

TOWN OF BURLINGTON



Proposed Operating Budget & 10-Year Capital Plan

Fiscal Year 2023

July 1, 2022 - June 30, 2023

Prepared by the Accounting Department



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Paul Sagarino, Town Administrator
John Danizio, Assistant Town Administrator/Town Accountant
Whitney Haskell, Budget Director

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SECTION 1: GENERAL INFORMATION

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Town of Burlington

Ways and Means Committee

Annual Budget Recommendation Fiscal Year 2023

Dear Town Meeting Members,

The Ways and Means Committee is pleased to present the proposed budget for FY23 for your consideration. The Committee has worked with the Town's financial team and elected bodies to prepare the budget since early January. This budget supports the level of services expected by Burlington residents and is supported by Burlington's elected boards and commissions.

In my message to you last year, I wrote that we had a long way to go before we fully understood what the full impact of the pandemic would be to the Town's finances. A year later, clarity is starting to emerge. If you've been around Burlington lately, you can't help but notice that the restaurants are busier than they have been and that new restaurants have opened. Restaurant hours are still constrained as labor shortages continue. Business Travel has been slower to recover. Local receipts are starting to recover but remain depressed 45% from pre-pandemic levels. There was much concern over commercial property valuations in light of the shift to work from home taking place. The Assessor's office reports that commercial valuations in January held their values and requests for commercial abatements remained at pre-pandemic levels. The collective effort into refocusing Burlington as a destination for Life Sciences is starting to pay dividends.

Over last summer, the Town learned that it would receive \$8.5 million from the American Rescue Plan Act (ARPA). The purpose of ARPA is to help local towns and municipalities to replace lost revenues as a result of the pandemic. Unfortunately, around the same time, the Town also learned that it would need to make significant investment at the Mill Pond Water Treatment Plant after the EPA lowered the acceptable amounts of PFAS6 in our drinking water from 70 parts per trillion to 20 parts per trillion. The cost of the mitigation is approximately \$15 million and is expected to be completed in December 2022. As a result, the town is taking a cautious approach as it allocates its ARPA funds. Currently, only \$2.0 million has been allocated, \$500,000 of revenue replacement for FY22, FY23 and FY24, and another \$500,000 for the engineering design of the PFAS6 abatement system at the Mill Pond Water Treatment plant.

A hallmark of the budget process in Burlington has been stability and predictability. That approach enables the town to build a strong and durable financial base with good reserves, excellent financial management, and a strong community. The Town entered the previous fiscal year with strong reserves in Stabilization and Free Cash. At Town Meeting, you will be asked to approve \$6.6 Million from free cash in "pay as you go" capital projects. Although this number is higher than in previous years, the Town will carry over more than \$11 million in free cash to FY23. This year, the town is restructuring positions within the Planning, MIS and Town Administration offices that realign roles and responsibilities to better serve the community that is neutral to total FTE count. Planning and Recreation are proposing one new FTE position each and Ways & Means is debating the merits and costs and will have a recommendation at the time of Town Meeting.

The planning for this year's budget started in January with a discussion of the level of services to provide and the town's financial standing, income and expense projections, and the Town's levy limit. The discussion includes Ways and Means, Select Board, Treasurer, Assessors, School Superintendent, School

Committee, and the Town Administrator. Subsequently, Ways and Means, the Select Board, and the School Committee voted to support the guideline to limit the increase in operating budgets to no more than 3.65% blended across all operating budgets as revised at the September 2020 town meeting. The guideline for the school budget is 3.75% and for municipal departments and boards is 3.50%. The guideline for Accommodated Accounts is 5.75%. Recent events have not changed the goal of providing consistent and effective town services though some changes are necessary.

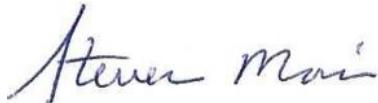
Warrant articles for capital expenditures and larger maintenance projects are reviewed individually by the governing elected boards and commissions and then by the Capital Budget and Ways and Means committees. The Town maintains a 10-year outlook on expected capital outlays which is reviewed on a yearly basis. The infrastructure of the town's buildings, streets, water supply, sewers, vehicles, recreational facilities, electrical, computer systems, etc. is essential for the town to operate smoothly and efficiently. Ensuring that capital and borrowing for projects large and small can be planned and funded is essential to the long-term stability of Burlington.

For this fiscal year, the Committee believes the proposed FY23 budget provides the same level of services that Burlington residents have come to expect and is within the budget guidelines. The committee is confident that the town has an effective plan to continue recovering from the effects of the pandemic moving forward. We thank you in advance for your support.

I would like to take this moment to recognize the significant time and energy expended by the members of Ways and Means to review budgets in their respective subcommittees. I would like to thank employees from the Town, School Department, and other elected boards that met with us over the months to provide us the information needed to complete a thorough review of the FY23 budget.

Tom Killilea retired from the Ways & Means Committee in February after more than fifteen years of service to the committee and to the town of Burlington. On behalf of the Committee, we would like to wish him well in his retirement.

Respectfully Submitted,



Steven Morin, Chair

The Ways and Means Committee
Fiscal Year 2023

Steven Morin, Chair
John Iler, Vice Chair
Brad D. Bond
Christopher Campbell
Doug Davison

Phil Gallagher
Michael J. Hardy
Frank Monaco
Meghan Nawoichik
Rob Neufeld

Ed Parsons
Roger S. Riggs
Sonia Rollins
David S. Tait
Jayashree Voruganti



Town of Burlington

Town Administrator

Town Administrator's Budget Message

Fiscal Year 2023

Town Meeting Members:

Enclosed please find the FY23 proposed operating budget and capital plan for the Town of Burlington and Burlington Public Schools.

As always, I would like to begin with expressing my gratitude to Town staff and our appointed and elected officials who have worked hard to continue to provide the highest level of service, despite the ongoing impacts and obstacles created by the pandemic.

The Administration's overarching goal with this budget as presented, is to continue to build a sustainable financial model, which is designed to maintain a high level of service and allow for continued investments in critical infrastructure, all while controlling the increase in the tax levy, maintaining reasonable fees, and addressing long-term liabilities and reserves.

Effect of the Public Health Emergency

As the Town continues to recover from the impacts of the pandemic, the proposed budget reflects the Administration's goal of incrementally restoring reductions resulting from the financial challenges created by the pandemic. It includes the refunding of positions that went unfilled in order to make those needed reductions. This budget addresses long-term goals and priorities while balancing the short-term challenges and uncertainties of the pandemic.

Operating Budget

This FY23 budget proposal represents a commitment to that conservative budgeting and careful financial planning. The Administration requested that each department level fund their budget, with the exception of pre-existing contractual obligations.

The Administration maintains its commitment to controlling the increase on the tax levy. The finance team initially proposed an operating budget guideline of 3.5% blended between the Town and the Schools. However, after significant discussion, it was determined that it would have too great of an impact on services to residents and students. As a result, the Administration amended its operating budget recommendation to 3.5% (Town) and 3.75% (School). With this guideline the goal was to keep the tax levy increase under 5%. The Administration is pleased to report that we were successful in meeting that goal with a proposed increase of 3.74% to the tax levy.

The proposed operating budget totals 161,647,294, which represents a 4.24% increase over the prior year. This increase was driven primarily by financial obligations largely outside the control of the Administration such as waste removal, special education tuition, regional school assessments and health insurance. These accounts are referred to as "Accommodated Accounts" also known as "Fixed Costs", which have been separated from department budgets because they are universally applicable, mandated expenses, or would

unfairly impact the ability of the department to meet guidelines. The Administration was able to bring the Accommodated Accounts in at 5.41%

Capital Improvement Plan

The Town's Capital Improvement Plan (CIP) was developed as a mechanism to ensure the continued maintenance of infrastructure and assets, while actively planning for future needs. This year's plan contains a variety of projects and purchases designed to meet that goal.

Infrastructure:

This year's plan includes a number of projects geared towards maintaining and improving the Town's water and sewer, and road and sidewalk infrastructure. Starting in 2001, the plan has included funding for drainage improvements and stream cleaning in an effort to relieve localized flooding of residents' property, and clean accumulated sediment from various streams. The plan also includes a long-range schedule for maintaining and improving the Town's pump stations. This year's requests are for design work for the Grandview Ave. pump station, and improvements to Partridge Lane Station, following design work that was proposed and approved in the FY22.

The Department of Public Works (DPW) has also developed a long range of plan of investing in roads and sidewalks and water main repair and replacement. In alternating fiscal years, the plan will contain either a request to bond for roads and sidewalks or water mains. This year's plan contains a 3.5 million dollar bond for roads and sidewalks. This amount includes additional funding request on behalf of the Town's sidewalk committee aimed at increasing the walkability and safety of the Town.

Asset Preservation and Maintenance:

The DPW maintains a carefully constructed vehicle placement program aimed at maximizing the useful life of equipment and vehicles, while replacing before the associated maintenance costs outweigh their value.

The Recreation Department is requesting funding for the renovation of the basketball courts at Simonds Park. The existing court was last repaved over fifteen years ago, and has developed cracks. The cracks are a safety concern, and while the department has vigilantly been filling the cracks, they continue to expand. Additionally, the placement of the existing lights needs to be adjusted for optimal safety.

Public Safety:

This year's plan also demonstrates the Town's continued commitment to public safety. In FY22, Town meeting approved funding for Phase 1 of a public safety communications equipment upgrade to replace aging and obsolete communications infrastructure in Town in order to provide strong and reliable communications for Police, Fire and Public Works. This year's request for Phase 2 of this project aimed at replacing the actual communications equipment. Police and Fire are also jointly requesting funds for records management and dispatch software to allow both departments to maximize efficiency and provide better services to the community.

General Goals and Objectives

As always, the main goal of the Administration is to provide quality service at the best value to the taxpayer. Our approach to financial planning and the guideline setting process is aimed at carefully

managing the tax levy increase, now and into the future. Beyond that, there are a number of other goals and initiatives that are reflected in the FY23 proposed budget that I would like to highlight for the community.

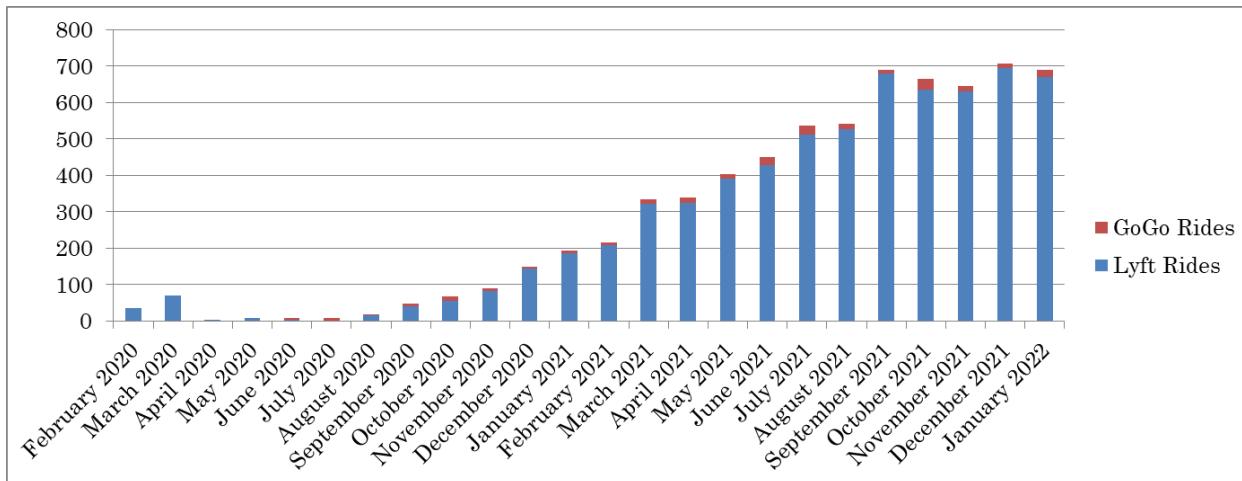
Address Transportation Challenges:

Improving the Town's transportation system continues to be a priority for the Administration.

In January of 2020, Town Meeting created a Transportation Committee to assess public and private transportation and proposed options available to Burlington Residents and those who travel to, from, and within Burlington. The committee has reviewed professional studies, interviewed key stakeholders, and surveyed the public. Through this process the Committee identified the challenges currently facing the Town in regard to transportation. One of the biggest challenges is a lack of coordinated approach to transportation in the metro-Boston region. Another challenge identified by the group is access to transportation options for young people, seniors and persons with a disability. The Committee and the Administration plan to work together in FY23 to find ways to address these challenges.

The proposed FY23 capital contains an appropriation for improving and increasing the amount of sidewalks, a goal identified by the Committee to help address the transportation needs of young people.

In February of 2020, the Town initiated a ride-share subsidy program pilot. Through this program, eligible residents can take advantage of Lyft/GoGo Transportation's rideshare services, with a portion of each ride that either originates or terminates in Burlington, subsidized by the Town. While the program staggered at the onset of the pandemic, ridership is steadily increasing. The Administration's goal for FY23 is to find additional methods to reach eligible residents and expand use of the program.



(Fig.1: Rideshare program ridership from inception to January 2022)

In FY23, the Committee and the Administration aim to work together to evaluate the Committee's recommendations.

Improve Communications:

Last year through a strategic planning initiative, the Select Board set a goal to improve the flow of communication to the residents. We secured a Community Compact Grant from the Commonwealth to aid in that effort. The Select Board has engaged the services of the Collins Center for Public Management at University of Massachusetts-Boston to perform an analysis of our current communications methods and

make recommendations for improvements. Throughout FY22 the Board has been working with the Collins Center to iron out the scope of work, methods, and expected results. The Administration's goal for FY23 will be to facilitate the completion of this Collins Center Study, analyze the results and develop a plan for implementation of the accepted recommendations.

Improve Affordable Housing Management and Operations:

The Administration is committed to improve the methods by which the Town manages affordable housing related needs, programs and projects, as well as communication to the public. To that end, the Administration is working to reinvigorate the Town Housing Partnership. The Partnership is working with Administration and various stakeholders to understand and implement best practices. As part of this effort, the FY23 budget will include a warrant article request for coordination services, and other expense related to this goal.

Financial Goals and Objectives

Maintain Bond Rating:

The Administration aims to maintain the Town's AAA bond rating. This rating, which is the highest rating assigned by S&P Global Ratings, is used to demonstrate the creditworthiness of a municipality, ensuring that we receive the most favorable rates for borrowing. This rating is a testament to the Administration's commitment to stable financial management, and sustainable budgeting.

Credit Profile

US\$22.65 mil GO mun purp loan bnds ser 2020 due 07/15/2049

Long Term Rating

AAA/Stable

New

Burlington GO

Long Term Rating

AAA/Stable

Affirmed

(Fig. 2: S&P Global Ratings Report, 2021)

Manage Debt and Reduce Liabilities:

The Administration strives to continue to effectively manage the Town's debt. As infrastructure needs grow and capital costs rise, the financial team will work to address those needs while controlling increases in debt services.

One of the major long-term liabilities for 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 that liability. As a result, a voluntary recommended payment schedule was developed. The Administration has consistently made the recommended payments. The schedule was revised in December of 2020 and the Administration commits to continue following the schedule.

Develop Succession Plans:

In anticipation of impending turnover in key positions throughout the Town, the Administration has begun taking a hard look at our strategy for succession planning. Burlington has been lucky to attract and retain some of the best and brightest in the municipal field and maintaining that level of excellence is of the utmost importance. To the end, the Administration is working to identify those key positions, analyzing the

roles and responsibilities of those positions, and the structure of the department to which they belong, and working to restructure (if necessary) and begin preparing existing employees for potential promotion. The initial phase of these changes is reflected in the FY23 proposed budget.

In concert with that analysis, the Administration will be reviewing our compensation plan to determine the best structure for balancing fiscal conservatism while allowing the ability to retain valuable employees and attract the best candidates to fill vacancies.

Infrastructure Goals and Objectives

One of the greatest challenges currently facing the Town is the management of our water supply system. The reduction in water treatment capacity due to ground water contamination and the need to stay ahead of increasingly stringent, and constantly changing water quality requirements, has created a strain on the system. Years of planning a response to this issue are finally coming to fruition.

In May 2018, Town Meeting approved joining the MWRA (Massachusetts Water Resources Authority) and appropriated funds for the construction of the Phase 1 connection project. Phase 1 was designed to tap into the Town of Lexington's water distribution system to increase our capacity temporarily while a new water main is being constructed that will connect directly with the MWRA's water system. Lexington gets all of its drinking water from the MWRA.

In December 2020, after a lengthy environmental permitting process, the Phase 1 pipe connection was established on Adams Street through Lexington. This connection allows the Town to take up to 1 million gallons per day (MGD). The Town's current daily demand is 3 MGD.

The MWRA connection phase 2A is underway. Mobilization and construction will start in mid-April, 2022. During this phase, a pipe connection will be extended down Lowell Street to Maple Street in Lexington, and the MWRA will complete the pipe extension from Maple Street in Lexington to the Town of Arlington. The total supply capacity with phases 1 and 2A combined will be 3.5 MGD. Phase 2A is expected to be completed by May 2023.

Phase 2B will be completed in 2025, and will extend the pipe connection down Middlesex Turnpike from Adams Street to Mall Road. As a separate project, the MWRA will complete a meter interconnection project in 2026. The total supply capacity with both projects completed will be 6.5 MGD, which will accommodate Burlington's future Maximum Daily Demand of 6.45 MGD by the year 2041.

Once Phase 2A is completed, the Town will abandon the Vine Brook Water Treatment Plant, but will continue to utilize water produced at the Mill Pond Treatment Plant.

Economic Development Goals and Objectives

Economic development continues to be a priority of the Administration. We understand that there is a direct correlation between a healthy, diverse, and growing commercial sector and its impact on the Town's ability to maintain services and invest in infrastructure while minimizing the tax burden on the residents. To that end, the Town's economic development goals focus on supporting our commercial sector in the short-term as we continue to recover from the impacts of the pandemic as well as prepare for long-term sustainable growth. Our goals can be categorized into four areas: 1) increasing awareness and developing Burlington's online presence as a location for business, 2) bolstering our local life sciences ecosystem, 3) investing in the Town Center and support of the area's small businesses, and 4) proactively

planning for the long-term growth with an eye on more sustainable infill mixed-use development opportunities.

Last year, the EDO launched a new communication initiative that featured a commercially focused website called www.BringMeToBurlington.com showcasing the Town's locational advantages and industry clusters such as healthcare, additive manufacturing, and life sciences as well as the rich amenity base in Town. We created a social media program that promotes the Town to targeted audiences and shares the ingenuity of our residents and local businesses. The website has seen over 10,000 visits since it launched in the summer of 2021. Over the next year, we will document the audience analytics and modify content to optimize this communication vehicle and increase social media engagements by 25 percent. Furthermore, over the next year our goal is to add more value to the site by providing an aggregated list of available commercial properties to share with businesses.

On the life sciences front, with high rents and low vacancy in Cambridge and Boston as well as significant increases in private investment, we are seeing more companies exploring options to expand in Burlington. To capture this growth, the Town has launched several local initiatives and adopted new land use policies that have resulted in new private investment in the Town's life sciences cluster. For example, in 2021, Town Meeting rezoned 60 Blanchard Road to allow for by-right life science uses. Shortly after the change, the property attracted a new tenant, Azzur Clean Rooms on Demand, providing pharmaceutical manufacturing space and technical resources. Azzur then secured their anchor client, Moderna, well known for their efforts in developing essential COVID vaccines and treatments. In addition, the Town courted Butterfly Network, a new company to Massachusetts advancing point-of-care ultrasound technology, which established its headquarters in 2021 at The District bringing nearly 200 new jobs to the area. The momentum has spurred the tenanting of 4 Burlington Woods with smaller but vital life companies such as ProtaGene, CANbridge Pharma, and Ultivue. In addition, the Nordblom Company, developers of the mixed-use district known as "3rd Avenue," advanced the permitting of approximately 170 housing units and received approval to change the zoning for a permitted 270,000 square foot office site allowing lab and bio manufacturing uses. The zoning change resulted in a prominent life science company now calling Burlington home, Vericel - a company advancing new cell therapies for human tissue generation. To fortify the community's long-term economic growth, the Town has also collaborated with the Commonwealth to fund a multi-million dollar water infrastructure project that will connect to the Massachusetts Water Resources Authority for reliable and consistent water for the Town's residents and its future commercial needs. In 2021, the Town secured an additional \$1M in grant funding for the second phase of the project. Lastly, the EDO has worked to leverage state funding to support workforce training for entry-level life sciences and healthcare industries through the B2Life program offering grants to qualifying individuals and thereby increasing area's talent pool and offering job opportunities closer to home. The goal over the next year is to grow these programs and continue to our interdepartmental efforts to support the life science ecosystems.

Regarding the Town Center and its smaller businesses, the goal has been to bring new foot traffic to the area and develop plans for the improvement to the 3A corridor. Last year, the EDO worked with the Massachusetts Downtown Initiative to create a "Town Center Placemaking Playbook" which resulted in new business engagement and the creation of a temporary pocket park in the Town Center. The pocket park was a collaborative effort between the Town and Murray Hills Realty to convert four vehicle parking spaces into outdoor seating for the area's businesses. The Town worked with several Center business owners to activate the space and in the fall of 2021 the collaborative group hosted a beer garden and business open house bringing in nearly 500 visitors to the area. Over the next year, the EDO intends to continue the business engagement and host two additional events to attract fresh interest to the area.

And finally, as we look to the future and how to best guide sustainable development, our goal is to create a new vision and regulatory framework for the community's key commercial districts along Mall Road and Middlesex Turnpike. In the spring of 2021, the EDO, in concert with the MassDevelopment, launched the Burlington128 initiative. The initiative project team included real estate professionals from Madden Planning, Gamble and Associates (an urban design firm), and Landwise (a real estate market consultant), working with Town staff to engage stakeholders and develop a district plan intended to shape development over time. The process has included multiple meetings with property owners, businesses owners, community leaders and online community forums. Our goals will be to complete the report in the spring, apply for additional funding to craft zoning, and develop a proposal for Town Meeting to consider. The goal is to develop a plan that addresses the new MBTA Communities legislation with new mixed use development opportunities in the commercial districts while incorporating the community's goals of connectivity, more open space and strategically placed housing to enhance the area's livability.

Planning for the Future

Planning for the future has become increasingly important as we work to recover from the impacts of the pandemic. The Administration is committed to continuing to budget conservatively, while maintaining high quality services. Beyond recovery from the pandemic, we anticipate the most critical future needs will be related to Town and School buildings and water infrastructure. The Town maintains a robust 20 year debt planning document which includes all major projects anticipated. The schedule is regularly adjusted as needs and priorities change, but it provides a roadmap which has proven to be invaluable in allowing to plan for, and fund large projects without adversely impacting the tax levy or service levels.

The Town has several major capital projects to contemplate over the next decade and we will work diligently to bring these projects forward in a manner that will not be disruptive to Town and School operating budgets. Much of the timeline will be determined once the picture becomes clearer on the costs associated with the Fox Hill School Project. In the meantime we will continue to free up borrowing capacity on the debt schedule by using free cash to fund capital warrant articles and keep long term debt off the schedule, refunding and refinancing existing debt for lower interest rates, and delaying the start date of future projects.

Conclusion

This document presented for your consideration is really a representation of all of the work done by our department heads, town and school staff, and board and committee members throughout the year. Although every year I am increasingly impressed by and grateful for all that they do for this community, the extraordinary circumstances from this past few years have shown that our team is second to none.

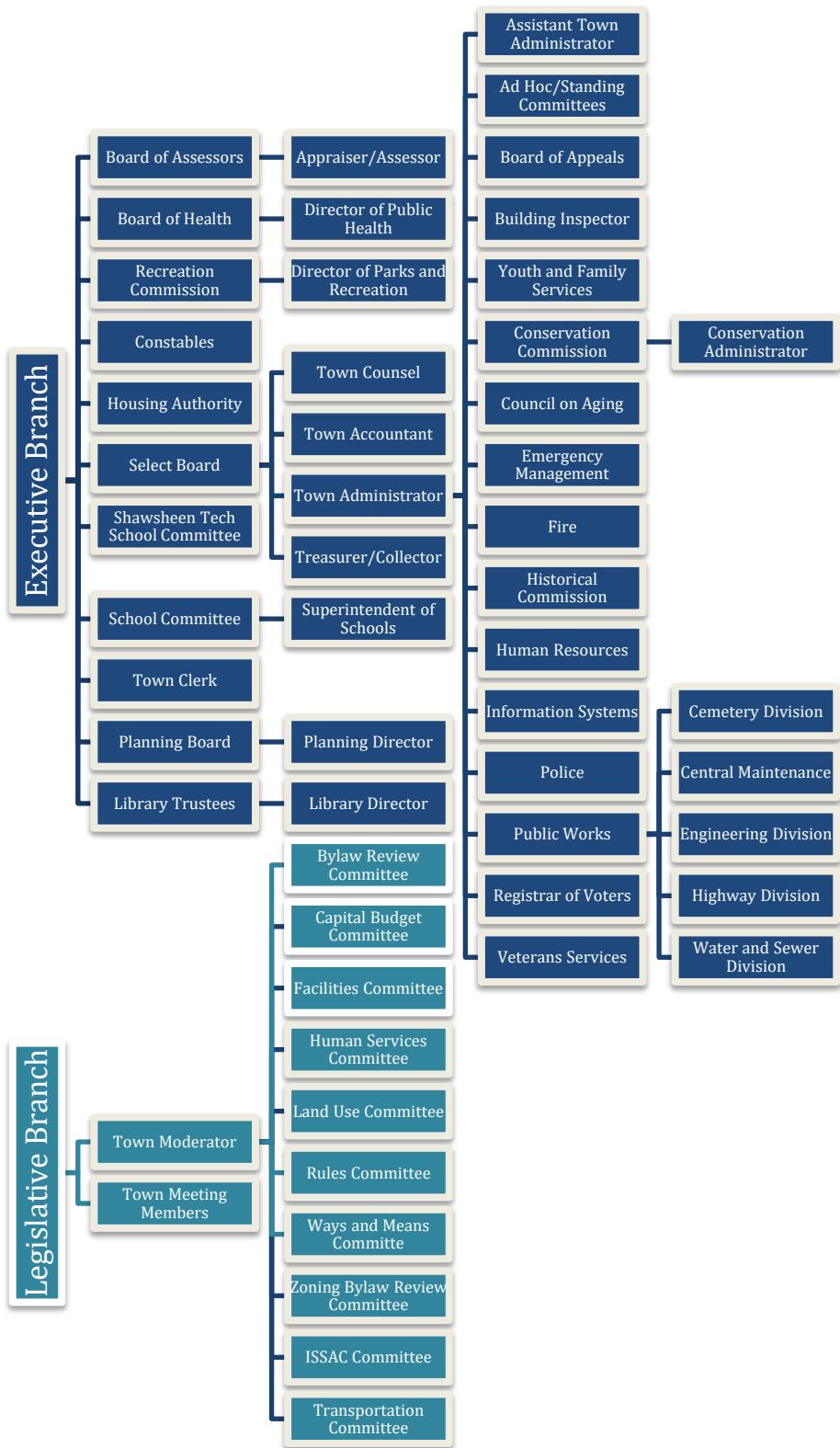
Sincerely,



Paul F. Sagarino Jr.
Town Administrator

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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 2020 U.S. Census, the population is 26,377.

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 to the Town and the Minibus (Burlington B-Line) serves the Town locally. 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

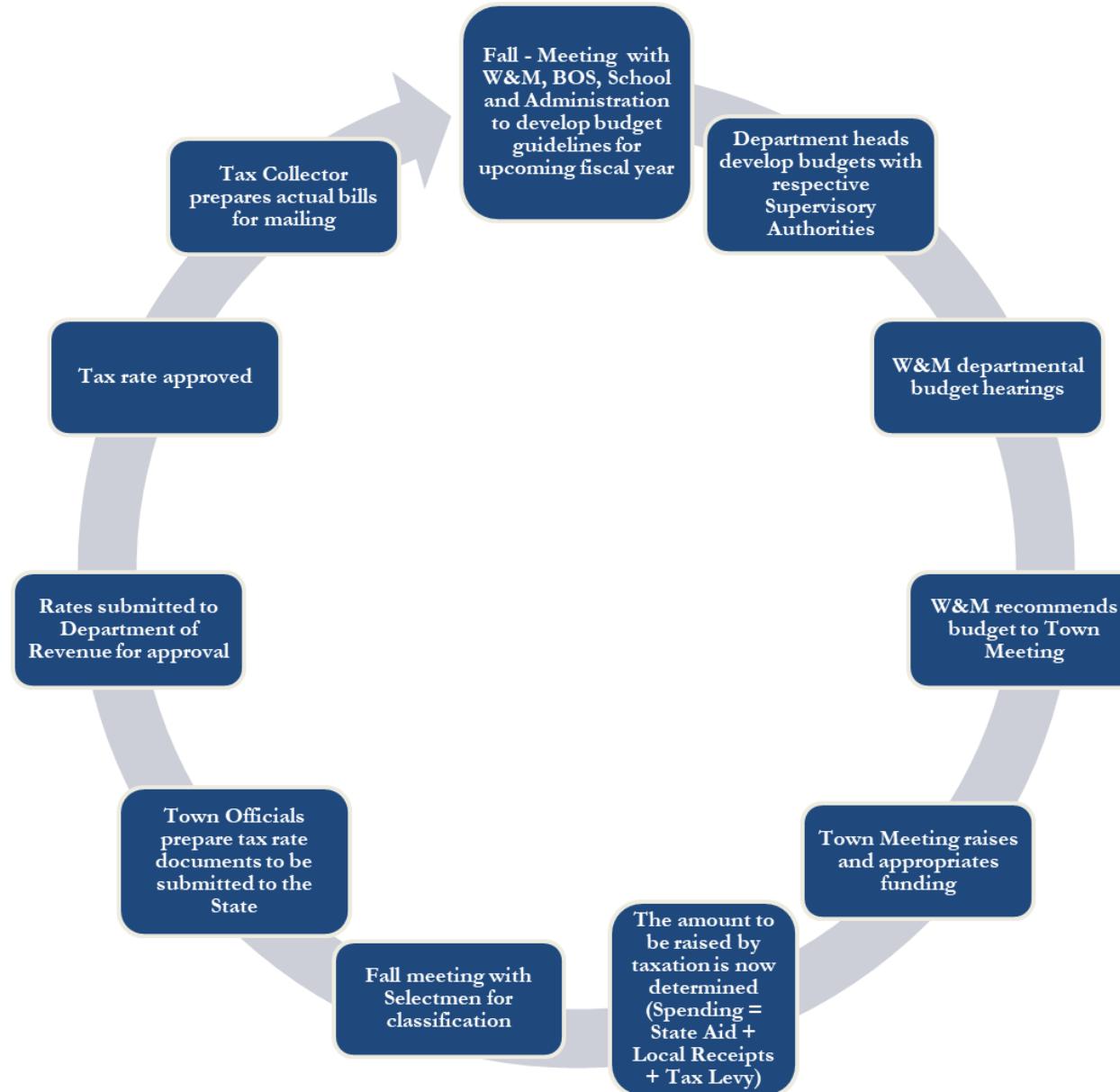
Official Name:	Town of Burlington	Per Capita Income:	57,288 (2020)
Year Settled:	1641	School Enrollment	3,400 (2022)
Year Incorporated:	1799		
County:	Middlesex		
Form of Government:	Representative Town Meeting		
Total Area:	11.9 square miles		
Land	11.8 square miles		
Water	.01 square miles		
Population	26,377		
Households:	10,625		
Owner Occupied:	70.2%		
Median Household Income:	121,433 (2020)		



Terri Keene, Burlington DPW
Source: US Census, MA Dept. of Elementary and Secondary Education

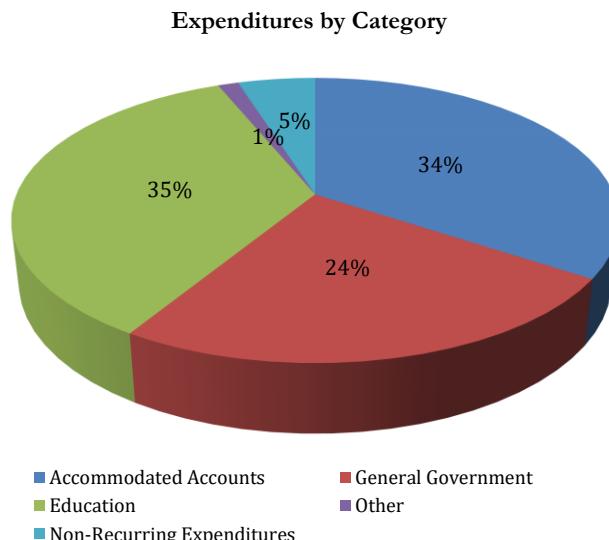
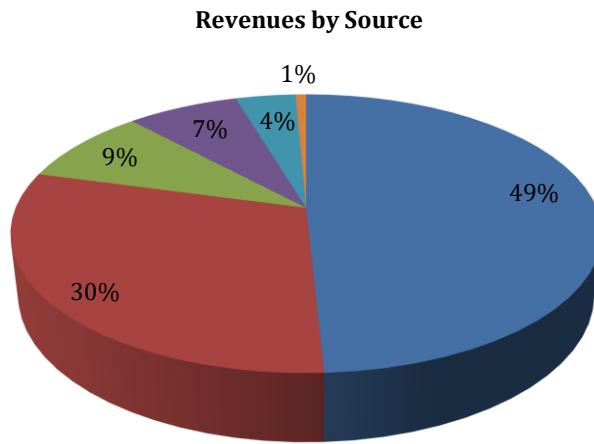
BUDGET PROCESS		BUDGET CALENDAR	
<p>The Town of Burlington is governed by representative Town Meeting and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes 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>September Amount to be raised by taxation, for current fiscal year, is determined.</p> <p>November Select Board determines current fiscal year tax rate. Town officials prepare and submit tax rate to Department of Revenue.</p> <p>December Current fiscal year tax rate is approved by Department of Revenue.</p> <p>Ways and Means, Board of 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>February- April Departments present budgets to Ways and Means.</p> <p>May Annual Town Meeting votes to raise and appropriate funds for next fiscal year.</p> <p>June Fiscal year ends June 30.</p>	
<p><u>Select Board</u></p> <p>The Select Board reviews all requests and presents the budget to Town Meeting for approval.</p>			
<p><u>Ways and Means</u></p> <p>The members of the Ways and Means Committee are appointed by the Town Moderator. Ways and Means is responsible for reviewing all financial aspects of the Town government and providing a recommendation to Town Meeting on the operating budget or any warrant articles</p>			
<p><u>Capital Budget Committee</u></p> <p>The members of the Capital Budget Committee are also appointed by the Town Moderator and consider all matters relating to proposed expenditures of money by the Town for capital items and projects.</p>			

THE BUDGET CYCLE



FY 2023 BUDGET OVERVIEW

REVENUES	
<i>Recurring Revenues</i>	
Tax Levy	134,649,583
Commercial	83,617,391
Residential	51,032,192
State Receipts	12,435,502
School Chapter 70	9,149,844
Charter School Reimbursement	24,026
School Offset Programs	110,000
Unrestricted General Govt. Aid	2,955,926
Veterans Benefits Reimbursement	79,359
Veterans Blind & Surviving Spouse	76,614
Public Libraries	39,733
Local Receipts	15,062,209
Motor Vehicle Excise	4,092,209
Other Excise	1,415,000
Local Meals Tax	1,400,000
Penalties and Interest	325,000
In Lieu of Taxes	520,000
Water Usage Charges	3,600,000
Ambulance User Charges	500,000
Rentals	400,000
Licenses & Permits	1,000,000
Department Revenues	840,000
Fines & Forfeits	10,000
Interest of Invested Cash	200,000
Medical Assistance Reimbursement	260,000
Other (ARPA)	500,000
Non-Recurring Revenues	
Free Cash	6,669,589
Special Revenue Funds	1,168,848
Prior Appropriations Transferred	0
Overlay Excess	0
TOTAL	169,985,731



EXPENDITURES	
<i>Recurring Expenditures</i>	
Accommodated Accounts	58,328,873
Unemployment	100,000
Health Insurance	15,633,054
FICA/Medex	1,323,134
Retirement Contribution	0
General Town Insurance	1,214,219
Audit	60,000
Waste Removal	2,322,124
Street Lights	360,500
DEP Drinking Water Assessment	15,000
Hazardous Waste Collection	50,000
Mosquito Control	45,743
Debt Principal	4,833,144
Debt Interest	2,772,553
Middlesex Retirement	12,543,435
SPED Tuition & Transportation	12,873,799
Regional School-Shawsheen	2,667,214
Regional School-Essex Tech/Minute	133,179
Local Transportation	50,000
OPEB	931,775
Capital Improvements	400,000
General Government	41,577,404
Education	59,539,127
Other	2,201,890
State Assessments	1,052,157
Allowance for Abatements	1,000,000
Cherry Sheet Offsets	149,733
Non-Recurring Expenditures	
Deficit Accounts (Snow & Ice)	500,000
Special Warrant Articles	7,838,437
TOTAL	169,985,731

FIVE YEAR BUDGET SUMMARY

	Budget FY 2019	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	% <u>Increase</u>
Tax Levy Limit	\$ 123,645,874	\$ 130,007,611	\$ 136,366,075	\$ 141,619,356	\$ 146,659,840	
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$ 112,128,115	\$ 117,292,075	\$ 123,791,535	\$ 129,801,144	\$ 134,649,583	3.74%
Local Receipts	\$ 16,113,475	\$ 16,692,758	\$ 14,592,758	\$ 15,062,209	\$ 15,062,209	0.00%
State Receipts (Cherry Sheet)	\$ 9,609,507	\$ 9,991,068	\$ 10,146,226	\$ 10,315,584	\$ 12,435,502	20.55%
TOTAL REVENUES	\$ 137,851,097	\$ 143,975,901	\$ 148,530,519	\$ 155,178,937	\$ 162,147,294	4.49%
RECURRING EXPENDITURES						
Accommodated Accounts	\$ 48,269,049	\$ 51,114,054	\$ 52,567,844	\$ 55,333,645	\$ 58,328,873	5.41%
General Government	\$ 35,967,327	\$ 37,655,496	\$ 38,665,631	\$ 40,171,044	\$ 41,577,404	3.50%
Education	\$ 51,367,656	\$ 53,468,307	\$ 55,204,938	\$ 57,387,111	\$ 59,539,127	3.75%
Allowance for Abatements (overlay)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	0.00%
State Assessments (Cherry Sheet)	\$ 725,511	\$ 836,734	\$ 1,001,304	\$ 1,013,969	\$ 1,052,157	3.77%
State Offset Items (Cherry Sheet)	\$ 145,628	\$ 155,937	\$ 163,375	\$ 164,603	\$ 149,733	-9.03%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 137,475,171</i>	<i>\$ 144,230,528</i>	<i>\$ 148,603,092</i>	<i>\$ 155,070,372</i>	<i>\$ 161,647,294</i>	<i>4.24%</i>
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$ 475,931	\$ 176,025	\$ 67,428	\$ 208,565	\$ 500,000	139.73%
Special Warrant Articles	<u>\$ 9,944,865</u>	<u>\$ 7,300,857</u>	<u>\$ 3,764,310</u>	<u>\$ 5,504,044</u>	<u>\$ 7,838,437</u>	42.41%
TOTAL EXPENDITURES	\$ 147,895,967	\$ 151,707,410	\$ 152,434,829	\$ 160,782,981	\$ 169,985,731	5.72%
SURPLUS/(DEFICIT)	\$ (10,044,870)	\$ (7,731,509)	\$ (3,904,310)	\$ (5,604,044)	\$ (7,838,437)	
NON-RECURRING REVENUES						
Free Cash	\$ 8,071,492	\$ 5,819,576	\$ 2,522,544	\$ 4,234,005	\$ 6,669,589	57.52%
Non Recurring Local Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Revenue Funds	\$ 1,210,519	\$ 1,201,281	\$ 1,231,766	\$ 1,170,039	\$ 1,168,848	-0.10%
Prior Unexpended Appropriations	\$ -	\$ 330,652	\$ -	\$ -	\$ -	-
Excess Allowance for Abatements	\$ 762,859	\$ 380,000	\$ 150,000	\$ 200,000	\$ -	-100.00%
TOTAL NON-RECURRING REVENUES	\$ 10,044,870	\$ 7,731,509	\$ 3,904,310	\$ 5,604,044	\$ 7,838,437	39.87%
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 its liability for Other Post Employment Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. The next actuarial study for OPEB will take place during FY23 and will be finalized in the spring of 2023. 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 2019	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	% Increase
Unemployment	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
Health Insurance	\$ 13,339,204	\$ 13,739,380	\$ 14,222,730	\$ 15,028,422	\$ 15,633,054	4.02%
F.I.C.A./Medex	\$ 1,098,597	\$ 1,142,979	\$ 1,200,128	\$ 1,260,128	\$ 1,323,134	5.00%
Retirement Contribution	\$ 1,256	\$ 1,256	\$ 1,256	\$ -	\$ -	
General Town Insurance	\$ 956,000	\$ 1,006,273	\$ 1,106,273	\$ 1,156,399	\$ 1,214,219	5.00%
Audit	\$ 80,000	\$ 80,000	\$ 60,000	\$ 60,000	\$ 60,000	0.00%
Waste Removal	\$ 2,029,900	\$ 2,113,530	\$ 2,198,030	\$ 2,244,200	\$ 2,322,124	3.47%
Street Lights	\$ 370,500	\$ 370,500	\$ 370,500	\$ 370,500	\$ 360,500	-2.70%
DEP Drinking Water						
Assessment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Hazardous Waste Collection	\$ 32,000	\$ 32,000	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
Mosquito Control	\$ 43,037	\$ 43,953	\$ 44,846	\$ 45,743	\$ 45,743	0.00%
Debt Principal	\$ 4,349,842	\$ 4,623,222	\$ 4,348,634	\$ 4,386,593	\$ 4,833,144	10.18%
Debt Interest	\$ 2,020,615	\$ 2,259,025	\$ 2,200,743	\$ 2,390,179	\$ 2,772,553	16.00%
Middlesex Retirement System	\$ 9,454,623	\$ 9,987,321	\$ 10,675,811	\$ 11,757,449	\$ 12,543,435	6.69%
SPED Tuition & Transportation	\$ 10,975,670	\$ 12,018,051	\$ 12,615,139	\$ 12,333,456	\$ 12,873,799	4.38%
Shawsheen Regional School	\$ 2,291,429	\$ 2,389,971	\$ 2,516,373	\$ 2,593,065	\$ 2,667,214	2.86%
Essex Regional School	\$ 108,500	\$ 58,000	\$ 217,424	\$ 240,018	\$ 133,179	-44.51%
B-Line Transportation	\$ 50,000	\$ 120,000	\$ 120,000	\$ 50,000	\$ 50,000	0.00%
OPEB	\$ 652,876	\$ 713,593	\$ 104,957	\$ 852,493	\$ 931,775	9.30%
Capital Improvements	\$ 300,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 400,000	0.00%
Total	\$ 48,269,049	\$ 51,114,054	\$ 52,567,844	\$ 55,333,645	\$ 58,328,873	5.41%

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 3.5 which is in line with the operating budget guideline set by the Ways and Means Committee for FY23.

Education

This category is utilized by the Town to budget for all of the operating costs of the Burlington Public Schools with the exception of the Regional High School Assessment for Shawsheen, the Non-member tuition for Essex and Minuteman, and the Tuitions and Transportation portion of Special Education which are included as Accommodated Accounts. The School Administration is expected to approve an overall operating budget increase of 3.75% for FY23. As of the printing of this report a final vote has not been taken for the Education budget lines.

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 increase 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 2019	Budget FY 2020	Budget FY 2021	Projection FY 2022	Projection FY 2023	% Increase
Air Pollution Dist. (C.676)	\$ 10,811	\$ 11,102	\$ 11,801	\$ 12,198	\$ 11,994	-1.67%
RMV Non-renewal	\$ 16,100	\$ 18,780	\$ 15,429	\$ 15,771	\$ 11,540	-26.83%
MBTA	\$ 571,204	\$ 587,098	\$ 643,774	\$ 648,351	\$ 609,104	-6.05%
Metro Area Planning Council	\$ 13,504	\$ 13,880	\$ 15,080	\$ 15,080	\$ 14,732	-2.31%
Tuition Assessments	\$ 113,892	\$ 205,874	\$ 315,220	\$ 322,569	\$ 404,787	25.49%
School Offsets **	\$ 113,690	\$ 123,469	\$ 120,000	\$ 120,000	\$ 110,000	-8.33%
Public Libraries (C78,S19A) **	\$ 31,938	\$ 32,468	\$ 43,375	\$ 44,603	\$ 43,375	-2.75%
Total	\$ 871,139	\$ 992,671	\$ 1,164,679	\$ 1,178,572	\$ 1,205,532	2.29%

NON RECURRING EXPENDITURES

Deficit Accounts

This amount represents an estimate for the Town's projected deficit for Snow and Ice Removal from FY22. The Town annually provides for \$350,000 in the Public Works budget for this purpose; however it typically costs between \$700,000 and \$800,000. Due to the unpredictability of this budget from year to year it is common practice within the state to budget for Snow and Ice Removal in this manner.

Special Warrant Articles

Special Warrant Articles totals all of the individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered in the warrant and the supporting documents related to these requests are provided separately from this budget book. The administration has included assumptions on warrant article funding for illustrative purposes. As of the printing of this document, the 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.

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 FY23

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 2019	Budget FY 2020	Budget FY 2021	Projection FY 2022	Projection FY 2023
Previous Levy Limit	\$ 117,266,931	\$ 123,645,874	\$ 130,007,611	\$ 136,366,075	\$ 141,619,356
2.5% Limit	\$ 2,931,673	\$ 3,091,147	\$ 3,250,190	\$ 3,409,152	\$ 3,540,484
New Growth	\$ 3,447,269	\$ 3,270,590	\$ 3,108,274	\$ 1,844,130	\$ 1,500,000
Override	-	-	-	-	-
Subtotal	\$ 123,645,873	\$ 130,007,611	\$ 136,366,075	\$ 141,619,357	\$ 146,659,840
Exclusion Debt	-	-	-	-	-
Exclusion - Capital Asset	-	-	-	-	-
Tax Levy Limit	\$ 123,645,873	\$ 130,007,611	\$ 136,366,075	\$ 141,619,357	\$ 146,659,840
Excess Capacity	\$ 11,517,759	\$ 12,715,535	\$ 12,574,540	\$ 11,818,212	\$ 12,010,257
Property Taxes Levied	\$ 112,128,115	\$ 117,292,075	\$ 123,791,535	\$ 129,801,145	\$ 134,649,583
% levy increase over prior year	3.94%	4.87%	4.61%	4.85%	3.74%

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 9.3% 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. For the second consecutive year the budget projection for local receipts remains flat. At the September 2021 Town Meeting, a multi-year plan was introduced that would allow the Town to use funds from the American Rescue Plan Act (ARPA) to offset some of the local revenues that were adversely affected by the pandemic. The Town will once again use this revenue replacement to allow for the local economy more time to rebound, while providing the Administration more data help make a more informed estimate as our local receipts budget gets back to pre-pandemic levels. The following chart details the previous five years of budgeted local receipts.

Budgeted Local Receipts – Five Year Comparative

	Budget FY 2019	Budget FY 2020	Budget FY 2021	Projection FY 2022	Projection FY 2023
Motor Vehicle Excise	\$ 3,933,475	\$ 4,097,758	\$ 4,097,758	\$ 4,097,758	\$ 4,092,209
Hotel Excise	\$ 2,550,000	\$ 2,710,000	\$ 1,400,000	\$ 1,415,000	\$ 1,415,000
Local Meals Tax	\$ 1,725,000	\$ 1,750,000	\$ 1,260,000	\$ 1,300,000	\$ 1,400,000
Penalties & Interest (Tax & Excise)	\$ 400,000	\$ 400,000	\$ 325,000	\$ 325,000	\$ 325,000
In Lieu of Taxes (Limited)	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000
Water User Charges	\$ 3,425,000	\$ 3,505,000	\$ 3,505,000	\$ 3,600,000	\$ 3,600,000
Ambulance User Charges	\$ 775,000	\$ 775,000	\$ 775,000	\$ 594,451	\$ 500,000
Rentals	\$ 400,000	\$ 450,000	\$ 400,000	\$ 400,000	\$ 400,000
Departmental Revenues	\$ 900,000	\$ 900,000	\$ 840,000	\$ 840,000	\$ 840,000
Licenses & Permits	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Fines & Forfeits	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	\$ 10,000
Investment Earnings	\$ 250,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000
Medical Assistance Reimbursements	\$ 210,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000
Other (ARPA)			\$ -	\$ 500,000	\$ 500,000
TOTAL LOCAL RECEIPTS	\$ 16,113,475	\$ 16,692,758	\$ 14,592,758	\$ 15,062,209	\$ 15,062,209

State Receipts (Cherry Sheet)

State Aid represents approximately 7.6% 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 2019	Budget FY 2020	Budget FY 2021	Projection FY 2022	Projection FY 2023	% Increase
School Chapter 70	\$ 6,560,142	\$ 6,851,477	\$ 7,002,131	\$ 7,104,731	\$ 9,149,844	28.79%
Charter Tuition Assess Reimb.	\$ 23,085	\$ 30,436	\$ 33,549	\$ 6,566	\$ 24,026	265.92%
School Offset Programs **	\$ 113,690	\$ 123,469	\$ 120,000	\$ 120,000	\$ 110,000	-8.33%
Subtotal Education	\$ 6,696,917	\$ 7,005,382	\$ 7,155,680	\$ 7,231,297	\$ 9,283,870	28.38%
Unrestricted General Govt. Aid	\$ 2,707,773	\$ 2,780,883	\$ 2,780,883	\$ 2,878,214	\$ 2,955,926	2.70%
Veterans Benefits Reimbursed	\$ 63,606	\$ 66,584	\$ 59,544	\$ 79,937	\$ 79,359	-0.72%
Vets, Blind & Surviving Spouse (C59)	\$ 109,273	\$ 105,751	\$ 106,744	\$ 81,533	\$ 76,614	-6.03%
Public Libraries (C78,S19A) **	\$ 31,938	\$ 32,468	\$ 43,375	\$ 44,603	\$ 39,733	-10.92%
Subtotal General Government	\$ 2,912,590	\$ 2,985,686	\$ 2,990,546	\$ 3,084,287	\$ 3,151,632	2.18%
TOTAL STATE RECEIPTS	\$ 9,609,507	\$ 9,991,068	\$ 10,146,226	\$ 10,315,584	\$ 12,435,502	20.55%

NON RECURRING REVENUES

Free Cash

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

Due to the unpredictability and wide fluctuation of certified Free Cash amounts, it is suggested that Free Cash be used to fund one-time expenditures as opposed to annual operating budgets. The following chart shows a history of the Town’s certified Free Cash over the last eight fiscal years. The FY2023 Projection specifies approximately \$5M 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 \$1.69M 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 2017	June 30 2018	June 30 2019	June 30 2020	June 30 2021
\$ 12,732,930	\$ 11,672,567	\$ 13,359,958	\$ 16,778,709	\$ 18,749,255

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.....	\$ 77,975
Chapter 90 Highway.....	\$ 1,090,873
Total.....	\$ 1,168,848

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 FY23 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 2019	Budget FY 2020	Budget FY 2021	Budget FY 2022	Projection FY 2023
\$ 762,859	\$ 380,000	\$ 150,000	\$ 200,000	\$ -

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SECTION 2: OPERATING BUDGETS

GENERAL GOVERNMENT

113 – TOWN MEETING AND REPORTS

Description of Services

This budget is comprised of costs associated with the printing and mailing of official Town Meeting documents to Town Meeting members, as well all costs related to the administration of Town Meetings.

This 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

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

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
1-	Part Time	1,159	3,297	3,333	3,333	3,333
1-	TOTAL SALARIES	1,159	3,297	3,333	3,333	3,333
Expenses						
2-	Contracted Services	16,160	11,807	12,575	12,575	12,575
2-	TOTAL EXPENSES	16,160	11,807	12,575	12,575	12,575
GRAND TOTAL						
	17,319	15,104	15,908	15,908	15,908	15,908
						0.00%

119 – LEGISLATIVE COMMITTEES

Description of Services

The Legislative Committees budget represents a consolidation of the Town Moderator budget and the budgets of committees appointed by the Town Moderator.

The Town Moderator is responsible for directing the Town's three Town Meetings in accordance with Massachusetts General Law and Roberts Rules.

Ways and Means is responsible for reviewing all financial matters and providing recommendations to Town meeting.

Capital Budget is responsible for reviewing all funding requests for capital purchases and providing recommendations to Town Meeting.

The Zoning Bylaw Review Committee is responsible for monitoring, reviewing and making recommendations to Town Meeting regarding any zoning bylaws.

The General Bylaw Review Committee is responsible for reviewing general and special bylaws and making recommendations to Town Meeting.

The Information Systems Security Advisory Committee (ISSAC) works with Town Administration and Superintendent of Schools regarding technology issues facing the Town.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Part Time (ISAC)	0	0	0	1500	1500	1500
Part Time (Land Use)	0	0	0	1500	1500	1500
Part Time (WM)	2,955	5,218	3,756	3,756	3,756	3,756
Part Time (CBC)	508	0	838	838	838	838
Part Time (ZBRC)	343	474	1,500	1,400	1,400	1,400
Part Time (BLR)	0	702	1,500	1,500	1,500	1,500
Elect/Appoint (MOD)	150	150	150	150	150	150
3- TOTAL SALARIES	3,956	6,544	7,744	10,644	10,644	10,644
Expenses						
Materials & Supplies	0	0	273	373	373	373
4- TOTAL EXPENSES	0	0	273	373	373	373
GRAND TOTAL	3,956	6,544	8,017	11,017	11,017	11,017
						37.42%

122 - SELECT BOARD/TOWN ADMINISTRATOR

Description of Services

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 run the day to day operations of the Town.

The Board issues all licenses as authorized by statute, approve all payroll and vendor warrants, sign all major contracts within the Town, not otherwise provided for in the Town's By-Laws, oversees all departments under its control, and is responsible for all Town assets. The 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 is responsible for all day to day operations of the agencies/departments under the control of the Select Board. Additional responsibilities include management of all policies, directives and votes of the Select Board.

The Town Administrator is the appointing authority for all departments under the jurisdiction of the Select Board, negotiates all collective bargaining agreements with employee unions, prepares the overall Town operating budget in consultation with the Town Accountant and the Ways and Means Committee, and

assures compliance with all provisions of Massachusetts General Laws, federal statutes and Town regulations.

Specific duties and responsibilities of the Town Administrator are further described in Chapter 549 of the Acts of 1978 and Article 4 Section 2.0 of the Town of Burlington By-laws.

Significant Changes

- Several retirements provided opportunity for reassessment of job responsibilities and restructuring.
- Full Time Assistant Town Administrator position to be reinstated.

FY22 Accomplishments

- Maintained financial stability despite the impact of the COVID-19 pandemic.
- Secured Community Compact Grant to assist in development of Town-wide communications plan.
- Launched “Bring me to Burlington” communication and promotion plan consisting of website, social media presence and other outreach.
- Awarded the Commonwealth’s “One Stop for Growth” grant that launched an economic development and land use plan for commercial district at Middlesex Turnpike and Mall Road.
- Collaborated with Town Center businesses to create a temporary pocket park to enliven business activity
- Awarded 3rd place in Massachusetts Municipal Association (MMA) Town Report Contest for Towns with a population greater than 15,000.

FY23 Goals

- Maintain a sustainable multi-year financial plan and sustain AAA Bond Rating
- Improve internal collaboration and coordination between departments to improve efficiencies.
- Finalize economic development strategy and implementation plan for key commercial districts
- Complete development of communications plan, and initiate implementation.
- Complete the economic and land use plan for Middlesex Turnpike and Mall Road and begin crafting new regulations for Town Meeting to consider.

Staffing

(1) Town Administrator, (1) Assistant Town Administrator, (1) Economic Development Director, (1) Office Manager, (3) Administrative Assistant I

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	537,166	590,248	682,421	735,436	735,436	735,436
Part Time	8,297	3,726	3,048	3,048	3,048	3,048
Elect/Appoint	3,500	4,000	5,500	5,500	5,500	5,500
Overtime	1,805	0	500	500	500	500
5- TOTAL SALARIES	550,768	597,974	691,469	744,484	744,484	744,484
Expenses						
Contracted Services	0	7,000	11,000	11,000	11,000	11,000
Materials & Supplies	9,950	14,979	20,000	40,000	40,000	40,000
M.E.L.T.	13,065	26,035	17,015	17,015	17,015	17,015
6- TOTAL EXPENSES	23,015	48,014	48,015	68,015	68,015	68,015
Special Accounts						
Misc. Expenses	13,198	17,500	17,500	17,500	17,500	17,500
7- TOTAL SPECIAL	13,198	17,500	17,500	17,500	17,500	17,500
GRAND TOTAL						
	586,981	663,488	756,984	829,999	829,999	829,999
						9.65%

135-TOWN ACCOUNTANT

Description of Services

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

Performs financial management duties in accordance with Massachusetts General Laws, Town bylaws, and all "Generally Accepted Accounting Principles" (GAAP).

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

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

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

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

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

The Accounting Department prepared, for the fourth time, a Comprehensive Annual Financial Report (CAFR), for the year ended June 30, 2021. This report took the place of the basic financial statement report issued in prior years. The issuance of a CAFR had been a long-term goal of the department. In addition, the department continues to make annual improvements to the budget document with a goal of providing decision makers with superior information for their deliberations.

Significant Changes

- None

FY22 Accomplishments

- Received the GFOA Award for Excellence in Financial Reporting for the Comprehensive Financial Annual Report for the year ending June 30, 2021.
- Implemented purchase order system for capital projects

FY23 Goals

- Work to implement recommendations provided in audit comments from prior fiscal year.
- Work to cross-train staff
- Continue to improve content and presentation of the budget book, and online budget resources.

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 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	338,071	421,218	431,165	415,584	415,584	415,584
Part Time	32,612	1,991	35,684	23,181	23,181	23,181
8- TOTAL SALARIES	370,683	423,209	466,849	438,765	438,765	438,765

Expenses						
Materials & Supplies	689	966	425	425	425	425
M.E.L.T.	4,214	1,255	4,870	4,870	4,870	4,870
9- TOTAL EXPENSES	4,903	2,221	5,295	5,295	5,295	5,295

GRAND TOTAL	375,586	425,430	472,144	444,060	444,060	444,060
						-5.95%

141-ASSESSORS

Description of Services

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

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

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

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

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

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

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

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

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

Significant Changes

- Retirement and replacement of Assistant Assessor/Appraiser in FY22.

FY22 Accomplishments

- The department was able to work through the pandemic to collect required data in the field and complete the DOR analysis in order to insure the timely issuance of tax bills.

FY23 Goals

- Analyze the impact of the pandemic on valuations in the community and ensure the tax levy is equitability shared among properties.
- Assist administration in development of economic development strategic plan

Staffing

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

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	315,371	288,763	318,742	267,262	267,262	267,262
Part Time	13,333	13,093	20,700	0	0	0
Elect/Appoint	2,600	2,600	2,600	2,600	2,600	2,600
10- TOTAL SALARIES	331,304	304,456	342,042	269,862	269,862	269,862
Expenses						
Contracted Services	71,859	74,330	94,330	181,330	181,330	181,330
Materials & Supplies	2,888	2,975	3,150	3,150	3,150	3,150
M.E.L.T.	4,589	2,501	9,065	6,965	6,965	6,965
Capital Outlay	0	0	1,530	1,530	1,530	1,530
11- TOTAL EXPENSES	79,336	79,806	108,075	192,975	192,975	192,975
GRAND TOTAL	410,640	384,262	450,117	462,837	462,837	462,837
						2.83%

145-TREASURER/COLLECTOR

Description of Services

Provide efficient, timely collection of monies due to the Town of Burlington. This includes but not limited to Real Estate Tax, Personal Property Tax, Water & Sewer Tax and Motor Vehicle Excise Tax.

Responsible for the safeguarding of all of the funds of the Town of Burlington. Issue debt as authorized by Town Meeting.

Fund expenditures and oversee payroll and benefits for town employees and retirees.

Performs all duties as outlined in the Town's General Bylaws Article VII, Sections 1.0 – 5.0

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

Administers weekly payroll for all employees, including Federal and State Tax withholdings, as well as the quarterly and annual reporting and payment of those taxes. Issues and reports W-2s for all employees.

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

Significant Changes

None.

FY22 Accomplishments

- Changed primary banking relationship resulting in efficiencies and lower costs.
- Restructured department personnel resulting in a primary backup for payroll and benefits.
- Responded to recommendations in the 2021 fiscal year Audit Report.

FY23 Goals

- Continue to improve procedures throughout the department.

- Foster more synergistic approach with all related town department
- Continue to explore and review strategies to reduce health insurance costs for employees and the Town.

Staffing

(1) Appointed Treasurer/Collector, (1) Assistant Tax Collector, (1) Assistant Treasurer, (1) Benefits Administrator, (1) Payroll Administrator, (1) Treasurer Collector Accounting Specialist, (1) Accounting Specialist, and (2) Administrative Assistants I.

Budget Issues:

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	552,394	630,395	655,396	664,871	664,871	664,871
Part Time	0	0	0	0	0	0
Elect/Appoint	134,116	0	0	0	0	0
Overtime	3,321	0	0	0	0	0
12- TOTAL SALARIES	689,831	630,395	655,396	664,871	664,871	664,871
Expenses						
Contracted Services	250	2,345	2,400	2,500	2,500	2,500
Materials & Supplies	16,803	7,906	19,050	22,150	19,050	19,050
M.E.L.T.	5,018	3,125	5,650	6,100	5,650	5,650
Capital Outlay	230	0	0	0	0	0
13- TOTAL EXPENSES	22,301	13,376	27,100	30,750	30,750	30,750
Special Accounts						
Misc. Expenses	0	0	100	100	100	100
14- TOTAL SPECIAL	0	0	100	100	100	100
GRAND TOTAL						
	712,132	643,771	682,596	695,721	695,721	695,721
						1.92%

149-CENTRAL ADMINISTRATION

Description of Services

The Central Supply and Central Machines lines cover the cost of bulk purchases of general office supplies, paper, and postage, as well as the annual lease payments and maintenance agreements of office equipment.

Other Central Administration budget lines include costs of employee and retiree health insurance premiums and other benefits, the Town's self-insured unemployment program, and the Town's required Medicare contribution.

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

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

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 very closely with employee unions to monitor trends in health claims and review plan design changes to keep the cost increases to the program at a modest level with some success over the past several years. Past performance is no guarantee of future success and we will continue to work diligently in tandem with our employees to contain costs wherever possible. This budget line item will require a 4.02% increase for FY23.
- Transfer to Other Post-Employment Benefits (OPEB) Trust Fund – This is the seventh year of providing funding within the operating budget to offset the Town's OPEB liability. The FY21 contribution was cut, and the FY22 and FY23 amounts represent a return to the funding schedule.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
15- Unemployment Comp. (A)	68,311	84,193	100,000	100,000	100,000	100,000
16- Ch. 32B Health Ins. (A)	13,238,224	13,235,137	15,028,422	15,633,054	15,633,054	15,633,054
17- Medicare (A)	1,124,016	1,161,854	1,260,128	1,323,134	1,323,134	1,323,134
18- Transfer to OPEB (A)	713,593	104,957	852,493	931,775	931,775	931,775
19- Town Insurance (A)	1,006,273	1,106,273	1,156,399	1,214,219	1,214,219	1,214,219
20- Pension Reimburse. (A)	0	0	0	0	0	0
21- Financial Services (A)	59,030	60,000	60,000	60,000	60,000	60,000
22- Central Supply	103,546	110,000	110,000	110,000	110,000	110,000
23- Central Machine	17,371	26,550	26,550	27,920	27,920	27,920
TOTAL ACCOMODATED	16,209,447	15,752,414	18,457,442	19,262,182	19,262,182	19,262,182
TOTAL OPERATING	120,917	136,550	136,550	137,920	137,920	137,920
GRAND TOTAL	16,330,364	15,888,964	18,593,992	19,400,102	19,400,102	19,400,102
						4.34%
						4.36%
						1.00%

151-LEGAL

Description of Services

The Town utilizes third-party counsel for its legal needs. This budget is for the majority of town-wide legal expenses with the exception of certain specialty areas. This budget reflects the anticipated costs related to both general counsel and labor counsel.

Staffing

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Contracted Services						
Legal Fees	75,689	102,198	125,000	125,000	125,000	125,000
Labor Counsel	39,160	22,660	72,000	72,000	72,000	72,000
Cable TV Negotiation	811	18,400	1,500	1,500	1,500	1,500
Tax Title	1,372	7,469	3,500	3,500	3,500	3,500
24- TOTAL EXPENSES	117,032	150,727	202,000	202,000	202,000	202,000
GRAND TOTAL	117,032	150,727	202,000	202,000	202,000	202,000
						0.00%

152-HUMAN RESOURCES

Description of Services

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

Examples of the Human Resources Department's responsibilities include:

- Monitors, reviews, and interprets current personnel policies, job classifications, salary structures, and collective bargaining agreements.
- Oversees personnel records and data for all employees, and maintains a complete file for each employee.
- Plans and coordinates recruitment and selection procedures for exempt and non-exempt employees including: Preparation and placement of recruitment announcements and advertising; recommendation of appropriate recruitment process; assisting department heads and school administrators with screening of applications and identification of most highly qualified candidates; and assisting departments in developing interviews and other selection procedures, and performance of reference/background checks.
- Provides support in the administration of the municipality's and school department's classification and pay plans including: Making recommendations on reclassification of existing positions; assisting in the conducting of classification studies; assisting in the conducting of salary surveys to evaluate positions and make recommendations on salary schedules in preparation for collective

bargaining, and to ensure the municipality and school department is paying market-competitive wages and offering benefits comparable to other geographic communities similar in demographics.

- Coordinates workers compensation claims.
- Maintains personnel policies and procedures, ensuring consistent interpretation and application to collective bargaining agreements, and local, state and federal laws. Ensures the Town and School Department employment practices are in accordance with all applicable state and federal requirements.
- Assists in the preparation of civil service correspondence and forms in accordance with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.
- Assists municipal and school management teams in the annual renewal of the Town's health insurance and dental plans; discusses premium increases, plan design changes and records minutes of meetings with the Insurance Advisory Committee.
- Coordinates in-house training sessions for staff as necessary, and assists with selecting appropriate external training opportunities. Assists and participates in annual new teacher orientation.
- Acts as a liaison with the Employee Assistance Program.
- Assists in the administration, as appropriate, of collective bargaining agreements and preparing recommendations for the Town Administrator and Superintendent of Schools prior to commencement of negotiations. Assists with negotiations where appropriate. Involvement with grievance hearings and arbitrations as necessary.
- Serves as the information resource for town and school personnel in the areas of personnel policies, hiring practices, dispute resolution and employee assistance. Meets, as appropriate, with employees to discuss individual job-related issues.
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace as well as the prevention of sexual harassment, discrimination and claims of hostile work environment. Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents.

Significant Changes

None.

FY22 Accomplishments

- Recruitment of over 40 positions including Associate Director of Public Health, and other key positions which became available.
- Enhanced our new hire process to include wider background screening.
- Assisted in the overall health insurance structure and strategy to ensure quality healthcare while maintaining cost-effective measures.
- In collaboration with the Benefits Office, offered a Virtual Benefits Fair to augment our annual open enrollment process.
- Proactively provided wellness education and service opportunities to all Town and School employees focusing on mental/emotional well-being and encouraging regular health assessments/screenings, including telehealth. In support of this initiative, we offered onsite individualized appointments for annual eye exams. Two self-directed health programs were offered – a summertime hydration program and a fall walking program.

FY23 Goals

- Participate in collective bargaining process for all union contracts within the Town departments.
- Increase diversity equity and inclusion initiatives.

- Continue to explore efficiencies in services and communications, including processing of personnel changes.
- Continue to provide health and wellness education to our employees with the goal of receiving maximum benefit from the plans offered while encouraging decisions that keep claims costs at a minimum.

Staffing

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

Budget Issues

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
25- Full Time	132,740	139,915	145,198	146,447	146,447	141,897
TOTAL SALARIES	132,740	139,915	145,198	146,447	146,447	146,447
Expenses						
Contracted Services	225	0	450	450	450	450
Materials & Supplies	659	809	1,250	1,250	1,250	1,250
M.E.L.T.	886	2,298	2,690	2,690	2,690	2,690
TOTAL EXPENSES	1,770	3,107	4,390	4,390	4,390	4,390
Special Accounts						
BMEA Education	6,336	5,000	5,000	5,000	5,000	5,000
Staff Training	140	3,975	4,000	4,000	4,000	4,000
Recruitment/Retention	5,095	4,238	5,500	5,500	5,500	5,500
TOTAL SPECIAL	11,571	13,213	14,500	14,500	14,500	14,500
GRAND TOTAL	146,081	156,235	164,088	165,337	165,337	165,337
						0.76%

155-MANAGEMENT INFORMATION SYSTEMS

Description of Services

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

MIS, composed of four permanent/full time employees, has been responsible for the installation, maintenance, management and training of technology within many of the Town's departments. The

department continues to provide equipment and user support for numerous device and software platforms. MIS uses cutting edge technology at its core including a revamped 10Gb network with wireless access in most of the Town Buildings. The department continues to maintain the VOIP (Voice Over IP) phone system for all other departments town-wide, and a separate mass notification system for alerting residents of emergencies and unexpected events.

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

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

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

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

Significant Changes

- This budget reflects additional funding for Cybersecurity improvements and initiatives.

FY22 Accomplishments

- Worked with the DPW to ensure a smooth transition to the new building located at 10 Great Meadow.
- Completed a 6-session cyber-security preparedness program with all department heads.
- All town employees enrolled in a cyber-security training program.

FY22 Goals

- Continue to assist department heads in cyber-security preparedness.
- Continue training personnel to better their cyber security hygiene.
- Worked with the DPW to ensure a smooth transition to the new building located at 1 Great Meadow

Staffing

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

Budget Issues

The budget reflects the town's 4-5 year replacement cycle of desktops and laptops, along with robust backup and server solutions. Another significant burden placed on the department is the increasing cost to protect and secure our data infrastructure from cyber threats. The department is also addressing the recommendations as presented through the Information Systems Security Advisory Committee (ISSAC).

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	353,339	344,483	345,790	415,790	355,790	355,790
Part Time				0	25,000	25,000
28- TOTAL SALARIES	353,339	344,483	345,790	415,790	380,790	380,790
Expenses						
Network and Web	69,235	89,737	103,352	127,827	127,827	127,827
MUNIS Support/Lic.	110,859	117,612	124,234	129,917	129,917	129,917
Materials and Supplies	572	981	1,000	1,000	1,000	1,000
Capital Outlay	87,815	97,767	99,000	101,000	101,000	101,000
29- TOTAL EXPENSES	268,481	306,097	327,586	359,744	359,744	359,744
GRAND TOTAL	621,820	650,580	673,376	775,534	740,534	740,534
						9.97%

161-TOWN CLERK

Description of Services

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

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

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

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

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

Elections: As the Chief Elections office, I oversee the running of all the elections for the Town. Working with the office we manage the distribution of Absentee Ballots, both local and overseas, for the 3 weeks prior to the election; for Federal elections run Early Voting for 1 or 2 weeks prior and then set up and execute the processes on Election Day. Afterwards for 5-7 days we work on the processing and certifying of the election.

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

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

In calendar year 2020 the Clerk's office brought in \$161,239 in revenue, an increase of 5.4% which was turned into the Treasurer's office and goes into the General Fund.

FY22 Accomplishments

- In the Clerk's office we have continued in the face of COVID to provide excellent Customer Service to both residents and business in Burlington. As well has having run another successful Town Election where our Town Clerk was re-elected by a landslide.
- We also, held three Town Meetings in a Hybrid format with help from IT and several other staff from Planning. (A special thanks to Brady Caldwell from the Planning Department for all his assistance.)
- Another item this year was the implementation of the 2020 Federal Census results. This resulted in reapportionment of the 7 precincts. It had moved over 1,500 residents and 11 Town Meeting members to different precincts.
- We have processed over 1,600 vital records which includes Births, Deaths and Marriages. These are permanent records that are processed and the archived in our office.

FY23 Goals

- The major goals will be the roll out of new voting equipment for the 2022 Elections.
- The tabulation of a Town-wide Survey
- As well as the continued high level of customer service that we provide for all the residents and businesses of the Town and all of the above listed services!

Staffing

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
30- Full Time	192,878	246,162	262,040	275,874	275,874	275,874
Part Time	23,405	517	0	0	0	0
Elect/Appoint	95,405	97,362	99,929	102,404	102,404	102,404
TOTAL SALARIES	311,688	344,041	361,969	378,278	378,278	378,278
Expenses						
Contracted Services	9,244	12,589	12,500	12,500	12,500	12,500
Materials & Supplies	2,563	2,329	2,700	3,000	3,000	3,000
M.E.L.T.	2,155	4,065	3,700	3,700	3,700	3,700
Capital Outlay	0	0	1,200	1,500	1,500	1,500
TOTAL EXPENSES	13,962	18,983	20,100	20,700	20,700	20,700
Special Accounts						
32- Elections	49,277	83,537	29,768	94,287	94,287	94,287
TOTAL SPECIAL	49,277	83,537	29,768	94,287	94,287	94,287
GRAND TOTAL	374,927	446,561	411,837	493,265	493,265	493,265
						19.77%

162-BOARD OF REGISTRARS

Description of Services

The Registrars of Voters responsibilities include:

- 1) 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; conducts hearings on challenges to residents' eligibility to vote.
- 2) 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.
- 3) Overseeing voter issues during and following elections.
- 4) Recounts: 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 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
33-	Elect/Appoint	1,200	1,150	1,250	1,250	1,250
	TOTAL SALARIES	1,200	1,150	1,250	1,250	1,250
Expenses						
34-	Contracted Services	6,616	9,372	9,900	11,000	11,000
	Materials & Supplies	618	851	900	900	900
	TOTAL EXPENSES	7,234	10,223	10,800	11,900	11,900
	GRAND TOTAL	8,434	11,373	12,050	13,150	13,150
						9.13%

171-CONSERVATION

Description of Services

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

Provides administrative and logistical support for the Conservation Commission.

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

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

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

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

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

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

Significant Changes

None

FY22 Accomplishments

- Managed Town compliance with minimum control measures of EPA NPDES Phase 2 MS4 permit
- Continued stormwater outfall monitoring to comply with EPA permit.
- Coordinated Conservation Commission remote COVID-affected meetings and site visits.

- Updated Stormwater Bylaw.
- Received MA MVP Grant for climate resiliency planning.

FY23 Goals

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

Staffing

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

Budget Issues

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
35- Full Time	213,431	223,313	232,594	237,862	237,862	237,862
Part Time	7,135	6,784	15,034	15,130	15,130	15,130
TOTAL SALARIES	220,566	230,097	247,628	252,992	252,992	252,992
Expenses						
36- Materials & Supplies	203	641	5,700	5,700	5,700	5,700
M.E.L.T.	2,259	1,411	4,350	4,350	4,350	4,350
TOTAL EXPENSES	2,462	2,052	10,050	10,050	10,050	10,050
Special Accounts						
37- Land Management	3,345	5,073	7,800	8,320	8,320	8,320
Stream Cleaning	4,639	6,822	11,000	11,000	11,000	11,000
TOTAL SPECIAL	7,984	11,895	18,800	19,320	19,320	19,320
GRAND TOTAL	231,012	244,044	276,478	282,362	282,362	282,362
						2.13%

175-PLANNING BOARD

Description of Services

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

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

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

Significant Changes

In FY23, the Planning Department is proposing to replace the existing Administrative Assistant I position with a Planning Assistant position requiring additional experience and expertise to meet department needs. The position does not significantly raise the budget because it replaces an existing position. Also the Planning Department is proposing a new position of Zoning Enforcement Officer to work together with the Building department on Zoning and development services enforcement.

FY22 Accomplishments

- Life Science Innovation rezonings continued, revised definitions to allow for changes in the retail landscape, including outdoor seating and "experience" retail. We have also permitted many business and project, including a 270,000SF Life Science building at Network Drive, Clean room incubator & Life Science labs at 60 Blanchard Road among others. The year has been transformational for Burlington and Life Science and associated industries took notice, we are now a stronghold with daily inquires on repositioning traditional office to life science lab. These buildings command top value in the market as well as support an industry where people are coming to work, which greatly supports our existing hospitality, retail and restaurant industries. Most recently we have permitted Vericel, a company out of Kendall Square that grows skin tissue, they will be occupying 130,000SF of the new building at 25 Network Drive. We also can finally announce that the Broad Institute will be occupying the other half of this new building, which will elevate Burlington to a new stratospheric level of recognition as a locational leader of the most cutting edge discoveries. We of course could not do any of this alone and thank all departments especially the Board of Health and Town Meeting for their support.

FY23 Goals

- Continued efforts to create "life Science" clusters.
- Find ways to better manage the permitting system at a time where we are extremely busy.
- We anticipate improvement in enforcement and oversight with the new position of Zoning Enforcement Officer.

- Continued effort to diversify the commercial space in town. We will continue to work with our commercial property owners to find ways to retrofit for different uses, back fill space that may become vacant as tenants shift and shrink. Continue to attract companies that need to be at work, R&D, medical device, additive manufacturing in our growing 3D printing sector.
- Effective land use policy to increase commercial property value in the Town of Burlington
- Continue to provide better experiences in our landscape, walkability, programing and place making. Melisa Tintocalis, ED Director, and the Sculpture Committee have done a great job this year with these efforts and we hope that we can continue to work together to strengthen and expand on their efforts.
- To review “Wireless” from a regulatory and legal as well as infrastructure perspective. How can we best control the roll out and regulate without litigation? Our bylaws are out of date and not in compliance with federal regulations, you will see proposed zoning changes to address these concerns as well as a report about what is coming and how best to embrace and more importantly control what’s next.
- The Burlington Mall, hopefully in FY2023, along with Melisa Tintocalis we can work with Simon and Macy’s and tame the beast to evolve into the next retail + experience.

Staffing

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

Budget Issues

To date the Town has used consultants to help to maintain Town maps and land management digital mapping files. Long term, the Town should investigate the addition of GIS staff, or centralized consultant, such as AppGEO, for the Town to assist development departments, including Planning, Engineering, Conservation and the Assessors departments in managing the increasing amount of land management records and maps which inform current and future land use, facility and infrastructure decisions.

The coordinated effort to streamline electronic records management across many departments has commenced with the introduction of ViewPoint and AppGEO to track permitting, integrate our land records, property records, and geographic information system with other relevant town records.

In addition, as departments begin to centralize systems with programs such as AppGEO and Viewpoint, we should budget items that are used across many departments centrally. You will see AppGEO in the Planning Board’s budget for FY22, however I would suggest that it be centrally located in future years, especially as more Departments are using AppGEO, such as the Assessors Department for the Assessors Map annual update and the Town Clerk as they work toward the update to the precinct mapping FY22.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	280,725	310,473	330,696	401,492	401,492	401,492
Part Time	8,323	2,846	4,965	4,986	4,986	4,986
Elect/Appoint	3,980	4,400	4,400	4,400	4,400	4,400
Overtime	708	734	762	0	0	0
38- TOTAL SALARIES	293,736	318,453	340,823	410,878	410,878	410,878
Expenses						
Contracted Services	19,953	22,832	22,832	22,832	22,832	22,832
Materials & Supplies	1,471	1,419	1,500	1,500	1,500	1,500
M.E.L.T.	6,142	4,387	9,016	9,016	9,016	9,016
39- TOTAL EXPENSES	27,566	28,638	33,348	33,348	33,348	33,348
GRAND TOTAL	321,302	347,091	374,171	444,226	444,226	444,226
						18.72%

176-BOARD OF APPEALS

Description of Services

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

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

Significant Changes

None

Staffing

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

Budget Issues

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Part Time	13,481	13,481	13,481	13,481	13,481	13,481
40- TOTAL SALARIES	13,481	13,481	13,481	13,481	13,481	13,481
Expenses						
Materials & Supplies	68	105	250	250	250	250
41- TOTAL EXPENSES	68	105	250	250	250	250
GRAND TOTAL	13,549	13,586	13,731	13,731	13,731	13,731
						0.00%

192-TOWN FACILITIES

This budget is considered part of the Department of Public Works budget, and includes occupancy costs for the Library, as that classification results in an indirect cost savings. Although building occupancy is presented in the Town Facilities budget, Ways and Means continues to monitors these costs and take them into consideration when reviewing the Library's budget as a whole. For further explanation, please reference the budget narrative of the Library, contained in this document.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Occupancy	66,719	62,796	95,943	98,163	98,163	98,163
42- TOTAL EXPENSES	66,719	62,796	95,943	98,163	98,163	98,163
GRAND TOTAL	66,719	62,796	95,943	98,163	98,163	98,163
						2.31%

PUBLIC SAFETY

210-POLICE

Description of Services

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

The Department is comprised of a very dedicated group of professionals that have made it their calling to serve the public. The Department is structured into various divisions, made up of units and described in more detail below.

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

Operations Division: managed by a Captain. This division encompasses patrol, traffic and detectives. Additionally, the following units fall under this Division:

Patrol Unit-is an operational component of the Burlington Police Department. Its main function is to provide all law enforcement patrol and related duties to the citizens of Burlington.

Bike Unit - works to increase patrol coverage in areas where traditional vehicles cannot access. Bike officers on their mount can easily maneuver parks, alleys, and shopping districts.

Detective Unit- is responsible for the investigation of serious crimes.

Domestic Violence Unit- focuses on the victims of domestic violence in order to offer services to help them recover from and escape their abusive situations.

Drone Unit- utilizes the advantages of aerial drone capabilities in many various situations. The unit started in 2017, and continues to grow as the use of drones evolves in law enforcement. Not only is the unit used to assist law enforcement within Burlington, it is also utilized through the regional SWAT team, NEMLEC.

K-9 Unit-assists in the general duties of patrol officers. Handlers and their K-9 partners go through vast specialized trainings to both fulfil the duties of patrol officers and specialized duties of the K-9 Unit.

Traffic-is a specialized division within the Operations Bureau of the department.

Administrative Division: 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 and other ancillary services. The following units also fall under this Division:

Community Service Unit- is responsible for implementing community policing initiatives, in addition to accident and incident reporting requests and animal control services. The Unit also handles firearms licensing.

Crime Analysis Unit- is tasked with providing crime statistics, intelligence information and analysis of crime trends and patterns.

Information Technology Unit-addresses information technology needs of the Department.

Mental Health, Elder Services and Substance Abuse-provides resources, and assists individuals and families with a broad range of issues.

Records-maintains records and responds to requests for records.

Departmental Statistics	2018	2019	2020	2021
Documented calls for service	27,756	28,333	33,494	29,427
Uniform crimes reported	544	526	473	371
Arrests	200	186	165	225
Traffic Citations issued	3,426	4,588	1,742	1,414
Animal Complaints	410	437	406	332

Significant Changes

Transition in leadership with Chief and Deputy Chief.

FY22 Accomplishments

- Successfully transitioned leadership: Upon the retirement of Chief Kent, Deputy Chief Tom Browne was appointed Chief and Robert Kirchner was appointed Deputy Chief.
- Implemented dispatch console upgrade project funded by May 2021 warrant article.
- Added Mental Health Clinician and Recovery Coach to better serve community needs.
- Continue to navigate the community impact of the COVID-19 pandemic

FY23 Goals

- Review and update policies and procedures to ensure compliance with Federal and State law, municipal bylaws, best practices, and community needs.
- Continue to identify training and continuing education opportunities for staff.
- Explore ways to increase community engagement, and ensure trust, accountability and transparency.
- Work in tandem with the Fire Department to implement updated records management systems (RMS) and computer aided dispatch (CAD) software.

Staffing

(1) Chief, (1) Deputy Chief, (2) Captains, (5) Lieutenants, (9) Sergeants, (50) Patrol, (3) Civilian Dispatchers, (7) Traffic Supervisors, (1) Animal Control Officer, (3) Administrative Secretary, (1) Mental Health Clinician, (1) Recovery Coach.

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	6,919,082	7,400,598	7,880,676	7,966,200	7,908,124	7,908,124
Part Time	111,450	110,953	215,423	254,599	219,031	219,031
Overtime	774,994	853,959	605,200	605,200	605,200	605,200
43- TOTAL SALARIES	7,805,526	8,365,510	8,701,299	8,825,999	8,732,355	8,732,355
Expenses						
Occupancy	156,815	140,859	165,278	167,678	167,678	167,678
Contracted Services	119,609	175,537	136,240	148,240	148,240	148,240
Materials & Supplies	76,858	72,636	68,988	68,988	68,988	68,988
M.E.L.T.	3,325	3,325	3,325	3,325	3,325	3,325
Capital Outlay	224,179	195,173	221,400	251,400	251,400	251,400
44- TOTAL EXPENSES	580,786	587,530	595,231	639,631	639,631	639,631
Special Accounts						
Education/Tuition	119,996	159,279	129,500	129,500	129,500	129,500
111F Payments	53,805	19,650	40,000	40,000	40,000	40,000
Uniform Allowance	58,044	97,846	74,810	80,810	80,810	80,810
Animal Disposal	1,000	5,029	1,000	1,000	1,000	1,000
Gasoline	60,922	41,750	94,000	94,000	94,000	94,000
NEMLEC	16,500	0	6,500	6,500	6,500	6,500
45- TOTAL SPECIAL	310,267	323,554	345,810	351,810	351,810	351,810
GRAND TOTAL						
	8,696,579	9,276,594	9,642,340	9,817,440	9,723,796	9,723,796
						0.84%

220-FIRE

Description of Services

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 calls for service.

The FD provides code and regulation enforcement of local, state and federal statutes, regulations, and bylaws pertaining to fire safety. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and health care facilities. The FD works and trains with other municipal public safety departments such as 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. This 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. The

FD participates in special programs such as providing smoke and CO detectors to our seniors when funding is available. This program is conducted by both the FD and Council on Aging. 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 a large volume of Fire and EMS calls as well as an increasing number of business related calls. All of our members are trained Emergency Medical Dispatchers that are capable in determining the most appropriate EMS response as well as being able to 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 is also trained in ice and water rescue. The FD is trained to the Operational Level in regards to hazardous materials response. For hazardous materials incidents beyond our capability, the department relies on the MA State Hazardous Materials Team. Our department responds to a large number of service calls in which we assist the public in mitigating a variety of issues, for example; water, electrical, and odor calls.

In addition to responding to an increasing number of calls for service, Firefighters receive weekly training, participate in residential and business safety inspections, and maintain all emergency apparatus and equipment on a daily basis. As well as protecting our own community, our Firefighters respond to our neighboring Mutual Aid communities when requested for either Fire or EMS assistance.

Significant Changes

- COVID-19 continued to have a direct impact on fire department operations in 2021. Policies and procedures continued to be created and implemented in order to best protect our members both out in the field and in the fire stations.
- Station Two gave our department more flexibility in assigning personnel thus maintaining best social distancing practices.
- The department has operated its primary transport ambulance at the advanced life support (ALS) level for over a year with much success.
- The department continues to work on increasing our staffing levels to 15 personnel per group.

FY22 Accomplishments

- The Fire Department continued to provide fire and EMS services to our community throughout the COVID-19 pandemic. At no point during the year was our response capability impacted by the virus.
- The department's response numbers for both Fire and EMS returned to pre-pandemic numbers.
- The Fire Department worked closely with the Board of Health in establishing first responder vaccination clinics.
- Toward the end of 2021, COVID-19 booster shots became available to first responders through the Board of Health.

- Town Meeting approved Phase One of our Public Safety Communications Upgrade. The goal of this most important project is improve communication capability throughout our town through a series of communication upgrades.

FY23 Goals

- Continue to manage COVID-19 as we hopefully transition away from the pandemic stage of this virus.
- Reaching our long term objective of staffing each of our four suppression groups with 15 personnel.
- Continue to build on our highly successful paramedic program.
- Present Phase Two of our Public Safety Communications Upgrade to Town Meeting.
- Address both Police and Fire's need for a computer aided dispatch, incident reporting, and data management system that can be utilized by both public safety departments.

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 continues to work on bringing our staffing levels up to full complement. The hiring process takes time and the availability of fire academy seats for our new firefighters is in great demand.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	6,556,819	6,838,452	7,204,604	7,277,425	7,277,425	7,277,425
Part Time	45,110	48,023	50,505	52,805	52,805	52,805
Overtime	1,031,650	1,164,764	1,048,067	1,198,067	1,099,282	1,099,282
46- TOTAL SALARIES	7,633,579	8,051,239	8,303,176	8,528,297	8,429,512	8,429,512

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Occupancy	88,449	85,296	115,743	117,238	117,238	117,238
Contracted Services	82,129	109,606	102,750	134,750	134,750	134,750
Materials & Supplies	180,642	248,578	229,710	232,210	232,210	232,210
M.E.L.T.	8,283	11,664	12,000	12,000	12,000	12,000
Capital Outlay	62,685	60,900	60,015	62,754	62,754	62,754
47- TOTAL EXPENSES	422,188	516,044	520,218	558,952	558,952	558,952

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Special Accounts						
Termination Buyback	0	0	10	10	10	10
Education/Tuition	5,211	3,655	12,000	12,000	17,000	17,000
Recertification of EMTs	7,534	8,242	8,200	8,700	8,700	8,700
Fire Prevention	1,474	4,700	4,700	4,700	4,700	4,700
Arson Investigation	0	1,191	1,200	1,200	1,200	1,200

Training	24,577	19,043	25,000	25,000	25,000	25,000
Training & Management	6,300	6,300	6,300	6,300	6,300	6,300
Licenses & Certification	1,508	3,363	2,500	2,500	2,500	2,500
111F Payments	54,061	73,750	42,000	42,000	42,000	42,000
Clothing Allowance	92,436	86,063	92,650	92,650	92,650	92,650
Wellness Program	4,435	2,752	11,000	11,000	11,000	11,000
Comm. Risk Reduction	3,653	0	3,500	3,500	3,500	3,500
48- TOTAL SPECIAL	201,189	209,059	209,060	209,560	214,560	214,560
GRAND TOTAL	8,256,956	8,776,342	9,032,454	9,296,809	9,203,024	9,203,024
						1.89%

241-BUILDING

Description of Services

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

This office is responsible for managing plan reviews, permits and inspections relating to new construction, additions and remodeling projects. As such, the Building Department reviews building plans submitted to the town and approves them based on compliance with planning and zoning approvals as well as the Massachusetts State building Code. The Building Department is 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), Massachusetts Emergency Management Agency (FEMA), the Board of Building Regulations and Standards (BPRS) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

The Building Departments goals for the future are: (1) hire enough staff to perform the duties of the office in an efficient and effective manner and time including new hires to replace long term staff that will be retiring over the next few years, (2) plan for future growth, and (3) continue the expansion of the department's records in electronic format were the public can access those records in an effective and efficient manner. We have been trying to attain these goals we have set, however with the continued economic construction growth within the town; it has been extremely difficult and at times impossible to keep up with the demand on services.

Significant Changes

New Wiring Inspector, Local Building Inspector, and Plumbing and Gas Inspectors hired in FY22

FY22 Accomplishments

- Played a role in the implementation of the ViewPoint program to make the Town's permitting system more efficient and user friendly.
- Issued more than 2,400 permits and performed over 5,700 inspections

FY23 Goals

- Continuing to scan & digitalize plans, as well as all property files

- Improve online software system, known as ViewPoint.
- Encouraging anticipation of all departments, as well as the public to utilize ViewPoint software.

Staffing

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

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	561,653	652,863	673,384	596,675	596,675	596,675
Part Time	0	0	0	0	0	0
Overtime	30,189	3,478	69,077	48,000	48,000	48,000
49- TOTAL SALARIES	591,842	656,341	742,461	644,675	644,675	644,675
Expenses						
Contracted Services	17,373	11,274	21,448	21,448	21,448	21,448
Materials & Supplies	1,590	4,837	5,750	6,250	6,250	6,250
M.E.L.T.	10,830	6,540	10,925	13,425	13,425	13,425
Capital Outlay	0	0	1,400	1,400	1,400	1,400
50- TOTAL EXPENSES	29,793	22,651	39,523	42,523	42,523	42,523
GRAND TOTAL	621,635	678,992	781,984	687,198	687,198	687,198
						-12.12%

244-SEALER OF WEIGHTS AND MEASURES

Description of Services

The Town has engaged the Commonwealth of Massachusetts to provide Sealer services since FY12. The Sealer is responsible for enforcing the accuracy requirements and other standards relating to weighing and measuring devices, and the use thereof, utilized in the sale of food, fuels and other products.

The Town established a revolving fund to account for the fees received for this service. In late FY22, the Town was notified that the Commonwealth will no longer be providing this service. As a result, the Administration requests approval of the proposed budget as submitted, and adjustments will be made as needed when the solution is determined.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Contracted Services	7,500	7,500	7,500	7,500	7,500	7,500
Materials & Supplies	0	0	300	300	300	300
51- TOTAL EXPENSES	7,500	7,500	7,800	7,800	7,800	7,800
GRAND TOTAL	7,500	7,500	7,800	7,800	7,800	7,800
						0.00%

291-EMERGENCY MANAGEMENT SERVICES

Description of Services

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

Significant Changes

None.

Staffing

(1) Appointed Director

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
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Salaries

52-	Elected/Appointed	9,077	10,000	10,000	10,000	10,000
	TOTAL SALARIES	9,077	10,000	10,000	10,000	10,000

Expenses

53-	Materials & Supplies	7,383	8,081	8,100	8,100	8,100
	TOTAL EXPENSES	7,383	8,081	8,100	8,100	8,100

Special Accounts

54-	Education/Tuition	1,432	5,500	5,500	5,500	5,500
	TOTAL SPECIAL	1,432	5,500	5,500	5,500	5,500

GRAND TOTAL	17,892	23,581	23,600	23,600	23,600	23,600	0.00%
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EDUCATION

300-LOCAL EDUCATION

The School Committee's recommended FY 2023 Operating Budget is attached for your review and consideration. This budget is being sent to all Town Meeting Members as a guide to better understand the details contained in the comprehensive budget document which was reviewed in detail by the School Committee and the Ways and Means Subcommittee over the last several months.

The FY23 budget includes:

- Funding to support our contractual obligations.
- Funding to maintain class sizes and programming.
- Funding for the known legal commitments for Special Education and English Language Learner support and tuitions.

At the time of this writing, the contract with the teacher's union is still unsettled. Although the negotiations have been productive, without a contract, the final details of the budget will be unsettled as well. Our hope is to pay for whatever the eventual settlement with the budget approved by Town Meeting.

Like last year, the district has Federal COVID relief funds. These funds have been used to fund much needed support positions to get students back into the routine of in-person learning. Our hope is to absorb these much needed positions into our future operating budgets over the next two fiscal years.

Finally, the students in some of our successful district programs and LABBB Collaborative programs are becoming middle school students. We are expanding our district program for students with autism into the middle school. We will be working to continue this expansion into high school in the coming years as these students get older.



Eric M. Conti, Ph.D.
Superintendent

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER-* VISORY	W&M* 2023	
Local Education							
Operating	51,864,605	53,859,531	57,387,111	59,539,128	59,539,128	59,539,128	3.75%
Special Education (A)	12,018,051	12,217,361	12,333,456	12,873,799	12,873,799	12,873,799	4.38%
55- TOTAL LOCAL ED.	63,882,656	66,076,892	69,720,567	72,412,927	72,412,927	72,412,927	3.86%
GRAND TOTAL							
	63,882,656	66,076,892	69,720,567	72,412,927	72,412,927	72,412,927	3.86%

301-REGIONAL SCHOOL ASSESSMENTS

Description of Services:

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

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

As of FY21, funding for the Minuteman Technical School is also included in this budget.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER-* VISORY	W&M* 2023
Regional School Assessments						
Shawsheen	2,190,807	2,516,373	2,593,065	2,667,214	2,667,214	2,667,214
Essex North Shore	35,595	93,877	123,324	106,865	106,865	106,865
Minuteman	0	72,702	116,694	26,314	26,314	26,314
TOTAL REG. SCHOOL (A)	2,226,402	2,610,250	2,833,083	2,800,393	2,800,393	2,800,393
GRAND TOTAL	2,226,402	2,610,250	2,833,083	2,800,393	2,800,393	2,800,393
						-1.15%

* Not voted at time of printing.

PUBLIC WORKS

411-492 PUBLIC WORKS

Description of Services

The goal of the Department of Public Works is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. To accomplish this goal the department is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 82 employees: 65 full-time, 1 part-time and 16 seasonal employees the department maintains the Town's roadways, drainage, water, sewer, street lights, traffic lights, town buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, trash pick-up and winter maintenance operations. Following it's a description of each division responsibilities:

DPW Administration

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

Description of Services and Responsibilities:

Water & Sewer Billing, Trash Collection & Recycle Contract Management, 1st and 2nd Meter Management, Cross Connection Program, Accounts Payable for entire DPW Dept., Green Communities Coordination, and Maintenance of Personnel records for entire DPW Dept.

Staffing:

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

Buildings and Cemeteries Division

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

Buildings Section

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

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

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

Cemetery Section

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

Description of Services and Responsibilities:

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

Staffing:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Senior Craftsman/laborer
(3) Craftsman/laborers, (1) Special Equipment Operator
(1) Head Custodian, (2) Lead Custodians, (3) Custodians, (1) Administrative Assistant I.

Central Maintenance Division

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

The following is a list of over 150 items serviced:

Board of Health:	1 vehicle
Building:	5 vehicles
Council On Aging:	2 vehicles
Conservation:	1 vehicle
Police:	34 vehicles
Recreation:	12 vehicles, 4 off road pieces of equipment, 1 air compressor, 1 wood chipper
Town Hall:	2 vehicles
Youth and Family	1 vehicle
School Department	3 vehicles, 1 off road piece of equipment

DPW-

Engineering:	4 vehicles
Buildings/Cemeteries:	7 vehicles, 1 backhoe, 1 bobcat, 1 Kubota Utility Vehicle, and 11 generators
Central Maintenance:	4 vehicles

Highway: 18 vehicles, 13 off road pieces of equipment, 1 sweeper, 1 compressor, 1 wood chipper, 1 generator
Water: 8 vehicles, plus 1 backhoe, 1 compressor, 1 light tower
Sewer: 3 vehicles, 11 generators, 4 water pumps, and 2 portable generators

Staffing:

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

Engineering Division

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

Description of Services and Responsibilities:

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

Staffing:

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

Highway Division

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

Description of Services and Responsibilities:

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

Staffing:

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

Water and Sewer Division

Water Treatment Section

The Town of Burlington's drinking water system contains two separate water treatment plants drawing water from both surface and ground water sources. The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant has the capacity to treat up to 4.5 million gallons of water per day. The Vine Brook Water Treatment Plant treats water from seven ground wells located within the Vine Brook Aquifer. The Vine Brook Water Treatment Plant has the capacity to treat 3 million gallons of water per day.

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

The Water Treatment Section also performs the following testing:

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

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

Staffing:

(1) Plant Manager, (1) Chief Operator, (6) Plant Operators, (1) Meter/Backflow Prevention Device Technician

Water Distribution Section

The Water Distribution Sections maintains the water distribution system including hydrants.
Description of Services and Responsibilities:

- Hydrant repairs and replacements
- Water main maintenance and repair of water main breaks and leaks
- Water gate maintenance or replacements as needed

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

Sewer Collection Section

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

Description of Services and Responsibilities:

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

Staffing:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (3) Sewer Pumping Operators, (3) Water Service Craftsmen, (2) Laborers.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Fulltime	4,757,552	4,878,305	5,216,720	5,457,017	5,326,141	5,326,141
Parttime	54,145	59,749	112,619	87,934	87,934	87,934
Overtime	483,244	538,154	432,025	432,021	432,021	432,021
57- SALARIES TOTAL	5,294,941	5,476,208	5,761,364	5,976,972	5,846,096	5,846,096
Expenses						
Occupancy	1,048,583	922,747	1,126,100	1,031,600	1,031,600	1,031,600
Contracted Services	1,064,671	1,762,172	1,255,087	1,470,844	1,470,844	1,470,844
Materials & Supplies	982,332	965,087	931,800	977,725	977,725	977,725
M.E.L.T.	23,341	22,124	30,355	30,615	30,615	30,615
Capital Outlay	102,828	63,023	58,200	38,500	38,500	38,500
58- EXPENSES TOTAL	3,221,755	3,735,153	3,401,542	3,549,284	3,549,284	3,549,284
Special Accounts						
License Renewal	17,175	18,007	18,000	18,000	18,000	18,000
Clothing Allowance	33,122	30,888	35,700	35,700	35,700	35,700
Well Cleaning & Sludge Removal	100,000	108,917	135,000	112,500	112,500	112,500
Well Seal & Parco	10,000	8,765	10,000	10,000	10,000	10,000
Highway I	158,162	164,947	165,000	165,000	165,000	165,000
Sign & Lane Painting	66,294	66,660	69,500	69,500	69,500	69,500
Tree Care	34,445	34,738	35,000	35,000	35,000	35,000
Snow & Ice	417,428	558,564	350,000	350,000	350,000	350,000
Physical Exam	3,634	3,863	6,000	6,000	6,000	6,000
59- SPECIAL TOTAL	840,260	995,349	824,200	801,700	801,700	801,700
Accommodated						
60- Rubbish & Garbage (A)	2,108,678	2,193,085	2,244,200	2,322,124	2,322,124	2,322,124
61- Street Lights (A)	369,850	370,229	370,500	360,500	360,500	360,500
62- DEP Assessment (A)	8,948	9,776	15,000	15,000	15,000	15,000
TOTAL ACCOMDATED	2,487,476	2,573,090	2,629,700	2,697,624	2,697,624	2,697,624
TOTAL OPERATING	9,356,956	10,206,710	9,987,106	10,327,956	10,197,080	10,197,080
THE GRAND TOTAL	11,844,432	12,779,800	12,616,806	13,025,580	12,894,704	12,894,704
						2.58%
						2.10%
						2.20%

HUMAN SERVICES

510-BOARD OF HEALTH

Description of Services

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

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

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

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

Significant Changes

The Covid-19 pandemic has had, and will continue to have, a profound impact on the Board of Health. The Covid-19 pandemic has clearly shown that local emergency planning and drills have to be ongoing and strengthened, as public health organizations prepare to respond to new priorities and emergencies within our ever-changing community. The Board of Health must be prepared to provide the services, resources, and guidance that our residents, businesses, and Town departments require and need. In addition, with the enactment of local Biological Safety Regulations in January, 2020, the number of businesses seeking a Biological Safety permit in Burlington has increased and is expected to grow over the next year. This places additional workloads and responsibilities on the Board of Health to ensure the continuous review, permitting, inspection, and oversight of Biotechnology Companies in our community. In January, 2021,

Town Meeting passed a warrant article to provide funding for the position of Associate Health Director for the Board of Health. The FY22 BOH budget reflected the addition of that position and the position was filled in December, 2021. This position will provide leadership and support our additional development, redevelopment and new technology workloads, and assist in emergency planning and execution..

In 2021, the Board of Health held 18 vaccination clinics, sixteen of which were for first responders and those aged 65 and over and two booster clinics. It is expected that the need for the administration of Covid-19 vaccinations to our residents will continue into FY23.

FY22 Accomplishments

In FY22, the Board of Health continued its response to the Covid-19 pandemic. Governor Baker's declared a State of Emergency, which required the Board of Health to enforce numerous orders and safety standards pertaining to covid-19, continued until June 15, 2021. In addition, the Board of Health held numerous covid-19 vaccination clinics and continued Covid-19 case investigations. Throughout FY22, the Board of Health continued to enforce all state mandated and local public health regulations. Some specific accomplishments in FY22 include:

- ***Introduction of Vaccine Management Software:*** During the early phases of covid-19 vaccine administration, vaccine availability was limited. There was a need for a vaccine management tool that would provide a real time account of vaccine doses from the time they arrived at a clinic site to when they were administered, tie into the state's existing vaccination software, the MA Immunization Information System or MIIS, and allow for the timely collection of vaccination data. Local Boards of Health were provided with two software platforms by MA Department of Public Health, first PrepMod and later Color.

In order to administer covid-19 vaccinations, Board of Health staff needed to quickly learn to how to utilize the software platforms to set up electronic clinics and train clinic staff. Also, in order to run a clinic, electronic devices such as ipads were needed for clinic staff. Many thanks go out to the Burlington Public Schools and Burlington's IT Department for their assistance in procuring and setting up ipads for use at the clinics.

The availability of vaccination software has significantly streamlined the process of vaccine administration. Since everything is done electronically and in real time, there is no longer any need for paper copies or lengthy data entry. Residents are able to book a vaccination appointment electronically, eliminating clinic overcrowding and proof of vaccination is easily provided.

- ***Flu Vaccination Clinic:*** In October, 2021, the Board of Health held a flu vaccination clinic using vaccine management software. Burlington Volunteer Reserve Corps (BVRC) volunteers who served as dispensers, medical scribes, and check in personnel were trained in the use of the software on ipads. Residents were able to book appointments ahead of time and, if necessary, were assisted with setting up an appointment upon their arrival at the clinic. 540 vaccinations were administered with 141 of those being senior high dose vaccine.
- ***Virtual Swimming Pool Seminar:*** Despite the demands of the pandemic, the Board of Health has continued to meet its enforcement obligations under local and state regulations. In addition, education to the public and local businesses in areas other than covid-19 has continued. In April, 2021, the Board of Health held its annual Swimming Pool Operator Seminar virtually. Marlene Johnson, Health Agent and Certified Pool Operator discussed the covid-19 sector specific standards for swimming pools as well as what to expect during the Board of Health's yearly pre-operation

inspection. Thirty-six pool operators attended representing nineteen Burlington properties.

- **Burlington Volunteer Reserve Corps (BVRC) Events & Trainings:** Due to the Burlington Community's eagerness to assist in pandemic response, in the last two years the membership of the Burlington Volunteer Reserve Corps more than doubled, going from 123 members to 323. Throughout 2021, BVRC volunteers have been assisting with covid-19 response such as vaccination clinics and contact tracing, however, they have also been assisting with other public health initiatives and training. Volunteers have assisted at cooling centers, provided training to the public in bleeding control techniques, run first aid stations at Celebrate Burlington and the Turkey Trot, conducted blood pressure screenings at the library and Council on Aging, assisted at hazardous waste collections and flu clinics, and went to food service establishments during a boil water order to provide them with information. Volunteers were trained in CPR/AED, pet sheltering, administering pediatric vaccinations, the basics of the Medical Reserve Corps program, and how to operate and communicate on hand held radios.

FY22 Goals

Goals for the Board of Health include an emphasis in public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC), a unique, independent volunteer group that is sponsored by the Board itself. The Board of Health will strive to improve the town's capabilities in emergency preparedness, provide health-related information and services to residents, and maintain the current level of regulatory oversight required to protect the Burlington community.

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)

Budget Issues

In FY23 all accounts have been level funded. Major budget drivers, as in previous years, include enforcement of local and state mandated public health regulations and services to citizens, including vaccination clinics, blood pressure clinics, household hazardous waste collections, and mosquito control.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	457,033	479,136	582,830	607,299	607,299	607,299
Part Time	59,130	6,554	72,189	37,137	37,137	37,137
Elect/Appoint	3,388	3,562	7,182	7,182	7,182	7,182
Overtime	10,851	4,127	10,330	10,330	10,330	10,330
63- TOTAL SALARIES	530,402	493,379	672,531	661,948	661,948	661,948

Expenses

Contracted Services	4,116	3,236	11,896	11,896	11,896	11,896
Materials & Supplies	5,495	5,486	5,500	5,500	5,500	5,500
M.E.L.T.	7,310	4,399	12,400	12,400	12,400	12,400
Capital Outlay	2,150	2,150	2,150	2,150	2,150	2,150

64-	TOTAL EXPENSES	19,071	15,271	31,946	31,946	31,946	31,946
Special Accounts							
	Volunteer Reserve Corp.	0	1,000	1,000	1,000	1,000	1,000
65-	TOTAL SPECIAL	0	1,000	1,000	1,000	1,000	1,000
Accommodated							
66-	Hazardous Waste (A)	11,762	40,755	50,000	50,000	50,000	50,000
67-	Mosquito Control (A)	43,953	44,846	45,743	45,743	45,743	45,743
		TOTAL ACCOMODATED	55,715	85,601	95,743	95,743	95,743
		TOTAL OPERATING	549,473	509,650	705,477	694,894	694,894
		GRAND TOTAL	605,188	595,251	801,220	790,637	790,637
							-1.32%
							0.00%
							-1.50%

541- COUNCIL ON AGING

Description of Services

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

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

The COA provides information and referral for both callers and walk-ins. The outreach workers are social workers who conduct in-home visits to assist elders in defining their needs and to facilitate access to services. They make appropriate referrals with follow-up visits to ensure adequacy of assistance and provide advocacy in areas such as legal issues, social security, food stamps, health, housing, medical and fuel assistance.

Medical advocacy consists of helping the client prepare for medical appointments, reminding clients of issues to speak with the physician about, speaking with the physician to be sure the physician understands issues and understanding the physicians instructions in order to assist the client in understanding any health issues and/or treatment, and setting up necessary appointments for clients who are unable to do so themselves. The outreach worker also helps elders and their family members fill out appropriate assistance forms and ensure seniors don't fall "through the cracks".

The COA outreach workers seek/accept referrals from private individuals, other social service agencies, religious, fraternal and community organizations and are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services and mental health facilities. The outreach worker is often the coordinator between various agencies assisting an elder. The outreach worker facilitates support groups and workshops such as caregiver groups and new this year a memory café for people living with memory issues and their care partners.

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

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

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

Significant Changes

We are now hybrid and have hired an activity coordinator to plan and execute activities.

FY22 Accomplishments

Throughout the pandemic we have continued to provide for the older residents of Burlington both through social services and programming. We continue to offer virtual activities, but now also offer activities in person giving people a choice while still remaining engaged with the senior center community. We now consider most of our activities hybrid, from Fitness classes to coffee hour you can join activities whether you are immunocompromised or completely healthy. Participation in the "Burlington Community Transportation Program" utilizing rideshare and a rideshare concierge service has skyrocketed, going from 7 rides per month to 451 rides per month at the end of the fiscal year. Criteria for this program include being over 60, being disabled and having an income of less than 300% of the Federal Poverty level.

FY23 Goals

Continue to review the current and future needs of the residents of Burlington and how to best assess their needs. We will also look at and adjust to their needs as we reopen the senior center. We plan to continue virtual programming even as we open up physically to allow those who are afraid to come out post-pandemic or are homebound to join activities and programming.

Staffing

(1) Director, (2) Full-Time Outreach Workers, (1) Full-Time Administrative Assistant I, (2) Part-Time Front Desk Clerk (19 hours, 15 hours), (1) Activity Coordinator, PT Van Drivers (various hours).

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	270,103	302,001	311,810	320,418	320,418	320,418
Part Time	93,232	83,840	115,904	122,085	107,296	107,296
68- TOTAL SALARIES	363,335	385,841	427,714	442,503	427,714	427,714
Expenses						
Contracted Services	3,035	0	7,200	7,200	7,200	7,200
Materials & Supplies	148	644	1,050	1,050	1,050	1,050
M.E.L.T.	0	0	1,300	1,300	1,300	1,300
69- TOTAL EXPENSES	3,183	644	9,550	9,550	9,550	9,550
Special Accounts						
Minuteman Home Health	6,942	6,942	6,942	6,942	6,942	6,942
Emergency Assistance	0	0	500	500	500	500
70- TOTAL SPECIAL	6,942	6,942	7,442	7,442	7,442	7,442
GRAND TOTAL	373,460	393,427	444,706	459,495	444,706	444,706
						0.00%

543- VETERANS SERVICES

Description of Services

Veterans' Agents

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

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

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

Veterans Services - State Benefits- Chapter 115, 108 CMR

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

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

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

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

Assist with application to apply for State annuity to eligible veterans and/or surviving family members.

Assist veterans and families in applying to other permanent sources of income (Aid & Attendance, SS disability, Supplemental income Federal low-income pension, etc.)

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

The VA offers its benefit system through three major units: the Veterans Benefits Administration, National Cemetery Administration, and the Veterans Healthcare System. In addition to medical centers, the healthcare system includes nursing homes, domiciliary, and Vet Centers offering readjustment counseling. The Veterans Agent guides eligible veterans and their dependents to appropriate benefits. The Agent assists in completing the various Federal VA forms to apply for care at VA Hospital, receipt of low-income pension, disability compensation, Aid & Attendance, education, etc. Assists surviving spouses in applying for a low-income pension, final burial expenses and cemetery markers and conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc.

Memorial Day, Veterans Day and Special Ceremonies

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

Meetings attended

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

Youth Assistance

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

Other general responsibilities

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

Maintain a current Facebook.com page.

Significant Changes

No staffing changes are expected for FY23. The requested increase from FY22 budget is due to contractual obligated salary increases, Aid account increases, and increases to the Memorial & Veterans Day fund.

FY22 Accomplishments

- Our office increased our VA case development by 12% in 2022, totaling over \$140,000.00 in new aid.
- Our office increased our MA case development by 6% in 2022, totaling over \$6,000.00 in new aid.

FY23 Goals

- The office will strive to continue to assist with applying for all benefits to which a client is entitled in accordance with strict state and federal laws, rules and regulations.
- Outreach will continue to be a priority for the office, as we are committed to counsel each veteran, their families, and surviving dependents.

Staffing

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

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
71-	Full Time	128,383	133,954	143,004	147,663	147,663
	TOTAL SALARIES	128,383	133,954	143,004	147,663	147,663
Expenses						
72-	Materials & Supplies	1,384	2,439	2,349	2,349	2,349
	M.E.L.T.	242	599	760	760	760
	TOTAL EXPENSES	1,626	3,038	3,109	3,109	3,109
Special Accounts						
73-	Mem. & Vet. Days	2,120	2,127	2,000	3,000	3,000
	Veteran's Aid	100,528	110,781	110,000	112,000	112,000
	TOTAL SPECIAL	102,648	112,908	112,000	115,000	115,000
	GRAND TOTAL	232,657	249,900	258,113	265,772	265,772
						2.97%

549-YOUTH AND FAMILY SERVICES

Description of Services

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

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

Staff also provide prevention services through the high school and middle school with the peer education program. Additional prevention is provided to freshman health classes on teen depression and suicide prevention. We have provided leadership on the Coalition for A Healthy Burlington (formerly known as the Drug & Alcohol Task Force) since its inception in 1982. We also provide training for 3-4 unpaid graduate interns who work at the center each academic year.

Significant Changes

- With the increased need for mental health services, BYFS is looking to add 16 additional clinical hours using ARPA funds.

FY22 Accomplishments

- We continue to provide a variety of services that address the emotional and social needs of Burlington youth and their families. We also continue to provide social services for all residents of Burlington. This year we have provided both in person and Telehealth services
- We have continued to expand our group program. We are currently working to provide yoga groups to elementary, middle and high school students. We intend to receive yoga training focused on working with mental health issues such as depression, anxiety, ADHD and trauma.

FY23 Goals

- Develop a youth advisory board consisting of middle and high school students.
- Continue to expand our group program.
- Conduct a community wide needs assessment to help determine the types of mental health services needed and how we can best meet those needs.

Staffing

(1) Department Head, (1) Clinical Supervisor, (1) Group Work Coordinator, (2) Social Workers, (2) Part Time Social Workers (19 hours, 22 hours), (1) Administrative Secretary

Budget Issues

None.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	359,938	324,905	381,789	398,833	398,833	398,833
Part Time	80,582	82,180	92,187	81,854	81,854	81,854
74- TOTAL SALARIES	440,520	407,085	473,976	480,687	480,687	480,687

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Contracted Services	6,238	10,225	11,500	11,500	11,500	11,500
Materials & Supplies	3,806	5,167	6,850	6,850	6,850	6,850
M.E.L.T.	1,534	4,352	5,106	5,106	5,106	5,106
Capital Outlay	934	0	800	800	800	800
75- TOTAL EXPENSES	12,512	19,744	24,256	24,256	24,256	24,256
GRAND TOTAL	453,032	426,829	498,232	504,943	504,943	504,943
						1.35%

590-DISABILITY ACCESS

Description of Services

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

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

Staffing

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
76-	Part Time	167	405	534	565	565
	TOTAL SALARIES	167	405	534	565	565
Expenses						
77-	Materials & Supplies	152	0	400	400	400
	TOTAL EXPENSES	152	0	400	400	400
	GRAND TOTAL	319	405	934	965	965
						3.32%

CULTURE AND RECREATION

610-PUBLIC LIBRARY

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

Statistics of note for fiscal year 2021:

220,059	Items checked out from the collection
12,558	Reference transactions
19,069	Patrons served via Curbside Pickup
359	Virtual library programs provided online
4,528	Attendees of library programs
2,235	Hours the library provided services

Description of Services

Services include the following:

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

Significant Changes

- The library resumed in-person weekday hours as of June 14, 2021; weekend operating hours fully resumed August 7, 2021. In-person library programs and meeting room use largely resumed in August 2021.

FY22 Accomplishments

- The library largely resumed full, in-person services and programs in August 2021.

- Hybrid (with the option to participate in-person or online) adult programs debuted in Fall 2021.
- Work began on a 24/7 holds locker, to be debuted in Spring 2022; the locker will make holds available for pickup any time outside the library, at the patron's convenience.
- The library continued its community partnerships by working with the Harvard University Retirees Association to sponsor adult programs; providing book discussion groups to local assisted living facilities; sharing online programs with many other libraries in the Merrimack Valley Library Consortium; and developing a series of online programs to be presented by volunteers of India Association Greater Boston.
- A significant donation was made by the Jackson Walsh Memorial Fund, in the form of a custom made and painted train table and other furniture for the Children's play area.

FY23 Goals

- Continue to seek community partners to help deliver and strengthen library programs and services.
- Continue to develop innovative programming for adults and children.
- Develop a stronger hybrid programming format to share library programs both in-person and remotely, along with creating stronger programming partnerships with local libraries.

Staffing

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

Budget Issues

The Library budget represents a return to normal hours and services; increases largely represent that resumption, with lines previously unfunded resuming a level of pre-pandemic funding.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	834,615	860,188	884,476	895,910	895,910	895,910
Part Time	391,596	382,745	436,085	439,059	439,059	439,059
Overtime	63,947	35,779	79,525	75,600	75,600	75,600
78- TOTAL SALARIES	1,290,158	1,278,712	1,400,086	1,410,569	1,410,569	1,410,569

Expenses						
Contracted Services	63,577	63,586	65,852	76,135	76,135	76,135
Materials & Supplies	10,014	14,827	10,700	14,250	14,250	14,250
M.E.L.T.	1,503	729	2,870	2,870	2,870	2,870
79- TOTAL EXPENSES	75,094	79,142	79,422	93,255	93,255	93,255

Special Accounts						
Library Materials	174,000	192,196	196,095	206,180	206,180	206,180
80- TOTAL SPECIAL	174,000	192,196	196,095	206,180	206,180	206,180

GRAND TOTAL	1,539,252	1,550,050	1,675,603	1,710,004	1,710,004	1,710,004
						2.05%

630/631-RECREATION

Description of Services

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

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

	FY 18	FY 19	FY 20	FY 21
No. of Programs Offered	381	401	316	288
Total Attendance Programs & Events	48,966	51,132	46,664	36,746

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, wading pool, and all other outdoor recreation facilities.

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

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

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

Significant Changes

- We are in our third year of a new field maintenance program and the results have been positive. We have added almost all of our athletic fields to the program and are working to add additional fields in the coming year. The playing surfaces are safer and more consistent throughout Town.
- We have shifted to a fully digital seasonal program brochure. We will no longer be printing and mailing brochures to residential households.

FY22 Accomplishments

- Our program division was recognized by the Massachusetts Recreation and Park Association (MRPA) for outstanding program work during the pandemic.
- Created an accessible route from the parking lot to the wading pool at Simonds Park.

- Installed Acoustiblok sound dampening panels at the Simonds Park pickleball courts
- Renovated the Rahanis Park tennis courts
- Purchased a new seedavator to replace a 30 year old seedavator
- Moved into our new maintenance facility on Great Meadow Road

FY23 Goals

- Continue to improve the safety and playability of our athletic fields through an improved field maintenance program.
- Continue providing safe, quality, affordable programs and events to the community.
- Renovate the Simonds Park basketball courts including a new surface, backboard systems and lights
- Install communication boards in some of our parks
- Continue to plan for the reuse of the Overlook Park maintenance area

Staffing

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

Budget Issues

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

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

The Parks and Recreation budget contains an increase in full-time salaries for FY 23. The increase in full-time salaries reflects the addition of an Assistant Director of Parks & Recreation and contractual obligations in accordance with the BMEA contract.

There is a decrease in the contracted services line because we are no longer printing a seasonal brochure.

There is also a decrease in the transportation line because we will be purchasing a new van (through an FY22 warrant article) to help transport our participants.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Salaries						
Full Time	1,087,472	1,071,973	1,154,547	1,231,215	1,231,215	1,231,215
Part Time	377,184	356,781	376,300	358,190	358,190	358,190
Elect/Appoint	2,100	1,500	2,100	2,100	2,100	2,100
Overtime	60,597	70,443	83,004	88,418	88,418	88,418
81- TOTAL SALARIES	1,527,353	1,500,697	1,615,951	1,679,923	1,679,923	1,679,923
Expenses						
Occupancy	68,776	79,797	87,061	87,061	87,061	87,061
Contracted Services	38,088	39,935	40,625	28,625	28,625	28,625
Materials & Supplies	131,508	150,455	154,825	154,825	154,825	154,825
M.E.L.T.	15,337	14,272	16,549	16,549	16,549	16,549
Capital Outlay	8,288	6,000	6,000	8,000	8,000	8,000
82- TOTAL EXPENSES	261,997	290,459	305,060	295,060	295,060	295,060
Special						
Transportation	14,378	13,950	15,030	5,000	5,000	5,000
83- TOTAL SPECIAL	14,378	13,950	15,030	5,000	5,000	5,000
GRAND TOTAL	1,803,728	1,805,106	1,936,041	1,979,983	1,979,983	1,979,983
						2.27%

691-HISTORICAL COMMISSION

Description of Services

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

Staffing

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

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023
Expenses						
Contracted Services	9,605	8,633	8,600	8,300	8,300	8,300
Materials & Supplies	250	0	725	2,400	2,400	2,400
M.E.L.T.	0	0	300	0	0	0
84- TOTAL EXPENSES	9,855	8,633	9,625	10,700	10,700	10,700
GRAND TOTAL	9,855	8,633	9,625	10,700	10,700	10,700
						11.17%

DEPT 710-DEBT SERVICE

Description of Services

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

Budget Issues

The Town continues with its long stated goal to increase the investment in our infrastructure through the capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the needs of the Town for years to come. This schedule will require that the Town fund the following amounts for debt service for Fiscal Year 2023; Principal **\$4,833,144** and Interest **\$2,772,553** for a combined total of **\$7,605,697 (12.23%)**. Over the past several months we have worked closely with elected officials, department heads, and our financial advisors to develop a borrowing schedule that balances the needs of the departments as well as the impacts to the operating budget and the resident's tax burden. The Debt Plan contemplates that over the next several years, the Town will invest in some major projects, all of which are subject to Town Meeting Approval.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023	
85- Principal (A)	4,623,222	4,666,772	4,386,593	4,833,144	4,833,144	4,833,144	10.18%
86- Interest (A)	2,056,738	2,122,608	2,390,179	2,772,553	2,772,553	2,772,553	16.00%
GRAND TOTAL	6,679,960	6,789,380	6,776,772	7,605,697	7,605,697	7,605,697	12.23%

OTHER ACCOUNTS

Description of Services

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

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

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

Local Transportation was used to account for the Town's share of running the B-Line. The B-line ceased to operate in December 2020, and this line is now used to fund the Town's rideshare subsidy program.

Capital Improvements represents an acknowledgement from management that the Town should be allocating some portion of available tax revenues toward infrastructure improvements. Currently these funds have been allocated for lease payment #2 of 5 for Phase 3 of the technology partnership between the Town and School for network infrastructure maintenance & improvement as well as a town and school wide telephone system replacement, and cyber security improvements.

	ACTUAL 2020	ACTUAL 2021	TOTAL 2022	DEPT 2023	SUPER- VISORY	W&M 2023	
87- Reserve Fund	0	110,483	300,000	200,000	200,000	200,000	-33.33%
88- Middlesex Retirement (A)	9,987,321	10,675,811	11,757,449	12,543,435	12,543,435	12,543,435	6.69%
89- Negotiated Settlements	91,189	249,740	121,038	872,715	872,715	872,715	621.03%
90- Stabilization (A)	0	0	0	0	0	0	0.00%
91- Local Transport (A)	120,000	120,000	50,000	50,000	50,000	50,000	0.00%
92- Capital Budget (A)	300,000	399,021	400,000	400,000	400,000	400,000	0.00%

SECTION 3: SUPPLEMENTAL INFORMATION

PERSONNEL CHART (FY 2021 - FY 2023)

		NEW POSITION			PRIOR TO POSITION BEING CREATED			POSITION NO-LONGER STAFFED			* ADMINISTRATIVE & PROFESSIONAL		
DEPARTMENT	JOB CLASS DESC	FISCAL 2021			FISCAL 2022			FISCAL 2023 PROPOSED					
		# OF EMPLOYEES	FTE	TOTAL DEPT FTE	# OF EMPLOYEES	FTE	TOTAL DEPT FTE	# OF EMPLOYEES	FTE	TOTAL DEPT FTE			
122 Selectmen	TOWN ADMINISTRATOR	1	1.00	6.00	1	1.00	6.00	1	1.00	7.00			
	ASSISTANT TOWN ADMINISTRATOR*	-	-		-	-		1	1.00				
	ECONOMIC DEVELOPMENT DIRECTOR	1	1.00		1	1.00		1	1.00				
	PURCHASING ANALYST*	-	-		-	-		-	-				
	SELECTMEN'S OFFICE MANAGER*	1	1.00		1	1.00		1	1.00				
	ADMINISTRATIVE ASSISTANT I	3	3.00		3	3.00		3	3.00				
135 Accounting	TOWN ACCOUNTANT*	1	1.00	5.57	1	1.00	5.00	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		0	0.00		1	0.57				
141 Assessors	APPRAISER/ASSESSOR*	1	1.00	4.00	1	1.00	4.00	1	1.00	3.00			
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00				
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		1	1.00				
145 Treasurer	TREASURER/COLLECTOR*	1	1.00	10.00	1	1.00	9.00	1	1.00	9.00			
	ASSISTANT TAX COLLECTOR	1	1.00		1	1.00		1	1.00				
	ASSISTANT TREASURER	1	1.00		1	1.00		1	1.00				
	BENEFITS ADMINISTRATOR	1	1.00		1	1.00		-	-				
	PAYROLL ADMINISTRATOR	1	1.00		1	1.00		1	1.00				
	BENEFITS SPECIALIST	1	1.00		1	1.00		1	1.00				
	ADMINISTRATIVE ASSISTANT I	4	4.00		3	3.00		2	2.00				
	ACCOUNTING SPECIALIST	0	0.00		0	0.00		2	2.00				
152 Human Resources	HUMAN RESOURCES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00	2.00			

	HUMAN RESOURCES COORDINATOR*	1	1.00		1	1.00		1	1.00	
155 MIS	CRITICAL SYSTEMS ADMIN*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	APPLICATIONS SYSTEM ADMIN*	1	1.00		1	1.00		1	1.00	
	NETWORK REPAIR TECHNICIAN*	2	2.00		2	2.00		2	2.00	
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	
	PART-TIME DEPT ADMIN ASSISTANT (19)	-	-		-	-		-	-	
171 Conservation	CONSERVATION ADMINISTRATOR*	1	1.00	3.00	1	1.00	3.00	1	1.00	3.00
	ASSISTANT CONSERVATION ADMIN.*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
175 Planning	PLANNING DIRECTOR*	1	1.00	4.00	1	1.00	4.00	1	1.00	5.00
	SENIOR PLANNER*	1	1.00		1	1.00		1	1.00	
	ASSISTANT PLANNER*	1	1.00		1	1.00		1	1.00	
	DEVELOPMENT COORDINATOR									
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
210 Police	POLICE CHIEF*	1	1.00	79.14	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	51	51.00		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	10	10.00		10	10.00		15	15.00	
		FIREFIGHTER	48	48.00		48	48.00		43	43.00	
		CIVILIAN DISPATCHER	4	4.00		4	4.00		4	4.00	
		EMERGENCY VEHICLE TECH-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	8.00	1	1.00	7.00	1	1.00	7.00
		LOCAL BUILDING INSPECTOR	2	2.00		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		1	1.00	
		PART-TIME ADMIN. ASSISTANT (19)							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	
	420 Admin.	DPW SUPERINTENDENT*	1	1.00		1	1.00		1	1.00	
		OPERATIONS MANAGER*							1	1.00	
		BUSINESS MANAGER*							1	1.00	
		OPERATIONS ANALYST*	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		2	2.00	
		ACCOUNTING SPECIALIST	2	2.00		2	2.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
	421 Highway	SUPERINTENDENT	1	1.00		1	1.00		1	1.00	
		LEAD FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00	
		SPECIAL HEAVY EQUIP OPER/LABOR	10	10.00		10	10.00		10	10.00	
		TIME/RECORD KEEPER	1	1.00		1	1.00		1	1.00	
	451 Water & Sewer	TREATMENT PLANT MANAGER	1	1.00		1	1.00		1	1.00	
		CHIEF OPERATOR CHEMIST	1	1.00		1	1.00		1	1.00	
		TREATMENT PLANT OPERATOR	7	7.00		7	7.00		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
	SPECIAL HEAVY EQUIP OPER/LABOR	1	1.00						
	WATER SYSTEM MAINTENANCE CRAFT	2	2.00		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 Central Maint.	SUPERINTENDENT	1	1.00		1	1.00		1	1.00
	MASTER MECHANIC	1	1.00		1	1.00		1	1.00
	MECHANIC	2	2.00		2	2.00		2	2.00
491 Buildings & Cem.	SUPERINTENDENT-BUILD/CEMETERY	1	1.00		1	1.00		1	1.00
	PART-TIME OFFICE ASSISTANT	1	0.85		1	0.85		1	0.85
	LEAD FOREMAN	1	1.00		1	1.00		1	1.00
	WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00
	SENIOR MAINTENANCE BUILDING CRAFT	1	1.00		1	1.00		1	1.00
	MAINTENANCE BUILDING CRAFTSMEN	3	3.00		3	3.00		3	3.00
	SPECIAL HEAVY EQUIP OPER/LABOR	1	1.00		1	1.00		1	1.00
	HEAD CUSTODIAN	1	1.00		1	1.00		1	1.00
	LEAD CUSTODIAN	2	2.00		2	2.00		2	2.00
	BUILDING CUSTODIAN	3	3.00		3	3.00		3	3.00
510 Board of Health	DIRECTOR OF PUBLIC HEALTH*	1	1.00	6.86	1	1.00	7.86	1	1.00
	ASSISTANT DIRECTOR OF PUBLIC HEALTH*				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	2	1.86		2	1.86		1	0.86
	ADMINISTRATIVE ASSISTANT II							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	6.19	1	1.00	6.19	1	1.00
	OUTREACH WORKER	3	1.68		3	1.68		2	2.00
	VAN DRIVER	2	1.43		2	1.43		1	1.00
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00
	ACTIVITY COORDINATOR							1	0.54
	FRONT DESK CLERK	2	1.08		2	1.08		2	1.08

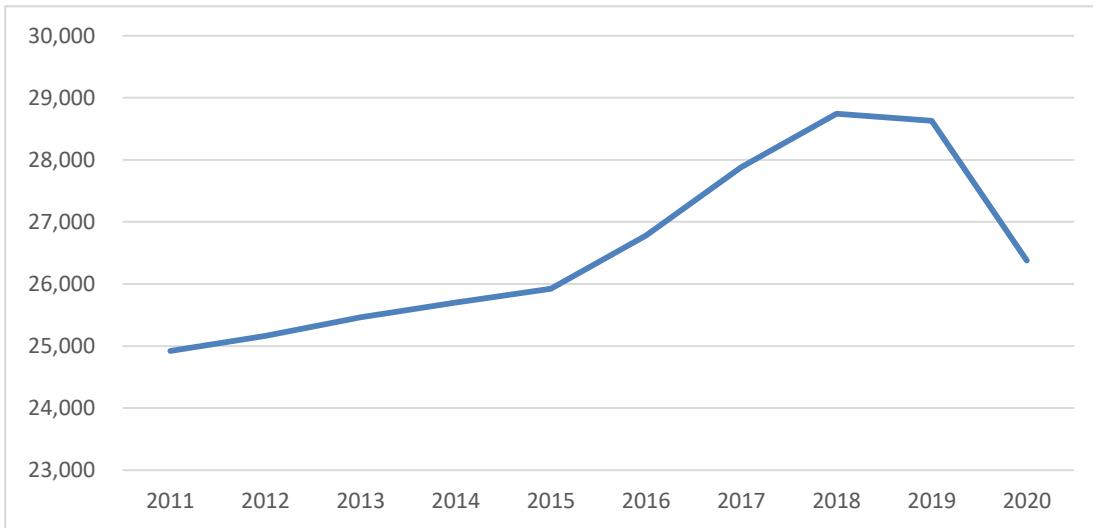
543 Veterans	VETERANS' SERVICES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00	2.00			
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00				
549 Youth & Family Services	EXECUTIVE DIRECTOR*	1	1.00	6.14	1	1.00	5.65	1	1.00	6.59			
	GROUP WORK COORDINATOR*	1	1.00		0	0.00		0	0.00				
	SOCIAL WORKER*	4	2.14		4	2.65		4	3.59				
	ADMINISTRATIVE ASSISTANT	1	1.00		1	1.00		1	1.00				
	CLINICAL SUPERVISOR	1	1.00		1	1.00		1	1.00				
610 Library	LIBRARY DIRECTOR*	1	1.00	15.97	1	1.00	15.00	1	1.00	15.00			
	ASSISTANT LIBRARY DIRECTOR	1	1.00		1	1.00		1	1.00				
	CHILDREN'S LIBRARIAN	1	1.00		1	1.00		1	1.00				
	CIRCULATION LIBRARIAN	1	1.00		1	1.00		1	1.00				
	HEAD REFERENCE LIBRARIAN	1	1.00		1	1.00		1	1.00				
	TECH SERVICE LIBRARIAN	1	1.00		1	1.00		1	1.00				
	REFERENCE LIBRARIAN	2	2.00		2	2.00		2	2.00				
	CIRC & TECH SERVICES ASST	1	0.91		1	0.91		1	0.91				
	ASSISTANT TO CHILD LIBRARIAN	3	2.14		3	1.17		3	1.17				
	CIRCULATION ILL ASSISTANT	1	1.00		1	1.00		1	1.00				
	SENIOR LIBRARY TECH	2	1.49		2	1.49		2	1.49				
	IT ASSISTANT	1	0.43		1	0.43		1	0.43				
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00				
	YOUNG-ADULT LIBRARIAN	1	1.00		1	1.00		1	1.00				
630/1 Recreation	630 Director	DIRECTOR OF PARKS & RECREATION*	1	1.00	15.57	1	1.00	15.57	1	1.00	16.57		
		ASSISTANT DIRECTOR							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 Maintenance	SUPERINTENDENT OF REC MAINT	1	1.00		1	1.00		1	1.00			
		LEAD WORKING FOREMAN	1	1.00		1	1.00		1	1.00			
		WORKING FOREMAN	1	1.00		1	1.00		1	1.00			
		MAINT CRAFTSMAN	6	6.00		6	6.00		6	6.00			
TOTAL ALL DEPARTMENTS			335.00		323.15		331.00		319.12		333.00		323.06

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STATISCAL INFORMATION

POPULATION

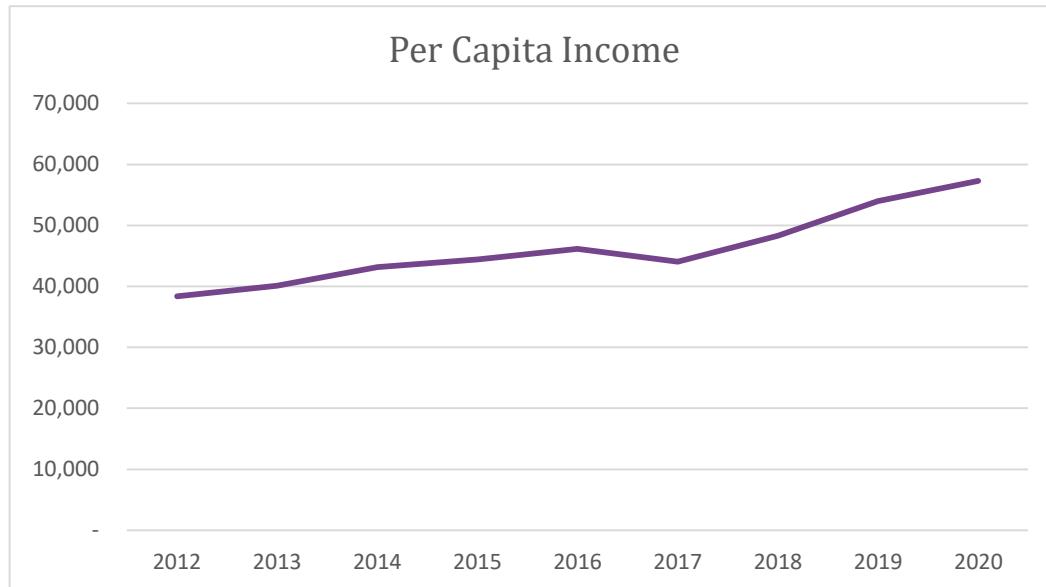
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
24,920	25,165	25,463	25,699	25,920	26,782	27,881	28,742	28,627	26,377



Source: Massachusetts Department of Revenue

PER CAPITA INCOME

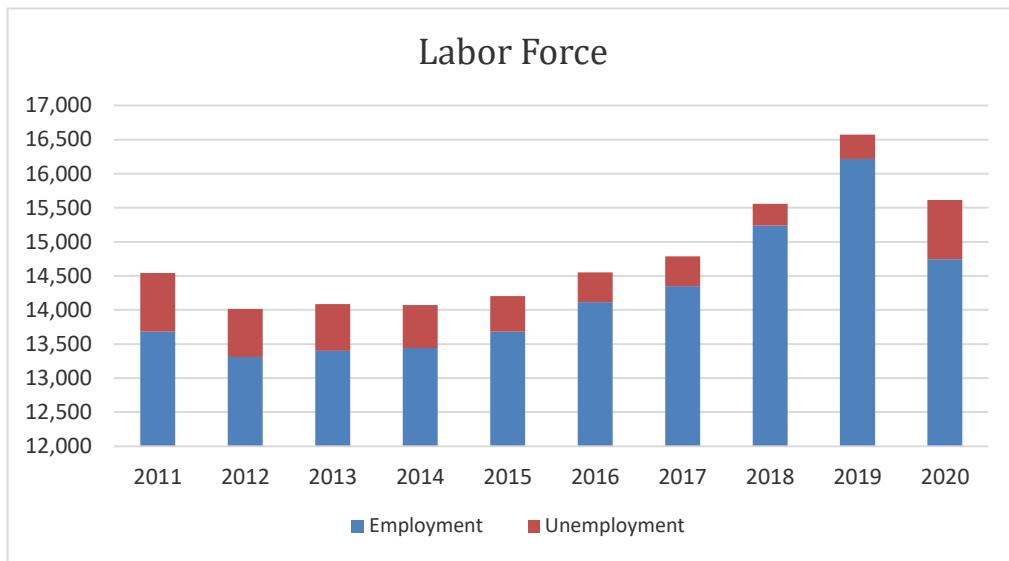
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
37,429	38,353	40,101	43,154	44,437	46,169	44,050	48,304	53,983	57,288



Source: Massachusetts Department of Revenue

LABOR FORCE

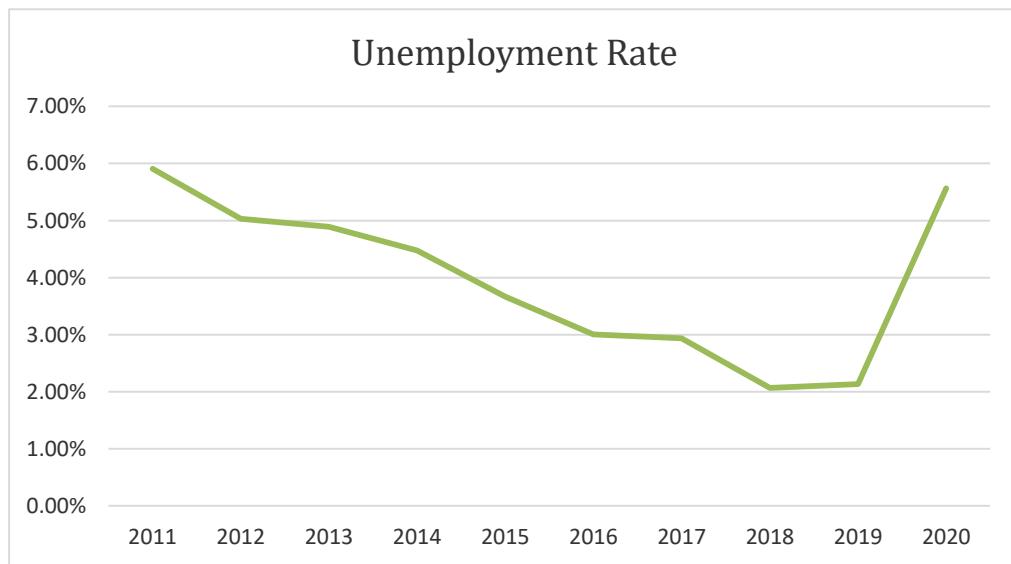
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
13,682	13,309	13,399	13,442	13,681	14,113	14,351	15,239	16,219	14,747
859	705	689	630	521	437	434	321	353	869



Source: Massachusetts Department of Revenue

UNEMPLOYMENT RATE

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
5.91%	5.03%	4.89%	4.48%	3.67%	3.00%	2.94%	2.06%	2.13%	5.56%



Source: Massachusetts Department of Revenue

LOCAL ECONOMY

LOCAL ECONOMY

Top Ten Taxpayers (FY 2021)

No.	Name	Assessed Value	Total Tax Bill
1	Bellweather Prop of Mass	\$250,192,700	\$6,665,134
2	NEEP Investor Holdings LLC	\$222,980,700	\$5,940,206
3	Network Drive Owner LLC	\$112,790,600	\$3,004,742
4	Wayside Common Invest.	\$79,922,300	\$2,129,130
5	Oracle USA inc	\$77,111,000	\$2,054,237
6	Network Drive Owner LLC	\$67,912,100	\$1,809,178
7	EMD Millipore Corp	\$64,242,400	\$1,711,418
8	Burlington Mall FB-1 LLC	\$60,775,900	\$1,619,070
9	PIEDMONT 5 & 15 WAYSIDE LLC	\$58,885,200	\$1,568,702
10	Piedmont 25 Mall Road LLC	\$58,205,500	\$1,550,595

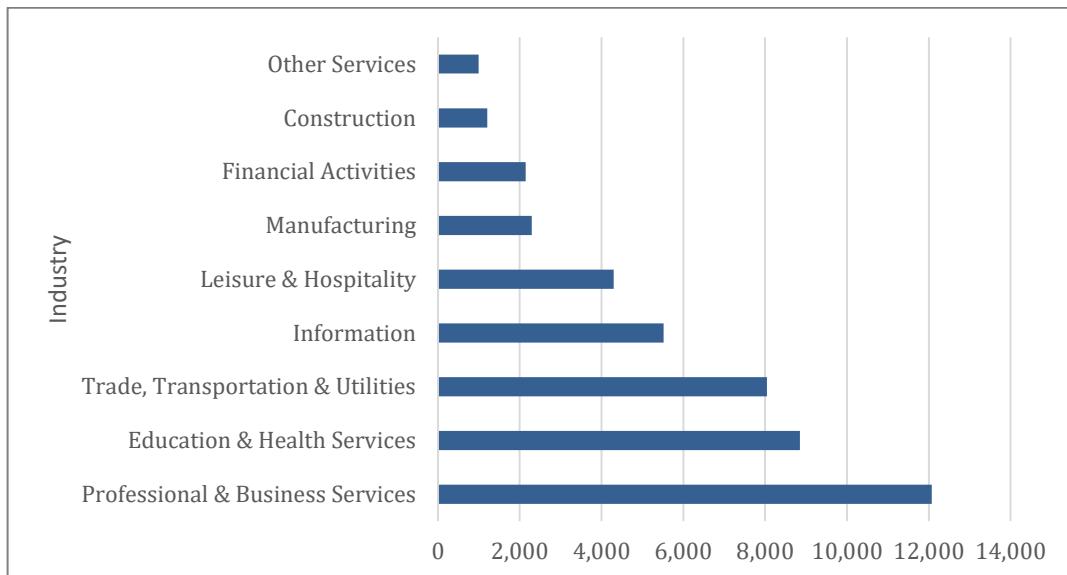
Principal Employers (FY 2021)

No.	Name	Type of Business	Employees
1	Lahey Hospital & Medical Ctr	General Medical And Surgical Hospitals	1,200
2	Oracle	Software Publishers	1,200
3	Salesforce Commerce Cloud	Custom Computer Programming Services	943
4	Cerence Inc	Software Publishers	900
5	Avid Technology Inc	Independent Artists, Writers, And Performers	850
6	Everbridge Inc	Software Publishers	850
7	Dimensional Insight Inc	Software Publishers	850
8	Endurance International Group	Data Processing, Hosting, And Related Services	762
9	Click Software Inc	Software Publishers	701
10	Oasis Systems LLC	Engineering Services	700

Source: DataAxle 2021

Businesses in Burlington

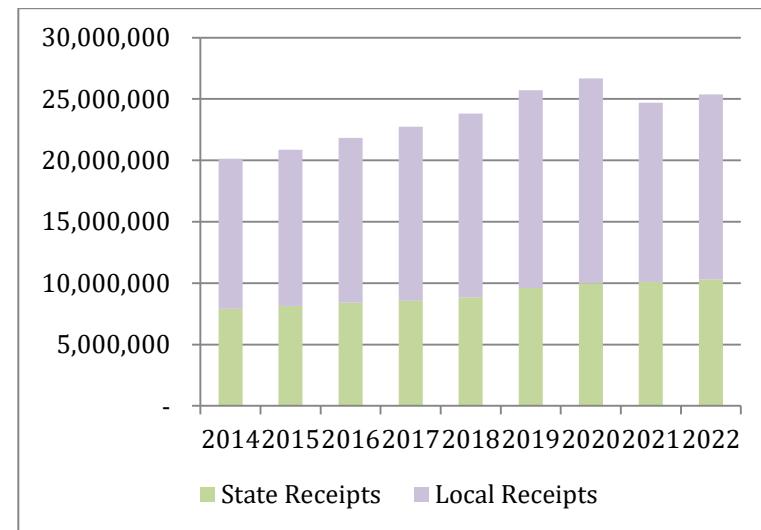
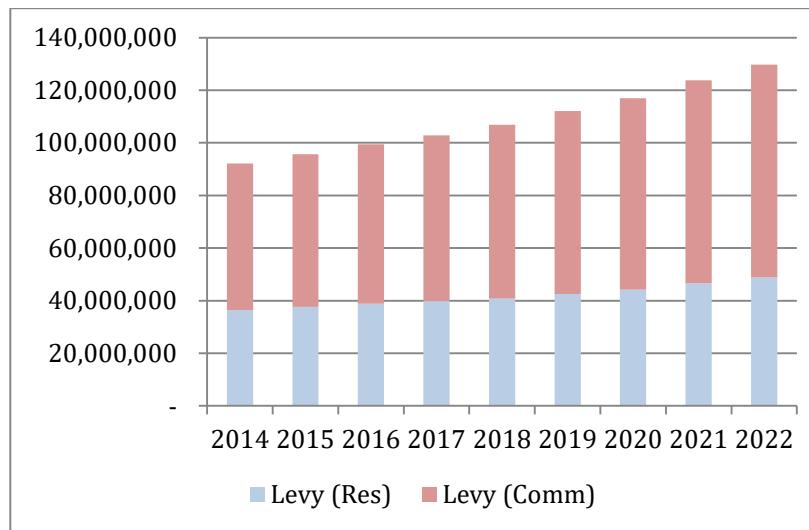
Business Type	Employees
Professional & Business Services	12,075
Education & Health Services	8,848
Trade, Transportation & Utilities	8,042
Information	5,520
Leisure & Hospitality	4,296
Manufacturing	2,292
Financial Activities	2,145
Construction	1,206
Other Services	991



Source: Burlington Comprehensive Master Plan (Draft)

REVENUE TRENDS

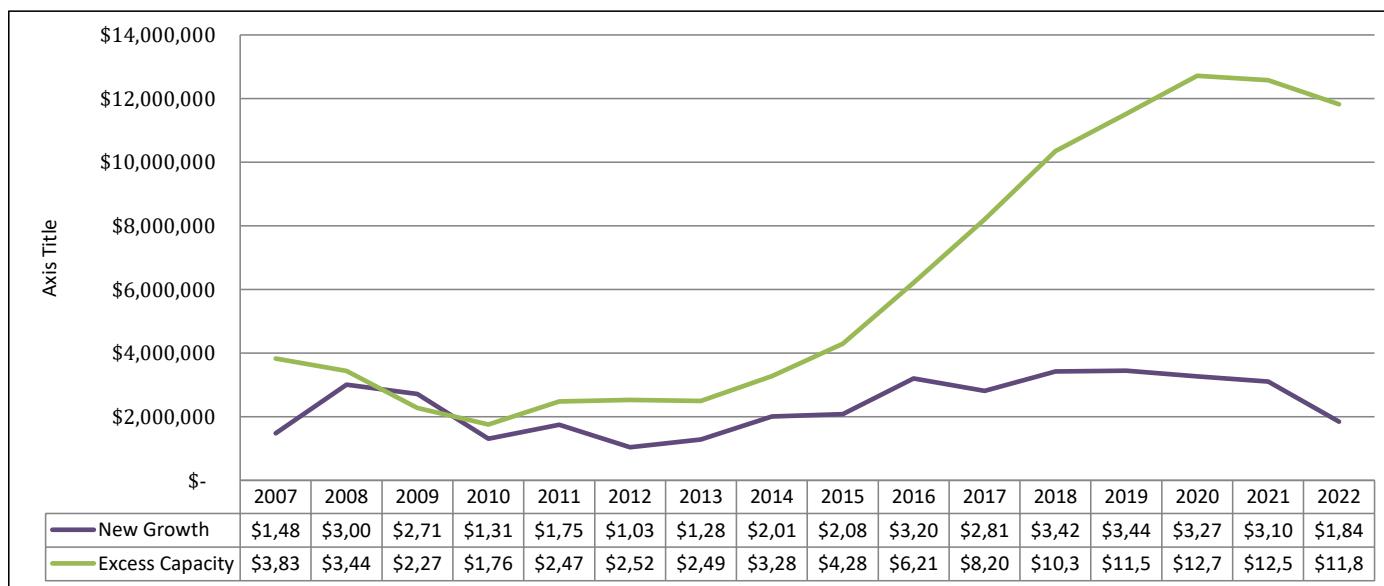
SOURCE	2014	2015	2016	2017	2018	2019	2020	2021	2022
Levy (Res.)	36,488,068	37,665,103	38,920,977	39,864,195	40,792,378	42,490,973	44,188,654	46,625,032	48,880,312
Levy (Comm.)	55,666,315	57,953,205	60,478,310	62,999,352	66,128,891	69,663,310	72,764,980	77,166,778	80,920,832
Subtotal	92,154,383	95,618,308	99,399,287	102,863,547	106,921,269	112,154,283	116,953,634	123,791,810	129,801,144
State Receipts	7,919,849	8,151,960	8,395,166	8,560,593	8,853,759	9,609,507	9,991,068	10,105,123	10,315,584
Local Receipts	12,218,111	12,704,730	13,432,865	14,194,300	14,971,938	16,113,475	16,692,757	14,595,515	15,062,209
Subtotal	20,137,960	20,856,690	21,828,031	22,754,893	23,825,697	25,722,982	26,683,825	24,700,638	25,377,793
TOTAL	12,292,343	116,474,998	121,227,318	125,618,440	130,746,966	137,877,265	143,637,459	148,492,448	155,178,937



Source: Massachusetts Department of Revenue

NEW GROWTH AND EXCESS CAPACITY TRENDS

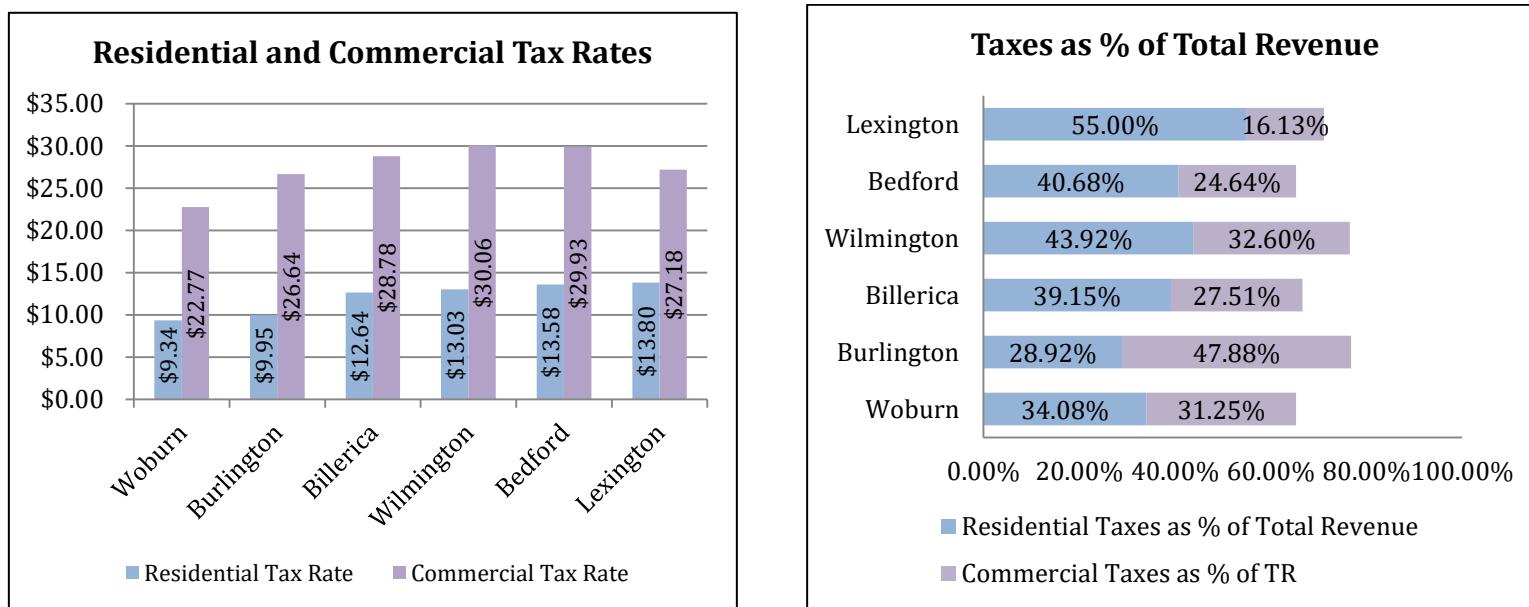
Fiscal Year	New Growth	Excess Capacity
2007	\$ 1,484,969	\$ 3,834,411
2008	\$ 3,009,772	\$ 3,441,330
2009	\$ 2,714,298	\$ 2,278,469
2010	\$ 1,311,909	\$ 1,761,889
2011	\$ 1,752,240	\$ 2,479,594
2012	\$ 1,039,460	\$ 2,526,883
2013	\$ 1,285,957	\$ 2,497,532
2014	\$ 2,011,752	\$ 3,281,767
2015	\$ 2,086,124	\$ 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



Source: Massachusetts Department of Revenue

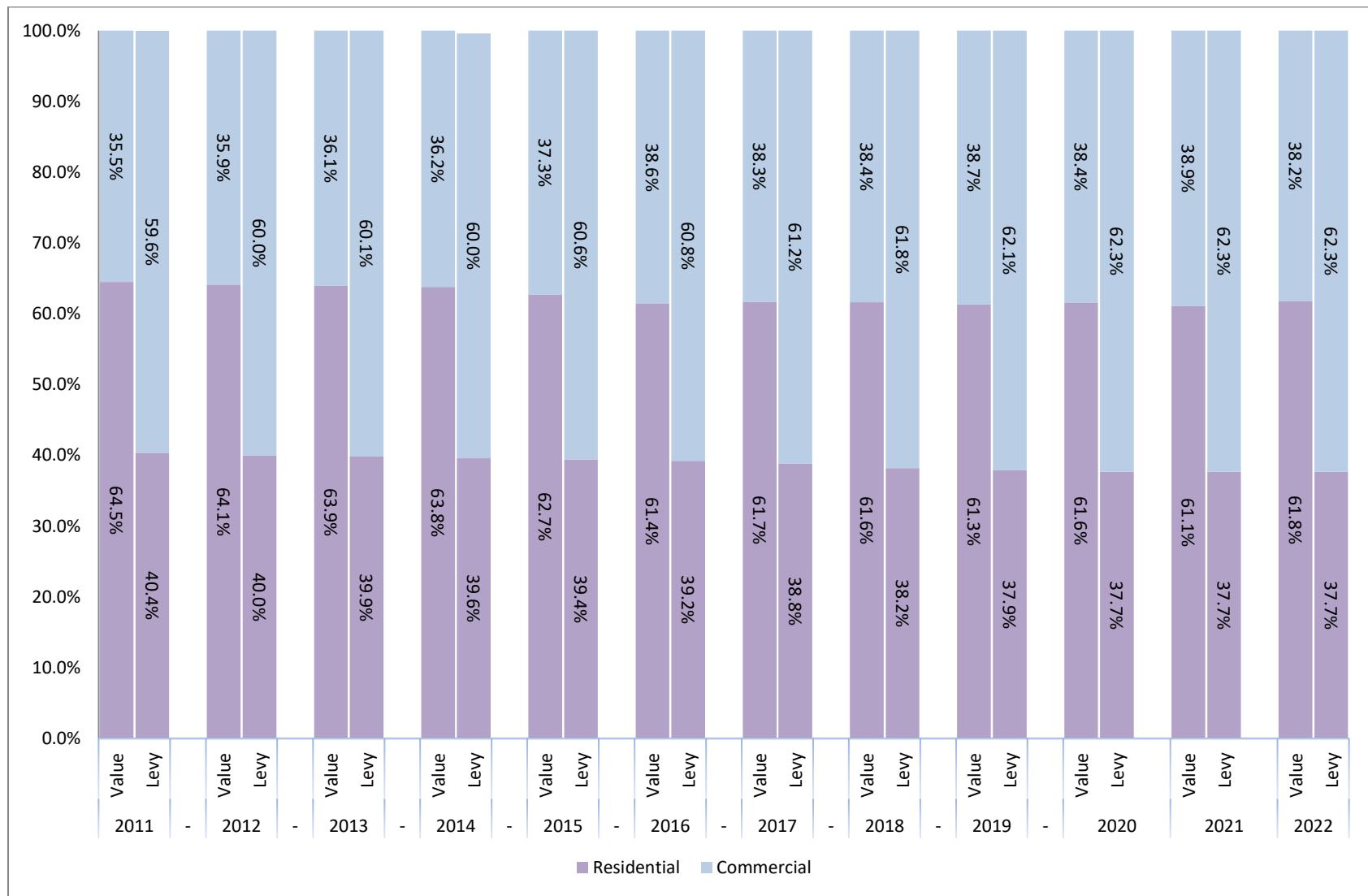
COMMUNITY COMPARISONS

Community	Residential Tax Rate	Commercial Tax Rate	Average Single Family Tax Bill	Residential Levy	Commercial Levy	Total Levy	Total Revenue
Woburn	\$9.34	\$22.77	\$5,160	\$64,041,706	\$58,724,220	\$122,765,926	\$187,909,328
Burlington	\$9.95	\$26.64	\$5,975	\$48,880,312	\$80,920,832	\$129,801,144	\$169,012,598
Billerica	\$12.64	\$28.78	\$5,941	\$80,807,463	\$56,782,495	\$137,589,958	\$206,426,053
Wilmington	\$13.03	\$30.06	\$7,081	\$54,345,604	\$40,329,922	\$94,675,526	\$123,728,390
Bedford	\$13.58	\$29.93	\$10,512	\$45,770,610	\$27,721,059	\$73,491,669	\$112,514,817
Lexington	\$13.80	\$27.18	\$16,613	\$168,698,916	\$49,477,816	\$218,176,732	\$306,712,484



Source: Massachusetts Department of Revenue

SHARE OF VALUE V. SHARE OF LEVY (Residential v. Commercial)



Source: Massachusetts Department of Revenue

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SECTION 4: CAPITAL IMPROVEMENT PLAN

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 the residents and businesses, and to ensure employees are properly equipped to perform their jobs effectively. These assets include items such as roads and intersections, water and sewer systems, buildings, parks, vehicles, large equipment, and technology. These assets must be purchased, maintained, and replaced on a regular basis to ensure their efficacy in providing public services. The Town's ten-year Capital Improvement Program and Capital Budget are developed to ensure sufficient capital investments in these Town's assets.

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



New DPW/Recreation Facility opened in 2022

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

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

Article #	Department & Item	FY22		FY 2023			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
		Prior Year AMOUNT	SOURCE	Requested AMOUNT	Supervisory Recommendation AMOUNT	SOURCE	Requested							
	General Government													
	122 Selectmen/Administrator													
7-9	Town Center 3A Roadway Analysis			35,000	35,000	Free Cash								
	Town Common 9/11 Memorial Improvements	25,000	Free Cash											
	subtotal	25,000		35,000	35,000		0	0	0	0	0	0	0	0
	155 MIS													
	Equipment Van						30,000							
	Technology Infrastructure	300,000	Tax Levy	300,000	300,000	Tax Levy	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
	Cyber Security	100,000	Tax Levy	100,000	100,000	Tax Levy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	subtotal	400,000		400,000	400,000		400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
	161 Town Clerk													
	New Voting Equipment	50,000	Free Cash											
	Electronic Document Management Software						30,000							
	subtotal	50,000		0	0		30,000	0	0	0	0	0	0	0
	171 Conservation													
	Open Space Recreation Plan (OSRP)									40,000				
	Vehicle							30,000						
	Land Acquisition						1,500,000							
	subtotal	0		0	0		1,500,000	30,000	0	40,000	0	0	0	0
	210 Police													
7-6	Records Management and Dispatch System			439,500	439,500	Free Cash								
7-7	Network Security Upgrades			63,219	63,219	Free Cash								
7-8	Body Camera Data Storage			222,870	222,870	Free Cash								
	Replace Portable Radios (2-year cycle)						58,880							
	subtotal	0		725,589	725,589		58,880	0	0	0	0	0	0	0
	220 Fire													
	<i>Vehicles:</i>													
	2010 Horton (Reserve) (Ambulance 3)							410,000						
	Command Car 2 2015 Ford Interceptor								65,000					
	Command Car 5 2009 Ford Escape	33,000	Free Cash											
	Command Car 1 2017 Ford Interceptor									65,000				
	Command Car 3 2017 Ford Expedition							65,000						
	Department Pickup 2012 F350							65,000						
	<i>Fire Truck Pumpers:</i>													
	2002 Pierce Quantum (2013) (Engine 3)									840,000				
	2002 Pierce Arrow XT (Engine 4)							800,000						
	<i>Fire Truck Misc.:</i>													
	Aerial Tower 2008 Pierce							1,500,000						
	<i>Other:</i>													
7-5	Radio Communication System Upgrade	1,240,000	Borrowing	700,000	700,000	Free Cash	700,000							
	Living Quarters Upgrade							40,000						
	Policy and Training Solutions	36,000	Free Cash											
	subtotal	1,309,000		700,000	0	0	3,170,000	410,000	65,000	0	65,000	840,000	0	0
	241 Building Inspector													
	Replacement Vehicle							26,460						
	subtotal	0		0	0	0	26,460	0	0	0				
	400 Public Works													
	<i>Streets & Sidewalks:</i>													
13	Road & Parking Paving			3,500,000	3,500,000	Borrowing		3,500,000		3,500,000		3,500,000		3,500,000
	Sidewalk Restoration/Upgrade								250,000		250,000		250,000	
	Winn St./Mountain Rd. Traffic Light								500,000					
	Winn St./Peach Orchard Corridor Improvement										3,000,000			
	S. Bedford St/Blanchard Rd. Upgrades									500,000				

Article #	Department & Item	FY22		FY 2023			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
		Prior Year AMOUNT	SOURCE	Requested AMOUNT	Supervisory Recommendation AMOUNT	SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	<i>Water Distribution & Production:</i>													
	Water Main Upgrades	1,500,000	Borrowing				1,500,000		1,500,000		1,500,000		1,500,000	
	Replace Center Street Tank								3,000,000					
	PFAs Filtration						15,000,000							
	MWRA Connection						9,700,000	4,600,000						
	<i>Sewer System Improvements:</i>													
	Sewer Pump Station Rehabilitation						50,000	50,000	50,000	50,000	50,000	50,000	50,000	
	Douglas PS Force main Replacement								1,300,000					
	Francis Wyman Pump Station Rehabilitation	2,200,000	Sewer Enterprise											
7-3	Grandview Pump Station Design			130,000	130,000	Free Cash								
	Grandview Pump Station Rehabilitation						1,400,000							
	Patridge Lane Pump Station Design	100,000	Free Cash											
14	Patridge Lane Pump Station Rehabilitation			1,100,000	1,100,000	Free Cash								
7-2	Culvert/Stream Cleaning/ Drainage Repair	200,000	Free Cash	200,000	200,000	Free Cash	200,000	200,000	200,000	200,000	200,000	200,000	200,000	
	Sewer Pump and VFD Upgrade	80,000	Free Cash											
	Mill Pond Pump 3 VFD and Control Panel Box	40,000	Free Cash											
	<i>Cemetery:</i>													
	Development/Expand Pine Haven (knoll area)								500,000					
	Free Standing Columbarium						150,000							
7-1	Chestnut Hill Fence			20,000	20,000	Free Cash								
	Expand Chestnut Hill Garage						150,000							
	<i>Highway:</i>													
8	Chapter 90 Roadwork	1,092,064	Chapter 90	1,090,873	1,090,873	Chapter 90								
7-4	DPW Vehicle Replacement Program:	399,000	Free Cash	593,000	593,000	Free Cash	501,000	490,000	513,000	559,000	550,000	538,000	632,000	690,000
	<i>Facilities:</i>													
	61 Center Street-Gym Façade											130,000		
	61 Center Street-Gym Roof											155,000		
	61 Center Street Murray Kelly Roof											92,000		
	61 Center Street-Elevator Piston											100,000		
	Library Roof	350,000	Free Cash									100,000		
	Library Elevator											100,000		
	Police HQ-Roof (1991 addition)						140,000							
	Fire HQ Elevator											100,000		
	Fire HQ Roof											230,000		
	Fire HQ- Garage Doors											55,000		
	Town Hall Annex Elevator Piston											100,000		
	Town Hall Elevator Piston											100,000		
	Facility Upgrades Including Energy Conservation						150,000	200,000	200,000	200,000				
	Town/School Building Construction							25,500,000						
	Town/School Building Repairs								4,100,000				13,000,000	
	Meadowbrook School Roof						1,300,000							
	West School Foundation and Siding						50,000							
	Carpenter House						15,000							
	subtotal	5,961,064		6,633,873	6,633,873		30,666,000	36,730,000	10,063,000	33,759,000	3,832,000	18,668,000	3,882,000	5,640,000
510 Board of Health	Administrative Vehicle						55,000							
	subtotal	0		0	0		55,000	0	0	0	0	0	0	0
541 Council on Aging	Replace Van 1						55,000							
	Upgrade Furniture & Fixtures							25,000						
	Digital Signage								30,000					

Article #	Department & Item	FY22		FY 2023		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
		Prior Year AMOUNT	SOURCE	Requested AMOUNT	Supervisory Recommendation SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	subtotal	0		0	0	55,000	25,000	0	30,000	0	0	0	0
	549 Youth & Family Services												
	subtotal	0		0	0	0	0	0	0				
	610 Public Library												
	Paint					7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
	subtotal	0		0	0	7,500	7,500	7,500	7,500	7,500	7,500	7,500	0
	630 & 631 Recreation												
	<i>Rahanis</i>												
	Replace Wooden Playground Bridge						10,000						
	<i>Regan</i>												
	<i>Simonds</i>												
7-11	New Lighting & Renovate Basketball Courts			230,000	230,000	Free Cash							
	Renovate Visco Building						75,000						
	Renovate Wading Pool							100,000					
	<i>Veterans</i>												
	New Entrance & Expand Parking Lot							30,000					
	<i>Wildmere</i>												
	<i>Wildwood</i>												
	Install Shade Shelter	45,000	Free Cash										
	<i>Misc. Locations</i>												
	<i>Vehicles & Equipment</i>												
	Replace R-1 (pickup) with 1 ton						50,000						
7-10	Replace R-12 (pickup w/ plow)			50,000	50,000	Free Cash							
	Replace R-15 Larger Mower/Tractor						100,000						
	Ventrac4500 Tractor- Replace Walker Mower							45,000					
	Replace Slope Mower							50,000					
	Accesible Passenger Van	58,000	Free Cash										
	Mechanical Overseeder	18,000	Free Cash										
	subtotal	121,000		280,000	280,000		100,000	85,000	300,000	25,000	0	0	0
	691 Historical Commission												
27	Historic Style Shed (West School)			33,000		Free Cash							
	subtotal	0		33,000	0	0	0	0	0	0	0	0	0
	General Government Subtotal	7,866,064		8,807,462	7,759,462		36,068,840	37,687,500	10,835,500	34,261,500	4,304,500	19,915,500	4,289,500
	Schools												5,640,000
	<i>System-wide</i>												
	CS4All Computer Science Curriculum & Furniture			150,000	150,000	Free Cash							
	Pavement Replacement Program							200,000		200,000			
7-13	Computer Technology Equipment Replacement						225,000	225,000	225,000				
	Master Plan Update								200,000				
	Vehicle Replacement								45,000	45,000	45,000		
	Water Fountain Replacement									50,000			
	Hygiene Product Dispensers and Installation	55,000	Free Cash										
	BHS and MSMS Insulation and Weather Stripping	187,000	Free Cash										
7-17	Sports Field Master Plan			70,000	70,000	Free Cash							
7-21	Activity Bus & Utility Vehicles			145,000	145,000	Free Cash							
7-20	Scoreboards for Sports Fields			110,000	110,000	Free Cash							
7-14	HVAC Controller Upgrade			108,000	108,000	Free Cash							
7-23	Visitor Access Controls			25,000	25,000	Free Cash							
	<i>Marshall Simonds Middle School</i>												
	Boiler Replacement										800,000	800,000	
	Interior Painting (classrooms & Corridors)						50,000		50,000	50,000	50,000	50,000	50,000
	Track Resurfacing/Turf Replacement							900,000					

Article #	Department & Item	FY22		FY 2023			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
		Prior Year AMOUNT	SOURCE	Requested AMOUNT	Supervisory Recommendation AMOUNT	SOURCE	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
	AC Chiller Replacement						290,000							
7-22	Bleachers			220,000	220,000	Free Cash								
	<i>Memorial School</i>													
	Interior Painting (Classrooms & Corridors)						50,000							
	HVAC											200,000	300,000	300,000
	Bio Retention Area Reconstruction							150,000			150,000			
	<i>Pine Glen</i>													
	Classroom Interior Renovations							300,000			300,000			
7-15	Bathroom Repairs			65,000	65,000	Free Cash								
7-16	HVAC Renovations (Mech. Exhaust/AC)			500,000	500,000	Free Cash		300,000						
	<i>Burlington High School</i>													
	Floor Replacement							35,000				35,000	35,000	35,000
	Performing Arts Center / Auditorium Improvements							40,000			40,000		40,000	40,000
	Track Resurfacing/ Turf Replacement	725,000	Free Cash											
	Ice Rink @ Burlington High School								45,000,000					
	Interior Painting								100,000	100,000				
	Electrical Transformer Replacement								125,000					
	Pump Replacement								55,000					
7-18	Music Room Floor Reconstruction			450,000	450,000	Free Cash								
	<i>Fox Hill</i>													
	Kitchen / Café Equipment & Infrastructure											50,000		
	Boiler #2 Replacement													
	Classroom Interior Renovations								600,000		600,000			
	HVAC Renovations (Mech. Exhaust/ AC)								300,000		300,000			
7-19	Portable Roof Repairs			160,000	160,000	Free Cash								
	Feasibility Study								1,500,000					
	<i>Francis Wyman</i>													
7-12	Playground Equipment			290,000	290,000	Free Cash			85,000	100,000				
	Bathrooms									50,000		100,000		
	Interior Painting								45,000		45,000			
	AC Installation								500,000					
	Kitchen								50,000					
	Parking Lot Light Replacement								200,000		200,000			
	Intercom Replacement	272,400	Free Cash											
	Schools Subtotal	1,239,400		2,293,000	2,293,000		3,310,000	48,015,000	655,000	2,270,000	570,000	1,225,000	1,225,000	0
	Grand Total	9,105,464		11,100,462	10,052,462		39,378,840	85,702,500	11,490,500	36,531,500	4,874,500	21,140,500	5,514,500	5,640,000

SECTION 5: GLOSSARY OF TERMS

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

Cherry Sheet	The official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs of services. Links to the Cherry Sheets are located on the DLS website at www.mass.gov/dls
Contracted Services	A subcategory within a department's total expenses budget line, which includes costs incurred from express or implied contracts, such as but not limited to printing, advertising, and the rental of equipment.
Deficit	When expenditures exceed revenue in a given account.
Estimated Receipts	Projections of anticipated local revenues, based on the previous year's receipts 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 acknowledgement must be submitted to the Department of Revenue when setting the Town's tax rate.
Fiscal Year	The budget cycle which the Commonwealth and municipalities have operated on Since 1974 which begins July 1 and concludes June 30. (i.e. Fiscal year 2016 is from July 1, 2015 through June 30, 2016).
Free Cash	Remaining, unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.
General Fund	Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
Local Receipts	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.
Long-Term Debt	Community borrowing, or outstanding balance at any given time, of loans with

an original maturity date of 12 months or more.

Massachusetts Water Resources Authority (MWRA)

A Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people and more than 5,500 large industrial users in 61 metropolitan Boston communities. Burlington is a member of MWRA for sewer.

MELT

Municipal Expenses and Local Travel. A subcategory of total budgeted expenses which includes department costs incurred for membership dues in professional organizations, in-service education and training, conferences, and automobile mileage reimbursements associated with travel on Town business.

New Growth

The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year; excluding value increases caused by normal market forces or by revaluations. This is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate.

Operating Budget

A plan of proposed expenditure for personnel, supplies, and other expenses for the coming fiscal year.

Other Post-Employment Benefits (OPEB)

A form of deferred compensation which is *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 on an annual basis to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.

Overlay Surplus

Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account; the amount of overlay available for transfer must be certified by the assessor. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue (*i.e. becomes part of free cash*).

Raise and Appropriate

A phrase used to identify a funding source for an expenditure or expenditures,

which refers to money generated by the tax levy or other local receipts.

Recurring Revenue	A source of money used to support municipal expenditures, which can be relied upon at some level in future years.
Reserve Fund	An amount set aside on an annual basis within the town budget, administered by the Ways & Means Committee, to provide a funding source in the event that extraordinary or unforeseen expenditures are incurred by the town. Per Mass General Law, the amount set aside is not to exceed 5% of the preceding year's tax levy.
Senior Property Tax Work-off Program	A program under which participating taxpayers over 60 years old volunteer their services to the municipality in exchange for a reduction in their tax bills.
Sewer Enterprise Fund	A separate accounting and financial reporting mechanism of municipal services, for which a fee is charged in exchange for goods and/or services. It allows for the Town to easily track 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. The establishment of, an amendment of purpose, or the appropriation of money from stabilization all require a two-thirds vote of town meeting; however, appropriation in aggregate in any given year cannot exceed 10% of the prior year's tax levy.
Statutory Exemptions	Massachusetts Law provides for an exemption from local property taxes for certain qualifying organizations. Not all organizations qualify for this exemption, and not all properties of qualified organizations are eligible for exemption. By law, the burden of establishing entitlement to an exemption falls upon the person or organization seeking the exemption. Massachusetts General Law Chapter 59, § 5 defines several types of organizations that may be eligible for an exemption.