
| Middlesex Retirement System | \$11,757,449 | \$12,543,435 | \$13,403,482 | \$14,291,966 | \$15,210,846 | 6.43% |
| Special Ed Tuition & Transportation | \$12,333,456 | \$12,873,799 | \$14,202,037 | \$15,206,011 | \$16,266,011 | 6.97% |
| Shawsheen Regional School | \$2,593,065 | \$2,667,214 | \$2,976,385 | \$2,800,665 | \$3,069,215 | 9.59% |
| Regional School - Other | \$240,018 | \$133,179 | \$106,865 | \$112,775 | \$62,000 | -45.02% |
| Local Transportation | \$50,000 | \$50,000 | \$100,000 | \$100,000 | \$150,000 | 50.00% |
| Other Post Employment Benefits T/F | \$852,493 | \$931,775 | \$1,018,430 | \$1,113,144 | \$1,216,666 | 9.30% |
| Capital Improvements | \$400,000 | \$400,000 | \$400,000 | \$400,000 | \$700,000 | 75.00% |
| Total | \$55,333,645 | \$58,328,873 | \$63,188,730 | \$66,879,018 | \$71,957,387 | 7.59% |

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 3.72% which is in line with the operating budget guideline of 3.75% set by the Ways and Means Committee for FY24.

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 Shawsheen Regional High School Assessment, the non-member tuition for Essex North Shore Agricultural and Technical School and Minuteman High School, and the tuitions and transportation portion of Special Education which are included as Accommodated Accounts. The School Committee is expected to approve an overall operating budget increase of 4.0% for FY24. (Not voted at time of printing.)

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 \$300,000 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. Our elected officials and town staff continue to make access to all available abatements and exemptions a high priority. To that end, the Select Board submitted letters of support for several bills that are making their way through the State House approval process. These bills are aimed at increasing access to existing abatements and exemptions by increasing the income and asset limits. Along the same lines the Board of Assessors and their staff have submitted two articles on this Town Meeting warrant. One of them they hope will help with these same qualifying limitations, and the second will allow the Town to provide some relief to those in need.

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 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 | % Increase |
|---|--------------------|--------------------|--------------------|--------------------|-----------------------|---------------|
| Air Pollution Dist (C.676) | \$ 12,198 | \$ 11,994 | \$ 12,235 | \$ 12,538 | \$ 12,375 | -1.30% |
| RMV Non-renewal | \$ 15,771 | \$ 11,540 | \$ 15,061 | \$ 22,240 | \$ 22,240 | 0.00% |
| MBTA | \$ 648,351 | \$ 609,104 | \$ 630,324 | \$ 647,109 | \$ 678,651 | 4.87% |
| Metro Area Planning Council | \$ 15,080 | \$ 14,732 | \$ 16,780 | \$ 15,432 | \$ 16,112 | 4.41% |
| Tuition Assessments | \$ 322,569 | \$ 413,956 | \$ 292,548 | \$ 341,681 | \$ 564,299 | 65.15% |
| School Offsets ** Public Libraries (C78,S19A)** | \$ 120,000 | \$ 110,000 | \$ 101,352 | \$ 86,684 | \$ 85,041 | -1.90% |
| Total | \$1,178,572 | \$1,219,935 | \$1,121,674 | \$1,186,042 | \$1,442,301 | 21.61% |

NON RECURRING EXPENDITURES

Deficit Accounts

This amount represents an estimate for the Town's projected deficit for Snow and Ice Removal from FY23. 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.

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 for the FY24 projection 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 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Previous Levy Limit | \$136,366,075 | \$141,619,356 | \$147,733,018 | \$154,725,587 | \$162,267,956 |
| 2.5% Limit | \$3,409,152 | \$3,540,484 | \$3,693,326 | \$3,868,140 | \$4,056,699 |
| New Growth | \$1,844,130 | \$2,573,178 | \$3,299,243 | \$3,674,230 | \$2,434,019 |
| Override | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$141,619,357 | \$147,733,018 | \$154,725,587 | \$162,267,956 | \$168,758,674 |
| Exclusion Debt | \$ - | \$ - | \$ - | \$ - | \$ - |
| Tax Levy Limit | \$141,619,357 | \$147,733,018 | \$154,725,587 | \$162,267,956 | \$168,758,674 |
| Excess Capacity | \$11,818,212 | \$13,241,852 | \$12,973,282 | \$14,474,988 | \$12,410,558 |
| Property Taxes Levied | \$129,801,145 | \$134,491,166 | \$141,752,305 | \$147,792,968 | \$156,348,116 |
| % levy increase over prior year | 5.54% | 3.61% | 5.40% | 4.26% | 5.79% |

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.

Local Receipts

This category includes locally generated revenue other than real and personal property taxes and makes up approximately 10.32% 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.

For several years before the pandemic the Town had been able to utilize increases in local receipts provided by a robust local economy to offset increases to the tax levy. During FY21, the economic effects of the global pandemic resulted in a midyear budget reduction of \$2.1M. After several years of flat budget projections the local receipts budget has rebounded. The following chart details the previous five years of budgeted local receipts.

Budgeted Local Receipts – Five Year Comparative

| | Budget FY 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 |
|--|-------------------|-------------------|-------------------|-------------------|-----------------------|
| Motor Vehicle Excise | \$4,097,758 | \$4,092,209 | \$4,221,353 | \$4,305,780 | \$4,391,896 |
| Hotel Excise | \$1,415,000 | \$1,415,000 | \$1,500,000 | \$3,100,000 | \$3,900,000 |
| Local Meals Tax | \$1,300,000 | \$1,400,000 | \$1,750,000 | \$1,825,000 | \$2,400,000 |
| Penalties & Interest (Tax & Excise) | \$325,000 | \$325,000 | \$334,750 | \$331,445 | \$338,074 |
| In Lieu of Taxes (Limited) | \$520,000 | \$520,000 | \$520,000 | \$520,000 | \$520,000 |
| Water User Charges | \$3,600,000 | \$3,600,000 | \$3,708,000 | \$3,925,000 | \$4,042,750 |
| Ambulance User Charges | \$594,451 | \$500,000 | \$600,000 | \$625,000 | \$675,000 |

| | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Rentals | \$400,000 | \$400,000 | \$412,000 | \$315,240 | \$321,545 |
| Departmental Revenues | \$840,000 | \$840,000 | \$865,200 | \$891,156 | \$917,891 |
| Licenses & Permits | \$1,000,000 | \$1,000,000 | \$1,250,000 | \$1,500,000 | \$1,600,000 |
| Fines & Forfeits | \$10,000 | \$4,000 | \$4,120 | \$4,244 | \$4,371 |
| Investment Earnings | \$200,000 | \$205,397 | \$211,558 | \$217,508 | \$224,033 |
| Medical Assistance Reimbursements | \$260,000 | \$260,000 | \$267,800 | \$265,834 | \$273,809 |
| Other (ARPA) | \$500,000 | \$500,000 | \$500,000 | \$ - | \$ - |
| TOTAL LOCAL RECEIPTS | \$15,062,209 | \$15,061,606 | \$16,144,782 | \$17,826,207 | \$19,609,368 |

State Receipts (Cherry Sheet)

State Aid represents approximately 7.4% 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 normally forecasts State Receipts based upon the most current information available from the State as of the time of Annual Town Meeting.

It is important to note that there is a significant increase included for Chapter 70 aid. This increase is the result of the State's commitment to continuing to implement the formula change put in place by the Student Opportunity Act. 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 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 | % Increase |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------|
| School Chapter 70 Charter Tuition Assess Reimb | \$7,104,731 | \$9,149,844 | \$9,355,284 | \$9,975,106 | \$10,239,331 | 2.65% |
| School Offset Programs ** | \$120,000 | \$110,000 | \$101,352 | \$86,684 | \$85,041 | -1.90% |
| Subtotal Education | \$7,231,297 | \$9,273,572 | \$9,459,012 | \$10,109,743 | \$10,459,746 | 3.46% |
| Unrestricted General Govt Aid | \$2,878,214 | \$3,033,638 | \$3,130,714 | \$3,224,636 | \$3,295,578 | 2.20% |
| Veterans Benefits Reimbursed | \$79,937 | \$79,359 | \$61,030 | \$51,875 | \$34,299 | -33.88% |
| Vets, Blind & Surviving Spouse (C59) | \$81,533 | \$76,614 | \$69,924 | \$79,607 | \$129,066 | 62.13% |
| Public Libraries (C78,S19A) ** | \$44,603 | \$48,609 | \$53,374 | \$60,358 | \$63,583 | 5.34% |
| Subtotal General Government | \$3,084,287 | \$3,238,220 | \$3,315,042 | \$3,416,476 | \$3,522,526 | 3.10% |
| TOTAL STATE RECEIPTS | \$10,315,584 | \$12,511,792 | \$12,774,054 | \$13,526,219 | \$13,982,272 | 3.37% |

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 five fiscal years. The FY2026 Projection specifies approximately \$6M of Free Cash to fund the “pay as you go” capital plan and other recurring financial warrant articles. Additionally, the Administration and the Ways and Means committee are recommending the use of \$1.88M of Free Cash to help keep some larger capital items appearing on the warrant from being included in the debt plan. This will allow for continued financial flexibility in the Town’s borrowing program for large construction projects. This amount would be adjusted down with the postponement of any warrant articles referenced in the non-recurring expenditure section. As of the printing of this document, the Select Board, School Committee, Ways and Means Committee, and Capital Budget Committee have not taken a position on many of the financial warrant articles. In an effort to ensure the reports and schedules in this document are not underestimated all of the submitted articles are included in the calculation of the totals.

Certified Free Cash – Recent History

| June 30 2020 | June 30 2021 | June 30 2022 | June 30 2023 | June 30 2024 |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| \$ 16,778,709 | \$ 18,749,255 | \$ 24,975,130 | \$ 32,558,569 | \$ 36,121,508 |

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 Inflow Infiltration..... | \$ 107,975 |
| Chapter 90 Highway..... | \$ 1,399,207 |
| Total..... | \$ 1,507,182 |

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. For FY26 the Board of Assessors have not declared any funds as surplus. The amount of overlay surplus declared surplus and appropriated over the past five fiscal years is as follows:

| Budget FY 2022 | Budget FY 2023 | Budget FY 2024 | Budget FY 2025 | Projection FY 2026 |
|-------------------|-------------------|-------------------|-------------------|-----------------------|
| \$ 200,000 | \$ - | \$ - | \$ 250,000 | \$ - |

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SECTION 2: OPERATING BUDGETS

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General Government

113 - TOWN MEETING AND REPORTS

DESCRIPTION OF SERVICES/MISSION:

The Town Meeting and Reports budget covers the costs of preparing for and administrating the tri-annual Town Meeting. The salary budget funds the checkers and public address workers, while the expense budget includes the printing and mailing of official Town Meeting documents, such as the warrant, backup, annual operating and capital budgets, and any other costs associated with the meetings.

The budget also reflects the costs associated with the printing and binding of the Town's annual report as required by M.G.L. Ch. 40 §49.

STAFFING:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--------------------------|----------------|----------------|---------------|--------------|------------------|--------------|
| Salaries | | | | | | |
| Part Time | 2,259 | 3,333 | 3,333 | 5,600 | 5,600 | 5,600 |
| 1- TOTAL SALARIES | 2,259 | 3,333 | 3,333 | 5,600 | 5,600 | 5,600 |

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--------------------------|----------------|----------------|---------------|---------------|------------------|---------------|
| Expenses | | | | | | |
| Contracted Services | 12,575 | 12,575 | 12,575 | 24,275 | 24,275 | 24,275 |
| 2- TOTAL EXPENSES | 12,575 | 12,575 | 12,575 | 24,275 | 24,275 | 24,275 |

| | | | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| GRAND TOTAL | 14,834 | 15,908 | 15,908 | 29,875 | 29,875 | 29,875 | 87.80% |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|

119 - LEGISLATIVE COMMITTEES

DESCRIPTION OF SERVICES/MISSION:

The Legislative Committees' budget consolidates the Town Moderator's budget and their appointed committees' budgets.

Town Moderator: Directs the Town Meeting (at least tri-annually) under Massachusetts General Law and Roberts Rules.

The Information Systems Security Advisory Committee (ISSAC): Works with the town administration and superintendent of schools to address the technology issues facing the Town.

Land Use Committee: Reviews zoning proposals for the Town Meeting.

Ways and Means Committee: Reviews all financial matters and provides recommendations to the Town Meeting.

Capital Budget Committee: Reviews all capital purchasing requests and provides recommendations to the Town Meeting.

Zoning Bylaw Review Committee: Monitors and reviews the zoning bylaws and makes recommendations to the Town Meeting.

General Bylaw Review Committee: Reviews general and special bylaws and makes recommendations to the Town Meeting.

SIGNIFICANT CHANGES:

None.

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--------------------------|----------------|----------------|---------------|---------------|------------------|---------------|
| Salaries | | | | | | |
| Part Time (ISAC) | 364.88 | 91 | 1,500 | 1,400 | 1,400 | 1,400 |
| Part Time (WM) | 787.63 | 1,354 | 3,756 | 3,756 | 3,756 | 3,756 |
| Part Time (CBC) | 0 | 0 | 838 | 738 | 738 | 738 |
| Part Time (ZBRC) | 1,270 | 1,545 | 1,400 | 1,600 | 1,600 | 1,600 |
| Part Time (GBLR) | 1,250 | 251 | 1,500 | 1,500 | 1,500 | 1,500 |
| Part Time (LAND USE) | 478 | 1,243 | 1,500 | 1,500 | 1,500 | 1,500 |
| Elect/Appoint (MOD) | 254 | 150 | 150 | 150 | 150 | 150 |
| 3- TOTAL SALARIES | 4,405 | 4,634 | 10,644 | 10,644 | 10,644 | 10,644 |
| Expenses | | | | | | |
| Materials & Supplies | 30 | 0 | 373 | 373 | 373 | 373 |
| 4- TOTAL EXPENSES | 30 | 0 | 373 | 373 | 373 | 373 |
| GRAND TOTAL | 4,435 | 4,634 | 11,017 | 11,017 | 11,017 | 11,017 |
| | | | | | | 0.00% |

122 - SELECT BOARD/TOWN ADMINISTRATOR

DESCRIPTION OF SERVICES/MISSION:

The Select Board is the Chief Executive Officer of the Town of Burlington. The Board appoints a Town Administrator as the Chief Administrative Officer to operate the Town day-to-day.

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

The Town Administrator manages the agencies/departments under the control of the Select Board. Additionally, they enact and supervise all Select Board policies, directives, and votes.

The Town Administrator is authorized to appoint personnel for all departments under the jurisdiction of the Select Board. Furthermore, they negotiate all collective bargaining agreements with employee unions and prepare the overall Town operating budget in concert with the Budget Director and the Ways and Means Committee. Finally, they ensure the Town complies with Massachusetts General Laws, federal statutes, and Town regulations.

Chapter 549 of the Acts of 1978 and Article IV, Section 2.0 of the Town bylaws further specify the duties and responsibilities of the Town Administrator.

In 2020, the Town Administrator's office created an Economic Development Office (EDO). The EDO's charge is to generate a vibrant, innovative, diverse, and thriving economic base. The EDO leads long-range land use and economic development plans. The office also supports existing and prospective businesses through local bureaucratic processes. And finally, they lead marketing and promotion efforts to keep Burlington a top-of-mind site selection for prospective companies.

SIGNIFICANT CHANGES:

The request to add a Communications Director in FY26

FY25 Accomplishments:

- Succeed in maintaining a multi-year financial plan and sustaining a AAA Bond Rating
- Town Meeting approved the funding proposal for the design and construction of a new Police Department
- Completed the analysis and implementation of a compensation plan that supports attracting and retaining talent
- Successfully rolled out the municipal aggregation program, saving residents and businesses over \$500k through December 2024
- Town Meeting adopted a significant new mixed-use district for the Mall area that unlocks new development potential
- Awarded \$1M MassWorks grant for designing improvements for public realm and roadway safety along Middlesex Turnpike.
- Initiated a Mobility Action Plan conducted by MAPC to outline a vision for multimodal transportation throughout commercial and mixed use areas of Burlington
- Awarded a Massachusetts Downtown Initiative Grant for \$25K for Town Center for placemaking efforts

FY26 Goals:

- Support a seamless leadership transition between outgoing and incoming Town Administrators to maintain organizational stability
- Maintain a sustainable multi-year financial plan and sustain AAA Bond Rating
- Implement the recommended strategy to bring a communications role on staff to enhance internal and external communications and messaging.
- Complete the design phase and initiate construction of the new Police Department, while facilitating a smooth transition to the temporary facility
- Reboot and develop a business permitting guide and update the online permitting process to facilitate the process for new businesses to establish in Town
- Establish a TIF guideline policy to provide a clear framework for evaluating proposals and promoting equitable, sustainable development
- Advance design and procurement efforts for MassWorks-funded public realm and roadway safety improvements to strengthen Burlington's eligibility for future state grant opportunities

STAFFING:

(1) Town Administrator, (1) Assistant Town Administrator, (1) Economic Development Director, (1) Office Manager, (1) Administrative Assistant II (2) Administrative Assistant I, NEW REQUEST (1) Communications Officer

BUDGET ISSUES

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| Salaries | | | | | | |
| Full Time | 765,015 | 818,533 | 908,453 | 987,064 | 987,064 | 987,064 |
| Part Time | 0 | 0 | 0 | 0 | 0 | 0 |
| Elected/Appointed | 4,500 | 4,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| Overtime | 0 | 0 | 0 | 0 | 0 | 0 |
| 5- TOTAL SALARIES | 769,515 | 823,033 | 913,953 | 992,564 | 992,564 | 992,564 |
| Expenses | | | | | | |
| Contracted Services | 32,324 | 35,404 | 51,000 | 51,000 | 51,000 | 51,000 |
| Materials & Supplies | 63,529 | 66,319 | 55,400 | 55,400 | 55,400 | 55,400 |
| M.E.L.T. | 12,161 | 14,934 | 17,015 | 17,015 | 17,015 | 17,015 |
| 6- TOTAL EXPENSES | 108,015 | 116,657 | 123,415 | 123,415 | 123,415 | 123,415 |
| Special Accounts | | | | | | |
| Misc. Expenses | 16,834 | 8,104 | 17,500 | 17,500 | 17,500 | 17,500 |
| 7- TOTAL SPECIAL | 16,834 | 8,104 | 17,500 | 17,500 | 17,500 | 17,500 |
| GRAND TOTAL | 894,365 | 947,794 | 1,054,868 | 1,133,479 | 1,133,479 | 1,133,479 |
| | | | | | | 7.45% |

135 - ACCOUNTING

DESCRIPTION OF SERVICES/MISSION:

The Town Accountant is appointed and supervised by and answers to the Select Board. The Accountant works with and supports the Town Administrator and administrative team.

The Accounting department performs financial management duties per Massachusetts General Laws, Town bylaws, and all "Generally Accepted Accounting Principles" (GAAP).

The department maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts—additionally, the general ledger and journal records of all transactions. Furthermore, the department is an internal auditor for all departmental receipts and expenditures and coordinates with the Town's external auditors.

The Accountant's office manages all Town expenditures, including vouchers, bills, and payroll. The weekly payroll and accounts payable warrants require checking expenditures as appropriate and accurate and ensuring the availability of funds before the Treasurer's office issues payment. Afterward, the team reconciles the Treasurer/Collector's cash and receivables balances with the general ledger.

The Accountant oversees and participates in posting weekly warrants, cash receipts as received, and the monthly entries in the journal. Furthermore, they assist other town officials in monitoring the Town's financial condition. Such assistance includes monthly departmental notices on expenditures and account balances and recommendations for best financial practices.

Finally, they compile and submit all required state and federal reports during and at the close of the fiscal year. They also prepare the annual balance sheet breakdown of cash receipts and produce annual reports for the Town.

The Accounting Department prepared an Annual Comprehensive Financial Report (ACFR) for the year ending June 30, 2024. The report replaced the plain financial statement report issued in prior years. The issuance of an ACFR had been a long-term goal.

The Budget Director is responsible for developing, preparing, and monitoring the Town's annual operating budget and ten-year capital improvement plan. Additionally, they assist departments, Town boards and committees, residents, and other

stakeholders with facts and analysis of fiscal matters. Moreover, they ensure the budget reflects the goals of the Administration and community. Finally, they continue improving the budget book to inform decision-makers with expert analysis.

The purchasing function of the office is responsible for procuring/acquiring or disposing of all goods and services, construction, and real property following Massachusetts General Law and applicable local regulations.

SIGNIFICANT CHANGES:

None.

FY25 ACCOMPLISHMENTS:

- Ensured compliance with Generally Accepted Accounting Principles (GAAP)
- Received the GFOA Award for *Excellence in Financial Reporting* for the Annual Comprehensive Financial Report
- Continued to provide support to all the Town departments
- Enhanced staff cross-training

FY26 GOALS:

- Continue to safeguard the financial assets of the Town and maintain appropriated legal levels of control over revenues and expenditures
- Support digital Transformation initiative (Munis TCM)
- Continue to cross-train staff
- Work to ensure staff continue to grow with professional development training and seminars

STAFFING:

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

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 426,019 | 461,050 | 493,035 | 509,609 | 509,609 | 509,609 |
| Part Time | 23,069 | 26,061 | 30,182 | 31,539 | 31,539 | 31,539 |
| 8- TOTAL SALARIES | 449,088 | 487,111 | 523,217 | 541,148 | 541,148 | 541,148 |
| Expenses | | | | | | |
| Materials & Supplies | 317 | 425 | 425 | 425 | 425 | 425 |
| M.E.L.T. | 4,470 | 3,689 | 4,870 | 4,870 | 4,870 | 4,870 |
| 9- TOTAL EXPENSES | 4,787 | 4,114 | 5,295 | 5,295 | 5,295 | 5,295 |
| GRAND TOTAL | 453,875 | 491,225 | 528,512 | 546,443 | 546,443 | 546,443 |
| | | | | | | 3.39% |

141 - ASSESSORS

DESCRIPTION OF SERVICES/MISSION:

The Board of Assessors determines the value of all taxable real 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 mails the "Form of List" to business owners and analyzes the resulting data to value all business personal property.

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

The office also mails exemption applications annually to residents who have previously qualified for an exemption and processes the returned applications.

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 disputed real estate and personal property tax values.

The office also maintains the Databases for Patriot, MUNIS, GIS, and the website.

SIGNIFICANT CHANGES:

None.

FY25 ACCOMPLISHMENTS:

- Successfully completed the state-mandated five-year revaluation of all properties in Town.
- Abated uncollectable excise tax at the request of the Treasurer's Office.

FY26 GOALS:

- Provide the administration with information to help develop financial strategies.

STAFFING:

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

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 277,719 | 284,517 | 279,493 | 287,475 | 287,475 | 287,475 |
| Elected/Appointed | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| 10- TOTAL SALARIES | 280,319 | 287,117 | 282,093 | 290,075 | 290,075 | 290,075 |
| Expenses | | | | | | |
| Contracted Services | 180,629 | 180,980 | 181,980 | 185,450 | 185,450 | 185,450 |
| Materials & Supplies | 2,472 | 3,150 | 3,150 | 3,150 | 3,150 | 3,150 |
| M.E.L.T. | 5,043 | 1,756 | 7,315 | 6,115 | 6,115 | 6,115 |
| Capital Outlay | 1,530 | 1,530 | 1,530 | 1,530 | 1,530 | 1,530 |
| 11- TOTAL EXPENSES | 189,674 | 187,416 | 193,975 | 196,245 | 196,245 | 196,245 |
| GRAND TOTAL | 469,993 | 474,533 | 476,068 | 486,320 | 486,320 | 486,320 |
| | | | | | | 2.15% |

145 - TREASURER/COLLECTOR

DESCRIPTION OF SERVICES/MISSION

The Treasurer/Collector performs all duties outlined in the Town's General Bylaws Article VII, Sections 1.0 – 5.0 "Town Treasurer/Collector".

The Department's mission is to provide efficient, timely collection of monies due to the Town of Burlington. Such dues include, but are not limited to, Real Estate Tax, Personal Property Tax, Water & Sewer Tax, and Motor Vehicle Excise Tax.

The Treasurer/Collector is responsible for safeguarding all of the funds of the Town of Burlington and issuing debt as authorized by Town Meeting.

This Department also oversees fund expenditures, payroll and benefits for Town employees and retirees, and all employee benefits, including health, life, disability, dental, deferred compensation, tax shelter, pension, flexible spending, and other related benefits programs.

The Department administers weekly payroll for all employees, including Federal and State Tax withholdings. Additionally, the quarterly and annual reporting and payment of those taxes are essential tasks. Issues and reports W-2s for all employees.

SIGNIFICANT CHANGES

None.

FY25 ACCOMPLISHMENTS

- Restructured positions to facilitate a cleaner structure within the Treasurer/Collector Team.
- Reflect increase in Online Payments
- Initiated Outsourcing of Printing and mailing of tax bills
- Developed a welcome letter in the summer of 2024 to new property owners identifying the requirements of the tax liabilities and available options for payments.
- In December 2024, we began emailing payroll advices versus printing, folding, and distributing. Will continue to roll out to larger departments in the winter and spring of 2025

FY26 GOALS

- Continuing to promote options for payment through mail-in lockbox, online payments, and drop-off at town hall.
- Continuing to roll out the Employee Assistance module to decrease printing and paper costs.
- As a result of the increase in online and lockbox utilization and efficiencies of processes, the Department will eliminate a position within the Department. The elimination is the second decrease within the Department within the last 5 years.

STAFFING

Proposed In FY 26(1) Appointed Treasurer/Collector, (1) Deputy Treasurer Collector, (1) Assistant Treasurer, (1) Benefits Administrator, (1) Payroll Administrator, (1) Accounting Specialist, (2) Collector Specialist

BUDGET ISSUES

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 688,673 | 724,066 | 773,432 | 720,792 | 720,792 | 720,792 |
| 12- TOTAL SALARIES | 688,673 | 724,066 | 773,432 | 720,792 | 720,792 | 720,792 |
| Expenses | | | | | | |
| Contracted Services | 1,025 | 200 | 2,750 | 2,800 | 2,800 | 2,800 |
| Materials & Supplies | 15,098 | 24,555 | 22,150 | 52,300 | 52,300 | 52,300 |
| M.E.L.T. | 5,098 | 2,982 | 6,100 | 6,250 | 6,250 | 6,250 |
| 13- TOTAL EXPENSES | 21,222 | 27,737 | 31,000 | 61,350 | 61,350 | 61,350 |
| Special Accounts | | | | | | |
| Misc. Expenses | 0 | 0 | 100 | 100 | 100 | 100 |
| 14- TOTAL SPECIAL | 0 | 0 | 100 | 100 | 100 | 100 |
| GRAND TOTAL | 709,895 | 751,803 | 804,532 | 782,242 | 782,242 | 782,242 |
| | | | | | | -2.77% |

149 - CENTRAL ADMINISTRATION

DESCRIPTION OF SERVICES/MISSION:

The Central Administration budget comprises various expense accounts impacting all Town departments.

Unemployment Compensation funds all Town and School unemployment claims as directed by Massachusetts General Law.

Chapter 32B Benefits funds health insurance and other employee benefits. The administration and union representatives work closely with a professional consultant to monitor and analyze trends in claims, review them, and propose plan design changes to control cost increases.

Other Post-Employment Benefits (OPEB) fund represents the Town's contribution to the OPEB Trust fund. The appropriation amount corresponds to the amount identified in the Town's funding schedule. The Town engages the services of an actuary every two years to update the plan.

Town Insurance funds all Town and School property, casualty, auto, and professional liability insurance. In addition, the budget also supports the Town's self-insured Workers' Compensation Program for all Town and School employees other than public safety officers (Police and Fire) who separately support their 111F obligations.

Financial Services covers the cost of the Town's annual audit, any other targeted audits, or financial analysis that may be required.

The Central Supply and Central Machine appropriations cover the cost of general office supplies, paper, and postage, as well as the annual lease payments and maintenance agreements of office equipment.

SIGNIFICANT CHANGES:

None.

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 closely with employee unions to monitor trends in health claims and review plan design changes to keep the program cost increases modest, with some success over the past several years. Past performance is no guarantee of future success. We will continue to work

diligently and in tandem with our employees to contain costs wherever possible. This budget line item will require a 7.85% increase for FY26.

Town Insurance – The growing rate of premiums, robust cyber security coverage, and the unpredictable nature of worker's compensation payments make for a challenging budget to predict and corral. The Town's improving loss ratio improves our chances for more competitive bidding, which we did generate in FY25. Despite more bidders, premium increases were still double-digit percentages, and the overall insurance market is unfavorable. Preventing double-digit growth in premium rates is challenging to beat. However, the Town works with its agents and advisors to reduce insurance costs across all forms. Additionally, the line includes our non-Police and Fire Workers' Compensation payments. The unpredictable nature of workers' comp generates uncertainty even as we strive to keep work environments safe.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| 15- Unemployment Comp. (A) | 59,731 | 17,382 | 100,000 | 100,000 | 100,000 | 100,000 | 0.00% |
| 16- Ch. 32B Benefits (A) | 14,113,681 | 15,187,402 | 17,165,850 | 18,513,777 | 18,513,777 | 18,513,777 | 7.85% |
| 17- Medicare (A) | 1,298,225 | 1,366,212 | 1,470,000 | 1,550,000 | 1,550,000 | 1,550,000 | 5.44% |
| 18- Transfer to OPEB (A) | 931,775 | 1,018,430 | 1,113,144 | 1,216,666 | 1,216,666 | 1,216,666 | 9.30% |
| 19- Town Insurance (A) | 1,214,219 | 1,364,219 | 1,500,000 | 1,700,000 | 1,700,000 | 1,700,000 | 13.33% |
| 20- Financial Services (A) | 55,524 | 53,530 | 70,000 | 70,000 | 70,000 | 70,000 | 0.00% |
| 21- Central Supply | 110,000 | 110,000 | 140,000 | 145,000 | 145,000 | 145,000 | 3.57% |
| 22- Central Machine | 27,200 | 27,124 | 29,210 | 30,000 | 30,000 | 30,000 | 2.70% |
| TOTAL ACCOMMODATED | 17,673,155 | 19,007,175 | 21,418,994 | 23,150,443 | 23,150,443 | 23,150,443 | 8.08% |
| TOTAL OPERATING | 137,200 | 137,124 | 169,210 | 175,000 | 175,000 | 175,000 | 3.42% |
| GRAND TOTAL | 17,810,355 | 19,144,299 | 21,588,204 | 23,325,443 | 23,325,443 | 23,325,443 | 8.05% |

151 - LEGAL

DESCRIPTION OF SERVICES/MISSION

The Town utilizes third-party counsel for its legal needs. The budget supports most town-wide legal expenses (except for certain specialty areas). The budget reflects the anticipated costs of both general counsel and labor counsel.

SIGNIFICANT CHANGES:

None.

STAFFING:

None.

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------------|------------------------|-----------------------|----------------------|--------------------------|-------------------------|
| Expenses | | | | | | |
| Contracted Services | | | | | | |
| Legal Fees | 83,357 | 112,128 | 125,000 | 153,000 | 153,000 | 153,000 |
| Labor | 62,546 | 51,417 | 72,000 | 72,000 | 72,000 | 72,000 |
| Cable TV Negotiations | 4,794 | 8,789 | 1,500 | 1,500 | 1,500 | 1,500 |
| Tax Title | -1,408 | 10,743 | 3,500 | 3,500 | 3,500 | 3,500 |
| 23- TOTAL EXPENSES | 149,289 | 183,077 | 202,000 | 230,000 | 230,000 | 230,000 |
| GRAND TOTAL | 149,289 | 183,077 | 202,000 | 230,000 | 230,000 | 230,000 |
| | | | | | | 13.86% |

152 - HUMAN RESOURCES

DESCRIPTION OF SERVICES/MISSION:

The Human Resources Department is a partner to all Town and School employees. Furthermore, the department supports recruitment & selection, compensation, employee relations, labor relations, and organization & employee development processes.

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:
 - Preparing and posting recruitment announcements and advertisements
 - Recommending appropriate recruitment process
 - Assisting department heads and school administrators with screening applications and identifying the most highly qualified candidates
 - Facilitates developing interviews and other selection procedures for departments
 - Performs reference/background checks
- Provides support in the administration of the municipality's and school department's classification and pay plans, including:
 - Recommending appropriate reclassification of positions when needed
 - Assists in the conducting of classification and salary studies
 - Helps evaluate positions and recommends fair salary schedules in preparation for collective bargaining
 - Ensures the municipality and school department are 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 of collective bargaining agreements under local, state, and federal laws.
 - Meets, as appropriate, with employees to discuss individual job-related issues
 - Participates in grievance and arbitration hearings as necessary
- Ensures the Town and School Department employment practices follow all applicable state and federal requirements.

- Assists in preparing civil service correspondence and forms per Chapter 31 of the General Laws of the Commonwealth of Massachusetts
- Aides municipal and school management teams in the annual renewal of the Town's health insurance and dental plans
 - Provides support to help make premium plan design changes. Additionally, the team is responsible for recording the Insurance Advisory Committee minutes
- Coordinates in-house training sessions for staff
- Selects and promotes appropriate external training opportunities
- Assists and participates in annual new teacher orientation
- Acts as a liaison with the Employee Assistance Program
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace
- Works to prevent and address claims of sexual harassment, discrimination, and a hostile work environment
- Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents

SIGNIFICANT CHANGES:

Beginning in FY26, we recommend that the HR Director be fully assigned to the Town's General Government departments and implement a full-time HR Director position assigned to the School Department.

FY25 ACCOMPLISHMENTS:

- Continued the Management Academy program consisting of management-level training for department heads and others in a supervisory role; topics included public speaking for managers and EAP supervisory services
- Provided discrimination and harassment training to all Firefighters
- Enhanced the onboarding process by offering electronic access to new hire documents
- Initiated a partnership with Regis College, providing employees and family members with discounted course offerings
- Worked with consultant and administration to update the compensation and classification plans for the Town's administrative and professional staff
- Worked with administration to update the Town's Personnel Rules & Regulations
- Continue efforts to diversify the demographics of Town employees
- Wellness initiatives included healthy challenges and incentives for healthy activities
- Partnered with the Benefits Office for the annual employee health fair consisting of 20+ wellness vendors, health screenings, and activities with over 100 employees in attendance

FY26 GOALS:

- Participate in collective bargaining for all Town union contracts

- Continue efforts to diversify the demographics of Town employees
- Continue exploring efficiencies in services and communications, including processing personnel changes, onboarding, and offboarding. Work with department heads and IT to enhance the onboarding and offboarding process.
- Continue to provide health and wellness education to our employees to maximize benefits from the plans offered while encouraging decisions that minimize claims costs

STAFFING:

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

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 153,451 | 163,253 | 177,493 | 234,093 | 234,093 | 234,093 |
| 24- TOTAL SALARIES | 153,451 | 163,253 | 177,493 | 234,093 | 234,093 | 234,093 |
| Expenses | | | | | | |
| Contracted Services | 0 | 0 | 450 | 2,450 | 2,450 | 2,450 |
| Materials & Supplies | 1,263 | 637 | 1,250 | 1,250 | 1,250 | 1,250 |
| M.E.L.T. | 2,393 | 2,175 | 3,065 | 3,179 | 3,179 | 3,179 |
| 25- TOTAL EXPENSES | 3,656 | 2,812 | 4,765 | 6,879 | 6,879 | 6,879 |
| Special Accounts | | | | | | |
| BMEA Education | 3,625 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| Staff Training | 3,995 | 6,310 | 6,310 | 6,625 | 6,625 | 6,625 |
| Recruitment/Retention | 4,752 | 3,682 | 6,500 | 6,500 | 6,500 | 6,500 |
| 26- TOTAL SPECIAL | 12,372 | 17,491 | 20,310 | 20,625 | 20,625 | 20,625 |
| GRAND TOTAL | 169,479 | 183,556 | 202,568 | 261,597 | 261,597 | 261,597 |
| | | | | | | 29.14% |

155 - MANAGEMENT INFORMATION SYSTEMS

Description of Services:

The primary objective of the Management Information Systems (MIS) department is to provide comprehensive information and technology support to all municipal organizations within the Town. This support includes a range of responsibilities, such as maintaining servers and networks, resolving technical issues, implementing and maintaining software and hardware, and ensuring the security and compliance of the organization's technology following relevant regulations. Additionally, the department evaluates emerging technologies, recommends systems to improve organizational performance, and offers guidance and training on technological usage. In short, the MIS department manages information and technology to help achieve organizational goals by delivering relevant and timely information.

To ensure the smooth operation of the Town, a variety of proprietary software applications tailored to the public sector are essential. While this list is not exhaustive, these applications are vital to the Town's operational efficiency.

Description of Key Systems:

- **Enterprise Resource Planning (ERP) System**

The ERP system is a comprehensive solution for managing the Town's financial operations. It efficiently tracks receivables, payables, payroll, and budgets, providing a unified platform for streamlined financial management.

- **Computer Assisted Mass Appraisal Solution**

The Assessor's office uses this advanced system to maintain accurate commercial and residential property value records.

- **Public Access to Property Data**

Valuable property data is publicly available at <https://burlington.patriotproperties.com>, providing transparency and easy access to information.

- **Supervisory Control and Data Acquisition (SCADA) System**

The SCADA system supports the Department of Public Works (DPW) in controlling, directing, recording, and monitoring various systems. It enhances operational efficiency by providing supervisory control over a range of processes.

- **Permitting Application Software**

Our permitting application software improves the Town's productivity by streamlining workflows. It allows for prompt electronic routing, approval, and issuance of permits, ensuring a more efficient and effective permitting process.

- **Recreation Management Application**

The Recreation Department uses a cloud-based Recreation Management application to track activity reservations and

programs. Residents can easily access information at www.burlingtonrecreation.org, providing a user-friendly experience for all involved.

Ongoing MIS Department Responsibilities:

The MIS department is responsible for the ongoing maintenance, updates, and backups of various complex systems, each with unique characteristics. These systems, which include those utilizing security certificates, requiring multiple servers, or connecting to state and federal agencies, are essential to the Town's operations.

Significant Changes:

None.

FY25 Accomplishments:

- Successfully supported and maintained the Town's extensive fiber optic cable network
- Replaced and upgraded network equipment as part of the 5-year plan for Town/School Network Infrastructure and Enterprise Security Solutions
- Implemented a new Cybersecurity Awareness Program for all Town personnel
- Advanced the development of a comprehensive plan for responding to and managing security incidents
- Completed the development & design of the next five-year refresh cycle of our technology infrastructure

FY26 Goals:

- **Cybersecurity Awareness Program:**
 - Continue implementing the program to foster a culture of cybersecurity within the organization
 - Encourage employees to prioritize cybersecurity in all activities, protect sensitive data, prevent cyber-attacks, meet compliance requirements, and maintain cost-effectiveness
- **Application Server/Software Upgrades and Implementation:**
 - Collaborate with organizations to upgrade their application servers and software
 - Implement new software modules to automate financial tasks such as billing, accounts payable, budgeting, and financial reporting, enhancing efficiency and reducing staff workload
- **Fire & Police Departments System Implementation:**

- Continue assisting and collaborating with the Fire and Police Departments to implement a new system that provides automation, flexibility, reporting, analytics, security, scalability, compliance, customer support, and integration with other software systems for a comprehensive, streamlined solution

5-year Technology Plan

- Initiate the next five-year cycle to refresh and upgrade the Town's technology infrastructure.

Staffing:

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

Budget Issues:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 363,210 | 399,032 | 406,440 | 457,637 | 457,637 | 457,637 |
| Part Time | 25,000 | 10,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 27- TOTAL SALARIES | 388,210 | 409,032 | 431,440 | 482,637 | 482,637 | 482,637 |

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Expenses | | | | | | |
| Network and Web | 124,536 | 130,070 | 151,531 | 153,196 | 153,196 | 153,196 |
| MUNIS Support/Licenses | 128,229 | 137,105 | 145,582 | 162,925 | 162,925 | 162,925 |
| Materials and Supplies | 1,123 | 1,729 | 1,000 | 1,000 | 1,000 | 1,000 |
| Capital Outlay | 104,855 | 98,569 | 101,000 | 101,000 | 101,000 | 101,000 |
| 28- TOTAL EXPENSES | 358,742 | 367,472 | 399,113 | 418,121 | 418,121 | 418,121 |

| | | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| GRAND TOTAL | 746,952 | 776,505 | 830,553 | 900,757 | 900,757 | 900,757 | 8.45% |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|

161 - TOWN CLERK

DESCRIPTION OF SERVICES/MISSION:

Vital Records: Record, index, and, in some instances, create the Town's "vital records" (births, deaths, marriages); issue certified copies; 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, and 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 (DBAs); 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, who manages 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. They also oversee the Board of Registrar's budget and are the Clerk for the Board.

Elections: The Town Clerk oversees all elections as the Chief Elections officer. Working with the office, we manage the distribution of local and overseas Absentee Ballots for the three weeks before the election; for Federal elections, we run Early Voting for 1 or 2 weeks prior and then set up and execute the processes on Election Day. Afterward, for 5-7 days, we work on the election processing and certifying.

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

Mail service: Involves the handling of all incoming and outgoing mail for the Town. There are monthly bulk mailings from the Water Department in DPW and periodic mailings for Assessors, Board of Health, Veterans, and DPW. Three times a year, there are mailings from the Select Board, Planning, and other Zoning Departments to Town Meeting Members.

Public Information and Services: Maintain a high level of customer service by 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 the calendar year 2023, the Clerk's office brought in \$181,859 in revenue, which was then turned into the Treasurer's office and became part of the General Fund.

FY25 ACCOMPLISHMENTS:

- Continued to run an efficient and effective front door for the Town of Burlington, the Clerk's office is where people come to get an answer, whether on the phone or in person. Many times on the phone, people will say, "I know this is not the department to handle this, but can you help me with . . . "
- Ran three elections while educating staff on the changing legal requirements passed by the State Legislature. Implemented efficient processes for Vote by Mail and Early In-Person Voting. These costs continue to be significant factors in the flexions' of the Clerk's budget.
- The office processed over 1,400 vital records registration, including Births, Deaths, and Marriages. Our office processes and archives these permanent records, bringing our archives to over 67,500 vital records.
- Further implemented ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder." Additionally, the office developed a workflow for updating the OpenGov database for more accurate data, creating a more effective Permitting system.
- We continue to handle voluminous record requests from vital records, bringing in \$160,000 in revenue. Moreover, we processed over 2,600 dog licenses and 1100 Business certificates.
- We have handled over 900 FOIA requests in the 2024 calendar year.

FY26 GOALS:

- Review and update processes and procedures for all office tasks.
- Further implement ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder."
- Continue improving efficiency for Vote by Mail and Early In-Person Voting procedures, as these costs significantly drive election expenses.

- Maintain a high level of customer service for all the residents and businesses of the Town for all of the above-listed services!

STAFFING:

(1) Department Head, (1) Archivist/Records Manager, (1) Administrative Assistant II/Asst. Town Clerk, (2) Administrative Assistant I.

BUDGET ISSUES:

The Elections special account fluctuates yearly depending on the federal, state, and local election cycle.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--|----------------|----------------|---------------|--------------|------------------|-------------|
|--|----------------|----------------|---------------|--------------|------------------|-------------|

Salaries

| | | | | | | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Full Time | 282,404 | 299,337 | 314,509 | 312,768 | 312,768 | 312,768 |
| Part Time | | | | | | |
| Elected/Appointed | 108,575 | 122,869 | 130,491 | 124,276 | 124,276 | 124,276 |
| 29- TOTAL SALARIES | 390,979 | 422,206 | 445,000 | 437,044 | 437,044 | 437,044 |

Expenses

| | | | | | | |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Contracted Services | 11,888 | 11,924 | 14,300 | 15,300 | 15,300 | 15,300 |
| Materials & Supplies | 1,785 | 2,955 | 3,000 | 3,000 | 3,000 | 3,000 |
| M.E.L.T. | 3,190 | 3,070 | 3,900 | 3,900 | 3,900 | 3,900 |
| Capital Outlay | 1,166 | 497 | 1,500 | 1,500 | 1,500 | 1,500 |
| 30- TOTAL EXPENSES | 18,029 | 18,446 | 22,700 | 23,700 | 23,700 | 23,700 |

Special Accounts

| | | | | | | |
|--------------------------|---------------|---------------|----------------|---------------|---------------|---------------|
| Elections | 94,205 | 65,417 | 109,144 | 40,788 | 40,788 | 40,788 |
| 31- TOTAL SPECIAL | 94,205 | 65,417 | 109,144 | 40,788 | 40,788 | 40,788 |

| | | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| GRAND TOTAL | 503,213 | 506,069 | 576,844 | 501,532 | 501,532 | 501,532 | -13.06% |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

162 - BOARD OF REGISTRARS

DESCRIPTION OF SERVICES/MISSION:

The Registrars of Voters responsibilities include:

- 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 in conjunction with the Town Clerk's Department; conduct hearings on challenges to residents' eligibility to vote
- Petitions and Nominations: Certify names of registered voters who sign state and local petitions and nomination papers in conjunction with the Town Clerk's office
- Additional workload as state regulations increase
- Oversee voter issues during and following elections
- Conduct recounts of contested election races

STAFFING

(1) Town Clerk*, & (3) Appointed Board Members

*Town Clerk serves as Clerk to, and as member of, the Board of Registrars.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|--|----------------|----------------|---------------|--------------|------------------|-------------|
|--|----------------|----------------|---------------|--------------|------------------|-------------|

Salaries

| | | | | | | |
|-----|-----------------------|--------------|--------------|--------------|--------------|--------------|
| 32- | Elected/Appointed | 1,250 | 1,250 | 3,250 | 3,250 | 3,250 |
| | TOTAL SALARIES | 1,250 | 1,250 | 3,250 | 3,250 | 3,250 |

Expenses

| | | | | | | |
|-----|-----------------------|---------------|---------------|---------------|---------------|---------------|
| 33- | Contracted Services | 10,922 | 11,678 | 12,500 | 13,000 | 13,000 |
| | Materials & Supplies | 900 | 222 | 900 | 900 | 900 |
| | TOTAL EXPENSES | 11,822 | 11,900 | 13,400 | 13,900 | 13,900 |

| | | | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| GRAND TOTAL | 13,072 | 13,150 | 16,650 | 17,150 | 17,150 | 17,150 | 3.00% |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|

171 - CONSERVATION

DESCRIPTION OF SERVICES/MISSION:

The Conservation Department 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 Stormwater and Erosion and Sediment Control Bylaw (Article XIV, section 6.0).

Provides administrative and logistical support for the Conservation Commission

Reviews and comments on projects and proposals to the Planning Board and other boards on wetlands and environmental issues

Manages several parcels of Town-owned land under the Conservation Commission's jurisdiction, including:

Mill Pond, Sawmill Brook, Marion Road, Little Brook Conservation Areas, and several smaller parcels

Managing these parcels includes hiring 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 by hiring 2-4 seasonal workers.

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

SIGNIFICANT CHANGES

None.

FY25 ACCOMPLISHMENTS

- Managed Town compliance with minimum control measures of EPA NPDES Phase 2 MS4 permit
- Completed stormwater catchment assessments to comply with the EPA permit

- Coordinated Conservation Commission hybrid meetings and site visits
- Updated Wetland Bylaw fees
- Continued to educate the public and business community about the importance of wetlands, managing stormwater, and reducing pavement and other impervious cover

FY26 GOALS

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing the discharge of untreated stormwater in streams and wetlands
- Continue to educate the public and business community about the importance of wetlands, managing stormwater, and reducing pavement and other impervious cover
- Explore additional MVP climate resiliency planning projects

STAFFING

(1) Conservation Administrator (Department Head), (1) Assistant Conservation Administrator, (1) Administrative Assistant I, (1) Part-Time Recording Clerk, (1) Part-Time Conservation Assistant and (3-4) Seasonal Stream Cleaners

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 252,991 | 277,876 | 274,509 | 260,646 | 260,646 | 260,646 |
| Part Time | 7,995 | 9,811 | 40,655 | 40,655 | 40,655 | 40,655 |
| 34- TOTAL SALARIES | 260,986 | 287,687 | 315,164 | 301,301 | 301,301 | 301,301 |
| Expenses | | | | | | |
| Materials & Supplies | 3,757 | 6,549 | 5,700 | 5,700 | 5,700 | 5,700 |
| M.E.L.T. | 3,340 | 3,501 | 4,410 | 4,410 | 4,410 | 4,410 |
| 35- TOTAL EXPENSES | 7,097 | 10,050 | 10,110 | 10,110 | 10,110 | 10,110 |

Special Accounts

| | | | | | | | |
|-----|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Land Management | 6,903 | 7,205 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Stream Cleaning | 8,098 | 12,115 | 1,000 | 1,000 | 1,000 | 1,000 |
| 36- | TOTAL SPECIAL | 15,001 | 19,320 | 2,000 | 2,000 | 2,000 | 2,000 |
| | GRAND TOTAL | 283,084 | 317,057 | 327,274 | 313,411 | 313,411 | 313,411 |
| | | | | | | | -4.24% |

175 - PLANNING BOARD

DESCRIPTION OF SERVICES/MISSION:

Responsibilities include the review of development proposals, long-range 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 long-range planning, permit coordination, economic development, consensus building, GIS data management, addressing citizen inquiries and concerns, monitoring construction activity, and conducting background research for the Planning Board.

Under Article 9 of the Zoning Bylaw and the Planning Board Site Plan Rules and Regulations, The Planning Department reviews all commercial and multi-family development proposals for compliance with Town Bylaws, regulations, and statutory conformance. In addition, the Zoning Bylaw requires a special permit review for uses that potentially harm the environment, traffic, town infrastructure, or the water supply. 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 exercising 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.

MGL Chapter 41 Section 81 –D mandates comprehensive master planning. Therefore, the Planning Department must undertake planning studies research to identify existing and future land use issues and opportunities and monitor 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 implementing master plan recommendations through such courses of action as drafting bylaw and regulation revisions and facilitating public forums and hearings, which are required to adopt such amendments. Over the years, the department has assisted many town committees, such as the Land Use Committee and Zoning Bylaw Review Committee.

SIGNIFICANT CHANGES:

In an effort to realign staff responsibilities, we eliminated the Assistant to the Planner position. We may revisit this in the future, but for now the department is focused on filling the newly retitled Assistant Planning Director position.

FY25 ACCOMPLISHMENTS:

- Created a new Zoning Overlay that complies with the MBTA Communities Act
- Completed the required zoning compliance model per the MBTA Communities Act
- Applied for full compliance designation under the MBTA Communities Act with the Executive Office of Housing and Livable Communities (EOHLC)
- Begin updating the Town's Hazard Mitigation Plan in conjunction with Chief Connerty in the Fire Department
- Re-zoned a portion of the Grandview Farm PDD to allow for the eventual construction of a new police station
- Amended the Zoning Bylaw and Map:
 - Modernized parking requirements to reduce the amount of required pavement
 - Modernize parking lot and landscaping standards to increase safety, accessibility, aesthetics, and reduce the heat island effect
 - Comply with the new Section 3A of the State Zoning Act (MBTA Communities)

FY26 GOALS:

- Focus on long-range planning efforts to encourage and support a more diversified tax base
- Continue to attract companies that require employees to be on-site in Burlington, such as R&D, medical device, and additive manufacturing in our growing 3D printing sector
- Effective land use policy to increase commercial property value in the Town of Burlington
- Begin the Town Center 20: Zoning Review Project to set the stage for the Town Center for the next 20 years
- Pursue providing Burlington with access to the state's existing bike network. We are explicitly looking at providing a connection to the Minuteman Bikeway for both commuter and recreational use
- Continue supporting the ZBRC Sign Bylaw subcommittee in their pursuit to reimagine signage management within the Town

STAFFING:

(1) Department Head, (1) Assistant Planning Director, (1) Planner/Development Coordinator, (1) Recording Clerk

BUDGET ISSUES:

GIS Coordination - To date, each development department has utilized its budgets and consultants to manage mapping, software licensing, and GIS data. The fragmented approach results in redundancies, increased costs, and underutilization of GIS as a tool to provide better services to the community. In the long term, the Town should investigate adding dedicated GIS

staff or a centralized consultant to manage the Geographic Information System within the Town. Development departments, including Planning, Engineering, Conservation, and the Assessors, utilize ESRI's ArcGIS mapping software to inform current and future land use, facility, and infrastructure decisions. The Planning Department already provides the public an online parcel map viewer through a contract with Sanborn's AppGeo product. The company offers various spatial data services, including a managed services program that effectively builds organizational capacity to use geospatial platform technologies and location intelligence. Implementation would require centralized funding through the IT department and a coordinated on-boarding effort. Consolidating the software system and designating a specific GIS coordinator will result in savings and the opportunity to provide better services to the Town. The Town should prioritize the above recommendation.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 377,107 | 261,772 | 437,204 | 382,949 | 382,949 | 382,949 |
| Part Time | 2,008 | 1,864 | 5,247 | 5,369 | 5,369 | 5,369 |
| Elected/Appointed | 4,400 | 4,400 | 4,400 | 4,400 | 4,400 | 4,400 |
| Overtime | 0 | 2,018 | 2,394 | 2,394 | 2,394 | 2,394 |
| 37- TOTAL SALARIES | 383,515 | 270,053 | 449,245 | 395,112 | 395,112 | 395,112 |

| | | | | | | |
|---------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| | Expenses | | | | | |
| Contracted Services | 10,302 | 10,068 | 41,040 | 44,040 | 44,040 | 44,040 |
| Materials & Supplies | 1,011 | 1,368 | 1,800 | 1,800 | 1,800 | 1,800 |
| M.E.L.T. | 2,802 | 1,539 | 10,506 | 10,506 | 10,506 | 10,506 |
| 38- TOTAL EXPENSES | 14,115 | 12,975 | 53,346 | 56,346 | 56,346 | 56,346 |

| | | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| GRAND TOTAL | 397,630 | 283,028 | 502,591 | 451,458 | 451,458 | 451,458 | -10.17% |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

176 - BOARD OF APPEALS

DESCRIPTION OF SERVICES/MISSION:

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

The Board must perform 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.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|-----------------------|----------------|---------------|---------------|------------------|---------------|
| Salaries | | | | | | |
| | Part Time | 11,646 | 8,987 | 13,481 | 13,481 | 13,481 |
| 39- | TOTAL SALARIES | 11,646 | 8,987 | 13,481 | 13,481 | 13,481 |

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|-----------------------|----------------|---------------|--------------|------------------|-------------|
| Expenses | | | | | | |
| | Materials & Supplies | 184 | 180 | 250 | 250 | 250 |
| 40- | TOTAL EXPENSES | 184 | 180 | 250 | 250 | 250 |

| | | | | | | | |
|--------------------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|
| GRAND TOTAL | 11,830 | 9,167 | 13,731 | 13,731 | 13,731 | 13,731 | 0.00% |
|--------------------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|

192 - TOWN FACILITIES

DESCRIPTION OF SERVICES/MISSION:

The Department of Public Works processes and pays expenses covered by the facilities budget. The occupancy costs include the Library's occupancy costs, as the classification results in indirect cost savings. Although building occupancy resides in the Town Facilities budget, Ways and Means continues to monitor these costs and considers them when reviewing the Library's budget as a whole in case revisiting the occupancy classification and associated savings is needed.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|-----------------------|----------------|---------------|---------------|------------------|----------------|
| Expenses | | | | | | |
| | Occupancy | 96,136 | 98,244 | 99,687 | 100,663 | 100,663 |
| 41- | TOTAL EXPENSES | 96,136 | 98,244 | 99,687 | 100,663 | 100,663 |
| | GRAND TOTAL | 96,136 | 98,244 | 99,687 | 100,663 | 100,663 |
| | | | | | | 0.98% |

210 - POLICE

DESCRIPTION OF SERVICES/MISSION

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

The Department benefits from a dedicated group of professionals who have made it their calling to serve the public. The Department has two bureaus under the Chief of Police. Each bureau comprises multiple divisions and is further divided into units, as described below.

Office of the Chief of Police: Oversees the Department and is responsible for daily operations, policy formulation and enforcement, and fiscal responsibility. Assisted by a Deputy Chief of Police, the ultimate authority of the police department falls within this Office.

Operations Bureau: Managed by a Captain. This division encompasses patrol, traffic, and detectives. Additionally, the following divisions/units fall under this Bureau:

Patrol Division: An operational component of the Burlington Police Department. Its primary function is to provide all initial responses for law enforcement-related duties to the citizens and visitors of Burlington. Within the patrol division are the following units:

K-9 Unit: Assists in the general duties of patrol officers. Handlers and their K-9 partners undergo a vast series of specialized training to fulfill the responsibilities of patrol officers and the particular duties of the K-9 Unit.

Motorcycle/Bike Units: Work to increase patrol coverage in areas where traditional vehicles cannot access. Motor and bicycle officers can easily maneuver parks, alleys, and shopping districts. The units are also instrumental in other town-related activities, such as specialized patrols. They can serve our commercial areas during high use.

Drone Unit: Utilizes the advantages of aerial drone capabilities in various situations. The unit started in 2017 and continues to grow as the use of drones evolves in law enforcement. The unit can assist locally and throughout NEMLEC, our regional law enforcement council.

Detective Division: Is responsible for the investigation and prevention of serious crimes. Other units within the Detective Division include the:

Domestic Violence Unit: Focuses on the victims of domestic violence to offer services to help them recover from and escape their abusive situations.

School Resources Unit: Staffed by a full-time Youth Services Detective assigned full-time to Burlington High School and a School Resource Officer assigned full-time to the MSMS, who also handles all of the elementary schools. These two sworn officers act as the Department's liaison to the school district and handle all law enforcement functions within the schools under a Memorandum of Agreement between the Superintendent's Office and the police department.

Drug Unit: Staffed by a full-time detective; assigned as a Task Force Officer with the federal Drug Enforcement Administration. This unit investigates drug and vice/organized crime activities within the town.

Traffic Division: A specialized division within the Operations Bureau of the Department with the primary mission of traffic enforcement, education, and safety initiatives.

Support Services Bureau: Managed by a Captain. This division encompasses training, Information Technology, line-of-duty injuries, off-the-job injuries, grants, mental health and substance abuse clinicians, budget services, and other ancillary services. The following divisions/units also fall under this Bureau:

Community Service Division: Managed by the Administrative Lieutenant, is responsible for implementing community policing initiatives, in addition to Freedom of Information (FOIA) requests and animal control services. The division also handles firearms licensing and other permitting duties within the Department. Further encompassed within the division is the:

Information Technology Unit: Addresses the Departments' information technology needs.

Crime Analysis Unit: Compiles and presents crime statistics, intelligence information, and analysis of crime trends and patterns.

Mental Health and Substance Abuse Unit: Provides resources and assists individuals and families with a broad range of issues that require extended outreach and partnerships.

Training Division: Overseen by a sergeant reporting through the Support Services chain of command. The unit has two full-time sworn personnel to handle all training requirements, internally and externally, for the Department.

Dispatch Division/E911: Handles all incoming emergency and business-related telephone calls and dispatching duties for law enforcement services within the town. The dispatch center has seen an increased workload because of the improved technology around cell phones, which can now text to 911.

Records Division: Maintains records and responds to FOIA requests for documents. Due to the body-worn camera program, the division will likely experience an influx in workload.

| Departmental Statistics | 2021 | 2022 | 2023 | 2024 |
|--------------------------------|-------------|-------------|-------------|-------------|
| Documented calls for service | 29,427 | 41,190 | 38,575* | 37,011 |
| Uniform crimes reported | 371 | 496 | 586 | 639 |
| Arrests | 225 | 377 | 440 | 356 |
| Traffic Citations issues | 1,414 | 2,190 | 4,308 | 3,804 |
| Animal Complaints | 332 | 450 | 424 | 357 |

* Certain self-initiated activities and follow-up investigations were not counted toward these calls

SIGNIFICANT CHANGES

The Department lost a few personnel through resignations and retirements. Lt. Glen Mills, Sgt. Tim Kirchner, Det. Paul Glejzer and ACO Gerry Mills retired from service. We also lost Officer Eric Magee, Officer Byron Lara, and Officer Melisa Cadet to voluntary resignations. Our Recovery Coach, Hannah Hazlett, left the Department to start a new career as an Assistant District Attorney for Essex County.

FY25 ACCOMPLISHMENTS

- The Department completed the feasibility study process for a new police station. We were fortunate to gain the support of Town Meeting, which voted in favor of a new police station. The planning and design are ongoing at this time, with the goal to start constructing the new building around September 2025.
- We completed our transition to ProPhoenix, a new Records Management/Computer-Aided Dispatch (RMS/CAD) software program that will work in tandem with the Fire Department. Although we have experienced growing pains, the officers and staff continue adapting to the new program.
- The body-worn cameras are active, and department personnel assigned to line/operations functions have the cameras on their uniforms.
- The Department has begun using the Department of Justice/Byrne Grant for \$40,000 to assist us with specialized training costs and to purchase and train Zuko, a search & rescue canine. Zuko is a chocolate Labrador Retriever and has already made his mark in the Department and the Town.

FY26 GOALS

- To complete the design phase of the new police station as well as the construction of the temporary site at 171 Middlesex Turnpike.
- To complete the initial training of K-9 Zuko in basic obedience and begin his training in search and rescue.
- To continue training sworn personnel in active shooter response through Department and outside training.
- To continue recruiting and training new officers to reach our full complement of sworn staff.

STAFFING

(1) Chief, (1) Deputy Chief, (2) Captains, (5) Lieutenants, (9) Sergeants, (50) Patrol Officers, (3) Civilian Dispatchers, (7) Traffic Supervisors, (1) Animal Control Officer, (1) Administrative Secretary, (2) Administrative Assistants, (1) Mental Health Clinician, (1) Recovery Coach (1) Crime Analyst, (26) Special Police Officers. (We are filling some patrol positions to bring us up to complete staffing levels.)

BUDGET ISSUES

The Department continues to budget conservatively, but cruisers and other capital items and services continue to rise as in years past. We are budgeting for these items and maintaining our current operations levels. We continue to do our best to forecast issues that may adversely affect the budget so that we can plan and adjust our needs accordingly. The FY25 budget reflects these necessary increases, while adjustments in other areas were made to be mindful of the overall impact on town operations.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries | | | | | | |
| Full Time | 7,845,468 | 8,062,476 | 8,477,746 | 8,403,497 | 8,403,497 | 8,403,497 |
| Part Time | 121,510 | 144,418 | 248,194 | 257,280 | 257,280 | 257,280 |
| Overtime | 827,122 | 773,647 | 633,356 | 643,356 | 643,356 | 643,356 |
| 42- TOTAL SALARIES | 8,794,099 | 8,980,541 | 9,359,296 | 9,304,134 | 9,304,134 | 9,304,134 |
| Expenses | | | | | | |
| Occupancy | 111,459 | 127,303 | 169,326 | 170,455 | 170,455 | 170,455 |
| Contracted Services | 206,566 | 238,112 | 226,789 | 281,090 | 281,090 | 281,090 |
| Materials & Supplies | 83,809 | 118,988 | 123,488 | 130,488 | 130,488 | 130,488 |
| M.E.L.T. | 3,325 | 3,325 | 3,325 | 3,325 | 3,325 | 3,325 |
| Capital Outlay | 181,678 | 289,563 | 306,480 | 323,600 | 323,600 | 323,600 |
| 43- TOTAL EXPENSES | 586,837 | 777,291 | 829,408 | 908,958 | 908,958 | 908,958 |
| Special Accounts | | | | | | |
| Education/Tuition | 170,145 | 130,021 | 143,000 | 146,500 | 146,500 | 146,500 |
| 111F Payments | 43,265 | 38,255 | 40,000 | 40,000 | 40,000 | 40,000 |
| Uniform Allowance | 58,538 | 64,029 | 82,810 | 82,810 | 82,810 | 82,810 |
| Animal Disposal | 969 | 983 | 1,000 | 1,000 | 1,000 | 1,000 |
| Gasoline | 68,901 | 71,281 | 94,000 | 94,000 | 94,000 | 94,000 |
| NEMLEC | 5,500 | 6,500 | 6,500 | 6,500 | 6,500 | 6,500 |
| 44- TOTAL SPECIAL | 347,318 | 311,069 | 367,310 | 370,810 | 370,810 | 370,810 |
| GRAND TOTAL | | | | | | |
| | 9,728,254 | 10,068,901 | 10,556,014 | 10,583,902 | 10,583,902 | 10,583,902 |
| | | | | | | 0.26% |

220 - FIRE

DESCRIPTION OF SERVICES/MISSION:

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

The FD provides fire safety code and regulation enforcement of local, state, and federal statutes, regulations, and bylaws. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and healthcare facilities. The FD works and trains with other municipal public safety departments such as the PD, DPW, Board of Health, and Building Department to ensure the safest possible environment for residents and visitors of our community. 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.

The FD is a Massachusetts Approved Community EMS Provider. The designation allows our department to participate in home safety evaluations, fire and burn prevention education, Flu vaccines, Narcan information and training, and behavioral health community referrals. We train both members of the general public and town departments in CPR. We conduct Blood Pressure clinics and assist in Stop the Bleed programs. When funding is available, the FD participates in special programs such as providing smoke and CO detectors to our seniors through the Council on Aging. Moreover, the FD consults 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. Four Civilian Dispatchers operate our Fire Dispatch Center. Our dispatchers handle voluminous fire and EMS calls while answering non-emergency business-related calls. Our fully trained Emergency Medical Dispatchers can determine the most appropriate EMS response and provide medical instruction to the caller.

The FD provides emergency medical services at the Advanced Life Support (ALS) level. The FD responds to, extinguishes, and investigates all fires and their causes. We respond to fire alarm activations in both residential and commercial properties. We also respond to utility emergencies such as electrical and gas emergencies. The FD responds to rescue calls such as motor vehicle crashes, workplace accidents, and elevator rescues. The Department can also perform ice and water rescue. The FD has hazardous materials response training. However, the Department still relies on the MA State Hazardous Materials Team for more significant hazardous materials incidents beyond our capability. Our department responds to numerous service calls, and we assist the public in mitigating various issues, such as water, electrical, and odor calls.

In addition to responding to increasing calls for service, Firefighters receive weekly training, participate in residential and business safety inspections, and inspect all emergency apparatus and equipment daily. Beyond protecting our community, our firefighters respond to neighboring mutual aid communities for fire or EMS assistance when requested.

| Departmental Statistics | 2021 | 2022 | 2023 | 2024 |
|--------------------------------|-------------|-------------|-------------|-------------|
| Emergency responses | 4,573 | 5,048 | 5,358 | 5,424 |
| Inspections | 779 | 887 | 954 | 859 |
| Plan reviews | 240 | 67 | 17 | 259 |
| Permits/certificates issued | 716 | 733 | 739 | 704 |

SIGNIFICANT CHANGES:

- The continued success of implementing Advanced Life Support (ALS) into the Burlington Fire Department ambulance operations since 2020 has allowed us to begin operating our second ambulance at the ALS level on occasion. When operating at the ALS level, Ambulance 2 can provide the highest care possible when Ambulance 1 is already on a call without needing an ALS service from out of town.
- Phase 2 of the Public Safety Communications upgrade is still ongoing. The last remaining site to activate is Blanchard Rd. The upgrade project aims to improve public safety communication throughout the town, making Fire Department and Police Department operations reliable, safer, and more efficient. The activation of other new sites has dramatically improved communication.

FY25 ACCOMPLISHMENTS:

- Concurrently, Phase 3 of the Public Safety Communications upgrade continues. We have purchased the portable radios and are working with the vendor and MetroFire on programming.
- We completed the specifications and signed a contract for a new Engine. The expected delivery is in mid-2029.
- We expect to take delivery of a new ambulance in the Spring of 2025.
- We are working to implement the Fire Department's portion of a new software system, including computer-aided dispatch, incident reporting, and data management.

FY26 GOALS:

- Anticipate and fill vacancies to reduce the impact on the budget.
 - Make our hiring process more competitive
- Continue to expand our delivery of our highly successful paramedic program and provide ALS on two ambulances 24/7.

STAFFING:

(1) Chief, (1) Assistant Chief, (6) Captains, (14) Lieutenants, (44) Firefighters, (4) Civilian Dispatchers, (1) Emergency Vehicle Technician, (1) Administrative Secretary, (1) Administrative Assistant and (1) Part-time Office Assistant (30 hours)

BUDGET ISSUES:

- The Department strives to maintain our staffing levels to the fullest. The hiring process is highly competitive and takes 6-12 months. Fortunately, the BFD is desirable to join.
- Injuries and illnesses can limit a firefighter's ability to perform their duties. Unfortunately, these factors impact the overtime and medical payments budget.
- The Department has minimum staffing requirements to provide adequate personnel for firefighting, emergency medical services, and numerous other emergencies. Minimum staffing is beneficial to both the community and the firefighters' safety.
- Contractual obligations for the accrued time off are predictable. These can be forecasted and allow for reasonable budgeting. However, unexpected vacancies, long-term injuries, and illnesses create an unpredictable impact on the overtime budget.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries | | | | | | |
| Full Time | 7,505,053 | 7,541,446 | 7,921,066 | 7,893,161 | 7,893,161 | 7,893,161 |
| Part Time | 54,526 | 57,789 | 60,373 | 60,372 | 60,372 | 60,372 |
| Overtime | 1,081,257 | 1,526,951 | 1,388,760 | 1,421,453 | 1,421,453 | 1,421,453 |
| 45- TOTAL SALARIES | 8,640,835 | 9,126,186 | 9,370,199 | 9,374,986 | 9,374,986 | 9,374,986 |
| Expenses | | | | | | |
| Occupancy | 60,959 | 84,780 | 118,452 | 119,402 | 119,402 | 119,402 |
| Contracted Services | 97,248 | 145,815 | 166,020 | 172,020 | 172,020 | 172,020 |
| Materials & Supplies | 339,396 | 315,033 | 269,400 | 271,400 | 271,400 | 271,400 |
| M.E.L.T. | 6,490 | 10,539 | 12,000 | 12,000 | 12,000 | 12,000 |
| Capital Outlay | 54,859 | 53,640 | 79,041 | 86,334 | 86,334 | 86,334 |
| 46- TOTAL EXPENSES | 558,952 | 609,808 | 644,913 | 661,156 | 661,156 | 661,156 |

Special Accounts

| | | | | | | |
|---------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Termination Buyback | 0 | 0 | 10 | 10 | 10 | 10 |
| Education/Tuition | 17,000 | 17,350 | 17,000 | 20,000 | 20,000 | 20,000 |
| Recertification of EMTs | 7,205 | 7,711 | 9,000 | 9,000 | 9,000 | 9,000 |
| Fire Prevention | 4,700 | 4,347 | 4,900 | 4,900 | 4,900 | 4,900 |
| Arson Investigation | 493 | -493 | 1300 | 1,300 | 1,300 | 1,300 |
| Training | 25,000 | 19,173 | 27,000 | 27,000 | 27,000 | 27,000 |
| Training and Management | 4,846 | 13,798 | 6,900 | 7,200 | 7,200 | 7,200 |
| Licenses & Certifications | 2,339 | 966 | 3,000 | 3,000 | 3,000 | 3,000 |
| 111F Payments | 102,062 | 10,806 | 72,000 | 72,000 | 72,000 | 72,000 |
| Clothing Allowance | 91,939 | 90,933 | 92,650 | 92,650 | 92,650 | 92,650 |
| Wellness Program | 4,434 | 4,182 | 14,250 | 14,250 | 14,250 | 14,250 |
| Community Risk Reduction | 0 | 3,500 | 3,900 | 3,900 | 3,900 | 3,900 |
| 47- TOTAL SPECIAL | 260,018 | 172,274 | 251,910 | 255,210 | 255,210 | 255,210 |
| GRAND TOTAL | 9,459,805 | 9,739,495 | 10,267,022 | 10,291,352 | 10,291,352 | 10,291,352 |
| | | | | | | 0.24% |

241 - BUILDING

DESCRIPTION OF SERVICES/MISSION:

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

This office manages plan reviews, permits, and inspections for 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 and the Massachusetts State Building Code. The Building Department is also 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, meetings, and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), the Massachusetts Emergency Management Agency (MEMA), 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: Thoroughly train our new department employees on our online permitting system and the department's duties

2: Plan for future growth

3: Continue expanding the department's electronic records so the public can easily access those records.

We have been trying to attain these goals; however, with the continued economic construction growth within the town, it has been demanding and, at times, impossible to keep up with the demand for services.

| Departmental Statistics | 2021 | 2022 | 2023 | 2024 |
|--------------------------------|-------------|-------------|-------------|-------------|
| Permits issued | 3561 | 3945 | 3610 | 3329 |

FY25 ACCOMPLISHMENTS:

- An uninterrupted flow of plan reviews, permits, and inspections for the citizens of Burlington
- Uploaded 100% of commercial property files into our software system
- Able to start scanning microfiche plans to PDF and upload them into the online property files
- Hired a new Local Building Inspector and a new Administrative Assistant 1
- Issued over 3,500 permits to date

FY26 GOALS:

- Have all property files fully uploaded into the online software system for public access
- Encourage **all** departments, as well as the public, to utilize OpenGov software
- Improve the online software system known as OpenGov not only for employees but the public as well
- Scan 1/3 of all microfiche plans into OpenGov.

STAFFING:

(1) Senior Building Inspector, (1) Local Building Inspector, (1) Inspector of Wires, (1) Plumbing and Gas Inspector, (2) Administrative Assistants.

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 621,720 | 564,614 | 656,060 | 671,045 | 671,045 | 671,045 |
| Overtime | 5,929 | 7,628 | 48,000 | 48,000 | 48,000 | 48,000 |
| 48- TOTAL SALARIES | 627,649 | 572,241 | 704,060 | 719,045 | 719,045 | 719,045 |

| | | | | | | |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Expenses | | | | | | |
| Contracted Services | 6,534 | 9,234 | 21,448 | 21,448 | 21,448 | 21,448 |
| Materials & Supplies | 2,013 | 5,875 | 6,700 | 7,350 | 7,350 | 7,350 |
| M.E.L.T. | 8,013 | 7,760 | 13,425 | 13,925 | 13,925 | 13,925 |
| Capital Outlay | 0 | 0 | 1,400 | 1,400 | 1,400 | 1,400 |
| 49- TOTAL EXPENSES | 16,560 | 22,869 | 42,973 | 44,123 | 44,123 | 44,123 |

| | | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| GRAND TOTAL | 644,208 | 595,110 | 747,033 | 763,168 | 763,168 | 763,168 | 2.16% |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|

244 - SEALER OF WEIGHTS AND MEASURES

DESCRIPTION OF SERVICES/MISSION:

Historically (since 2012), the Town contracted with the State to perform the Sealer of Weights and Measures function. The operating budget included half the cost of that contract and materials and supplies for the billing and mailing of invoices. (The Sealer of Weights and Measures revolving fund covered the other half of the state contract.)

Partway through Fiscal Year 2023, the State announced it would no longer provide this service. In response, the Town partnered with the Town of Lexington and, through an inter-municipal agreement, hired a Part-Time Sealer of Weights and Measures to serve both communities.

This budget now represents Burlington's portion of that employee's salary.

SIGNIFICANT CHANGES:

None.

STAFFING:

(1) Part-Time Sealer (18 hours)

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|-----------------------|----------------|---------------|---------------|------------------|---------------|
| Salaries | | | | | | |
| 50- | Part Time | 0 | 16,848 | 17,269 | 17,831 | 17,831 |
| | TOTAL SALARIES | 0 | 16,848 | 17,269 | 17,831 | 17,831 |
| Expenses | | | | | | |
| 51- | Contracted Services | 7,734 | 0 | 0 | 0 | 0 |
| | Materials & Supplies | 0 | 0 | 0 | 0 | 0 |
| | TOTAL EXPENSES | 7,734 | 0 | 0 | 0 | 0 |
| | GRAND TOTAL | 7,734 | 16,848 | 17,269 | 17,831 | 17,831 |
| | | | | | | 3.25% |

291 - EMERGENCY MANAGEMENT

DESCRIPTION OF SERVICES/MISSION:

Duties per Town Bylaws 3.0 Civil Defense and MGL Ch639 §1 of the Acts of 1950.

SIGNIFICANT CHANGES:

None.

STAFFING:

None

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|---------------|--------------|------------------|-------------|
| Salaries | | | | | | |
| Elected/Appointed | 10,000 | 10,000 | 0 | 0 | 0 | 0 |
| 52- TOTAL SALARIES | 10,000 | 10,000 | 0 | 0 | 0 | 0 |

Expenses

| | | | | | | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Materials & Supplies | 8,078 | 8,100 | 8,100 | 8,100 | 8,100 | 8,100 |
| 53- TOTAL EXPENSES | 8,078 | 8,100 | 8,100 | 8,100 | 8,100 | 8,100 |

Special Accounts

| | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Education/Tuition | 2,300 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| 54- TOTAL SPECIAL | 2,300 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |

| | | | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| GRAND TOTAL | 20,378 | 23,600 | 13,600 | 13,600 | 13,600 | 13,600 | 0.00% |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|

300 - LOCAL EDUCATION

The School Committee's recommended FY 2026 Operating Budget is attached for your review and consideration. This budget is being shared with all Town Meeting Members as a guide to better understand the details outlined in the comprehensive budget document, which has been thoroughly reviewed by both the School Committee and the Ways and Means Subcommittee over the past several months. We are pleased to report that our operating budget is being submitted in alignment with the guideline amount agreed upon with the Town's financial team.

The FY26 budget includes:

- Funding to maintain class sizes and programming.
- Funding for known legal commitments related to Special Education, English Language Learner support, and tuition.
- Funding to cover cost-of-living increases in our settled contracts.
- Funding to replace all computers provided to staff and administrators by the Town five years ago during the COVID-19 pandemic. This initial purchase was made using Federal relief funds. The computer replacement cycle is now being integrated into the operating budget with a five-year replacement cycle.

All labor contracts are settled for this fiscal year. We have agreed to a 3.5% cost-of-living increase with our Teachers' Unions (Unit A and Unit D) and our AFSCME Unions (Custodians, Clerical, and Cafeteria). These increases were extended to all of our contracted employees.

While enrollment has remained relatively steady overall, we are experiencing slight enrollment declines in the early elementary and high school grade levels. However, despite the relatively stable enrollment, we continue to see a growing number of students requiring language and learning support. As a result, we are making staffing adjustments to respond to these changes. We are asking for two full-time equivalents (2.0 FTE) in additional positions in the FY26 Budget.

To this end, we request an additional 0.4 FTE English Language teacher at the middle school. We are also expanding the shared Director of Human Resources position to a full-time position. This increases the position by approximately 0.6 FTE from its current part-time status. The additional position is in the District Operations office. With two building projects under consideration, managing remote meetings, and expanding management needs in transportation and food services, we request additional staffing in the operations office.

In addition to personnel, the district is also excited to adopt a new literacy program based on the Science of Reading, which the Department of Elementary and Secondary Education has endorsed. While the startup costs for this program—both for

materials and professional development—are significant, we believe they will positively impact student learning. These costs are our top priority for warrant requests. Additionally, Burlington High School has added a new career pathway in Cyber Networking, making it one of only 11 high schools across the Commonwealth to offer this opportunity.

Please know that we do not take the Town's generous support of public education for granted. We made many difficult decisions to keep our FY26 budget proposal within the 4.5% guideline established by the Town, while still fulfilling our legal and contractual obligations to provide high-quality programming for all students.

Thank you for your consideration.



Eric M. Conti, Ph.D.
Superintendent

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Local Education | | | | | | | |
| Operating | 58,924,533 | 61,297,077 | 64,690,145 | 69,485,131 | 67,601,202 | 67,601,202 | 4.50% |
| Special Education (A) | 11,594,728 | 13,497,850 | 15,206,011 | 16,266,011 | 16,266,011 | 16,266,011 | 6.97% |
| 55- TOTAL LOCAL ED. | 70,519,261 | 74,794,927 | 79,896,156 | 85,751,142 | 83,867,213 | 83,867,213 | 4.97% |
| GRAND TOTAL | | | | | | | |
| | 70,519,261 | 74,794,927 | 79,896,156 | 85,751,142 | 83,867,213 | 83,867,213 | 4.97% |

301 - REGIONAL SCHOOL ASSESSMENTS

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 on local student enrollment.

Before FY17, the Town's portion of the funding for the Essex North Shore Agricultural and Technical School was taken directly from state aid as an assessment by the Commonwealth. Changes to the school's organizational structure now require that the Town Meeting appropriate funds in the same manner as the Shawsheen Regional School. Since FY21, funding for the Minuteman Technical School is also included in this budget.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| Regional School Assessments | | | | | | | |
| Shawsheen | 2,667,214 | 2,942,162 | 2,800,665 | 3,069,215 | 3,069,215 | 3,069,215 | 9.59% |
| Essex North Shore | 41,032 | 44,310 | 112,775 | 62,000 | 62,000 | 62,000 | -45.02% |
| Minuteman | 39,468 | 13,381 | 0 | 0 | 0 | 0 | #DIV/0! |
| 56- TOTAL REG. SCHOOL (A) | 2,747,714 | 2,999,853 | 2,913,440 | 3,131,215 | 3,131,215 | 3,131,215 | |
| GRAND TOTAL | 2,747,714 | 2,999,853 | 2,913,440 | 3,131,215 | 3,131,215 | 3,131,215 | 7.47% |

400 - DEPARTMENT OF PUBLIC WORKS

DESCRIPTION OF SERVICES/MISSION:

The Department of Public Works aims to provide high-quality services to all residents and offer support to boards, commissions, and other town departments. The department comprises six divisions: Engineering, Administration, Highway, Water & Sewer, Fleet Maintenance, and Cemeteries & Facilities. With 75 employees, 65 full-time, one part-time, and nine seasonal, 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, trash pick-up, and winter maintenance operations.

FY25 ACHIEVEMENTS:

DPW completed a number of significant projects in the last year. Some of the highlights include:

- Rehabilitation of the Francis Wyman Rd Sewer Pump Station and the construction of a new force main pipe. This also included the paving of the roadway and sidewalk as well as an improvement to a pedestrian road crossing.
- Rehabilitation of the Partridge Ln Sewer Pump Station and the construction of a new force main pipe.
- Construction of a new sidewalk on Blanchard Rd that greatly improves pedestrian safety to the businesses and the Mary Cummings recreation area. We also repaved a number of existing sidewalks in poor condition.
- Repaved several main roads in town including Center St, Francis Wyman Rd, and Wilmington Rd.
- Replacement of the town's vehicle & equipment fueling station and associated underground gasoline and diesel storage tanks.
- Installation of a solar array on the Mill Pond Water Treatment Facility's roof which is estimated to generate approximately 85,000 kWh of electricity per year.
- Began the decommissioning of the Vine Brook Water Treatment Facility.
- Transitioned to a quarterly cycle for residential water and sewer billing as required by the town's permit to connect to the MWRA water system.

FY26 GOALS:

In FY26, the DPW hopes to maintain quality services for each of our divisions. Some of significant projects planned for the coming year:

- Construction of the phase 2B MWRA water connection that includes new water mains in Middlesex Turnpike and Burlington Mall Rd. This is the last phase of the MWRA water connection project that will be capable of supplying the current, and foreseeable, water demand of the town.
- Begin construction of a new traffic signal at the intersection of Winn St & Mountain Rd.
- Begin a mass water meter replacement program to replace aged and broken meters.
- Complete the decommissioning of the Vine Brook Water Treatment Facility.
- Begin the rehabilitation of the Grandview Ave Sewer Pump Station and construction of a new force main pipe.

411 – ENGINEERING DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Engineering Division evaluates, designs, bids, and manages town-funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the division's expertise. In addition, the division supports other Public Works Divisions and any Town Department needing technical assistance. The office maintains and updates infrastructure plans and project files.

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

STAFFING:

(1) Town Engineer, (1) Assistant Town Engineer, (2) Senior Engineers, (1) Civil Engineer, (1) Engineering Aide

420 – ADMINISTRATION DIVISION

DESCRIPTION OF SERVICES/MISSION:

Provides citizens, boards, commissions, and other town departments with exceptional service and support by consistently managing the department's efforts.

Administration provides water & sewer billing, trash collection & recycle contract management, 1st and 2nd-water meter management, the Cross Connection program, accounts payable for the entire DPW Dept., Green Communities coordination, and maintenance of personnel records for the entire DPW Dept.

STAFFING:

(1) Dept. Head, (1) Operations Manager, (1) Business Manager, (1) Administrative Assistant II, (2) Accounting Specialists, (1) Office Assistant

421 – HIGHWAY DIVISION

DESCRIPTION OF SERVICES/MISSION:

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

- Street signs and line painting
- Weed spraying
- Street and sidewalk sweeping
- Potholes, 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
- 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

451 – WATER AND SEWER DIVISION

WATER AND SEWER DIVISION: WATER TREATMENT SECTION

DESCRIPTION OF SERVICES/MISSION:

The Town of Burlington's drinking water system contains two separate water sources: water drawn from surface water and water purchased from the Massachusetts Water Resources Authority (MWRA). The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant can treat up to 3.5 million gallons of water daily. The Vine Brook Water Treatment Plant has been offline since December 2022 due to contaminations of both 1,4 dioxane and PFAS6 and is currently being decommissioned. In December 2020, we completed our phase 1 connection to the MWRA, establishing a pipe connection to Lexington that can take up to 1 million gallons per day (MGD). In July 2023, we completed phase 2A of our

MWRA connection, which finished the remaining pipe extension through Lexington to Arlington. The combined capacity of phases 1 and 2A is 3.5 MGD.

The Mill Pond Treatment Plant filters and clarifies the water to remove contaminants and provide fluoridation, corrosion control, and disinfection.

The Water Treatment Section also performs the following testing:

- Inorganic testing (manganese, pH, alkalinity, etc.)
- Organic testing (trichloroethylene, THMs, HAA5s, etc.)
- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- PFAS Testing
- Standard 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) groundwater wells, and one diversion station on the Shawsheen River. They will be overseeing the decommissioning of the seven (7) groundwater wells as part of the Vine Brook Treatment Plant decommission. The section also oversees the maintenance of a pressure booster station on Wellesley Ave and a water level control station at Mill Pond main dam.

STAFFING:

(1) Plant Manager, (1) Chief Operator, (5) Plant Operators, (1) Meter/Backflow Prevention Device Technician

WATER AND SEWER DIVISION: WATER DISTRIBUTION SECTION

DESCRIPTION OF SERVICES/MISSION:

The Water Distribution Section maintains the water distribution system, including hydrants.

- Hydrant repairs and replacements
- Water main maintenance and repair of 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
- State-licensed personnel with minimum Grade 2D for distribution work

WATER AND SEWER DIVISION: SEWER COLLECTION SECTION

DESCRIPTION OF SERVICES/MISSION:

The Sewer Collection Section maintains the sewer collection system, including 14 pump and metering stations.

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscaping the 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, (5) Water Service Craftsmen.

490 – FLEET MAINTENANCE DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Fleet Maintenance Division maintains the entire fleet of vehicles for the Town of Burlington, excluding the Fire Department. Thus, the division performs various repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows and sanders, simple and complex preventative maintenance and diagnostic services, and all other necessary repairs. In the spring, we host the Animal Clinic for Rabies shots.

The following is a list of over 186 items serviced:

Town:

Board of Health: 1 vehicle

| | |
|--------------------|---|
| Building: | 5 vehicles |
| Council On Aging: | 2 vehicles |
| Conservation: | 1 vehicle |
| Police: | 34 vehicles, 1 Motorcycle, 3 Trailers |
| 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: | 2 vehicles, 1 off-road piece of equipment, 3 trailers |

DPW

| | |
|------------------------|---|
| Engineering: | 4 vehicles |
| Highway: | 19 vehicles, 13 off-road pieces of equipment, 3 sweepers, 1 compressor, 1 generator |
| Water: | 8 vehicles, 1 backhoe, 1 compressor, 1 light tower |
| Sewer: | 3 vehicles, 11 generators, 4 water pumps, and 2 portable generators |
| Fleet Maintenance: | 4 vehicles |
| Cemeteries/Facilities: | 7 vehicles, 1 backhoe, 1 bobcat, 2 Kubota Utility Vehicles, and 11 generators |

STAFFING:

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

491 -CEMETERY & FACILITIES DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Cemetery Division merged with the Facilities and Custodial Department to maintain town facilities, creating the Cemeteries & Facilities Division. In addition to caring for the cemeteries, the new division maintains Town-owned buildings under the Select Board's supervision.

CEMETERY SECTION

The Cemetery Section maintains three non-denominational cemeteries: Pine Haven, Chestnut Hill, and Ye Olde Cemetery.

Personnel is 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 the Engineering Division to lay out new gravesites. Additionally, the Cemetery works with the Highway Division to plow Town streets and the cemeteries' roads.

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 whacking, trimming of trees and bushes, and spring and fall leaf clean up. Repair and maintain sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.

Prepare the cemeteries for special events held there throughout the year, such as Memorial Day and Veterans Day.

FACILITIES SECTION

The Facilities 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, Terrace Hall Pump Station, Wilmington Road Pump Station, Chestnut Hill Office, Pine Haven Chapel, 1 Great Meadow Rd, and 10 Great Meadow Rd.

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

STAFFING:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (2) Senior Craftsman/laborer, (2) Craftsman/laborers, (1) Special Equipment Operator, (1) Head Custodian, (2) Lead Custodians, (4) Custodians, (1) PT Administrative Assistant I

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries | | | | | | |
| Fulltime | 5,209,801 | 5,434,632 | 6,014,927 | 6,018,512 | 6,018,512 | 6,018,512 |
| Part Time | 74,366 | 38,566 | 79,454 | 94,799 | 94,799 | 94,799 |
| Overtime | 569,643 | 548,507 | 380,905 | 380,905 | 380,905 | 380,905 |
| 57- SALARIES TOTAL | 5,853,809 | 6,021,705 | 6,475,286 | 6,494,216 | 6,494,216 | 6,494,216 |

Expenses

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Occupancy | 1,009,375 | 1,055,862 | 1,025,000 | 1,147,600 | 1,147,600 | 1,147,600 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

| | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Contracted Services | 2,422,414 | 2,958,863 | 1,793,736 | 2,217,167 | 2,217,167 | 2,217,167 |
| Materials & Supplies | 994,715 | 1,041,818 | 1,118,069 | 1,181,649 | 1,181,649 | 1,181,649 |
| M.E.L.T. | 26,149 | 23,407 | 33,015 | 33,615 | 33,615 | 33,615 |
| Capital Outlay | 35,492 | 41,065 | 48,700 | 40,100 | 40,100 | 40,100 |
| 58- EXPENSES TOTAL | 4,488,144 | 5,121,015 | 4,018,520 | 4,620,131 | 4,620,131 | 4,620,131 |

Special Accounts

| | | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| License Renewal | 15,350 | 15,475 | 18,000 | 18,000 | 18,000 | 18,000 |
| Clothing Allowance | 33,504 | 35,164 | 37,300 | 37,300 | 37,300 | 37,300 |
| Well Cleaning & Sludge Removal | 108,500 | 118,784 | 130,000 | 150,000 | 150,000 | 150,000 |
| Well Seal & Parco | 10,000 | 0 | 0 | 0 | 0 | 0 |
| Highway I | 153,572 | 118,457 | 128,000 | 138,000 | 138,000 | 138,000 |
| Sign & Lane Painting | 89,007 | 103,070 | 90,000 | 100,000 | 100,000 | 100,000 |
| Tree Care | 34,962 | 44,254 | 45,000 | 75,000 | 75,000 | 75,000 |
| Snow & Ice | 537,064 | 443,925 | 350,000 | 350,000 | 350,000 | 350,000 |
| Physical Exam | 6,420 | 6,596 | 7,000 | 7,210 | 7,210 | 7,210 |
| 59- SPECIAL TOTAL | 988,378 | 885,725 | 805,300 | 875,510 | 875,510 | 875,510 |

Accommodated

| | | | | | | | |
|---------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| 60- Rubbish & Garbage (A) | 2,250,267 | 3,159,710 | 3,304,700 | 3,423,041 | 3,423,041 | 3,423,041 | 3.58% |
| 61- Street Lights (A) | 360,500 | 360,500 | 360,500 | 360,500 | 360,500 | 360,500 | 0.00% |
| 62- DEP Assessment (A) | 9,362 | 9,544 | 15,000 | 15,000 | 15,000 | 15,000 | 0.00% |

| | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| TOTAL ACCOMMODATED | 2,620,129 | 3,529,754 | 3,680,200 | 3,798,541 | 3,798,541 | 3,798,541 | 3.22% |
| TOTAL OPERATING | 11,330,331 | 12,028,445 | 11,299,106 | 11,989,857 | 11,989,857 | 11,989,857 | 6.11% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| THE GRAND TOTAL | 13,950,460 | 15,558,198 | 14,979,306 | 15,788,398 | 15,788,398 | 15,788,398 | 5.40% |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|

510 - BOARD OF HEALTH

DESCRIPTION OF SERVICES/MISSION:

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 by conducting inspections by its Health Agent, Associate Health Inspector, Environmental Engineer, Supervising Nurse, Associate Health Director, or Director. Additionally, the Board issues town permits, investigates community-based complaints or concerns, and supports public health goals by providing education and community programs. In addition, the Board of Health is responsible for reviewing many aspects of proposed land use and development issues, including drainage, safety, and quality of life. The Board of Health oversees explicitly and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, biological safety, and any necessary actions that may occur as a consequence of communicable disease surveillance.

The Board of Health is the sponsoring agency of the Burlington Volunteer Reserve Corps (BVRC), a federally recognized Medical Reserve Corps (MRC) unit under the Office of the Assistant Secretary for Preparedness and Response (ASPR), established to meet the public health needs of the community. BVRC volunteers support the Board of Health in providing public health services and programs, such as the annual flu clinic, the Community Health Fair, the semi-annual household hazardous waste collections, and blood pressure screenings throughout the community. BVRC volunteers participate in various training opportunities to assist the Town, if needed, in emergency response efforts, such as disease outbreaks or sheltering.

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

The Board continues to work as the leader in preparing for and responding to all public health emergencies that may arise in the Town. The Board focuses on the community’s needs and works with other town departments in Burlington and surrounding towns to promote public health, safety, and wellness.

The Board of Health will continue emphasizing public health-focused training, exercises and drills, and programming for the Board staff and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will continue to provide health-related information and services to residents and businesses and maintain the current regulatory oversight required to protect the Burlington community. In addition, the Board of Health will work on collaboration and programming provided through the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program to offer additional services to our residents.

SIGNIFICANT CHANGES:

In FY23, the Tri-ton Shared Services Coalition (the “Coalition”) was awarded \$300,000 per year for three years in grant funding from the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program. In FY24 and FY25, the Coalition was awarded an additional \$145,000 for a total of \$445,000 for FY24 and \$445,000 for FY25. In FY26, the Coalition will receive at least \$300,000 to continue work under the PHE grant. The grant aims to increase cross-jurisdictional sharing of public health services to strengthen capacity. Burlington serves as the grant’s lead agency and is therefore responsible for the overall budget, program management, and the supervision of grant staff. One of the grant’s specifications is that funding must augment, and not replace, the work currently being done by the three public health departments. The Board of Health has hired a Shared Services Coordinator, Health Inspector, Public Health Nurse, Epidemiologist, Community Health Outreach Worker, and Health Communications Specialist to work under the PHE grant.

FY25 ACCOMPLISHMENTS:

Throughout FY25, the Board of Health continued to enforce all state-mandated and local public health regulations and provide public health programs for our residents. In addition to the PHE grant funding, the Board of Health has received approximately \$64,000 in additional funding from other grants. Some specific accomplishments include:

- **Public Forum on the Environmental Clean-up in Burlington’s Central Business District:** The Board of Health received a Technical Assistance Grant (TAG) from the MA Department of Environmental Protection (DEP) to procure an environmental consultant to research the impacts of contamination and potential vapor intrusion in the vicinity of two MA DEP disposal sites located at 179 Cambridge Street and 18 Terry Avenue and provide information to community members and municipal officials. The Board held a public forum on February 21, 2024, to explain contaminant issues in this area and answer questions from residents and local business owners.
- **Food Safety Forum for Local Food Service Establishments:** In March 2024, the Board of Health held a Food Safety Forum for local food service establishments. The forum dispersed information on employee health and personal hygiene requirements, food employee reporting agreements, vomit and diarrhea clean-up kits, and imminent health hazard reporting. The Public Health Excellence (PHE) grant program, the National Environmental Health Association

(NEHA), and the U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program provided the funding to put on the forum.

- **Tobacco Control:** The Tri-ton Shared Services Coalition, serving Burlington, Lexington, and Wilmington and for which Burlington serves as the lead agency, has received a \$48,000 grant from the MA Department of Public Health (DPH) Tobacco Control Program (MTCP) to work on tobacco control and prevention strategies. The grant supports the position of Tobacco Program Coordinator as well as supplies & technology. DPH approved the grant with options for renewal through FY27. The Tobacco Program Coordinator conducts compliance checks to provide enforcement to ensure that tobacco retailers are not selling tobacco to minors and regular inspections to ensure compliance with local and state regulations.

FY26 GOALS:

Goals for the Board of Health include emphasizing public health-focused training, exercises and drills, and programming for Board of Health staff, Tri-ton Coalition staff, and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will strive to improve the Town's capabilities in emergency preparedness, provide health-related information and services to residents, and maintain its regulatory oversight capacity required to protect the Burlington community. In addition, the Board of Health will work towards strengthening the Coalition and providing additional services to our residents in collaboration with the Wilmington and Lexington Boards of Health through the shared services program.

STAFFING:

(5) Elected Members of three-year terms, (1) Director of Public Health, (1) Associate 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)

Under Grant Programs: (1) Shared Services Coordinator (19 hours), (1) Health Inspector (19 hours), (1) Community Health Outreach Worker (19 hours), (1) Public Health Nurse (19 hours), (1) Epidemiologist (19 hours), (1) Health Communications Specialist (19 hours), (1) Tobacco Program Coordinator (19 hours)

BUDGET ISSUES:

In FY26, all accounts except Mosquito Control have been level-funded. The East Middlesex Mosquito Control Project (EMMCP), the Trust Agency of the Commonwealth of Massachusetts that provides mosquito control services to communities located west and northwest of Boston, has seen increased rental costs, salaries, and fringe benefits. The Town of Burlington has not had an increase in mosquito control services since FY23. In addition, a fee of \$1,755 has been included in the mosquito control budget for 12 hours of maintenance of ditch networks to reduce mosquito habitats. Other budget increases are due to contractual salary obligations.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 526,768 | 542,654 | 722,452 | 739,596 | 739,596 | 739,596 |
| Part Time | 35,381 | 42,786 | 46,698 | 46,079 | 46,079 | 46,079 |
| Elected/Appointed | 4,162 | 4,385 | 7,182 | 7,182 | 7,182 | 7,182 |
| Overtime | 2,715 | 5,513 | 10,330 | 10,330 | 10,330 | 10,330 |
| 63- TOTAL SALARIES | 569,027 | 595,338 | 786,662 | 803,187 | 803,187 | 803,187 |

| | | | | | | |
|---------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| | Expenses | | | | | |
| Contracted Services | 4,320 | 9,195 | 11,896 | 11,896 | 11,896 | 11,896 |
| Materials & Supplies | 5,241 | 5,498 | 5,500 | 5,500 | 5,500 | 5,500 |
| M.E.L.T. | 12,254 | 7,616 | 12,400 | 12,400 | 12,400 | 12,400 |
| Capital Outlay | 2,018 | 2,150 | 2,150 | 2,150 | 2,150 | 2,150 |
| 64- TOTAL EXPENSES | 23,833 | 24,459 | 31,946 | 31,946 | 31,946 | 31,946 |

| | | | | | | |
|--------------------------|-------------------------|--------------|--------------|--------------|--------------|--------------|
| | Special Accounts | | | | | |
| Volunteer Reserve Corps | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 65- TOTAL SPECIAL | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |

| | | | | | | |
|--------------------------|---------------------|----------------|----------------|----------------|----------------|----------------|
| | Accommodated | | | | | |
| 66- Hazardous Waste (A) | 36,247 | 37,187 | 50,000 | 50,000 | 50,000 | 50,000 |
| 67- Mosquito Control (A) | 45,743 | 45,743 | 45,743 | 50,700 | 50,700 | 50,700 |
| TOTAL ACCOMODATED | 81,990 | 82,930 | 95,743 | 100,700 | 100,700 | 100,700 |
| TOTAL OPERATING | 593,860 | 620,798 | 819,608 | 836,133 | 836,133 | 836,133 |
| GRAND TOTAL | 675,851 | 703,728 | 915,351 | 936,833 | 936,833 | 936,833 |
| | | | | | | 5.18% |
| | | | | | | 2.02% |
| | | | | | | 2.35% |

541 - COUNCIL ON AGING

DESCRIPTION OF SERVICES/MISSION:

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

The COA works with other Town departments and outside agencies that have contact with seniors in emergency and non-emergency 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 referrals for both callers and walk-ins. The social workers conduct in-home visits to assist elders in defining their needs and to facilitate access to services. They make appropriate referrals and follow-up visits to ensure resolution. Additionally, our social workers advocate for seniors with legal issues, social security, SNAP (formerly food stamps), health, housing, medical, and fuel assistance. Medical advocacy consists of helping the client set up and prepare for medical appointments, reminding clients of issues to speak with the physician about, talking with the physician to be sure the physician understands concerns, and comprehending the physician's instructions to assist the client in understanding any health issues and/or treatment. The social workers also help elders and their family members fill out appropriate assistance forms and ensure seniors don't 'fall through the cracks.' The COA social workers seek/accept referrals from private individuals, other social service agencies, and religious, fraternal, and community organizations. They are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services, and mental health facilities. Social workers are often the coordinators between various agencies assisting an elder. Our social workers facilitate support groups and workshops such as caregiver groups and our memory café for people with memory issues and their care partners.

The COA publishes a monthly newsletter, The Spotlight, which is the town's primary link to its older residents. We also provide educational presentations and workshops. SHINE (Serving Health Information Needs of Everyone) counselors are available to meet with clients twice a month, twice a week during open enrollment (October through mid-December). An attorney comes once a month. Volunteers through AARP provide seniors with tax assistance from February through April. The COA manages the 'Property Tax Work-off Program,' which allows seniors to work to obtain abatement on their property taxes. We have a contract with the Department of Transitional Assistance as Outreach Partners for SNAP, which enables us to assist our clients who need help with food security through better visual access to their SNAP accounts and getting partially reimbursed for any approved applications.

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. The COA offers transportation services to medical appointments, grocery stores, and the senior center. Moreover, the COA advocates for seniors on the local, state, and national levels. The COA also utilizes grants to help pay for fitness classes, one of the van drivers, activities, technology, continuing education for staff, technology for both staff and seniors, including but not limited to hardware and education, and the newsletter postage.

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

SIGNIFICANT CHANGES:

The social workers' caseloads continue to climb each year.

FY25 ACCOMPLISHMENTS:

- We continue to offer hybrid activities; all activities can be participated in via an online platform by request, giving people a choice while remaining engaged with the senior center community. From fitness classes to coffee hour, seniors can participate in activities whether they are immunocompromised or completely healthy.
- We received grants from the Executive Office of Elder Affairs for "Digital Literacy": iPads with hotspots and classes to learn all aspects of technology, including telehealth and tutoring, to help with confidence. We also received a second grant to build out our hybrid abilities and improve the experience of those at home. Both of these grants are now complete. Digital Literacy ended on January 13, 2025, and Hybrid Technology is set up and complete.
- Participation in the "Burlington Community Transportation Program" utilizing rideshares and concierge service continues to be robust. Criteria for this program include being over 60, disabled, or having an income of less than 300% of the Federal Poverty level.

FY26 GOALS:

- We will continue assessing programming and building on what we have done.
- We also hope to increase the part-time social worker's hours after realizing how quickly their caseload is rising.

STAFFING:

(1) Director, (2) Full-Time Social Workers, (1) Part-Time Social worker (1) Full-Time Administrative Assistant I, (3) Part-Time Front Desk Clerk (19 hours, 15 hours, 4 hours), (3) PT Van Drivers (30 hours, 20 hours, unfilled), (1) Part-Time Program & Activity Coordinator (15-19 hours)

BUDGET ISSUES:

We received an earmark for two part-time social workers from the state, but the funding ends June 30, 2025. We did write a grant letter of inquiry for funding for next year, but the state did not award us the grant.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 331,870 | 352,578 | 339,180 | 351,655 | 351,655 | 351,655 |
| Part Time | 84,192 | 104,569 | 118,370 | 158,019 | 158,019 | 158,019 |
| 68- TOTAL SALARIES | 416,062 | 457,147 | 457,550 | 509,674 | 509,674 | 509,674 |
| Expenses | | | | | | |
| Contracted Services | 3,060 | 3,819 | 7,400 | 7,400 | 7,400 | 7,400 |
| Materials & Supplies | 1047.36 | 1017.35 | 1,050 | 1,050 | 1,050 | 1,050 |
| M.E.L.T. | 0 | 130 | 1,350 | 1,350 | 1,350 | 1,350 |
| 69- TOTAL EXPENSES | 4,107 | 4,966 | 9,800 | 9,800 | 9,800 | 9,800 |
| Special Accounts | | | | | | |
| Emergency Assistance | 0 | 0 | 500 | 500 | 500 | 500 |
| 70- TOTAL SPECIAL | 0 | 0 | 500 | 500 | 500 | 500 |
| GRAND TOTAL | 420,169 | 462,113 | 467,850 | 519,974 | 519,974 | 519,974 |
| | | | | | | 11.14% |

543 - VETERANS SERVICES

DESCRIPTION OF SERVICES/MISSION:

Veterans' Agent

The Veterans' Agent processes applications for emergency State Chapter 115, 108 CMR assistance benefits paid to veterans and/or their dependents for short periods when they cannot 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. Veterans must apply for these benefits, as they are not automatic.

As the Graves Officer in Burlington, The Veterans' Agent ensures only eligible veterans are given consideration, through an application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures every eligible veteran has a new flag on their 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. The Agent 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 the State Website VS-MIS Program to complete forms within the required timelines to receive a 75% reimbursement from the State. Forms include the application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, and notice of various determinations to veteran and/or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

Further Duties include:

- Record and index veterans recently discharged or released from active duty.
- Assist with applications for eligible discharged veterans to receive bonuses for their service.
- Assist and advise veterans about sales, excise, and property tax exemptions.
- Assist with application for State annuity for 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 benefits system through three major units: the Veterans Benefits Administration, the 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 Hospitals, receive a low-income pension, receive disability compensation, receive Aid & Attendance, receive education, etc. Furthermore, the Agent conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc. They also assist surviving spouses in applying for a low-income pension, final burial expenses, and cemetery markers.

Memorial Day, Veterans Day, and Special Ceremonies

Seek out and secure speakers, chaplains, 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, advise speakers of the ceremony theme, prepare 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 the passing of Burlington veterans for the annual roll call on Memorial Day and permanent office records as well as on the website. Order new flags for all graves of Burlington veterans (3500) and seek out volunteers to assist cemetery staff with the annual placement of new flags for each veteran's grave and new flag holders as needed.

Meetings attended

The Agent attends meetings of the Allied Veterans Council, Northeast Veterans Services Officers Association, Marine Corps League, DAV, DLV, VFW, American Legion, and the Massachusetts Veterans Service Officers Association meetings and annual training.

Youth Assistance

Help steer high school students in the right direction when thinking about military service. 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 standard 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, assisting clients who show up here with information and direction with other basic needs and services, maintain website – burlington.org and click on Veterans under “Your Government” → “Departments”

Maintain a current Facebook page.

SIGNIFICANT CHANGES:

The Allied Veterans Council has added the Disabled and Limbless Veterans(DLV) Organization to our ranks within the Allied Veterans Council. The DLV has served as a Veteran Service Organization in Burlington, helping disabled, homeless, and needy veterans and their families for almost a decade.

FY25 ACCOMPLISHMENTS:

- Our office continued to increase our VA case development in 2024, totaling over \$200,000.00 in new aid. With the onset of the PACT ACT, 2024 continued to be a busy year for VA claims and appeals.
- Our office decreased our dependence on MA case development by 6% in 2024, moving clients to the VA system. Doing so allowed the Veteran/spouse more flexibility with budget constraints and removed the burden off local and state taxpayers.
- Our office has started to host a successful Veterans Breakfast while partnering with local Veterans groups. We have cooked and served hundreds of meals to local veterans at the Grandview Farm and American Legion on Winn Street. The breakfast is hosted every other Thursday and serves breakfast sandwiches, pancakes, bacon, coffee, juice, and other refreshments. Our veteran numbers are increasing; we serve over 50 veterans at each event. As a result, the breakfast has become our most significant outreach success to date.

FY26 GOALS:

- The office will strive to continue to assist clients with applying for all benefits they are entitled to under strict state and federal laws, rules, and regulations.
- Outreach will continue to be a priority for the office, as we are committed to counseling veterans, their families, and surviving dependents. As long as the private funding maintains its current level, we will continue to host a bi-monthly breakfast, serve veterans a free meal, and provide a place for them to socialize among friends.
- Continue to assess the benefits of federal aid over state aid and vice versa, and therefore facilitate transitions from either program to benefit the veterans or their families better.

STAFFING:

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

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 152,014 | 166,190 | 179,404 | 183,544 | 183,544 | 183,544 |
| 71- TOTAL SALARIES | 152,014 | 166,190 | 179,404 | 183,544 | 183,544 | 183,544 |
| Expenses | | | | | | |
| Materials & Supplies | 2,349 | 3,523 | 3,697 | 3,751 | 3,751 | 3,751 |
| M.E.L.T. | 760 | 787 | 1,210 | 1,310 | 1,310 | 1,310 |
| 72- TOTAL EXPENSES | 3,109 | 4,311 | 4,907 | 5,061 | 5,061 | 5,061 |
| Special Accounts | | | | | | |
| Memorial & Veterans Days | 3,000 | 2,291 | 3,000 | 3,000 | 3,000 | 3,000 |
| Veteran's Aid | 72,886 | 53,548 | 112,000 | 110,000 | 110,000 | 110,000 |
| 73- TOTAL SPECIAL | 75,886 | 55,840 | 115,000 | 113,000 | 113,000 | 113,000 |
| GRAND TOTAL | 231,008 | 226,340 | 299,311 | 301,605 | 301,605 | 301,605 |
| | | | | | | 0.77% |

549 - YOUTH AND FAMILY SERVICES

DESCRIPTION OF SERVICES/MISSION:

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. Our functions include violence and suicide risk assessments for the schools, 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 also help screen residents who are experiencing financial emergencies and need 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 to the freshman health classes on teen depression and suicide prevention.

In 2019, BYFS organized a new initiative – The Community Response Team. Team members include the Police, Fire, Council on Aging, Board of Health, Building Department, and Youth & Family Services. The group has worked to address some of the community's more complex issues and needs.

We train 3-4 unpaid graduate interns each academic year at the center.

SIGNIFICANT CHANGES:

With the increased need for mental health services, BYFS a Spanish-speaking clinician part time.

FY25 ACCOMPLISHMENTS:

- We continue to provide various services to address the emotional and social needs of Burlington youth and their families. We also continue to offer social services to all residents of Burlington. Additionally, we provided both in-person and Telehealth services over the fiscal year.
- We have continued to expand our group program.

FY26 GOALS:

- Implement third-party billing. Implementing changes necessary.
- Conduct a community-wide needs assessment to help determine the types of mental health services needed and how we can best meet those needs.
- Continue to expand our group program.
- Continue developing creative ways to reach community members in need of services.

STAFFING:

(1) Department Head, (1) Clinical Supervisor, (1) Group Work Coordinator, (1) Social Workers, (2) Part time Social Workers (19 hours, 22 hours), (1) Youth Navigator (federally funded), (1) Bilingual Therapist, (1) Administrative Secretary

BUDGET ISSUES:

None.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Salaries | | | | | | |
| Full Time | 377,041 | 409,144 | 458,475 | 424,779 | 424,779 | 424,779 |
| Part Time | 66,830 | 87,215 | 100,627 | 139,512 | 139,512 | 139,512 |
| 74- TOTAL SALARIES | 443,871 | 496,359 | 559,102 | 564,291 | 564,291 | 564,291 |
| Expenses | | | | | | |
| Contracted Services | 12,140 | 23,338 | 23,250 | 23,250 | 23,250 | 23,250 |
| Materials & Supplies | 8,716 | 6,208 | 6,850 | 6,850 | 6,850 | 6,850 |
| M.E.L.T. | 2,624 | 5,999 | 6,106 | 6,106 | 6,106 | 6,106 |
| Capital Outlay | 776 | 0 | 800 | 800 | 800 | 800 |
| 75- TOTAL EXPENSES | 24,256 | 35,545 | 37,006 | 37,006 | 37,006 | 37,006 |
| GRAND TOTAL | 468,127 | 531,904 | 596,108 | 601,297 | 601,297 | 601,297 |
| | | | | | | 0.87% |

590 - DISABILITY ACCESS

DESCRIPTION OF SERVICES/MISSION:

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
- Created a Burlington Disability Access Commission logo and received Select Board approval to utilize the new “moving forward” HP symbol

STAFFING

(5) Members appointed by the Town Administrator to one-year terms, (1) ADA Coordinator, (1) Recording Clerk

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|-----------------------|----------------|---------------|---------------|------------------|---------------|
| Salaries | | | | | | |
| | Part Time | 565 | 608 | 10,783 | 10,979 | 10,979 |
| 76- | TOTAL SALARIES | 565 | 608 | 10,783 | 10,979 | 10,979 |
| Expenses | | | | | | |
| | Materials & Supplies | 392 | 394 | 400 | 400 | 400 |
| 77- | TOTAL EXPENSES | 392 | 394 | 400 | 400 | 400 |
| | GRAND TOTAL | 957 | 1,002 | 11,183 | 11,379 | 11,379 |
| | | | | | | 1.75% |

610 - PUBLIC LIBRARY

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

Statistics of note for fiscal year 2024:

| | |
|---------|--|
| 249,104 | Items checked out from the collection |
| 18,928 | Reference transactions |
| 69,164 | Recorded Library visits |
| 877 | Library programs |
| 10,039 | Attendees of library programs |
| 3,034 | Hours the Library was open |
| 1,786 | Meeting room use (Library and outside qualifying groups) |
| 5,057 | Study room use |

DESCRIPTION OF SERVICES/MISSION

Services include the following:

- Borrowing of books, large print books, audiobooks, music CDs, videos, DVDs, playaways, magazines, educational kits, puppets, and museum passes
- Professional staff to assist with the research needs of the public
- Free access to otherwise pay-walled databases, provided both in the Library and remotely
- Free internet access from 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
- Individual study rooms on a first-come, first-served basis
- Meeting rooms available to qualifying groups and organizations
- Museum passes to more than a dozen area museums and attractions
- Collection and distribution point for People Helping People

- The Library maintains a 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, audiobooks, magazines, music, and videos, and check for information about the Library and its programs any time, day or night.
- The Library has a robust social media presence, including Facebook, Instagram, a YouTube channel, and a teen Instagram page.

SIGNIFICANT CHANGES

The Library benefited greatly from hiring a new Programming and Marketing Librarian, and patrons have seen increased programs and widely broadcasted information.

FY25 ACCOMPLISHMENTS

- The Library partnered with People Helping People to install a Micro Pantry located in the Library’s exit vestibule area. The Micro Pantry provides food and other necessary items to those who self-identify as being in need.
- The Burlington Garden Club has offered to tend the garden areas of the Library and, with funding provided from donations, continue to beautify the Library grounds.
- The Library received a Cultural Council Grant for \$2,500, which supported a month-long Mystery Festival. The Mystery Festival culminated in an after-hours murder mystery dinner program, with space available for over 100 participants.
- The Library expanded access to programming by providing events on Saturdays, Sundays, and after traditional operating hours on select Fridays.
- The Friends of the Burlington Public Library continued to support Library initiatives through generous funding. In FY25, the Friends funded the renovation of a locker room in the Library into a Staff Resource Room, which supports preparation space and supplies for Library programming and services. The Friends also funded replacing all the folding tables used in the Fogelberg Area and the traditional funding requests related to Library and summer reading programs.
- The Library continued to extend its outreach efforts, which included attending the first Burlington Civic Expo, participating in programs at assisted living communities in town, having a staff presence at the Council on Aging’s Memory Café, and having tables at Pride Day and Celebrate Burlington.
- Expanded self-check options for the public at the Circulation Desk, as well as a soon-to-be-released self-checkout functionality for the MVLC app (available in iOS and Android app stores)

FY26 GOALS

- More closely coordinate events for adults and children to provide more “all ages” programs, streamline events such as summer reading, and create cost savings while expanding access to programs.
- Replace inoperable partitions in the Fogelberg Area to provide more flexibility for programming and public use of the meeting room.
- Address other items within the FY26 Action Plan, available at <https://burlingtonpubliclibrary.org/208/Mission-Strategic-Plan>

STAFFING

(1) Library Director, (1) Assistant Library Director, (8) 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

We reduced overtime by \$12,367 to meet the budget guidelines. The reduction represents funding for 1 Sunday Reference staff member. In addition, funding for Contracted Services has been reduced by \$13,430. State aid monies received should help cover these one-time reductions; these items are anticipated to be reintegrated into the FY27 Library municipal budget.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries | | | | | | |
| Full Time | 926,946 | 979,753 | 1,062,901 | 1,097,257 | 1,097,257 | 1,097,257 |
| Part Time | 432,045 | 426,540 | 425,942 | 444,022 | 444,022 | 444,022 |
| Overtime | 64,665 | 77,001 | 81,800 | 76,633 | 76,633 | 76,633 |
| 78- TOTAL SALARIES | 1,423,657 | 1,483,294 | 1,570,643 | 1,617,911 | 1,617,911 | 1,617,911 |
| Expenses | | | | | | |
| Contracted Services | 74,365 | 82,523 | 63,736 | 65,745 | 65,745 | 65,745 |
| Materials & Supplies | 17,130 | 8,234 | 15,550 | 15,550 | 15,550 | 15,550 |
| M.E.L.T. | 1,759 | 1,569 | 2,870 | 2,870 | 2,870 | 2,870 |
| 79- TOTAL EXPENSES | 93,255 | 92,326 | 82,156 | 84,165 | 84,165 | 84,165 |
| Special Accounts | | | | | | |
| Library Materials | 205,816 | 213,831 | 226,172 | 232,500 | 232,500 | 232,500 |
| 80- TOTAL SPECIAL | 205,816 | 213,831 | 226,172 | 232,500 | 232,500 | 232,500 |
| GRAND TOTAL | 1,722,727 | 1,789,452 | 1,878,971 | 1,934,576 | 1,934,576 | 1,934,576 |
| | | | | | | 2.96% |

630/631 - RECREATION

DESCRIPTION OF SERVICES/MISSION:

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 various areas, including STEM, athletic, social, and fitness, with free summer park programs, 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 offers purposeful, fun, and engaging programs for people with disabilities of all ages. Their goal is to provide high-quality recreation opportunities for people with disabilities. The programming is a supportive setting for all participants to recreate. We believe that including people with disabilities is essential to a strong community. The division is a leader in providing meaningful recreation opportunities and services for people with a disability.

| | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---------------------------------|----------------|----------------|----------------|----------------|
| Programs Offered | 288 | 293 | 228 | 232 |
| Attendance: Programs and Events | 36,746 | 42,378 | 45,136 | 44,783 |

The Maintenance Division is responsible for maintaining and improving all parks, playgrounds, athletic fields, school grounds, the Town Common, grass islands, municipal building grounds, tennis courts, basketball courts, pickleball courts, wading pool, and all other outdoor recreation facilities. They groom and line athletic fields for all high school and youth sports, including but not limited to baseball, softball, soccer, lacrosse, Pop Warner football, and adult sports leagues. They currently maintain 285 acres of grounds. They are also responsible for repairing and maintaining all equipment used to preserve Parks and Recreation and School District facilities.

The Parks and Recreation Department charges fees for most activities and 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 provide such a wide range of programs and facilities without the generosity of local businesses, organizations, and individuals.

SIGNIFICANT CHANGES:

- Long-time fitness instructor Julie Connley retired from teaching
- Long-time youth sports instructor/coach Ken Pondelli retired from instructing/coaching.

FY25 ACCOMPLISHMENTS:

- Received a Land and Water Conservation Fund grant in the amount of \$1 million for the renovation of Overlook Park
- Received the completed Outdoor Facility Master Plan and began to complete the recommendations within
- Offered both iCanBike and iCanSwim programs for people with a disability
- Installed the sunshade over the play structure at Wildwood Park playground
- Installed new backstops at Rotary Field and Center School softball fields
- Installed new tee pads on the disc golf course

FY26 GOALS:

- Begin construction on Overlook Park
- Develop a plan to renovate the Simonds Park playground
- Continue to make improvements to the athletic fields
- Seek additional space for recreation programs
- Complete the renovation of the disc golf course

STAFFING:

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

BUDGET ISSUES:

As the department grows, we find meeting the budget guidelines challenging. We are a service-oriented department, and the cost increases due to economic factors and new contracts, making meeting these guidelines difficult.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries | | | | | | |
| Full Time | 1,250,672 | 1,338,758 | 1,427,803 | 1,463,053 | 1,463,053 | 1,463,053 |
| Part Time | 377,937 | 353,621 | 369,829 | 390,394 | 390,394 | 390,394 |
| Elected/Appointed | 1,725 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 |
| Overtime | 91,379 | 104,711 | 102,070 | 111,381 | 111,381 | 111,381 |
| 81- TOTAL SALARIES | 1,721,712 | 1,799,190 | 1,901,802 | 1,966,928 | 1,966,928 | 1,966,928 |

Expenses

| | | | | | | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Occupancy | 82,730 | 88,350 | 89,642 | 90,539 | 90,539 | 90,539 |
| Contracted Services | 28,575 | 21,674 | 24,175 | 25,385 | 25,385 | 25,385 |
| Materials & Supplies | 160,011 | 184,219 | 196,272 | 196,272 | 196,272 | 196,272 |
| M.E.L.T. | 15,744 | 14,012 | 17,965 | 17,965 | 17,965 | 17,965 |
| Capital Outlay | 8,000 | 7,650 | 12,000 | 12,000 | 12,000 | 12,000 |
| 82- TOTAL EXPENSES | 295,060 | 315,904 | 340,054 | 342,161 | 342,161 | 342,161 |

Special

| | | | | | | |
|--------------------------|--------------|----------|----------|----------|----------|----------|
| Transportation | 4,750 | 0 | 0 | 0 | 0 | 0 |
| 83- TOTAL SPECIAL | 4,750 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | |
|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| GRAND TOTAL | 2,021,522 | 2,115,094 | 2,241,856 | 2,309,089 | 2,309,089 | 2,309,089 | 3.00% |
|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|

691 - HISTORICAL COMMISSION

DESCRIPTION OF SERVICES/MISSION:

As per MGL Ch. 40 § 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 and cooperates with the state archeologist in conducting such research or other surveys. Moreover, they may coordinate the activities of unofficial bodies organized for similar purposes. They may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets as necessary. Protects and preserves such historical places, makes such recommendations to the Select Board, and, subject to the approval of the Select Board, to the Massachusetts Historical Commission, for any such place to be certified as a historical or archeological landmark.

STAFFING:

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

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|---------------------------|----------------|----------------|---------------|---------------|------------------|---------------|
| Expenses | | | | | | |
| Contracted Services | 7,262 | 8,567 | 9,124 | 9,500 | 9,500 | 9,500 |
| Materials & Supplies | 53 | 1,433 | 900 | 930 | 930 | 930 |
| M.E.L.T. | 0 | 0 | 0 | 0 | 0 | 0 |
| 84- TOTAL EXPENSES | 7,316 | 10,000 | 10,024 | 10,430 | 10,430 | 10,430 |
| GRAND TOTAL | 7,316 | 10,000 | 10,024 | 10,430 | 10,430 | 10,430 |
| | | | | | | 4.05% |

710 - DEBT SERVICE

DESCRIPTION OF SERVICES/MISSION:

The budget accounts for principal and interest payments due on the Town's short-term and long-term tax-supported debt issuances. The Town also makes debt-related payments through dedicated revenue sources such as sewer I/I funds. The debt service fund does not reflect these non-tax-supported payments, which are instead in separate warrant articles.

BUDGET ISSUES:

The Town continues with its long-stated goal of increasing investment in our infrastructure through capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the Town's needs for years. The schedule will require that the Town fund the debt service for Fiscal Year 2026: at **\$9,449,631 (7.72%)**. 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 and the impacts on the operating budget and the residents' 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.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Debt Service | 7,124,212 | 7,322,075 | 8,772,664 | 9,449,631 | 9,449,631 | 9,449,631 |
| 85- GRAND TOTAL | 7,124,212 | 7,322,075 | 8,772,664 | 9,449,631 | 9,449,631 | 9,449,631 |

OTHER ACCOUNTS

DESCRIPTION OF SERVICES/MISSION:

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

Middlesex 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 Massachusetts General Law requires. The fund accumulates assets to finance the future retirement benefits of the Town's current employees.

Negotiated Settlements is an account used to fund Town Meeting-approved general government labor agreements. Furthermore, the fund assists departments with retirement-related liabilities. As agreements are approved, funds are transferred from the negotiated settlements budget into the individual departmental budgets as needed.

Local Transportation represents the operating budget appropriation to support the Town's rideshare subsidy program. The program replaces the fixed-route B-Line bus service with subsidized curb-to-curb, 24/7 rideshare services. The Town contracted with a rideshare service provider and a "concierge" service for riders uncomfortable using mobile devices. Those riders can call the concierge and have a ride scheduled for them and accommodate any specialized needs of the rider. The program rolled out as the pandemic began, and we have seen steadily increasing ridership in the years since.

Technology Infrastructure Refresh covers the first-year payment of a five-year Network Infrastructure Improvement Program, as well as a five-year Enterprise Security Solution. The Network Infrastructure Improvement Program includes the installation of new core and edge network switches, an upgraded Voice-over-IP (VoIP) call management system, new wireless access points across Town facilities and schools, phone system replacements, ongoing support, and warranty renewals for existing equipment. Additionally, it includes upgrades to the Town and School data center servers to ensure improved performance and scalability. The Enterprise Security Solution supports multiple initiatives designed to strengthen cybersecurity and system reliability. These include deploying cloud-delivered security across all endpoints, installing advanced malware protection, secure email software, and a Cloud Access Security Broker (CASB), as well as implementing a new next-generation firewall at Town and School buildings. The plan also includes the establishment of a Managed Security Operations Center (SOC) to provide 24/7 threat monitoring, detection, and incident response.

| | ACTUAL 2023 | ACTUAL 2024 | TOTAL 2025 | DEPT 2026 | SUPER- VISORY | W&M 2026 | |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| 86- Reserve Fund | 0 | 0 | 200,000 | 200,000 | 200,000 | 200,000 | 0.00% |
| 87- Middlesex Retirement (A) | 12,543,435 | 13,403,482 | 14,291,966 | 15,210,846 | 15,210,846 | 15,210,846 | 6.43% |
| 88- Negotiated Settlements | 55,398 | 0 | 39,296 | 1,100,000 | 1,100,000 | 1,100,000 | 2699.27% |
| 89- Local Transport (A) | 50,000 | 734,189 | 100,000 | 150,000 | 150,000 | 150,000 | 50.00% |
| 90- Tech Infrastructure Refresh (A) | 399,021 | 399,021 | 400,000 | 700,000 | 700,000 | 700,000 | 75.00% |
| GRAND TOTAL | 13,047,854 | 14,536,692 | 15,031,262 | 17,360,846 | 17,360,846 | 17,360,846 | 15.50% |

SECTION 3: SUPPLEMENTAL INFORMATION

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PERSONNEL CHART (FY 2024 - FY 2026)

| |
|---------------------------------|
| NEW POSITION |
| PRIOR TO POSITION BEING CREATED |
| CHANGE IN FTE OR HEADCOUNT |
| POSITION NO-LONGER STAFFED |
| * ADMINISTRATIVE & PROFESSIONAL |

| DEPARTMENT | JOB CLASS DESC | FISCAL 2024 | | | FISCAL 2025 | | | FISCAL 2026 PROPOSED | | |
|----------------|--------------------------------|-------------|------|----------------|-------------|------|----------------|----------------------|------|----------------|
| | | # OF EMP. | FTE | TOTAL DEPT FTE | # OF EMP. | FTE | TOTAL DEPT FTE | # OF EMP. | FTE | TOTAL DEPT FTE |
| 122 Selectmen | TOWN ADMINISTRATOR | 1 | 1.00 | 7.00 | 1 | 1.00 | 7.00 | 1 | 1.00 | 8.00 |
| | ASSISTANT TOWN ADMINISTRATOR | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ECONOMIC DEVELOPMENT DIRECTOR* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | SELECTMEN'S OFFICE MANAGER* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | COMMUNICATIONS OFFICER* | | | | | | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT II | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT I | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 | |
| 135 Accounting | TOWN ACCOUNTANT* | 1 | 1.00 | 5.57 | 1 | 1.00 | 5.57 | 1 | 1.00 | 5.57 |
| | BUDGET DIRECTOR* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | PURCHASING/FINANCIAL 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 | 3.00 | 1 | 1.00 | 3.00 | 1 | 1.00 | 3.00 |
| | ADMINISTRATIVE ASSISTANT II | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| 145 Treasurer | TREASURER/COLLECTOR* | 1 | 1.00 | 9.00 | 1 | 1.00 | 9.00 | 1 | 1.00 | 8.00 |
| | DEPUTY TREASURER/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 | |
| | SENIOR COLLECTOR | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | | 1 | 1.00 | | 0 | 0.00 | |
| | ACCOUNTING SPECIALIST | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 | |
| Adjusted FY24-25 FTE for school offset | | | | | | | | | | |
| 152 Human Resources | HUMAN RESOURCES DIRECTOR* | 1 | 0.60 | 1.60 | 1 | 0.60 | 1.60 | 1 | 1.00 | 2.00 |
| | HUMAN RESOURCES COORDINATOR* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| 155 IT | 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 | 5.00 | 1 | 1.00 | 5.00 | 1 | 1.00 | 5.00 |
| | 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 | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 | |
| 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 | 5.00 | 1 | 1.00 | 5.00 | 1 | 1.00 | 4.00 |
| | ASSISTANT PLANNING DIRECTOR* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ASSISTANT PLANNER* | 1 | 1.00 | | 1 | 1.00 | | 0 | 0.00 | |
| | DEVELOPMENT COORDINATOR* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| Includes two title changes in FY25 | | | | | | | | | | |
| 210 Police | POLICE CHIEF* | 1 | 1.00 | 78.14 | 1 | 1.00 | 78.14 | 1 | 1.00 | 78.14 |
| | DEPUTY POLICE CHIEF* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | POLICE CAPTAIN | 2 | 2.00 | | 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 | 50 | 50.00 | | 50 | 50.00 | | 50 | 50.00 | | |
| | CIVIL POLICE DISPATCHER | 3 | 3.00 | | 3 | 3.00 | | 3 | 3.00 | | |
| | TRAFFIC SUPERVISOR | 7 | 3.14 | | 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 | 14 | 14.00 | | 14 | 14.00 | | 14 | 14.00 | | |
| | FIREFIGHTER | 44 | 44.00 | | 44 | 44.00 | | 44 | 44.00 | | |
| | CIVILIAN DISPATCHER | 4 | 4.00 | | 4 | 4.00 | | 4 | 4.00 | | |
| | EMERGENCY VEHICLE TECHNICIAN-MECHANIC | 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 | 7.00 | 1 | 1.00 | 7.00 | 1 | 1.00 | 7.00 | |
| | LOCAL BUILDING INSPECTOR | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | |
| | 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 | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 | | |
| 400 Public Works | 411 Eng. | TOWN ENGINEER* | 1 | 1.00 | 65.85 | 1 | 1.00 | 65.85 | 1 | 1.00 | 65.85 |
| | ASSISTANT TOWN ENGINEER* | 1 | 1.00 | 1 | | 1.00 | 1 | | 1.00 | | |
| | SENIOR CIVIL ENGINEER | 2 | 2.00 | 2 | | 2.00 | 2 | | 2.00 | | |
| | CIVIL ENGINEER | 1 | 1.00 | 1 | | 1.00 | 1 | | 1.00 | | |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | 1 | | 1.00 | 1 | | 1.00 | | |
| | DPW SUPERINTENDENT* | 1 | 1.00 | 1 | | 1.00 | 1 | | 1.00 | | |

| | | | | | | | | | | |
|--|------------------|---------------------------------------|----|-------|--|----|-------|--|----|-------|
| | | OPERATIONS MANAGER* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | 420 | BUSINESS MANAGER* | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | Admin. | 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 |
| | | SUPERINTENDENT | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | 421 | LEAD FOREMAN | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | Highway | 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 |
| | | TREATMENT PLANT MANAGER | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | 451 | CHIEF OPERATOR CHEMIST | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | Water & Sewer | TREATMENT PLANT OPERATOR | 6 | 6.00 | | 6 | 6.00 | | 6 | 6.00 |
| | | 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 |
| | | WATER SYSTEM MAINTENANCE CRAFT | 3 | 3.00 | | 3 | 3.00 | | 3 | 3.00 |
| | | METER/BACKFLOW PREVENTION | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | | LABORER | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 |
| | 490 | SUPERINTENDENT | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | Central Maint. | MASTER MECHANIC | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | | MECHANIC | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 |
| | | SUPERINTENDENT-BUILD/CEMETERY | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 |
| | 491 | PART-TIME OFFICE ASSISTANT | 1 | 0.85 | | 1 | 0.85 | | 1 | 0.85 |
| | Buildings & Cem. | 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 CRAFTSMAN | 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 | 7.86 | 1 | 1.00 | 7.86 | 1 | 1.00 | 7.86 |
| | ASSISTANT DIRECTOR OF PUBLIC HEALTH* | 1 | 1.00 | | 1 | 1.00 | | 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 | 1 | 0.86 | | 1 | 0.86 | | 1 | 0.86 | |
| | ADMINISTRATIVE ASSISTANT II | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | ASSOC. HEALTH INSPECTOR | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | | | | | | | | | | |
| 541 Council On Aging | COUNCIL ON AGING DIRECTOR* | 1 | 1.00 | 7.57 | 1 | 1.00 | 7.57 | 1 | 1.00 | 8.11 |
| | OUTREACH WORKER | 3 | 2.52 | | 3 | 2.52 | | 2 | 1.43 | |
| | VAN DRIVER | 2 | 1.43 | | 2 | 1.43 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT II | 1 | 1.00 | | 1 | 1.00 | | 1 | 0.54 | |
| | ACTIVITY COORDINATOR | 1 | 0.54 | | 1 | 0.54 | | 2 | 1.08 | |
| | FRONT DESK CLERK | 2 | 1.08 | | 2 | 1.08 | | | | |
| <i>Adjusted for FY24-25 FTE for Grant Outreach Worker</i> | | | | | | | | | | |
| 543 Veterans | VETERANS' SERVICES DIRECTOR* | 1 | 1.00 | 2.00 | 1 | 1.00 | 2.00 | 1 | 1.00 | 2.00 |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| 549 Youth & Family Services | EXECUTIVE DIRECTOR* | 1 | 1.00 | 7.03 | 1 | 1.00 | 7.03 | 1 | 1.00 | 6.57 |
| | SOCIAL WORKER* | 5 | 4.03 | | 5 | 4.03 | | 1 | 1.00 | |
| | ADMINISTRATIVE ASSISTANT | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | |
| | CLINICAL SUPERVISOR | 1 | 1.00 | | 1 | 1.00 | | | | |
| <i>Adjusted FY24-25 FTE for Grant Social Worker</i> | | | | | | | | | | |
| 610 Library | LIBRARY DIRECTOR* | 1 | 1.00 | 20.61 | 1 | 1.00 | 21.29 | 1 | 1.00 | 21.29 |
| | 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 | | | | | |
| | PROG/MKT LIBRARIAN | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | | | | |
| | REFERENCE LIBRARIAN | 2 | 2.00 | | 2 | 2.00 | | 2 | 2.00 | | | | | |
| | YOUNG-ADULT LIBRARIAN | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | | | | |
| | ASSISTANT CHILDREN'S LIBRARIAN | | | | 1 | 1.00 | | 1 | 1.00 | | | | | |
| | CIRC & TECH SERVICES ASST | 1 | 0.91 | | 1 | 0.91 | | 1 | 0.91 | | | | | |
| | ASSISTANT TO CHILD LIBRARIAN | 3 | 1.71 | | 2 | 1.14 | | 2 | 1.14 | | | | | |
| | CIRCULATION ILL ASSISTANT | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | | | | |
| | SENIOR LIBRARY TECH | 2 | 1.49 | | 2 | 1.49 | | 2 | 1.49 | | | | | |
| | PT LIBRARY AIDE/PAGE | 10 | 3.96 | | 10 | 4.21 | | 10 | 4.21 | | | | | |
| | IT ASSISTANT | 1 | 0.54 | | 1 | 0.54 | | 1 | 0.54 | | | | | |
| | ADMINISTRATIVE ASSISTANT I | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | | | | |
| <i>Adjusted to include PT Aides and Pages</i> | | | | | | | | | | | | | | |
| 630/1 Recreation | 630 Director | DIRECTOR OF PARKS & RECREATION* | 1 | 1.00 | 16.57 | 1 | 1.00 | 16.57 | 1 | 1.00 | 16.57 | | | |
| | | ASSISTANT DIRECTOR | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | | | | |
| | | 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 Maint. | SUPERINTENDENT OF REC MAINT | 1 | 1.00 | | 1 | 1.00 | | 1 | 1.00 | 16.57 | | | |
| | | 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 TOWN DEPARTMENTS | | | | 347.00 | 329.66 | 347.00 | 330.34 | 347.00 | 329.82 | | | | | |
| | | | | | Operating | AA | Total | Operating | AA | Total | Operating | AA | Total | |
| TOTAL SCHOOL DEPARTMENT | | | | 553.65 | 80.00 | 633.65 | 691.00 | 653.68 | 691.00 | 651.63 | | | | |

STATISTICAL INFORMATION

POPULATION

| 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 25,165 | 25,463 | 25,699 | 25,920 | 25,920 | 25,920 | 28,742 | 28,627 | 26,377 | 25,989 | 25,966 |

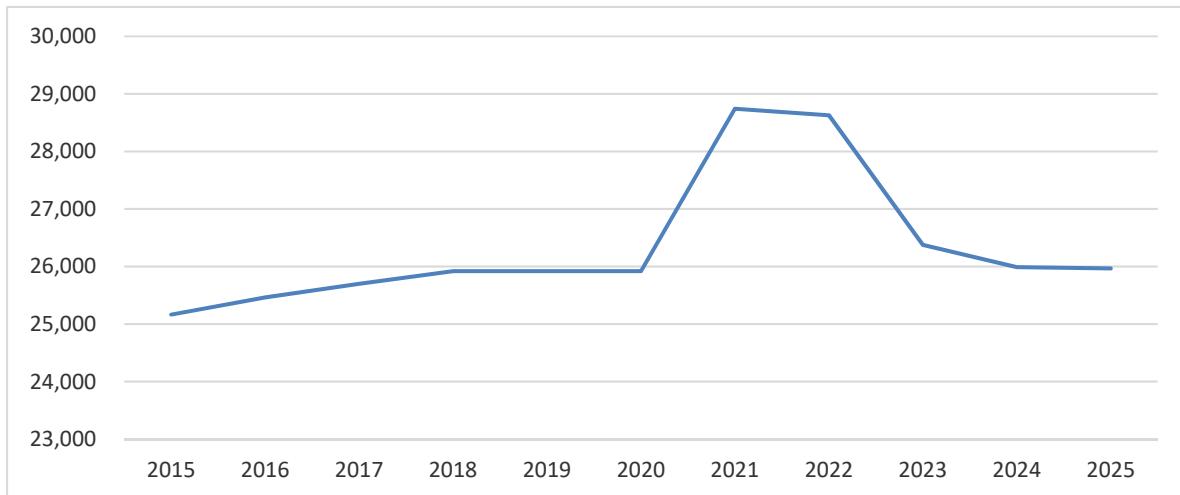


Figure 1 Population Town of Burlington, Massachusetts Division of Local Services

PER CAPITA INCOME

| 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 37,429 | 38,353 | 40,101 | 43,154 | 44,437 | 46,169 | 44,050 | 48,304 | 53,983 | 59,089 | 66,067 |

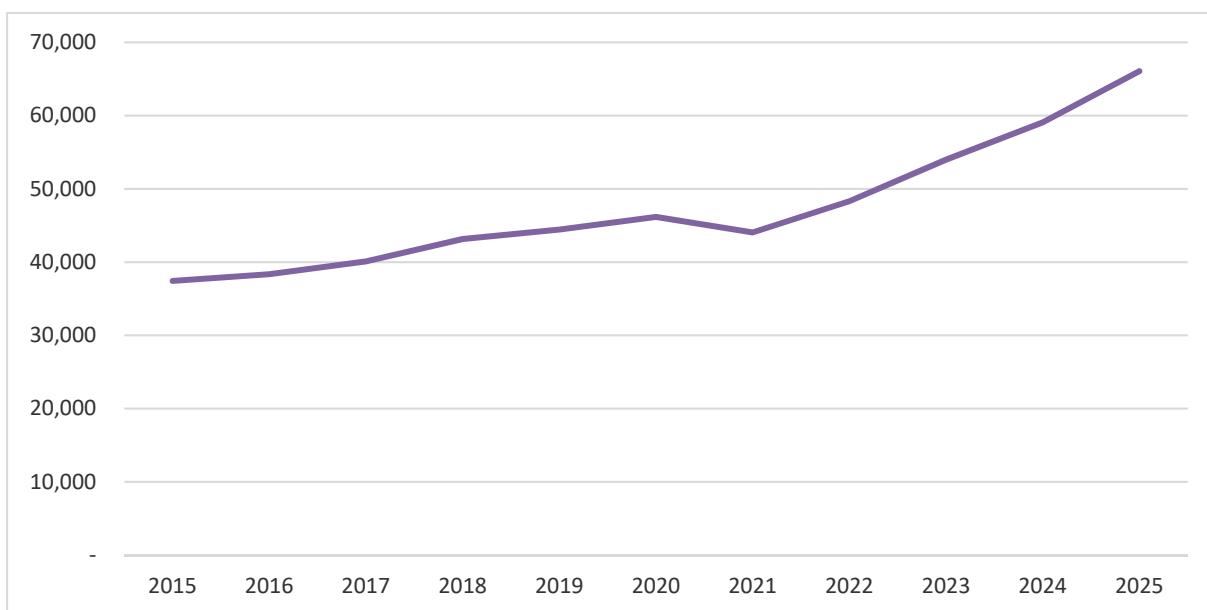


Figure 2: Per Capita Income, Massachusetts Division of Local Services

LABOR FORCE

| 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 13,442 | 13,681 | 14,113 | 14,351 | 15,239 | 16,219 | 14,747 | 15,428 | 15,802 | 15,962 | 16,749 |
| 630 | 521 | 437 | 434 | 321 | 353 | 869 | 674 | 475 | 390 | 555 |

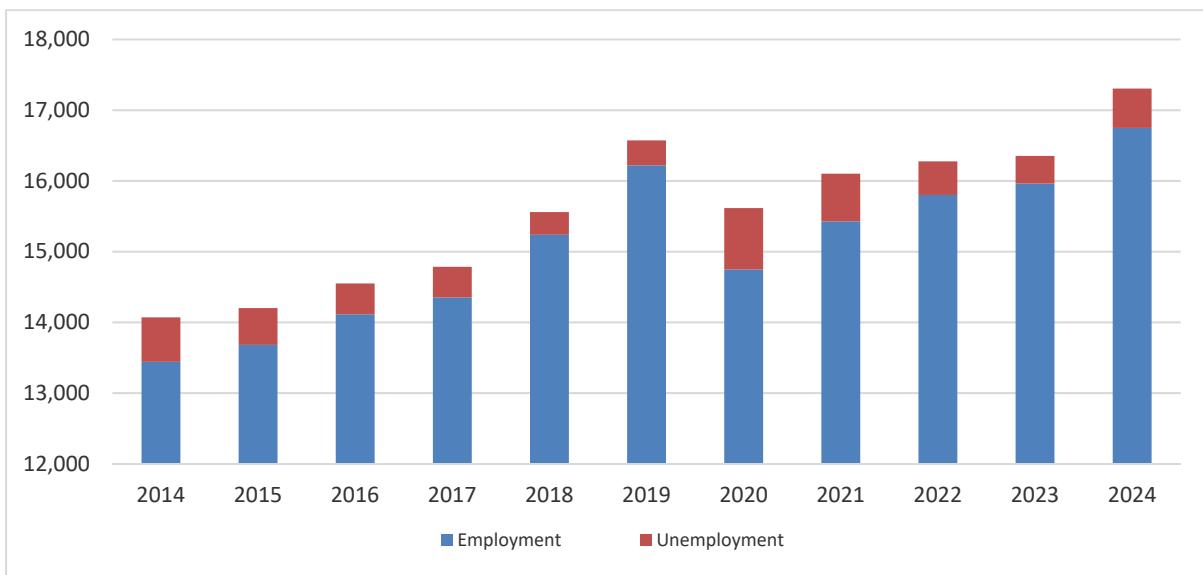


Figure 3: Labor Force, Massachusetts Department of Revenue

UNEMPLOYMENT RATE

| 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 4.48% | 3.67% | 3.00% | 2.94% | 2.06% | 2.13% | 5.56% | 4.19% | 2.92% | 2.39% | 3.30% |

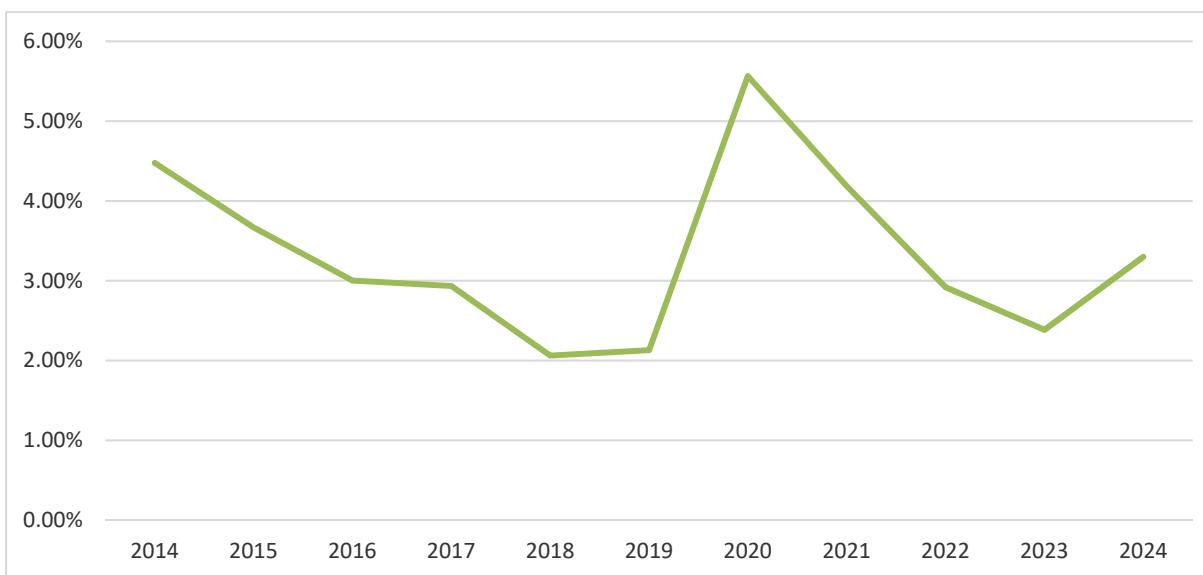


Figure 4: Unemployment Rate, Massachusetts Department of Revenue

LOCAL ECONOMY

Top Ten Taxpayers

| No. | Name | Assessed Value | Total Tax Bill |
|-----|-------------------------------|----------------|----------------|
| 1 | Bellweather Prop of Mass | \$277,124,900 | \$7,152,594 |
| 2 | NDB Property Owner 2 LP | \$251,223,500 | \$6,484,079 |
| 3 | NEEP Investors Holdings LLC | \$225,701,220 | \$5,825,348 |
| 4 | EMD Millipore Corporation | \$88,975,600 | \$2,296,460 |
| 5 | Wayside Commons Investors LLC | \$88,464,300 | \$2,283,264 |
| 6 | Oracle USA INC | \$84,807,800 | \$2,188,889 |
| 7 | NSTAR Electric & Gas Company | \$81,780,240 | \$2,110,748 |
| 8 | Burlington Mall FB-I LLC | \$75,500,700 | \$1,948,673 |
| 9 | ARCP OFC BURL (Phase 2) LLC | \$74,624,000 | \$1,926,045 |
| 10 | PIEDMONT 5 & 15 Wayside LLC | \$64,685,730 | \$1,669,539 |

Table 1: Top Ten Taxpayers, Town of Burlington

Principal Employers

| No. | Name | Type of Business | Employees |
|-----|------------------------------|--|-----------|
| 1 | Lahey Hospital & Medical Ctr | General Medical And Surgical Hospitals | 5,650 |
| 2 | Endurance International | Information | 3,700 |
| 3 | CIRCOR International | Manufacturing | 3,000 |
| 4 | Genesis HR Solutions | Consulting | 3000 |
| 5 | Oracle | Software/Communications | 1500 |
| 6 | Cerrence Inc. | Information | 1500 |
| 7 | Avid technology Inc. | Arts and Culture | 1000 |
| 8 | Keurig Dr. Pepper Inc. | Wholesale | 800 |
| 9 | Progress Software | Software/Communications | 750 |
| 10 | Everbridge | Software/Communications | 700 |

Table 2: Principal Employers, ESRI 2023

Businesses in Burlington

| Business Type | Businesses | Employees | Total Wages |
|-------------------------------------|------------|-----------|--------------------|
| Goods-Producing | 154 | 3,523 | \$588,817,065.00 |
| Construction | 112 | 1,327 | \$158,472,835.00 |
| Manufacturing | 41 | 2,195 | \$430,313,820.00 |
| Service-Providing | 1,605 | 38,836 | \$4,957,122,123.00 |
| Trade, Transportation and Utilities | 331 | 6,692 | \$601,371,298.00 |
| Information | 110 | 4,854 | \$1,152,917,608.00 |
| Financial Activities | 164 | 1,821 | \$256,842,538.00 |
| Professional and Business Services | 481 | 11,254 | \$1,769,120,176.00 |
| Education and Health Services | 228 | 8,909 | \$915,657,297.00 |
| Leisure and Hospitality | 148 | 4,028 | \$155,924,261.00 |
| Other Services | 125 | 894 | \$60,627,073.00 |
| Public Administration | 19 | 384 | \$44,661,872.00 |

Table 3: Businesses in Burlington, Massachusetts Department of Economic Research

Number of Employees by Industry

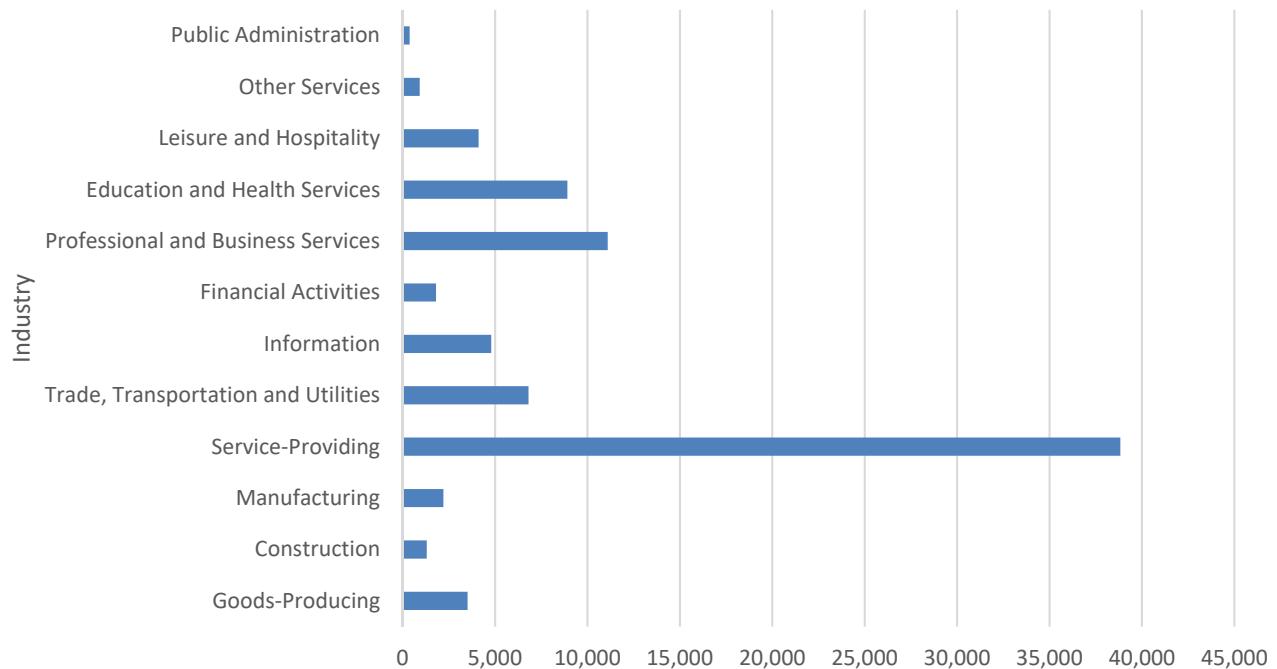


Figure 5: Number of Employees by Industry, Massachusetts Department of Economic Research

REVENUE TRENDS

| SOURCE | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Levy (RO) | 40,792,378 | 42,490,973 | 44,188,654 | 46,625,032 | 48,880,312 | 50,459,183 | 53,059,269 | 55,279,164 |
| Levy (CIP) | 66,128,891 | 69,663,310 | 72,764,980 | 77,166,778 | 80,920,832 | 84,031,983 | 88,693,037 | 92,513,803 |
| Subtotal | 106,921,269 | 112,154,283 | 116,953,634 | 123,791,810 | 129,801,144 | 134,491,166 | 141,752,306 | 147,792,967 |
| State Receipts | 8,853,759 | 9,609,507 | 9,991,068 | 10,105,123 | 10,315,584 | 12,511,792 | 12,774,054 | 13,526,219 |
| Local Receipts | 14,971,938 | 16,113,475 | 16,692,757 | 14,595,515 | 15,062,209 | 15,061,606 | 16,144,780 | 17,826,207 |
| Subtotal | 23,825,697 | 25,722,982 | 26,683,825 | 24,700,638 | 25,377,793 | 27,573,398 | 28,918,834 | 31,352,426 |
| TOTAL | 130,746,966 | 137,877,265 | 143,637,459 | 148,492,448 | 155,178,937 | 162,064,564 | 170,671,140 | 179,145,393 |

Table 4: Revenue Trends, Massachusetts Division of Local Services

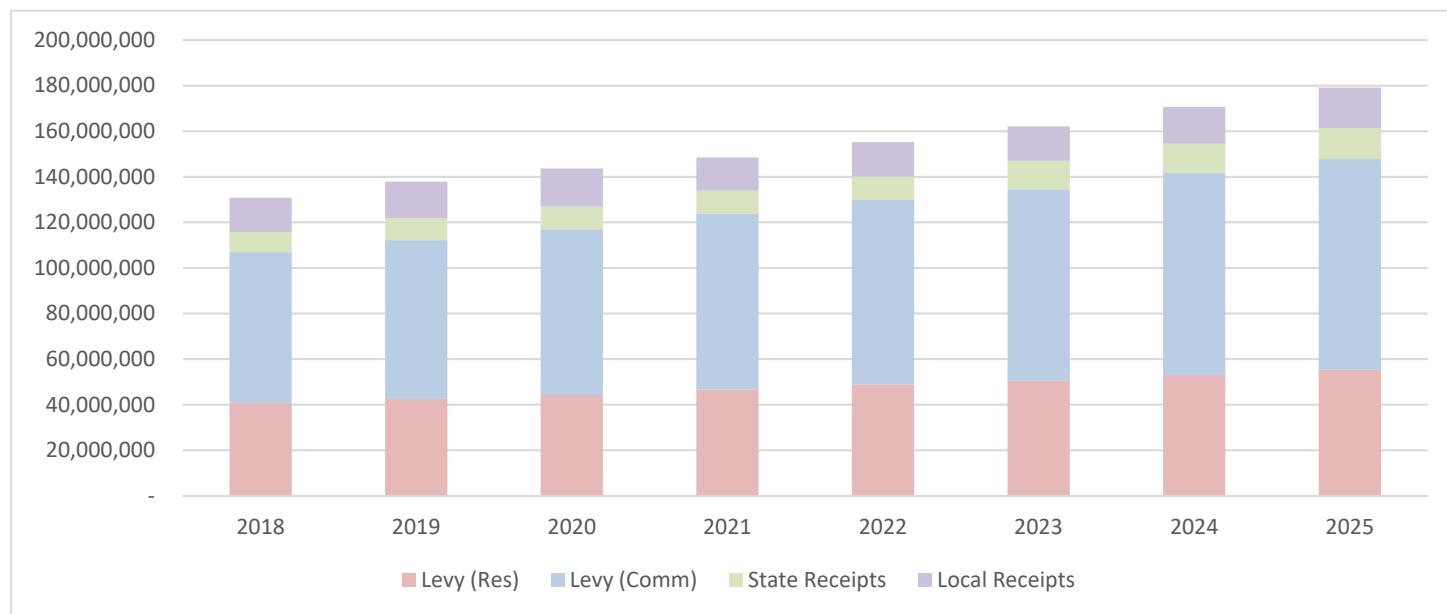


Figure 6: Revenue Trends, Massachusetts Division of Local Services

NEW GROWTH AND EXCESS CAPACITY TRENDS

| Fiscal Year | New Growth | Excess Capacity |
|-------------|-------------|-----------------|
| 2015 | \$2,086,124 | \$ 4,289,870 |
| 2016 | \$3,207,055 | \$ 6,213,650 |
| 2017 | \$2,814,173 | \$ 8,203,886 |
| 2018 | \$3,422,812 | \$ 10,345,662 |
| 2019 | \$3,447,269 | \$ 11,517,758 |
| 2020 | \$3,270,590 | \$ 12,715,534 |
| 2021 | \$3,108,274 | \$ 12,574,264 |
| 2022 | \$1,844,130 | \$ 11,818,212 |
| 2023 | \$2,573,178 | \$ 13,241,851 |
| 2024 | \$3,299,243 | \$ 12,973,280 |
| 2025 | \$3,674,230 | \$ 14,474,989 |

Table 5: New Growth and Excess Levy Capacity, Massachusetts Division of Local Services

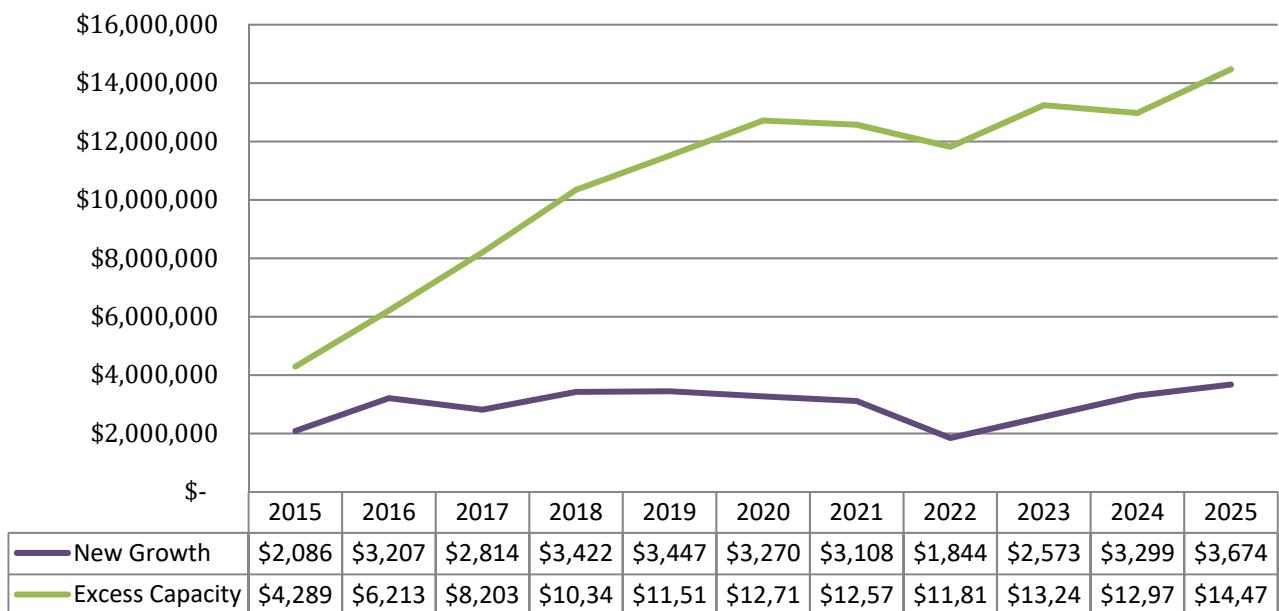


Figure 7: New Growth and Excess Capacity, Massachusetts Division of Local Services

COMMUNITY COMPARISONS

| Community | Residential Tax Rate | Commercial Tax Rate | Average Single Family Tax Bill | Residential Levy | CIP Levy | Total Levy | Total Revenue |
|-------------------|----------------------|---------------------|--------------------------------|-------------------------|-------------------------|--------------------------|--------------------------|
| Woburn | \$8.54 | \$20.41 | \$ 5,981 | \$ 75,020,024.00 | \$ 64,055,994.26 | \$ 139,076,018.26 | \$ 197,293,133.11 |
| Burlington | \$8.66 | \$25.47 | \$ 6,773 | \$ 55,279,164.00 | \$ 92,513,803.49 | \$ 147,792,967.49 | \$ 198,449,702.11 |
| Billerica | \$11.37 | \$25.27 | \$ 7,196 | \$ 99,309,025.00 | \$ 62,554,865.82 | \$ 161,863,890.82 | \$ 212,777,921.82 |
| Wilmington | \$11.45 | \$26.77 | \$ 8,048 | \$ 62,323,957.00 | \$ 48,875,348.77 | \$ 111,199,305.77 | \$ 140,717,548.77 |
| Bedford | \$12.04 | \$27.12 | \$ 11,876 | \$ 51,734,745.00 | \$ 34,696,439.16 | \$ 86,431,184.16 | \$ 123,907,741.16 |
| Lexington | \$12.23 | \$24.26 | \$ 19,306 | \$ 195,403,028.00 | \$ 60,902,533.58 | \$ 256,305,561.58 | \$ 310,247,202.00 |

Table 6: Adjacent Community Tax Comparison, Massachusetts Division of Local Services

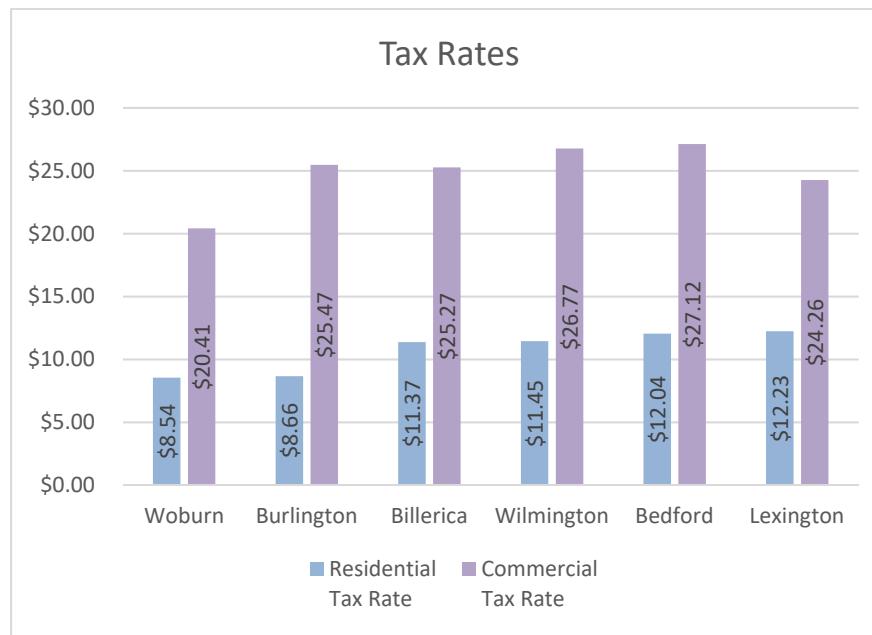


Figure 9: Adjacent Community Tax Rates, Massachusetts Division of Local Services

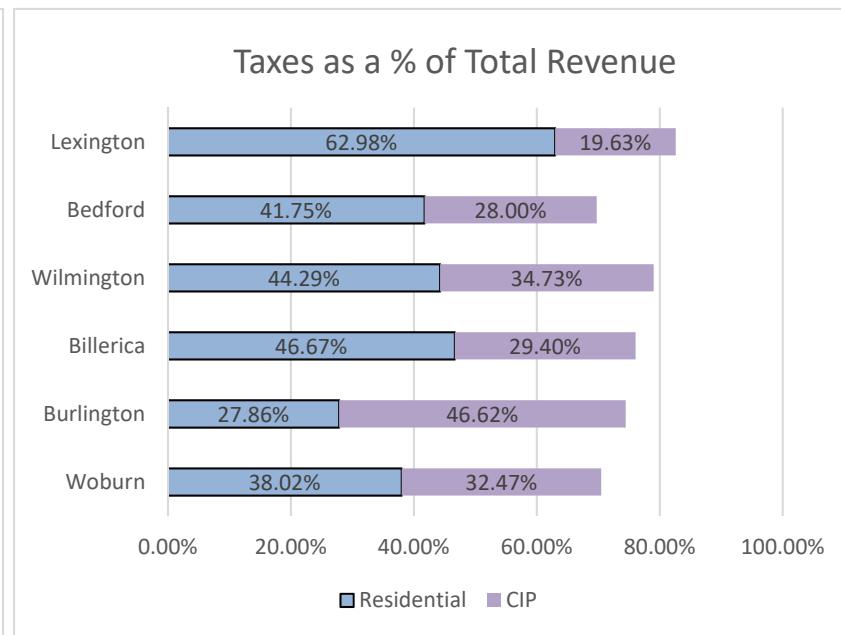


Figure 8: Adjacent Community Taxes as a Percent of Revenue, Massachusetts Division of Local Services

SHARE OF VALUE V. SHARE OF LEVY

(Residential v. Commercial)



Figure 10: Residential v Commercial Share of Total Value and Levy, Massachusetts Division of Local Services

SECTION 4: CAPITAL IMPROVEMENT PLAN

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OVERVIEW OF 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, new buildings and 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 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 assets.

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

A CIP is composed of two parts: a capital program and a capital budget. The capital program is a long-term plan for capital expenditures that extends beyond the immediate budget year, while the capital budget represents the upcoming fiscal year's spending plan for capital items.

Development of a CIP that ensures sound fiscal and capital planning requires effective leadership and collaboration across all Town departments. Properly developing a CIP allows the Town to maintain its strong credit rating, stabilize debt service payments, and identify the most cost-effective financing methods for capital projects. In addition, aligning capital investments with the overall financial framework of the community is critical, as poor debt management decisions can negatively affect the Town's financial health for many years.

The Town of Burlington is pleased to present the Fiscal Year 2026 Capital Improvement Plan (CIP), which reflects our continued commitment to responsible

fiscal management and strategic investment in the town's infrastructure, public safety, educational facilities, and overall quality of life for our residents.

| Funding Source | FY26 |
|--------------------|----------------------|
| Bond | \$ 10,092,000 |
| Free Cash | \$ 9,304,000 |
| Operating | \$ 700,000 |
| Other | \$ 697,000 |
| Grand Total | \$ 20,793,000 |

| Department | FY 26 |
|--------------------|----------------------|
| Conservation | \$ 42,000 |
| DPW | \$ 11,867,000 |
| Fire | \$ 706,000 |
| IT | \$ 700,000 |
| Police | \$ 92,000 |
| Rec | \$ 720,000 |
| Schools | \$ 6,316,000 |
| Rec/SB | \$ 350,000 |
| Grand Total | \$ 20,793,000 |

Below is a list of projects are being proposed for FY26:

DPW - \$11,867,000

- Bonding
 - Town Hall and Annex HVAC Upgrades
 - Inflow/Infiltration - MWRA Phase 16
- Free Cash
 - Drainage Repair/Stream Cleaning
 - NPDES - Stormwater Retro-Fit Project
 - Vehicle Replacement (including Sewer Vactor)
 - Water System Master Plan
 - Greenleaf Tank Mixing System
 - Mill Pond Dam Culvert Gates
 - PFAS Clay Media Pilot
 - Water Meter Replacement Program
 - Water Main Upgrade/Replacement
- Other
 - Vactor Skid Mounted

School - \$5,678,800 (\$6,316,000 with IT Erate Eligible)

- Bonding
 - Middle School Field Renovation Phase 2 (includes Bathrooms)
- Free Cash
 - Curriculum K-8 Literacy
 - Green Communities
 - Building Envelope and Vestibule
 - Security Upgrades
 - Tree Maintenance

- Boiler Room Maintenance
- Middle School Furniture
- Scoreboards and Technology

Recreation - \$1,070,000 (includes Town Common project)

- Free Cash
 - Athletic Fields Improvement Program
 - Fencing, Walkway, and Tree
 - Basketball Court Replacement
 - Simonds Park Accessible Walkway
 - Pickup Truck Replacement
 - Toro Mower Replacement
 - Town Common Bandstand & Walkways

Public Safety - \$798,000

- Free Cash
 - Police - Rifle Replacement
 - Police - AED Replacement
 - Fire-Command Car
- Other
 - Ambulance

IT - \$1,337,200

- Free Cash
 - Network Equipment Erate Eligible
- Operating
 - Technology Infrastructure and Cyber Security Replacement (Lease)

Conservation - \$42,000

- Other
 - Vehicle Replacement (Hybrid)

NOTE: The following 10 year capital plan serves as a list of requested projects and initiatives, rather than a finalized funding or implementation plan. Each item included is subject to further evaluation based on organizational priorities, available resources, and changing needs. Approval and execution of any project will depend on funding availability, feasibility assessments, and strategic alignment with overall goals. Projects may be re-evaluated and re-slotted into different fiscal years as priorities and financial conditions evolve.

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| Department | Division | Project | FY | Funding Source | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|--------------|---------------------------------|--|------|----------------|-------------|-------------|-------------|-------------|------|----------|------|----------|----------|
| Building | | Replacement Vehicle | 2027 | Free Cash | | \$28,000 | | | | | | | |
| Building | | Replacement Vehicle | 2032 | Free Cash | | | | | | | | \$40,000 | |
| Clerk | | Electronic Document Management Software | 2027 | Free Cash | | \$30,000 | | | | | | | |
| CoA | | Kitchen Renovation | 2027 | Free Cash | | \$30,000 | | | | | | | |
| CoA | | Replace COA2 Bus | 2027 | Free Cash | | \$155,000 | | | | | | | |
| CoA | | Upgrade Furnitures and Fixtures | 2027 | Free Cash | | \$55,000 | | | | | | | |
| CoA | | Replace COA1 Van | 2034 | Free Cash | | | | | | | | | \$85,000 |
| Conservation | | C-2 Ford Hybrid | 2026 | Other | \$42,000 | | | | | | | | |
| Conservation | | Land Acquisition | 2028 | Bond | | | \$1,500,000 | | | | | | |
| Conservation | | Open Space Recreation Plan (OSRP) | 2029 | Free Cash | | | | \$65,000 | | | | | |
| Conservation | | C-1 2007 Ford Ranger | 2031 | Free Cash | | | | | | \$50,000 | | | |
| DPW | Sewer System Improvements | Inflow/Infiltration MWRA Phase 16 | 2026 | Bond | \$1,432,000 | | | | | | | | |
| DPW | Facilities | Town Hall/Town Hall Annex HVAC Upgrade | 2026 | Bond | \$5,300,000 | | | | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2026 | Free Cash | \$735,000 | | | | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program - Vactor | 2026 | Free Cash | \$790,000 | | | | | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2026 | Free Cash | \$200,000 | | | | | | | | |
| DPW | Water Distribution & Production | Greenleaf Tank Mixing System | 2026 | Free Cash | \$300,000 | | | | | | | | |
| DPW | Water Treatment | Mill Pond Dam Culvert Gates | 2026 | Free Cash | \$150,000 | | | | | | | | |
| DPW | Drainage | NPDES - Stormwater Retro-fit Project | 2026 | Free Cash | \$100,000 | | | | | | | | |
| DPW | Water Treatment | PFAS Clay Media Pilot Study | 2026 | Free Cash | \$220,000 | | | | | | | | |
| DPW | Water Distribution & Production | Water Meter Replacement Program | 2026 | Free Cash | \$1,000,000 | | | | | | | | |
| DPW | Water Distribution & Production | Water System Master Plan | 2026 | Free Cash | \$100,000 | | | | | | | | |
| DPW | Water Distribution & Production | Water System Upgrade/Replacement | 2026 | Free Cash | \$1,500,000 | | | | | | | | |
| DPW | Sewer System Improvements | Vactor Skid Mounted | 2026 | Other | \$40,000 | | | | | | | | |
| DPW | Facilities | Douglas PS Force main Rehabilitation | 2027 | Bond | | \$6,000,000 | | | | | | | |
| DPW | Facilities | Meadowbook School-Roof | 2027 | Bond | | \$1,600,000 | | | | | | | |
| DPW | Water Treatment | Mill Pond Dam Culvert Gates | 2027 | Bond | | \$900,000 | | | | | | | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2027 | Bond | | \$3,500,000 | | | | | | | |
| DPW | Water Distribution & Production | Shawsheen Raw Water Intake Lining | 2027 | Bond | | \$750,000 | | | | | | | |
| DPW | Facilities | 61 Center - Windows | 2027 | Free Cash | | \$480,000 | | | | | | | |
| DPW | Cemetery | Development/Expand Pine Haven | 2027 | Free Cash | | \$500,000 | | | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2027 | Free Cash | | \$1,040,000 | | | | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2027 | Free Cash | | \$400,000 | | | | | | | |
| DPW | Facilities | Facilities Asset Inventory & Software | 2027 | Free Cash | | \$100,000 | | | | | | | |
| DPW | Water Treatment | Mill Pond TOC Treatment Evaluation /Design | 2027 | Free Cash | | \$350,000 | | | | | | | |
| DPW | Drainage | NPDES - Stormwater Sub-Basin Investigation | 2027 | Free Cash | | \$100,000 | | | | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2027 | Free Cash | | \$1,000,000 | | | | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2027 | Free Cash | | \$500,000 | | | | | | | |
| DPW | Streets & Sidewalks | Replace Center Street Tank | 2027 | Free Cash | | \$1,000,000 | | | | | | | |
| DPW | Equipment Purchase | Rust Protection/Undercoating | 2027 | Free Cash | | \$25,000 | | | | | | | |
| DPW | Water Distribution & Production | Water Meter Replacement Program | 2027 | Free Cash | | \$1,000,000 | | | | | | | |
| DPW | Sewer System Improvements | Pump Station & Portable Generator Replacement | 2027 | Other | | \$120,000 | | | | | | | |
| DPW | Water Treatment | Mill Pond TOC Treatment Construction | 2028 | Bond | | | \$2,500,000 | | | | | | |
| DPW | Water Distribution & Production | Replace Center Street Tank | 2028 | Bond | | | \$2,000,000 | | | | | | |
| DPW | Water Distribution & Production | Water System Upgrade/Replacement | 2028 | Bond | | | \$1,500,000 | | | | | | |
| DPW | Facilities | 61 Center - GYM Roof | 2028 | Free Cash | | | \$175,000 | | | | | | |
| DPW | Facilities | 61 Center - Murray Kelly Roof | 2028 | Free Cash | | | \$150,000 | | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2028 | Free Cash | | | \$313,000 | | | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2028 | Free Cash | | | \$500,000 | | | | | | |
| DPW | Facilities | Fire HQ Garage Doors | 2028 | Free Cash | | | \$55,000 | | | | | | |
| DPW | Facilities | Fire HQ Roof | 2028 | Free Cash | | | \$230,000 | | | | | | |
| DPW | Drainage | NPDES - Stormwater Retro-fit Project | 2028 | Free Cash | | | \$100,000 | | | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2028 | Free Cash | | | \$500,000 | | | | | | |
| DPW | Equipment Purchase | Rust Protection/Undercoating | 2028 | Free Cash | | | \$25,000 | | | | | | |
| DPW | Water Distribution & Production | Shawsheen Raw Water Intake Lining | 2028 | Free Cash | | | \$1,000,000 | | | | | | |
| DPW | Water Distribution & Production | Water Meter Replacement Program | 2028 | Free Cash | | | \$1,000,000 | | | | | | |
| DPW | Facilities | Meadowbook School-Windows | 2029 | Bond | | | | \$960,000 | | | | | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2029 | Bond | | | | \$3,500,000 | | | | | |

| Department | Division | Project | FY | Funding Source | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|------------|---------------------------------|--|------|----------------|------|------|----------|-------------|-------------|-------------|-------------|-------------|------|
| DPW | Water Distribution & Production | Shawsheen Raw Water Intake Lining | 2029 | Bond | | | | \$1,000,000 | | | | | |
| DPW | Facilities | 61 Center - GYM Façade | 2029 | Free Cash | | | | \$130,000 | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2029 | Free Cash | | | | \$818,000 | | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2029 | Free Cash | | | | \$500,000 | | | | | |
| DPW | Facilities | Expand Chestnut Hill Garage | 2029 | Free Cash | | | | \$360,000 | | | | | |
| DPW | Sewer System Improvements | LED Street Light Replacement Program | 2029 | Free Cash | | | | \$500,000 | | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2029 | Free Cash | | | | \$500,000 | | | | | |
| DPW | Sewer System Improvements | Pump Station & Portable Generator Replacement | 2029 | Free Cash | | | | \$120,000 | | | | | |
| DPW | Water Distribution & Production | Water Meter Replacement Program | 2029 | Free Cash | | | | \$1,000,000 | | | | | |
| DPW | Water Distribution & Production | Shawsheen Raw Water Intake Lining | 2030 | Bond | | | | | \$1,000,000 | | | | |
| DPW | Water Distribution & Production | Water System Upgrade/Replacement | 2030 | Bond | | | | | \$1,500,000 | | | | |
| DPW | Facilities | 61 Center -Elevator piston | 2030 | Free Cash | | | | | \$100,000 | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2030 | Free Cash | | | | | \$540,000 | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2030 | Free Cash | | | | | \$500,000 | | | | |
| DPW | Water Treatment | Greenleaf Tank Repairs | 2030 | Free Cash | | | | | \$300,000 | | | | |
| DPW | Streets & Sidewalks | LED Street Light Replacement Program | 2030 | Free Cash | | | | | \$500,000 | | | | |
| DPW | Facilities | Library-Elevator | 2030 | Free Cash | | | | | \$100,000 | | | | |
| DPW | Drainage | NPDES - Stormwater Retro-fit Project | 2030 | Free Cash | | | | | \$100,000 | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2030 | Free Cash | | | | | \$500,000 | | | | |
| DPW | Water Treatment | Shawsheen Diversion Station Pump Replacement | 2030 | Free Cash | | | | | \$75,000 | | | | |
| DPW | Sewer System Improvements | Terrace Hall Pump Station Pump Replacement | 2030 | Free Cash | | | | | \$1,150,000 | | | | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2031 | Bond | | | | | | \$3,500,000 | | | |
| DPW | Water Distribution & Production | Shawsheen Raw Water Intake Lining | 2031 | Bond | | | | | | \$1,000,000 | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2031 | Free Cash | | | | | | \$540,000 | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2031 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Facilities | Fire HQ -Elevator piston | 2031 | Free Cash | | | | | | \$100,000 | | | |
| DPW | Streets & Sidewalks | LED Street Light Replacement Program | 2031 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2031 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Sewer System Improvements | Pump Station & Portable Generator Replacement | 2031 | Free Cash | | | | | | \$120,000 | | | |
| DPW | Facilities | Town Hall - Elevator piston | 2031 | Free Cash | | | | | | \$100,000 | | | |
| DPW | Facilities | Town Hall Annex -Elevator piston | 2031 | Free Cash | | | | | | \$100,000 | | | |
| DPW | Water Distribution & Production | Water System Upgrade/Replacement | 2032 | Bond | | | | | | \$1,500,000 | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2032 | Free Cash | | | | | | \$720,000 | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2032 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Streets & Sidewalks | LED Street Light Replacement Program | 2032 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Drainage | NPDES - Stormwater Retro-fit Project | 2032 | Free Cash | | | | | | \$100,000 | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2032 | Free Cash | | | | | | \$500,000 | | | |
| DPW | Water Treatment | Shawsheen Diversion Station Pump Replacement | 2032 | Free Cash | | | | | | \$75,000 | | | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2033 | Bond | | | | | | | \$3,500,000 | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2033 | Free Cash | | | | | | | \$1,341,000 | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2033 | Free Cash | | | | | | | \$500,000 | | |
| DPW | Streets & Sidewalks | LED Street Light Replacement Program | 2033 | Free Cash | | | | | | | \$500,000 | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2033 | Free Cash | | | | | | | \$500,000 | | |
| DPW | Sewer System Improvements | Pump Station & Portable Generator Replacement | 2033 | Free Cash | | | | | | | \$120,000 | | |
| DPW | Water Treatment | Rebuild Mill Pond Sludge Basin | 2034 | Bond | | | | | | | | \$1,500,000 | |
| DPW | Sewer System Improvements | Terrace Hall Pump Station VFD Replacement | 2034 | Bond | | | | | | | | \$40,000 | |
| DPW | Water Distribution & Production | Water System Upgrade/Replacement | 2034 | Bond | | | | | | | | \$1,500,000 | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2034 | Free Cash | | | | | | | | \$522,000 | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2034 | Free Cash | | | | | | | | \$500,000 | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2034 | Free Cash | | | | | | | | \$500,000 | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2035 | Bond | | | | | | | | | |
| DPW | Streets & Sidewalks | Terrace Hall Bridge - Design | 2035 | Bond | | | | | | | | | |
| DPW | Equipment Purchase | DPW Vehicle Replacement Program | 2035 | Free Cash | | | | | | | | | |
| DPW | Drainage | Drainage Repair/Stream Cleaning | 2035 | Free Cash | | | | | | | | | |
| DPW | Water Treatment | PFAS Filters Resin Replacement | 2035 | Free Cash | | | | | | | | | |
| DPW | Streets & Sidewalks | Road, Sidewalks, & Parking Lot Paving (Bond Issue) | 2035 | Free Cash | | | | | | | | | |
| DPW | Streets & Sidewalks | Terrace Hall Pump Station VFD Replacement | 2035 | Free Cash | | | | | | | | | |
| Fire | | Command Car 1 - 2015 Ford Explorer | 2026 | Free Cash | | | \$91,000 | | | | | | |

| Department | Division | Project | FY | Funding Source | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|------------|----------------------|---|------|----------------|------------------|--------------|-----------|-----------|-------------|-----------|-----------|-------------|-----------|
| Fire | | Ambulance 3 - 2010 International/Horton | 2026 | Other | \$615,000 | | | | | | | | |
| Fire | | Command Car 2 - 2017 Ford Explorer | 2027 | Free Cash | | \$89,000 | | | | | | | |
| Fire | | Incident Support Truck - 2012 Ford F350 | 2027 | Free Cash | | \$117,000 | | | | | | | |
| Fire | | SCBA Washer | 2027 | Free Cash | | \$60,000 | | | | | | | |
| Fire | | Command Car 4 - 2018 Ford Explorer | 2028 | Free Cash | | | \$73,000 | | | | | | |
| Fire | | Command Car 5 - 2021 Ford Escape | 2029 | Free Cash | | | | \$75,000 | | | | | |
| Fire | | Ambulance - 2016 International/Horton | 2029 | Other | | | | \$685,000 | | | | | |
| Fire | | Engine - 2002 Pierce Wuantum (2013 Refurbish) | 2030 | Bond | | | | | \$1,235,000 | | | | |
| Fire | | Command Car 6 - 2017 Ford Expedition | 2030 | Free Cash | | | | | \$77,000 | | | | |
| Fire | | Command Car 7 - 2020 Ford Escape | 2031 | Free Cash | | | | | | \$79,000 | | | |
| Fire | | SCBA | 2031 | Free Cash | | | | | | \$880,000 | | | |
| Fire | | Ambulance - 2021 International/Horizon | 2032 | Free Cash | | | | | | | \$690,000 | | |
| Fire | | Engine - 2013 Pierce Wuantum Pumper | 2033 | Bond | | | | | | | | \$1,275,000 | |
| Fire | | Brush Truck - 2014 Ford F550 | 2034 | Free Cash | | | | | | | | | \$170,000 |
| Fire | | Ambulance - 2025 International/Horton | 2035 | Free Cash | | | | | | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2026 | OpBudget | \$700,000 | | | | | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2027 | OpBudget | | \$700,000 | | | | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2028 | OpBudget | | | \$700,000 | | | | | | |
| IT | | Equipment Van | 2029 | Free Cash | | | | \$45,000 | | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2029 | OpBudget | | | | \$700,000 | | | | | |
| IT | | Fiber Loop Replacement | 2030 | Bond | | | | | \$1,500,000 | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2030 | OpBudget | | | | | \$700,000 | | | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2031 | OpBudget | | | | | | | \$800,000 | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2032 | OpBudget | | | | | | | \$800,000 | | |
| IT | | Technology Infrastructure Refresh (Lease) | 2033 | OpBudget | | | | | | | | \$800,000 | |
| IT | | Technology Infrastructure Refresh (Lease) | 2034 | OpBudget | | | | | | | | | \$800,000 |
| IT | | Technology Infrastructure Refresh (Lease) | 2035 | OpBudget | | | | | | | | | |
| Planning | | Town Center Overlay | 2028 | Free Cash | | | \$100,000 | | | | | | |
| Planning | | Comprehensive Master Plan | 2029 | Free Cash | | | | \$250,000 | | | | | |
| Police | | AED Replacement | 2026 | Free Cash | \$32,000 | | | | | | | | |
| Police | | Rifle Replacement | 2026 | Free Cash | \$60,000 | | | | | | | | |
| Police | | Electronic Control Weapon Replacement | 2029 | Free Cash | | | | \$70,000 | | | | | |
| Police | | Pistol and Rifle Replacement | 2031 | Free Cash | | | | | | | \$60,000 | | |
| Police | | Bullet-Proof Vest Replacement | 2035 | Free Cash | | | | | | | | | |
| Police | | Radio Replacement | 2035 | Free Cash | | | | | | | | | |
| Rec | Simonds | Accessible Walkway (Phase 2) | 2026 | Free Cash | \$100,000 | | | | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2026 | Free Cash | \$200,000 | | | | | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2026 | Free Cash | \$50,000 | | | | | | | | |
| Rec | Rahanis | Renovate Basketball Court | 2026 | Free Cash | \$115,000 | | | | | | | | |
| Rec | Vehicles & Equipment | Replace R-11 Pickup Truck | 2026 | Free Cash | \$105,000 | | | | | | | | |
| Rec | Vehicles & Equipment | Replace R-14 Toro Mower | 2026 | Free Cash | \$150,000 | | | | | | | | |
| Rec | Simonds | Accessible Park Renovations | 2027 | Bond | | \$2,500,000 | | | | | | | |
| Rec | Misc. Locations | New Recreation Center & Field House | 2027 | Bond | | \$10,000,000 | | | | | | | |
| Rec | Misc. Locations | Adaptive Equipment for Programming | 2027 | Free Cash | | \$25,000 | | | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2027 | Free Cash | | \$200,000 | | | | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2027 | Free Cash | | \$50,000 | | | | | | | |
| Rec | Vehicles & Equipment | John Deere Side Arm Attachment | 2027 | Free Cash | | \$25,000 | | | | | | | |
| Rec | Simonds | Renovate Wading Pool | 2027 | Free Cash | | \$250,000 | | | | | | | |
| Rec | Simonds | Replace Bathrooms & Accessible Changing Tables | 2027 | Free Cash | | \$500,000 | | | | | | | |
| Rec | Misc. Locations | Replace Fencing (Wildmere, Pathwoods, Rahanis) | 2027 | Free Cash | | \$75,000 | | | | | | | |
| Rec | Misc. Locations | Sensory Event Trailer | 2027 | Free Cash | | \$50,000 | | | | | | | |
| Rec | Overlook | Storage Facility @ Overlook Renovation | 2027 | Free Cash | | \$50,000 | | | | | | | |
| Rec | Misc. Locations | VSI App | 2027 | Free Cash | | \$20,000 | | | | | | | |
| Rec | Misc. Locations | Walkway Renovations - Regan & Wildwood | 2027 | Free Cash | | \$25,000 | | | | | | | |
| Rec | Simonds | Accessible Walkways from Visco to Skate Park (Phase 3) | 2028 | Free Cash | | | | \$125,000 | | | | | |
| Rec | Misc. Locations | All Park Tech Upgrade (wifi, charging stations, kiosks) | 2028 | Free Cash | | | | \$100,000 | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2028 | Free Cash | | | | \$200,000 | | | | | |
| Rec | Misc. Locations | Create a Yoga Studio/Wellness Room | 2028 | Free Cash | | | | \$20,000 | | | | | |

| Department | Division | Project | FY | Funding Source | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|------------|----------------------|---|------|----------------|------|------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|
| Rec | Misc. Locations | Fencing & Backstops (Simonds, Veterans, TRW) | 2028 | Free Cash | | | \$45,000 | | | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2028 | Free Cash | | | \$50,000 | | | | | | |
| Rec | Misc. Locations | Interactive Communication Boards | 2028 | Free Cash | | | \$50,000 | | | | | | |
| Rec | Vehicles & Equipment | New ATV Accessible All-Terrain Hopper | 2028 | Free Cash | | | \$25,000 | | | | | | |
| Rec | Wildwood | Parking Improvements | 2028 | Free Cash | | | \$75,000 | | | | | | |
| Rec | 61 Center Street | Renovate kitchen/ceramics room | 2028 | Free Cash | | | \$50,000 | | | | | | |
| Rec | Vehicles & Equipment | Replace John Deere Tractor (Small) | 2028 | Free Cash | | | \$150,000 | | | | | | |
| Rec | Vehicles & Equipment | Replace R-15 Larger Mower/Tractor | 2028 | Free Cash | | | \$150,000 | | | | | | |
| Rec | Vehicles & Equipment | Replace R-4 Pickup Truck | 2028 | Free Cash | | | \$90,000 | | | | | | |
| Rec | Vehicles & Equipment | Replace Slope Mower (Ventrac) | 2028 | Free Cash | | | \$50,000 | | | | | | |
| Rec | Simonds | Update Visco Building Including Accessible Entrance | 2028 | Free Cash | | | \$200,000 | | | | | | |
| Rec | Misc. Locations | Renovate Marvin & Rotary (Pickleball, Tennis, Netting, etc) | 2029 | Bond | | | | \$1,000,000 | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2029 | Free Cash | | | | \$200,000 | | | | | |
| Rec | Simonds | Develop Permanent TR Space | 2029 | Free Cash | | | | \$250,000 | | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2029 | Free Cash | | | | \$50,000 | | | | | |
| Rec | Wildwood | Install Bathroom Facilities | 2029 | Free Cash | | | | \$125,000 | | | | | |
| Rec | Reagan | Renovate Field & Install Irrigation | 2029 | Free Cash | | | | \$150,000 | | | | | |
| Rec | Rahanis | Renovate Playground | 2029 | Free Cash | | | | \$500,000 | | | | | |
| Rec | Vehicles & Equipment | Replace R-10 Recreation SUV | 2029 | Free Cash | | | | \$60,000 | | | | | |
| Rec | Vehicles & Equipment | Replace R-5 Pickup Truck | 2029 | Free Cash | | | | \$90,000 | | | | | |
| Rec | Vehicles & Equipment | Replace R-6 Rack Body | 2029 | Free Cash | | | | \$90,000 | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2030 | Free Cash | | | | | \$200,000 | | | | |
| Rec | Misc. Locations | Create Snoezelen Sensory Room | 2030 | Free Cash | | | | | \$100,000 | | | | |
| Rec | Misc. Locations | Develop Hiking Trails w/Equipment | 2030 | Free Cash | | | | | \$125,000 | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2030 | Free Cash | | | | | \$50,000 | | | | |
| Rec | Vehicles & Equipment | New Passenger Van | 2030 | Free Cash | | | | | \$75,000 | | | | |
| Rec | TRW | Renovate Playground | 2030 | Free Cash | | | | | \$500,000 | | | | |
| Rec | Misc. Locations | Renovate Playground at Pathwoods | 2030 | Free Cash | | | | | \$300,000 | | | | |
| Rec | Wildwood | Renovate Walkways with Lighting | 2030 | Free Cash | | | | | \$225,000 | | | | |
| Rec | Vehicles & Equipment | Replace Bucket Truck | 2030 | Free Cash | | | | | \$150,000 | | | | |
| Rec | Vehicles & Equipment | Replace R-9 Pickup Truck | 2030 | Free Cash | | | | | \$90,000 | | | | |
| Rec | Vehicles & Equipment | Replace Wood Chipper | 2030 | Free Cash | | | | | \$55,000 | | | | |
| Rec | Misc. Locations | Stand Alone Splash Pad | 2030 | Free Cash | | | | | \$250,000 | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2031 | Free Cash | | | | | | \$200,000 | | | |
| Rec | Overlook | Braills Trail | 2031 | Free Cash | | | | | | \$25,000 | | | |
| Rec | Simonds | Design Services for New Exit | 2031 | Free Cash | | | | | | \$25,000 | | | |
| Rec | Misc. Locations | Develop Nature Center | 2031 | Free Cash | | | | | | \$25,000 | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2031 | Free Cash | | | | | | \$50,000 | | | |
| Rec | Misc. Locations | Install Outdoor Rentable Pavillion | 2031 | Free Cash | | | | | | \$150,000 | | | |
| Rec | Overlook | Pump Track | 2031 | Free Cash | | | | | | \$50,000 | | | |
| Rec | Veterans | Renovations | 2031 | Free Cash | | | | | | \$325,000 | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2032 | Free Cash | | | | | | | \$200,000 | | |
| Rec | Misc. Locations | Develop Pickleball Complex | 2032 | Free Cash | | | | | | | \$250,000 | | |
| Rec | Misc. Locations | Develop Second Disc Golf Course | 2032 | Free Cash | | | | | | | \$40,000 | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2032 | Free Cash | | | | | | | \$50,000 | | |
| Rec | Misc. Locations | Install Outdoor Futsal Court | 2032 | Free Cash | | | | | | | \$250,000 | | |
| Rec | Rahanis | Renovate Footbridge | 2032 | Free Cash | | | | | | | \$75,000 | | |
| Rec | Vehicles & Equipment | Replace John Deere Tractor (Large) | 2032 | Free Cash | | | | | | | \$175,000 | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2033 | Free Cash | | | | | | | | \$200,000 | |
| Rec | TRW | Construct Street Hockey/Spray Pad/Rink | 2033 | Free Cash | | | | | | | | \$500,000 | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2033 | Free Cash | | | | | | | | \$50,000 | |
| Rec | Misc. Locations | Install Second Dog Park | 2033 | Free Cash | | | | | | | | \$250,000 | |
| Rec | Wildwood | Playground Renovations | 2033 | Free Cash | | | | | | | | \$225,000 | |
| Rec | Misc. Locations | Renovate Bandstand (Town Common) | 2033 | Free Cash | | | | | | | | \$45,000 | |
| Rec | Simonds | Renovate Skate Park | 2033 | Free Cash | | | | | | | | \$100,000 | |
| Rec | Misc. Locations | Athletic Field Improvements | 2034 | Free Cash | | | | | | | | | \$200,000 |
| Rec | Misc. Locations | Create Fully Accessible Field | 2034 | Free Cash | | | | | | | | | \$150,000 |
| Rec | Misc. Locations | Create Ninja Warrior Course | 2034 | Free Cash | | | | | | | | | \$200,000 |

| Department | Division | Project | FY | Funding Source | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|------------------|------------------------|--|------|----------------|-------------|---------------|-----------|------|------|------|------|------|--------------|
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2034 | Free Cash | | | | | | | | | \$50,000 |
| Rec | Misc. Locations | Aquatics Facility | 2035 | Bond | | | | | | | | | |
| Rec | Misc. Locations | Athletic Field Improvements | 2035 | Free Cash | | | | | | | | | |
| Rec | Misc. Locations | Develop Music Park | 2035 | Free Cash | | | | | | | | | |
| Rec | Misc. Locations | Fencing, Walkway, & Tree Replacement Program | 2035 | Free Cash | | | | | | | | | |
| Rec | Reagan | Install Drinking Fountain | 2035 | Free Cash | | | | | | | | | |
| Rec/SB | Town Common | Renovate Bandstand (Town Common) | 2026 | Free Cash | \$350,000 | | | | | | | | |
| Regional Schools | Shawsheen Tech | Shawsheen Tech Renovation/Rebuild | 2030 | Bond | | | | | | | | | \$35,000,000 |
| Schools | Marshall Simonds | Field Bathroom - Phase 2 | 2026 | Bond | \$1,650,000 | | | | | | | | |
| Schools | Marshall Simonds | Field Renovation - Phase 2 | 2026 | Bond | \$1,710,000 | | | | | | | | |
| Schools | Pine Glen | Boiler Maintenance | 2026 | Free Cash | \$69,900 | | | | | | | | |
| Schools | System-wide | Building Envelope and Vestibule | 2026 | Free Cash | \$335,000 | | | | | | | | |
| Schools | System-wide | District wide tree work | 2026 | Free Cash | \$50,000 | | | | | | | | |
| Schools | Marshall Simonds | Furniture | 2026 | Free Cash | \$101,000 | | | | | | | | |
| Schools | System-wide | Green Communities Grant HVAC | 2026 | Free Cash | \$276,900 | | | | | | | | |
| Schools | System-wide | HVAC Maintenance | 2026 | Free Cash | \$753,500 | | | | | | | | |
| Schools | System-wide | IT Equipment Erate | 2026 | Free Cash | \$637,200 | | | | | | | | |
| Schools | System-wide | K-8 literacy Curriculum | 2026 | Free Cash | \$578,700 | | | | | | | | |
| Schools | System-wide | Scoreboard and Audio | 2026 | Free Cash | \$99,000 | | | | | | | | |
| Schools | System-wide | Security Upgrades and Replacement | 2026 | Free Cash | \$54,800 | | | | | | | | |
| Schools | Burlington High School | Renovation (Town Share) | 2027 | Bond | | \$300,000,000 | | | | | | | |
| Schools | Fox Hill | Solar Panels | 2027 | Bond | | \$3,500,000 | | | | | | | |
| Schools | System-wide | Auditorium A/V Lighting and Upgrades | 2027 | Free Cash | | \$150,000 | | | | | | | |
| Schools | System-wide | Bathroom Renovations | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | Memorial School | Bio Retention Area Reconstruction | 2027 | Free Cash | | \$150,000 | | | | | | | |
| Schools | System-wide | Electrical Upgrades and Repairs | 2027 | Free Cash | | \$125,000 | | | | | | | |
| Schools | System-wide | Facilities Masterplan | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | Francis Wyman | Front Vestibule | 2027 | Free Cash | | \$500,000 | | | | | | | |
| Schools | Pine Glen | Front Vestibule | 2027 | Free Cash | | \$500,000 | | | | | | | |
| Schools | Memorial School | Generator Replacement | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | System-wide | Inercom | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | System-wide | Lightspeed Replacement | 2027 | Free Cash | | \$455,000 | | | | | | | |
| Schools | System-wide | Parking Lot Light Replacement | 2027 | Free Cash | | \$200,000 | | | | | | | |
| Schools | System-wide | Playground renovation retaining wall | 2027 | Free Cash | | \$300,000 | | | | | | | |
| Schools | Marshall Simonds | Plumbing | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | System-wide | Security Camera Replacement and Upgrades | 2027 | Free Cash | | \$100,000 | | | | | | | |
| Schools | System-wide | Teacher MacBook Replacment | 2027 | Free Cash | | \$500,000 | | | | | | | |
| Schools | System-wide | Turf Replacement | 2027 | Free Cash | | \$150,000 | | | | | | | |
| Schools | Francis Wyman | Air Conditioning | 2028 | Free Cash | | | \$300,000 | | | | | | |
| Schools | Memorial School | HVAC | 2028 | Free Cash | | | \$300,000 | | | | | | |
| Schools | Pine Glen | Kitchen Renovation | 2028 | Free Cash | | | \$300,000 | | | | | | |
| Schools | System-wide | Master Plan Update | 2028 | Free Cash | | | \$200,000 | | | | | | |
| Schools | System-wide | Parking Lot Light Replacement | 2028 | Free Cash | | | \$200,000 | | | | | | |
| Schools | Burlington High School | Pump Replacement | 2028 | Free Cash | | | \$55,000 | | | | | | |
| Schools | System-wide | Vehicle Replacement | 2028 | Free Cash | | | \$60,000 | | | | | | |
| Schools | Pine Glen | Feasibility Study | 2029 | Bond | | | | | | | | | \$1,500,000 |
| Schools | Burlington High School | Practice Field Upgrades | 2029 | Bond | | | | | | | | | \$7,200,000 |
| Schools | System-wide | Boiler Replacement | 2029 | Free Cash | | | | | | | | | \$800,000 |
| Schools | Francis Wyman | Boiler Retube/HVAC Maintenance | 2029 | Free Cash | | | | | | | | | \$300,000 |
| Schools | Memorial School | Field Upgrades | 2029 | Free Cash | | | | | | | | | \$700,000 |
| Schools | Burlington High School | Flooring | 2029 | Free Cash | | | | | | | | | \$100,000 |
| Schools | Memorial School | HVAC | 2029 | Free Cash | | | | | | | | | \$300,000 |
| Schools | System-wide | Vehicle Replacement | 2029 | Free Cash | | | | | | | | | \$65,000 |
| Schools | Burlington High School | Bathroom Renovations | 2030 | Free Cash | | | | | | | | | \$100,000 |
| Schools | Marshall Simonds | Chiller Maintenance | 2030 | Free Cash | | | | | | | | | \$100,000 |
| Schools | Francis Wyman | Flooring | 2030 | Free Cash | | | | | | | | | \$150,000 |
| Schools | Memorial School | HVAC | 2030 | Free Cash | | | | | | | | | \$300,000 |
| Schools | Pine Glen | HVAC Renovations (Mech. Exhaust/AC) | 2030 | Free Cash | | | | | | | | | \$500,000 |

| Department | Division | Project | FY | Funding Sourc | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|------------|------------------------|--|-------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|-------------|--------------|-------------|
| Schools | System-wide | Parking Lot Light Replacement | 2030 | Free Cash | | | | | \$100,000 | | | | |
| Schools | System-wide | Teacher MacBook Replacment | 2030 | Free Cash | | | | | \$500,000 | | | | |
| Schools | System-wide | Auditorium A/V Lighting and Upgrades | 2031 | Free Cash | | | | | | \$150,000 | | | |
| Schools | Marshall Simonds | Bathroom Renovations | 2031 | Free Cash | | | | | | \$200,000 | | | |
| Schools | Burlington High School | HVAC Maintenance | 2031 | Free Cash | | | | | | \$300,000 | | | |
| Schools | System-wide | Pavement Replacement Program | 2031 | Free Cash | | | | | | \$200,000 | | | |
| Schools | System-wide | Pavement Replacement Program | 2031 | Free Cash | | | | | | \$225,000 | | | |
| Schools | Memorial School | Playground Resurface | 2031 | Free Cash | | | | | | \$75,000 | | | |
| Schools | Francis Wyman | Plumbing | 2031 | Free Cash | | | | | | \$100,000 | | | |
| Schools | Burlington High School | Track Resurfacing/Turf Replacement | 2032 | Bond | | | | | | | \$1,500,000 | | |
| Schools | Francis Wyman | Bathroom Renovations | 2032 | Free Cash | | | | | | | \$200,000 | | |
| Schools | Memorial School | Bathroom Renovations | 2032 | Free Cash | | | | | | | \$300,000 | | |
| Schools | Fox Hill | HVAC Maintenance | 2032 | Free Cash | | | | | | | \$300,000 | | |
| Schools | Marshall Simonds | HVAC Maintenance | 2032 | Free Cash | | | | | | | \$300,000 | | |
| Schools | System-wide | Parking Lot Light Replacement | 2032 | Free Cash | | | | | | | \$200,000 | | |
| Schools | System-wide | Security Camera Replacement and Upgrades | 2032 | Free Cash | | | | | | | \$100,000 | | |
| Schools | Pine Glen | Addition/Renovation | 2033 | Bond | | | | | | | | \$50,000,000 | |
| Schools | System-wide | Activity Bus & Utility Vehicles | 2033 | Free Cash | | | | | | | | \$170,000 | |
| Schools | Marshall Simonds | Boiler Overhaul | 2033 | Free Cash | | | | | | | | \$300,000 | |
| Schools | Memorial School | Flooring | 2033 | Free Cash | | | | | | | | \$100,000 | |
| Schools | Francis Wyman | HVAC Maintenance | 2033 | Free Cash | | | | | | | | \$300,000 | |
| Schools | Memorial School | Bathroom Renovations | 2034 | Free Cash | | | | | | | | \$300,000 | |
| Schools | Pine Glen | HVAC Maintenance | 2034 | Free Cash | | | | | | | | \$300,000 | |
| Schools | System-wide | Parking Lot Light Replacement | 2034 | Free Cash | | | | | | | | \$100,000 | |
| Schools | Pine Glen | Generator Replacement | 2035 | Free Cash | | | | | | | | | |
| Schools | Memorial School | HVAC Maintenance | 2035 | Free Cash | | | | | | | | | |
| Schools | System-wide | Pavement Replacement Program | 2035 | Free Cash | | | | | | | | | |
| YFS | | Replacement Truck | 2034 | Free Cash | | | | | | | | | \$150,000 |
| | | | Total | | \$20,793,000 | \$341,529,000 | \$15,216,000 | \$24,758,000 | \$48,747,000 | \$10,929,000 | \$9,365,000 | \$60,776,000 | \$7,067,000 |

| Funding Sourc | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 |
|--------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|---------------------|
| Bond | \$ 10,092,000 | \$ 328,750,000 | \$ 7,500,000 | \$ 15,160,000 | \$ 40,235,000 | \$ 4,500,000 | \$ 3,000,000 | \$ 54,775,000 | \$ 3,040,000 |
| Free Cash | \$ 9,304,000 | \$ 11,959,000 | \$ 7,016,000 | \$ 8,213,000 | \$ 7,812,000 | \$ 5,629,000 | \$ 5,565,000 | \$ 5,201,000 | \$ 3,227,000 |
| Operating | \$ 700,000 | \$ 700,000 | \$ 700,000 | \$ 700,000 | \$ 700,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Other | \$ 697,000 | \$ 120,000 | \$ - | \$ 685,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grand Total | \$ 20,793,000 | \$ 341,529,000 | \$ 15,216,000 | \$ 24,758,000 | \$ 48,747,000 | \$ 10,929,000 | \$ 9,365,000 | \$ 60,776,000 | \$ 7,067,000 |

| Department | FY 26 | FY 27 | FY 28 | FY 29 | FY 30 | FY 31 | FY 32 | FY 33 | FY 34 |
|--------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|---------------------|
| Building | | \$ 28,000 | | | | | \$ 40,000 | | |
| Clerk | | \$ 30,000 | | | | | | | \$ 85,000 |
| CoA | | \$ 240,000 | | | | | | | |
| Conservation | \$ 42,000 | | \$ 1,500,000 | \$ 65,000 | | \$ 50,000 | | | |
| DPW | \$ 11,867,000 | \$ 19,365,000 | \$ 10,048,000 | \$ 9,388,000 | \$ 6,365,000 | \$ 6,960,000 | \$ 3,895,000 | \$ 6,461,000 | \$ 4,562,000 |
| Fire | \$ 706,000 | \$ 266,000 | \$ 73,000 | \$ 760,000 | \$ 1,312,000 | \$ 959,000 | \$ 690,000 | \$ 1,275,000 | \$ 170,000 |
| Historical | | | | | | | | | |
| Ice Palace | | | | | | | | | |
| IT | \$ 700,000 | \$ 700,000 | \$ 700,000 | \$ 745,000 | \$ 2,200,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Planning | | | | \$ 100,000 | \$ 250,000 | | | | |
| Police | \$ 92,000 | | | \$ 70,000 | | \$ 60,000 | | | |
| Rec | \$ 720,000 | \$ 13,770,000 | \$ 1,380,000 | \$ 2,515,000 | \$ 2,120,000 | \$ 850,000 | \$ 1,040,000 | \$ 1,370,000 | \$ 600,000 |
| Schools | \$ 6,316,000 | \$ 307,130,000 | \$ 1,415,000 | \$ 10,965,000 | \$ 1,750,000 | \$ 1,250,000 | \$ 2,900,000 | \$ 50,870,000 | \$ 700,000 |
| YFS | | | | | | | | | \$ 150,000 |
| Rec/SB | \$ 350,000 | | | | | \$ 35,000,000 | | | |
| Regional Schools | | | | | | | | | |
| Grand Total | \$ 20,793,000 | \$ 341,529,000 | \$ 15,216,000 | \$ 24,758,000 | \$ 48,747,000 | \$ 10,929,000 | \$ 9,365,000 | \$ 60,776,000 | \$ 7,067,000 |

SECTION 5: GLOSSARY OF TERMS

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| 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 and administered by the local board of assessors. |
| Accommodated Accounts | A category utilized by the Town to classify expenses that 1. apply to all departments (i.e., debt service and employee benefits), 2. have historically been challenging 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), or 3. are mandated, with the Town having little control over the cost (i.e., retirement contributions). Accommodated accounts are denoted with an "(AA)" in the budget line item description. |
| Appropriation | Authority granted by the 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 with an initial useful life in excess of one year and is of significant value. Capital assets include land, infrastructure, buildings, and 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 MGL Ch. 90 §34 provisions. 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 specific programs or services. Links to the Cherry Sheets are located on the DLS: <https://www.mass.gov/info-details/cherry-sheet-state-payment-reports>

Contracted Services

A subcategory within a department's total expenses budget line 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 representing 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 Select Board must be informed of excess levy capacity, and their acknowledgment 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, begins July 1 and concludes June 30. (i.e., Fiscal year 2025 is from July 1, 2024, through June 30, 2025).

| | |
|---|---|
| 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 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 is generated by new construction, renovations, and other increases in the property tax base during a calendar year, excluding value increases caused by regular market forces or revaluations. New Growth is calculated by multiplying the assessed value associated with new construction, renovations, and other increases by the prior year's tax rate. |
| Operating Budget | A proposed plan for personnel, supplies, and other expenses for the coming fiscal year. |

Other Post-Employment Benefits (OPEB)

A form of deferred compensation that is *not* 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 annually 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.e., it becomes part of free cash*).

Raise and Appropriate

A phrase used to identify a funding source for an expenditure or expenditures 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 annually within the town budget, administered by the Ways & Means Committee, to provide a funding source if the town incurs extraordinary or unforeseen expenditures. Per Mass General Law, the amount set cannot 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 the Town to easily track the total costs of a

service recovered through user charges; Burlington uses this fund to account for our 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 capital) 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. Establishing an amendment of purpose or appropriating money from stabilization requires a two-thirds vote of the 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 specific 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.