

# BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2012



**ANNUAL REPORT  
OF THE  
TOWN OFFICERS  
YEAR ENDING  
DECEMBER 2012**



**BURLINGTON  
MASSACHUSETTS**



## *In Memoriam*

**Charles Baumgartner**

Teacher - Retired

**Tiberio Cappozi**

School Custodian – Retired

**Gilbert Chaney**

Police – Retired

**Mary Clancey**

BCAT

**Ronald Danielson**

School Custodian – Retired

**Madeline DeAntonis**

Teacher – Retired

**Valentine Derderian**

School Cafeteria - Retired

**Anthony DiPanfilo**

Teacher – Retired

**Anne Donavan**

School Clerk – Retired

**Dan Dunn**

Cable Advisory Committee, ISAC

**Alice Eastman**

Council on Aging Volunteer

**Larry Giannetti**

Council on Aging Volunteer

**John Hanley**

Town Meeting Member

**Katherine Hogan**

School Secretary – Retired

**Mica Humphreys**

School Librarian – Retired

**James Long**

Teacher – Retired

**Robert Macdonald**

Town Meeting Member, Board of  
Registrar – Retired

**Joseph McKinnon**

Election Worker

**Mario Medaglio**

Teacher – Retired

**Mary Murphy**

LABBB Clerk – Retired

**James Nevins**

Bike Path Committee, Rt3A  
Committee

**John O'Brien**

Teacher – Retired

**Wilhelmina Saracina**

Pollworker

**Eileen Shea**

Driver, BCLC

**Mary Snell Canney**

Teacher - Retired

*Employees, board and committee members who have passed away during 2012*

**ON THE COVER:**

*The newly renovated  
Marshall Simonds Middle School.*



## TABLE OF CONTENTS

### **TOWN OF BURLINGTON DIRECTORY** ..... vi

### **INTRODUCTION**

General Information .....	1
Town Government Schedule.....	1
Town Offices Schedule .....	2
Officials Elected.....	2
Town Meeting Members .....	3

### **GENERAL GOVERNMENT**

Board of Selectmen and the Town Administrator .....	5
Human Resources.....	7
Town Counsel .....	10
Town Clerk .....	10
Vital Statistics .....	11
Voting Statistics/ Election Results.....	11
Archives .....	12
Board of Registrars .....	14
Police Department.....	29
Fire Department.....	36
Public Works Department.....	43
Administrative.....	44
Engineering.....	44
Cemetery Division .....	46
Central Maintenance Division.....	46

Highway Division .....

**OTHER**

Burlington Community Scholarship Foundation..	123
Housing Authority.....	123

### **ADDENDA**

Appointed Officials .....	124
Boards and Committees Appointed .....	124
Town Meeting Minutes .....	128
Town Accountant.....	171
Financial Report	

### **SCHOOL DEPARTMENT**

School Committee.....	89
Superintendent of Schools.....	90
Schools and Departments .....	91
Shawsheen Valley Regional Vocational/Technical School District .....	114



## TOWN OF BURLINGTON DIRECTORY

<b>Department</b>	<b>Town of Burlington</b>	<b>Telephone (Area Code 781)</b>	<b>E-mail/Web Address</b>
Burlington Web			www.burlington.org
Information/Connecting all Departments		270-1600	
Main Fax Number Connecting Offices		270-1608	
Accounting		270-1610	accounting@burlmass.org
Assessors		270-1650	assessor@burlmass.org
BCAT		273-5922	bcat@bcattv.org
BCAT Web			www.bcattv.org
B-Line Information		270-1965	
Board of Health			
Public Nurse		270-1957	
Sanitarian/Environmental Engineer		270-1954	health@burlmass.org
Building Inspector		270-1615	building@burlmass.org
Community Life Center		270-1961	bclc@burlmass.org
Conservation Commission		270-1655	conservation@burlmass.org
Council On Aging		270-1950	bcoa@burlmass.org
C.O.A. Lunch Line		270-1952	
Dog Pound		270-1698	aco@burlmass.org
Emergency Management Agency		270-1914	
Fire			
Emergency/Ambulance		911	
Communications for the Deaf		911	
Business		270-1925	fire@burlmass.org
Library		270-1690	library@burlmass.org
Management Information Systems		270-1613	
Planning Board		270-1645	planning@burlmass.org
Police			
Emergency		911	
Communications for the Deaf		911	
Business		270-1914	info@bpd.org
Public Works		270-1670	dpwburlington@burlmass.org
Chestnut Hill Cemetery		229-1879	
Pine Haven Cemetery		270-1982	
Central Maintenance		270-1678	
Engineering		270-1640	engineering@burlmass.org
Highway		270-1677	
Water & Sewer Utilities Division		270-1679	
Sewer Section		229-2043 or 270-1684	
Vine Brook Ground Water Treatment Plant		270-1648	
Recreation			www.burlingtonrecreation.org
Office		270-1695	recreation@burlmass.org
Garage		270-1697	
School Department		270-1800	www.burlington.mec.edu
Burlington High School		270-1800	
Foxhill School		270-1791	
Francis Wyman School		270-1701	
Marshall Simonds School		270-1781	
Memorial School		270-1721	
Pine Glen School		270-1712	
Selectmen		270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School		(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal			www.mass.gov
Tax Collector		270-1625	tax@burlmass.org
Town Administrator		270-1635	selectmen@burlmass.org
Town Clerk		270-1660	clerk@burlmass.org
Treasurer		270-1623	treasurer@burlmass.org
Veterans Agent		270-1959	veterans@burlmass.org

## **ANNUAL REPORTS OF THE TOWN OF BURLINGTON, MASSACHUSETTS 2012**

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

A part of Woburn in 1642, a Woburn Precinct as of 1730. Burlington was incorporated as a town on February 28, 1799.

Population as of January 1st: 24,708

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

Tax Rate FY12 - Residential: \$11.55

Commercial: \$30.95

Elevation at Town Hall - 220 feet above sea level.

**Governor:** **Deval Patrick**

**[www.mass.gov](http://www.mass.gov)**

State House, Room 360

Boston, MA 02133

617 725-4005

**U.S. Senators:** **John F. Kerry**

**[www.Kerry.Senate.gov](http://www.Kerry.Senate.gov)**

1 Bowdoin Square, 10th Floor

Boston, MA 02114

617 565-8519

**Scott P. Brown**

**[www.Brown.Senate.gov](http://www.Brown.Senate.gov)**

2400 John F. Kennedy Federal Bldg.

Boston, MA 02203

617 565-3170

**Congressman:** **John Tierney**

6th District

**[www.house.gov/tierney](http://www.house.gov/tierney)**

17 Peabody Square

Peabody, MA 01960

978 531-1669

**Councilor:** **Terrence W. Kennedy**

6th District

3 Stafford Rd.,

Lynnfield, MA 01940

**State Senator:** **Kenneth J. Donnelly**

4th Middlesex

**[Kenneth.Donnelly@state.ma.us](mailto:Kenneth.Donnelly@state.ma.us)**

State House, Room 413-D

Boston, MA 02133

617-722-1432

**Representative:** **Charles A. Murphy**

21st Middlesex

**[Rep.CharlesMurphy@mahouse.gov](mailto:Rep.CharlesMurphy@mahouse.gov)**

State House, Room 446

Boston, MA 02133

617 722-2460

## **TOWN GOVERNMENT SCHEDULE**

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the last Thursday of the month, Town Hall, 6:00 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Thursday of the month, 15 Birchcrest St., 10:00 A.M.
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation	Meets on the second and fourth Mondays,
Commission	61 Center St., Rm. 103, 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.

## 2012 Annual Report

Town Meeting	Meets the fourth Monday in January, second Monday in May (annual), and fourth Monday in September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.
	All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town's web page <a href="http://www.burlington.org">www.burlington.org</a>

### **TOWN HALL SCHEDULE**

Open Daily: All offices 8:30 a.m. – 4:30 P.M., Monday thru Friday

New Town Hall Hours will begin in 2013 — check the Town's web site for updated hours

### **ELECTED OFFICIALS**

#### **Town Clerk (5 Yrs.)**

Amy E. Warfield 56 Skilton Ln. 2016  
*Elected 4/11*

#### **Moderator (1 Yr.)**

Phillip Gallagher 8 Corcoran Rd. 2013  
*Elected 4/05*

#### **Selectmen (3 Yrs.)**

Daniel J. Grattan 9 Fieldstone Dr. 2014  
*Elected 4/11*  
 Robert C. Hogan 35 Pontos Ave. 2013  
*Elected 4/10*  
 Ralph Patuto 43 Francis Wyman Rd. 2015  
*Elected 4/06*  
 Michael S. Runyan 7 A Mountain Rd 2015  
*Elected 4/12*  
 Walter T. Zenkin 2 Toomey Circle 2013  
*Elected 4/07*

#### **Assessors (3 Yrs.)**

Michael W. Crocker 15 Thornton Dr. 2014  
*Appt. 2/98 Elected 4/98*  
 Catherine O'Neil 31 Arthur Woods Ave 2013  
*Elected 4/10*

Paul. Sheehan 5 Thornton Dr. 2015  
*Appt. 1/99 Elected 4/99*

#### **Treasurer/Collector (3 Yrs.)**

Brian P. Curtin 3 Lee Ave. 2013  
*Elected 4/76*

#### **School Committee (3 Yrs.)**

Michael DeSimone 5 Gloria Circle 2015  
*Elected 4/06*  
 Christine Monaco 18 Corcoran Rd. 2013  
*Elected 4/92*  
 Thomas Murphy, Jr. 3 Lexington St. 2013  
*Elected 4/95*  
 Stephen A. Nelson 25 Fairfax St. 2014  
*Elected 4/96*  
 Kristin A. Russo 5 Kingsdale St. 2014  
*Elected 4/11*

#### **Library Trustees (3 Yrs.)**

Paula Bernard, Jr. 4 Dunlap St. 2015  
*Appt. 10/02 Elected 4/03*  
 Edith F. Entwistle 62 Beaverbrook Rd. 2014  
*Elected 4/96*  
 Rosalyn Minassian 51 Eugene Rd. 2013  
*Elected 4/10*  
 Eileen Sickler 13 Foster Rd. 2015  
*Appt. 6/03 Elected 4/04*  
 Robert Thys 8 University Ave. 2014  
*Appt. 6/09 Elected 4/11*  
 Steven E. Wasserman 3 Indian Hill Rd. 2013  
*Elected 4/04 (W/I)*

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

Ernest E. Covino, Jr. 4 Donna Ln 2015  
*Elected 4/89*  
 Ann M. Cummings 20 Tinkham Ave. 2013  
*Elected 4/03*  
 Joseph A. Impemba 11 Briarwood Ln. 2016  
*Elected 4/06*  
 John D. Kelly 14 Oxbow Ln. 2017  
*Elected 4/12*  
 Barbara G. L'Heureux 10 Woodside Ln. 2017  
*Elected 4/12*  
 Paul R. Raymond 1 Dorothy Rd. 2015  
*Elected 4/90*  
 Paul F. Roth 249 Fox Hill Rd. 2014  
*Elected 4/09*

## Town of Burlington

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

James Dion	19 Crystal Circle	2015
	<i>Elected 4/93</i>	
Eugene Terry McSweeney	235 Cambridge St # 208	2014
	<i>Elected 4/99</i>	
Wayne S. Saltsman	24 Wheatland St.	2013
	<i>Elected 4/07</i>	
Elizabeth Walendziewicz	17 Wildwood St.	2015
	<i>Appt. 10/10 Elected 4/11</i>	
Edward J. Weiner	43 Freeport Dr.	2013
	<i>Elected 4/89</i>	

### **Constable - 1st (3 Yrs.)**

William F. Pepicelli	5 Ridgewood Ln.	2013
	<i>Elected 4/10</i>	

### **Constable - 2nd (3 Yrs.)**

Anthony J. Saia	27 Alcine Ln.	2013
	<i>Elected 4/77</i>	

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

Michael Austin	8 Partridge Ln.	2017
	<i>Appt. 9/05 Elected 4/06</i>	
Albert Fay, Jr	11 Raymond Rd.	
	<i>Gov. Appt. (2011)</i>	
Bernice H. Ferguson	19 Bedford St.	2016
	<i>Appt. 6/05 Elected 4/06</i>	
Richard H. Howard	158 Wilmington Rd.	2014
	<i>Elected 4/09</i>	
James H. Langley, Jr.	13 Algonquin Dr.	2013
	<i>Elected 4/03</i>	

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

Kristine E. Brown	8 Luther Rd.	2013
	<i>Elected 4/04</i>	
John Ferren	37 Lantern Ln.	2015
	<i>Elected 4/97</i>	
Christine M. Monaco	18 Corcoran Rd.	
	<i>School Comm. Appt.</i>	
Paul R. Raymond	1 Dorothy Rd.	
	<i>Planning Bd. Appt.</i>	
Kevin J. Sullivan	14 Frothingham Rd.	2014
	<i>Elected 4/01</i>	

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

Robert J. Gallagher, Jr	9 Evergreen Ave.	2014
	<i>Elected 4/10</i>	
Paul Gedick	2 Mooney Circle	2015
	<i>Elected 4/03</i>	

### **TOWN MEETING MEMBERS**

#### **PRECINCT 1**

Donald D. Barrucci, Jr.	11 Mallard Way	2013
Bradford D. Bond	8 Mullberry Ln.	2013
Domenic Caraco	25 Rocky Hill Rd.	2014
Sean P. Curtin	11 Barnum Rd.	2014
Nolan H. Glantz	9 Redcoat Ln.	2014
John M. Glynn, II	149 Mill St.	2013
Jim Grasso	22 Tinkham Ave.	2013
Donna D. Gregorio	11 Donald Rd.	2015
Michael J. Hardy	7 Thornton Dr.	2015
Michael Marchese, Jr.	11 Michael Dr.	2014
Bruce A. Morey	5 Ellery Ln.	2014
John E. O'Keefe	69 Mill St.	2015
Carol A. Perna	6 Beaverbrook Rd.	2015
Gregory F. Ryan	3 Donald Rd.	2013
Maureen Monaco Ryan	3 Donald Rd.	2013
Mark S. Saia	8 Sumner St.	2015
Beverlee A. Vidoli	17 Thornton Dr.	2014
David J. Woodilla	3 Barnum Rd.	2015

#### **PRECINCT 2**

William C. Beyer	67 Peach Orchard Rd.	2013
Robert D. Davison	6 Birch St.	2013
Nancy J. DeCarlucci	74A Peach Orchard Rd	2014
Darlene Griffin	56 Peach Orchard Rd	2015
Wendy Guthro	17 Treetop Ct.	2014
Angela J. Hanafin	4 Maple St.	2013
Daniel J. Hanafin	4 Maple St.	2013
Matthew G. Hanafin	9 Maple St.	2015
Susan R. Harrigan	6 Julia Connors Dr.	2014
Margaret Merlesena	2 Burton Rd.	2013
John Noonan	1622 Arboretum Way	2015
Patricia O'Brien	1 Oak ST	2013
Eleanor N. O'Connell	33 Peach Orchard Rd.	2015
Andrew H. Olney	21 Julia Connors Dr.	2014
Cynthia J. Phillips	55 Arborwood Dr.	2013
Gene J. Rossi	174 Winn St.	2015
Myrna A. Saltman	15 Greystone Ct	2015
Richard Sarno	1 Bassett Ave.	2013

#### **PRECINCT 3**

Sean P. Connors	14 Sears St.	2013
Lucy M. Damiani	7 Hearthstone Dr.	2015
Shari Lynn Ellis	3 Hickory Ln.	2013

## 2012 Annual Report

David F. Fitzgerald	6 Rita Ave.	2013	Mary Ellen Osowski	1 Rahway Rd.	2013
James M. Frost	14 Chadwick Rd.	2014	Michele Prendergast	20 Princeton Rd	2013
Joanne Frustaci	6 Valley Cir.	2015	Phyllis D. Roussell	75 Macon Rd.	2014
Christopher E. Hartling	1 Colleen Circle	2015	Norman A. Steeves	7 Violet Rd.	2015
Stephen G. Marchese	4 Sears St.	2015	David S. Tait	9 Meadowvale Rd.	2014
Dennis E. McCarron	103 Lexington St.	2013	Richard M. Wing	4 Wing Ter.	2014
James M. McMakin	18 Briarwood Ln.	2013	Ernest R. Zabolotny	33 Paulson Dr.	2015
Gary D. Mercier	14 Hearthstone Dr.	2014			
Mildred J. Nash	39 Sunset Dr.	2015			
Paul Gerard Noonan	5 Ward St.	2015			
James Patterson	5 Hancock St.	2014			
Monte L. Pearson	5 Willow Way	2014			
Daniel J. Raske	3 Mildred Rd.	2014			
Roger S. Riggs	4 Briarwood Ln.	2014			
Paul A. Valleli	14 Marrett Rd.	2013			
<b>PRECINCT 4</b>					
Gerald Beuchelt	13 Highland Way	2013			
Timothy J. Brown	8 Luther Rd.	2015			
Betty M. Bullock	11 Crowley Rd.	2014			
Mark D. Casey	8 College Rd.	2014			
Thomas D. Conley, Jr.	20 Corcoran Rd.	2013			
Karen Cooper	69 Francis Wyman Rd.	2014			
Mark V. Gerbrands	3 Laurel Ln.	2013			
Joan B. Hastings	14 College Rd.	2015			
Joanne M. Horgan	12 Eastern Ave.	2014			
Constance K. McElwain	64 Francis Wyman Rd.	2013			
Frank P. Monaco	18 Corcoran Rd.	2015			
Virginia E. Mooney	28 Mohawk Rd.	2015			
Steven R. Morin	52 Greenwood Rd	2015			
Kevin D. Parker	20 Greenwood Rd	2015			
William G. Poehler	7 Algonquin Dr.	2013			
Michael A. Proulx	76 Francis Wyman Rd.	2014			
Steven L. Stamm	56 Washington Ave.	2014			
Sally Willard	13 Foster Rd.	2013			
<b>PRECINCT 5</b>					
Patricia J. Angelo	2 Austin St.	2015			
Sherri L. Baker	11 Sears St	2013			
Mark W. DeCost	38 Manhattan Dr.	2013			
Albert L. Fay, Jr.	11 Raymond Rd	2015			
Kimberlyn Ford Festi	14 Fernglade Rd.	2015			
Adrienne C. Gerbrands	1 Maureen Dr.	2013			
David L. Icken	8 Carey Ave.	2014			
Joanne L. Kinchla	8 Arnold Ter.	2013			
Christopher P. Murphy	22 Bedford St.	2015			
Frank P. O'Brien	3 Paul St.	2014			
<b>PRECINCT 6</b>					
			Robert A. Aloisi, Jr.	5 Lucy Rd.	2014
			Roger A. Bell	18 Lisa St.	2015
			Ellen M. Cormier	8 Chester Ave.	2015
			John G. Cormier	8 Chester Ave.	2014
			Diane Kendrigan Creedon	12 Gibson St.	2015
			Gary B. Kasky	8 Radcliff St.	2015
			Jaclyn B. Killilea	15 Wheatland Rd.	2013
			Thomas C. Killilea	15 Wheatland St.	2013
			James Robert Mackey	9 Dolores Dr.	2014
			Rose Manni	13 Kingsdale St.	2014
			David F. Peterson	9 Cutting Ln.	2013
			Brian T. Pupa	5 Goodwin Dr.	2014
			Sonia Rollins	8 Paula St	2015
			Joanna Schlansky	4 Gibson St.	2014
			Robert G. Schlansky	4 Gibson St.	2013
			Anisha Shaikh	25 Upland Rd	2015
			Stephen Spinosa	20 Gibson St.	2013
			James Tigges	2 Maryvale Rd.	2013
<b>PRECINCT 7</b>					
			David Castellano	5 Manor Ave	2014
			Anne P. Coady	8 Woodside Ln.	2015
			Kellie Fallon	4 Florence Rd	2013
			Thomas E. Fallon	4 Florence Rd.	2014
			Marjorie J. Foster	10 Kenmere Ave.	2015
			Richard Godinho	20 Winn Valley Dr.	2013
			Brenda Haney	17 Harriett Ave.	2015
			Miriam R. Kelly	14 Oxbow Ln.	2013
			Timothy Kirchner	15A Heritage Way	2013
			Derek W. Morris	28 Hampden Ave.	2014
			Theodore Peters	24 Eugene Rd.	2014
			Jonathan Sachs	12 Oxbow Ln	2014
			Robert C. Sullivan	40 Harriett Ave	2013
			David R. Van Camp	15 Brown Ave	2013
			Lorraine J. Wassermann	54 A Seven Springs Ln	2013
			David F. Webb	23 Eugene Rd.	2014
			Mark Woods	12 Eugene Rd.	2015
			Dorothy Yeadon	15 Heritage Way	2013

## **BOARD OF SELECTMEN AND TOWN ADMINISTRATOR**



*Board of Selectmen: Front row (left to right): Robert C. Hogan, Ralph C. Patuto, Walter T. Zenkin. Back row (left to right): Michael S. Runyan, Daniel J. Grattan*

2012 was a year of change for the Board of Selectmen and the Town Administrator's Office. The April election saw the election of Michael Runyan as the newest member of the Board and Ralph Patuto being re-elected for his third term to the Board. We wish to thank Dan DiTucci for his service to the citizens of Burlington during his term as a Selectman. Running for office and serving as an elected official is not always easy. In this day and age, elected service does not hold the luster and respect it once did. It takes a lot of personal fortitude to put your opinion on the line. Upon its annual reorganization, the Board elected Ralph Patuto as Chair and Robert Hogan as Vice-Chair. The Board acknowledged the leadership offered by Walter Zenkin as outgoing chair the past year.

In June, long-time Town Administrator Robert Mercier retired. Bob had a very distinguished career in municipal government and Burlington was fortunate to have a dedicated and talented person such as Bob hold the position. Bob first served as Town Administrator from 1980 to 1986. After an extended hiatus, Bob was brought back in 1999 and has faithfully served since that time. Burlington has prospered under his leadership and Bob leaves a legacy of a well-oiled operational municipality. We certainly wish Bob and Rose a wonderful retirement and thank him for his service. John Petrin was appointed in April and started his duties as Bob retired. This provided for a smooth transition period. John joins us after having served for 32 years in the municipal sec-

tor. He has served as a town administrator since 1986, except for a four-year stint as an assistant superintendent of schools. His last seven years has seen him as the Town Manager for the Town of Ashland.



*Town Administrator, John D. Petrin*

### **Economic Development:**

This continues to be a priority for the Board and the Administration as we understand the direct correlation between a healthy, diverse and growing commercial sector and its impact on the Town's ability to engage in infrastructure upgrades, modest increases in real estate taxes for our residents and a service delivery system that remains the envy of many of our neighbors. Please be aware that our tax structure in Burlington is very unique. We certainly have one of the best ratios of commercial to business in the State. It is not uncommon to have a 95% residential to 5% commercial ratio on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. That means we are collecting \$53M in property taxes from commercial as compared to \$35M from residential. Think about what that would mean to services if we had to convert that \$53M to residential taxes.

2012 was a good year for development in Burlington. Burlington continues to have a very high occupancy rate and a strong appeal to businesses. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the "economic capitol" for the 128 belt. It is certainly a main cog in the engine for the State. There has been a lot of recent recognition of that in this area. Keurig and Wegmans have both held ground breakings during 2012. Keurig created a lot of competition for their new corporate headquarters. Once again, Burlington was able to close the deal with Gutierrez Company and Keurig. The Town did approve a tax increment financing

plan at Town Meeting which was subsequently approved by the State. The Town also received a \$1M MassWorks grant to help with the infrastructure in that area. Wegmans broke ground to build their second store in Massachusetts. We look forward to what 2013 may bring. We continue to work with the Nordblom Company on the Northwest Park. With Wegmans being located there, we are hopeful that more activity will follow as Wegmans prepares for a spring of 2014 opening.

We will also continue conversations as to the impacts of development to the residential neighborhoods of Burlington. The Board understands that discussion needs to be ongoing to address the future of the Town and how it will look and feel as we go into the future. There has been discussion on looking at the Town's Master Plan and trying to continue the discussion of impacts, both positive and negative. The issue of amenities and what that means to our future economic development needs to be an ongoing discussion.

### **Personnel/Collective Bargaining:**

This past year presented another challenge as all of the collective bargaining contracts in place expired on June 30, 2011. In addition, major changes to health insurance were implemented by the administration and the Town was coming off a year where zero increases were allocated in essence for FY2012. In spite of this, the Town was able to settle all but one contract with its unions. These contracts will expire in June, 2013. The Police Patrol contract is still being negotiated at this time.

Health insurance and wages continue to be the main topic of discussion as we begin a new year. There have been preliminary discussions on the health of our health insurance and administration and employee representatives have begun to discuss how we can move forward together. The administration wishes to recognize the employees' willingness to discuss our future together. We are beginning 2013 with a new health insurance advisor and hope that we can all find ways to improve our position as we enter the new year.

There were fewer changes to our personnel staffs than in prior years. It was rather stable overall. We did welcome two new positions with the appointments of Kevin Forgett as the Town's first Budget Analyst and Cheralyn Rosati as Human Services Coordinator.

Finally, the Town continues to work closely with the Schools on the review of information systems. The Information

Systems Advisory Committee (ISAC) hired and received a final report from Webb Consulting. Over 200 objectives were highlighted in the report with two overarching goals coming to the forefront; consolidate school and general government approaches and hire a shared Chief Information Officer (CIO). The Board of Selectmen and School Committee voted at the end of 2012 to approve those goals and move forward with a shared position. That will be implemented in 2013. The members of the ISAC performed admirably on behalf of the Town. They set a goal and achieved that goal in the end. They have agreed that they will stay on as a resource as we implement the recommendations of the report with a new CIO.

### **Capital Improvements:**

The one area that the Town will need to put some resources into is capital improvements. In recent years, we have been able to implement a more aggressive program of investing limited resources in improving our overall infrastructure/facilities for the enjoyment of future generations. Recent projects have included two school facilities, the Terrace Hall force main relocation/upgrade, new equipment purchases as well as enhancements to the cemetery and recreation fields with Cummings Park coming on line shortly.

The Town is aware that a new public works facility is overdue and the future status of fire station #2 needs to be determined. In addition, the human services building needs attention as well as space needs are currently being reviewed. The Grandview project is nearing completion but needs a final piece of funding to have that long-term need completed. In addition, we have to maintain our equipment and current facilities.

Financial planning for all this is going to be a key focus in the upcoming years. We are going to spend some time and analysis in drawing up a capital plan and look forward to discussing this as we move forward.

### **Financial Stability:**

The Town has performed admirably when it comes to financial stability. Over the years, the Town has been conservative when dealing with your tax dollar. As noted above, the commercial base that we enjoy has afforded us the opportunity to be fiscally conservative while maintaining a high level of service. The Town has been fortunate to be able to maintain services at the level we do without having to impose higher property taxes or onerous fees. We have not had to consider layoffs or a reduction of services as many Massachusetts com-

munities have. We continue to forecast all expected revenues very conservatively while moderating the growth of our overall budget. This past year, our overall growth in the budget was slightly above 4% while our tax levy increased at 3.97%. Burlington continues to remain approximately \$2,500,000 below our allowed taxing capacity. We have a Stabilization Fund of \$5M with an additional Other Post Employee Benefits Fund of \$750,000. Our Free Cash was certified at \$7,461,250 for June 30, 2012. This Free Cash will allow us to start the new year in a reasonable fiscal position. Our bond rating of AA+ was once again established by Standard & Poors. We will work to maintain this position for the Town. We will be stressed with capital needs as we move into the future. We will also need to address information systems improvements as well as develop a facilities plan for the maintenance of our facilities.

Finally, the Board and the Administration want to express our sincere appreciation to all our committed volunteers who continue to dedicate themselves to the community. We have a lot of people who put time, love and dedication into what they do for the Town. There are so many boards, committees and positions that are needed to make it all work. Burlington is a great place to live and it is a direct result of our volunteers from across our entire community. Our professional staff in the Selectmen's Office makes a great team and we thank them for all that they do for us and the Town. Our staffs in all our departments are truly terrific. We can certainly say that we are proud of our operations and the people that make it work. Thank you for all you do for our citizens. And, of course, we wish to thank all of our residents who hold us accountable for the professional operation of this wonderful Town. We work hard in trying to understand your expectations and we are committed to doing our best to meet the standards and expectations set by others before us. This past Presidential election, we saw an 85% voter turnout while at the most recent municipal election voter turnout was just 19%. We would like to see this gap close by having more residents exercise their voting rights at the municipal election which is scheduled for April. It is a true privilege to serve our constituencies and we wish you all a wonderful year ahead.

Respectfully submitted,

**The Board of Selectmen:**

Ralph C. Patuto, Chairman  
Robert C. Hogan, Vice-Chairman  
Walter T. Zenkin, Member  
Daniel J. Grattan, Member  
Michael S. Runyan, Member

**Administration:**

John D. Petrin, Town Administrator  
Thomas F. Hickey, Assistant Town Administrator

**Professional Staff:**

Pauline Gillingham, Executive Assistant to the T.A.  
Sandra Madigan, Principal Clerk  
Vanessa Ranieri, Principal Clerk  
Jean Gallant, Senior Clerk

## HUMAN RESOURCES

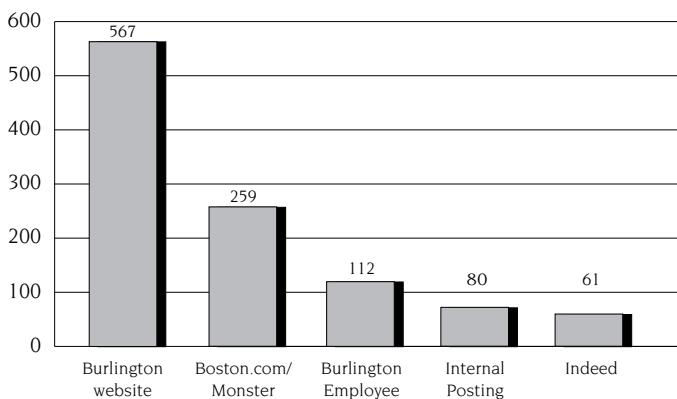
The human resources function plays an important role for all Town and School employees by working in partnership across all departments on issues such as recruitment/retention, training, employee/labor relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees. The Human Resources Department serves as an employee advocate and a management partner, a delicate balance at times. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity.

I am pleased to submit a summary of happenings within the Human Resources Department during 2012.

The Human Resources Office participates in the hiring of all permanent positions for all departments under the Board of Selectmen, as well as any hiring under the purview of our Boards and Commissions at their request. The Human Resources Office is usually the first point of contact for any new employee to Burlington. It is important for the Human Resources Department to understand the needs of our departments and communicate that information to prospec-

tive candidates, as well as to display the Town of Burlington in a positive and professional light to any candidates. All of our position openings are posted on the Town's website, as well as in Town buildings. We strive to reach the most appropriate candidate pool and therefore we will also post in an appropriate newspaper and/or trade publication and occasionally partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni as well as participating in career fairs. Once again, our website has generated the most applicants during 2012:

**Top 5 Candidate Sources**  
**January 1, 2012 through December 31, 2012**



During 2012 the Human Resources office was involved in the hiring of 19 Town employees. In the second year after we were granted permission to hire outside of Civil Service, eight of these positions were filled through an open process rather than through the parameters of Civil Service. I am pleased to report that four of these former Civil Service positions were filled with current or past Burlington residents. One position was filled with a former Burlington employee, and the remaining three positions had stringent licensing requirements through the Commonwealth of Massachusetts; therefore we did not have qualified Burlington residents to consider. In total, we received applications from 619 candidates for these open positions, 99 of which were Burlington residents. From our pool of applicants, we conducted interviews with 84 candidates. Of those interviewed, 25 were Burlington residents, and on 7 occasions we hired either a current or former Burlington resident.

I am extremely pleased to report that five Burlington employees were promoted during 2012 as follows:

Employee Name	Former Position	Promoted To
Susan Lumenello	Environmental Engineer	Director of Public Health
Kristin Kassner	Senior Planner	Planning Director
Don Benjamin	Planning Intern	Assistant Planner
Daniel Matarazzo	Temp. Special Heavy Equipment Operator	Perm. Special Heavy Equipment Operator
Adam Porter	Rec. Summer Program Coordinator	Recreation Maintenance Craftsman

These individuals have demonstrated a dedication to providing excellent service to the Town of Burlington, and have become successful in their new positions. It is always fulfilling to help Burlington employees advance in a career with the Town.

Of particular note, 2012 marked a year of transition when our long-time Town Administrator, Bob Mercier, retired in May. Many Town employees and residents alike were apprehensive regarding this change since the Town was in such good hands under the guidance of Mr. Mercier. The recruitment process for a Town Administrator is a very deliberate and open process, in which the Human Resources Department plays an ancillary role and turns the overall recruitment over to an independent consultant. The Human Resources Department assisted the Board of Selectmen with recruiting a consulting firm and worked closely with these individuals as well as with the Screening Committee. In a time when some communities are finding it difficult to fill this leadership position, Burlington proved itself to be a desirable community and attracted a range of highly qualified and competent candidates. Ultimately the Board of Selectmen appointed John Petrin, former Town Manager in Ashland, as our Town Administrator. We are fortunate to have a person of Mr. Petrin's caliber in this position, as he is highly skilled and well-regarded in his field. While we miss working with Mr. Mercier and wish him a fruitful and well-deserved retirement, we are quite appreciative of Mr. Petrin's skills and personality in his new position and are hopeful that he will be part of Burlington for many years to come.

The Human Resources Department also supports wellness events for all Town and School employees. During 2012 the Human Resources Department initiated a blog titled "Get Well Burlington" to connect with employees and family members and share wellness tips and information, at <http://well-burlington.blogspot.com/>. We also ran another successful 9-week Weight Watchers program in the final weeks of 2012 which had 20 participants. These individuals committed an hour each week during the busy holiday season to attend a meeting where they receive support, encouragement, and ideas towards a healthy lifestyle from each other and a fantastic group leader. The Town also continued its partnership with Lahey Clinic to offer a free smoking cessation program to our employees and their family members. Our 100% success rate continues with the recent group of employees that participated. It is so rewarding to provide a resource that is so life-changing, and to hear the appreciation that these participants express. We will certainly continue this program in 2013. After receiving wonderful reviews in 2011, we once again offered a workshop during the School Department's Professional Development Conference focusing on methods our employees can use to lower their health insurance claims costs and receive better service from their health insurance. This was made available to all Town employees as well as those in attendance at the conference. These joint opportunities will continue in 2013, as the Human Resources Department works with our entire employee population; not only is it prudent to extend opportunities to all of our employee groups, but it is quite beneficial to encourage employees to come together in these various settings.

During 2012 the Human Resources Department sponsored a group entry into the 2nd Annual Harvard Pilgrim Corporate 5K Road Race. The race was held at Holman Stadium in Nashua, NH on a beautiful evening in May, and its course took runners through a beautiful and historic area of the city. Team Burlington, a spirited group of ten employees, had a very strong showing. We were proud to have two members of our team take the #1 spot in their age brackets – Daniel McCormack finished with a time of 21:32 and Tracy Camarro finished in 24:30. This was also the first 5K course that some of our participants experienced, and I am extremely proud that all of Team Burlington successfully completed the race and had a wonderful experience.

PHOTO BY: LOCO SPORTS, INC.



Looking forward to 2013, the Human Resources Office will be expanding its wellness initiatives and will continue to offer opportunities which involve all members of an employee's household. Another goal will be to provide a variety of training opportunities to our employees to help them succeed in their current positions as well as any advancement opportunities they would like to pursue. The Human Resources Department will expand in 2013 with the hiring of a new Human Resources Coordinator. With this new member of the department, we will be able to provide many more services to our employees. The Human Resources Office also has a new location in Town Hall, on the lower level. Feel free to stop by and visit; we are also happy to receive any comments and suggestions that community members would like to share.

The accomplishments of the Human Resources Department are due in great part to the support of Town Administrator John Petrin and School Superintendent Eric Conti. Their guidance, assistance, and confidence in the endeavors of the Human Resources Office are acknowledged and appreciated. I am also very thankful to have such wonderful assistance from Pauline, Jean, Sandi, and Vanessa in the Town Administrator's Office, as well as Denise and Rosemary in the School's Central Office. I'm looking forward to a productive and exciting 2013.

Respectfully submitted,

Joanne M. Faust, SPHR  
Human Resources Director

## **TOWN COUNSEL**

During 2012, Town Counsel handled a number of litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled several real estate transactions. There are currently six active litigation cases involving the Town.

Town Counsel continues to work closely with the Town administration providing advice on a number of development projects, including Grandview Farm. We have also been advising the Planning Board regarding implementation of the Medical Marijuana Law.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town government in the future.

Respectfully submitted,

Leonard Kopelman, for the  
Firm of Kopelman and Paige, P.C.  
Town Counsel

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## **TOWN CLERK**

Elections were a major focus for the Clerk's office for 2012. A total of 4 elections were prepped for, run and then reported on this year. The staff, election Wardens, Clerks and checkers are all to be commended for the terrific job they do with every election assuring the integrity of the process and safeguarding our votes. My proudest achievement is that for the Presidential Election in November, we had the highest voter turn out ever. There were 13,408 which is an 85.7% turnout. As well as running these elections, in 2012 we also added one new precinct which created new opportunities for adding election workers and excitement for changes in Town Meeting. One way that we used to help voters find their new precinct was using High School Students as greeters. The students used their iPads, to assist the voters in looking up their address and finding

what precinct they were in. This worked well for the Presidential Primary and the Town Election in April.

As a result of the addition of a new precinct, Town Meeting increased its membership to 126 elected representatives; maintaining 18 representatives per precinct. This opened up 18 new seats in town meeting. I worked with current town meeting members and the town committees to promote the citizens to run for the new positions. The local papers were supportive in running a series of articles on the openings. There were open seats at the election with a number of write-ins. By the start of the Annual Town Meeting in May we had full representation from all the precincts. To assist the new members, the Moderator and I ran a Town Meeting "Boot Camp" which was well received. Even some of the seated members attended and found it informative.

Another process that has changed this year was with the Dog Licenses. This year with a Bylaw change we have the licenses follow the rabies vaccinations renewal date. This was done to space out the licensing through out the year and make it easier for the dog owners. The dog owners have appreciated the attaching of the license renewal to the rabies date, it makes more sense and gives them "just one time that they have to think about the dog." We will continue to streamline these processes to make them work more effectively.

To improve our town presence on the internet, a cross department working group was formed to identify improvements to the town's website and evaluate new technology and tools that would address those needs. This cross department effort has been well received and supported by many of the departments, boards and Town Meeting. As a result of this work our new website was launched in September and October this year. I have enjoyed working with this group and we have even formed a User Group. The user group has started meeting so that we can learn from each other and continue forward with the implementation of new technology in 2013.

The office of Town Clerk continues to be a vital source for information and records for residents and businesses. Our total revenue generated in 2012 was \$147,473. During this year we expanded our use of on-line and in-house electronic forms, to continue to improve customer service. For a second year, we saw a 100% increase in orders for vital records through our on-line order system. We plan to continue to expand the on-line services we provide.

Finally I'd like to thank my staff, Linda, Janice, Lisa and Daniel, for all their hard work through the year. As a team we are able to serve the town of Burlington effectively and with a smile!

Respectfully submitted,

Amy E. Warfield, Town Clerk

## VITAL STATISTICS

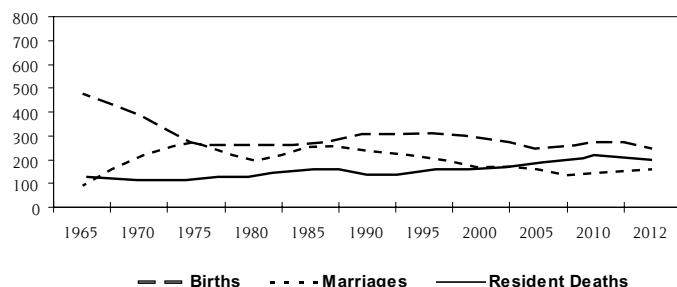
### HISTORICAL PROFILE

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are total records in our office, Burlington residents are reflected in the final column.

This data is as of December 31, 2012.

Note: Lahey Clinic opened in 1980, Long Meadow Assisted Living 1999, Sunrise Assisted Living 2005

	<b>Births</b>	<b>Marriages</b>	<b>Deaths</b>	(Resident)
1965	509	80	99	
1970	406	217	87	
1975	265	263	105	
1980	271	185	113	
1985	275	253	403	140
1990	318	240	472	132
1995	322	196	532	142
2000	297	161	705	150
2005	257	123	788	177
2010	275	119	841	205
2012	265	114	865	201



## VOTING STATISTICS

### VOTES CAST

TOWN	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	Prec 7	Total	%
ELECTIONS									
2002	419	188	361	386	433	416	—	2197	16%
2003	611	330	632	554	733	612	—	3472	25%
2004	860	430	748	629	906	845	—	4410	32%
2005	547	214	444	424	439	420	—	2488	18%
2006 (Incl. Ref.?)	1090	542	991	830	1108	1032	—	5593	40%
2007	407	183	420	315	425	418	—	2168	16%
2008	619	263	615	483	630	600	—	3210	22%
2009	661	346	662	565	707	658	—	3559	24%
2010	660	343	610	491	682	687	—	3473	23%
2011	446	222	495	345	427	470	—	2405	16%
2012	461	233	538	390	503	476	320	2921	19%

### SPECIAL ELECTIONS

Referendum 1985	1492	1224	1361	1277	—	—	5354	41%
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%
Prop 2 ½ 1994	718385	667	672	768	735	—	3945	28%
Selectman 1997	457	198	353	331	368	408	2115	15%
Prop 2 ½ 2003	1113592	1036	878	1177	1079	—	5875	42%

### PRESIDENTIAL PRIMARIES

Mar-00	824	550	861	767	791	791	—	4584	32%
Mar-04	452	305	452	417	509	439	—	2574	18%
Mar-08	1343	1052	1444	1050	1262	1174	—	7325	50%
Mar-12	371	205	326	322	379	375	260	2238	15%

### STATE PRIMARIES

Sep-00	126	70	171	115	171	160	—	813	8%
Sep-02	701	447	747	612	729	666	—	3902	28%
Sep-04	144	96	195	154	180	162	—	931	7%
Sep-06	664	474	692	575	663	647	—	3715	27%
Sep-07**	554	339	574	487	561	509	—	3014	21%
Sep-08	467	309	524	431	509	461	—	2701	18%
Dec-09***	587	426	692	487	582	552	—	3326	22%
Sep-10	305	228	337	261	313	262	—	1706	11%
Sep-12	353	162	288	267	332	288	222	1,912	13%

**STATE/PRESIDENTIAL ELECTIONS**

Nov-00*	2133	1582	2028	1828	2001	2000	—	11572	79%
Nov-02	1726	1199	1693	1378	1738	1630	—	9364	66%
Nov-04*	2279	1719	2170	1731	2174	2087	—	12160	83%
Nov-06	1741	1323	1728	1369	1685	1634	—	9480	70%
Nov-07**	221	148	217	215	243	230	—	1305	9%
Nov-08*	2281	1929	2476	1775	2245	2149	—	12855	84%
Nov-10	1730	1379	1815	1303	1663	1585	—	9475	63%
Nov-12*	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%

# 7th Precinct added in 2012

\* Denotes Presidential Election

\*\* Special State Senate Elections

\*\*\* Special US Senate Elections

**ARCHIVES**

Any major change usually has a heavy impact on the Archives and its operations and during the past year the Archives acted in support of a number of major changes in town government. We continued in 2012 as the premier municipal archives in Massachusetts, meeting the documentary and record keeping needs of the town while working to support the greater mission of increased efficiency in town government.

No report could begin without an appreciation of Bob Mercier, Burlington's first Town Administrator and a staunch supporter of the Archives since its founding. For over a decade Bob Mercier helped guide our activities and integrated the Archives into the fabric of town government and its activities. His deep knowledge of the town and how it functions has helped make Burlington a great place in which to live and work. Bob was a dignified, progressive servant of the town whose work as administrator will be seen and felt for many generations to come. We wish him the best of success and a long and happy retirement.

We are now privileged to have the benefit of John Petrin's decades of experience in charting Burlington's future and have already seen improvements in municipal facilities and information systems management under his watch. With the arrival of new leadership in any organization there is generally a consequent shifting of documentary resources as the new manager determines what s/he will require for documentation and resources. That has certainly been the case since Mr. Petrin's arrival, as positional responsibilities were

shifted and files that had been considered active or essential were now appraised as less immediate importance.

The impact on the Archives? Quite substantial, as evidenced by the 18.25 feet of records that came to us directly from the Administrator's office and from other offices under his purview. In all, these represented the largest single accession from the Administrator's office in the past decade and hopefully the transfer of lower-value documentation to the Archives will help the Administrator's office, and other offices that have recently undergone significant personnel transitions, to operate more smoothly.

In all, the Archives accessioned and processed over 87.5 feet of records in the past year, while disposing of almost 71 feet. These ratios were predicted, based on recent records surveys and were accommodated through microfilming certain departmental records and replacing others destroyed through the normal course of managing records through their lifecycle. Nearly 10 feet of new permanent records came to us over the past year but through an aggressive microfilming program we were able to accommodate these without difficulty.

Over the coming year we expect to bring in even more permanent records by transferring most of the manuscript materials currently held at the Museum to the Archives. This is part of a joint effort on the part of the Archives and Historical Commission aimed at improving and redefining custodial practices for our respective offices. Simultaneously, we expect to transfer to the Museum the small quantity of artifacts we hold in the vault. This only makes sense, because the Archives centers its activities on documents while the Commission presents the town's history through its custody of physical places and historical artifacts. By drawing the lines of custody more clearly, each office can take a better look at its collections, assess their relative strengths and weaknesses clearly and take steps to function better.

Records management and service to departments has been a major focus of the Archivist during the past year, however reference service saw levels of activity. Requests rose to 831, the highest total in three years. Internal (town) requests outpaced inquiries from the general public, and that was expected, due to a number of municipal retirements and personnel transitions, as well as municipal facilities and financial issues requiring our service and records. Of our non-town inquiries, most were from Burlington residents; however we received inquiries from California and Arizona and visitors from places such as Idaho and North Carolina. Most of

our non-Massachusetts visitors are involved in genealogical research, and while we do not hold a complete set of all of the town's vital records, our holdings of indexes, town reports and town meeting records allow us to reconstruct complete records of people who were born, died, or were married in town.

While those numbers give us a glimpse of the volume of archival reference activity, our planning and execution of reference and retrieval would be no doubt be improved with more precise information. Drawing on the experience and resources of other archival institutions and colleagues at nearby college and university libraries, we are planning to employ different statistical models for charting and tracking reference service starting in 2013. We hope to report more clearly the number of hours spent on requests, and give a clearer picture of our activities at that time.

At the same time we were also able to assist other departments and boards with longer range planning. We attended meetings of the Information Systems Advisory Committee to provide our experience on records matters and of the Records Management Commission, which met to hear reports of the Archives and provide their input into our planning efforts. On a number of occasions we met with members of the Historical Commission at their meetings and at the Museum, where we will continue assisting their work on collections management.

Throughout the year we have also participated with members of the ad-hoc Web Committee in regenerating the town's web site. At the present time the Archives section of the site functions as a signpost with basic information about our history, mission, hours and services. By this time next year we plan to offer online resources, such as reference service forms, copies of finding aids, and links to documents. While not serving as a substitute for the holdings or functions of the Archives, it will allow patrons to undertake some basic functions and perform necessary research before visiting the Archives or other town offices, thus saving uses time and effort.

The Archivist is privileged to serve as part of a professional team from the Clerk's office. We strive to promote efficiency throughout town government and are pleased to assist in the efforts of this office which, on a daily basis, provides as high a level of service as can be found in any municipal clerk's office in the state. Professionalism and efficiency result in accurate, cost effective operations and Town Clerk Amy Warfield and her staff of Linda McNeill, Janice Archer, and Lisa Crockett-Crowe are to

be commended for the high level of service they bring on a daily basis to the Clerk's office and the care they show in working with the public.

As a sole practitioner or "lone arranger," in archival parlance, your Archivist benefits from the assistance of many colleague, both in New England and throughout the U.S. Continuing education is necessary to maintain our skills and to better serve the public and this year your Archivist attended a class on "Digital Forensics for Archivists," sponsored by the Society of American Archivists (SAA) in New York, NY. Your Archivist attended two meetings of New England Archivists (NEA) in Boston and in Middletown, CT.. Activities on behalf of NEA included heading up the ongoing resume review program and serving as a speaker at both meetings on behalf of the Membership Committee, of which he has been a member for the past four years. Earlier in the year, your Archivist was also one of over 20 records professionals charged with revising the basic glossary of records management terms published by the Association of Records Managers and Administrators (ARMA) and he continues to serve as liaison from the SAA Lone Arrangers Roundtable to the organization's Standards Committee. Professional involvement exposes us to ongoing advancements within the field while allowing us to exchange ideas and practices with our colleagues and see how we stand in relation to our peers.

In December, your Archivist was appointed a member of the Massachusetts State Historical Records Advisory Board by William F. Galvin, Secretary of the Commonwealth. This appointment will see the Archivist working with other records professionals to provide information and guidance to the state's historical records community. It will provide an opportunity to bring to the rest of the state the benefits of Burlington's experience in operating a sound, professional archives program. Above all, however, it is a tribute to you, the citizens, taxpayers, and ratepayers of the town, who have believed in our program and shown your faith in professional town government. We will always strive to meet the highest standards and provide the best service possible to the town. You deserve nothing less.

Service to the public is the most important part of our mission and in the service we provide and the standards we employ in our activities, we measure well against our peers everywhere. That, above all, is a credit to the leadership shown by Mrs. Warfield, Mr. Petrin, our municipal department heads and the commitment and support provided by our town officials, and our local residents. For all of the support

we receive, we seek to return it many times over and we look forward to providing the same high degree of professional service in 2013.

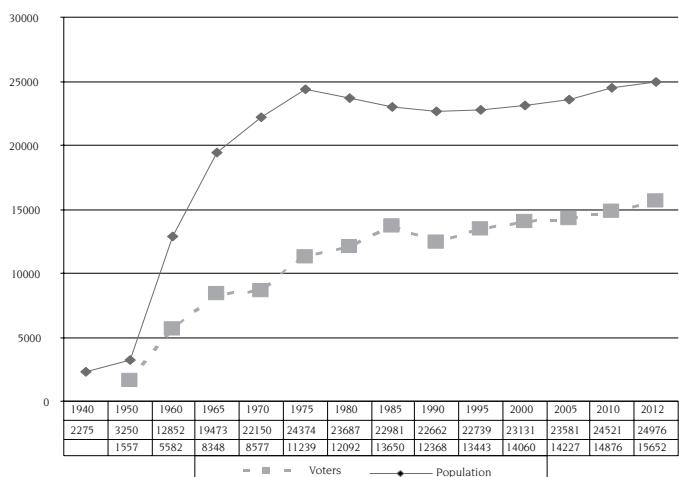
Respectfully submitted,

Daniel McCormack, CA  
Archivist/Records Manager

## BOARD OF REGISTRARS

Working with the Town Clerk's office the Board of Registrars are responsible for oversee Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2012.

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



### Year-End Summary:

- 1772 – # of residents registered and added to the rolls
- 1165 – # of residents dropped from the rolls
- 645 – # of voters placed on the inactive rolls
- 3024 – # of persons eligible but not registered
- 84% – eligible residents registered to vote
- 284 – Registration Forms sent to 18 yr. olds
- 106 – Mail-In Registrations Received from 18 yr. olds

### Population Trends

Age Group	1990	1995	2000	2010	2012	Since 1990	Since 2000
0-10	2815	2955	2931	2703	2553	-9.31%	-12.9%
11-20	3160	2620	2833	987	3026	-4.24%	6.8%
21-30	3889	3476	2500	2644	2742	-29.49%	9.7%
31-40	3311	3877	3624	2950	3019	-8.82%	-16.7%
41-50	3062	3208	3378	3660	3732	21.88%	10.5%
51-60	3031	2712	2905	3220	3403	12.27%	17.1%
61-70	1756	2220	2325	2546	2664	51.71%	14.6%
71-80	672	926	1398	1844	1886	180.65%	34.9%
81-90	220	270	417	922	1078	390.00%	158.5%
91+	24	34	75	133	152	533.33%	102.7%
Unknown	722	442	745	912	721	-0.14%	-3.2%
<b>Total</b>	<b>22662</b>	<b>22740</b>	<b>23131</b>	<b>22521</b>	<b>24976</b>	<b>10.21%</b>	<b>8.0%</b>

The Board of Registrars met several times in 2012 to handle a number of issues.

The first meeting was to handle the resignation of long time member Robert Macdonald. He resigned in May after over 21 years of service to the town. Sadly after his resignation Bob passed away in November, he will be missed. Larry Way was nominated by the Republican Town Committee and appointed by the Board of Selectmen. The Board of Registrars worked at the 4 elections this year running the omitted voters table to handle those voters not on the voter list the day of the election. The final meeting was to handle the overseas voters from Presidential Election.

Respectfully submitted,

Amy E. Warfield  
Jeanne S. Ganley  
Elmer Bud Larson  
Larry Way

# Town of Burlington

## ELECTION RESULTS

TOWN OF BURLINGTON

TOTAL TALLY SHEET - Final

MARCH 6, 2012

Election

# Eligible Voters

15,290

Total Votes Cast

2,238

Percent

14.6%

PRECINCT	1	2	3*	4	5	6	7*	TOTAL
Democrat Republican Green-Rainbow	82	37	68	75	83	80	48	473
	289	165	258	246	296	295	211	1,760
	0	3	0	1	0	0	1	5
								0
TOTAL VOTES CAST	371	205	326	322	379	375	260	2,238
DEMOCRATIC PARTY								
Presidential Preference								
Blanks	9	3	2	8	7	9	2	40
Barack Obama	62	29	57	56	58	54	39	355
No Preference	9	5	8	8	16	17	6	69
Write-ins	2	0	1	3	2	0	1	9
TOTAL	82	37	68	75	83	80	48	473
STATE COMMITTEE MAN								
State Committee Man								
Blanks	20	13	18	16	21	12	9	109
Robert D. Peters	60	24	49	59	62	68	39	361
Write-ins	2	0	1	0	0	0	0	3
TOTAL	82	37	68	75	83	80	48	473
STATE COMMITTEE WOMAN								
State Committee Woman								
Blanks	21	11	16	18	19	15	9	109
Deborah Sirotnik Butler	61	26	51	57	64	65	39	363
Write-ins	0	0	1	0	0	0	0	1
TOTAL	82	37	68	75	83	80	48	473
DEMOCRATIC								
Democratic								
Town Committee Slate	36	14	33	30	39	39	24	
Blanks	1,742	734	1,339	1,598	1,699	1,611	882	9,605
Paul R. Raymond	53	22	46	44	51	52	30	298
John D. Kelly	49	19	45	41	48	47	36	285
Janet Bellizia O'Connell	43	16	41	39	48	46	29	262
Cynthia J. Phillips	46	21	40	38	44	43	31	263
Joanne Frustaci	42	19	42	35	47	49	29	263
Phyllis B. Neufeld	40	16	38	33	45	44	29	245
Mireille L. Leger	44	17	37	33	43	42	29	245
Christian N. Delaney	46	18	36	33	43	50	32	258
Daniel J. Raske	44	16	42	39	44	42	26	253
Teresa F. Travaline	43	18	42	35	45	48	32	263
Anne L. Dровер	44	17	36	35	44	42	30	248
William C. Beyer	43	19	40	39	46	44	31	262
Timothy M. Cummings	48	16	41	42	46	45	29	267
Ernestine C. Grasso	44	17	41	37	45	49	31	264
Ruth E. Kessler	41	18	36	35	45	43	30	248
Larry S. Cohen	46	16	40	38	47	51	31	269
Janice S. Cohen	44	17	38	38	46	51	28	262
Donald J. Madden	40	17	36	35	45	47	31	251
Jonathan Sachs	41	17	36	33	42	42	31	242
Sharon Marie Sotiros	49	18	41	42	46	51	29	276
Sally B. Moroney	42	20	37	37	44	44	29	253
Nan R. Murphy	47	17	41	39	50	49	33	276
Virginia E. Mooney	52	22	50	51	55	61	33	324
John T. Mooney	48	19	41	41	53	52	31	285
Elmer Bud Larson	43	20	42	39	55	53	31	283
Write-in Charles Murphy	2	1	1	1	2	1	2	10

## 2012 Annual Report

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat Town Committee - continued								
Write-in Ruthann Covino	1							1
Write-in Lynn Wooley	1							1
Write-in Michelle Trousil	1							1
Write-in John J. Ferren	1							1
Write-in Myrna Saltman		3						3
Write-in Paul Gustafson				1				1
Write-in Winner								0
Write-in Winner								0
Write-ins Ineligible Others				4	2	1		7
<b>TOTAL</b>	<b>2,870</b>	<b>1,190</b>	<b>2,345</b>	<b>2,555</b>	<b>2,870</b>	<b>2,800</b>	<b>1,645</b>	<b>16,275</b>
PRECINCT	1	2	3	4	5	6	7	TOTAL
REPUBLICAN PARTY								
Presidential Preference								
Blanks	0	0	0	1	0	0	0	1
Ron Paul	25	18	28	16	23	21	15	146
Mitt Romney	231	125	199	183	229	233	165	1,365
Rick Perry	1	0	0	0	0	1	0	2
Rick Santorum	22	15	23	37	29	29	21	176
Jon Huntsman	0	2	1	1	0	0	1	5
Michell Bachmann	0	0	0	0	0	2	0	2
Newt Gingrich	10	3	7	8	13	8	9	58
No Preference	0	1	0	0	1	1	0	3
Write-ins	0	1	0	0	1	0	0	2
<b>TOTAL</b>	<b>289</b>	<b>165</b>	<b>258</b>	<b>246</b>	<b>296</b>	<b>295</b>	<b>211</b>	<b>1,760</b>
State Committee Man								
Blanks	109	73	107	99	120	128	84	720
Anthoney M. Ventresca	180	90	151	144	175	166	125	1,031
Write-ins	0	2	0	3	1	1	2	9
<b>TOTAL</b>	<b>289</b>	<b>165</b>	<b>258</b>	<b>246</b>	<b>296</b>	<b>295</b>	<b>211</b>	<b>1,760</b>
State Committee Woman								
Blanks	111	72	113	99	119	133	83	730
Helen A. Hatch	178	91	145	146	176	161	127	1,024
Write-ins	0	2	0	1	1	1	1	6
<b>TOTAL</b>	<b>289</b>	<b>165</b>	<b>258</b>	<b>246</b>	<b>296</b>	<b>295</b>	<b>211</b>	<b>1,760</b>
Republican								
Town Committee Slate	126	74	90	99	123	116	88	
Blanks	3,566	2,108	3,767	3,289	3,885	3,985	2,793	23,393
Jon C. Casey	156	82	111	109	144	136	101	839
Patrick A Moreno	160	82	113	116	141	140	103	855
Gene J. Rossi	142	83	108	118	139	135	100	825
Margaret M. McGillicuddy	136	80	107	119	147	135	101	825
Norma L. Alfano	145	81	105	109	137	139	94	810
Claire M. Putnicki	158	95	113	111	140	147	99	863
Paul J. Putnicki	159	94	109	114	136	148	98	858
John M. Glynn, II	156	83	102	110	134	132	96	813
Partricia A. Martorano	147	79	112	123	153	141	106	861
Timothy J. Brown	142	80	106	127	139	135	107	836
Helen C. Pinto	140	77	97	105	132	136	95	782
Constance K. McElwain	137	80	109	119	146	132	97	820
Samul P. Martorano	141	79	105	122	146	134	100	827
Kristine E. Brown	143	80	109	127	148	134	105	846
Geraldine E. Boulton	139	76	102	107	135	139	95	793
Valentina H. Curran	138	79	107	117	137	126	98	802

## Town of Burlington

PRECINCT	1	2	3	4	5	6	7	TOTAL
Republican Town Committee -continued								
Adam Senesi	136	75	103	107	132	129	93	775
Jessica Lyn Senesi	135	77	101	104	134	126	95	772
Charles A. Holmquest	160	77	107	116	139	139	100	838
Ann M. Holmquest	153	77	107	110	145	141	100	833
Robert E. Raleigh	150	79	106	113	135	128	100	811
Mary L. Raleigh	152	81	101	107	134	128	100	803
Marianne W. Brenton	151	78	125	132	149	148	100	883
James J. Hurley	143	81	108	110	146	130	101	819
Janet L. Hurley	140	82	110	109	147	132	98	818
Write-ins								0
TOTAL	7,225	4,125	6,450	6,150	7,400	7,375	5,282	44,007
PRECINCT	1	2	3	4	5	6	7	TOTAL
GREEN-RAINBOW PARTY								
Presidential Preference								
Blanks	0	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0	0
Jill Stein	0	1	0	1	0	0	1	3
Harley Mikkelson	0	1	0	0	0	0	0	1
No Preference	0	1	0	0	0	0	0	1
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	3	0	1	0	0	1	5
State Committee Man								
Blanks	0	2	0	1	0	0	1	4
Write-ins	0	1	0	0	0	0	0	1
TOTAL	0	3	0	1	0	0	1	5
State Committee Woman								
Blanks	0	3	0	1	0	0	1	5
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	3	0	1	0	0	1	5
Town Committee								
Blanks	0	23	0	10	0	0	10	43
Write-ins	0	7	0	0	0	0	0	7
TOTAL	0	30	0	10	0	0	10	50

\* Includes one unread/mishandled jammed ballot.

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	<u>Votes Cast</u>	<u>Registered Voters</u>	<u>%</u>	<u>% of Total Voting</u>
Prec. 1 Sally Willard	371	2,540	14.6%	DEM 21.13%
Prec. 2 Eleanor O'Connell	205	1,597	12.8%	
Prec. 3 Paul Raymond	326	2,244	14.5%	REP 78.64%
Prec. 4 Patricia Stanford	322	2,032	15.8%	
Prec. 5 Joan Hastings	379	2,404	15.8%	Green-Rainbow 0.22%
Prec. 6 James Shramek	375	2,372	15.8%	
Prec. 7 Steven Wasserman	260	2,101	12.4%	

The above figures include Absentee Ballots cast by precinct as follows:

1=27, 2=12, 3=38, 4=29, 5=34, 6=29, 7=18 Total 187 \*\*

\*\* contains UOC Absentees (5)

## Weather:

Attest: Amy E. Warfield Town Cle

# 2012 Annual Report

TOWN OF BURLINGTON								
FINAL TOTAL TALLY SHEET							# Eligible Voters	15,160
April 14, 2012							Total Votes Cast	2,921
Election							Percent	19.27%
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL
TOTAL VOTES CAST	461	233	538	390	503	476	320	2,921
								184
MODERATOR - 1 YR (1)								
Blanks	129	82	170	108	138	136	89	852
Phillip A. Gallagher*	328	148	361	279	364	332	231	2,043
Write-ins	4	3	7	3	1	8	0	26
TOTAL	461	233	538	390	503	476	320	2,921
								184
SELECTMEN - 3 YR (2)								
Blanks	160	72	159	107	162	177	135	972
Daniel R. DiTucci *	215	103	265	201	251	213	130	1,378
Ralph C. Patuto *	213	109	274	232	249	191	147	1,415
Virginia E. Mooney	71	49	101	68	77	68	53	487
Michael S. Runyan	263	130	274	168	265	300	173	1,573
Write-ins	0	3	3	4	2	3	2	17
TOTAL	922	466	1,076	780	1,006	952	640	5,842
								368
ASSESSOR - 3 YR (1)								
Blanks	144	92	188	127	151	158	95	955
Paul R. Sheehan *	316	139	348	262	352	316	225	1,958
Write-ins	1	2	2	1	0	2	0	8
TOTAL	461	233	538	390	503	476	320	2,921
								184
SCHOOL COMMITTEE -3 YR (1)								
Blanks	140	81	193	122	140	141	98	915
Michael F. DeSimone*	320	150	341	267	361	328	221	1,988
Write-ins	1	2	4	1	2	7	1	18
TOTAL	461	233	538	390	503	476	320	2,921
								184
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	282	169	367	226	272	301	213	1,830
Paula F. Benard, Jr.*	261	116	261	191	298	254	176	1,557
Eileen Claire Sickler	213	102	240	211	224	217	155	1,362
Janet L. Hurley	165	78	205	151	211	180	96	1,086
Write-ins	1	1	3	1	1	0	0	7
TOTAL	922	466	1,076	780	1,006	952	640	5,842
								368
PLANNING BOARD - 5 YR (2)								
Blanks	226	118	256	139	196	200	146	1,281
Neil S. Kane	222	99	243	182	269	251	125	1,391
John D. Kelly	235	129	259	204	258	255	171	1,511
Barbara G. L'Heureux	238	119	314	250	283	242	197	1,643
Write-ins	1	1	4	5	0	4	1	16
TOTAL	922	466	1,076	780	1,006	952	640	5,842
								368
BOARD OF HEALTH - 3 YR (2)								
Blanks	320	188	430	262	332	334	231	2,097
James J. Dion *	300	143	340	266	356	309	207	1,921
Elizabeth A. Walendziewicz *	301	135	303	250	318	305	201	1,813
Write-ins	1	0	3	2	0	4	1	11
TOTAL	922	466	1,076	780	1,006	952	640	5,842
								150
HOUSING AUTHORITY - 5 YR (1)								
Blanks	152	91	194	147	166	170	105	1,025
Michael J. Austin *	306	141	342	240	336	304	215	1,884
Write-ins	3	1	2	3	1	2	0	12
TOTAL	461	233	538	390	503	476	320	2,921
								184

## Town of Burlington

	1	2	3	4	5	6	7	Total	Student
RECREATION COMM.- 3 YR (1)									
Blanks	129	82	171	135	123	123	93	856	22
John J. Ferren *	327	151	365	253	380	350	227	2,053	155
Write-ins	5	0	2	2	0	3	0	12	7
<b>TOTAL</b>	<b>461</b>	<b>233</b>	<b>538</b>	<b>390</b>	<b>503</b>	<b>476</b>	<b>320</b>	<b>2,921</b>	<b>184</b>
SHAWSHEEN TECH H.S.- 3 YR (1)									
Blanks	130	74	175	131	131	129	105	875	22
Paul V. Gedick *	331	158	363	259	371	346	215	2,043	152
Write-ins	0	1	0	0	1	1	0	3	10
<b>TOTAL</b>	<b>461</b>	<b>233</b>	<b>538</b>	<b>390</b>	<b>503</b>	<b>476</b>	<b>320</b>	<b>2,921</b>	<b>184</b>
PRECINCT 1									
TOWN MEETING - 3 YR (6)									
Blanks	917							917	
Donna D. Gregorio*	302							302	
Michael J. Hardy*	279							279	
John E. O'Keffe*	277							277	
Carol A. Perna *	280							280	
Mark S. Saia*	292							292	
David J. Woodilla*	239							239	
John C. Madden, Jr.	175							175	
Write-ins	5							5	
<b>TOTAL</b>	<b>2,766</b>							<b>2,766</b>	
PRECINCT 2									
TOWN MEETING - 3 YR (6)									
Blanks		822						822	
Matthew G. Hanafin*		156						156	
Eleanor N. O'Connell*		148						148	
Gene J. Rossi*		119						119	
John Noonan		119						119	
Mryna A. Saltman - Write-in		14						14	
Darlene Griffin - Write-in		4						4	
All other Write-ins		16						16	
<b>TOTAL</b>		<b>1,398</b>						<b>1,398</b>	
PRECINCT 2									
TOWN MEETING - 2 YR (2)									
Blanks		409						409	
Mryna A. Saltman - Write in		33						33	
Dalrene Griffin - Write-in		3						3	
All other Write-ins		21						21	
<b>TOTAL</b>		<b>466</b>						<b>466</b>	
PRECINCT 3									
TOWN MEETING - 3 YR (6)									
Blanks			1,204					1,204	
Lucy M. Damiani*			323					323	
Joanne Frustaci *			294					294	
Christopher E. Hartling *			281					281	
Stephen G. Marchese, Sr*			303					303	
Mildred J. Nash*			309					309	
Paul Gerard Noonan*			313					313	
Faydeen A. Sateriale			199					199	
Write-ins			2					2	
<b>TOTAL</b>			<b>3,228</b>					<b>3,228</b>	

## 2012 Annual Report

	1	2	3	4	5	6	7	Total
PRECINCT 3								
TOWN MEETING - 2 YR (3)								
Blanks			693					693
James M. Frost *			298					298
James Patterson *			317					317
Gary D. Mercier			304					304
Write-ins			2					2
<b>TOTAL</b>			<b>1,614</b>					<b>1,614</b>
PRECINCT 3								
TOWN MEETING - 1 YR (1)								
Blanks			108					108
David F. Fitzgerald			292					292
Martha A. Simon			137					137
Write-ins			1					1
<b>TOTAL</b>			<b>538</b>					<b>538</b>
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks			703					703
Timothy J. Brown*			270					270
Joan B. Hastings*			267					267
Frank P. Monaco*			255					255
Virginia E. Mooney*			200					200
Steven R. Morin			238					238
Jeffrey W. Myer			192					192
Kevin D. Parker			214					214
Write-ins			1					1
<b>TOTAL</b>			<b>2,340</b>					<b>2,340</b>
PRECINCT 4								
TOWN MEETING - 2 YR (1)								
Blanks			121					121
Steven L. Stamm			268					268
Write-ins			1					1
<b>TOTAL</b>			<b>390</b>					<b>390</b>
PRECINCT 4								
TOWN MEETING - 1 YR (2)								
Blanks			271					271
Gerald Beuchelt			250					250
Mark V. Gerbrands			258					258
Write-ins			1					1
<b>TOTAL</b>			<b>780</b>					<b>780</b>
PRECINCT 5								
TOWN MEETING - 3 YR (6)								
Blanks			1,335					1,335
Patricia J. Angelo*			342					342
Christopher P. Murphy*			342					342
Norman A. Steeves *			323					323
Ernest R. Zabolotny *			322					322
Kimberlyn Ford Festi			301					301
Al Fay - Write-ins			11					11
Thomas Carlsen - Write-ins			7					7
All other Write-ins			35					35
<b>TOTAL</b>			<b>3,018</b>					<b>3,018</b>

## Town of Burlington

	1	2	3	4	5	6	7	Total
PRECINCT 5								
TOWN MEETING - 2 YR (1)								
Blanks					436			436
Al Fay - Write-ins					14			14
Larry Way- Write-ins					4			4
All other Write-ins					49			49
TOTAL					503			503
PRECINCT 5								
TOWN MEETING - 1 YR (1)								
Blanks					113			113
Sherri L. Baker					151			151
M. Bruce Judson					127			127
Mary K. Nohelty					106			106
Write-ins					6			6
Write-ins								0
TOTAL					503			503
PRECINCT 6								
TOWN MEETING - 3 YR (6)								
Blanks						1,029		1,029
Roger A. Bell*						310		310
Ellen M. Cormier*						313		313
Diane Kendrigan Creedon*						308		308
Gary B. Kasky						279		279
Sonia Rollins						312		312
Anisha Shaikh						288		288
Write-ins						17		17
TOTAL						2,856		2,856
PRECINCT 7								
TOWN MEETING - 3 YR (6) Six								
Highest Votes, 2 YR (6) Next Six								
Votes, 1 YR (6) Final Six Votes								
Blanks						3,613		3,613
Anne P. Coady*						185		185
Marjorie J. Foster*						157		157
Brenda Haney *						169		169
John D. Kelly *						195		195
Barbara G. L'Heureux*						199		199
Mark E. Woods*						166		166
David Castellano						147		147
Thomas E. Fallon						140		140
Derek W. Morris						133		133
Theodore Peters						150		150
Jonathan Sachs						134		134
Lorraine J. Wassermann						133		133
David F. Webb						148		148
Miriam R. Kelly -Write In						52		52
Timothy Kirchner - Write-ins						29		29
Bob Sullivan Write-in						1		1
Alice Rook Write-in						1		1
David Van Camp Write-in						1		1
Jim Patterson Write-in						1		1
Todd Dugnan Write-in						1		1
Rocky Arsenault Write-in						1		1
Robert Kirchner Write-in						1		1
Kellie Fallon Write-in						1		1
Laurel Fralick Write-in						1		1
Richard Godinno Write-ins						1		1
								0
TOTAL						5,760		5,760

## 2012 Annual Report

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

<u>Registered</u>			
Wardens:	Votes Cast	Voters	%
Prec. 1 Sally Willard	461	2,522	18.3%
Prec. 2 Patricia Stanford	233	1,576	14.8%
Prec. 3 Elaine Perachi	538	2,216	24.3%
Prec. 4 Eleanor O'Connell	390	2,016	19.3%
Prec. 5 Joan Hastings	503	2,390	21.0%
Prec. 6 James Shramek	476	2,366	20.1%
Prec. 7 Steve Wasserman	320	<u>2,074</u>	15.4%
		15,160	

The above figures includes 364 Absentee Ballots cast by precinct as follows: 1=65, 2=34, 3=73, 4=58, 5=45, 6=56, 7=33.

# of "Inactive Voters":	1,322		
VOTER PROFILE:	AGE	TOTAL	% of those Voting
	18-30	166	5.7%
	31-40	170	5.8%
	41-50	527	18.0%
	51-60	618	21.2%
	61-70	590	20.2%
	71-80	606	20.7%
	80+over	244	8.4%
	Total	2921	100.0%

WEATHER: Sunny mid 50's

\* Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC  
Town Clerk

Results from Precinct 7 Tie Breaking Vote

Meeting held on April 30, 2012 ~ Burlington Public Library 6:30 PM

There were 6 eligible Write-in Candidates	Votes
Robert Sullivan - 40 Harriett Ave	2
David Van Camp - 14 Brown Ave	3 *
Todd Duggan - 14 Hampden Ave	1
Kellie Fallon - 4 Florence Rd	3 *
Laurel Fralick - 16 North St	1
Richard Godinho - 20 Winn Valley Dr	9 * elected to fill one-year position

Those members of Precinct 7 present and voting were David Castellano, Anne P. Coady, Thomas E. Fallon, Marjorie J. Foster Brenda Haney, Miriam R. Kelly, Derek W. Morris, Theodore Peters, and Jonathan Sachs

Attested:

Amy E. Warfield, CMC  
Town Clerk

# Town of Burlington

## TOWN OF BURLINGTON

### FINAL RESULTS SHEET

SEPTEMBER 6, 2012

Election

# Eligible Voters

14,326

Total Votes Cast

1,912

Percent

13.3%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat Republican Green-Rainbow	208	88	171	157	209	183	143	1,159
	145	74	117	110	123	105	78	752
	0	0	0	0	0	0	1	1
								0
TOTAL VOTES CAST	353	162	288	267	332	288	222	1,912
DEMOCRATIC PARTY								
Senator in Congress								
Blanks	55	13	40	41	58	51	24	282
Elizabeth A. Warren	145	75	130	111	146	125	112	844
Write-ins	8	0	1	5	5	7	7	33
TOTAL	208	88	171	157	209	183	143	1,159
Representative in Congress								
Blanks	60	21	49	46	60	50	30	316
John R. Tierney	141	64	119	108	143	129	109	813
Write-ins	7	3	3	3	6	4	4	30
TOTAL	208	88	171	157	209	183	143	1,159
Councillor								
Blanks	45	17	51	38	59	36	28	274
Marilyn M. Petitto Devaney	105	37	67	69	87	86	74	525
Harry S. Margolis	30	21	33	26	25	29	22	186
Charles N. Shapiro	26	12	20	24	38	32	18	170
Write-ins	2	1	0	0	0	0	1	4
TOTAL	208	88	171	157	209	183	143	1,159
Senator in General Court								
Blanks	52	18	43	38	48	52	31	282
Kenneth J. Donnelly	151	69	128	119	158	130	110	865
Write-ins	5	1	0	0	3	1	2	12
TOTAL	208	88	171	157	209	183	143	1,159
Representative in General Court								
Blanks	19	11	17	22	21	28	15	133
Charles A. Murphy	32	26	42	49	47	37	29	262
Write-ins	0	6	0	0	1	0	0	7
Write-in Dave Fionda	121	31	56	47	81	69	49	454
Write-in Kenneth Gordon	30	11	52	28	51	45	40	257
Write-in Virginia Mooney	6	3	4	11	8	3	6	41
Write-in Joe Impemba						1	4	5
TOTAL	208	88	171	157	209	183	143	1,159
Clerk of Courts								
Blanks	58	20	56	43	62	56	37	332
Michael A. Sullivan	148	68	114	113	147	127	106	823
Write-ins	2	0	1	1	0	0	0	4
TOTAL	208	88	171	157	209	183	143	1,159

## 2012 Annual Report

PRECINCT	1	2	3	4	5	6	7	TOTAL
Register of Deeds								
Blanks	32	21	37	31	45	33	24	223
Robert B. Antonelli	49	20	21	32	38	37	34	231
Frank J. Ciano	34	14	29	25	39	27	21	189
Thomas B. Concannon, Jr	14	6	13	14	12	11	12	82
Maria C. Curtatone	43	14	34	33	42	46	30	242
Tiziano Doto	17	9	15	6	19	21	10	97
Maryann M. Heuston	17	4	21	16	14	8	12	92
Write-ins	2	0	1	0	0	0	0	3
<b>TOTAL</b>	<b>208</b>	<b>88</b>	<b>171</b>	<b>157</b>	<b>209</b>	<b>183</b>	<b>143</b>	<b>1,159</b>
Sheriff								
Blanks	61	20	56	38	61	52	29	317
Peter J. Koutoujian	144	66	114	119	148	130	113	834
Write-ins	3	2	1	0	0	1	1	8
<b>TOTAL</b>	<b>208</b>	<b>88</b>	<b>171</b>	<b>157</b>	<b>209</b>	<b>183</b>	<b>143</b>	<b>1,159</b>
PRECINCT	1	2	3	4	5	6	7	TOTAL
	REPUBLICAN PARTY							
Senator in Congress								
Blanks	8	4	7	7	8	4	4	42
Scott P. Brown	137	70	110	103	115	101	74	710
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Representative in Congress								
Blanks	22	18	14	15	17	9	13	108
Richard R. Tisei	119	55	99	92	100	93	64	622
Write-ins	4	1	4	3	6	3	1	22
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Councillor								
Blanks	136	71	105	94	108	90	67	671
Write-ins	9	3	12	16	15	15	11	81
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Senator in General Court								
Blanks	50	16	29	35	28	23	22	203
Gerry C. Dembrowski	94	56	86	74	90	79	54	533
Write-ins	1	2	2	1	5	3	2	16
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Representative in General Court								
Blanks	43	22	46	38	59	36	33	277
Write-ins				5	4	5	3	17
Write-in Walter T. Zenkin	102	52	71	67	60	64	42	458
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Clerk of Courts								
Blanks	138	71	103	102	113	97	69	693
Write-ins	7	3	14	8	10	8	9	59
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>
Register of Deeds								
Blanks	134	71	104	101	109	96	68	683
Write-ins	11	3	13	9	14	9	10	69
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>

## Town of Burlington

PRECINCT	1	2	3	4	5	6	7	TOTAL
Sheriff								
Blanks	138	72	104	100	112	97	69	692
Write-ins	7	2	13	10	11	8	9	60
<b>TOTAL</b>	<b>145</b>	<b>74</b>	<b>117</b>	<b>110</b>	<b>123</b>	<b>105</b>	<b>78</b>	<b>752</b>

PRECINCT	1	2	3	4	5	6	7	TOTAL
GREEN-RAINBOW PARTY								
Senator in Congress								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	1	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Representative in Congress								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Councillor								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Senator in General Court								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Representative in General Court								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Clerk of Courts								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Register of Deeds								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Sheriff								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

## 2012 Annual Report

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered		% of Total Voting	
		Voters	%		
Prec. 1 Sally Willard	353	2,369	14.9%	DEM	60.62%
Prec. 2 Eleanor O'Connell	162	1,525	10.6%		
Prec. 3 Elaine Perachi	288	2,091	13.8%	REP	39.33%
Prec. 4 Patricia Stanford	267	1,913	14.0%		
Prec. 5 Joan Hastings	332	2,243	14.8%	Green-Rainbow	0.05%
Prec. 6 James Shramek	288	2,213	13.0%		
Prec. 7 Steven Wasserman	222	1,972	11.3%		

The above figures include Absentee Ballots cast by precinct as follows:

1=27,2=18, 3=31, 4=27, 5=38, 6=20, 7=15      Total \*\*      181

\*\* contains UOC Absentees (6)

Weather: Sunny and warm 80's

Attest:

Amy E. Warfield  
Town Clerk

# Town of Burlington

TOWN OF BURLINGTON TOTAL TALLY SHEET NOVEMBER 6, 2012								# Eligible Voters Total Votes Cast Percent
PRECINCT	1	2	3	4	5	6	7	
TOTAL VOTES CAST	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
PRESIDENT/VICE PRES.								
Blanks	8	5	4	7	11	10	3	48
Johnson/Gray	18	15	16	16	13	21	16	115
Obama/Biden	1,069	831	1,028	933	1,036	1,065	1,021	6,983
Romney/Ryan	1,154	585	875	782	1,028	965	802	6,191
Stein/Honkala	5	2	12	5	7	9	6	46
Write-ins	1	5	4	7	2	6	0	25
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
SENATOR IN CONGRES S								
Blanks	5	11	13	10	12	13	9	73
Scott P. Brown	1,346	740	1,065	964	1,218	1,158	973	7,464
Elizabeth A. Warren	902	690	859	775	865	902	865	5,858
Write-ins	2	2	2	1	2	3	1	13
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
REPRESENTATIVE IN CONGRES S								
Blanks	89	68	106	89	112	100	96	660
John F. Tierney	891	704	842	808	877	889	854	5,865
Richard R. Tisei	1,180	609	889	774	1,012	989	804	6,257
Daniel Fishman	93	56	99	75	87	95	89	594
Write-ins	2	6	3	4	9	3	5	32
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
COUNCILOR R								
Blanks	454	285	380	332	415	388	315	2,569
Marilyn M. Petitto Devaney	1,202	811	1,088	992	1,145	1,183	1,100	7,521
Thomas Sheff	594	335	462	420	527	501	426	3,265
Write-ins	5	12	9	6	10	4	7	53
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
SENATOR IN GENERAL COUR T								
Blanks	213	157	185	157	202	200	178	1,292
Kenneth J. Donnelly	1,140	816	1,047	992	1,119	1,150	1,050	7,314
Gerry C. Dembrowski	898	466	701	597	771	725	614	4,772
Write-ins	4	4	6	4	5	1	6	30
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
REPRESENTATIVE IN GENERAL COUR T								
Blanks	126	107	126	119	123	105	118	824
Kenneth I. Gordon	899	698	893	819	985	938	914	6,146
Walter Zenkin	1,227	633	916	808	983	1,031	811	6,409
Write-ins	3	5	4	4	6	2	5	29
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
Clerk of Courts								
Blanks	726	392	607	508	651	577	479	3,940
Michael A. Sullivan	1,510	1,026	1,312	1,224	1,427	1,475	1,343	9,317
Write-ins	19	25	20	18	19	24	26	151
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408
Register of Deed s								
Blanks	753	413	642	533	680	604	507	4,132
Maria C. Curtatone	1,482	996	1,282	1,203	1,402	1,450	1,321	9,136
Write-ins	20	34	15	14	15	22	20	140
TOTAL	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408

## 2012 Annual Report

PRECINCT	1	2	3	4	5	6	7	TOTAL																																				
<b>SHERIFF</b>																																												
Blanks																																												
Peter J. Koutoujian	434	275	350	303	374	346	304	2,386																																				
Ernesto M. Petrone	1,297	852	1,147	1,071	1,239	1,254	1,127	7,987																																				
Write-ins	519	308	433	372	478	471	407	2,988																																				
<b>TOTAL</b>	<b>5</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>10</b>	<b>47</b>																																				
<b>TOTAL</b>	<b>2,255</b>	<b>1,443</b>	<b>1,939</b>	<b>1,750</b>	<b>2,097</b>	<b>2,076</b>	<b>1,848</b>	<b>13,408</b>																																				
QUESTION 1 Right to Repair by Independent Facilities																																												
BLANKS	255	146	254	230	218	215	211	1,529																																				
YES	1,732	1,131	1,410	1,267	1,616	1,586	1,376	10,118																																				
NO	268	166	275	253	263	275	261	1,761																																				
<b>TOTAL</b>	<b>2,255</b>	<b>1,443</b>	<b>1,939</b>	<b>1,750</b>	<b>2,097</b>	<b>2,076</b>	<b>1,848</b>	<b>13,408</b>																																				
QUESTION 2 Medical Assisted Suicide																																												
BLANK S	79	49	85	70	85	82	62	512																																				
YES	91 4	600	786	700	886	801	817	5,50 4																																				
NO	1,262	794	1,068	980	1,126	1,193	969	7,392																																				
<b>TOTAL</b>	<b>2,255</b>	<b>1,443</b>	<b>1,939</b>	<b>1,750</b>	<b>2,097</b>	<b>2,076</b>	<b>1,848</b>	<b>13,408</b>																																				
QUESTION 3 Legalize Medical Marijuana																																												
BLANK S	90	52	88	80	87	78	67	542																																				
YES	1,21 4	828	1,013	899	1,176	1,089	1,04 4	7,263																																				
NO	951	563	838	771	834	909	737	5,603																																				
<b>TOTAL</b>	<b>2,255</b>	<b>1,443</b>	<b>1,939</b>	<b>1,750</b>	<b>2,097</b>	<b>2,076</b>	<b>1,848</b>	<b>13,408</b>																																				
<p>The polls were open at 6:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.</p> <p>Weather was sunny and warm in the 50s</p>																																												
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Prec. 4 Patricia Stanford	262																																											
Prec. 5 Joan Hastings	269																																											
Prec. 6 James Shramek	269																																											
Prec. 7 Steven Wasserman	239																																											
	1876																																											

## POLICE

### Departmental Roster (as of 12/31/2012)

### Chief of Police

Michael Kent

## Captains

Thomas Duffy      Gregory Skehan

## Lieutenants

## Sergeants

Thomas Browne      David H. McLean  
Michael DeBye      Gerard McDonough  
Timothy McDonough      Timothy Kirchner  
Kevin Doherty      Daniel Hanafin  
Michael McDade

## **Patrol Officers**

Kevin Rogers	William A. Soda
Stephen Cross	Paul Callahan
Gary Burdick	David M. McLean
Edward Mackey	Matthew Leary
Spiros Tsingos	John Lynch
Gary Redfern	Peter Abaskharoun
Richard Hanafin	Michael Minichiello
James Tigges	Thomas Carlson
Harry Sawyer Jr.	Matthew Creamer
Charles Ferguson III	Mark Driscoll
William Preston	Roberto Reyes
Thomas Fournier	Kevin Cooney
Bernard Schipelliti	Scott Lauder
Anne Marie Browne	David Outerbridge
Daniel Houston	Vito Costa
Albert Gagne	Sage Costa
Paul Glejzer	Domenic Grossi
Robert Aloisi Jr.	William Trelegan
Joseph Papsedero	Shane Thompson
Stephen Papagno	Ryan Griffin
Christopher DiDonato	Lyn Reynolds
James Hanafin	Kerrie Mahoney

## Clerical Staff

## Civilian Dispatchers

Gail Fay June Connolly  
Eileen Barnard

## Animal Control Officer

Gerry Mills, Jr.

## **Traffic Supervisors/Matrons**

Helen M. Bulman – Head Traffic Supervisor  
Helen Dignan Maureen Rezendes  
Nancy Bibbey Carol DeRosa  
Maureen Robillard Donnalee Lozier  
Carol Goodwin Carol Santoro  
Maureen Wall Donna Fox  
Diane Welch

## Special Police Officers

Richard Hovasse	Sharon Srabian
Harry Sawyer Sr.	Christopher Mason
Alfred Sciuto	Robert Luz
Michael Joyce	David Metzdorf
Thomas Sullivan	Sean Connors
William Faria	Christopher Priest
George Devlin	Timothy Hovasse
Garrett Redfern	Timothy O'Meara
Gerry Mills Jr.	Gerald Hanafin
	Rick Hopkinson

## INTRODUCTION

Your Burlington Police Department continues to be one of the most highly regarded and professional police departments in the Commonwealth of Massachusetts. A large majority of Burlington Police Officers were born, raised and choose to reside in the community they love. This is not the case in most police departments. With intrinsic knowledge of their community Burlington Police Officers are "problem solvers" and not "report takers".



Despite being a proactive department on issues involving domestic violence, a homicide occurred that was the direct result of domestic violence. The suspect in this horrific crime was arrested less than 24 hours after the attack and is now being held as the legal process proceeds. I would like to thank all the officers involved in the investigation along with the Massachusetts State Police and the Middlesex District Attorney's Office for their assistance and cooperation during this incident.



The Department continued to invest heavily in its officers by allowing them the opportunity to attend different training locally and nationally. Captain Thomas Duffy became the first member of the Burlington Police Department to graduate from the elite FBI/National Academy. The National Academy, located in Quantico, VA is a 10 week professional course of study for U.S. and international law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise

law enforcement standards, knowledge, and cooperation worldwide. Less than 1% of Law Enforcement worldwide has attended the National Academy.



The Burlington Police continued to assist with functions on the common, parades and other community events. Although these events have a budgetary impact on the department it's an important part of what makes Burlington the wonderful community that it is.



The Department continues to make do with its police facility, but it makes policing difficult working out of a building that was designed 100 years ago to be a school. It does not have the amenities that are needed for a police department in modern times.

Traffic continues to be an issue in Burlington. The department continues to be dedicated to enforcement and education to mitigate these issues.



I would like to thank everyone who helped the department in 2012, including Town Administrator John Petrin, the Board of Selectmen along with other boards and departments in town. The residents of Burlington have been very supportive of the police department, I thank them also.

Finally, I would like to thank the men and women of the Burlington Police Department for their hard work, courage and dedication to the citizens of Burlington.

Respectfully submitted,

Chief Michael Kent

## **CRIME OVERVIEW – 2012**

Non emergency and miscellaneous calls for service may not be listed below. The police department responds to or assists with approximately 26,000 calls for service annually.

Type of call	2011	2012	% change
51A filed (Child abuse/neglect notifications to DCF)	46	55	19.6%
Abandoned Motor Vehicles	16	26	62.5%
Arrests	174	190	9.2%
Arrests (Warrant)	63	66	4.8%
Arson	0	0	0.0%
Assaults	27	30	11.1%
Assaults (Dangerous Weapons)	4	4	0.0%
Assist FD (non Ambulance)	130	142	9.2%
Assist Other Police/L.E. Agencies	144	129	-10.4%
Attempted Murder	1	0	-100.0%
ATVs; Dirtbikes; Go-carts	36	34	-5.6%
B & E MVs - attempted	3	5	66.7%
B & E MVs; Thefts from MV	135	135	0.0%
Bomb Threats	1	2	100.0%
Burglaries - Business/Commercial	22	23	4.5%

## 2012 Annual Report

Type of call	2011	2012	% change
Burglaries - Residential	23	27	17.4%
Burglary attempts - Business/ Commercial	7	4	-42.9%
Burglary attempts - Residential	4	0	-100.0%
Child Abuse/Neglect/ Endangered	3	18	500.0%
Civil Matters	42	66	57.1%
Computer/Internet Crime (non theft)	11	9	-18.2%
Counterfeiting/Forgery	15	19	26.7%
Credit/Debit Card Misuse	44	50	13.6%
Criminal Motor Vehicle Offenses	149	147	-1.3%
Disturbances (Non domestic)	203	214	5.4%
Domestic - Custody/Probate Issues	25	22	-12.0%
Domestic - other	14	81	478.6%
Domestic related harassment	20	26	30.0%
Domestic related WBC	13	24	84.6%
Domestic Stand By	26	23	-11.5%
Domestics	227	233	2.6%
Drug Offenses	112	114	1.8%
Elder Issues/Abuse/Neglect	28	26	-7.1%
Enticement of a child for sex	0	1	100.0%
Exposure (Indecent)	10	11	10.0%
Fake/Altered License or ID	0	0	0.0%
False Police/Crime Report	0	3	300.0%
Fatal Motor Vehicle Crashes	4	1	-75.0%
Flim Flams	2	8	300.0%
Fraud/Cons	21	23	9.5%
Gas leaks; odor of gas	25	30	20.0%
Group Home Incidents/ Disturbances	n/a	12	n/a
Harassment	42	56	33.3%
Harassment Order Violation	0	0	0.0%
Harassment Orders - served/ issued	4	8	100.0%
Hazmat Incidents	2	2	0.0%
Identity Theft	25	24	-4.0%

Type of call	2011	2012	% change
K9 Activity	19	24	26.3%
K9 Activity, Out of Town	51	30	-41.2%
Kidnapping	1	1	0.0%
License Plate Stolen	4	5	25.0%
Liquor Violations; possession/ transporting	16	29	81.3%
Littering; Dumping	18	41	127.8%
Malicious Damage/Vandalism	215	175	-18.6%
Miscellaneous	140	153	9.3%
Missing Persons	39	25	-35.9%
Missing Persons Located	13	14	7.7%
Murder/Homicide	0	1	100.0%
MV Complaints / Traffic issues	272	267	-1.8%
MV Thefts	12	13	8.3%
MV Thefts; attempted	0	1	100.0%
MVs towed for trespass/ parking violations	6	12	100.0%
Noise Complaints	170	194	14.1%
On-line Thefts/attempts/scams	7	12	71.4%
OUI - Drugs	4	0	-400.0%
OUI - Liquor	29	22	-24.1%
Phone Calls / Text messages	53	61	15.1%
Prescriptions; false/uttering false	0	3	300.0%
Prostitution	14	7	-50.0%
Protective Custody	26	27	3.8%
Psych incidents	46	42	-8.7%
Rape	5	4	-20.0%
Receiving/Recovered Stolen Property	3	20	566.7%
Recovered Stolen MVs in Burlington	14	8	-42.9%
Recovered MVs out of town stolen from Burlington	5	6	20.0%
Restraining Orders - served/ issued	93	53	-43.0%
Retail / Shoplifting	312	328	5.1%
RO Violations	11	15	36.4%
Road Rage Incidents	16	19	18.8%

## Town of Burlington

Type of call	2011	2012	% change
Robberies, Armed	7	4	-42.9%
Robberies, Unarmed	1	2	100.0%
Sex Offender; Failure to Register	0	0	0.0%
Sex Offenders Registered	12	11	-8.3%
Sex Offenses	4	4	0.0%
Sexual Assaults	5	8	60.0%
Soliciting prostitution/Sexual conduct for a fee	0	0	0.0%
Solicitors	20	47	135.0%
Sudden Deaths	19	27	42.1%
Suicide Attempts or Threatened	34	25	-26.5%
Suicides	3	1	-66.7%
Summonsed	276	259	-6.2%
Susp persons; MVs; activity	763	796	4.3%
Thefts / Larcenies - Attempted	4	3	-25.0%
Thefts / Larcenies - other	185	216	16.8%
Threats	39	31	-20.5%
Town By Law Violation	7	1	-85.7%
Trees/Poles/Wires down	221	168	-24.0%
Trespassing	12	21	75.0%
Using MV without authority	4	6	50.0%
Uttering	2	1	-50.0%
Warrant of Apprehension (non-criminal)	8	6	-25.0%
Warrants Issued or Sought	1	2	100.0%
Weapons (Incidents involving weapons)	40	21	-47.5%
Well Being Checks	225	256	13.8%
Youth Complaints	146	139	-4.8%

### Non-criminal incidents:

Type of Call	2011	2012	% change
911 misdials, hang ups, abandoned calls	723	644	-10.93%
Alarms	1871	1749	-6.52%
Ambulance requests	1619	1701	5.06%
Animal complaints, bites, deceased	381	368	-3.41%

Building checks	4993	7731	54.84%
Lockouts	310	304	-1.94%
Notifications	60	48	-20.00%
Open Doors/windows found	17	18	5.88%
Well Being Checks	225	282	25.33%

### Arrests/Summons/Protective Custodies

**2012 – Total 542**

Arrests	190
Warrant Arrests	66
Summons (and warrants sought or issued)	259
Protective Custodies (PC)	27

Summons are criminal court complaints that are issued in lieu of an arrest. Protective custody is when a person is intoxicated and is taken into custody for their own protection. A person taken in for protective custody is not under arrest and protective custody is not a criminal charge. A warrant is sought and issued when a person is not in custody but the court system has found probable cause that the person committed a crime. Some detainees may have been both arrested and summonsed for multiple offenses for the same incident. The Arrest/Summons/Protective Custody breakdown is listed below.

### Operators live in:

Burlington	158
Woburn	57
Billerica	36
Lowell	32
Boston	24
Waltham	11
Lawrence	11
Lexington	9
Arlington	9
Malden	9
Medford	9
Other MA Towns	144
Out of State	33

## Day of the week breakdown by custody type:

	<b>Warrant</b>				<b>Totals</b>
	<b>Arrests</b>	<b>Arrests</b>	<b>Summons</b>	<b>PCs</b>	
Sunday	20	6	22	4	52
Monday	29	10	43	3	85
Tuesday	30	14	37	2	83
Wednesday	20	8	49	3	80
Thursday	28	6	35	2	71
Friday	30	16	41	7	94
Saturday	33	6	32	6	77
Totals	190	66	259	27	542

## **CRASH ACTIVITY – 2012**

### 2011 Crashes: 1226 2012 Crashes: 1193

The totals do not necessarily include crashes that were of a very minor nature (requiring no report to the police) or accidents investigated by the State Police.

## Top crash locations

75 Middlesex Tp (Burlington Mall)	115
43 Middlesex Tp (Middlesex Commons)	43
Lahey Clinic	35
Middlesex Tp/Bedford St	20
Route 95 S/Middlesex Tp	20
Cambridge St/Bedford St	18
Cambridge St/Winn St	17
Cambridge St/Mall Road	16
Winn St/Center St	15

## Crashes by Shift/Time of Day

8 A.M. – 4 P.M.	661
4 P.M. – Midnight	464
Midnight – 8 A.M.	68

## Crashes by Month

January	80
February	58
March	103
April	101
May	110
June	108
July	85
August	93
September	88
October	101
November	109
December	157

## Roadway Type

Highway	51
On/Off Ramp	38
Parking lots/Driveways	413
Streets/Intersections	691

## Types of Crashes

Property damage	890
Personal injury	88
Hit & Run	214
Fatal	1
OUI related	7

## Crashes by Day of the Week

Sunday	128
Monday	172
Tuesday	179
Wednesday	173
Thursday	203
Friday	190
Saturday	148

# Town of Burlington

## CITATION ACTIVITY – 2012

**Citations in 2011: 2746**

**Citations in 2012: 3367**

### Types of violations:

Civil Infractions	762
Warnings	3013
Arrests	89
Criminal complaints	279

### Top violations:

Speeding	1533
Stop Sign/Red light violations	673
Improper passing/unsafe turns	329
Inspection Sticker violation	244
Light/equipment violation	182
Seatbelt/child seat violations	164
License/Registration not in possession	158
Unregistered MV	98

### Top streets for violations:

Cambridge St	1133
Middlesex Tp	848
Bedford St	256
Winn St	203
Wilmington Rd	118
Mall Rd	117

### Gender/Age:

	Male	Female
Under 19	29	20
19-21	130	82
22-25	216	139
26-35	472	288
36-55	774	626
Over 55	321	263
Totals	1942	1418

\* 7 genders/ages not listed

### Citations by Day of the Week

Sunday	219
Monday	551
Tuesday	500
Wednesday	557
Thursday	624
Friday	585
Saturday	331

### Operators live the following states:

Massachusetts	3117
New Hampshire	108
Florida	15
New York	12
Rhode Island	9
Connecticut	8
California	6
Maryland	5
Colorado	5
All other	82

### FIRE DEPARTMENT

#### Department Roster

##### FIRE CHIEF

\*Steven Yetman

##### ASSISTANT FIRE CHIEF

\*Michael Patterson

##### CAPTAINS

\*Kevin Browne

\*Scott Carpenter

\*Timothy Browne

\*John Corbett

##### LIEUTENANTS

\*James Browne

\*Peter McAnespie

\*Robert Paul

\*James Sorenson

\*Mark Cedrone

\*Steven McLean

\*John Skinner

\*John Walthall

#### FIRE PREVENTION/INSPECTION SERVICES

Captain \*Michael Hanafin

Lieutenant \*Mark Saia

#### TRAINING/COMMUNICATIONS

Captain \*Andrew Connerty

#### CLERICAL STAFF

Joanne Arbing Mary Fay Karen Carlson

#### FIREFIGHTERS

\*David Angelo

\*Gary Arbing

\*Michael Bibbey

\*Raymond Blenkhorn

\*Jeffrey Boucher

\*Craig Callahan

\*Clifford Comeau

\*Sean Connors

\*Ernest Covino

\*Kurt Duprez

\*Todd Ficociello

\*Eric FitzGerald

\*Michael Fontannay

\*Michael Gledhill

\*Gerard Hanafin

\*John Hanafin

\*James Hapenney

\*Eric Holey

\*Richard Hovasse

\*Timothy Hovasse

\*Jason Hughes

\*Paul Kadilak

\*Shaun Kenney

\*Sean Killilea

\*Gerard Letendre

\*Thomas MacLeod

\*Anthony Marino

\*Michael McLaughlin

\*Edgar McLean

\*Nicholas Menkello

\*Brendan Micciche

\*Paul O'Meara

\*Kevin Pollicelli

\*John Price

\*Michael Runyan

Leonard Sawyer

\*James Sherman

\*William Toland

\*Fred Williams

#### EMERGENCY VEHICLE TECHNICIAN

Eric Moran

#### CIVILIAN DISPATCHERS

\*Stephen Baia

\*Elaine Carpenter

\*Nicole Noorigian

\*Scott Perry

\*Department EMTs

### FIRE CHIEF

The Burlington Fire Department continues to be one of the busiest departments in the Greater Boston area responding to a total of 6,384 calls in 2012. This past year had the most requests on record for medical emergencies. Cumulatively Ambulance 1 and Ambulance 2 responded to 2,578 calls for assistance – a little over a 1% increase from 2011. Fire responses showed a slight decrease over last year at 3,816 calls. Fire responses include various types of fires including all structure, vehicle, dumpster and outside fires. Other fire responses include all accidents, carbon monoxide incidents, fuel spills, gas leaks, electrical issues, lock ins / lock outs, extrications, water and ice rescues and a myriad of other types of emergencies.

As the calls for assistance continue to increase we are in the process of discussing various issues and needs going forward to be able to serve the town as best we can while keeping both the residents and our firefighters as safe as possible. We currently are working with a local architectural firm that specializes in municipal buildings, including public safety facilities, and have tentative design plans for a new Station 2. Paralleling with that project, we are also in the process of searching for a better location for that facility to better centralize our location in that portion of Burlington in able to provide the quickest response times possible. We are also in the beginning discussion phase of potentially upgrading to an Advanced Life Support (ALS) service. Burlington currently contracts that type of patient care out to a private company. Bringing those services "in house" would improve response times and provide what we

think would be a better quality of service to the community and our residents.

Currently, with the support of the various boards, committees and town meeting we are in the process of replacing our department pick up truck, also replacing a twenty three year old engine and our department brush truck. Also, with the support of the town, we were able to be in full compliance by the deadline of the nationwide "narrow banding" mandate that was implemented by the Federal Communications Commission (FCC) for radio systems. We are also nearing the end of our multi year project to transfer from our hard wired fire alarm system to newer technology.

In 2012 we continued to receive additional funding by grants and gifts outside of our normal operating budget. Through the Department of Public Health (DPH) we received \$2,000 to continue to maintain our Mobile Decontamination Unit (MDU) that was assigned to our department to protect Lahey Clinic in the event of a large scale disaster. The Department of Fire Services provided \$5,265 in state funds to support our Student Awareness of Fire Education (SAFE) program in which we provide fire safety education to local students. Since the programs inception, child fire deaths have decreased by 66% statewide. The Oracle Corporation was once again gracious enough to provide funding to purchase equipment not normally covered in our regular budget. In 2012 Oracle provided funding for a new "Hazard House" which is used in fire education for our children and seniors at the cost of \$9,980. They also provided funding to purchase a new set of hydraulic rescue rams (\$4,859) to be mounted on the new engine to be delivered this year. Since 2004 Oracle has donated over \$60,000 in funding to purchase specialized equipment for the Fire Department and we thank them for their continued support.

Firefighters Eric Fitzgerald and Sean Killilea, who were hired last year, have completed their firefighter training and have been assigned to duty shifts. During 2012 Firefighter Rob Blenkhorn was hired to fill a vacancy created by the retirement of Paul Sullivan earlier in the year. Firefighter Paul Sullivan retired last February after serving the Town of Burlington for almost thirty three years. During his long career Paul served in many different roles including Treasurer of the Burlington Professional Firefighters (Local 2313) and long serving department Chairman for the Muscular Dystrophy Association (MDA). We'd like to wish Paul a long and healthy retirement and thank him for his many years of dedicated service.

Once again, on behalf of the members and staff of the Burlington Fire Department I would like to take the opportunity to thank the residents, the business community, elected officials and various boards for your continued support of the department and its members as we continue to serve you to the best of our ability.

Respectfully submitted,

Fire Chief Steven Yetman

## FIRE PREVENTION/INSPECTORIAL SERVICES

New development in commercial and residential properties continued in 2012. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits and fire education programs much has been achieved in the past year.

Commercial and large residential construction projects require many steps including site plan reviews, which consider requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

The following is a list of permits and inspections made in 2012:

### TYPE OF SERVICE

Commercial Occupancy Inspections .....	165
Master Box Certifications .....	63
On Site – Inspections .....	295
Permits Issued .....	673
Plan Review .....	222
Residential Occupancy Inspections .....	80
Site Plan Reviews .....	47
Smoke Detector Inspections .....	243
<b>TOTAL .....</b>	<b>1788</b>

The following is a count of all permits and inspections done during the period of  
 January 1, 2012 to December 31, 2012:

### **PERMITS**

AST .....	31
Blasting .....	4
Campfire .....	5
CO .....	1
Dumpster .....	32
Extinguishing System .....	6
Fire Alarm .....	147
Flammable Storage .....	53
Haz-Mat .....	2
Oil Burner .....	46
Oil Line .....	9
Propane Storage .....	40
Sprinkler .....	140
Tank Installation .....	34
Tank Removal .....	57
Tank Truck .....	9
UST .....	21
Welding/Burning .....	36
<b>TOTAL .....</b>	<b>673</b>

### **INSPECTIONS**

Commercial Occupancy .....	165
Fire Drills .....	5
Knox Box .....	16
Oil Burner .....	44
Oil Line Inspection .....	3
Oil Tank Installation .....	32
Oil Tank Removal .....	5
On Site – Fire Prevention .....	172
On Site – Plug In .....	2
On Site – Plug Out .....	6
Propane Tank Inspection .....	4
Quarterly .....	6
Residential Occupancy .....	80
Smoke Detectors .....	243
<b>TOTAL .....</b>	<b>783</b>
<b>BUILDING PLANS STAMPED &amp; REVIEWED .....</b>	<b>222</b>
<b>SITE PLAN REVIEWS .....</b>	<b>47</b>
<b>MASTER BOX CERTIFICATIONS .....</b>	<b>63</b>
<b>COMBINED TOTALS .....</b>	<b>1788</b>

Inspectional services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

Respectfully submitted,

Captain Michael Hanafin  
 Lieutenant Mark Saia

### **TRAINING DIVISION**

The State of Massachusetts 911 Department (MA911) mandated implementation of an Emergency Medical Dispatch Protocol Reference System (EMDPRS) by June 30, 2012. The main purpose of the EMDPRS is to provide life saving instructions to the caller in the event of a serious medical emergency. The caller can assist the person they are calling immediately, prior to the Emergency Medical Technicians (EMTs) arriving. The EMDPRS also helps the dispatcher illicit key information to better characterize the level of response. This saves higher level resources from being tied up unnecessarily.

The MA 911 regulations require that anyone dispatching for a medical call be certified in Emergency Medical Dispatch (EMD). This training consists of 32 hours of classroom time. Additionally, there are three other training requirements. First, the dispatcher must be certified in Cardiopulmonary Resuscitation (CPR). Second, they must take a 40 hour Public Safety Telecommunicator course. And third, they must take a 911 equipment course.

All of our members were already trained in CPR. We have had all of our members trained on our 911 equipment and as Public Safety Telecommunicators. The EMD training was done in-house and on duty. This saved valuable time and resources. We sent two members to the EMD class and they in turn became certified to teach the course to our Department members. We completed all of our training and certification on time. As new members are hired, they will need to be trained at both the State 911 classes and in-house.

PHOTO TAKEN BY CAPTAIN ANDREW CONNERTY



Firefighter Dave Angelo training with the 'Jaws of Life' while the instructor and other Firefighters watch

PHOTO TAKEN BY CAPTAIN ANDREW CONNERTY



Firefighter Jason Hughes taking his turn using the 'Jaws of Life' during training

After an initial meeting in December of 2011 with me, a representative from the State 911 Department, Fire Chief Steven Yetman, Assistant Fire Chief Michael Patterson, and Police Captain Gregory Skehan, the compliance process began in January of 2012. We applied for and received approval from the State 911 Department to be the designated EMD Resource for the Burlington Police Department. I worked with Police Captain Skehan and the Police Department's Administrative Secretary Rosemarie Tieri to begin filing for the State 911 Grants. I want to thank both of them for their help going through that process. I also want to thank Burlington Fire Department's Administrative Secretary Joanne Arbing and Principal Clerk Mary Fay for their assistance throughout the grant process. The bulk of the grant process took three months to finish.

During the grant process, I reviewed bids from the three state approved EMDPRS vendors and began researching and developing our EMDPRS guide cards. After consulting with Chief Yetman and Assistant Chief Patterson, the EMDPRS was chosen. The chosen EMDPRS provided ease of implementation and continuing training. It provided a Train-the-Trainer method that suited our needs. Additionally, that program was \$15,000 less than the next option. Designated members began compliance steps for training and implementation of the EMDPRS. Once the grant was approved in April, we began taking classes and purchased the program. Through our Emergency Medical Technician (EMT) Trainer, Lieutenant Mark Saia, we were able to secure medical oversight from Lahey Clinic for the EMD Guide Cards. We used this resource to fine tune our guide cards. Once the EMD guide cards, manuals, and training materials were received, all members of the Fire Department were trained in their use.

PHOTO TAKEN BY CAPTAIN ANDREW CONNERTY



Fire Dispatcher Nicole Noorigian using the Emergency Medical Dispatch Protocol Reference System (EMDPRS) Guide Cards.

The members of the Fire Department participated in additional training while in-service and on duty. The subject areas included; response to suspicious letters and packages, HazMat response protocols, vehicle extrication, mass decontamination with Lahey Clinic staff, and emergency vehicle operation.

Our members also participated in researching fire engine design so that Assistant Chief Patterson could write specifications for a new fire engine for our Department. Several members took their own time and went as far north as Hampton, NH and as far south as Osterville, MA to see recently built fire engines. A few of those members then worked with Assistant Chief Patterson with finalizing the bid specification.

Throughout the year, as new buildings are constructed, our members walk through and around these building to

## 2012 Annual Report

### Burlington Fire Department 2012 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>Accidents</b>													
Motor Vehicle Crash	14	7	18	19	21	19	16	19	17	21	25	23	219
Pedestrian	0	1	0	1	1	0	2	0	0	0	1	3	9
Medicals	188	158	149	175	187	176	164	169	203	197	149	203	2118
<b>Alarms</b>													
Accidental	32	32	40	29	28	21	22	21	28	35	25	29	342
False	3	1	4	0	4	4	3	1	1	5	0	1	27
System Malfunction	6	9	11	6	15	19	14	11	18	27	10	17	163
<b>Fire</b>													
Cooking Fire	3	4	1	3	1	2	0	1	3	5	3	3	29
Residential	0	1	0	0	1	1	1	2	0	0	0	0	6
Apartments	0	1	0	0	0	0	0	0	1	0	1	0	3
Assisted Living	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotel	0	0	0	0	0	0	0	0	0	1	0	0	1
Brush, Grass	2	0	0	5	0	1	3	1	3	0	1	0	16
Business/store/restaurant	0	0	0	0	0	0	0	0	0	0	1	0	1
Dumpster-trash	0	0	1	0	0	1	0	1	0	0	0	0	3
Motor Vehicle Fire	0	0	1	0	4	0	1	5	1	0	1	3	16
Lightning strikes/Weather	0	0	0	0	0	0	1	0	0	0	0	0	1
Oil burner Malfunction	0	0	0	0	0	0	0	0	0	1	0	0	1
Motor Malfunction	0	2	0	0	0	0	0	0	0	1	0	1	4
Smoke Scare/Removal	1	4	5	6	3	4	4	3	8	2	3	5	48
Fire;Other	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Outside Burning</b>													
Authorized	0	0	0	0	0	1	0	0	0	0	1	0	2
Unauthorized	0	2	1	4	5	0	1	0	1	3	2	4	23
Hazmat	0	0	0	0	0	1	0	2	0	1	0	0	4
CO Problem	7	2	2	3	4	3	1	1	1	7	6	3	40
Spill Leak Fuel	0	0	0	1	2	1	1	0	0	2	0	0	7
Natural Gas Leak	0	2	0	1	2	3	2	4	3	2	2	2	23
Power lines down/ Arcing	0	3	0	0	0	0	0	1	1	1	1	1	8
Electrical Problem	2	4	3	4	0	3	3	8	4	30	4	5	70
Water Problem	1	2	1	2	0	1	1	1	0	1	2	1	13
Service Call	27	29	31	41	41	37	46	50	30	46	20	32	430
Public Service/Assistance	4	0	1	2	0	2	2	2	2	7	20	17	59
Elevator Extrication	0	1	0	1	1	0	0	1	1	0	0	0	5
Lock Outs/Ins	4	0	1	2	0	2	2	0	1	1	0	0	13
Building Weakened/Collapsed	0	0	0	0	0	0	0	0	0	1	0	0	1
Nothing Found	2	0	1	0	1	0	0	0	3	0	0	0	7
Cancelled en-route	3	5	4	1	4	3	0	1	1	4	6	5	37
Good Intent Call	4	2	1	7	2	1	2	0	4	3	3	5	34
Computer Error	0	0	0	0	0	0	1	0	1	0	0	1	3
Cover Assignment / Mutual Aid	3	4	4	3	0	2	7	0	3	0	1	2	29
<b>Totals</b>	<b>306</b>	<b>276</b>	<b>280</b>	<b>316</b>	<b>328</b>	<b>308</b>	<b>300</b>	<b>305</b>	<b>339</b>	<b>404</b>	<b>288</b>	<b>366</b>	<b>3816</b>

become familiar with the building layout and its fire protection systems. Such activities took place at the remodeled Marshal Simonds School and at Stonebridge, a new assisted living facility. The firefighters also revisit the existing buildings in town during in-service inspections to refresh their knowledge on the multitude of buildings they may respond to. The Fire Department members also conduct safety inspections prior to a facility receiving or renewing a liquor license. Some of these establishments are required to have a certified Crowd Manager, depending on the type of business and the number of occupants they might have at one time.

We had three new Firefighters join our ranks this year. The Massachusetts Firefighting Academy has almost a year backlog of recruits waiting to attend the Recruit Training Program. Eric FitzGerald and Sean Killilea were able to attend the Boston Fire Academy class that started months before the Mass Fire Academy could take them. Rob Blenkhorn had to wait to attend the Mass Fire Academy. All three successfully graduated as certified Firefighter I/II, a nationally recognized standard. After their respective graduations, they reported to the Burlington Fire Department to receive more specific training for our Department's operations.

Several members of the Burlington Fire Department sought additional training from the Massachusetts Firefighting Academy and other sources on their own time and at their own expense. Topics included; Fire Instructor I, Fire Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV, Incident Safety Officer, Juvenile Firesetter Intervention, Technical Rescue, Emergency Medical, and Fire and EMS Operations. Some of these Fire Officers and

Firefighters obtained certifications over and above what they are required to have. These firefighters and officers are committed to making themselves and the Burlington Fire Department better.

The members of the Burlington Fire Department will continue to train on new techniques and on tried and true practices. With the majority of our training done while on duty, we will do our best to keep our skills honed, while also responding at a moments notice.

Respectfully submitted,

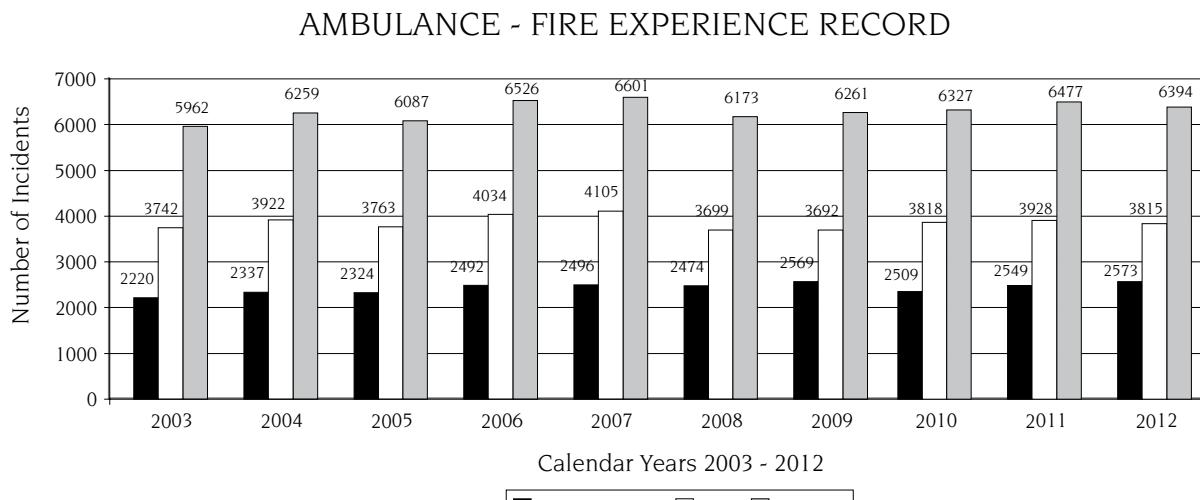
Captain Andrew Connerty  
Training Division

## AMBULANCE

### EMERGENCY MEDICAL SERVICE

FY 2012 was another very busy year for EMS calls for assistance. EMS continues to be a major component of the services the Burlington Fire Department provides to the Town. Our Firefighter EMTs strive to provide the public with excellent emergency medical care and customer service.

We have completed another successful year with our new ambulance reporting system and it has proven itself a vital part of the EMS department. The run data has shown us that this year we responded to 2578 emergencies which is an increase of 29 runs over last year. It has also shown us that



our first line ambulance responded 2215 times and our second ambulance responded 363 times. When both of our ambulances were simultaneously occupied we had to call for a mutual aid ambulance 53 times, while our ambulance responded out of town for mutual aid 109 times.

The run data has shown us that December was our busiest month with 259 calls followed by May with 248 and then September with 244. The month of February had the lightest call volume with 186, followed by November and March with 199. Thursday proved to be our busiest day of the week, with 430 calls followed by Monday with 414. Saturday had the lightest call volume, with 337 calls, followed by Sunday with 369.

We now analyze the types of calls that we are receiving, when we are receiving them and where they are coming from. That information allows us to better understand the community we serve, while also providing a guide for what areas our department training courses need to focus on. For example last year we responded to 289 Falls, 255 Motor Vehicle Accidents, 162 Cardiac Emergencies, 161 Respiratory Emergencies, 131 Syncpe calls and 3 Childbirths. All this data gives us a much better understanding of our patient demographics.

The Laptop computers and mobile printers in the ambulances allow the crews to be more independent, comply with related EMS regulations and be more efficient while providing quality patient care in an increasingly more complicated emergency medical field.

Fire based EMS continues to show itself as a critically important tool to provide the community with a resource they can count on when an emergency arises.

Respectfully submitted,

Kevin Pollicelli  
EMT Coordinator

### **JUVENILE FIRESETTER INTERVENTION PROGRAM**

The Burlington Juvenile Firesetter Intervention Program (JFIP) had another successful year in 2012. The firefighters involved in Burlington's JFIP team for 2012 were FF Gus Marino and FF Todd Ficociello. These Burlington firefighters work as part of a coalition consisting of multiple area agencies, including local fire and police departments, the District Attorney's office, and area school districts. The JFIP was designed to provide early intervention for youths involved in fire setting behavior. In addition to fire setting screening and education, the program assists youth who have committed "fire related" acts such as pulling false alarms. These services not only provide assistance to the youth and his or her parents, but also provide an additional layer of safety for the community by limiting the chance that the child will reoffend.

When a juvenile is charged with a fire-related offense, JFIP schedules a meeting with the juvenile and his or her parent. The interview covers many aspects, and includes questions that give the screener a good overview of why the child might be involved in such behavior. The screening occurs at the offender's residence and includes a safety check, (smoke detectors, CO detectors, fire extinguishers and other safety features a home should have to make sure the occupants are as safe as possible.)

In addition to screening/interviewing Burlington juveniles and their parents, the Burlington JFIP members have also been involved with screenings and interviews in the towns Woburn, Bedford, Reading and Lexington. This inter-agency cooperation insures a positive outcome for not only the child, but for the citizens and businesses of Burlington and surrounding communities.

Burlington's JFIP team also assists in the education of fire setters in a program held at Winchester and Wilmington Fire Departments. The program is headed by Capt. Rick Tustin of the Winchester Fire Department. Approximately 10 juveniles between the ages of 12 and 16 attend the 10-week course, which covers topics such as: fire science, burns, home hazards, arson and rules to live by. Juveniles younger than 12 will be educated on a case by case basis. While some may be able to attend the course, others will need to be educated in a smaller setting.

In 2012 the BFIP had one child to assist. This child was screened and educated at home about the dangers of fire, the consequences of his/her actions, and the potential for injury or damage.

Respectfully submitted,

Firefighter Gus Marino  
Firefighter Todd Ficociello  
JFIP Team

## **PUBLIC WORKS DEPARTMENT**

John G. Sanchez  
**Superintendent of Public Works**

Thomas F. Hayes      Teresa J. Keene  
**Town Engineer**      **Administrative Assistant**

## **Assistant Superintendents**

Kevin J. Keene      George T. Lee  
**Highway**      **Central Maintenance**

## David C. McCafferty **Water and Sewer Utilities**

## Managers

Paul W. Cauldwell      Norm Lavigne  
**Cemetery**      **Treatment Plant**

## DPW Staff

Frank Anderson	Roderick Joslin
John Baldwin	William Kane
Paul Bieren	Larry Kennedy (Retired)
Robert Clougherty	William Lundgren III
Matthew Davis	Russell Makiej
David Deluca	Donna Manning
Patrick Duran	Pialisa Manent
James Doherty	James Marchese, Jr.
John Doherty	Armand Marion
William Doherty	Nanette Masotta
Arlene Defilippo	Lisa Matarazzo
Richard Dubbs (Retired)	Timothy Mazzone
Michael Dwyer	Ricky McClenningham
Robert Feeney	Robert McMahon
Leonardo Fernandes	Donald McNeil
Dennis Fitzgerald	Donald Price

Michael Giardina	Michael Quinones
Robert Glover	Charles Ralph
Thomas Harrington	Richard Reid
Fredrick Haynes (Retired)	Patricia Robichaud
Wayne Higden	Brian Sullivan
Stephen Hildreth	Steven Tapley
Stephen Johnson (Retired)	Charles Woods
	Brian White

The goal of the department is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. The Department of Public Works is made up of six divisions including Administration, Cemetery, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 52 full-time, part-time and seasonal employees the department maintains the Town's roadway, drainage, water, sewer, street lights, traffic lights, and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, Burlington Public Transit (formerly B-Line), trash pick-up and winter maintenance operations.

Following you will find the annual reports from every division of Public Works; however, I would like highlight a few projects that the department worked on this year:

- The Terrace Hall Sewer Pump Station Rehabilitation and Force Main construction was completed. This project updated our largest pump station and removed the force main from the Vine Brook meadow and relocated it within town roads.
  - Rehabilitation and painting of the Center Street and Greenleaf water storage tanks was completed.
  - The Pine Haven crypt installation project was completed. This project will provide burial capacity for the next 15 years.

I wish to offer my most sincere gratitude to all DPW personnel for their assistance throughout the year. And my most sincere thanks for all the years of service and best wishes to all newly retired DPW employees: Bill Keene, Steve Johnson, Rick Haynes, Dick Dubs, and Larry Kennedy,

Respectfully submitted,

John G. Sanchez, P.E.  
Superintendent of Public Works

## ADMINISTRATIVE

Water and Sewer billing sent approximately 18,400 bills out in the amount of \$8.66 Million. Purchasing processed over 4,600 invoices. The staff handled approximately 60 customer service calls per day with many of these calls related to water and sewer billing, water ban, storm/tree damage, as well as trash and other DPW related issues.

With the implementation of the new Remote Water Meter Reading System the Administration office is now able to offer a "Leak Notification" service. This will allow us to let water customers know if there is a continuous flow of water running through their meter. These are usually attributed to a toilet flapper or a spigot not shut tightly. Many of these leaks are considered silent leaks and customers can address the problem before the water bill is generated.

Thank you to the Administrative staff, Pialisa Manent, Patti Robichaud and Arlene Defilippo. Their hard work and support is greatly appreciated.

Respectfully submitted,

Teresa Keene  
Administrative Assistant

## 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, project files, and Public Works GIS data layers.

### Capital Improvement Projects

The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- South Bedford Street Water Main Construction (W1-12-1143)** - Consisting of the installation of approximately 3200 linear feet of 12-inch ductile iron

water main in South Bedford Street from the Burlington Mall Road to Blanchard Road. This Contract was awarded to Joseph P. Cardillo and Son Inc. of Wakefield MA at the contract value of \$654,442.

PHOTO BY: TIMOTHY MAZZONE, TOWN OF BURLINGTON ENGINEERING DIVISION



South Bedford Water Main

- Bituminous Paving Various Streets 2012 (AP-12-1144) – Developed contract documents, bid, designed and managed the street paving contract which was awarded to P.J. Albert of Fitchburg, MA for a contract value of \$1,469,885.

PHOTO BY: STEPHEN HILDRETH, TOWN OF BURLINGTON ENGINEERING DIVISION



Milling Middlesex Turnpike

- **Pine Haven Cemetery Expansion (CEM-12-1129)** – Designed and managed the expansion of the Pine

Haven Cemetery consisting of installation of 513 double deep lawn crypts and modular retaining wall, awarded to I.W. Harding Construction Co of W. Bridgewater MA at a contract value of \$ 470,966.

- **Pavement Preservation** – Managed and implemented a road surface treatment program designed to extend the life of asphalt pavement using pavement preservation techniques. Microsurfacing AB-12-1146 awarded to Sealcoating Inc of Hingham MA, at a contract value of \$217,876. Cracksealing AB-12-1147 awarded to Superior Sealcoat Inc. of Wilmington MA at a contract value of \$36,978.
- **Stream Cleaning 2012 (ST-12-1149)** - Designed and managed the cleaning of a tributary of the Ipswich River located along Wilmington Road and located within the neighborhoods in the vicinity of the Beaverbrook Road. This project was awarded to National Water Main Cleaning Co. of Canton, MA in the amount of \$260,801 to remove foreign materials which lowers the flow capacity of the stream from approximately two thousand feet of the stream. The foreign materials consisted primarily of road sand used for snow management during winter months.

### Contract Management

The Division managed outside consultants hired to undertake the following projects:

- **Terrace Hall Pump Station/Force Main (1030)** - Awarded to FST Engineers, Burlington MA in the amount of \$758,012 for design and construction services of the Terrace Hall Pump station and force main rehabilitation project. Construction of this project was awarded to Waterline Industries of Seabrook NH, at a contract value of \$6,839,985. The Engineering Division is providing construction inspection for the Force Main portion of the project. The project is currently in its final stages of construction and is anticipated to be complete by January 2013.
- **Sewer System Inflow & Infiltration Mitigation Phase 5** – Design contract (1119) awarded to Weston & Sampson, Peabody MA at a contract value of \$254,950 Construction (1140) was awarded to National Watermain Cleaning Co. of Canton MA at a contract value of \$223,544.
- **Pine Haven Columbarium /Expansion (1129)** – Awarded to RDA Landscape Architecture in the

amount of \$34,100 for the Pine Haven Cemetery columbarium final design.

- **Middlesex Turnpike/Northwest Park (1112)** – The project was awarded to E.H. Perkins of Hudson, MA in the amount of \$2,914,372 for the roadway enhancement of Third Ave and Middlesex Turnpike. The project is funded through state grants and Northwest park contributions. The project is currently under construction while the Engineering Division is largely responsible for construction administration and construction oversight.
- **Traffic Light Maintenance (1138)** – Awarded to Dagle Electrical Construction Corp. of Woburn MA in the amount of \$27,270 for the repair, maintenance, and upgrades of twenty-six (26) Town-owned traffic lights. Traffic light upgrade design to the Burlington Mall Road/NEEP and Burlington Mall Road/Great Meadow Road intersections was awarded to VHB Inc of Watertown, MA at a contract value of \$56,000.
- **Street Light Maintenance (ST-10-1120)** - Awarded to Republic I.T.S. of Billerica MA in the amount of \$43,813 for the repair and maintenance of the Town's street light network.
- **Pump Station SCADA project (1128)** – Managed the implementation of a Sewer Pump Station Supervisory Control and Data Acquisition (SCADA) system for the fourteen (14) sewer pump stations. In conjunction with the Water/Sewer Division and other Town personnel the project was designed and implemented with minimum assistance from outside consultants. Total project cost is anticipated to be approximately \$200,000.

### DPW Procurement

The Division developed bid packages in accordance with MGL CH 30B and 30 39M for various Town projects, which were made available on our web site for ease of distribution.

### Other Projects

The Division provided design and/or technical assistance on the following projects:

- Martin Street Drainage design.
- Burlington Mall Road pilot landscaping design
- Town-owned parking lots pavement evaluation

- Sump Pump amnesty program.

### **Subdivision/Site Plan Inspection**

The Division provides construction inspection of subdivisions and site plans approved by the Planning Board. For project applications that the Planning Board receives, the Division provides engineering review comments and recommendations.

### **Infrastructure Management**

- **Sewer Bank** – As required under an Administrative Consent Order (ACO) issued by the Department of Environmental Protection (DEP) the Town is under a strict sewer moratorium. No new sewer connections can be made to the system unless five (5) gallons of Inflow or Infiltration (I/I) is removed for every one (1) gallon of sewer that is added to the system. The DEP requires bi-annual reporting of new sewer connections, I/I mitigation projects undertaken, and an accounting of gallons added versus flow removed, commonly referred to as the "Sewer Bank". The Division manages the Sewer Bank as well as the overall I/I mitigation program.
- **Pavement Management System** – The Division continues to evaluate pavement conditions and update the Town's GIS based Pavement Management System, which was implemented in 2002.
- **Utility Permits** – The Division created and maintains a utility permit system developed to streamline and automate the permit and inspection process (street opening, water, sewer, and trench). This year the Division issued 330 utility permits.

My thanks to the Engineering Division staff for another great construction season.

Respectfully submitted,

Thomas F. Hayes, P.E.  
Town Engineer

## **CEMETERY**

### **Pine Haven Cemetery**

Cemetery personnel performed 82 burials at Pine Haven Cemetery and sold 48 new burial plots. Planning for future burial space is ongoing. A section of the cemetery was developed for future burials. The developed area has 504 double deep lawn crypts, totaling 1,008 new graves. The planning and bid process was completed for future development of a columbarium (wall for ashes internment). The construction is planned for the coming year.

### **Chestnut Hill Cemetery**

Cemetery personnel performed 57 burials at Chestnut Hill Cemetery. Repair and preservation work was done to the older monuments that were in disrepair. Restoration and repair work was done to the winter burial crypt at the front of Chestnut Hill Cemetery and to the brick pillars at both entrances of the cemetery. Cemetery personnel with the assistance summer help installed 980 feet of automated sprinkler lines in the older sections of the cemetery.

I would like to thank the employees of the Cemetery Division for all their hard work throughout the year. Also to the DPW employees who provide assistance and do a great job when extra help is needed. Thanks to the Veterans office of Burlington and the retired veterans who help out with the Memorial Day preparations.

Respectfully submitted,  
Paul Cauldwell  
Cemetery manager

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## **CENTRAL MAINTENANCE**

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

In the past year we updated our diagnostic equipment and now we are able to perform more work in house on automotive and heavier truck electronic systems. This year with the help of seasonal employees we cleaned and painted the

maintenance shop, also this year we applied for and received a grant to update the lighting in the building.

I would like to thank the staff at Central Maintenance, Robert Glover, Leo Fernandes, and Steve Tapley, for their hard work and dedication. I also would like to thank the rest of the town employees who are always ready to lend a helping hand.

Respectfully submitted,

George Thomas Lee  
Assistant Superintendent

## **HIGHWAY**

The Highway Division had a very productive year. Due to the mild winter we were able to get started on projects earlier than normal. These projects included paving, brush cutting, limb trimming, line painting, street sweeping, sign repairs, basin repairs and manhole repairs.

We repaired over 40 catch basins and 20 manhole covers. With the help of contractors we were able to finish cleaning the over 3,600 catch basins the division maintains. We also paved 10 roads consisting of over 1,000 tons of asphalt.

Being what some call the gateway to Burlington, our division is proud to have installed, with help from other departments, a new green way on the Mall Road. We were able to make this a much better look for our visitors and resident alike.

The division also dealt with Hurricane Sandy with debris needing to be removed from multiple roadways.

We, the Highway Division look forward to serving the residents of Burlington to the best of our ability. I personally would like to thank all those who have helped our division be a great one and thanks to the workers themselves for you all make us shine.

Respectfully submitted,

Kevin Keene  
Assistant Superintendent

## **WATER AND SEWER**

### **Water Section**

Following is a summary of our yearly activity:

Water Meter/ MIU(meter information unit) R/Rs	154
New water meter installs	62
New MIU installs	148
Water meter re-reads by appointment	404
Residential water leak checks	7
Water meter security seals installed by appointment	110
Water meter re-programmings	144
Final water meter readings	179
Dig Safe mark outs	135
Water off/ons	67
Water meter/MIU trouble shoots	148
Residential sump pump inspections	78
Back Flow Device inspections (Please note some of these are inspected twice a year)	1212
Water appointments responded to	711
Water appointments cancelled	22
Public fire hydrants serviced	48
Water breaks responded to	33

### **Other water section projects:**

Assisted with water shut downs and turn on's related to the new sewer force main project, and the South Bedford Street Water Main project. In spring and fall we conducted out annual water main flushing program to improve our water quality.

We also instituted our water valve exercise program. This program helps us to know our gates are in good working order. Again I wish to apologize for any inconvenience that we may have caused during these programs.

### **Backflow Prevention**

A backflow device is a device that is used to protect water supplies from contamination or pollution. We have 3 different types of testable backflow devices used in the Town. They are Reduced Pressure Zone (RPZ), Pressure Vacuum Breaker (PVB), and Double Check Valve (DC). The state regulations require that tests be done twice a year on

RPZs and once a year on PVBs and DCs. Mechanical backflow devices have internal seals, springs and moving parts that are subject to wear and tear. Backflows have to be tested to make sure they are functioning properly. Residential backflows only have to be tested upon installation, whereas, Commercial and Municipal buildings are required to be tested upon installation and every year after. The Town charges a small fee per device tested. Currently, the Town has a contract with Weston & Sampson to survey each commercial building to determine whether a device is needed.

Total Reduced Pressure Zone devices	691
Total Pressure Vacuum Breaker devices	74
Total Double Check Valve devices	291
Total testable devices in Commercial/ Municipal buildings	1056

### Test Results

	Passed	Failed
DC Residential	19	0
DC Municipal	11	0
DC Commercial	26	0
DC Totals	290	0
PV Residential	41	0
PV Commercial	37	2
PV Totals	78	2
RPZ Residential	11	0
RPZ Municipal	68	4
RPZ Commercial	1138	21
RPZ Totals	1217	25
GRAND TOTALS	1585	27

### Surveys Results

	Passed	Failed
Commercial	9	1
Municipal	2	0
Grand Total	11	21

### Sewer Section

Sewer mains jet rodded	40,375 feet
Emergency sewer alarms responded to	178
Emergency sewer blockages responded to (please note that these blocks are usually in private lines)	14

### Other Sewer Section Projects:

We dug up and repaired a sewer force main collapse on Westwood St. We built and put on line a new chemical feed station on Wilmington Road in order to control sewer odor and help prevent corrosion in sewer mains.

On December 19th, while sewer personnel were inspecting the grounds around the Lucaya Sewer Station, they noticed water bubbling out of the ground behind the station. After some sample testing it was determined to be a leak on the sewer force main. The Water/Sewer Division, with the assistance of a hired contractor for excavation of pipeline, proceeded to make repairs on the 14 inch pipe. We also hired a contractor to supply tanker trucks in order to assist in bypass pump sewerage around the repair site.

Sewer Section conducted two preventative repair projects at the Mill Pond Reservoir, 1st was to clean out and refurbish the drainage system in and around the reservoir sludge lagoons. 2nd was to clean out and refurbish the drainage system that controls ground water along the toe of the reservoir main dam.

I am happy to report that a follow up was done on these projects and the systems are working great. In the early summer Water/Sewer personnel assisted with the rehabilitation of the main filter beds at Mill Pond Treatment Facility.

This year we had a few Water and Sewer Utilities personnel retire. In March, Lead Foreman of Water/Sewer Steve Johnson retired after 42 years. In October, Water Service Craftsman Larry Kennedy retired after 22 years. Good luck and health to all. They will be missed.

We also welcomed Matt Davis as Sewer Pumping Station Operator. Chuck Woods was promoted from Water/Sewer Foreman to Lead Foreman and Paul Bieren was brought in from the Highway Division and promoted to Water/Sewer Working Foreman. Good luck to all employees.

I would like to extend my thanks to all of my people for their continued professionalism in the performance of their jobs.

Respectfully submitted,

David C. McCafferty  
Assistant Superintendent

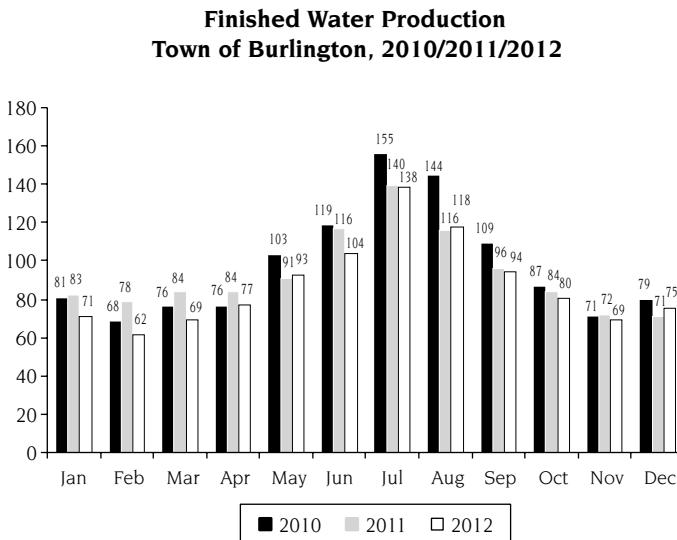
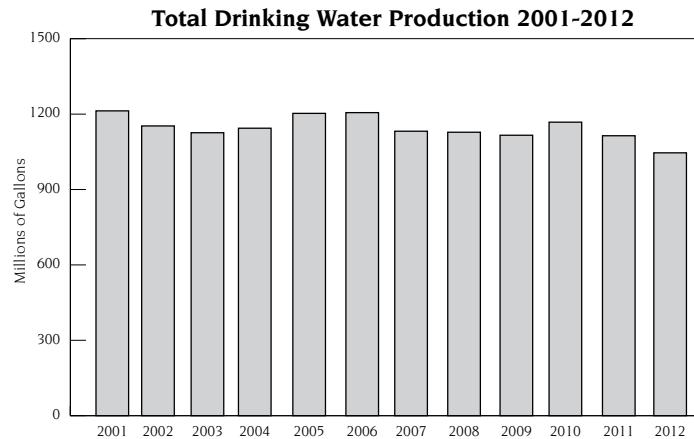
## **WATER TREATMENT**

It was another busy year for the Treatment Division. Numerous improvements were underway throughout the year. A well station lightning strike in July crippled the Vine Brook plant for several weeks which, combined with the lack of precipitation necessitated implementation of an odd-even town wide watering ban during August and September. The DPW Water Treatment Division produced about 1,046 million gallons of water for the Town of Burlington which is approximately 6% less than produced in 2011. The Mill Pond surface water plant provided 57% of the total production, while the Vine Brook ground water plant provided 43%.

We remained focused towards improving water quality and the reliability of your water system. We continue to closely monitor 1-4 Dioxane levels in the Vine Brook Aquifer. In response to boil water event of 2011, we significantly expanded our distribution system water quality monitoring program to include several new water quality initiatives. The expanded program has been a great success towards proactively responding to changes in water quality. We completed a multi-year project to paint and rehabilitate all the water storage tanks in the distribution system. We installed state of the art mixing systems in our Blanchard Road and Center Street water storage tanks to reduce water age and therefore improve water quality. We completed the renovation of the Billerica Diversion Station used to divert Shawsheen River water into Mill Pond. The renovation included rehabilitation of the station pumps, upgraded electrical wiring, and improved flood protection. We completed the rehabilitation and cleaning of Wells #5, #10 and #11 to ensure they will continue to meet production needs into the future. Additionally, we are near completion of a project to install an emergency generator at Production Wells #1 & #2 to ensure a continued supply of groundwater to the Vine Brook treatment facility during emergency operations.

We experienced one DEP notice of Non-Compliance in August for the Total Coliform Rule. On the last day of July, six of the 11 distribution system samples tested positive for Total Coliform, an indicator organism, which exceeded the standards, and required public notification. The results were unusual as the water quality parameters analyzed showed strong chlorine residuals and no apparent concerns. We resampled all locations and additional sites in the immediate areas and did not detect additional Total Coliform. We con-

sulted with DEP to conduct a review of our operations and did not find any deficiencies.



Finally, the Treatment Division saw three long time employees retire during the year. Each of the three retirees had forty or more years of service with the Town! Water Treatment Plant Operators Dick Dubbs and Rick Haynes retired in March and July respectively. Longtime Water Treatment Plant Manager William Keene retired at the end of June after over forty years of service to the Town. Our new Water Treatment Plant Operators are Brian Sullivan and Jim Doherty.

Respectfully submitted,

Norman R. Lavigne  
Treatment Division Manager

## BURLINGTON PUBLIC TRANSIT

You've probably seen our brand new buses traveling around Burlington. The pictures on the sides of the buses depict the major destinations where the buses stop throughout the Town.

The Burlington Public Transit System buses are safe, wheelchair accessible, clean and convenient (just wave us down).

Anyone can take advantage of this opportunity by using the Burlington Public Transit system as it is public transportation. We travel around the main roads of Burlington from 7:30 am until 6:30 pm getting people to and from work, school, shopping, medical appointments and connecting to the MBTA system.

The buses stop at all the supermarkets (Shaw's, Roche Bros. & Market Basket in Burlington), all the Malls (Crossroads, Burlington Mall, Middlesex Commons, Vinebrook Plaza and Wayside Commons) and the Lahey Clinic on Mall Road as well as the Harvard Van Guard at Wall Street.

### Bus Fares are as follows:

Under 6	Free
Students with ID's	\$1.00
Seniors (Age 65)	\$1.00
Special Needs	\$1.00
Adults	\$1.50
Transfers	\$ 0.50

Pass applications may be obtained from either of the bus drivers or on-line through the website.

### Pass rates are as follows:

	<b>Special Needs, Seniors &amp; Students</b>	
	<b>Adults</b>	
<b>6 Month Pass</b>		
January-June or	\$100.00	\$50.00
July-December		
<b>3 Month Pass</b>		
Jan-Mar/Apr-June	\$60.00	\$30.00
July-Sept/Oct-Dec		

The Burlington Public Transit system connects with the MBTA and other routes:

- Lowell LRT at Chestnut Ave., the Burlington Mall & Lahey Clinic
- Burlington-Alewife (Bus #350), all along Cambridge Street & Burlington Mall
- Bedford (Bus #351) at Chestnut Ave. & the Burlington Mall
- Boston Express (Bus #352) at Chestnut Ave.
- Boston Express (Bus #354) on Van DeGraff Drive

The Burlington Public Transit system does not operate on weekends or holidays.

Once again, we would like to thank the Burlington Mall for funding the cost of operating both buses for the four Saturdays between Thanksgiving and Christmas. This is a terrific way to get your holiday shopping done and not worry about fighting the traffic or finding a parking space at the Mall and it is FREE on Saturdays.

For more information, visit our web-site at [www.BurlingtonPublicTransit.com](http://www.BurlingtonPublicTransit.com) or go to the Town's website and click on "For Residents" and link to "Burlington Public Transit" for exact routes, maps and schedules.

You CAN get there from here – Buzz around Burlington on a Burlington Public Transit Bus!

Respectfully submitted,

Patti Robichaud  
Burlington Public Transit Coordinator

## **CONSERVATION COMMISSION**



Front (L to R): Ann McNamara, Kerry Melanson, Larry Cohen; Rear (L to R): Nedim Celik, Indra Deb, Bill Boivin, Gail Lima

PHOTO 1 CREDIT: JODIE WENNEMER

The Burlington Conservation Commission respectfully submits this report of the activities of the Conservation Commission and the Conservation Department during 2012. Anyone wishing to learn more about the functions and activities of the Commission is invited to contact the Conservation Department, attend a Conservation Commission meeting, or visit the Conservation Department webpage ([http://www.burlington.org/community\\_development/conservation.php](http://www.burlington.org/community_development/conservation.php)).

The Conservation Commission is comprised of seven volunteer members appointed by the Town Administrator/Board of Selectmen to three-year terms. Larry Cohen has chaired the Commission since 1994 and continued as chair in 2012. Gail Lima continued as the vice-chair in 2012. After three active and productive years on the Commission, Gretchen Carey stepped down in September. Gretchen plans, however, to remain active with the Burlington Conservation Stewards. William Boivin was appointed in September to replace Gretchen. The Commission's remaining membership remained intact throughout 2012, with Kerry Melanson, Indra Deb, Nedim Celik, and Ann McNamara continuing to serve.

The Conservation Department staff supports the Conservation Commission. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and

open space to residents. For the first time since 2009, the Conservation Department was fully-staffed throughout the year in 2012. The Conservation Department staff is comprised of Conservation Administrator John Keeley, Conservation Assistant/NPDES Stormwater Coordinator Jodie Wennemer and Principal Clerk Ellen Longo.

### **Regulatory Functions/Permitting**

The Conservation Commission is responsible for ensuring compliance with the Massachusetts Wetlands Protection Act, the local Wetland Bylaw (Burlington Bylaws Article XIV, section 1.0), the EPA's NPDES MS4 stormwater program and the Burlington Erosion and Sedimentation Control Bylaw (Burlington Bylaws Article XIV, section 6.0). To this end, the Commission receives and reviews applications for projects involving work within one hundred feet of wetland resource areas, within 200 feet of a river or perennial stream or those creating land disturbances in excess of 10,000 square feet. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.

As the economy continued to recover in Burlington, the Commission had a busy year. New projects reviewed by the Commission in 2012 included:

- a review of the wetland delineation at the "Canyon" site on Wheeler Road where a Target store was proposed (DEP # 122-480)
- a multi-family housing project on Muller Road known as Muller Glen (DEP # 122-481)
- the Pine Haven Cemetery expansion (DEP #122-482)
- commercial redevelopment at 157 Bedford Street (DEP # 122-484)
- a new synthetic athletic field at Marshall Simonds Middle School (DEP # 122-490)
- a new residential hotel at Burlington Woods (DEP # 122-491)
- redevelopment of the former Burlington Dodge site (DEP # 122-493)
- parking lot improvements at Crossroads Shopping Center (DEP # 122-495)
- an Erosion & Sedimentation Control permit for Peach Orchard Place off Peach Orchard Road

- several single-family housing construction projects

Numerous minor residential, municipal and commercial projects were reviewed and approved by the Commission, as well.

### Land Management

The Conservation Commission is also responsible for managing several parcels of Town-owned land under its jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. Many of these areas have hiking trails. The Conservation Department has digital maps of the largest Conservation areas that can be downloaded as pdf files from the department's web page, or obtained by emailing [conservation@burlmass.org](mailto:conservation@burlmass.org).

Routine maintenance of Conservation area trails was done in the spring of 2012 by the stream-cleaning crew before commencing the annual clean up of debris and refuse from the Town's streams.

Beyond managing existing Conservation land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases.

CREDIT: LEE HOLLENBECK



Landlocked Forest cleanup

### Burlington Conservation Stewards

Burlington Conservation Stewards (BCS) is a group of dedicated area residents who aid in Burlington's conservation efforts. The work of BCS is a combination of organized group events and individual efforts, with much of the organizing done by former Commissioner Gretchen Carey and Jodie Wennemer.

BCS works with the Burlington Conservation Department to manage and monitor Conservation Areas and other open spaces (trail work, clean ups, reports, etc.) and to promote public awareness and appreciation of natural areas (guided walks, educational lectures, other special events).

CREDIT: JENNIFER GELINAS



Shawsheen River canoe trip

BCS events in 2012 included:

- Planned snowshoe hike in January that was a hike but did not require snowshoes because of lack of snow
- Owl Prowl in March at Mill Pond
- Vernal pool exploration in March
- Vernal pool documentation and certification in April
- April canoe ride on the Shawsheen River (with the Shawsheen River Watershed Association)
- Earth Day cleanups at Mill Pond (with LL Bean), the Landlocked Forest (with the Friends of the Landlocked Forest), and Sawmill Brook Conservation Area (with local scouts)
- April bird walk at Mill Pond Conservation Area
- June cleanup of the Pine Glen Conservation Area
- Late June nature walk at Sawmill Brook Conservation Area
- Tire removal event from the Landlocked Forest in September (with the Friends of the Landlocked Forest)
- Volunteer Appreciation Night in September
- Private tour of the Burlington Science Center in October

If you would like to become part of the Burlington Conservation Stewards, please check the Conservation Department web page for more information. We encourage your involvement at whatever level suits you and will happily work with you to identify and utilize your unique talents and interests.

### Stream Cleaning

The summer stream-cleaning program was run by Brendan Healey, a seasoned stream cleaner. The three-person crew also included Walker Peterson and Kenny Peterson. Utilizing GIS mapping and responding to residents' requests, the crew cleaned the usual problematic areas: Daniel Drive Brook, Sawmill Brook, Sandy Brook, Ipswich River, Longmeadow Brook, and various other small streams around town.

As usual, the Department of Public Works assisted the stream cleaners with disposal of debris and by providing a dump truck for the stream crew to use.

This report was prepared on behalf of the Conservation Commission by John Keeley, Conservation Administrator.

Respectfully submitted,

### Burlington Conservation Commission

Larry Cohen, Chair  
Gail Lima, Vice-chair  
William Boivin  
Nedim Celik  
Indra Deb  
Ann McNamara  
Kerry Melanson

## BOARD OF APPEALS

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. Five permanent members of the Board are appointed by the Board of Selectmen to unpaid terms of five years and so arranged that the term of one member expires each year. Associate members are also appointed by the Board of Selectmen to sit on the Board of Appeals in case of absence, inability to act, or conflict of interest. The recording clerk supports the Board of Appeals by maintaining the records of busi-

ness, assisting applicants and ensuring compliance per the bylaws.

The purpose of the Board of Appeals is to hear and decide appeals from an adverse decision of the Building Department or any town board, to make determinations in Flood Hazard Districts, and to hear and decide petitions for variances. In particular instances the Board of Appeals makes a determination to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-law and to issue comprehensive permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After the abutters are given notice by mail of the affected parcel and notice is given to all others by newspaper publication all within required timeframes, the Board holds a public hearing to hear the evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from the strict requirements of the applicable Zoning By-Laws, the Board must find the following:

1. That owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the Zoning By-Law would involve substantial hardship, financial or otherwise to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens and the business community to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the Zoning By-Law in one petition may not be so

in another. Consequently, it is difficult to compare any one decision of the Board with another. The Board listens to the presentation made by the petitioner and reviews the submitted material and asks many questions in order to ensure that the request is appropriate. The Board also takes into great consideration the opinions presented by abutters. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2012 a total of twenty-eight (28) applications were received requiring a decision by the Board of Appeals for municipal, home and commercial sites. The town collected fees from the applicants through the Town Clerk's Office and the Assessor's Office totaling \$5,865 with the bulk of the fees collected being directed to the town's General Fund.

Some of the major commercial applications under review by the Board of Appeals in 2012 included signage for Bridgeline Digital, Tavern in the Square, and Orange Leaf, America's Frozen Yogurt. A municipal project was also completed with the approval of a free-standing sign to be placed at the entrance of Burlington High School with signage for both the Burlington High School and Bay Path College.

Anyone wishing to learn more about the function and purpose of the Board of Appeals may visit the board's website. The members of the Board of Appeals look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

John Sullivan, Chairman

Gene Lane, Vice-Chairman

Joseph Morandi, Clerk

William Gaffney

John Alberghini

Neil Kane

Matthew Lee

Betty McDonough, Recording Clerk

## BUILDING DEPARTMENT

The Inspector of Buildings submits the following for the year 2012.

The Building Department issued 3,177 permits in 2012, of these 949 were building permits of which 318 were commercial and 631 residential; resulting in over 5,529 inspections being performed. 2012 was the fourth best year in permit revenue for the Town.

In comparison to last year, the total estimated construction costs for 2012 increased to an estimated \$155 million dollars from 2011 which was estimated at \$108 million (including wiring, plumbing/gas and mechanical work). The value of the estimated residential construction rose to \$18 million. The apartment/condominium development continues at four (4) locations:

*The Reserve at Seven Springs, Reserve Way  
Burlington Heights, 235 & 245 Cambridge Street  
Oakridge at Burlington, Murray Avenue and  
Winn Street Commons, 260, 262 & 264 Winn Street*

New single-family dwelling building permits issued in 2012 inched up to 21 including 15 building permits issued for demolition/replacement of a single family dwelling. Home improvements numbers grew; whereas residential additions declined slightly. Residential building activity trends were as follows:

- 4 Second Floor Additions
- 13 Finish/Remodel Basement
- 66 Bathroom Additions/Remodels
- 64 Decks
- 103 Roofs
- 34 Siding
- 49 Windows
- 3 Two-Story Additions
- 59 Kitchen Additions/Remodels
- 10 Garages
- 20 Swimming Pools
- 15 Fuel Burning Appliance
- 27 Weatherization (Insulation)
- 42 Solar Panels

New commercial construction increased again in 2012 to approximately \$97.4 million. Mainly this commercial boost can be attributed to the new construction at 53/63 South Avenue, Keurig (\$41.7M). Construction values for office use ballooned to \$72.2M. Other new office tenants that boosted values include:

GSA, 12 New England Executive Park (\$4M)  
Sybase, 5 Wayside Road (\$2.5M)

Arbor Networks, 76 Blanchard Road (\$2.4M includes building upgrade)  
 Nokia, 5 Wayside Road (\$2M)  
 Endurance International Group, 10 Corporate Drive (\$1.8M)  
 Northeastern University, 141 South Bedford Street (\$1.5M)  
 TD Bank, 186 Cambridge Street (\$1.3M)  
 Vericode, 65 Network Drive (\$1.2M)  
 Oracle, 4 Van de Graaff Drive (\$1M)

Retail construction remains steady at \$13.4M; markedly, Microsoft at the Burlington Mall (\$3.5M). The square footage of retail spaces are decreasing in size while the construction costs increase (level of build-out is higher end). Construction costs at the Burlington Mall ran considerably higher in 2012 coming in at an encouraging \$11.4 million. The major construction values included: Express, Urban Outfitters, Eddie Bauer, DSW and Athleta.

The food establishment construction values doubled in 2012 to \$8.9 million; most notably, Seasons 52 at 6 Wayside Commons (\$4.3M); Tavern on the Green at 1 New England Executive Park (\$2.4M) and Bobby's Burger Palace at the Burlington Mall (\$1M).

The commercial projects are summarized by use group as follows:

<b>No. Issued</b>	<b>Use Group</b>	<b>Estimated Construction Cost</b>
4	Assembly/Recreation	\$363,580
5	Church/Religious	\$85,599
22	Food Establishment	\$8,900,428
10	Hospital/Institution	\$1,482,378
169	Office/Bank/Professional	\$72,168,886
2	Industrial	\$262,800
7	School/Educational	\$452,257
65	Stores/Mercantile	\$13,376,130
11	Wireless Communications	\$88,000
5	Other	\$37,639

The Building Department personnel received and replied to over 100 emergency calls from Fire Department and other Town agencies this past year. We responded to approximately 78 zoning complaints/violations. The majority of complaints were from neighbors concerning, unregistered vehicles, construction businesses, property conditions i.e., houses in disrepair or abandoned.

In 2012, the department issued 122 Certificates of Inspection for all establishments with assembly areas (i.e. classrooms, churches, hotels, theaters, etc.), temporary occupancies (new businesses, seasonal stores and kiosks) and all premises that consume alcoholic beverages licensed by ABCC (i.e.: restaurants, clubs/organizations)

The state building code was updated in 2011/2012 to the 8th edition. The 8th edition is based upon the 2009 International Building Code with Massachusetts amendments. The ICC Codes can be found at [www.iccsafe.org](http://www.iccsafe.org) and amendments found at the Commonwealth of Massachusetts state web site under BBRS-Board of Building Regulation and Standards.

We continue to work 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 (MEMA), and Federal Emergency Management Agency (FEMA), and the Commonwealth of Massachusetts Department of Fire Services (DFS) and the Commonwealths' Board of Building Regulations and Standards (BBRS).

The staff involvement with town committees include: Route 3A Subcommittee, Human Services Building Committee, Zoning and General By-Law Review, Hoarding Task Force and Town Facilities.

The Microfilm Imaging Project (building plans converted to microfiche) continues with the aid of Teresa Freeman managing a considerable amount of building plans from 1964 to 1975. Teresa's unfailing research to process the older building plans reflects her dedication and time. We sincerely appreciate her success in getting the job done. Since the inception of this program, 47 years of building plans have been microfiche.

This past year the Building Department needed coverage for absent staff members (vacation/sick coverage). We would like to thank Peter and Bill Farfas, Ed Sullivan, Bill Callahan, Dan Vitale, Jo-Ellen Carkin and Lisa Crockett in their efforts to help fulfill our organizational tasks throughout the year. The Senior Work-off Program has always been helpful and would like to thank those individuals as well.

Our office is an integral part of this community since we are first responders to the many new businesses and projects in town. The staff has a noted professional and knowledgeable appearance and has worked diligently throughout the year to meet the considerable amount of demands. I would like to thank our staff for a job well done: Judy Sorensen, Principal

Clerk, Andy Ungerson, Senior Building Inspector; Bruce Clark, Local Building Inspector; Glenn Paparo, Plumbing and Gas Inspector; and Jim McDonough, Inspector of Wires.

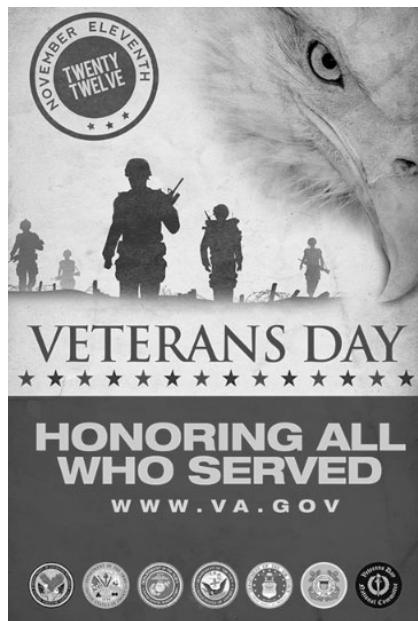
In summary, this table depicts Building Department activity for 2012:

	No. Issued	Fees Collected	No. of Inspections
Building Permits	949	\$1,305,171	1694
Certificates of Inspection	122	14,367	162
Sheet Metal	137	37,610	130
Electrical Permits	1018	134,142	2273
Plumbing Permits	519	45,982	779
Gas Permits	432	19,620	436
Complaints/Violations	78		168
Extra Fees/Miscellaneous		1,858	
<b>TOTALS</b>	<b>3,177</b>	<b>\$1,558,750</b>	<b>5,529</b>

Respectfully submitted,

John J. Clancy  
Inspector of Buildings

## THE OFFICE OF VETERANS SERVICES



2012 VA Poster – Honoring All Who Served (provided by: VA)

2012 was the 50th anniversary of the beginning of hostile actions in Vietnam, in 1962, and the 30th Anniversary of the dedication of "The Wall," the Vietnam Veterans Memorial in Washington D.C. on Veterans Day 1982. We honored not only all the Vietnam Veterans for their service to their country, but all veterans who served this country in peace and in war, in safe places or dangerous locations.

On that Veterans Day in 1982, the Memorial was dedicated in Washington and it changed the way people looked at Vietnam Veterans. The Wall was initially as controversial as the Vietnam War itself. But once the first panel was placed into the ground, everyone understood the power that lived in The Wall, the importance of The Names on The Wall, and the impact on veterans and families who visit The Wall.

The Moving Wall visited Burlington back in 1999 for eight days. Items left at the Moving Wall were on display for the very first time on Veterans Day 2012, with a display in the Human Services Building.



One of three display cases for the Veterans Day Display of Items Left at the Burlington Vietnam Veterans Moving Wall Memorial (photo by: Betty McDonough)

In addition to the traditional ringing of the Bell 11 times, remembering the 11th hour of the 11th day of the 11th month that the Armistice was signed ending WW-1 in 1918, we ran the Bell 13 times for the 13 years of combat operations in Vietnam, and seven times for the seven men with Burlington ties who died in Vietnam. And a Vietnam Service Flag flew on our town common, below Old Glory from Veterans Day through to the end of 2012.



US Flag and Vietnam Veterans Service Flag flying at the Burlington Town Common (photo by: John Wells)

Vietnam veterans and members of the Burlington High School Flag Squad unfurled a large (15ft x 25ft) U.S. Flag. Our guest speaker was Chaplain Bill Mark, Colonel, US Army, (Ret).

On Memorial Day we honored the United States Military Chaplain Corps. These men and women sacrificed their lives to honor and serve the constituents in peace and in war. In addition to our Chaplain, Reverend Francesco Passamonte, Major, US Air Force Retired, our guest speaker was Chaplain (LTC) Paul Minor, Joint Forces Chaplain, Massachusetts National Guard.



Chaplain (LTC) Paul Minor, Joint Forces Chaplain, Mass. National Guard and Reverend Francesco Passamonte, Major, US Air Force conducting an ecumenical "field service" during Burlington's Memorial Day Ceremony (photo by: Mike Tredeau)

Chaplains Minor and Passamonte performed a Field Service for those in attendance at Chestnut Hill Cemetery during the Memorial Day program, and a wreath was placed in honor of all Chaplains who made the ultimate sacrifice for the men and women they served.

### DAY TO DAY OPERATION OF THE OFFICE

Most people in town know this office through the public events such as Memorial Day and Veterans Day, but the focus and primary concerns of the Burlington Office of Veterans Services is day to day working in private with veterans and their families to ensure they receive the proper counseling and benefits due them.

State or Federal Veteran's benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling each veteran, their families, and surviving dependents regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

### MASSACHUSETTS VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents, benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system. The Massachusetts definition of a veteran now coincides with the federal definition to include everyone who served in uniform for at least 180 days.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits covered under Ch-115 MGL, and for the U.S. flags placed on the graves of deceased veterans buried in our three cemeteries.

### FEDERAL VETERANS AFFAIRS

US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs.

In 2012 we continue to have hundreds of Burlington veterans and families receiving federal VA Benefits. More veterans and surviving spouses are also now eligible for and are applying for additional state veteran's services benefits. Even as the wars in Iraq and Afghanistan wind down, hundreds

more will continue to seek advice on health care and prescription assistance from the VA, as well as education, home loans and a wide range of other benefits from the state and federal governments.

We also interact with a wide variety of residents on issues and topics not related to veteran's issues. The Burlington Office of Veterans Services is a one stop Human Service Office and has as its top priorities: the providing of services designed to improve the quality of life for every veteran in town, their families and surviving dependents, for people with disabilities and their families, and families in need of fuel assistance.

This does not include people and entire families who continue to arrive at our door looking for advice and assistance with issues not listed in our title. The Office of Veterans Services handles innumerable human service issues for many citizens of town. Elderly and young alike are always asking about job assistance, or seeking information and assistance about Social Security, Medicare and Medicaid. Families seek us out and ask for advice about health insurance and health care as well as educational assistance for college bound children. We also answer questions about long-term care. With additional low-income families living in subsidized housing in Burlington, many people arrive at this office to ask questions and seek assistance.

### **DECEASED VETERANS**

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services thanks the Allied Veterans, Burlington Boy Scouts and the Girl Scouts for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven and Chestnut Hill Cemeteries. And the Burlington Office of Veterans Services wants to acknowledge the wonderful relationship and continued support of the Sullivan Family.

### **GRAVES OFFICER**

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. The Town of Burlington honors its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. The town's cemetery personnel have always afforded cooperation and support in this responsibility. Individual flag holders are provided by the town. The Graves Officer ensures that every eligible veteran has a flag on his or

her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, a bronze marker is provided by the US Government for honorably discharged veterans and is applied for by the Graves Officer.

### **FUEL ASSISTANCE**

There are hundreds families in Burlington who receive fuel assistance from Community Teamwork Inc. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments are scheduled. Verification is sometimes time consuming and several visits with increased amounts of paperwork are required in order for the applicant to receive the proper amount of assistance. Obtaining all the information needed for determination of the candidate is absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information and direction they need to improve their quality of life.

Respectfully submitted,

Bob Hogan, Director  
Betty McDonough, Principal Clerk

### **DISABILITY ACCESS COMMISSION**

A new web page has been created and the DAC is excited to have its own Facebook page. With the new website and Facebook page, the DAC members decided that the commission should have its own, distinct logo for the Town of Burlington. The Burlington High School Art Department agreed, as a student involved project, to create several logo options for the DAC to consider (with three samples included here). The final decision on which logo will be selected from the many submitted designs will be made at about the time this Annual Report is available to the public.



*Three samples of the many creative logos submitted by the Burlington High School Art Department students for a logo for the Burlington Disability Access Commission (compilation by: Betty McDonough)*

Respectfully submitted,

Ken Tigges, Chairman  
Bob Hogan, Coordinator  
Jane Beard  
Bunny Ferguson  
Mary Jane Fietze  
Maura Mazzocca  
Rita Murphy  
Joe Stordy  
Bunny Whittington)

was expanded to include families with children nine years old and above.

The BCLC staff continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol abuse, depression and suicide, neglect, domestic violence and the like. The BCLC offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9-5). During later evening hours and on weekends, the agency voicemail will collect messages for the BCLC staff and refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until a staff member is available.

## **INTERDEPARTMENTAL/AGENCY COLLABORATION**

The BCLC staff work collaboratively with town departments and other mental health and social service agencies. At the request of Burlington High School's health education department, we continue to provide workshops for sophomore health classes on teen depression and suicide prevention.

The BCLC staff continue to co-chair the town's Drug & Alcohol Task Force. This Task Force continues efforts to reduce access to and use of alcohol for minors through a wide variety of approaches.

The BCLC staff plan and conduct an extensive training program each year for the BHS Peer Education Program. Along with the BHS Peer Education Program advisor, BCLC staff members implement a comprehensive 20-hour training curriculum for the Peer Leader candidates. Starting with a group of 120 students who come highly recommended by faculty and administrators, approximately 60 students are selected; all students have pledged to be drug- and alcohol-free. In the spring, these high school students engage in discussions about the dangers of substance abuse with approximately 170 seventh graders over the course of four sessions.

## **BURLINGTON COMMUNITY LIFE CENTER**

### **MISSION AND OVERVIEW**

The Burlington Community Life Center is a department for the Town with the responsibility of providing mental health care to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides social services for ALL Burlington residents of any age. The social services provided include assisting residents in applying for food stamps, MassHealth and any other state and federal assistance programs; housing advocacy, including eviction and foreclosure prevention; referral for mental health services; and screening and referring residents seeking help from the People Helping People Covenant for Basic Needs Fund and the Food Pantry.

The BCLC has been a Town department since 1974 with a mandate to provide community mental health services to teenagers and their families. In recent years, demand has increased for services to younger children, so the age range

There is an emphasis on helping seventh graders develop a more realistic perception of alcohol use by high school students and an understanding that over 50% of high school students do not drink, and that those who choose not to drink can be well-accepted socially. BCLC staff have developed a creative collection of over 30 activities for Peer Leaders to choose from in designing their own four-week curriculum to teach to their small group of seventh grade students. This model presumes that seventh graders will be particularly receptive to these issues when hearing about them from other socially successful, non-drinking high school students.

The BCLC staff also meet periodically with members of the Burlington Interfaith Clergy Association and are involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, Youth Commission Coordinators, Burlington School Department Bullying Prevention Committee and other adolescent service organizations).

### SOCIAL SERVICES

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

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

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In FY2012, BCLC staff again screened over 100 requests. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Food Pantry.

### STATISTICAL NOTES

An average of over 200 residents each month received counseling services, and counseling services were provided to over 300 Burlington residents in 2012. A summary of our clinical statistics follows in the table below.

#### Referral Sources:

34%	<b>Schools</b>
23%	<b>Self Referrals</b> (These are mostly former clients who were happy with the services provided previously and returned due to a new crisis or issue.)
27%	<b>Community</b> (Police, clergy, doctors, crisis team, lawyers, other town depts, DMH, DCF)
16%	<b>Family &amp; Friends</b>

### OTHER COMMUNITY SERVICES

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. BCLC staff members continue to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends in Service to Humanity) volunteers provided 108 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 19 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

### TRAINING

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

### BOARD OF DIRECTORS

The Board of Directors at the Community Life Center continued their involvement, and I deeply appreciate their help. Board members include:

Ronald MacKenzie, Chair  
Marilyn Langley, Vice-chair  
Ann McNamara

Linda Collins  
Roberta Mills  
Kevin Doherty

## STAFF

Clinical staff members are all licensed clinicians with a masters degree in either Social Work or Counseling and Psychology. Below, from left to right, are: Dinah Lane, LMHC; Daphne Davidson, LICSW; Channing Saltonstall, LCSW; Christine Shruhan, LMHC, Executive Director; Rose Udics, MPA, Administrative Secretary; Peggi Durand, LSW, group work coordinator; Charlie Franich, LICSW.



## SUMMARY

The strong demand for our services continues while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts to assist residents when they may be experiencing times of deep distress and vulnerability in their lives and their families.

Respectfully submitted,

Christine Shruhan, Executive Director

## COUNCIL ON AGING

The Council on Aging serves Burlington residents 60 and over and their families. We provide social services, information and referral and social, educational and physical activities all geared toward keeping our older residents healthy and in their own homes as long as possible and when that is no longer possible assisting in the search to find the best solution for them and their families.

The Council on Aging board is an advisory board which meets the second Wednesday of the month.

We work with most town departments, including public safety, private nonprofits and for profits to ensure the safety and welfare of Burlington's older residents.



## Staffing

We shook things up a little at the Council on Aging this year. Because of the increasing call volume and complexity of the calls we have been receiving we hired Joyce LeBlanc as our morning receptionist. The volunteers who were at the desk are now greeters, making sure the public knows where to go in the building, making folks feel welcome and making sure folks are signing in and helping them sign in when necessary. We increased one of the van drivers positions by 10 hours and we are continuing the Bilingual Outreach program for South Asian seniors in Burlington using our Formula Allocation from the state.

### Funding Sources

The Council on Aging receives funding from several sources beyond the normal operating budget. There is an allocation process (previously known as the formula grant) by the state in which funding goes directly to the Councils on Aging based on the previous (2010) Federal Census. The 2010 Federal Census shows 5,589 Burlington residents over 60 (4,437 households have someone over 60 in them) and the state is allocating \$7 per elder for FY2013. The total FY2013 allocation for Burlington is \$39,123. The Council on Aging also receives additional grants from Lahey Clinic and the Burlington Cultural Council. Other funding comes from donations and memorials to the Council on Aging.

### Volunteerism

More than fifty volunteers provided over 4,053 hours of service to the senior center, down from last year because of the front desk position as well as some key volunteers not signing in. According to our software programs calculations the value of these volunteers to the town is \$39,590. Volunteers help us with meals and activities around the center, they greet people when they come in and show them where activities are. Some volunteers are here several times a week and others are only able to help out a few hours a year.

At the end of 2012 we lost two long time volunteers Larry Giannetti and Hazel Winsor. Both dedicated many years to the senior center and helping those that crossed their paths. Larry also drove the COA van and coordinated and delivered home delivered meals as well as serving congregate meals, even in his last year his fingerprint on Bingo was extensive.

### Monthly Newsletter

The Senior Spotlight, a monthly informational newsletter is mailed to all persons 60 and over in the Town of Burlington. There is no charge for this subscription. The monthly newsletter serves as a very valuable link between the Council on Aging and the over 60 community. The Spotlight has news pertaining to health and legal issues as well as retirement and pre-retirement information. A calendar of events along with the daily lunch entree is included in the newsletter. This year there was a slight change to the formatting to make it easier to read and navigate. In an effort to save money on postage we no longer mail them out to the assisted livings, the residents in housing or to some of the apartment complexes. We were spending quite a bit of money on returns of newsletters after folks had

moved out. Anyone who lives in an apartment complex can of course have one mailed on upon request. An average of 3,430 newsletters are mailed out each month to households with someone 60 or older residing in them now, this is the same number as several years ago. The printing of the Spotlight is paid for by the advertising and the mailing of the newsletter is paid for by the state allocation previously known as the "Formula Grant". We are also able to email the newsletter. We have about 63 residents and 33 businesses who receive the Spotlight via email. There is also a link on the website to the newsletter.

### COA Bus



A lively group represented the COA in the 4th of July Parade with the COA Van

The Council on Aging bus provides door-to-door transportation free to our frailest seniors and those without cars within the boundaries of the town for senior center programs, the lunch program, grocery shopping and contiguous towns for medical appointments. We received the gift of a 14 passenger mini-bus from Lahey Clinic last year and because of that we were able to increase van driver hours this year in a way that allows us to offer medical rides 5 days a week. We increased the hours of one of the van drivers so Medical rides are now available on Mondays, Tuesdays, Wednesdays and Fridays from 8:45am to 3:00pm, and Thursdays from 8:45am to 1:00pm. The Council on Aging provided a total of 6,662 rides to 157 people. The number of people using the van has gone up but the number of rides provided has gone down because of a few of the heavier users no longer using the van and some changes in programming. The COA bus participated in the Fourth of July Parade along with several seniors.

### Meals and Minuteman Senior Services

Congregate noontime meals are prepared by the Burlington High School Cafeteria staff funded by Minuteman Senior Services and Title 111 (Federal) funds and picked up and delivered by the Council on Aging van driver. Lunch for anyone over 60 Monday through Friday at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends. One hundred and fifty-five residents (increase for the second time in a year) ate at our congregate site during FY2010 eating a total of 1,236 meals. We ended the year with a 20% increase in the number of folks coming to eat at the center, but the number of meals served went down by a third. This could be contributed to more sponsored large meals that more people come to, but those same people don't come for the everyday congregate meals. The COA is extremely grateful to the Cafeteria staff that provides our congregate meals. Also operated by Minuteman Senior Services, the Nutrition Program provided Home Delivered Meals to Burlington Residents who are homebound and in need or unable to prepare their own meals. Fifty to sixty meals a day go out to these homebound seniors, a total of 100 residents took advantage of this essential service with a total of 10,981 meals being delivered. Both the number of residents and the number of meals delivered went up. This corresponds with the decrease in the number of residents who now reside in nursing homes. We are doing a better job of keeping senior in their homes with additional funding from the state to Minuteman for this specific purpose. In addition, Minuteman provides a wide range of services to Burlington Residents designed to maintain individuals in their own home and community. Services provided by Minute Man Senior Services include Protective Services, Case Management, In-home Services, Money Management, Nursing Home Pre-screening and Companionship.

### SHINE (Serving Health Information Needs of Elders)

2012 saw an early open enrollment from October 15 through December 7, which meant not trying to sign up for insurance coverage while simultaneously celebrating the holidays. That and no huge shake ups in the insurance world meant a relatively smooth open enrollment period.

Counselors from the SHINE (Serving Health Information Needs of Elders) program saw 108 clients during 2012 at the Burlington Senior Center. An average of 40 minutes is spent with each client. SHINE is available on Tuesdays from 1-3pm,

with increased hours during fall open enrollment, by appointment to assist and inform elders of their rights and availability of health benefits. Nursing Home Assistance is part of this service. The SHINE Counselors are qualified, trained volunteers sponsored by the Executive Office of Elder Affairs through Minuteman Senior Services. The Outreach worker is also available for homebound clients.

### Outreach

The COA has two outreach workers. Joanne Fitzpatrick is English speaking and Rita Shah speaks English, Hindi, Gujarati and Punjabi. The outreach workers are available by appointment, which may be made by calling the COA office. Home visits are available by request. Time spent with each resident and/or their family can vary from 5 minutes to several hours over a long period of time depending on the severity and number of concerns.

Our Alzheimer's Caregiver Support group meets on the second Monday of the month at 1pm and is co facilitated with our outreach worker, Joanne Fitzpatrick. Joanne Fitzpatrick facilitates a bereavement group on Thursday mornings that is open to anyone in every stage of grief.

Evidence based programming in the form of health improving workshops continues to take place at the senior center because of grants awarded by the Lahey Community Benefits Committee. We ran two workshops with an average of 16 participants in each workshop who gave the program high marks.

One of our newest ways to do outreach is through Facebook. It is a quick and easy way to get information out on cancellations, late additions etc. We now have 42 "likes", more than double from last year and have had 137 people looking at the page ("views"). The demographics are very interesting with only 3% of fans being over 65. The largest demographic is the 45-54 year old with the 55-64 year old following. There are however some fans in their 20's and 30's. 73% of fans are female which is no surprise as daughters are usually the ones who take on caring for or helping older parents. The Newsletter remains the primary way to get information, along with a segment on the BCAT Friday night news the first Friday of the month, but as more boomers utilize the senior center and our services we expect our Facebook page to gather more followers. With Facebook, pictures can be uploaded to look at within minutes of an event and anyone can have a conversation about happenings at the senior center or with senior related information. We are working to have

more newsletters emailed out to folks, but that is progressing slowly.

BCAT donated a camera to the senior center in December and we look forward to filming more programs as another way of doing outreach.



Chris Warren headed out to the landlocked forest with a group of intrepid hikers.

### Legal Assistance

Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law. Fourteen people were able to benefit from this service during 2012. Thank you to Nancy Hogan and Wendy Guthro who provided the services. Attorney Guthro took over for Attorney Hogan.

### Fuel Assistance

Fuel assistance is available at the Council on Aging Office from October through April in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. We assisted 38 individuals with fuel assistance applications.

### Supplemental Nutrition Assistance Program (SNAP)

We assisted 5 seniors in receiving help buying groceries with SNAP, but this is by no means the total number of Burlington seniors who are consumers of SNAP. Many also take advantage of the food pantry to supplement their fixed incomes.

### Tax Assistance

Tax Assistance is available FREE from February to April 15. Volunteers are trained and available through the AARP Tax Assistance Program. During the 2012 tax season 156 seniors received assistance with their taxes with a total of 165 visits.

Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. The Senior Property Tax Program is quite popular as another tool in helping seniors make ends meet. The program begins in January and ends in November in order to reflect exemptions in the February tax bill. Thirty-six residents took part in this program, many working 125 hours in order to receive \$1,000 off their property tax bill providing the town with well over 3,600 hours of invaluable assistance.

### Informational Presentations and Social Engagement

Informational Presentations are offered at the senior center on a wide array of subjects such as Medicare, Long Term Care, HMO, legal issues, financial planning, housing and health and wellness. The Annual Safety and Wellness Fair is held every fall with information and vendors from all of the above subjects and includes many town departments with important information about being safe and well for seniors and their caregivers. With the help of several volunteers the Council on Aging also provides lunch for both vendors and attendees. Thirty-three vendors and 96 seniors participated in this year's fair.

Our biggest event this year wasn't the fair. Our biggest event was an afternoon eight days before Christmas. It began with ice cream moved on to Dan Clark, the Singing Trooper and an hour after he began the sing trooper serenaded the arrival of Santa Claus with "Santa Claus is Coming to Town". And we didn't have just any Santa, we had the real Santa, on his way to the mall. It was a wonderful and joyful afternoon for everyone who attended.

### Programs available at the Senior Center

Our biggest challenge (or opportunity) is getting folks to sign in every time they come to the center to visit or partake in an activity. We will continue to work on that in the coming year.

- Quilting has 25 quilters with an average of 11 participants each week. Each class is taught once a week during the fall, winter and spring. The 17 members of the "Knit Wits" meet once a week for conversation and "needlework". The knit wits also put together the knitted and crocheted lap robes and capes for Burlington residents who are spending the holidays in either a nursing home or even an assisted living. Anyone can join this group.
- Beano is offered every week on Thursdays. Generally between 75 and 100 people attend although unfortunately attempts to get all of them to sign in when they come have been unsuccessful to date. Our statistics show we have 123 folks who attend, with the total duplicated at 2,680.
- The New Orleans Jazz Band has grown and now sees as many as fifty participants in an evening.
- Exercise is offered in the form of Line Dancing, Zumba Gold (register through Recreation), TaiChi and Exercise Classes. The Exercise Classes are taught three times a week with the assistance of Lahey Clinic. A DoN grant provided by Lahey also allows us to have a Tai Chi, Zumba Gold, senior stretch and yoga instructor. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. An average of 30 people attended the more intense class and an average of over 80 people attended each of the lower-impact classes, an average total of 100 people each day the classes are held.

### **Fitness/Exercise**

*Statistics from 1/1/2012 to 12/31/2012*

<b>Event Name</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Bocce	88	18
Fitness	2467	103
Line Dancing	89	14
Senior Stretch I	142	55
Sophyas Senior Stretch	5267	182
Susans Senior Aerobics Upstairs in Gym	2370	144
Tai Chi	416	33
Yoga	412	32

<b>YOGA</b>	<b>63</b>	<b>18</b>
<b>Total Event Sign-ins</b>	<b>11314</b>	<b>279</b>
• Day and overnight trips are available to seniors; and sign up is on the Trip Boards at the Senior Center.		
• Card games of all kinds from bridge to more raucous games are played throughout the week.		
<b>Event Statistics</b>		
<i>Statistics from 1/1/2012 to 12/31/2012 Age: 40 and older</i>		
<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Education	959	275
Congregate Meal	1238	155
Cultural Event	177	112
Fitness/Exercise	11314	279
Health Screening	80	36
Information Sharing	1567	117
One on One Meetings	305	261
Recreation	4441	198
Social Event	5516	466
Support Group	268	21
<b>Total Event Sign-ins</b>	<b>25865</b>	<b>947</b>
<b>Total Swipes</b>	<b>15111</b>	<b>428</b>

**Note:** Please note that actual numbers may be higher than shown.



*Congressman John Tierney speaks with Larry Giannetti, Joe Grobel and Frank Rais during his February visit.*

### Special Events

The following are special events and presentations beyond the regular monthly, weekly and daily activities we have at the center.

#### January

- There were no special events in January.

#### February

- Visit from Congressman Tierney

#### March

- Making Your Money Last
- Get Your Plate in Shape – Minuteman
- Road Scholar – Department of Motor Vehicles
- St. Patrick's Day Lunch – Senator Ken Donnelly, Representative Charley Murphy and the Burlington Firefighters.
- Salter Health Care Nutrition Series
- Singer Greg Curtis – Burlington Cultural Council, sponsored in full

#### April

- Kate Carney, 1912 Mary Antin Russian Immigrant – sponsored in full by Burlington Cultural Council
- Keeping an Eye on Nutrition - Salter Health Care
- Discharge Planning Breakfast – Home Instead
- Omega 3 Fatty Acids – Salter Health Care
- Mass EDP Phone Demo
- Sexuality & Aging – Greater Medford VNA
- Disaster Preparedness – Red Cross
- Zing into Spring – Edward Jones
- Arthritis – Dr. Alan Marks
- Community Conversations - AARP

#### May

- Diabetes Diet Simplified – Salter Health Care
- Landlocked Parcel Walk – Chris Warren
- Jerry Atric "The Older I Get" – sponsored in full by the Burlington Cultural Council
- Pitfalls of Writing Your Own Will – Attorney Mary Kay Elloian

- Controlling Hypertension – Greater Medford VNA
- Love Letters with Richard Clark – sponsored in full by the Burlington Cultural Council
- Brain Power – Visiting Angel
- Volunteer Appreciation – Executive Office of Elder Affairs

#### June

- Financial Presentation – Society for Financial Awareness (SOFA)
- Carbohydrates – Greater Medford VNA
- A Good Night's Sleep – Minuteman Senior Services
- Health Aging Panel Discussion – Elder Insider
- Strawberry Shortcake – Atria Longmeadow Place
- Arthritis Workshop (6 weeks) – Lahey Clinic

#### July

- Financial Presentation – Susan Powers, Todd Lutsky, WRKO Radio Money Matters
- When Should I Start the Search for Assisted Living – Atria Long Meadow Place
- Revere Beach with Bob Upton – Home Instead
- Ice Cream Social – Sunrise Assisted Living
- Sun Safety – Greater Medford VNA

#### August

- Ice Cream Social – Lexington Health Care
- Healthy Eyes – Greater Medford VNA
- Candidates Afternoon for State Representative, Primary Election
- Summer Social – Edward Jones

#### September

- Healthy Meals – Salter Health Care
- Ice Cream Social – Angels Home Care
- Cholesterol – Salter Health Care
- Successful Aging - Elder Insider
- Nuts – Salter Health Care



Tom Vento played with the band during the Burlington Senior Citizen's Organization's (BSO) last party in September.

## October

- Herb Uses – Salter Health Care
- Tea Party – Home Instead
- Electoral College – Dr. Shinas
- Vinegar – Salter Health Care
- Candidates Afternoon – State Representative
- New Retirement Planning Strategies – SOFA
- Freebies – National Aging in Place Council
- Diabetes Workshop (6 weeks) – Lahey Clinic
- Anti- Oxidants – Salter Health Care
- SHINE on health insurance open enrollment
- What Hospice Is – Aseracare
- Produce – Salter Health Care
- November
- Healthy Cooking Demo – Atria Longmeadow Place
- Vitamins & Minerals – Salter Health Care
- Stroke & Cardiac Issues – Greater Medford VNA
- Dining Out – Salter Health Care
- Organize, De-clutter and De-stress Your Life – Elder Insider
- Latest Nutrition Data – Salter Health Care
- Alzheimer's Disease Nutrition and the Brain – AAAA Private Home Care

## December

- Police Dinner – Patrolman's Union
- Holiday Dinner & High School Chorus
- Nutrition – Minuteman Senior Services
- Healthy Cooking Demo – Atria Longmeadow Place
- Ice Cream Social, Singing Trooper & Mall Santa – WGBH & Steve Wasserman, Edward Jones & Burlington Mall

*\*The Council would like to take this opportunity to once again thank Shaws, Roche Bros, LaCascias, and Delicious Desserts for their generous donations of baked goods and other edibles throughout the year as well as Lahey Clinic for the exercise instructor on Mondays and Wednesdays. Thank you to the Rotary for their annual dinner dance and their continued support of senior agencies. Also, thank you to Lahey Clinic for their DoN grant that provides us with a Tai Chi instructor, senior stretch teacher, and Arthritis, Chronic Disease, Healthy Eating and Diabetes Workshops. Thank you to the Cultural Council who continue to fund events and the Student Council for the Spring Fling held at the senior center for the seniors.*

### COA Staff

Margery McDonald, Director  
Debra Gochis, Principle Clerk  
Francis Rais, Van Driver  
Patricia Walsh, Van Driver  
Joanne Fitzpatrick, Outreach Coordinator  
Rita Shah, Outreach Worker  
Lynne Murphy, Clerk  
Joan Arena, Meal Site Manager  
Kevin Crehan, Weekend Van Driver

### COA Board Members

Joanne Kinchla, Chairperson  
Christopher Hartling  
Myrna Saltman, Vice Chair  
Sue Trousil  
Carole Castellano, Secretary  
Muriel O'Brien  
Ralph Patuto, Selectman Liaison  
Marigrace Silva  
Bernice Whittington  
Respectfully submitted,  
Margery R. McDonald, Director

## TREASURER/COLLECTOR

The Town of Burlington's average residential single-family homeowner's annual tax increase for fiscal year 2013 was 3.74 %. The commercial industrial increase was 4.37% in 2013. The average residential value of homes in Burlington increased from \$ 381,250 in fiscal year 2012 to \$382,800 in fiscal year 2013. While commercial industrial values increased 3.8 %. This was a direct result of an improvement in real estate values in the last twelve months. The Town of Burlington had new growth of \$ 1,285,957 in tax dollars which makes Burlington very unique in relation to what other Towns are experiencing for their tax levy. The Town of Burlington still remains \$2,497,533 under the total amount of tax it can levy beginning the new tax year of 2014.

The value of all Town property went from \$4,599,047,268 in 2012 to \$4,663,288,818 in 2013 an increase of \$64,141,550. This increase in value was a result of an economy that is slowly starting to improve. Commercial Industrial values went from \$1,650,629,718 in fiscal 2012 to \$1,682,027,668 in 2013 an increase of \$31,397,950. Residential values went from \$2,948,417,550 in 2012 to \$2,981,261,150 in 2013 or an increase of \$32,843,600. The total taxes levied went from \$85,141,212 to \$88,648,222 or an increase of \$3,507,010 for Fiscal Year 2013.

The breakdown of taxes levied on its two tax rates for FY 2013 is below in the following chart.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	39.8518%	2,981,261,150	11.85	35,327,945
Open Space		0.0000%		
Commercial	48.8703%	1,366,644,948	31.70	43,322,645
Industrial	63324.0000%	177,084,100	31.70	5,613,566
SUBTOTAL	95.0545%	4,524,990,198		84,264,155
Personal	49455.0000%	138,298,620	31.70	4,384,066
<b>TOTAL</b>	<b>100.0000%</b>	<b>4,663,288,818</b>		<b>88,648,222</b>

The Town of Burlington continued to explore and review strategies to reduce rising health insurance costs for both our employees and the Town. Disease management and cost utilization review are crucial to controlling health care costs. The Town continued to be aggressive in managing these elements of our annual health care system.

The Town of Burlington claims experience for 2011, our first year under the high deductible insurance plans, reduced our claims experience from \$ 10,704,684 to \$ 9,997,246 for active and retired employees under 65 years old. Our second year claims under this plan are expected to be no more than \$9,950,000 which will continue to save the Town and its employee's premium costs. The Town is self insured and had to estimate what premiums to charge for these high deductible plans under this new arrangement. We based our pricing on enrollment numbers in each plan as of 12/1/2011. We did not anticipate a large change in enrollment numbers between plans. After a year of review we realized that we did not price the high deductible plans correctly. We increased premiums monthly by 20% in July 2012. The reduced premiums charged in 2011 resulted in the Town receiving \$1,523,913 less in income from premiums and created a \$1,169,850 deficit which was taken from our trust fund to pay monthly claims. Town meeting authorized a \$1,200,000 transfer from the Town's health insurance budget to the health insurance trust fund to make up this deficit and to restore a positive reserve in our health insurance trust fund. The two high deductible alternative HMO plans through Harvard Pilgrim Insurance called the Best Buy plan and Network Blue New England a deductible plan with BX-BS have almost identical benefits. These plans offer a \$1,000 deductible for an individual and \$2,000 for a family. The Town pays the first \$500 of the individual plan deductible costs and \$1,000 of the family plans deductible costs. These plans offered saved the employees an average of \$660 per year in premiums for an individual plan and \$1,716 per year for a family plan in 2011. The decision to go to high deductible plans saved the Town close to well over \$2,000,000 in budget increases for fiscal year 2012 and 2013 combined. Even with the 20% increases in premiums to cover our deficit the Town's budget has only increased an average of 5% over the last 5 years. The Town continued to offer a PPO plan from BX-BS called Blue Care Elect. The Town also continued the several senior health care plan options for retirees over 65. This gives our seniors more choices and price competition. We have also expanded our Wellness Program to all employees to try and promote good health with Walking Programs and Physical Fitness Programs to promote weight loss and education about reducing health insurance costs and future claims by making smart choices.

The following is a listing of gross and net payrolls as well as the withholding for benefits and other payroll deductions of Town employees for the years 2008 through 2012.

## Town of Burlington

The Town of Burlington Community Scholarship Foundation had another successful year of fund raising and continued to grant over \$ 300,000 in scholarships awards. The Annual Telethon raised \$33,950 in receipts and another \$8,159 was donated by residents from our tax billing check-off system. We were also able to raise \$27,058 from our Adopt-A-Class programs and another \$2,600 in miscellaneous donations. These contributions enabled the Scholarship Foundation to grant \$118,200 in Scholarships in 2012. The Burlington High School Scholarship Fund awarded \$195,800 in Scholarships in 2012. The Burlington Community Scholarship Foundation awarded a total of \$314,000 in scholarships in 2012.

The endowment funds invested at UBS Financial Services had a positive return of 10.98%. These funds are professionally managed. The total investment gain and interest income on the scholarship funds was \$34,560. Total assets of the endowment fund went up in 2012 by \$3,289. The reason the assets only went up slightly is because we are giving out

most of our investment income in additional scholarships. The scholarship endowment balance was \$1,280,013 as of December 31, 2012.

Town Meeting continued to support the improvement of reinvesting in our infrastructure by voting an authorization of \$3,000,000 to pay for the roadway and parking lot construction and repaving at our May 14, 2012 Town meeting. The Town had its AA+ credit rating re-affirmed in July 2012 from Standard & Poor's rating agency on the \$ 13,976,000 bond issue and a \$3,135,000 one-year bond anticipation note. The bond proceeds will be used to finance \$10,476,000 for the Marshall Simonds Middle School construction and \$3,500,000 for the Terrace Hall sewer project. The Bond anticipation funds were used to finance \$1,500,000 for the roadway and parking lot Project, \$1,200,000 for cemetery expansion, \$300,000 for Grand View Farm Barn construction and \$135,000 for the water storage tanks. The interest rate received for the bond was 3.19% a very favorable rate. The rate received for the one year bond anticipation note was a

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>GROSS PAYROLL</b>	<b>53,037,584.88</b>	<b>53,976,990.17</b>	<b>57,691,905.75</b>	<b>59,658,427.85</b>	<b>60,761,981.05</b>
<b>WITHHOLDING</b>					
Federal Tax	6,020,150.63	5,638,174.20	6,194,260.93	6,939,259.47	6,861,086.67
State Tax	2,394,682.10	2,427,898.56	2,589,241.28	2,702,044.67	2,695,736.25
Retirement	4,553,160.31	4,662,004.00	5,010,998.35	5,142,796.00	5,280,336.01
Health Insurance	1,966,714.40	2,378,211.41	2,546,713.12	2,240,625.75	2,591,650.95
Disability Insurance	103,219.14	115,640.42	126,476.66	133,062.68	138,868.45
Delta Dental Insurance	210,017.18	228,794.49	219,221.13	251,236.08	311,496.73
Credit Union	2,831,607.34	2,701,770.78	2,574,204.35	2,384,594.44	2,193,522.32
Tax Shelter Annuities	817,017.80	628,221.66	671,150.89	678,627.60	745,452.49
Deferred Comp Plans	1,233,383.15	1,211,104.44	1,188,229.39	1,284,238.10	1,301,218.35
Teachers Association	218,253.61	218,546.54	233,690.91	243,992.47	254,979.85
Union Dues	179,499.26	189,166.07	191,185.45	200,976.14	211,966.89
Suspence	81,630.48	38,457.02	29,471.50	16,870.00	19,398.58
Life Insurance	79,705.82	78,595.65	79,335.61	76,728.74	89,130.25
Fica-Medex	576,877.99	603,008.53	662,497.46	700,103.61	729,371.06
Social Security	1,056.75	1,395.38	1,388.40	1,148.67	3,186.97
Flexible Spending	77,896.00	222,275.21	303,963.67	416,179.71	427,015.08
Firepac	0.00	1,725.51	3,205.80	3,189.80	4,078.56
Sprouts	0.00	27,087.00	148,357.60	217,231.20	266,403.54
<b>TOTAL WITHHOLDINGS</b>	<b>21,344,871.96</b>	<b>21,372,076.87</b>	<b>22,773,592.50</b>	<b>23,632,905.13</b>	<b>24,124,899.00</b>
<b>NET PAYROLL</b>	<b>31,692,712.92</b>	<b>32,604,913.30</b>	<b>34,918,313.25</b>	<b>36,025,522.72</b>	<b>36,637,082.05</b>

net cost of .25%. The Town has been very fortunate to have been able to finance and complete so many important infrastructure improvements during this very favorable interest rate environment. The Town has committed to using our meals tax revenue of at least \$1,100,000 annually as a revenue source to help finance the capital projects principal and interest payments each year. This will help the Town continue its commitment to improve the infrastructure without putting a strain on our budget every year.

The Town Stabilization Fund balance was \$5,061,492 as of 6/30/12 and the Town's Free Cash balance was \$7,461,250 as of 07/01/2012. The Town of Burlington cash reserves are healthy compared to most cities and towns in Massachusetts. We have been able to maintain all current services offered to residents during this most difficult economic climate. The Town also was able to avoid layoffs, override votes to increase taxes and no user fees for busing, trash, or athletic programs. The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$2,497,533.

The economy has improved and unemployment and the housing market are showing positive signs of a healthy recovery. The construction industry is showing positive signs of new activity. We are slowly emerging from the largest recession since the great depression. The Town of Burlington has been able to get through these economic down turns well in the past thirty years because of our diverse tax base. We must continue to maintain conservative spending habits and look for alternative revenue sources to help provide the funding necessary to provide the quality of services residents in Burlington have expected.

STAFF: Teresa Clement, Pat Dotson, Sheila Flaherty, Jayne Hyde, Andria O'Shea, Paula McMahon, Loreen Perron, Lisa Runyan, Melinda Sullivan, Jennifer Ryan

Respectfully submitted,

Brian P. Curtin  
Treasurer/Collector

### ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2012.

During the year the Assessors held regular meetings each month, and when needed, had meetings with taxpayers and interested citizens. The Appraiser/Assistant Assessor, James Doherty, attended Department Head, Ways & Means and Town Meeting as the Assessing Department representative.

The primary function of the Assessors' Office is to value all real and personal property within the community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerk's meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers, NRAAO and IAAO, in an effort to maintain their proficiency in the administration of the office, and the appraisal and valuation of all real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and market characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to commercial and industrial property owners every year, and sales verification forms are mailed to every new owner of real property each month. Forms of List are sent to all business owners requesting information on all taxable personal property. All building permits received in the office are reviewed, and, if necessary, are visited by a representative of the Assessors' Office.

The Massachusetts Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. The Town of Burlington opted for a cyclical inspection cycle rather than a full measure and list (which meant all the data is collected within one fiscal year). The Town of Burlington entered into a new verification cycle starting in Fiscal Year 2010. Patriot Properties will be conducting the cyclical inspections. Inspections will be conducted by map area (between 100-200 parcels per map). A letter from the Assessors' Office will then be mailed to each owner notifying the taxpayer when to expect a data collector. If access is not gained, each property owner will receive a second letter requesting they schedule an appointment for the data collector to visit their home. We encourage all property owners to cooperate and schedule an inspection.

In December, once the Board of Selectmen sets the tax rate, the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemption and abatement applications. The information gathered, along with the Assistant Assessor's recommendation, is provided to the Board of Assessors for a determina-

tion on the application. This year we processed over 300 exemption applications, which included disabled veterans, widows, senior citizens and blind persons. The Assessors' Office has continued to provide awareness of these exemptions and encourages any property owners interested to contact the office.

During the first two weeks of January over 1,200 Forms of List were mailed to businesses and are due back to the office on March 1st. Also, approximately 650 Income and Expense requests were mailed out at the beginning of the year to owners or lessees of income producing property. The Income and Expense forms are due in the office sixty days after they are mailed.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with numerous additional smaller commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate numerous questions that are addressed by the office staff. Out of over 25,000 excise tax bills mailed, almost 1,000 required some sort of adjustment. Some examples include; if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state and the plates are transferred to another vehicle or returned to the Registry of Motor Vehicles.

The general public now has access to look up deeds that have been recorded in the Middlesex Registry of Deeds, Southern District. The web site address is [www.cambridge deeds.com](http://www.cambridge deeds.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2012 the Assessors' Office processed over 100 certified abutters lists. Certified lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$4,000 in fees from abutter lists as well as from copies and research time for the Archivist. The money received is deposited back into the Town's General Fund.

The Fiscal Year 2013 tax roll for the Town of Burlington contains 7,923 real property accounts and 1,207 personal property accounts. The total assessed value of all taxable property was \$4,663,288,818 with a tax levy of \$88,648,221.70. The Selectmen voted to continue dual tax rates which resulted in an \$11.85 residential and a \$31.70 commercial rate per thousand of assessed value.

The Town is in the process of establishing a new website. The Assessing staff has researched additional content for the

site and is looking forward to implementation in the next few months.

Located at the Assessors' counter are two touch screen computers for public use. The computer software searches by ownership, street, or, parcel for all taxable and exempt properties in the Town of Burlington. Residents can look up different properties as well as their own for detailed information.

The Board of Assessors would also like to thank the Administrative staff, Marcia Nonni, Maureen Nicoloro, Debra Smoske and James Doherty for their assistance this year.

Respectfully submitted,

Paul R. Sheehan, Chair  
Catherine O'Neil, Vice Chair  
Michael Crocker, Secretary

### BURLINGTON PLANNING BOARD

#### ANNUAL REPORT FOR 2012



Planning Board: Front row (left to right): Barbara G. L'Heureux, Member Clerk; Paul F. Roth, Chairman; Joseph A. Impemba, Vice Chairman. Back row (left to right): Ernest E. Covino, Jr. Ann M. Cummings, Paul R. Raymond, Jack D. Kelly.

Planning is a dynamic profession that works to improve the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations. Planning involves technical, political and legal processes to guide the use of land and design of the urban environment to ensure the orderly development and fiscal stability of the community. It concerns itself with research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich our lives.

#### ORGANIZATION AND MEMBERSHIP

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month.

Two long standing dedicated Planning Board Members, John A. DeFrancesco, 30 years on the Planning Board and Jayne L. Hyde, 16 years on the Planning Board, choose not to run for reelection at the annual Town Election in April 2012.

While on the Board they were strong voices in shaping our community and we thank them for their dedicated service. They were presented a plaque and commemorative chair in recognition of their dedicated and distinguished service to the Board and the Town. We welcome John D. Kelly back to the Board and new member Barbara G. L'Heureux.

The Planning Board's officers and committee appointments following the April 2012 election were as follows:

#### OFFICERS:

Paul F. Roth, Chairman  
Joseph A. Impemba, Vice Chairman  
Barbara G. L'Heureux, Member Clerk

#### MEMBERS:

Ernest E. Covino, Jr.  
Paul R. Raymond  
John D. Kelly  
Ann M. Cummings

#### COMMITTEE MEMBERSHIP:

Select Members of the Planning Board serve as representatives on the following committees: Route 3A Committee, Sign Bylaw Committee, Liaison Committee, the North Suburban Planning Council, Telecommunications Committee, Marshall Simonds Middle School Committee, Biotech Subcommittee, Bike Path Committee, Information Systems Advisory Committee, Burlington Housing Partnership, Storm Water Management Committee and B-Line Advisory Committee. Paul R. Raymond serves as the Board's representative to the Recreation Commission.

#### PLANNING BOARD STAFF

Kristin E. Kassner, Planning Director  
Donald Benjamin, Senior Planner  
Vacant, Assistant Planner  
Jennifer Gelinas, Principal Clerk  
Noel Judd, Recording Clerk

2012 was a year of great change in the Planning Board Staff. In September, D. Anthony Fields, after serving the Town of Burlington for 21 years as Assistant Planner and then as Planning Director, accepted the Planning Director position in the Town of Billerica. While in Burlington he shaped much of the planning legislation in town and has made a significant impact

on the landscape and development patterns that have shaped Burlington. After an extensive search and interview process Senior Planner Kristin Kassner, was offered and accepted the position of Planning Director and Don Benjamin was appointed to fill the Senior Planner position. We are excited to continue to work with both of these dedicated individuals towards a continued vibrant future for Burlington. Jen Gelinas continues her vital role as Principal Clerk and the Department looks forward to filling the vacancy of Assistant Planner in early 2013.

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and Route 3A Subcommittee. The Director also serves as the Town's representative to the Metropolitan Area Planning Council and as Co-Chair of the North Suburban Planning Council. The Planning Board Chairman and Staff, jointly with the Town Administrator and Selectmen, continue to participate in two regional initiatives: Middlesex 3, a regional partnership, in cooperation with municipal, academic and business institutions within Bedford, Billerica, Chelmsford, and Lowell; and the MAPC mapping project to identify regional growth and preservation areas and associated transportation and infrastructure needs within the North Suburban Planning Council sub-region.

### PLANNING ACTIVITIES

In 2012 the Planning Board opened hearings on the following amendments to the Zoning Bylaws:

**Article XII: Planned Development District (PDD)**, presented to Town Meeting January 2012. The PDD was developed in the late 1980's as a tool to encourage mixed-use development in response to a specific project proposal. The PDD was a useful and valuable tool for community redevelopment through creation of mixed use projects. As the use of the PD tool grew, technical issues with the existing bylaw were revealed. Together with the Land Use Committee the Planning Board and Staff worked to revise the Bylaw to formalize the PD rezoning and subsequent project review process, adding necessary controls over process, documentation and implementation.

An Amendment to **Grandview Farm Planned Development District**, approved at Town Meeting January 2012. This amendment expanded the parking

permitted at the Grandview Farmhouse and removed the parking cap at the Human Services Building portion of the PD District.

**Articles IV and X: Biotechnology**, approved at Town Meeting January 2012. Massachusetts has been called the biotechnology "Super Cluster" home to the world's foremost academic leaders in cutting edge research in the biotechnology industry and renowned research hospitals. These assets, coupled with a highly educated workforce, have led to the growth of a biotechnology industry in Massachusetts. The Zoning bylaw was amended to highlight biotechnology as a permitted use as well as provide specific regulations under the Zoning Bylaw to provide clear guidance and opportunities in Burlington for this important growing industry.

**MassDOT "Canyon" Parcel:** failed at Town Meeting May 2012. The Gutierrez Company submitted a rezoning petition for a 15 acre parcel of land created by the MassDOT from the Route 3 right of way on the south side of Route 128 off Wheeler Road, to rezone this property to a General Business District.

**Planning Department Fees:** (Site Plans, Special Permits, Subdivision, rezonings and Section 6), approved by the Planning Board in May of 2012. Planning Department fees had not been adjusted for over 20 years. Effective as of July of 2012 the Planning Board inflation adjusted all fees and added a new fee for Section 6 findings.

The Planning Department opened a public hearings in 2012 on the following additional regulatory initiatives: Articles II & IV: Hotels, Motels and Residence Hotels, Articles IV & VI: Non-Conforming Uses and Structures, Article IV: Backyard chickens, Article X: Medical Marijuana Moratorium, Article II & IV: Parking Garages, Article VII, Access through RO Districts and Article VII: Lighting. Five of these items are scheduled for the January 2013 Town Meeting.

The Planning Department provided ongoing technical assistance to several committees including, Land Use Committee, providing assistance with proposed changes to the Article XII: Planned Development Districts, Article VII, Section 7.1.0: Access through other Districts and Article VII, and Section 7.6.0 Lighting and The Route 3A Committee with architectural design

review for proposed projects and ongoing construction oversight of approved projects within the Town Center.

The Planning Department continues to prepare the Town's annual Commonwealth Capital application, a scoring system used by the Commonwealth in review and distribution of grant moneys. The process compares local initiatives with State policies for smart growth and smart energy. The Planning Department also reports to the Office of Housing and Economic Development on the status of growth within the Priority Development Sites within Burlington, including Northwest Park and Northwest Park at Network Drive. Planning Staff has also worked very closely with Town Departments including, The Town Administrator, Engineering, DPW and Police and local property owners on the implementation of the MassWorks grant funding and mitigation requirements outlined in various Planned Development Districts to advance improvements along Middlesex Turnpike.

### LONG-RANGE PLANNING

In 2013 The Planning Board will kick-off a Comprehensive Master Plan effort. Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan, Burlington is reaching the 20-year mark since the last Plan was created. The Master Plan is a community's general "blueprint" for its future, guiding regulatory changes, land use policies, budgeting decisions, and much community decision making. The Master plan is a comprehensive process which we envision taking place over the next few years to complete all of the elements, including land use, housing, economic development, natural & cultural resources, parks & open space, community services & facilities/utilities, transportation, and implementation of the Plan. The Plan will involve a public process, community outreach and engagement and a dialog with residents to draw a roadmap for Burlington over the next 20 years. We look forward to embarking on the Master Plan's initial phases in 2013 and will need the support of the Town in this effort to guide the right balance of new development and essential services, environmental protection, and innovative change that address the complex and intertwined issues that will be facing the community over the next decades and beyond.

### PERMITTING ACTIVITIES

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw. In 2012, there were 82 applications and requests related to land development that required a formal decision by the Planning Board. Applications increased in 2012 reflecting a 34% increase in associated collected fees over those collected in 2011. As outdated office campuses and retail centers continue to redevelop we expect a continued increase in applications through 2013.

Projects under construction or renovation during the past year include Keurig, Wegman's, SevenSprings, Burlington Heights, Oakridge, Winn Street Commons, TD Bank, Mary P.C. Cummings Park, Northwest Park, Marshall Simonds Middle School, Northbridge Assisted Living, Woodland Farms Subdivision, Middlesex Commons, the Marketplace, Tavern on the Square and changes at the Burlington Mall. Wegman's held their groundbreaking in October in Northwest Park. Town officials and representatives from Wegman's and the Nordblom Company were joined by Greg Bialecki, Massachusetts Secretary of Housing and Economic Development.



Wegman's Ground Breaking, October 2012

### DEVELOPMENT APPLICATIONS UNDER SUBDIVISION CONTROL LAW:

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall

under one of three categories: ANR, Preliminary Subdivision, or Definitive Subdivision.

### **Approval Not Required Plans (ANR's)**

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. There were six "Approval Not Required" (ANR) plans filed in 2012, of which all were endorsed.

### **Preliminary Subdivisions**

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. There were two Preliminary Subdivisions filed in 2012 one of which was subsequently approved by the Board and one of which remains pending into 2013.

### **Definitive Subdivisions**

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Four definitive subdivision plans were filed in 2012 one of which was subsequently approved by the Board, one was withdrawn without prejudice by the applicant and two remain pending into 2013.

### **UNDER THE ZONING BYLAW:**

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be con-

structed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.

### **Site Plans**

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Twelve site plan applications were filed in 2012. Site Plan applications include, TD Bank, Peach Orchard Place (60 multifamily units), Residence Inn, Marshall Simonds field, Platinum Storage and Orange Leaf Yogurt. Eight of the applications were approved and four remain pending into 2013.

### **Site Plan Waivers**

For property where a site plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a site plan waiver. The Planning Board received seven requests for site plan waivers in 2012 of which all were approved. Site Plan Waiver applications include, century Bank ATM, Ms. Louise School of Dance, Burlington robotics, First Choice dental, Burlington Marriott and Lucky13 Fitness.

### **Minor Engineering Changes**

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage

improvements. The Planning Board received seventeen requests for minor engineering changes in 2012 of which fifteen were subsequently approved and two remain pending into 2013.

### **Insignificant Changes**

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with site plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways or minor handicapped accessibility improvements. The Planning Board received six requests for insignificant changes in 2012 four of which were approved and two remain pending into 2013.

### **Special Permits**

The purpose of a special permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a special permit in Burlington. Most site construction within a Planned Development District also requires a Special permit. Twenty-Eight special permit applications were filed in 2012, of which sixteen were issued, one and twelve remain pending into 2013. Of the six applications pending from 2011 four were approved, one was withdrawn without prejudice by the applicant and one remains pending into 2013. The Planning Board opened hearings on the following restaurants in 2012, Kings, Bobby's Burger Palace, Season's 52, Bonefish Grille, Potbelly, Fruitberry Yogurt, Orange Leaf yogurt, Panera Bread (amendment) and Outback Steakhouse (amendment). Other major developments requiring a special permit include the redevelopment of Third Avenue in Northwest Park, Keurig, TD Bank, Residence Inn (Marriot), 90 Middlesex Turnpike mixed-use redevelopment, Muller Glen Open Space Residential (OSRD) Project and Grandview Farm.

### **APPLICATION FEES**

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers,

special permits, and planned development district rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2012, the following fees were collected:

Definitive Subdivisions . . . . .	\$ 2,890.00
Approval Not Required . . . . .	\$ 950.00
Preliminary Subdivisions . . . . .	\$ 1,246.00
Special Permits . . . . .	\$ 38,850.00
Site Plans . . . . .	\$ 14,670.50
Site Plan Waivers . . . . .	\$ 2,600.00
Minor Engineering Changes . . . . .	\$ 6,650.00
Insignificant Changes . . . . .	\$ 1,350.00

**TOTAL FEES COLLECTED . . . . . \$ 69,206.50**

Respectfully submitted:

Paul F. Roth, Chairman  
Joseph A. Impemba, Vice Chairman  
Barbara G. L'Heureux, Member Clerk  
Ernest E. Covino Jr.  
Paul R. Raymond  
John. D. Kelly  
Ann M. Cummings

## **RECREATION**

The Recreation Department is committed to excellence with regards to providing programs, facilities and service for the residents of Burlington. It is the mission of the Recreation Department to enhance the quality of life, increase community pride, and reach out to families by encouraging an active and healthy lifestyle. To accomplish this, the department has built a new park and improved the existing facilities, as well as developed new programs to challenge and entertain those who choose to participate.

Examples of our commitment are as follows:

- The street hockey court at Simonds Park, which is very popular, has been renovated including new asphalt, paving, and stripping.
- Each year, we issue fishing permits to Burlington residents. This year, we issued 64 permits. The Family Fishing Festival was held on Saturday, May 19th with over 20 families in attendance.

- In June we had our Daddy/Daughter Dance where all the girls were swirling on the dance floor with their dads for this favorite event. This year, the banquet hall was generously donated by The Hilton Garden Inn and was met with glowing praise from the participants.
- Working with the collaboration of the Burlington Baseball Association we were able to renovate three baseball fields: Regan, Veterans and the Babe Ruth field behind the Human Service Building.
- With the addition of Wildwood Park to our Parks Place program this summer, we were able to host over 750 children!
- We issued just over 800 wading pool passes to the residents and have over 5,000 people enjoy the pool throughout the summer.
- Our Middle School Parks enrollment increased to 366 for the summer – making this the largest number yet!
- Rotary softball field, which for many years has been plagued by poor drainage and unplayable for many days after rain, was rebuilt with new drainage and infield mix to alleviate the problems.
- As summer starts to wind down, we host Celebrate Burlington! This annual event is for residents of all ages to enjoy a fun-filled day showcasing some fantastic Burlington organizations and businesses on the common, ending the day with fireworks (sponsored by Herb Chambers).
- The Fifteenth Annual Truck Day was held on the Town Common on September 9th. This event is very popular and very well attended. Special thanks to Al Fay, Wally DeCost and to John Freeman from the 99 Restaurants for making it possible.
- We restructured some of our Senior Fitness Programs and had over 300 seniors enrolled in Zumba Gold!
- The new Mary P.C. Cummings Park on Blanchard Road is nearly complete. Thanks to the hard work of many Town Officials and the generosity of Town Meeting, the residents of Burlington now have a beautiful new park.
- Our Halloween Spectacular in cooperation with the Rotary Club & Interact Club was another successful community event. This event brings over 2,500 children and families to Simonds Park.
- Corporate Support: Thanks to the over fifty employees of Oracle Corporation who volunteered their time in

helping landscape the Town Common and the Human Service Building.

- Holiday Tree Lighting - I want to recognize the maintenance staff for the creative job they do in lighting up the Town center for the holiday season. Special thanks to all the town businesses and individuals who contribute each year to fund the lighting event. This year, the event was once again co-sponsored by Cambridge Savings Bank with over 750 in attendance. Santa, his elves, and snowmen were escorted to the common aboard Al Fay's antique fire truck where Santa had the honor of lighting all the lights on the common and Simonds Park. We also had the honor of Santa joining us for breakfast at The Hilton Garden Inn.
- New sports lighting system is being installed on Brush Field located at the Marshall Simonds Middle School for the benefit of the youth organization in town.
- The department is experimenting with the use of growth blankets on soccer and football fields. The intent in using growth blankets is to improve cold temperature seed germination, accelerate spring green-up and reduce winter desiccation. Last year we used them at Rahalis Park soccer field with good success.

The Recreation Department welcomes Adam Porter as the newest member of the maintenance department.

I would like to take this opportunity to thank the DPW departments; Highway Division, Water Division and the Cemetery Division for all the help they have provided to us over the past year. We could not do all the things we do without their help and support, and we thank them for that.

We invite each and every resident of Burlington to participate and enjoy themselves in Burlington Recreation activities! In exchange, we will continue to create an inclusive recreational culture so that all members of our community can participate in a recreational outlet that they enjoy throughout the year.

### **Recreation Commissioners**

Kristine Brown  
Jack Ferren  
Kevin Sullivan  
Christine Monaco  
Paul Raymond

### **Recreation Office Staff**

Nancy Pondelli

Carol Lynch  
Nancy Santilli

### **Recreation Maintenance Staff**

Dave Vigneau  
Rich Cote  
Mike Kelly  
Bill Baker  
Mark Gerbrands  
John Lancelotte  
Brian Cullinan  
Adam Porter

### **Recreation Program Staff**

Kelly Lehman  
David Grubb

### **Director of Parks and Recreation**

Don Lorinovich

### **Director of Recreation Maintenance**

Doug Gillingham

Respectfully submitted,

Doug Gillingham  
Director of Recreation Maintenance

Kelly Lehman  
Program Coordinator

## **BOARD OF HEALTH**

The mission of the Board of Health is to protect and promote the public health, to protect the natural environment, and respond to public health issues. The Board of Health enforces state mandated and local regulations, conducts inspections, issues permits, investigates complaints, promotes public health through education and community nursing programs, and prepares for and responds, if necessary, to varied public health emergencies. In addition, the Board of Health has numerous environmental programs in place in an effort to prevent and monitor contamination and drainage issues in Burlington and, in turn, ensure the health and safety of Burlington residents.

The Board of Health consists of five members elected for three-year terms. Board of Health members include Wayne Saltsman, M.D., Ph.D., Chairman, Elizabeth Walendziewicz, R.N., Vice Chairman, Terry McSweeney, Edward Weiner, Ph.D., and James Dion. The Board of Health staff consists of a Director of Public Health, a Health Agent/Sanitarian, an Environmental Engineer, a Supervising Public Health Nurse, and one full-time and one part time Principal Clerk. In 2012, Sharon Mastenbrook retired as Director of Public Health and Susan Lumenello, formerly the Environmental Engineer, was hired as Director of Public Health. In June, 2012, Tracy Camarro, R.N. left the position of Nurse Liaison and was hired as full time Wellness Coordinator for the Burlington Public Schools. In November, 2012, Christine Mathis was hired as Environmental Engineer

## **PROFESSIONAL DEVELOPMENT**

In 2012, Board of Health staff attended trainings to support their professional responsibilities. The Director of Public Health became a Massachusetts Title 5 Soil Evaluator, attended the MA Department of Environmental Protection Winter Seminar, and completed classroom training for the MA Housing Inspector Training. The Director and Supervising Public Health Nurse attended the Department of Public Health Isolation and Quarantine training and the 17th annual MA Immunization Action Partnership Conference. The Health Agent completed trainings on hazardous material response, housing, the Pool and Spa Safety Act, and Allergen Awareness and the Food Code. The Health Agent also attended the

Community Sanitation Annual Spring Seminar and completed Lead Determinator Refresher Training. All Board of Health staff attended Sheltering and Evacuation for People with Disabilities training presented by UMass Medical School.

## **COMPLAINT INVESTIGATIONS**

The Board of Health investigates numerous complaint investigations and provides enforcement actions, if necessary, through state and local regulations.

### **2012 Complaint Investigations**

Food .....	48
Housing .....	49
Nuisance.....	36
Environmental/Hazardous Materials.....	7
Drainage.....	11
Smoking in the Workplace .....	0
Beaver.....	0
Tobacco.....	0
Miscellaneous .....	18
<b>Total Complaint Investigations .....</b>	<b>169</b>

## **ENVIRONMENTAL PROGRAMS**

- In 2012, Household Hazardous Waste Collections were held at Francis Wyman School in April and September. Approximately 300 cars were serviced at each event. Collected materials included household chemicals, used oil, pesticides, fluorescent bulbs, elemental mercury, and propane tanks. In 2012, the Board of Health was no longer able to collect medical sharps as part of this collection and put into place an alternative means of collection (see below).
- On July 1, 2012, the disposal of medical sharps (needles and lancets) in household trash was banned in Massachusetts. This has left many Burlington residents without a convenient, safe, and legal option for sharps disposal. However, through the generosity of Lahey Clinic, and in cooperation with the Burlington Fire Department, the Board of Health has provided the use of a 24 hour kiosk in the lobby of the Burlington Fire Department for the safe disposal of home use medical sharps for Burlington residents.
- The Board of Health collects mercury containing devices including thermometers, thermostats, batteries, and fluorescent bulbs from Burlington residents

anytime during normal business hours at the Board of Health office.

- Fee based collection of universal waste (fluorescent bulbs, computer monitors, television sets, etc.) from Burlington businesses is conducted on a quarterly basis.
- The Board of Health enforces the Town of Burlington Control of Toxic and Hazardous Material Bylaw. This bylaw requires that local businesses, storing more than 30 gallons of hazardous material, register with the Board of Health on an annual basis to ensure proper handling and storage of hazardous material. Inspections are conducted by the Environmental Engineer to ensure proper handling and disposal.
- The Board of Health consistently reviews and monitors environmental reports submitted to the MA Department of Environmental Protection for Burlington properties in order to assess the potential environmental impacts of site re-development. In addition, the Board of Health monitors analytical testing conducted within the Vine Brook Aquifer.
- Renovation and demolition inspections are conducted to ensure the proper removal and disposal of hazardous building materials.
- Irrigation and monitoring well permits are issued according to the Burlington Private Well regulations. Irrigation wells must be placed in areas where ground-water contamination is not present.
- Septic tank abandonment and soil evaluations are witnessed to ensure compliance with MA Title V regulations and to ensure proper drainage for the installation of drainage structures.
- The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito surveillance, and larval and adult mosquito control. In 2012, there were 30 human cases of West Nile Virus and 7 human cases of Eastern Equine Encephalitis in Massachusetts. In 2012, field crews applied larvicide to 29 wetland acres; mosquito larvicide was applied to 4,800 roadside catchbasins; and, when survey traps indicated high mosquito populations, truck mounted aerial spraying occurred over 6,918 acres at night. The Board of Health monitors mosquito larvicide/spraying activities and disease outbreaks and serves as a resource to residents on mosquitoes and mosquito borne diseases.

- Plan reviews for new construction and re-development were conducted and comments provided on drainage and environmental issues for Planning Board consideration.



The April, 2012 Household Hazardous Waste Collection held at Francis Wyman Elementary School.

### PERMITS AND INSPECTIONS

The Board of Health issues permits to local businesses, residents, and general contractors. The majority of permits issued by the Board of Health are for food service establishments. Food establishment inspections are conducted using Digital Health Department software which allows the Health Agent to use a tablet computer while performing an inspection. The software generates annual invoices, annual permits, fees, inspection forms and other information. Inspections for food service and tanning establishments are conducted either bi-annually or annually. All other permit inspections are conducted on a yearly basis. In addition, businesses storing 30 gallons or more of hazardous materials must register with the Board of Health on an annual basis.

#### 2012 Permits/Inspections:

Type of Permit/Inspection	Permits Issued	Inspections Conducted
Food Service Establishments	284	803*
Temporary Food Events	109	N/A
Mobile Trucks	14	14
Swimming Pools	23	91
Tanning Establishments	4	4
10-Day Emergency Beaver Permits	1	1

Tobacco	32	32
Electronic Cigarette	9	9
Recreational Camps	3	3
Drain Layers	17	N/A
Septage Haulers	10	N/A
Funeral Directors	2	N/A
Keeping of Animals	4	0
Beaver	1	1
Occupancy	N/A	30
Wells	20	N/A
Drainage	2	2
Recombinant DNA	3	3
Hazardous Materials Registration	122	21
Pre-demolition/pre-renovation	N/A	63
Tank Removals (Witness)	N/A	7
Soil Evaluation (Witness)	N/A	8
Kennels	N/A	9
<b>Total:</b>	<b>660</b>	<b>1,101</b>

\*Inspections include routine, re-inspections, complaints, food borne illness, and pre-operational

### COMMUNITY NURSING PROGRAMS

Community Nursing services are provided at the Board of Health Clinic Room, Senior Housing, residential homes (if home-bound), and other locations as needed. The Supervising Nurse is involved with community groups including the Burlington Hoarding Task Force, Burlington Health and Wellness Committee, Drug and Alcohol Task Force (DATF), Community Benefits Initiative Committee, and the Community Health Network Area (CHNA 15). In addition, the Supervising Public Health Nurse provides health education to the residents of Burlington.

- Blood Pressure Screenings are conducted at walk in clinic settings and senior housing as well as individual blood pressure monitoring by appointment. In 2012, 693 blood pressure screenings were conducted.
- Tuberculosis Skin Testing, Surveillance and Case Management is conducted per the MA Department of Public Health directives. This is a state mandated program to identify individuals who may be at risk of

contracting tuberculosis. In 2012, the nurse monitored 58 tuberculosis patients.

- Communicable Disease Reporting/Surveillance is a state mandated program to receive and process reports of communicable disease and undertake appropriate follow up measures.

### **Cases of Communicable Disease Surveillance**

<b>Communicable Diseases</b>	<b>Cases</b>
Hepatitis B . . . . .	1
Hepatitis C . . . . .	11
Pertussis . . . . .	2
Lyme Disease . . . . .	6
Campylobacter . . . . .	2
Giardia . . . . .	3
Salmonellosis . . . . .	1
Streptococcus Group B . . . . .	1
Dog Bite . . . . .	14
Cat Bite . . . . .	5
Bat Bite . . . . .	2
Rabbit Bite . . . . .	1
Latent TB . . . . .	54
Active TB . . . . .	4
Streptococcus pneumoniae . . . . .	3
Shigellosis . . . . .	2
Malaria . . . . .	1
Calicivirus/Norovirus . . . . .	1
Cryptosporidiosis . . . . .	2
Invasive Bacterial Infection (other) . . . . .	2
<b>Total Cases . . . . .</b>	<b>117</b>

- Immunizations/vaccines (other than influenza) are provided through the Federal and State Vaccine for Children Program and MA Department of Public Health for targeted groups. In 2012, the Supervising Public Health Nurse immunized 9 children and 3 adults. Influenza and Pneumonia clinics were held from September to November. In 2012, the Board of Health was supplied with 220 influenza vaccinations from the state and privately purchased 500 influenza vaccinations. Seven influenza clinics were held and 723 vaccinations were given.

### **EMERGENCY PREPAREDNESS AND BURLINGTON VOLUNTEER RESERVE CORP (MRC)**

The Board of Health has a federal and state mandated responsibility to maintain an Emergency Plan to dispense medication during a public health emergency. The Board of Health maintains and updates this plan on an annual basis with assistance from the MA Department of Public Health and the Centers for Disease Control.

The Burlington Volunteer Reserve Corp (MRC) is a volunteer organization, led by the Board of Health, which is ready to assist in the event of a public health emergency. In 2012, the Burlington MRC assisted the Board of Health in four flu clinics, fourteen blood pressure clinics, and two household hazardous waste collection events. MRC volunteers participated in 5 training events throughout the year. The Burlington MRC also participated in the Red Cross Health and Preparedness Fair in April, the Building 19 Anniversary Celebration in July, and held its Annual Membership Meeting in September. In total, MRC volunteers contributed 280 volunteer hours to the Burlington Community.



Burlington MRC volunteers Joanne Maguire (l) and Mary DeChiara (r) provide information to attendees at the Red Cross Health and Preparedness Fair held at the American Legion Hall on April 21, 2012

### EDUCATIONAL PROGRAMS

The Board of Health provides educational programs for residents and businesses. The Health Agent conducted the annual Pool Operators Refresher Training. The Supervising Public Health Nurse maintains a monthly educational table outside the Board of Health office on various public health issues and participated in the annual Council on Aging Health Fair. The Environmental Engineer provides information to residents and businesses on the proper handling and disposal of hazardous chemicals and waste and mercury containing products.

### BOARD OF HEALTH STAFF

Susan Lumenello, CHMM, Director of Public Health  
 Marlene Johnson, RS, CPO, Health Agent  
 Andria Nemoda, RN, Supervising Nurse  
 Christine Mathis, Environmental Engineer  
 Leslie McLaughlin, Principal Clerk  
 Cathy Piccolo, Principal Clerk

Respectfully submitted,

Susan Lumenello, Director of Public Health

### PUBLIC LIBRARY

The Library continues to be a community center here in Burlington. Over the past year, our statistics reflect this. Although our circulation of physical items has dropped some, many of the other uses in the library have seen increases, including a large increase in downloadable audio and e-book checkouts. Overall attendance in the library has increased as has attendance at programs for children and teens. Internet use and wireless access have seen substantial increases. An increase in the number of reference questions asked and answered, and the number of times the study rooms were used can be seen.

### 2012 Annual Library Statistics Library Statistics - Annual

	2008	2009	2010	2011	2012
items checked out	386,959	394,254	384,792	364,494	347,861
items checked in	386,411	390,214	386,555	363,693	346,444
Overdrive checkouts	990	1,212	1,424	2,390	5,128
items borrowed	34,200	34,873	34,847	37,676	39,246
items lent	29,800	31,704	31,566	32,907	37,718
reference questions	25,480	27,235	26,858	22,633	26,910
public interent use	28,238	29,250	26,949	24,193	53,937
wireless use	1,924	3,289	3,861	4,238	7,410
study room use	2,158	3,055	3,003	3,471	4,004
website visits	208,798	1,193,553	2,092,872	176,248	173,124
hours open	3,094	3,039	3,015	2,945	2,992
attendance in library	142,888	153,272	182,335	164,349	168,856
adult programs	71	77	58	124	73
attendance at adult program	925	947	744	2,014	1,100
children's programs	215	228	215	273	304
attendance at children's programs	7,317	8,225	5,762	6,390	8,265
young adult programs	58	106	85	88	74
attendance at ya programs	896	1,264	806	718	957
meeting room use	883	997	1,201	1,302	1,290
museum passes use	1,476	1,376	1,474	1,567	1,550

Technology was one of the focuses in 2012. Equipment, access and a staff addition were among the improvements.

Whether you have your own laptop or use the library computers, you now have improved service as a result of our partnership. As part of the school/town partnership that brought us new public internet computers at the end of 2011, we had 17 wireless access points installed at the beginning of 2012. The use of wireless has more than doubled from 2,390 in 2011 to 5,128 in 2012. I'm sure that the improved access is a significant factor. The use of the public internet stations has increased by almost 5,000 additional uses. This would also be a direct factor of the new computers that were installed at the end of last year. The library was included in the town website redesign and we are working on ways to improve our information sharing as we continue to redesign

our pages. Many of the services that we offer in the library are also available remotely from our website. Access to the catalog and patron accounts, databases, downloadable audio and e-books and access to our meeting room calendar are all available from our website. Because of this, our site is considered a "branch library" and we want you to have the best possible access from your 24/7 library. We believe that we've created a more professional looking website with intuitive search functions. We will continue to add features that enhance your experience with at [burlingtonpubliclibrary.org](http://burlingtonpubliclibrary.org).

As an open-source product, Evergreen, the platform for the MVLC catalog, is continuously being updated and improved. This past Fall a major update occurred that improved search capabilities in our catalog. This update also included more patron-friendly features. We continually strive to offer a product that our patrons find valuable.

The Town Meeting approved a part-time Library Technology Specialist for FY12. This position was created to address the library's need for an in-house staff member who is available to quickly deal with computer issues and who can help lead the library with future technology improvements. Rita Gavelis was hired in the Fall and has been hard at work since.

Very noticeable improvements included updated public copiers and an electronic sign. The new public copiers replaced the old clunky ones that were constantly in need of service. This update was made possible by the Friends of the Library who contracted with a new vendor to provide this improved service. The electronic display board is visible to all as they enter the library. Information contained here includes meeting room schedules with room assignments and special programs coming up in the library.

The Technical Services Department, the "behind the scenes" area of the library, is where books are ordered, processed and prepared for public shelves, and withdrawn when no longer viable for the collection. This department received new and additional computers to create better access and abilities for this staff. To add a space for the Library Technology Specialist and to make space for the additional staff computers, this office got a complete redesign. New desks, work tables and shelving were added, actually providing more work and floor space. The walls were repainted during this redesign as well. This was one area of the facility issues that were addressed this year.

The whole library is in need of paint (nothing has been touched since built in 1995). This is a big project, and the town has begun to address this one area at a time. The Technical Services office mentioned above is only one area that has been painted. The remaining restrooms that were not addressed in recent updates received new paint as well. Painting of all of the study rooms has begun and will continue for the next few months until all are refreshed. It is expected that the painting will continue throughout.

Another facility issue came as a result of serious water infiltration in areas of the library. To address this problem, internal gutters were cleared, windows were re-caulked and carpet was cleaned. Replacement of one area of carpeting is still to be accomplished. A schedule to clear the gutters regularly has been established and this proactive planning should prevent any flooding in the future.

An additional focus this year was the strategic plan. This plan addresses the next 5 years here at the Burlington Public Library. An important component of this process is to gather the input from our community. A survey was created and distributed to determine the public opinion of the needs and what we could address over the next 5 years. The Strategic Plan Committee and I wish to thank all who took the time to respond to this survey. Your answers and comments are very important and helped to determine the direction taken in our plan. Once results were reviewed and input from the committee and the staff was gathered, the director spent a good amount of time writing this plan. You can find a copy at the Reference Desk if you'd like to see the results.

More updates for the library included the addition of five outstanding new databases to the library's list of resources for students and researchers including [ConsumerReports.org](http://ConsumerReports.org), [Encyclopaedia Britannica](http://Encyclopaedia Britannica), [A to Z World Cultures](http://A to Z World Cultures), [Cypress Resume](http://Cypress Resume) and [Morningstar Investment Research Center](http://Morningstar Investment Research Center). [ConsumerReports.org](http://ConsumerReports.org) provides ratings, product reviews, and buying advice from the experts at Consumer Reports magazine. Especially useful to students, [Encyclopaedia Britannica](http://Encyclopaedia Britannica) is a large comprehensive encyclopedia with images and links to 80,000 quality websites. The Burlington Public Library has access to [Britannica's Public Library Edition](http://Britannica's Public Library Edition) as well as the Kids Edition. Also useful to students, [A to Z World Culture](http://A to Z World Culture) is a database filled with cultural information on 175 countries. [Cypress Resume](http://Cypress Resume) is resume building software that allows the user to create professional quality resumes. Finally, [Morningstar Investment Research Center](http://Morningstar Investment Research Center) provides data on stocks, mutual

funds, and exchange-traded funds. All of these databases can be accessed from home with a Burlington Library card.



*One-on-one training session*

The reference department continues to offer our popular One-on-One Workshops. Patrons can make an appointment with the reference staff to learn to use our databases, our library catalog, or learn to create an email account. Especially in demand this past year was the e-Book One-on-One Workshops where staff teaches patrons how to download free library e-Books. We continue to offer Navigating the 'Net, a class designed to train beginners to use the Internet.

Our programming for children continues to grow by leaps and bounds! We offer very popular storytime programming for babies, toddlers, preschoolers and families with children of all ages. Each week, our Youth Services Department offers 6 individual storytimes. This year, Molly Collins, the Children's Librarian, added a monthly Story & Craft storytime for toddlers and preschoolers as well as a Picture Books and Movies program. The goal of this was to create more interactive literacy-based programming. The Youth Services Department has introduced a new Book Worms book club for students in Kindergarten- Grade 2 and has continued the Need 2 Read Book Club created and facilitated by Library Assistant, Mary Naugle. Each month, elementary students read a new book and then participate in a book-themed activity. Another of our Library Assistants, Joanna Troutt, continues to lead the popular Scrabble Club, for students in grades 4-8. The club meets weekly in both summer and winter

and plays by the rules of the School Scrabble Program. In co-sponsorship with the Woburn Public Library, we had 40 participants in our March tournament and 25 participants in our August tournament. Additional programs offered in 2012 include a wonderful Dr. Seuss storytime, board games, preschool fun & games, pumpkin decorating, a Halloween parade, Lego Club, a vacation week programs.



*Teddy Bear picnic*

The 2012 Summer Reading Program theme was "Dream Big Read," which embraced the night. To promote our summer reading program, Ms. Collins visited over 1,100 students in various Burlington elementary schools. Our teen volunteer staff assisted the Youth Services staff in the implementation of this program. We had a total of 450 elementary students participate in the Kids Summer Reading Program (grades K-5), a grand total of 543 children combined (with the Early Literacy program). We acknowledged the 41 youth who were our 60-hour readers, listing their names in the Burlington newspapers. Also, 173 book reviews were written and posted by numerous elementary students.

Our summer event calendar was packed full of fun and engaging events for children of all ages. We held toddler and family storytimes, storytimes with crafts, a Star Wars Jedi Knight training, a basic Origami program, chess, yoga, cookie decorating, sing-alongs, Scrabble Club, Need 2 Read book club, improv games, board games and videogames, crafts, book clubs for various ages, campfire stories, balloon show, a Museum of Science traveling planetarium program, a Teddy Bear Picnic, a Pinkalicious party, plus fantastic music, magic,

and animal shows! Summer events brought a total number of 1,966 children to the library from June through August! We had a very successful Summer Reading Program! We had a total of 93 children/caregivers participate in the Early Literacy Summer Reading Program (birth – PreK). It was a great inaugural program for our youngest readers and their caregivers!

Youth Services collection continues to grow with new nonfiction, graphic novels, audiovisual materials and fiction titles. Many of our young patrons – and their caregivers – have complimented our collection development with such great new titles for all to enjoy.

This year new programs as well as clubs have been introduced to the young adults of Burlington. In August, Shelley Mastalerz, our Young Adult Services Library Assistant has moved on and we've welcomed Jenna Cantino to take her place. We have continued to provide many exciting teen programs to our library. Edible Art, Animanga Club, Game Days and a number of craft programs have brought in many tweens and teens with regular attendance. Burlington's Teen Advisory Group (T.A.G.) also continues to meet.

This summer brought about a wide range of programs based on the teen summer reading theme "Own the Night" which celebrated books and media with settings in countries across the world. Every event was attended. Some of the larger programs created by Youth Services staff were the Book Talk & Pizza, Teen Writing Workshop, Christmas in July crafts, Hunger Games Competition, and the Craft & Snacks programming. Events such as Yoga for Teens, Teen Cooking demonstration, Museum of Science traveling planetarium, Origami for Teens, Animanga club, and Cookie Decorating all run by outside programmers were also well attended. had a total of 138 teens participate in the Teen Summer Reading Program with 423 book reviews. The 37 teen volunteers logged in 844 hours of volunteer time this summer helping with program set-up, putting book carts in order, preparing supplies and setups for programs, creating flyers, and handing out prizes.

The Fall brought almost 300 sixth graders from Marshall Simonds Middle School for the annual Sixth Grade Tours, which introduced students to the Young Adult area as well as the materials this area holds for them. Good weather was on our side and six tours were successfully completed.

Our fifth Adult Summer Reading Program drew significantly more readers in 2012 than in recent years. There were

125 adult readers with 53 of them participating online. A total of 581 books were read by these adults. The prizes were clever baskets with one for the pen-and-paper reader and one for the on-line reader each month. A truly impressive end-of-summer grand prize was an overnight at the Marriott.



*Volunteer appreciation*

Special thanks are in order for the three long-time volunteers who retired this year -Janet McCullough, Eileen Kanarkiewicz, and Gloria Roche. Of course, thanks are due to all of the 27 different individuals in our regular volunteer program in 2012, and another 38 teens who volunteered over the summer in Youth Services. Some volunteers helped with a massive shift of the non-fiction collection in February this past year, separating out special topics like Test Prep, Computers, and Travel books, and then helped move the Biographies to the very end of the collection. Others shelved DVDs, audio-books, music CDs and paperbacks, cleaned discs, and did an array of tasks like typing, filing, updating brochures, and pulling books for displays or weeding lists. One volunteer moves boxed donations on a regular basis as well. A few others deliver library items to the homebound in the community.

Geri Digurski began her reign as president with a focus on increasing membership and fundraising opportunities as her main goals. Membership has grown to 178. Two profitable book sales and the ever popular May Basket Raffle brought in substantial funds for the Friends. The addition of a Flatbread fundraiser and a number of wonderful raffles throughout the year brought greater revenue to the Friends. This increased revenue has helped the Friends continue their assistance and enhancement. Museum pass prices continue to increase and

the Friends have been able to continue the offerings. Programming, supplies and prizes for summer reading are all possible because of the fundraising of the Friends. The adult evening program lineup continues to offer a variety of educational and entertaining programs for the community also as a result of this fundraising.

Members of the Friends, we thank you for supporting the Library. We are a better place because of you!

Staffing changes were a part of 2012. Shelley Mastalerz and Molly Collins both left the Youth Services Department this year, both relocating to other states. Jenna Cantino, who joined our Circulation staff not that long ago, was hired to fill the children's assistant position with a focus on teens. Amanda Hogue-Lavallee will fill the Children's Librarian slot at the beginning of January. Peter Arsenault filled the vacancy as a part-time circulation aide and Rita Gavelis joined us in the newly created position of Library Technology Specialist.

In our survey results and in the direct comments that are received from the public, it is constantly noted that the staff of the Burlington Public Library is one of our greatest assets. For their dedication to the community and their strong commitment to public service, they are offered my sincere gratitude.

To the town administration, organizations, and the business community we are grateful for your support. You help to make this library the vital community center that Burlington values.

Respectfully submitted,

Lori Hodgson,  
Library Director

### BOARD OF LIBRARY TRUSTEES

The contributions of the Burlington Public Library to the people of the Town of Burlington may be too numerous to list here but your library had some significant achievements in 2012. The library added a new Assistant Children's Librarian, a new Circulation Aide, and a new Library Tech Specialist. However, with this good news comes some not so good news. The library is losing its Children's Librarian, Molly Collins. Molly and her husband are relocating to another State. We are sad to see her go but wish her well in her future endeavors.

The library had another successful year with its programming events. The E-Reader Open House was so successful that a second workshop was planned. The Children and Teens Summer Reading program was a huge triumph. On the day of the Summer Reading Kick-off 853 people were in attendance. Two days prior, the library had an attendance of 801 patrons. What a great feeling it is for the Trustees to know the library must be providing a great service to the community to have that many people visit in one day.

The Board of Trustees would like to give a hearty thanks to the Friends of the Burlington Public Library for providing the replacement of two public copiers. The Friends annual book sale was a big success as well as Pizza Night with the Friends at Flatbread Pizza. Money collected from these events help to pay for some of the wonderful services the Burlington Public Library provides to the community.

Other goals achieved by the library and the Trustees this year included the development of a five year strategic plan, updating of some of the current library policies, the installation of a flat screen monitor broadcasting library events, and the release of a new library website.

In Sept. 2012 the library suffered extensive water damage during the heavy rain storms Massachusetts encountered during the month. This problem highlighted to the Trustees that a concentrated effort needs to be focused at looking to obtain resources for, hopefully, a new building or extensive renovations to the current one which is nearly 15 years old.

The Burlington Library Board of Trustees wish to thank the Burlington community for their patronage and trust in the library for providing valuable and quality information resources and services. We also thank our Library Director, Lori Hodgson, for her dedication and professionalism she

brings to this job to provide you, the Burlington public, a safe haven for learning and social gatherings. And I, Robert Thys, Chairman of the Burlington Public Library Board of Trustees, wish to offer my personal thanks to my fellow Trustees: Paula Benard, Edith Entwistle, Rosalyn Minassian, Eileen Sickler, and Steve Wasserman. Thank you for your trust in me as Chairman and thank you for your dedication and support of such a wonderful institution as the Burlington Public Library.

Respectfully submitted,

Robert Thys  
Chairman, Library Board of Trustees

## **HISTORICAL COMMISSION**

Museums are caretakers of a town's history through the collection of its material culture. Artifacts, maps, photographs, and written materials make up the treasure of a museum, however, a record must be kept of these items. Therefore, a museum must be cataloged as a library is cataloged.

The Burlington Historical Commission has begun the task of cataloging items, not previously cataloged, so there is a complete record of the museum's collections. Daniel McCormack, town archivist, is working with the Commission. He has provided suggestions on proper cataloging, methods of procedure, and storage of items.

The task is presently underway, therefore the museum is closed until spring.



This summer the museum has had a large exhibit from the museum's collections of every day life in Burlington when it was a farming community. The exhibit included linens, clothes, purses, cameras, farm tools, dolls, and toys. It also included artifacts from the 17th century Wyman House archaeological dig.

Once again the Third Grade classes visited the museum, United Church of Christ, old cemetery, the Common, and the West School as part of their study of Burlington history.

The commission invited John Petrin, new Town Administrator, to visit the museum. After touring the museum and showing great interest, he went with Michael Tredeau to see the Church of Christ, West School, and the Francis Wyman House.



Once again the Commission opened the West School on Halloween. This is always an exciting adventure for the many costumed children. Cider and donuts were served.

Richard Knowles donated an old town map, cream separator, and wallpaper table. The Commission is most grateful for these items.

The Commission wishes to thank the Burlington Historical Society for their support. They also thank the Town for maintenance at the West School and the repaired ceiling in the foyer of the museum.



Respectively submitted,

### **The Burlington Historical Commission**

Toni Faria and Michael Tredeau co-chairmen  
Joyce Fay, treasurer  
Eldrine Emerson, secretary  
Norman Biggart  
Sandra Coveno  
Kathi Horton  
Norma Robichard, Judy Wasserman, and  
Dorothy Bennett, alternates  
Hope Paulson, adviser

### **BEAUTIFICATION COMMITTEE**

The Burlington Beautification Committee (BBC) is pleased to submit the following report for the year 2012.

During the year the committee continued to oversee its ongoing list of projects.

1. We are pleased to report that many of the businesses along Cambridge Street, Bedford Street, Burlington Mall Road and Winn Street continue to maintain attractive landscaped properties.
2. We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas:

#### Around Burlington:

- Gulde Insurance *The Island on Olympia Way*
- Jim Martin - James A. Martin Company, Inc., Steve Marchese - Marchese Sprinkler Repair Service, Dan Dellanno – LawnMaster *Diorio Green at the intersection of Cambridge Street and Burlington Mall Road*
- Jerry McCarthy – Mac's Landscaping – *Historic Museum at Cambridge and Bedford Streets*
- Martin Merva – Merva Landscape *Old West School at Bedford Street and Francis Wyman Road*
- Edward Jones TRW *Field entrance, Mall Road*
- Members of the Garden Club *Colonial Garden on the island across from the Fire Station*

#### Town Common:

- Davis Prato - Prato Associates *The Gazebo*
- Kevin Sullivan – Edward V. Sullivan Funeral Home *Corner of Bedford and Center Streets*
- Jerry McCarthy - Mac's Landscaping *Bicentennial Memorial flower bed on the corner of Cambridge and Bedford Streets.*

3. The Recreation Maintenance Department continued to maintain the general appearance of the Town Common and provided significant help to the Beautification Committee.
4. There have been numerous discussions held with the Veterans Organizations in town regarding a project to further enhance the appearance of the Veterans section of the Town Common with a proposed schedule for completion in 2013.

Respectfully submitted,

Andy Giordano  
Carol Engel  
George Major  
Elaine Zuccaro, Chairman

**SCHOOL COMMITTEE**

	Term Expires
Michael DeSimone, Chairman 5 Gloria Circle	2015
Thomas F. Murphy, Jr., Vice Chairman 3 Lexington Street	2013
Christine M. Monaco 18 Corcoran Road	2013
Stephen A. Nelson, 25 Fairfax Street	2014
Kristin Russo 5 Kingsdale Street	2014
Nicholas Merlino Student Representative	

The year 2012 was another exciting one for the Burlington School Department. We completed the first full year in the new Memorial School and the addition and renovation of the Marshall Simonds Middle School will be completed in January 2013. It is difficult to describe the amount of planning and coordination that goes into the successful construction of new schools. Both projects came in under budget and ahead of schedule. We are grateful for the financial support of the Town that allowed these much needed projects to be completed.

The School Committee continues to focus on providing the programming and resources to meet the 21st century

learning needs of our children. To this end, we added an Assistant Superintendent, Patrick Larkin, to focus on supporting our present programming and to develop future programming that will prepare our students for whatever challenge they choose after graduation. Patrick's work in 21st century learning at Burlington High School is nationally recognized. We are looking forward to expanding this capacity to our middle and elementary schools. We are also excited to welcome Louise D'Amato as the new Director of Special Education. Louise has been in Burlington for five years running the Early Childhood Center. Her expertise will help us to expand our programming to address the needs of all learners in the District.

The School Committee continues to work closely with the Selectmen, the Ways and Means Committee, and Town Meeting to ensure the taxpayers of Burlington receive the highest educational value for their tax dollars. The Committee is grateful to the Ways and Means Committee, the Town Hall Financial Management Team, and the elected and appointed officials who lent their support to the effort of the budget process. We cannot continue to make progress without the support of the community. One measure of community support is the values shared by the School Committee and community regarding the absence of student fees. The Committee firmly believes that fees limit student participation. It is this participation that contributes to student success inside and outside the classroom.

Great things continue to happen across all of our schools. Our high school graduation rate is at or near 100%. Moreover, our graduates report that they are well prepared for the academic and occupational challenges that face them after high school. This accomplishment does not start in high school. We are fortunate to have talented teachers, administrators and support staff from preschool through grade 12.

While graduation is a critical end result, the Burlington School Committee believes in promoting success in a diversity of areas. We are committed to robust programming in the performing and visual arts throughout a student's school experience. We support active and healthy children through our physical education, intramural, and high school sports programming. Our goal is to have all students involved and no anonymous students throughout their school careers. This year we created a student wellness committee that is advising the School Committee in all areas of student health. This committee is already having a positive impact in regards

to life threatening allergies, concussions, nutrition, and emergency care.

The School Committee continues to be vigilant in regards to school safety procedures and crisis management. There is no more important task. To this end, there are regular drills and feedback shared between the Police, Fire and School Departments. We are confident that our crisis plans are well designed and rehearsed. We are grateful for the ongoing partnership between the Town's First Responders and the School District.

Our upcoming challenges are to continue to support the diverse programming that leads to the development of the whole child while meeting expanded federal and state requirements. Our programs require talented people and the budget to support these people. We believe that this commitment to the whole child is one of the values that separate our schools and community.

In conclusion, the School Committee is extremely pleased with the progress being made within the Burlington School System and the achievements demonstrated by our students. We would like to thank the teachers, the support staff, the administration and all of our employees for their dedication and commitment to excellence. We would also like to thank the parents and all the residents of Burlington for their continued support of education in our community.

Respectfully submitted,

Michael DeSimone, Chairman  
Thomas F. Murphy, Jr., Vice Chairman  
Christine M. Monaco  
Stephen A. Nelson  
Kristen Russo

## **SCHOOL ADMINISTRATION**

### **Superintendent of Schools**

Eric M. Conti	B.S., Brown University M.A., Brown University Ed.D. University of Wisconsin
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### **Assistant Superintendent of Learning**

Patrick Larkin	B.A., Assumption College M.Ed., Framingham State College
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### **Director of Finance and Operations**

Craig Robinson	B.S., University of Vermont
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### **Director of Special Education**

Louise D'Amato	B.S., Salem State University M.Ed., Lesley College
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### **Burlington High School Administration**

Mark J. Sullivan Principal	B.A., University of Massachusetts M.Ed., Cambridge College
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed., Salem State College
Deborah Deacon Assistant Principal	B.S., Westfield State College M.Ed., Cambridge College

### **Marshall Simonds Middle School**

Richard J. Connors	B.S., Salem State College M.Ed., Boston University
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### **Elementary Schools**

Karen Rickershauser Principal	B.A., Simmons College M.Ed., Antioch College
Memorial School	C.A.G.S., Salem State College
Susan Astone Principal	B.S., Framingham State College M.Ed., Notre Dame College
Francis Wyman School	
Ellen Johnson Principal	B.S., Keene State College M.S., Emerson College
Fox Hill School	C.A.G.S., Salem State College
John Lyons Principal	B.A., Merrimack College M.Ed., Simmons College
Pine Glen School	

## **SUPERINTENDENT OF SCHOOLS**

In 2012 the Burlington Public Schools continued to build on our successes of 2011. Our primary areas of focus continue to be instruction/technology and communication. We no longer separate technology and instruction as categories. Technology is an integral part of learning in today's schools.

This fall we opened a newly renovated Marshall Simonds Middle School. The entrance to Burlington along Winn Street is bordered by a new Memorial Elementary School and the renovated middle school. We are grateful to the community for their support of these much needed projects. We continue to stress; however, that it is the people in our schools who are most critical to student success. Involved parents, engaged students, exceptional faculty and staff who work in our schools and the continued support of the community are key components to preparing Burlington students to compete in a shrinking and flattening world.

Our learning focus in 2012 was to continuously improve the capacity of the district. Enhancing capacity means expanding professional development for faculty and staff, improving our physical plants and grounds, and, most importantly, seeing higher levels of student achievement. To this end, we added an Assistant Superintendent to the central office staff. Patrick Larkin brings a wealth of experience supporting teacher and student learning. We are also excited to welcome Louise D'Amato as the new Director of Special Education. Louise has been in Burlington for five years running the Early Childhood Center. Her expertise will help us to expand our programming to address the needs of all learners in the District.

We are pleased to announce Mark Sullivan as the new principal at Burlington High School. Mark has been working in Burlington for five years and brings a firm background in the community, the faculty, and the students to his new position.

Our students at all levels have worked hard and experienced success in the classroom, on stage, in the visual arts, on the athletic fields, and in the community. These student successes are evidence of talented people and effective and well-supported programs. We continue to improve our state measures of student growth at all levels – elementary, middle, and high school. While academic growth is our first priority, we value all areas of student success. These varied accomplishments last year can be viewed on the many district blogs and wikis.

In 2012 we have had in-depth conversations about what learning needs to look like in the 21st century. Our efforts have been to create a long term, sustainable funding stream and plan that will allow Burlington to be recognized as a state and national leader in using technology to enhance collaboration and flexible learning opportunities for students. In essence, we want to stop talking about technology as something extra. All of these efforts have been in partnership with the town. Specifically, Burlington High School was recognized as an Apple Distinguished High School this year - one of 87 nationally.

Our plan is to expand the one-to-one environment to the middle school this year. We also have several pilot classrooms at the elementary level. These 21st century learning environments would not be possible without the infrastructure that was put in place with the support of Town Meeting and in partnership with the town.

The district continues to expand the use of our new student management system. We added the special education module this year. Our plan is to continue to use the capacity of our new student management system to improve our communication with parents by providing web-based access to student information for Burlington families. We plan to begin to open parent portals in the near future.

Our efforts to improve and expand communication continue. The growing number of teacher and principal blogs in 2012 is evidence of these efforts. In addition to blogs, we continue to implement five extended afternoons of professional development throughout the year. These meetings provide time for inter-school gatherings of teachers. These inter-school meetings are critical to establish common expectations across schools and smooth transitions from elementary to middle and from middle to high school. Similar to last year, this year's administrative council meetings are hosted at a different school each month. Teacher representatives have also been added so that their voice can be included in our planning.

We continue to offer courses for college credit through our partnership with Bay Path College and Middlesex Community College. Plans are in the works to expand the number of these offerings and to provide the addition of dual enrollment courses (which provide both high school and college credit) for next year. Our goal is to have students graduate high school and be well on their way to an Associate's Degree. Burlington High School was honored last year by the College Board for expanding the number of students taking Advanced Placement courses.

es while maintaining a high level of our student performance on the Advanced Placement exams.

Burlington continues to make progress preparing students for a global economy through curriculum, study-travel (including Italy and China), and a variety of other opportunities. This year we are sponsoring a teacher exchange. We will be hosting a teacher for two weeks in February while sending one of our outstanding math teachers to Cles, Italy.

Burlington was the lead district in a Teaching American History grant. This four-year grant provides opportunities for our teachers to learn from experts in the area and with colleagues from other towns. An example of this learning is a trip to Virginia that will allow these teachers to bring this live experience back to their respective classrooms.

In addition to the initiatives discussed above, the curriculum office provides support and development for teachers through coordinated district-wide professional development. Our goal is to identify and replicate best instructional practices and deepen content knowledge in order to increase the academic achievement of all Burlington students. Four professional development days are stipulated by the school calendar. The days are designed to strategically balance district versus building needs and to address individual interests by providing choice. While providing opportunities for choice, the district needs to follow through with our commitment to meet with teachers regularly to discuss these professional development choices and incorporate new ideas from faculty into our future planning. This fall we started the school year with a three-day, district wide conference at Burlington High School. The feedback from this event was positive. We are stressing professional development that is created by Burlington teachers for Burlington teachers.

We are proud to provide our Burlington staff with a wide variety of forums for professional discussions about curriculum and learning as we continue to sharpen skills and strive for excellence. We provide experiences both within the district through elementary curriculum councils, middle school team meetings, and high school department meetings and outside of the district through workshops, conferences, and courses. These professional development opportunities occur during the school day, after school hours, on Saturdays, and during the summer. Burlington continues to boast of long-term relationships with a host of partnerships with outside agencies including PrimarySource, Teachers as Scholars, and Massachusetts Computer Using Educators (MassCUE). By providing a depth of offerings, lesson modeling, and coach-

ing, we foster growth, deepen content knowledge, and mesh assessments with instruction. This level of choice supports the implementation of curriculum and allows for observation of best practices. This in turn leads to increased academic achievement and positive student outcomes.

All of these efforts should manifest in higher levels of student engagement in the classroom. We continue to develop a shared definition of student engagement in the district. We are expanding the use of "learning walks" or "learning rounds" to reflect on the student experience in our schools. Learning walks are similar to rounds at a teaching hospital – small groups of teachers and administrators visit classrooms to look for learning from the perspective of students. The end result should be reflective conversations about best practices. This process is not teacher evaluation. These critical conversations will continue into next year.

Finally, I would like to conclude with recognition. Many of the projects mentioned in this report would not have been possible without support from retired Town Administrator, Robert Mercier. His belief that public schools are a critical strand in the fabric of any community and his mentoring of a new superintendent were essential factors in the success of the school district.

Respectfully submitted,

Eric Conti  
Superintendent

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## **BURLINGTON HIGH SCHOOL**

Burlington High School saw several administrative changes over the last year. Effective July 1, 2012, Patrick M. Larkin assumed the role of Assistant Superintendent of Learning for Burlington Public Schools and Mark J. Sullivan succeeded him as Principal. Ms. Deborah Deacon was hired to replace Mr. Sullivan as an Associate Principal. Ms. Deacon came to BHS from Wilmington High School where she served as an Associate Principal for five years.

At the conclusion of the school year in June 2012, several veteran faculty members retired from BHS: Mr. Robert Costa, Social Studies; Mrs. Rita DeBellis, Foreign Language; and Mrs. Jean Saxe, Math. In addition to Ms. Deacon, new faculty members for the 2012-13 school year are:

Foreign Language	Gregory Strobel and Christina Walton
Math	Lauren Marinaro, Thomas Regan and Trevor Strobel
Social Studies	Jennifer Brumby
Special Education	Jaclyn Vigneau
Tutor	Michelle de Lima

BHS continues to focus on the use of instructional technology tools to help foster student engagement. Professional development time has been geared toward supporting teachers in the implementation of technology to support student learning. We are also looking to develop a true rotation schedule which would allow teachers to see students at different times of the day. A schedule committee was formed in September and has met over the last few months to create a schedule to best suit our needs. In December, the committee proposed a final version which they are prepared to implement next fall, pending feedback from faculty, administration and School Committee.

BHS continues to schedule many varied activities and observances that have become highlights of the school year. These annual events include our: September 11th Remembrance Ceremony; September Student Activity Fair; November Veterans Day Assembly and School Spirit Rally; December Holiday Traditions Assembly and Holiday Concert; March NHS Induction Ceremony, Ides of March Concert and Spring Musical; as well as alternate-year Italian and Spanish Student Exchange Programs, and the Junior/Senior Prom.

For the third year in a row, Burlington High School was chosen by Boston Magazine as one of the top 50 public high schools in the state. Schools were chosen based on standardized test scores and cost-efficiency factor, which measured academic performance against dollars.

BHS continues to offer dual enrollment courses with Middlesex Community College where students are able to take courses at BHS and receive both high school and college credit. In addition, BHS articulated an agreement with Massachusetts Bay Community College which allows some students to earn concurrent credit from both BHS and Mass Bay CC for courses taken at BHS during the regular school day. BHS also offers a number of online courses to students through its membership with Virtual High School. Finally, Burlington High School students continue to perform exceptionally well on the MCAS tests with 100% of the Class of 2012 passing both the English Language Arts and Math MCAS tests.

Finally, BHS continues to offer a myriad of clubs and athletic activities for its students. In the winter of 2012 our Cheerleading, Boys Gymnastics and Boys Hockey teams were all state champions. This fall our football team made it to the playoffs but was defeated by Beverly, our varsity cheerleaders placed 2nd in the State Championship, and Junior Paul Hogan was a State Champion in Cross Country. Our new Associate Principal re-established our DECA program and the students had a very strong showing at the regional conference in Chelmsford in December.

For the latest news from Burlington High School, please visit our blog at [markjsullivan.org](http://markjsullivan.org). Thank you.

Respectfully submitted,

Mark J. Sullivan, Principal

## ART DEPARTMENT

The fourth annual BHS Artist Alumni Day was held in January. Alumni of the art program returned to Burlington to take part in the event, where they displayed their work and spoke to art classes about life in the arts after high school. The presenters were either in post-secondary art programs or working as professional artists.

In January, BHS once again participated in the Boston Globe Scholastic Art Awards. The following Burlington High students received individual Gold Keys, Silver Keys, Honorable Mentions and portfolio Gold Keys at the annual Boston Globe Scholastic Art Awards competition:

Jacqueline Akerley (Mixed Media), Chris Coe (Photography), Katie Desmond (Photography), Devon Doherty (Printmaking), Irina Grigoryeva (Drawing), Stacy Howe (Photography), Eleni Klesaris (Photography), Toula Papadopoulos (Painting) and Danielle Schissler (Ceramics) all earned Honorable Mentions.

Olivia Akerley (Digital Art), Toula Papadopoulos (Drawing), Maya Russell (Drawing) and Lina Wu (Drawing) earned Silver Keys.

Katie Desmond (Digital Art) and Toula Papadopoulos (2 - Art Portfolio and Drawing) earned Gold Keys. The work of the Gold Key winners went on to the national competition, where Toula Papadopoulos earned an award on the national level.

It was a very exciting year with almost 14,000 images submitted by Massachusetts students as individual category entries and as part of portfolios, created by over 6,500 individual students. All Gold Key and Silver Key students were invited to exhibit their work in the State Transportation Building at 10 Park Plaza in Boston. The Gold Key and Silver Key exhibit at the State Transportation Building were hanging from February until April 2012. The Awards Ceremony was held in March 2012 in Boston.

In March, the department hosted its thirty-ninth annual exhibition. Hundreds of pieces of work were on display in the high school library and main lobby. The opening reception was held on the night of the high school's Open House. The show was up until the first week of April.

The year saw several exhibitions in the high school's art gallery. Cambridge Street Gallery is committed to providing exhibition space to BHS alumni artists, community members and faculty. The gallery is contained in Burlington High School and is located across from the cafeteria. It is locked and only opened with a supervisor (administrator, teacher or trained student) present.

Cambridge Street Gallery exhibited the work of 1981 Burlington art teacher Laura Phillips throughout winter of 2011-2012. Ms. Phillips has worked at the Marshall Simonds Middle School since 1984. As a professional photographer and art educator she has traveled extensively. The photographs in the exhibit entitled "Havana Up Close" were from a recent trip to Cuba. Ms. Phillips traveled with photographer Peter Turnley. The photojournalistic style and Ms. Phillips' keen ability to capture Cuba, mankind and color made for a wonderful show.

BHS Alumnus Shauna Leva, a recent graduate of the illustration program at Hartford Art School at the University of Hartford, exhibited her work in Cambridge Street Gallery at the beginning of the 2012-13 school year.

From late October to mid-November, BHS Senior Christopher Coe exhibited his work in the school gallery. Chris specializes in music, portrait, and commercial photography.

In May, students from the Portfolio class hosted a reception for Burlington High School's sixth annual Portfolio Exhibition. The show was organized and hosted by the juniors and seniors in the Portfolio and AP Studio Art courses, who supplied refreshments and offered commentary on their works to guests.

Gam Dhliwayo and Pablo Aguilar were selected to represent Burlington High at the annual Art All-State Festival at the Worcester Art Museum, where they collaborated with their creative peers as well as professional artists in making large-scale installations. Art All-State is jointly sponsored by the museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education and the Massachusetts Directors of Art Education. Both students enjoyed the experience, and both plan on majoring in art in college.

The Burlington Education Foundation provided funding for an artist residency at Burlington High School for nationally recognized artist and Burlington High alumnus William Duffy. Mr. Duffy created the sculpture in 1973 that now resides in the main lobby of Burlington High School. Mr. Duffy has begun a collaboration with art and history students as a guest artist in residence. Students are learning about the process of creating a public sculpture, making their own sculpture and generating ideas that Mr. Duffy will use to create a future sculpture for the empty pedestal outside of Burlington High School. The sculpture will represent aspects of the identity of the community.

The three day residency took place on May 30, 31, and June 1, after numerous discussions and much planning by Mr. Duffy and Ms. Christina Chang, art teacher at Burlington High School. During the three day visit, Mr. Duffy engaged art and history students in researching Burlington's history up to the present day in order to synthesize their findings in the form of an icon that best represents Burlington's zeitgeist. His lecture and demonstrations to art and history students helped them understand the process of creating a sculpture as public art and its broader social implications.

The grant for the residency was written by Ms. Christina Chang, Burlington High School art teacher, and funded by the Burlington Education Foundation. For a more detailed description of the Mr. Duffy's artist residency, and photographs of the process, please visit Ms. Christina Chang's blog about the residency at: <http://bhssculptureproject.wordpress.com/>

Over forty Burlington students exhibited their work at the Regional High School Art Exhibition sponsored by the Lexington Arts & Crafts Society this November. This exhibit was shared with high school art programs in several neighboring communities, including Arlington, Bedford, Burlington, Concord-Carlisle, Lexington, Waltham and Winchester.

The Macintosh labs continue to provide students with exciting possibilities in the computer graphics field. The *Digital Arts*, *Graphic Design*, and *Web Design* courses continue to utilize the equipment and graphics programs, and art teachers are now teaching portions of the *Photography* curriculum and the new *Digital Publishing* course in the labs. Many of the works created in the labs go on to publication as posters, banners, and program covers for the graduation ceremony, the school musical, and the high school's Program of Studies. Several of the artworks that earned recognition in the Boston Globe Scholastic Art Awards were created in this lab.

Every fall, the high school art department hosts representatives from post-secondary art programs in the New England region. The representatives presented their programs to juniors and seniors in our advanced classes and offered to view and critique student portfolios. Many of our students attended National Portfolio Day in November. Representatives from art programs from throughout the country were on hand to review portfolios, giving honest, direct criticism of our students' work before they would refine it for their actual college applications.

The Art Department added two new courses to its program of studies starting in the 2012-13 school year. In addition to the previously noted *Digital Publishing*, *Fashion Design* is also now taught at BHS.

Ms. Christina Chang continues to serve as the advisor for Students for Asian Cultural Awareness. Mr. Mistler serves as co-advisor for the school's yearbook. Ms. Djordjevic serves as the advisor of the Photography Club, now in its second year. Mr. Ratkevich advises the school's Art Club. Mr. Ratkevich continues to serve as an advisory board member for the Boston Globe Scholastic Art Awards. Mrs. Vigneau continues to serve as an assistant softball coach.

Respectfully submitted,

George Ratkevich  
Art Department Head

## **ENGLISH DEPARTMENT**

The English Department continues its mission of preparing students for lifelong learning. Our students continue to succeed on standardized assessments (for the third straight year, every sophomore passed the MCAS, and we had a 100% passing rate on the AP Literature and AP Language tests).

In contrast to last year, where we had four new hires as well as two different maternity-position teachers, we have no new faces this year on the English Department. Changes in our personnel were less dramatic this year. We saw Kevin Field return to his retirement after a short, but immensely popular and helpful stint as a part-time teacher, and Michael Milton, who taught English classes for us last year, took on a position entirely in the Social Studies Department. We welcomed Anne Ford and Callie Graham back from their maternity leaves. Molly Stuart has taken on a position as a girls' soccer coach, further adding to how the teachers in the English department continue to be a steady presence in the extracurricular lives of the students. Our department members hold positions as coaches (varsity girls' basketball, indoor track, soccer, outdoor track and softball), afterschool club advisors (Collab – the school's literary magazine, Factathalon, the Future Teachers of America, the Debate Club, Drama Club, Poetry Club, and Idle Hands – the BHS Improv club), and leaders of school organizations (National Honor Society, and class advisors for the classes of 2013 and 2015).

Our biggest departmental update going into this year was the unveiling of our new, custom-made vocabulary eBook for all of our freshmen classes. Facing the fading relevance of one of our two staple textbooks, which had last been updated in 1978, and the steady and expendable cost of the other, the entire English department created a two-year vocabulary study for all freshmen and sophomores to phase out those burdensome texts. This year, we launched a web-driven version of the freshmen-year text, which focuses on word-building skills through the study of prefixes, roots and suffixes. By the end of this school year, we should be ready to roll out the sophomore year component. Both of these texts are also being developed as an iTunes app. We have further readied ourselves for teaching in the 21st century by improving our departmental webpage ([www.bhsenglishdepartment.com](http://www.bhsenglishdepartment.com)), which now features greater depth in the teachers' pages and syllabi, updates on literary news,

information about our curricula and the clubs that we advise. We have purchased new smartboards and whiteboards for our classrooms, and an entirely new set of equipment for our Media and Advanced Media classes. In curricular changes, we have introduced our Young Adult Literature class, modified our Creative Writing curricula, changing it into two discrete courses (one for fiction, one for poetry), and created both a Social Media and an Eastern European option to broaden what we offer for "World Literature". Since last year, we have introduced or reintroduced over a dozen novels and plays to our courses overall. We have also reassessed the goals of our junior-year term paper project, which is currently making us unify how our writing instruction works across the department for grades nine through eleven.

In other department-related news, Collab had an entirely successful year, both in sales and in its return to national competition. Poetry Out Loud continues to evolve beyond a poetry competition into a school-wide celebration of poetry, with this year's addition of the Senior Spotlight. In May of 2012, the Boston Globe Magazine mentioned Burlington High School in an article about Poetry Out Loud for being one of the top participating schools in Massachusetts. And our fall play this year was William Shakespeare's *A Midsummer Night's Dream*, one of the most literary plays Burlington has ever produced.

I am proud to report that this year the English Department once again features the work of teachers who are not afraid to question the status quo. And this questioning is creating exciting new developments in our hallway. I look forward to reporting back next year.

Respectfully submitted,

Benjamin Lally  
English Department Head

### FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department offers students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. In order to graduate from Burlington High School, a student must take two consecutive years of the same language. All languages have a complete sequence of study through the 5th year. However, Spanish offers an Advanced Placement course in place of year five.

This school year, the Foreign Language Department welcomed Spanish teacher Christina Walton and Latin teacher Gregory Stringer to BHS. Both teachers bring a wealth of knowledge and cultural expertise through both their living and teaching abroad experiences in foreign countries, including China and Italy. Gregory Stringer took on the Latin Club Advisor roll as a first year BHS teacher and spearheaded a field trip to Boston University for a Latin Classics Convention for his students. Furthermore, he is preparing his Latin II and Latin III students for the National Latin Exam that they will complete on March 15, 2013 at BHS.

With the roll out of the iPads from the 1:1 initiative implemented last year, the Foreign Language Department has been at the forefront in integrating authentic resources and applications. Many Foreign Language teachers have researched tools that improve students' listening, speaking, reading and writing abilities in the target language. In October, Spanish teachers Renee Dacey and Daniela De Sousa presented, "iPads and the Foreign Language Classroom", at the annual Massachusetts Foreign Language Association's Conference, which highlighted various applications utilized by BHS Foreign Language students.

In regards to student travel, BHS offers numerous opportunities for students to enhance their language and cultural awareness abroad. In July 2012, thirteen BHS students traveled to Salamanca, Spain for two weeks with Spanish teacher Renee Dacey to study at the Colegio Delibes Spanish language school. Also, this February a group of nineteen students accompanied by Spanish teachers Daniela De Sousa and Tara Sullivan will participate in a Spanish Exchange Program with a high school in Collado Villalba, Spain. Students will live with a host family for two weeks while attending typical Spanish classes and journey to nearby Spanish cities and historical sites. Subsequently, in April, BHS will welcome students from Collado Villalba, Spain for two weeks for a home stay visit with Burlington families. In addi-

tion, during the 2013 February vacation week, Italian teacher Ivana Gentile will accompany twelve students to Italy for a tour of Venice, Rome, Florence, Capri, Pompeii and Sorrento.

Students are not the only participants in an exchange program. This year the Foreign Language Department teamed up with Istituto Pilati High School in Cles, Italy and created a teacher exchange program. In February 2013, BHS Math teacher Ann Marie Bilotta will travel to Italy to teach Math for two weeks. Simultaneously, BHS will welcome an Italian Math teacher to instruct Ms. Bilotta's classes.

Most importantly, the Foreign Language Department continues to provide extracurricular activities for BHS students through French, Italian, Latin and Spanish Clubs. Each club participates in the annual Holiday Traditions fair spearheaded by the Multicultural Club, advised by BHS ELL/ESL teacher Adam Chiocca. Furthermore, students contributed to food drives during the month of December for homeless shelters, including the YWCA Fina House in Lawrence, MA. Lastly, Spanish teacher Abigail Abbott organized a group of BHS students to volunteer at the annual Christmas in the City party for homeless children in Boston.

Respectfully submitted,

Renee B. Dacey  
Foreign Language Department Head

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## **MATHEMATICS DEPARTMENT**

The Mathematics Department has seamlessly continued its mission of preparing students for lifelong mathematical competence and sound logical reasoning skills. Now in the second year of our one-to-one iPad initiative, the continued integration of technology into the classroom has provided our staff with countless resources and a vast array of teaching tools.

The 2012-2013 school year saw our Honors Calculus course change from a half-year semester course to a full-year course. The Math Department is excited to continue our partnership with Middlesex Community College by offering our Honors Calculus course as a dual enrollment opportunity. Students who meet the requirements may enroll in Honors Calculus and receive credits towards a Burlington High diploma, as well as transferable Massachusetts Community College credit. Changing the course to a full year proved ben-

eficial for students as the time allotted to review helped 50% of students enrolled to achieve requisite scores for dual enrollment credit.

This past August, we welcomed Ms. Lauren Marinaro, Mr. Trevor Strobel, and Mr. Thomas Regan to the Mathematics Department at Burlington High School. All three teachers came to Burlington High with experience and enthusiasm, as well as noteworthy references. Both have transitioned seamlessly into their roles as full-time mathematics teachers and have shown evidence that they can work well collaboratively with the other eleven members of the department.

The Mathematics Department continues in its leadership role, both curricular and extracurricular, at Burlington High School. Now in my second year as department chairman, I am quite proud to have the opportunity to work with a talented staff toward maintaining and improving the level of mathematics instruction at Burlington High School.

Respectfully submitted,

Brian D. McNeill  
Mathematics Department Chairman

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## **HIGH SCHOOL GUIDANCE DEPARTMENT**

The mission of the Burlington High School Guidance Department is to support the academic, career, and personal/social development of all Burlington High School students. Through individual and group counseling and collaboration with school, home, and community, we foster responsible decision-making. We strive to help students realize their full academic and personal potential as lifelong learners and global citizens. The Guidance Counselors and School Adjustment Counselor, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals.

The Guidance Department was slightly restructured for the 2011-2012 school year. The new structure is designed to be more proactive when handling, and dealing with, student and/or family social/emotional issues. A new School Adjustment Counselor/Social Worker position was added as part of the Guidance staff. Christine Robinson, who was previously a social worker, has assumed this new position. In

addition, the Guidance role of Gloria Wojtaszek has been slightly modified. Gloria now dedicates a majority of her time to working with Special Education students and parents. Since the Guidance Department is now in the second year of this new and focused model, we continue to refine the newly added roles. Ms. Robinson, in conjunction with Special Education, has created a transition group that meets twice daily. This group is dedicated to helping students learn social skills, coping strategies and developing the necessary skills to find success in the workplace. Mrs. Wojtaszek has also focused her efforts on the transition of Special Education students after grade 12 and has made an effort to meet with middle school counselors to assist students on the transition to the high school. Mrs. Leisel Smith has returned from a one year maternity leave as well. Each Guidance staff member continues to bring a wealth of experience whether dealing with social emotional issues or college/career exploration.

Theresa Cavanaugh has assumed the role of school registrar, while Patty Lewis continues as the Guidance Secretary. Together they have allowed the Guidance Department to function at a very high level in terms of efficiency, which has allowed counselors to have more time with students.

The Guidance Department continues to expand the web-based management system, called Naviance, which allows students to complete many of the tasks associated with selecting a college, major, and career. This year many teachers are using the program to upload letters of recommendations as well. The counselors now utilize a personality profile for students so they are able to make informed choices on careers and college major. In addition, students can develop four year academic plans, upload various documents, and connect to a myriad of resources. Parents also have access to the program. Naviance has allowed the scholarship application process to be more manageable for students and parents. Naviance has given the Guidance Department the capability to submit transcripts on-line. Using the on-line transcript function has allowed us to save time and money on mailings. In an effort to continue our community outreach, the BHS Guidance Department has added an additional Guidance Blog called "College Snapshots". This blog profiles colleges around the New England area visited by BHS Guidance Counselors. This allows the BHS Guidance staff to stay relevant on college admission expectations.

The Guidance Department continues to expand our parent breakfast series. We plan to host a breakfast for 8 out of the 10 months of the school year. We plan to continue with

the breakfast series due to such high attendance rates. In addition, the entire Guidance staff was present at our senior college planning night and will all attend the upcoming junior parent planning night.

The Guidance Department hosted representatives from nearly seventy colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. This year Burlington High School will once again be a site for FAFSA Day Massachusetts. This is a nation wide effort that allows parent and/or students to receive free assistance filling out financial aid forms.

The 2012 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty-eight donors contributed to the 2012 program. Four-hundred one scholarships, totaling \$316,675 were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, seven thousand-six hundred seventy four scholarships totaling \$6,148,890.00 has been awarded to the graduates of Burlington High School.

### **The following is a profile of the Class of 2012 (as reported in June of 2012):**

Size of Graduating Class: .....	223 students
Number of Students Continuing Education: .....	214 or 95.9 % of Class
Number of Students Seeking Employment: .....	5 or 2.3 % of Class
Number of Students Entering Military Service: .....	4 or 1.8 % of Class

### **Continuing Education Information:**

Four-Year Baccalaureate Programs: ..	174 or 78.0 % of Class
Four-Year Public In-State Institutions: .....	64 or 28.7 % of Class
Four-Year Public Out-of-State Institutions: .....	18 or 8 % of Class
Four-Year Private In-State Institutions: .....	59 or 26.5 % of Class
Four-Year Private Out-of-State Institutions: .....	33 or 14.8 % of Class
Two-Year Associate Degree	

Programs: ..... 39 or 17.45% of Class  
 Two-Year Public Institutions: ..... 37 or 16.6 % of Class  
 Two-Year Private Institutions: ..... 2 or 0.8 % of Class  
 Non-US College..... 1 or 0.4 % of Class

**2012 CEEB Test Summary:**

94% of Class that took the SAT Exam: 210 Students  
 Mean Critical Reading Score: 526 Mean Math Score: 537  
 Mean Writing Score: 525

**TESTING STATISTICS – CLASS OF 2012**

**# Of SAT Scores In A Given Range:**

	<b>Reading</b>	<b>Math</b>	<b>Writing</b>
700-800	9	9	10
600-690	42	53	41
500-590	83	86 69	
400-490	58	48	74
300-below	18	12	14

**SAT Subject Mean Scores:**

Biology M:	671	Biology E:	621
Math Level II:	667	Math Level I:	612
Chemistry:	589	US History:	538
World History:	559	Literature:	593
Spanish:	533		

Four students were commended for the 2012 National Merit Scholarship Program. One-hundred seventy students took a total of 260 Advanced Placement (A.P.) exams for college credit. Thirty-one members of the Class of 2012 were recognized as Advanced Placement Scholars for their performance on the 2012 Advanced Placement Examinations. Eight students were recognized as AP Scholars with distinction, eleven members were recognized as AP scholars with honor, and twelve members were recognized as AP scholars.

**MCAS Test Results Summary:**

Beginning with the Class of 2003 all students must pass both the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma. Beginning with the Class of 2010 all students must also pass the MCAS Science test in addition to the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma.

**Testing results upon graduation for the Class of 2012 are as follows:**

Passed the English Language Arts test: ..... 223 students or 100 % of Class  
 Passed the Mathematics test: ..... 223 students or 100 % of Class  
 Passed the Science test: ..... 222 students or 99% of Class

**Initial Testing results for the Class of 2012 are as follows:**

Scored either proficient or advanced on the English Language Arts test: ..... 84 % of Class  
 Scored either proficient or advanced on the Mathematics test: ..... 85 % of Class  
 Scored either proficient or advanced on the Science test: ..... 76 % of Class

*\*This information is published on the Massachusetts Department of Elementary and Secondary Education Web-site.*

Respectfully submitted,

Joseph Attubato  
 Support Services Coordinator

**SCIENCE DEPARTMENT**

Two thousand twelve was a good year for the Burlington High School Science Department. Burlington High went through its first year as an all iPad school and our staff was fully involved in developing a fully functional science curriculum around it.

- Our 9th and 10th graders were superb in the high stakes MCAS Science exam given in June, where 249 out of 250 passed.
- Our students excelled in Advanced Placement courses. Seventy students (60% of all students) received AP credit. Twenty-five students (40%) obtained the highest possible score of 5.
- We hosted our 13th annual American Chemical Society's "HighSchoolTeachers' Night" in October with featured speaker, Dr. Robert Langer, a noted MIT Professor.

- Dr. Peter Nassiff and fellow chemistry teacher, Ms. Wendy Czerwinski, published an article in February in the Journal of Chemical Education entitled, "Modeling Atoms Using Paperclips."
- Dr. Nassiff, a DOE consultant on the MCAS Committee in chemistry, served on the State Science Committee on National Science Standards and the MCAS Chemistry ADC Committee.
- Ms. Julia McKinney is a consultant and presenter for Prentice Hall Publishers for their series on Anatomy and Physiology and in Biology.
- Dr. Wesley Johnson and Ms. Alex Allaire were compiling an online Conceptual Physics Text for NetTexts.

Respectfully submitted,

Dr. Peter J. Nassiff  
Science Department Chairman

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## **HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT**

The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with disabilities. In the 2012/2013 school year, inclusion courses were maintained in the areas of English, Mathematics, History and Science for Freshman and Sophomore classes. In these courses special education teachers provide direct support and service to students in mainstream academic classrooms. To help Junior and Senior students transition to post secondary goals, academic support was added to help students identify learning strategies and gain skills to advocate for themselves and their needs. Bridge support continues to grow and be an effective program to help support students who need assistance with emotional disabilities.

Respectfully submitted,

Christina Cicolini  
Special Education

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## **SOCIAL STUDIES DEPARTMENT**

The Social Studies Department embarked on the 2012-2013 school year with Todd Whitten named to be the Department Chair for the school year, and Jennifer Brumby was hired to teach part time in the Social Studies Department and part time in the English Department. Rachel Gould went out on maternity leave for the first half of the year, and was replaced by Stephanie Fishel. Joyce Carey went out on medical leave for an indeterminate period of time and Will Gordon was placed in her classes.

The Social Studies Department continued to work with the iPads and have begun a review of the curriculum and how technology can be used to improve student performance. The department is also building a website to better facilitate communication with the community. It can be found at <http://bhssocialstudiesdepartment.wordpress.com>. Teachers are also working through edmodo and twitter to communicate better with parents and students in addition to using email and phone. In addition, Todd Whitten traveled to Seattle for the National Council of Social Studies to learn more about the coming Common Core Standards for Social Studies and brought back many ideas for the department to consider as this national program is rolled out over the next three years.

The Social Studies Department continues to take part in the Daughters of the American Revolution Good Citizen Award, won this year by Senior Matt Swanson, Boys' State and Girls' State held at Stonehill University, the town sponsored Student Government Day, and the State House sponsored Student Government Day programs.

Respectfully submitted,

Todd Whitten  
Social Studies Department Chairman

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## **DEPARTMENT OF ATHLETICS**

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body, the community, and the school administration.

With the adoption of Burlington Public Schools policy with regard to concussions in 2011, all Athletic Department Coaching staff must be certified by NFHS and have a certificate on file in the athletic office prior to the start of their season. The Athletic Department will also be following the MIAA laws regarding coaching certification.

The winter season saw competitive play and an overall winning season. The Boy's Basketball team was led by Senior Captains, Connor Gallivan and Mark Melanson, Joe Renaud and Greg Sheridan finishing 8 and 14. The Girl's Basketball Team was led by Senior Captains Erin Clark and Christina Raso, and they finished 6 and 14. The Boy's Hockey Team was led by seniors, Brian Hood, Trevor Cimino, Steve Mattos and Brett Romkey, and finished 14, 1 and 6 winning the Middlesex League Small Division. They went on to tournament play with a win over Wakefield becoming the Division I North champions. They played Milton achieving the State Division I Title. The Girl's Hockey Team was led by juniors Angela Venini, Holly Brouillette, Sara Walsh and Nicole Rigby, finishing 4, 13 and 1. The Boy's Gymnastic Team led by seniors, Patrick Gallivan and Joe Hanafin, finished with an 8 and 0 record winning the League Title and the State Title. The Girl's Gymnastic Team, led by seniors Casey Landry, Haley Vercollone and Alyssa Mitchell finished with a record of 5 and 2. The Boy's Indoor Track Team finished 5 and 0 winning the Middlesex League Small Division Title. Elizabeth Burkhart, Kathleen Desmond, Devon Doherty, Eva Mayo, Brianna MacDonald, Shannon Murray, Ashley Romano and Samantha Small led the Girl's Indoor Track team, finishing 3 and 2 and taking third place in the Middlesex League. Jay Baia, Ryan Knox and Ryan Gilpin led the Boy's Swim Team to a 1 and 5 season record. The Wrestling Team ended the season with a record of 1 and 27.

The Boy's Baseball Team, this year led by Senior Captains Joe Moran and Kyle Shields, finished with a record of 12 and 8. They went on to tournament play winning the Division 2 North Championship against Beverly. Softball had a record of 16 and 2 and was led by seniors Christina Raso, Kelley McCarthy and Haley Currie. They won the Middlesex League Small School title and went on to tournament play. Boys Lacrosse led by Billy Murphy, Chris Ikier and Chris Litchfield finished 7 and 5 going on to Tournament play winning Beverly and losing to Winchester. Girls Lacrosse led by Erin Clark, Jean Hanafin and Alanna Tierney finished the season with a 10, 7 and 1 record winning the Middlesex League Small Title. Boy's Tennis, led by Senior Captains Cameron Frank, Joe Piotti and Derek Skinner, finished 16 and 4 winning

the Middlesex League Small Title. They continued on to tournament play winning Medford and Danvers and losing to Wayland in the Division II North Semi-Finals. Girl's Tennis was led by Catherine Gianino, Stephanie Swiszcz and Jenna Perlmutter and finished with a record of 16 and 4 winning the Middlesex League Small Title. The girls qualified for tournament play. Boy's Track finished 5 and 0 winning the Middlesex League Small Title. Elizabeth Burkhart, Katie Desmond, Devon Doherty and Casey Landry led the Girl's Track Team, finishing 3 and 3.

The Football team, led by Captains Michael Lockney, Marcus Odiah, Domenic Calicchio, Anthony Cruz and Mark Woods, ended the season with a 5 and 0 record winning the Middlesex League Small title. The boys went on to the playoff game vs. Beverly losing 34 to 21. The Boy's Soccer Team, led by Senior Captains Billy Restivo and Bobby Davison, finished 3 and 12 and 3. The Soccer Cheerleader Captains for the fall season were Gina Russo, Janelle Jean and Maribel Escobar. The Girl's Soccer Team, led by Katie Han, Abby Joyce and Miranda Woods, finished with a 6, 8 and 4 record. The Golf Team was led by Liam Cronin and Brian Minghella and ended the season with a 7 and 4 record placing 1st in the Middlesex League Small Division. Boy's Cross-Country, led by Michael Humphreys and Paul Hogan, finished 3 and 4 and the Girl's, led by Ashley Romano and Alison Pflanz, finished 2 and 5. Girl's Swimming and Diving finished 1 and 9, and was led by Allison Campbell, Nicole Flecchia and Meghan Groom. Field Hockey finished 5, 9 and 2, led by Holly Brouillette, Melissa Baumgartner, Julia Roberto and Sara Walsh. The Competition Cheering Squad, led by Whitney Sharpe and Katey Cossette, also had a great season finishing first in the Middlesex League again, as well as Division III North Champions. Girls Volleyball was led by Sara Hood and Shannon Hanafin and finished the season with a record of 17 and 5. For the second year in a row, the girls moved on to tournament play winning their first two games and losing in the semi-finals to Melrose.

The Athletic Department would like to congratulate all the athletes for their hard work and dedication and for making this past year such a success.

Respectfully submitted,

Edward L. Gillis  
Athletic Director

## **HIGH SCHOOL LIBRARY**

This year the library purchased more ebooks and databases. This enables students to access the library remotely for research 24 hours a day. We now have over 1,300 ebooks and over 40 databases.

We continue to add more technology. Google Chromebooks were purchased for use during the day. Students like the ease of sharing Google documents, quick access to the internet, and the Google apps they provide. Apple TVs were purchased this year to be used for presentations. Students and teachers can mirror their iPads to share and present their created work with each other using the Apple TV. We also use it for an electronic bulletin board to display YouTube documentaries for library monthly themes i.e. Woman's History Month, Poetry Month, book trailers, and to promote the best young adult literature.

Last spring and this fall our faculty book discussion group connected with readers from around the world through a live, online book discussion. This Global Read was sponsored by Primary Source in Watertown. There was a question and answer session with the authors of *The Queen of Water* by Laura Resau and María Virginia Farinango, and *Girl in Translation* by Jean Kwok. These award winning books explored universal themes of identity, family, adolescence, and resilience.

The library media center continues to meet the research needs of all students and staff by providing technology, print and non-print resources that support curriculum projects. We look forward to another successful year.

Respectfully submitted,

Susan Kelley DiSanto  
Librarian

## **MARSHALL SIMONDS MIDDLE SCHOOL**

During the past year, the teachers and students at Marshall Simonds Middle School have participated in educational practices that have emphasized instruction, technology and communication. Programs have been aligned with state education curriculums and substantial time has been spent by teachers planning lessons that engage students.

Technology has been a major tool for producing interactive classrooms that support a variety of curriculum initiatives. Communication between the middle school and community has been strengthened by a school website, blogs, newsletters, community service projects, student recognition, events and opportunities for parents to meet faculty members. The Parent-Teacher Organization and School Council have been strong contributors to high levels of communication between the home and school.

School initiatives have included new computer-based report cards and mid-term reports, grants from the Burlington Education Foundation, the Math Olympiad for grade 6 and 7 advanced math students, Teen Light, collaboration meetings between middle school staff members and elementary and high school teachers and an outside evaluation of the BEAM program. Middle school students demonstrated outstanding performance on state-mandated MCAS tests and also were recognized for their superior proficiency in music and art. Scholastic art awards were received by more seventh and eighth graders than any middle school in the state.

Professional development continued to be a major focus for teacher training at M.S.M.S. Summer workshops were held for members of the Math and English Language Arts departments to allow them to include new common core standards in their curriculums. Multiple workshops have been provided to introduce teachers to iPads, video cameras, the wireless network, LCD projectors, mobile internet devices and the daily use of the Aspen Student Information System. Three days of technology training was provided for all middle school teachers prior to the beginning of the school year in August.

The 2012 school year was impacted by a major addition and renovation project. Students moved into temporary classrooms for short periods of time to facilitate the construction needs. The addition added 33,000 square feet with: 7 new science classrooms, administrative, guidance, nurse and office space, 2 computer rooms, library, music areas and a glass corridor from the auditorium to the cafeteria. The main entrance has been moved to the Winn Street side of the building.

The renovation includes: new classroom finishes, lighting, floors, ceilings, handicapped toilets, smart boards, computer technology and improved storage. New student lockers in the school corridors and gymnasium have been installed. The cafeteria has been renovated into one large space with a new kitchen. Two outdoor courtyards have also been established

to be used as classrooms and to grow plants as part of the science curriculum. The new main entrance features a large skylight to utilize natural lighting in place of fluorescent fixtures.

After 50 years of existence, the Marshall Simonds School has received a major facelift. Kevin Buckley, a long time Burlington resident and school architect for Knight, Bagge and Anderson architectural firm, has been instrumental in the growth and expansion of the middle school project. Final completion is projected for January 2013.

Two experienced middle school teachers retired in 2012. Grade 6 English language arts teacher Patricia Beaver and grade 7 English language arts teacher Michele DeGeorge dedicated a combined 66 years of teaching students in Burlington. Their work ethic, love of children, enthusiasm for learning and good-will will be missed at the middle school.

Improved school facilities, advancements in technology and the desire to produce optimum learning challenges should contribute to our goal of helping students achieve their highest potential.

Respectfully submitted,

Richard J. Connors  
Principal

### FOX HILL SCHOOL

We value the uniqueness each staff member and each child brings to our school community making a collective whole called Fox Hill School. Through collaboration, through the constant pursuit of learning and through positive relationships we strive to provide students with an engaging learning environment that puts children first for challenging, unlocking and celebrating each child's potential at Fox Hill School. We believe learning flourishes in a culture and in an environment where respect, kindness, acceptance and belonging are practiced every day. Everyone at Fox Hill School works to this end for the benefit of its most important members, our children.

There are many opportunities and structures that support learning for all its members. Teachers collaborate to review and discuss student progress and growth that ensures all students are working towards meeting grade level expec-

tations. At the whole school level, there are several collaborative opportunities open to all staff members to ensure and promote continuous and ongoing school improvement at Fox Hill School. Our RtI Focus Team meets monthly to review current practices associated with the implementation of RtI and to make recommendations for improvement. Our Problem-Solving Team monitors student achievement data for individual students and works collaboratively with parents to ensure students are making expected academic growth. Our Crisis Team meets monthly to review and to make recommendations to our school safety plan to ensure everyone at Fox Hill School is as safe as possible. Our School Improvement Team meets monthly to review goals and to make recommendations to ensure we meet our yearly goals. Finally, there are several structures in place at the district level that invites Fox Hill teachers to review, analyze and make recommendations for curriculum implementation and change.

The 2012-2013 school year experienced few changes to its teaching staff providing students with stability as well as an experienced and talented staff following a year of redistricting and change. However, we did welcome one new staff member, Mrs. Caitlyn Bellezza, special education instructional assistant and we were excited Ms. Erin Garwood, speech-language pathologist now works full-time at Fox Hill School. We said good-bye to two members of our Fox Hill staff, Ms. Nora Sullivan, special education instructional assistant who received a full-time teaching position with Chelsea Public Schools and Mrs. Tara Cedrone.

*Belong Together, Work Together, Succeed Together* continues to capture the essence of who we are as a school community. During the 2012-2013 school year we are working together to ensure students feel they belong and for them to recognize they bring value, worth and uniqueness to our school. This year our focus and commitment is to build and strengthen our students' social and emotional development. We are embracing and using teaching practices from *Responsive Classroom* and learning to incorporate a school-wide positive management system that promotes respect and kindness. These two characteristics keep our school safe and enjoyable as we work together to make the right decision.

Our "Be the One" message continues to be our cornerstone for promoting kind, responsible and respectful citizens who demonstrate courage for doing what is right. "Be the One" was inspired by the children's book, "One" by Kathryn Otoshi. The message in the book is celebrated daily and has

promoted leadership, responsibility and confidence in Fox Hill School students. Several fifth grade students treated our entire school to a live performance of the book, 'One.' This performance sparked an interest in our younger students who also performed the message to different student groups. Our fifth grade created a mural under the supervision of our art teacher, Mr. Scarpulla and the fifth grade teaching team, Mrs. Lee, Mrs. Jaffe, Mr. Norman and Mr. Lisano that represented what it means to "Be the One" at Fox Hill School. This mural is now proudly displayed in our fifth grade hallway. Fox Hill School continues to be inspired by Dr. Quaglia's *8 Conditions that Make a Difference* and our school assemblies are developed from several of these eight conditions yearly. This year we are focused on the conditions of *Belonging, Heroes and Sense of Accomplishment*.

Fox Hill School serves 400 students attending kindergarten through grade 5 in 23 classrooms. Each classroom is equipped with an interactive white board, called "Touch-It," a four unit computer station, a three device iPad center, and an infra-red sound system. Grade 4 has access to a class set of mini-laptops called netbooks and Grade 5 has access to a class set of Google Chrome Books. Fox Hill School has an updated library media center, a computer center, a spacious art room, two music rooms, a large gym and ample space for support services that include vibrant special education, ELL, literacy and math resource programs. The Fox Hill school community believes working together allows us to succeed together. This is both accomplished within and outside of curriculum expectations and programs. We have adopted Balanced Literacy with an emphasis on small group instruction in grades K-5. This Balanced Literacy-small group instruction is supplemented by *Fundations* a direct phonics approach in grades K-3. In writing, we implement an eclectic approach that includes the John Collins Writing method, "Six Traits Approach to Writing," and Lucy Calkins, "Writer's Workshop." In math, we continue to use *Investigations*. In science, the Burlington Science Center continues to provide our students with hands-on activities that are of high quality and interest. We strive to create learning opportunities that promote higher order and critical thinking skills that challenge students to problem-solve solutions to academic problems in reading, math and science by integrating technology and research.

Fox Hill School continues to provide students with many varied after-school opportunities that promote continuous learning and enrichment. Fox Hill School offers Homework Clinic, Math Olympiad, Math Wizards, Fractions, Decimals and

Percents, Geometry Club and an After-School Writing Club. Fox Hill School works in partnership with Burlington High School to implement the High School Buddy Mentoring Program. BHS students are role models who give their time to mentor Fox Hill students after school. This program has provided elementary students with additional academic, social and emotional support that fosters their sense of belonging at Fox Hill School. Our PTO is a vibrant group of parents who are an integral part of our success. Our PTO provides continuous support and encouragement to facilitate our ability to reach our goals in technology, social-emotional development, academics and enrichment. They are an open-minded progressive group of parents who organize school community events that promote community, fun and belonging.

Improvements to building and grounds continue to be a major focus at Fox Hill School. Over the summer Fox Hill School completed a major renovation project in all eight of its student bathrooms. Additionally, floor tiles were replaced in Pod 3 and in Pod 4 with plans to replace floor tiles in Pod 2 and in the hallway connecting Pod 1 and Pod 3. This summer, our parking lot received parking space lines with designated handicapped parking spaces. This long awaited improvement was appreciated by the entire Fox Hill community. Finally, five additional classrooms received a fresh coat of paint increasing the total of freshly painted classrooms to 24. During the summer of 2013, the 4 remaining classrooms will be painted in addition to the trim outside of Fox Hill School.

While our primary charge and responsibility is to educate the students in the Fox Hill district, members of the Fox Hill teaching staff recognize the importance of ensuring a safe environment and building and strengthening positive relationships with the Town of Burlington, the School Committee and Central Office Administration. Members of these groups are considered to be a part of our extended Fox Hill School family and each group has significantly contributed to Fox Hill School's success. *Belong Together, Work Together, Succeed Together* is celebrated and owned by every member of the Burlington Community!

Respectfully submitted,  
Ellen Johnson  
Principal

## **FRANCIS WYMAN ELEMENTARY SCHOOL**

Francis Wyman Elementary School has developed an effective Multi-Tier System of Supports (MTSS) instructional structure that meets the needs of all students in the areas of English Language Arts (ELA) and Mathematics. Our universal screening assessment tools include: DIBELS, *Symphony Math* and *I-Ready Reading and Mathematics*. These assessments provide us with important information as to our students' skill levels so that students can receive targeted instruction. We continue to group across the grade for reading in grades one through five and for mathematics in grades four and five. Kindergarten students are grouped for targeted reading instruction during the Intervention/Extension block. We are currently piloting a writing program in some selected classrooms as we aim to improve our Core Curriculum in ELA. A new mathematics intervention called *ST Math* has been added to our "tool belt" to provide mathematics instruction through spacial and temporal concepts.

Our school-wide Positive Behavior Interventions and Supports (PBIS) program is up and running and showing great promise in its effectiveness to promoting positive behavior throughout the school. This program is the foundation of our MTSS in the area of behavior and our CARES motto is the basis for all our goals. The CARES acronym stands for compassion, accomplishment, respect, enthusiasm, and self-reliance. Behavioral expectations have been identified for school-wide areas such as the cafeteria, hallways, bus dismissal, the auditorium, etc. Students receive CARES coupons for demonstrating the expected behaviors in an effort to highlight positive behaviors. Classroom teachers have developed classroom behavioral expectations which are supported by classroom reward systems and grade level systems. These systems utilize the CARES coupons thus providing a consistent school-wide effort. The rewards for CARES coupons vary but focus primarily on giving students public recognition and time spent participating in choice activities. Students enjoy earning individual rewards, whole class rewards, grade level rewards, and school-wide rewards.

The Accelerated Reader (AR) program has grown in student participation this year. This web-based program is designed to support independent reading for all levels of readers. Students read books of their choice and then take quizzes to determine basic comprehension of the books. The program helps students identify their "just right" level of books based on the success rate of their quizzes. The AR pro-

vides thousands of quizzes for a variety of books which allows students a wide array of book choices. Students receive certificates to document their success. Each week, the names of students who have successfully completed quizzes are announced to the school and the students receive CARES coupons for their accomplishment. Students work toward meeting a school-wide goal set by the principal so as to encourage independent reading at school and at home in an effort to develop life-long readers.

Collaboration among teachers is a key factor in providing the most effective instruction to our students. The grade level teams work closely with the mindset that all teachers are responsible for the progress of all the students in the grade. They share ideas and develop curriculum so that students receive consistently high quality instruction. Our students benefit from the collaboration of our very talented teachers.

Technology integration continues to develop as we implement a 1:1 iPad pilot in one first grade classroom! Our first grade students use iPads daily for a variety of instructional purposes. They access instructional apps and create projects on the iPads. These students easily navigate the device to write a story, illustrate the story, and then tape themselves reading the story. All of this work is saved on their personal blogs so that they can curate their own work. This is one example of how this device provides an authentic and relevant purpose for the students which increases student engagement.

The PTO continues to be an active and supportive organization. Books, materials, field trips and enrichment activities are some of the benefits that the PTO provides through its volunteers and fundraising. The Carnival is the highlight event of the year thanks to the enormous effort of the PTO. Although fundraising events vary from year to year, the PTO remains a constant and steady support to Francis Wyman.

After three years as Assistant Principal/Team Chair, Mr. Michael Giurlando left Francis Wyman School for a new adventure in New Mexico. He was replaced by Mrs. Nicole McDonald who has worked in Burlington Public Schools as a team chair for the past several years. Miss Christine Lyons retired from her teaching position after decades of teaching. Mrs. O'Neill moved from first grade to third grade, replacing Miss Lyons. Mrs. Shelagh Maiorana was hired as a first grade teacher to fill this opening. Mrs. Maiorana has worked at Francis Wyman for several years, most recently working as the reading specialist. Mrs. Bonnie Gilman retired as a special

education teacher after over thirty years of teaching. Mrs. Susan Schultz moved from the K-2 Learning Center program to Mrs. Gilman's position. Ms. Samantha Gillis was hired as the special education teacher for the K-2 Learning Center program where she had been working as the special education instructional assistant.

Francis Wyman School continues to grow and develop in an effort of continuous improvement. The entire school community – students, teachers, and parents - strive to support our CARES values of compassion, accomplishment, respect, enthusiasm, and self-reliance.

Respectfully submitted,

Susan P. Astone  
Principal

### MEMORIAL SCHOOL

2012 was the first full calendar year in our new building. It was a year of settling into our new home, establishing our expanded school family, and nurturing a safe, purposeful, and respectful school culture committed to the learning of all of its members. This commitment was reflected in the continuation of curriculum and instruction focusing on the academic, emotional, and social development of students; teacher collaboration around student learning and best practices; and growing a strong partnership between home and school.

When school opened for the school year 2011-2012, our enrollment had nearly doubled (260 to 460) due to the redistricting of the elementary schools. The increase impacted the number of sections at a grade level as well. This, along with several retirements, brought new faces to the Memorial faculty and staff. Some came from schools with diminished enrollments and grade level sections. Others had been part of the Memorial family all along, but were assigned to new roles.

Aimee Coutu and Amy Gonzalez (grade 4), Heather Gearin (grade 1), and Jaclyn McLaughlin (grade 2) joined us from Pine Glen; Mary Kathryn Conceison (grade 5), Deanna Drugg (special education assistant), Kathryn Hathaway (K instructional assistant), and Amy Percoskie (grade K) came to us from Fox Hill. Amanda Wiernicki and Paul Rabazzi, our former permanent substitutes, became fifth grade teachers.

Rebecca McCabe, formerly our special education teacher, became Team Chair of our special education team. Part-time secretary Anisha Shaikh (formerly a substitute secretary in Burlington schools) joined Kathy Bogosh in the Memorial School office.

Retirements of music teacher Beth Mosier (June 2011), speech and language pathologist Judy Havens (December 2011), instructional assistant Adrienne Gerbrands (June 2011), school librarian Gayle Field (June 2012), and LABBB director Sandy Goldstein (June 2012) brought many years of caring, dedicated service to Burlington children and families to a close. Each had shared their unique talents with the Memorial community, and will be remembered for their wonderful work with children and their personal and collegial relationships with staff. To these positions, we welcomed music teachers Andrea Niu and Jennifer Rzasa (shared with Pine Glen) to direct our music program, Courtney Murgia to the role of speech and language pathologist, Kelly Floyd and Rose Magliozzi to share the position of library/media teacher, and Donna Goodell as LABBB program director.

There were other changes in staff too. We said goodbye to interim special education assistant Alexis Carlson, interim special education teacher Lindsey Marek, LABBB K-2 teacher Roberta Klix, and permanent substitute teacher Jamie Martin. We thanked each of them for their service to Memorial and wished them well as they pursued new pathways.

These departures, along with our expanded student body, presented the opportunity to welcome new staff members to the Memorial family. George Peterson became our second physical education teacher (necessary due to enrollment and section increases). Ashley Cirrone, Vanessa Monsour, and Carol Rummel joined our staff as special education teachers. Madeline Sedovic joined the team as a school psychologist. Alexandra Disch and Kelly Johnson became our permanent substitutes. Karen Siegel became the teacher for the LABBB K-2 classroom. With the relocation of the LABBB preschool to our kindergarten wing, Nicole Abrams, Stacey Graham, and their support team joined the Memorial family too.

To keep our larger building in "like new" condition, Billy Decolagero, and James Heartquist joined head custodian Bob Ganley and Kenny Marsh. Thanks to their hard work and attention to detail, the building continues to gleam even as it did on Opening Day. Lastly, Kathy MacMunn joined Chris Stevens, Donnalee Lozier, and Patty Griffin in providing a tasty lunch for students each day in the Memorial cafeteria.

All acclimated to their new roles and quickly became solid contributors to the Memorial Team.

Committed to supporting student learning and ensuring that students receive instruction that meets their needs, we continued to implement and refine the Multi-Tiered System of Supports, also known as Response to Intervention, or RtI. This framework allows us to flexibly group students for instruction in reading in grades k-5, and in mathematics in grades three through five. Assessment is an essential component of RtI, so we continue to universally assess students three times a year using an online tool called i-Ready. We also continue to use the DRA2-Diagnostic Reading Assessment to assess K-5 students' application of reading skills at least twice a year. These tools allow teachers to make instructional decisions that target specific reading skills and behaviors, and enable them to group students according to their instructional reading levels. Monitoring progress and flexibly grouping students promotes and better facilitates reading success, helping each child to become a more skilled and confident reader. Grade level teachers continue to meet biweekly with the principal, reading specialist, and support staff like the special education teacher, ELL teacher, and school psychologist to discuss student progress at the grade level and implement appropriate interventions to address student needs.

With the state's adoption of the National Common Core Standards (currently complete in only English Language Arts and Mathematics), the district's focus in curriculum and instruction has been aligning Burlington's curriculum with the Common Core and developing standards-based report cards for each grade that reflect these national standards. Collaborative district-wide curriculum councils in Mathematics, English Language Arts, Science, and Social Studies include teachers from every grade level and elementary school in Burlington. The councils meet periodically throughout the year (Math and ELA eight times, Social Studies and Science five times) to ensure that Burlington's curriculum and instructional approaches are up to date and effective in helping children to develop the skills to meet the standards.

Technology continues to play a key role in all that we do — curriculum, instruction, assessment, and even progress reports to communicate student learning with families. Each Memorial classroom is equipped with an interactive (Smart-like) board, an LTC projector, a center with four table-top computer workstations, and a state-of-the-art sound system. Two

sets of iPads are shared among classrooms, allowing students to benefit from the various features and applications on this device. Teachers continue to use technology as a tool to make the curriculum more accessible and engaging for all students. This year we began to lay the groundwork for "curation," an important skill for 21st Century Learners. Teaching students to electronically record and store samples of their work at each grade level will document their growth and achievement over time. This will be a source of pride for students as they progress through the grades, and offer both students and families the opportunity to look back on projects and achievements from previous years.

We continued to work together to make Memorial a special place to learn and to grow academically, socially, and emotionally. After-school activities like Homework and Study Club, Math Olympiad Team, and Math Clubs (Geometry & Fractions/Decimals) provide extra help, reinforcement, and challenges for second through fifth graders. We continue to learn about what it means to be a TeRRiFiCC kid, or person of good character who demonstrates Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship, even when no one is watching — through whole-school and grade-level assemblies, and Responsive Classroom and Second Step activities in the classroom. Students are learning that another way to think about it is "bucket-filling" — how being kind fills another person's "bucket", and fills your own at the same time. Students continually seek out ways to help others and "give back." The Green Team (over 100 students strong) keeps our whole-school recycling program up and running. Other service initiatives like Coats for Kids, Toys for Tots, Treats for our Troops, Burlington Food Pantry drive, Honor Our Heroes, and raising funds for victims of Hurricane Sandy have helped students to realize that filling the buckets of others fills your own to overflowing.

Coming together to honor veterans and those who gave life for country have become treasured traditions over the years. Student-led Veterans' Day and Memorial Day ceremonies are a way of helping children to appreciate the freedoms we enjoy, and to know *who* and *how* and *why* it is that we have come to have them. In our new school, Memorial Hall is a tribute to those Burlington residents who sacrificed their lives for freedom and country. Each November, we construct a Wall of Honor made up of the names of veterans in the Memorial Community as a tangible reminder of our appreciation and gratitude for the freedoms we enjoy today and those responsible for ensuring we have them.

Memorial families, now many more in number, continue to demonstrate their sense of partnership in the education of their children. The "Toast to Memorial," a PTO-sponsored evening event for adults, raises both funds and spirits among the Memorial Community. The funds support numerous opportunities for learning – from providing whole-school and grade-level enrichment activities, to subsidizing buses for curriculum-related field trips. They also support activities like Pizza/Movie Night, Art Festival and Pancake Breakfast, Halloween Evening of Family Fun, and the end-of-the-year Family Picnic — all designed to bring families together and celebrate and strengthen the Memorial Community. These were traditions we brought with us from the old Memorial, but were of course "firsts" as they took place in our new building.

Several events were brand new to us, with the ideas coming from students themselves: Earth Day and Spirit Week organized by Student Council; and a Voter Information Assembly and whole-school Presidential Election planned and implemented by our fifth grade experts. All were planned with earnest enthusiasm, were well-received by the entire school community, and helped to strengthen the Memorial Family.

One very special first was a visit with NASA Astronaut Stephen Bowen, Mission Specialist on the final flight of the Space Shuttle Discovery. (This was organized by the non-profit organization *One Giant Leap*, formed to help schools and communities learn about space exploration and to pursue science and math in schools; it was funded by the Memorial School PTO). Captain Bowen began his presentation with amazing footage of life on the International Space Station, showing the challenges of living and working in a low-gravity environment. During the talk that followed, he recounted his own experiences as a student, beginning in elementary school and continuing through the Naval Academy and NASA. His message was filled with encouragement and inspiration about hard work, learning all that you can, and making the most of every opportunity. "Reach for the Stars!" he said - whether or not your dream has anything to do with space.

We have much to celebrate here at Memorial School, and are extremely grateful for the support of our parent community and PTO, of Central Office (in particular Dr. Conti and Mr. Robinson) and the School Committee, and of the Town of Burlington. Thank you all for helping Memorial students (and Burlington children) to "Reach for the Stars."

Respectfully submitted,  
Karen Rickershauser, Principal

### PINE GLEN SCHOOL

For its 50th anniversary year, Pine Glen Elementary School welcomed 303 students with three classroom teachers instructing three sections at all grade levels. We have continued to make changes this year that have helped us to reach milestones that have raised the attention of not just surrounding districts but districts across our country. This has helped to elevate the profile of Burlington Public Schools to a national level. In particular, we have received praise in the areas of Response to Intervention, our new Progress Report (implemented last year, which aligned to the common core curriculum), technology, reading growth, the utilization of intervention tools in math and language arts, student-teacher ratios, and support personnel ratios.

This summer we were fortunate to have a new roof put on a major section of the building. From a bird's view looking down on the building, Pine Glen School resembles the letter "H" with one of the parallel lines being the academic wing where all the classrooms are located. The other wing has the cafeteria, gym, and kitchen. The horizontal line connecting the two wings is the area with the new roof. Also, we are fortunate to have a new awning in the front of the building. This new awning has added to the cosmetic appeal of the building and has provided our students with shelter from the weather.

Carol Keene, the cafeteria food manager and her staff, continue to be enthusiastic about the selection and quality of lunches available to students. Mrs. Keene was able to keep the cost of lunch at the same price as last year (\$2.75 for lunch and 50 cents for milk). Fresh fruits and vegetables, and whole wheat bread are now daily offerings in the cafeteria. Moreover, the department of food services now controls salt and sugar levels in the cafeteria food. In general, the changes to the menu have resulted in a positive direction for student health and wellness.

Throughout the year our focus has been on three specific areas: Instruction, Technology, and Communication. This fall, students noticed that all classrooms were equipped with infrared wireless audio systems. Teachers talk into a wireless

microphone, which projects their voices through a state-of-the-art NXT™ speakersystem. This unit delivers sound directly throughout the room. The teacher's instruction is more clearly heard by all of the children.

Fifty years ago Pine Glen Elementary School had chalkboards, which evolved into whiteboards and then, more recently into digital interactive whiteboards. In many ways we are seeing tablet technology becoming the modern day version of a pencil and paper. We routinely use iPads to teach curriculum at Pine Glen. The iPads have not taken the place of the great instruction and high levels of student engagement that I have witnessed in my daily walkthroughs of classrooms.

In the fall, we received a grant to purchase 1:1 iPad correspondence for one first grade class. We are using the iPads to develop curriculum and to enhance instruction. We are exploring ideas to constructively engage students in the learning process. Our goal for next year is to extend the 1:1 use of the iPads to all first graders.

Also, all Pine Glen students in the 4th and 5th grades have iPads assigned to them. This program has some similarities to the 1:1 iPad initiative at Burlington High School. I do not know of any other elementary school in Massachusetts that has implemented a 1:1 initiative for iPads in the intermediate grades. I am grateful to the 4th and 5th grade teachers for the time they spent this past summer to launch this initiative. In the future, more curriculum materials will be digital. Therefore, we will continue to provide our students with the skills needed to support them in this digital age.

We have also significantly added to our grades three, four, and five literacy closet with the purchase of over ten thousand dollars in new books. The upper grades now have access to new resources for small-group teaching of reading comprehension. The Anchor Comprehension Workshop organizes 200 small-group sets of books by reading comprehension strategy and allows teachers to select "just right" books at each child's reading level. These guided reading materials have increased students' reading strategies and have resulted in improved reading skills. Additional materials such as interactive white board activities have provided rich literature discussions.

We have also added *The Complete Decodable Library* from Flyleaf Publishing. This series received great praise from the academic community and has a strong research base related to its effectiveness. The books are beautifully illus-

trated and feature authentic literature. This series has helped students, when needed, to apply more advanced letter-sound correspondence to narrative and informational texts. These books have been helpful in supplementing our very strong K-3 phonics instruction, which utilizes the Fundations Program.

Likewise, at all grade levels, we have continued to increase the selection and genre of books available in our literacy closet. A constant "good problem" at Pine Glen is that we never have enough books. Each year that I have been principal we have added a large number of books to our literacy closet and library. This is the result of the students reading more and more books. In addition, we have the added "good problem" of having many students reading above their grade level. These students require books that feature appropriate content and interest for his or her age. This would never have been possible without the fantastic reading instruction presented by the teachers at all grade levels. Response to Intervention (RtI) and tiering have allowed us to utilize instructional grouping as a means to narrow the teachable range for a teacher. The teacher can address specific skills in reading (i.e. phonemic awareness, fluency, phonics, comprehension, and vocabulary). RtI has been a great tool because it is not ability grouping.

Sometimes a student's classroom teacher may not be their reading or math teacher. As mentioned earlier, this affords teachers the opportunity to work with a narrower teachable range, provide interventions and maximize efficiency. This is not leveled instruction. We are providing flexibly grouped reading instruction that changes based on data. We have continued to use an online universal screening tool to determine how to focus teacher instruction to provide interventions for students.

Teachers continued to participate in curriculum councils and grade level meetings with me in order to examine curriculum, instruction, and assessment. We have continued to see tremendous academic growth from our students. We are never complacent in our desire to help students become life-long learners and we are constantly looking at ways to further enhance instruction. As a result, we are doing pilot programs in English/Language Arts in the areas of grammar and written expression. One of our fifth grade classrooms is piloting *Explorations in Nonfiction Writing* by Tony Stead and Linda Hoyt. A third grade classroom is piloting new grammar materials that are aligned with the national common core curriculum. These pilots will help us to further

enhance our already very strong blended literacy instruction reflected in our standards based progress reports. (<http://www.corestandards.org>).

This summer I had the opportunity to take a graduate course with all of the kindergarten teachers and other staff members. Dr. Greg Hanley, director of the Behavior Analysis Ph.D. program at Western New England University, was our instructor. We increased our knowledge base and skills relevant to preventing classroom problem behavior and developed function-based intervention for problem behavior. As we move to the next 50 years at Pine Glen Elementary School, we will be expanding our scientifically researched based strategies into classroom behaviors that will be consistent with a Response to Intervention (RtI) model.

This year we also implemented the "We're Filling Buckets!" program. This whole school program uses positive behavioral interventions aimed at fostering a greater sense of community. The children "fill buckets" by saying nice things to the people around them. They also "fill buckets" by doing nice things for people.

We were pleased to welcome new staff members to our Pine Glen Community. Although not new to Pine Glen, Stephanie Smith, who was an amazing RtI tutor, is now our new first grade teacher. Also, not new to Pine Glen School, Kelley Constantine, last year's permanent substitute is now in a new role as an RtI tutor. We also were happy to welcome Amanda Lane and Kristina Christie as RtI tutors. Occupational Therapist, Amy Haroutunian, who worked part-time last year at Pine Glen, is now working full-time. We also enthusiastically welcomed Elizabeth Bishop and Megan Rafferty as Special Education Instructional Assistants. We were further delighted to welcome Board Certified Behavior Analyst (BCBA) Naomi Abelson. We were also excited to have former Burlington High School Principal Patrick Larkin as our new Assistant Superintendent. I am thrilled to work with Superintendent Conti and Patrick Larkin, two leaders in education, who share my strong belief and conviction that all children can become lifelong learners.

We were also pleased to continue the Pine Glen School after school Homework Club. Also, this year we added the Reading Club for first and second grade students. The Reading Club provided these students with additional reading support in the areas of phonemic awareness, phonics, comprehension, and fluency. The club also offered whole and small group instruction, literacy games, as well as opportunities to work with iPads, computers, and interactive white

boards. Additionally, students read fiction and nonfiction text, were involved in poetry circles, and participated in Reader's Theater.

I must thank our community for their support and investment in the children of Burlington. Allowing us the financial support to attract high quality instructors to our professional learning community is a credit to what a great school Pine Glen Elementary continues to be and reflects the value the residents of Burlington place on children. We are fortunate to have a full-time building-based school psychologist, guidance counselor, occupational therapist, librarian, technology integration specialist, and speech therapist. In addition, our small class sizes, support staff, and 21st Century integrated technology classrooms are the envy of school districts throughout the Commonwealth of Massachusetts and the country.

I wish to thank the PTO for all their assistance. They have done tremendous work in providing student enrichment, organizing school social events, community outreach and assistance to the teachers. The PTO continues to serve as the best vehicle in which to volunteer and be active in our school community. The PTO is a constant and strong support for Pine Glen.

The staff at Pine Glen has made it our goal to carry on the 50 year tradition of providing a safe, caring learning environment that engages our students. We are incredibly grateful to the Burlington Community for providing us with the teachers, technology, and resources to help us accomplish our goal. We are extremely grateful for the opportunity to instruct your children. I delight in seeing the happy smiles of students as they continue on their journey to become lifelong learners.

Respectfully submitted,

John Lyons  
Principal

## **BURLINGTON SCIENCE CENTER**

The Burlington Science Center enjoyed another year of exciting science! Here are some of the activities conducted this year to make "Science Come Alive" in Burlington Public School

### Classrooms:

- This year the Science Center's seismograph recorded the Massachusetts earthquake! The machine detected the seismic waves from Maine in Burlington. The Earthquake measured 4.0 on the Richter scale.
- The largest Pumpkin Contest was held this year. All Burlington Elementary students had the opportunity to enter by sprouting seeds in their classrooms and then growing their pumpkins over the summer. The largest pumpkin winner was Skyla Vaudo from 5th Grade at Memorial School (89 lbs.).
- The Pine Glen PTO and Burlington Science Center teamed up to host an incredible evening of fun science and learning. This first ever "Science Night" was a huge success, as over 200 students and family members came out to explore, engage and socialize as a community.
- The Science Center acquired a new protected species for their animal collection, an American Kestrel. The kestrel was kept illegally as a pet and confiscated by the Utah Division of Wildlife Resources. She will be used in our educational programs held throughout the year, covering such topics as the characteristics of birds, animal behavior, habitats, and ecosystems.
- The phone never stops ringing at the Science Center with questions from the greater Burlington community regarding animal distress calls and inquiries about how to become a MA Science teacher.
- The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: Chick and Frog Hatching, Live Animal Visitors, Field Trips, Life Science programs, Physical, Earth, and Engineering Science programs.

Respectfully submitted,

Wendy Pavlicek  
Sean Musselman

## **MUSIC DEPARTMENT**

The year of 2012 was an excellent one for the Music Department. Our mission is to prepare students for a lifelong appreciation and understanding of music by offering a challenging and diverse music curriculum as guided by the state and national frameworks. This is done by presenting quality performances, achieving music literacy, exploring a diverse repertoire, and forming community connections. The Music Department provides students with the opportunity to develop positive relationships and long lasting memories.

A few changes in the staffing occurred at the middle school. Mrs. Marcia Medvitz replaced Mr. Bolduc as the Symphonic and Jazz Band Director, and Mr. Andrew Mullen was hired to teach the Chorus and Select Chorus. Mrs. Meghan Donahue has become Mrs. Davis. We congratulated her on her marriage and her newborn baby. While she is out on maternity leave, Kerry Gendron has been filling in. Kerry teaches half-time at Francis Wyman and half-time at Marshall Simonds Middle School directing the Concert Band and teaching lessons.

The four elementary schools showcased our students' talents in several concerts and assemblies. This included the Winter and Spring Concerts for the 4th and 5th grade chorus and bands. In addition, each elementary school has its own traditional programs that are a part of the schools culture. Music teachers utilized new technologies to support their instruction. All music teachers have been issued an iPad as well as a laptop computer. In each building there are classroom sets of iPads for student use. The Violin program continues to be a success. Each child in grades 1-5 spends a unit of their General Music class learning basic violin techniques.

At the Marshall Simonds Middle School, the staff is adjusting to the new band room and the renovated general music/chorus room. It was a challenge to get the proper furniture and specific storage equipment while the school is in session. We are currently working on obtaining the right furniture to house a classroom set of I-Mac computers. The I-Macs have been outfitted with music software. The middle school continues to be a place where kids are encouraged to perform in school wide assemblies. Many students auditioned and were accepted into the Junior District Festival Chorus and Band. The school year culminated in an awards ceremony for both the band and chorus.

At Burlington High School, several students were accepted into regional Junior and Senior District Festival. Mr. Matt Lovell's Music Theory students won composition awards.

The Marching Band again participated at every football game, including the playoff game. Audiences were impressed by the BHS Band during the annual Salem Invitational. At the end of 2012, the Music Boosters are making the final preparations to run a trip to Walt Disney World in Orlando Florida for the Marching Band in April. They hosted many fundraisers to give the students the opportunity to pay for some or all of their trip expenses.



Burlington High School marching band.

The vocal program continued to be strong. The BHS Chorus and Select Singers traveled to the Great East Festival and won gold metals. This year, the Department hosted two music festivals: The Mass Bay Music Festival and the Great East Music Festival. Our students acted as the stage crew and were able to go and observe groups from all over New England perform for judges.



Burlington High School chorus.

Once again, our department produced the All-Town Band Concert. This involved over 350 band students from grades 4-12

playing for their parents and friends in the BHS gymnasium. What a wonderful perspective it was to showcase the growth and development of 8 years in one night. The audience heard the 4th and 5th grade bands play, the MSMS bands, and the BHS band. The evening also included sectional rehearsals by instrument. For instance, all the flutes in grades 5-12 came together for a special rehearsal led by a senior section leader. The evening continues to foster a sense of pride and accomplishment for the upperclassmen while motivating many younger players to continue to practice and participate so they can one day sound like the High School band.

This year's musical was *Kiss Me Kate*. Over 2000 members of the Burlington Community came out to enjoy the fun and dramatic performances written by Cole Porter and William Shakespeare. Our talented students proved that they could handle performing Shakespeare. This inspired the fall Drama Club director, Anne Ford, to choose the full length Shakespeare play, *A Midsummer Night's Dream*.



Kiss Me Kate cast.

In July, the Burlington Educational Summer Theatre (B.E.S.T) produced *Aladdin, Jr.* Over 60 students from grades 2- 8 worked hard, learned a lot, and had fun participating in the program. In addition, B.E.S.T started a workshop program. This program helped young actors polish their performing skills in a two-week program.

Finally, the Music Teachers should be commended for maintaining high standards and ensuring quality educational experiences for our students.

### Music Department Staff

Jennifer Agati	Pine Glen	General Music, Chorus
Marcia Medvitz	MSMS	General Music, Symphonic Band

## Town of Burlington

Jennifer Calhau	Fox Hill	General Music, Chorus
Jeanne Coroniti	Fox Hill	General Music, Chorus
Kerry Gendron	Francis Wyman	Instrumental lessons and Band
Meghan Donahue	MSMS (on leave)	Woodwind Specialist, Concert Band
Matthew Lovell	BHS	Band Director, Music Theory
Andrew Mullen	MSMS	General Music, Chorus
John Middleton-Cox	BHS	Chorus, Music Coordinator
Mark Napierkowski	System wide	Instrumental lessons and Band
Andrea Niu	Memorial	General Music, Chorus
Lindsey Peabody	Francis Wyman	General Music, Chorus
Amanda Potts Chorus	Francis Wyman	General Music,
Jennifer Rzasa	Pine Glen/ Memorial	General and Vocal Music
Kate McMahon	Administrative Assistant	

Respectfully submitted,

John A. Middleton-Cox  
Music Coordinator

## ATTENDANCE MONITOR

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help

their children maintain regular and timely attendance so necessary for the achievement of academic success.

Every child shall have a right to attend the public schools of the town where he or she actually resides. It is the responsibility of the Attendance Monitor to check residency for any student that is believed to be living outside the school district and all residency affidavits of children living with a Burlington resident within the school district.

Students between the ages of 14 and 18 years seeking part-time employment may obtain employment permits from the Office of Special Education. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. The Attendance Monitor has signing privileges and assists in maintaining records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student's employment. Copies of these booklets are available to students in the Office of Special Education.

Students out of school ten days or longer due to medical purposes are provided with home/hospital tutorial services. It is the responsibility of the Attendance Monitor to obtain a Physician's Statement for Temporary Home or Hospital Education filled out and signed by a Physician. This form is kept on file and needs to be updated every six weeks. The Attendance monitor assigns a tutor to work with the student and oversees the hours of service and length of services provided to each student.

The Attendance Monitor acts as the designated school district Homeless Education Liaison required by the McKinney-Vento Act. This role is to assist homeless students enrolling in school and to ensure they receive the educational services for which they are eligible. The liaison is also responsible for maintaining all records and submitting annual data to The Commonwealth of Massachusetts Department of Education.

The Department of Education requires that Spring and Fall Statistical Reports be filed each year. With the implementation of No Child Left Behind and changes in both state and federal law, there continues to be significant increases in the amount of data that the school department must submit on an annual basis.

Respectfully submitted,

Debra P. Miller  
Attendance Monitor

### SCHOOL NURSES

*"A strong body makes the mind strong."* Thomas Jefferson

The Burlington School Nurses work tirelessly every day promoting good health for all of our students in the Burlington school system, as well as for the staff. The healthier that our students are, the better their learning experience will be. By being part of a team that includes members of the school staff and families, our school nurses help boost the success and achievements of students.

In the 7 Burlington schools, the enrollment of students has increased to close to 3,800. We continue to have well over 10,000 student visits in the nurses' offices each year. Most students are able to remain in school after visiting the nurse versus being dismissed. Our days are filled with visits from students that include a wide range of issues. The level of acuity that we have in our schools has increased. We have students with asthma, concussions, Type 1 diabetes, seizure disorders, cancers, cardiac conditions, allergies, ADD/ADHD, and behavioral issues, to name a few. We also treat injuries that range from minor ones to more serious ones that require us to access our local emergency system. To promote and coordinate the provision of optimal care for our students, we consult with other town departments such as the Board of Health, Police and Fire Departments. We provide epi-pen training to all staff members as well as to the bus drivers from the A&F Bus Company. We follow the guidelines of the Massachusetts Department of Public Health, monitoring mandated immunizations, annual hearing, vision, heights, and weights. Working with the Physical Education Department, we complete scoliosis screenings. We document all visits in the nurse's offices through our computerized health care program called SNAP.

The Burlington Public Schools is developing a Wellness Policy consistent with Federal and State laws and regulations that promote curriculum and programs for nutrition promotion and nutrition education, physical activity and physical education, nutrition standards, and other school based wellness activities. The Wellness Committee is in the process of developing new policies and guidelines within the new Wellness Policy. The areas that are being covered through this committee are Life Threatening Food Allergies, Concussions, Medical Emergency Response Plan, Wellness Policy and Youth Risk Behavior Survey.

Our Burlington Public School Nurses hold current licenses as Registered Nurses from the Commonwealth of Massachusetts and from the Department of Early and Secondary Education. We are grateful for any assistance provided to us by parents, the entire school system and the Burlington School Committee.

Respectfully submitted,

Anne L. Azarian, RN, BSN  
Supervisor of Nurses

### SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2012 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 42nd anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin, Secretary, and Glenn McIntyre from Bedford; Kenneth L. Buffum, Vice Chairman, and Paula McShane Lambert, Treasurer, from Billerica; Paul V. Gedick and Robert Gallagher from Burlington; Patricia W. Meuse and Michael Kelley from Tewksbury; and James M. Gillis and Robert G. Peterson, Chairman from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred sixty (1,360) high-school students were enrolled in SVTHS's day school programs in October of 2012, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2012, SVTHS graduated 318 seniors. Over 66% of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-one percent of the students intended to continue working in their trade with

another 9% working in another field after graduation. In addition, 4% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs 138 full-time teachers as well as 18 paraprofessionals. Of those full-time teachers, twelve are department chairs, and 15 are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

### **Academic Programs**

*MCAS Composite Performance Index (CPI) Scores:* In the Spring of 2012, the 347 sophomores comprising SVTHS' Class of 2014 distinguished themselves among all other vocational-technical high-school students, among all sophomores within the five-town district and, most impressively, among all sophomores throughout the Commonwealth.

SVTHS sophomores outperformed all other vocational-technical sophomores in English Language Arts and ranked among the top five vocational schools in Mathematics and Science. Within the district, Shawsheen again outperformed all schools in English Language Arts, ranked fourth in Mathematics, and second in Science.

*MCAS Growth Scores.* Although noteworthy, both the vocational-technical and District analyses pale statistically to SVTHS' pre-eminent Median Student Growth Percentiles (MSGP) scores—arguably the most important single score in the MCAS analysis. The MSGP is a statistical measure of student growth between grades eight and ten. In English Language Arts, SVTHS ranked eighth among the 348 school for whom the DESE reported tenth-grade MCAS scores in the Spring of 2012. This extraordinary achievement—along with SVTHS' pre-eminent ratings for each of the other core indicators of scholastic performance—earned SVTHS a special commendation from the DESE for a third, consecutive year.

*Curriculum Revision:* In response to the curriculum change promulgated by the Massachusetts Core Curriculum, the design and sequence of course offerings at SVTHS is changing to support earlier access to College-Preparatory (CP) mathematics courses. The ongoing revision resulted in the introduction of CP Algebra I, Level 2 and CP Algebra I, Level 3—courses designed cooperatively by a team of regular and special-education faculty. SVTHS offered the former

course for the first time in the Fall of 2011; the later course will be offered in the Fall of 2013. In addition, CP Geometry, Level 2 is scheduled for implementation in the Fall of 2013.

*New Staff:* In the Fall of 2012, Jenn Elwell, Catherine Peterson, and Patrick Reed joined SVTHS' English Department. Both Ms. Elwell and Ms. Peterson had previously served as instructional aides in the department. Mr. Reed, a Bedford native, previously taught in Washington DC. Kristin Lamarre, a recent graduate of Plymouth State University, joined the Science Department to teach Biology and Chemistry. Jeffrey McGrath, a Bedford resident and recent UMass Lowell graduate, was hired as a Mathematics teacher in January to fill a vacancy that resulted from the mid-year retirement of Mr. Andrew Clark. Finally, Peter Udstuen—who formerly taught in Methuen and Nashua—and Ronald Fusco, Jr.—a recent Springfield College graduate—joined the Social Studies Department.

*Summer School:* In the summer of 2012, the SVTHS Summer Program enrolled 125 students from ten surrounding school systems in 22 courses offered to students in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting (a) to recover credit for courses that they previously failed, or (b) to earn College-Preparatory credit by upgrading courses in which they were enrolled during the regular school year. Individuals seeking summer-school information should contact Mr. Kevin Bloom, Summer Coordinator, at 978-671-3631.

*Infrastructure Renovations:* The completion of SVTHS' state-of-the-art Life-Science Wing and the migration of the Health program to that new facility made available to academic programs three rooms previously occupied by the Health Shop in the school's mall area. Extensive summer renovations to those rooms converted a small Health lab to a larger academic science lab. A second area was converted to a science classroom, and a third area became a Social Studies classroom. In addition to these changes, installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

### **Clubs and Organizations**

*Classes:* Culminating a yearlong series of successful social events and thoughtfully devised fundraisers—which included initiatives to raise supplies for American soldiers in war zones—each of the four classes held memorable formal and semi-formal events. Under the direction of their

advisor, Stacy LaBella, the senior class planned and enjoyed an elegant senior prom at the Woburn Hilton. Junior-class advisor, Marygrace Ferrari, and her junior class officers planned and held a gala prom at the Crestview in Woburn. The sophomore class, advised by Jay Tildsley and Greg Bendel, and the freshman class, advised by Angela Caira and Celeste Joudrey, collaborated on the annual Spring Fling semiformal, which was held at the school.

The Thirteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for the Billerica Food Pantry.

**Literary Magazine:** For the fifth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by a major educational organization—including the New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication, the National Council of Teachers of English, and the Columbia University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Kristin Sciacca of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

**School Newspaper:** In a model school-wide collaborative effort, Ms. Christy McKee of the English Department, Mr. Doug Michaud of the Technical Illustration shop, and Messrs. Tim Broadrick and Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school year's major events in artistic design and thoughtful narrative.

**National Honor Society:** Under the advisorship of Mrs. Gail Poulten of the English Department, the SVTHS chapter of the National Honor Society inducted 34 eleventh and twelfth graders in March of 2012. Middlesex County Sheriff Peter Koutoujian was the guest speaker at the induction ceremony. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service, and they travelled to Newport, R.I., Salem, MA, and the Museum of Science to visit cultural and historic sites.

**Student Council:** The Student Council continued its energetic paper-recycling program throughout the year under

the direction of faculty advisor Ms. Ellen Mountain. In 2012, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, cell phones, and sneakers. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, and other noteworthy causes.

**The Traveling Rams:** During April vacation, Ms. Sciacca and her enthusiastic globe trotters traveled to Italy, emerging themselves in the urban culture of Rome and Sorrento. Interested world travelers or their parents should contact Ms. Sciacca at 978-667-2111x577 or [ksciacca@shawsheen.tec.ma.us](mailto:ksciacca@shawsheen.tec.ma.us).

**Oratory Club:** Coached by faculty advisor Kristin Sciacca of the English Department, club members participated in three local contests—the Voice of Democracy Speech Contest sponsored by Veterans of Foreign Wars, the annual Lions Club Competition, and the SkillsUSA state competition at which junior Katelyn Gordon captured a third-place medal.

**Robotics Club:** The ten member team competed in two FTC robotics competitions, showing a just miss in the Arlington competition and a solid showing at Bridgewater. The Robotics Club also competed in trebuchet competitions placing third in New England at the annual Technology Festival Trebuchet competition while capturing a first place for the "most innovative design using modern technology". The team received their first place medal at the Higgins Museum trebuchet competition where they were the only high school competing against colleges and various other organizations. The Club also attended a national competition at the Verizon Arena in Manchester, NH.

**Mathematics Club and Science Club.** The Mathematics Club, advised by Mrs. Debra Dew of the Mathematics Department, and the Science Club, advised by Mrs. Angel Hardy of the Science Department, continued to engage participants in co-curricular activities complementing their advanced study of those disciplines. The Mathematics Club practiced for and participated in not only a series of competitions hosted by district schools but also a special invitational competition sponsored and hosted by Worcester Polytechnic Institute. The Science Club participated in after-school activities that broadened participants' understanding of scientific theory and applications. Mathematics enthusiasts should contact Ms. Dew at [ddew@shawsheen.tec.ma.us](mailto:ddew@shawsheen.tec.ma.us). Science enthusiasts should contact [ahardy@shawshenn.tec.ma.us](mailto:ahardy@shawshenn.tec.ma.us).

**Outdoor Club and Ski Club.** Introduced in 2010 to SVTHS to fill the conspicuous void in recreational, extra-curricular

options, the Outdoor Club and the Ski Club enjoyed immediate and broad popularity. Throughout three New England seasons, the Outdoor Club, advised by Jessica Cook of the Social Studies Department, planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club, co-advised by Kelly McFadden of the Guidance Department and Doug Michaud of the Technical Illustration Shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at [jcook@shawsheen.tec.ma.us](mailto:jcook@shawsheen.tec.ma.us), and interested skiers or boarders of any experience level should contact Mr. Gerry Perriello, the club's new advisor, at [gperriello@shawsheen.tec.ma.us](mailto:gperriello@shawsheen.tec.ma.us) or his co-advisor, Mr. Matthew Day, at [mday@shawsheen.tec.ma.us](mailto:mday@shawsheen.tec.ma.us).

*Parent Advisory Council:* Once again, graduation day culminated in a well-attended all-night party sponsored and organized by the SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its chair, Mrs. Denise Illsley. Parents interested in joining this most worthwhile parents' group should contact co-chairs Linda Tedford ([lindatedford@verizon.net](mailto:lindatedford@verizon.net)) or JoAnn Brace ([jbrace@shawsheen.tec.ma.us](mailto:jbrace@shawsheen.tec.ma.us)).

*Alumni Association:* Under the direction of its Planning Committee and faculty advisor, Mrs. Gail Poulten, the Alumni Association vetted nominations, selected honorees, and hosted an Alumni Hall-of-Fame induction at the Tewksbury Country Club. Any SVTHS alumni interested in planning future events with Mrs. Poulten should contact her at [gpoulten@shawsheen.tec.ma.us](mailto:gpoulten@shawsheen.tec.ma.us) or 978-667-2111 x584.

### Support Services

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.6% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.8% of seniors graduating in June, 2011, among the highest of any high school in Massachusetts. This compares to a state average of 65.6% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2012 MCAS examinations. These results have occurred as a result of a

"team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (94%), Mathematics (62%), and Biology (61%). These percentages are approximately triple the rate of state-wide special education averages.

The Support Services Department is now led by Dr. Frank D. Scott who assumed the Director position in July, 2011. Dr. Scott has provided training to keep staff informed of the most current requirements and best practices as a result of revisions to federal and state legislation and regulations. Updates continue also with the *eSped* software which Shawsheen has adopted to write Individualized Educational Plans (IEPs) and supporting documentation. In addition, the Support Services Department continues to implement various forms of technology that allow for equal access to the curriculum for all learners. A professional development initiative occurred in March, 2012, to familiarize all of Shawsheen's staff members with meeting student needs by incorporating the principles of Universal Design for Learning (UDL). An in-service workshop was presented by Dr. Todd Rose through the Center for Applied Special Technologies (CAST), a recognized leader in the field of UDL.

### Athletics

The three seasons comprising year 2012 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning ten league championships and five state vocational titles.

The overall winning percentage of the varsity teams—ranked among the highest in school history. Fourteen team, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Devonn Pratt won the Division One State Championship in the 138 pound weight class. Two members of the record-breaking Football Team received All Scholastic honors. Paul DePlacido was named Boston Globe All Scholastic and Devonn Pratt was named Herald All Scholastic.

For an unprecedeted ninth time in ten years, SVTHS earned the Markham Award from the *Boston Globe* in recognition of its status as the most outstanding vocational technical high school athletic program in Massachusetts. The

award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

### Community Services

**Adult Evening School:** The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Mr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

**School of Practical Nursing:** The 2011-2012 year graduated 36 Practical Nurses (PN). Since its inception, a total of 599 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

**Project Explore:** Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2012 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Christina Palmer at 978-671-3612.

**Swim Program:** SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2011-2012 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

**Billerica House of Correction:** The Billerica House of Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educa-

tional goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

**Middlesex Community College:** SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at Shawsheen Tech as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment was strong in 2012 and the program received exemplary student evaluations. Discussions to expand technical course offerings are currently being explored by the MCC Hospitality Dean and SVTHS Workforce Development and Community Services Coordinator, Mr. Russ Eckel.

### Computer Services

During the 2012 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SSDR (School Safety and Discipline Report) data, the Annual Technology Report data, and the VTCTS (Vocational Technical Competency Tracking System) data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey mandated by PARCC. The purpose of this report is to identify the status of school districts participating in online assessment in 2014.

In the fall, Computer Services added the current ninth-grade population (class of 2016) to the Parent Access Manager System, bringing parent participation to approximately 81 percent. The Parent Access Manager allows parents to view up-to-date information on their children in the areas of attendance, grades, Rankbook, schedules and discipline information. Parents can also view the teacher's iPass Rankbook which includes more detail on the students' progress.

As part of Computer Services four-year Computer Replacement Plan, computer labs for Design & Visual Communications, Machine Shop, Room 511B, Room 109, Business Tech Lab 296, and the Library received upgrades with the latest computer models during 2012.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure.

Computer Services decided to upgrade many of Shawsheen's computers to Microsoft's Windows 7 Operating System. This upgrade was to utilize energy saving features within the Operating System and due to Microsoft's decision to no longer support our previous Windows XP Operating System. This advancement was further supported by an energy consultant's recommendations in moving Shawsheen to a more energy efficiency environment. Over 700 computers were upgraded with the Operating System. All computers capable of the upgrade also had Office 2010 and Adobe Creative Suite 5.5 installed.

Wireless network infrastructure has been implemented within the building to expand our existing coverage. 100 access points were installed in classrooms, offices, and labs. This was connected to the existing 16 access point infrastructure in the Life Science wing to provide complete wireless coverage of Shawsheen's building.

### Guidance

**Admissions:** Applications once again exceeded 600 for 350 seats in the class of 2016. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House in November and the 8th Grade Career Night in January.

**9th Grade Orientation:** The Class of 2016 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program to help with transition was implemented using the same student leaders who helped deliver the orientation day.

**College and Career Planning:** Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college

exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. The college fair this year included over 70 colleges and universities and a special workshop was offered to students with special education needs to understand their options for post-secondary learning. Over 500 students and parents participated in this largest-to-date event.

**Scholarships and Awards:** Despite the tough economy, SVTHS students were awarded over \$107,000 in scholarship funds. A graduate was also the recipient of the Massachusetts Vocational Association scholarship award.

**Cooperative Education Program:** Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office has currently secured cooperative-education positions for more than 145 students out.

**Student Health:** SVTHS complied with the state mandate to conduct BMI testing on all 10th graders.

### School Council

An important agency of school governance, the 2012-2013 SVTHS School Council, is made up of parents—Susan Berry, Dawn Pfaff and Gayle Razzaboni from Billerica; community members—Bob Lazott of Billerica, Jean Perry of Burlington and Cosmo Ciccarello of Burlington; two SVTHS students – Jennie Galante and John Robinson; faculty members—Robert Roach and Jason Tildsley; and co-chair Dr. Robert Cunningham, Assistant Superintendent-Director/Principal.

The three primary functions of the school council are to meet with the Superintendent-Director when he presents the school budget, make additions and revisions to the SVTHS Student Handbook, and develop the annual School Improvement Plan.

### Technical Programs

**Skills USA:** Skills USA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned sixty-two medals at the 2012 district competition and eighteen medals at the state competition, including eight gold medals. Nine Shawsheen students went on to the National compe-

tition in Kansas City, MO with all of the students placing no lower than seventh place. Medical Assisting earned a second Gold Medal, while Career Pathways (Graphic Arts) finished fourth and Entrepreneurship (Business Technology) finished a strong seventh.

**National Accreditation:** SVTHS has twenty vocational programs, eight of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Graphic Communication; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

### Transportation Cluster

**Auto Collision:** The Auto Collision program maintains its high standards and quality of outstanding work with a plethora of automobiles in need of body work for clients throughout the District. The shop was redesigned to accommodate the installation of two new prep stations in compliance with the new clean air regulations. The upper classmen participated in National Automotive Technicians Education Foundation (NATEF) Automotive Service Excellence (ASE) testing for the first time and did an outstanding job. Students fared well in the SkillsUSA regional competition, winning a Silver Medal in Refinishing and finishing first, second and third in the Collision competition. Through the capital budget process, the program will acquire a new frame machine.

**Automotive Technology:** The Automotive program continues to do an outstanding job repairing vehicles from within the District. Automotive Technology students competed in the Ford AAA Auto Skills competition and participated in Automotive Service Excellence (ASE) Student Certification and ASE Refrigerant Recovery programs. The Automotive program participated in several post-secondary career days and industry field trips, exposing students to career opportunities and technologies in the field. These field experiences included trips to Massachusetts Bay Community College, Universal Technical Institute, New England Institute of Technology, and Benjamin Franklin Institute of Technology. Through the capital budget process the program acquired a new Hunter four-post alignment lift.

### Service Cluster

**Health Assisting, Dental Assisting and Medical Assisting** moved into their new home in the Life Science Wing in September 2012. Dental Assisting accepted its first class of 15 students

in April and added a second full time instructor. Dental Assisting has acquired state-of-the-art equipment including a functioning computer-generated digital radiology lab. Medical Lab Assisting has expanded its curriculum to include clinical medical assisting, administrative medical assisting and the necessary laboratory skills to function in a Biotechnology Assistant role. The junior curriculum now includes a course in Pharmacology. The addition of a third Medical Assistant instructor with laboratory skills has strengthened this area of study. These programs look forward to graduating their first class in 2013 and are actively pursuing cooperative placements for their students. All twenty six Health Assisting students passed the Massachusetts Department of Public Health state certified Nurse Assistant test and are currently employed as seniors in many assisted-living and long-term care facilities. The addition of the Sim Man has enriched simulation in the laboratory experience. Many students furthering their education in the dental, laboratory or nursing fields will benefit from the use of simulation while in a high school setting, increasing their critical thinking skills. Partnerships with several community agencies including Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center and Woodbriar have positively impacted our student's growth.

**Culinary Arts:** An articulation agreement with Johnson and Wales University has provided opportunities for senior Culinary Arts students to attend classes full-time through their FAST (Freshman Advanced Study Track) option. This is the third consecutive year in which SVTHS has placed a senior in the FAST program. SVTHS also renewed its Articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College, and Cambridge Culinary Institute. The Culinary-Arts department visited Lincoln Institute in Hartford, Connecticut and has planned another trip in April to the prestigious Culinary Institute of America in Hyde Park, New York. Through the capital budget process and at the recommendation of its craft advisory board, the Culinary Arts program purchased a new 18-bay salad bar unit to accommodate the serving of nutritious lunch options, two new double-door reach in coolers for the kitchen, and one of the double-door reach in cooler for the bakery. Both purchases added to another successful year of providing meals and bakery goods to the public.

**Cosmetology:** The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local commu-

nity, the students provided community service to local senior centers and assisted-living communities. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden the student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. One-hundred percent of SVTHS Cosmetology students participated in SkillsUSA. A sophomore student competed at the district level, capturing a bronze medal in the nail category. All 19 senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license and 12 were successfully placed on co-op within the school year.

### Construction Cluster

*Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry.* Construction projects within the community continue to be a large part of SVTHS' project-based curriculum. All five construction programs work collaboratively with the district's five towns. This year's projects notably included the final phase of the Marion Tavern Farmhouse project in Burlington and the Tewksbury Council on Aging Kiln and Pottery Building. The Construction Cluster, which also contributes to the daily projects within and around the school, is currently supporting the construction of a multi-tier retaining wall and a field house on the softball and soccer fields. Other notable projects include construction of a 10'x12' shed for the school's sand and salt, construction of work stations in the Masonry and Carpentry programs, construction of a classroom/computer lab in the Machine Shop, and repairs in the Cosmetology and Electronics Shops.

### Arts and Communication Services Cluster

*Business Technology:* The Business Technology program acquired a Microsoft Testing Lab. SVTHS students now have an opportunity throughout the school year to certify in various Microsoft applications that are industry-based, enhancing their employability skills. With the addition of this lab, seventeen seniors were certified in Microsoft Word, Excel or PowerPoint. Additionally, twenty-three juniors obtained their certifications in these same areas. Going forward, the program's testing lab will allow students to certify in Quickbooks and Dreamweaver as well. The Business Technology program continues to evolve and thrive, staying current with industry changes.

*Informational Support Services & Networking:* Sixty percent of SVTHS seniors were placed in Co-op positions, which was one of the school's best placement years. It was the first year that both Cisco and Test Out curriculum were implemented for our sophomores, which proved to be very successful. One ISSN senior, Jessica Kenny, was the class of 2012 valedictorian and was also accepted to MIT. These accomplishments were primarily due to her attitude and dedication to her goals. A second Internet connection was added to the shop that was dedicated to our Computer Management Services program where customer equipment is repaired by the seniors. We also implemented VMware in all grades that teaches students about computer virtualization and is one of the fastest growing technologies in corporate environments today. A number of ISSN seniors obtained college credits at the schools of their choice as a result of their completing the Cisco curriculum.

*Design & Visual Communications:* The Design & Visual Communications program had a very strong and busy year. Students participated in many community projects for schools, town governments and non-profit organizations. Students within the program played a key role in developing a corporate identity program for a nonprofit organization called the Middlesex 3 Coalition. All students participated in the brand development for this organization serving the towns of Billerica, Bedford, Burlington, Chelmsford and Lowell. The culmination of their efforts produced the logo design and brochure for this organization. This newly formed Middlesex 3 coalition shares a common goal of fostering economic development, job growth, and diversification of the tax base. The relationship the Design & Visual Communications Department has built with key members of this organization will help to play a critical role in fostering co-op opportunities for many of the students from Shawsheen. The program was also equipped with new MAC computers to enhance the industry-simulated learning environment.

*Graphic Communications:* The Graphics program enjoyed a year of great success in the pressroom and in its community partnerships. Graphics produced a record number of live jobs for schools, town governments, and nonprofit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program received a national literary-magazine award for their publication of *Ramblings*. The program also acquired and implemented into its curriculum new silk-screening equipment,

which has opened new avenues for student cooperative education placements.

### **Electro/Mechanical Cluster**

*Computer Aided Design & Drafting:* The Drafting shop has been busy this year in supporting the construction cluster on a variety of projects. These major projects included drawing support for the Soccer Field House and various off-site construction drawings. In addition, the Drafting program has completed drawings for the Maintenance Department, including a roof top units map, cafeteria/gym table and chair layouts, sprinkler head map, and numerous other drawing requests. The Program also completed a control station layout for the Tewksbury Water Treatment Plant. Through the capital budget process, the Drafting Program was able to purchase new related room tables and paint the shop's work stations. Two students received silver medals—one for Architectural Drafting and the other for Technical Drafting—at the SkillsUSA State Competition. The 2011-2012 school year ended with 13 out of 20 students working at cooperative education jobs. All graduating seniors entered either a 2- or 4-year college. More than half of the seniors from the Class of 2013 are currently employed in cooperative education jobs.

*Electronics:* The Electronics program will move forward in training and certifying students to the J-STD-001E IPC Standard. One hundred percent of the seniors successfully passed the Application Specialist course and received an official certificate from IPC. A number of students participated in SkillsUSA competition with Shawsheen Electronics taking second place at the regional competition. The Electronics students finished third at the annual Trebuchet competition at Windham High School. The department took the first step in introducing Quality Control Management, Flowcharting and Software Programming, and a seven-step design process used by industrial engineers.

*Machine Technology:* The Machine Technology program continues to implement positive changes to a growing program. The initiatives of the program's newest instructor, Mr. Lawrence Retelle, have enhanced the freshman exploratory program, increasing the number of freshmen opting for Machine Technology as a first choice to a point exceeding the shop's capacity. There are now eighteen high-energy sophomores that will soon be the next generation of machinists. Due to this growth, the decision was made to build a classroom/computer lab in the shop. Construction began over the sum-

mer. Twenty wireless laptops were purchased, with the addition of Mastercam X6 as well as a smart board. A partnership with Massachusetts Manufacturing Extension Partnership (MassMEP) is in process, which would provide specialized training for adults working with local employers after the regular school day. Two new 2 Axis Prototrak CNC controls have been installed on Bridgeport milling machines. Students had success again at the SkillsUSA district level. Co-op numbers continue to be strong. The Advisory Board has shown a marked increase with new advisors looking for student hires.

*Metal Fabrication and Welding:* Metal Fabrication has worked on numerous welding and sheet metal projects that supported multiple school clusters and the community at large. This work included duct work for new related room, a library drop-box project, new Autobody ramps, a stool repair for M.C.I. Billerica, and the go-cart project. For the second consecutive year, SVTHS hosted the annual open house for the Boston Chapter of the American Welding Society (AWS). Two new swing-arm ventilation hoods were approved through the capital budget process. Mitre Corporation donated various pieces of equipment to our program, including a four foot hydraulic press brake, large capacity box and pan brake, and a vertical band saw.

### **Conclusion and Acknowledgement**

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2012. Those retirees are: Andrew Botticelli, Computer Aided Design & Drafting; Andrew Clark, Mathematics; Patricia Hebert, Social Studies; and William Jackson, Electronics.

## **BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION**

2012 was a successful year for the BCSF. We were able to award forty scholarships to graduating high school seniors in the amount of \$80,000.00. Our Adopt-a-Class partner, Sonia Rollins, Exit Realty awarded 37 scholarships totaling \$23,000.00. In addition, we awarded six scholarships to adults totaling \$12,000.00.

Our Foundation is able to award such a large amount of money each year due to the generosity of the community and the diligence of the Board of Directors and the wise investing that our Investment Committee performs. The Investment Committee is chaired by Brian Curtin. Other members include Dr. Eric Conti, Phil Gallagher and Juliette Mott. The Board of Directors includes myself, Brian Curtin, Jack Ferrin, Tom Killilea, Jayne Hyde, Debbie Keene, Diane Creedon, Mike Phelan, David Icken, Al Fay, Dave Norden, Cathy O'Neil, Don Flaherty, Paul Sheehan and Juliette Mott.

The income that the BCSF receives comes mainly from our annual telethon which is held in October. The telethon originates from the B-Cat studio and the High School Auditorium. We thank the B-Cat Staff and the school administration for all their help and support. It would be impossible to undertake this endeavor without their help. We also receive a substantial amount of money from individuals via their tax bills and individual contributions.

I have had the great honor and privilege to lead the BCSF for the past nine years. I have decided to step down as President. I feel that it is time for new leadership and fresh ideas. I plan to stay in the picture but in an advisory capacity. I will always be grateful to the people of Burlington whom I have served for over forty years.

Respectfully submitted,

Stephen E. Preston, Jr, President  
Burlington Community Scholarship  
Foundation

## **BURLINGTON HOUSING AUTHORITY**

For the past twenty-three years, both private and state auditors have reported that the Burlington Housing Authority has managed our properties in full compliance with the general Federal & State financial & administrative guidelines. They are set forth by the Commonwealth of Massachusetts and the Federal Government. The BHA is excellent standing.

### **2012 Update**

The Housing Authority inventory consists of one hundred & five (105) senior state public housing units, 13.5% of these units are set aside for the young disabled population, two (2) local initiative properties, two (2) state family 705 single family homes, ten(10) studio apartments set aside with preference at Atria Long Meadow and ninety-four (94) Federal section eight mobile vouchers. The Board of Commissioners continue to make Burlington veterans & residents a priority. They have also continued to participate in the Massachusetts centralized section eight wait-list, which has ninety-four local housing authorities in participation. This wait list remains open. Applications may be obtained at the BHA office or on line at [massnahro.org](http://massnahro.org). 2012 has been a very busy year at the Authority, we have applied and received many grants thru the State.

We have received one hundred-ten new low flow toilets & energy efficient shower heads, energy wise refrigerators for all Residents, installed new motion low energy inside hallway lighting in all our buildings and a high efficiency \$350,000.00 boiler replacement at Towerhill. Each Tenant also received a new thermostat for their apartments to work along with the new boiler system. We also worked on the exterior of the property, at BirchCrest Arms we had a wood and trim replacement project and all buildings and doors were painted. The sidewalks were replaced on half the property and will be finished in the spring. The current members of the Board consist of : Michael Austin, Chairman, Bernice Ferguson, James Langley, Richard Howard and Albert Fay, State Appointee. The BHA wishes to thank the 2012 President of Tower Hill, James Duggan, President of BirchCrest Arms, Richard Rensky and Tenant Support, Pat Stanford. They have done a wonderful job

for all the Residents of the Burlington Housing Authority. As the Executive Director of the Burlington Housing Authority, I will continue to serve the senior population with respect and compassion.

Respectfully submitted,

Maureen Lynch, PHM  
Executive Director

## APPOINTED BOARDS AND COMMITTEES

### Appointments made by: Town Administrator

#### Beautification Committee(5) 1 year Standing

Carolyn R. Engel	9 Park Dr.
Andrew A. Giordano	3 Belmont Rd.
George M. Major	29 Lantern Ln.
Ralph C. Patuto *	29 Center St.
Elaine Zuccaro	6 Pearson Cir.

#### Bike Committee 1 year Ad Hoc

Kristine Brown*	61 Center St.
Jack Donaldson	62 Winn St.
Robert Hogan*	61 Center St.
Mildred J. Nash	39 Sunset Dr.
James Nevins	26 Sunset Dr.

#### B-Line Advisory Committee 1 year Ad Hoc

Ann M. Cummings	20 Tinkham Ave.
Jennifer Gelinas	10 Hallmark Garden #7
Robert Hogan*	61 Center St.
Virginia E. Mooney	28 Mohawk Rd.
Mildred J. Nash	39 Sunset Dr.
Mabel Nevins	26 Sunset Dr.
Patti Robichaud	29 Center St.
Sonia Rollins	8 Paula St.
Walter Zenkin	2 Toomey Cir

#### Board of Appeals(5) 5 years Standing

John A. Alberghini	2 Elm Ave.
William Gaffney	8 Joanne Rd.
Neil S. Kane+	19 Mohawk Rd.
Eugene S. Lane, Jr.	24 Cathy Rd.
Matt Lee+	13 Fowler Ter.
Joseph E. Morandi	7 Winona Rd
John T. Sullivan	2 Laurel Ln.

#### Board of Registrars(4) 3 years Standing

Jeanne Ganley	26 Beacon St. #42A
Elmer Bud Larson	23 County Rd.
Amy E. Warfield	56 Skilton Lane
Larry Way	25 Hillcrest Rd

#### Cable Advisory Committee(7) 1 year Ad Hoc

Jennifer Dodge*	123 Cambridge St. (BHS)
Daniel Dunn	29 Stoeny Brook Rd
Robert Hogan*	61 Center St.
Peter O'Keefe	47 Skelton Rd.

#### Cemetery Oversight Committee 1 year Ad Hoc

William C. Beyer	67 Peach Orchard Rd.
Frank P. Monaco	18 Corcoran Rd
Community Life Center(7)	2 years Standing
Linda K. Collins	18 Town Line Rd.
Kevin Doherty	45 Center St.
Marilyn Langley	13 Algonquin Dr.
Christine MacKay	7 Fairfax St.
Ronald J. MacKenzie	15 South Bedford St.
Ann Louise McNamara	79 Mountain Rd.
Roberta E. Mills	19 Corcoran Rd.

#### Conservation Commission(7) 3 years Standing

William Boivin	213 Fox Hill Rd
Nedim Celik	46 Mill St.
Larry S. Cohen	8 Wilhelmina Ave.
Indra Deb	17 Pathwoods Ave.
Gail M. Lima	188 Mill St.
Ann Louise McNamara	79 Mountain Rd.
Kerry Melanson	8 Freeport Dr.
Michael Runyan	7 A Mountain Rd

#### Council on Aging(7) 3 years Standing

Carole J. Castellano	12 Garrity Rd.
Christopher E. Hartling+	1 Colleen Cir.
Eleanor Hutchinson	4 Frances Rd
Joanne L. Kinchla	8 Arnold Terrace
Muriel O'Brien	26 Maryvale Rd.
Ralph C. Patuto*	29 Center St.
Myrna A. Saltman+	15 Greystone Ct.
Marigrace Silva	5 Alma Rd.
Suzanne J. Trousil	2 Lucaya Cir.
Bernadette B. Whittington	1 Ganley Dr.

#### Cultural Council(5-22) 3 years Standing

Sandra Coveno	59 Center St. #102
Elizabeth Cowhig	54 Middlesex Tpk

## Town of Burlington

Julia Eggleston	10 Gedick Rd
Antoinette Faria	6 Butters Ln
Joyce Fay	11 Raymond Rd.
Barbara Fisher	38 Purity Springs Rd.
Brenda Fisher	38 Purity Springs Rd.
Joanne Kinchla	8 Arnold Terrace
Shauna M. Leva	17 Church Ln.
Judi Lichtenfels	21 Purity Springs Rd
Carolyn Little	7 Pleasant St
Teresa Pignatone	9 Jonathan Rd.
Vincent J. Sferrino	10 Liberty Ave.

**Disabilities Access Committee(9) 1 year Standing**

Jane Beard	59 Center St #301
Thomas Carlson	1 Violet Rd.
Bernice H. Ferguson	19 Bedford St.
Mary Jane Fietze	42 Bedford St.
Robert Hogan*	61 Center St.
Maura F. Mazzocca	5 Black Horse Ln.
Rita E. Murphy	51 Bedford St.
Joseph D. Stordy	303 Farms Dr.
Kenneth Tigges	4 Ellen Rd.
Bernadette B. Whittington	1 Ganley Dr.

**Grandview Farm Committee 1 year Ad Hoc**

Janet Atkinson	3 Newbridge Ave
Brenda L. Cahoon	3 Lucy Rd.
Eldrine Emerson	39 Arborwood Dr.
Toni Faria	6 Butters Ln.
Robert Hogan	61 Center St.
Kathleen A. Horton	85A Center St.
William T. McDonough	19 Rahway Rd.
Kevin B. McKelvey	4 Allison Dr.
Roger Morrison	5 Hope St.
Hope M. Paulsen	59 Center St. #201
Sonia Rollins	8 Paula St.
Nicholas G. Rubino	16 Phyllis Ave.
Beverlee Vidoli	17 Thornton Dr.
Amy E. Warfield	56 Skilton Ln
Judith G. Wasserman	3 Indian Hill Rd.
Rob Zahora	103 Locust St
Walter Zenkin*	2 Toomey Cir

**Historical Commission(7) 3 years Standing**

Dorothy Bennett +	23 Wilmington Rd.
Norman B. Biggart	4 Baron Pk. Ln. Apt. I
Sandra J. Coveno	59 Center St. #102
Eldrine F. Emerson	39 Arborwood Dr.

Toni Faria	6 Butters Ln.
Joyce Fay	11 Raymond Rd.
Kathleen Horton	85A Center St.
Hope M. Paulsen+	59 Center St. #201
Norma C. Robichaud+	5 Highland Way
Gene Rossi+	174 Winn St.
Michael Tredeau	12 Myrna St.
Judith Wasserman+	3 Indian Hill Rd
Housing Partnership	1 year Ad Hoc
Ernest E. Covino, Jr.	29 Center St.
Phyllis Etsell	3 Eisenhower Dr.
Virginia E. Mooney	28 Mohawk Rd.
Michael S. Runyan*	7A Mountain Rd.

**Human Services Building Committee 1 year Ad Hoc**

David Castellano	5 Manor Ave
Thomas Hickey	29 Center ST
Robert Hogan	61 Center St.
Joanne L. Kinchla	8 Arnold Terrace
Don Lorinovich	61 Center St.
Marge McDonald	61 Center St.
Frank P. Monaco	18 Corcoran Rd.
John Petrin	29 Center ST
Craig Robertson	123 Cambridge ST

**Information Systems Advisory (7) 1 year Ad Hoc**

Gerald Beuchelt	13 Highland Way
Laurence J. Conway	18 Wildwood St.
Daniel Dunn	29 Stony Brook Rd.
William McCarthy	9 Maud Graham Cr
Paul R. Nichols	20 Mohawk Rd.
Richard Walzer	22 Meadowvale Rd
Lawrence Warfield	56 Skilton Ln
Recycle Committee	3 years Ad Hoc
Timothy J. Brown	8 Luther St.
Gretchen K. Carey	43 Locust St.
Diane Kendrigan Creedon	12 Gibson St.
Ann M. Cummings	20 Tinkham Ave.
Elizabeth A. DeVito	92 Francis Wyman Rd.
Eileen Feldman	19 Freeport Dr.
Elizabeth A. Gilman	20 Carol Ave
Gail M. Lima	188 Mill St.
Abby J. Murray	813 Arboretum Way
John Tuccinardi	65 County Rd., Tewksbury, MA
	01876

**Rink Oversight Committee(5) 1 year Ad Hoc**

Brad D. Bond	8 Mullberry Ln.
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Brian Curtin 29 Center St.  
 Thomas Hickey 29 Center St.  
 Robert Hogan\* 61 Center St.  
 Don Lorinovich 61 Center St.  
 Craig Robinson 123 Cambridge St.

**Rt. 3A Subcommittee** **1 year Ad Hoc**  
 John Clancy 29 Center St.  
 Ann M. Cummings 20 Tinkham Ave.  
 Phyllis Etsell 3 Eisenhower Dr.  
 Tony Fields 29 Center St.  
 Daniel J. Grattan 9 Fieldstone Dr.  
 Tom Hayes 29 Center St.  
 Kathleen A. Horton 85A Center St  
 Joseph Impemba 29 Center St.  
 KristIn Kassner 29 Center St.  
 Michael Murray, Jr. 27 Cambridge St  
 James L. Nevins 26 Sunset Dr.  
 Michael O'Neil 3 Kinney Ave.  
 Sonia Rollins 8 Paula St.  
 Paul Roth 29 Center St.  
 Michael Tredeau 12 Myrna St.  
 Walter Zenkin

**Sign Bylaw Committee** **1 year Ad Hoc**  
 John Clancy 29 Center St.  
 Tony Fields 29 Center St.  
 William Gaffney 8 Joanne Rd.  
 Jayne L. Hyde 17 Meadowvale Rd.  
 Joseph A. Impemba 11 Briarwood Ln.  
 Joan McSweeney 1 Doris St.  
 James Murphy 265 Winn St.  
 Doug Place 209 Cambridge St.  
 John T. Sullivan 2 Laurel Ln.  
 Beverlee Vidoli 17 Thornton Dr  
 Walter Zenkin\* 2 Toomey Cir

**Sr. Housing Options Committee** **1 year Ad Hoc**  
 Arlene A. DiRocco 10 Old Colony Rd.  
 Daniel R. DiTucci 8 Lisa St.  
 Garry Feldman 19 Freeport Dr.  
 Robert Hogan\* 61 Center St.  
 Sheila Howard 5 Hallmark Garden #6  
 Jayne L. Hyde 17 Meadowvale Rd.

**Stormwater Management Advisory Committee**  
**1 year Ad Hoc**  
 James J. Dion 29 Center St.  
 Tony Fields 29 Center St.

Charles E. Fuller 3 Rolling Ln.  
 Gary Gianino 29 Center St.  
 Tom Hayes 29 Center St.  
 Jayne L. Hyde 17 Meadowvale Rd.  
 John Keeley 29 Center St.  
 Terry McSweeney 29 Center St.

**Town Common Oversight** **1 year Ad Hoc**  
 Carolyn R. Engel 9 Park Dr.  
 Gary Gianino 29 Center St.  
 Douglas Gillingham 61 Center St.  
 Robert Hogan 61 Center St.  
 Elaine Zuccaro 6 Pearson Cir.  
 Appointments made by: Moderator

**Bylaw Review Committee** **(5) 1 year Standing**  
 Mark D. Casey 8 College Rd.  
 Evelyn M Mottolo 3 Dover Dr.  
 David F. Petersen 9 Cutting Ln.  
 Richard M. Wing 4 Wing Ter.  
 David J. Woodilla 3 Barnum Rd.

**Capital Budget Committee** **(7) 3 years Standing**  
 Thomas D. Conley, Jr. 20 Corcoran Rd.  
 Barbara G. L'Heureux 10 Woodside Ln.  
 Gary Mercier 14 Heathstone Dr.  
 Carol Perna 6 Beaverbrook Road  
 Daniel J. Raske 3 Mildred Rd.  
 Faydeen A. Sateriale 95 Lexington St.  
 Ernest Zabolotny 33 Paulson Dr.  
 Facilities Committee (7) 2 years Standing  
 William C. Beyer 67 Peach Orchard Rd.  
 Timothy J. Brown 8 Luther Rd.  
 David J. Ghio 5 Holly St.  
 Daniel J. Hanafin 4 Maple St.  
 Frank P. Monaco 18 Corcoran Rd.  
 Bruce A. Morey 5 Ellery Ln.  
 Sally Willard 13 Foster Rd.

**Human Services Committee** **(7) 3 years Standing**  
 Anne P. Coady 8 Woodside Ln.  
 Joanne Frustaci 6 Valley Cir.  
 Joanne M. Horgan 12 Eastern Ave.  
 Gary B. Kasky 8 Radcliff St.  
 Mabel Nevins 26 Sunset Dr.  
 Cynthia J. Phillips 4 Michael Dr.  
 Judith G. Wasserman 3 Indian Hill Rd.  
 Land Use Committee(9) 3 years Standing  
 Shari Lynn Ellis 3 Hickory Ln.

Matt Frost	14 Chadwick Rd
Wendy Guthro	17 Treetop Ct.
Joanne L. Kinchla	8 Arnold Terrace
Gary Mercier	14 Hearthstone Dr.
Andrew H. Olney	21 Julia Connors Dr.
Paul A. Valleli	14 Marrett Rd.
Sally Willard	13 Foster Rd.
Ernest Zabolotny	33 Paulson Dr.

**Northwest Park Committee(5) - Ad Hoc**

Diane Kendrigan Creedon	12 Gibson St.
Lucy M. Damiani	7 Hearthstone Dr.
David J. Ghio	5 Holly St.
Frank P. Monaco	18 Corcoran Rd.
David S. Tait	9 Meadowvale Rd.

**Rules Committee(13) 1 year Standing**

Patricia J. Angelo	2 Austin St.
Linda K. Collins	18 Town Line Rd.
Joan B. Hastings	14 College Rd.
Francis Heartquist	10 Briarwood Ln.
Roberta E. Mills	19 Corcoran Rd.
Mildred J. Nash	39 Sunset Dr.
Eleanor N. O'Connell	33 Peach Orchard Rd.
Louis Rubino	4 Fred St.
Maureen Ryan	3 Donald Rd.

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

William C. Beyer	67 Peach Orchard Rd.
Brad D. Bond	8 Mullberry Ln.
John G. Cormier	8 Chester Ave.
Diane Kendrigan Creedon	12 Gibson St.
Timothy M. Cummings	20 Tinkham Ave.
Michael J. Hardy	7 Thornton Dr.
Susan Harrigan	6 Julia Connors
Thomas C. Killilea	15 Wheatland St.
Frank P. Monaco	18 Corcoran Rd.
Paul G. Noonan	5 Ward St.
Roger S. Riggs	4 Briarwood Ln
Sonia Rollins	8 Paula St
Robert G. Schlansky	4 Gibson St.
David S. Tait	9 Meadowvale Rd.
Larry Way	25 Hillcrest Rd

\* Selectmen Representative

+ Alternate member

At 7:04 P.M., the Town Meeting Members of Precinct 4 assembled to fill the vacancy created by the resignation of Christine Warren. Present and voting were: Betty Bullock, Mark Casey.

Nominations were taken, Diana Connolly was the only nomination. A secret ballot was taken and it unanimous for Diana Connolly to serve until the next Annual Town Election. Business was concluded and the meeting was adjourned at 7:08 PM by Phil Gallagher, Moderator.

Attested by:  
Amy E. Warfield  
Town Clerk.

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 23, 2012  
FOGELBERG PERFORMING ARTS CENTER – BHS**

A quorum being present, the meeting was called to order at 7:38 PM. Audio/Video staff for tonight's meeting included: Edward Chilliest, John Deluco, Rachel Meurello and Andrew Frost. Frank Monaco, was appointed by Phil Gallagher to be Moderator. Phil was out due to illness. Frank opened with the saying of the Pledge of Allegiance. The National Anthem and two Musical numbers were performed by members of the Kiss me Kate cast which is the featured upcoming High School spring musical.

Motion made and seconded to adjourn to Wednesday, January 25<sup>th</sup> at 7:30PM if business is not concluded on this evening.

Town Clerk, Amy Warfield mentioned about the status of Town Meeting members for the Town Election. The Moderator read that Articles that have been withdrawn are 3, 4, 22 and 26. An amendment was presented by Barbara L'Heaureux for Article #25, it was ruled out of order, due to it being significantly more restrictive than in the article and outside the scope. Legal council stated that these changes on a Zoning article would require a public hearing.

**ARTICLE 1 RE: Reports of Town Officers & Committees**

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

Reports were given by: Robert Mercier, mentioned that the financial articles will not effect tax rate. State Aid is being held. Discussed about Art 3 I-cube, will be back in May but received Grant 1.x M to assist with project – total 10-15 M.

Brad Bond, W&M Chair. FY 13 at Prop 2.5 level with no new tax levy 2015-2017 before turn around.

John Sanchez, Commented on that the funding is being cut by the state to the B-Line. This will cause fare increases, and decreases in routes. Bob Hogan suggested that residents could send letters to the MBTA stating their opinions about this action. He also requests that if letters are written in support of the B-Line to the MBTA, individuals should also cc the town so that the Town can collect them. Mildred Nash requests that a resolution be presented

Sally Willard, made a motion to take Zoning Articles 23-25 out of order. It was moved and seconded Unanimously and failed by a vote of 16 for / 60 against.

**ARTICLE 2 RE: Acceptance of 44 South Bedford Street**

To see if the Town will vote to amend the vote taken under Article 12 of the May 16, 2001 Special Town Meeting, which authorized the Board of Selectmen to acquire by gift the parcel of land located at 40 South Bedford Street, containing .498 acres, more or less, and identified on Town Assessors' Map 47 as Parcel 3, to authorize the Board of Selectmen to acquire by gift, in lieu of the foregoing property at 40 South Bedford Street and on such terms and conditions as the Selectmen deem appropriate, the parcel of land located at 44 South Bedford Street, identified on Town Assessors' Map 47 as Parcel 5, containing 0.574 acres, more or less, and described in a deed recorded with the Middlesex South District Registry of Deeds in Book 14151, Page 36, for general municipal purposes and for the purpose of conveyance, and further to authorize the Board of Selectmen to convey the property at 44 South Bedford Street on such terms and conditions and for such consideration as the Board of Selectmen deems appropriate; or to act in any other manner in relation thereto.

(Article 2 continued)

**MAIN MOTION:** As printed in the Warrant

Recommendations: No Board took a position on this.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 3 RE: Approval of I-Cubed Application**

To see if the Town will vote to support the I-Cubed application (Infrastructure, Investment and Incentive program) by the Town of Burlington and the developer of the Northwest Park that will be submitted to the Secretary of Administration and Finance for approval to allow the sale of Mass Development bonds to support the private sector investment in Burlington's Certified Growth District; or to act in any manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY**

**ACTION: POSTPONED INDEFINITELY**

**ARTICLE 4 RE: Treasurer/Collector Special Act**

To see if the Town will vote to petition the General Court to adopt special legislation as set forth below to change the position of Town Treasurer Collector from elected to appointed and to provide for a transition period for such purposes; provided, however, that the General Court may make grammatical or editorial changes of form only to such bill; or to act in any manner in relation thereto.

An Act relative to the Office of Treasurer Collector in the Town of Burlington

SECTION 1. Notwithstanding section 1 of chapter 41 of the General Laws or any other general or special law to the contrary, there shall be an appointed treasurer-collector for the town of Burlington. The treasurer-collector shall have all the powers, perform the duties and be subject to the liabilities and penalties

now or hereafter conferred and imposed by law on town treasurers and town collectors of taxes. The treasurer-collector shall be appointed and removed by the town administrator in accordance with the provisions of section 4(C) of chapter 549 of the Acts of 1978, as it may from time to time be amended. The board of selectmen may establish an employment contract with the treasurer-collector for salary, fringe benefits and other conditions of employment, including, but not limited to: severance pay; reimbursement for expenses incurred in the performance of the duties of office; liability insurance; and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

**SECTION 2.** Upon the expiration of the term of office of the town treasurer-collector elected at the 2010 annual town election, or his sooner retirement or resignation, the elected position of treasurer-collector shall be abolished. Notwithstanding the authority of the town administrator to appoint and remove the treasurer-collector as set forth under section 1 of this act, in order to provide for an orderly transition from the elected to the appointed position, the town treasurer collector elected at the 2010 annual town election shall be the first appointee to the appointed treasurer-collector position and shall hold the office and perform the duties thereof for a period of three years, unless he is sooner removed for cause or otherwise vacates the office. Thereafter, the town administrator shall appoint a treasurer-collector under section 1 of this act. No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected office of town treasurer collector or the creation of the appointed office and the appointed treasurer-collector shall, in all respects, be the lawful successor of the office so abolished or consolidated.

**SECTION 3.** This act shall take effect upon its passage or to act in any other manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY**  
**ACTION: POSTPONED INDEFINITELY**  
**FINANCIAL ARTICLES**

## **ARTICLE 5 RE: Meals Tax Revenue (FY2011)**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,100,000 or any other amount from Free Cash to place in Town's Stabilization Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$1,113,333 to place in the Town's Stabilization Fund.

Recommendations: W&Ms 11-0-0 in favor

## **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

## **ARTICLE 6 RE: Transfer of Free Cash to Reserve Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount from Free Cash to place in the Town's FY 2012 Reserve Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$100,000 to place in the Town's FY 2012 Reserve Fund.

Recommendations: W&Ms 11-0-0 in favor

## **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

### **ARTICLE 7 RE: Transfer of Free Cash to Stabilization Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other amount from Free Cash to place in the Town's Stabilization Account, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to place in the Town's Stabilization Account.

Recommendations: W&Ms 11-0-0 in favor

## **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

### **ARTICLE 8 RE: Transfer of Free Cash to OPEB Trust Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$750,000 or any other amount from Free Cash to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$750,000 to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

Recommendations: W&Ms 11-0-0 in favor

## **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

### **ARTICLE 9 RE: Transfer of Funds FY 2012 Various Accounts**

To see if the Town will vote to transfer from available funds the sum of \$125,000 or any other amount for the purpose of paying for expenses incurred in Fiscal Year 2012 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$110,000 for the purpose of paying for expenses incurred in Fiscal Year 2012 to various accounts, same to be expended under the direction of the appropriate authorities as follows:

<u>Line Item #</u>	<u>Use</u>	
56	Fire Dept. Over Time	\$90,000
77	Board of Health Expenses	\$20,000

Recommendations: W&Ms 10-0-0 in favor

## **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

### **ARTICLE 10 RE: Fund the Burlington International Firefighters' Association Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of

Burlington and the Burlington International Firefighters' Association for Fiscal Year 2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2012 Negotiated Settlement Account, the sum of \$24,930 for the purpose of funding the Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for Fiscal Year 2012, same to be expended under the direction of the appropriate authority.

Recommendations: W&Ms 10-0-0 in favor

#### **ACTION: MAJORITY APPROVED MAIN MOTION**

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#### **ARTICLE 11 RE: Fund New Website Improvements and Development**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$15,000 or any other amount for the purpose of funding the migration of the Town Website to a new tool. This funding will include selection of a vendor to provide equipment for hosting, redesigning and implementation of the website. This Vendor will be working with a team of users in town to review needs, develop a design, and train the users., or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$15,000 for the purpose of funding the migration of the Town Website to a new tool. This funding will include selection of a vendor to provide equipment for hosting, redesigning and implementation of the website. This Vendor will be working with a team of users in town to review needs, develop a design, and train the users; same to be expended under the direction of the appropriate authority

Recommendations: W&Ms 11-0-0 in favor  
Cap Budget 6-0-0 in favor

#### **ACTION: MAJORITY APPROVED MAIN MOTION**

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#### **ARTICLE 12 RE: Information Technology/RFP Town Government Needs**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$75,000 or any other amount for the purpose of assessing the Town's inventory of current IT Systems and develop a strategic plan for short and long term modernization of our technology infrastructure, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$75,000 for the purpose of assessing the Town's inventory of current IT Systems and develop a strategic plan for short and long term modernization of our technology infrastructure; same to be expended under the direction of the appropriate authority.

Recommendations: W&Ms 11-0-0 in favor  
Cap Budget 5-0-0 in favor  
Planning Board 6-0-0 in favor

#### **ACTION: MAJORITY APPROVED MAIN MOTION**

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#### **ARTICLE 13 RE: Architecture/Engineering Services Station 2**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000 or any other sum for the purpose of engaging the appropriate engineering firm to revise and update the study of the current site and building located at 114 Terrace Hall Avenue and provide a program to either update and add onto the existing building or to build a new facility on the existing site, or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$10,000 for the purpose of engaging the appropriate engineering firm to revise and update the study of the current site and building located at 114 Terrace Hall Avenue and provide a program to either update and add onto the existing building or to build a new facility on the existing site; same to be expended under the direction of the appropriate authority.

Recommendations: W&Ms 10-0-0  
CAP Budget 6-0-0  
Discussion on "revise" study it was done in 2003. This is to look at that study and update it.

#### **ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

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#### **ARTICLE 14 RE: DPW Operations Facility**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$80,000 or any other sum for the purpose of funding the due diligence activities related to the purchase of property for the facility including but not limited to title research, appraisals, engineering and structural analysis, to determine the suitability of the property and plan the construction of the improvements, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$80,000 for the purpose of funding the due diligence activities related to the purchase of property for the

# Town of Burlington

facility including but not limited to title research, appraisals, engineering and structural analysis, to determine the suitability of the property and plan the construction of the improvements; same to be expended under the direction of the appropriate authority.

Recommendations: W&Ms 11-0-0 in favor  
CAP Budget 6-0-0 in favor  
Land Use 7-0-0 in favor

## ACTION: MAJORITY APPROVED MAIN MOTION

### ARTICLE 15 RE: Inflow/Infiltration-Phase 6 Design

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$481,430 or any other sum for the purpose of compliance with the Amended Administrative Consent Order issued by the Department of Environmental Protection to aggressively remove and remediate all sources of extraneous infiltration and inflow from the Burlington sewer system, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Sewer Enterprise Account the sum of \$250,000 and from the Inflow/Infiltration Account the sum of \$231,430 for a total of \$481,430 to pay for the removal and remediation of all sources of extraneous Inflow/Infiltration from the Burlington Sewer System; same to be expended under the direction of the appropriate authority.

Recommendations: W&MS 11-0-0 in favor  
CAP Budget 5-0-0 in favor

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

### ARTICLE 16 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$25,000 or any other amount for the maintenance and improvements of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: W&Ms 11-0-0 in favor  
CAP Budget 5-0-0 in favor

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

### ARTICLE 17 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the trustees under the will of Marshall Simonds a sum of money for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: W&Ms 11-0-0 in favor  
CAP Budget 5-0-0 in favor

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

### ARTICLE 18 RE: Mary PC Cummings Estate Burlington Recreation Area

To see if the Town will vote to transfer from available funds, borrow or otherwise provide the sum of \$ 100,000 any other amount for the purpose of completing work on the Mary PC Cummings Estate, Burlington Recreation Area: or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$100,000 for the purpose of completing work on the Mary PC Cummings Estate, Burlington Recreation Area; same to be expended under the direction of the appropriate authority.

Recommendations: W&Ms 11-0-0 in favor  
CAP Budget 6-0-0 in favor

## ACTION: MAJORITY APPROVED MAIN MOTION

At 11:05 PM, a motion to adjourn was moved, seconded and so voted.

Attest:

Amy E. Warfield  
Town Clerk  
ADJOURNED TOWN MEETING  
WEDNESDAY, JANUARY 25, 2012  
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:42 PM with a salute to the flag.

Three resolutions were presented to the Moderator to be taken up at the end of the session.

## GENERAL BYLAW ARTICLES

### ARTICLE 19 RE: Amend General Bylaws, Article I Sec; 7.1.1 Records Management Commission

This article is “housekeeping” in nature to reflect the changes:

To see if the Town will vote to amend the General Bylaws Article I Sec; 7.1.1, regarding the Records Management Commission, paragraph 4 as follows: (change is highlighted)

“The commission shall mandate departmental cooperation with municipal records Rules and Regulations as provided for in this bylaw and shall be the final arbiter regarding any matters that may arise regarding the Town’s Records Management Program.”

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review 5-0-0

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

App. A.G. 8/25/2012 Posted. 8/29-9/29/2012  
Delay requested by AG Office in 6/2012

### ARTICLE 20 RE: Amend General Bylaws, Article I Sec; 4, Article IV Sec; 8.2 and Article XIII Sec; 2.2.1

To see if the Town will vote to amend the General Bylaws Article I Sec; 4 Article IV, Sec; 8.2 and Article XIII Sec; 2.2.1, which pertain to the procedure for licensing and control of dogs in the Town of Burlington, with strikethrough text to be deleted and underlined text to be inserted, as follows, or to act in any other manner in relation thereto:

4.0 Any Bylaw of the Town of Burlington, or rule or regulation of its boards and commissions, the violation of which is subject to a specific penalty, may, in the discretion of the Town Official who is the appropriate enforcing person, be enforced by the method provided in Section 21D of Chapter 40 of the General Laws. "Enforcing Person" as used in this section shall mean the Animal Control Officer, Conservation Administrator, Health Agent, Environmental Engineer, Building Inspector, Planning Director, Town Engineer, Director of Public Health , Plumbing and Gas Inspector, Wiring Inspector, any police officer, Fire Chief and/or Fire Inspector, Superintendent of Public Works, and such other officials as the Board of Selectmen may from time to time designate, each with respect to violation of Bylaws and rules and regulations within their respective jurisdictions. If more than one official has jurisdiction in a given case, any such official may be an enforcing person with respect thereto. A police officer may enforce any and all of these Bylaws and rules and regulations.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following Bylaws and sections of Bylaws or rules or regulations are to be included within the scope of this subsection and that the specific penalties as listed here shall apply in such cases. Each day on which any violation exists shall be deemed a separate offense:

Article XIII, Section 2.0; Control of Dogs:	
First offense, within preceding twelve-month period	<del>\$15</del> <u>\$50.00</u>
<u>Second offense, within preceding twelve month period</u>	<del>\$25.00</del> <u>\$100.00</u>
<u>Second or subsequent offense within the preceding twelve months</u>	
<u>Third offense, within preceding twelve month period</u>	<del>\$35.00</del>
<u>Fourth or subsequent offense within the preceding twelve months</u>	<del>\$50.00</del>
<u>For an unlicensed dog as of July 1st of any year</u>	<del>\$ 50.00</del>
<u>For any dog that is unlicensed for more than 60 days</u>	

## And Article IV

### 8.0 Animal Control Officer and Pound

8.2 All dogs not licensed ten days after the first day of June of each year are to be caught and confined by the Animal Control Officer, who shall prosecute a complaint against the owners. All such dogs are to be kept in a sanitary place, a licensed kennel or by the SPCA, and may be sold or otherwise disposed of, if not claimed within ten days by the owner. The owner of any dog caught or confined by the Animal Control Officer shall be charged a \$10 pickup fee and a boarding fee of \$20 per day for each day the dog remains confined.

Note: Adopted Art. 2 Spec. TM 6/26/69; App. A.G. 1/21/70; Pub. BTU 2/12, 2/19, 2/26/70.

## And Article XIII

### 2.2.1 Enforcement Procedure and Schedule of Fines

~~The Dog Officer of the Town shall send a written notice to the owner or keeper stating that such person is in violation of Section 2.0 of this article. If it is the first offense within the preceding twelve (12) month period, the fine shall be \$15; if it is the second offense within the preceding twelve (12) month period, the fine shall be \$25; if it is the third offense within the preceding twelve (12) month period, the fine shall be \$35; and if it is the fourth or subsequent offense within the preceding twelve (12) month period, the fine shall be \$50.~~

The Animal Control Officer of the Town shall give a written notice to the owner or keeper stating that such person is in violation of Section 2.0 of this article. If it is the first offense within the preceding twelve (12) month period, the fine shall be \$50; if it is the second or subsequent offense within the preceding twelve (12) month period, the fine shall be \$100.

Note: Amended Art. 63 TM 5/26/76. App. A.G. 9/14/76. Pub. Burl. News 9/23, 9/30, 10/7/76.

2.2.2 ~~The fine for any dog unlicensed as of July 1st of any year shall be for a period of more than 60 days shall be subject to a fine of \$50.~~

Note: Adopted Art. 15, TM 9/18/89. App. A.G. 12/21/89. Pub. Burl. News 1/4, 1/11/90.

2.2.3 ~~An owner or keeper of a dog kept in the Town of Burlington who has not licensed said dog by the first day of June within 60 days of becoming a resident or being notified by the Clerk's office shall be required to pay a fine of Ten Dollars (\$10.00), a dollar of which shall be paid to the Animal Control Officer, and the remainder to be paid to the Town Treasury.~~

2.2.4 ~~A notice shall be sent by the Clerk's office to each owner/keeper of a dog in the Town of Burlington no later than May 1st each year one month prior to the rabies expiration date for the dog informing said resident of the deadline for licensing dogs and of the \$10.00 fine for late licensing.~~

Note: Section 2.2.3 amended and 2.2.4 adopted Art. 24 TM 9/30/85. App. A.G. 10/19/85. Pub. Burl. News 11/28, 12/5/85.

Or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

**App. A.G. 8/25/2012      Posted. 8/29-9/29/2012  
Delay requested by AG Office in 6/2012**

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**ARTICLE 21      RE: Amend General Bylaws  
Article VI sec: 3.0  
Town Clerk Schedule of Fees**

To see if the Town will vote to amend the General Bylaws Article VI, Town Clerk by deleting the text of Section 3.0, Schedule of Fees, where the process for setting and approving fees is

authorized by the provisions of General Laws c. 40, §22F, accepted by the Town at the May 21, 1997 Town Meeting, and inserting in place thereof the following:

The Town Clerk may from time to time, in accordance with MGL Chap. 40, Section 22F, accepted at the 5/21/97 Town Meeting, adopt and amend a schedule of fees for office transactions involving businesses, bylaws and maps, voter/resident databases and labels, dog and kennel licenses, poles and conduits, professional registration, vital records, miscellaneous matters, and other services and activities required or regulated by the Massachusetts General Laws, applicable regulations, or the Bylaws of the Town of Burlington.

Or to act in any other manner in relation thereto.

**MAIN MOTION:** With the following minor change to the wording in the first sentence. The added language is underlined:

The Town Clerk may from time to time but not more than once per year, in accordance with MGL, Chap. 40, Section 22F, accepted at the 5/21/97 Town Meeting, adopt and amend a schedule of fees for office transactions involving businesses, bylaws and maps, voter / resident databases and labels, dog and kennel licenses, poles and conduits, professional registration, vital records, miscellaneous matters, and other services and activities required or regulated by the Massachusetts General Laws, applicable regulations, or the Bylaws of the Town of Burlington.

Recommendations: Bylaw Review 5-0-0

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

App. A.G. 8/25/2012      Posted. 8/29-9/29/2012  
Delay requested by AG Office in 6/2012

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## ARTICLE 22      RE: **Solicitation and Canvassing Door-to-Door and on Public Ways**

To see if the Town will vote to add a new Article, sequentially numbered, to the General Bylaws of the Town of Burlington as follows:

### Solicitation and Canvassing Door-to-Door and on Public Ways

#### 1.1      Purpose

This article, adopted pursuant to G.L. c. 43B, § 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operation requirements for persons intending to engage in canvassing or solicitation door-to-door or on a public way in the Town of Burlington in order to protect its citizens from disruption of the peaceful enjoyment of their residences, from the perpetration of fraud or other crimes; to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages, and to insure the free passage and safety of public ways.

#### 1.2      Definitions

For the purpose of this By-law, the following definitions shall apply:

1.2.1      "Soliciting" shall mean and include any one or more of the following activities conducted door-to-door or on a public way:

- (a)      selling, or seeking to obtain orders for the purchase of goods or services, including advertising in any type of publication, for any kind of consideration whatsoever;
- (b)      selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
- (c)      selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;
- (d)      seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization;
- (e)      seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.

1.2.2      "Canvassing" shall mean and include any one or more of the following activities door-to-door or on a public way:

- (a)      person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- (b)      seeking to enlist membership in any organization for commercial purposes;
- (c)      seeking to present, in person, organizational information for commercial purposes.

1.2.3      "Residence" shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

1.2.4      "Registered solicitor" shall mean any person who has obtained a valid certificate of registration from the Town as required by this By-law.

1.2.5      "Charitable organization," "Professional solicitor" and "commercial co-venturer" shall be defined as set forth in G.L. c. 68, § 18.

#### 1.3      Registration

Every person or organization intending to engage in soliciting or canvassing door-to-door or on a public way in the Town of Burlington must apply for a permit with the Chief of Police at least fourteen (14) business days in advance by filing a registration application form with the Chief of Police.

1.3.1      Organization application forms shall include the following information:

- (a)      The name and address of the organization applying for registration, and the names and addresses of the organizations' principal officers. If the organization is a charitable organization, a copy of the Annual Registration Statement filed with the Attorney General's Division of Public Charities must be provided with this application. Failure to include a copy of the Annual Registration Statement under such circumstances will render the application incomplete and no action will be taken thereon.

If the organization is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.

(b) The name, title and phone number, IRS or Social Security (optional) number and photo identification of the persons filing the application form.

(c) The names and addresses of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Burlington.

(d) A list of the names, addresses, dates of birth of all individuals who will be employed in solicitation or canvassing by the applicant.

(e) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 90 day period).

(f) Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date issued and date expired.

(g) Insurance information and license, if applicable.

1.3.2 Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered under Section 1.3.1 hereof. Individual registration forms shall contain the following information:

(a) Name and address of the present place of residence and length of residence at that address; if less than three years residence at present address, the address of residence(s) during the past three years.

(b) Date of birth.

(c) Name, address and telephone number of the person or organization whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.

(d) Name and address of employer during the past three years if other than listed in Section 1.3.1 hereof.

(e) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 90 day period).

(f) Name of the last three communities (if any) in which the applicant has solicited or canvassed door-to-door, complete with the date of issue and expiration date.

(g) Social Security number. (Optional).

(h) Photo identification and recent passport-sized photograph of the applicant to be affixed to registration card.

(i) Make, model and registration number of any vehicle to be used by the applicant while soliciting or canvassing.

## 1.4 Registration Fee

Each applicant for registration or re-registration shall pay to the Town an application fee of \$25.00 and a fee of \$5.00 for the cost of a registration card.

## 1.5 Registration Cards

1.5.1 The Police Chief, after a review, but in no event more than fourteen (14) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

(a) The name of the person.

(b) A recent photograph of the person.

(c) The name of the organization (if any) which the person represents.

(d) A statement that the individual has been registered with the Town of Burlington Police Department but that registration is not an endorsement of any individual or organization.

(e) Specific dates or period of time covered by the registration.

1.5.2 Persons engaged in solicitation or canvassing as defined in this by-law must carry the registration card at all times and present the card to any person solicited or upon the request of any police officer.

1.5.3 Registration cards are valid only for the specific dates or time period specified thereon and in no case for longer than 90 days.

1.5.4 The Police Chief shall refuse to register an organization or individual whose registration has been revoked for violation of this by-law within the previous two year period, or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, assault, larceny, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to register a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

## 1.6 Exceptions

1.6.1 Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

1.6.2 Individual registration shall not be required for minors under the age of 18 except in connection with canvassing or soliciting on behalf of a profit organization, newspaper carriers excepted.

## 1.7 Duties of Persons Going Door-to-Door

1.7.1 Upon going into any residential premises in the Town of Burlington, every solicitor, canvasser or other person must first

examine any notice that may be posted prohibiting solicitation or other activities. If such a notice is posted, the solicitor, canvasser or other person shall immediately and peacefully depart from the premises.

1.7.2 Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

17.3 Immediately upon gaining entrance to any residence, each solicitor or canvasser as defined in this by-law must do the following:

- (a) Present his registration card for inspection by the occupant.
- (b) Request that the occupant read the registration card.
- (c) Inform the occupant in clear language of the nature and purpose of his business and, if he is representing an organization, the name and nature of that organization.
- (d) It shall be the duty of every organization employing solicitors or canvassers within the definition of this by-law to notify the Police Department daily as to what area(s) of the Town they will be operating in.

## 1.8 Duties of Persons Soliciting or Canvassing on Public Ways

1.8.1. Due to the high volume of traffic during designated hours, and the need for the safe flow of heavy commuter traffic, as well as the safety of drivers and pedestrians, solicitation and canvassing is prohibited between the hours of 7:00am-9:00am and 4:00pm-7:00pm on the following public ways: Burlington Mall Road, Middlesex Turnpike, Town-owned portions of Cambridge Street, Winn Street, Wayside Road and Bedford Street.

1.8.2. In order to insure the safe flow of traffic and the safety of drivers and pedestrians, during permissible hours of solicitation or canvassing on public ways, no solicitor or canvasser shall leave the curbed area adjacent to a public way, nor shall any solicitor or canvasser act in any manner as to prevent any driver from proceeding on any public way.

## 1.9 Restrictions on Methods of Solicitation or Canvassing Activities

It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official.
- (b) Solicit, canvass or conduct any other activity at any residence where there is a posted sign prohibiting the same, without express prior permission of an occupant.
- (c) Solicit, canvass or conduct any other activity at any residence without express prior permission of an occupant, before 9:00 a.m. or after 9:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities.

(d) To utilize any form of endorsement from any department head currently employed or serving the Town of Burlington.

(e) Solicit, canvass or conduct any other activity at any residence or on any public way in a threatening, abusive, or illegal fashion.

## 1.10 Penalty

1.10.1 Any person or organization who shall violate any of the provisions of this by-law or any applicable state or federal laws governing soliciting or canvassing, including, but not limited to, Mass. G.L. c. 68, shall be subject to a fine not to exceed \$300.00 for each offense.

1.10.2 Any person or organization who for himself, itself, or through its agents, servants or employees shall violate any provision of sections 1.7, 1.8 or 1.9 of this by law, or any applicable state or federal laws governing soliciting or canvassing, including but not limited to M.G.L. c. 68, or who knowingly provides false information on the registration application, or who is found, after investigation by a police officer, to have conducted himself or itself in a threatening, abusive or illegal fashion, shall have his, her, or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

## 1.11 Appeals

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within 5 days after receipt of the notice of denial or revocation. The Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal, provided, however, that if the Board of Selectmen fails to make a determination within 30 days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

## 1.12 Severability

Invalidity of any individual provision of this section shall not affect the validity of the by-law as a whole.

Or to act in any other manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY**

**ACTION: POSTPONED INDEFINITELY**

## ZONING BYLAW ARTICLES

### **ARTICLE 23 RE: Amend Zoning Bylaw Article XII: Planned Development District**

To see if the Town will vote to amend Zoning Bylaw Article XII: Planned Development District, by deleting the Article in its entirety and replacing it with the text as written below.

#### **SECTION 12.1.0 PLANNED DEVELOPMENT DISTRICT**

##### **12.1.1 Purpose and Intent**

The Planned Development District (PDD) is intended to:

Permit an entity to propose, and for Town Meeting to vote on, a development proposal that specifies a mixture of commercial, industrial, residential, open space or other uses and the site development requirements to be used for a specific site.

Permit some flexibility in the development of individual tracts of land by required and predetermined standards.

Permit the use of development standards tailored to a specific site and more detailed than those for the standard zoning districts.

Permit the Town to evaluate the potential impacts of a proposed development and to authorize the Planning Board, as the Special Permit Granting Authority, to require that the development of the site substantially conforms to site development standards approved as part of the rezoning to a PDD, including mitigation of a project's impacts.

##### **12.1.2 Permissible Uses and Requirements**

A Planned Development District may be composed of commercial, industrial, residential, open space, or other uses, alone or in combination. A Planned Development District requires a rezoning amendment to the Burlington Zoning Bylaw. The minimum lot size for a PDD is 10 acres, pursuant to the lot area calculation of Article V, Section 5.1.2. of the Zoning Bylaw.

##### **12.1.3 Procedures**

Proponents for a PDD Rezoning Amendment shall follow the following procedures in order to promote review of the proposed amendment and to facilitate public-private cooperation in the establishment of the PDD.

###### **12.1.3.1 Pre-Application Review**

a. Proponents are strongly encouraged to schedule a pre-application review with The Pre-Application Review Committee. This Committee shall be appointed by the Planning Board Chair and the Land Use Committee Chair and shall consist of at least (2) members from the Planning Board and (2) Members from the Land Use Committee. A meeting shall be scheduled at least 180 days before the anticipated Town Meeting date at which the PD rezoning proposal will be considered. Pre-application review meetings shall be coordinated through the Planning Department.

b. The Pre-Application Review should precede the preparation of detailed plans or specifications. Documents recommended for the Pre-Application review include, but are not limited to: An existing conditions plan of subject property(ies), a project description (either in narrative or sketch form), a listing of proposed uses to be permitted or allowed by special permit, which may be a narrative describing the type and character of uses and/or a listing, by cross reference, of uses to be permitted as they appear in Section 4.2.0, 4.3.0 and 4.4.0 "Use Regulations Schedules". An

explanation of why existing zoning districts do not meet the needs of the proposal shall also be submitted.

###### **12.1.3.2 Planning Board Rezoning Application Submission**

a. Proponents must submit an Application for Rezoning to a Planned Development District ("the Application") to the Planning Department at least 120 days prior to the anticipated Town Meeting date at which the Rezoning Warrant Article will be considered. The application shall contain the requirements set forth in Section 12.1.4. Incomplete applications will not be accepted. Refer to Section 12.1.5 for Administrative Requirements.

b. Review: When reviewing an application for Planned Development District Rezoning, the Planning Board may determine that the assistance of outside consultants, including attorneys, is warranted. This review shall include but is not limited to the size, scale and/or complexity of a proposed project and a project's potential impacts. The Planning Board shall request that Proponent enter into a Memorandum of Agreement with the Board of Selectmen to set up an account, under MGL Chapter 44, Section 53A consisting of the reasonable costs incurred by the Town for the employment of outside consultants to conduct a review engaged by the Town to assist in the review of a proposed project.

###### **12.1.3.3 Rezoning Warrant Article Submission Schedule**

At least 90 days before the Town Meeting at which it is anticipated to be considered, the Proponent shall submit a proposed warrant article to the Board of Selectman, in hard copy and electronic format for the PDD rezoning as developed in consultation with the Planning Board and the Land Use Committee.

###### **12.1.3.4 Statutory Requirements**

The zoning amendment shall thereafter be processed in accordance with G.L. c. 40A, s. 5.

###### **12.1.4 Submission Requirements for a PDD Rezoning**

The application for a PDD Rezoning shall include a Development Proposal which consists of the following 5 (five) requirements and detailed in the PD Rules and Regulations. All materials shall be submitted in both hard copy and electronic format.

1. Completed Application to the Planning Board
2. Submission Fee
3. Development Plan (Site Plan)
4. Zoning and Special Conditions
5. Impact Analysis

###### **12.1.4.1 Completed PDD Rezoning Application**

PDD rezoning Applications can be obtained from the Planning Department.

###### **12.1.4.2 Submission Fee**

The Planning Board shall specify submission fees for a PDD rezoning in the PD District Rules and Regulations. The required fee shall be submitted with the PD rezoning Application to the Planning Board.

###### **12.1.4.3 Development Plan (Site Plan)**

a. A Development Plan shall include the following, at a scale of no smaller than 1:40 unless otherwise noted, containing all of the following proposed site construction information:

1. Location of buildings; number of stories, approximate floor area and maximum height of each building; the distance in feet between buildings.
2. Existing and proposed contours.
3. Proposed lot lines.
4. Grading and landscaping.
5. Location and dimensions of drives and parking areas.
6. Location and characteristics of any common open space or usable open space.
7. Proposed drainage system.
8. Proposed landscaping.
9. Building elevations.
10. Building Envelope.

b. A table within the plan set containing all of the following information:

1. Total land area (square feet).
2. Building envelope (square feet and percentage of the total land area).
3. Common and open space, if any (square feet and percentage of the total land area).
4. Site coverage of buildings (square feet and percentage of the total land area).
5. Impervious surface area (square feet and percentage of the total land area).
6. Pervious surface area (square feet and percentage of the total land area).
7. Gross floor area of all nonresidential buildings.
8. Floor area ratio if applicable
9. Density of dwelling units, or their equivalent, if applicable.
10. Number of off-street parking spaces and, if applicable, loading bays.

c. A locus-context map of all land within 500 feet of any part of the proposed PDD containing all of the following information (the scale on this map may be no smaller than 1:600):

1. All dwellings and principal buildings.
2. Land use of each lot.
3. Lot and right-of-way lines.
4. Existing contours at two-foot intervals.
5. Principal natural features in general, including but not limited to: Significant rock outcroppings, Water systems (including standing surface water, brooks or streams, the direction of drainage, wetlands, and the 100-year flood elevation.)
6. Significant vegetation, including, but not limited to: mature trees, unique specimens of vegetation, and vegetation that indicates wetlands.
7. Zoning district boundaries.
9. Recorded easements on the proposed PDD and within the 500-foot limit.
10. Public facilities, including, but not limited to: conservation or recreation land, footpaths, bicycle paths, and streets.
11. Significant noise/visual impact, including, but not limited to: views from the site and sources of noise affecting the site.
12. Historically or architecturally significant structures and sites on or adjacent to the proposed PDD.
13. Areas of known contamination and a delineation of the disposal site area within 500 feet.

d. A property rights and dimensional standards plan containing the following information:

1. The location of existing easements or other property rights affecting the proposed development.

2. The approximate locations of any sections of the land to which the Town would be granted property rights, either easements or transfer of ownership for street, utility, conservation or other purposes.
3. The anticipated division of the property into parcels in private ownership, if any, if it affects zoning provisions.
4. The yard setback in feet for buildings and parking lots from lot lines and, where applicable, a zoning district boundary, a brook or a pond.
5. The boundaries of any common open space or usable open space.

e. A utilities analysis showing:

1. The location and size of the Town's existing water mains, fire hydrants, sanitary sewers, and storm drains.
2. The proposed locations and the approximate size of utilities to be constructed on the site and their proposed connections to the Town's utilities, and any special features, such as culverts or pumping stations, that might affect the ability of the Town to service the development.

1. An existing conditions plan.

#### **12.1.4.4 Zoning and Special Conditions**

a. Completed Templates (Templates can be found in the Planned Development Rules and Regulations)

1. Template A: "Use Table" - Uses to be permitted by right or allowed by special permit in the buildings by cross reference, of uses to be permitted as they appear in Section 4.2.0, 4.3.0 and 4.4.0 "Use Regulations Schedules".
2. Template B: "Zoning Provisions" - Describing special regulations unique to the development and/or a cross reference to provisions of this Bylaw that will apply to the PD District.
3. Template C: "Special Conditions" - Applicable to the proposed development which may include but are not limited to, grants of benefits to the Town such as land for public purposes, traffic mitigation, drainage mitigation, construction of improvements or financial contributions on behalf of the Town, or other development limitations such as but are not limited to aesthetic features.

#### **12.1.4.5 Impact Analysis**

The Proponent shall submit an impact statement, the purpose of which is to enable the officials of the Town to determine what methods are used by the Proponent to promote the environmental health of the community and to minimize adverse effects on the natural resources and the Town's roads and utilities. The analysis must include the following components: Traffic, Drainage, Utility, Environmental, and Community Impact as set forth below.

In reviewing the statement, the Planning Board shall consider the degree to which impact on Town roads and utilities is mitigated, to which stormwater is recycled back into the ground, the maintenance and improvement of the flow and quality of surface

water, the preservation or promotion of wildlife refuges, historic sites, unique geological, botanical and archaeological features, existing or potential trails, access to open space areas, and the health and safety of the inhabitants of the area.

a. **Traffic Analysis**

To address traffic flow and safety, including parking and loading. To be conducted by a traffic engineer certified as qualified as a member of the Institute of Transportation Engineers (ITE). The analysis shall include:

1. Traffic counts on arterial streets that provide access to the proposed PDD showing data on Average Daily Traffic (ADT) and a.m. and p.m. peak periods (conducted for two hours divided into fifteen-minute segments).
2. Intersection turning movement counts at intersections likely to be affected by the proposed development.
3. An inventory of roadway characteristics showing the width of the principal approach streets and the presence or absence of sidewalks and their conditions.
4. Estimated trip generation showing the projected inbound and outbound vehicular trips for the a.m. and p.m. peak periods and a typical one hour off-peak trip generation.
5. The estimated distribution of new trips by approach streets.
6. The effect of additional traffic generated by the development on traffic "levels of service" on each approach street.
7. Estimated off-street parking and loading requirements and time of peak accumulation.

b. **Stormwater and Drainage Analysis**

1. Infiltration, including soils analysis and contamination if applicable.
2. Watershed analysis.
3. Pre and Post Development Drainage Calculations, including Peak Flow analysis (2, 10, 25 and 100 year storm events).
4. Narrative of how the proposed project meets the State Stormwater Standards (including how LID features have been incorporated)
5. Proposed land grading and permanent vegetative cover.

c. **Utility Analysis**

1. Describe the effect of the project on the public sewer system.
2. Describe the effect of the project on the Town water supply and distribution system.
3. Describe the effect of the project on the natural gas and electrical power distribution system.

d. **Environmental Impact report**

1. Neighborhood character: Describe how the proposed development proposal fits in with the neighborhood, surrounding properties and land uses.
2. Impacts on the natural environment: Describe any impacts on archaeological or historical resources, rare or irreplaceable natural areas, including the habitat of endangered species. Describe how the proposal will affect these features.

e. **Community Impact Report**

1. Social, economic, or community needs which are served by the proposed development.

2. Preliminary fiscal impact, including impact on town services, tax base, and employment.

3. The special impact, if any, on municipal and governmental services.

4. If the proposed project includes a residential component, an estimate of the number of additional children who will attend school and the number of total new persons added to the Town's population.

**12.1.4.6 Additional Requirements**

In addition to the submission requirements outlined in this section, the Planning Board may impose additional submission requirements through the adoption of Rules and Regulations for a PD District rezoning.

**12.1.5 Administrative Requirements**

The Proponent of a PD Rezoning shall submit an application and all supporting documentation to the Planning Department, together with the required filing fee as specified in this Section 12 and in the Planning Board's PD Rules and Regulations:

**12.1.5.1 Distribution:**

The Proponent shall submit (14) hard copies of all of the items required under Section 12.1.4 and (2) compact disc copies of the electronic data to be distributed as follows:

**Land Use Committee** - The Planning Board shall deliver (1) hard copy and (1) compact disc electronic copy of the full application and supporting materials to the Land Use Committee.

**Interdepartmental review:** The Planning Board shall distribute one (1) copy each of the application and all supporting documentation to the Inspector of Buildings, the Board of Selectmen, the Town Engineer, the Board of Health, the Conservation Commission, the Fire Chief, and the Police Chief, all of whom shall consider the application and submit a report thereon with recommendations to the Planning Board. The Planning Board shall not make a finding and determination upon the application until it has received the reports from the Building Commissioner, the Board of Selectmen, the Board of Health, the Fire Chief or designated representative, the Police Chief or designated representative, the Town Engineer, and the Conservation Commission or until thirty-five (35) days shall have elapsed without such reports being submitted and until a public hearing has been held.

**Town Clerk:** The Planning Board shall distribute one (1) copy each of the application and all supporting documentation to the Town Clerk

**The Planning Board:** shall retain the remaining (4) hard copies and (1) compact disc for review

The Planning Board may require and if that is the case, the proponent shall provide additional copies as deemed necessary for review.

**12.1.5.2 Hearing:** A hearing shall be held pursuant to MGL 40A, §5 with the following additional criteria and requirements.

- a. The Planning Board shall prepare the legal notice for the rezoning.
- b. The legal notice of the public hearing shall be mailed, by the Proponent, post prepaid, to all current Town Meeting Members, based on the active list of Town Meeting Members as maintained by the Town Clerk at the time of submission of the application.
- c. The Planning Board shall open the public hearings within 30 days of receipt of a completed application submission. If within 30 days there is not a regularly scheduled Planning Board, then the hearing for the rezoning must be scheduled for the next regularly scheduled Planning Board Meeting and noticed pursuant to MGL 40A, §5.
- d. Any supplemental and/or revised documents from the Proponent must be submitted to the Planning Department no later than the Friday prior to Planning Board meetings at which the rezoning will be considered.

#### 12.1.5.3 Warrant Preparation and distribution

- a. After the original warrant submission to the Board of Selectman by the Proponent, the Planning Department staff shall be responsible for preparation and editing of all zoning requirements and special conditions.
- b. All zoning documents and special conditions submitted to Town Meeting Members shall be sent by the Planning Department staff. All postage shall be paid by the Proponent.
- c. The Planning Board Chair shall review and confirm that the draft motion submitted to the Town Clerk that is to be voted on at Town Meeting is the same as the version recommended and voted by the Planning Board. This is not meant to preclude further amendments at Town Meeting.

#### 12.1.5.4 Covenant Agreement

after any Special Conditions have been approved by the Planning Board in consultation with the Land Use Committee, the Land Use Committee may request the Board of Selectmen to include any special conditions in the PDD rezoning article in a Covenant Agreement with the Proponent. The Proponent shall prepare the Covenant Agreement in consultation with the Planning Department and Land Use Committee. If agreed to, the Board of Selectmen shall execute the Covenant Agreement on behalf of the Town.

#### 12.1.5.5 Covenant Administration

The Covenant shall be held in escrow until such time as Town Meeting votes on the article to rezone the PDD. If Town Meeting votes to approve the PDD rezoning, the Covenant shall be recorded, at the Middlesex South Registry of Deeds. Within fifteen (15) days of recording the Proponent must promptly inform the Board of Selectman and the Planning Board of the book and page reference as proof of the recording.

#### 12.1.6 Lapse

The development and uses approved in a rezoning to a PDD may not be commenced unless the Planning Board issues a PD Special Permit, as required in Section 12.2.0, for substantial development or reuse within the PD, within two (2) years from the date of approval by Town Meeting. Until such time as a PD Special

Permit is granted by the Planning Board pursuant to Section 12.2.0 and recorded by the property owner the development of the property shall be governed by the zoning provisions in effect for the zoning district for which the land was zoned immediately prior to its inclusion in a PDD.

If a PD Special permit is not obtained within two (2) years, the PDD zoning shall lapse and the development of the property shall be governed by the zoning provisions in effect for the zoning district which the land was zoned immediately prior to its inclusion in a PDD.

The foregoing two (2) year time period shall not be applicable to any Planned Development District which involves land owned by the Town. For any such Planned Development District involving such Town owned land as part of the original PD rezoning proposal, the zoning established by the Planned Development District shall be effective upon the date of approval by Town Meeting.

#### 12.2.0 PD Special Permit Requirements

Development pursuant to a PDD rezoning is subject to the approval of a PDD Special Permit as set forth in this section.

An application for a PDD Special Permit will be made to the Town Clerk by submitting (12) copies of all submission materials. The materials shall include a Final Site Development and Use Plan, as described in this section, together with the required submission fee. The PDD Special Permit application to Town Departments shall be distributed as outlined in Article IX Section 9.2.2.1. The Planning Board shall specify a submission fee for a PDD Special Permit in its PDD Rules and Regulations. The required submission fee shall be submitted with the Final Development and Use Plan and following accompanying materials:

#### 12.2.1 Final Site Development and Use Plan Requirements:

The Final Site Development and Use Plan shall include the following information.

- a. Information typically required on a site plan in accordance with Planning Board Site Plan Rules and Regulations.
- b. A Utilities Plan showing the location, size, materials and connections to the Town's utilities
- c. A Property Rights Plan based on an instrument survey identifying parcels, if any, to be conveyed to the Town by deed or easement
- d. A Site Grading Plan showing changes in contours and identifying landscaping materials, species of plants and sizes and specific plans for any open space
- e. A Traffic Analysis including proposed mitigating measures, if any, to maintain an acceptable traffic level of service
- f. A Storm water and Drainage Analysis
- g. A Utility Analysis
- h. An Environmental Impact report
- i. A Fiscal Impact Report
- j. Preliminary drafts of any deed, easement, offer or agreement to carry out any special condition, and

k. Such information as the Planning Board may specify in its Rules and Regulations or in response to matters which may arise in the course of public hearings.

- l. A PD Zoning Block table

### 12.2.2 Additional Requirements

Application for a special permit for a particular use within a PD District shall be made concurrent with a PDD Special Permit or at any time following approval of a PDD Special Permit. The approval criteria for the special permit for a particular use shall be those set forth in Article IX Section 9.2.0.

In addition to the submission requirements set forth in this section, the Planning Board may adopt Rules and Regulations for a PD District rezoning that establish additional submission requirements.

### 12.2.3 Public Hearing

The Public Hearing shall be held in accordance with the provisions of Article IX Section 9.6.0. Additionally, notice of the public hearing shall be mailed, by the Proponent, post prepaid, to all current Town Meeting Members, based on the active list of Town Meeting Members as maintained by the Town Clerk at the time of submission of the Application.

### 12.2.4 Criteria for Approval

The Planning Board may approve the PD Special Permit if the Board finds that all the following conditions are met:

1. The Final Site Development and Use Plan is substantially in conformance with the PDD Rezoning Amendment approved by Town Meeting. The Planning Board may permit insubstantial changes in view of the more detailed survey and engineering design, provided that such changes do not conflict with the intent of the PDD Rezoning Amendment. The following changes are not "insubstantial" and thus may not be approved by the Planning Board as part of a PD Special Permit:

- a. Any change in the composition or number of uses that result in any increase over the maximum limitations specified in the PDD Zoning Provisions and/or Special Conditions.
  - b. A use(s) which results in an increase in traffic generation above the vehicle trips predicted in the traffic study submitted as part of the PDD Rezoning Application.
  - c. A proposal that is inconsistent with the PDD Rezoning Amendment as approved by Town Meeting.
  - d. A use(s) which results in an increase in Town services or infrastructure needs above the predicted impacts identified within the impact analyses submitted as part of the PDD Rezoning Application and that cannot or will not be mitigated by the Applicant.
2. The PDD Rezoning Amendment approved by Town Meeting and the Site Development and Use Plan are incorporated into the PD Special Permit by reference.
3. Methods satisfactory to the Planning Board of ensuring the performance of any Special Conditions and/or applicable Covenant Agreement included in the PDD Rezoning Amendment have been submitted by the developer.

4. Any land designated as common or open space on the PDD Rezoning Amendment shall, at the Town's discretion, be either conveyed to the Town or protected by an easement granted to the Town.

5. The Planning Board reserves the right to require that up to 30% of all new housing units be made affordable to persons of low and moderate income, according to the standards of the State and/or Town of Burlington, as determined by the Planning Board.

6. The project meets the criteria specified in the Planning Board's Planned Development District Rules and Regulations.

The Planning Board may impose additional mitigation conditions if it finds that the proposed development results in impacts that differ from those identified during the PDD rezoning process.

The Planning Board in granting a PDD Special Permit may impose such additional conditions as the Planning Board finds will serve the public interest and are consistent with the intent of the PDD Rezoning Amendment approved by Town Meeting.

The Planning Board may deny an application for PDD Special Permit and base its denial on the finding that the development proposed in the Final Site Development and Use Plan did not meet one or more of the above listed criteria for approval.

In the event the Planning Board determines that the Final Site Development and Use Plan is not in substantial conformance with the PDD Rezoning Amendment approved by Town Meeting, the application for a PDD Special Permit shall be denied. A new PDD Rezoning would be required in order to proceed.

No changes to the obligations contained in the special conditions or to the specifications contained in the PD Zoning Table, or changes in uses as shown on the Development Proposal, may be permitted except by a vote of Town Meeting.

### 12.2.5 Changes in a Final Site Development and Use Plan

All improvements shall be constructed in accordance with the Approved Site Development and Use Plan. No deviations from the Site Development and Use Plan may be permitted without prior approval from the Planning Board. If the Proponent and property owner seek to make minor modification to the Approved Site Development and Use Plan, prior to undertaking any such modification they must consult with the Planning Staff, who shall determine if the proposed modification is minor and may be undertaken without further approval, or if an application must be filed for further review and determination by the Planning Board.

### 12.3.0 Changes in a Proposed PD District While a PD Rezoning is pending

12.3.1 Alterations to existing buildings prior to the adoption of the PD District shall be governed by the zoning district provisions for which the land was zoned immediately prior to its inclusion in a PD District.

12.3.2 Minor changes to existing structures after the commencement of the PD premises but prior to the submission of a Site Development and Use Plan for the affected area shall be governed by the PDD Zoning Provisions but may be submitted under the Site Plan Waiver, Minor Engineering Change or Insignificant Change requirements specified in the Planning Board Site Plan Rules and Regulations as may be applicable.

12.3.4 In addition to the requirements outlined in this section, the Planning Board may impose additional submission requirements through the adoption of Rules and Regulations for a PD District rezoning.

#### 12.4.0 Amendment

Amendments to this Bylaw and any Planned Development District shall be made pursuant to Article IX, Section 9.4.0 Amendment. Amendments to the PDD Rules and Regulations shall require mailing of the legal notice by the Planning Board to all Town Meeting Members.

Or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board 7-0-0  
Land Use 7-0-0

**ACTION: APPROVED BY A 2/3s VOTE**  
**67 in favor 2 against**

**App. A.G. 8/25/2012**      **Posted. 8/29-9/29/2012**  
**Delay requested by AG Office in 6/2012**

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#### ARTICLE 24      **RE: Amendment to Grandview Farm Planned Development District Zoning Regulations**

To see if Town Meeting will vote to amend the Grandview Farm Planned Development District Zoning Regulations of the Town of Burlington by amending Section III. A: Development Area 1 (“DA1”) to increase the available parking on site as follows:

##### III. Use Regulations

###### A. Development Area 1 (“DA1”)

The DA1 is intended for limited municipal uses, including only municipal offices, municipal museums, municipal art galleries, and/or a municipal community center, together with accessory parking for no more than thirty-two (32) vehicles.

And further to amend “Table 1: Grandview Farm PDD Schedule of Uses” Section B.8.“Off-street outdoor parking of vehicles”, to replace “up to 15” with “up to 32” under column “DA1” and to eliminate the asterisk and “Up to 70” under column “DA4”.

And further to amend Section VI. Parking regulations to replace “shall be fifteen” with shall be thirty-two (32)” and eliminate the maximum within DA4 as follows:

The Planning Board shall approve the number and type of parking spaces when approving the special permit for the PDD under Article XII of the Town of Burlington Zoning Bylaws, as amended through January 2001, subject to the following: The maximum number of parking spaces which may be located in DA1 shall be thirty-two (32). The maximum number of parking spaces which may be located in DA3 shall be sixty (60). Parking is prohibited in DA2. Or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board 7-0-0  
Land Use 7-0-0

**ACTION: APPROVED BY A 2/3s VOTE**

**57 in favor 7 against**

**App. A.G. 8/25/2012**      **Posted. 8/29-9/29/2012**  
**Delay requested by AG Office in 6/2012**

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#### ARTICLE 25      **RE: Amend Zoning Bylaw Article II: Definitions, Article IV: Use Regulations and Article X: Miscellaneous and Special Regulations (Biotechnology)**

To see if the Town of Burlington will vote to amend the Zoning By-Laws of the Town of Burlington by adding a new section within both the Definitions and Principal Use Regulation Schedule sections, as follows:

**By amending Article II “Definitions” to include the following new definitions:**

##### 2.2.14      Biotechnology

Research, development and manufacturing utilizing microorganisms or biological substances in the fields of biotechnology, medical, pharmaceutical, environmental science, immunology, microbiology, virology, toxicology, rDNA, comparative medicine, genome research, cell biology and apparatus, machines and devices for research, development, manufacturing and advance and practical application in any such field or areas. Biotechnology uses are subject to all federal, state and local regulations and best management practices including but not limited to the Burlington Board of Health regulations fro the Use of recombinant DNA Technology, the National Institute of Health Guidelines for Research Involving recombinant DNA Molecules, and the Biosafety in Microbial and Biomedical Laboratories (BMBL) and Burlington Board of Health. Biosafety Level 4 (BL-4) laboratories, as defined by the Centers for Disease Control and Prevention, are prohibited in Burlington.

**And further to Amend Article IV “Use Regulations”, by adding the following subsection:**

4.2.7.4.1 “Biotechnology (Bio Safety Level 1&2)” to be permitted by “SP” in the IG, IH, A, WR, CC and CBD Districts and prohibited in all other districts (RO, RG, RC, BN, BL, BG, BT, IR, and OS Districts), and further to add Section 4.2.7.4.2 “Biotechnology (Bio Safety Level 3)” to be permitted to be permitted by “SP” in the IG, IH, A, WR, CC and CBD Districts and prohibited in all other districts (RO, RG, RC, BN, BL, BG, BT, IR, and OS Districts) as follows:

(Table on next page)

4.2.0 PRINCIPAL USE REGULATION SCHEDULE

	USE DESIGNATION	RESIDENTIAL DISTRICTS			BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS			OTHER	OVERLAY DISTRICTS				
		RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	A	WR	CC	CBD	
4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.7.4.1	Biotechnology (Bio Safety Level 1&2), see additional regulations in Article X, Section 10.5.0	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	SP	SP
4.2.7.4.2	Biotechnology (Bio Safety Level 3), see additional regulations in Article X, Section 10.5.0	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	SP	SP

**And further to Amend Article X: Miscellaneous and Special Regulations by adding a new Section 10.5.0 as follows:**

**SECTION 10.5.0 ADDITIONAL REGULATIONS FOR BIOTECHNOLOGY**

The Planning Board may grant a Special Permit for a Biotechnology use, subject to the following restrictions:

**10.5.1 Purpose and Intent**

Applications for Biotechnology uses shall be subject to the following additional criteria.

**10.5.2 Procedures**

All requests for consideration by the Planning Board for a Special Permit pursuant to this section shall be consistent with Section 9.2.0 "Special Permit" of this bylaw, except that the Board of Health shall have 65 days under Section 9.2.2.1 to complete its review rather than 35 days.

**10.5.3 Approval Criteria**

The Planning Board shall not make a finding and determination upon the application until it has received the recommendation of the Board of Health, or 65 days have passed without such recommendation, and until a public hearing has been held, pursuant to MGL 40A, §11.

In addition to the approval criteria for Special Permits pursuant to Section 9.2.4 of this bylaw, the Planning Board shall incorporate

the recommendations of the Board of Health as conditions of approval for any Biotechnology Special Permit.

An unfavorable recommendation from the Board of Health shall be treated as grounds for denial of any biotechnology special permit application.

Or to act in any other manner in relation thereto.

**MAIN MOTION:** TO see if Town Meeting will vote to amend the Zoning Bylaw as set forth in the Warrant with the following changes **Article IV: Use Regulations**

4.2.7.4.1 "Biotechnology (Bio Safety Level 1&2)" to be permitted by "SP" in the IG, IH, A, WR, ~~CC and CBD~~ Districts and prohibited in all other districts (RO, RG, RC, BN, BL, BG, BT, IR, and OS Districts **and CC and CBD Overlay Districts**), and further to add Section 4.2.7.4.2 "Biotechnology (Bio Safety Level 3)" to be permitted by "SP" in the IG, IH, A, WR, ~~CC and CBD~~ Districts and prohibited in all other districts (RO, RG, RC, BN, BL, BG, BT, IR, and OS Districts **and CC and CBD Overlay Districts**) as follows:

(Table on next page)

4.2.0 PRINCIPAL USE REGULATION SCHEDULE

	USE DESIGNATION	RESIDENTIAL DISTRICTS			BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS			OTHER	OVERLAY DISTRICTS				
		RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	A	WR	CC	CBD	
4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD
4.2.7.4.1	Biotechnology (Bio Safety Level 1&2), see additional regulations in Article X, Section 10.5.0	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	<del>SP</del> NO	<del>SP</del> NO
4.2.7.4.2	Biotechnology (Bio Safety Level 3), see additional regulations in Article X, Section 10.5.0	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	SP	SP	<del>SP</del> NO	<del>SP</del> NO

**(continue of ARTICLE 25)**

**and Article X: Miscellaneous and Special Regulations (Biotechnology) to replace the words “be treated as grounds for” with the words “result in a” under section 10.5.3**

**Approval Criteria, as follows:**

An unfavorable recommendation from the Board of Health shall ~~be treated as grounds for~~ result in a denial of any biotechnology special permit application.

Recommendations: Planning Board 6-0-0

Land Use 7-0-0

Board of Health 5-0-0 (on Definitions)

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

**App. A.G. 8/25/2012      Posted. 8/29-9/29/2012**

**Delay requested by AG Office in 6/2012**

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**ARTICLE 26      RE: Amend Zoning Map and Rezone Property to General Business (BG) District**

To see if the Town of Burlington will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, by rezoning a certain parcel of land to a General Business (BG) District. Said parcel of land is generally identified as being located off of Wheeler Road and is further identified as follows:

A certain tract or parcel of land being shown as “Parcel 15-LS-1” of State Highway Layout of 2010 – Layout #8178 with the buildings thereon, situate in the Town of Burlington, County of Middlesex and Commonwealth of Massachusetts, more particularly bounded and described as follows:

Beginning at a point on the northerly sideline of Wheeler Road a public street in the Town of Burlington, Massachusetts, thence;

S19°12'17"W a distance of fifty seven and no hundredths feet (57.00') by said Wheeler Road, thence;

S19°12'17"W a distance of three hundred twenty one and sixty four hundredths feet (321.64') by land now or formerly of One Wheeler Road Association, thence;

S32°38'42"W a distance of three hundred sixty nine and ninety five hundredths feet (369.95') by land of said One Wheeler Road Association, thence;

S13°16'27"E a distance of seven hundred ninety seven and forty two hundredths feet (797.42") by said land of One Wheeler Road Association and land now or formerly of Gutierrez A&J Cataldo Trust, thence;

S75°17'47"W a distance of four hundred twenty three and seventy two hundredths feet (423.72') by land now or formerly of Town of Burlington Housing Authority, thence;

Northerly along a non-tangent curve to the right having a radius of six thousand one hundred fifty and no hundredths feet (6,150.00') and an arc length of three hundred eight and forty nine hundredths feet (308.49'). Said curve having a chord bearing of N13°15'59"W and chord distance of three hundred eight and forty six hundredths feet (308.46') by land now or formerly of Joseph W. Desmond, now or formerly of Matthew Abbate and land now or formerly of Michael K. Flaherty, thence;

N11°49'46"W a distance of two hundred two and sixty hundredths feet (202.60') by land of said Flaherty and now or formerly of Gerald, thence;

**(continue of ARTICLE 26)**

Northerly along a tangent curve to the left having a radius of six hundred and no hundredths feet (600.00') and an arc length of three hundred seventy nine and ninety eight hundredths feet (379.98') by land of said Zecher and now or formerly of Jerry Slack, thence;

N48°06'53"W a distance of fifty eight and forty two hundredths feet (58.42') by land of said Slack and now or formerly of Town of Burlington, thence;

S43°26'58"W a distance of one thousand one hundred eighteen and eight hundredths feet (1,118.08') by Interchange Route 3 and I-95, thence;

Southerly on a non-tangent curve to the right having a radius of two hundred eighty five and no hundredths feet (285.00') and an arc length of one hundred thirty one and ninety hundredths feet (131.90'). Said curve having a chord bearing of S12°34'50"E and chord distance of one hundred thirty and seventy three hundredths feet (130.73') by land now or formerly of Daniel G. Kamin Burlington LLC, thence;

N87°16'58"E a distance of thirty nine and ninety one hundredths feet (39.91') by said land of Daniel G. Kamin Burlington LLC, thence;

Easterly on a non-tangent curve to the left having a radius of five hundred fifty eight and eighty nine hundredths feet (558.89') and an arc length of fifty six and thirty nine hundredths feet (56.39'). Said curve having a chord bearing of S84°23'52"W and chord distance of fifty six and thirty seven hundredths feet (56.37') by said land of Daniel G. Kamin Burlington LLC, to the point of beginning.

Said “Parcel 15-LS-1” contains 665,302 S.F.± or 15.27 Acres±.

Or to act in any other manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY****ACTION: POSTPONED INDEFINITELY****Resolution 1: Posted into the record.**

We, Mildred J. Nash and Mary Ellen Osowsky do hereby move the following resolution:

In bad economic times the need for services such as the MBTA and the Burlington Public Transit system is more important than ever. Additionally, the cutting of public transportation ends up shifting costs to other Commonwealth budgets: to pay for the added wear and tear on roadways, the increased pollution, and the loss of employment when people have no other means of getting to work.

The Burlington Town Meeting, therefore, goes on record as opposed to the elimination of bus routes 350, 351 and 352 and Burlington Transit in particular.

Submitted by:

Mildred J. Nash, PCT 3

Joanne Horgan, PCT 4

**ACTION: VOTED UNANIMOUSLY SUPPORTED**

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**Resolution 2: Posted into the record****Resolution**

Be it resolved that the Planning Board and the Land Use Committee amend the zoning Bylaws to reflect the project evaluation and permitting procedures adopted in Article XII of the Burlington Zoning Bylaw as amended on January 25, 2012, for all major projects regardless of Zoning designation.

Submitted by:

Ernest Zabolotny, PCT 5  
Paul A. Valletti, PCT 3  
Shari Lynn Ellis, PCT 3  
Barbara L'Heureux, PCT 3  
Timothy D. Brown, PCT 3

**ACTION: VOTED NOT SUPPORTED**

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**Resolution 3 Posted into the record****Resolution**

Be it resolved that Burlington Town Meeting supports the Planning Board initiative to secure State and other funding to perform a detailed study of traffic issues and potential mediation along the entire Middlesex Turnpike corridor including an assessment of completion of the interchange at Rt. 95, and the requirements of existing and planned commercial operations along the artery. It is understood that the study would be performed under the direction of the metropolitan Area Planning Council for the benefit of Burlington residents and all commercial entities dependent on this transportation corridor.

Submitted by:

Ernest Zabolotny, PCT 5  
Paul A. Valletti, PCT 3  
Shari Lynn Ellis, PCT 3  
Barbara L'Heureux, PCT 3  
Timothy D. Brown, PCT 3

**ACTION: WITHDRAWN**

At 11:05 PM, a motion to adjourn was moved, seconded and so voted.

Attest:

Amy E. Warfield  
Town Clerk

## Town of Burlington

### MONDAY, APRIL 30, 2012 BURLINGTON PUBLIC LIBRARY

At 6:30 P.M., the Town Meeting Members of Precinct 2, 5 and 7 assembled to fill the vacancies remaining from the Town Election on April 14. The meeting was called to order by Phil Gallagher, Town Moderator. Precinct 7 also needed to break the tie for the Write-ins voted for to fill 3 empty seats. The voters who received 1 voter each were:

Robert Sullivan – 40 Harriett Ave  
David Van Camp – 14 Brown Ave  
Todd Duggan – 14 Hampden Ave  
Kellie Fallon – 4 Florence Road  
Laurel Fralick – 16 North St  
Richard Godinho – 20 Winn Valley Dr

Those present from the precinct to vote were David Castellano, Anne P. Coady, Thomas E. Fallon, Marjorie J. Foster, Brenda Haney, Miriam R. Kelly, Derek W. Morris, Theodore Peters, and Jonathan Sachs. The results of the vote were \*Richard Godinho – 9; \*Kellie Fallon – 3; \*David Van Camp – 3; Robert Sullivan – 2; Todd Duggan and Laurel Fralick each receiving 1. \*Will be seated to serve for a one year term.

Precinct 7 also needed to fill 2 more vacancies caused by the resignations of John Kelly and Barbara L'Heureux, who were elected to the Planning Board. Nominations were taken, Robert C. Sullivan and Dorothy Yeadon were the only two names placed for nominations. A show of hands was taken and it was declared unanimous for Robert and Dorothy.

Next the Town Meeting members of Precinct 5 assembled to fill the vacancy created by the moving of members to precinct 3. Those present included Pat Angelo, Sherri Baker, Al Fay, Adrienne Gerbrands, John Hanley, David Icken, Joanne Kinchla, Mary Ellen Osowski, Phyllis Roussell, Norman Steeves, David Tait, Richard Wing and Ernest Zabolotny. Nominations were taken, Michelle Prendergast, Mary Nohelty, Joanne Roy and Larry Way were nominated. A secret written ballot was voted and the results were Michelle Prendergast – 7; Mary Nohelty – 4; Joanne Roy and Larry Way each received 1 vote. Michelle Prendergast was declared the winner.

Finally, Town Meeting Members of Precinct 2 assembled to fill the vacancy created by the moving of members to the new precinct.

Nominations were taken, Robert D. Davison and Richard Sarno were the only two names placed in nomination. It was declared unanimous for Robert and Richard.

With the seats filled for Town Meeting the Moderator began with the orientation for the new Town Meeting members. A review of the organization of the Town and Town meeting was given. Then the members were walked thru a sample warrant to give the new them an idea of the flow of Town meeting. Business was concluded and the meeting was adjourned at 8:25 PM by Phil Gallagher, Moderator.

Attested by:  
Amy E. Warfield  
Town Clerk.

### MONDAY MAY 14, 2012 PRIOR TO TOWN MEETING

At 7 P.M., the Town Meeting Members of Precinct 5 assembled to fill a vacancy. A vote was taken for Larry Way to fill the seat, it was then brought to the attention of the clerk that this seat was filled during the Annual Town Election by Kimberlyn Ford Festi. Ms Festi was seated to fill the 3 year term. Mr. Way accepted an appointment to the Ways & Means committee to fill the seat vacated by Jack Kelly's election to the Planning Board.

### ADJOURNED TOWN MEETING MONDAY, MAY 14, 2012 FOGELBERG PERFORMING ARTS CENTER – BHS

A quorum being present, the meeting was called to order at 7:36 P.M. with a salute to the flag. The National Anthem was sung by Nicolle Moody.

The Moderator, Phil Gallagher called for motion that in case business is not concluded this evening the meeting would adjourn until Wednesday, May 16, 2012. It was move, seconded and accepted unanimously. Mr. Gallagher then recognized Robert Mercier, who will be retiring in June. Also Phil, recognized the 40<sup>th</sup> anniversary of the first Representative Town Meeting in 1972, and the members who were elected that year Joan Hasting who has served all 40 years, Virginia Mooney who has served from 72-88, 92-93 and 2009 to the present, and Richard Wing who has served from 72-74 and 2005 to the present.

Introductions were made by the new members and the Board of Selectmen were asked to stand and be recognized. The new Selectmen Michael Runyan was introduced and Dan DiTucci was recognized for his service to Burlington, as a retired Selectmen, Town Meeting and Ways and Means Committee member

Mr. Gallagher also recognized the audio/Tech team for the evening, they are Edward Chilliest, Rachel Merullo, Nick Silva and Tim Maorano.

### ARTICLE 1      RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto. Robert Mercier – commented on his retirement and introduced the new Town Administrator John Petrin. Mr. Mercier gave a Review of Budget Document. Dan Grattan – Selectmen gave report on ISAC Committee.

Brad Bond, Ways & Means report of status of operating budget. Chief Yetman and Capt. Mike Patterson reported on status of report on substation survey.

### ARTICLE 2 RE: Sunnyside Avenue (Parcel 42-88-0)

To see if the Town will vote to transfer from the custody of the Board of Selectmen a parcel of land identified as Map 42, Parcel 88-0 of the Burlington Assessors' maps containing 0.79 acres of land, more or less, and located on Sunnyside Avenue to the Conservation Commission for conservation purposes, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Land Use 6-0-0  
Selectmen 5-0-0

**ACTION: 2/3S VOTE REQUIRED, A STANDING COUNT WAS TAKEN, 105 IN FAVOR AND 6 AGAINST THIS MOTION PASSES.**

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### ARTICLE 3 RE: Sunnyside Avenue (Parcel 42-89-0)

To see if the Town will vote to transfer from the custody of the Board of Selectmen a parcel of land identified as Map 42, Parcel 89-0 of the Burlington Assessors' maps containing 0.14 acres of land, more or less and located on Sunnyside Avenue to the Conservation Commission for conservation purposes, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Land Use 6-0-0  
Selectmen 5-0-0

**ACTION: 2/3S VOTE REQUIRED, A STANDING COUNT WAS TAKEN, 105 IN FAVOR AND 3 AGAINST THIS MOTION PASSES.**

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### ARTICLE 4 RE: Glen Avenue (Parcel 42-90-0)

To see if the Town will vote to transfer from the custody of the Board of Selectmen a parcel of land identified as Map 42, Parcel 90-0 of the Burlington Assessors' maps containing 0.14 acres of land, more or less and located on Glen Avenue to the Conservation Commission for conservation purposes, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Land Use 6-0-0  
Selectmen 5-0-0

**ACTION: 2/3S VOTE REQUIRED, A STANDING COUNT WAS TAKEN, 105 IN FAVOR AND 4 AGAINST THIS MOTION PASSES.**

### ARTICLE 5 RE: Treasurer/Collector Special Act

To see if the Town will vote to petition the General Court to adopt special legislation as set forth below to change the position of Town Treasurer Collector from elected to appointed and to provide for a transition period for such purposes; provided, however, that the General Court may make grammatical or editorial changes of form only to such bill; or to act in any manner in relation thereto.

#### **An Act relative to the Office of Treasurer Collector in the Town of Burlington**

**SECTION 1.** Notwithstanding section 1 of chapter 41 of the General Laws or any other general or special law to the contrary, there shall be an appointed treasurer-collector for the town of Burlington. The treasurer-collector shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on town treasurers and town collectors of taxes. The treasurer-collector shall be appointed and removed by the town administrator in accordance with the provisions of section 4(C) of chapter 549 of the Acts of 1978, as it may from time to time be amended. The board of selectmen may establish an employment contract with the treasurer-collector for salary, fringe benefits and other conditions of employment, including, but not limited to: severance pay; reimbursement for expenses incurred in the performance of the duties of office; liability insurance; and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

**SECTION 2.** Upon the expiration of the term of office of the town treasurer-collector elected at the 2010 annual town election, or his sooner retirement or resignation, the elected position of treasurer-collector shall be abolished. Notwithstanding the authority of the town administrator to appoint and remove the treasurer-collector as set forth under section 1 of this act, in order to provide for an orderly transition from the elected to the appointed position, the town treasurer collector elected at the 2010 annual town election shall be the first appointee to the appointed treasurer-collector position and shall hold the office and perform the duties thereof for a period of three years, unless he is sooner removed for cause or otherwise vacates the office.

Thereafter, the town administrator shall appoint a treasurer-collector under section 1 of this act. No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected office of town treasurer collector or the creation of the appointed office and the appointed treasurer-collector shall, in all respects, be the lawful successor of the office so abolished or consolidated.

**SECTION 3.** This act shall take effect upon its passage. Or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen 5-0-0

**ACTION: MAJORITY DEFEATED THE MAIN MOTION, A STAND VOTE WAS TAKEN 47 IN FAVOR, AND 60 AGAINST THE MOTION WAS DEFEATED.**

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## Town of Burlington

### ARTICLE 6 RE: Fund Revolving Account

To see if the Town will vote to authorize revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the Fiscal Year beginning July 1, 2013; or to act in any other manner in relation thereto:

**MAIN MOTION:** As printed in the Warrant  
(continued on next column)

**Amount:** \$272,000 (see table below)

**Recommendations:** Ways & Means 7-0-0 all items, except  
BOH and Building: 9-0-0;  
6.7 BOS 10-0-0

**ACTION:** UNANIMOUSLY APPROVED MAIN MOTION

Town Meeting sets \$ spending limit, not more than 10% of tax levy, employee benefit costs must be included.					
Revolving	Spending	Revenue	Allowed	Expenditure	Year End
Account	Authority	Source	Expenses	Limits	Balance
Home Composting/ Rainwater Recycling	Public Works	Fees charged for compost bins/Rainwater Recycling Barrels	Purchase of compost bins/Rainwater Recycling Barrels	\$10,000	Available for expenditure next year
Cross Connection-Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to EPA authorized vendors who perform the testing, surveys, and backflow tester salary.	\$50,000	Available for expenditure next year
B-line Local Mini Bus	Public Works	Bus user fees	Salaries, expenses, contractual services to operate the in-town B-Line bus service.	\$45,000	Available for expenditure next year
Nursing Programs & Services	Board of Health	Fees charged for medical diagnostic and screening services and Medicare or insurance reimbursements, i.e. Flu/Pneumonia vaccination	Medical equipment and supplies, immunizations, educational materials	\$20,000	Available for expenditure next year
Plan Imaging	Building Department	2% of Building Department Fees Not to exceed \$20,000 annually	Archival imaging of building permit drawings and specifications	\$20,000	Available for expenditure next year
Sale of Recyclable Materials, Trash Bags and Toters	Board of Selectmen	Receipts from the Sale of Recyclable Material, Trash Bags and Toters	May be used to offset the cost of curbside collection and disposal of solid waste	\$75,000	Available for expenditure next year
Sealer of Weights & Measures	Board of Selectmen	Fees charged for Weights & Measures Services	Costs associated with the administration of the Weights & Measures Program	\$20,000	Available for expenditure next year
Ice Palace Improvement & Maintenance	Board of Selectmen	Rent from Lease	Improvements & Maintenance	\$32,000	Available for Expenditure Next Year

**ARTICLE 7 RE: Acceptance of Real Estate Exemption Provisions/Section 8 of Article 89 Certain Military Personnel**

To see if the Town will vote to authorize the Board of Assessors of Burlington to grant abatements to certain military personnel and to see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court under the provisions of Section 8 of Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, to adopt a special act of legislation as follows:

Notwithstanding any special or general law to the contrary, the Burlington Board of Assessors is authorized to grant, retroactive to Fiscal Year 2002, Real and Personal property tax abatements, up to 100% of the total tax assessed, to our "Citizen Soldiers" of the Massachusetts National Guard and Reservists on active duty and serving in foreign countries, for the Fiscal Year in which said military personnel is on active service and serving in foreign countries, subject to eligibility criteria developed by the Board of Assessors. The authority to grant abatements under this act shall expire after Fiscal Year 2014, unless specifically extended by a vote of Burlington's Board of Selectmen. Further, the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and further, to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition.

**MAIN MOTION:**

To see if the Town will vote to authorize the Board of Assessors of Burlington to grant abatements to certain military personnel and to see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court under the provisions of Section 8 of Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, to adopt a special act of legislation as follows:

Notwithstanding any special or general law to the contrary, the Burlington Board of Assessors is authorized to grant, retroactive to Fiscal Year 2002, Real and Personal property tax abatements, 100% of the total tax assessed, to our "Citizen Soldiers" of the **Massachusetts National Guard and Reservists** on active duty and serving in foreign countries, for the Fiscal Year in which said military personnel is on active service and serving in foreign countries, subject to eligibility criteria developed by the Board of Assessors. The authority to grant abatements under this act shall expire after Fiscal Year 2015, unless specifically extended by a vote of Burlington's Board of Selectmen. Further, the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and further, to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition.

Recommendations: Ways & Means 9-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**  
Sent to the General court 5/31/2012

**ARTICLE 8 RE: Transfer of Funds FY 2012 Various Accounts**

To see if the Town will vote to transfer from available funds the sum of \$TBD or any other amount for the purpose of paying for expenses incurred in Fiscal Year 2012 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to transfer the sum of \$80,000 from available funds for the purpose of paying for expenses incurred in Fiscal Year 2012 to various accounts, same to be expended under the direction of the appropriate authorities as follows:

<u>LINE</u>	<u>ITEM #</u>	<u>FROM:SOURCES</u>	
22		Unemployment	\$30,000
24		Town Insurance	\$30,500
33		Human Resources – Salaries	\$ 7,500
36		MIS – Salaries	\$12,000

<u>LINE</u>	<u>ITEM #</u>	<u>TO:USES</u>	
9		Selectmen – Salaries	\$ 5,000
26		Medicare	\$25,000
55		Police – Special (111F)	\$35,000
56		Fire – Salaries	\$15,000

Recommendations: Ways & Means 9-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 9 RE: Chapter 32B Transfer into the Health Insurance Trust Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,000,000 or any other amount for the purpose of supplementing the Health Insurance Trust Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to transfer the sum of \$1,200,000 from the unexpended balance of line 21 Chapter 32B Health Insurance in the FY 2012 budget for the purpose of supplementing the Health Insurance Trust Fund.

Recommendations: Ways & Means 6-1-2  
Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

The hour being 11 PM the Moderator called for a motion to take ARTICLE 44 out of order to a time certain on Monday, May 21, 2012. Motion was made and seconded and passed unanimously. Then a motion was made to adjourn to Wednesday night May 16<sup>th</sup>, at 7:30 PM. It was moved and seconded; all in favor rose and left.

Attested by:  
Amy E Warfield  
Town Clerk

# Town of Burlington

**ADJOURNED TOWN MEETING  
WEDNESDAY, MAY 16, 2012  
FOGELBERG PERFORMING ARTS CENTER – BHS**

A quorum being present, the meeting was called to order at 7:36 P.M. with a salute to the flag.

The Moderator, Phil Gallagher then gave an explanation about how the discussion would be handled on Monday, May 21, 2012 in regards to ARTICLE 44. There will be a number given to each member as they check in and then they will be called on in numerical order to comment during the discussion. No one will be able to call the question during the first round of discussion, and only those who haven't commented during the discussion will be allowed to move the question during later rounds. A motion was made to approve that method, it was seconded and the action was unanimous approved.

Audio/Tech team for the evening include Tim Maiorana, Eddy Chilliest, Andrew Frost and Rachel Merullo.

Review of Budget was done by review each line item and Passing or Holding each item. Once through the whole budget then the body will go back and review the Held items. Marked with (H)

**ARTICLE 10 RE: Fund FY 2013 Operating Budget**

**MAIN MOTION:**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money -- \$107,111,687 -- sufficient to cover the requests of the various departments for Fiscal Year 2013; or to act in any other manner in relation thereto.

**WAYS & MEANS 2013**

**GENERAL GOVERNMENT**

**TOWN MEETING & REPORTS (Lines 1-2)**

1-	Salaries - Part Time	\$2,481
2-	Expenses - Cont. Services	\$17,575
	<b>TOTAL MEETINGS &amp; REPORTS</b>	<b>\$20,056</b>

**MODERATOR (Lines 3-4)**

3-	Salaries	\$150
4-	Expenses - Mat. & Supp	\$0
	<b>TOTAL MODERATOR</b>	<b>\$150</b>

**WAYS AND MEANS (Lines 5-6)**

5-	Salaries - Part Time	\$2,800
6-	Expenses - Mat. & Supplies	\$268
	<b>TOTAL WAYS &amp; MEANS</b>	<b>\$3,068</b>

**CAPITAL BUDGET COMMITTEE (Lines 7-8)**

7-	Salaries-Part Time	\$800
8-	Expenses-Mat. & Supplies	\$0
	<b>TOTAL CAPITAL BUDGET</b>	<b>\$800</b>

**TOWN ADM/SELECTMEN (Lines 9-11)**

9-	Total Salaries	\$441,885
10-	Total Expenses	\$7,583
11-	Total Special Accounts	\$10,000
	<b>TOTAL TOWN ADM/SELECTMEN</b>	<b>\$459,468</b>

**ACCOUNTING (Lines 12-13)**

12-	Total Salaries	\$228,823
13-	Total Expenses	\$3,000
	<b>TOTAL ACCOUNTING</b>	<b>\$231,823</b>

**ASSESSORS (Lines 14-15)**

14-	Total Salaries	\$241,141
15-	Total Expenses	\$106,300
	<b>TOTAL ASSESSORS</b>	<b>\$347,441</b>

**TREASURER/COLLECTOR (Lines 16-18)**

16-	Total Salaries	\$581,335
17-	Total Expenses	\$9,984
18-	Total Special Accounts	\$100
	<b>TOTAL TAX COLL./TREASURER</b>	<b>\$591,419</b>

**CENTRAL ADMINISTRATION (Lines 19-28)**

19-	Central Supply	\$110,000
20-	Central Machines	\$25,658
21-	Chapter 32B - Health Ins. (AA)	\$11,400,000
22-	Unemployment Comp (AA)	\$150,000
23-	Pension Reimbursement (AA)	\$2,000
24-	Town Insurance (AA)	\$700,000
25-	Financial Audit (AA)	\$65,000
26-	Medicare Tax (AA)	\$737,296
27-	Chas George Settlement (AA)	\$0
28-	4th of July/Town Event	\$0
	<b>TOTAL CENTRAL ADMIN.</b>	<b>\$13,189,954</b>

**LEGAL (Lines 29-32)**

29-	Legal Fees	\$95,000
30-	Collective Bargaining	\$90,000
31-	Tax Title \$2,500	
32-	Cable TV Negotiations	\$1,500
	<b>TOTAL LEGAL</b>	<b>\$189,000</b>

**HUMAN RESOURCES (Lines 33-35)**

33-	Total Salaries	\$59,736
34-	Total Expenses	\$1,500
35-	Total Special Accounts	\$9,500
	<b>TOTAL - HUMAN RESOURCES</b>	<b>\$70,736</b>

**MANAGEMENT INFO. SYSTEMS (Lines 36-37)**

36-	Total Salaries	\$181,095
37-	Total Expenses	\$125,750
	<b>TOTAL MNGMT INFO. SYS.</b>	<b>\$306,845</b>

**TOWN CLERK (Lines 38-40)**

38-	Total Salaries	\$229,342
39-	Total Expenses	\$17,580
40-	Total Special Accounts	\$58,648
	<b>TOTAL TOWN CLERK</b>	<b>\$305,570</b>

**REGISTRAR OF VOTERS (Lines 41-42)**

41-	Total Salaries	\$1,150
42-	Total Expenses	\$7,050
	<b>TOTAL REGISTRARS</b>	<b>\$8,200</b>

**CONSERVATION (Lines 43-45)**

43-	Total Salaries	\$175,393
44-	Total Expenses	\$2,050
45-	Total Special Accounts	\$13,000
	<b>TOTAL CONSERVATION</b>	<b>\$190,443</b>

**PLANNING BOARD (Lines 46-47)**

46-	Total Salaries	\$261,885
47-	Total Expenses	\$13,111
	<b>TOTAL PLANNING BOARD</b>	<b>\$274,996</b>

**Motion was made by Frank Monaco to take ARTICLE 13 out of order, during the Operating Budget at 8:53 PM. It was moved, seconded and approved  
Discussion began on ARTICLE 13**

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**ARTICLE 13 RE: Tax Increment Financing for Keurig**

To see if the Town will vote:

- (a) adopt a Tax Increment Financing ("TIF") Plan and Agreement pursuant to Massachusetts General Laws Chapter 40, Section 59 between Keurig, Incorporated ("Company"), the Gutierrez Company and /or its affiliates ("Property Owner") and the Town of Burlington ("Town") for property located at 43 and 63 South Avenue and 33 Second Avenue shown on Assessors' Map 51, Parcel 10-0, Map 51, Parcel 11-0, and Map 45 Parcel 2-0 within the proposed 53 South Avenue Economic Opportunity Area ("EOA"), which TIF Plan and Agreement provide for real estate tax exemptions over a fifteen (15) year period at the exemption rate schedule set forth therein, substantially in the form on file with the Board of Selectmen and the Town Clerk, subject to approval by the Economic Assistance Coordinating Council of the Commonwealth of Massachusetts ("EACC");
- (b) approve the proposal for acceptance of Certified Project, and find that the proposal meets the requirements of the Massachusetts General Laws Chapter 23A Section 3F and the applicable regulations at 402 C.M.R. 2.00, and authorize submission of same to the EACC for its approval, substantially in the form on file with the Board of Selectmen and the Town Clerk;
- (c) authorize the Board of Selectmen to execute the TIF Agreement, and approve the submission to the EACC of the TIF Plan and Agreement and Certified Project application and any necessary documents relating thereto, and to take such other actions as necessary or appropriate to implement those documents; and
- (d) take any other action relative thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways and Means 7-0-0  
Selectmen 5-0-0

**ACTION: With a standing vote of 93 For and 7 Against,  
MAIN MOTION IS APPROVED**

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**At 9:08 PM, Town Meeting returned to the order of the warrant after Approving of ARTICLE 13**

**BOARD OF APPEALS (Lines 48-50)**

48- Salaries -- Part Time	\$11,095
49- Expenses --Mat & Supplies	\$250
50- Spec. Accts -- Ads & Postage	\$4,000
TOTAL BOARD OF APPEALS	\$15,345

<b>TOWN FACILITIES (Lines 51-52)</b>	(H)
51- Total Salaries	\$437,782
52- Total Expenses	\$489,473
TOTAL TOWN FACILITIES	\$927,255

<b>POLICE DEPARTMENT (Lines 53-55)</b>	(H)
53- Total Salaries	\$5,876,242

54- Total Expenses	\$461,087
55- Total Special Accounts	\$329,550
TOTAL -- POLICE DEPARTMENT	\$6,666,879

<b>FIRE DEPARTMENT (Lines 56-58)</b>	(H)
56- Total Salaries	\$5,515,539
57- Total Expenses	\$423,290
58- Total Special Accounts	\$140,160
TOTAL FIRE DEPARTMENT	\$6,078,989

<b>BUILDING DEPARTMENT (Lines 59-61)</b>	(H)
59- Total Salaries	\$442,205
60- Total Expenses	\$26,111
61- Total Special Accounts	\$0
TOTAL-- BUILDING DEPT	\$468,316

<b>SEALER OF WEIGHTS (Lines 62-63)</b>	
62- Salaries -- Part Time	\$0
63- Total Expenses	\$7,800
TOTAL SEALER OF WEIGHTS	\$7,800

<b>EMERGENCY MGT SERVICE (64-66)</b>	
64- Total Salaries	\$5,000
65- Total Expenses	\$18,600
66- Total Special Accounts	\$2
TOTAL EMERG. SERVICES	\$23,602

<b>EDUCATION</b>	
SHAWSHEEN VALLEY TECH (Line 67)	
67- TOTAL (AA)	\$1,392,940

<b>LOCAL EDUCATION (Line 68)</b>	
68- TOTAL - LOCAL EDUCATION	\$48,511,506

<b>DEPT. OF PUBLIC WORKS (Lines 69-74)</b>	
69- Total Salaries	\$3,779,879
70- Total Expenses	\$2,456,390
71- Total Special Accounts	\$721,000
TOTAL -- DPW (Operating)	\$6,957,269

72- Rubbish and Garbage (AA)	\$1,822,000(H)
73- Street Light (AA)	\$370,500
74- Swift Law (AA)	\$15,000
TOTAL -- DPW (AA)	\$2,207,500
TOTAL PUBLIC WORKS	\$9,164,769

<b>BOARD OF HEALTH (Lines 75-77)</b>	
75- Total Salaries	\$377,470
76- Total Expenses	\$58,250
77- Total Special Accounts	\$102,369
TOTAL -- BOARD OF HEALTH	\$538,089

<b>COUNCIL ON AGING (Lines 78-80)</b>	(H)
78- Total Salaries	\$263,698
79- Total Expenses	\$7,600
80- Total Special Accounts	\$6,000
TOTAL COUNCIL ON AGING	\$277,298

**MOTION TO AMENDED:** FY 2013 COA budget line item 78 total salaries be increased from \$263,698 to \$269,698 and that the total budget line item 80 be increased from \$277,298 to \$283,298.

Amended by Christopher Hartling, Precinct 3

**ACTION: APPROVED BY AT 63 IN FAVOR, 23 AGAINST.**  
Then moving to the motion as amended the budget for COA- was Approved.

## Town of Burlington

### VETERANS' SERVICES (Lines 81-83)

81-	Total Salaries	\$127,229
82-	Total Expenses	\$3,100
83-	Total Special Accounts	\$107,500
	<b>TOTAL VETERANS SERVICES</b>	<b>\$237,829</b>

### COMMUNITY LIFE CENTER (Lines 84-85)

84-	Total Salaries	\$397,065
85-	Total Expenses	\$23,825
	<b>TOTAL --COMM. LIFE CENTER</b>	<b>\$420,890</b>

### DISABILITY ACCESS (Lines 86-87)

86-	Total Salaries	\$2,311
87-	Total Expenses	\$400
	<b>TOTAL DISABILITY ACCESS</b>	<b>\$2,711</b>

### PUBLIC LIBRARY (Lines 88-90)

88-	Total Salaries	\$1,025,455
89-	Total Expenses	\$159,821
90-	Total Special Accounts	\$155,000
	<b>TOTAL -- PUBLIC LIBRARY</b>	<b>\$1,340,276</b>

### RECREATION DIRECTOR (Lines 91-93)

91-	Total Salaries	\$511,564
92-	Total Expenses	\$37,120
93-	Total Special Accounts	\$13,620
	<b>TOTAL REC. DIRECTOR</b>	<b>\$562,304</b>

### RECREATION MAINTENANCE (Lines 94-95)

94-	Total Salaries	\$716,326
95-	Total Expenses	\$199,041
	<b>TOTAL RECREATION MAINT.</b>	<b>\$915,367</b>

### HISTORICAL COMMISSION (Line 96)

96-	Total Expenses	\$1,420
	<b>TOTAL -- HISTORICAL COMM.</b>	<b>\$1,420</b>

### DEBT SERVICE (Lines 97-98)

97-	PRINCIPAL (AA)	\$3,697,930
98-	INTEREST (AA)	\$1,978,300
	<b>TOTAL DEBT SERVICE (AA)</b>	<b>\$5,676,230</b>

At 10:47 PM a motion to reconsider ARTICLE 5 was read but ruled out of order. Then at 10:54 PM a motion was made to adjourn to Monday night May 21<sup>th</sup>, at 7:30 PM. It was moved and seconded; all in favor rose and left.

Attested by:  
Amy E Warfield  
Town Clerk

### ADJOURNED TOWN MEETING MONDAY, MAY 21, 2012 FOGELBERG PERFORMING ARTS CENTER – BHS

A quorum being present, the meeting was called to order at 7:30 P.M. with a salute to the flag.

The Moderator, Phil Gallagher reminded the meeting that the ARTICLE 44 would be taken out of order at the beginning of the meeting this evening. He then reviewed how the discussion would be handled in regards to ARTICLE 44.

Audio/Tech team for the evening include Tim Maiorana, Eddy Chilliest, Nick Silva and Jon DiRusso.

Mr. Gallagher, mentioned that a new motion to reconsider ARTICLE 5 has been submitted by Gary Kasky and Norm Steeves and will be considered at the end of all the business on the Warrant.

### ARTICLE 44      RE: Amend Zoning Map and Rezone Property

To see if the Town of Burlington will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, by rezoning a certain parcel of land to a General Business (BG) District. Said parcel of land is generally identified as being located off of Wheeler Road as Assessors Map 56 as Parcel 20-2 and is further identified as follows:

A certain tract or parcel of land being shown as "Parcel 15-LS-1" of State Highway Layout of 2010 – Layout #8178 with the buildings thereon, situate in the Town of Burlington, County of Middlesex and Commonwealth of Massachusetts, more particularly bounded and described as follows:

Beginning at a point on the northerly sideline of Wheeler Road a public street in the Town of Burlington, Massachusetts, thence;

S19°12' 17"W a distance of fifty seven and no hundredths feet (57.00') by said Wheeler Road, thence;

S19°12' 17"W a distance of three hundred twenty one and sixty four hundredths feet (321.64') by land now or formerly of One Wheeler Road Association, thence;

S32°38' 42"W a distance of three hundred sixty nine and ninety five hundredths feet (369.95') by land of said One Wheeler Road Association, thence;

S13°16' 27"E a distance of seven hundred ninety seven and forty two hundredths feet (797.42') by said land of One Wheeler Road Association and land now or formerly of Gutierrez A&J Cataldo Trust, thence;

S75°17' 47"W a distance of four hundred twenty three and seventy two hundredths feet (423.72') by land now or formerly of Town of Burlington Housing Authority, thence;

Northerly along a non-tangent curve to the right having a radius of six thousand one hundred fifty and no hundredths feet (6,150.00') and an arc length of three hundred eight and forty nine hundredths feet (308.49'). Said curve having a chord bearing of N13°15' 59"W and chord distance of three hundred eight and forty six hundredths feet (308.46') by land now or formerly of Joseph W. Desmond, now or formerly of Matthew Abbate and land now or formerly of Michael K. Flaherty, thence;

N11°49' 46"W a distance of two hundred two and sixty hundredths feet (202.60') by land of said Flaherty and now or formerly of Gerald, thence;

Northerly along a tangent curve to the left having a radius of six hundred and no hundredths feet (600.00') and an arc length of three hundred seventy nine and ninety eight hundredths feet (379.98') by land of said Zecher and now or formerly of Jerry Slack, thence;

N48°06'53" W a distance of fifty eight and forty two hundredths feet (58.42') by land of said Slack and now or formerly of Town of Burlington, thence;

S43°26'58" W a distance of one thousand one hundred eighteen and eight hundredths feet (1,118.08') by Interchange Route 3 and I-95, thence;

## ZONING BYLAW ARTICLES (continued)

Southerly on a non-tangent curve to the right having a radius of two hundred eighty five and no hundredths feet (285.00') and an arc length of one hundred thirty one and ninety hundredths feet (131.90'). Said curve having a chord bearing of S12°34'50"E and chord distance of one hundred thirty and seventy three hundredths feet (130.73') by land now or formerly of Daniel G. Kamin Burlington LLC, thence;

N87°16'58"E a distance of thirty nine and ninety one hundredths feet (39.91') by said land of Daniel G. Kamin Burlington LLC, thence;

Easterly on a non-tangent curve to the left having a radius of five hundred fifty eight and eighty nine hundredths feet (558.89') and an arc length of fifty six and thirty nine hundredths feet (56.39'). Said curve having a chord bearing of S84°23'52"W and chord distance of fifty six and thirty seven hundredths feet (56.37') by said land of Daniel G. Kamin Burlington LLC, to the point of beginning.

Said "Parcel 15-LS-1" contains 665,302 S.F.± or 15.27 Acres±.

Or to act in any other manner in relation thereto.

## **MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board 4-3-0

Land Use 0-7-0

Ways and Means & Selectmen had no vote

Presentations were given by Proponents:

The Gutierrez Company

and Opponents: Ari Burman, 60 North ST, Lexington

Citizens that spoke:

Robin Winston, 60 North ST Lexington Resident/Abutter.

Alan Millner – 48 North ST, Tax payer/ Abutter

Howard Strachan, 96 Muller Rd

56 Seven Springs Lane, resident issues traffic –

George Katsarakes, Lawyer, Offices at 56 Middlesex Turnpike

Jim Murphy from the BACC spoke

John Lac, Eugene Road resident traffic issue

Town Meeting Members were given an opportunity to speak and ask questions of the proponents and opponents

At 9:35 PM the Moderator, asked for a motion to continue Town Meeting to Wednesday, May 23, at 7:30 PM to finish the business of the Warrant.

Discussion continued until 11:15 PM when a motion to call the question was moved and seconded.

continued on next column:

**ACTION: MOTION DEFEATED BY A ROLL CALL VOTE OF 32 FOR, 79 AGAINST and 2 ABSTAINING.**

At 11:19 PM a motion was made to adjourn until Monday night May 23rd, at 7:30 PM. It was moved and seconded; all in favor rose and left.

Attested by:

Amy E Warfield  
Town Clerk

## **ADJOURNED TOWN MEETING MONDAY, MAY 23, 2012 FOGELBERG PERFORMING ARTS CENTER – BHS**

A quorum being present, the meeting was called to order at 7:34 P.M. with a salute to the flag.

The Moderator welcomed Lauren Goldberg from Kopelman & Paige. The Moderator asked for a motion to adjourn to Wednesday May 30, if business is not concluded this evening. It was moved, seconded and unanimous passed.

Several Amendments were presented by Paul Valleli on ARTICLE 43 Lighting Nuisance Bylaw. It was moved and seconded by the Moderator at the request of the maker to postpone this Article, it was moved, seconded and passed by a majority.

Audio/Tech team for the evening include Tim Maiorana, Eddy Chilliest, Rachel Merullo and Jon DiRusso.

Business was picked up with the remaining budget items at line #99

OTHER ACCOUNTS (99-104)		(H)
99-	RESERVE FUND	\$200,000
100-	COUNTY RETIREMENT (AA)	\$6,411,901
101-	NEG SETTLEMENTS	\$625,000
102-	STABILIZATION (AA)	\$0
103-	53rd WEEK PAYROLL (AA)	\$0
104-	LOCAL TRANSPORT (AA)	\$155,000
105-	CAPITAL IMPROVE (AA)	\$300,000

\$107,111,687

Amended to: \$107,117,687

## **MAIN MOTION: (Amended)**

To see if the Town will vote to raise and appropriate the sum \$107,117,687 to cover the requests of the various departments for Fiscal Year 2013.

Recommendations: Ways and Means  
Selectmen 5-0-0

## **ACTION: MAJORITY APPROVED MAIN MOTION**

## **ARTICLE 11 RE: Fund FY 2013 Capital Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$ TBD or any other amount for the items contained within the following proposed Fiscal Year 2013 Capital Budget, same to be expended under the appropriate authorities as indicated:

## Town of Burlington

PROJECT NUMBER	DEPT.	PROJECT DESCRIPTION	SPENDING AUTHORITY	REQUEST AMOUNT
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FROM FREE CASH OR STABILIZATION (11-1) – (11-17):

11-1	DPW	Vehicle Replacement Central Maintenance Pickup Truck	Selectmen	\$40,685
11-2	DPW	Vehicle Replacement Highway One Ton Dump and Plow	Selectmen	\$65,180
11-3	DPW	Vehicle Replacement Highway Utility Truck with Boom	Selectmen	\$64,695
11-4	DPW	Vehicle Replacement Highway 1 Ton with Plow	Selectmen	\$40,685
11-5	FIRE	Vehicle Replacement/Mechanics Pick Up	Selectmen	\$40,000
11-6	FIRE	Vehicle Replacement/Rescue Truck	Selectmen	\$150,000
11-7	POLICE	Vehicle Replacement Ford F-150 (Animal Control Vehicle)	Selectmen	\$34,920
11-8	REC	Vehicle Replacement Ford F450 Stake Body	Recreation Comm	\$45,000
11-9	SCHOOL	Burlington High School Bathroom Renovations	School Comm	\$80,000
11-10	SCHOOL	Fox Hill School Bathroom Renovations	School Comm	\$80,000
11-11	SCHOOL	Fox Hill School Floor Replacement	School Committee	\$14,250
11-12	SCHOOL	Francis Wyman School Library AC Installation	School Comm.	\$53,200
11-13	SCHOOL	Pine Glen School Administrative Area Renovations	School Comm	\$35,000
11-14	SCHOOL	Burlington High School Kitchen Floor Replacement	School Comm.	\$49,200
11-15	SCHOOL	Pine Glen School Front Entrance Canopy Replacement	School Comm.	\$TBD
11-16	SCHOOL	Francis Wyman School Floor Replacement	School Comm.	\$20,700
11-17	TOWN FACILITES	Boiler Repair/Public Library	Selectmen	\$10,920

FROM CEMETERY SALE OF LOTS (11-18):

11-18	DPW	Repave Cemetery Roadways	Selectmen	\$20,000
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FROM SEWER ENTERPRISE (11-19):

11-19	DPW	Vehicle Replacement Sewer Utility Truck with Boom	Selectmen	\$63,570
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or to act in any other manner in relation thereto.

**MAIN MOTION:**

PROJECT DEPT.	PROJECT NAME	REQUEST
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NUMBER	/DESCRIPTION	AMOUNT
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FROM FREE CASH (11-1) – (11-17):

11-1	DPW	Vehicle Replacement Central Maintenance Pickup Truck	Selectmen	\$40,685
11-2	DPW	Vehicle Replacement Highway One Ton Dump and Plow	Selectmen	\$65,180
11-3	DPW	Vehicle Replacement Highway Utility Truck with Boom	Selectmen	\$64,695
11-4	DPW	Vehicle Replacement Highway 1 Ton with Plow	Selectmen	\$40,685
11-5	FIRE	Vehicle Replacement/Mechanics Pick Up	Selectmen	\$40,000
11-6	FIRE	Vehicle Replacement/Rescue Truck	Selectmen	\$150,000
<b>POSTPONED INDEFINITELY</b>				
11-7	POLICE	Vehicle Replacement Ford F-150 (Animal Control Vehicle)	Selectmen	\$34,920
<b>POSTPONED INDEFINITELY</b>				
11-8	RECREATION	Vehicle Replacement Ford F450 Stake Body	Recreation Comm.	\$45,000
11-9	SCHOOL	Burlington High School Bathroom Renovations	School Committee	\$80,000
11-10	SCHOOL	Fox Hill School Bathroom Renovations	School Committee	\$80,000
11-11	SCHOOL	Fox Hill School Floor Replacement	School Committee	\$14,250
11-12	SCHOOL	Francis Wyman School Library AC Installation	School Committee	\$53,200
<b>POSTPONED INDEFINITELY</b>				
11-13	SCHOOL	Pine Glen School Administrative Area Renovations	School Committee	\$35,000
11-14	SCHOOL	Burlington High School Kitchen Floor Replacement	School Committee	\$49,200
11-15	SCHOOL	Pine Glen School Front Entrance Canopy Replacement	School Committee	\$53,000
11-16	SCHOOL	Francis Wyman School Floor Replacement	School Committee	\$20,700
11-17	TOWN FACILITES	Boiler Repair/Public Library	Selectmen	\$10,920

FROM CEMETERY SALE OF LOTS (11-18):

11-18	DPW	Repave Cemetery Roadways	Selectmen	\$20,000
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FROM SEWER ENTERPRISE (11-19):

11-19	DPW	Vehicle Replacement Sewer Utility Truck with Boom	Selectmen	\$63,570
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Recommendations: Ways and Means unanimous except  
 11-5: 8-1-0; 11-13: 8-0-1; 11-15: 5-3-1;  
 Capital Budget unanimous except 11-11: 3-4

Selectmen unanimous except 11-5: 4-0-1  
Recreation unanimous on 11-8  
Schools unanimous on 11-9 thru 16

## ACTION: MAJORITY APPROVED MAIN MOTION

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### ARTICLE 12 RE: DPW Operations and Recreation Maintenance Facility

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$16,000,000 or any other sum for the purpose of funding the purchase of property, Engineering, and Construction of a combined Public Works and Recreation Maintenance Facility or to act in any other manner in relation thereto.

## ACTION: POSTPONED INDEFINITELY

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### ARTICLE 14 RE: Pavement Management

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$3,000,000 or any other sum to pay for maintenance and repaving of Roadways and Municipal Parking Lots in Burlington, or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to appropriate, the sum of \$3,000,000 to pay for construction and repaving of Roadways and Municipal Parking Lots in Burlington; and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount pursuant to Chapter 44, Section 7, clauses (5) and Section 8, clause (4) and (5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways and Means 9-0-0  
Selectmen 5-0-0

## ACTION: MAIN MOTION APPROVED UNANIMIOUSLY

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### ARTICLE 15 RE: Pine Haven Cemetery Double Deep Crypts Construction

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$200,000 or any other sum for the construction of an additional 150 double deep crypts at the Pine Haven Cemetery Expansion, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

## ACTION: POSTPONED INDEFINITELY

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### ARTICLE 16 RE: Fire Engine 4 Replacement Vehicle

To see if the Town will vote to raise and appropriate, transfer, borrow or otherwise provide the sum of \$605,000 or any other sum for the purpose of replacing Engine 4, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer from the overlay surplus the sum of \$605,000 for the purpose of replacing Engine 4, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways and Means 9-0-0  
Selectmen 4-0-1

## ACTION: MAJORITY APPROVED MAIN MOTION

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### ARTICLE 17 RE: Brush Truck (Engine 9) Replacement Vehicle

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$180,000 or any sum, for the purpose of replacing Engine 9 (Brush Truck), same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer from free cash, the sum of \$180,000 for the purpose of replacing Engine 9 (Brush Truck), same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways and Means 9-0-0  
Capital Budget 3-2-0  
Selectmen 4-0-1

## ACTION: MAJORITY APPROVED MAIN MOTION

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### ARTICLE 18 RE: New Field Complex at the Marshall Simonds Middle School

To see if the Town will vote to support and affirm the School Committee decision to utilize available money from the original Marshall Simonds School bond authorization to replace the existing natural playing field with a long lasting synthetic turf field and track surface and to do or act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways and Means 9-0-0  
Capital Budget  
Selectmen 5-0-0

## ACTION: Standing vote was taken, 61 For; 25 Against - MAJORITY APPROVED MAIN MOTION

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### ARTICLE 19 RE: Field Lighting Replacement

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum \$325,000 or any other sum, for the purpose of replacing the sports lighting system at the Marshall Simonds Middle School, same to be spent under the direction of the Recreation Commission, or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer from free cash the sum \$295,000, for the purpose of replacing the sports lighting system at the Marshall Simonds Middle School, same to be spent under the direction of the Recreation Commission.

# Town of Burlington

Recommendations: Ways and Means 5-3-1  
School Committee 5-0-0

## ACTION: MAJORITY APPROVED MAIN MOTION

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### ARTICLE 20 RE: System-Wide Pavement/Various Schools

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum \$500,000 or any other sum, to pay the cost of replacing / repairing paved areas at various schools including the payment of all costs incidental, to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

## ACTION: POSTPONED INDEFINITELY

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### ARTICLE 21 RE: Transportation Contract Extension A&F Inc.

To see if the Town will vote to authorize the School Bus Transportation Contract extension of two years between the Burlington School Department and A & F Transportation of Billerica as allowed under the provisions of the RFP and contract documents of February 2009 at a fixed cost equal to the third year of the existing three year agreement and continue all other provisions of the contract or to act in any manner in relation thereto.

#### MAIN MOTION: As printed in the Warrant

Recommendations: Ways and Means 7-0-1  
Selectmen 5-0-0

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

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### ARTICLE 22 RE: Stream Cleaning

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$150,000 or any other amount for the purpose of continuing the Town's stream cleaning program, or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer from free cash the sum of \$200,000 for the purpose of continuing the Town's stream cleaning program.

Recommendations: Ways and Means 8-0-0  
Capital Budget 7-0-0  
Selectmen 5-0-0

## ACTION: MAJORITY APPROVED MAIN MOTION

At 10:20 PM the Moderator reminded the body that there were still 15 Articles left plus the reconsideration but there would be time if we adjourned now. A motion was made to adjourn until Wednesday night May 30th, at 7:30 PM. It was moved and seconded; all in favor rose and left.

Attested by:

Amy E Warfield  
Town Clerk

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### ADJOURNED TOWN MEETING WEDNESDAY, MAY 30, 2012 FOGELBERG PERFORMING ARTS CENTER – BHS

A quorum being present, the meeting was called to order at 7:37 P.M. with a salute to the flag.  
Audio/Tech team for the evening include Tim Maiorana, Eddy Chilliest, Rachel Merullo, Andrew Frost and Jon DiRusso

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### ARTICLE 23 RE: Grandview Farm Debt Service

To see if the Town will vote to transfer the sum of \$88,945 from the Land Exchange Development Agreement (LEDA) Fund from the Gutierrez Company for the purposes of paying the Fiscal Year 2012 debt service on the Town's July 1, 2009 Grandview Remodeling Bond; or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer the sum of \$88,945 from the Land Exchange Development Agreement (LEDA) Fund from the Gutierrez Company for the purposes of paying the Fiscal Year 2012 debt service on the Town's July 1, 2009 Grandview Remodeling Bond.

Recommendations: Ways and Means 10-0-0  
Selectmen 5-0-0

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

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### ARTICLE 24 RE: Sewer Services Enterprise Fund MWRA Assessment

To see if the Town will vote to raise and appropriate the sum of \$4,776,179 to operate the FY 2013 Sewer Services Enterprise of which \$4,776,179 will come from the FY 2013 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

#### MAIN MOTION:

To see if the Town will vote to transfer the sum of \$4,866,179 to operate the FY 2013 Sewer Services Enterprise of which \$4,866,179 will come from the FY 2013 Sewer Services Enterprise Estimated Revenue Account.

Recommendations: Ways and Means 9-0-0  
Selectmen 5-0-0

## ACTION: UNANIMOUSLY APPROVED MAIN MOTION

**ARTICLE 25 RE: Sewer I/I Fund**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$98,560 for the purpose of paying the FY2013 debt service on the Town's two existing 0% MWRA loans, or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to transfer the sum of \$98,560 from the Sewer Inflow/Infiltration Fund for the purpose of paying the FY2013 debt service on the Town's four existing 0% MWRA loans.

Recommendations: Ways and Means 9-0-0  
Selectmen 5-0-0

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

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**ARTICLE 26 RE: EPA Storm Water/Phase II General Permit**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$50,000 or any other amount for the purpose of complying with EPA Storm Water/Phase II General Permit, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 27 RE: Amend Administrative and Professional Classification Plan**

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by removing the title of Environmental Engineer from Group 12 and placing said title in Group 13, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 28 RE: Amend Administrative and Professional Classification Plan**

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding the title of Accounting Budget Analyst and placing said title in Group 12, and furthermore to raise and appropriate the sum of \$61,340 to fund this position in FY2013, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways and Means 10-0-0  
Selectmen 4-1-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 29 RE: Amend Administrative and Professional Classification Plan**

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding the title of Human Resources Assistant and placing said title in Group 10, and furthermore to raise and appropriate the sum of \$51,587 to fund this position in FY2013, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways and Means 10-0-0; Selectmen 4-1-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 30 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2013, and transfer from the Fiscal Year 2013 Negotiated Settlement Account the sum of \$ TBD or any other amount for the purpose of funding the plan under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2013, and transfer from the Fiscal Year 2013 Negotiated Settlement Account the sum of \$35,000 or any other amount for the purpose of funding the plan under the direction of the appropriate authorities.

Recommendations: Ways and Means 9-0-0; Selectmen 4-0-1

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 31 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the Fiscal Year 2013 Negotiated Settlement the amount of \$12,000 for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2013, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways and Means 9-0-0, Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 32 RE: Fund the Burlington Municipal Employees' Association Contract**

To see if the Town will vote to transfer from the Fiscal Year 2013 Negotiated Settlement the amount of \$ TBD for the purpose of funding the Burlington Municipal Employees Association Contract for Fiscal Year 2013, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 33 RE: Fund the Department of Public Works Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account a sum of \$ TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works for FY2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations:

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 34 RE: Fund the Burlington Police Patrolmen's Association Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$ TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations:

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 35 RE: Fund the Burlington Police Command Officers' Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account a sum of \$ TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if Town Meeting will vote to transfer from the FY2013 Negotiated Settlement Account a sum of \$27,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2013, same to be spent under the appropriate authority.

Recommendations: Ways and Means 6-4-0  
Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 36 RE: Chapter 90**

To see if the Town will vote to accept the Chapter 90 allocation of \$1,058,775 and appropriate the sum of \$1,058,775 for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to accept the Chapter 90 allocation of \$1,058,775 and appropriate the sum of \$1,058,775 for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator.

Recommendations: Ways and Means 9-0-0  
Capital Budget 7-0-0  
Selectmen 5-0-0

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

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**ARTICLE 37 RE: Will of Marshall Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$25,000 or any other amount for the maintenance and improvements of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$25,000 or any other amount for the maintenance and improvements of Simonds Park, same to be expended under the direction of the Recreation Commissioners.

Recommendations: Ways and Means 8-0-0  
Selectmen 5-0-0

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

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**ARTICLE 38 RE: School Elementary Technology**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$225,000 or any other amount, to be expended at the direction of the School Committee, to pay the cost of purchase and installation of upgraded technology equipment at the Francis Wyman, Pine Glen and Fox Hill Elementary schools, including the payment of all costs incidental and related thereto, or to act in any other manner in relation thereto.

**MAIN MOTION:**

To see if the Town will vote to transfer from free cash the sum of \$225,000 to be expended at the direction of the School Committee, to pay the cost of purchase and installation of upgraded technology equipment at the Francis Wyman, Pine Glen and Fox Hill Elementary schools.

Recommendations: Ways and Means 9-0-0  
Capital Budget 2-5-0  
Selectmen 5-0-0  
School 5-0-0?

**ACTION: MAJORITY APPROVED MAIN MOTION**

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## ARTICLE 39 RE: School Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$33,660 or any other amount for the purpose of Community Custodial Fees for FY 2013 for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations, to be spent under the direction of the School Committee; or to act in any other manner in relation thereto.

### MAIN MOTION:

To see if the Town will vote to raise from Free Cash the sum of \$33,660 or any other amount for the purpose of Community Custodial Fees for FY 2013 for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations, to be spent under the direction of the School Committee.

Recommendations: Ways and Means 5-2-1  
School  
Selectmen 5-0-0

### ACTION: MAJORITY APPROVED MAIN MOTION

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## ARTICLE 40 RE: Burlington High School Elevator

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$895,000 or some other amount, to be expended at the direction of the School Committee, to pay the cost of preparing construction specifications, bid documents and construction for the addition of a new elevator at Burlington High School, including the payment of all costs incidental and related thereto, and to do or act in any other manner in relation thereto.

### MAIN MOTION:

To see if the Town will vote to borrow the sum of \$895,000, to be expended at the direction of the School Committee, to pay the cost of preparing construction specifications, bid documents and construction for the addition of a new elevator at Burlington High School.

And that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under the pursuant to Chapter 44, Section 7, clauses (5) and Section 8, clause (4) and (5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways and Means 9-0-0  
Selectmen 5-0-0

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### ACTION: 2/3<sup>rd</sup> VOTE, 79 For, 6 Against, APPROVED MAIN MOTION

## ARTICLE 41 RE: Fourth of July Parade

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$5,000 to pay for expenses associated with the annual 4th of July parade and to do or act in any other manner in relation thereto.

### MAIN MOTION:

To see if the Town will vote to transfer the sum of \$5,000 from Free Cash to be expended at the direction of the Board of Selectmen to pay the costs associated with the annual 4<sup>th</sup> of July parade.

Amended on the Floor by Pat Angelo, to increase the amount to \$10,000. It was moved, seconded and voted passed

Recommendations: Ways and Means 10-0-0  
Selectmen 5-0-0

### ACTION: MAJORITY APPROVED MAIN MOTION

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## ARTICLE 42 RE: Proceeds from Carpenter House

To see if the Town will vote to transfer a sum of money from the proceeds received from the sale of the Carpenter House located at 1 Dearborn Road for the purpose of completing Phase IV of the Grandview complex including parking, landscaping, engineering design services and all other activities related to the site and to do or act in any other manner in relation thereto.

### MAIN MOTION:

As printed in the Warrant

Recommendations:

### ACTION: POSTPONED INDEFINITELY

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## ARTICLE 43 RE: Nuisance Lighting ByLaw

To see if the Town will vote to amend the General Bylaws of the Town of Burlington by inserting into Article 8, Public Safety, Section 1.36 Nuisance to Health and Safety, a new Section (section 1.36.7 through section 1.36.7.2) to read as follows:

Section 1.36.7 Exterior lighting shall not shine onto adjoining property. Specifically, exterior lighting shall not be aimed, pointed and/or directed with the intent to create a lighting nuisance to adjoining property owners.

Section 1.36.7.1 All exterior floodlights, spotlights or similar type lighting shall be aimed, pointed and/or directed at least 45 degrees below horizontal and can not be located in such a manner as to cause beams of light to be aimed, pointed and/or directed onto adjoining property.

Section 1.36.7.2 All exterior floodlights, spotlights or similar type lights used to illuminate building facades shall not be aimed, pointed and/or directed beyond the vertical plane of the building facade.

### MAIN MOTION:

To see if the Town will move to amend the General Bylaws of the Town of Burlington by inserting into Article 8, Public Safety,

Section 1.36 Nuisance to Health and Safety, a new Section (section 1.36.7 through section 1.36.7.3) to read as follows:

Section 1.36.7. Exterior lighting shall not shine onto adjoining property. Specifically, exterior lighting shall not be aimed, pointed and/or directed with the intent to create a lighting nuisance to adjoining property owners.

Section 1.36.7.1. All exterior floodlights, spotlights or similar type lighting shall be aimed, pointed and/or directed at least 45 degrees below horizontal and cannot be located in such a manner as to cause beams of light to be aimed and/or directed onto adjoining property.

Section 1.36.7.2. All exterior floodlights, spotlights or similar type lights used to illuminate building façades shall not be aimed, pointed and/or directed beyond the vertical plane of the building façade.

Section 1.36.7.3. Any person violating this bylaw shall be subject to a fine of one hundred (\$100). Each day that a violation continues shall be considered a separate offense. This bylaw may also be enforced through the Non-Criminal Disposition procedures set forth in Article 1, Section 4.0 of the General Bylaws.

**Motion was made, seconded and accepted on May 23 to Postpone (by the Maker). In record at beginning of meeting May 23, 2012; 7:36 PM**

**ACTION: POSTPONED INDEFINITELY**

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**Motion to Reconsider ARTICLE 5**

The Moderator, Phil Gallagher stated that he would step down and appoint Lucy Damini as action Moderator for this motion. A motion was made by Gary Kasky and Norman Steeves to reconsider the motion was read by Ms Damini; To move that the vote on Article 5 Treasurer /Collector position be reconsidered. This will take a 2/3<sup>rd</sup>s vote to pass for reconsideration.

Motion was seconded by Gene Rossi and voted on, 7 For and 71 Against the motion fails.

At 9:14 PM a motion to adjourn was called for, moved and seconded and the meeting voted to adjourn.

Attested by:

Amy E Warfield  
Town Clerk

MONDAY, SEPTEMBER 24, 2012

## FOGELBERG PERFORMING ARTS CENTER – BHS

At 7:07 P.M., the Town Meeting Members of Precinct 2 assembled to fill the vacancy created by the resignation of Bonnie Giglio. Present and voting were: Cynthia Phillips, Robert Davison, Darlene Griffin and Susan Harrington. Nominations were taken, Patricia O'Brien was the only nomination. Since there was only one nomination the Moderator waved the need for a secret ballot and a voice vote was taken and it unanimous for Patricia O'Brien to serve until the next Annual Town Election. Business was concluded and the meeting was adjourned at 7:12 PM by Phil Gallagher, Moderator.

Attested by:  
Amy E. Warfield  
Town Clerk.

## ADJOURNED TOWN MEETING MONDAY, JANUARY 23, 2012

## FOGELBERG PERFORMING ARTS CENTER – BHS

A quorum being present, the meeting was called to order at 7:32 PM by the Moderator Phil Gallagher and the Pledge of Allegiance and the singing of the National Antheum by the BHS Select Singers under the direction of John Middleton. Recognition of the passing of Dan Dunn, and Town Meeting members Pat Angelo's husband Mario. Audio/Video staff for tonight's meeting included: Nicholas Silva, Jonathan DiRussso, Rachel Meurello, Samuel Cote and Gabrielle Semeraro.

Motion made and seconded to adjourn to Monday, October 1st at 7:30PM if business is not concluded on this evening.

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## ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

New Town Administrator John Petrin gave a summary of the financial status of the Town. He stated that he was impressed with the status of the town and the sound footing that the town is on. Next a report was given by the ISAC committee, Chair Gerry Beuchelt about the status of the IT assessment at this point. Finally report will be available in Oct. ISAC review in Nov-Dec developing a strategy moving forward.

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## ARTICLE 2 RE: 2013 Annual Town Election Date

To see if Town Meeting will vote to set the date of the 2013 Annual Town Election as Saturday, April 6, 2013; or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

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**ACTION: MAJORITY APPROVED MAIN MOTION**

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## ARTICLE 3 RE: Sandy Brook Road Parcels (34-72-0 & 34-15-0)

To see if the Town will vote to transfer from the custody of the Board of Selectmen two parcels of land identified as Map 34, Parcels 72-0 and 15-0 of the Burlington Assessors' maps containing 0.96 acres of land, more or less, and located on Sandy Brook Road, to the Conservation Commission for conservation purposes; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:** Land Use 7-0-0 &  
Selectmen 5-0  
Conservation 7-0-0

**ACTION: PASSED UNANIMOUSLY**

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## ARTICLE 4 RE: Chandler Road Parcel (18-98-0)

To see if the Town will vote to transfer from the custody of the Board of Selectmen a parcel of land identified as Map 18, Parcel 98-0 of the Burlington Assessors' maps containing 2.40 acres of land, more or less, and located on Chandler Road, to the Conservation Commission for conservation purposes; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:** Land Use 7-0-0  
Selectmen 5-0  
Conservation 7-0-0

**ACTION: PASSED UNANIMOUSLY**

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## ARTICLE 5 RE: Acceptance of Real Estate Exemption Provisions/Chapter 73, Acts of 1986

To see if the Town will vote, pursuant to Chapter 73 of the Acts of 1986, as amended, to grant an additional exemption to taxpayers who otherwise qualify for an exemption under G.L. Chapter 59, Section 5, Clauses 17D, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41C, 42 or 43, of 100% of said exemptions, provided however, that in no instance shall the taxable valuation of such property, after all applicable exemptions, be reduced below ten percent of its full and fair cash valuation or result in any taxpayer paying less than taxes paid in the preceding fiscal year, except through the application of G.L. Chapter 58, Section 8A, or G.L. Chapter 59, Section 5, Clause 18; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:** Ways & Means 10-0-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 6 RE: Adjustment of Real Estate Exemption Factors**

To see if the Town will vote, pursuant to G.L. Chapter 59, Section 5, Clause 41C, as amended by Chapter 184, Section 51 of the Acts of 2002, to decrease from 70 to 65 the age at which seniors become eligible to be granted a tax exemption under said Clause 41C and to increase the amount of income allowed for said exemption from \$13,000 to \$20,000 annually for single and from \$15,000 to \$30,000 annually for a married couple and to increase gross assets from \$28,000 to \$40,000 for a single applicant and from \$30,000 in gross assets to \$55,000 for a married couple; or to act in any other manner in relation thereto.

**MAIN MOTION:** as printed in the Warrant

**RECOMMENDATIONS:** Ways & Means 10-0-0

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**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 7 RE: Collaborative Collection/Disposal Five-Year Municipal Solid Waste Contract**

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract agreement of up to five years (subject to annual appropriation) for the collection and transportation of municipal solid waste for the Town of Burlington; or to act in any other manner in relation thereto.

**MAIN MOTION:** as printed in the Warrant

**RECOMMENDATIONS:** Ways & Means 10-0-0  
Selectmen 5-0-0

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**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 8 RE: Kiosk for the Disposal of Medical Sharps**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,300 to purchase a kiosk available to Burlington residents for the purpose of the safe disposal of medical sharps; or to act in any other manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY**

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**ARTICLE 9 RE: Fund the Burlington Municipal Employees' Association Contract**

To see if the Town will vote to transfer from the Fiscal Year 2013 Negotiated Settlement Account the sum of \$ 120,950 for the purpose of funding the Burlington Municipal Employees' Association Contract for Fiscal Year 2013, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS: Ways & Means 10-0-0  
Selectmen 5-0-0**

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**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 10 RE: Fund the Department of Public Works Contract**

To see if the Town will vote to transfer from the Fiscal Year 2013 Negotiated Settlement Account the sum of \$ 55,850 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works for FY2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS: Ways & Means 11-0-0  
Selectmen 5-0-0**

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**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 11 RE: Fund the Burlington Police Patrolmen's Association Contract**

To see if the Town will vote to transfer from the Fiscal Year 2013 Negotiated Settlement Account the sum of \$ TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2013, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION: POSTPONED INDEFINITELY**

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**ARTICLE 12 RE: Personnel Classification Study**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$45,000 or any other amount for the purpose of conducting a classification study for all positions within the AFSCME unions including those that were formerly part of the Civil Service system, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$45,000 for the purpose of conducting a classification study for all positions within the AFSCME unions including those that were formerly part of the Civil Service system, or to act in any other manner in relation thereto.

**RECOMMENDATIONS:**

Ways & Means voted 11-0 in favor, Selectmen 5-0-0

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 13 RE: Human Services Building Study**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$85,000 or any other amount for the purpose of engaging appropriate firms to conduct necessary assessments of the Human Services Building to determine the future suitability of the facility to handle department needs and expansion, or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$40,000 for the purpose of engaging appropriate firms to conduct necessary assessments of the Human Services Building to determine the future suitability of the facility to handle department needs and expansion, or act in any other manner in relation thereto.

**RECOMMENDATIONS:**

In opposition Ways & Means voted 3-6-2  
Capital Budget 6-0  
Selectmen 4-1

**ACTION: MAJORITY APPROVED MAIN MOTION,  
with a stand count taken 48 for, 44 against**

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**ARTICLE 14 RE: Nuisance Lighting ByLaw**

To see if the Town will vote to amend the General Bylaws of the Town of Burlington by inserting into Article 8, Public Safety, Section 1.36 Nuisance to Health and Safety, a new Section (section 1.36.7 through section 1.36.7.2) to read as follows:

Section 1.36.7 Exterior lighting shall not shine onto adjoining property. Specifically, exterior lighting shall not be aimed, pointed and/or directed with the intent to create a lighting nuisance to adjoining property owners.

Section 1.36.7.1 All exterior floodlights, spotlights or similar type lighting shall be aimed, pointed and/or directed at least 45 degrees below horizontal and can not be located in such a manner as to cause beams of light to be aimed, pointed and/or directed onto adjoining property.

Section 1.36.7.2 All exterior floodlights, spotlights or similar type lights used to illuminate building facades shall not be aimed, pointed and/or directed beyond the vertical plane of the building façade.

Or to act in any other manner in relation thereto.

**MAIN MOTION: as printed in the Warrant**

**RECOMMENDATIONS: Selectmen voted 5-0**

**ACTION: POSTPONED TO A TIME CERTAIN,  
JANUARY 28, 2013 AT 7:30 PM**

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**ARTICLE 15 RE: Rezone Landlocked Forest  
Parcels**

To see if the Town will vote to amend the Zoning Map by rezoning 23 parcels of land owned by the Town of Burlington, commonly referred to as the “Landlocked Forest” or the “Landlocked Parcel” from the General Industrial (IG) District to the Open Space (OS) District. Said parcels are bound on the north by the Bedford town line, bound on the east by US Route 3, bound on the south by Interstate 95, and bound on the west by the Lexington town line, and more specifically identified as the following Assessors Map and Parcel Numbers:

Map 32 Parcel 4, containing 0.60 acres; Map 38 Parcel 1, containing 16.31 acres; Map 38 Parcel 2, containing 9.61 acres; Map 38 Parcel 3, containing 1.9 acres; Map 38 Parcel 4, containing 2.33 acres; Map 38 Parcel 5, containing 16.95 acres; Map 38 Parcel 6, containing 16.73 acres; Map 38 Parcel 7, containing 12.83 acres; Map 38 Parcel 11, containing 1.21 acres; Map 38 Parcel 12, containing 0.03 acres; Map 38 Parcel 13, containing 2.27 acres; Map 44 Parcel 1, containing 13.16 acres; Map 44 Parcel 2, containing 13.86 acres; Map 44 Parcel 3, containing 17.01 acres; Map 44 Parcel 4, containing 5.74 acres; Map 44 Parcel 5, containing 18.86 acres; Map 45 Parcel 1, containing 20.03 acres; Map 51 Parcel 1, containing 1.63 acres; Map 51 Parcel 2, containing 4.22 acres; Map 51 Parcel 2-A, containing 0.31 acres; Map 51 Parcel 3, containing 5.29 acres; Map 51 Parcel 4, containing 66.09 acres; and Map 51 Parcel 12, containing 0.21 acres; said parcels containing 247.18 acres, more or less; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS: Planning Board 7-0-0**

**Land Use 7-0-0**

**Selectmen 4-0-1**

**Conservation 7-0-0**

**ACTION: REQUIRED A 2/3<sup>RD</sup> S VOTE TO PASS,  
MOTION FAILED, WITH A ROLL CALL VOTE OF  
55 IN FAVOR, 41 OPPOSED.**

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## **ARTICLE 16 RE: Amend Zoning Bylaw Section 7.1.0 to Preserve the Character of Neighborhoods**

To see if the town will vote to amend the zoning by-law by making the following changes regarding egress and access through RO zoned properties:

1. In Article VII, Section 7.1.0, Access through other districts, amend the current section by removing the words " RO and" so the section reads:

No access to or egress from BN, BL, BG, BT, IH, IR, and IG districts shall be permitted in or through RG districts or in or through residentially zoned land in a contiguous municipality except over public ways, and private ways in use as public ways on January 31, 1977.

2. In Article VII, Section 7.1.0, Access through other districts, insert the sentence at the end of the section:

No access to or egress from RG, BN, BL, BG, BT, IH, IR, and IG districts shall be permitted in or through RO districts except over public ways, and private ways in use as public ways on or before September 24. 2012.

Or to act in any other manner in relation thereto.

### MAIN MOTION: AMENDED ON THE FLOOR

To see if the town will vote to amend the Zoning Bylaw by making the following changes regarding egress and access through RO zoned properties:

1. In Article VII, Section 7.1.0, Access through other districts, amend the current section by removing the words " RO and" so the section reads:  
**amending the existing Section 7.1.0 as follows:**

No access to or egress from BN, BL, BG, BT, IH, IR, and IG districts shall be permitted in or through RG districts or in or through residentially zoned land in a contiguous municipality except over public ways, and private ways in use as public ways on January 31, 1977.

2. In Article VII, Section 7.1.0, Access through other districts, insert the sentence at the end of the section:

No access to or egress from RG, BN, BL, BG, BT, IH, IR, and IG districts shall be permitted in or through RO districts except over public ways, and private ways in use as public ways on or before September 24. 2012.

No access to or egress from **any other zoning district through the RO district shall be permitted, and no access or egress from the BN, BL, BG, BT, IH, IR, and IG districts shall be permitted in or through the RG districts, and no access to or egress from** or in or through residentially zoned land in a contiguous municipality **shall**

**be permitted**, except over public ways, and private ways in use as public ways on January 31, 1977.

## **ACTION: POSTPONED TO A TIME CERTAIN, JANUARY 28, 2013 AT 7:30 PM**

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## **ARTICLE 17 RE: Zoning Bylaw Amendments to Article IV, Section 4.1.2 "Retroactive Special Permit" and Article VI "Nonconforming Uses and Structures"**

To see if Town Meeting will vote to amend the Zoning Bylaw of the Town of Burlington by amending Article IV, Use Regulations, by deleting existing Section 4.1.2 "Retroactive Special Permit" in its entirety and substituting the following Section 4.1.2 "Pre-Existing Uses":

### Article IV Use Regulations:

#### 4.1.2 Pre-existing Uses and Structures

Any use or structure existing and permitted as of right at the time of establishment, and subsequently subject to a special permit or prohibited shall be considered a pre-existing lawful nonconforming use. Such pre-existing use, may be continued subject to the maintenance of the then existing character and extent of operations and structures. A change in use, degree of use or structure shall be subject Article VI and shall require a special permit as provided in Article IX, Sections 9.2.0 through 9.2, as may be applicable under those provisions.

AND further by deleting the existing Article VI "Nonconforming Uses and Structures" in its entirety and substituting the following new text:

### Article VI: NONCONFORMING USES AND STRUCTURES

6.1.0 Applicability. This zoning by-law shall not apply to structure modification of the use or structure is accomplished, except as authorized hereunder.

#### 6.1.1 Nonconforming Uses.

##### 6.1.1.1 Alteration of a Nonconforming use

Nonconforming Uses may be altered upon a determination by the Inspector of Buildings under the following criteria so long as the alteration does not increase the nonconformity of said use. The following shall not be deemed to increase the nonconformity of said use:

The nature and purpose of the use prevailing when the zoning bylaw took effect remains unchanged; or

The quality of character and degree of use remains unchanged; or,

The proposed use is in kind in its effect on the neighborhood (such as Noise, traffic, odor, and the like).

In the event that the Inspector of Buildings determines that the alteration of the nonconforming use does not qualify under the above criteria, the Planning Board may, by special permit, allow such alteration where it determines that the proposed alteration will not be substantially more detrimental than the existing nonconforming use to the neighborhood. In making the determination that the alteration will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects.

#### 6.1.1.2 Expansion of a Nonconforming Use

The Planning Board may issue a special permit to expand a nonconforming use in accordance with this section only if it determines that such expansion of use shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The expansion of a preexisting nonconforming use shall be related to the general nature and purpose of the pre-existing nonconforming use. The addition of an unrelated use on the premises shall be deemed a change in nonconforming use. In making the determination that the extension will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects.

#### 6.1.1.3 Change to a Nonconforming Use

The Planning Board may issue a special permit to change a nonconforming use to another, less detrimental, nonconforming use in accordance with this section only if it determines that such change shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. In making the determination that the change to the nonconforming use will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects.

#### 6.1.2 Nonconforming Structures and Premises.

6.1.2.1 The Planning Board may issue a special permit to allow for the reconstruction, extension, or alteration, of a nonconforming structure or premises in accordance with this section only if it determines that such reconstruction, extension or alteration is not substantially more detrimental than the existing nonconforming structure to the premises, neighborhood and environment. The following including but not limited to types of changes to nonconforming structures may be considered by the Planning Board:

1. Reconstruction, extension or structural change of a nonconforming structure, including an increase to existing nonconformity, which does not create a new nonconformity.

2. Extension of an exterior wall at or along the same nonconforming distance within a required yard.

3. Alteration to provide for a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent.

4. Modification or alteration of the premises, including but not limited to parking, landscaping, or impervious surface area.

6.1.2.2 The Planning Board may through a favorable finding allow for alteration of a nonconforming structure or premises in accordance with this section only if the alteration to the nonconformity on site is *diminimus* in nature, unchanged or is improved and after a determination that such alteration is not substantially more detrimental than the existing nonconforming structure to the premises, neighborhood and environment.

6.1.3 Nonconforming Single and Two Family Residential Structures. Nonconforming single and two family residential structures may be reconstructed, extended, altered, or structurally changed upon a determination by the Inspector of Buildings under the criteria herein that such proposed reconstruction, extension, alteration, or change does not increase the nonconformity of said structure or premises. The following shall not be deemed to increase the nonconformity of single or two-family structures:

1. Alteration to a structure located on a lot with insufficient area which complies with all current setback, yard, building coverage, and building height requirements, where no new nonconformities are created.

2. Alteration to a structure located on a lot with insufficient frontage which complies with all current setback, yard, building coverage, and building height requirements, where no new nonconformities are created.

3. Alteration to a structure which encroaches upon one or more required yard or setback areas, where the alteration will comply with all current setback, yard, building coverage and building height requirements, where no additional nonconformities are created.

In the event that the Inspector of Buildings determines that the nonconforming nature of such structure would be increased by the proposed reconstruction, extension or alteration, the Planning Board may, by special permit, allow such reconstruction, extension, or alteration where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood. The Planning

Board may not authorize new nonconformities, where a pre-existing nonconformity does not exist.

6.1.4 Abandonment or Non-Use. A nonconforming use or structure which has been abandoned, or not used for a period of two years, shall lose its protected status and be subject to all of the provisions of this Zoning Bylaw. The abandonment of a nonconforming use results from the concurrence of two factors; (1) the intent to abandon and (2) the voluntary conduct that carries the implication of abandonment.

6.1.5 Reconstruction after Catastrophe. Any nonconforming may be reconstructed after a catastrophe in accordance with the following provisions:

1. Reconstruction of said premises shall commence within two years after such catastrophe. Provided however that if a request to the Planning Board before the expiration of two years, the Planning Board may extend the time for reconstruction for up to 4 years from the date of the catastrophe if the Board find that the applicant has exercised due diligence.
2. Building(s) as reconstructed shall be located on the same footprint as the original nonconforming structure, shall be only as great in volume or area as the original nonconforming structure, and shall meet all applicable requirements for yards, setback, and height.
3. In the event that the proposed reconstruction would (a) cause the structure to exceed the volume or area of the original nonconforming structure or (b) exceed applicable requirements for yards, setback, and/or height or (c) cause the structure to be located other than on the original footprint, a special permit shall be required from the Planning Board prior to such demolition.

6.1.6 Reversion to Nonconformity. No nonconforming use shall, if changed to a conforming use, revert to a nonconforming use.

## MAIN MOTION: AMENDMENT FROM THE FLOOR

To see if Town Meeting will vote to amend the Zoning Bylaw of the Town of Burlington by amending Article IV, Use Regulations, by deleting existing Section 4.1.2 "Retroactive Special Permit" in its entirety and substituting the following Section 4.1.2 "Pre-Existing Uses":

### Article IV Use Regulations:

#### 4.1.2 Pre-existing Uses and Structures

Any use or structure existing and permitted as of right at the time of establishment, and subsequently subject to a special permit or prohibited shall be considered a pre-existing lawful nonconforming use. Such pre-existing use, may be continued subject to the maintenance of the then existing

character and extent of operations and structures. A change in use, degree of use or structure shall be subject to Article VI and shall require a special permit as provided in Article IX, Sections 9.2.0 through 9.2, as may be applicable under those provisions.

**AND** further by deleting the existing Article VI "Nonconforming Uses and Structures" in its entirety and substituting the following new text:

### Article VI: NONCONFORMING USES AND STRUCTURES

**6.1.0 Applicability.** This zoning by-law shall not apply to structures or uses lawfully in existence, or to a building or special permit issued before the first publication of notice of the public hearing required by G.L. c. 40A, s. 5 at which this zoning by-law, or any relevant part thereof, was adopted. Such prior, lawfully existing nonconforming uses and structures may continue, provided that no modification of the use or structure is accomplished, except as authorized hereunder.

#### 6.1.1 Nonconforming Uses.

##### 6.1.1.1 Alteration of a Nonconforming use

Nonconforming Uses may be altered upon a determination by the Inspector of Buildings under the following criteria so long as the alteration does not increase the nonconformity of said use. The following shall not be deemed to increase the nonconformity of said use:

A change to the nature and purpose of the use **as it existed prevailing** when the zoning bylaw took effect **remains unchanged**; or

**An increase in the The quality of character and degree of use remains unchanged; or,**

**An increase in impacts of the use The proposed use is in kind in its effect on the neighborhood (such as noise, traffic, odor, **and the like** and environmental effects).**

In the event that the Inspector of Buildings determines that the alteration of the nonconforming use **does not** qualifies under the above criteria, the Planning Board may, by special permit, allow such alteration where it determines that the proposed alteration will not be substantially more detrimental than the existing nonconforming use to the neighborhood. In making the determination that the alteration will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects.

##### 6.1.1.2 Expansion of a Nonconforming Use

The Planning Board may issue a special permit to expand a nonconforming use in accordance with this section only if it determines that such expansion of use shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The expansion of a preexisting nonconforming use shall be related to the general nature and purpose of the preexisting nonconforming use. The addition of an unrelated use on the premises shall be deemed a change in nonconforming use. In making the determination that the extension will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects. **The Planning Board may not issue a special permit to change a nonconforming use to another nonconforming use.**

#### **6.1.1.3 Change to a Nonconforming Use**

~~The Planning Board may issue a special permit to change a nonconforming use to another, less detrimental, nonconforming use in accordance with this section only if it determines that such change shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. In making the determination that the change to the nonconforming use will not be substantially more detrimental, the Planning Board shall consider, without limitation, impacts upon the following: traffic volumes, traffic congestion, adequacy of infrastructure, noise, odor, scale, character and visual effects.~~

#### **6.1.2 Nonconforming Structures and Premises.**

**6.1.2.1** The Planning Board may issue a special permit to allow for the ~~to~~ reconstruction, extension, or alteration, of a nonconforming structure or premises in accordance with this section only if it determines that such reconstruction, extension or alteration is not substantially more detrimental than the existing nonconforming structure to the premises, neighborhood and environment. The following including but not limited to types of changes to nonconforming structures may be considered by the Planning Board:

1. Reconstruction, extension or structural change of a nonconforming structure, including an increase to existing nonconformity, which does not create a new nonconformity.
2. Extension of an exterior wall at or along the same nonconforming distance within a required yard.
3. Alteration to provide for a substantially different purpose or for the same purpose in a substantially different manner or to a substantially greater extent.

4. Modification or alteration of the premises, including but not limited to parking, landscaping, or impervious surface area.

**6.1.2.2** The Planning Board may through a favorable administrative finding allow for alteration of a nonconforming structure or premises in accordance with this section only if the alteration to the nonconformity on site is *diminimus* in nature, unchanged or is improved and after a determination that such alteration is not substantially more detrimental than the existing nonconforming structure or premises to the premises, neighborhood and environment.

#### **6.1.3 Nonconforming Single and Two Family Residential Structures.**

Nonconforming single and two family residential structures may be reconstructed, extended, altered, or structurally changed upon a determination by the Inspector of Buildings under the criteria herein that such proposed reconstruction, extension, alteration, or change does not increase the nonconformity of said structure or premises. The following shall not be deemed to increase the nonconformity of single or two-family structures:

1. Alteration to a structure located on a lot with insufficient area which complies with all current setback, yard, building coverage, and building height requirements, where no new nonconformities are created.
2. Alteration to a structure located on a lot with insufficient frontage which complies with all current setback, yard, building coverage, and building height requirements, where no new nonconformities are created.
4. Alteration to a structure which encroaches upon one or more required yard or setback areas, where the alteration will comply with all current setback, yard, building coverage and building height requirements, where no additional nonconformities are created.

In the event that the Inspector of Buildings determines that the nonconforming nature of such structure would be increased by the proposed reconstruction, extension or alteration, the Planning Board may, by special permit, allow such reconstruction, extension, or alteration where it determines that the proposed modification will not be substantially more detrimental than the existing nonconforming structure to the neighborhood. The Planning Board may not authorize new nonconformities, where a pre-existing nonconformity does not exist. **Introduction of any new nonconformity would require a variance from the Board of Appeals.**

**6.1.4 Abandonment or Non-Use.** A nonconforming use or structure which has been abandoned, or not used for a period of two years, shall lose its protected status and be

subject to all of the provisions of this Zoning Bylaw. The abandonment of a nonconforming use results from the concurrence of two factors; (1) the intent to abandon and (2) the voluntary conduct that carries the implication of abandonment.

**6.1.5 Reconstruction after Catastrophe.** Any nonconforming structure may be reconstructed after a catastrophe in accordance with the following provisions:

1. Reconstruction of said premises shall commence within two years after such catastrophe. Provided however that if a request to the Planning Board before the expiration of two years, the Planning Board may extend the time for reconstruction for up to 4 years from the date of the catastrophe if the Board find that the applicant has exercised due diligence.
2. ~~Building(s) as reconstructed shall be located on the same footprint as the original nonconforming structure, shall be only as great in volume or area as the original nonconforming structure, and/or shall meet all applicable requirements for yards, setback, and height.~~
3. ~~In the event that the proposed reconstruction would (a) cause the structure to exceed the volume or area of the original nonconforming structure or (b) exceed applicable requirements for yards, setback, and/or height or (c) cause the structure to be located other than on the original footprint, a special permit shall be required from the Planning Board prior to such demolition reconstruction.~~

**6.1.6 Reversion to Nonconformity.** No nonconforming use shall, if changed to a conforming use, revert to a nonconforming use.

**ACTION: POSTPONED TO A TIME CERTAIN,  
JANUARY 28, 2013 AT 7:30 PM**

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**ARTICLE 18    RE: Zoning Bylaw Amendments to Article II “Definitions” and Article IV “Use Regulation Schedule” Hotel, Motor Hotel, Motel and Residence Hotel**

To see if Town Meeting will vote to delete Article 2.8.6 “Hotel, Motor Hotel, or Motel” in its entirety and insert the following definitions:

**2.8.6.1    Hotel**

A building or buildings containing not less than forty (40) sleeping rooms for a fee, for resident or transient guests accessed primarily from interior lobbies or halls, and customary lodging services, including maid service,

furnishing and upkeep of furniture and bed linens, and telephone and desk service for resident or transient guests with a provision for serving complimentary food in a dining room, but no cooking in rooms occupied by guests. Related accessory uses may include but shall not be limited to conference and meeting rooms, restaurants and recreational facilities.

**2.8.6.2    Motor Hotel or Motel**

A building or buildings containing sleeping rooms for a fee, for resident or transient guests, accessed through an individual exterior door per unit or room without cooking facilities in rooms occupied by guests.

To see if Town Meeting will vote to amend section 2.18.6 “Residence Hotel/Motel” to clarify the definition and add the following sentence:

“provide for complimentary snacks or continental breakfast, in a public space, but not a formal restaurant or dining room for which additional charges are made”

**2.18.6    Residence Hotel/Motel**

A building or buildings containing not less than fifty (50) sleeping rooms for resident or transient guests which may provide for complimentary snacks or continental breakfast, in a public space, but not a formal restaurant or dining room for which additional charges are made, and which may also provide for cooking and private dining in individual rooms. A residence hotel/motel shall be located within 1,500 feet of Route 3 and Route 128/95.

And further to amend Article IV, Section 4.2.0 “Use Regulations Schedule” to amend Section 4.2.1.3 by deleting the words “Motels” and “Motor Hotel” and further to strike “NO” under the IG District and replace with “SP” and further to create a new Section 4.1.3.2 “Motor Hotel or Motel” allowed by SP in the BT District, prohibited in all other districts, as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE

	USE DESIGNATION	DISTRICT												OVERLAY DISTRICTS			
		RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD	
<b>4.2.1</b>	<b>RESIDENCE USES</b>																
4.2.1.3	Hotel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP <sub>1</sub>	SP <sub>1</sub>	
4.2.1.3.1	Residence hotel/motel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP <sub>1</sub>	SP <sub>1</sub>	
4.2.1.3.2	Motor Hotel or motel	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO	

**AMENDMENT FROM THE FLOOR**

To see if the Town will vote to delete Article 2.8.6 "Hotel, Motor Hotel" or Motel in its entirety and insert the following definitions:

2.8.6.1 Hotel

A building or buildings containing not less than forty (40) sleeping rooms for a fee, for resident or transient guests accessed primarily from interior lobbies or halls, and customary lodging services, including maid service, furnishing and upkeep of furniture and bed linens, and telephone and desk service for resident or transient guests with a provision for serving **complimentary** food in a dining room, but no cooking in rooms occupied by guests. ~~Related accessory uses may include but shall not be limited to conference and meeting rooms, restaurants and recreational facilities. A full service hotel shall include conference and meeting rooms, restaurants and recreational facilities.~~

2.8.6.2 Motor Hotel or Motel

A building or buildings containing sleeping rooms for a fee, for resident or transient guests, accessed through an individual exterior door per unit or room without cooking facilities in rooms occupied by guests.

2.18.6 Residence Hotel/Motel

A building or buildings containing not less than fifty (50) sleeping rooms for resident or transient guests which may **provide for complimentary snacks or continental breakfast, in a public space, but not a formal restaurant or dining room for which additional charges are made**, and which may also provide for cooking and private dining in individual rooms. A residence hotel/motel shall be located within 1,500 feet of Route 3 ~~and~~ or Route 128/95.

And further to amend Article IV, Section 4.2.0 "Use Regulations Schedule" to amend Section 4.2.1.3 by deleting the words "Motels" and "Motor Hotel" and further to strike "NO" under the IG District and replace with "SP" and further to create a new Section 4.1.3.2 "Motor Hotel or Motel" allowed by SP in the BT District, prohibited in all other districts, as follows:

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE

	USE DESIGNATION	DISTRICT												OVERLAY DISTRICTS			
		RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD	
<b>4.2.1</b>	<b>RESIDENCE USES</b>																
4.2.1.3	Motels, Hotels, Motor hotel	NO	NO	NO	NO	NO	NO	NO	NO	SP	NO	NO	YES	YES	SP <sub>1</sub>	SP <sub>1</sub>	
4.2.1.3.1	Residence hotel/motel	NO	NO	NO	NO	NO	NO	NO	SP	SP	NO	NO	YES	YES	SP <sub>1</sub>	SP <sub>1</sub>	
4.2.1.3.2	Motor Hotel or motel	NO	NO	NO	NO	NO	NO	SP	NO	NO	NO	NO	YES	YES	NO	NO	

**ACTION: POSTPONED TO A TIME CERTAIN, JANUARY 28, 2013 AT 7:30 PM**

**ARTICLE 19 RE:Zoning Bylaw Amendments to Article IV, Section 4.3.1.12 “The keeping of animals other than the usual household pets, subject to the restrictions of the Board of Health” & Chickens**

To see if Town Meeting will vote to amend the Zoning Bylaw of the Town of Burlington by amending Article IV Use Regulations, by amending existing Section 4.3.1.12

“The keeping of animals other than the usual household pets, subject to the restrictions of the Board of Health”, to create two subsections Section 4.3.1.12.A “The keeping of animals, other than the usual household pets; subject to restrictions of the Board of Health” and Section 4.3.1.12.B “The keeping of not more than 6 chickens; subject to the restrictions of the Board of Health. . Roosters prohibited. The keeping of additional chickens subject to Section 4.3.1.12.A”, as follows:

4.3.1	USES NORMALLY ACCESSORY TO RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS
4.3.1.12.A	<b>The keeping of animals, other than the usual household pets; subject to restrictions of the Board of Health</b>	SP	NO									
4.3.1.12.B	<b>The keeping of not more than 6 chickens; subject to the restrictions of the Board of Health. Roosters prohibited. The keeping of additional chickens subject to Section 4.3.1.12.A.</b>	YE S	NO									

**MAIN MOTION: AMENDED ON THE FLOOR**

To see if Town Meeting will vote to amend the Zoning Bylaw of the Town of Burlington by amending Article IV Use Regulations, by amending existing Section 4.3.1.12 “The keeping of animals other than the usual household pets, subject to the restrictions of the Board of Health”, to create two subsections Section 4.3.1.12.A “The keeping of

animals, other than the usual household pets; subject to restrictions of the Board of Health” and Section 4.3.1.12.B “The keeping of not more than 6 chickens; subject to the restrictions of the Board of Health. . Roosters prohibited. The keeping of additional chickens subject to Section 4.3.1.12.A”, amend the existing Section 4.3.1.12 to add the following sentence “or more than 6 hen chickens” as follows:

4.3.1	USES NORMALLY ACCESSORY TO RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS
4.3.1.12.A	The keeping of animals, other than the usual household pets <b>or more than 6 hen chickens</b> ; subject to restrictions of the Board of Health	SP	NO									
4.3.1.12.B	The keeping of not more than 6 chickens; subject to the restrictions of the Board of Health. Roosters prohibited. The keeping of additional chickens subject to Section 4.3.1.12.A.	YE S	NO									

**ACTION: POSTPONED TO A TIME CERTAIN, JANUARY 28, 2013 AT 7:30 PM**

The Moderator called for a motion to adjourn until January 28, 2013  
The reason for the week later is due to ML King Holiday on  
January 21<sup>st</sup>. Motion was made, seconded and the meeting  
was adjourned at 10:23 PM.

Attested

Amy E. Warfield  
Town Clerk

## **TOWN ACCOUNTANT**

The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants in the ledger, and maintaining budgetary records. The Accounting Office assists Town officials in monitoring the Town's financial condition, notifies departments of expenditures and account balances on a monthly basis, and makes recommendations to improve the Town's financial health.

To ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles, the Accounting Office employs Massachusetts General Laws, The Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars.

The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its financial reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our financial reserve accounts are as follows:

- Stabilization Fund Balance: \$5,090,000
- Certified Free Cash: \$7,461,250
- Excess Levy Capacity: \$2,526,884

The Accounting Office is also responsible for the management of the annual audit. The following pages are a copy of the Town's audited financial statements prepared by our independent auditors for the fiscal year ending on June 30, 2012.

Respectfully submitted,

Paul F. Sagarino Jr.  
Town Accountant

**TOWN OF BURLINGTON, MASSACHUSETTS**

***REPORT ON EXAMINATION OF  
BASIC FINANCIAL STATEMENTS***

***FISCAL YEAR ENDED JUNE 30, 2012***

**TOWN OF BURLINGTON, MASSACHUSETTS**

**REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2012**

**TABLE OF CONTENTS**

Independent Auditors' Report.....	1
Management's Discussion and Analysis.....	3
Basic Financial Statements .....	12
Statement of net assets .....	13
Statement of activities.....	14
Governmental funds – balance sheet .....	16
Reconciliation of the governmental balance sheet total fund balances to statement of net assets .....	17
Governmental funds – statement of revenues, expenditures, and changes in fund balances.....	18
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities.....	19
Proprietary funds – statement of net assets .....	20
Proprietary funds – statement of revenues, expenses and changes in fund net assets .....	21
Proprietary funds – statement of cash flows.....	22
Fiduciary funds – statement of fiduciary net assets.....	23
Fiduciary funds – statement of changes in fiduciary net assets .....	24
Notes to basic financial statements .....	25
Required Supplementary Information.....	51
Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual .....	52
Middlesex Retirement System schedule of funding progress.....	54
Middlesex Retirement System schedule of employer contributions .....	55
Other postemployment benefit plan funding progress.....	56
Other postemployment benefit plan actuarial methods and assumptions.....	57
Notes to required supplementary information.....	58

# Powers & Sullivan, LLC

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## Independent Auditors' Report

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the fiscal year ended June 30, 2012, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Burlington, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 7, 2013, on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Town of Burlington's basic financial statements. The individual fund statements and schedules, as listed in the table of contents, are presented for the purpose of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



January 7, 2013

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

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

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2012. We encourage readers to consider the information presented in this report in conjunction with the Town's financial statements. All amounts, unless otherwise noted, are presented in whole dollars.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

### **Financial Highlights**

- The assets of the Town of Burlington's exceeded its liabilities at the close of the most recent fiscal year by \$119.5 million (net assets).
- Of this amount, 16.7% or \$19.9 million (unrestricted net assets) may be used to meet the government's on-going obligations to citizens and creditors.
- At the close of the current fiscal year, the Town's general fund reported an ending fund balance of \$24.5 million. Total fund balance represents 20.7% of total general fund expenditures.
- The Town's total debt (short-term and long-term combined) was \$58.1 million at year end, a net increase of \$10.6 million during the current fiscal year.
- The Town's other postemployment employee benefit (OPEB) liability increased by \$3.1 million.
- The Town established an OPEB trust fund and made an initial contribution of \$750,000 this year.
- The Town received \$11.9 million in Massachusetts School Building Authority (MSBA) reimbursements for the Memorial Elementary School and Marshall Simonds Middle School.

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

This discussion and analysis is intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Town's operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are primarily supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, water and sewer, human services, culture and recreation, and interest.

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

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar info presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Burlington adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

**Proprietary funds.** The Town of Burlington maintains one proprietary fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and worker's compensation benefits. Because these services primarily benefit governmental rather than business-type activities, they have been included within governmental activities in the government-wide financial statements.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Financial Highlights.** The following pages provide financial highlights of the government-wide financial statements for fiscal year 2012 in comparison to fiscal year 2011.

### ***Government-wide Financial Analysis***

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The Town's assets exceeded liabilities by \$119.5 million at the close of fiscal year 2012.

Net assets of \$96.6 million (80.8%) reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net assets totaling \$3 million (2.5%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets, \$19.9 million (16.7%), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year the Town is able to report positive balances in all three categories of net assets.

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

## Governmental Activities

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. For governmental activities, assets exceeded liabilities by \$115.8 million at the close of fiscal year 2012.

	Governmental Activities	
	2012	2011
<b>Assets:</b>		
Current assets.....	\$ 55,037,985	\$ 49,630,672
Noncurrent assets (excluding capital).....	4,272,309	1,490,000
Capital assets.....	<u>151,525,645</u>	<u>124,085,997</u>
<b>Total assets.....</b>	<b><u>210,835,939</u></b>	<b><u>175,206,669</u></b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	16,154,546	16,622,080
Noncurrent liabilities (excluding debt).....	17,033,749	13,080,105
Current debt.....	5,151,490	3,165,380
Noncurrent debt.....	<u>52,947,486</u>	<u>43,603,851</u>
<b>Total liabilities.....</b>	<b><u>91,287,271</u></b>	<b><u>76,471,416</u></b>
<b>Net Assets:</b>		
Capital assets net of related debt.....	96,639,005	82,470,226
Restricted.....	2,998,905	2,515,660
Unrestricted.....	<u>19,910,758</u>	<u>13,749,367</u>
<b>Total net assets.....</b>	<b><u>\$ 119,548,668</u></b>	<b><u>\$ 98,735,253</u></b>

The governmental activities net assets increased by \$20.8 million during the current fiscal year. The increase in net assets is primarily due to the receipt of capital grants (\$18.5 million), and better than anticipated revenue collections of approximately (\$2.8 million).

These positives were offset by an increase in the liability relating to GASB Statement #45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. This requires the recognition of other postemployment benefits (OPEB) cost over a period that approximates employees' years of service and providing information about actuarial accrued liabilities associated with OPEB and whether and to what extent progress is being made in funding the plan. In fiscal year 2012 the Town, based on its actuarial valuation, increased its liability by \$3.1 million over the prior fiscal year.

## Town of Burlington

	Governmental Activities	
	2012	2011
<b>Program revenues:</b>		
Charges for services.....	\$ 17,357,081	\$ 17,664,888
Operating grants and contributions.....	19,797,276	17,694,926
Capital grants and contributions.....	18,489,036	8,551,819
<b>General Revenues:</b>		
Real estate and personal property taxes.....	83,728,004	81,198,186
Motor vehicle excise taxes.....	3,139,309	3,166,382
Nonrestricted grants.....	2,328,361	2,331,313
Unrestricted investment income.....	199,527	239,593
Gain/(loss) on the sale of capital assets.....	-	605,316
Residual equity transfer.....	-	1,197,942
Other revenues.....	4,951,861	4,280,798
<b>Total revenues.....</b>	<b>149,990,455</b>	<b>136,931,163</b>
<b>Expenses:</b>		
General government.....	8,234,335	8,385,657
Public safety.....	19,886,936	19,983,723
Education.....	73,899,689	70,186,700
Public works.....	9,530,650	9,708,911
Water and sewer.....	9,226,171	8,405,199
Human services.....	2,090,245	2,075,523
Culture and recreation.....	5,085,224	4,889,380
Interest.....	1,223,790	1,285,155
<b>Total expenses.....</b>	<b>129,177,040</b>	<b>124,920,248</b>
<b>Transfers, net.....</b>	<b>-</b>	<b>6,630</b>
<b>Change in net assets.....</b>	<b>\$ 20,813,415</b>	<b>\$ 12,017,545</b>

Governmental expenses totaled \$129.2 million of which \$55.6 million was directly supported by program revenues consisting of charges for services, operating and capital grants and contributions. General revenues totaled \$94.3 million, primarily coming from property taxes, excise taxes, and grants not restricted to specific programs.

Charges for services represent about 31% of governmental program revenues. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by Town Meeting, the Board of Selectmen, Town boards and commissions and the Town Administrator are included in this category.

Operating and capital grants and contributions account for 69% of the governmental program revenues. Most of these resources apply to education operations. These resources offset costs of the school department over and above the general fund operating budget.

Property taxes are the most significant revenue source for the Town's governmental activities. They comprise 56% of all revenues.

Other taxes comprise 2% of the governmental activity's revenues.

Education is the largest governmental activity of the Town. A total of \$73.9 million was expended for education, of which \$36.3 million was funded by program revenues. The remaining \$37.6 million was funded by taxes and other revenue.

Public safety and public works are the second and third largest activities of the Town as \$19.9 million and \$10 million were expended, with \$7.2 million funded through program and \$22.2 million funded through other revenue sources.

### **Business-type Activities**

During fiscal year 2011, the operations of the Ice Palace Enterprise reverted to a private company and the net assets were transferred to the Governmental Net Assets.

	Business-type Activities	
	2012	2011
<b>Program revenues:</b>		
Charges for services.....	\$ -	\$ 135,693
<b>Expenses:</b>		
Cost of services and administration.....	-	59,588
Residual equity transfer.....	-	1,197,942
<b>Total expenses.....</b>	<b>-</b>	<b>1,257,530</b>
<b>Transfers, net.....</b>	<b>-</b>	<b>(6,630)</b>
<b>Change in net assets.....</b>	<b>\$ -</b>	<b>\$ (1,128,467)</b>

### **Financial Analysis of the Government's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$33.5 million, of which \$24.5 million is related to the general fund, \$2.7 million relates to school construction projects, \$2 million relates to the public works capital projects, and \$4.3 million is related to nonmajor governmental funds.

The general fund is the chief operating fund of the Town of Burlington. At the end of the current fiscal year, unassigned fund balance of the general fund was \$18.2 million while total fund balance was \$24.5 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and the total

fund balance to total fund expenditures. Unassigned fund balance represents 15.2% of the total general fund expenditures, while total fund balance represents 20.6% of that same amount.

The general fund balance increased by \$4.1 million during the current fiscal year. This was due to better than anticipated revenue collections, an increase in encumbrances, and the turn back of unexpended appropriation balances.

The school construction project fund is a capital project fund used to account for financial resources for the construction of the Memorial and Marshall Simonds Schools. At the end of the current fiscal year the fund has a fund balance of \$2.7 million. These projects are being funded by a combination of bonds and state grants.

The public works capital projects fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, drainage, and other infrastructure. At the end of the current fiscal year the fund has a fund balance of \$2 million. These projects are being funded by a combination of local revenues, grants and bonds.

### **General Fund Budgetary Highlights**

The \$3.8 million increase from the original budget of \$111 million to the final budget of \$114.8 million primarily consists of a \$1.6 million transfer to the stabilization fund, \$750 thousand contribution to the other postemployment benefit trust fund, and a \$774 thousand transfer to the capital projects funds.

### **Capital Asset and Debt Administration**

Major capital additions during the period included the Memorial and Middle School projects, water and sewer projects, and various infrastructure improvements.

In conjunction with the annual operating budget the Town annually prepares a capital budget for the upcoming fiscal year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an "AA+" bond rating from Moody's Investors Service. The Town continues to maintain strong market access for both note and bond sales. At the end of the fiscal year the Town had total bonded debt outstanding of \$56.7 million of which \$30.8 million is related to school projects, \$8.2 million is related to the water treatment facility, \$1.2 million relates to the Town Hall remodeling, \$2.8 million relates to road construction, and the balance of \$13.7 million relates to other capital projects. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the Town.

The Commonwealth of Massachusetts is obligated to provide school construction assistance for previously approved school projects. The assistance is paid annually to support the debt service payments over time. At June 30, 2012 the Town is scheduled to receive approximately \$1.5 million of future reimbursements for approved construction costs.

Under a new reimbursement program, the MSBA offers a construction grant which pays the Town the State's share of approved school construction costs and therefore eliminates the need for the Town to fund the State's share through long-term debt. The Memorial Elementary School and Marshall Simonds Middle School projects are being funded by this grant program at eligible costs rates of 52.11% and 54.01%. During the fiscal year, approximately \$1,973,000 and \$9,427,000 of such assistance was received for the Memorial and Marshall Simonds School projects. Approximately \$1,690,000 and \$1,855,000 of approved construction costs for the Memorial and Marshall Simonds Schools will be received in future fiscal years

Please refer to notes 4, 7, and 8 to the financial statements for further discussion of the major capital and debt activity.

**Requests for Information**

This financial report is designed to provide a general overview of the Town of Burlington's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.

## ***Basic Financial Statements***

# 2012 Annual Report

## STATEMENT OF NET ASSETS

JUNE 30, 2012

	<i>Primary Government</i>
	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 41,365,543
Investments.....	3,811,764
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	880,784
Real estate tax deferrals.....	95,997
Tax liens.....	1,386,943
Motor vehicle excise taxes.....	303,742
Water and sewer fees.....	3,116,448
Departmental and other.....	699,110
Intergovernmental.....	2,474,434
Working capital deposit.....	796,400
Other assets.....	14,978
Tax foreclosures.....	91,842
<b>NONCURRENT:</b>	
Intergovernmental.....	4,272,309
Capital assets:	
Nondepreciable.....	48,472,876
Depreciable (net of accumulated depreciation).....	103,052,769
<b>TOTAL ASSETS.....</b>	<b>210,835,939</b>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	6,579,758
Accrued payroll.....	2,441,420
Health claims payable.....	1,197,743
Tax refunds payable.....	1,359,000
Accrued interest.....	882,091
Other liabilities.....	1,432,260
Deferred revenue.....	44,739
Capital lease obligations.....	291,000
Compensated absences.....	1,772,000
Workers' compensation.....	113,000
Unamortized premiums on bonds payable.....	41,535
Notes payable.....	1,350,000
Bonds payable.....	3,801,490
<b>NONCURRENT:</b>	
Capital lease obligations.....	295,500
Compensated absences.....	2,476,000
Postretirement benefits.....	13,888,832
Unamortized premiums on bonds payable.....	373,417
Bonds payable.....	52,947,486
<b>TOTAL LIABILITIES.....</b>	<b>91,287,271</b>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt.....	96,639,005
Restricted for:	
Permanent funds:	
Expendable.....	546,212
Nonexpendable.....	43,850
Other purposes.....	2,408,843
Unrestricted.....	19,910,758
<b>TOTAL NET ASSETS.....</b>	<b>\$ 119,548,668</b>

See notes to basic financial statements.

# Town of Burlington

## STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2012

Functions/Programs	Expenses	Program Revenues				Net (Expense) Revenue		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions				
<b>Primary Government:</b>								
<i>Governmental Activities:</i>								
General government.....	\$ 8,234,335	\$ 1,719,960	\$ 6,616	\$ -	\$ (6,507,759)			
Public safety.....	19,886,936	2,160,275	137,730	-	(17,588,931)			
Education.....	73,899,689	3,055,634	19,123,873	14,071,927	(37,648,255)			
Public works.....	9,530,650	506,247	295,265	4,112,160	(4,616,978)			
Water and sewer.....	9,226,171	8,795,125	-	-	(431,046)			
Human services.....	2,090,245	101,560	155,794	-	(1,832,891)			
Culture and recreation.....	5,085,224	1,018,280	33,117	304,949	(3,728,878)			
Interest.....	1,223,790	-	44,881	-	(1,178,909)			
<b>Total Primary Government</b> .....	<b>\$ 129,177,040</b>	<b>\$ 17,357,081</b>	<b>\$ 19,797,276</b>	<b>\$ 18,489,036</b>	<b>\$ (73,533,647)</b>			

See notes to basic financial statements.

(Continued)

## STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2012

	<u>Primary Government</u>
	<u>Governmental Activities</u>
<b>Changes in net assets:</b>	
Net (expense) revenue from previous page.....	\$ <b>(73,533,647)</b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	83,728,004
Tax liens.....	559,358
Motor vehicle excise taxes.....	3,139,309
Hotel, motel and meal tax.....	3,349,317
Penalties and interest on taxes.....	338,128
Payments in lieu of taxes.....	520,000
Grants and contributions not restricted to specific programs.....	2,328,361
Unrestricted investment income.....	199,527
Miscellaneous.....	<u>185,058</u>
 Total general revenues and transfers.....	 <u>94,347,062</u>
 Change in net assets.....	 20,813,415
<i>Net Assets:</i>	
Beginning of year.....	<u>98,735,253</u>
End of year.....	<u>\$ 119,548,668</u>

(concluded)

# Town of Burlington

## GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2012

ASSETS	General	School	Public Works	Nonmajor	Total
		Construction Projects	Capital Projects	Governmental Funds	Governmental Funds
Cash and cash equivalents.....	\$ 26,496,911	\$ 2,835,556	\$ 4,433,922	\$ 4,680,344	\$ 38,446,733
Investments.....	3,712,086	-	-	99,678	3,811,764
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	880,784	-	-	-	880,784
Real estate tax deferrals.....	95,997	-	-	-	95,997
Tax liens.....	1,386,943	-	-	-	1,386,943
Motor vehicle excise taxes.....	303,742	-	-	-	303,742
Water fees.....	1,077,440	-	-	-	1,077,440
Sewer fees.....	2,039,008	-	-	-	2,039,008
Departmental and other.....	378,278	-	-	-	378,278
Intergovernmental.....	1,489,000	3,545,070	-	1,712,673	6,746,743
Other assets.....	14,978	-	-	-	14,978
Tax foreclosures.....	91,842	-	-	-	91,842
<b>TOTAL ASSETS.....</b>	<b>\$ 37,967,009</b>	<b>\$ 6,380,626</b>	<b>\$ 4,433,922</b>	<b>\$ 6,492,695</b>	<b>\$ 55,274,252</b>
<b>LIABILITIES AND FUND BALANCES</b>					
LIABILITIES:					
Warrants payable.....	\$ 1,314,563	\$ 2,686,597	\$ 2,394,951	\$ 183,275	\$ 6,579,386
Accrued payroll.....	2,441,420	-	-	-	2,441,420
Tax refunds payable.....	1,359,000	-	-	-	1,359,000
Accrued interest on short-term debt.....	188,000	-	-	-	188,000
Other liabilities.....	501,472	-	-	-	501,472
Deferred revenues.....	7,674,796	-	-	1,712,673	9,387,469
Notes payable.....	-	1,000,000	50,000	300,000	1,350,000
<b>TOTAL LIABILITIES.....</b>	<b>13,479,251</b>	<b>3,686,597</b>	<b>2,444,951</b>	<b>2,195,948</b>	<b>21,806,747</b>
FUND BALANCES:					
Nonspendable.....	-	-	-	488,630	488,630
Restricted.....	-	2,694,029	1,988,971	4,089,669	8,772,669
Committed.....	2,445,246	-	-	-	2,445,246
Assigned.....	3,892,016	-	-	-	3,892,016
Unassigned.....	18,150,496	-	-	(281,552)	17,868,944
<b>TOTAL FUND BALANCES.....</b>	<b>24,487,758</b>	<b>2,694,029</b>	<b>1,988,971</b>	<b>4,296,747</b>	<b>33,467,505</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 37,967,009</b>	<b>\$ 6,380,626</b>	<b>\$ 4,433,922</b>	<b>\$ 6,492,695</b>	<b>\$ 55,274,252</b>

See notes to basic financial statements.

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

JUNE 30, 2012

Total governmental fund balances.....	\$ 33,467,505
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	151,525,645
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	9,342,730
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net assets.....	1,907,139
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(694,091)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(56,748,976)
Unamortized premiums on bonds payable.....	(414,952)
Capital lease obligations.....	(586,500)
Workers compensation.....	(113,000)
Compensated absences.....	(4,248,000)
Other postemployment benefits.....	(13,888,832)
Net effect of reporting long-term liabilities.....	<u>(76,000,260)</u>
Net assets of governmental activities.....	\$ <u>119,548,668</u>

See notes to basic financial statements.

# Town of Burlington

## GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2012

	General	School Construction Projects	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Real estate and personal property taxes,					
net of tax refunds.....	\$ 83,917,539	\$ -	\$ -	\$ -	\$ 83,917,539
Tax liens.....	249,692	-	-	-	249,692
Motor vehicle excise taxes.....	3,123,877	-	-	-	3,123,877
Hotel, motel and meal tax.....	3,349,317	-	-	-	3,349,317
Ambulance.....	618,487	-	-	-	618,487
Water and sewer charges.....	8,878,775	-	-	-	8,878,775
Penalties and interest on taxes.....	338,128	-	-	-	338,128
Fees and rentals.....	430,100	-	-	-	430,100
Payments in lieu of taxes.....	520,000	-	-	-	520,000
Licenses and permits.....	1,293,115	-	-	-	1,293,115
Intergovernmental.....	18,968,016	14,071,927	1,894,029	4,633,694	39,567,666
Departmental and other.....	779,177	-	973,608	5,062,238	6,815,023
Contributions.....	-	-	-	46,174	46,174
Investment income.....	186,602	-	-	9,570	196,172
Miscellaneous.....	185,058	-	-	86,445	271,503
 TOTAL REVENUES.....	 122,837,883	 14,071,927	 2,867,637	 9,838,121	 149,615,568
<b>EXPENDITURES:</b>					
Current:					
General government.....	5,655,427	-	-	1,509,095	7,164,522
Public safety.....	12,749,585	-	-	192,855	12,942,440
Education.....	47,407,081	19,695,998	-	5,252,750	72,355,829
Public works.....	5,586,029	-	8,989,249	1,574,863	16,150,141
Water and sewer.....	3,719,362	-	-	-	3,719,362
MWRA assessment.....	4,744,850	-	-	-	4,744,850
Human services.....	1,407,784	-	-	83,620	1,491,404
Culture and recreation.....	2,997,615	-	-	943,126	3,940,741
Pension benefits.....	17,333,291	-	-	-	17,333,291
Employee benefits and insurance.....	12,168,672	-	-	-	12,168,672
State and county charges.....	587,147	-	-	-	587,147
Debt service:					
Principal.....	3,110,380	-	-	55,000	3,165,380
Interest.....	1,612,157	-	-	30,545	1,642,702
 TOTAL EXPENDITURES.....	 119,079,380	 19,695,998	 8,989,249	 9,641,854	 157,406,481
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>					
	3,758,503	(5,624,071)	(6,121,612)	196,267	(7,790,913)
<b>OTHER FINANCING SOURCES (USES):</b>					
Proceeds from bonds and notes.....	-	6,476,000	6,500,000	169,125	13,145,125
Premium from issuance of bonds.....	541,633	-	-	-	541,633
Transfers in.....	696,777	-	750,000	194,700	1,641,477
Transfers out.....	(944,700)	-	-	(696,777)	(1,641,477)
 TOTAL OTHER FINANCING SOURCES (USES).....	 293,710	 6,476,000	 7,250,000	 (332,952)	 13,686,758
NET CHANGE IN FUND BALANCES.....	4,052,213	851,929	1,128,388	(136,685)	5,895,845
FUND BALANCES AT BEGINNING OF YEAR.....	20,435,545	1,842,100	860,583	4,433,432	27,571,660
 FUND BALANCES AT END OF YEAR.....	 \$ 24,487,758	 \$ 2,694,029	 \$ 1,988,971	 \$ 4,296,747	 \$ 33,467,505

See notes to basic financial statements.

## 2012 Annual Report

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

**FISCAL YEAR ENDED JUNE 30, 2012**

Net change in fund balances - total governmental funds.....	\$ 5,895,845
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital outlay.....	32,941,925
Depreciation expense.....	<u>(5,502,277)</u>
Net effect of reporting capital assets.....	27,439,648
Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....	
	371,532
The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.	
Proceeds from bonds and notes.....	(13,145,125)
Debt service principal payments.....	<u>3,165,380</u>
Net effect of reporting long-term debt.....	(9,979,745)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Net change in compensated absences accrual.....	(247,000)
Net change in accrued interest on long-term debt.....	(166,248)
Net change in workers compensation.....	(96,000)
Net change in capital lease obligations.....	313,500
Amortization of bond premiums.....	43,527
Net change in other postemployments benefit accrual.....	<u>(3,143,727)</u>
Net effect of recording long-term liabilities and amortizing deferred losses.....	(3,295,948)
Internal service funds are used by management to account for health insurance and workers' compensation activities.	
The net activity of internal service funds is reported with Governmental Activities.....	<u>382,083</u>
Change in net assets of governmental activities.....	\$ 20,813,415

See notes to basic financial statements.

**Town of Burlington**

**PROPRIETARY FUNDS**  
**STATEMENT OF NET ASSETS**

JUNE 30, 2012

	Governmental Activities - Internal Service Funds
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 2,918,810
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	320,832
Working capital deposit.....	<u>796,400</u>
TOTAL ASSETS.....	<u>4,036,042</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	372
Health claims payable.....	<u>2,128,531</u>
TOTAL LIABILITIES.....	<u>2,128,903</u>
<b>NET ASSETS</b>	
Unrestricted.....	<u>\$ 1,907,139</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2012

	Governmental Activities - Internal Service Funds
<b><u>OPERATING REVENUES:</u></b>	
Employee contributions .....	\$ 3,139,491
Employer contributions .....	<u>8,060,037</u>
 TOTAL OPERATING REVENUES .....	 <u>11,199,528</u>
<b><u>OPERATING EXPENSES:</u></b>	
Employee benefits .....	<u>10,820,800</u>
 OPERATING INCOME (LOSS).....	 <u>378,728</u>
<b><u>NONOPERATING REVENUES (EXPENSES):</u></b>	
Investment income.....	<u>3,355</u>
 CHANGE IN NET ASSETS.....	 382,083
 NET ASSETS AT BEGINNING OF YEAR.....	 <u>1,525,056</u>
 NET ASSETS AT END OF YEAR.....	 <u>\$ 1,907,139</u>

See notes to basic financial statements.

**Town of Burlington**

**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**

**FISCAL YEAR ENDED JUNE 30, 2012**

	<u>Governmental Activities - Internal Service Funds</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>	
Receipts from interfund services provided.....	\$ 11,199,528
Payments for interfund services used.....	<u>(11,232,529)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>(33,001)</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>	
Investment income.....	<u>3,355</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>3,355</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	<u>(29,646)</u>
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>2,948,456</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 2,918,810</u>
<b><u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u></b>	
Operating income (loss).....	\$ 378,728
Adjustments to reconcile operating income (loss) to net	
Changes in assets and liabilities:	
Departmental and other.....	(320,832)
Working capital deposit.....	54,000
Warrants payable.....	66
Health claims payable.....	<u>(144,963)</u>
Total adjustments.....	<u>(411,729)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ (33,001)</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF FIDUCIARY NET ASSETS**

JUNE 30, 2012

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	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
CURRENT:			
Cash and cash equivalents.....	\$ 751,022	\$ 41,396	\$ 181,051
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	- - -	- - -	160,658
TOTAL ASSETS.....	<u>751,022</u>	<u>41,396</u>	<u>341,709</u>
<b>LIABILITIES</b>			
Liabilities due depositors.....	- - -	- - -	341,709
<b>NET ASSETS</b>			
Held in trust for other purposes.....	\$ 751,022	\$ 41,396	\$ - - -

See notes to basic financial statements.

# Town of Burlington

## FIDUCIARY FUNDS

### STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2012

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<b>ADDITIONS:</b>		
Contributions:		
Employer.....	\$ 750,000	\$ -
Contributions.....	-	6,895
Total contributions.....	750,000	6,895
Net investment income (loss):		
Interest.....	1,022	-
<b>TOTAL ADDITIONS.....</b>	<b>751,022</b>	<b>6,895</b>
<b>DEDUCTIONS:</b>		
Educational scholarships.....	-	324,382
CHANGE IN NET ASSETS.....	751,022	(317,487)
NET ASSETS AT BEGINNING OF YEAR (as restated).....	-	358,883
<b>NET ASSETS AT END OF YEAR.....</b>	<b>\$ 751,022</b>	<b>\$ 41,396</b>

See notes to basic financial statements.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**A. Reporting Entity**

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no Component Units that require inclusion in these basic financial statements.

**Joint Ventures**

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town participates in the following joint venture:

Name	Purpose	Address
Shawsheen Valley Technical High School	To provide vocational education	100 Cook Street Billerica, MA 01821

The Shawsheen Valley Technical High School is governed by a nine member school committee consisting of two voting appointed representatives from the Town of Burlington. The Town is indirectly liable for debt and other expenditures of the School and is assessed annually for its share of the operating and capital costs. In fiscal year 2012 the total assessment was \$1,360,921. Separate financial statements may be obtained by writing the Business Manager of the School District at the above address.

**B. Government-Wide and Fund Financial Statements*****Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

***Fund Financial Statements***

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

*Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. The effect of interfund activity has been removed from the government-wide financial statements.

Notes to Basic Financial StatementsFiscal Year Ended June 30, 2012*Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *school construction projects fund* is a capital project fund used to account for financial resources for the construction of the Memorial Elementary School and Marshall Simonds Middle School.

The *public works capital projects fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital project.

The *capital projects fund* is used to account for financial and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* and *perpetual permanent fund* are used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

**Notes to Basic Financial Statements**

**Fiscal Year Ended June 30, 2012**

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

***Fiduciary*** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund. The Town previously had reported certain citizens' scholarship trust funds which were not an official trust of the Town and the funds were returned to the private organization. The beginning balance of net assets of the private purpose trust funds has been restated to no longer report these assets.

The *agency fund* is used to account for assets held in a purely custodial capacity.

***Government-Wide and Fund Financial Statements***

For enterprise fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

**D. Cash and Investments**

***Government-Wide and Fund Financial Statements***

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

## Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

### E. Accounts Receivable

#### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

#### **Real Estate, Real Estate Tax Deferrals, Personal Property Taxes and Tax Liens**

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

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

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

#### **Motor Vehicle Excise Taxes**

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

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

#### **Water and Sewer Fees**

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

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

#### **Departmental and Other**

Departmental and other receivables consist primarily of police and fire details and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

**F. Inventories***Government-Wide and Fund Financial Statements*

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

**G. Capital Assets***Government-Wide and Proprietary Fund Financial Statements*

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation.

Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements.....	20
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Vehicles.....	5-20
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

*Governmental Fund Financial Statements*

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

H. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances."

*Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

I. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

*Government-Wide Financial Statements*

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

*Fund Financial Statements*

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

J. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

K. Net Assets and Fund Equity

*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been “restricted for” the following:

“Permanent funds – nonexpendable” represents the endowment portion of donor restricted trusts that support governmental programs.

“Permanent funds – expendable” represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

“Other purposes” represents restrictions placed on assets from outside parties such as state and federal grants.

*Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town Meeting is the high level of decision making authority that can, by Town Meeting vote, commit funds for a specific purpose. Once voted the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed. Assignments are made by management and exist until the purpose of the assignment has either been satisfied or management removes the assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

L. Long-term debt

*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

*Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

M. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

N. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

*Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

*Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability.

O. Use of Estimates

*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

P. Total Column

*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

*Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**NOTE 2 - CASH AND INVESTMENTS**

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and cash equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. At fiscal year-end, the carrying amount of deposits totaled \$39,432,662 and the bank balance totaled \$42,278,165. Of the bank balance, \$8,631,056 was covered by Federal Depository Insurance, \$287,359 was covered by SIF insurance, \$3,863,707 was covered by DIF insurance and \$29,496,043 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Town has not adopted a formal investment policy related to custodial credit risk of deposits.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

Investments

As of June 30, 2012, the Town of Burlington had the following investments:

Investment Type	Maturity				
	Fair Value	1-5 Years	6-10 Years	Over 10 Years	Rating
<b>Debt Securities</b>					
Government Sponsored Entities.....	\$ 853,221	\$ -	\$ -	\$ 853,221	Unrated
Corporate Bonds.....	2,958,543	2,418,108	540,435	-	A1 - BAA3
Total Debt Securities.....	<u>3,811,764</u>	<u>\$ 2,418,108</u>	<u>\$ 540,435</u>	<u>\$ 853,221</u>	
<b>Other Investments</b>					
MMDT.....	<u>2,906,350</u>				
Total Investments.....	<u>\$ 6,718,114</u>				

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town's total custodial credit risk exposure for investments totals \$3,811,764 which consists of investments of \$2,958,543 in corporate bonds and \$853,221 in Governmental securities, because the related securities are uninsured, unregistered and held by the counterparty.

The Town has not adopted a formal investment policy related to custodial credit risk for investments.

Interest Rate Risk

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates for most investment types.

The Town's investment policy regarding repurchase agreements is as follows; utilize repurchase agreements only on a limited basis and then only with major Massachusetts financial institutions when no other more favorable action is possible and then only of a duration of no more than three days.

Credit Risk

The Town's formal investment policy regarding credit risk states the Treasurer shall subscribe to information reports from a recognized bank rating company. Direct investment in an institution shall be restricted to those ranked in the upper half of rating categories utilized by said company unless the Treasurer obtains additional adequate security for the investment or otherwise determines and documents in writing that the rating provided does not properly reflect the strength of the institution. Maintenance of disbursement or other types of accounts at institutions below a mid-range rating shall be limited, to the maximum extent possible, to a balance below \$100,000. When the rating falls to a "warning stage" or when more than one-half of an institution's capital and surplus has been lost in a 12-month period, any accounts shall be closed forthwith.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

Concentration of Credit Risk

The Town has adopted a policy on the amount that may be invested in any one issuer. The policy is as follows; investment in a single institution may not exceed 10% of the institution's capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 25% of the Treasurer's cash balance at any time. Up to 100% of available cash may be invested in the State's Treasurer's pooled fund. As of June 30, 2012, the Town had 37% of its total deposits held within Century Bank due to the year-end timing of tax receipts.

The Town places no limit on the amount the Town may invest in any on issuer. As of June 30, 2012, the Town had more than 5% of its investments in the following securities:

Notes to Basic Financial StatementsFiscal Year Ended June 30, 2012**NOTE 3 - RECEIVABLES**

At June 30, 2012, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<b>Receivables:</b>			
Real estate and personal property taxes.....	\$ 950,067	\$ (69,283)	\$ 880,784
Real estate tax deferrals.....	95,997	-	95,997
Tax liens.....	1,386,943	-	1,386,943
Motor vehicle excise taxes.....	607,341	(303,599)	303,742
Water fees.....	1,077,440	-	1,077,440
Sewer fees.....	2,039,008	-	2,039,008
Departmental and other.....	996,328	(297,218)	699,110
Intergovernmental.....	<u>6,746,743</u>	<u>-</u>	<u>6,746,743</u>
<b>Total.....</b>	<b><u>\$ 13,899,867</u></b>	<b><u>\$ (670,100)</u></b>	<b><u>\$ 13,229,767</u></b>

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

	General Fund	Governmental Funds	Total
<b>Receivables and other asset types:</b>			
Real estate and personal property taxes.....	\$ 812,546	\$ -	\$ 812,546
Real estate tax deferrals.....	95,997	-	95,997
Tax liens.....	1,386,943	-	1,386,943
Motor vehicle excise taxes.....	303,742	-	303,742
Water and sewer fees.....	3,116,448	-	3,116,448
Departmental and other.....	378,278	-	378,278
Intergovernmental.....	1,489,000	1,712,673	3,201,673
Tax foreclosure.....	<u>91,842</u>	<u>-</u>	<u>91,842</u>
<b>Total.....</b>	<b><u>\$ 7,674,796</u></b>	<b><u>\$ 1,712,673</u></b>	<b><u>\$ 9,387,469</u></b>

**Notes to Basic Financial Statements**

**Fiscal Year Ended June 30, 2012**

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2012, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 16,648,810	\$ -	\$ -	\$ 16,648,810
Construction in progress.....	31,196,277	24,568,445	(23,940,656)	31,824,066
Total capital assets not being depreciated.....	<u>47,845,087</u>	<u>24,568,445</u>	<u>(23,940,656)</u>	<u>48,472,876</u>
<u>Capital assets being depreciated:</u>				
Land improvements.....	6,183,715	12,646	-	6,196,361
Buildings.....	38,105,358	21,824,769	-	59,930,127
Building improvements.....	32,121,823	233,503	-	32,355,326
Equipment.....	7,723,929	1,451,829	(39,827)	9,135,931
Vehicles.....	6,333,598	324,023	(184,060)	6,473,561
Infrastructure.....	<u>92,052,795</u>	<u>8,467,366</u>	<u>-</u>	<u>100,520,161</u>
Total capital assets being depreciated.....	<u>182,521,218</u>	<u>32,314,136</u>	<u>(223,887)</u>	<u>214,611,467</u>
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(1,773,330)	(219,352)	-	(1,992,682)
Buildings.....	(28,430,002)	(483,831)	-	(28,913,833)
Building improvements.....	(10,807,902)	(1,108,802)	-	(11,916,704)
Equipment.....	(4,544,126)	(952,404)	39,827	(5,456,703)
Vehicles.....	(3,544,386)	(331,707)	184,060	(3,692,033)
Infrastructure.....	<u>(57,180,562)</u>	<u>(2,406,181)</u>	<u>-</u>	<u>(59,586,743)</u>
Total accumulated depreciation.....	<u>(106,280,308)</u>	<u>(5,502,277)</u>	<u>223,887</u>	<u>(111,558,698)</u>
Total capital assets being depreciated, net.....	<u>76,240,910</u>	<u>26,811,859</u>	<u>-</u>	<u>103,052,769</u>
Total governmental activities capital assets, net.....	<u>\$ 124,085,997</u>	<u>\$ 51,380,304</u>	<u>\$ (23,940,656)</u>	<u>\$ 151,525,645</u>

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

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

**Governmental Activities:**

General government.....	\$ 300,366
Public safety.....	413,792
Education.....	1,655,101
Public works.....	2,755,262
Human services.....	9,436
Culture and recreation.....	<u>368,320</u>
 Total increases to accumulated depreciation - governmental activities.....	<u>\$ 5,502,277</u>

**NOTE 5 - INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

Interfund transfers for the fiscal year ended June 30, 2012, are summarized as follows:

Transfers Out:	Transfers In:			
	General Fund	Public Works Capital Projects Funds	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 750,000	\$ 194,700	\$ 944,700 (1)
Nonmajor Governmental Funds.....	<u>696,777</u>	-	-	<u>696,777</u> (2)
Total.....	<u>\$ 696,777</u>	<u>\$ 750,000</u>	<u>\$ 194,700</u>	<u>\$ 1,641,477</u>

- (1) Represents budgeted transfers to various capital project and special revenue accounts.  
 (2) Represents budgeted transfers from various receipts reserved for appropriation accounts to the general fund.

**NOTE 6 – CAPITAL AND OPERATING LEASES**

The Town has entered into lease agreements as lessee for a new computer network for the Town and school facilities. This lease agreement qualifies as a capital lease for accounting purposes and therefore has been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

	<u>Governmental Activities</u>
<u>Asset:</u>	
Equipment.....	\$ 1,500,000
Less: accumulated depreciation.....	<u>(750,000)</u>
 Total.....	 <u>\$ 750,000</u>

## Town of Burlington

### Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2012, were as follows:

<u>Fiscal Years Ending June 30</u>	<u>Governmental Activities</u>
2013.....	\$ 300,000
2014.....	<u>300,000</u>
Total minimum lease payments.....	600,000
Less: amounts representing interest.....	<u>(13,500)</u>
Present value of minimum lease payments.....	<u>\$ 586,500</u>

### **NOTE 7 - SHORT-TERM FINANCING**

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively. Details related to the short-term debt activity for the fiscal year ended June 30, 2012, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30,		Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2012
				2011	2012			
BAN	Municipal Purpose...	1.50	7/27/11	\$ 6,223,518	\$ -	\$ 6,223,518	\$ -	-
BAN	Municipal Purpose...	1.50	7/27/11	6,750,000	-	6,750,000	-	-
BAN	Municipal Purpose...	1.50	7/27/12	-	13,326,000	-	-	13,326,000
BAN	Municipal Purpose...	0.5	8/1/12	-	1,000,000	-	-	1,000,000
Total.....				<u>\$ 12,973,518</u>	<u>\$ 14,326,000</u>	<u>\$ 12,973,518</u>		14,326,000
Less amounts permanently bonded subsequent to year end.....								<u>(12,976,000)</u>
Total.....								<u>\$ 1,350,000</u>

On July 26, 2012, the Town issued \$12,976,000 of long-term debt to pay off BAN's due July 27, 2012. Accordingly, those notes have been classified as long-term debt. On July 27, 2012, the Town renewed \$300,000 of outstanding short-term debt at a rate of 1.25% payable and retired \$50,000 from appropriated debt service. On July 26, 2013 the \$1,000,000 BAN was retired with grant proceeds received in fiscal 2013.

Notes to Basic Financial StatementsFiscal Year Ended June 30, 2012**NOTE 8 - LONG-TERM DEBT**

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the outstanding indebtedness at June 30, 2012, and the debt service requirements are as follows:

**Bonds and Notes Payable Schedule – Governmental Funds**

Issue	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2011	Issued	Redeemed	Outstanding at June 30, 2012
Municipal Purpose Bonds of 1996.....	2016	\$ 5,755,000	5.90	\$ 1,345,000	-	\$ 270,000	\$ 1,075,000
Municipal Purpose Bonds of 1998.....	2018	10,000,000	4.70	3,500,000	-	500,000	3,000,000
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	880,000	-	115,000	765,000
Municipal Purpose Bonds of 2004.....	2014	3,165,000	3.19	870,000	-	290,000	580,000
Municipal Refunding Bonds of 2004.....	2014	1,560,138	2.94	405,000	-	140,000	265,000
Municipal Purpose Bonds of 2006.....	2025	4,867,000	4.23	3,570,000	-	255,000	3,315,000
MWPAT Bonds of 2007.....	2027	7,797,482	2.00	6,488,085	-	347,541	6,140,544
MWPAT Bonds of 2008.....	2028	300,000	2.00	262,671	-	13,104	249,567
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4.5	2,615,000	-	235,000	2,380,000
MWRA Bonds of 2008.....	2013	242,000	0.00	96,800	-	48,400	48,400
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.5-4.1	5,655,000	-	440,000	5,215,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.5	8,800,000	-	495,000	8,305,000
MWRA Bonds of 2011.....	2016	81,675	0.00	81,675	-	16,335	65,340
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.5	12,200,000	-	-	12,200,000
MWRA Bonds of 2012.....	2017	169,125	0.00	-	169,125	-	169,125
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.4	-	12,976,000	-	12,976,000
Total.....		\$ 46,769,231		\$ 13,145,125	\$ 3,165,380		\$ 56,748,976

## Town of Burlington

### Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

Debt service requirements for principal and interest for Governmental bonds payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013.....\$ 3,801,490	\$ 1,759,685	\$ 5,561,175	
2014..... 4,026,523	1,850,116	5,876,639	
2015..... 3,613,106	1,704,086	5,317,192	
2016..... 3,610,843	1,570,389	5,181,232	
2017..... 3,337,400	1,446,674	4,784,074	
2018..... 3,231,627	1,332,980	4,564,607	
2019..... 2,749,842	1,214,748	3,964,590	
2020..... 2,643,222	1,113,098	3,756,320	
2021..... 2,321,772	1,016,206	3,337,978	
2022..... 2,235,495	928,709	3,164,204	
2023..... 2,159,394	852,325	3,011,719	
2024..... 2,183,473	781,596	2,965,069	
2025..... 2,202,735	713,095	2,915,830	
2026..... 1,862,184	650,012	2,512,196	
2027..... 1,846,824	592,845	2,439,669	
2028..... 1,288,046	543,345	1,831,391	
2029..... 1,285,000	497,142	1,782,142	
2030..... 1,260,000	451,313	1,711,313	
2031..... 1,130,000	405,302	1,535,302	
2032..... 1,130,000	361,146	1,491,146	
2033..... 1,115,000	315,071	1,430,071	
2034..... 1,135,000	268,221	1,403,221	
2035..... 1,155,000	222,289	1,377,289	
2036..... 925,000	182,679	1,107,679	
2037..... 740,000	152,046	892,046	
2038..... 760,000	124,952	884,952	
2039..... 785,000	96,607	881,607	
2040..... 805,000	67,095	872,095	
2041..... 830,000	36,796	866,796	
2042..... 580,000	10,714	590,714	
Total.....\$ 56,748,976	\$ 21,261,283	\$ 78,010,259	

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2012, the outstanding principal amount of these loans totaled \$113,740.

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2012, approximately \$259,000 of such assistance was received. Approximately \$1,553,000 will be received in future fiscal years. Of this amount, \$63,000 represents reimbursement of long-term interest costs, and \$1,489,000 represents reimbursement of approved construction costs. Accordingly, a \$1,489,000 intergovernmental receivable and corresponding deferred revenue

Notes to Basic Financial StatementsFiscal Year Ended June 30, 2012

have been reported in governmental fund financial statements. The annual change in revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The MSBA offers a construction grant program which pays the Town the State's share of approved school construction costs and therefore eliminates the need for the Town to fund the State's share through long-term debt. The Memorial Elementary School and Marshall Simonds Middle School projects are being funded by this grant program at eligible costs rates of 52.11% and 54.01%. During the fiscal year, approximately \$1,973,000 and \$9,427,000 of such assistance was received for the Memorial and Marshall Simonds School projects. Approximately \$1,690,000 and \$1,855,000 of approved construction costs for the Memorial and Marshall Simonds Schools will be received in future fiscal years.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2012, the Town had the following authorized and unissued debt:

Purpose	Amount
Memorial School Design.....	\$ 5,606,193
Sewer Pump Station - Terrance Hall.....	4,500,000
Water Storage Tank Repairs.....	450,000
Middle School.....	23,438,563
Sewer.....	307,500
Grandview Barn.....	300,000
Cemetery Expansion.....	1,200,000
Parking Lot & Roadway Paving.....	3,000,000
High School Elevator.....	<u>895,000</u>
 Total.....	 <u>\$ 39,697,256</u>

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2012, the following changes occurred in long-term liabilities:

	Balance at June 30, 2011	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2012	Current Portion
<b>Governmental Activities:</b>						
Capital lease obligations.....	\$ 900,000	\$ -	\$ -	\$ (313,500)	\$ 586,500	\$ 291,000
Compensated absences.....	4,001,000	-	-	247,000	4,248,000	1,772,000
Workers' compensation.....	17,000	-	-	96,000	113,000	113,000
Other postemployment benefits.....	10,745,105	-	-	3,143,727	13,888,832	-
Long-term bonds and notes.....	46,769,231	13,145,125	(3,165,380)	-	56,748,976	3,801,490
Unamortized premium.....	<u>458,479</u>	<u>-</u>	<u>-</u>	<u>(43,527)</u>	<u>414,952</u>	<u>41,535</u>
 Total.....	 <u>\$ 62,890,815</u>	<u>\$ 13,145,125</u>	<u>\$ (3,165,380)</u>	<u>\$ 3,129,700</u>	<u>\$ 76,000,260</u>	<u>\$ 6,019,025</u>

**NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

The Town adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*, as part of its fiscal year 2011 reporting. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resource.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At fiscal year end the balance of the General Stabilization fund is \$5.1 million and is reported as unassigned fund balance within the General Fund.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

As of June 30, 2012, the governmental fund balances consisted of the following:

	GOVERNMENTAL FUNDS				
	General	School Construction Projects	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ 488,630	\$ 488,630
Restricted for:					
Memorial School.....	-	2,694,029	-	-	2,694,029
Public Works Capital Projects.....	-	-	1,988,971	-	1,988,971
Town revolving funds.....	-	-	-	1,511,728	1,511,728
Town gift and grant funds.....	-	-	-	1,084,413	1,084,413
School lunch.....	-	-	-	28,764	28,764
School revolving funds.....	-	-	-	1,000,680	1,000,680
School gift and grant funds.....	-	-	-	243,875	243,875
Pension trust.....	-	-	-	15,319	15,319
Town capital projects.....	-	-	-	40,261	40,261
School capital projects.....	-	-	-	48,554	48,554
Street projects.....	-	-	-	12,435	12,435
Cemeteries and libraries.....	-	-	-	793	793
Cemetery perpetual care.....	-	-	-	102,837	102,837
Conservation.....	-	-	-	10	10
Committed to:					
General government.....	614,130	-	-	-	614,130
Public safety.....	117,726	-	-	-	117,726
Education.....	335,975	-	-	-	335,975
Public works.....	1,056,589	-	-	-	1,056,589
Water and sewer.....	110,664	-	-	-	110,664
Human Services.....	11,017	-	-	-	11,017
Culture and recreation.....	199,145	-	-	-	199,145
Assigned to:					
General government.....	479,163	-	-	-	479,163
Public safety.....	61,251	-	-	-	61,251
Education.....	938,041	-	-	-	938,041
Public works.....	162,779	-	-	-	162,779
Water and sewer.....	58,299	-	-	-	58,299
Human Services.....	3,254	-	-	-	3,254
Culture and recreation.....	1,254	-	-	-	1,254
Free cash used to fund the FY13 capital budget.....	605,000	-	-	-	605,000
Free cash used to balance the FY13 budget.....	1,582,975	-	-	-	1,582,975
Unassigned.....	18,150,496	-	-	(281,552)	17,868,944
<b>TOTAL FUND BALANCES.....</b>	<b>\$ 24,487,758</b>	<b>\$ 2,694,029</b>	<b>\$ 1,988,971</b>	<b>\$ 4,296,747</b>	<b>\$ 33,467,505</b>

**NOTE 10 - PENSION PLAN**

*Plan Description* - The Town contributes to the Middlesex Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled \$11,159,000 for the fiscal year ended June 30, 2012, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System located at 25 Linnell Circle, Billerica, Massachusetts, 01821.

*Funding Policy* - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's contributions to the System for the fiscal years ended June 30, 2012, 2011, and 2010 were \$6,210,291, \$6,094,297 and \$5,993,783, respectively, which equaled its required contribution for each fiscal year.

**NOTE 11 - RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town is self-insured for approximately 10% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. The approximate 90% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

**(a) Health Insurance**

Approximately 10% of the Town's health insurance activities are premium based plans. The remaining 90% of employee health insurance claims are administered by a third party administrator and were funded from the Town's Internal Service Fund. The Town purchases individual stop loss insurance for claims in excess of the \$100,000 coverage. The estimate of IBNR claims is based on a historical trend analysis and recent trends.

Notes to Basic Financial StatementsFiscal Year Ended June 30, 2012

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2012.....	\$ 2,100,000	\$ 10,283,884	\$ (11,186,141)	\$ 1,197,743
Fiscal Year 2011.....	2,049,424	10,955,483	(10,904,907)	2,100,000
Fiscal Year 2010.....	1,143,000	12,316,995	(11,410,571)	2,049,424

(b) *Workers' Compensation*

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its IBNR claims based on history and injury type. At June 30, 2012, the amount of the liability for workers' compensation claims totaled \$113,000. Changes in the reported liability since July 1, 2009 are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2012.....	\$ 17,000	\$ 109,725	\$ (13,725)	\$ 113,000
Fiscal Year 2011.....	124,000	87,029	(194,029)	17,000
Fiscal Year 2010.....	233,000	120,188	(229,188)	124,000

**NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description* – The Town of Burlington administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

*Funding Policy* – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 80 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 20 percent of their premium costs.

*Annual OPEB Cost and Net OPEB Obligation* – The Town’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town’s net OPEB obligation are summarized in the following table:

## Town of Burlington

### Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

Annual required contribution.....	\$ 8,263,053
Interest on existing net OPEB obligation.....	564,118
Adjustments to annual required contribution.....	<u>(423,650)</u>
Annual OPEB cost (expense).....	8,403,521
Contributions made.....	<u>(5,259,794)</u>
Increase/Decrease in net OPEB obligation.....	3,143,727
Net OPEB obligation - beginning of year.....	<u>10,745,105</u>
Net OPEB obligation - end of year.....	<u>\$ 13,888,832</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2012 was as follows:

Fiscal Year Ended	Annual OPEB Cost	Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2012	\$ 8,403,521	63%	\$ 13,888,832
6/30/2011	8,220,821	52%	10,745,105
6/30/2010	8,702,660	62%	6,837,826

**Funded Status and Funding Progress** – As of December 31, 2010, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$128.1 million, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$59 million, and the ratio of the UAAL to the covered payroll was 46 percent.

The Town established an OPEB trust, reported as a fiduciary fund, and in fiscal year 2012 made its first contribution of \$750,000. The Town expects to continue budgeting contributions to the OPEB trust in the future.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions** – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**Notes to Basic Financial Statements****Fiscal Year Ended June 30, 2012**

In the December 31, 2010 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 8% asset return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 9% initially, decreasing by 0.5% to an ultimate level of 5% and included a 4% inflation assumption. The UAAL is being amortized over a 30 year open period, with amortization payments increasing at 4% per year. The remaining amortization period at December 31, 2011 is 29 years.

**NOTE 13 - COMMITMENTS**

The Town is currently involved in two MSBA funded school construction projects. The Memorial Elementary School, was completed in fiscal year 2012, opening to students in September 2011. To date there has been \$21,666,000 spent on the project and with the Town's reimbursement rate with MSBA of 52.11% a reimbursement of \$11,290,000 is expected. To date there has been \$9,600,000 received and a receivable for the remainder of \$1,690,000 has been recorded.

The second project, the Marshall Simonds Middle School, is still underway. To date there has been \$17,185,000 spent on the project and with the Town's reimbursement rate of 54.01% a reimbursement of \$9,282,000 is expected. To date, \$7,427,000 has been received and a receivable for the remainder of \$1,855,000 has been recorded.

**NOTE 14 - CONTINGENCIES**

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2012, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2012, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2012.

**NOTE 16 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During the year the following GASB pronouncements were implemented:

- GASB Statement #62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions, an amendment of GASB Statement No. 53*. The implementation of this pronouncement did not impact the basic financial statements.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2012

The following GASB pronouncements will be implemented in future fiscal years. Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements:

- The GASB issued Statement #60, Accounting and Financial Reporting for Service Concession Arrangements, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #61, The Financial Reporting Entity: Omnibus, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #65, Items Previously Reported as Assets and Liabilities, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #66, Technical Corrections – 2012, an amendment of GASB Statement No. 10 and No. 62, which is required to be implemented in fiscal year 2013.
- The GASB issued Statement #67, Financial Reporting for Pension Plans, an amendment of GASB Statement No. 25, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #68, Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27, which is required to be implemented in fiscal year 2015.

## ***Required Supplementary Information***

# Town of Burlington

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

FISCAL YEAR ENDED JUNE 30, 2012

	Budgeted Amounts				
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget	
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 82,878,430	\$ 82,878,430	\$ 84,139,407	
Tax liens.....	- -	- -	- -	- -	
Motor vehicle excise taxes.....	- -	2,940,000	2,940,000	2,940,000	
Hotel, motel, and meals tax.....	- -	2,500,000	2,500,000	2,500,000	
Ambulance.....	- -	500,000	500,000	500,000	
Water and sewer charges.....	- -	2,700,000	2,700,000	2,700,000	
Penalties and interest on taxes.....	- -	320,000	320,000	320,000	
Fees and rentals.....	- -	400,000	400,000	400,000	
Payments in lieu of taxes.....	- -	520,000	520,000	520,000	
Licenses and permits.....	- -	800,000	800,000	800,000	
Intergovernmental.....	- -	7,642,535	7,642,535	7,642,535	
Departmental and other.....	- -	575,000	575,000	575,000	
Investment income.....	- -	115,000	115,000	115,000	
Miscellaneous.....	- -	360,159	360,159	360,159	
<b>TOTAL REVENUES.....</b>	<b>- -</b>	<b>102,251,124</b>	<b>102,251,124</b>	<b>103,512,101</b>	
<b>EXPENDITURES:</b>					
Current:					
General government.....	607,498	6,205,406	6,812,904	6,742,238	
Public safety.....	66,550	13,347,067	13,413,617	13,772,176	
Education.....	3,719,772	47,991,596	51,711,368	51,799,028	
Public works.....	317,164	5,985,378	6,302,542	6,430,433	
Water and sewer.....	342,434	3,580,575	3,923,009	4,678,478	
Human services.....	11,291	1,454,096	1,465,387	1,479,347	
Culture and recreation.....	253,412	2,848,079	3,101,491	3,248,039	
Pension benefits.....	- -	6,200,000	6,200,000	6,200,000	
Employee benefits.....	173,829	11,692,062	11,865,891	12,610,891	
State and county charges.....	- -	585,101	585,101	585,101	
Debt service:					
Principal.....	- -	3,045,645	3,045,645	3,045,645	
Interest.....	- -	1,616,518	1,616,518	1,616,518	
<b>TOTAL EXPENDITURES.....</b>	<b>5,491,950</b>	<b>104,551,523</b>	<b>110,043,473</b>	<b>112,207,894</b>	
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>(5,491,950)</b>	<b>(2,300,399)</b>	<b>(7,792,349)</b>	<b>(8,695,793)</b>	
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	- -	- -	- -	- -	
Transfers in.....	- -	785,000	785,000	1,709,420	
Transfers out.....	- -	(928,518)	(928,518)	(2,541,851)	
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>- -</b>	<b>(143,518)</b>	<b>(143,518)</b>	<b>(832,431)</b>	
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(5,491,950)</b>	<b>(2,443,917)</b>	<b>(7,935,867)</b>	<b>(9,528,224)</b>	
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>18,367,506</b>	<b>18,367,506</b>	<b>18,367,506</b>	<b>18,367,506</b>	
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 12,875,556</b>	<b>\$ 15,923,589</b>	<b>\$ 10,431,639</b>	<b>\$ 8,839,282</b>	

See notes to required supplementary information.

	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$	84,450,630	\$ -	\$ 311,223
	249,692	-	249,692
	3,123,877	-	183,877
	3,349,317	-	849,317
	618,487	-	118,487
	3,049,830	-	349,830
	338,128	-	18,128
	430,100	-	30,100
	520,000	-	-
	1,293,115	-	493,115
	7,809,016	-	166,481
	779,177	-	204,177
	85,154	-	(29,846)
	185,058	-	(175,101)
	106,281,581	-	2,769,480
	5,658,906	953,595	129,737
	13,056,171	186,426	529,579
	47,910,233	3,715,436	173,359
	5,586,029	691,149	153,255
	3,707,431	679,432	291,615
	1,407,784	14,271	57,292
	2,997,615	200,399	50,025
	6,174,291	-	25,709
	12,168,672	150,000	292,219
	587,147	-	(2,046)
	3,045,645	-	-
	1,526,157	-	90,361
	103,826,081	6,590,708	1,791,105
	2,455,500	(6,590,708)	4,560,585
	541,633	-	541,633
	1,853,062	-	143,642
	(2,558,033)	-	(16,182)
	(163,338)	-	669,093
	2,292,162	(6,590,708)	5,223,678
	18,367,506	-	-
\$	20,659,668	\$ (6,590,708)	\$ 5,229,678

**MIDDLESEX RETIREMENT SYSTEM  
SCHEDULE OF FUNDING PROGRESS**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/10	\$ 819,987,914	\$ 1,743,581,707	\$ 923,593,793	47.0%	\$ 384,933,571	239.9%
01/01/08	774,863,669	1,529,806,307	754,942,638	50.7%	360,206,302	209.6%
01/01/06	653,156,866	1,364,582,969	711,426,103	47.9%	330,999,861	214.9%
01/01/04	618,163,380	1,223,828,127	605,664,747	50.5%	306,025,949	197.9%
01/01/02	599,699,143	1,020,828,178	421,129,035	58.7%	280,740,439	150.0%
01/01/00	570,263,467	905,280,472	335,017,005	63.0%	253,228,818	132.3%
01/01/98	476,708,969	763,093,878	286,384,909	62.5%	215,380,186	133.0%
01/01/96	373,750,361	634,920,488	261,170,127	58.9%	218,345,024	119.6%

The Town's share of the UAAL, as of January 1, 2012, is approximately 7.95%.

See notes to required supplementary information.

**MIDDLESEX RETIREMENT SYSTEM  
SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Plan Year Ended December 31	System Wide			Town of Burlington		
	Annual Required Contributions	(A) Actual Contributions	Percentage Contributed	(B) Actual Contributions	(B/A) District's Percentage of System Wide Actual Contributions	
2012	\$ 78,100,351	\$ 78,100,351	100%	\$ 6,210,291	7.95%	
2011	74,773,596	74,773,596	100%	6,094,297	8.15%	
2010	74,126,190	74,126,190	100%	5,993,783	8.09%	
2009	71,233,749	71,233,749	100%	5,960,257	8.37%	
2008	64,053,064	64,053,064	100%	5,347,677	8.35%	
2007	57,553,642	57,553,642	100%	4,892,218	8.50%	
2006	57,553,642	57,553,642	100%	4,361,931	7.58%	
2005	52,298,150	52,298,150	100%	3,616,102	6.91%	
2004	52,902,366	52,906,366	100%	2,750,499	5.20%	

The Town's Actual Contributions equaled 100% of its Required Contributions for each year presented.

See notes to required supplementary information.

## Town of Burlington

### OTHER POSTEMPLOYMENT BENEFIT PLAN SCHEDULE OF FUNDING PROGRESS

JUNE 30, 2012

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Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
12/31/2010	\$ -	\$ 128,054,188	\$ 128,054,188	0%	\$ 58,507,552	218.9%
12/31/2007	\$ -	\$ 137,797,088	\$ 137,797,088	0%	\$ 54,104,138	254.7%

The Town implemented GASB Statement No. 45 for the fiscal year ended June 30, 2009.  
Information for prior years is not available.

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
ACTUARIAL METHODS AND ASSUMPTIONS

FISCAL YEAR ENDED JUNE 30, 2012

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Actuarial Methods:

Valuation date.....	December 31, 2010
Actuarial cost method.....	Project Unit Credit
Amortization method.....	Payment increasing at 4.0%
Remaining amortization period.....	30 years open
Asset valuation method.....	Market value

Actuarial Assumptions:

Discount rate.....	4.25%
Inflation rate.....	4.0%
Asset rate of return.....	8.0%
Medical/drug cost trend rate.....	9.0% decreasing by 0.50% to an ultimate level of 5.00%
Administrative expense increase rate.....	3.0%

Plan Membership:

Current retirees, beneficiaries, and dependents.....	730
Current active members.....	<u>596</u>
Total.....	<u>1,326</u>

See notes to required supplementary information.

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2012

**NOTE A - BUDGETARY BASIS OF ACCOUNTING**

1. Budgetary Information

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2012 approved budget authorized approximately \$110,972,000 in appropriations and other amounts to be raised. During fiscal year 2012, Town Meeting also approved supplemental appropriations totaling approximately \$3,778,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

Notes to Required Supplementary InformationFiscal Year Ended June 30, 20122. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2012, is presented below:

Net change in fund balance - budgetary basis.....	\$ 2,292,162
<u>Basis of accounting differences:</u>	
Net change in revenue accruals.....	(282,581)
Increase in revenue due to on-behalf payments.....	11,159,000
Increase in expenditures due to on-behalf payments.....	(11,159,000)
Net change in expenditure accruals.....	476,707
<u>Perspective difference:</u>	
Perspective differences in reporting of sewer fund activities.....	325,999
Activity of the stabilization fund recorded in the general fund for GAAP.....	<u>1,239,926</u>
Net change in fund balance - GAAP basis.....	<u>\$ 4,052,213</u>

3. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2012, actual expenditures exceeded appropriations for state and county charges. These over-expenditures will be raised and funded through available funds during fiscal year 2013.

**NOTE B – PENSION PLAN**

The Town contributes to the Middlesex Contributory Retirement System ("Retirement System"), a cost-sharing, multiple-employer defined benefit pension plan ("Plan") administered by the Middlesex Retirement Board. The Retirement System provides retirement, disability, and death benefits to members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the Plan. Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the systemwide actuarially determined contribution which is apportioned among the employers based on active covered payroll.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2012

The following actuarial methods and assumptions were used in the Retirement System's most recent actuarial valuation:

Valuation Date.....	January 1, 2010
Actuarial Cost Method.....	Entry Age Normal Cost Method
Amortization Method.....	Level dollar for the 2002 and 2003 ERIs and increasing for the remaining unfunded liability
Remaining Amortization Period.....	As of July 1, 2010, 9 years remaining for 2002 ERI liability; 10 year remaining for 2003 and 25 years remaining for unfunded liability
Asset Valuation Method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a 5 year period as described by Revenue Procedure 2000-40

**Actuarial Assumptions:**

Investment rate of return.....	8.13%
Projected salary increases.....	4.75% for Group 1 and 5.25% for Group 4
Cost of living adjustments.....	3.00% on first \$12,000 increasing to \$13,000 on July 1, 2011 and increasing to \$14,000 on July 1, 2012

**Plan Membership:**

Retired participants and beneficiaries receiving benefits.....	4,833
Terminated participants entitled to a return of their employee contributions.....	3,147
Terminated participants with a vested right to a deferred or immediate benefit.....	283
Active participants.....	9,093
<b>Total.....</b>	<b><u>17,356</u></b>

**NOTE B – OTHER POST-RETIREMENT BENEFITS**

The Town of Burlington administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town's health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 0%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Notes to Required Supplementary InformationFiscal Year Ended June 30, 2012

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

# **TOWN OF BURLINGTON**

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## **DIRECTORY**

<b>Department Town of Burlington</b>	<b>Telephone (Area Code 781)</b>	<b>E-mail/Web Address</b>
Burlington Web	270-1600	www.burlington.org
Information/Connecting all Departments	270-1608	
Main Fax Number Connecting Offices	270-1610	accounting@burlmass.org
Accounting	270-1650	assessor@burlmass.org
Assessors	273-5922	bcat@bcattv.org
BCAT		www.bcattv.org
BCAT Web		
B-Line Information	270-1965	
Board of Health		
Public Nurse	270-1957	
Sanitarian/Environmental Engineer	270-1954	health@burlmass.org
Building Inspector	270-1615	building@burlmass.org
Community Life Center	270-1961	bclc@burlmass.org
Conservation Commission	270-1655	conservation@burlmass.org
Council On Aging	270-1950	bcoa@burlmass.org
C.O.A. Lunch Line	270-1952	aco@burlmass.org
Dog Pound	270-1698	
Emergency Management Agency	270-1914	
Fire		
Emergency/Ambulance	911	
Communications for the Deaf	911	
Business	270-1925	fire@burlmass.org
Library	270-1690	library@burlmass.org
Management Information Systems	270-1613	
Planning Board	270-1645	planning@burlmass.org
Police		
Emergency	911	
Communications for the Deaf	911	
Business	270-1914	info@bpd.org
Public Works	270-1670	dpwburlington@burlmass.org
Chestnut Hill Cemetery	229-1879	
Pine Haven Cemetery	270-1982	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043 or 270-1684	
Vine Brook Ground Water Treatment Plant	270-1648	
Recreation		www.burlingtonrecreation.org
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1800	
Foxhill School	270-1791	
Francis Wyman School	270-1701	
Marshall Simonds School	270-1781	
Memorial School	270-1721	
Pine Glen School	270-1712	
Selectmen	270-1630 and 270-1631	selectmen@burlmass.org
Shawsheen Regional Technical School	(978) 667-2111	www.shawsheen.tec.ma.us
State Internet Portal		www.mass.gov
Tax Collector	270-1625	tax@burlmass.org
Town Administrator	270-1635	selectmen@burlmass.org
Town Clerk	270-1660	clerk@burlmass.org
Treasurer	270-1623	treasurer@burlmass.org
Veterans Agent	270-1959	veterans@burlmass.org