



2015 Annual Report

Burlington, Massachusetts

2015



# BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2015



BURLINGTON, MASSACHUSETTS  
ANNUAL REPORT  
OF THE  
TOWN OFFICERS  
YEAR ENDING DECEMBER 2015

*"We are proud of our operations and the people that make it work and are committed to doing our best to meet the expectations set by others before us."*

***John D. Petrin, Town Administrator***



*Burlington Town Common*

*Front Cover and Intro Page: Winter on the Burlington Town Common by Terri Keene*

*Back Cover: Summer on the Burlington Town Common by Joe Brown*

*Report compiled by: Betty McDonough & Amy Warfield*

*Edited by: Jean Gallant*

*Report printed by: Goodway Group, Burlington, MA*



# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2015

Burlington Website: [www.burlington.org](http://www.burlington.org)

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

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January 2015 Town Meeting Minutes

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Election Results - Town Elections - April 2015

2015 Burlington Area Photos

DIRECTORY	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	<a href="mailto:accounting@burlington.org">accounting@burlington.org</a>
Assessors	781-270-1650	<a href="mailto:assessor@burlington.org">assessor@burlington.org</a>
BCAT	781-273-5922	<a href="mailto:bcat@bcattv.org">bcat@bcattv.org</a>
Burlington Public Transit	781-270-1965	<a href="mailto:Burlingtonpublictransit@burlington.org">Burlingtonpublictransit@burlington.org</a>
Board of Health	781-270-1955	<a href="mailto:boh@burlington.org">boh@burlington.org</a>
Building Department	781-270-1615	<a href="mailto:building@burlington.org">building@burlington.org</a>
Burlington Youth & Family Services	781-270-1961	<a href="mailto:byfs@burlington.org">byfs@burlington.org</a>
Conservation Commission	781-270-1655	<a href="mailto:conservation@burlington.org">conservation@burlington.org</a>
Council on Aging	781-270-1950	<a href="mailto:coa@burlington.org">coa@burlington.org</a>
Disability Access Commission	781-270-1959	<a href="mailto:dac@burlington.org">dac@burlington.org</a>
Fire Department	781-270-1925	<a href="mailto:fire@burlington.org">fire@burlington.org</a>
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	<a href="mailto:library@burlington.org">library@burlington.org</a>
Information Technology	781-270-6800	<a href="mailto:it@burlington.org">it@burlington.org</a>
Planning Board	781-270-1645	<a href="mailto:planning@burlington.org">planning@burlington.org</a>
Police Department	781-270-1910	<a href="mailto:police@bpd.org">police@bpd.org</a>
Emergency and Communications for the Deaf	911	
Public Works	781-270-1670	<a href="mailto:dpw@burlington.org">dpw@burlington.org</a>
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	<a href="mailto:engineering@burlington.org">engineering@burlington.org</a>
Highway	781-270-1677	<a href="mailto:dpw-highway@burlington.org">dpw-highway@burlington.org</a>
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1684	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	<a href="mailto:recreation@burlington.org">recreation@burlington.org</a>
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen	781-270-1600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	<a href="mailto:tax@burlington.org">tax@burlington.org</a>
Town Administrator	781-270-1635	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Clerk	781-270-1660	<a href="mailto:clerk@burlington.org">clerk@burlington.org</a>
Treasurer	781-270-1623	<a href="mailto:treasurer@burlington.org">treasurer@burlington.org</a>
Veterans' Agent	781-270-1959	<a href="mailto:veterans@burlington.org">veterans@burlington.org</a>
Zoning Board of Appeals	781 505-1150	<a href="mailto:boa@burlington.org">boa@burlington.org</a>

## 2015 COMMUNITY PROFILE

- Burlington was a part of Woburn in 1642 and a Woburn Precinct as of 1730
- Burlington was incorporated as a town on February 28, 1799
- Population as of January 1, 2015: 25,047
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY15 - Residential: \$11.35; Commercial: \$29.40
- Elevation at Town Hall - 220 feet above sea level

## 2015 REPRESENTATION

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<a href="http://www.mass.gov">www.mass.gov</a> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Building Washington, DC 20510	<a href="http://www.warren.senate.gov">www.warren.senate.gov</a> 202-224-2742
	<b>Edward Markey</b> 218 Russell Senate Office Building Boston, MA 02203	<a href="http://www.markey.senate.gov">www.markey.senate.gov</a> 202-224-2742
<b>Congressman:</b> 6th District	<b>Seth Moulton</b> 1408 Longworth House Office Bldg. Washington, DC 20510	<a href="http://moulton.house.gov/">http://moulton.house.gov/</a> 202-225-8020
<b>Governor's Councilor:</b> 3rd District	<b>Marilyn M. Petitto</b> State House, Room 184 Boston, MA 02133	<a href="mailto:marilyn.p.devaney@gov.state.ma.us">marilyn.p.devaney@gov.state.ma.us</a> 617-725-4015 x 3
<b>State Senator:</b> 4th Middlesex	<b>Kenneth J. Donnelly</b> State House, Room 413-D Boston, MA 02133	<a href="mailto:kenneth.donnelly@state.ma.us">kenneth.donnelly@state.ma.us</a> 617-722-1432
<b>Representative:</b> 21st Middlesex	<b>Kenneth Gordon</b> State House, Room 472 Boston, MA 02133	<a href="mailto:ken.gordon@mahouse.gov">ken.gordon@mahouse.gov</a> 617-722-2014

# IN MEMORIAM

Employees, Board and Committee Members who have passed away during 2015

NAME	DATE OF DEATH	POSITION HELD
<b>Lorraine Allen</b>	October 12, 2015	Admin Asst to Superintendant
<b>Richard Barrows</b>	March 30, 2015	Burlington Teacher
<b>George Brady</b>	January 23, 2015	Firefighter
<b>Richard Brown</b>	April 11, 2015	Executive Secretary
<b>Michael Connors</b>	December 2, 2015	Police Department
<b>Barbara Cunningham</b>	August 21, 2015	Clerk, Police Department
<b>James Curtin</b>	October 7, 2015	Teacher, Hall of Fame Coach
<b>James Dillingham</b>	October 21, 2015	Board of Health Member
<b>Richard Dubbs</b>	May 17, 2015	Water/Sewer, DPW
<b>Robert Ferro</b>	September 29, 2015	Firefighter
<b>Catherine Levy</b>	February 9, 2015	Cafeteria Worker
<b>Margaret Lewis</b>	July 11, 2015	Perm Sub Teacher
<b>Victor Loukas</b>	March 28, 2015	Burlington Teacher
<b>Louise Malatesta</b>	July 14, 2015	Cafeteria Worker
<b>Paul Neilsen</b>	May 27, 2015	Mechanic, DPW
<b>Patricia Ann Peach</b>	June 3, 2015	Director, School Nurse
<b>Vincent Pollicelli</b>	September 10, 2015	Firefighter
<b>Phyllis Rogers</b>	September 8, 2015	Admin Assist to Town Admin
<b>Barbara Sullivan</b>	August 21, 2015	Clerk, Police Department
<b>Doris Temple</b>	July 12, 2015	Burlington Teacher

## TOWN GOVERNMENT SCHEDULE

Check all scheduled board/committee meetings posted at Town Hall and on the monthly website calendar on the Town's web page [www.burlington.org](http://www.burlington.org) . Some monthly schedules are shown below:

BOARD/COMMISSION	MONTHLY SCHEDULE	LOCATION	TIME
<b>Board of Appeals</b>	1st and 3rd Tuesday	Town Hall Main Hearing Rm	7:30 PM
<b>Board of Assessors</b>	Third Thursday	Town Hall Annex Basement	6:00 PM
<b>Board of Health</b>	2nd and 4th Tuesday	Town Hall Main Hearing Rm	7:00 PM
<b>Board of Selectmen</b>	2nd and 4th Monday	Town Hall Main Hearing Rm	7:00 PM
<b>Conservation Commission</b>	2nd and 4th Thursday	Town Hall Main Hearing Rm	7:00 PM
<b>Council on Aging</b>	2nd Wednesday	61 Center St, Rm 136	10:00 AM
<b>Historical Commission</b>	3rd Wednesday	Grand View Farm	7:00 PM
<b>Housing Authority</b>	1st Thursday	15 Birchcrest St	10:00 AM
<b>Library Trustees</b>	2nd Thursday	Burlington Public Library	7:00 PM
<b>Planning Board</b>	1st and 3rd Thursday	Town Hall Main Hearing Rm	7:30 PM
<b>Recreation Commission</b>	2nd and 4th Monday	Burlington High School/School Committee Rm	7:00 PM
<b>School Committee</b>	2nd and 4th Tuesday	Burlington High School/School Committee Rm	7:30 PM
<b>Shawsheen School Committee</b>	Last Tuesday of month (except April & Dec-check schedule)	John P. Miller Conference Room, Shawsheen Tech.	7:30 PM
<b>Town Meeting - January</b>	4th Monday in January	Burlington High School/Fogelberg Auditorium	7:30 PM
<b>Town Meeting - May</b>	2nd Monday in May	Burlington High School/Fogelberg Auditorium	7:30 PM
<b>Town Meeting - September</b>	4th Monday in September	Burlington High School/Fogelberg Auditorium	7:30 PM

## BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



### **BOARD OF SELECTMEN**

*Back row (l to r) Joseph E. Morandi; Daniel J. Grattan; Front row (l to r) Christopher Hartling, Vice-Chairman; Michael S. Runyan, Chairman; Robert C. Hogan  
(not pictured: Recording Clerk, Betty McDonough)*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John D. Petrin, Town Administrator*

*Betty McDonough, Office Manager*

*Katherine Moskos, Purchasing Analyst*

*Sandra Madigan, Principal Clerk*

*Jean Gallant, Principal Clerk*

### **WEBSITE**

[http://burlington.org/town\\_government/administrationtest.php](http://burlington.org/town_government/administrationtest.php)

### **PURPOSE**

The Board of Selectmen is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The Town Administrator acts as the chief administrative officer and is responsible to the Board of Selectmen for the efficient administration and coordination of all matters that come under the jurisdiction of the Board of Selectmen.

### **MISSION STATEMENT FOR BOARD OF SELECTMEN AND ADMINISTRATION**

- To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.

- To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.
- To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.
- To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning.
- The office is responsible for overall coordination of Town affairs and provides oversight of departments under the jurisdiction of the Board. Activities include budget coordination, licenses, annual report, personnel coordination, economic development and providing overall direction for future success.
- Besides the five members of the Board and the Town Administrator, the office is staffed with an office manager, three clerks and a purchasing analyst. We are located on the second floor of Town Hall.

## **2015 HIGHLIGHTS**

- The April election saw the re-election of Mike Runyan to his second term. Joe Morandi was elected to replace Ralph Patuto. Mr. Patuto served three terms on the Board. We wish him well in his future endeavors.
- Upon its annual reorganization, the Board elected Mike Runyan as Chair and Chris Hartling as Vice-Chair. The Board acknowledged the leadership offered by Bob Hogan as outgoing Chair and Dan Grattan as outgoing Vice-Chair the past year.
- The Marion Tavern at Grand View Farm has now been open and operating for a year and a half. The facility is beautiful. The Hall, which seats 100, is a modernized replica of the 19th Century barn. Marion Tavern has multiple rooms on the first floor to accommodate 75, while the Conference Center on the second floor can host meetings of up to 40. Meeting rooms are available to local groups from Monday to Wednesday evenings at no cost. Further information can be obtained by contacting our office or going to [http://www.burlington.org/residents/grand\\_view\\_farm/index.php](http://www.burlington.org/residents/grand_view_farm/index.php).
- The Town's fiscal condition continues to improve as we attained the highest rating of AAA from the Standard and Poors rating company for the second year in a row. Our reserves have grown since last

year, and we continue to provide a high level of service to our residents. Thanks to our financial team for their guidance and oversight of our financials.

- Economic Development 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 distinctive. 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 \$60.4M in property taxes from commercial as compared to \$38.9M from residential. Think about what that would mean to services if we had to convert that \$60.4M to residential taxes. This year's average residential tax bill increased by 1.64%, one of the lowest in the area.
- The newly created purchasing analyst position was filled at the beginning of FY15. The main function of this position is to ensure town departments are in compliance with the Commonwealth of Massachusetts Office of the Inspector General Procurement laws. The position is also responsible for managing double poles, the town's general liability, property and automobile insurance, surplus supplies, property leases for town owned buildings and water tank cell phone leases.
- 2015 continued a trend of commercial development in Burlington. Burlington continues to have a very high occupancy rate and a strong appeal to businesses. Many of the open office spaces in town have been filled. With the amenities we provide, Burlington is seen as a prime location for the entire state, and we can certainly be identified as a premier alternative to downtown Boston. It has been stated that Burlington serves as the "economic capital" for the 128 belt and can be identified as a main cog in the engine for the State. There has been a lot of recent recognition of that in this area. Several new restaurants have again been introduced this past year and we will continue to see the opening of additional restaurants in 2016. The New England Executive Park continues with their mass renovation of the site. The Town did approve a tax incentive agreement with EMD Millipore for them to begin construction of a 350,000 square foot building at the Summit.
- The Planning Board continues to lead the process of master planning. We look forward to the insight and decisions that will be developed through this process.

## **GOALS**

- We wish to start by stating that we have an extraordinarily professional work force that provides a high level of service to our citizens. We wish to thank our employees for their efforts in maintaining an extraordinary quality of service and programs. We will be entering a year where the process begins to negotiate successor agreements.
- We will continue to monitor the changes that have been brought about with the consolidation of information systems with schools. Robert Cunha was appointed as the Chief Information Officer

(CIO) and has been working towards correcting our deficiencies in this area based on the final report from the Webb Consulting issued in 2013.

- We wish to continue to develop our budget and capital plan process. We have taken great strides in the last three years with the budget analyst position. We will continue to develop our plans and seek to clearly define our future financial capacity. 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. Much time was spent this past year in discussion on Other Post-Employment Benefits (OPEB). We continue to discuss the funding of this area.
- The Town is aware that a new public works facility is overdue and the future status of fire station #2 needs to be finalized. The issue continues to be a lack of space and the high cost of public construction.
- We did receive funds to renovate 33 Center Street for the Board of Health and Youth and Family Services. Unfortunately bids came over the appropriated funds and we will attempt to rebid the project with the Human Services Building that expands Council on Aging services. We will be seeking funds at the May Town Meeting to supplement the funds already approved for 33 Center Street as well as the renovations for the Human Services Building.
- We will continue to seek financial stability in our budgets and tax levy. 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 have many Massachusetts communities.
- 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 3.97% while our tax levy increased at 3.95%. The increase to the average single-family tax bill was 1.64%. Burlington increased its amount to \$64,213,000 below our allowed taxing capacity. We have a Stabilization Fund of \$7.2M with an additional Other Post Employee Benefits Fund of \$3,072,000. Our Free Cash was certified at over \$9.7M for June 30, 2015. This Free Cash will allow us to start the new year in a reasonable fiscal position. Our bond rating was approved at AAA by Standard & Poors for the second in a row. 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 continue to address information systems improvements as well as develop a facilities plan for the maintenance of our facilities.

## **CHANGES**

- Office Manager Pauline Gillingham retired in June. We wish Pauline, and her husband, Doug, a wonderful retirement and thank her for her service. The Town Administrator promoted an internal

candidate from the Veterans' Services Office, Betty McDonough, who has quickly assimilated herself into the role of Office Manager.

- We continue to implement our changes relative to facilities maintenance. The responsibility for the maintenance of general government facilities is now defined and has been assigned to the Department of Public Works. The former Cemetery Division has been transformed into a Facilities and Cemetery Division. We again hired two new individuals for positions that have experience in facility maintenance. With this strong leadership team, we have been very pleased with the changes to date and look forward to having our facilities maintained the way they need to be.

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 for a great team and we thank them for all that they do for us and the Town. All of our departmental staff 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. Please do not forget to vote in local elections and to be an active participant in the community that we all love. It is a true privilege to serve our constituencies and we wish you all a wonderful year ahead.

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## **HUMAN RESOURCES**

### **DEPARTMENT STAFF**

*Joanne M. Faust, SPHR, SHRM-SCP, Human Resources Director*

*Cheralyn Rosati, Human Resources Coordinator*

### **WEBSITE**

[http://www.burlington.org/town\\_government/human\\_resources/index.php](http://www.burlington.org/town_government/human_resources/index.php)

### **PURPOSE**

The human resources function plays an important role for all Town and School employees by working in partnership across all departments on issues such as recruitment/retention, training, employee/labor relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees.

The Human Resources Department serves as an employee advocate and a management partner, a delicate balance at times. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity.

The Human Resources Office participates in the hiring of all permanent positions within the Town of Burlington including administrative and other Central Office positions within the Burlington Schools. The Human Resources Office is usually the first point of contact for any new employee to Burlington. All of our position openings are posted on our careers website, [www.burlington.catsone.com/careers](http://www.burlington.catsone.com/careers), as well as in Town buildings. We strive to reach the most appropriate candidate pool and therefore will also post in the local newspaper and/or trade publication as the situation dictates, as well as career-oriented websites. The Human Resources Office will also occasionally participate in career fairs and partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni.

The Human Resources Office is located in Town Hall at 29 Center Street, on the basement level. You can reach us at (781) 505-1160 or through email: [hr@burlington.org](mailto:hr@burlington.org).

## **2015 HIGHLIGHTS**

During 2015 the Human Resources office was involved in the hiring of 36 Town employees. In total, we received applications from 975 candidates for these open positions, 240 of which were Burlington residents. From our pool of applicants, we conducted interviews with 189 candidates. Of those interviewed 74 were Burlington residents, and on 15 occasions we hired either a current or former Burlington resident. In addition am extremely pleased to report that 11 Burlington employees were promoted during 2015.

The Human Resources Office continues to support professional development of our employees. During 2015 we brought in expert trainers to offer sessions on Fostering Memory Skills, Stress Management, and Healthy Eating. The Burlington Police Department provided some trainings on Workplace Violence, a terrific program that they have also offered to local businesses. These trainings were made available to all employees.

We also provided opportunities for a number of employees to attend Excel classes for basic and advanced skills. We are particularly proud to be able to sponsor five employees to attend Suffolk University's Certificate in Local Government Leadership and Management program. This is an 8-month graduate-level program that prepares candidates for a career in public management. We are also pleased that Suffolk has chosen to hold its classes locally at Grandview Farm. It is critical to allow our employees opportunities to advance their skills and their careers as our positions and the needs that we serve are constantly evolving.

The Human Resources Department is also focused on offering wellness initiatives for all Town and School employees. Some of the highlights during 2015 include bringing another team of runners and walkers to the Harvard Pilgrim 5K, and providing a blood drive as well as a series of flu clinics for all

employees. The highlight of our wellness initiative this year was the highly popular Wellness Fair showcasing over 30 companies and included health screenings, and information on numerous health-related topics.

## 2015 HUMAN RESOURCES STATISTICAL DATA

### 2015 Hiring Summary

**36 positions filled**

	Total Candidates	Candidates Interviewed	Hired Burlington Resident	Hired Past/Present Burlington employee
	975	189	15	11
Burlington Residents (total):	240	74		
Burlington Residents (%):	25%	39%		

Average time to fill positions in 2015 was 71 days

### Burlington employees who were promoted during 2015:

Employee Name	Former Position	Promoted To
Russell Makiej	Chief Operator/Chemist	Water Treatment Plant Manager
Brian Sullivan	Treatment Plant Operator	Chief Operator/Chemist
Loreen Perron	Principal Clerk - Payroll Department Assistant (Part Time)	Administrative Secretary, Fire
Lisa Crockett-Crowe	Principal Clerk	Principal Clerk (Full Time)
Betty McDonough	Principal Clerk	Selectmen's Office Manager
Channing Storey	Social Worker	Clinical Supervisor
Jessica Reedy	Social Worker	Group Work Coordinator
Rich Cote	Working Foreman	Superintendent of Rec Maintenance
Michael Kelly	Working Foreman	Lead Working Foreman
Bill Baker	Maintenance Craftsman	Working Foreman
Josh Morris	Assistant Planner	Senior Planner

Top 5 Candidate Sources - January 1, 2015 through December 31, 2015				Last Year's Rank
1	Burlington Website	184	52%	1
2	Burlington Employee	71	20%	3
3	Word of Mouth	33	9%	not ranked
4	Indeed	33	9%	2
5	MA Municipal Association	32	9%	not ranked
Total from top sources		353		

## FUTURE GOALS

In 2016 the Human Resources Department will continue to promote the professional development of our employees, through training opportunities. We will look to partner with employees to provide them opportunities that fulfill their unique goals.

Our wellness initiatives will continue, with a focus on reaching out to our employees' families, as they also participate on our health insurance programs. We also anticipate introducing an initiative to assist our employees in utilizing the insurance programs offered to them in the most efficient way possible. It is our hope that by encouraging our employees to maintain a healthy lifestyle, while best taking advantage of the programs available to them, we will all see positive impacts.

---

## TOWN COUNSEL

*John W. Giorgio, for the  
Firm of Kopelman and Paige, P.C.  
Town Counsel*

During 2015, 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 four active litigation cases involving the Town.

Town Counsel has been advising various Town officials and regulatory boards regarding the appeal of the building permit that was issued for a Marriott Residence Inn proposed for the New England Executive Park.

We have also been assisting the Bylaw Review Committee in its efforts to update the Town's General Bylaws and Town Meeting Rules.

Town Counsel advised the Town Administration in the negotiation of a Tax Increment Financing Agreement with EMD Millipore Corporation.

We also represented the School Department in the negotiation of solar power and services agreements for the Burlington High School and the Marshall Simonds Middle School.

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.

## ASSESSORS

### **BOARD OF ASSESSORS**

*Paul R. Sheehan, Chair; Catherine O'Neil, Vice Chair; Louise Crocker, Secretary*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*James Doherty, Town Appraiser/Assistant Assessor*

*Maureen Nicoloro; Debra Smoske; Maria Lombardo*

### **WEBSITE**

[http://www.burlington.org/town\\_government/assessors.php](http://www.burlington.org/town_government/assessors.php)

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2015. During the past year the Assessors held regular meetings 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.

### **PURPOSE**

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, NRRAO 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 (defined as all the data being collected within one fiscal year). The Town of Burlington entered into a new verification cycle starting in Fiscal Year 2010. Patriot Properties will be conducting the cyclical inspections. Inspections will be conducted by map area (between 100-200 parcels per map) while visiting about 900 homes each year. 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 determination on the application.

This year we processed over 336 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 1<sup>st</sup>. 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.

## **CHANGES**

The general public now has access to look up deeds that have been recorded in the Middlesex Registry of Deeds, Southern District. The web site address is [www.cambridgedeeds.com](http://www.cambridgedeeds.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2015 the Assessors' Office processed over 200 certified abutters lists. Certified lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$5,000 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 past year was focused on updating all taxable property, effective January 1, 2015, in accordance with state law. This resulted in a Fiscal Year 2016 tax roll for the Town of Burlington of 7,990 real property accounts and 1,144 personal property accounts.

The total assessed value of all taxable property was \$5,534,799,894 with a tax levy of \$99,399,287. The Selectmen voted to continue dual tax rates which resulted in an \$11.46 residential and a \$28.28 commercial rate per thousand of assessed value.

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

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

## TOWN CLERK



### **ADMINISTRATION AND DEPARTMENT STAFF**

*Amy Warfield, Town Clerk*

*Linda McNeil, Assistant Town Clerk*

*Janice Archer, Senior Clerk*

*Julie Michutka, Department Assistant*

*Daniel McCormack, Archivist*

### **WEBSITE**

[http://www.burlington.org/town\\_government/town\\_clerk/index.php](http://www.burlington.org/town_government/town_clerk/index.php)

### **PURPOSE**

The office of Town Clerk is an important source for information and records for residents and businesses. We handle vital records, business records, and administrative paperwork for the town. Our office also oversees the updating of the Town website, a valuable resource for both residents and businesses. We work with the other town departments to keep information up-to-date and accurate on the Town website. Visit us at [www.burlington.org](http://www.burlington.org).

### **2015 HIGHLIGHTS**

- Elections: Burlington Annual Town Election with a 13% turnout and a number of contested races.
- Completion of the 2015 Census with 94% of Households responding.
- In depth review of the voter registrations in preparation for the 2016 Election season.
- Processed and manage 1199 dogs licenses for the year out of the total registered dogs of 2378.
- Issued 150 new “Doing Business As” (DBA) certificates, and managing renewals and changes for over 2000 small businesses in town.
- Processed and managed over 60 applications, decisions and files from Applicants, Planning Department and Board of Appeals.
- Participated with the state on completing the implementation of a statewide death registration system, continued involvement by staff and principal players to have an effective workflow.
- Revenue generated for the year was \$166,413, including over \$90,000 of the revenue coming from online requests. This is revenue turned over to the Town Treasurer and added to the general fund.

- Management and oversight of the Burlington Town Web site, keeping the individuals and businesses informed with 24/7 access to information and data about the town.
- Continue to expand the use of online and in-house electronic forms, to better serve for the town's residents and business.

## LOOKING FORWARD TO 2016

Moving into the future we will continue to be improving the workflows of the office. One major area that will be looked at will be electronic workflow of documents from development departments such as Planning, Building and Board of Appeals. These documents usually come in the form of applications or permits from these departments and need to be distributed to various other departments for review and comment. This is creating large amount of duplicated paper that needs to be created, distributed, and stored. Then when the project work is completed it needs to be recollected, reviewed and compiled. The duplicated copies many then be able to be destroyed. This process can be greatly streamlined with an electronic document workflow.

Another issue on the horizon for next year will be the new public records laws currently being formulated at the state level, as well as continued momentum toward centralized management of electronic records. While we will be able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the strictures of the laws. The impacts of these changes are not yet known, we will need to develop a strategy for how services are delivered once the changes are implemented.

The third challenge for the year will be the four currently planned elections in 2016. With a Presidential Primary in March, Town Election in April, State Primary in September and Presidential/State election in November, it will make for a very busy year for the office. Three factors that we will be work with are the Online Voter Registration system that has been implemented by the state, the change in party designations voting status and in the fall the "Early Voting" option. While all these factors bring new and unknown issues to running elections, we are already working on procedures to implement them so that every Burlington voter has access and the ability to vote in all elections.

Finally I'd like to thank my staff, Linda McNeill, Janice Archer, Daniel McCormack and Julie Michutka, 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!

## VOTER STATISTICS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Prec. 7#	Total	%
<b>2010</b>	660	343	610	491	682	687	---	3473	23%
<b>2011</b>	446	222	495	345	427	470	---	2405	16%
<b>2012</b>	461	233	538	390	503	476	320	2921	19%
<b>2013</b>	344	129	331	283	343	316	151	1897	12%
<b>2014</b>	324	104	267	210	304	274	116	1599	11%
<b>2015</b>	381	154	324	271	377	314	184	2005	13%

#7<sup>th</sup> Precinct added in 2012

## VITAL STATISTICS

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are total records in our office, and Burlington residents are reflected in the final column. This data is as of December 31, 2015.

	<b>Births</b>	<b>Marriages</b>	<b>Deaths</b>	<b>Residents Deaths</b>
<b>1985</b>	275	253	403	140
<b>1990</b>	318	240	472	132
<b>1995</b>	322	196	532	142
<b>2000</b>	297	161	705	150
<b>2005</b>	257	123	788	177
<b>2010</b>	275	119	841	205
<b>2015</b>	302	130	1028	249

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## ARCHIVES

*Daniel McCormack, CA, Archivist/Records Manager*

### WEBSITE

<http://www.burlington.org/residents/archives.php>

The Town of Burlington Archives was established under Article 4 of Town Meeting in May, 1999. The Archives acquires, preserves, and makes accessible records of town departments, historical records, and documents relating to the town's operations and history. It serves town officers, employees, taxpayers, ratepayers, and other interested parties. The Archives undertakes municipal records functions in accordance with Massachusetts General Laws Chapter 66, and relevant state and federal laws, rules, and regulations.

### PURPOSE

The purpose of the Town of Burlington Archives is to organize, preserve, and make accessible records not in current use and to collect and maintain documentation relevant to the work of the municipal government. The Archives primarily services the municipal government operations of the Town of Burlington. The Archives holds both archival and inactive records relating to 1) current and ongoing municipal operations, 2) municipal departments, 3) committees and boards, 4) the history of the Town 5) the growth and development of the town, 6) vital documents of individuals, 7) Town Meeting, 8) municipal personnel, 9) secondary sources relating to the history of the town and its people and 10) individuals and organizations related to, or functioning within the Town.

The Archives collects documents related to Burlington history, government and operations in several different forms, including, but not restricted to: micro-images, photographs, manuscripts, paper, maps,

digital records, audio and visual recordings. The Archives primarily collects unpublished items but will acquire published items relating to the town, its growth and development and its history.

The Archives provides technical and advisory services related to recordkeeping and documents management, as well as compliance and regulatory functions. Reference services are undertaken on behalf of residents, taxpayers, ratepayers, and other interested parties. Recordkeeping services involve storage of documents, processing of collections, conservation and preservation activities, reformatting, and document destruction.

In exercising its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations.

## 2015 HIGHLIGHTS

- Acquired 282 feet of records
- Received a new microfilm reader printer (replacing 20 year old model)
- Fulfilled 831 reference requests
- Assisted the Historical Commission and Clerk's Office with the distribution of nearly 1800 volumes of John Fogelberg's *Burlington: Part of a Greater Chronicle* in October and November.
- Advised the Historical Commission on technical issues relating to programming and collections.
- Supervised destruction of obsolete records from numerous town departments
- Participated in two major national conferences (National Association of Government Records Administrators and the Society of American Archivists), a regional meeting (New England Archivists), and a state meeting (Massachusetts History Conference),
- Contributed service to the Northeast Document Conservation Center Advisory Board and the Massachusetts State Historical Records Advisory Board,
- Spoke with classes of third grade students about local history, archives, and the use of historical documents.

## THE FUTURE

By the end of 2015, the Archives had acquired 282 cubic feet of documents, a larger volume than in any previous year. Some of this included the usual acquisitions along with unexpected gifts, all of which were appreciated. Whether items from boards or committees, construction photographs, or images of homes and businesses, we continue seeking records from residents that document the town's history and operations. Not everything comes to the Archives that should, and there are many areas where our records are not complete.

In particular we seek documents relating to the town's great period of growth between 1945 and 1970. Not only are these important to telling the town's story, they also are useful to homeowners, developers, and town officials who often need to know the history of a building, project or parcel of land. Over the coming years we are placing a renewed emphasis on acquiring records related to growth and development functions during this 25 year period. We will need the assistance and contributions of town officials, business owners, and residents. We will have more to say about this in the near future.

We have continued gathering information about workflows and document creation from several departments in pursuit of an electronic records management system. We thank a number of departments for the valuable input into their department's record-creating operations. As we move toward more efficient electronic document management we will rely even further on the direction and contributions of departments and officials in utilizing efficient and compliant recordkeeping solutions. Burlington is a blueprint for efficiency in municipal recordkeeping and we proudly share our knowledge with those who pursue similar goals

The next year will no doubt be characterized by new public records laws being considered at the state level as well as continued momentum toward centralized management of electronic records. We are able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the strictures of the laws. While the impacts of these changes are not yet known, we will need to examine the manner in which services are delivered. Above all, the input, advice, and contributions of citizens will keep the Archives fresh, vital, and always ready to respond to the needs of Burlington.

## BOARD OF REGISTRARS

*Jeanne S. Ganley,*

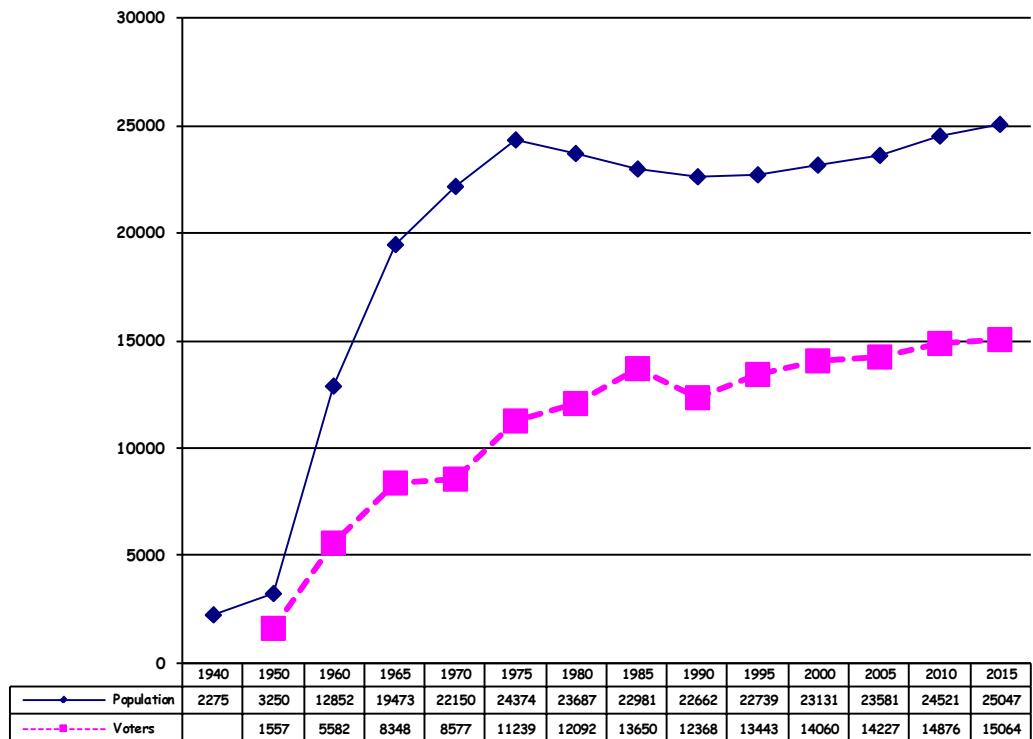
*Elmer Bud Larson*

*Joan Kennedy Constant*

*Amy Warfield*

Working with the Town Clerk's office the Board of Registrars is responsible for overseeing Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2015.

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



### 2015 YEAR-END SUMMARY

**811** - # of residents registered and added to the rolls

**762** - # of residents dropped from the rolls

**564** - # of voters placed on the inactive rolls

**2553** - # of persons eligible but not registered

**89%** - eligible residents registered to vote

**314** - Registration Forms sent to 18 yr. olds

**117** - Mail-In Registrations Received from 18 yr. olds

## 2015 POPULATION TRENDS

<u>Age Group</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2015</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	2459	-12.6%	-16.1%
11-20	3160	2620	2833	987	2877	-9.0%	1.6%
21-30	3889	3476	2500	2644	2694	-30.7%	7.8%
31-40	3311	3877	3624	2950	2855	-13.8%	-21.2%
41-50	3062	3208	3378	3660	2977	-2.8%	-11.9%
51-60	3031	2712	2905	3220	3494	15.3%	20.3%
61-70	1756	2220	2325	2546	2754	56.8%	18.5%
71-80	672	926	1398	1844	1848	175.0%	32.2%
81-90	220	270	417	922	1225	456.8%	193.8%
91+	24	34	75	133	228	850.0%	204.0%
Unknown	722	442	745	912	1636	126.6%	119.6%
Total	22662	22740	23131	22521	25047	10.5%	8.3%

2015 has been a quiet year for the Board of Registrars, with only the Town Election and small number of contested races.

## GOALS

We continue to look for ways to increase voter registrations with a new online state system that started this year and whose impact will be felt in 2016.

## TREASURER/TAX COLLECTOR

### ***ADMINISTRATION AND DEPARTMENT STAFF***

*Brian Curtin, Treasurer/Tax Collector*

*Tax Office Staff: Teresa Clement Assistant Tax Collector; Paula McMahon, Lisa Runyan*

*Sheila Flaherty (Retired)*

*Benefit Staff: Pat Dotson, Eileen Ferren, Jennifer Ryan, Christine Sinacola*

*Payroll Staff: Marianne Valente, Andria O'Shea*

### **WEBSITES**

[http://www.burlington.org/town\\_government/treasurer.php](http://www.burlington.org/town_government/treasurer.php)

[http://www.burlington.org/town\\_government/tax.php](http://www.burlington.org/town_government/tax.php)

### **PURPOSE**

The Treasurer and Tax Collector office provides services to Town and School Employees as well as the residents of the Town of Burlington. The Treasurer's office receives and invests all revenue received by the Town. Sufficient balances must be maintained to assure the timely paying of all expenditures including payroll, accounts payable and debt service. The Treasurer and Tax Collector office also facilitates the benefits for Town and School Employees such as health, dental and life insurance, disability and retirement.

### **HIGHLIGHTS**

- The Town of Burlington's average residential single-family homeowner's annual tax increase for fiscal year 2016 was 3.33 %. The commercial industrial increase was 4.36% in 2016 and the average residential tax bill increased by 1.61 % for fiscal year 2016.

### **BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FY 2016**

	<b>LEVY</b>	<b>VALUATION</b>		<b>LEVY</b>
<b>CLASS</b>	<b>PERCENTAGE</b>	<b>BY CLASS</b>	<b>TAX RATES</b>	<b>BY CLASS</b>
<b>Residential</b>	39.1562%	3,396,245,775	11.46	38,920,977
<b>Open Space</b>	0	0.0000%		0.0000%
<b>Commercial</b>	51.3775%	1,805,825,709	28.28	51,068,751
<b>Industrial</b>	4.8857%	171,725,500	28.28	4,856,397
<b>SUBTOTAL</b>	95.4194%	5,373,796,984		94,846,125
<b>Personal</b>	4.5806%	161,002,910	28.28	4,553,162
<b>TOTAL</b>	<b>100.0000%</b>	<b>5,534,799,894</b>		<b>99,399,287</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 has seen a large improvement in total claims since changing to high deductible insurance plans in 2011. We have reduced our claims experience from \$10,704,684 in 2010 to \$ 9,997,246 in 2011 for active and retired employees under 65 years old.
- Our second year claims under this plan were \$9,709,551 a reduction of \$995,133 over the two years. The claims for 2013 were \$9,290,811 and for 2014 we finished the year with total claims of \$10,262,139. Health Insurance claims for 2015 were \$10,029,443 which showed a reduction from 2014 of \$232,696. The high deductible plans continue to save the Town and its employee's premium costs.
- The Town is self insured and we have been able to increase the Town and employees trust fund to a balance of roughly \$4,500,000 as of 12/31/15.
- 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. The decision to go to high deductible plans saved the Town well over \$ 3,000,000 in budget increases for fiscal year 2012 through 2016. The Town's budget has had an average increase of less 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, Physical Fitness Programs and a diabetes incentive program to promote weight loss and education about reducing health insurance costs and future claims by making smart choices.
- The Town went out for bid in 2015 for our dental plan for active and retired members and we were able to hold our premium monthly rates for two years at \$37.81 for an individual plan and \$103.57 for a family plan. We were also able to introduce a premium plan for employees offering an improved benefit coverage at \$54.55 individual and \$150.47 for family coverage. There are 443 active employees enrolled in this benefit and 47 chose the new premium plan. There are 261 retirees that have coverage and 32 chose the premium plan.
- 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 2011 through 2015.

**Gross and Net Payrolls as well as Withholding for Benefits and other Payroll Deductions of Town Employees for the Years 2011 through 2015**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>GROSS PAYROLL</b>	<b>\$59,658,427.85</b>	<b>\$60,761,981.05</b>	<b>\$65,713,477.14</b>	<b>\$65,713,477.14</b>	<b>\$70,725,155.96</b>
<b>WITHHOLDING</b>					
<b>Federal Tax</b>	6,939,259.47	6,861,086.67	7,379,423.90	7,379,423.90	8,137,784.80
<b>State Tax</b>	2,702,044.67	2,695,736.25	2,910,254.72	2,910,254.72	3,082,419.32
<b>Retirement</b>	5,142,796.00	5,280,336.01	5,770,320.20	5,770,320.20	6,194,689.13
<b>Health Insurance</b>	2,240,625.75	2,591,650.95	2,827,573.25	2,827,573.25	3,029,706.31
<b>Disability Insurance</b>	133,062.68	138,868.45	183,964.40	183,964.40	190,513.94
<b>Delta Dental Insurance</b>	251,236.08	311,496.73	318,305.68	318,305.68	336,224.14
<b>Credit Union</b>	2,384,594.44	2,193,522.32	2,183,939.95	2,183,939.95	2,155,750.86
<b>Tax Shelter Annuities</b>	678,627.60	745,452.49	805,606.12	805,606.12	842,194.39
<b>Deferred Comp Plans</b>	1,284,238.10	1,301,218.35	1,469,025.61	1,469,025.61	1,630,838.56
<b>Teachers Association</b>	243,992.47	254,979.85	273,232.88	273,232.88	284,609.27
<b>Union Dues</b>	200,976.14	211,966.89	214,413.01	214,413.01	216,677.54
<b>Suspence</b>	16,870.00	19,398.58	24,939.54	24,939.54	16,126.00
<b>Life Insurance</b>	76,728.74	89,130.25	96,470.91	96,470.91	114,732.98
<b>Fica-Medex</b>	700,103.61	729,371.06	806,138.90	806,138.90	886,693.73
<b>Social Security</b>	1,148.67	3,186.97	3,194.20	3,194.20	2,511.96
<b>Flexible Spending</b>	416,179.71	427,015.08	450,927.21	450,927.21	523,392.57
<b>Firepac</b>	3,189.80	4,078.56	4,135.59	4,135.59	4,007.12
<b>Cops for Kids with Cancer</b>	0.00	0.00	0.00	0.00	1,272.00
<b>Sprouts</b>	217,231.20	266,403.54	329,175.00	329,175.00	384,089.01
<b>TOTAL WITHHOLDINGS</b>	23,632,905.13	24,124,899.00	26,051,041.07	26,051,041.07	28,034,233.63
<b>NET PAYROLL</b>	<b>\$36,025,522.72</b>	<b>\$36,637,082.05</b>	<b>\$39,662,436.07</b>	<b>\$39,662,436.07</b>	<b>\$42,690,922.34</b>

- 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 Scholarship Foundation decided to postpone the Annual Telethon until March 2016. However we still received contributions in 2015 of \$11,543 for the class of 2015 and another \$2,088 in general donation related to our 2014 Telethon. The Scholarship Foundation received \$7,230 from residents donating from our tax billing check-off system. We were also able to raise \$20,456 from our Adopt-A-Class programs and another \$3,206 in miscellaneous donations. These contributions enabled the Scholarship Foundation to grant \$105,350 in Scholarships in 2015. The Burlington High School Scholarship Fund awarded \$209,925 in Scholarships in 2015. The Burlington Community Scholarship Foundation awarded a total of \$315,275 in scholarships in 2015.

- The Endowment funds invested at UBS Financial Services had a negative return of 3.97%. This was a direct result of a poor performance of the stock market. These funds are professionally managed. The total investment gain and interest income on the scholarship funds was \$40,450. The reduction in value of the portfolio because of the down market resulted in a market loss of \$65,012. The scholarship endowment balance was \$1,119,153 as of December 31, 2015.
- Town Meeting continued to support the improvement of reinvesting in our infrastructure by voting an authorization of \$1,650,000 to pay for the renovation, improvements, and construction of 33 Center Street a building the Town purchased in 2013.
- The Town had its AAA Credit rating re-affirmed on July 7, 2015 from Standard & Poor's rating agency. This is the highest credit rating attainable.
- The Town issued a \$ 750,000 one-year bond anticipation note at a low interest rate of .40% due 7/22/16. The bond note proceeds will be used to finance repairs to the Human services Building and water main improvements.
- The Town also issued a general obligation 20 year bond issue for \$11,270,000 and received a winning interest rate of 2.49%. These bonds will finance the Marshall Simonds Middle School construction of \$2,162,000, Road and municipal parking lot improvements for \$3,000,000, \$460,000 for cemetery expansion, \$700,000 for the purchase of 33 Center Street, \$895,000 for the high school elevator, \$1,995,000 for the purchase of Meadow Road property and a refunding of previous bond issue \$2,058,000. 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 to help finance our annual bonded debt principal and interest payments. We collected \$1,560,990 in fiscal year 2015 as a revenue source to help finance these capital projects. 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 \$7,271,219 as of 6/30/15 and the Town's Free Cash balance was \$9,774,949 as of 07/01/2015. 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 \$ 6,213,650.
- The economy has improved and unemployment and the housing market have had a healthy recovery. The construction industry is doing very well in Burlington with several new projects under construction. We have successfully moved forward 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.

**CHANGES**

Marianne Valente replaced Loreen Perron who was promoted to the position of Administrative Secretary in the Fire Department.



## FIRE DEPARTMENT

### BURLINGTON FIRE DEPARTMENT MISSION STATEMENT

*The mission of the Burlington Fire Department is to protect and preserve life and property in the Town of Burlington through code enforcement, public education programs and incident response to fire, medical and other emergencies.*

#### WEBSITE

<http://www.burlington.org/departments/fire/index.php>

#### FIRE PERSONNEL

\* *Steve Yetman, Fire Chief*

\* *Michael Patterson, Assistant Fire Chief*

##### *Captains:*

\* *Timothy Browne, Scott Carpenter, Andy Connerty, John Corbett*

##### *Lieutenants:*

\* *James Browne, Mark Cedrone, Peter McAnespie, Steven McLean,*

\* *Robert Paul, John Skinner, James Sorenson, John Walthall*

##### *Fire Prevention/Inspection Services:*

\* *Captain Michael Hanafin, Lieutenant Mark Saia*

##### *Training/Communications:*

\* *Kevin Browne*

##### *Clerical Staff:*

*Loreen Perron, Stacey Hindle, Karen Carlson*

##### *Firefighters*

*David Angelo	*Kurt Duprez	*Richard Hovasse	*Brandan Micciche
*Gary Arbing	*Tyler Falconer	*Timothy Hovasse	*Paul O'Meara
*Michael Bennett	*Todd Ficociello	*Jason Hughes	*Kevin Pollicelli
*Michael Bibbey	*Eric Fitzgerald	*Paul Kadilak	*Michael Runyan
*Rob Blenkhorn	*Michael Fontannay	*Shaun Kenney	Leonard Sawyer
*Jefferey Boucher	*Michael Gledhill	*Sean Killilea	*James Sherman
*Kyle Browne	*Brandon Gonzalez	*Gerard Letendre	*William Toland
*Craig Callahan	*Gerald Hanafin	*Thomas MacLeod	* Fred Williams
*Clifford Comeau	*John Hanafin	*Michael McLaughlin	
*Sean Connors	*James Hapenney	*Edgar McLean	

##### *Emergency Vehicle Technician*

*Eric Moran*

##### *Civilian Dispatchers*

\* *Stephen Baia, Elaine Carpenter, Nicole Noorigian, Scott Perry*

\* Indicates Department EMT

## PURPOSE

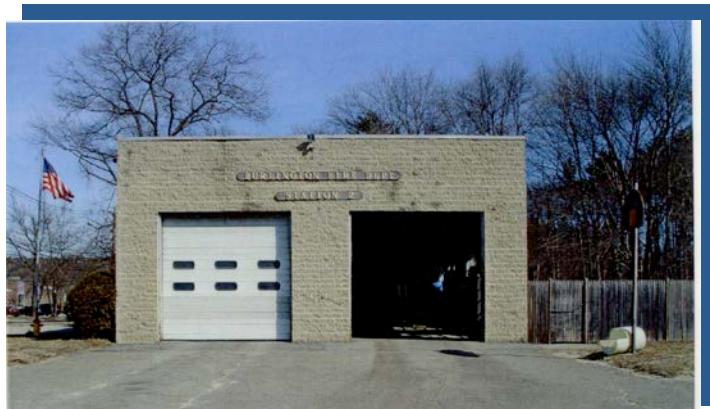
The mission of the Burlington Fire Department is accomplished by providing code and regulation enforcement through inspections and plan reviews. We meet and train regularly with other town departments to provide a team approach to various issues including responding to emergent and non emergent events. The fire department provides public safety education in our schools, CPR training to our residents and Community Risk Reduction Programs. We extinguish and investigate all fires and are the emergency medical service for the Town of Burlington providing treatment and transport for the sick and injured.

## DEPARTMENT OVERVIEW

The Burlington Fire Department currently employs a total of sixty six (66) personnel, including both professional firefighters (58) and civilian support staff operating out of two stations. Headquarters, located at 21 Center Street, houses all of the administrative staff, support services and most of the emergency response personnel. Station 2 is located at 114 Terrace Hall Avenue and houses one fire engine with 3 firefighters per shift.



*Headquarters*



*Station 2*

## DIVISIONS

### Administrative

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of a nearly 7 million dollar budget, capital requests / purchases, short & long term business planning.

### Fire Prevention

*Captain Michael Hanafin*

*Lieutenant Mark Saia*

Assist in the oversight and approval of commercial and residential construction projects throughout the Town of Burlington. Duties include site plan reviews; permit processing, on-site inspections during construction and final inspections for the issuance of occupancy certifications.

New development in commercial and residential properties continued in 2015. 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.

## **2015 PERMITS AND INSPECTIONS**

### **Type of Service**

Commercial Occupancy Inspections .....	174
Master Box Certifications.....	41
On Site – Inspections.....	207
Permits Issued .....	712
Plan Review .....	226
Residential Occupancy Inspections .....	103
Site Plan Reviews .....	45
Smoke Detector Inspections .....	268
<b>Total.....</b>	<b>1,776</b>

### **Inspections**

Commercial Occupancy .....	174
Fire Drills.....	6
Knox Box.....	6
Oil Burner.....	21
Oil Tank Installation.....	12
Oil Tank Removal .....	4
On Site – Fire Prevention .....	135
Propane Tank Inspection .....	23
Residential Occupancy .....	103
Smoke Detectors.....	235
<b>Total.....</b>	<b>752</b>

**Permits**

AST.....	37
Blasting.....	3
Campfire .....	2
Dumpster .....	50
Extinguishing System.....	6
Fire Alarm .....	119
Fireworks Display.....	2
Flammable Storage .....	64
Gas Appliance.....	1
Haz-Mat.....	2
Oil Burner.....	36
Oil Line.....	2
<b>Total.....</b>	<b>712</b>

Building Plans Stamped and Reviewed .....	226
Site Plan Reviews .....	45
Master Box Certifications .....	41
<b>Combined Totals .....</b>	<b>1776</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.

**TRAINING / EMERGENCY MEDICAL SERVICES / COMMUNICATIONS / DISPATCH**

*Training Captain, E.M.S. Officer, Civilian Dispatchers (4)*



The Training Captains is responsible for the ongoing training of all department members including officers, firefighters, dispatchers and maintaining all department training records. The E.M.S. Officer oversees the departments' emergency medical services including the ambulances and maintaining all associated records. Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the designated E.M.D. provider. Our dispatchers answer, screen and dispatch all incoming emergency calls and will give medical instructions over the phone when necessary.

*Assistant Fire Chief Mike Patterson oversees operations  
during past fire at the rear of Kings Bowl*

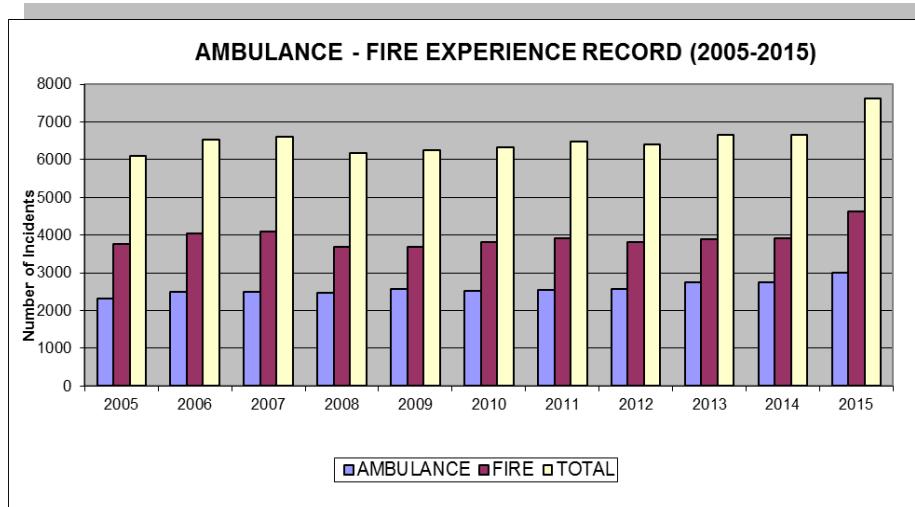
Burlington Firefighters continue to train on a regular basis. Training can either be given in house in a classroom session or practical hands on training. Teaching can also be given by in house instructors, instructors from the Massachusetts Firefighting Academy or private companies / vendors. When apparatus or technical equipment is newly bought usually training is included and incorporates all four shifts.

Firefighters also participate in in-service inspections to familiarize themselves with local businesses and buildings. They also take part in annual liquor licenses inspections for yearly liquor license renewals. During the holiday season firefighters participate in inspections of shopping centers on a regular basis to ensure stores are not overstocked and there are clear means of egress for all employees and patrons.

In the coming year, the members of the Burlington Fire Department will continue to train on a variety of responses and topics. Our firefighters, as always, remain committed to providing the best service possible to the residents, businesses and visitors to the Town of Burlington.

### **Ambulance / Emergency Medical Services**

Burlington Firefighter/EMT's responded to a record number of ambulance calls in 2015. Fire Department ambulances responded to a total of 2,991 calls for assistance an increase of 10% over 2014. Emergency Medical Services (EMS) continues to play a major role in our service and our mission. The men and women of the Burlington Fire Department continue to make every effort possible to provide the best medical care to those who live, work and visit Burlington.



### **Emergency Response (Shift Captains, Lieutenants and Firefighters (52)**

The emergency response division of the Burlington Fire Department responds daily to all calls for assistance including the extinguishment and investigation of fires as well as a myriad of other emergencies including multiple types of rescues, hazardous materials investigation and remediation. We also provide emergency medical basic life support (BLS) treatment and transport of the sick and injured.



### Maintenance (Emergency Vehicle Technician)

The E.V.T. is responsible for the maintenance and repair of all emergency response apparatus, staff vehicles, trailers, power equipment and self contained breathing apparatus (SCBA).

*Firefighter Gledhill and others using extrication tools*

### 2015 REVIEW

2015 was a record shattering year for the Burlington Fire Department. While fire department responses tend to increase yearly, the percent increases are generally between 2 to 5% on average. For 2015 the numbers of responses were up from 6,662 in 2014 to 7,616 last year for an increase of 14%. Ambulance calls were up 9% for the year to a record 2,991 responses and fire calls rose 18% for a total of 4,625 responses.

The significant increases included general fire alarms (including system malfunctions, accidental and false alarms) up 16%, Motor Vehicle Collisions (MVC's) up 20% and general calls for public assistance up 47%. Major increases occurred for gas leaks up 54% with the largest number of responses occurring during the heavy snow period of February and March. Even though we received record snowfalls we also experienced one of the driest spring and summer periods accounting for our largest single increase in brush fires up 360% over 2014. The majority of these calls occurred in April and May which is typically the busiest period for brush fires.

### GRANTS AND GIFTS

- A grant from the Federal Emergency Management Agencies (FEMA) Assistance to Firefighters Grant (AFG) Program for the purchase of Self Contained Breathing Apparatus (SCBA) in the amount of \$300,000
- Two grants from the Department of Fire Services (DFS). One for the Student Awareness in Fire Education Program (SAFE) for \$5,023 and another for the Senior Awareness and Fire Education (Senior SAFE) Program for \$2,995.
- A grant from the Department of Public Health (DPH) for the maintenance of the fire departments Mobile Decontamination Unit (MDU) in the amount of \$2,000.
- The Oracle Corporation donated \$9,901 for the purchase of equipment.
- The Digital Federal Credit Union (DCU) donated \$3,500 for the purchase of equipment.
- The Nordblom Corporation donated \$1,864 for the purchase of equipment.
- The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support.

### PERSONNEL CHANGES

#### *Retirements*

- In February, Principal Clerk Mary Fay retired after 28 years of service in fire administration

- In July, Administrative Secretary Joanne Arbing retired after 30 years of service.
- Both Joanne and Mary were long term employees in fire administration. We wish them both a long healthy retirement and thank them for years of dedicated service.

***New Hires***

- In March Firefighter/EMT Brandon Gonzalez joined the Department.
- Also in March, Stacey Hindle was hired as a Principal Clerk.
- In June Firefighter/EMT Tyler Falconer was added to the department.
- In August Loreen Perron was hired as an Administrative Secretary.

We welcome all these new members and wish them all long productive careers

***Losses***

- In January retired Firefighter George Brady passed away. George was a member of the department for 6 years before retiring with a disability injury.
- In September retired Firefighter Vincent Pollicelli passed. Vinnie was a member of the department for 16 years before being retired disabled from an injury.
- Also in September retired Firefighter Robert Ferro passed away. Bob was a member of the department for 7 years before retiring with a disability injury.

Both Firefighters Pollicelli and Ferro retired from disabling injuries suffered in the same motor vehicle accident. We remember these former members and thank them and their families for their years of service and dedication to this department.

As always, on behalf of the members and staff of the Burlington Fire Department I would like to take the opportunity to thank our residents, elected officials, various town boards & committees as well as our local business community and partners for your continued support as we strive to serve you to the best of our availability.



*Burlington Fire Department Honor Guard  
participating in the 2015 Memorial Day Program*



*Firefighters MacLeod and McLaughlin  
Automatic External Defibrillator*



*Firefighters Pollicelli, Comeau, Duprez and  
Captain Carpenter practicing Ice Rescue Training*

**Burlington Fire Department Report of Incidents by Type of Incident**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	<b>TOTAL</b>
<b>Accidents</b>													
Motor Vehicle Crash	24	24	21	16	30	33	28	17	27	18	25	31	<b>294</b>
Pedestrian	0	0	0	3	2	2	0	3	0	0	1	1	<b>12</b>
<b>Medicals</b>	218	225	199	211	182	193	205	203	201	203	211	220	<b>2471</b>
<b>Alarms</b>													
Accidental	46	41	45	36	30	35	47	34	31	44	44	27	<b>460</b>
False	0	2	0	1	0	1	0	0	1	1	1	0	<b>7</b>
System Malfunction	17	26	18	21	9	13	21	15	12	20	18	9	<b>199</b>
<b>Fire</b>													
Cooking Fire	2	0	1	2	0	0	0	0	0	0	0	0	<b>5</b>
Residential	1	0	1	0	2	1	0	1	1	3	2	0	<b>12</b>
Apartments	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Assisted Living	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Hotel	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Brush, Grass	0	0	0	18	55	7	7	8	7	2	0	2	<b>106</b>
Business/store/rest	0	0	0	0	0	1	0	2	2	0	0	0	<b>5</b>
Dumpster-trash	0	0	0	0	0	2	0	0	2	0	1	1	<b>6</b>
Motor Vehicle Fire	1	1	3	1	3	0	1	1	1	0	0	2	<b>14</b>
Lightning	0	0	2	0	0	0	0	1	0	0	0	0	<b>3</b>
Oil burner Malfunction	0	2	0	0	0	0	0	0	0	0	0	0	<b>2</b>
Motor Malfunction	2	3	1	2	1	0	0	0	2	1	0	1	<b>13</b>
Smoke Scare/Removal	9	4	1	2	6	1	5	10	5	2	2	6	<b>53</b>
Fire; Other	1	2	0	2	2	0	0	0	0	1	3	0	<b>11</b>
<b>Outside Burning</b>													
Authorized	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Unauthorized	0	1	0	4	6	1	2	1	2	1	3	4	<b>25</b>
Hazmat	2	3	5	0	1	2	0	2	2	5	1	5	<b>28</b>
CO Problem	3	16	8	4	2	5	5	3	3	4	4	2	<b>59</b>
Spill Leak Fuel	0	0	1	0	1	1	1	2	1	2	1	2	<b>12</b>
Natural Gas Leak	2	12	11	6	3	2	1	6	2	1	7	1	<b>54</b>
PowerlinesdownArcing	3	1	6	5	4	6	5	6	2	3	1	2	<b>44</b>
Electrical Problem	0	0	0	1	1	0	0	0	0	1	0	0	<b>3</b>
Water Problem	2	12	3	2	1	0	3	3	2	3	3	2	<b>36</b>
Service Call	0	1	2	0	0	0	1	0	0	0	0	1	<b>5</b>
Public	21	22	12	27	40	49	49	45	55	110	47	29	<b>506</b>
Elevator Extrication	0	4	1	1	3	2	2	4	2	0	0	2	<b>21</b>
Lock Outs/Ins	3	0	4	2	0	1	4	0	3	3	2	3	<b>25</b>
Nothing Found	2	4	2	5	8	3	2	5	7	7	2	3	<b>50</b>
Cancelled en-route	4	6	6	8	3	4	5	5	8	0	7	2	<b>58</b>
Good Intent Call	10	0	0	0	0	0	0	0	0	0	0	1	<b>11</b>
CoverAssign/Mutual	2	0	0	3	2	3	1	2	0	1	1	0	<b>15</b>
<b>Totals</b>	<b>375</b>	<b>412</b>	<b>353</b>	<b>383</b>	<b>398</b>	<b>368</b>	<b>395</b>	<b>380</b>	<b>382</b>	<b>437</b>	<b>387</b>	<b>359</b>	<b>4625</b>

## POLICE DEPARTMENT



### BURLINGTON POLICE DEPARTMENT MISSION STATEMENT

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

#### WEBSITE

<http://www.burlington.org/departments/police/index.php>

#### **POLICE DEPARTMENT PERSONNEL BY RANK & SENIORITY**

##### ***Michael R. Kent, Chief of Police***

##### ***Command Officers***

*Capt. Gregory Skehan*

*Lt. Stephen O'Meara*

*Lt. Glen Mills*

*Lt. Robert Kirchner*

*Lt. Thomas Browne*

*Lt. Michael McDade*

*Sgt. Michael Debye*

*Sgt. Timothy McDonough*

*Sgt. Kevin Doherty*

*Sgt. David H. McLean*

*Sgt. Gerard McDonough*

*Sgt. Timothy Kirchner*

*Sgt. Daniel Hanafin*

*Sgt. Kevin Cooney*

*Sgt. Matthew Leary*

##### ***Detectives***

*Gary Burdick*

*Paul Callahan*

*Gary Redfern*

*Al Gagne*

*Thomas Fournier*

*Ann Marie Browne*

*Thomas Carlson*

*James Tigges*

##### ***Dispatchers***

*Gail Fay*

*June Connolly*

*Eileen Barnard*

##### ***Thomas Duffy, Deputy Chief***

##### ***Officers***

*Stephen Cross*

*Edward Mackey*

*Spiros Tsingos*

*Richard Hanafin*

*James Tigges*

*Harry Sawyer, Jr.*

*Charles Ferguson III*

*Bernard Schipelliti*

*Daniel Houston*

*Paul Glejzer*

*Robert Aloisi, Jr.*

*Keith Sheppard*

*John Thompson*

*Lyn Reynolds*

*Stephen Papagno*

*Joseph Papseadero*

*William A. Soda*

*David M. McLean*

*John Lynch*

*Peter Abaskharoun*

*Michael Minichiello*

*Matthew Creamer*

*Roberto Reyes*

*Scott Lauder*

*David Outerbridge*

*Vito Costa*

##### ***Officers***

*Sage Costa*

*Domenic Grossi*

*William Trelegan*

*Shane Thomson*

*Christopher DiDonato*

*Ryan Griffin*

*James Hanafin*

*Gregory Gough*

*Patrick Lyons*

*Ashley Daniels*

##### ***Head Traffic Supervisor***

*Helen Bulman*

##### ***Clerks***

*Rosemarie Tieri*

*Paula Manzo*

*Kate Curtis-Bozio*

##### ***ACO***

*Gerry Mills*

##### ***2 Captains***

##### ***5 Lieutenants***

##### ***9 Sergeants***

##### ***8 Detectives***

##### ***43 Patrol Officers***

##### ***3 Officers Unfilled***

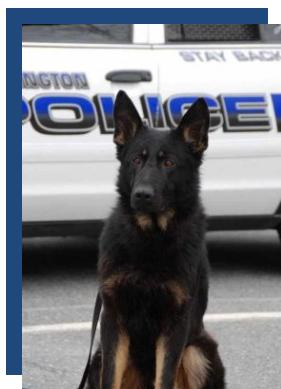
## PURPOSE

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 just “report takers”.

- In June, the first Deputy Chief in the history of the department was appointed. Captain Thomas Duffy was promoted to this position. Long-time Patrolman Kevin Rogers retired in 2015 and four new officers were appointed to fill existing vacancies.
- The department purchased a mobile command vehicle with a \$100,000.00 grant received from the Cummings Foundation. This vehicle will assist in expanding services at crime scene, major events and prolonged investigations.
- In July, the department investigated a Homicide at a local hotel. Through a cooperative effort of the Burlington Police, State Police, District Attorney’s Office and the Woburn Police Department three individuals have been charged and are being held while the court proceeds.
- The Burlington Police Facility is functionally obsolete for the needs of a modern police department. The Facilities section of the DPW is kept busy keeping up with the maintenance that is required in a building that is over 100 years old.



*Two new full Time Police Officers, Patrick Lyons (l) and Gregory Gough (r) with Deputy Chief Thomas Duffy and Chief Michael Kent*



- As the town continues to grow staffing of the police department will need to be addressed. The department has been at its current level of 64 officers since 1989.
- Officer Joe Papseder and K-9 Havoc completed advanced training at the International Police Work Dog Association Nationals.
- An aggressive campaign that enforced violations of handicap parking laws was continued in 2015. This is a cooperative effort between the Police Department and the Disability Access Commission.



- The Burlington Police Department Honor Guard continues to participate in community events.
- The department collaborated with the United States Postal Service to host a Children's Safety Awareness Event with the Post Office introducing a new Forget-Me-Not stamp in support of the effort to find missing children.

I would like to thank everyone who helped the department in 2015, 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 women and men of the Burlington Police Department for their hard work, courage and dedication to the citizens of Burlington.

*Burlington's Disability Access Commission's ADA Coordinator presenting a Certificate of Appreciation to Officer William Trelegan for his diligence in fighting handicapped parking abuse.*



*The department purchased a mobile command vehicle with the aid of a grant from Cummings Foundation's \$100K for 100 Grant Program*

## 2015 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

<b>Total calls for service for 2015</b>	<b>26,236</b>
51A filed (Child abuse/neglect notifications to DCF)	28
Arrests	169
Arrests (Warrant)	46
Arson	1
Assaults	26
Assaults (Dangerous Weapons)	5
Assist Other Police/L.E. Agencies	164
ATM Skimmers	1
Attempted Murder	1
ATVs; Dirtbikes; Go-carts	36
B & E MVs – attempted	2
B & E MVs; Thefts from MV	60
Bomb Threats	1
Burglaries - Business/Commercial	11
Burglaries – Residential	12
Burglary attempts - Business/Commercial	4
Burglary attempts – Residential	2
Child Abuse/Neglect/Endangered	18
Civil Matters	24
Computer/Internet Crime (non theft)	12
Counterfeiting/Forgery	11
Credit/Debit Card Misuse	60
Criminal Motor Vehicle Offenses	146
Disturbances (Non domestic)	202
Domestic - Custody/Probate Issues	45
Domestic – other	69
Domestic related harassment	12
Domestic related WBC	23
Domestic Stand By	19
Domestics	198
Drug Offenses	89
Elder Issues/Abuse/Neglect	21
Exposure (Indecent)	6
Fake/Altered License or ID	2

Fatal Motor Vehicle Crashes	1
Fraud/Cons	22
Gas leaks; odor of gas	42
Group Home Incidents/Disturbances	9
Harassment	38
Harassment Order Violation	2
Harassment Orders - served/issued	7
Identity Theft	47
K9 Activity	35
License Plate Stolen	8
Liquor Violations; possession/transporting	10
Littering; Dumping	6
Malicious Damage / Vandalism	128
Miscellaneous	60
Missing Person/Found Person	30
Missing Persons	6
Missing Persons Located	2
Murder/Homicide	1
MV Complaints / Traffic issues	337
MV Thefts	11
Narcan administrations by police officers	11
Neighbor disputes/issues	26
Noise Complaints	166
On-line Thefts/attempts/scams	3
OUI – Drugs	3
OUI – Liquor	20
Phone Calls / Text messages	23
Prescriptions; false/uttering false	3
Prostitution	5
Protective Custody	38
Psych incidents	62
Rape	3
Receiving/Recovered Stolen Property	4
Recovered Stolen MVs in Burlington	3
Recovered MVs out of town stolen from Burlington	5
Restraining Orders - served/issued	61
Retail / Shoplifting	257
RO Violations	14
Road Rage Incidents	13

Robberies, Armed	5
Robberies, Unarmed	3
Sex Offenses – all other	1
Sexual Assaults	2
Soliciting prostitution/Sexual conduct for a fee	8
Solicitors	39
Sudden Deaths	22
Suicide Attempts or Threatened	43
Suicides	4
Summonses	310
Susp persons; MVs; activity	969
Thefts / Larcenies – Attempted	7
Thefts / Larcenies – other	124
Threats	26
Town By Law Violation	5
Trees/Poles/Wires down	107
Trespassing	9
Using MV without authority	7
Warrant of Apprehension (non-criminal)	13
Weapons (Incidents involving weapons)	12
Well Being Checks	389
Work Related injuries/deaths/accidents	1
Youth Complaints	101



*Active Shooter Drill at the Burlington Mall*



(l to r): Lt. Glen Mills, Sgt Jerry McDonough, Dispatcher June Connolly, Officer. Dom Gross, Officer. Peter Abaskharoun, Officer. Matt Creamer, Officer. Greg Gough, Officer. Jim Hanafin, Officer. Bob Aloisi, Officer. Ed Mackey, Officer Bill Trelegan, Sgt. Dan Hanafin, Sgt. Matt Leary, Sgt. David H. McLean

*National Police Week, Washington D.C.  
Officers Jim Hanafin, Mike Minichiello, Matt  
Creamer, Detective Tom Carlson, Officer Dom  
Grossi, Sgt Jerry McDonough*



*Burlington Police Department Honor Guard with  
Chief Michael Kent on Veterans Day  
Photo by: Burlington Cable Access Television*

## DEPARTMENT OF PUBLIC WORKS

### ***ADMINISTRATION AND DEPARTMENT STAFF***

*John G. Sanchez, Director of Public Works*

*Thomas F. Hayes, Town Engineer*

*Teresa J. Keene, Administrative Assistant*

### ***Superintendents***

*Highway: Kevin Keene*

*Water & Sewer Utilities: Paul Bieren*

*Buildings & Cemeteries: Paul Cauldwell*

*Central Maintenance: George T. Lee*

*Treatment Plant: Russ Makiej*

*Frank Anderson*

*James Bieren*

*Billy Bouley*

*Aaron Chase*

*Robert Clougherty*

*Kevin Crehan*

*Matthew Davis*

*Arlene Defilippo*

*Justin Dekow*

*David DeLuca*

*James Doherty*

*John Doherty*

*Pari Doherty*

*Stephen Doyle*

*Paul Dubois*

*Patrick Duran*

*Michael Dwyer*

*Sinan Emrem*

*Leonardo Fernandes*

*Gabrielle Fitzgerald Legare*

*Matthew Ganley*

*Kenneth Ganley*

*James Gavula Jr.*

*Michael Giardina*

*Mary Hamel*

*Thomas Harrington*

*Stephen Hildreth*

*Roderick Joslin*

*Christopher Lavoie*

*Pialisa Manent*

*Donna Manning*

*James Marchese Jr.*

*Armand Marion*

*Nanette Masotta*

*Daniel Matarazzo*

*Lisa Matarazzo*

*Timothy Mazzone*

*Ricky McClenningham*

*Robert McMahon*

*Donald McNeil*

*Kevin Mehigan*

*Paul Mills*

*Michael Murphy*

*Jose Pimentel*

*Michael Quinones*

*Richard Reid*

*Anthony Repucci*

*Patti Robichaud*

*Laura Sorensen*

*Jeffrey Sousa*

*Brian Sullivan*

*Stephen Tapley*

*Brian White*

*Charles Woods*

*Emily Wright*

### **WEBSITE**

<http://www.burlington.org/departments/dpw.php>

### **PURPOSE**

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, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 64 full-time and part-time employees and 16 seasonal employees the department maintains the town's roadway, drainage, water, sewer, street lights, traffic lights, buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, Burlington Public Transit (formerly B-Line), trash pick-up and winter maintenance operations.

### **2015 HIGHLIGHTS**

- Energy Management Systems at Town Hall, Town Hall Annex and Grandview (partially funded by NSTAR and National Grid) produced significant savings.
- Fire Headquarters single roof was replaced.

- Police Headquarters partial roof replacement completed.
- Police Headquarters boilers replaced.
- 17 snow and ice events produced close to 100 inches of snow. Crews worked hard to make all Burlington roads passable during the heaviest snow season in decades.
- Through the MassWorks Infrastructure Program the Town was awarded a grant in the amount of \$2.25 million for roadway and traffic light upgrades to the Middlesex Turnpike south of Route 128.
- Engineering designed a handicapped accessible walkway into the Town Common.

## **FUTURE GOALS**

The department is proposing the replacement of all street lights in town. LED technology has become less expensive and it may be possible to replace the light fixtures and fund the project through the savings in electricity cost.

Respectfully Submitted,  
John G. Sanchez, P.E., Director of Public Works

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## **ADMINISTRATIVE** - Teresa Keene, Administrative Assistant

Water & Sewer billing sent approximately 18,372 bills out in the amount of \$9.8 Million. Purchasing processed over 5,800 invoices. Cross Connection processed 674 bills totaling \$84,000 in revenue. The staff handled approximately 60 Customer Service calls per day with many of these calls related to Water and Sewer Billing, Storm/Tree damage, Burlington Transit, as well as Trash and other DPW related issues.

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

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## **ENGINEERING DIVISION** – Thomas F. Hayes, P.E., Town Engineer

The Engineering Division evaluates, designs, bids, and manages Town-funded infrastructure improvement projects. Additionally, the Division manages consulting engineers hired to design projects outside the expertise of the Division.

## **2015 HIGHLIGHTS**

- **Utility Permits (0031)** - 358 street opening/utility permits issued.
- **2015 Traffic Light Video Detection Upgrade (7138)** – Detection upgrades at seven (7) signalized intersections, awarded to Dagle Electrical Construction at a contract price of \$178,828.
- **2015 Winter Rapid Recovery Road Program (7143)** – Awarded \$161,774 from State for road repairs needed due to harsh winter. Funds were incorporated into annual paving program.
- **Bedford and Wheeler 2015 Drainage (7125)** - Drainage improvements at four(4) locations: Bedford Street, from Wildwood Park to Liberty Avenue, at the Intersection of Wheeler Road and Rounder

Way, 68 Muller Road, 96 Muller Road, Hilltop Drive and Sandy Brook Road. Awarded to N.Cibotti, Inc at a contract price of \$182,822.15.

- **Bituminous Paving 2015 (7121)** - Resurfacing and/or reclamation of seventeen (17) streets, awarded to Aggregate Industries at a contract price of \$2,585,438.90.



*Engineering designed a handicapped accessible walkway into the Town Common*



- **Crack Sealing 2015 (7139)** - Extendo-pave crack sealing of forty-two (42) streets, awarded to Superior Sealcoat at a contract price of \$37,892.
- **Hilltop Drive and Polk Street - Water Main Replacement 2015 (7106)** - Installation of approximately 3400 feet of 8-inch water main in Hilltop Drive, Polk Street and Clonmel Avenue, awarded to Jos P.Cardillo & Sons Inc. at a contract price of \$583,777.37.
- **MicroSurfacing 2015 (7146)** - MicroSurface pavement treatment of twenty (20) streets, awarded to Sealcoating Inc at a contract price of \$173,132.32.
- **Stream Cleaning 2015 (7126)** - Removal of road sediment from streams in the Foxhill Road/Upland Rd area, awarded to McVac Environmental Services at a contract price of \$195,000.
- **Town Parking Lots 2015 (7127)** - Reconstruction of Town Hall Annex & Fox Hill School parking lots, and installation of handicap accessible concrete sidewalks on the Town Common, awarded to Lazaro Paving Corp at a contract price of \$362,319.50.

- **Traffic Light System Management & Upgrades (0019)** – Maintenance contract awarded to Dagle Electric Construction Corp. for 3 years at the total contract value of \$77,940.
- **Street Light Program (7111)** – Awarded to Dagle Electrical Construction Corp, for 3 years at a contract value of \$57,573.
- **Terrace Hall Emergency Generator Connection (1030)** – Designed by FST Engineers & awarded to Bright-Lite Electrical at a contract price of \$115,700.
- **Terrace Hall Sewage Grinder (1030)** – Purchase of sewage grinder to be installed by DPW/Sewer Division. Awarded to WSE-CMR Inc. at a contract value of \$52,950.

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## BUILDINGS AND CEMETERIES DIVISION – *Paul Cauldwell, Superintendent*

### **Buildings Section**

The overall mission of the Buildings Section of the Buildings and Cemeteries Division is the maintenance and repairs of 26 town owned buildings and the outbuildings associated with them, including the Town Hall, Town Hall Annex, Police Station, Fire Station, Library, Human Services, and Grandview Farm.

#### 2015 Highlights

- Continuing with the evaluation and implementation of energy management systems. This systems will aid in the conservation and cost savings of energy (natural gas and electricity) used by the town buildings. This is done in conjunction with a N-Star and National Grid energy programs;
- Installation of the energy management systems at the Town Hall, Town Hall Annex. Resulting in a substantial savings to the Town;
- Partial replacement of the roofs at the Police Station and the Main Fire Headquarters;
- The Police Station Public Records Room was remodeled with the installation of a new records window;
- Painting of the Grandview Farm building and the Town Hall;
- Fascia and soffit replacement, including eave work was completed at the Museum.

Thanks to the management and craftsmen for all of their hard work throughout the year. In 2015, we processed and completed 314 repair and maintenance jobs at various locations. Of the completed jobs, 205 were handled by in-house employees, with 109 performed by outside contractors, under department supervision.



In-house jobs included building, electrical, plumbing repairs and general maintenance work needed at 211 Middlesex Turnpike; 33 Center Street; Carpenter House; Chestnut Hill Office; Clark Reid Garage; Fire Stations; Grandview Farm; Highway Garage; Human Services; Mill Pond; the Museum; Pine Haven Chapel; Police Department; Public Library; Recreation Department; Town Hall and Annex; and Vinebrook buildings.

*Main Town Hall renovation on deteriorating columns*

*Photo: Betty McDonough*

Projects performed by outside contractors were related to elevator testing, inspections and repairs; HVAC inspections, maintenance and repairs; emergency generator repairs; fire alarm testing and repairs; fire extinguishers annual testing and replacements; pest control.

In addition to previous project work load, after the taking over of Lemon Tree, there were heating issues that needed to be resolved and the required disposal of foodstuffs, resulting in further cleaning work, etc. Unexpected issues covered by insurance were burst sprinkler pipes at Human Services, caused water damage on the first and second floors:

- Frozen air conditioning coil at the Police Station, caused by faulty equipment;
- Ice dam damage at the Police Station, resulted in repair work to multiple floors, walls and ceilings, including work needed due to damages caused by ice dam flooding were provided by outside contractors for the repairs of the HVAC system, fire alarm, elevator, gutter and roof repairs and power cleaning;
- Sewer block at 33 Center Street resulted in the removal of damaged, sewer soaked materials that were disposed of, disinfected, etc.
- Slate Roofing and Gutter Repairs were required at the Public Library due to damage caused by the weather.

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### **Cemetery Section**

The overall mission of the Cemetery Section of the Buildings and Cemetery Division is maintaining the quality and standards of care of the grounds of the three town owned cemeteries that have been continuously upheld for many years.

### **2015 HIGHLIGHTS**

*Pine Haven Cemetery:* Buildings and Cemetery Division personnel, with the help of Building Division personnel, performed 90 burials at Pine Haven Cemetery and sold 45 burial plots in the new "E" Section of the cemetery. This recently developed area has 504 double deep lawn crypts to accommodate 1008 burial spaces.

*Chestnut Hill Cemetery:* Cemetery and Buildings Division personnel performed 70 burials at Chestnut Hill Cemetery. Repair and preservation work was completed to older monuments that were in disrepair. The automated irrigation system installation continued further in sections of Chestnut Hill.

*Old Burial Ground:* Maintenance and preservation of historic markers are conducted throughout the year to keep this historic cemetery in good condition.

Regular maintenance is performed throughout the year in all cemetery areas including weed whacking of grass around headstones and trees, cutting grass, trimming trees and brush, repair and painting of fences, removal of trash and debris and lawn sprinkler repair.

The Cemetery Division, working in conjunction with the Engineering Division, is pleased to announce the Columbarium Project is progressively moving forward in the Architectural Design phase.

We would like to thank all Buildings and Cemeteries Division personnel for their great work throughout the year. Many thanks to DPW employees, the Middlesex County Sheriff's Office Community Work Program and Town of Burlington seasonal help work program for their assistance with heavy seasonal clean-ups and summer production and the Town of Burlington Veterans' Office, Retired Veterans and the Veterans' Community Work program from the Bedford VA Hospital for their continued assistance in maintaining our valued Veterans areas.

There were three new additions to the Buildings and Cemeteries Division - Billy Bouley, in the Buildings Section, is a licensed electrician, James Bieren, in the Cemetery Section, is a special equipment operator, and Pari Doherty, a Senior Clerk, replaced Wayne Higden, who has retired.

With thanks for his service, we congratulate Frank Anderson on his promotion to Working Foreman at the Highway Division.

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#### **CENTRAL MAINTENANCE** – George Thomas Lee, Superintendent

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

In the past year we updated some of the older equipment with new LED lighting, and other safety components. This year with the help of seasonal employees we were able repair and paint some of the snow removal equipment.

I would like to thank the staff at Central Maintenance, Leo Fernandes, Steve Tapley and Justin Dekow 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.

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#### **HIGHWAY** - Kevin Keene, Superintendent

The Highway Division had one of, if not the busiest winters in the history of Burlington. The Town had close to 100 inches of snow and the division worked 30 plus days without a day off. The snow was non-stop and was very challenging just to keep roads open.

The division, along with help of other divisions, Recreation Department and contractors, did an outstanding job considering the tough task at hand. Once the snow melted it was time for us to attend to repairs such as signs, lawns, roads and catch basins.

#### **2015 HIGHLIGHTS**

- Repaired 50+ catch basins
- Paved 7 roads as well as repaired water breaks
- Paved Water Station 1 and 2
- Repaired and replaced 100+ signs
- Brush cutting
- Line Painting
- Drain Line Repairs

The Highway Division takes pride in serving the residents of Burlington and look forward to many years of service.

I would like to thank all who have helped the Highway Division be successful, especially during the brutal winter season.

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#### **WATER AND SEWER - Paul Bieren, Superintendent**

##### **Water Section**

Water & Sewer Utilities Division is committed to bring our best to work each day with a positive and professional attitude to provide the highest level of service possible to the residents of the Town of Burlington.

2015 was a demanding and challenging year for all of us. I would like to thank all the hard working and highly skilled employees for their dedication & professionalism Also I would like to wish Rick Joslyn a long and happy retirement and thank him for his service to the residents of Burlington.

I hope this report provides an insight to the services we provide as a team as well as a better understanding of our daily operations. The Water & Sewer Division employees all maintain proper certification required by the state.

The Water & Sewer Utilities Division performs many functions in order to ensure quality services; some of these functions are including the following.

- Maintain over 135 miles of public water mains
- Perform emergency repairs on public water mains as necessary
- Repair and maintain over 1000 fire hydrants
- Flushing of water mains by use of hydrants
- Repair and maintain the operation of all the towns' gate valves
- Install meters and M.I.U.s
- Perform meter appointments as well as trouble shoots
- Perform mark outs of water services and mains

##### **Sewer Section**

- Maintain over 156 miles of sanitary sewer pipes
- Perform emergency repairs of sewer pipes
- Responds to emergency sewer blocks
- Roding of public sewers with Vactor truck
- Maintain 14 pumping facilities for continuous operations
- Respond to emergency sewer alarms
- We also assist other divisions when needed. We assist the Highway in snow & ice removal and operations. We assist the Building and Cemeteries Division with burials and their Memorial Day services. We assist the Engineering Division with water & sewer projects.

## A look at the Numbers

Numbers of appointments ( meters, mark outs & trouble shoots)	1128
Number of water main breaks	25
Number of hydrants repaired or replaced	54
Number of hydrants flushed	400
Water shut off or on	91
Linear feet of sewers rodded	38540
Sewer blocks responded to	27
Wet well cleaning	6
Emergency sewer alarms responded to	203

We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Town of Burlington's D.P.W. services stand out above the rest.

## 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.

<b>Total Reduced Pressure Zone devices</b>	<b>827</b>
<b>Total Pressure Vacuum Breaker devices</b>	<b>47</b>
<b>Total Double Check Valve devices</b>	<b>324</b>
<b>Total testable devices in Commercial/Municipal buildings</b>	<b>1198</b>

**TEST RESULTS**

	<b>PASSED</b>	<b>FAILED</b>
DC Residential	25	4
DC Municipal	18	0
DC Commercial	<u>279</u>	<u>1</u>
DC Totals	322	5
PV Residential	23	0
PV Municipality	2	0
PV Commercial	<u>43</u>	<u>3</u>
PV Totals	68	3
RPZ Residential	11	0
RPZ Municipal	91	6
RPZ Commercial	<u>1392</u>	<u>12</u>
RPZ Totals	1494	18
Grand Totals	1884	26

**SURVEY RESULTS**

Commercial	45	6
Municipal	<u>1</u>	<u>0</u>
Grand Total	46	6

**WATER TREATMENT** - Russ Makiej, Water Treatment Manager

2015 was a year of changes and challenges in the Water Treatment Section. We strive to produce a high quality drinking water to our residents that meets and exceeds D.E.P. and E.P.A. guidelines and standards. I would like to thank the Chief Operator and the operators for their dedication to their profession and for their commitment to the town and its residents ensuring the efficient operation of both the Mill Pond and the VineBrook Treatment Facilities while producing a high quality drinking water.

Some of the year's highlights are listed below.

- In January, we started off the year with the official promotion of Russell Makiej to Water Treatment Manager from the Chief Operator position that he held for 7 years prior.
- We also added Paul Dubois in January in preparation for an upcoming retirement.
- In February, we were pleased to have Brian Sullivan promoted to the Chief Operator position that was left vacant by the promotion of Russell Makiej.
- Also in February we celebrated the retirement of Robert Feeney and wish him the best of luck in retirement!
- In April we completed staffing our team with the hiring of 2 new operators, Gabrielle Fitzgerald-Leger and Jose Pimentel.

- We produced approximately 1.1 billion gallons of water for our consumers in 2015.
- Maintained and operated the 2 Treatment Facilities, 7 wells, 3 water storage tanks, our Wellesley Ave. booster station, our Robin Lea drainage collection pump station and lastly our Diversion Station on the Shawsheen River in Billerica utilized to help maintain reservoir levels.
- We collected over 700 samples for bacteria analysis. We also conducted several thousand routine bench lab tests during our plant operations. Some of the parameters analyzed on a daily basis are: pH, Turbidity, Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates.
- Once again we were awarded a Water Fluoridation Quality Award from the Center for Disease Control and Prevention (CDC) for “consistent and professional adjustment of fluoride content to optimum levels for 12 consecutive months”! Another thank you to all of the operators for their hard work and efforts!

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#### **BURLINGTON PUBLIC TRANSIT - Patti Robichaud, Burlington Public Transit Coordinator**

You've probably seen our 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 (Wegman's, 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 (on request).

In 2015 the bus fares were as follows:

Seniors (Age 65)		
Students With ID's		
Medicare Cardholders		
<u>Special Needs</u>		<u>Adults</u>
Cash Ride (exact change)	\$1.00	\$2.50
Transfers	.25	.50

Children under 6 are free.

Pass applications could be obtained from the bus drivers or on-line through the website.

Pass rates were as follows:

Special Needs		Medicare Cardholders
<u>6 Month Pass</u>		<u>Seniors &amp; Students</u>
January-June or July-December	\$250.00	\$125.00

3 Month Pass

Jan-Mar/Apr-June	\$150.00	\$ 75.00
July-Sept/Oct-Dec		

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

Lowell LRT at Chestnut Ave., the Burlington Mall & Lahey Clinic  
Burlington-Alewife (Bus #350) 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 De Graaff 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 to all on those four 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!

## BUILDING DEPARTMENT

### **DEPARTMENT STAFF**

*John Clancy, Inspector of Buildings*

*John Luther, Local Building Inspector*

*James McDonough, Inspector of Wires*

*Andrew Ungerson, Senior Building Inspector*

*Glenn Paparo, Plumbing & Gas Inspector*

*Judy Sorensen, Principal Clerk*

*Erin Killilea, Part Time Administrative Assistant*

### **WEBSITE**

<http://www.burlington.org/departments/building/index.php>

### **PURPOSE**

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

### **2015 HIGHLIGHTS**

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

### **GOALS**

The Building Department's goals for the future are (1) plan for future construction growth and manage same, (2) expand the department's permit tracking software system, (3) continue to microfiche building plans in archived storage and (4) integrate paper files into records tracking software.

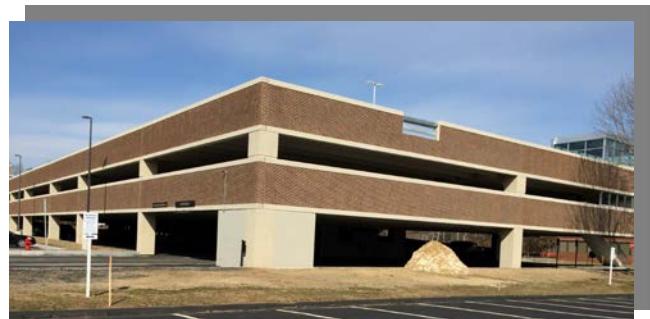
### **CHANGES**

The construction growth within the Town has been steady over the last 25 years with the last four years of growth being significant. The construction value for permits issued during 2015 exceeds \$300 Million. From 2012 through 2015, this office has permitted a total of \$900 Million in construction value. The permit fees collected during that time period exceed \$9,000,000. The department's average budget during that time frame was approx. \$530,000/year. The future construction growth over the next several years given the approvals granted by the Town remains very strong.

The department would like to welcome John Luther, Jr., Local Building Inspector and Erin Killilea-Administrative Assistant to our staff.

## 2015 BUILDING DEPARTMENT STATISTICAL DATA

Type Permit	Issued	Fees Paid	Inspections
<b>Building</b>	1314	\$2,545,177	2200
<b>Electrical</b>	1186	303,260	2600
<b>Gas</b>	418	24,150	600
<b>Plumbing</b>	546	86,310	890
<b>Sheet Metal</b>	165	44,055	120
<b>Certificates of Inspection</b>	124	7,407	150
<b>TOTAL FEES COLLECTED</b>	<b>3753</b>	<b>\$3,010,359</b>	<b>6560</b>



Pictured clockwise:

*Own the Moment skating rink and store*

*Crossroad Shopping Center*

*New parking garage, District Avenue (NEEP)*

*New TD Bank on Cambridge Street*

*New office structure at Burlington Woods*





*Pictured clockwise: 24 Corporate Drive*

*Mercedes Benz of Burlington*

*Redstone American Grill, 3rd Avenue*

*2nd set of condo units, Cambridge Street*

*Kohler, 3rd Avenue*

## CONSERVATION DEPARTMENT



## CONSERVATION COMMISSION

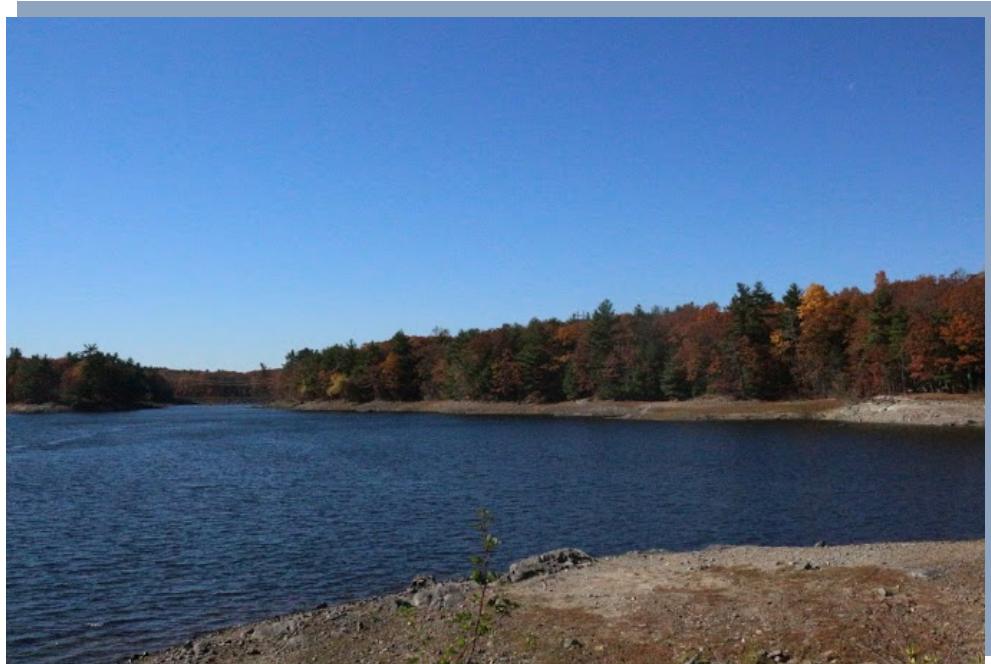
*(Back row l to r): Jane Lynch, Gail Lima, Indra Deb  
(Front row l to r) Ann McNamara, Larry Cohen, Chairman; William Boivin, Vice Chairman  
(not pictured: Kerry Melanson and Recording Clerk, Noelle Judd)*

### WEBSITE

[http://www.burlington.org/community\\_development/conservation.php](http://www.burlington.org/community_development/conservation.php)

### PURPOSE

The Conservation Commission and the Conservation Department are responsible for local administration of, and compliance with, the Massachusetts Wetlands Protection Act, the local Wetland Bylaw (Burlington Bylaws Article XIV, section 1.0), the U.S. Environmental Protection Agency's NPDES MS4 stormwater program and the Burlington Erosion and Sedimentation Control Bylaw (Burlington Bylaws Article XIV, section 6.0). To this end, the Commission receives and reviews applications for construction projects involving work within one hundred feet of wetland resource areas, within FEMA floodplain, within 200 feet of 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 various wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.



*The Mill Pond Conservation area is a 140 acre property that surrounds the Mill Pond Reservoir and offers beautiful views of the landscape. The property contains numerous trails that wander through dry woodlands and near healthy wetlands and vernal pools.*

The Conservation Commission and Conservation Department are 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 other smaller parcels. Many of these areas have hiking trails. The Conservation Department has digital maps of the largest Conservation areas that can be downloaded as pdf files from the department's web page, or obtained by emailing [conservation@burlington.org](mailto:conservation@burlington.org). Additionally, the Conservation Department assists the Board of Selectmen in the management of the Landlocked Forest.

The Conservation Commission is a seven-member volunteer board 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 2015. William Boivin replaced Gail Lima as the vice-chair in 2015. Nedim Celik stepped down in 2015 after over seven years of service to the community and Jane Lynch was appointed to replace him. The Commission's membership otherwise remained intact throughout 2015, with Kerry Melanson, Indra Deb, Gail Lima and Ann McNamara continuing to serve.

The Conservation Administrator, John Keeley, and the Conservation Department staff support the Conservation Commission. The Department is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and open space to residents. Two new employees joined the Conservation Department in 2015, as Heather Charles Lis was hired as Assistant Conservation Administrator/NPDES Stormwater Coordinator to replace Jodie

Wennemer Keene who moved on to a position out of state in late 2014 and Lisa Crockett was hired to replace Principal Clerk Ellen Longo, who retired in 2015 after fifteen years in the Department.

## **2015 HIGHLIGHTS**

- The Commission issued sixteen (16) Orders of Conditions/Wetland Permits for projects near wetlands. Most of the projects were for teardowns of existing residential dwellings and construction of new, larger dwellings. The Commission denied one Order of Conditions/Wetland Permit in 2015.
- The Commission and/or Conservation Department issued seventeen (17) Erosion & Sedimentation Control Permits for construction projects disturbing more than 10,000 sq. ft. of land, again mostly for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects permitted included a new hotel on Third Avenue and Middlesex Turnpike.
- The Commission also issued twenty-three (23) Determinations of Applicability for smaller projects near wetlands.

## **FUTURE GOALS**

Going forward, the Conservation Commission and the Conservation Department will be working together to:

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing discharges of untreated stormwater to streams and wetlands.
- Continue to educate the public and business community about the importance of wetlands and streams, as well as buffer zones to those resource areas.
- Continue to educate the public and business community about managing stormwater and reducing impervious cover.
- Begin to implement a new NPDES MS4 Stormwater Permit administered by the U.S. Environmental Protection Agency.
- Continue the environmentally-sensitive hand stream cleaning program.
- Begin the process of creating the 2018 Open Space & Recreation Plan.
- Improve management of conservation areas, including trying to control illegal ATV usage, through increased budgets and the use of volunteer land stewards.

The Commission encourages the involvement of all interested Burlington residents in helping to preserve the natural resources of the Town and to expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:00 p.m. and all

Burlington citizens are invited to attend. Additional information, including meeting schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department web page.



*Mill Pond Conservation Area*  
Photo by: Nichole Coscia



*Burlington Fire Department's new forestry fire vehicle an important part of protecting the town's conservation woodlands*



*Photo by: Nichole Coscia*

*Conservation areas are monitored and maintained, in part, through the hard work of volunteers*

*Photo from Conservation website*

*Click here to view a map of Burlington's Conservation Areas*  
[http://www.burlington.org/community\\_development/docs/ConsAreas\\_CLICK.pdf](http://www.burlington.org/community_development/docs/ConsAreas_CLICK.pdf)

## PLANNING DEPARTMENT



### PLANNING BOARD

*(Back Row l to r) William Gaffney; Ernest E. Covino, Jr.; Carol Perna; Joseph A. Impemba*

*(Front Row l to r) John D. Kelly, Vice Chairman; Barbara G. L'Heureux, Chairman; Paul R. Raymond*

### ADMINISTRATION & DEPARTMENT STAFF

*Kristin E. Kassner, Planning Director*

*Josh K. Morris, Senior Planner*

*Elizabeth Bonventre, Assistant Planner*

*Jennifer Gelinas, Principal Clerk*

*Recording Clerk, Noelle Judd*

### WEBSITE

[http://www.burlington.org/community\\_development/planning.php](http://www.burlington.org/community_development/planning.php)

### PURPOSE

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

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds

regularly scheduled meetings on the first and third Thursdays of each month. Development activity under the jurisdiction of the Planning Board falls into three categories: Subdivisions, Site Plans, and Special Permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authorities are derived from Town Meeting through the Burlington Zoning Bylaw.

### **COMMITTEE MEMBERSHIP**

Select Members of the Planning Board serve as representatives on the following committees, when active:

- Bike Path Committee
- B-Line Advisory Committee
- Biotech Subcommittee
- Burlington Housing Partnership
- Information Systems Advisory Committee
- North Suburban Planning Council (Sub-region of the Metropolitan-Area Planning Council)
- Recreation Commission Liaison
- Route 3A Committee
- Sign By-Law
- Stormwater Management Committee and B-Line Advisory Committee
- Telecommunications Committee

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and Route 3A Subcommittee. The Director 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, Westford, Lowell, Lexington, Tyngsboro, Tewksbury 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.

The Planning Staff works very closely with Town Departments including: The Town Administrator, Engineering Department, Fire and Police Departments.

### **LONG-RANGE PLANNING**

Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan. 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. This municipal master plan will serve as the Town's primary policy statement on future development in Burlington. The process involves the assessment of current trends relative to the environment, natural and cultural resources, population, demographics, housing stock and economic opportunity. The legal basis for master planning in Massachusetts comes from Chapter 41, Section 81D of the General Laws of Massachusetts. This act requires communities to create Master Plans to "provide a basis for decision making regarding the long-term physical development of the Municipality." The law requires the plan to be consistent in its policies, forecasts, and standards. It also outlines a series of elements that must be addressed in the plan.

In 2015 the Steering Committee met and discussed a streetscape overview to include motorists, pedestrians, and bicycle infrastructure for Burlington's Comprehensive Master Plan, including how neighborhood roads can be designed to serve motorists, bicyclists, and pedestrians.

Implementation will include bringing all elements together to create an action plan to make the vision a reality. We will need the support of the Town through all phases of the Master Plan to guide the right balance of new development and essential services, environmental protection, and innovative change that address the complex and interconnected issues that will be facing the community over the next decades and beyond.

Detailed information regarding the Master Plan can be found here:

[http://www.burlington.org/community\\_development/master\\_plan\\_information/index.php](http://www.burlington.org/community_development/master_plan_information/index.php)

#### ***MASTER PLAN STEERING COMMITTEE***

<i>Dan Grattan, BOS Rep</i>	<i>Larry Cohen, Conservation Commission</i>
<i>Chris Hartling, BOS Rep</i>	<i>Steve Nelson, School Committee Rep</i>
<i>Jack Kelly, Planning Board Rep</i>	<i>Joanne Kinchla, Council on Aging Rep</i>
<i>Carol Perna, Planning Board Rep</i>	<i>Kristine Brown, Recreation Rep</i>
<i>Ernie Covino, Planning Board Rep</i>	<i>Robert Buckley, Chamber of Commerce Rep</i>
<i>Erin Ellis, Town Meeting Rep</i>	<i>Sean Curtin, Resident Rep</i>
<i>Chris Murphy, Town Meeting Rep</i>	<i>Charley Murphy, Resident Rep</i>
<i>Sonia Rollins, Town Meeting Rep</i>	<i>Martha Simon, Resident Rep</i>
<i>Edward Mikolinski, BOA Rep</i>	<i>Jonathan Sachs, Resident Rep</i>
<i>Wayne Saltsman, BOH Rep</i>	<i>Rick Parker, Business Rep</i>

#### **Permitting Activities**

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential, and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent properties.

The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority. In 2015 the Planning Board processed 80 applications.

## **Site Plans**

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility and a review may be imposed when 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.

## **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

## **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.

## **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.

## **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.

## **Application Fees**

The Town collects fees for applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. The Planning Board collected \$56,073.10 in 2015.

## **CHANGES**

At the annual Town Election in April 2015, incumbents Ernest Covino and William Gaffney were elected to five-year terms, incumbent Paul Raymond was elected to a three-year term and new candidate Carol Perna who was elected to a four-year term.

## BOARD OF APPEALS



### **BOARD MEMBERS**

*Front row (l to r) James Halloran, Vice-Chairman; John Alberghini, Chairman  
Charles Viveiros, Clerk*

*Back row (l to r) James Tigges, Member; Ed Mikolinski, Member  
David Kelly, Alternate Member; Rob Paccione, Alternate Member  
(not pictured: Jo-Ellen Carkin, Recording Clerk)*

### **WEBSITE**

[http://www.burlington.org/departments/community\\_development/board\\_of\\_appeals.php](http://www.burlington.org/departments/community_development/board_of_appeals.php)

The Board of Appeals of the Town of Burlington was 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 terms 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 business assisting applications and ensuring compliance per the bylaws. Anyone wishing to know more about the function and purpose of the Board of Appeals may visit the website.

### **PURPOSE**

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 permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variance from strict compliance with the Zoning By-Law. After the abutters are given notice by certified 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 evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from 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 desired relief may be granted without substantial detriment to the public good.
3. The desired 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 are no set formulas 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.

## **CHANGES**

In 2015 the Board of Appeals implemented a change in the application procedure requiring the applicant to pay the cost of advertising and mailing legal notices.

## **2015 ZONING BOARD OF APPEAL STATISTICS**

In 2015 a total of 31 new 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 \$7,350.00, with the bulk of the fees collected being directed to the town's General Fund.

Some of the major commercial signage applications under review by the Board of Appeals in 2015 included several establishments for the 3<sup>rd</sup> Ave Development, for instance: Boston Interiors, Redstone, Mitchell Gold & Bob Williams, and Dover Rug. Other signage approved included Samsung Pay, Buffalo Wild Wings and Black Duck.

## BOARD OF HEALTH



### BOARD MEMBERS

*Back row (l to r) David McSweeney; Elizabeth Walendziewicz, RN; Maribeth Welch*

*Front row (l to r) Edward Weiner, Ph.D., Vice Chairman; Wayne Saltsman, MD, Ph.D., Chairman*

### ADMINISTRATION & DEPARTMENT STAFF

*Susan Lumenello, REHS/RS, CHMM, Director*

*Christine Mathis, Environmental Engineer*

*Marlene Johnson, RS, Health Agent*

*Roberta Gullage, RN, Supervising Nurse*

*Leslie McLaughlin, Principal Clerk*

*Cathy Piccolo, Principal Clerk*

### WEBSITE

Website: [http://burlington.org/departments/board\\_of\\_health/index.php](http://burlington.org/departments/board_of_health/index.php)

### PURPOSE

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. The Board of Health is the enforcement authority for several local and state regulations, including regulations on drainage, hazardous materials, tobacco sales, sale of tobacco and non-tobacco nicotine delivery products (i.e. e-cigarettes), smoke free workplace, food service establishments, mobile food trucks, swimming pools, recombinant DNA, recreational camps, tanning facilities, private wells, the keeping of domesticated animals, and communicable disease investigation and surveillance.

## CHANGES TO BOARD OF HEALTH ORGANIZATION

Longstanding member of the Board of Health, James Dion, retired after 22 years of service. In April, David McSweeney was elected the newest member of the Board. Roberta Gullage, RN became Supervising Nurse.

## GOALS

**Local and State Mandated Regulations:** Continue to protect health, safety, and the environment by ensuring compliance with state mandated and local health regulations. Local regulations will continue to be reviewed and updated as necessary.

**Professional Development:** Continue to strive for excellence by placing an emphasis on training, exercises, and drills for all staff.

**Programs and Services:** Work with community partners to provide additional health related programs and services to the residents of Burlington.



**Public Health**  
Prevent. Promote. Protect.

**Medical Reserve Corps:** As the housing agency for the Burlington Volunteer Reserve Corps, emphasize recruitment and training activities to develop volunteer skills and abilities.



## 2015 HIGHLIGHTS

**Burlington Volunteer Reserve Corps Medical Reserve Corps (MRC):** The Burlington Volunteer Reserve Corps contributed 1,113 hours (approximately 300 additional hours from the previous year) to the town in community events such as flu clinics, household hazardous waste collections, blood pressure clinics, and Red Cross blood drives; training in areas such as CPR, first aid, and preparing for infectious disease; recruitment of new volunteers; and, service on various committees working on initiatives such as Recruitment, Training, and Public Health Education & Outreach. According to the National MRC organization, these hours equate to a dollar amount of \$20,224 of services provided to the town.

*CPR Training*

**Flu Clinic:** With assistance from 48 Burlington Volunteer Reserve Corps members, the BOH administered 519 flu vaccinations in 3 hours at the annual flu clinic. The clinic was held at the Memorial Elementary School and also served as an exercise in emergency preparedness for town departments and Medical Reserve Corps volunteers. In addition, prior to the annual clinic, the Board of Health provided flu vaccine to children by appointment.

**Grant Funding:** The BOH received \$4,730 for emergency preparedness items and \$2,830 to support the Burlington Volunteer Reserve Corps from Public Health Emergency Preparedness Funding. In addition, the BOH received a \$3,500 grant from the National City and County Health Officers Association to support the Burlington Volunteer Reserve Corps, \$2,000 from Lahey Health and Medical Center to sponsor the Community Health Fair, and \$582 from the Department of Public Health for sharps disposal.



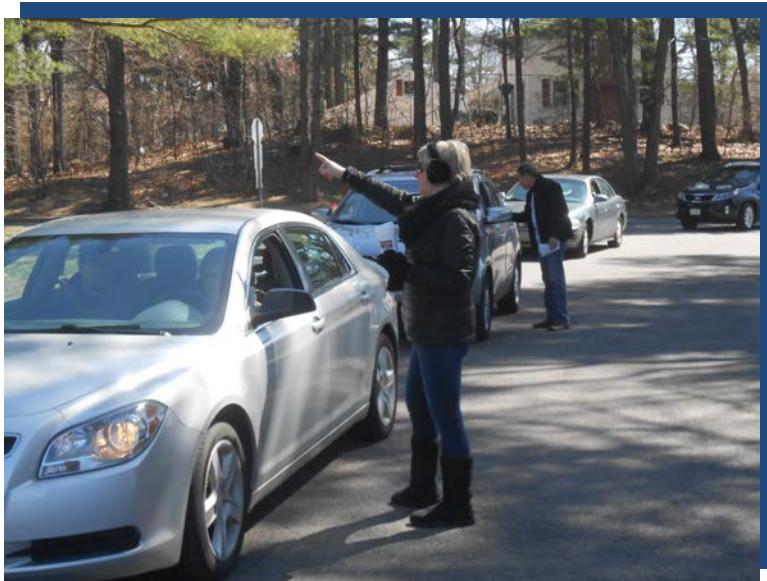
**Community Health Fair:** In 2015, the Board of Health began the first Burlington Community Health Fair, made possible through collaborations with Lahey Health and Medical Center and the UMass Lowell public health internship program. The purpose of the health fair is to promote healthy living for Burlington residents across all stages of life.

*Community Health Fair*

**Increase Efficiency:** The Board of Health continually strives to implement measures to increase overall departmental efficiency. In 2015, some methods to increase efficiency included the use of electronic media for Board Meetings, reducing paper consumption and staff time; converting permit applications to electronic fillable forms, alleviating errors and the need for clarifications; and, streamlining the temporary food permit application process, reducing unnecessary permitting.

**Local Regulations:** The Board of Health voted to enact Regulations for Stormwater and Runoff Management. The purpose of this regulation is to protect the public and environmental health by providing a level of protection from pollutants, flooding, icing, siltation, and other drainage problems while maintaining a level of protection for the health and safety, quality of life, and property of residents.

**Household Hazardous Waste Collections:** 742 cars were served at two household hazardous waste collections, down from 817 the previous fiscal year. To protect health and the environment, the BOH continues to emphasize the importance of proper disposal of these items and Burlington residents continue to respond.



*Board of Health Members  
Household Hazardous Waste Collection Day*

## 2015 BOARD OF HEALTH STATISTICAL DATA

	2015	2014	% CHANGE
<b>Complaint Investigations</b>			
Food	57	43	1.4
Suspect Foodborne Illness	9	14	-0.5
Housing	31	40	-0.9
Nuisance	11	15	-0.4
Environmental	17	18	-0.1
Drainage	12	9	0.3
Smoking in the Workplace	2	0	0.2
Beaver	0	2	-0.2
Tobacco	0	0	0
Trash	26	15	1.1
Pool	0	0	0
Animal	3	1	0.2
<b>Routine Inspections</b>			
Food Service Establishments	670	625	4.5
Mobile Trucks	25	18	0.7
Swimming Pool	117	92	2.5
Tanning Establishments	2	6	-0.4
Tobacco	29	103	-7.4
Electronic Cigarette	17	15	0.2
Recreational Camps	3	2	0.1
Hazardous Material Registrations	115	111	0.4
Hazardous Material Inspections	87	111	-2.4
Pre-Demolition	51	43	0.8
Pre-Renovation	64	56	0.8
<b>Permits</b>			
Food Service Establishments	261	246	1.5
Temporary Food Events	47	104	-5.7
Mobile Trucks	25	18	0.7
Swimming Pools	23	22	0.1
Tanning Establishments	2	3	-0.1
10-Day Emergency Beaver	1	2	-0.1
Tobacco	29	31	-0.2
Electronic Cigarette	17	15	0.2
Recreational Camps	3	2	0.1
Keeping of Animals	2	2	0
Private Wells (Monitoring & Irrigation)	3	15	-1.2

Recombinant DNA	4	4	0
<b>Communicable Disease Surveillance</b>			
Amebiasis	0	1	-0.1
Calicivirus/Norovirus	0	1	-0.1
Campylobacter	12	6	0.6
Cryptosporidiosis	2	1	0.1
Giardiasis	2	0	0.2
Group A Streptococcus	1	3	-0.2
Hepatitis B	0	1	-0.1
Hepatitis C	9	15	-0.6
Influenza	112	96	1.6
Legionellosis	1	0	0.1
Lyme Disease	6	7	-0.1
Pertussis	1	3	-0.2
Salmonellosis	4	2	0.2
Streptococcus Pneumonia	1	1	0
Tuberculosis (latent)	5	20	-1.5
Tuberculosis (active)	1	1	0



*Marlene Johnson, Health Inspector, conducting inspection  
at a local Farmer's Market*

## BURLINGTON HOUSING AUTHORITY

### **BOARD OF COMMISSIONERS**

*Michael Austin, Chairman; Bernice Ferguson; Richard Howard; James Langley, Al Fay (State Appointee)*

*Mary Lou Browne, Executive Director  
Al Savoie, Maintenance Superintendent*

*Colleen Lacey, Tenant Coordinator  
Michael Burke, Maintenance Technician*

### **MISSION**

The mission of the Burlington Housing Authority is to empower people of low and moderate income, especially the elderly and the non-elderly disabled, to have access to safe, decent, and affordable housing. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and with appropriate community agencies in order to accomplish this mission.

The Burlington Housing Authority manages 105 affordable apartments for seniors and young disabled: Tower Hill and Birchcrest Arms. In addition to these 105 state public housing units; two local initiative properties, two state 705 family homes and 94 Federal section eight mobile vouchers.



The Section 8 voucher program is currently under contract with The Arlington Housing Authority. The Board of Commissioners continues to give preference to Burlington Veterans & Residents. We also participate in the Massachusetts Centralized Wait List along with ninety five (95) other local housing authorities in the Commonwealth.

At this time the section 8, elderly and young disable lists are all open. Applications may be obtained at the BHA office, on our website or online @ [massnahro.org](http://massnahro.org).

### **2015 HIGHLIGHTS**

In 2015 we completed the common area flooring project at Tower Hill. All the carpet was removed and VCT tile was installed. We also began replacing/repairing the outdoor lights in the parking lots at both sites.

*15 Birchcrest Street Apartments and Office*

### **GOALS**

As we move into 2016, we are looking forward to completing the lighting project as well as beginning to pave the parking lots.

The BHA would like to thank the Tenant Presidents, James Duggan & Richard Rensky and their Boards for all their hard work throughout the year implementing and organizing socials and functions.

The Staff at the Burlington Housing Authority strives to go above and beyond to serve our seniors, veterans and young disabled by providing quality living and will continue to affect positive changes in our community.



*Birchcrest Arms Apartments located in a village setting*

## COUNCIL ON AGING



### COUNCIL ON AGING BOARD MEMBERS

(back row l to r) Bunny Whittington, Eleanor Hutchinson, Director Marge McDonald, Attorney Mark Burke, Chair  
Joanne Kinchla (front row l to r) Carole Castellano, Susan DeRosa, Sue Trousil  
(not pictured Fran Cioffi, Michael Runyan, Selectman Liaison; and Carol Parker)

### ADMINISTRATION & DEPARTMENT STAFF

Margery McDonald, Director	Michelle Vella, Van Driver
Debra Gochis, Principle Clerk	Lynne Murphy, Clerk
Brenda Pappas, Outreach Coordinator	Joyce LeBlanc, Clerk
Andrea Cross, Outreach Worker	Kim Fitzgerald, Meal Site Manager
Urvi Agarwall, Outreach Worker	Alicia Moran, Weekend Van Driver
Patricia Walsh, Van Driver	Gina Fernandez, Weekend Van Driver

### PURPOSE

The Council on Aging (COA) is an advisory board that serves Burlington residents 60 and over as well as their families. The COA provides information, social services and social, educational and physical activities geared toward keeping our older residents healthy and safe in their own homes as long as possible. When that is no longer possible the COA assists in the search to find the best solution for them and their families.

The COA forms collaborations and works with other town departments, state agencies, private nonprofits and for-profit entities to ensure the safety and welfare of Burlington's older residents.

### 2015 HIGHLIGHTS

At least 105 volunteers provided more than 4700 hours of service to the senior center, a value of about \$107,500. Volunteers help 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. Arlene Johnston was named our volunteer of the year at the 2015 Volunteer Breakfast.



*Former COA Van Driver now volunteers filming events and activities at the senior center. The camera was donated by BCAT for the COA's permanent use.*

In 2015 the COA was fortunate to be awarded a **\$100K for 100** grant from the Cummings Foundation. This grant will pay for an outreach worker to work with the Indian population as well as exploring ways to assist older adults who are unemployed or under employed and looking for support in a number of ways. Urvi Agarwallah was hired in September to take on that challenge. Andrea Cross was hired in February 2015 to cover the unfilled part-time outreach position vacated by Rita Shah that is partially funded by the state and partially funded by the town. The COA now has the equivalent of 2 full-time outreach workers who provide a plethora of services and supports to the over 60 residents in need of help and/or guidance. Brenda Pappas is the full-time outreach worker. 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 many hours over a long period of time depending on the severity and number of concerns.

*A hot Indian lunch from a local restaurant is served every Wednesday at noontime. A donation of \$3 is requested. Everyone is invited as long as you are over 60.*

The Senior Spotlight, is a monthly informational newsletter that serves as a very valuable link between the Council on Aging and the over 60 community. An average of 3,725 newsletters are mailed or emailed out each month to households with someone 60 or older residing in them at no charge. 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" through the Executive Office of Elder Affairs.



The COA provides door-to-door transportation free to our frailest within the boundaries of the town for senior center programs, including the lunch program, grocery shopping and to contiguous towns for

medical appointments. The COA bus also participates in the Fourth of July Parade along with several seniors.

Congregate noontime meals are served at the senior center and funded by Minuteman Senior Services and Title 111 (Federal) funds. Lunch at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends and is available Monday through Friday for anyone over 60. 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. There were a total of 137 individuals who attended the congregate lunches at the senior center. A total of 2,036 meals were served, forty-four of whom attended the Wednesday Indian Lunch. A total of 434 Indian meals were served in 2015.

Counselors from SHINE (Serving the Health Insurance Needs of Everyone) (including COA outreach worker Brenda Pappas who is a certified SHINE Counselor) saw 129 clients during 2015 at the Burlington Senior Center. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits. We also ran a special program in September, When I'm 64, a play on the Beatles hit, was a basic introduction to Medicare for folks turning 65 and included a dinner provided by Atria Longmeadow Place.

The COA also has a segment on the BCAT Friday night news twice a month, and a Facebook page. Thanks to BCAT the COA is now able to do its own filming with their own camera for BCAT programming. With sponsorship from Billerica Crossings and BCAT filming began for a new series "Telling Your Story" which lets seniors talk about a defining moment in their lives or a more general recounting. Filming began in November with the first airing to begin in January 2016. New in 2015 the COA now has a twitter account and is able to tweet out up to the minute news for the COA/senior center.

Help with 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. Twenty-six individuals were assisted with fuel assistance applications. Five seniors were assisted in receiving help buying groceries with SNAP for the first time.

Legal assistance with Attorney Wendy Guthro is offered September through June and Tax Assistance is available FREE from February to April 15. Forty-three people received legal assistance during 50 visits. During the 2015 tax season 191 seniors received assistance with their taxes with a total of 200 visits through the AARP Tax Assistance Program.

The Senior Property Tax Program allows qualified participants to work 125 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 October in order to reflect exemptions in the February tax bill. There are income limits. Applications are available at the COA. Twenty-two residents took part in this program, many working 125 hours in order to receive \$1,000 off their property tax bill as well as providing the town with well over 2,500 hours of invaluable assistance.

Thanks to Myrna Saltman, who introduced “*Bridges*” to Burlington the COA is running a very successful intergenerational program with the elementary schools, specifically 4<sup>th</sup> graders. “Seniors” (over 55) volunteer one hour a week for six weeks for each program and meet with students and do projects with them in the classroom in an effort for both groups to learn more about each other. Kathy Lawless is the volunteer coordinator and is doing a spectacular job. This year for the first time all of the fourth grade classrooms have been filled for each session.



We began 2015 with a burst pipe, losing our computers and computer room just as we were beginning tax season. Thanks to the IT Department and Linda Bellavia, we were back up and running without losing an appointment.

*George Cushman is loading the necessary software on the borrowed laptops before starting taxes.*

The COA continues to have great success with the Wednesday evening suppers. Begun in March 2013 and going into the third year, the COA asks a different Burlington restaurant or assisted living facility each month to donate enough for 50 meals and on the third Wednesday 50 seniors can be found enjoying a meal out with their friends in a comfortable and familiar setting.

The COA’s biggest success in 2015 was the senior prom. A committee made up of local business people helped plan the event with 90 seniors attending. Everyone raved about the evening. They are still talking about it and looking forward to the next one. Many members of the Interact Club helped out day of and also had a great time.

*Our 2015 Prom King & Queen Sue and Val Magliozzi*

A Whole Bunch Flower Market has been the biggest supporter of this monthly event with a donation of table centerpieces for each table every month. Restaurants that participated in 2015 were Burton’s Grill, Kings Bowl, Osteria Nino, Brightview Concord River, Stonebridge, Atria Longmeadow Place, Billerica Crossings and Sunrise Assisted Living. This continues to bring in some new faces that have not been seen at the center before and has become one of the hottest “tickets” in town. In fact all three evening programs which include the Wednesday night supper, the New Orleans Jazz Band and the Presidential Lecture Series on Thursday nights are very successful and have 40 to 50 people in attendance for each event.



Exercise Classes are the #1 attraction at the senior center. Lahey Health funds Tai Chi, senior stretch and yoga. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. Lahey also provides a therapy aide for a Monday/Wednesday 8:00am class.



*The Massachusetts Muslim Association threw a Christmas Party for the seniors, decorating the room, feeding them lunch and crafts with the children. The seniors had a great time and especially loved the crafts with the children*

It is truly the community that enables us to do as much as we do and we would like to take this opportunity to once again thank Shaws, Wegmans, Roche Bros for their continued generous donations of baked goods and other edibles throughout the year.

Thank you to A Whole Bunch Flower Market and their continuous support of the COA and senior center, they donate centerpieces each month for the Wednesday night supper as well as all of the flowers needed for our annual prom.

Thank you to The Original Burlington Rotary for their support of the Prom and their continued support of senior agencies.

Also, thank you to Lahey Hospital & Medical Center for their funding and support that provides us with a Tai Chi instructor, senior stretch and yoga teachers, and Arthritis, Chronic Disease, Healthy Eating and Diabetes Workshops.

Thank you to the Student Council for the Spring Fling held at the senior center for the seniors and the Burlington Police Department for the annual holiday dinner, the Middlesex Sheriff's office, the DAV, Massachusetts Muslim Association, and Heritage at Stonebridge.

We would also like to thank The Cummings Foundation for their 10K for 100 grant that funds: one of our outreach workers, Longs Jewelers, The Breakfast Rotary, Burton's Grill, Billerica Crossings, Sunrise Assisted Living, Brightview Concord River, Hilton Garden Inn, A Whole Bunch Flower Market, Atria Longmeadow Place and Stonebridge Assisted Livings for their support of our efforts. Thank you to Wegmans and the Salvation Army for their donations towards our Christmas Outreach and the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags.

Prom committee members were Reena Scott of Reading Cooperative, Diane Robinson of Stonebridge Assisted Living, Jennifer St. Onge of Guardian Angels Senior Services, Ray Gruber of Gruber Assoc. and

Dave Linehan of All Care. Contributors to the Prom were Reimer & Braunstein, Salem Five, Sullivan Funeral Home, The Original Burlington Rotary Club, Attorney Mark E. Burke, Donna Bruno, Senator Ken Donnelly, Floor Tech, Rapid Lock Service, Cambridge Savings Bank, Gutierrez Company, Doctor's Express, Burlington Breakfast Rotary, Diane Bedard of Showcase of Homes, AIM Mutual Insurance, and Kings Bowl.

*Mary Alice from World Peace instructs volunteers Carol Parker and Arlene Johnston what and how much produce to give out to seniors at the Lahey Health sponsored farmer's market held at the senior center from June through October for seniors*



## CHANGES

Outreach Worker Andrea Cross was hired in February and Outreach Worker Urvi Agarwalla was hired in September. Urvi was hired thanks to the generosity of Bill & Joyce Cummings and the Cummings Foundation through the 10K for 100 community grants. The grant will cover 19 hours of outreach for 4 years.

## GOALS

The board and staff will continue to assess the current and future growth of older residents in Burlington and how to best assess their needs. We expect, but look forward to extra challenges when renovations start on the human service building to better serve Burlington's residents' needs now and into the future.



There are many opportunities throughout the year for new friends and old friends to get together. Here three friends who met at the senior center enjoy the Annual Police Holiday Dinner.

*There are many opportunities throughout the year for new friends and old friends to get together. Here three friends who met at the senior center enjoy the Annual Police Holiday Dinner.*

## 2015 COUNCIL ON AGING STATISTICAL DATA

Not everything is logged. For instant the Burlington Medical Reserve Corps often does a blood pressure screening during Bingo but we do not log who has their blood pressure taken. Capturing everyone who comes for activities remains one of our greatest challenges.

<b>Average Attendance from 01/01/2015 to 12/31/2015</b>					
Check-in Count					30932
Days in Range					246
Avg Duplicated					125.74
<b>Avg Per Weekday</b>					
*Sunday					10
Monday					157.05
Tuesday					71.62
Wednesday					187.32
Thursday					116.47
Friday					104.39
<b>Avg Per Day by Month</b>					
January	115.61	May	125.15	September	143.62
February	89.5	June	132.09	October	136.86
March	121.78	July	128.64	November	141.61
April	132.48	August	124.24	December	110.83
<b>Summary Statistics from 01/01/2015 to 12/31/2015</b>					
<b>Activity Type</b>		<b>Duplicated</b>	<b>Unduplicated</b>		
Events		30786	1178		
Rides		8001	180		
Social Services		688	266		
Volunteers		1351	105		
Logs		6714	1046		
<b>Total Seniors Served</b>		47540	1695		

<b>Event Statistics from 01/01/2015 to 12/31/2015</b>		
<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Education	795	178
Congregate Meal	2036	137
Cultural Event	1270	262
Fitness/Exercise	13936	349
General Health	7	7
Health Screening	124	68
Information Sharing	1346	175
Legislative Office Hours	18	12
One on One Meetings	428	346
Recreation	5329	340
Social Event	5412	462
Support Group	4	3
<b>Total Event Sign-ins</b>	<b>30705</b>	<b>1178</b>
<b>Total Swipes</b>	<b>18645</b>	<b>626</b>

*\*There are only two or three Sundays during which there are activities at the senior center. The average number above is inclusive for all Sundays of the year whether there are activities or not. There were no Saturday activities through the COA at the senior center so Saturday does not show up on the chart.*

## DISABILITY ACCESS COMMISSION

### ***DISABILITY ACCESS COMMISSION MEMBERS***

*Maura Mazzocca and Kenneth Tigges, Co- Chairmen*

*Christopher Hanafin, ADA Coordinator; Bob Hogan, Selectman Liaison*

*Tom Carlson; Bunny Ferguson; Rita Murphy; Joe Stordy;*

*(Mary Jane Fietze, Bunny Whittington and Jane Beard retired)*

### **WEBSITE**

[http://www.burlington.org/town\\_government/disability\\_access\\_commission/index.php](http://www.burlington.org/town_government/disability_access_commission/index.php)

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

BDAC is not an enforcement agency but an advisory group which monitors the town's compliance at schools and recreation owned properties as well as programs. Non-discrimination and equal opportunity are the policies of the Town of Burlington in all aspects of business, programs and activities. The BDAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. The Veterans' office coordinates schedules and maintains records of all BDAC business.



*Members of BDAC pose for a picture on the newly installed Gradual Walkway on the Town Common which was fully funded by the Handicapped Parking Fine Fund at the recommendation of the BDAC and approval of the Board of Selectmen*

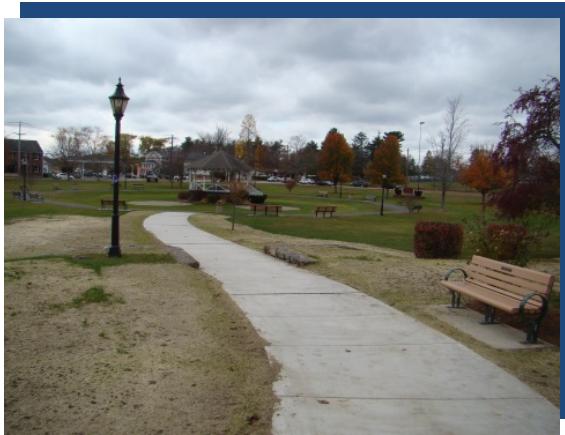
since been requested to be part of a state-wide handicap parking team to crack down state wide on violators.

Since December 2014's development of Operation Access the commission has funded two additional operations within the Town of Burlington. One was held in spring 2015 and then again in December 2015. Operation Access is when the commission utilizes handicapped parking fine funds, to provide extra police details at several locations around town to monitor and write handicapped parking tickets to those who violated the laws protecting handicapped parking spaces for those with proper plates or placards. According to Burlington Police Sgt. Gerard McDonough, in Operation Access III over 275 Handicap parking violations were issued along with 18 misuse citations. The goal of operation access is to ensure that it brings awareness to this growing issue and hoping one day the growing number of violations will taper off. Officer William Trelegan who initially spear headed Operation Access has

Throughout 2015, the BDAC has used the fines collected from handicap parking violations within the Town of Burlington for projects such as the newly renovated Town Common to provide a gradual

walkway and two additional handicap parking spots directly outside of Town Hall. Other items recommended by the BDAC to be funded are the addition of an automatic handicap accessible door at the Fire Department along with assisting Burlington Recreation Therapy Department with costs associated with getting their new programs off to a fabulous start.

The members continue to visit schools to address the students about disability awareness. The members continue to work on the design of a new BDAC brochure, and the Burlington High School Art Department has agreed to produce the final product.



*Newly installed Gradual Walkway on  
the Town Common*

## THE OFFICE OF VETERANS SERVICES

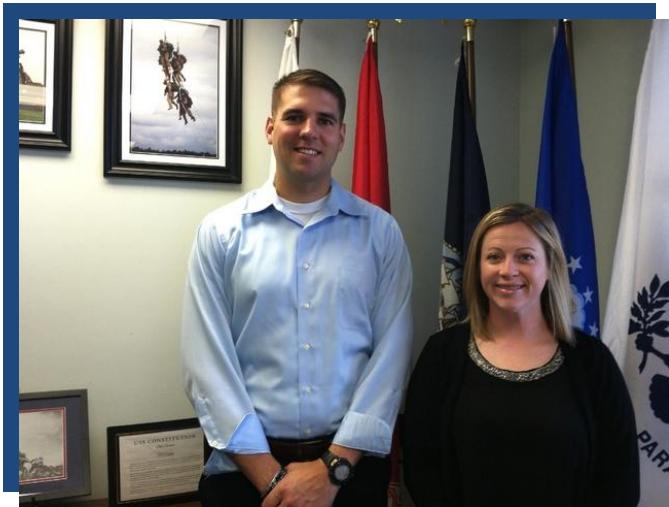
### DEPARTMENT STAFF

*Christopher J. Hanafin, Director*

*Jennifer R. Goldsmith, Principal Clerk*

### WEBSITE

[http://www.burlington.org/community\\_development/veterans\\_services.php](http://www.burlington.org/community_development/veterans_services.php)



### PURPOSE

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

### 2015 HIGHLIGHTS AND HISTORY

#### ★ Memorial Day May 25, 2015 – 70<sup>th</sup> Anniversary of the End of World War - 2

This year's Memorial Day program theme was the 70<sup>th</sup> Anniversary of the end of World War 2. The official surrender document was signed on September 2, 1945 by the Allied Forces and Japanese delegation aboard the U.S.S. Missouri which was anchored in Tokyo Harbor. Michael Carr, the current President and Chief Executive Officer of the Battleship Missouri Memorial, has sent greetings to the town of Burlington, and in his letter he talked about the importance of keeping the history of that time alive and accurate. Our guest speaker was Randy Bergeron, the Historian at Hanscom Air Force Base. Music was provided by the Burlington High School Marching Band & Joseph McGrath on the Bagpipes.



#### ★ Veterans Day, November 11, 2015

This year commemorated the 50th anniversary of the official start of Combat Units being deployed to the Vietnam War. President Lyndon Johnson announced on July 28, 1965, 50 years ago, that more troops were being sent to Vietnam and expanded the draft. Congress never made a declaration of war in Vietnam. In fact, the United States hasn't "declared war" against another nation since World War II,

despite our Nation's involvement in conflicts in places such as Korea, Grenada, Panama, Iraq and Afghanistan. 1965 is when the United States shouldered primary responsibility in the war. The U.S. increased its commitment from about 23,000 troops in 1964 to nearly 185,000 a year later. The total number of troops peaked at more than 583,000 in 1968.

A large group of supporters came out to honor our Veterans' even in the cold and rainy weather. William Soda was the Guest speaker & music was provided by the Burlington High School Band & Choir. The Burlington Marriott continued their tradition of donating breakfast items that are shared at the American Legion which has a wonderful collation after our event, for which we are very grateful. Tuscan Kitchen opened its doors to Veterans' and their families for their first annual Veterans Day Luncheon. Over 500 Veterans' and family members attended the event receiving a free three course meal, followed by coffee and pastry to take home. The event was a huge success and our hope is that it grows over the years. We at the Veterans Office would like to thank all of those who participated, especially the Tuscan Kitchen! With respect to all our events, we thank those who participate, including honor guards, the scouting community, and everyone who volunteers their time to assist us. We certainly cannot do these events alone, and we are grateful for the help.

#### **★ Council on Aging's Veterans' Group**

We have started a quarterly meeting with the Council on Aging's Veterans, discussing current military events and other Veterans Topics. We discussed the current state of Veterans Affairs and provide counseling and administrative assistance in filing claims.

#### **SERVICES**

**Veterans Services:** Massachusetts General Laws Chapter 115 grants eligible Burlington veterans', their families and their surviving dependents, benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system. The Massachusetts definition of a veteran now coincides with the federal definition to include everyone who served in uniform for at least 180 days. The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits covered under Ch-115 MGL and for the U.S. flags placed on the graves of deceased veterans' buried in our three cemeteries.

**Veterans Affairs:** US Code, Title 38 directs federal benefits to eligible veterans' and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs. In 2015 we continued to have hundreds of Burlington veterans' and families receiving federal VA Benefits. More veterans' and surviving spouses are also now eligible and applying for additional state veterans' services benefits. Even as the war in Iraq has ended and Afghanistan winds down, hundreds 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.

**Miscellaneous:** We also interact with a wide variety of residents on issues and topics not related to the issue of veterans'. The Burlington Office of Veterans Services is a 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 ask about job assistance, or seek information and assistance about Social Security, Medicare, MassHealth, 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 families living in subsidized housing in Burlington, many low-income 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 and other volunteers for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven Cemetery, Chestnut Hill Cemetery, and the Old Burial Ground. The Burlington Office of Veterans Services wants to acknowledge the wonderful relationship and all the continued support of the Sullivan Family.

**Graves Officer:** Section 9 of Chapter 115 MGL requires flags of the United States 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 bronze 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 flat 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.

## **CHANGES TO THE VETERANS DEPARTMENT**

Bob Hogan retired after 19 years of service as the town's Veterans Services Officer. In addition Betty McDonough has transferred to Town Hall and is now the Officer Manager to the Town Administrator and the Board of Selectmen. The Town of Burlington's Veterans are very thankful for their years of dedication to this office.

## **GOALS**

As State or Federal Veteran's benefits are not automatic, this office will strive to continue to assist with applying for all benefits to which a client is entitled in accordance with strict state and federal laws, rules and regulations. Outreach will continue and this office will be committed to spending many hours counseling each veteran, their families, and surviving dependents; Helping them file claims to the Department of Veterans Services in Boston for the State, and the Department of Veterans Affairs in Washington for federal benefits. Creating a user friendly public cemetery database that will identify all Veterans that are buried within town which will include their grave location, and other pertinent information. New outreach opportunities will be held quarterly with all Veterans within assisted living facilities in town along with outreach opportunities for our future Veterans with the Burlington High School.

## YOUTH AND FAMILY SERVICES



### **BOARD OF DIRECTORS**

*(l to r) Ron MacKenzie, Chair; Martha Simon, Marilyn Langley, Roberta Mills, Christine Shruhan, Executive Director, Anne Marie Browne, David Cullen (missing from picture is Linda Collins)*

### **ADMINISTRATION & DEPARTMENT STAFF**

*Christine Shruhan, LMHC Executive Director*

*K Channing Storey, LICSW Clinical Supervisor*

*Jess Reedy, LMHC Group Work Coordinator; Daphne Davidson, LICSW Individual & Family Therapist*

*Dinah Lane, LMHC Individual & Family Therapist;*

*Emily Hall-Hampton, LICSW Individual & Family Therapist; Rose Udics, MPA Administrative Secretary*

### **WEBSITE**

<http://www.burlington.org/byfs>

### **PURPOSE**

The Burlington Youth and Family Services (BYFS) is a department for the Town with the responsibility of providing mental health care to families with children, adolescents and young adults (specifically ages 9-25). BYFS also provides social services for ALL Burlington residents of any age. The social services provided include assisting residents in applying for food stamps, MassHealth and any other state and federal assistance programs; housing advocacy, including eviction and foreclosure prevention; referral for mental health services; and screening and referring residents seeking help from the People Helping People Covenant for Basic Needs Fund and the Food Pantry.

BYFS has been a Town department since 1974 with a mandate to provide community mental health services to youth and their families.

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

## **2015 HIGHLIGHTS**

In 2015, BYFS continued expansion of its group program. FitGirls Group, which is offered to 4<sup>th</sup> and 5<sup>th</sup> grade girls looks to reach girls in three different ways: body, mind and heart. It is committed to helping girls live healthy, happy and responsible lives. BYFS launched its pilot program in the fall of 2014 and has expanded it to three of the four elementary schools. In March 2016, this program will be running at all four elementary schools in Burlington.

### **Interdepartmental/Agency Collaboration**

BYFS staff work collaboratively with town departments and other mental health and social service agencies. At the request of Burlington High School's health education department, this year we provided workshops for the freshman health classes on teen depression and suicide prevention. Freshman students were presented with material to help them identify signs and symptoms of depression and how to access a trusted adult if they or someone they know is threatening to take their own life. The funding for this curriculum is made possible by a grant received from Lahey.

In the fall of 2015, BYFS implemented a new service for Burlington youth, providing office hours at Burlington High School. This initiative has been quite successful and well received. Accessing mental health services for youth in particular is complicated at best. Getting to appointments can add another hurdle for many families preventing them from getting treatment early on. This service provides addresses both of these issues giving youth and their families an opportunity to receive treatment before things escalate out of control.

Within the first month, we had filled seventy five percent of the available time slots. We have been able to transition treatment for some students to the agency. For those students where obstacles or difficulties prevent them from transitioning their treatment to the agency, they continue to receive the help they need during the school day.

The BYFS staff plan and conduct an extensive training program each year for the BHS Peer Education Program. Last year the Peer Education Program began a new focus. Burlington High student Peer Leaders will be covering two different topics with 7<sup>th</sup> graders at Marshall Simonds Middle School. This year two sessions will be focusing on Alcohol and two will focus on Stress Management. The program will continue to cover alcohol as a topic every year and a new health related topic.

Along with the BHS Peer Education Program advisor, BYFS staff members carry out comprehensive training and coaching sessions with the Peer Leader candidates. A group of 40 students who come highly

recommended by faculty and administrators, pledge to be drug- and alcohol-free and commit their time to over 15 hours of direct training in addition to many hours of research between training sessions. In the spring, these high school students engage in discussions about healthy ways to manage stress and the dangers of substance abuse with approximately 200 seventh graders over the course of four sessions. 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. BYFS staff work with the Peer Leaders as they design their own four week curriculum to teach a small group of 7<sup>th</sup> 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.

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

In 2015 BYFS along with the Board of Health, Council on Aging, Fire Department and Building Department continued to be part of the Burlington Hoarding Task Force. In 2015, BYFS has been actively involved in four hoarding cases.

### **Social Services**

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

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

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In FY2015, BYFS staff screened 146 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.

In addition to the Covenant for Basic Needs, BYFS staff provides screening for those seeking assistance from the Salvation Army fund. A total of twenty four vouchers were given to residents for items ranging from prescriptions to utilities and clothing.

In 2013, BYFS established a new partnership with HELPIS an organization dedicated to helping those in need. This year, HELPIS has provided more than two dozen Burlington residents with items ranging from clothing to camperships.

### **2015 BYFS STATISTICAL NOTES**

An average of over 200 residents each month received counseling services, and counseling services were provided to 383 Burlington residents in 2015.

### **Other Community Services**

As in previous years, the BYFS provided administrative and other support to a number of programs in the community of benefit to Burlington residents. BYFS staff members continue to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends in Service to Humanity) volunteers provided 455 rides to local medical and social service appointments for residents in need of transportation, which is an increase of **90%** from last year. Transportation needs continue to rise each year. Last year there was a **75%** increase from 2014. The Rent-A-Kid referral service received 28 requests from adult residents who wanted to hire young people to do a variety of odd jobs, twice as many requests as we received in 2015.

### **Training**

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

### **CHANGES**

In June, 2015 Peggi Stallings Durand retired after 36 years of service to the residents of Burlington. In July, 2015 we had the pleasure of welcoming Emily Hall-Hampton as the newest member of BYFS. She is a graduate of Boston University School of Social Work with a certificate in Family Therapy. She brings with her a great deal of experience working with children, adolescents and their families. We are very excited to have her as part of our team.

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

## BEAUTIFICATION COMMITTEE

### ***BEAUTIFICATION COMMITTEE MEMBERS***

*Elaine Zuccaro, Chairman; Andy Giordano; George Major; Carol Engel; Amy Warfield*

The Burlington Beautification Committee (BBC) is pleased to submit the following report for the year 2015.

### **MISSION STATEMENT**

The Burlington Beatification Committee was founded in 1990 under the auspices of the Board of Selectmen. The five member volunteer committee is appointed annually by the Selectmen. The Committee was created with the intent of instilling civic pride in the community by enhancing the appearance of in-town public areas. It is the goal of the Committee to continue to work closely with the various town departments including Recreation Maintenance and Public Works and also numerous local businesses who donate their time to maintain a public area.

Although this has been a year of change for the committee, one thing we do need to do is say Thank you to the employees of the Recreation and DPW Departments for their continued support to the Committee. They provide so much time and energy in helping keep Burlington's green areas beautiful.

The major project for the year was the development of a plan to have concrete pads put in the Town Common under the large flower containers. Although this is a small item it's something that will assist the Recreation Department when they are mowing and help the containers get less wear and tear.

### **ONGOING PROJECTS**

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

We are pleased to report that many of the businesses along Cambridge Street, Bedford Street, Mall Road and Winn Street continue to maintain attractive landscaped properties.

The Recreation Maintenance Department continued to maintain the general appearance of the Town Common and provided significant help to the Beautification Committee.

We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas – we hope that if you enjoy these areas you will mention it to the local businesses that donate their time and money.

### **Around Burlington**

- ***The Island on Olympia Way***

Austin Realty Group

- ***Diorio Green at the Intersection of Cambridge Street and Burlington Mall Road***

Jim Martin - James A. Martin Company, Inc

Steve Marchese - Marchese Sprinkler Repair Service

Dan Dellanno – Lawn Master

- ***Historic Museum at Cambridge and Bedford Streets***

Jerry McCarthy - Mac's Landscaping

- ***TRW Field entrance, Mall Road***

Edward Jones

- ***Colonial Garden on the island across from the Fire Station***

Burlington Garden Club

- ***Old West School on Bedford Street***

Merva Landscape

### **Town Common**

- ***The 911 Flagpole Memorial - Maintaining and changing the plantings seasonally***

Beautification Committee – This is primarily done by Elaine Zuccaro

- ***The Town Common Gazebo***

Davis Prato - Prato Associates

- ***Garden at Corner of Bedford and Center Streets***

Kevin Sullivan - Edward V. Sullivan Funeral Home

- ***Maintaining and changing the plantings seasonally in the eight large flower containers***

Burlington Garden Club / Beautification Committee

- ***Bicentennial Memorial flower bed on the corner of Cambridge and Bedford Streets***

Jerry McCarthy - Mac's Landscaping

- ***Five Service Flag Veterans Memorial Park section of Town Common***

Beautification Committee – This is primarily done by Elaine Zuccaro

*Five Service Flags on the Town Common*  
Source: [Visitingnewengland.com](http://Visitingnewengland.com)



## BURLINGTON CABLE ACCESS TELEVISION

### **BCAT: Burlington Cable Access Television**

[www.bcattv.org](http://www.bcattv.org)

#### ***BCAT BOARD OF DIRECTORS***

*Brad Bond, President; Linda McNamee, Vice President; Colleen Moore, Treasurer; Virginia Mooney; Gretchen Carey; Brandy Sales; Chris Flaherty; Samuel Emile; Janice Archer*

#### **STAFF**

*Jen Dodge, Executive Director; Rich Hosford, News Director; Rob Zahora, Engineer; Cory McNeil, Production Coordinator; Michael Duval, Production Coordinator; Tad Stephanak, Production Coordinator*

#### **PURPOSE**

BCAT is committed to fostering a welcoming environment where we can provide residents with hands-on training in all aspects of video production, as well as free access to professional television equipment and a medium to share ideas, information, and creative expressions.

BCAT provides community producers and organizations an invaluable opportunity to utilize television production equipment, to create community programming that is unique and locally relevant.

2015 marked a year we were fortunate to see the completion of two major equipment upgrades that were years in planning, which included a new production van ad .

#### **STAFF CHANGES**

We had one change in our staff. Full time production coordinator Kyle Ruffen left BCAT to take a position as Production Manager for TechTarget . We were fortunate to see the return of Tad Stephanak to fill the open position.

#### **EQUIPMENT**

After several years of planning and development 2015 saw the complete of major projects, our new BCAT Production Van and our Completely resigned HD Studio and Control Room.

The BCAT Production Van was fully customized both inside and out. The outside received many improvements from our previous van including some nice updated graphics, exterior outlets, exterior lights for evening productions, exterior work lights for brake down, a ladder and top platform with an improved rail system. The top platform which serves as a camera station, is higher than our previous one and can get better aerial shots. We also added an awning to protect the crew from the elements including the sun and rain. (*Photo Insert – Picture 1*) The interior is more spacious and the crew and can stand up inside which they couldn't before. The walls, floor and ceiling were fully renovated. Monitors were hung on the walls, interior lights were installed on the ceiling, and a full counter was installed. It was designed to work with our portable HD Studio in a Box unit. It's a complete plug in play set up for a quick and easy set up on location. (*Photo Insert – Picture 2*)

Our Studio and Control Room had a complete redesign and upgrade to HD. We upgraded our studio cameras to HD cameras. They operate on a special cable that carries power, our intercom signal, and the video signal, so the camera operator can now directly plug in their headset to the camera rather than setting up a separate cable to the wall. The cameras are now on pedestal tripods versus straight tripods, which makes adjusting their height much easier and smoother.



*BCAT Control Room*

We added a fourth camera to the studio, a sky cam, which is a robotic camera that can be operated in the control room. In the control room we opened up the space by installing a built in desk that runs the length of the room. We upgraded our switcher the same HD switcher we use in our Studio in a Box set up. The switcher allows for easy chroma keying of subjects in the studio which is a great feature that works in conjunction with the virtual sets it offers. We have hundreds of professional sets now at our finger tips with the virtual set software this system offers. We have already taken advantage of this new feature on our BNEWS Weekly program. All of segments including the anchor desk, our new weather center, our new sports center and the set for the Senior News segment are all virtual. *(Photo Insert – Picture 3)*

### **OTHER HIGHLIGHTS:**

We hosted our annual meeting and appreciation night in May. Many people were honored for their many accomplishments. Highlights from the evening included our Volunteer of the Year award awarded to Brendan Lucas, our Student Grant awarded to TJ Horgan who is now attending Ithaca College, and our Lifetime Achievement award presented to Dan Brother and Paul Strati for 25 years as the voice of Red Devil Football coverage, as well as many other their many other contributions over the years.

BNEWS WEEKLY saw the addition of several key volunteer positions. We welcomed meteorologist Peter Brown who delivers a weekly weather report, Phi Arcaro as our sports anchor who provides video highlights and Ian Casciola has been the regular voice of our community calendar segment. We also introduced a new “news station” set.

Some of our special productions worth noting: Coverage of the Relay for Life’s Dancing with the Stars fundraiser, PTSD Demystified (a special production researched and produced by Bob Krieg), the July Fourth Parade, participation in and coverage of Celebrate Burlington, the Taste of Burlington, our Annual Santa Show and many BNEWS Specials including our Town Election Debates & Coverage as well as coverage of the Heroin Awareness Ceremony on the common. All of these specials can be found online on our Video on Demand player.



*New Van - Outside*



*New Van - Inside*

## BURLINGTON HISTORICAL COMMISSION



### ***HISTORICAL COMMISSION MEMBERS***

*(Back Row l to r) Dottie Bennett, Kathi Horton, Mike Tredeau, Peter Coppola*

*Front Row (l to r) Eldrene Emerson, Toni Faria, Norma Robashard, Joyce Fay*

*(not pictured: Lisa Buoncuore and Sandy Covino*

### **WEBSITE**

<http://www.burlingtonmahistory.com/>

### **PURPOSE**

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. Records are kept of the items, and a museum must be cataloged.

### **2015 HIGHLIGHTS**

The Historical Commission had faced many challenges for Burlington in 2015. The preservation of historic properties has been a primary concern. Historic properties are often purchased and then a demolition permit is applied for to rebuild new homes on the site. Our duty is to try and prevent the demolition of the properties by opposing the demolition, and helping to appreciate and demonstrate the historic value of the property. Unfortunately, we have not been successful. We are quickly losing the historic connection to the past by having the properties demolished.

Fortunately Burlington still has a few beautifully preserved properties. The owners of these properties take pride in the appearance of the buildings which helps to preserve our link with the past history of Burlington.

Recently the Museum underwent improvements to the exterior of the building and correcting the water problem. We thank Rich Reid and his Department of Public Works crew for a job well done. We are now

ensured of a dry cellar . All the artifacts and storage boxes in the basement were moved to the main floor. This resulted in the Museum being closed to the public with limited access for elementary school children tours. Chairman Mike Tredeau gave historic lectures in the vestibule, which includes the history of the antique drum now being restored. The mural remains on the walls which were painted many years ago by Burlington High School Students, Don Gorvette and Jeff Weaver. The mural serves as a visual guide to Burlington's history.

Lectures are also given in the nearby Burial Ground and the West School by Commission members Toni Faria, Joyce Fay, Sandy Coveno, Norman Biggart, Kathy Horton, and Eldrine Emerson .When field trips from the elementary schools are scheduled, Sandy Coveno and Norman Biggart lecture at the Old Burial Ground, and Joyce Fay, Toni Faria, Kathi Horton and Eldrine Emerson lecture at the West School.

## GOALS

Our goal is to attract new members to help in our efforts to preserve our historic properties, plan new programs for the education of the children, and create new exhibits. In addition, the continuation of proper cataloging of artifacts is a major project with limited manpower.

The members of the Commission are to be commended for the time and effort given to a variety of duties in 2015. They moved artifacts from the basement to the main display room, continuing the lectures in the limited space of the vestibule, and in the West School, the Cemetery and the Common.

The Burlington Historical Commission now has an office at the Grand View. This will allow parking and easy access for the public.

The commission members commend member Norman Biggart, a dedicated and effective member for over 20 years for his ongoing dedication to the Commission.

## RESTORED ITEMS



*Drum, Watch, w/bible carried by Henry Lyman Bates during the Civil War*



*Childs sled and Butter Churn*



*Historical Museum display floor once more ready for visitors*

## PUBLIC LIBRARY AND LIBRARY TRUSTREES



### WEBSITE

<http://www.burlington.org/departments/library/index.php>

### MISSION

The mission of the Burlington Public Library is to provide a welcoming environment for people pursuing educational, recreational and enrichment opportunities. The Library will integrate emerging technologies with traditional library resources and expand access to the community beyond the physical Library.

There are four internal departments at the Library: Circulation, Reference, Youth Services and Technical Services. All have unique functions and responsibilities within the library.

### SERVICES PROVIDED

- Lending of books, large print books, audio books, music CD's, videos, DVD's, playaways, magazines, educational kits, puppets, and museum passes;
- Free access to downloadable audio books and e-books and music;
- Access to free databases both in the library and remotely;
- Free internet access from 15 public computers and free wireless internet access;
- Educational, recreational, and cultural programs offered for both children and adults;
- Summer reading programs for youth and adults;
- Homebound delivery program for people permanently or temporarily disabled;
- Free computer workshops;
- Meeting rooms available to qualifying groups and organizations;
- Print/copy service including "print from anywhere;"
- Fax Machine;
- Collection point for People Helping People;
- The library maintains a very dynamic website and is considered a "branch" of our library. Visit the site above to search the catalog, access databases, check accounts, renew items, reserve museum passes, download e-books, audio books, and music and check for information about the library and its programs any time day or night;
- To reach out further with our social media, the library also maintains its own Facebook page, YouTube channel and an Instagram site for teens.

### 2015 HIGHLIGHTS

- A new logo and tagline were designed for the library. Graber Associates, Inc. worked with the library staff and the public to create a logo and tagline that meets today's visions. Our new tagline "*Connect, Discover, Enjoy*" truly describes what the library of today is about: The library of today is a gathering place where one can *Connect* with the community –programs, meetings, etc. within the library and also *Connect* with us in person or online. *Discover* what the library has to offer - physical

collection, programming, a meeting place, online services. *Discover* – all that you want or need to learn can be found in our library or through our online “branch” library services. *Enjoy* – the physical space, the collection, the programs and so much more.

- We migrated from Gmail to “Constant Contact” in order to reach out to the ever-growing list of people who want to be notified by email about upcoming library events. We now have nearly 1400 email addresses on various events lists.

#### **Additional Staff**

- Young Adult Librarian – bringing more activities and options to the teens of the community has been a focus of the town’s strategic plan and the library’s long range plan. Additional programming, better connections with the teens in the library, online, at their schools and in the community as well as collection development for this age group is the focus of this position.
- Social Media Librarian – The addition of hours and the “social media” description added to the part-time reference position making it full time has allowed us to continue our growth and outreach on social media. This again was part of the long range plan, and we are excited to be able to expand our connection to the community. A policy for social media was created and a “*Best Practices*” document is produced for each new platform that is added before release.
- On-line databases experienced nearly a 3% increase in usage over last fiscal year. More than 8,700 patrons used these resources and performed over 29,000 searches. Our databases, which can be accessed at the library or from home, cover a variety of topics which are especially useful to student researchers, genealogists, consumers, job hunters, investors, and language learners.



- The reference staff introduced “Book-A-Librarian,” a new service for patrons who would like personalized technology help and assistance with library resources. So far, staff has conducted 25 “Book-A-Librarian” sessions. The list of help topics that we offer can be found on our website.
- “Read It” – book reviews given by multiple staff members are filmed by BCAT, added to our YouTube, Facebook and website.
- Increased partnering with BCAT occurred this year resulting in more publicity for library events, informational clips for the public, and filming of programs to reach those who could not attend.

- eLibrary – The growth of our eLibrary (online connection to downloadable and streaming materials) has been a focus not only of the Burlington Public Library but the MVLC consortium and the Massachusetts Library System. Adding the Commonwealth E-Book Collection, (a new, huge selection of eBooks and audio books that include popular fiction and nonfiction, as well as books for academic research) to Massachusetts libraries has given us more depth and access to online materials.
- The Library joined the statewide Commonwealth Catalog which allows patrons to request items from anywhere in Massachusetts and have them delivered to the Burlington Public Library.
- The Youth Services Department offered programs for both children and teens including story times, movie days, craft programs, a teen author visit, Scrabble and Lego clubs, our new mother-daughter book club, along with other family friendly programs.
- In the Fall of 2015 we started offering Saturday family events once a month. Attendance was slow to start, but December brought about 50 people to our Holiday event.
- The 2015 Summer Reading Program theme for children was “Every Hero Has a Story” which was all about super and local heroes. To promote our summer reading program, Children’s Librarian Amanda Hogue-Lavallee and Assistant Jenna Cantino visited students in various Burlington schools.
- 409 elementary students participated in the Kids Summer Reading Program (grades K-5), 134 for Early Lit. We had 52 more signups this year for these two groups. We had 116 participants who were “25-hour readers” and had 45 participants who were “50-hour readers”. Also, elementary students wrote 190 book reviews. The library saw over 2500 children and parents at programs this summer from June 26-August 17.
- 137 teens participated in the Teen Summer Reading Program with 4,344 hours read. This is 375 more hours than last year. We also had 201 teens come to programs this summer. There were 59 very helpful teen volunteers with over 760 volunteer hours this summer.
- “*Orphan Train*” by Christina Baker Kline was the **Burlington Reads** title for 2015. Our community- wide reading program takes place every other year in March and is made possible by support of businesses, organizations and the Friends of the Library. Eleven programs and book talks were held during the month with just over 200 people attending.
- The Adult Summer Reading Program saw 88 readers who read a total of 509 books. Of this total 63% participated over the internet and 37% still preferred pencil and paper.



- “**The Last Wednesday**” Evening Book Group remained a strong monthly program, averaging 16 attendees per session. The group was snowed out in January and thus had only 8 sessions, but drew a total of 129 different individuals.
- Thursday morning “**Book Talk**” program took place 12 times in 2015. A total of 41 different individuals attended at least once, with about 15 of them who came regularly.
- The Friends of the Library sponsored and funded 12 different evening events for adults and 2 daytime discussion series in 2015 with a total of 543 attendees.
- The May Basket Raffle raised just over \$4800 and drew 51 people to the event on May 28 for the drawing of winning tickets.

## FUTURE 2016 HIGHLIGHTS/GOALS

- In 2016, one of our major goals is to expand our community outreach. More publicity and increased social media visibility are planned.
- Playaway Launch pads will be added in the Children’s Room. These will be preloaded tablets specifically designed for young children. We are living in an ever increasing technology world and something like this will appeal to children and parents. These child friendly tablets will be both fun and educational.
- Nicole Monk, Young Adult Librarian, is starting a **Book Buddies** program that will pair teens with new readers Pre-K- Grade 1. The hope is the teens will be able to help and inspire new readers.
- In response to the teen survey results, Nicole Monk is starting a Saturday movies program to be offered once a month and a teen lounge which will be available every Friday afternoon.



### *Library Staff*

**Administration** - Lori Hodgson, Library Director, Susanne Sullivan, Assistant Director

Gerri Gaffey, Principal Clerk

**Reference** - Marnie Smith, Donna Manoogian, Shelley Sloboder

**Youth Services** - Amanda Hogue-Lavallee, Nicole Monk, Joanna Troutt, Mary Naugle, Jenna Cantino

**Technical Services** - Nan Wang, Ann Marie McMakin, Janet Zahora, Carol Johnson

**Library Technology Specialist** - Rita Gavelis

**Circulation** - Cara Thissell, Sarita Hegde

**Library Aides** - Mary Beth Arcaro, Nancy Farrey-Forsyth, Gauri Kulkari, Kathryn Leahy, Mary MacDonald, Judith Volpe

**Pages** - Melanie Anderson, Patrice Earley, Susan Grady, Ben Grubner, Janice Leahy, Maureen Mullen, Jillian Sullivan, Martha Stokken

## 2015 STATISTICS

	2013	2014	2015
<b>Items Checked Out</b>	331,488	313,686	269,052
<b>Self-Checkout</b>	2,269	18,658	20,096
<b>Overdrive Checkouts</b>	6,396	6,716	8,202
<b>Reference Questions</b>	24,362	23,088	23,179
<b>Public Internet Use</b>	49,608	49,556	27,989
<b>Wireless Use</b>	8,177	8,658	34,736
<b>Study Room Use</b>	4,277	4,056	4,095
<b>Website Visits</b>	130,319	103,516	108,128
<b>Hours Open</b>	2,989	2,888	2,933
<b>Attendance in Library</b>	163,047	162,113	148,694
<b>Adult Programs</b>	89	85	80
<b>Attendance at Adult Program</b>	1,397	1,229	1,337
<b>Children's Programs</b>	304	304	313
<b>Attendance at Children's Programs</b>	7,506	7,618	7,765
<b>Young Adult Programs</b>	55	58	78
<b>Attendance at Young Adult Programs</b>	457	524	446
<b>Meeting Room Use</b>	1,208	1,124	1,157
<b>Museum Passes Use</b>	1,607	1,786	1,687
<b>Burlington Reads Includes</b>			

**PUBLIC LIBRARY TRUSTEES**

*Back row (l to r) Steve Wasserman, Phil Gallagher, Paula Bernard*

*Front row(l to r) Edith Entwistle, Bob Thys*

*(not pictured Trustee Geri Degurski and Recording Clerk Mary Lawless)*

The Board of Library Trustees is a group of six elected officials whose main role is to govern and set policies for the library.

## RECREATION DEPARTMENT

### **RECREATION COMMISSIONERS**

*Kristine Brown  
Kevin Sullivan  
Mike Winn  
Paul Raymond  
Tom Murphy  
Recording Clerk: Leslie McLaughlin*

### **RECREATION MAINTENANCE STAFF**

*Rich Cote  
Mike Kelly  
Bill Baker  
Mark Gerbrands  
John Lancelotte  
Brian Cullinan  
Adam Porter  
Robert Lee*

### **RECREATION DEPARTMENT STAFF**

*Brendan Egan, Director of Parks and Recreation  
Melinda Sullivan, Principal Clerk  
Carol Lynch (Retired), Principal Clerk  
Nancy Santilli, Permanent Part-Time Clerk  
Beth Garvey, Principal Clerk*

### **RECREATION PROGRAM STAFF**

*Kelly Lehman  
David Grubb  
Mary Nelson  
Laurel Rossiter*

### **WEBSITE**

[http://www.burlington.org/community\\_development/recreation/](http://www.burlington.org/community_development/recreation/)

In 2015 the Recreation Department continued to experience a year of change and growth that began in 2014. The growth included a major upgrade to the RecTrac registration software, a re-organization of the Maintenance Department, the retirement of Carol Lynch and the hiring of Beth Garvey, Robert Lee and Laurel Rossiter to the staff.

The Maintenance re-organization culminated in the promotion of three employees and the addition of a maintenance craftsman position. Rich Cote was promoted to the position of Parks Superintendent, Mike Kelly to the position of Lead Working Foreman, Bill Baker to the position of Working Foreman and Robert Lee was hired as a Maintenance Craftsman. We are excited for the changes and look forward to continued growth.

With all of these changes the Recreation Department staff continued to provide a high level of programs and services to the residents of Burlington. We are pleased to say the staff provided over 51 new programs, improved special events, a Farmers Market and improvements to a number of Burlington's parks, playgrounds and athletic facilities.

The success of the Recreation Department over the last year was the result of the continued dedication and commitment of our program and maintenance staffs, volunteers, and Recreation Commissioners. We would like to recognize the following for their contributions to the Recreation Department:

- Pat Martorano, for her tireless years of service to Celebrate Burlington. Pat has been fundraising for Celebrate Burlington for over 25 years. Her dedication and commitment to the event is greatly appreciated.
- Al Fay, for donating his time and antique fire engine to the Burlington Pride Softball Tournament, Celebrate Burlington and the annual Tree Lighting.
- Lydia Brown, for her years of work with Out & About, Spectacular Saturdays and Burlington Pride Athletic programs.
- Jane Roberts, for her 20 years as Director of the Club Simonds program.
- Peter Coppola, for his time and dedication to the community garden initiative.

The department also experienced the retirement of a long serving employee, whose experience and dedication will truly be missed.

- Carol Lynch, Senior Clerk, retired after more than 16 years of dedicated service. Carol was responsible for all of the department's payroll, accounts receivable and payable transactions and the cash management procedures in the office. Carol stayed beyond her original retirement date when a replacement was not available. Her dedication and work ethic will be missed in the office.
- Beth Garvey was hired as the new Senior Clerk in September and quickly became a member of the front office staff. We look forward to having Beth as a member of the team for years to come.

The Parks Division of the Recreation Department continued to maintain the town's parks, playgrounds and athletic fields with organic fertilizers. Organic fertilizers are dependent on soil temperatures to break down, before being released into the soil and taken up by the roots. Entering the sixth year of the program we continue to see positive results from the department's efforts and are encouraged by those results. The division also continued to use turf blankets on some areas of athletic fields to speed up seed germination and promote deep root development over the winter.

The Maintenance Division has completed the following projects over the past year:

- Installation of a new flag pole and raised planter at Veterans Park



- Removal of overgrown plant materials around the Veterans Memorial on common
- Installation of new sign and planter at Pathwoods tot lot
- Creation of a temporary skating rink behind the Recreation Department
- Replacement of wooden benches with new recycled plastic benches on the common
- Complete overhaul of the lower baseball infield at Simonds Park
- Decoration of the Town Common and Town buildings for the holidays
- Installation of a new pavilion at Regan Park

*New Pavilion at Regan Park*

The Maintenance Division worked alongside some local companies performing community service in our parks and town properties. We would like to thank Erland Construction, Oracle and Building Impact for their service and continued support of the community.



*New wall on Church Lane at Simonds Park*

A contractor was hired to replace approximately 300' of the existing stone wall on Church Lane, in Simonds Park. The area behind the wall was rebuilt to create a 3:1 slope and a new retaining wall was built at a height of 4'. The wall portion of the project was completed in October and November and landscaping will take place in the spring of 2016.

The Recreation Division continued to expand their program offerings to meet the needs of every community member. We hope to have offered a program that you participated in and enjoyed.

## **2015 HIGHLIGHTS**

- We had 15 adults enrolled in our first ever “Fit Forever” program which is modeled after the Biggest Loser program. The winner of this program won a year’s worth of Fit Club through the Recreation Department.
- After making the decision to revamp the in-town basketball program 3 years ago, we have seen a steady increase in registrations. This year continues that trend. We are now up over 40 girls in the Grades 4-6 level, compared to the last 3 years of: 8, 12, and 16. We are thrilled with the increase in attendance and are hoping to continue evolving this program.
- We were able to celebrate the 10th Anniversary of our Club 55+ program. Club 55+ was started by Bill Boudreau and David LeBlanc for active Burlington residents fifty-five years and older. The purpose is to keep the body and mind occupied. All activities stress the concept that people should enjoy what they are doing. It’s a no pressure atmosphere, and the need to be good at the game does not apply. Over the last 10 years, Club 55+ has seen programs such as golf, bowling, dancing, swimming, ice skating and many more. We are excited to see what the next 10 years will bring! .



*Theme Day at Wildwood Park*

- We offered our first Farmers' Market beginning in June and running through the end of October. Our market began with 10 vendors and had a maximum number of 17 vendors with an average of 12 vendors per week. We would like to thank the following businesses for sponsoring the Market: Doctor's Express, Neighborhood Health Plan, Lahey Clinic, Dental Bright, and Orangetheory Fitness.
- We hosted our first annual Great American Backyard Campout! We had 30 families register for this event. These families came out to join us for some back yard games, a nature scavenger hunt, dinner and a movie. This year's event ended early due to some inclement weather. We are already planning for next year.
- This year's Celebrate Burlington event was the best yet! There were more games, strolling artists, a classic car show, fantastic band, and to end the night some amazing fireworks.
- Spooktacular was a big success with over 2000 people attending. Thanks to the BHS Interact club for their excellent work. Also special thanks to David Grubb for his hard work and execution making this event such a special occasion for kids and adults alike.
- This year's Tom Turkey Hunt saw some changes as well. Families were required to complete a task before they could receive their next clue. The 25 families that were in attendance had a great time and all of the changes were well received.
- Our last event of the season is always the annual Tree Lighting. Each year, Santa lights all the trees on the common to kick off the holiday season. There were approximately 800 people in attendance. Participants got to not only see Santa, but bounce in the world's largest snowman, see some pretty fantastic lights and fireworks!

The Recreation staff strives to provide new opportunities and programs for every resident to enjoy in their leisure time. We will continue to create an inclusive recreational culture so every member of our community, regardless of ability, can participate in a recreational outlet they enjoy throughout the year.

- We continued the transformation of our Therapeutic Recreation Division (formerly Special Needs) with the hiring of Laurel Rossiter as our Certified Therapeutic Recreation Specialist (CTRS). Laurel was hired to make the opportunities we offer accessible and appropriate for all of our participants, to increase the participation of children and adults with disabilities in existing recreation programs and to offer new and exciting programs.
- The Burlington Pride Athletics Softball Tournament, co-sponsored by the Burlington Rotary Club, was a success with about 140 athletes and coaches taking part.

We are excited about the Recreation Department's accomplishments and are excited to meet the challenges of the year to come, with the same energy and commitment that served the department in 2015. We encourage you to try one of our programs and provide feedback, so we can continue to be one of the best recreation department's in the state

*Burlington Pride Softball  
Brian Osgood batting in the softball tournament*



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## BURLINGTON SCHOOL COMMITTEE



## SCHOOL COMMITTEE MEMBERS

(l to r back row) Thomas F. Murphy, Jr.; Stephen Nelson; (l to r front row) Martha Simon; Christine Monaco, Chairman; Kristin Russo (not pictured: Recording Clerk, Sharon Gilbert)

Burlington's classrooms are alive with dynamic, high quality instruction at every level, preschool to grade 12. We have excellent programs, thanks to the community support that encourages and funds the progressive learning approach we foster. We value the growing diversity of our community and have expanded our core values to celebrate that diversity. Our Integrated preschool, which serves most of our children with special needs from age three to five brings together children who learn differently with typically developing students, in a model of dynamic learning. This highly successful program, in place now for eight years, is an example of the schools and town working together building cutting edge programs for our children.

At every level, preschool to grade 12, the School Committee works to ensure that our system values the whole child by supporting high quality academics as well as other top notch programming. The School Committee maintains a commitment to small class sizes. Our student participation in advanced placement classes has doubled in recent years, indicating the challenges our students accept. Our Music instruction, Marching Band, and outstanding Art programs are second to none. We have supported the expansion of before and after school programs in response to the need for families to have high quality care for their children. We provide excellent academic, cultural and athletic programs to all of our students with no user fees for participation and transportation. No parents should have to deny their child participation in any school program due to personal financial constraints. We do not want a parent's ability to pay to interfere with the quality of programming available to their children.

The long-standing excellent relationships with the town side of government, Selectmen, Ways and Means, Capital Budget, Town Meeting and others remain a top priority for the School Committee. All of our

work is dependent on the support of others for funding and encouragement. The School Committee led the way to develop an Information Technology program now shared with all Town departments, improving communication and access to technology. We have pooled our resources with other Town departments to staff a Human Resources Department. We are one part of a vibrant community that works together for the benefit of our citizens.

Given the times we live in, our most important concern has to be the safety of our students and staff. In conjunction with Chief Kent, and the entire Police Department, we have established a multi-layered safety program. We have updated buildings, installed security equipment, developed a myriad of other safety protocols and trained staff to implement them. We are indebted to the police department, town government, and town meeting for funding these safety measures.

Dangers to our children come in many forms. Mental health and substance abuse are issues of the utmost importance to the entire community. We are committed to the proper administration, and analysis of the bi-annual "Youth Risk Behavior Survey" in order to make policy and programming changes to meet the needs of our students.

Education is not static. We must always look toward the future. We are actively working with the Department of Elementary and Secondary Education on the development of new Digital Learning and Computer Science Standards, the new State Assessment—MCAS 2.0, and the ongoing implementation of the new statewide educator evaluation regulations. We continue to be a leader in regard to technology integration. We have had over 8,500 visitors to Burlington Public School events from every state and all over the world. We have won the Apple Distinguished School Award for three years in a row.

Burlington has a school department to be very proud of, and we continue to work to improve our programs to be state of the art for this diverse and sought after community.

<b>School Committee Members</b>	<b>Term Expires</b>
Christine M. Monaco, Chairman, 18 Corcoran Road	2016
Thomas F. Murphy, Jr., Vice Chairman 3 Lexington Street	2016
Kristin Russo 5 Kingsdale Street	2017
Stephen A. Nelson, 25 Fairfax Street	2017
Martha Simon 5 Willow Way	2018
Joshua Guerrier, Student Representative	

**SCHOOL ADMINISTRATION**  
**Superintendent of Schools**

Eric M. Conti  
M.A., Brown University  
Ed.D. University of Wisconsin

B.S., Brown University

**Assistant Superintendent of Learning**  
Patrick Larkin  
M.Ed., Framingham State College

B.A., Assumption College

**Director of Finance and Operations**  
Craig Robinson

B.S., University of Vermont

**Director of Special Education**  
Louise D'Amato  
M.Ed., Lesley College

B.S., Salem State University

**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  
Principal

B.S., Salem State College  
M.Ed., Boston University

**Elementary Schools**  
Deborah Dressler  
Principal  
Memorial School

B.S., University of New Hampshire  
M.S., Worcester State College

Nicole McDonald  
Principal  
Francis Wyman School

B.S., Fitchburg State College  
M.Ed., California State University

Ellen Johnson  
Principal  
Fox Hill School

B.S., Keene State College  
M.S., Emerson College  
C.A.G.S., Salem State College

John Lyons  
Principal  
Pine Glen School

B.A., Merrimack College  
M.Ed., Simmons College

## **SUPERINTENDENT OF BURLINGTON SCHOOLS**

*Eric Conti, Superintendent*

*Patrick Larkin, Assistant Superintendent*

In 2015 the Burlington Public Schools continued to build on the work accomplished in 2014. Our main focal points continue to be student achievement and communication. Mirroring the real world, authentic learning opportunities play an increasing part in the learning happening in our schools. Learning; however, takes involved parents, engaged students, exceptional faculty and staff and the continued support of the community.

Our learning focus in 2015 was the continued implementation of the comprehensive changes that are the result of recent state regulations in the areas standards (the Massachusetts Frameworks), state assessments (MCAS 2.0), evaluation and sheltered English immersion training. All of these new initiatives are being implemented in addition to our existing, local initiatives focusing on expanding professional development for faculty and staff, improving our physical plants and grounds, and, most importantly, seeing higher levels of student achievement.

At all levels our students 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 teachers and effective and well-supported programs. We continue to improve our state measures of student growth at Burlington High School where our students take the MCAS. At the elementary level, our internal benchmark assessments also continue to show achievement growth at all levels in ELA and Math.

In 2015 we continue to have in-depth conversations about what learning needs to look like in the 21<sup>st</sup> century. These 21st century learning environments would not be possible without the infrastructure that was put in place in partnership with the general government of the town and with the support of town meeting.

The district continues to expand the use of our new student management system - ASPEN with online progress reports now available to high school and middle school students and their families. We will continue to transition to online academic progress reporting for all students. We continue to focus on improving our communication with parents by providing web-based access to student information for Burlington families. As our efforts to improve and expand communication continue, we see continued growth in the number of staff members who are utilizing online blogs, wikis, and webpages to share frequent updates with students and their families. There are currently over 150 staff members using an online space to keep stakeholders informed of the great things happening in their classrooms. In addition to blogs, we continue to implement five extended afternoons to focus on aligning our curriculum to the common core throughout the year. These meetings provide time for inter-school gatherings of teachers and are critical to establishing common expectations across schools and smooth transitions from elementary to middle and from middle to high school.

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. As has been the practice for the past few years, four professional development days are stipulated by the school calendar, as well as six extended afternoons. Professional Development days are typically designed to strategically balance district and building-level needs to address individual interests by providing choice. Our opening three professional development days held at Marshall Simonds Middle School brought together all of our Burlington Public School educators and offered tremendously diverse sessions, allowing staff members to create their own individual schedules. The feedback from this event was largely positive.

We are proud to provide our Burlington staff with a wide variety of forums for professional discussions about curriculum learning as we continue to sharpen skills and strive for excellence. We provide experiences both within the district professional development team as well as 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 Primary Source, Teachers as Scholars, and Massachusetts Computer Using Educators (MassCUE). By providing a depth of offerings, lesson modeling, and coaching, 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.

## SCHOOLS AND DEPARTMENTS

### BURLINGTON HIGH SCHOOL

*Mark J. Sullivan, Principal*

Burlington High School enjoyed yet another productive and rewarding year. In the middle of a beautiful June day, the entire BHS community celebrated the graduation of the Class of 2015 on Varsity Field.

At the conclusion of the school year in June 2015, two veteran faculty members retired from BHS: Music Teacher and Band Director, Mr. Matthew Lovell, and Math Tutor, Mrs. Patricia Furey. Burlington High School also saw the retirements of Special Education Teachers Sharone Hardesty and Nancy Williams.

#### **New BHS faculty members for the 2015-16 school year are:**

Shaun Hart	Athletic Director	Lauren Slebodnick	Math Tutor
Kate Hill	English Teacher	Sean Buchsbaum	Music Teacher
Amanda Lee	English Teacher	Kara Kerwin	Special Education Teacher
Jessica Smetana	English Teacher	Joshua McGregor	Special Education Teacher
Meghan Sheehy	Math Teacher	Stefanie Sweeney	Spanish Teacher
Meg Bednarcik	Math Teacher		

For the third consecutive time, BHS earned the distinction as an Apple Distinguished School for the school years 2015-2017. The Apple Distinguished School designation is reserved for schools that have demonstrated Apple's highest vision of a successful 21st century learning environment. The selection of BHS as an Apple Distinguished School highlights its successes in enhancing and extending teaching and learning with thoughtful and innovative implementations of technology. Schools chosen by Apple for designation as an Apple Distinguished School must demonstrate Apple's highest vision of a successful learning environment, have a strong relationship with Apple, and possess a willingness to develop outreach activities. The five best practices of an Apple Distinguished School are:

1. Visionary Leadership
2. Innovative Learning and Teaching
3. Ongoing Professional Development
4. Compelling Evidence of Success
5. Flexible Learning Environment

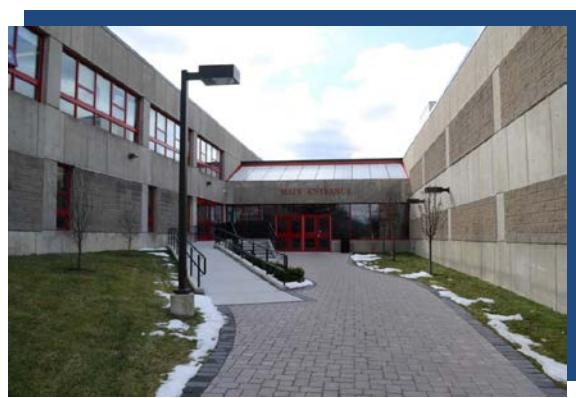
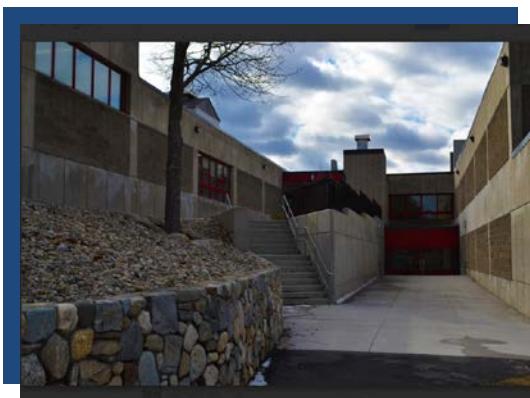
BHS continues to focus on the use of instructional technology tools to help foster student engagement. Professional Development time has been geared toward supporting teachers in the implementation of technology to enhance student learning. Parents and students have expanded use of an online portal that allows grades and assignments to be seen in real time. With this portal, BHS is moving to an online method of sending report cards and progress reports home to families, eventually phasing out the printing and mailing of these documents altogether.

BHS continues to offer relevant and challenging curricula to its students. New courses being offered include Robotics, Forensic Science, A Military Perspective of World War II, Examining Feminism through Popular Culture, Comparative Religion, and Reasoning and Argumentation. Dual enrollment courses continue to be a popular part of our program. BHS has agreements with Middlesex Community College, Massachusetts Bay Community College, and Bay Path College, where students can simultaneously earn credit from both BHS and the higher education institution. To amplify our program, BHS also offers a number of online courses to students through its membership with Virtual High School.

Burlington High School students continue to be our biggest point of pride. Year in and year out, Burlington students excel in academics, athletics, fine and performing arts, and much more. Excellence and creativity is displayed in many different ways and through many different distinctions. Students earned Advanced Placement scholar awards, BHS Collab (Student Literary Magazine) earned a top ranking in a National Competition, many students qualified for the John & Abigail Adams Scholarship, and our students continue to perform exceptionally well on the MCAS and AP tests. Outside the classroom, BHS continues to offer a myriad of clubs and athletic activities for its students. Throughout these varied activities, our students are consistently recognized for their accomplishments. In addition to fielding some of the most competitive teams in the Middlesex League, our students excel in individual accomplishments.

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

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



*Installation of new entrance vestibule and universal access ramp*

## ART DEPARTMENT

*George Ratkevich, Visual Arts Program Coordinator*

Burlington art students explored a variety of materials and processes and developed a wide range of skills. They were engaged in creative thinking, in generating and developing their ideas, and in different methods of problem-solving. They were encouraged to look closely and carefully at things, to discuss their observations, and to critique their own work and that of their peers.

Students had their work published in the Marble Collection, *Massachusetts' High School Magazine for the Arts*, and in *Collab*, the high school's literary magazine, in articles in the *Huffington Post* and the *Washington Post*, and in a documentary film.

Student work was on display in the Scholastic Art Awards, the Massachusetts Art Education Association's Youth Art Month Exhibition, the Sixth Congressional District Art Competition, the high school's 42nd annual Art Exhibition, third annual Fashion Show, and ninth annual Portfolio exhibition, exhibitions at businesses in town, the Regional High School Art Exhibition in Lexington, in other competitions and exhibitions, and on display in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty. All the elementary art teachers held their annual school art exhibitions in May. Middle school teachers shared the work of their students during their Open House night.

We continue to host other special events: the seventh annual Alumni Artists Day at the high school and artist residencies funded by the Burlington Education Foundation.

State Representative Kenneth Gordon presented a Citation of Excellence for the Massachusetts House of Representatives to the BHS Art Department in recognition of its exemplary faculty and gifted students in achieving excellence in art.

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## ENGLISH DEPARTMENT

*Benjamin Taylor Lally, English Department Head*

This year brought a reshaping of summer reading at BHS, which is in its second year after a lengthy and lamentable absence. As opposed to last year, when we selected a single book for each class, we decided this year to broaden the options for students to give them the ability to select a book from a short list of texts (5 or 6), and to potentially expose students to a greater variety of protagonists and settings.

In the fall of 2015, we organized a repeat trip to New York City (NYC), to allow our sophomores to see a Broadway production of *The Curious Incident of the Dog in the Night-Time*, a play which won the 2015 Tony for Best Play, and Best Actor, among others. This play was adapted from one of our summer reading options. In March of 2015, we took nearly 100 students to NYC for our first-ever Broadway field trip, and it was a huge success.

In the fall of the 2015-16 school year, we also reintroduced a field trip for our juniors, who went to Salem to learn about the Salem Witch Trials, as a supplement to our American Literature units on Puritanism and Arthur Miller's *The Crucible*. This was the first whole-class trip to Salem in over a decade. In December of 2015, BHS hosted a Student Day of Poetry, sponsored by MASSLeap, which involved student writers from BHS as well as from other nearby communities, who took writing workshops, watched live performances of spoken-word poems, performed their own original works in an Open Mic performance. *Collab*, the school's literary magazine, was awarded the second-highest possible awards in contests run by the National Council of Teachers of English, and the American Scholastic Press Awards. And in our most public, and one of our proudest moments in literary competitions last year, a BHS graduate was selected as one of the top five writers in Massachusetts in the prestigious Scholastic Writing Awards, which received over 1,100 entries. As ever, it has been an active year in the English Department at BHS.

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## **WORLD LANGUAGE DEPARTMENT**

*Renee Dacey, World Language Department Head*

The World 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 complete two consecutive years of the same language. All languages have a complete sequence of study through the 5<sup>th</sup> year, although Spanish offers an Advanced Placement course in place of year five. World Language teachers collaborate in order to share best teaching practices and, this year, Spanish teacher Stefanie Sweeney joined our team. Most notably, Latin teacher Gregory Stringer presented his workshop "Becoming Practical" at MaFLA's annual conference, which highlighted "easy, practical ways to use SLA research in the Latin classroom".

Also, Gregory traveled to France in December to participate in and co-teach at Paideia Institute's Medieval Latin in Paris program, which focuses on reading Medieval Latin authors at the relevant cultural sites of Medieval Paris. Furthermore, the World Language department provides opportunities for students to engage in the language and culture by traveling abroad.

In February, BHS Spanish students traveled to Collado Villalba, Spain with Spanish teachers Daniela DeSousa and Christina Walton. Also, Gregory Stringer, along with eight BHS Latin students, traveled to Rome with The Paideia Institute during spring break in April. In October, Italian teacher Ivana Gentile, Associate Principal Richard Sheehan, and 18 Italian students traveled to Cles, Italy to participate in the Italian Student Exchange.

Lastly, language clubs continue to expose students to various cultural practices and encourage students to participate in fundraising for various causes. Each year, the Spanish Club, along with the help of the French club, contribute food donations to the YWCA Fina House, which is a shelter for the homeless in Lawrence, MA. In addition, Susan Price and the French Club spent a Saturday in November touring the French Cultural Alliance Center where they read popular French children's books and viewed portraits.

## MATHEMATICS DEPARTMENT

*Brian D. McNeill, Mathematics Department Head*

The Mathematics Department has continued its mission of preparing students for lifelong mathematical competence and sound logical reasoning skills. This past spring saw Mrs. Jaclyn Dixon leave BHS when she and her husband moved to Vermont. With the fall opening, Ms. Meghan Sheehy joined us from Wilmington High School for the 2015-16 school year.

A passionate educator, Ms. Sheehy has transitioned seamlessly into her position, and has shown evidence that she is more than capable of working collaboratively with the other twelve members of the department. In addition, our longtime Math Tutor, Mrs. Patricia Furey retired in the summer of 2015 after many years of valuable service. Mrs. Furey's retirement allowed the hiring of Ms. Lauren Slebodnick as our full time Math Tutor. Ms. Slebodnick has made an immediate impact on numerous students and has transitioned quite well to her role in the department.

The Mathematics Department continues in its leadership role - both curricular and extra-curricular - at Burlington High School. Now in my fifth 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.

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## HIGH SCHOOL GUIDANCE

*Joe Attubato, Support Services Coordinator*

### MISSION

The mission of the Burlington High School Guidance Department is to support the academic, career, and personal/social development of all 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 Department hosts events throughout the year to keep parents involved including the [Guidance Breakfast Series](#) and several parent/student planning nights. Planning nights are also shown on BCAT. While some topics are geared toward specific grade levels, others can be applicable across grade levels, such as "Dealing with Stress and Coping Strategies", "the Course Selection Process," an "Overview of Standardized Testing," and presentations on the basics of Financial Aid.

The Guidance Counselors work closely with students to develop competencies in the areas of educational, personal and vocational development. Through individual counseling, small group meeting and large group presentations, counselors help students understand their learning strengths and weaknesses, select appropriate courses, plan for the transition to college and career, and meet personal challenges in a mature, productive way.

The Guidance Department is striving to achieve our newly developed district determined measures or measurable goals. The prime focus of this goal over the next two years is to work with students beginning early in freshman year and by the conclusion of sophomore year to identify a possible career path base using a career assessment tool called Naviance.

<b>Profile of the Class of 2015 (as reported in June of 2015):</b>		<b>Students</b>
Size of Graduating Class:		250
<b>Four Year College</b>		<b>191</b>
Four Year College - Public in-State		63
Four Year College - Private in-State		62
Four Year College - Public Out-of-State		27
Four Year College - Private Out-of-State		39
<b>Two Year College</b>		<b>36</b>
Two Year College Public in-State		35
Two Year College - Public Out-of-State		1
<b>Non U.S. College (Unspecified)</b>		<b>1</b>
<b>Career Education</b>		<b>4</b>
<b>Other Schools</b>		<b>2</b>
<b>Military</b>		<b>5</b>
<b>Employed</b>		<b>10</b>
<b>Other</b>		<b>1</b>
<b>2015 CEEB Test Summary</b>		
<b>86% of Class that took the SAT Exam</b>		
<b>Mean Critical Reading Score: 532</b>	<b>Mean Math Score: 550</b>	<b>Mean Writing Score: 526</b>
<b>TESTING STATISTICS 2015</b>		
<b># of SAT Scores in a Given Range</b>		
700-800		16
600-690		38
500-590		83
400-490		68
300-below		14
<b>SAT Subject Mean Scores:</b>		
Biology, Molecular: 672		Biology Ecology: 618
Chemistry: 712		Math Level II: 716
Literature: 618		Math Level I: 657

Nine students were commended for the 2015 National Merit Scholarship Program. Two-hundred thirteen students took a total of 401 Advanced Placement (A.P.) exams for college credit. Sixty-one students were recognized as Advanced Placement Scholars for their performance on the 2015 Advanced Placement Examinations. Two students were recognized as AP National Scholars. Fifteen students were recognized as AP Scholars with distinction, eleven members were recognized as AP scholars with honor, and thirty-three members were recognized as AP scholars.

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## SCIENCE DEPARTMENT

*Peter Nassiff, Science Department Head*

The BHS Science Department had another successful year. We continuously upgraded our courses to include the latest technology: for example, purchasing probes and software applications, providing electronics for freshmen physics, and biotechnology for our biology classes.



We added a new forensics science course, available this fall, to our curriculum and revised the standards for the Program of Studies. Dr. Nassiff and Mrs. Czerwinski published another paper in the *Journal of Chemical Education*. And, our students continue to excel in the 9<sup>th</sup>-10<sup>th</sup> grade MCAS science exams (99% passed) and in the four AP Science courses (75% passing).

Our students won the first place trophy in the Mole Olympics, an international contest involving knowledge and skills about the chemical mole.

*Science Teacher, Wendy Czerwinski*

Chuck Wood retired from Burlington High School but occasionally shows up as a substitute and advisor to our staff, especially in AP Biology. Mr. Leonard completed his ME and took several AP Biology prep courses in the summer to enable him to instruct AP Biology last September.

## GOALS

Future goals include providing a new BHS science website, available to the community and revising our curricula to coincide with the new state framework in science adopted in January.

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## SPECIAL EDUCATION

*Christina Cicolini, Department Head*

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 2015/16 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 continues 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.

Social Symbolism courses have been added for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning the opportunity to develop such skills and generalize these skills outside of their classroom.

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## SOCIAL STUDIES

*Todd Whitten, Department Chairman*

This year the Social Studies Department began the work of transitioning away from a traditional textbook and making greater use of online resources. Teachers are evaluating various free online textbooks and other web-based resources for their utility in the classroom, with the goal of adopting these resources to start the 2016-2017 school year.

Teachers continued to stress reading primary source documents and incorporating the use of evidence in their written arguments, in accordance with Common Core Reading and Writing Standards. The Department also began to integrate the Keys to Literacy Protocol along with the English Department, to bring greater consistency to student expectations for reading and writing throughout the high school. The Department was also pleased to offer a new course this year, Advanced Seminar in Social Studies. This course is designed for the most motivated students who are interested in exploring areas of the social sciences in greater depth. Students select non-fiction books to read and discuss, and then complete projects related to the subjects covered by the books.

Additionally, the Department brought back the Facing History and Ourselves elective. Next year the Department will also be adding its first hybrid on line/face-to-face course, Comparative Religion, as well as two new elective courses, Women's Studies and World War II. Finally, the Department hopes to offer another interdisciplinary course with the Math Department next year, which will focus on logical reasoning and argumentation. The Department continues to maintain a blog at [BHSsocialstudiesdepartment.com](http://BHSsocialstudiesdepartment.com), and a twitter feed at [@BHShistory](https://twitter.com/BHShistory)

## DEPARTMENT OF ATHLETICS

*Shaun Hart, Athletic Director*

The Burlington Athletic Department has had yet another successful year with teams exceeding further in tournament play than ever before.

- The Girls Ice Hockey team coached by Marty Conley moved on to the semi-finals of the MIAA Division 2 State Tournament for the first time in the history of the program.
- The Boys Soccer team won the League Championship and moved on to tournament play - the first time in over 15 years.
- The Golf team and Football Cheerleading Squad also won the Freedom League Championship.
- Girls Indoor and Outdoor Track and Boys Ice Hockey were also League Champions.
- The end of the 2015 school year saw the retirement of long-time Athletic Director, Ed Gillis and the introduction of our new Athletic Director, Shaun Hart.
- The start of school and the Athletic programs saw a refurbished and updated floor in the Wooden Gym as well as additional space in the Wrestling Room, the Athletic Trainer's Room and two additional locker rooms.

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## HIGH SCHOOL LIBRARY

*Susan Kelley DiSanto, Librarian*

Pictured are the new glass windows installed in the library this year. They replace the old and scratched plexiglass previously in place. The glass adds a sleek and inviting entrance to our library.

The year began working with an English teacher, Ms. Graham. She wanted to start a new dystopian literature unit. I gave book talks and presentations to her classes. Then together we set up the library with a beautiful display of the dystopian collection. After the project, it was evident that it would be beneficial to organize our fiction books by genre rather than the traditional method of author's last name. We all have different reading preferences and in organizing fiction by genre students would be able to quickly find a book they would enjoy. Other high school libraries I visited have done this, and have found it to be successful. Although a daunting task, I'm excited to start this next year.



We are again grateful for another \$500 donation from the Rotary and Interact Club. This donation continues to help update and maintain the World Peace and Understanding bookshelf.

## **MARSHALL SIMONDS MIDDLE SCHOOL**

*Principal Richard Connors*

During 2015, curriculum and instruction remained as a major goal for the Middle School Community. Learning practices that promote student-teacher engagement were implemented throughout the year.

Several new reading options for students at Marshall Simonds were offered to develop inquiry, interpretation and discussion skills. They include Great Books, Roundtable in English Language Arts, Light Sail on-line reading in grade 6 and Keys to Literacy in English Language Arts and Social Studies.

The exploratory departments have also contributed significantly to the expansion of learning opportunities. The art and music programs received local and state recognition. The technology education curriculum now includes the study of robotics and 3 D printers.

Technology continued to be emphasized at Marshall Simonds. All students used iPads to facilitate applications in daily curriculum assignments. Student and parent online grade books provided assessment information to evaluate student progress. Grade 8 students were introduced to Naviance, a college and career software program to assist students in gaining a much better sense of their intelligence style.

School policies were implemented to address zero tolerance for any safety, harassment or bullying issues. A strong emphasis was placed on respect for the individual rights of students. Any alleged safety issue can be brought to the attention of the school staff, administration or through the use of individual iPads.

Parent communication and student activities continue to be emphasized at Marshall Simonds. Simon Says, the school newspaper, is now a digital magazine. Student and teachers combine to produce an eco-friendly, full color magazine. Student writing, art and photography are featured throughout the school news. Simond Says will be published quarterly and is more literature-based than its predecessor.

Intramurals, Math Olympiad, Homework Clinic, Photo Camp, Math Prep, and Robotics are school initiatives that occur after the regular school day. Concerts, assemblies, Spring Open House, Back to School Night, a Scholars' Brunch, P.T.O. Education Nights and Vaudeville provide opportunities for parents to visit the "school in the middle."

At the conclusion of the school year, three experienced middle school teachers retired: Maria Rafferty taught grade 6 for 9 years, Ceil Bova was a middle school teacher for 26 years and David Pearl served as an English instructor for 27 years. Their talents, dedication and enthusiasm will be greatly missed.

## FOX HILL SCHOOL

*Principal Ellen Johnson*

This year Fox Hill School's theme: "We All Belong: Building Community through Respect and Kindness" is aligned with research that confirms that a "sense of belonging" to a group or community is the foundation of our social and emotional health and well-being. During the 2015-2016 school year every classroom integrates this theme into daily school life. Every month the principal holds grade level, "Community Circles" to celebrate our successes and accomplishments as well as note the challenges we need to develop and strengthen at our school.

Fox Hill School is proud of the work it continues to do with "Be the One." Our students know our four school values as Being Responsible, Being Safe, Being Kind and Being Respectful to others. This year the district supported teacher training in *Responsive Classroom* and Fox Hill staff are working to implement the principles of *Responsive Classroom* every day. In support of our efforts to build responsible citizens, the Burlington Education Fund awarded Fox Hill School monies for the school to purchase a *Friendship Bench* and a *Friendship Table*. Students sitting at either the bench or at the table signals they are in need of a friend to play with at recess. Our garden continues to flourish and we are in our third year of growing and harvesting vegetables for our kitchen!

The 2015-2016 school year brought several changes to its teaching staff. We welcomed approximately 65 new students and their families from Beacon Village. Their attendance at Fox Hill has brought much value and joy to our school community. Fox Hill School also welcomed Mrs. Petelle, Mrs. Bennett and Ms. Christie as kindergarten teachers. We also welcomed Mrs. Surabian and Mrs. Conlon as kindergarten assistants. Ms. Stone was assigned as a grade 2 teacher and Mrs. Webb was assigned to grade 3. Ms. Myer became an Intervention Specialist and Ms. Jackson, Mrs. Gerry, Mrs. Walsh and Ms. Smith were assigned as Fox Hill School's permanent substitutes. Fox Hill School serves approximately 380 students attending kindergarten through grade 5 in 23 classrooms with an average class size of 16 students per classroom. During the summer of 2015 we received a new roof and a new parking lot!

## GOALS

Our future goals for the 2016-2017 school year include strengthening our ability to understand and better meet the needs of a culturally diverse community. To differentiate instruction to better meet the needs of a wide variety of learners and to strengthen our relationship with parents and the community!

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## FRANCIS WYMAN ELEMENTARY SCHOOL

*Principal Nicole McDonald*

At Francis Wyman School, the year 2015 was marked by continued growth and progress. The addition of programs and staff to address the needs of a diverse ELL and special education population highlighted this growth at Francis Wyman. In addition, increased community participation and integration continued

to be a focus at our school. Finally, the further expansion of technology integration across all grade levels continues to be a priority.

To address our expanding academic programming here at Francis Wyman, the position of a building Math Coach was added to help assess student data and provide direct coaching support to staff and students while improving our implementation of the math curriculum. We also increased our ELL staff to better meet the diverse language and cultural needs of our student population and the team has worked tirelessly collaborating with the regular education teachers to provide language support services to the 41 students currently enrolled in our ELL program.

Finally, a fourth district special education class was added to address the growing spectrum of social/emotional needs for students at all grade levels. As a result, a K-2 Transitional classroom was created to increase the level of supports available for some of our youngest learners and helps provide a continuum of services across the district. The addition of these staff and support programs offer a comprehensive network for learners that require a more intensive level of academic, language, and social/emotional support.

Expansion of our community outreach also continued to be a goal at Francis Wyman. The Bridges program, an intergenerational curriculum that provides interactive lessons for senior citizens and fourth grade students, expanded to all five sections of 4<sup>th</sup> grade. This year our students had the opportunity to become teachers and instruct the seniors on the use of cell phone applications!



In addition, two artists in residence from The Mosaic Oasis Studio, Suzanne Owaya and Betsy Rodmin, demonstrated the skill of mosaic design and provided hands-on opportunities for all students to create a beautiful mosaic. This finished work of art proudly hangs in our front lobby displaying our new Francis Wyman Falcon mascot.

Lastly, the local company Building Impact worked collaboratively with community members and Francis Wyman to organize a community volunteer day allowing local employees from VSB in Billerica to volunteer time and energy to cleaning up all the garden spaces at FW and planting them for spring.

We anxiously await the warmer weather and the opportunity to appreciate all of their efforts when the new gardens bloom! As always, we are grateful to our enthusiastic and supportive PTO for volunteering and supporting many of these enrichment opportunities.

Throughout the school the integration of technology and the targeted use of our 1:1 iPads for writing, research, publishing and presenting, has maximized engaging learning opportunities. Also, coding instruction has been incorporated into every classroom motivating students to use higher level thinking skills to successfully complete a finished design. This year a student help desk consisting of 4<sup>th</sup> and 5<sup>th</sup> graders was also established which strives to duplicate the high school model. Overall, our technology

integration continues to reach new heights and students have grown increasingly independent with the utilization of this essential learning tool.

Looking forward, Francis Wyman is striving to continue to build bridges between our school community and families. Improving communication and further developing the cultural competency of all staff will continue to be a major focus for staff development. Our goal here at Francis Wyman will continue to provide a safe, inclusive, rigorous learning environment where all students thrive.

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### **MEMORIAL ELEMENTARY SCHOOL**

*Principal Deborah Dressler*

In September 2015, the new Memorial Elementary School opened its doors for the fifth year to approximately 420 students.

Our student population includes families with long standing roots in Burlington as well as newcomers from all corners of the world. We currently serve students and families from sixteen different countries speaking twenty different languages and dialects. We are a proud community that embraces our cultural diversity and focuses on building tolerance and broadening our understanding of the global world we are part of.

As I enter my third year as principal of Memorial School I remain grateful for the opportunity to build on the strong learning community that is well established at Memorial School. One of my priorities for the 2015-2016 school year has been to highlight and extend social emotional learning (SEL) for all students. We are fortunate in Burlington to have a supportive school committee that understands the value of social/emotional learning and the direct link it has to improved academic performance. All students at Memorial school participate in a positive behavior intervention system (PBIS) that reinforces the values of safety, kindness, respect and responsibility. We routinely gather as a school community united in celebrating the success of working collaboratively to meet a common goal. Each grade level is supported by our talented guidance staff with ten structured SEL lessons throughout the school year. In addition, our counselors meet regularly with students in both small group and individual settings. Helping students understand their own feelings and the feelings of others is critical to the success of life inside and out of school!

Another priority at Memorial School has been to increase our cultural proficiency. As I mentioned above, it is our cultural diversity that makes Memorial a dynamic learning environment. Cultural proficiency is the active process of improving the culture of schools so there is a deeper understanding of equity that results in embracing all aspects of diversity. Staff at Memorial are participating in “cultural conversations” with Burlington High School students in an open and honest forum to share their student and teacher experiences. The goal is to build everyone’s capacity for tolerance and to exchange ideas.

Memorial continues to focus our attention on differentiation of instruction. We often start educational conversations with a question, “How can we meet the needs of all students?” Memorial staff is always in

an active process of changing and shifting our instruction practice. This year, many teachers have introduced small group instruction (centers) into their math lessons, allowing students to explore mathematical concepts at their own level of understanding. We are fortunate in Burlington to have access to many technology devices for our students. Having these devices is a great beginning, but the powerful work comes when teachers are given the opportunity to use these devices in creative ways to improve learning outcomes. The transformation of the library into a learning common is an exciting opportunity we are working on for next year. Learning Commons are educational spaces, similar to libraries and classrooms that share space for information technology, remote or online education, tutoring, collaboration, content creation, meetings and reading or study.

Thank you for the opportunity to work in this wonderful community!

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### PINE GLEN SCHOOL

*Principal John Lyons*



This year we have made changes to our school to further help maintain an environment that allows students to learn while feeling safe and secure.

We have recently installed all new phones in the building, a new intercom system and direct communication system to public safety through a Wave System. This will even further improve communication in the building and the speed that first responders know to arrive at the school in the event of an emergency.

We have also added new tables and chairs to the cafeteria as well as a new stage curtain. These changes will help make our school an even safer and brighter place to learn. I would like to thank everyone in Burlington for their support in making safety the number one priority at Pine Glen Elementary School.

Pine Glen held its annual Walk-a-Thon and Turkey Trot this fall. This great fundraiser allowed our school an opportunity for community outreach through food and money donations to the Burlington Food Pantry. The student council also promotes different activities throughout the school year involving community outreach.

On December 23<sup>rd</sup>, Pine Glen held an Innovation/Exploratory/Creativity Day. Students engaged in learning activities that required their higher order thinking and collaborative problem solving skills throughout the day focused on creativity. Some students worked across different grade levels. All the students had a lot of fun learning. It is our philosophy that providing students with opportunities to use their critical thinking skills for innovation and creativity will help to further create a lifelong love of learning.

The school recently adopted an owl as our new school mascot. In addition, the school this year adopted a Positive Behavioral Interventions and Supports System (PBIS). When staff see students displaying behavior that is Appropriate, Safe and Kind (ASK), they recognize this behavior and give a student, class or grade a “Hoot” card which has an owl on the card in recognition of the positive behavior.

We are incredibly grateful to the Burlington community for the investment they make in students. Resources such as Response to Intervention tutors, a school psychologist, class size, reading specialist, librarian, technology intervention specialist, and interventions, as well as sustainable technology on which to run them, have provided us with the means to see our students make great growth.

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## BURLINGTON SCIENCE CENTER

*Wendy Pavlicek and Sean Musselman*

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 Schools.

Classrooms and Community:

- A science exhibit called “Patterns” was held at each elementary school. This exhibit focused on patterns in everyday lives, to sort and classify objects, and to make thoughtful predictions about scientific phenomena. Some highlights were live animals, morse code machine and seismograph.
- The Science Center brought high school student aides and visiting animals to the Burlington Farmer’s Market at the Recreation Center.
- The Francis Wyman PTO and Burlington Science Center teamed up to host an incredible evening of fun science and learning. This “Science Night” was a huge success, as over 300 students and family members came out to explore, engage and socialize as a community.
- The Science Center ran a summer robotics program for incoming 4th and 5th graders. The theme of the camp was to construct a robot that could undertake several different kinds of challenges. Students were also introduced to the idea that robots have historically been designed to perform tasks.
- The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: chick hatching, live animal visitors, field trips, life science programs, physical, earth, and engineering science programs.

## MUSIC AND PERFORMING ARTS DEPARTMENT

*John Middleton, Performing Arts Director*

The Department welcomes Sean Buchsbaum as the new high school Director of Bands and Music Theory Teacher and Michele DeMartinis as a new General Music teacher at the Pine Glen school. Both bring a wealth of experience and enthusiasm to the program.

Some highlights from 2015 were the introduction of the *Burlington Community Concert Series*. This is a joint production from the Burlington Chamber of Commerce and the Burlington Public Schools. We have been able to bring in professional national touring groups and offer low ticket prices to our residents and our students. The goal of this is “to enrich the lives of the community through the performing arts.”

The High School produced *The Music Man*, the Fall play was *The Miracle Worker*. In July, the Burlington Educational Summer Theatre, (B.E.S.T) produced Seussical Jr. Finally, we encourage you to attend the concerts in the schools at all levels where the hard work, talents and dedication of the students and staff come to life. We are grateful for your support.

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## ATTENDANCE MONITOR

*Debra Miller*

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.

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.

Students out of school ten days or longer due to medical purposes are provided with home/hospital tutorial services once a Physician's Statement is filled out and signed by a Physician. Student's tutoring hours and length of service are overseen and documented.

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 enroll 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.

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### **SCHOOL NURSES**

*Anne Azarian, Nurse Leader*

The Burlington School Nurses continue to achieve their goals of providing excellent nursing care to all the students and staff of the Burlington schools. The seven Burlington schools have enrollments of over 3,600 students and a staff of over 700 people. The nurses had over 30,000 visits in their offices during the 2014-2015 school year. We monitor mandated immunizations, annual hearing, vision, heights, weights and scoliosis screenings. We consult with other town departments such as the Board of Health, Police and Fire Departments, as necessary. The nurses work tirelessly with the utmost professionalism by giving the best care and support to the students, families and staff.

Our Burlington School Nurses hold current licenses as Registered Nurses, by the Commonwealth of Massachusetts and by the Department of Early and Secondary Education. We are grateful for all continued assistance provided to us by parents, the entire school system and the Burlington School Committee.

## SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

*Ten-member Regional School Committee governing the District:*

*Bedford: Donald Drouin and Glenn McIntyre*

*Billerica: Kenneth L. Buffum and Paula McShane Lambert, Chair*

*Burlington: Paul V. Gedick and Robert Gallagher, Vice-Chair*

*Tewksbury: Patricia W. Meuse, Treasurer and Lisa Puccia*

*Wilmington: James M. Gillis and Robert G. Peterson, Secretary*

*Recording Clerk, Karen Faiola*

*Charles Lyons retired as Superintendent/Director of the District on September 30, 2015, after 28 years, and was succeeded by Timothy Broadrick on October 1, 2015.*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2015 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 45<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred sixty-two (1,362) high-school students were enrolled in SVTHS's day school programs in October of 2015, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2015, SVTHS graduated 334 seniors. Fifty-four percent (54%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-nine percent (39%) of the students intended to continue working in their trade with another one percent (1%) working in another field after graduation. In addition, two percent (2%) entered the armed forces and four percent (4%) were undecided about their future plans.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four (144) full-time teachers as well as eleven (11) paraprofessionals. Of those full-time teachers, fourteen (14) are department chairs, and seventeen (17) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

*New Staff.* In the Fall of 2015, Electrical Engineer Al Chase joined the Shawsheen faculty as an Electronics instructor, Michael Carter joined our Automotive Technology faculty, Scott Hewitt joined us as a Graphic Arts instructor, and electrician James Largent joined our Electrical teaching faculty.

Also, veteran Mathematics teacher Patrick Kelly joined the Shawsheen faculty. He was joined by Lauren Merrill (Social Studies), Edward O'Mara (Biology and Chemistry), and Jessica O'Neill (Biology and Physics).

*Technology Improvements.* As a component of a thoughtfully-planned capital budget process that pays close attention to academic resources and evolving needs, the installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building. In addition, the district migrated from a combination of Microsoft Office site licensing with Google Docs

and various other online collaboration tools to a unified Microsoft Office 365 cloud-based software and collaboration environment for all faculty, staff and students.

*Summer School.* In the summer of 2015, the SVTHS Summer program remediated Shawsheen students in courses that they failed during the school year in order to recover credit required for promotion. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary for regular and special education students who revisit and master content during the summer.

*Outstanding MCAS Achievement and Growth Scores.* En route to maintaining the school's level-one status in the Spring of 2015, Shawsheen sophomores continued to outperform all vocational sophomores on MCAS measures of (a) achievement, measured by the Composite Performance Index (CPI), and (b) growth, measured by the Median Student Growth Percentile (MSGP).

Shawsheen has consistently attained level-one status since the state introduced the five-tier rating system for school performance three years ago. The most recent CPI scores (ELA, 99.8; Math 92.2; and Science 96) were strong, and the MSGP scores, conspicuously pre-eminent. A typical school or district in the Commonwealth would have an MSGP of 50. Shawsheen's ELA MSGP of 75 ranked eleventh *among all schools* in the Spring of 2015, and its Mathematics MSGP of 65 ranked in the top twenty percent *among all schools*.

With respect to objective, statewide measures of student performance, Shawsheen must certainly be considered a "Dream School," as it was recognized by the Boston Globe in September of 2013.

*Adams Scholars.* Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming ninety-one (91) of its members recipients of the John and Abigail Adams Scholarship Award.

### Academic Programs

Fifty-four percent of the Class of 2015 transitioned to either 4- or 2-year post-secondary programs. Shawsheen graduates were accepted at and are currently attending the following schools.:

Alaska Pacific University	Lesley University	Saint Anselm college
Anna Maria College	Mass College of Art & Design	Salem State University
Arizona State University	Maryland Institute College of Art	Salve Regina University
Bay Path University	Mass Bay Community College	Savannah College of Art & Design
Becker college	Mass Maritime Academy	Southern New Hampshire University
Benjamin Franklin Institute of Tech	Mass College of Pharm/Health Sciences	Springfield College
Bonaventure University	Merrimack College	St. Francis Xavier University
Boston University	Middlesex Community College	St. Michael's College
Bridgewater State University	Montserrat-College of Art	Suffolk University
California State University, Long Beach	Mount Ida College	UMASS Amherst
California State University, Sacramento	Nashua Community College	UMASS Boston
Castleton State College	New England College	UMASS Dartmouth
Central Maine Community College	New England Institute of Technology	UMASS Lowell
Champlain College	New Hampshire Technical	University of Connecticut

Institute	Institute	Institute
Colby-Sawyer College	Newbury College	University of Hartford
Curry College	Nichols college	University of Maine
Dean College	North Shore Community college	University of New Hampshire
Emerson College	Northeastern University	University of New Haven
Endicott College	Northern Essex community College	University of Rhode Island
Fisher College St.	Parsons New School for Design	University of Southern Maine
Fitchburg State University	Plymouth State University	University of Southern NH
Framingham State University	Porter & Chester Institute	University of Vermont
Franklin Pierce University	Regis College	Wentworth Institute of Tech
Full Sail University	Rhode Island School of Design	Western NE University
Johnson & Wales University	Rivier University	Western State Colorado Univ
Keene State College	Robert Morris University	Westfield State University
Lasell College	Rochester Institute of Technology	Worcester State University

*Curriculum Revision.* In compliance with course-content changes promulgated by the Massachusetts Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS completed a 4-year phase-in of College Preparatory (CP) courses—each aligned with Massachusetts Core standards and each offered at three levels of ability in grades 9 (Algebra 1), grade 10 (Geometry) and grade 11 (Algebra 2). Most recently, the CP curriculum has been broadened with the addition of (Level-3) Introduction to Trigonometry among grade-12 electives.

The ELA curriculum continues to emphasize persuasive writing in response to informational text. To that end, it has conducted in-house professional development training in specific reading strategies. In parallel fashion, the Social Studies Department continues to implement a strong writing-across-the-curriculum component that requires persuasive written response to primary-source and other documents.

### Clubs and Organizations

*Classes.* Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their co-advisors, Ms. Angela Caira and Ms. Beverly Robinson, the senior class planned and enjoyed a promenade in the school gymnasium followed by an elegant prom at the Andover Country Club. Junior-class advisors Ms. Catherine Comeau and Mr. Peter Udstuen held a gala prom at the Westford Regency. The sophomore class, advised by Ms. Marygrace Ferrari and Ms. Maria Baker, collaborated with the Freshman class, advised by Ms. Bethany Keane, on the annual Spring Fling semiformal, which was held at the school.

The Sixteenth 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 local charities. Behind the strong offensive performances by Michelle Faraher and Kayla Porzio, the senior girls dominated the juniors 20-0.

*Literary Magazine.* For the eighth 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, and the American 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. Stacy LaBella of the English Department and Mr. Doug Michaud of the Design and Visual Communication Program.

*School Newspaper.* In a model school-wide collaborative effort, Ms. Kerry O'Brien of the English Department, Mr. Michael Azevedo of the Design and Visual Communication Shop, and Mr. 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 Ms. Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 33 eleventh graders and four twelfth graders on March 11<sup>th</sup> during its 25<sup>th</sup> annual induction ceremony. The keynote speaker was Mr. Charles Lyons, who addressed the group for the final time as Superintendent prior to his retirement in September after 28 years of extraordinary service to the District. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service and participated in team-building activities at various outdoor 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 2015, Ms. Mountain continued the Council's recently-expanded efforts to recycle plastic, toner cartridges, and cell phones. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, the Billerica Food Pantry, the Teens for Jeans program, and the Nike sneaker recycling initiative. The Council traveled to the Boston Aquarium in June on its annual field trip.

*The Traveling Rams.* Throughout the year, Ms. Kristin Doucette and her enthusiastic globe trotters raised funds in anticipation of their Spring 2016 trip to Greece—which they will visit during April vacation. Any parents or students interested in information about the Spring 2016 trip to Greece should contact Ms. Doucette at [kdoucette@shawtech.org](mailto:kdoucette@shawtech.org) or 978-667-2111 x577.

*Oratory Club.* Coached by faculty advisor Ms. Kristin Doucette of the English Department, the club was represented by five contestants—one from each District town—at the district level of the Lions Club Championship. Megan Barnes-Neal, a Metal Fabrication student from Burlington, advanced to the state championship, where she captured third-place honors. Abygayl Marsh, a senior from Design and Visual Communications, earned a second-place regional award in the Voice of Democracy Youth Speech competition.

*Robotics Club.* Under the direction of Electronics teacher and advisor extraordinaire Mr. Paul Blanchette, Shawsheen's robotics team is annually one of the top high school programs in the state. The young but innovative Shawsheen squad opened its season with yet another first place finish at the annual Trebuchet Tournament and then split the squad to compete in December against Boston University Academy, Northeastern University, and several other schools at an event in North Andover. Two Shawsheen teams competed in North Andover—one, a group of freshmen and sophomores; and the other, a group of juniors. The freshmen and sophomores reached the semifinals of the event. The juniors won the competition, qualifying for the New England championship in March as well as the international CREATE tournament in Iowa in April. In addition to capturing top honors, Shawsheen's veteran team received a trophy for design and workmanship that exceeded professional standards.

After a series of other successful outings, Shawsheen's robotics team competed against 47 other teams in a tournament at Quinsigamond Community College in Worcester. At the conclusion of the competition, the veteran team of juniors was awarded three trophies—the first as Tournament Champions, the second for Engineering Excellence (the highest award given to any team), and the third for Robot Skills.

At the New England finals, the Robo Rams qualified for—and eventually competed in—the world championship competition in Kentucky, where they finished the competition season ranked among the top 23 high school teams in the world.

*Science Club.* The Science Club, advised by Ms. Kristen Lamarre of the Science Department, continued to engage participants in co-curricular activities complementing their study within the discipline. Club members conducted lab experiments, maintained reptile terrariums and fish tanks, and fostered carnivorous plants—in general observing, recording, and discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.

*Outdoor Club.* The Outdoor Club, advised by Ms. Jessica Cook of the Social Studies Department and Mr. Brian Considine of Culinary Arts, took four overnight trips to the White Mountains. Students learned outdoor safety and leadership skills while snowshoeing and climbing mountains. Interested students should contact Ms. Cook at [jcook@shawtech.org](mailto:jcook@shawtech.org) or Mr. Considine at [bconsidine@shawtech.org](mailto:bconsidine@shawtech.org)

*Ski Club.* The Ski Club, advised by Mr. William Lannon of the Carpentry shop, planned a series of after-school ski trips to the Mt. Wachusett Mountain Ski Area in Princeton, MA. Interested skiers or boarders of any experience level should contact Mr. Lannon at [wlannon@shawtech.org](mailto:wlannon@shawtech.org).

*Sportsmen Club.* Under the direction of Electrical teacher and eminent sportsman Mr. John Bagni, members of the Sportsman Club honed their archery skills during the late fall and winter, fished the Shawsheen River in April, competed with rod and reel at the Burlington Reservoir in May, and capped their season with a deep-sea fishing outing originating in Gloucester. Avid or budding sports archery or fishing enthusiasts should contact Mr. Bagni at [jbagni@shawtech.org](mailto:jbagni@shawtech.org).

*Parent Advisory Council.* The SVTHS Parent Advisory Council, under the direction of its faculty advisor, Mr. Ronald Fusco, and its co-chairs, Dawn Panarotti and Cathy Carlin, sponsored another successful all-night graduation party—which, throughout the years, has kept the newest Rams alumni safe and entertained during the night following the commencement ceremony. Parents interested in assisting with this year's traditional fete should contact party chair Carla Duffy at [Carla.duffy@comcast.net](mailto:Carla.duffy@comcast.net).

*Teen Dating Violence Awareness Group (TDVAG) and Anti-Bullying Club.* Shawsheen's social consciousness and collective voice of principled young adults speak most clearly through two clubs—TDVAG led by Ms. Christine Tobin of the Dean's office, and the Anti-Bullying Club, led by Ms. Angela Caira of the Guidance Department.

TDVAG conducts regular meetings and participates in community activities to lend support to issues that pose harm to the physical and emotional well-being of young adults. In October, members of the club provided assistance for a REACH event at the Boston Waterfront. Project REACH (Racial and Ethnic Approaches to Community Health) has earned an outstanding reputation in the local and public health community for its work in raising awareness of racial and ethnic health problems. In April, Ms. Tobin and TDVAG members extended their community involvement by participating in a 5K Walk for Change sponsored by BARCC (Boston Area Rape Crisis Center.)

In collaboration with Wilmington Public Schools, Ms. Caira and Shawsheen student leaders promote anti-bullying awareness through the CARES (Children's Art, Recreation, and Enrichment Services) program. Ms. Caira and members of the Anti-Bullying Club visit Wilmington intermediate schools throughout October and November to promote self-confidence, self-respect, self-advocacy, responsible choice making, and friendship-building among children. Shawsheen students who would like to participate in the enrichment of children's lives should contact Ms. Caira in the Guidance Department.

*Book Club.* The Reading Rams met monthly throughout the year to discuss their respective club selections. In May, the club enjoyed an in-house movie and pizza evening in lieu of their annual field trip.

*Art and Chess Club.* Students with talents ranging from prodigious to casual participated in both the Art and Chess Clubs—the former advised by Mr. Michael Azevedo of the Design and Visual Communication Shop; the latter, by Mr. Gerry Perriello of the Bakery.

*Alumni Association.* In one of her final and typically masterful organizational efforts, Alumni advisor and retired English teacher Ms. Gail Poulten collaborated with her successor and P.E. Chair, Mr. Jason Tildsley, to organize the Alumni Association inaugural Athletic Hall of Fame event at the Montvale Plaza in Stoneham, MA. During the memorable evening, the Alumni Association inducted seven individuals and one team into the Hall's inaugural class.

The honorees included Donald Tremblay (1978: track, cross country); Louise Smith Barriss (1981: softball, basketball, soccer, swimming, cross country, tennis); Jody Ochab Bergstrom (1981: swimming); David Smith (1993: football); Jennifer Elwell Lyons (2004: softball); Kyle Marzeoti (2006: football, hockey, lacrosse); the D3 state champion 1984 boys' ice-hockey team; and William Gordon, coach of the 1984 state champs.

In addition to the Hall of Fame evening, the Association organized a third annual Thanksgiving-eve social and a second-annual Texas Hold 'Em Tournament—both at the Billerica Elks. Any SVTHS alumni interested in planning future events should contact Mr. Tildsley at [jtildsley@shawtech.org](mailto:jtildsley@shawtech.org)

### **Support Services**

The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 344 students and comprising about 25.2% 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 95.2% of seniors graduating in June, 2014, among the highest of any high school in Massachusetts. This compares to a state average of 69.1% percent for special needs students. All Shawsheen special education students who did not graduate are due to grade retentions and remain in school.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2015 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 two of the three examinations: English Language Arts (97% vs. 67% statewide), Mathematics (41% vs. 39% statewide), and Biology (69% vs. 35% statewide). There was some decline in the percentage of students attaining Advanced or Proficient in Mathematics. However, the initial failure rate remained very low (11% vs. 31% statewide). All special education students eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Parents of special education students at SVTHS are very highly involved in the IEP Team process. Although statistics are not computed, parent attendance at scheduled IEP Team meetings approaches 100%. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP's.

A program evaluation of Student Support Services was conducted during the summer of 2015. Three hundred thirty (N = 330) parent questionnaires consisting of 30 questions were mailed. A good response rate of 19.1% occurred (63 out of 330). Ten items focused specifically on the IEP Team Process. In response to a summary question which asked, "Overall, I am very satisfied with my student's IEP Team meeting", 95.3% responded "Strongly Agree" or "Agree". The remaining ones indicated no opinion and no respondents disagreed. Results were similar for each of the other nine items focusing upon specific aspects of the IEP Team process.

Efforts occur to accommodate parent requests for IEP Team meeting dates to ensure their participation. Typically, a one-hour time period is scheduled to allow sufficient time to address any topics of clarification or concern. A written IEP draft is usually developed by the time of the IEP meeting. This draft is reviewed at the meeting so that the parents can fully understand all the elements of the IEP and initiate any questions. Any necessary revisions to the draft are then incorporated into the proposed version of the IEP. Two copies of the document are forwarded home with the directive to indicate their response and return to the district. The signature page of the IEP also has space for additional comments and parents sometimes use this opportunity to communicate any qualifications to their response.

As noted above, the parent questionnaire included a number of questions on the IEP Team process and meeting. Parents indicated a strong sense of agreement to the following questions: "School representatives responded well to the questions and issues I raised at the team meeting", "Discussion at the IEP Team meeting was well organized", "Points of disagreement (if any) were clearly described and treated respectfully", "Enough time was scheduled for the meeting to discuss necessary issues", and "Follow-up activities to complete necessary forms and documentation were clearly described". These findings lead to a strong level of confidence that parents are actively participating in the development and understanding of the IEP which is produced.

### **Athletics**

The three seasons comprising the 2015 athletic year were memorable and unique for Shawsheen Athletics. Over 500 Shawsheen students participated in interscholastic athletics, earning seven league championships and six state vocational championships.

The overall winning percentage of the varsity teams ranked among the highest in school history. Fourteen teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the CAC (Commonwealth Athletic Conference) and the *Lowell Sun*. Wrestler Jake Ferri was a Division 1 State Champion and earned All American Honors. Emily Irwin became the sixth player in school history to score 1,000 points in Varsity Basketball. Molly Harrington and Ryan Phelan broke numerous longstanding individual school records in swimming and the Girls 200 Freestyle Relay also broke a longstanding school record in swimming. The Boys Spring Track 4x400 Relay team also broke a longstanding school record.

Overall, it was clearly one of the most successful Athletic years in Shawsheen Tech history!

### **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 for the 21<sup>st</sup> century workplace. In addition to our vocational and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes including culinary arts, cosmetology, home repair, basic woodworking and metal working, to name a few. Interested residents should contact Dr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

*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 educational 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 3 Coalition.* The Shawsheen Technical Institute is an active and founding member of the Middlesex 3 Business Coalition contributing in particular to the Coalition's subcommittee on Workforce

Development. Committee members have been working to bring innovative training programs to businesses throughout the region while also providing much needed information about funding for employee training through the Workforce Training Fund.

*Wentworth Institute of Technology and STI Partnership.* STI has joined forces with the Wentworth Institute College of Professional and Continuing Education offering WIT adult evening certificate programs in welding and machining. These advanced workforce development programs greatly enhance the opportunity for adults to train for good jobs in the advanced manufacturing sector. Employees and employers alike are benefiting from this new training partnership.

*School of Practical Nursing.* The 2014-2015 year graduated 37 Practical Nurses (PN). Since its inception, a total of 714 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 National PN examination is included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and 90% placement as an LPN. 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 2015 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 and busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Jobee O'Sullivan at 978-671-3612.

*Swim Program.* SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2014-2015 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 Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

### **Computer Services**

During the 2015 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, and the SSDR (School Safety and Discipline Report) data. In addition to these required state reports, Shawsheen submitted the CRDC (Civil Rights Data Collection) which is a recently required submission by the US Office for Civil Rights.

The district is now fully transitioned to a new Student Information System. Computer Services completed its data conversion from iPass to Aspen and has facilitated training for all departments utilizing the system. Staff have been gradually introduced to the new features of Aspen over this year while teachers continue to utilize the built-in Gradebook function. Aspen supports effective communication between district and family through its Family Portal Access.

Student progress can be tracked anytime through almost any computer or mobile device via the Aspen Family Portal. Access to this portal was distributed in a two-phase process. Students were given access to the Aspen system by mid-year. During the second rollout, Parents/Guardians were granted access for all users that had existing access or a completed application on file.

Computer Services continues to improve the Aspen system by making additional customizations as needed by the Shawsheen district. Family portal access has been streamlined by providing an electronic

method of accessing and completing applications through the district's website. New Aspen components will continue to be implemented in future years starting with the Sped module in 2016.

2015 saw the Director of Technical Programs and the Director of Network Services join forces to research a mobile device and cloud solution. The goal was to maintain office compatibility, provide access to files anytime, anywhere, improve collaboration among teachers and students, and develop a mobile device initiative. Together they proposed a three-year plan.

During the summer, the software environment, Microsoft's Office 365, was implemented as Shawsheen Tech's platform of the future as part of this plan. For the first time, students now have email at the school. Teachers and students can access their files at school as well as home. Most importantly, per our Microsoft license agreement, faculty and students are allowed to install Office on up to five (5) devices each. To help our staff with the transition to the new cloud environment, an "Office 365 Champion" group was trained. Weekly "Snack & Solve" Sessions, manned by our Champions, were devised as a means to answering all questions.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Our main ESX servers, which control 90% of the school, were upgraded over the summer. VMware, the software that runs our virtual environment, was upgraded to VSphere 6.0.

In 2014, a wireless network infrastructure was implemented within the building. In 2015, in order to continue the transition of our staff towards a more mobile workforce, we distributed laptops to Physical Education teachers, and computer upgrades occurred in Carpentry, Cosmetology, Machine Technology, and Metal Fabrication. Also, eleven laptops and two carts were purchased and added to already existing carts and laptops, providing our Support Services, Title One, and English programs with a mobile device pilot of 41 laptops and 4 carts for student use.

### **Guidance**

*Admissions.* Approximately 500 applications were received for the class of 2019. This year, presentations occurred at our district town middle schools in Billerica, Wilmington, Tewksbury, Bedford and Burlington. Students, parents and community members were invited to events on site including the Guidance-Admissions Luncheon on January 15<sup>th</sup>, 8<sup>th</sup> Grade Career Night on January 21<sup>st</sup>, and Community Open House on November 2<sup>nd</sup>.

*9<sup>th</sup> Grade Orientation.* The Class of 2019 participated in SVTHS 9<sup>th</sup> 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, comprised of student leaders who ran orientation day, was implemented to assist with new student transition.

*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 seventy-five percent (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. Our annual College & Career Fair hosted over 85 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our College & Career Planning Guide reflecting the new PSAT/SAT format and

updated admissions standards for the Massachusetts State University System and the University of Massachusetts. Senior guidance counselors were available to answer student and parent questions.

*Scholarships and Awards.* SVTHS students were awarded 148 scholarships totaling over \$118,442 in scholarship funds.

*Cooperative Education Program.* SVTHS had 223 seniors (66% of the class) out on co-op positions and 116 juniors (34% of the class) out on co-op at the end of June, 2015. Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. As of December 31, 2015, 62% of the seniors were working in co-op positions.

*Mental Health.* With the significant rise in mental health issues impacting schools, our School Psychologist provided a Mental Health Overview training for all faculty members as part of our opening day professional development.

*Student Health.* SVTHS complied with the state mandate to conduct BMI testing for all 10<sup>th</sup> graders. In response to a state-wide opioid crisis and through affiliation with the Billerica Substance Abuse Task Force, the SVTHS health office provided faculty with area-wide informational events focusing on substance abuse awareness and prevention. Events included: *"If Only"* movie premiere on May 27<sup>th</sup> in Tewksbury (prescription medications); *Improbable Players* on May 27<sup>th</sup> in Lowell (prescription medications, opioids, and heroin); and *Substance Abuse Forum* on May 28<sup>th</sup> in Billerica (drugs and alcohol). We also hosted a *Substance Abuse Overview* presentation for faculty on June 25<sup>th</sup>. This fall, events have included: *DIRT* and *Hidden In Plain Sight* in Billerica on October 21<sup>st</sup> (opioids and drug paraphernalia); *Dr. Poteet, Opiate Addiction Presentation* in Billerica on October 27<sup>th</sup>; *In Plain Sight and Opioid Epidemic Forum* in Wilmington on October 28<sup>th</sup>; *"If Only"* movie premiere and *Hidden in Plain Sight* in Lowell on November 9<sup>th</sup>; and *Underage Substance Abuse* in Wilmington on November 10<sup>th</sup>. We will also be hosting a *Substance Abuse follow-up* for faculty on December 4<sup>th</sup>.

### School Council

*School Council.* Under the direction of its co-chairs—school principal Dr. Robert Kanellas and parent member Gayle Razzaboni—the 13-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2015-2016 School-Improvement Plan.

### **Vocational/Technical Programs**

*SkillsUSA:* SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned an unprecedented eighty medals at the 2015 District competition and thirty-four medals at the State competition, including nine gold medals. Eleven Shawsheen students represented Massachusetts at the National Competition in Louisville, Kentucky. Winning national gold medals were a team of sophomores from the Electrical program consisting of Aaron Bennett, Justin Duprez and Jacob Williams, all from Billerica, competing in Career Pathways for Industrial and Engineering Technology. Senior Taylor McNeil won Shawsheen's 4<sup>th</sup> gold medal for Medical Assisting and Jeannette Lavine came in fourth place for Medical Math. Hannah Benning from the DVC program won the Pin Design for Massachusetts and represented Shawsheen at the National conference. The team of Joseph Taylor, a junior from Billerica, and Steven Wink a junior from Tewksbury, represented Shawsheen in Mobil Robotics. Junior Isabel Galinos represented Shawsheen in Masonry. Isabel was one of only three women in the masonry competition placing 9<sup>th</sup> overall. In addition, Shawsheen was represented in the state officer category with Lauren Liscio, who served as the Massachusetts State President for the year 2014-2015 and Nicolas Troisi who attended as an Officer Elect for the 2015-2016 school year.

*National Accreditation.* SVTHS has twenty-two vocational and technical programs, seven of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Automotive Collision Repair & Refinishing; Machine Tool Technology; Metal Fabrication & Joining Technologies; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

### **Transportation Cluster**

*Automotive Collision Repair and Refinishing.* Shawsheen's Auto-Collision Program is known throughout the community as the place for residents to go when accidents or mishaps create dents, dings, or cause serious damage to their vehicles. The relationship provides the students an endless supply of vehicles to work on to learn their craft. During the year the program was featured in the Vocational School Spotlight section of the New England Automotive Report Magazine. Molly Brodeur, President of AASP Massachusetts (Alliance of Automotive Service Providers), interviewed instructors and students for the article. Eight students competed at the SkillsUSA District Conference where two students advanced to the State Conference as a result of receiving a gold medal in Automotive Refinishing Technology and a silver medal in Collision Repair Technology. The program had great success with four members of the junior class entering the cooperative education program. Over the summer the shop was re-painted white to give it a clean-professional appearance.

*Automotive Technology.* The Shawsheen Community benefits immensely from the outstanding service provided by the Automotive Technology program. Many Automotive students excelled in extra-curricular trade activities – eleven students participated in SkillsUSA and three went on to Districts. The upperclassmen continue to receive certification from ASE Student Certification, ASE Refrigerant Recovery programs, as well as obtaining their OSHA-10 cards. Through the capital budget process the program acquired a new vehicle fluid flush station. Mr. Clay Bulmer, a dedicated member of the staff for nineteen years, retired at the end of the 2014-15 school year. A very promising aide, Mr. Timothy Francis, was hired to replace him. The department also hired an enthusiastic new automotive instructor, Mr. Michael Carter, who is teaching our freshmen and sophomore programs.

### **Health Cluster**

*Medical Lab Assisting.* The Medical Assisting program has a robust curriculum for shop and related across all four grades. The Medical Assisting Program is now certified through the American Medical Technologists (AMT), which is a nationally recognized organization. All seniors are gaining clinical experience either through the co-operative education program or through the new clinical partnership with Lahey Hospital and Medical Center in Burlington. The program continues to build its partnerships for cooperative education opportunities and has placed a number of students in a variety of medical offices.

*Health Assisting.* Health Assisting successfully certified 26 students via the Department of Public Health as CNA's (Certified Nursing Assistants). One hundred percent (100%) of the students successfully passed both the written and performance test on their initial attempt. The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include Tewksbury Hospital, Lahey Clinic, Concord Health Care and Rehabilitation Center and Woodbriar of Wilmington. Students enjoy co-operative placement in area assisted living centers and long-term care facilities. The majority of graduating students are enrolled in Bachelor of Science in Nursing programs.

*Dental Assisting.* Dental Assisting's first senior class graduated in June 2015. Most of the students are attending post-secondary programs, with the intent of being dental hygienists or dentists. Ten of the current 15 senior students are presently on co-op. The program continues to be oversubscribed with first-choice freshman students. Six of the students have successfully passed the Dental Assisting National Board certification exams. The three Dental Assisting teachers are continuing to work on building

partnerships to provide clinical experiences for senior students as well as junior students during the fourth-quarter.

### **Services Cluster**

*Culinary Arts.* Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College and Cambridge Culinary Institute. Numerous guest speakers from all aspects of the trade have presented to the seniors with regard to industry expectations. The Sophomores and Juniors tour Johnson and Wales and The Culinary Institute of America during the school year. The restaurant and bakery continue to serve the public daily with continued high volume of guests.

*Cosmetology.* The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide training for student success in the trade. The students also had the opportunity to provide services to local Senior Groups during scheduled outings to the school. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their facility and a complimentary service in order to broaden student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students. The Junior and Senior students took part in a field trip to the Rhode Island Convention Center for a Cosmetology trade show. The entire graduating class of 2015 passed their State Board exam and are licensed Cosmetologists in the State of Massachusetts.

### **Construction Cluster**

*Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry.* The Construction Cluster's mission is to put into practice a style of learning that encourages students to create tangible products using all of their senses to maximize their learning experience. The best way for students to gain both real-life experiences and mastery of competencies is by working on both on and off-campus community projects. This year's projects included the following:

- Habitat for Humanity – Billerica single family dwelling - Carpentry, Electrical, Plumbing and HVAC&R programs built a 1,232 square foot single family dwelling. These dwellings, once completed, are intended to help families and build long-term financial security.
- Wilmington – Carpentry, Electrical, Plumbing, HVAC&R and Masonry programs completed the scope of work requested on the construction of a 42'x 30' building which will serve as a concession stand and bathroom facilities for the athletic complex.
- Tewksbury Senior Center – The construction of a 32' x 21' building to serve as an Arts & Crafts annex is now in the final stages of construction. When completed the Arts & Craft Center will incorporate *pottery* and *ceramic* activities for the senior citizens of Tewksbury. The Carpentry, Electrical and HVAC&R programs were involved in this project.
- On-campus project – The construction of a 77'x 37' block building that will serve as a field house for the soccer, lacrosse and softball teams as well a concession stand has been completed. All five construction programs participated in this multifaceted project that will benefit the school and community long into the future.
- On-campus project – The installation of a solar array in the area located behind the new field house. This solar array will provide a renewable energy source to help reduce the energy cost of heating, lighting and air conditioning for the field house. The Electrical and Masonry programs were both involved with this project.

The Construction Department Chairperson and Plumbing instructor, Mr. Jim Sullivan, retired in June after twenty-seven years of employment. Mr. Brian Smith, an instructor in the Electricity program, has taken over the responsibilities of the Department Chair. A new Electricity instructor, Mr. James Largent, was hired to teach the sophomores in shop and to assist with the juniors.

### **Arts and Communication Cluster**

*Business Technology & Marketing.* Business Technology added an approved Chapter 74 Marketing program last year, including the addition of a new teacher. This resulted in expanded enrollment, for which the department has implemented new course offerings and schedules. The school store operation has expanded via a new Point-of-Sale system and has participated in various school events. Research into facilitating an online version of the school store is still continuing. The store is developing a “Traveling Rams Pride School Store” curriculum/project, which will involve retail kiosks that can be placed at various locations in the building. This will allow the store added flexibility to attend additional school events, and allowing students to earn added shop hours. Our accounting students continue to augment their problem-solving skills, analytical thought processes, and understanding of executive-level business decisions. This further enhances their impressive list of competencies. Ethics is also a prominent theme infused throughout our curriculum. The program’s Microsoft certification testing lab continues to thrive. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry-based, enhancing their employability skills. These certifications not only provide valuable skills but give the students a high level of confidence as they prepare for the next step in their career path. These certifications will continue to build the development of students into highly productive professionals in today’s ever-changing business world.

*Information Support Services & Networking (ISSN); Programming & Web Development.* This department has completed its second year with a Programming and Web Chapter 74 program. For the second straight year the program has welcomed four volunteers through the Microsoft TEALs program to teach Advanced Placement (AP) Computer Science A (Java) to the junior class. Several students took the AP Computer Science exam in the Spring. Schedules and course offerings have been adjusted so students are able to spend instructional time in both ISSN and Programming & Web content areas to gain a foundation of knowledge in all areas of computer science.

*Design & Visual Communications.* The Design & Visual Communications (DVC) program had another very productive year in 2015 with a few DVC firsts. Students continued to act as designers in many real-world community projects for schools, town governments, and non-profit organizations. A DVC student was Valedictorian for the class of 2015 and sixteen DVC students were accepted to many private and public colleges. In the SkillsUSA State competition, DVC received a gold medal in pin design, a silver medal in t-shirt design and a bronze medal for the promotional bulletin board and at the District competition received a gold medal in photography.

*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 non-profit 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 embroidery equipment, which has opened new avenues for student cooperative education placements. Overall the graphics shop had 8 students placed in 6 different companies for co-op, including printing companies, screen printing and on-demand copy centers. In the SkillsUSA District competition, graphics came away with a gold medal in the screen printing competition as well as the SkillsUSA Massachusetts State president.

### **Advance Manufacturing Cluster**

*Drafting.* Drafting started the year off with 16 out of 19 students participating in the cooperative education program (Co-op). In addition to the senior Co-op effort, eleven juniors began working in the fourth quarter. The senior class graduated with thirteen attending a four-year college and one entering the United States Marine Corps. Drafting had a strong representation at the SkillsUSA State Competition,

sending two students to participate in Technical Drafting, two to Architectural Drafting and two to Automated Manufacturing. Throughout the year the drafting students supported a number of community service efforts including the library hall construction project, the carpentry house project and the field house rendering.

*Electronics / Robotics.* Again this year the program expanded itself by incorporating more applied hands-on work projects around the school. Some of the projects included repair of classroom/shop liquid-crystal display (LCD) projectors. The students in Electronics continue to excel in many areas - 100% of Electronics Seniors, who applied for the J-STD -001E IPC Course, passed and received their official IPC Certificate. At the SkillsUSA District Competition, students received gold and silver medals in Mechatronics; a gold medal in Mobil Robotics; and a gold medal in the Urban Search and Rescue Challenge. For the sixth straight year Electronics competed in the New England Trebuchet competition, this year coming in second place. Off-campus, the Electronics students had an exhibition and displayed a robot at a Providence Bruins game and mentored the Locke Middle School students in Robotics. A new Electronics Instructor, Mr. Alfred Chase, was hired to teach sophomore shop and sophomore and senior related.

*Machine Tool Technology.* The program has formed a strong partnership with the Manufacturing Extension Partnership (MEP). Most upperclassmen continue to participate in obtaining certifications. Many local companies, including Pace Industries and Excell Solutions, C.R. Machine and Kennametal Tooling Company, continue to send representatives from industry to visit the shop and speak to the students about the latest technology and career opportunities including cooperative education opportunities. The Program is also a great asset to the school district by manufacturing the following items: clocks and cribbage boards as gifts for golf tournaments and fundraisers; annual cleaning and lubrication of the Bakery dough cutter; air handler parts for maintenance and other repair of mechanical tools and equipment throughout the school. Through the capital budget process the program purchased a \$50,000 CNC Turning Center.

*Metal Fabrication & Joining Technologies.* The Metal Fabrication shop received a state grant for \$250,000 that provided funding to up-grade twelve welding stations and improvements to the stations' ventilation system. State-of-the-art equipment was also purchased that included six new welders, a horizontal band saw, and a pipe and tube bender.

### **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 2015. Those retirees are: Clayton Bulmer, Automotive Aide; Sandra Cedorchuk, Dean's Assistant; Arthur Holmes, Graphic Arts; Susan Levy, Library Aide; James Sullivan, Construction Cluster Department Chair, as well as the retirement of Charles Lyons, Superintendent-Director.

# 2015 ANNUAL REPORT

## ADDENDA

- 151 Burlington Administration
- 152 Elected
- 153 Appointed Boards and Committees
- 155 Town Meeting Members
- 157 Accountant and Comprehensive Annual Financial Report FY2015
  - January 2015 Town Meeting Minutes
  - May 2015 Town Meeting Minutes
  - September 2015 Town Meeting Minutes
  - November 2015 Special Town Meeting Minutes
  - Election Results - Town Election - April 2014
  - Comprehensive Annual Financial Report with Auditor's Report on Examination of Basic Financial Statements Year Ended 6/30/15

# BURLINGTON ADMINISTRATION

• American Disabilities Act Coordinator	Robert C. Hogan – Retired June/ Christopher Hannifin
• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James F. Doherty
• Archivist/Records Manager	Daniel C. McCormack
• Assistant Town Administrator	Paul F. Sagarino, Jr.
• Building Inspector	John Clancy
• Community Life Center Director	Christine Shruhan
• Conservation Administrator	John Keeley
• Council on Aging Coordinator	Margery McDonald
• Director of Parks and Recreation	Brendan Egan
• Director of Public Health	Susan Lumenello
• Director of Veteran Services	Robert C. Hogan - Retired June/ Christopher Hannifin
• Emergency Management Director	Michael Patterson
• Environmental Engineer	Christine Mathis
• Fire Chief	Steven M. Yetman
• Health Agent/Sanitarian	Marlene Johnson
• Housing Authority Executive Director	Maureen Lynch – Resigned/ Mary Lou Browne
• Human Resources Director	Joanne Faust
• Labor Counsel	Collins, Loughran & Peloquin
• Library Director	Laura Hodgson
• Metropolitan Area Planning Council Rep(MAPC)	Kristin Kassner
• MWRA Designee	John Sanchez
• Planning Director	Kristin Kassner
• Police Chief	Michael R. Kent
• Superintendent of Public Works	John Sanchez
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Paul F. Sagarino, Jr.
• Town Administrator	John Petrin
• Town Clerk	Amy E. Warfield
• Town Counsel	Kopelman and Paige, P.C.
• Town Engineer	Thomas F. Hayes
• Treasurer/Tax Collector	Brian P. Curtin

## ELECTED OFFICIALS

### ELECTED OFFICIALS

		Term Ends		Term Ends
<b>Town Clerk (5 Yrs.)</b>			<b>Planning Board (5 Yrs.)</b>	
Amy E. Warfield	56 Skilton Ln	2016	Ernest E. Covino, Jr.	4 Donna Ln
<b>Moderator (1 Yr.)</b>			William Gaffney	8 Joanne Rd
Sally Willard	13 Foster Rd	2016	Joseph A. Impemba	11 Briarwood Ln
<b>Selectmen (3 Yrs.)</b>			John D. Kelly	14 Oxbow Ln
Daniel J. Grattan	9 Fieldstone Dr	2017	Barbara G. L'Heureux	10 Woodside Ln
Christopher Hartling	1 Colleen Cir	2016	Carol A. Perna	6 Beaverbrook Rd
Robert C. Hogan	35 Pontos Av.	2016	Paul R. Raymond	1 Dorothy Rd
Joseph E. Morandi	7 Winona Rd	2018	<b>Board of Health (3 Yrs.)</b>	
Michael S. Runyan	15 Mildred Rd	2018	David B. McSweeney	23 Tinkham Ave
<b>Assessors (3 Yrs.)</b>			Wayne S. Saltsman	24 Wheatland St.
Louise Crocker	15 Thornton Dr	2017	Elizabeth Walendziewicz	17 Wildwood St
Catherine O'Neil	31 Arthur Woods Ave	2016	Edward J. Weiner	43 Freeport Dr
Paul. Sheehan	5 Thornton Dr	2018	Maribeth Welch	10 Harris Dr
<b>Treasurer/Collector (3 Yrs.)</b>			<b>Constable - 1st (3 Yrs.)</b>	
Brian P. Curtin	3 Lee Ave.	2016	William F. Pepicelli	5 Ridgewood Ln
<b>School Committee (3 Yrs.)</b>			<b>Constable - 2nd (3 Yrs.)</b>	
Christine Monaco	18 Corcoran Rd	2016	Anthony J. Saia	27 Alcine Ln
Thomas Murphy, Jr.	3 Lexington St.	2016	<b>Housing Authority(5 Yrs.)</b>	
Stephen A. Nelson	25 Fairfax St.	2017	Michael Austin	8 Partridge Ln
Kristin A. Russo	5 Kingsdale St	2017	Albert Fay, Jr Gov Appt (2011)	11 Raymond Rd.
Martha A. Simon	5 Willow Way	2018	Bernice H. Ferguson	19 Bedford St
<b>Library Trustees (3 Yrs.)</b>			Richard H. Howard	158 Wilmington Rd
Paula Bernard, Jr.	4 Dunlap St	2018	James H. Langley, Jr.	13 Algonquin D.
Geraldine A. Degurski	16 Maryvale Rd	2018	<b>Recreation Commission (3 Yrs.)</b>	
Edith F. Entwistle	62 Beaverbrook Rd	2017	Kristine E. Brown	8 Luther Rd
Phillip Gallagher	8 Corcoran Rd	2016	Thomas Murphy, Jr School Apt 3	Lexington St
Robert Thys	8 University Ave	2017	Paul Raymond Planning Apt	1 Dorothy Rd
Steven E. Wasserman	3 Indian Hill Rd	2016	Kevin J. Sullivan	14 Frothingham Rd
			Michael S. Winn	3 Porter Ave
			<b>Shawsheen Tech (3 Yrs.)</b>	
			Robert J. Gallagher, Jr	9 Evergreen Ave
			Paul Gedick	2 Mooney Circ
				2017
				2018

## APPOINTED BOARD AND COMMITTEES

### TOWN ADMINISTRATOR

#### APPOINTMENTS

##### Beautification Committee(5)

	<b>1 year-Standing</b>
Carolyn R. Engel	9 Park Dr
Andrew A. Giordano	3 Belmont Rd
George M. Major	29 Lantern Ln
Michael Runyan	15 Mildred Rd
Amy E. Warfield	56 Skilton Ln
Elaine Zuccaro	6 Pearson Cir

##### Board of Appeals(5)

	<b>5 years-Standing</b>
John A. Alberghini	2 Elm Ave
James F. Halloran	20 Fernglade Rd
David Kelly	4 Cathy Rd
Edward Mikolinski	8 Burton Rd
Rob Paccione	137 Mill St
James Tigges	2 Maryvale Rd
Charles Viveiros	1 Cedar St

##### Board of Registrars(4)

	<b>3 years-Standing</b>
Jeanne Ganley	26 Beacon St 42A
Joan Kennedy-Constant	8 Azalea Dr
Elmer Bud Larson	23 County Rd
Amy E. Warfield	56 Skilton Ln

##### Burlington Public Transit

	<b>1 year-Ad Hoc</b>
Jennifer Gelinas	3 Hallmark Gard
Robert Hogan	61 Center St
Barbara L'Heureux	10 Woodside Ln
Mildred J. Nash	39 Sunset Dr
Patti Robichaud	29 Center St
Sonia Rollins	8 Paula St

##### Cable Advisory Committee(7)

	<b>1 year-Ad Hoc</b>
Bradford Bond	8 Mullberry Ln
Bob Cunha	29 Center St
Jennifer Dodge	123 Cambridge St
Robert Hogan	29 Center St
Kate Moskos	29 Center St
John Petrin	29 Center St

##### Cemetery Oversight Committee

	<b>1 year-Ad Hoc</b>
William C. Beyer	67 Pch Orchard Rd
Cemetery Oversight Committee	1 year-Ad Hoc
Frank P. Monaco	18 Corcoran Rd
Michael Runyan	15 Mildred Rd

##### Conservation Commission(7)

	<b>3 years-Standing</b>
William Boivin	213 Fox Hill Rd
Larry S. Cohen	8 Wilhelmina Ave
Indra Deb	17 Pathwoods Ave
Gail M. Lima	188 Mill St
Jane Lynch	6 Patriot Rd
Ann Louise McNamara	79 Mountain Rd
Kerry Melanson	8 Freeport Dr
Michael Runyan	15 Mildred Rd

##### Council on Aging(7)

	<b>1 year-Standing</b>
Mark Burke	1 Arnold Terrace
Carole J. Castellano	12 Garrity Rd
Frances Cioffi	75 Peach Orchard Rd
Susan Derosa	3 Ledgewood Dr
Eleanor Hutchinson	4 Frances Rd
Joanne L. Kinchla	8 Arnold Terrace
Ralph C. Patuto	29 Center St
Suzanne J. Trousil	2 Lucaya Cir
Bernadette B. Whittington	1 Ganley Dr.

##### Cultural Council(5-22)

	<b>3 years-Standing</b>
Sandra Coveno	59 Center St. #102
Julia Eggleston	10 Gedick Rd
Joyce Fay	11 Raymond Rd
Barbara Fisher	38 Purty Sprngs Rd
Brenda Fisher	38 Purty Sprngs Rd
Joanne Kinchla	8 Arnold Terr
Judi Lichtenfels	21 Purty Sprngs Rd
Carolyn Little	7 Pleasant St
Teresa Pignatone	9 Jonathan Rd
Vincent J. Sferrino	10 Liberty Ave

##### Disabilities Access Commission(9) 1 year-Standing

	<b>1 year-Standing</b>
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	15 Birchcrest St
Joseph D. Stordy	Apt #201
Kenneth Tigges	303 Farms Dr
Kent Moffatt	4 Ellen Rd.
	21 Crystal Cir

##### Historical Commission(7)

	<b>3 years Standing</b>
Dorothy Bennett	23 Wilmington Rd
Norman B. Biggart	4 Baron Pk. Ln.
	Apt.#1
Lisa Buoncoure	17 Beaverbrook Rd
Peter Coppola	2 Garrity Rd
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	11 Westwood St
Hope M. Paulsen	59 Center St. #201
Norma C. Robichaud	5 Highland Way
Michael Trudeau	12 Myrna St

**Housing Partnership**

Ernest E. Covino, Jr  
 James Doherty  
 Phyllis Etsell  
 Kent Moffat  
 Virginia E. Mooney  
 Michael S. Runyan  
 Charles Viveiros  
 Henry Wu  
 Robert Young

**1 year-Ad Hoc**

29 Center St  
 29 Center St  
 3 Eisenhower Dr  
 21 Crystal Cr  
 28 Mohawk Rd  
 15 Mildred Rd  
 1 Cedar St  
 3 Bennett Ln  
 3 Valley Cir

**Human Services Building Committee-1 year-Ad Hoc**

David Castellano  
 John Clancy  
 Thomas Hickey  
 Robert Hogan  
 Joanne L. Kinchla  
 Marge McDonald  
 Frank P. Monaco  
 John Petrin  
 Craig Robertson

**1 year-Ad Hoc**

5 Manor Ave  
 25 Center St  
 29 Center St  
 61 Center St  
 8 Arnold Terr  
 61 Center St  
 18 Corcoran Rd  
 29 Center St  
 123 Cambridge St

**Rink Oversight Committee(5)**

Nicole Coscia  
 Brian Curtin  
 Brendan Egan  
 Shaun Hart  
 Christopher E. Hartling  
 Paul Noonan  
 Craig Robinson

**1 year-Ad Hoc**

29 Center St  
 29 Center St  
 61 Center St  
 123 Cambridge St  
 1 Colleen Cir  
 5 Ward St  
 123 Cambridge St

**RT3A Subcommittee**

John Clancy  
 Phyllis Etsell  
 Daniel J. Grattan  
 Christopher E. Hartling  
 Tom Hayes  
 Kathleen Horton  
 Joseph Impemba  
 Kristen Kassner  
 Michael Murray, Jr  
 Michael O'Neil  
 Sonia Rollins  
 Paul Roth  
 Michael Tredeau

**1 year-Ad Hoc**

25 Center St  
 3 Eisenhower Dr  
 9 Fieldstone Dr  
 1 Colleen Cir  
 29 Center St  
 11 Westwood St  
 11 Briarwood Ln  
 29 Center St  
 2 Hannah Way  
 3 Kinney Ave  
 8 Paula St  
 249 Fox Hill Rd  
 12 Myrna St

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

Ann Marie Browne  
 Linda K. Collins  
 David Cullen  
 Marilyn Langley  
 Ronald J. MacKenzie  
 Ann Louise McNamara  
 Roberta E. Mills  
 Martha Simon

**45 Center St**  
**18 Town Line Rd**  
**4 Hershey Rd**  
**13 Algonquin Dr**  
**15 So Bedford St**  
**79 Mountain Rd**  
**19 Corcoran Rd**  
**5 Willow Way**

**MODERATOR APPOINTMENTS**

**Bylaw Review Committee(5)**

Martin Grace  
 Ln #207  
 Wendy Guthro  
 Sandra MacKay  
 Scott Martin  
 Larry Warfield

**1 year-Standing**

32 Seven Springs  
 17 Treetop Ct  
 15 Arbor Ct  
 6 Cormier Rd  
 56 Skilton Ln

**Capital Budget Committee(7)**

Gary Mercier  
 Patrick Moreno  
 Myrna A. Saltman  
 Adam Senesi  
 Steven L. Stamm  
 Ismael Valentin  
 Ernest Zabolotny

**3 years-Standing**

14 Heathstone Dr  
 12 Patriot Rd  
 15 Greystone Ct  
 13 Town Line Rd  
 56 Washington Ave  
 4 Shady Lane Dr  
 33 Paulson Dr

**Facilities Committee (7)**

William C. Beyer  
 Rd  
 Daniel J. Hanafin  
 James Robert Mackey  
 Frank P. Monaco  
 Bruce A. Morey  
 John E. O'Keefe

**2 years-Standing**

67 Peach Orchard  
 4 Maple St  
 9 Dolores Dr  
 18 Corcoran Rd  
 5 Ellery Ln  
 69 Mill St

**Human Services Committee(7)**

Anne P. Coady  
 Joanne Frustaci  
 Joanne M. Horgan  
 Gary B. Kasky  
 Cynthia J. Phillips

**3 years-Standing**

8 Woodside Ln  
 6 Valley Cir  
 12 Eastern Ave  
 8 Radcliff St  
 4 Michael Dr

**Land Use Committee(9)**

Erin J. Ellis  
 Shari Lynn Ellis  
 Joanne L. Kinchla  
 Gary Mercier  
 John O'Keefe  
 Andrew H. Olney  
 Monte L. Pearson, Chair  
 Paul A. Valleti  
 David F. Webb

**3 years-Standing**

13 Corcoran Rd  
 3 Hickory Ln  
 8 Arnold Terr  
 14 Hearthstone Dr  
 69 Mill St  
 21 Julia ConnorsDr  
 5 Willow Way  
 14 Marrett Rd  
 23 Eugene Rd

**Rules Committee(13)**

John Cormier  
 Joanne Frustaci  
 Paul Girouard  
 John Glynn  
 Martin Grace  
  
 Joan Hastings  
 Gary Kasky  
 Eleanor O'Connell  
 James Patterson  
 Myrna A. Saltman  
 Eileen Sickler  
 Mark Woods

**1 year-Standing**

8 Chester Ave  
 6 Valley Cir  
 1 Joanne Rd  
 149 Mill St  
 32 Seven  
 Springs Ln #207  
 14 College Rd  
 8 Radcliff St  
 33 Pch Orchard Rd  
 5 Hancock St  
 15 Greystone Ct  
 13 Foster Rd  
 12 Eugene Rd

**Ways & Means Committee(15)**

William C. Beyer	<b>3 years-Standing</b>
Brad D. Bond	67 Pch Orchard Rd
Diane Kendrigan Creedon	8 Mullberry Ln
Lucy M. Damiani	12 Gibson St
Christian Delaney	7 Hearthstone Dr
Michael J. Hardy	18 Phillip Ave
Susan Harrigan	7 Thornton Dr
Thomas C. Killilea	6 Julia Connors
Frank P. Monaco	15 Wheatland St
Steve Morin	18 Corcoran Rd
Paul G. Noonan	52 Greenwood Rd
Roger S. Riggs	5 Ward St
Sonia Rollins	4 Briarwood Ln
David S. Tait	8 Paula St
Larry Way	9 Meadowvale Rd
	25 Hillcrest Rd

**JOINT APPOINTED COMMITTEE**

<b>Master Plan Steering Committee</b>	<b>1 year-Ad Hoc</b>
Robert Buckley	7 NE Exec Pk
Larry S. Cohen	8 Wilhelmina Ave
Ernest E. Covino	4 Donna Lane
Sean Curtin	18 Woodhill Rd
Christian Delaney	18 Phillip Ave
Erin Ellis	13 Corcoran Rd
Daniel J. Grattan	9 Fieldstone Dr
James F. Halloran	20 Fernglade Rd
Christopher Hartling	1 Colleen Cir
John D. Kelly	14 Oxbow Ln
Joanne L. Kinchla	8 Arnold Terrace
Christopher Murphy	22 Bedford St
Stephan A. Nelson	25 Fairfax St.
Paul Roth	249 Fox Hill Rd
Jonathan Sachs	7 Oxbow LN
Wayne S. Saltsman	24 Wheatland St
Martha Simon	5 Willow Way

**TOWN MEETING MEMBERS**

Name	Address	Term Expires
<b>PRECINCT# 1</b>		
Bradford D. Bond	9 Mulberry Ln	2016
Domenic Caraco	25 Rocky Hill Rd	2017
Christian Delaney	18 Phillip Ave	2016
Elizabeth M Gianino	11 Thornton Dr	2016
Gary J Gianino	11 Thornton Dr	2017
Nolan H. Glantz	9 Redcoat Ln	2017
John M. Glynn, II	149 Mill St	2016
Donna D. Gregorio	11 Donald Rd	2018
Michael J. Hardy	7 Thornton Dr	2018
Michael Marchese Jr	11 Michael Dr	2017
Patrick A. Moreno	12 Patriot Rd	2017
Bruce A. Morey	5 Ellery Ln	2017
John E. O'Keefe	69 Mill St	2018
Gregory F. Ryan	3 Donald Rd	2016
Maureen Monaco Ryan	3 Donald Rd	2016
Mark S Saia	8 Sumner St	2018
Adam Senesi	13 Town Line Rd	2016
David J. Woodilla	3 Barnum Rd	2018
<b>PRECINCT #2</b>		
William C. Beyer	67 Peach Orchard Rd	2016
Robert F. Bunker	11 Arthur Woods Dr	2017
Lisa Cline	80 Peach Orchard Rd	2017
Doug R. Davison	6 Birch St	2016
Nancy J. DeCarlucci	74A Peach Orchard Rd	2017
Wendy Guthro	17 Treetop Ct	2017
Angela J. Hanafin	4 Maple St	2016
Daniel J. Hanafin	4 Maple St	2016
Susan R. Harrigan	6 Julia Connors Dr	2017
Marie Mikolinski	8 Burton Rd	2018
Patricia O'Brien	1 Oak St	2016
Eleanor N. O'Connell	33 Peach Orchard Rd	2018
Andrew H. Olney	21 Julia Connors Dr	2017
Cynthia J. Phillips	55 Arborwood Dr	2016
Gene J. Rossi	174 Winn St	2018
John J. Ryan	7 Grandview Ave	2016
Myrna A. Saltman	15 Greystone Ct	2018
Kimberley Trainor	3 Lt Litchfield Way	2016
<b>PRECINCT# 3</b>		
Sean P. Connors	14 Sears St	2016
Lucy M. Damiani	7 Hearthstone Dr	2018
Shari Lynn Ellis	3 Hickory Ln	2016
Monica Faiella	6 Birchcrest St	2016
James M. Frost	14 Chadwick Rd	2017
Joanne Frustaci	6 Valley Cir	2018
Stephen G. Marchese	4 Sears St	2018
Gary D. Mercier	14 Hearthstone Dr	2017
Mildred J. Nash	39 Sunset Dr	2018
Paul Gerard Noonan	5 Ward St	2018
Julianne Ouellet	3 Hancock St	2018
James Patterson	5 Hancock St	2017
Monte L. Pearson	5 Willow Way	2017
Daniel J. Raske	3 Mildred Rd	2017
Roger S. Riggs	4 Briarwood Ln	2017
Faydeen A Sateriale	95 Lexington St	2016
Ismael Valentin	4 Shady Lane Dr	2016

**TOWN OF BURLINGTON, MASSACHUSETTS**

---

Paul A. Valleli	14 Marrett Rd	2016	Joanna Schlansky Robert G. Schlansky	4 Gibson St 4 Gibson St	2017 2016
<b>Name</b>	<b>Address</b>	<b>Term Expires</b>	<b>Name</b>	<b>Address</b>	<b>Term Expires</b>
<b>PRECINCT #4</b>					
Gerald Beuchelt	13 Highland Way	2016	<b>PRECINCT #7</b>		
Thomas D. Conley, Jr.	20 Corcoran Rd	2016	Elliot Brown	23 Winn Valley Dr	2018
Karen Cooper	69 Francis Wyman Rd	2017	David Castellano	5 Manor Ave	2017
Erin J. Ellis	13 Corcoran Rd	2017	Donna Ciampo	5 Heritage Way	2016
Louise S. Freeman	4 Bates St	2017	Anne P. Coady	8 Woodside Ln	2018
Mark V. Gerbrands	3 Laurel Ln	2016	Vincent DeCarlo	3 Mountain View	2016
Joan B. Hastings	14 College Rd	2018	Martin Grace	32 Seven Springs	2016
Patricia Martorano	1 Laurel Ln	2016	Brenda Haney	17 Harriett Ave	2018
Constance K. McElwain	64 Francis Wyman Rd	2016	Miriam R. Kelly	14 Oxbow Ln	2016
Frank P. Monaco	18 Corcoran Rd	2018	Scott H Martin	6 Cormier Rd	2017
Virginia E. Mooney	28 Mohawk Rd	2018	Derek W. Morris	28 Hampden Ave	2017
Steven R. Morin	52 Greenwood Rd	2018	Maria O'Connor	10 Mountain View Way	2016
Laura G. Nichols	20 Mohawk Rd	2018	Jonathan Sachs	12 Oxbow Ln	2017
William G. Poehler	7 Algonquin Dr	2016	Lois Smith Martin	6 Cormier Rd	2018
Michael A. Proulx	76 Francis Wyman Rd	2017	Tammy Vallas	1 Oxbow Ln	2017
Eileen Claire Sickler	13 Foster Rd	2018	David R. Van Camp	14 Brown Ave	2016
Steven L. Stamm	56 Washington Ave	2017	Lorraine J. Wassermann	54A Seven Springs Ln	2016
John T. Sullivan	2 Laurel Ln	2017	David F. Webb	23 Eugene Rd	2017
			Mark Woods	12 Eugene Rd	2018
<b>PRECINCT #5</b>					
Patricia J. Angelo	2 Austin St.	2018			
Joseph P. Calandrelli	11 Chestnut Rd	2016			
Mark W. DeCost	38 Manhattan Dr	2016			
Albert L. Fay, Jr.	11 Raymond Rd	2018			
Lawrence Gelberg	15 St. Marys Rd	2016			
Adrienne C. Gerbrands	1 Maureen Dr	2016			
Paul Girouard, Jr	1 Joanne Rd	2017			
Paula McMahon	7 Arthur Woods Dr	2018			
Richard Melo	24 Pathwood Ave	2017			
Christopher P. Murphy	22 Bedford St	2018			
Frank P. O'Brien	3 Paul St	2017			
Mary Ellen Osowski	1 Rahway Rd	2016			
Michele Prendergast	20 Princeton Rd	2017			
Norman A. Steeves	7 Violet Rd	2018			
David S. Tait	9 Meadowvale Rd	2017			
Larry Way	25 Hillcrest Rd	2016			
Richard M. Wing	4 Wing Ter	2017			
Ernest R. Zabolotny	33 Paulson Dr	2018			
<b>PRECINCT #6</b>					
Roger A. Bell	18 Lisa St	2018			
Teresa Tarpey Clement	1 Holly St	2016			
John G. Cormier	8 Chester Ave	2017			
Diane Kendrigan	12 Gibson St	2018			
Creedon					
Daniel R. DiTucci	8 Lisa St	2018			
Daniel DiTucci, Jr	6 Ridgewood Rd	2016			
John K. Iler	9 Brookside Ln	2017			
Robert W. Johnson, III	13 Wheatland St	2018			
Gary B. Kasky	8 Radcliff St	2018			
Jaclyn B. Killilea	15 Wheatland Rd	2016			
Thomas C. Killilea	15 Wheatland St	2016			
James Robert Mackey	9 Dolores Dr	2017			
Rose Manni	13 Kingsdale St	2017			
David F. Peterson	9 Cutting Ln	2016			
Brian T. Pupa	5 Goodwin Dr	2017			
Sonia Rollins	8 Paula St	2018			

## ACCOUNTANT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2015

### **DEPARTMENT STAFF**

*Paul F. Sagarino Jr., Accountant;  
Nichole S. Coscia, Budget Analyst  
Laura Nichols, Principal Clerk  
Mickey Maguire, Principal Clerk  
Janine Carpenter, Accounting Clerk*

### **WEBSITE**

[http://www.burlington.org/town\\_government/accounting.php](http://www.burlington.org/town_government/accounting.php)

### **PURPOSE**

The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants in 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 Law, the Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars.

The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our reserve accounts are as follows:

- Stabilization Fund Balance: \$7,271,220
- Certified Free Cash: \$9,774,949
- Excess Levy Capacity: \$6,213,650

### **2015 HIGHLIGHTS**

The Accounting Office is also responsible for the management of the annual audit. This year, for the first time, we have prepared a Comprehensive Annual Financial Report (CAFR) which encompasses the

traditional audit of our financial statements as of June 30, 2015, but also includes substantial additional financial information and schedules. This has been a long term goal of the accounting department and one that would not have been possible without the efforts of the Town's Budget Analyst, Nichole Coscia. We hope that the residents find the additional reporting to be useful. The CAFR appears in its entirety immediately following this report.

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**



**For the Year Ended June 30, 2015**

**On the cover:**

*The Marion Tavern at Grand View Farm is a modernized replica of the 19<sup>th</sup> Century barn, acquired by the Town in 2001 to establish a self-sustaining legacy for the benefit and enjoyment of the citizens and future generations.*



*The Town Hall Annex was originally constructed in 1966. The building was used by the Police Department prior to a 1997 renovation which included the addition of a second floor. This facility currently houses the Department of Public Works Administration as well as the Building, Conservation, and Planning Departments.*

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2015**



**Prepared by:**

**Accounting Department**

## **TOWN OF BURLINGTON, MASSACHUSETTS**

### ***Comprehensive Annual Financial Report For the Year ended June 30, 2015***

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# *Introductory Section*



*World War I Memorial, erected by the Town of Burlington in 1954, in honor of those of Burlington who gave their lives during the war. The five service flags were dedicated during a 2013 ceremony by members of the respective service organizations.*

## ***Introductory Section***



## TOWN OF BURLINGTON

### *Board of Selectmen/Town Administrator's Office*

*John Petrin, Town Administrator*

*Betty McDonough, Office Manager*

#### **Letter of Transmittal**

December 10, 2015

To the Honorable Members of the Board of Selectmen and citizens of the Town of Burlington:

State law requires the Town of Burlington to publish at the close of each year a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accounting. Pursuant to that requirement, I hereby issue the Comprehensive Annual Financial Report (CAFR) of the Town of Burlington, Massachusetts, for the year ending June 30, 2015 for your review.

The CAFR is intended for use by elected and appointed Town officials, as well as any other party with an interest in the management, development, and progress of the Town, such as, financial institutions, credit rating agencies, bond analysts, and the residents and tax payers of the Town of Burlington. The report is designed to present complex financial data in a manner that is easy for the user to review and interpret.

This report consists of management's representations concerning the finances of the Town of Burlington. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Burlington's financial statements have been audited by Powers and Sullivan, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Burlington for the year ended June 30, 2015 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Burlington's financial statements for the year ended June 30, 2015 are fairly presented in conformity with GAAP. The independent auditors report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Burlington was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal

requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Burlington's separately issued Single Audit Report.

The following CAFR is presented in three sections: Introductory, Financial and Statistical. The Introductory Section contains this transmittal letter with a Town profile, local economic conditions and outlook, and highlights of financial and general management initiatives. The Financial Section contains a Management's Discussion and Analysis (MD&A). GAAP standards require management to provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of an MD&A. This letter of transmittal is designed to complement, and should be read in conjunction with, the MD&A. The Town's MD&A can be found immediately following the independent auditor's report from Powers & Sullivan, LLC. The Statistical Section contains, in most cases, a ten-year history of trends of both financial and demographic data.

### ***Profile of the Town***

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered in the west by the Town of Bedford, on the northwest by the Town of Wilmington, and on the south and southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2015 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 25,190.

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

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

The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town.

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides rail and bus service to the Town and the Minibus (Burlington B-Line) serves the Town locally. The Town of Burlington has its own wells and water treatment system, and is a member of Massachusetts Water Resource Authority (MWRA) for sewer services only.

### ***Local Economy***

Upon its completion in 1954, Route 128 acted as a catalyst for commercial expansion in the Town of Burlington. Economic Development continues to be a priority for the Board and Administration as we understand there's a direct correlation between a diverse growing commercial sector, and the Town of Burlington's ability to engage in infrastructure upgrades, allow for modest increases in real estate taxes, and maintain a high level of services for residents. While it is not uncommon in the State to have a 95% residential to 5% commercial ratio on property taxes, the Town of Burlington currently maintains a unique 39% residential to 61% commercial ratio. With this tax ratio, the Town collects \$57.9 million in commercial property taxes compared to \$37.6 million from residential.

During 2015, the Town of Burlington continued a trend of increased commercial development. The Town has a strong appeal to businesses, a very high occupancy rate, and is considered a premier alternative to downtown Boston. The Town of Burlington has been said to serve as the "economic capitol" for the 128 belt. The Town

welcomed the opening of Keurig's Headquarters and a new Wegmans facility this past year, as well as many new restaurants. A September 2015 article in *The Boston Globe* called Burlington dining "chic" and stated that it is "now the new alternative to the Boston dining experience". The New England Executive Park, now 'The District' has been approved for a new hotel and restaurants.

The Town of Burlington does not just settle on the present, as the Planning Board is currently in the middle of a master planning process for the future of the Town. We look forward to the insight and decisions that will be developed through this process.

### ***Long Term Financial Health***

The Town of Burlington has performed admirably when it comes to financial stability, and will continue to seek financial stability in way of budgeting and tax levy. 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 communities 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 3.97% while our tax levy increased at 3.76%. The increase to the average single-family tax bill was 2.49%. The Town of Burlington increased its unused taxing capacity to \$4.3 million in 2015. We have a Stabilization Fund of \$7.2 million with an additional Other Postemployment Benefits Fund of \$3.9 million. Our Free Cash was certified at over \$9 million for June 30, 2014. Our bond rating was increased to AAA by Standard & Poors to acknowledge the status of our finances.

During 2012, the Town created the position of budget analyst which added to our capacity to develop, maintain and monitor financial plans. Over the years, the Town has developed financial and capital plans that guide decision making at budget time. We regularly meet with the Board of Selectmen, School Committee and Ways and Means Committee to develop guidelines so that direction is properly set by our elected and appointed officials.

During 2012, the Town began its funding of Other Postemployment Benefits and has contributed nearly \$4 million to that reserve over the last three years. A policy has been developed and discussed at length which sets a target to fully fund our liability over a thirty year period.

### ***Budgetary Controls***

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is then presented to the Town Administrator who, in turn, after review, presents the budget to the Board of Selectmen. The Selectmen review all requests and Town-wide issues and present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. During the year, the Ways and Means Committee, upon request of the Town Administrator, may approve a transfer from a reserve fund previously established by Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

### ***Acknowledgements***

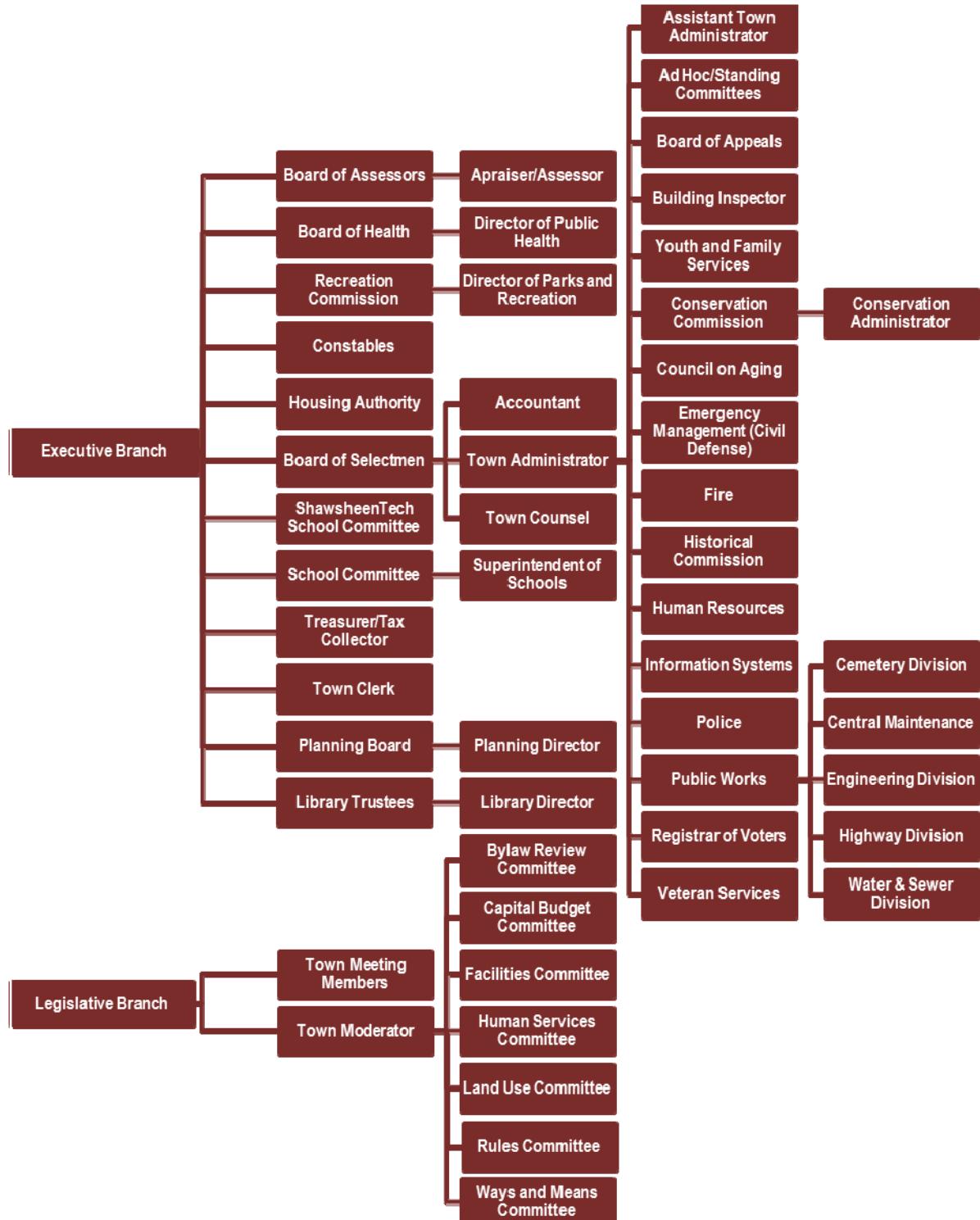
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism in the management of the Town, including its finances.

Respectfully submitted,



John Petrin  
Town Administrator

# The Town of Burlington



# Principal Town Officials

## Elected Officials

## Term Expires

Board of Selectmen	Michael S. Runyan, Chair Christopher Hartling, Vice Chair Daniel J Grattan Robert C. Hogan Joseph E. Morandi	2018 2016 2017 2016 2018
Moderator	Sally Willard	2016
Town Clerk	Amy E. Warfield	2016
Assessors	Louise Crocker Catherine O'Neil Paul Sheehan	2017 2016 2018
Treasurer/Collector	Brian Curtin	2016
School Committee	Christine Monaco, Chair Stephen A. Nelson, Vice Chair Thomas Murphy, Jr. Kristin A. Russo Martha A. Simon	2016 2017 2016 2017 2018

## Appointed Officials

Town Administrator	John Petrin
Assistant Town Administrator/	
Town Accountant	Paul Sagarino, Jr.
Superintendent of Schools	Eric M. Conti
Assistant Superintendent of Schools	Patrick E. Larkin
Assessor	James Doherty

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# *Financial Section*



*The Mill Pond Conservation Area is the Town's largest and most visited conservation property, consisting of 140 beautifully forested acres which surrounds the Mill Pond Reservoir.*

## ***Financial Section***

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## Independent Auditor's Report

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
[www.powersandsullivan.com](http://www.powersandsullivan.com)

## Report on the Financial Statements

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 year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### 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, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, 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.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Burlington, Massachusetts' basic financial statements. The introductory section, combining and individual fund statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2015 on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is 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* in considering the Town of Burlington, Massachusetts' internal control over financial reporting and compliance.



December 10, 2015

## ***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 year ended June 30, 2015. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. If the Town of Burlington's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Burlington has enjoyed an unmodified opinion on its financial statements for many years.

### **Financial Highlights**

- The assets and deferred outflows of resources of the Town of Burlington's exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$43.6 million (net position).
- As required by GASB Statement #68, in 2015 the Town recognized their total net pension liability of \$98.1 million along with a deferred outflow of resources related to pensions of \$331,000 on the statement of net position for the first time. Beginning of year net position has been restated as part of this implementation. Additional disclosures and schedules have been added to the notes to the basic financial statements and required supplementary information.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$33.6 million, a decrease of \$756,000 in comparison with the prior year. Total fund balance represents 26.2% of total general fund expenditures. Approximately \$24.1 million of this total amount is available for appropriation at the government's discretion, \$2.7 million is committed for capital articles approved by Town Meeting and \$6.9 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$55 million at year end, a net decrease of \$6.5 million during the current year.
- The Town's other postemployment employee benefit (OPEB) liability increased by \$1.3 million. The Town also made a contribution of \$1 million to the OPEB trust fund.
- The Town received \$345,000 in Massachusetts School Building Authority (MSBA) reimbursements for the 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 position presents information on all of the Town's assets and deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (i.e. uncollected taxes and earned but unused vacation leave).

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 year. Such information is useful in assessing the Town of Burlington's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar 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 is reporting two major governmental funds that are presented separately in the governmental fund financial statements. The remaining non-major funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. The Town 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 2015 in comparison to 2014.

### ***Government-wide Financial Analysis***

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Burlington, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$43.6 million at the close of 2015.

Net position of \$117.1 million reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town of Burlington's net position totaling \$2.4 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$75.8 million deficit, due to the cumulative effect of recording \$20.2 million of other postemployment benefit liabilities through June 20, 2015 along with the first year recognition of a net pension liability of \$98.1 million.

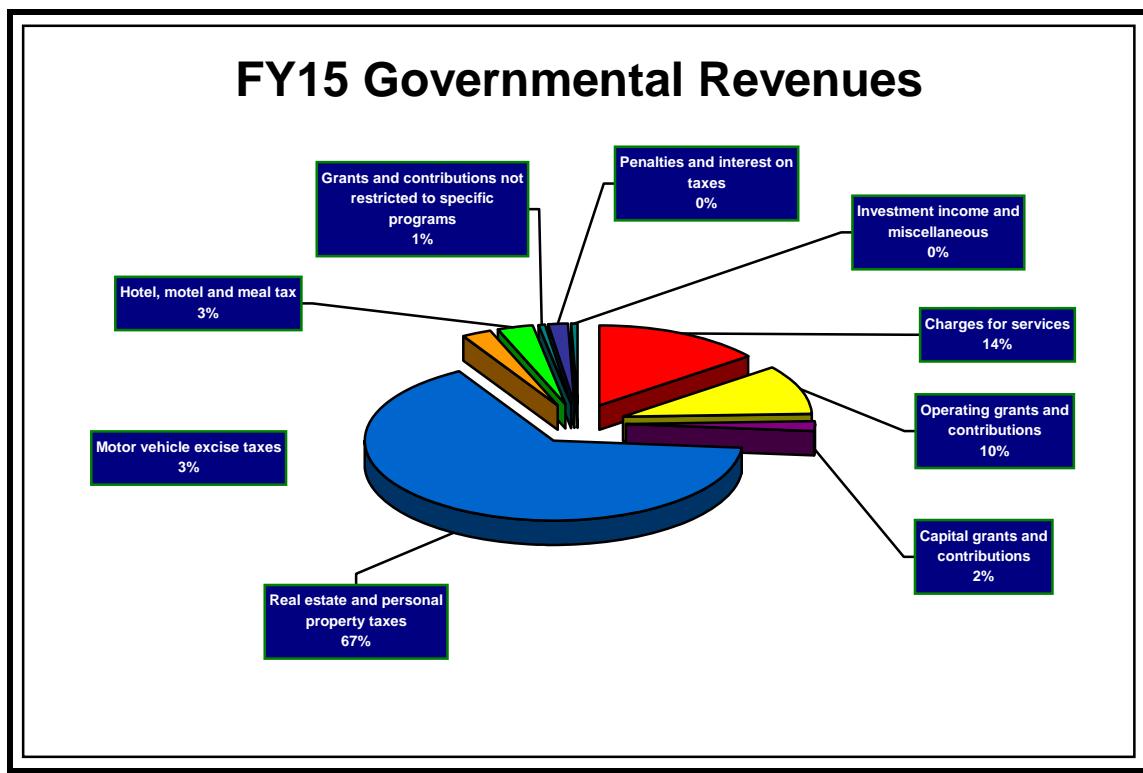
The financial analysis of the Town's governmental activities is presented on the following pages.

## Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For governmental activities, assets exceeded liabilities by \$43.6 million at the close of 2015.

		(As Revised)
	Balance at June 30, 2015	Balance at June 30, 2014
<b>Assets:</b>		
Current assets.....	\$ 65,785,195	\$ 63,449,374
Noncurrent assets (excluding capital).....	518,000	773,000
Capital assets.....	168,417,813	169,302,597
<b>Total assets.....</b>	<b>234,721,008</b>	<b>233,524,971</b>
<b>Deferred outflows of resources.....</b>	<b>331,133</b>	-
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	13,731,859	14,884,381
Noncurrent liabilities (excluding debt).....	122,624,639	118,194,367
Current debt.....	5,247,243	15,111,506
Noncurrent debt.....	49,760,814	46,406,057
<b>Total liabilities.....</b>	<b>191,364,555</b>	<b>194,596,311</b>
<b>Total deferred inflows of resources.....</b>	<b>59,331</b>	<b>26,276</b>
<b>Net Position:</b>		
Net investment in capital assets.....	117,056,689	112,419,808
Restricted.....	2,365,972	959,629
Unrestricted.....	(75,794,406)	(74,474,053)
<b>Total net position.....</b>	<b>\$ 43,628,255</b>	<b>\$ 38,905,384</b>
<b>Program revenues:</b>		
Charges for services.....	\$ 20,770,246	\$ 19,988,380
Operating grants and contributions.....	14,584,113	20,108,510
Capital grants and contributions.....	3,047,454	3,686,648
<b>General Revenues:</b>		
Real estate and personal property taxes.....	94,505,632	91,085,231
Motor vehicle excise taxes.....	3,636,722	3,554,381
Nonrestricted grants.....	2,446,724	2,389,509
Unrestricted investment income.....	236,962	273,217
Other revenues.....	5,578,419	5,217,713
<b>Total revenues.....</b>	<b>144,806,272</b>	<b>146,303,589</b>
<b>Expenses:</b>		
General government.....	8,657,177	8,933,778
Public safety.....	22,379,342	20,004,254
Education.....	77,578,174	81,817,139
Public works.....	13,331,433	10,966,318
Water and sewer.....	9,239,696	8,838,002
Human services.....	2,177,276	2,098,766
Culture and recreation.....	5,271,687	5,293,996
Interest.....	1,448,616	1,823,582
<b>Total expenses.....</b>	<b>140,083,401</b>	<b>139,775,835</b>
<b>Change in net position.....</b>	<b>4,722,871</b>	<b>6,527,754</b>
<b>Net position - beginning of year (as revised).....</b>	<b>38,905,384</b>	<b>32,377,630</b>
<b>Net position - end of year.....</b>	<b>\$ 43,628,255</b>	<b>\$ 38,905,384</b>

- The beginning net position of governmental activities has been revised to reflect the implementation of GASB Statements #68 and #71. To reflect this change, the Town has recorded a net pension liability and a deferred outflow of resources, which has resulted in the revision of the June 30, 2014, balance of the governmental activities by \$96.4 million. Previously reported net position of \$135.3 million has been revised to \$38.9 million.
- The governmental activities net position increased by \$4.2 million during the current year. The increase in net position is primarily due to the receipt of capital grants \$3.1 million, and better than anticipated revenue collections of approximately \$4.6 million. These positives were offset by an increase in the liability relating to OPEB and pension expense by \$1.3 million and \$1.7 million, respectively.
- Charges for services represent about 14% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category.
- Operating grants and contributions account for 10% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 2% of the governmental activities resources. Most of these resources apply to roadway improvements.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Real estate and personal property tax collections increased 4% from the prior year. In Massachusetts, proposition 2 1/2 allows municipalities to increases tax rates up to 2 1/2 percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 8% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, nonrestricted grants, and investment earnings.

- Education is by far the largest governmental activity of the Town with 55% of total governmental expenses. Program revenues of \$17.3 million provided direct support to education and \$60.2 million in taxes and other general revenue were needed to cover the remaining 2015 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$18.5 million and \$9.9 million, respectively, of taxes and other revenue were needed to cover their 2015 operating expenses.

### **Financial Analysis of the Government's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

At the end of the current year, the Town's governmental funds reported combined ending fund balances of \$42 million and increase of \$11.2 million from the prior year. The majority of the increase is reported in both the public works capital projects fund and nonmajor funds due the receipt of \$7.7 million in bond proceeds and transfers from the general fund to finance Town and School construction projects.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance decreased by \$756,000 during the current year. This change is mainly the result of the planned use of reserves built up in the fund from prior years and transfers out to the public works capital project fund and nonmajor funds.

The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$7.3 million which represents 5.7% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

At the end of the current year, unassigned fund balance of the general fund totaled \$24.1 million, while total fund balance totaled \$33.6 million. The \$2.7 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$6.9 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 18.7% of total general fund expenditures, while total fund balance represents 26.2% of that same amount.

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. During the year the Town issued \$2 million in long-term bonds to fund the construction projects and received a transfer in from the general fund in the amount of \$4.5 million. At the end of the current year the fund has a fund balance of \$2.6 million, an increase of \$4.5 million from the prior year. The public works capital projects are being funded by a combination of local revenues, grants and bonds.

## **General Fund Budgetary Highlights**

The final general fund budget appropriations, including transfers, were approximately \$1.9 million higher than the original budget primarily due to increase public safety, public works, employee benefits, and state and county charges.

General fund revenues came in over budget by \$4.6 million. The majority of this surplus \$1.9 million (41%) was generated from licenses and permits, \$956,000 (21%) was generated from hotel, motel and meals tax, \$451,000 (10%) was generated from water charges, and \$412,000 (9%) was generated from motor vehicle excise taxes.

Actual general fund expenditures, including carryovers, were less than budgeted amounts by \$1.3 million or 1%.

## **Capital Asset and Debt Administration**

Major capital additions during the period included the purchase of equipment, 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 year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an "AAA" bond rating from Standard and Poor's Ratings Services. The Town continues to maintain strong market access for both note and bond sales. At the end of the year the Town had total bonded debt outstanding of \$53.4 million of which \$29.1 million is related to school projects, \$6.2 million is related to the water treatment facility, \$3.2 million relates to road construction, \$8.2 million related to water and sewer construction, \$600,000 relates to the Town Hall remodeling, and the balance of \$6.1 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, 2015 the Town is scheduled to receive approximately \$773,000 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 were being funded by this grant program at eligible costs rates of 52.11% and 54.01%. During 2014 the Memorial Elementary School received their final payment and during the current year, approximately \$345,000 of such assistance was received for the Marshall Simonds School project. The Memorial Elementary School and Marshall Simonds School projects are complete and all reimbursements have been received.

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.

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## ***Basic Financial Statements***

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**STATEMENT OF NET POSITION**

JUNE 30, 2015

	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 53,331,222
Investments.....	4,473,578
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	905,441
Tax liens.....	1,933,214
Motor vehicle excise taxes.....	170,886
Water and sewer fees.....	2,878,455
Departmental and other.....	251,709
Intergovernmental.....	1,636,886
Working capital deposit.....	98,027
Other assets.....	13,935
Tax foreclosures.....	91,842
<b>NONCURRENT:</b>	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	518,000
Capital assets:	
Nondepreciable.....	23,382,582
Depreciable (net of accumulated depreciation).....	<u>145,035,231</u>
<b>TOTAL ASSETS</b> .....	<b><u>234,721,008</u></b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to pensions.....	<u>331,133</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	2,657,221
Accrued payroll.....	3,320,944
Health claims payable.....	1,091,820
Tax refunds payable.....	2,245,000
Accrued interest.....	669,454
Other liabilities.....	902,175
Capital lease obligations.....	347,792
Compensated absences.....	2,087,000
Workers' compensation.....	355,000
Unamortized premiums on bonds payable.....	55,453
Notes payable.....	1,618,000
Bonds payable.....	3,629,243
<b>NONCURRENT:</b>	
Capital lease obligations.....	1,117,689
Compensated absences.....	2,663,000
Other postemployment benefits.....	20,217,676
Net pension liability.....	98,053,205
Unamortized premiums on bonds payable.....	573,069
Bonds payable.....	<u>49,760,814</u>
<b>TOTAL LIABILITIES</b> .....	<b><u>191,364,555</u></b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>	
Advance collections.....	<u>59,331</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	117,056,689
Restricted for:	
Permanent funds:	
Expendable.....	686,775
Nonexpendable.....	37,000
Other purposes.....	1,642,197
Unrestricted.....	<u>(75,794,406)</u>
<b>TOTAL NET POSITION</b> .....	<b><u>\$ 43,628,255</u></b>

See notes to basic financial statements.

## STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2015

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Functions/Programs	Program Revenues				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 8,657,177	\$ 1,839,348	\$ 12,699	\$ 950,000	\$ (5,855,130)
Public safety.....	22,379,342	3,800,655	114,611	-	(18,464,076)
Education.....	77,578,174	3,378,914	13,950,025	-	(60,249,235)
Public works.....	13,331,433	1,075,942	276,789	2,097,454	(9,881,248)
Water and sewer.....	9,239,696	9,463,040	-	-	223,344
Human services.....	2,177,276	224,013	172,670	-	(1,780,593)
Culture and recreation.....	5,271,687	988,334	37,417	-	(4,245,936)
Interest.....	1,448,616	-	19,902	-	(1,428,714)
Total Governmental Activities.....	<u>140,083,401</u>	<u>20,770,246</u>	<u>14,584,113</u>	<u>3,047,454</u>	<b>(101,681,588)</b>
Total Primary Government.....	<u>\$ 140,083,401</u>	<u>\$ 20,770,246</u>	<u>\$ 14,584,113</u>	<u>\$ 3,047,454</u>	<b>\$ (101,681,588)</b>

See notes to basic financial statements.

(Continued)

## STATEMENT OF ACTIVITIES (Continued)

YEAR ENDED JUNE 30, 2015

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	<u>Primary Government</u>
	<u>Governmental Activities</u>
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b>(101,681,588)</b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	94,505,632
Tax liens.....	281,302
Motor vehicle excise taxes.....	3,636,722
Hotel, motel and meal tax.....	4,255,813
Penalties and interest on taxes.....	255,365
Payments in lieu of taxes.....	521,090
Grants and contributions not restricted to specific programs.....	2,446,724
Unrestricted investment income.....	236,962
Miscellaneous.....	<u>264,849</u>
 Total general revenues.....	 <u>106,404,459</u>
 Change in net position.....	 4,722,871
<i>Net Position:</i>	
Beginning of year (as revised).....	<u>38,905,384</u>
End of year.....	\$ <u>43,628,255</u>

(Concluded)

**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**

JUNE 30, 2015

<b>ASSETS</b>	<b>General</b>	<b>Public Works</b>	<b>Nonmajor</b>	<b>Total</b>
		<b>Capital</b>	<b>Governmental</b>	<b>Governmental</b>
Cash and cash equivalents.....	\$ 37,060,956	\$ 4,635,831	\$ 5,325,733	\$ 47,022,520
Investments.....	4,216,497	-	257,081	4,473,578
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	905,441	-	-	905,441
Tax liens.....	1,933,214	-	-	1,933,214
Motor vehicle excise taxes.....	170,886	-	-	170,886
Water fees.....	1,005,710	-	-	1,005,710
Sewer fees.....	1,872,745	-	-	1,872,745
Departmental and other.....	251,709	-	-	251,709
Intergovernmental.....	773,000	-	1,381,886	2,154,886
Due from other funds.....	-	-	383,661	383,661
Other assets.....	13,935	-	-	13,935
Tax foreclosures.....	91,842	-	-	91,842
<b>TOTAL ASSETS.....</b>	<b>\$ 48,295,935</b>	<b>\$ 4,635,831</b>	<b>\$ 7,348,361</b>	<b>\$ 60,280,127</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 1,790,954	\$ 709,569	\$ 156,698	\$ 2,657,221
Accrued payroll.....	3,312,313	-	8,631	3,320,944
Tax refunds payable.....	2,245,000	-	-	2,245,000
Other liabilities.....	492,459	-	-	492,459
Due to other funds.....	-	-	383,661	383,661
Notes payable.....	-	1,280,000	338,000	1,618,000
<b>TOTAL LIABILITIES.....</b>	<b>7,840,726</b>	<b>1,989,569</b>	<b>886,990</b>	<b>10,717,285</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Unavailable revenues.....	6,784,787	-	812,288	7,597,075
Advance collections.....	59,331	-	-	59,331
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>6,844,118</b>	<b>-</b>	<b>812,288</b>	<b>7,656,406</b>
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	563,430	563,430
Restricted.....	-	2,646,262	5,087,832	7,734,094
Committed.....	2,692,084	-	-	2,692,084
Assigned.....	6,861,393	-	-	6,861,393
Unassigned.....	24,057,614	-	(2,179)	24,055,435
<b>TOTAL FUND BALANCES.....</b>	<b>33,611,091</b>	<b>2,646,262</b>	<b>5,649,083</b>	<b>41,906,436</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....</b>	<b>\$ 48,295,935</b>	<b>\$ 4,635,831</b>	<b>\$ 7,348,361</b>	<b>\$ 60,280,127</b>

See notes to basic financial statements.

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

JUNE 30, 2015

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Total governmental fund balances.....	\$ 41,906,436
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	168,417,813
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	7,597,075
Certain changes in the net pension liability are required to be included in pension expense over future periods. These changes are reported as deferred outflows of resources or (deferred inflows of resources) related to pensions.....	331,133
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 position.....	4,905,193
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(669,454)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable.....	(53,390,057)
Unamortized premiums on bonds payable.....	(628,522)
Capital lease obligations.....	(1,465,481)
Workers compensation.....	(355,000)
Compensated absences.....	(4,750,000)
Net pension liability.....	(98,053,205)
Other postemployment benefits.....	<u>(20,217,676)</u>
Net effect of reporting long-term liabilities.....	<u>(178,859,941)</u>
Net position of governmental activities.....	<u>\$ 43,628,255</u>

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2015

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes,				
net of tax refunds.....	\$ 94,364,342	\$ -	\$ -	\$ 94,364,342
Tax liens.....	173,535	-	-	173,535
Motor vehicle excise taxes.....	3,654,777	-	-	3,654,777
Hotel, motel and meal tax.....	4,255,813	-	-	4,255,813
Ambulance.....	691,362	-	-	691,362
Water and sewer charges.....	10,164,519	-	-	10,164,519
Penalties and interest on taxes.....	255,365	-	-	255,365
Fees and rentals.....	504,411	-	-	504,411
Payments in lieu of taxes.....	521,090	-	-	521,090
Licenses and permits.....	2,878,533	-	-	2,878,533
Intergovernmental.....	13,721,533	247,517	4,750,225	18,719,275
Departmental and other.....	838,841	150,000	5,438,197	6,427,038
Contributions.....	-	-	1,002,596	1,002,596
Investment income.....	211,305	-	18,859	230,164
Miscellaneous.....	262,052	-	240,671	502,723
 TOTAL REVENUES.....	 132,497,478	 397,517	 11,450,548	 144,345,543
<b>EXPENDITURES:</b>				
Current:				
General government.....	5,183,566	-	2,745,641	7,929,207
Public safety.....	14,802,744	-	236,563	15,039,307
Education.....	55,283,884	-	6,070,033	61,353,917
Public works.....	9,219,882	2,397,220	800,723	12,417,825
Water and sewer.....	3,540,479	-	-	3,540,479
MWRA assessment.....	4,962,214	-	-	4,962,214
Human services.....	1,445,435	-	137,183	1,582,618
Culture and recreation.....	2,901,826	-	1,019,417	3,921,243
Pension benefits.....	12,701,305	-	-	12,701,305
Employee benefits and insurance.....	12,461,960	-	-	12,461,960
State and county charges.....	639,045	-	-	639,045
Debt service:				
Principal.....	3,631,506	-	55,000	3,686,506
Interest.....	1,732,170	-	27,108	1,759,278
Payments to bond escrow agent.....	-	-	793,918	793,918
 TOTAL EXPENDITURES.....	 128,506,016	 2,397,220	 11,885,586	 142,788,822
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>				
	3,991,462	(1,999,703)	(435,038)	1,556,721
<b>OTHER FINANCING SOURCES (USES):</b>				
Issuance of bonds.....	-	1,960,000	5,752,000	7,712,000
Premium from issuance of bonds and notes.....	81,885	-	-	81,885
Capital lease financing.....	-	-	1,800,000	1,800,000
Transfers in.....	-	4,485,000	344,186	4,829,186
Transfers out.....	(4,829,186)	-	-	(4,829,186)
 TOTAL OTHER FINANCING SOURCES (USES).....	 (4,747,301)	 6,445,000	 7,896,186	 9,593,885
 NET CHANGE IN FUND BALANCES.....	 (755,839)	 4,445,297	 7,461,148	 11,150,606
 FUND BALANCES AT BEGINNING OF YEAR.....	 34,366,930	 (1,799,035)	 (1,812,065)	 30,755,830
 FUND BALANCES AT END OF YEAR.....	 \$ 33,611,091	 \$ 2,646,262	 \$ 5,649,083	 \$ 41,906,436

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2015

Net change in fund balances - total governmental funds.....	\$ 11,150,606
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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.....	5,488,898
Depreciation expense.....	<u>(8,173,682)</u>

Net effect of reporting capital assets.....	(2,684,784)
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Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue.....

	453,931
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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 position. 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.

Capital lease financing.....	1,800,000
Proceeds from bonds and notes.....	<u>(7,712,000)</u>
Payment to bond escrow agent.....	793,918
Debt service principal payments.....	<u>3,686,506</u>

Net effect of reporting long-term debt.....	(1,431,576)
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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.....	284,000
Net change in accrued interest on long-term debt.....	54,579
Net change in workers compensation.....	<u>(42,000)</u>
Net change in capital lease obligations.....	<u>(1,115,618)</u>
Amortization of bond premiums.....	58,465
Net change in other postemployment benefit accrual.....	<u>(1,300,648)</u>
Net change in deferred outflow/(inflow) of resources related to pensions.....	331,133
Net change in net pension liability.....	<u>(1,686,602)</u>

Net effect of recording long-term liabilities and amortizing deferred losses.....	(3,416,691)
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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>651,385</u>
Change in net position of governmental activities.....	<u>\$ 4,722,871</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2015

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	Governmental Activities - Internal Service Funds
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 6,308,702
Working capital deposit.....	<u>98,027</u>
Total current assets.....	<u>6,406,729</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	409,716
Health claims payable.....	<u>1,091,820</u>
TOTAL LIABILITIES.....	<u>1,501,536</u>
<b>NET POSITION</b>	
Unrestricted.....	\$ <u>4,905,193</u>

See notes to basic financial statements.

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

YEAR ENDED JUNE 30, 2015

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	Governmental Activities - Internal Service Funds
<b><u>OPERATING REVENUES:</u></b>	
Employee contributions .....	\$ 3,638,061
Employer contributions .....	<u>8,455,675</u>
 TOTAL OPERATING REVENUES .....	 <u>12,093,736</u>
<b><u>OPERATING EXPENSES:</u></b>	
Employee benefits .....	<u>11,449,149</u>
 OPERATING INCOME (LOSS).....	 644,587
<b><u>NONOPERATING REVENUES (EXPENSES):</u></b>	
Investment income.....	<u>6,798</u>
 CHANGE IN NET POSITION.....	 651,385
 NET POSITION AT BEGINNING OF YEAR.....	 <u>4,253,808</u>
 NET POSITION AT END OF YEAR.....	 <u>\$ 4,905,193</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**

YEAR ENDED JUNE 30, 2015

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	Governmental Activities - Internal Service Funds
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>	
Receipts from interfund services provided.....	\$ 12,093,736
Payments for interfund services used.....	<u>(11,292,313)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>801,423</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>	
Investment income.....	<u>6,798</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	808,221
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,500,481</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 6,308,702</u>
<b><u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u></b>	
Operating income (loss).....	\$ 644,587
Adjustments to reconcile operating income (loss) to net	
Changes in assets and liabilities:	
Departmental and other.....	215,263
Working capital deposit.....	(98,027)
Warrants payable.....	409,715
Health claims payable.....	<u>(370,115)</u>
Total adjustments.....	<u>156,836</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 801,423</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF FIDUCIARY NET POSITION**

YEAR ENDED JUNE 30, 2015

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
CURRENT:			
Cash and cash equivalents.....	\$ 41	\$ 64,202	\$ 726,303
Investments.....	3,072,685	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	187,533
<b>TOTAL ASSETS.....</b>	<b><u>3,072,726</u></b>	<b><u>64,202</u></b>	<b><u>913,836</u></b>
<b>LIABILITIES</b>			
Payroll liabilities.....	-	-	21,302
Liabilities due depositors.....	-	-	892,534
<b>TOTAL LIABILITIES.....</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>913,836</u></b>
<b>NET POSITION</b>			
Held in trust for OPEB benefits and other purposes.....	\$ <u>3,072,726</u>	\$ <u>64,202</u>	\$ <u>-</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

YEAR ENDED JUNE 30, 2015

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<b><u>ADDITIONS:</u></b>		
Contributions:		
Employer.....	\$ 1,000,000	\$ -
Other.....	- <hr/>	<hr/> 98,711
Total contributions.....	<hr/> 1,000,000	<hr/> 98,711
Net investment income (loss):		
Investment income.....	<hr/> 67,767	<hr/> 43
<b>TOTAL ADDITIONS.....</b>	<b>1,067,767</b>	<b>98,754</b>
<b><u>DEDUCTIONS:</u></b>		
Educational scholarships.....	- <hr/>	<hr/> 101,041
CHANGE IN NET POSITION.....	1,067,767	(2,287)
NET POSITION AT BEGINNING OF YEAR.....	<hr/> 2,004,959	<hr/> 66,489
<b>NET POSITION AT END OF YEAR.....</b>	<b>\$ 3,072,726</b>	<b>\$ 64,202</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 Town's significant accounting policies are described herein.

**A. Reporting Entity**

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected 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 is a member of the Shawsheen Valley Technical High School that serves the members' students seeking an education in academic, technical and agriculture studies. Shawsheen Valley Technical High School is governed by a nine member school committee consisting of two voting appointed representatives from the Town of Burlington. The members' share in the operations of the Shawsheen Valley Technical High School and each member is responsible for its proportionate share of the operational and capital cost of the Shawsheen Technical High School, which are paid in the form of assessments. The Town does not have an equity interest in the Shawsheen Technical High School and the 2015 assessment was \$1,772,786. The School issues a publicly available audited financial report that may be obtained by contacting the School located at 100 Cook Street, Billerica MA 01821.

**B. Government-Wide and Fund Financial Statements*****Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. *Governmental activities* are primarily supported by taxes, charges for services and intergovernmental revenues. The Town does not report any *business-type activities* since the user fees charged are not designed to recover all the costs of providing these services.

*Fund Financial Statements*

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

*Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental 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 and deferred outflows of resources, liabilities and deferred inflows of resources, 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 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.

*Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *public works capital projects fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

#### E. Accounts Receivable

##### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

#### **Real Estate, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 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 year of the levy.

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

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

### **Motor Vehicle Excise Taxes**

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

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

### **Water and Sewer Fees**

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

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

The revenue generated by the water rates is designed to cover all operation and maintenance costs associated with the production of water, maintenance of water facilities and operation and maintenance of the water main infrastructure. The revenue generated by the sewer rates is designed to cover the costs of the Massachusetts Water Resources Authority (MWRA) assessment.

Both water and sewer capital costs are funded through other General fund revenues.

### **Departmental and Other**

Departmental and other receivables consist primarily of police and fire details, and ambulance fees are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

### **Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

### **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 \$25,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

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.

### *Governmental Fund Financial Statements*

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

## H. Deferred Outflows/Inflows of Resources

### *Government-Wide Financial Statements (Net Position)*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town has reported deferred outflows of resources related to pensions in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town has recorded advance tax collections as deferred inflows of resources in the government-wide statement of net position.

#### *Governmental Fund Financial Statements*

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town has recorded unavailable revenue and advance tax collections as deferred inflows of resources in the governmental funds balance sheet.

#### I. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

#### *Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances."

#### *Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

#### J. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

#### *Government-Wide Financial Statements*

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

#### *Fund Financial Statements*

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

## K. Net Position and Fund Equity

### *Government-Wide Financial Statements (Net Position)*

Net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Other purposes" represents restrictions placed on assets from outside parties such as gifts, and state and federal grants.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

### *Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the 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 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 position. 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. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS). Additions to/deductions from the System’s fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### N. 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.

#### O. 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.

P. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

Q. 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 (Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under Massachusetts General Laws.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the assets in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned. At year-end, the carrying amount of deposits totaled \$53,790,529 and the bank balance totaled \$56,906,300. Of the bank balance, \$8,456,717 was covered by Federal Depository Insurance, \$4,948,816 was covered by SIF insurance, \$8,156,626 was covered by DIF insurance and \$35,344,141 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Town has not adopted a formal investment policy related to custodial credit risk of deposits.

Investments

As of June 30, 2015, the Town of Burlington had the following investments:

Investment Type	Fair Value	Maturity				Rating
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years	
<b>Debt Securities</b>						
Federal Home Loan Mortgage Corp.....	\$ 225,865	\$ -	\$ -	\$ -	\$ 225,865	AA+
Federal Home Loan Bank.....	99,360	-	99,360	-	-	AA+
Federal National Mortgage Assoc.....	1,264,853	-	-	-	1,264,853	AA+
Corporate Bonds.....	2,795,852	360,448	2,215,479	219,925	-	BB to AA+
Municipal Bonds.....	<u>87,648</u>	<u>-</u>	<u>87,648</u>	<u>-</u>	<u>-</u>	BBB-
Total Debt Securities.....	<u>4,473,578</u>	<u>\$ 360,448</u>	<u>\$ 2,402,487</u>	<u>\$ 219,925</u>	<u>\$ 1,490,718</u>	
<b>Other Investments</b>						
MMDT.....	331,239					
PRIT.....	<u>3,072,685</u>					
Total Investments.....	<u>\$ 7,877,502</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 \$4,473,578 which consists of investments of \$1,590,078 in governmental securities, \$2,795,852 in corporate bonds, and \$87,648 in municipal bonds, 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.

Concentration of Credit Risk

The Town has adopted a policy on the amount that may be invested in any one issuer. The policy is as follows; investment in a single institution may not exceed 10% of the institution's capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 35% of the Treasurer's cash balance at any time. Up to 100% of available cash may be invested in the State's Treasurer's pooled fund.

The Town places no limit on the amount the Town may invest in any on issuer. As of June 30, 2015, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of total Investments
Morgan Stanley.....	11%
General Electric Capital Corp.....	11%
Royal Bank of Scotland.....	7%
Barclays Bank PLC.....	7%
Citigroup Inc.....	18%

**NOTE 3 - RECEIVABLES**

At June 30, 2015, 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.....	\$ 1,146,236	\$ (240,795)	\$ 905,441
Tax liens.....	1,933,214	-	1,933,214
Motor vehicle excise taxes.....	425,214	(254,328)	170,886
Water fees.....	1,005,710	-	1,005,710
Sewer fees.....	1,872,745	-	1,872,745
Departmental and other.....	449,481	(197,772)	251,709
Intergovernmental.....	2,154,886	-	2,154,886
 Total.....	 \$ 8,987,486	 \$ (692,895)	 \$ 8,294,591

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Nonmajor Governmental Funds	Total
<b>Receivables and other asset types:</b>			
Real estate and personal property taxes.....	\$ 745,014	\$ -	\$ 745,014
Tax liens.....	1,933,213	-	1,933,213
Motor vehicle excise taxes.....	170,885	-	170,885
Water and sewer fees.....	2,878,455	-	2,878,455
Departmental and other.....	251,709	-	251,709
Intergovernmental.....	773,000	812,288	1,585,288
Tax foreclosure.....	91,842	-	91,842
 Total.....	 \$ 6,844,118	 \$ 812,288	 \$ 7,656,406

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2015, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	3,373,448	3,213,724	(1,800,500)	4,786,672
Total capital assets not being depreciated.....	21,969,358	3,213,724	(1,800,500)	23,382,582
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,707,561	90,406	-	7,797,967
Buildings.....	93,932,538	452,926	-	94,385,464
Building improvements.....	33,597,158	175,545	-	33,772,703
Equipment.....	9,082,505	2,303,841	-	11,386,346
Vehicles.....	8,122,516	444,162	(139,820)	8,426,858
Infrastructure.....	117,442,024	2,408,794	-	119,850,818
Total capital assets being depreciated.....	269,884,302	5,875,674	(139,820)	275,620,156
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(2,471,934)	(284,973)	-	(2,756,907)
Buildings.....	(31,471,100)	(1,698,477)	-	(33,169,577)
Building improvements.....	(14,239,222)	(1,245,805)	-	(15,485,027)
Equipment.....	(5,476,471)	(1,510,710)	-	(6,987,181)
Vehicles.....	(4,114,203)	(489,353)	139,820	(4,463,736)
Infrastructure.....	(64,778,133)	(2,944,364)	-	(67,722,497)
Total accumulated depreciation.....	(122,551,063)	(8,173,682)	139,820	(130,584,925)
Total capital assets being depreciated, net.....	147,333,239	(2,298,008)	-	145,035,231
Total governmental activities capital assets, net.....	\$ 169,302,597	\$ 915,716	\$ (1,800,500)	\$ 168,417,813

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

**Governmental Activities:**

General government.....	\$ 433,783
Public safety.....	508,483
Education.....	3,413,348
Public works.....	3,397,543
Human services.....	11,108
Culture and recreation.....	<u>409,417</u>
 Total increases to accumulated depreciation - governmental activities.....	<u>\$ 8,173,682</u>

**NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

Interfund receivables and payables between funds at June 30, 2015, are summarized as follows:

Receivable Fund	Payable Fund	Amount
Federal Grants Fund.....	State and Local Grant Fund.....	\$ <u>383,661</u> (1)

(1) Represents advances between funds to meet temporary cash flow needs.

Interfund transfers for the year ended June 30, 2015, are summarized as follows:

Transfers Out:	Transfers In:		
	Public Works Capital Projects Funds	Nonmajor Governmental Funds	Total
General Fund.....	\$ <u>4,485,000</u>	\$ <u>344,186</u>	\$ <u>4,829,186</u> (1)

(1) Represents budgeted transfers out of the general fund to the public works capital project fund, a transfer of \$189,186 to the memorial school capital projects fund, and \$155,000 to the mini bus special revenue fund.

## NOTE 6 – CAPITAL LEASES

The Town has entered into lease agreements as lessees for new Town wide computer network and School equipment. These lease agreements qualify as capital leases for accounting purposes and therefore have 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>Asset:</u>	<u>Governmental Activities</u>
Equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	<u>(1,869,251)</u>
 Total.....	 <u>\$ 777,617</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2015, were as follows:

<u>Years Ending</u> <u>June 30</u>	<u>Governmental Activities</u>
2016.....	388,320
2017.....	300,000
2018.....	300,000
2019.....	300,000
2020.....	<u>300,000</u>
 Total minimum lease payments.....	 1,588,320
Less: amounts representing interest.....	<u>(122,839)</u>
 Present value of minimum lease payments.....	 <u>\$ 1,465,481</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 year ended June 30, 2015, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30, 2014	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2015
BAN	Municipal Purpose.....	1.25	7/25/14	\$ 9,430,000	\$ -	\$ 9,430,000	\$ -
BAN	Municipal Purpose.....	0.30	7/25/14	1,995,000	-	1,995,000	-
BAN	Municipal Purpose.....	1.00	7/24/15	-	9,330,000	7,712,000	1,618,000
	Total.....			\$ 11,425,000	\$ 9,330,000	\$ 19,137,000	\$ 1,618,000

On July 24, 2015, the Town rolled \$7,712,000 of BANs outstanding into an \$11,270,000 long-term bond. The \$7,712,000 has been recorded as long-term debt as of year-end. Of the remaining BANs outstanding \$750,000 rolled into a new BAN with an interest rate of .40% due on July 22, 2016. The remaining BANs of \$868,000 were paid down after year-end.

#### 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, 2015, and the debt service requirements are as follows:

#### Bonds Payable Schedule – Governmental Funds

Issue	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2014	Issued	Redeemed	Outstanding at June 30, 2015
Municipal Purpose Bonds of 1996.....	2016	\$ 5,755,000	5.90	\$ 535,000	\$ -	\$ 270,000	\$ 265,000
Municipal Purpose Bonds of 1998.....	2018	10,000,000	4.70	2,000,000	-	500,000	1,500,000
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	535,000	-	115,000	420,000
Municipal Purpose Bonds of 2006.....	2025	4,867,000	4.23	2,805,000	-	255,000	2,550,000
MCWT Bonds of 2007.....	2027	7,797,482	2.00	5,424,257	-	369,032	5,055,225
MCWT Bonds of 2008.....	2028	300,000	2.00	222,561	-	13,914	208,647
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4-5	1,910,000	-	230,000	1,680,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.5-4.1	4,335,000	-	1,160,000	3,175,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3-5	7,320,000	-	490,000	6,830,000
MWRA Bonds of 2011.....	2016	81,675	0.00	32,670	-	16,335	16,335
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2-5	11,010,000	-	590,000	10,420,000
MWRA Bonds of 2012.....	2017	169,125	0.00	101,475	-	33,825	67,650
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2-4	13,665,000	-	320,000	13,345,000
MWRA Bonds of 2013.....	2018	242,000	0.00	193,600	-	48,400	145,200
Municipal Purpose Bonds of 2015.....	2036	11,270,000	2-5	-	7,712,000	-	7,712,000
Total Future Debt Service Requirements.....				50,089,563	7,712,000	4,411,506	53,390,057
Unamortized Premium on Bonds.....				686,987	-	58,465	628,522
Total Governmental Bonds Payable.....				\$ 50,776,550	\$ 7,712,000	\$ 4,469,971	\$ 54,018,579

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2016.....	\$ 3,629,243	\$ 1,732,443	\$ 5,361,686
2017.....	3,812,800	1,776,405	5,589,205
2018.....	3,705,027	1,647,796	5,352,823
2019.....	3,174,842	1,507,960	4,682,802
2020.....	3,068,222	1,384,725	4,452,947
2021.....	2,751,772	1,265,993	4,017,765
2022.....	2,665,495	1,156,644	3,822,139
2023.....	2,584,394	1,058,536	3,642,930
2024.....	2,603,473	966,615	3,570,088
2025.....	2,622,735	877,307	3,500,042
2026.....	2,287,184	793,421	3,080,605
2027.....	2,271,824	715,450	2,987,274
2028.....	1,708,046	645,162	2,353,208
2029.....	1,700,000	582,634	2,282,634
2030.....	1,705,000	524,290	2,229,290
2031.....	1,435,000	466,939	1,901,939
2032.....	1,435,000	413,068	1,848,068
2033.....	1,420,000	357,112	1,777,112
2034.....	1,415,000	300,621	1,715,621
2035.....	1,440,000	245,180	1,685,180
2036.....	1,205,000	196,036	1,401,036
2037.....	785,000	159,918	944,918
2038.....	810,000	131,221	941,221
2039.....	835,000	101,158	936,158
2040.....	855,000	69,896	924,896
2041.....	885,000	37,759	922,759
2042.....	<u>580,000</u>	<u>26,129</u>	<u>606,129</u>
Total.....	<u>\$ 53,390,057</u>	<u>\$ 19,140,418</u>	<u>\$ 72,530,475</u>

During the current year the Town received a gift of \$950,000 which allowed the Town to defease \$793,918 of general obligation bonds by placing the capital contribution in an irrevocable trust to provide for all future debt service payments. As a result, the refunded bonds are considered defeased and the liability has been removed from the statement of net position.

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, 2015, the outstanding principal amount of these loans totaled \$229,185.

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 year 2015, approximately \$259,000 of such assistance was received. Approximately \$776,000 will be received in future years. Of this amount, \$4,000 represents reimbursement of long-term interest costs, and \$773,000 represents reimbursement of approved construction

costs. Accordingly, a \$773,000 intergovernmental receivable and corresponding unavailable revenue 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 Marshall Simonds Middle School project is being funded by this grant program at an eligible cost rate of 54.01%. The Marshall Simonds Middle School was completed in 2014. To date there has been \$28,443,000 spent on the project and with the Town's reimbursement rate of 54.01% a reimbursement of \$15,362,000 was expected. As of June 30, 2015, this project has been completely reimbursed.

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, 2015, the Town had the following authorized and unissued debt:

Purpose	Amount
Water Storage Tank Repairs.....	\$ 265,000
Marshall Simonds Middle School.....	4,556,072
Parking Lot & Roadway Paving.....	500,000
Water Main Upgrades.....	500,000
Sewer.....	900,000
Building Design - 33 Center Street.....	250,000
Parking Lot & Roadway Paving.....	1,500,000
Water Main.....	<u>500,000</u>
 Total.....	 <u>\$ 8,971,072</u>

### Changes in Long-term Liabilities

During the year ended June 30, 2015, the following changes occurred in long-term liabilities:

	Balance at June 30, 2014	Long-Term Bonds Issued	Long-Term Bonds Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2015	Current Portion
<b>Governmental Activities:</b>						
Long-term bonds.....	\$ 50,089,563	\$ 7,712,000	\$ (4,411,506)	\$ -	\$ 53,390,057	\$ 3,629,243
Unamortized premium.....	686,987	-	-	(58,465)	628,522	55,453
Capital lease obligations.....	349,863	-	-	1,115,618	1,465,481	347,792
Compensated absences.....	5,034,000	-	-	(284,000)	4,750,000	2,087,000
Workers' compensation.....	313,000	-	-	42,000	355,000	355,000
Other postemployment benefits.....	18,917,028	-	-	1,300,648	20,217,676	-
Net pension liability.....	96,366,603	-	-	1,686,602	98,053,205	-
 Total.....	 <u>\$ 171,757,044</u>	 <u>\$ 7,712,000</u>	 <u>\$ (4,411,506)</u>	 <u>\$ 3,802,403</u>	 <u>\$ 178,859,941</u>	 <u>\$ 6,474,488</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 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 resources.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the 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.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At year end the balance of the General Stabilization fund is \$7,271,000 and is reported as unassigned fund balance within the General Fund.

As of June 30, 2015, the governmental fund balances consisted of the following:

<u>GOVERNMENTAL FUNDS</u>					
	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds	
<b>FUND BALANCES</b>					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ 563,430	\$ 563,430	
Restricted for:					
Public Works Capital Projects.....	- 2,646,262	-	-	2,646,262	
Town revolving funds.....	- -	1,331,557	1,331,557	1,331,557	
Town gift funds.....	- -	355,219	355,219	355,219	
School gift funds.....	- -	51,106	51,106	51,106	
School revolving funds.....	- -	917,637	917,637	917,637	
School activity funds.....	- -	611,321	611,321	611,321	
Federal grants.....	- -	117,389	117,389	117,389	
State and local grants.....	- -	978,510	978,510	978,510	
Town special purpose funds.....	- -	487,417	487,417	487,417	
Town capital projects.....	- -	35,086	35,086	35,086	
School capital projects.....	- -	40,066	40,066	40,066	
Town libraries.....	- -	824	824	824	
Cemetery perpetual care.....	- -	161,700	161,700	161,700	
Committed to:					
General government.....	209,718	-	-	209,718	
Public safety.....	51,264	-	-	51,264	
Education.....	1,103,483	-	-	1,103,483	
Public works.....	1,260,396	-	-	1,260,396	
Human Services.....	39,963	-	-	39,963	
Culture and recreation.....	27,260	-	-	27,260	
Assigned to:					
General government.....	321,972	-	-	321,972	
Public safety.....	93,081	-	-	93,081	
Education.....	769,370	-	-	769,370	
Public works.....	191,416	-	-	191,416	
Human Services.....	496	-	-	496	
Culture and recreation.....	9,627	-	-	9,627	
Employee benefits.....	218,897	-	-	218,897	
Free cash used to fund the FY16 capital budget.....	5,256,534	-	-	5,256,534	
Unassigned.....	<u>24,057,614</u>	<u>-</u>	<u>(2,179)</u>	<u>24,055,435</u>	
<b>TOTAL FUND BALANCES.....</b>	<b>\$ 33,611,091</b>	<b>\$ 2,646,262</b>	<b>\$ 5,649,083</b>	<b>\$ 41,906,436</b>	

**NOTE 10 - PENSION PLAN***Plan Descriptions*

The Town is a member of the Middlesex County Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the member units. The system is administered by the Middlesex Retirement Board (the "Board") on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of MGL assigns authority to establish and amend benefit provisions of the plan. The audited financial report may be obtained by visiting [www.middlesexretirement.org](http://www.middlesexretirement.org) or [www.mass.gov/perac/](http://www.mass.gov/perac/).

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirement of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, education collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

*Special Funding Situation*

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2014. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$5,226,008 is reported in the general fund as intergovernmental revenue and pension expense in the current year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$75,221,631 as of the measurement date.

*Benefits Provided*

Both Systems provides retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. There were no changes in pension benefits since the last measurement date.

#### *Contributions*

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the System a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution equaled its actual contribution for the year ended December 31, 2014 was \$7,511,305 and 25.71% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

#### *Pension Liabilities*

At June 30, 2015, the Town reported a liability of \$98,053,205 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2014. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The Town's proportionate share of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2014, the Town's proportion was 8.162%, which did not change from its proportion measured at December 31, 2013.

#### *Pension Expense*

For the year ended June 30, 2015, the Town recognized a negative pension expense of \$8,866,774. At June 30, 2015, the Town reported deferred outflows of resources related to pensions of \$331,133, from the net difference between projected and actual investment earnings on pension plan investments. Since the system performs an actuarial valuation bi-annually, there are no reported differences between expected and actual experience or a change of assumptions as of December 31, 2014.

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

Year ended June 30:

2016.....	\$ 82,783
2017.....	82,783
2018.....	82,783
2019.....	<u>82,784</u>
Total.....	<u>\$ 331,133</u>

*Actuarial Assumptions*

The total pension liability in the January 1, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2014:

Valuation date.....	January 1, 2014
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.5% for fiscal 2016 through fiscal 2020, and thereafter the remaining unfunded liability will be amortized on a 4.0% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period.....	As of July 1, 2014, 5 years remaining for 2002 ERI liability, 6 years remaining for 2003 ERI liability, 8 years remaining for 2010 ERI liability and 21 years for remaining 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 five-year period. Asset value is adjusted as necessary to be within 20% of the market value.
Inflation rate.....	4.00%
Projected salary increases.....	Varies by length of service with ultimate rates of 4.25% for Group 1, 4.50% for Group 2, and 4.75% for Group 4. (previously, 4.75% for group 1 and 5.25% for group 4).
Cost of living adjustments.....	3.0% of first \$14,000 of retirement income.
Rates of retirement.....	Varies based upon age for general employees, police and fire employees.
Rates of disability.....	For general employees, it was assumed that 45% of all disabilities are ordinary (55% are service connected). For police and fire employees, 10% of all disabilities are assumed to be ordinary (90% are service connected).
Mortality Rates:	
Pre-Retirement.....	The RP-2000 Employee Mortality Table projected 22 years with Scale AA.
Healthy Retiree.....	The RP-2000 Employee Annuitant Mortality Table projected 17 years with Scale AA.
Disabled Retiree.....	The RP-2000 Healthy Annuitant Mortality Table set forward three years projected 17 years with Scale AA.
Investment rate of return/Discount rate.....	7.875%, net of pension plan investment expense, including inflation previously 8.0%

*Investment policy*

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan

investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2014 are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return	Long-Term Expected Asset Allocation
Domestic equity.....	6.60%	19.60%
International developed markets equity.....	7.10%	15.60%
International emerging markets equity.....	9.40%	6.50%
Core fixed income.....	2.20%	15.30%
High-yield fixed income.....	4.70%	8.30%
Real estate.....	4.40%	9.90%
Commodities.....	4.40%	3.90%
Short-term government money market.....	1.80%	0.00%
Hedge fund, GTAA, risk parity.....	3.90%	9.80%
Private equity.....	11.70%	11.10%

#### *Rate of return*

For the year ended December 31, 2014, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 7.54%. The money-weighted rate of return expresses investment performance, net of investment expenses, adjusted for the changing amount actually invested.

#### *Discount rate*

The discount rate used to measure the total pension liability was 7.875%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rated. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### *Sensitivity of the net position liability to changes in the discount rate*

The following presents the net position liability, calculated using the discount rate of 7.875%, as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.875%) or 1-percentage-point higher (8.875%) than the current rate:

	1% Decrease (6.875%)	Current Discount (7.875%)	1% Increase (8.875%)
The Town's proportionate share of the net pension liability.....	\$ 118,567,099	\$ 98,053,205	\$ 80,587,970

#### *Pension plan fiduciary net position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued Middlesex County Retirement System financial report.

**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 years.

The Town is self-insured for approximately 90% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. The approximate 10% 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) that includes non-incremental claims adjustments. The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

(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.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2015.....	\$ 1,065,172	\$ 11,901,135	\$ (11,874,487)	\$ 1,091,820
2014.....	1,017,198	11,081,613	(11,033,639)	1,065,172
2013.....	1,197,743	9,734,011	(9,914,556)	1,017,198

(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, 2015, the amount of the liability for workers' compensation claims totaled \$355,000. Changes in the reported liability are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2015.....	\$ 313,000	\$ 431,061	\$ (389,061)	\$ 355,000
2014.....	385,000	209,405	(281,405)	313,000
2013.....	113,000	289,000	(17,000)	385,000

## 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:

Annual required contribution.....	\$ 5,687,328
Interest on existing net OPEB obligation.....	1,466,070
Adjustments to annual required contribution.....	<u>(1,005,947)</u>
Annual OPEB cost (expense).....	6,147,451
Contributions made.....	<u>(4,846,803)</u>
Increase/Decrease in net OPEB obligation.....	1,300,648
Net OPEB obligation - beginning of year.....	<u>18,917,028</u>
Net OPEB obligation - end of year.....	\$ <u>20,217,676</u>

The Town’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2015 was as follows:

Year Ended	Annual OPEB Cost	Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2015	\$ 6,147,451	79%	\$ 20,217,676
6/30/2014	7,605,955	67%	18,917,028
6/30/2013	7,276,365	66%	16,375,897

*Funded Status and Funding Progress* – As of December 31, 2014, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$75.5 million, the actuarial value of assets was approximately \$2 million, and the remaining \$73.5 million was unfunded; resulting in a funded ratio of 2.68%. The covered payroll (annual payroll of active employees covered by the plan) was \$67.3 million, and the ratio of the UAAL to the covered payroll was 109.2 percent.

The Town established an OPEB trust in 2012, reported as a fiduciary fund, and in 2015 made a contribution of \$1,000,000.

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.

In the December 31, 2014 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a discount rate of 7.75%, a 7.75% 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 closed period, with amortization payments increasing at 4% per year. The remaining amortization period at December 31, 2014 is 30 years.

#### **NOTE 13 - COMMITMENTS**

The Town has been authorized to borrow approximately \$8,971,000 primarily to cover the costs of various school construction projects, paving projects, sewer and water related projects, and other various projects around Town.

The Town has an MSBA funded school construction project, the Marshall Simonds Middle School. This project was completed in 2014. To date there has been \$28,443,000 spent on the project and with the Town's reimbursement rate of 54.01% a reimbursement of \$15,362,000 was expected. As of June 30, 2015, this project has been completely reimbursed.

**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, 2015, 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, 2015, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2015.

**NOTE 15 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 10, 2015, which is the date the financial statements were available to be issued. On July 24, 2015, the Town rolled \$7,712,000 of BANs outstanding into an \$11,270,000 long-term bond. The \$7,712,000 has been recorded as long-term debt as of year-end. Of the remaining BANs outstanding \$750,000 rolled into a new BAN with an interest rate of .40% due on July 22, 2016. The remaining BANs of \$868,000 were paid down after year-end.

**NOTE 16 – REVISION OF STATEMENT OF NET POSITION**

The beginning net position of governmental activities has been revised to reflect the implementation of GASB Statements #67, #68, and #71. To reflect this change, the Town has recorded a net pension liability, which has resulted in the June 30, 2014, balance of the governmental activities to be revised by \$96,366,603, respectively. Previously reported governmental activities net position of \$135,271,987 has been revised to \$38,905,384.

**NOTE 17 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2015, the following GASB pronouncements were implemented:

- GASB Statement #67, Financial Reporting for Pension Plans; GASB Statement #68, Accounting and Financial Reporting for Pensions; and GASB Statement #71, Pension Transition for Contributions Made Subsequent to the Measurement Date. Financial statement changes include the recognition of a net pension liability, pension expense and deferred outflows/inflows of resources depending on the nature of the change each year. The financial statements also recognized a restatement of the beginning net position to reflect the net pension liability at the beginning of the year. The notes to the basic financial statements and the required supplementary information were expanded to include additional required schedules and disclosures.
- GASB Statement #69, Governmental Combinations and Disposals of Government Operations. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #72, Fair Value Measurement and Application, which is required to be implemented in 2016.
- The GASB issued Statement #73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68. The provisions of this Statement are effective for 2016—except those provisions that address employers and governmental non-employer contributing entities for pensions that are not within the scope of Statement 68, which is required to be implemented in 2017.
- The GASB issued Statement #74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, which is required to be implemented in 2017.
- The GASB issued Statement #75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, which is required to be implemented in 2018.
- The GASB issued Statement #76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments, which is required to be implemented in 2016.
- The GASB issued Statement #77, Tax Abatement Disclosures, which is required to be implemented in 2017.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

# *Required Supplementary Information*

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# *General Fund*

## *Budgetary Comparison Schedule*

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

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

YEAR ENDED JUNE 30, 2015

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 93,459,230	\$ 94,618,308	\$ 95,022,071	\$ -	\$ 403,763
Tax liens.....	-	173,535	-	-	173,535
Motor vehicle excise taxes.....	3,235,000	3,242,865	3,654,777	-	411,912
Hotel, motel, and meals tax.....	3,300,000	3,300,000	4,255,813	-	955,813
Ambulance.....	600,000	600,000	691,362	-	91,362
Water charges.....	2,975,000	2,975,000	3,425,516	-	450,516
Penalties and interest on taxes.....	320,000	320,000	255,365	-	(64,635)
Fees and rentals.....	400,000	400,000	504,411	-	104,411
Payments in lieu of taxes.....	520,000	520,000	521,090	-	1,090
Licenses and permits.....	1,000,000	1,000,000	2,878,533	-	1,878,533
Intergovernmental.....	8,488,807	8,488,807	8,495,533	-	6,726
Departmental and other.....	790,000	790,000	838,841	-	48,841
Investment income.....	75,000	75,000	152,287	-	77,287
Miscellaneous.....	210,000	210,000	262,052	-	52,052
<b>TOTAL REVENUES.....</b>	<b>115,373,037</b>	<b>116,539,980</b>	<b>121,131,186</b>	<b>-</b>	<b>4,591,206</b>
<b>EXPENDITURES:</b>					
GENERAL GOVERNMENT					
TOWN MEETING & REPORTS					
Salaries.....	2,481	2,518	2,355	-	163
Expenses.....	12,575	12,575	12,380	-	195
<b>TOTAL.....</b>	<b>15,056</b>	<b>15,093</b>	<b>14,735</b>	<b>-</b>	<b>356</b>
MODERATOR					
Salaries.....	190	150	-	150	-
WAYS AND MEANS					
Salaries.....	2,800	2,882	2,579	-	303
Expenses.....	268	268	-	-	268
<b>TOTAL.....</b>	<b>3,068</b>	<b>3,150</b>	<b>2,579</b>	<b>-</b>	<b>571</b>
CAPITAL BUDGET COMMITTEE					
Salaries.....	800	812	314	-	498
TOWN ADMINISTRATION/SELECTMEN					
Salaries.....	481,513	491,821	491,821	-	-
Expenses.....	13,782	13,782	12,456	-	1,326
Special accounts.....	17,424	17,424	17,408	-	16
Capital articles.....	27,750	27,750	5,000	-	22,750
<b>TOTAL.....</b>	<b>540,469</b>	<b>550,777</b>	<b>526,685</b>	<b>-</b>	<b>24,092</b>
ACCOUNTING					
Salaries.....	307,434	312,031	301,185	-	10,846
Expenses.....	7,885	7,885	3,347	-	4,538
<b>TOTAL.....</b>	<b>315,319</b>	<b>319,916</b>	<b>304,532</b>	<b>-</b>	<b>15,384</b>
ASSESSORS					
Salaries.....	267,229	270,047	266,255	-	3,792
Expenses.....	109,900	109,900	76,856	32,550	494
Capital articles.....	126,735	126,735	12,213	114,522	-
<b>TOTAL.....</b>	<b>503,864</b>	<b>506,682</b>	<b>355,324</b>	<b>147,072</b>	<b>4,286</b>
TREASURER/COLLECTOR					
Salaries.....	625,452	628,609	621,178	-	7,431
Expenses.....	22,510	22,510	22,091	-	419
Special accounts.....	100	100	-	-	100
<b>TOTAL.....</b>	<b>648,062</b>	<b>651,219</b>	<b>643,269</b>	<b>-</b>	<b>7,950</b>
CENTRAL ADMINISTRATION					
Central supply.....	113,530	113,530	114,825	155	(1,450)
Central machines.....	25,658	25,658	20,295	2,136	3,227
Town insurance.....	750,000	750,000	750,000	-	-
Financial audit.....	70,000	70,000	47,482	1,492	21,026
Capital articles.....	10,000	10,000	9,678	322	-
<b>TOTAL.....</b>	<b>969,188</b>	<b>969,188</b>	<b>942,280</b>	<b>4,105</b>	<b>22,803</b>
LEGAL					
Legal expenses.....	200,982	200,982	156,409	12,954	31,619

(Continued)

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

YEAR ENDED JUNE 30, 2015

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>HUMAN RESOURCES</b>					
Salaries.....	106,283	110,316	108,796	-	1,520
Expenses.....	2,085	2,085	1,614	-	471
Special accounts.....	13,250	13,250	4,966	140	8,144
<b>TOTAL</b> .....	<b>121,618</b>	<b>125,651</b>	<b>115,376</b>	<b>140</b>	<b>10,135</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
Salaries.....	292,658	300,060	291,254	-	8,806
Expenses.....	261,360	261,360	244,524	1,769	15,067
Capital articles.....	37,369	37,369	37,369	-	-
<b>TOTAL</b> .....	<b>591,387</b>	<b>598,789</b>	<b>573,147</b>	<b>1,769</b>	<b>23,873</b>
<b>TOWN CLERK</b>					
Salaries.....	252,089	256,078	254,770	-	1,308
Expenses.....	19,017	19,017	16,050	-	2,967
Special accounts.....	59,351	59,351	49,515	-	9,836
Capital articles.....	25,000	25,000	18,069	-	6,931
<b>TOTAL</b> .....	<b>355,457</b>	<b>359,446</b>	<b>338,404</b>	<b>-</b>	<b>21,042</b>
<b>REGISTRAR OF VOTERS</b>					
Salaries.....	1,150	1,150	1,150	-	-
Expenses.....	7,100	7,100	6,787	-	313
<b>TOTAL</b> .....	<b>8,250</b>	<b>8,250</b>	<b>7,937</b>	<b>-</b>	<b>313</b>
<b>CONSERVATION</b>					
Salaries.....	193,956	197,610	189,262	-	8,348
Expenses.....	3,265	3,265	2,905	-	360
Special accounts.....	13,000	13,000	12,961	-	39
<b>TOTAL</b> .....	<b>210,221</b>	<b>213,875</b>	<b>205,128</b>	<b>-</b>	<b>8,747</b>
<b>PLANNING BOARD</b>					
Salaries.....	260,971	266,465	260,477	77	5,911
Expenses.....	24,922	24,922	16,813	5,923	2,186
Capital articles.....	163,380	163,380	65,078	94,874	3,428
<b>TOTAL</b> .....	<b>449,273</b>	<b>454,767</b>	<b>342,368</b>	<b>100,874</b>	<b>11,525</b>
<b>BOARD OF APPEALS</b>					
Salaries.....	11,897	12,075	12,075	-	-
Expenses.....	250	250	236	-	14
Special accounts.....	6,213	6,213	4,698	1,515	-
<b>TOTAL</b> .....	<b>18,360</b>	<b>18,538</b>	<b>17,009</b>	<b>1,515</b>	<b>14</b>
<b>NEGOTIATED SETTLEMENTS</b> .....	<b>798,650</b>	<b>508,083</b>	<b>244,972</b>	<b>263,111</b>	<b>-</b>
<b>Total General Government</b> .....	<b>5,750,214</b>	<b>5,505,368</b>	<b>4,790,468</b>	<b>531,689</b>	<b>183,211</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	6,741,012	6,744,240	6,618,164	42,625	83,451
Expenses.....	593,876	593,876	560,703	24,787	8,386
Special accounts.....	276,055	276,055	274,140	1,387	528
Capital articles.....	35,000	35,000	35,000	-	-
<b>TOTAL</b> .....	<b>7,645,943</b>	<b>7,649,171</b>	<b>7,488,007</b>	<b>68,799</b>	<b>92,365</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	5,759,612	5,955,235	5,955,235	-	-
Expenses.....	454,537	454,537	420,030	9,283	25,224
Special accounts.....	165,319	165,320	135,778	6,145	23,398
Capital articles.....	47,440	47,440	15,148	29,732	2,560
<b>TOTAL</b> .....	<b>6,426,908</b>	<b>6,622,532</b>	<b>6,526,191</b>	<b>45,159</b>	<b>51,182</b>
<b>BUILDING DEPARTMENT</b>					
Salaries.....	518,663	521,876	516,468	-	5,408
Expenses.....	34,075	34,085	31,901	-	2,184
Capital articles.....	21,532	21,532	-	21,532	-
<b>TOTAL</b> .....	<b>574,270</b>	<b>577,493</b>	<b>548,369</b>	<b>21,532</b>	<b>7,592</b>
<b>SEALER OF WEIGHTS</b>					
Expenses.....	7,800	7,800	7,800	-	-
<b>EMERGENCY MANAGEMENT SERVICE</b>					
Salaries.....	10,002	10,002	10,002	-	-
Expenses.....	13,600	13,600	4,432	8,855	313
<b>TOTAL</b> .....	<b>23,602</b>	<b>23,602</b>	<b>14,434</b>	<b>8,855</b>	<b>313</b>
<b>Total Public Safety</b> .....	<b>14,678,523</b>	<b>14,880,597</b>	<b>14,584,801</b>	<b>144,345</b>	<b>151,451</b>

(Continued)

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

YEAR ENDED JUNE 30, 2015

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	57,500,303	57,500,303	53,699,632	3,768,745	31,926
Capital articles.....	1,308,906	1,308,906	187,016	1,103,483	18,407
TOTAL.....	<u>58,809,209</u>	<u>58,809,209</u>	<u>53,886,648</u>	<u>4,872,228</u>	<u>50,333</u>
SHAWSHEEN VALLEY TECH	1,775,591	1,775,591	1,772,786	-	2,805
Total Education.....	<u>60,584,800</u>	<u>60,584,800</u>	<u>55,659,434</u>	<u>4,872,228</u>	<u>53,138</u>
PUBLIC WORKS					
Salaries.....	4,484,547	4,503,074	4,479,773	-	23,301
Expenses.....	3,413,080	3,404,577	3,254,581	125,264	24,732
Special accounts.....	444,958	444,958	436,568	9,328	(938)
Capital articles.....	2,797,062	2,887,062	1,626,666	1,260,396	-
TOTAL.....	<u>11,139,647</u>	<u>11,239,671</u>	<u>9,797,588</u>	<u>1,394,988</u>	<u>47,095</u>
SNOW AND ICE					
Expenses.....	350,000	350,000	993,993	-	(643,993)
RUBBISH AND GARBAGE					
Expenses.....	1,770,564	1,770,564	1,704,315	364	65,885
STREET LIGHT					
Expenses.....	400,338	400,338	343,879	56,459	-
DEP DRINKING WATER					
Expenses.....	15,000	15,000	8,702	-	6,298
Total Public Works.....	<u>13,675,549</u>	<u>13,775,573</u>	<u>12,848,477</u>	<u>1,451,811</u>	<u>(524,715)</u>
HEALTH AND HUMAN SERVICES					
BOARD OF HEALTH					
Salaries.....	408,404	412,491	366,913	-	45,578
Expenses.....	60,489	60,489	55,047	182	5,260
Special accounts.....	101,661	101,661	74,172	-	27,489
Capital articles.....	10,294	10,294	331	9,963	-
TOTAL.....	<u>580,848</u>	<u>584,935</u>	<u>496,463</u>	<u>10,145</u>	<u>78,327</u>
COUNCIL ON AGING					
Salaries.....	274,411	277,089	258,896	-	18,193
Expenses.....	7,830	7,830	4,032	-	3,798
Special accounts.....	7,442	7,442	6,942	-	500
TOTAL.....	<u>289,683</u>	<u>292,361</u>	<u>269,870</u>	-	22,491
VETERANS' SERVICES					
Salaries.....	140,683	142,983	142,983	-	-
Expenses.....	2,995	2,995	2,382	-	613
Special accounts.....	128,000	128,000	101,670	-	26,330
TOTAL.....	<u>271,678</u>	<u>273,978</u>	<u>247,035</u>	-	26,943
YOUTH AND FAMILY SERVICES					
Salaries.....	395,251	404,859	404,859	-	-
Expenses.....	25,326	25,326	24,493	314	519
Capital articles.....	30,000	30,000	-	30,000	-
TOTAL.....	<u>450,577</u>	<u>460,185</u>	<u>429,352</u>	<u>30,314</u>	<u>519</u>
DISABILITY ACCESS					
Salaries.....	2,417	2,453	2,352	-	101
Expenses.....	400	400	363	-	37
TOTAL.....	<u>2,817</u>	<u>2,853</u>	<u>2,715</u>	-	138
Total health and Human Services.....	<u>1,595,603</u>	<u>1,614,313</u>	<u>1,445,435</u>	<u>40,459</u>	<u>128,419</u>

(Continued)

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

YEAR ENDED JUNE 30, 2015

	Budgeted Amounts				
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,096,212	1,100,914	1,086,985	-	13,929
Expenses.....	161,845	161,845	164,834	-	(2,989)
Special accounts.....	159,000	159,000	159,022	-	(22)
<b>TOTAL</b> .....	<b>1,417,057</b>	<b>1,421,759</b>	<b>1,410,841</b>	<b>-</b>	<b>10,918</b>
<b>RECREATION DIRECTOR</b>					
Salaries.....	553,987	559,088	539,931	-	19,157
Expenses.....	42,391	42,391	38,313	-	4,078
Special accounts.....	16,140	16,140	12,893	-	3,247
<b>TOTAL</b> .....	<b>612,518</b>	<b>617,619</b>	<b>591,137</b>	<b>-</b>	<b>26,482</b>
<b>RECREATION MAINTENANCE</b>					
Salaries.....	739,506	743,744	564,177	-	179,567
Expenses.....	221,863	221,863	186,605	9,627	25,631
Capital articles.....	136,250	171,250	140,887	27,260	3,103
<b>TOTAL</b> .....	<b>1,097,619</b>	<b>1,136,857</b>	<b>891,669</b>	<b>36,887</b>	<b>208,301</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	9,700	9,700	8,179	-	1,521
<b>Total Culture and Recreation</b> .....	<b>3,136,894</b>	<b>3,185,936</b>	<b>2,901,826</b>	<b>36,887</b>	<b>247,223</b>
<b>PENSION BENEFITS</b>					
County retirement.....	7,475,305	7,475,305	7,475,305	-	-
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	11,733,010	12,233,010	11,456,707	203,000	573,303
Medicare tax.....	898,132	898,132	887,899	-	10,233
Unemployment compensation.....	140,404	140,404	117,354	15,897	7,153
<b>TOTAL</b> .....	<b>12,771,546</b>	<b>13,271,546</b>	<b>12,461,960</b>	<b>218,897</b>	<b>590,689</b>
<b>CAPITAL IMPROVEMENTS</b> .....	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FUND</b> .....	<b>200,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
<b>STATE AND COUNTY ASSESSMENTS</b> .....	<b>-</b>	<b>666,080</b>	<b>639,045</b>	<b>-</b>	<b>27,035</b>
<b>DEBT SERVICE PRINCIPAL</b> .....	<b>3,533,759</b>	<b>3,533,759</b>	<b>3,532,946</b>	<b>-</b>	<b>813</b>
<b>DEBT SERVICE INTEREST</b> .....	<b>2,011,200</b>	<b>2,011,200</b>	<b>1,840,170</b>	<b>-</b>	<b>171,030</b>
<b>TOTAL EXPENDITURES</b> .....	<b>125,713,393</b>	<b>127,104,477</b>	<b>118,479,867</b>	<b>7,296,317</b>	<b>1,328,294</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURE</b>	<b>(10,340,356)</b>	<b>(10,564,497)</b>	<b>2,651,319</b>	<b>(7,296,317)</b>	<b>5,919,500</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	-	-	81,885	-	81,885
Transfers in.....	655,000	745,000	745,000	-	-
Transfers out.....	(3,479,187)	(3,979,187)	(3,982,346)	-	(3,159)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b> .....	<b>(2,824,187)</b>	<b>(3,234,187)</b>	<b>(3,155,461)</b>	<b>-</b>	<b>78,726</b>
<b>NET CHANGE IN FUND BALANCE</b> .....	<b>(13,164,543)</b>	<b>(13,798,684)</b>	<b>(504,142)</b>	<b>(7,296,317)</b>	<b>5,998,226</b>
<b>BUDGETARY FUND BALANCE, Beginning of year</b> .....	<b>27,230,254</b>	<b>27,230,254</b>	<b>27,230,254</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year</b> ..... \$	<b>14,065,711</b> \$	<b>13,431,570</b> \$	<b>26,726,112</b> \$	<b>(7,296,317)</b> \$	<b>5,998,226</b> \$

See Note A in required supplementary information.

(Concluded)

## ***Pension Plan Schedules - Town***

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of Special Funding Amounts of Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is complied, information is presented for those years for which information is available.

**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

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	December 31, 2014
Town's proportion of the net pension liability (asset).....	8.162%
Town's proportionate share of the net pension liability (asset).....	\$ 98,053,205
Town's covered employee payroll (*).....	\$ 29,210,227
Net pension liability as a percentage of covered-employee payroll.....	335.68%
Plan fiduciary net position as a percentage of the total pension liability.....	47.65%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those years for  
which information is available.

\*Covered employee payroll as reported in the January 1, 2014 funding  
valuation report.

See notes to required supplementary information.

**SCHEDULE OF TOWN'S CONTRIBUTIONS**  
**MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

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	December 31, 2014
Actuarially determined contribution (a).....	\$ 7,511,305
Contributions in relation to the actuarially determined contribution.....	<u>7,511,305</u>
Contribution deficiency (excess).....	<u>\$ -</u>
Covered-employee payroll (*).....	\$ 29,210,227
Contributions as a percentage of covered- employee payroll.....	25.71%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those  
years for which information is available.

(a) Based on the results of the January 1, 2012 actuarial  
valuation (including assumptions and methods) which  
determined budgeted appropriations for fiscal 2015.

\*Covered employee payroll as reported in the January 1, 2014  
funding valuation report.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS  
OF THE NET PENSION LIABILITY  
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

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The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Net Pension Liability Associated with the Town	Town's Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2015.....	\$ 75,221,631	\$ 5,226,008	61.64%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

# ***Other Postemployment Benefits Plan Schedules***

The Schedule of Funding Progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents the employer's required and actual contributions to the plan as well as the total contributions to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS**

YEAR ENDED JUNE 30, 2015

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)
12/31/2014	\$ 2,024,351	\$ 75,528,350	\$ 73,503,999	2.68%	\$ 67,304,810	109.2%
12/31/2012	755,021	102,278,451	101,523,430	0.74%	60,761,981	167.1%
12/31/2010	-	128,054,188	128,054,188	0.00%	58,507,552	218.9%
12/31/2007	-	137,797,088	137,797,088	0.00%	54,104,138	254.7%

Schedule of Employer Contributions

Year Ended	Annual Required Contribution (ARC)	Actual Contributions Made	Percentage of the ARC Contributed
2015	\$ 5,687,328	\$ 4,846,803	85%
2014	7,371,981	5,064,824	69%
2013	7,077,925	4,789,300	68%

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**ACTUARIAL METHODS AND ASSUMPTIONS**

**YEAR ENDED JUNE 30, 2015**

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**Actuarial Methods:**

Valuation date.....	December 31, 2014
Actuarial cost method.....	Project Unit Credit
Amortization method.....	Payment increasing at 4.0%
Remaining amortization period.....	30 years closed (previously 30 years open)
Asset valuation method.....	Market value

**Actuarial Assumptions:**

Discount rate.....	7.75% (previously 5.50%)
Inflation rate.....	4.00%
Asset rate of return.....	7.75%
Medical/drug cost trend rate.....	9.00% decreasing by 0.50% for 8 years to to an ultimate level of 5.00%
Non-Medicare cost trend rate.....	8.00% decreasing by 0.50% for 6 years to an ultimate level of 5.00%
Administrative expense increase rate.....	3.00%
Part B premium.....	5.00% (previously 6.00%)

**Plan Membership:**

Current retirees, beneficiaries, and dependents.....	806
Current active members.....	<u>591</u>
Total.....	<u>1,397</u>

See notes to required supplementary information.

## 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 year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2015 approved budget for the General Fund authorized approximately \$129.2 million in appropriations and other amounts to be raised and \$7.8 million in encumbrances and appropriations carried over from previous years. During 2015, the Town increased the original budget by \$1.9 million.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

### 2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2015, is presented below:

Net change in fund balance - budgetary basis.....	\$ (504,142)
<u>Basis of accounting differences:</u>	
Net change in revenue accruals.....	(657,729)
Increase in revenue due to on-behalf payments.....	5,226,000
Increase in expenditures due to on-behalf payments.....	(5,226,000)
Net change in expenditure accruals.....	260,625
<u>Perspective difference:</u>	
Perspective differences in reporting of sewer fund activities.....	(326,771)
Activity of the stabilization fund recorded in the general fund for GAAP .....	472,178
Net change in fund balance - GAAP basis.....	\$ <u>(755,839)</u>

### 3. Excess of Expenditures over Appropriations

For the year ended June 30, 2015, actual expenditures exceeded appropriations for general government central administration budget, public works snow and ice and special accounts budget, and culture and recreation public library budget. These over-expenditures will be raised and funded through available funds during 2016.

## **NOTE B – PENSION PLAN**

### ***Pension Plan Schedules - Town***

#### A. Schedule of the City's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

#### B. Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

#### C. Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which create a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

#### D. Changes in Assumptions – None

#### E. Changes in Plan Provisions – None

**NOTE C – OTHER POSTEMPLOYMENT 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 2.68%. 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.

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.

# *Combining and Individual Fund Statements*

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

# ***Nonmajor Governmental Funds***

## ***Special Revenue Funds***

Special revenue funds are used to account for the proceeds of specific revenue sources (other than permanent funds or capital project funds) that are restricted by law or administrative action to expenditures for specified purposes. The Town's special revenue funds are grouped into the following categories:

***Town Revolving Fund*** – This fund is used to account for various municipal programs such as affordable housing monitoring, recreation activities, and wetland protection.

***School Revolving Fund*** – This fund is used to accounts for various school programs, such as operation of public school lunch program, athletic receipts, and tuition costs.

***Town Gifts Fund*** – This fund is used to account for gifts which have been accepted by the Town to be used for the purpose specified by the donor.

***School Gifts Fund*** – This fund is used to account for gifts which have been accepted by the School Department to be used for the purpose specified by the donor.

***School Activity Programs Fund*** – This fund is used to account for school activity, such as operation of after school programs, summer programs, and integrated preschool.

***Federal Grant Fund*** – This fund is used to account for all federal grants used for Town and School related projects and activities.

***State and Local Grant Fund*** – This fund is used to account for all state and local grants used for Town and School related projects and activities.

***Town Special Purpose Funds*** - These funds are used to account for specific revenues that are legally restricted, such as insurance recoveries, sale of graves and real estate, and handicap fines.

## ***Capital Projects***

Capital project funds are used to account for financial resources used in the acquisition or construction of major capital facilities (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

***Town Capital Projects Fund*** – This fund is used to account for and report financial resources for the acquisition or construction of non-school capital facilities and other capital assets of the governmental funds

***School Capital Projects Fund*** – This fund is used to account for and report financial resources for the acquisition or construction of school capital facilities.

### ***Permanent Funds***

Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support governmental programs.

***Town Libraries Fund*** – These funds are used to account for all contributions received to support the public library.

***Cemetery Perpetual Care Fund*** – These funds are used to account for all contributions associated with cemetery care and maintenance.

***Conservation Fund*** – These funds are used to account for all contributions associated supporting the land conservation within the Town.

**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING BALANCE SHEET

YEAR ENDED JUNE 30, 2015

	<b>Special Revenue Funds</b>						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>ASSETS</b>							
Cash and cash equivalents.....	\$ 1,398,655	\$ 910,001	\$ 359,040	\$ 51,106	\$ 635,718	\$ -	\$ 598,084
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Intergovernmental.....	-	20,923	-	-	-	548,675	812,288
Due from other funds.....	-	-	-	-	-	-	383,661
<b>TOTAL ASSETS</b> .....	<b>\$ 1,398,655</b>	<b>\$ 930,924</b>	<b>\$ 359,040</b>	<b>\$ 51,106</b>	<b>\$ 635,718</b>	<b>\$ 548,675</b>	<b>\$ 1,794,033</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 58,638	\$ 13,287	\$ 3,821	\$ -	\$ 24,397	\$ 47,625	\$ 3,064
Accrued payroll.....	8,460	-	-	-	-	-	171
Due to other funds.....	-	-	-	-	-	383,661	-
Notes payable.....	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b> .....	<b>67,098</b>	<b>13,287</b>	<b>3,821</b>	<b>-</b>	<b>24,397</b>	<b>431,286</b>	<b>3,235</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenues.....	-	-	-	-	-	-	812,288
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	1,331,557	917,637	355,219	51,106	611,321	117,389	978,510
Unassigned.....	-	-	-	-	-	-	-
<b>TOTAL FUND BALANCES</b> .....	<b>1,331,557</b>	<b>917,637</b>	<b>355,219</b>	<b>51,106</b>	<b>611,321</b>	<b>117,389</b>	<b>978,510</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b> .....	<b>\$ 1,398,655</b>	<b>\$ 930,924</b>	<b>\$ 359,040</b>	<b>\$ 51,106</b>	<b>\$ 635,718</b>	<b>\$ 548,675</b>	<b>\$ 1,794,033</b>

Special Revenue Funds		Capital Project Funds				Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		
493,252	\$ 4,445,856	\$ 35,117	\$ 378,066	\$ 413,183	\$ 5,321	\$ 460,347	\$ 1,026	\$ 466,694	\$ 5,325,733	
-	-	-	-	-	-	257,081	-	257,081	257,081	
-	1,381,886	-	-	-	-	-	-	-	1,381,886	
-	383,661	-	-	-	-	-	-	-	383,661	
<u>493,252</u>	<u>\$ 6,211,403</u>	<u>\$ 35,117</u>	<u>\$ 378,066</u>	<u>\$ 413,183</u>	<u>\$ 5,321</u>	<u>\$ 717,428</u>	<u>\$ 1,026</u>	<u>\$ 723,775</u>	<u>\$ 7,348,361</u>	
5,835	\$ 156,667	\$ 31	\$ -	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ 156,698	
-	8,631	-	-	-	-	-	-	-	8,631	
-	383,661	-	-	-	-	-	-	-	383,661	
-	-	-	338,000	338,000	-	-	-	-	338,000	
5,835	548,959	31	338,000	338,031	-	-	-	-	886,990	
-	812,288	-	-	-	-	-	-	-	812,288	
-	-	-	-	-	4,497	555,728	3,205	563,430	563,430	
487,417	4,850,156	35,086	40,066	75,152	824	161,700	-	162,524	5,087,832	
-	-	-	-	-	-	-	(2,179)	(2,179)	(2,179)	
<u>487,417</u>	<u>4,850,156</u>	<u>35,086</u>	<u>40,066</u>	<u>75,152</u>	<u>5,321</u>	<u>\$ 717,428</u>	<u>\$ 1,026</u>	<u>\$ 723,775</u>	<u>\$ 5,649,083</u>	
<u>493,252</u>	<u>\$ 6,211,403</u>	<u>\$ 35,117</u>	<u>\$ 378,066</u>	<u>\$ 413,183</u>	<u>\$ 5,321</u>	<u>\$ 717,428</u>	<u>\$ 1,026</u>	<u>\$ 723,775</u>	<u>\$ 7,348,361</u>	

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

YEAR ENDED JUNE 30, 2015

	<b>Special Revenue Funds</b>						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>REVENUES:</b>							
Intergovernmental.....	\$ 4,301	\$ 50,000	\$ -	\$ -	\$ -	\$ 3,159,925	\$ 1,535,999
Departmental and other.....	1,203,060	2,097,748	126,664	27,225	1,050,552	-	750,607
Contributions.....	-	-	950,050	2,830	-	-	-
Investment income.....	126	-	-	-	-	-	-
Miscellaneous.....	-	-	-	-	-	-	7,500
<b>TOTAL REVENUES.....</b>	<b>1,207,487</b>	<b>2,147,748</b>	<b>1,076,714</b>	<b>30,055</b>	<b>1,050,552</b>	<b>3,159,925</b>	<b>2,294,106</b>
<b>EXPENDITURES:</b>							
Current:							
General government.....	218,356	-	6,424	-	-	-	600,966
Public safety.....	4,200	-	680	-	-	17,159	165,429
Education.....	-	2,332,076	-	16,034	928,094	2,657,769	-
Public works.....	28,054	-	-	-	-	109,867	652,015
Human services.....	12,589	-	21,824	-	-	-	73,247
Culture and recreation.....	954,206	-	47,955	-	-	-	17,256
Debt service:							
Principal.....	-	-	55,000	-	-	-	-
Interest.....	-	-	27,108	-	-	-	-
Payments to bond escrow agent.....	-	-	793,918	-	-	-	-
<b>TOTAL EXPENDITURES.....</b>	<b>1,217,405</b>	<b>2,332,076</b>	<b>952,909</b>	<b>16,034</b>	<b>928,094</b>	<b>2,784,795</b>	<b>1,508,913</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>							
OVER EXPENDITURES.....	(9,918)	(184,328)	123,805	14,021	122,458	375,130	785,193
<b>OTHER FINANCING SOURCES (USES):</b>							
Proceeds from bonds and notes.....	-	-	-	-	-	-	-
Capital lease financing.....	-	-	-	-	-	-	-
Transfers in.....	155,000	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)...</b>	<b>155,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>145,082</b>	<b>(184,328)</b>	<b>123,805</b>	<b>14,021</b>	<b>122,458</b>	<b>375,130</b>	<b>785,193</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>1,186,475</b>	<b>1,101,965</b>	<b>231,414</b>	<b>37,085</b>	<b>488,863</b>	<b>(257,741)</b>	<b>193,317</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 1,331,557</b>	<b>\$ 917,637</b>	<b>\$ 355,219</b>	<b>\$ 51,106</b>	<b>\$ 611,321</b>	<b>\$ 117,389</b>	<b>\$ 978,510</b>

Special Revenue Funds		Capital Projects Funds				Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal		
-	\$ 4,750,225	\$ 5,438,161	36	\$ 36	-	-	-	-	\$ 4,750,225	
182,305									5,438,197	
-	952,880	-	-	-	-	49,716	-	49,716	1,002,596	
360	486	-	-	-	14	18,356	3	18,373	18,859	
233,171	240,671	-	-	-	-	-	-	-	240,671	
<b>415,836</b>	<b>11,382,423</b>	<b>36</b>	<b>-</b>	<b>36</b>	<b>14</b>	<b>68,072</b>	<b>3</b>	<b>68,089</b>	<b>11,450,548</b>	
59,507	885,253	1,860,388	-	1,860,388	-	-	-	-	2,745,641	
49,095	236,563	-	-	-	-	-	-	-	236,563	
-	5,933,973	-	136,060	136,060	-	-	-	-	6,070,033	
10,787	800,723	-	-	-	-	-	-	-	800,723	
29,523	137,183	-	-	-	-	-	-	-	137,183	
-	1,019,417	-	-	-	-	-	-	-	1,019,417	
-	55,000	-	-	-	-	-	-	-	55,000	
-	27,108	-	-	-	-	-	-	-	27,108	
-	<b>793,918</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>793,918</b>	
<b>148,912</b>	<b>9,889,138</b>	<b>1,860,388</b>	<b>136,060</b>	<b>1,996,448</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,885,586</b>	
<b>266,924</b>	<b>1,493,285</b>	<b>(1,860,352)</b>	<b>(136,060)</b>	<b>(1,996,412)</b>	<b>14</b>	<b>68,072</b>	<b>3</b>	<b>68,089</b>	<b>(435,038)</b>	
-	2,695,000	3,057,000	5,752,000	-	-	-	-	-	5,752,000	
-	1,800,000	-	1,800,000	-	-	-	-	-	1,800,000	
-	<b>155,000</b>	<b>-</b>	<b>189,186</b>	<b>189,186</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>344,186</b>	
-	<b>155,000</b>	<b>4,495,000</b>	<b>3,246,186</b>	<b>7,741,186</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,896,186</b>	
<b>266,924</b>	<b>1,648,285</b>	<b>2,634,648</b>	<b>3,110,126</b>	<b>5,744,774</b>	<b>14</b>	<b>68,072</b>	<b>3</b>	<b>68,089</b>	<b>7,461,148</b>	
<b>220,493</b>	<b>3,201,871</b>	<b>(2,599,562)</b>	<b>(3,070,060)</b>	<b>(5,669,622)</b>	<b>5,307</b>	<b>649,356</b>	<b>1,023</b>	<b>655,686</b>	<b>(1,812,065)</b>	
<b>487,417</b>	<b>\$ 4,850,156</b>	<b>\$ 35,086</b>	<b>\$ 40,066</b>	<b>\$ 75,152</b>	<b>\$ 5,321</b>	<b>\$ 717,428</b>	<b>\$ 1,026</b>	<b>\$ 723,775</b>	<b>\$ 5,649,083</b>	

## *Agency Fund*

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

**AGENCY FUNDS**  
**STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**

YEAR ENDED JUNE 30, 2015

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	Agency Funds				Agency Funds
	June 30, 2014	Additions	Deletions		June 30, 2015
<b>ASSETS</b>					
CURRENT:					
Cash and cash equivalents.....	\$ 405,417	\$ 2,764,038	\$ (2,443,152)	\$	726,303
Receivables, net of allowance for uncollectibles:					
Departmental and other.....	384,749	187,533	(384,749)	187,533	
<b>TOTAL ASSETS.....</b>	<b>\$ 790,166</b>	<b>\$ 2,951,571</b>	<b>\$ (2,827,901)</b>	<b>\$</b>	<b>913,836</b>
<b>LIABILITIES</b>					
Payroll liabilities.....	\$ 20,842	\$ 19,917	\$ (19,457)	\$	21,302
Liabilities due depositors.....	769,324	1,196,929	(1,073,719)	892,534	
<b>TOTAL LIABILITIES.....</b>	<b>\$ 790,166</b>	<b>\$ 1,216,846</b>	<b>\$ (1,093,176)</b>	<b>\$</b>	<b>913,836</b>

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# *Statistical Section*



*Pictured above is an office complex located on Network Drive. The Town's bustling retail sector and convenient location at the junction of Routes 128 & 3 have made it a popular corporate address for a wide range of businesses.*

# ***Statistical Section***

This part of the Town of Burlington's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

## ***Financial Trends***

- These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

## ***Revenue Capacity***

- These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

## ***Debt Capacity***

- These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

## ***Demographic and Economic Information***

- These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

## ***Operating Information***

- These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

**SOURCES:** Unless otherwise noted, the information in these schedules is derived from the Town's financial reports for the relevant year.

**Town of Burlington, Massachusetts**

**Net Position By Component**

**Last Ten Years**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Governmental activities:</b>										
Net Investment in capital assets.....	\$ 66,576,038	\$ 62,233,320	\$ 66,576,624	\$ 67,532,644	\$ 73,581,193	\$ 82,470,226	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689
Restricted.....	2,172,556	998,810	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972
Unrestricted.....	15,915,276	21,166,210	19,228,121	16,893,182	11,172,692	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)
<b>Total governmental activities net position.....</b>	<b>\$ 84,663,870</b>	<b>\$ 84,398,340</b>	<b>\$ 87,992,898</b>	<b>\$ 85,784,505</b>	<b>\$ 86,717,708</b>	<b>\$ 98,735,253</b>	<b>\$ 119,548,668</b>	<b>\$ 128,744,233</b>	<b>\$ 38,905,384</b>	<b>\$ 43,628,255</b>
<b>Business-type activities:</b>										
Net Investment in capital assets.....	555,731	705,676	834,672	971,347	1,108,685	-	-	-	-	-
Unrestricted.....	247,063	190,357	234,363	31,505	19,782	-	-	-	-	-
<b>Total business-type activities net position.....</b>	<b>\$ 802,794</b>	<b>\$ 896,033</b>	<b>\$ 1,069,035</b>	<b>\$ 1,002,852</b>	<b>\$ 1,128,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Primary government:</b>										
Net Investment in capital assets.....	67,131,769	62,938,996	67,411,296	68,503,991	74,689,878	82,470,226	96,639,005	106,844,287	112,419,808	117,056,689
Restricted.....	2,172,556	998,810	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972
Unrestricted.....	16,162,339	21,356,567	19,462,484	16,924,687	11,192,474	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)
<b>Total primary government net position.....</b>	<b>\$ 85,466,664</b>	<b>\$ 85,294,373</b>	<b>\$ 89,061,933</b>	<b>\$ 86,787,357</b>	<b>\$ 87,846,175</b>	<b>\$ 98,735,253</b>	<b>\$ 119,548,668</b>	<b>\$ 128,744,233</b>	<b>\$ 38,905,384</b>	<b>\$ 43,628,255</b>

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.

**Town of Burlington, Massachusetts**

**Changes in Net Position**

Last Ten Years

	<b>Year</b>									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 5,446,957	\$ 7,849,363	\$ 7,548,256	\$ 8,459,662	\$ 7,813,766	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177
Public safety.....	15,206,915	14,676,456	17,197,170	18,431,272	19,775,102	19,983,723	19,886,936	21,329,943	20,004,254	22,379,342
Education.....	55,467,444	58,544,715	58,489,359	65,300,541	66,909,094	70,186,700	73,899,689	74,101,607	81,817,139	77,578,174
Public works.....	9,196,334	8,539,972	9,177,761	9,662,429	10,134,929	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433
Water and sewer.....	5,502,142	6,635,964	7,393,229	7,944,289	8,327,213	8,405,199	9,226,171	9,250,784	8,838,002	9,239,696
Human services.....	1,564,442	1,553,910	1,731,666	1,992,081	1,851,921	2,075,523	2,090,245	2,124,869	2,098,766	2,177,676
Culture and recreation.....	3,957,192	3,366,966	4,379,119	4,590,373	4,793,427	4,889,380	5,085,224	5,154,268	5,293,996	5,271,687
Interest.....	928,988	1,226,467	1,104,857	1,047,441	959,569	1,285,155	1,223,790	1,917,491	1,823,582	1,448,616
Total government activities expenses.....	97,270,414	102,393,813	107,021,417	117,428,088	120,565,021	124,920,248	129,177,040	133,531,005	139,775,835	140,083,401
Business-type activities:										
Ice Palace.....	556,877	624,671	591,237	731,015	64,543	59,588	-	-	-	-
Total primary government expenses.....	\$ 97,827,291	\$ 103,018,484	\$ 107,612,654	\$ 118,159,103	\$ 120,629,564	\$ 124,979,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 2,974,715	\$ 1,844,477	\$ 1,572,380	\$ 1,750,051	\$ 2,326,499	\$ 2,500,576	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914
Public Safety charges for services.....	2,245,813	2,302,360	1,797,960	1,951,849	1,742,183	2,020,420	2,160,275	2,583,570	3,477,953	3,800,655
Water and sewer charges for services.....	5,463,771	5,528,441	7,197,018	7,754,170	5,605,736	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040
Other charges for services.....	2,962,554	2,829,231	2,856,133	2,960,232	3,102,622	3,264,617	3,346,047	3,160,184	4,014,165	4,127,637
Operating grants and contributions.....	12,621,138	15,255,811	15,894,900	17,012,906	18,700,912	17,694,926	19,797,276	20,362,729	20,108,510	14,584,113
Capital grant and contributions.....	1,001,550	-	2,206,646	404,336	3,318,410	8,551,819	18,489,036	5,714,298	3,686,648	3,047,454
Total government activities program revenues.....	27,269,541	27,760,320	31,525,037	31,833,544	34,796,362	43,911,633	55,643,393	43,393,322	43,783,538	38,401,813
Business-type activities:										
Charges for services.....	696,563	710,891	758,470	662,860	190,158	135,693	-	-	-	-
Total primary government program revenues.....	\$ 27,966,104	\$ 28,471,211	\$ 32,283,507	\$ 32,496,404	\$ 34,986,520	\$ 44,047,326	\$ 55,643,393	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (70,000,873)	\$ (74,633,493)	\$ (75,496,380)	\$ (85,594,544)	\$ (85,768,659)	\$ (81,008,615)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)
Business-type activities.....	139,686	86,220	167,233	(68,155)	125,615	76,105	-	-	-	-
Total primary government net (expense)/program revenue.....	\$ (69,861,187)	\$ (74,547,273)	\$ (75,329,147)	\$ (85,662,699)	\$ (85,643,044)	\$ (80,932,510)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 61,403,810	\$ 64,634,263	\$ 68,910,879	\$ 74,149,116	\$ 78,024,335	\$ 81,198,186	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632
Tax liens.....	37,027	31,676	138,283	204,413	461,580	210,130	559,358	371,618	567,733	281,302
Motor vehicle excise taxes.....	2,990,842	2,906,393	3,126,512	2,913,520	2,886,060	3,166,382	3,139,309	3,468,964	3,554,381	3,636,722
Hotel, motel and meals taxes.....	1,049,991	1,344,911	1,432,492	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813
Penalties and interest on taxes.....	518,505	387,565	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365
Payment in lieu of taxes.....	554,672	541,071	548,314	547,878	548,087	521,092	520,000	520,347	520,000	521,090
Grants and contributions not restricted to specific programs.....	2,982,155	3,313,286	3,379,354	3,042,580	2,424,372	2,331,313	2,328,361	2,366,346	2,389,509	2,446,724
Unrestricted investment income.....	665,784	1,208,798	680,300	460,915	252,090	239,593	199,527	335,618	273,217	236,962
Gain or sale of capital assets.....	-	-	-	-	-	605,316	-	521,600	-	-
Miscellaneous.....	-	-	484,193	435,461	517,228	1,343,728	185,058	202,500	181,101	264,849
Transfers.....	-	-	-	-	1,204,572	-	-	-	-	-
Total governmental activities.....	70,202,786	74,367,963	79,090,938	83,386,151	86,701,862	93,026,160	94,347,062	99,333,248	102,520,051	106,404,459
Business-type activities:										
Unrestricted investment income.....	1,391	7,019	5,769	1,972	-	(1,204,572)	-	-	-	-
Transfers.....	-	-	-	-	-	-	-	-	-	-
Total business-type activities.....	1,391	7,019	5,769	1,972	-	(1,204,572)	-	-	-	-
Total primary government general revenues and other changes in net position.....	\$ 70,204,177	\$ 74,374,982	\$ 79,096,707	\$ 83,388,123	\$ 86,701,862	\$ 91,821,588	\$ 94,347,062	\$ 99,333,248	\$ 102,520,051	\$ 106,404,459
<b>Changes in Net Position</b>										
Governmental activities.....	\$ 201,913	\$ (265,530)	\$ 3,594,558	\$ (2,206,421)	\$ 933,203	\$ 12,017,545	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871
Business-type activities.....	141,077	93,239	173,002	(66,183)	125,615	(1,128,467)	-	-	-	-
Total primary government changes in net position.....	\$ 342,990	\$ (172,291)	\$ 3,767,560	\$ (2,272,604)	\$ 1,058,818	\$ 10,889,078	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.

**Town of Burlington, Massachusetts**

**Fund Balances, Governmental Funds**

**Last Ten Years**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<hr/>										
General Fund										
Committed.....	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,197,206	\$ 2,445,246	\$ 2,635,593	\$ 1,705,171	\$ 2,692,084
Assigned.....	905,756	2,029,012	1,733,658	2,362,290	1,834,572	3,002,537	3,892,016	5,238,888	7,624,521	6,861,393
Unassigned.....	<u>7,208,962</u>	<u>7,449,414</u>	<u>8,266,587</u>	<u>8,828,675</u>	<u>10,179,879</u>	<u>16,235,802</u>	<u>18,150,496</u>	<u>21,765,606</u>	<u>25,037,238</u>	<u>24,057,614</u>
Total general fund.....	<u>\$ 8,114,718</u>	<u>\$ 9,478,426</u>	<u>\$ 10,000,245</u>	<u>\$ 11,190,965</u>	<u>\$ 12,014,451</u>	<u>\$ 20,435,545</u>	<u>\$ 24,487,758</u>	<u>\$ 29,640,087</u>	<u>\$ 34,366,930</u>	<u>\$ 33,611,091</u>
<hr/>										
All Other Governmental Funds										
Reserved.....	\$ 4,382,968	\$ 4,755,276	\$ 4,307,500	\$ 4,181,921	\$ 3,669,686	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	2,304,243	2,898,304	3,179,680	2,417,335	3,139,071	-	-	-	-	-
Capital projects funds.....	(225,105)	3,118,051	857,097	(935,224)	3,365,397	-	-	-	-	-
Permanent funds.....	69,258	70,322	86,260	111,767	124,569	-	-	-	-	-
Nonspendable.....	-	-	-	-	-	413,880	488,630	482,459	570,480	563,430
Restricted.....	-	-	-	-	-	6,982,974	8,772,669	5,679,557	3,303,818	7,734,094
Unassigned.....	-	-	-	-	-	(260,739)	(281,552)	(1,624,076)	(7,485,398)	(2,179)
Total all other governmental funds.....	<u>\$ 6,531,364</u>	<u>\$ 10,841,953</u>	<u>\$ 8,430,537</u>	<u>\$ 5,775,799</u>	<u>\$ 10,298,723</u>	<u>\$ 7,136,115</u>	<u>\$ 8,979,747</u>	<u>\$ 4,537,940</u>	<u>\$ (3,611,100)</u>	<u>\$ 8,295,345</u>

The Town implemented GASB 54 in 2011, fund balances prior to 2011 have been reported in the pre-GASB 54 format.

**Town of Burlington, Massachusetts**

**Changes in Fund Balances, Governmental Funds**

**Last Ten Fiscal Years**

	Year									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Revenues:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 61,454,026	\$ 64,800,315	\$ 68,838,117	\$ 73,940,044	\$ 78,080,006	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342
Tax liens.....	52,306	115,510	82,568	35,813	77,469	213,009	249,692	281,902	218,654	173,535
Motor vehicle excise taxes.....	3,127,822	2,822,105	3,123,333	3,088,661	2,850,959	3,026,761	3,123,877	3,525,991	3,612,156	3,654,777
Hotel, motel and meals taxes.....	1,049,991	1,344,911	1,432,492	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813
Charges for service.....	1,030,984	738,394	788,792	545,845	522,563	475,101	618,487	743,470	659,605	691,362
Water and sewer charges.....	5,271,526	5,590,497	6,060,638	7,200,057	7,012,986	9,310,898	8,878,775	9,240,758	10,007,241	10,164,519
Penalties and interest on taxes.....	518,505	387,565	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365
Fees and rentals.....	261,720	274,651	263,653	388,618	404,593	441,306	430,100	342,461	453,264	504,411
Payment in lieu of taxes.....	554,672	541,071	548,314	547,878	548,087	521,092	520,000	520,347	520,000	521,090
Licenses and permits.....	1,842,060	1,823,565	1,352,798	1,450,119	1,253,915	1,411,288	1,293,115	2,046,545	2,772,859	2,878,533
Intergovernmental.....	16,161,008	19,090,491	20,670,124	20,963,142	24,278,648	29,101,027	39,567,666	30,078,008	24,583,703	18,719,275
Departmental and other.....	3,863,700	4,934,401	3,878,102	4,245,845	4,912,444	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038
Contributions.....	4,675	3,263	7,479	13,017	28,016	15,709	46,174	26,489	1,501,903	1,002,596
Investment income.....	572,109	1,099,686	604,587	428,623	240,167	233,569	196,172	330,339	267,563	230,164
Miscellaneous.....	47,273	7,149	336,451	512,677	474,972	874,808	271,503	255,126	228,519	502,723
<b>Total Revenue.....</b>	<b>95,812,377</b>	<b>103,573,574</b>	<b>108,378,059</b>	<b>114,992,607</b>	<b>122,272,935</b>	<b>134,232,793</b>	<b>149,615,568</b>	<b>144,459,016</b>	<b>146,238,196</b>	<b>144,345,543</b>
<b>Expenditures:</b>										
General government.....	4,152,915	3,867,680	4,280,871	5,880,994	5,352,889	5,692,875	5,893,759	6,394,853	6,511,826	7,802,938
Public safety.....	11,207,804	11,124,011	12,384,267	12,160,737	13,249,192	13,347,165	12,833,413	13,488,718	13,733,599	14,870,137
Education.....	45,729,324	47,564,580	42,490,307	46,208,782	45,927,698	49,475,780	51,719,838	53,328,943	58,699,538	57,398,922
Public works.....	5,410,641	9,201,967	7,006,444	6,189,351	6,467,606	5,986,086	5,627,985	6,342,475	6,568,070	11,487,236
Water and sewer.....	2,691,948	2,922,669	2,908,367	3,093,945	3,631,069	3,205,804	3,719,362	3,754,705	3,200,730	3,528,114
MWRA assessment.....	3,440,952	3,713,295	3,880,156	4,158,552	3,988,371	4,468,551	4,744,850	4,745,864	4,865,690	4,962,214
Human services.....	1,201,137	1,167,627	1,221,699	1,388,888	1,352,605	1,439,541	1,491,404	1,504,393	1,503,817	1,582,618
Culture and recreation.....	3,371,008	2,937,764	3,165,457	3,344,486	3,476,835	3,450,315	3,536,753	3,864,371	3,797,414	3,625,733
Pension benefits.....	4,325,931	4,856,218	13,724,677	15,138,019	15,821,783	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305
Employee benefits and insurance.....	8,225,761	9,009,841	9,642,611	9,963,571	9,964,115	10,277,959	12,168,672	12,080,516	11,850,607	12,461,960
State and county charges.....	514,253	518,033	531,620	606,387	629,368	578,764	587,147	601,693	624,546	639,045
Capital outlay.....	2,699,181	7,302,652	7,082,129	6,070,157	13,645,746	25,856,866	32,941,925	16,789,218	13,344,606	5,488,898
Debt service:										
Principal.....	2,496,034	2,688,711	2,936,044	3,049,436	2,966,147	2,790,482	3,165,380	3,801,490	4,099,923	3,686,506
Interest.....	893,220	1,251,988	1,245,337	1,125,265	1,106,719	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278
Payment to bond escrow agent.....	-	-	-	-	-	-	-	-	-	793,918
<b>Total Expenditures.....</b>	<b>96,360,109</b>	<b>108,127,036</b>	<b>112,499,986</b>	<b>118,378,570</b>	<b>127,580,143</b>	<b>144,349,789</b>	<b>157,406,481</b>	<b>146,733,749</b>	<b>149,760,824</b>	<b>142,788,822</b>
<b>Excess of revenues over (under) expenditures.....</b>	<b>(547,732)</b>	<b>(4,553,462)</b>	<b>(4,121,927)</b>	<b>(3,385,963)</b>	<b>(5,307,208)</b>	<b>(10,116,996)</b>	<b>(7,790,913)</b>	<b>(2,274,733)</b>	<b>(3,522,628)</b>	<b>1,556,721</b>
<b>Other Financing Sources (Uses)</b>										
Issuance of bonds and notes.....	-	9,897,482	1,763,000	1,900,000	10,480,000	14,801,675	13,145,125	1,242,000	-	7,712,000
Premium from issuance of bonds.....	102,176	30,277	69,330	21,945	173,618	567,177	541,633	374,786	100,431	81,885
Sale of capital assets.....	-	-	-	-	-	-	-	521,600	-	-
Capital lease financing.....	-	-	-	-	-	-	-	846,869	-	1,800,000
Transfers in.....	2,541,022	2,819,185	2,340,898	2,487,961	2,055,818	1,139,655	1,641,477	1,507,562	375,443	4,829,186
Transfers out.....	(2,541,022)	(2,519,185)	(1,940,898)	(2,487,961)	(2,055,818)	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)
<b>Total other financing sources (uses).....</b>	<b>102,176</b>	<b>10,227,759</b>	<b>2,232,330</b>	<b>1,921,945</b>	<b>10,653,618</b>	<b>15,375,482</b>	<b>13,686,758</b>	<b>2,985,255</b>	<b>100,431</b>	<b>9,593,885</b>
<b>Net change in fund balance.....</b>	<b>\$ (445,556)</b>	<b>\$ 5,674,297</b>	<b>\$ (1,889,597)</b>	<b>\$ (1,464,018)</b>	<b>\$ 5,346,410</b>	<b>\$ 5,258,486</b>	<b>\$ 5,895,845</b>	<b>\$ 710,522</b>	<b>\$ (3,422,197)</b>	<b>\$ 11,150,606</b>
Debt service as a percentage of noncapital expenditures.....	3.62%	3.91%	3.97%	3.72%	3.57%	3.44%	3.86%	4.31%	4.50%	3.97%

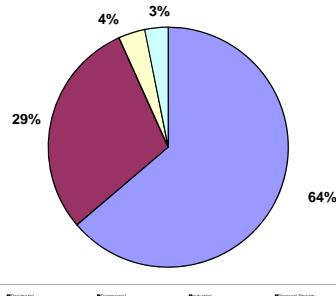
**Town of Burlington, Massachusetts**

**Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates**

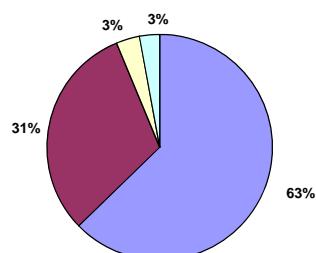
**Last Ten Years**

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2006 (1)	\$3,006,687,085	\$9.00	\$937,510,580	\$224,742,100	\$110,817,230	\$1,273,069,910	\$27.40	29.7%	\$14.47	\$4,279,756,995
2007	\$3,153,355,610	\$9.20	\$1,021,337,885	\$230,982,000	\$109,074,580	\$1,361,394,465	\$26.00	30.2%	\$14.27	\$4,514,750,075
2008	\$3,100,676,555	\$9.60	\$1,204,863,610	\$190,844,300	\$115,680,810	\$1,511,388,720	\$26.30	32.8%	\$15.07	\$4,612,065,275
2009 (1)	\$3,101,128,425	\$9.90	\$1,383,575,400	\$202,918,400	\$132,268,300	\$1,718,762,100	\$25.90	35.7%	\$15.61	\$4,819,890,525
2010	\$2,938,363,015	\$10.90	\$1,267,650,950	\$176,476,500	\$136,843,360	\$1,580,970,810	\$29.70	35.0%	\$17.48	\$4,519,333,825
2011	\$2,880,926,535	\$11.50	\$1,276,438,427	\$173,181,200	\$138,221,020	\$1,587,840,647	\$30.80	35.5%	\$18.36	\$4,468,767,182
2012 (1)	\$2,948,417,550	\$11.55	\$1,340,593,248	\$178,475,200	\$131,561,270	\$1,650,629,718	\$30.95	35.9%	\$18.51	\$4,599,047,268
2013	\$2,981,261,150	\$11.85	\$1,366,644,948	\$177,084,100	\$138,298,620	\$1,682,027,668	\$31.70	36.1%	\$19.01	\$4,663,288,818
2014	\$3,040,672,350	\$12.00	\$1,405,152,603	\$171,648,200	\$149,821,880	\$1,726,622,683	\$32.24	36.2%	\$19.33	\$4,767,295,033
2015 (1)	\$3,318,511,275	\$11.35	\$1,641,350,579	\$177,610,700	\$152,236,170	\$1,971,197,449	\$29.40	37.3%	\$18.08	\$5,289,708,724

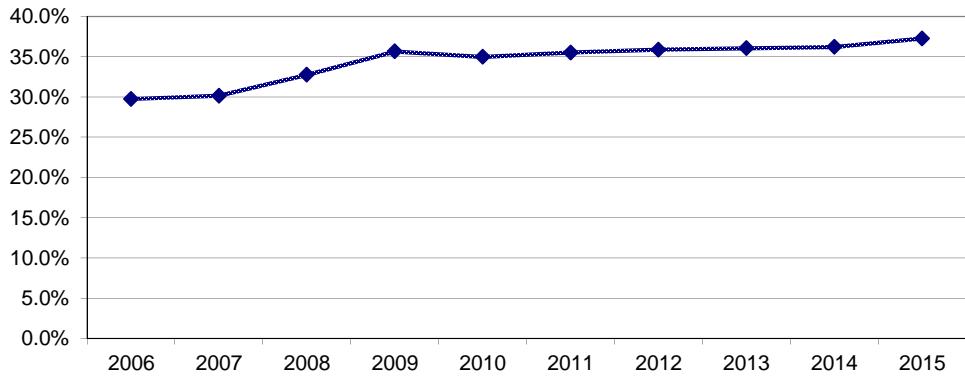
**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2014**



**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2015**



**Commercial Value as % of Total Value**



(1) Revaluation year.

Source: Assessor's Department, Town of Burlington

All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

**Town of Burlington, Massachusetts**

**Principal Taxpayers**

**Current Year and Nine Years Ago**

<b>Name</b>	<b>Nature of Business</b>	<b>2015</b>			<b>2006</b>		
		<b>Assessed Valuation</b>	<b>Rank</b>	<b>Percentage of Total Taxable Assessed Value</b>	<b>Assessed Valuation</b>	<b>Rank</b>	<b>Percentage of Total Taxable Assessed Value</b>
Bellwether Property Of Mass	Office Building	\$ 201,254,600	1	6.3%		-	
Network Drive Owner LLC	Office Building	\$ 153,333,300	2	5.2%		-	
N. E. Executive	Office Building	\$ 128,289,700	3	3.8%	\$ 84,984,500	3	2.0%
Nordblom	Office Building	\$ 98,615,100	4	3.2%	\$ 85,024,200	2	2.0%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	\$ 87,347,000	5	2.1%		-	
Wayside Commons Invest.	Office Building/Retail	\$ 66,209,600	6	2.0%		-	
Burlington Mall FB-1 LLC	Office Building/Retail	\$ 63,493,600	7	1.4%	\$ 154,811,700	1	3.6%
Burlington Centre Owner LLC	Office Building	\$ 57,373,400	8	1.3%		-	
Oracle USA Inc	Computer Network Systems	\$ 50,654,900	9	1.2%		-	
Piedmont 5 & 15 Wayside LLC	Office Building	\$ 36,959,300	10	1.1%		-	
E&A Northeast LP	Office Building	-			\$ 48,415,400	4	1.1%
Hekimian & Finard	Office/Real Estate Development	-			\$ 47,230,800	5	1.1%
Sun Micro	Computer Network Systems	-			\$ 39,093,100	6	0.9%
Corp Dr. Corp Tr.	Office Building	-			\$ 37,689,100	7	0.9%
Ma 25 Mall Office LLC	Office Building	-			\$ 25,087,600	8	0.6%
Auburn Oxford Trust	Office/Real Estate Development	-			\$ 29,378,300	9	0.7%
One Wheeler Rd Assoc.	Office/Real Estate Development	_____	_____	_____	\$ 19,487,800	10	0.5%
		<b>Totals</b>	<b>\$943,530,500</b>	<b>27.6%</b>	<b>\$571,202,500</b>	<b>13.4%</b>	

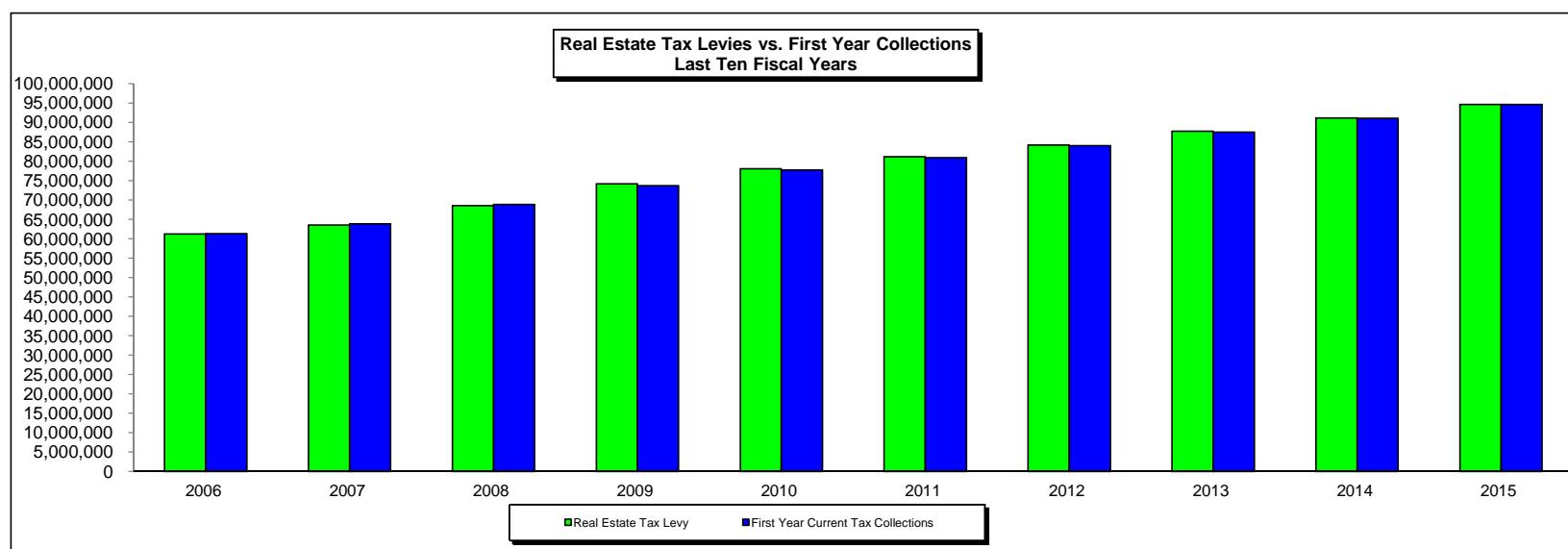
Source: Town of Burlington, Assessor Department

**Town of Burlington, Massachusetts**

**Property Tax Levies and Collections**

**Last Ten Years**

Year	Total Tax Levy	Less Allowance for Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2006	\$61,942,299	\$741,565	\$61,200,734	98.80%	\$61,314,889	100.19%	\$486,981	\$61,801,870	100.98%
2007	\$64,407,127	\$868,365	\$63,538,762	98.65%	\$63,881,114	100.54%	\$519,722	\$64,400,836	101.36%
2008	\$69,516,018	\$1,021,024	\$68,494,994	98.53%	\$68,806,312	100.45%	\$490,909	\$69,297,221	101.17%
2009	\$75,217,111	\$1,033,640	\$74,183,471	98.63%	\$73,662,038	99.30%	\$564,922	\$74,226,960	100.06%
2010	\$78,982,990	\$955,024	\$78,027,966	98.79%	\$77,751,205	99.65%	\$496,723	\$78,247,928	100.28%
2011	\$82,036,147	\$933,064	\$81,103,083	98.86%	\$80,860,884	99.70%	\$427,237	\$81,288,121	100.23%
2012	\$85,136,212	\$1,001,805	\$84,134,407	98.82%	\$84,009,338	99.85%	\$403,897	\$84,413,235	100.33%
2013	\$88,648,222	\$950,000	\$87,698,222	98.93%	\$87,445,667	99.71%	\$410,312	\$87,855,979	100.18%
2014	\$92,154,384	\$1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$400,915	\$91,420,975	100.31%
2015	\$95,618,308	\$1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$0	\$94,591,684	99.97%



The allowance for abatements and exemptions is the tax year estimate of potential reductions of taxes. If the estimate is lower than actual then the percent of tax collections compared to the net levy can exceed 100%.

**Town of Burlington, Massachusetts**

**Ratios of Outstanding Debt and General Bonded Debt**

**Last Ten Years**

Year	Governmental Activities Debt							
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds (2)	Capital Leases	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2006	23,424	\$655,239,552	\$4,279,756,995	\$23,107,895	\$ -	\$987	3.53%	0.54%
2007	23,223	\$684,706,932	\$4,514,750,045	\$32,066,665	\$ -	\$1,381	4.68%	0.71%
2008	23,299	\$718,075,180	\$4,612,065,275	\$31,593,621	\$ -	\$1,356	4.40%	0.69%
2009	24,895	\$752,053,055	\$4,819,890,565	\$28,994,185	\$ -	\$1,165	3.86%	0.60%
2010	24,498	\$796,797,450	\$4,519,333,825	\$35,258,038	\$ 1,200,000	\$1,488	4.58%	0.81%
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$ 900,000	\$1,908	5.43%	1.07%
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$ 586,500	\$2,321	6.73%	1.25%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$ 921,476	\$2,204	6.33%	1.18%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$ 349,863	\$2,003	5.59%	1.06%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$ 1,465,481	\$2,203	6.40%	1.05%

Year	Total Primary Government			
	General Obligation Bonds (2)	Total Debt Outstanding	Per Capita	Percentage of Personal Income
				Percentage of Assessed Value

2006	\$832,817	\$23,940,712	\$1,022	3.65%	0.56%
2007	\$660,923	\$32,727,588	\$1,409	4.78%	0.72%
2008	\$489,763	\$32,083,384	\$1,377	4.47%	0.70%
2009	\$310,923	\$29,305,108	\$1,177	3.90%	0.61%
2010	\$131,421	\$36,589,459	\$1,494	4.59%	0.81%
2011	\$ -	\$47,669,231	\$1,908	5.43%	1.07%
2012	\$ -	\$57,335,476	\$2,321	6.73%	1.25%
2013	\$ -	\$55,110,962	\$2,204	6.33%	1.18%
2014	\$ -	\$50,439,426	\$2,003	5.59%	1.06%
2015	\$ -	\$55,484,060	\$2,203	6.40%	1.05%

(1) Enterprise funds dissolved in 2011

(2) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.

Source: Audited Financial Statements, U. S. Census

**Town of Burlington, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2015**

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
<b>Debt repaid with property taxes</b>			
Shawsheen Valley Technical Vocational School.....	\$ 2,010,000	7.92%	\$ 159,179
MWRA.....	3,797,261,000	1.12%	42,605,268
<b>Subtotal, overlapping debt.....</b>			<b>42,764,447</b>
<b>Direct debt:</b>			
Capital Lease Obligations.....			1,465,481
(1) General Governmental Debt.....			54,018,579
Town total direct debt.....			55,484,060
<b>Total direct and overlapping debt.....</b>			<b>\$ 98,248,507</b>

(1) This is the general bonded debt of governmental activities, net of original issuance discounts and premiums.

Source: Town of Burlington, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

**Town of Burlington, Massachusetts**

**Computation of Legal Debt Margin**

**Last Ten Years**

	<b>Year</b>									
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Equalized Valuation.....	\$ 4,563,513,000	\$ 4,563,513,000	\$ 5,138,693,700	\$ 5,138,693,700	\$ 4,963,154,800	\$ 4,963,154,800	\$ 4,948,189,000	\$ 4,948,189,000	\$ 5,185,943,200	\$ 5,185,943,200
Debt Limit -5% of Equalized Valuation.....	\$ 228,175,650	\$ 228,175,650	\$ 256,934,685	\$ 256,934,685	\$ 248,157,740	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160
Less:										
Outstanding debt applicable to limit.....	\$ 22,357,895	\$ 29,566,665	\$ 28,393,621	\$ 14,437,346	\$ 16,691,200	\$ 16,777,475	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185
Authorized and unissued debt.....	\$ 37,552,000	\$ 38,752,000	\$ 30,954,518	\$ 46,894,762	\$ 77,210,034	\$ 60,675,442	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977
Legal debt margin.....	\$ 168,265,755	\$ 159,856,985	\$ 197,586,546	\$ 195,602,577	\$ 154,256,506	\$ 170,704,823	\$ 181,442,329	\$ 185,776,619	\$ 194,375,127	\$ 211,219,998
Total debt applicable to the limit as a percentage of debt limit.....	26.26%	29.94%	23.10%	23.87%	37.84%	31.21%	26.66%	24.91%	25.04%	18.54%

Source: Town of Burlington, Treasurer's Department

**Town of Burlington, Massachusetts**

**Demographic and Economic Statistics**

**Last Ten Years**

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2006	23,424	\$ 655,239,552	\$ 27,973	41.0	3,551	3.8%
2007	23,223	\$ 684,706,932	\$ 29,484	41.0	3,528	3.0%
2008	23,299	\$ 718,075,180	\$ 30,820	41.0	3,686	4.8%
2009	24,895	\$ 752,053,055	\$ 30,209	41.0	3,650	6.9%
2010	24,498	\$ 796,797,450	\$ 32,525	42.0	3,711	6.3%
2011	24,985	\$ 878,422,630	\$ 35,158	42.0	3,652	5.9%
2012	24,708	\$ 851,635,344	\$ 34,468	42.0	3,626	5.0%
2013	25,008	\$ 870,103,344	\$ 34,793	42.0	3,606	4.8%
2014	25,176	\$ 902,383,368	\$ 35,843	42.0	3,579	4.9%
2015	25,190	\$ 867,266,510	\$ 34,429	42.0	3,799	3.8%

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data

MA Department of Elementary and Secondary Education

School and Town Clerk Departments, Town of Burlington

MA Office of Workforce Development

Information came from Burlington Town Report.

**Town of Burlington, Massachusetts**

**Principal Employers**

**Current Year and Nine Years Ago**

<b>Employer</b>	<b>Nature of Business</b>	<b>2015</b>			<b>Percentage of Total Town Employment</b>	<b>2006</b>			<b>Percentage of Total Town Employment</b>
		<b>Employees</b>	<b>Rank</b>	<b>Employees</b>		<b>Employees</b>	<b>Rank</b>	<b>Employees</b>	
Lahey Clinic	Hospital	5,040	1		40%	4,025	1		35%
Oracle/Sun*	Computer Network Systems	2,300	2		18%	-	-		-
Siemens-Nixdorph	Information Technology & Electronics	1,000	3		8%	1,800	3		16%
Avid Tech	Software Systems (Video)	800	4		6%	-	-		-
Burlington Mall	Retail	750	5		6%	550	6		5%
Keurig Green Mountain	Retail	750	6		6%	-	-		-
Wegmans	Retail	630	7		5%	-	-		-
Nuance Systems	Software/Communications	525	8		4%	-	-		-
ONE Communications	Telecom	420	9		3%	-	-		-
Federal Aviatin Admin.	Government	385	10		3%	385	9		3%
Sun Microsystems*	Computer Network Systems	-			-	1,950	2		17%
Oracle*	Computer Network Systems	-			-	1,050	4		9%
Raytheon	Research & Development	-			-	400	5		4%
M/A - Com	Research & Development	-			-	450	7		4%
EG & G Dynatrend	Research & Development	-			-	425	8		4%
SAP Systems Software	Computer Network Systems	-			-	350	10		3%
Total		<u>12,600</u>		<u>100%</u>		<u>11,385</u>		<u>100%</u>	

Source: Massachusetts Workplace Development

\* Oracle acquired Sun Microsystems in 2010.

**Town of Burlington, Massachusetts**

**Full-time Equivalent Town Employees by Function**

**Last Ten Years**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>Function</b>										
General government.....	40	40	39	39	38	38	38	42	43	43
Public Safety.....	142	143	143	144	144	144	144	144	144	146
Education.....	510	516	517	524	530	527	512	544	564	570
Public works.....	62	62	62	61	61	61	58	58	58	61
Human services.....	18	20	20	20	20	20	20	20	20	20
Culture and recreation.....	28	29	29	29	29	29	29	29	29	26
<b>Total .....</b>	<b>800</b>	<b>810</b>	<b>810</b>	<b>817</b>	<b>822</b>	<b>819</b>	<b>801</b>	<b>837</b>	<b>858</b>	<b>866</b>

Source: Town personnel records and various Town departments.

**Town of Burlington, Massachusetts**

**Operating Indicators by Function/Program**

**Last Ten Years**

<b>Function/Program</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>General Government</b>										
Population.....	23,424	23,223	23,299	24,895	24,498	24,985	24,708	25,008	25,176	25,190
Registered Voters, Annual Town Election.....	13,811	13,980	14,384	14,956	1,861	14,835	15,160	15,652	15,230	15,065
<b>Town Clerk</b>										
Births.....	265	271	282	302	293	305	305	282	296	252
Marriages.....	125	115	118	128	132	126	119	125	106	130
Deaths.....	775	788	735	842	882	840	848	875	907	1,040
Dogs licensed.....	N/A	N/A	1,876	2,020	2,067	2,097	2,182	2,213	2,216	2,314
<b>Police</b>										
Documented calls for police services.....	24,798	25,587	22,523	20,753	23,287	22,950	26,820	31,524	30,305	21,186
Uniform crimes reported.....	1,067	956	883	962	934	768	818	605	573	489
Arrests.....	273	313	322	267	238	237	256	232	243	175
Traffic citations issued.....	4,549	5,723	5,862	4,051	3,598	2,746	3,367	4,258	3,974	3,176
False burglary alarms.....	1,651	2,139	2,083	1,787	1,804	1,871	1,749	1,622	1,636	1,365
Total number of animal complaints.....	372	462	451	369	478	381	368	389	454	325
<b>Fire</b>										
Inspections.....	1,013	1,034	1,055	780	719	766	762	783	789	763
Plan reviews.....	346	305	311	262	225	235	305	268	319	315
Permits/certificates issued.....	663	668	740	658	561	650	765	736	800	785
Emergency responses.....	6,087	6,526	6,601	6,173	6,261	6,327	6,477	6,394	6,650	6,662
<b>Building Department</b>										
Permits issued.....	3,134	2,858	2,678	2,323	2,704	3,185	3,176	3,454	3,492	2,726
<b>Education</b>										
Public school enrollment.....	3,551	2,528	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,499
<b>Public Works</b>										
<b>Cemetery</b>										
Lots sold.....	80	40	66	58	46	49	48	54	53	54
Interments.....	142	133	152	132	151	144	139	148	150	148
Recycling/tons.....	1,553	1,461	1,519	1,592	2,161	2,212	2,183	2,040	1,980	2,297
<b>Human Services</b>										
<b>Board of Health</b>										
Permits issued.....	639	689	716	614	738	746	660	617	462	294
Inspections.....	1,458	1,400	1,315	1,202	1,237	1,382	1,101	1,191	1,071	809
<b>Libraries</b>										
Volumes in collection.....	100,886	103,467	106,723	109,287	111,850	112,140	113,663	111,713	113,487	115,599
Circulation.....	362,557	350,986	369,485	384,798	391,072	374,225	363,747	331,618	311,460	285,019
Program attendance.....	9,097	9,556	3,828	10,625	7,543	7,443	10,878	9,233	9,214	9,010
Visits.....	146,880	143,257	145,733	142,198	163,898	182,089	177,578	163,047	162,113	150,292
Hours of operation.....	3,017	2,962	3,017	3,020	3,049	2,956	2,977	2,989	2,888	2,992
<b>Youth &amp; Family Services</b>										
Misc resident clinical consultation hours.....	369	340	360	387	413	349	314	410	320	339
<b>Recreation</b>										
Participants.....	N/A	25,735	35,909	27,762	28,684	30,679	28,438	30,126	39,568	39,809

NA: Information not available  
Source: Various Town Departments

**Town of Burlington, Massachusetts**

**Capital Asset Statistics by Function/Program**

**Last Ten Years**

<b>Function/Program</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
General Government										
Number of Buildings.....	13	13	13	13	13	13	13	13	13	14
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Police personnel and officers.....	71	72	72	73	73	73	73	73	73	75
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	65	65	65	65	65	65	65	65
Education										
Number of elementary schools.....	4	4	4	4	4	4	4	4	4	4
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Number of teachers.....	277	280	286	296	293	288	283	300	295	299
Number of students.....	3,551	3,528	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,799
Public Works										
Water mains (miles).....	149	149	149	149	149	149	149	149	149	149
Sanitary sewers (miles).....	121	121	121	121	121	121	121	121	121	121
Storm sewers (miles).....	117	117	117	117	117	117	117	117	117	117
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	1	1	1	1	1	1	1	1	1	1
Conservation land (acreage).....	277	277	277	277	277	277	283	283	283	283

Source: Various Town Departments

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 26, 2015  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

**Due to Weather Emergencies Postponed until  
WEDNESDAY, FEBRUARY 4, 2015 held at  
MARSHALL SIMONDS MIDDLE SCHOOL**

A quorum being present, the meeting was called to order at 7:37 PM. Audio/Video staff for tonight's meeting included: Own Johnson, Ashley Defranciso, Navya Sebastian, and Jennifer Really. Charley Murphy opened the meeting with the Pledge of Allegiance.

A special thank you was made to School Superintendent Eric Conti and Principal Richard Connors for facilitating and organizing the move to the middle school. Also thank you to Jon Middleton, John Carroll and Bob Cunha for setting up the AV needs. Also, to Archie Fenney and Jason Kennedy, school custodians for helping set up for the meeting. Motion made and seconded to adjourn to Monday, February 9th at 7:30 PM 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.

John Petrin reported on the storm situation and thanked DPW for all their hard work in handling that situation. Also on FY15 budget it finished with a 2.96% increase in taxes. FY16 process is just beginning. Also, there are copies of the report from the Emergency Task Force. John Sanchez reported on Christian Center boiler repair and the status of buildings in town such as Police and Fire which are in need of repair. Eric Conti reported on the school budget process starting and thanked DPW for all their efforts in keeping the schools open. Kristen Kassner reported on MasterPlan Steering Committee. She outlined the use of Public and committee meetings in the future. Bill Beyer from Ways & Means outlined that they are starting the process of Budget review and that it is a process. He also thanked Frank Monaco and David Tait for working on the OPEB plan. He also invite people to come to an upcoming overview meeting on budget information.

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**ARTICLE 2 RE: Wetlands Map Change County Road and Arnold Terrace To Remove Property from the Wetlands District and Amend the Map**

To see if the Town of Burlington will vote to amend the Zoning Map (Wetlands District Overlay on map entitled "Wetlands 1977" prepared by Metcalf & Eddy) of the Town of Burlington, as most recently amended, by modifying the Wetlands District line such that all of the property identified herein will be removed from the Zoned Wetlands District.

Assessors Lot 11-5-0 owned by Maria A. Duffey, 21 County Road

Assessors Lot 11-5-1 owned by Sunil P. and Varsha S. Shah, 19 County Road

Assessors Lot 11-4-0 owned by Richard C. Jr. and Sabrina Lyonnais, 17 County Road

Assessors Lot 10-97-0 owned by Nicholas Q. Deluca, 3 Arnold Terrace

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board 6-0-1  
Land Use 0-7-1

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 3 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 2015 Reserve Fund, or to act in any other manner in relation thereto.

AMOUNT: \$100,000

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$100,000 to be placed in the Town's FY 2015 Reserve Fund.

Recommendations: Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

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**ARTICLE 4 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.

AMOUNT: \$500,000

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to be placed in the Town's Stabilization Account.

Recommendations: Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: UNANIMOUSLY PASSED**

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**ARTICLE 5 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 \$500,000 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.  
Amount: \$500,000

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to be placed in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

Recommendations: Ways & Means 11-0-1  
Selectmen 5-0-0

John Giorgio spoke on COI and that individuals should disclose that they or family members have financial interest in these articles. Frank Monaco spoke on the back ground for Ways & Means subcommittee that had worked on this plan. John Petrin presented the OPEB strategy plan.

A Motion was made to postpone this Article, it was seconded and discussed, Motion was voted on and failed, by a majority vote. Then the Main Motion as printed in the article was voted on.

**ACTION: MAJORITY PASSED**

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**ARTICLE 6 RE: Transfer from Health Insurance Fund 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 \$500,000 or any other amount from the Health Insurance Fund to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund, or to act in any other manner in relation thereto.

Amount: \$500,000

**MAIN MOTION:** To see if the Town will vote to transfer from the Health Insurance Trust Fund the sum of \$500,000 to be placed in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

**Recommendations:** Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

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**ARTICLE 7 RE: Transfer of Funds FY 2015 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 2015 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:** As printed in the Warrant

**ACTION: POSTPONED INDEFINITELY**

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**ARTICLE 8 RE: Transfer of Insurance Reimbursement to Replace Police Cruiser**

To see if the Town will vote to appropriate the sum of \$27,390 from the Insurance Reimbursement Account to pay for the replacement of a Police Vehicle damaged on July 23, 2014; or to act in any other manner in relation thereto.

Amount: \$27,390

**MAIN MOTION:** As printed in the Warrant

**Recommendations:** Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

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**ARTICLE 9 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 \$80,000 for the improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

Amount: \$80,000

**MAIN MOTION:** As printed in the Warrant

**Recommendations:** Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: UNANIMOUSLY PASSED**

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**ARTICLE 10 RE: Auditorium Table**

To see if the Town will modify and insert in Article III, Section 5.0 this text (*in italics*)

5.0 Seating Areas, Room set up and Attendance Lists

At all Town Meetings, seating areas for Town Meeting Members and nonmembers shall be designated by the Moderator. No person shall be admitted to the area for Town Meeting Members unless qualified or authorized by the Town. Attendance lists shall be maintained by appointees of the Moderator at the entrances for the duration of the meeting.

*5.1 The town will provide in the hall of Town Meeting two tables, to be placed at the rear of the room for each Town Meeting. The first table will contain information pertinent to the warrant of the date, and the second table will contain information of interest to the town and for the betterment of the Town Meeting members.*

or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: UNANIMOUSLY PASSED**

At 9:00 PM, a motion to adjourn was moved, seconded and so voted.

Respectfully Submitted:

Amy E. Warfield, Town Clerk

**MONDAY, MAY 5, 2015**  
**Burlington Town Hall – Main Hearing Room**

At 7:02 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 1, 3, 4 and 7 assembled to fill the vacancies in their respective Precincts.

**Present from Pct 1** were Patrick Moreno, John Glynn, Gary Gianino, Elizabeth Gianino, Brad Bond, Nolan Glantz and Greg Ryan. Nominees were as follows :

Rob Sears,  
 Adam Senesi, and  
 Patrick Niedermeyer

Ballots were cast with the following results

Rob Sears – 1  
 Patrick Niedermeyer-2  
 Adam Senesi-4

Senesi was appointed to fill the vacancy until the next election.

**Pct 3** representatives present were Roger Riggs, Mildred Nash, Shari Lynn Ellis, Monti Pearson, Gary Mercier, Julianne Patterson, James Patterson and Millie Nash.

Nominees were as follows:

Ismael Valentin and Greg Ouellett

Ismael Valentin won with a vote of 5-2, he was appointed to fill the vacancy until the next election.

**Pct 4** representatives present were Joan Hastings, Constance McElwain, Karen Cooper, Steve Morin, Steven Stamm and Eileen Sickler. Nominees were as follows:

Patricia Martorano, being the only nominee was unanimously voted by a show of hands and appointed until the next Town Election.

**Pct 7** representatives present were Miriam Kelly, Donna Ciampo, Lori Wassermann, Brenda Haney and Anne Coady. Nominees were as follows:

Vincent DeCarlo, being the only one it was unanimously voted by a show of hands that He would be appointed until the next Town Election.

There is still one more Open Seat in precinct 7 this will be filled prior to the start of Town Meeting on May 11<sup>th</sup>.

The business being concluded the meeting was adjourned at 7:14 PM. An orientation for new Town Meetings was run by the Clerk and new Moderator, Sally Willard. That finished at 8:35 PM

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**MONDAY, MAY 11, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**  
**PRIOR TO TOWN MEETING**

Meeting was called at 7:00 PM, 11 members of the precinct were present but there were no nominations so it was decided by the body that they would contact people to see if there were any potential nominees.

**ADJOURNED TOWN MEETING**  
**MONDAY, MAY 11, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:34 PM. New Moderator Sally Willard opened the meeting with the Pledge of Allegiance and the singing of the National Anthem lead by members of the Select Singers. Recognition was given for the passing of Richard Brown, who had been a Town Resident and the Town's Executive Secretary, precursor to the Town Administrator position. The Moderator announced that this was the 43 meeting of Representative Town Meeting, and that charter members Richard Wing, Virginia Mooney and Joan Hasting (who is the last remaining continuously serving member), Audio/Video staff for tonight's meeting included: Jessica Gavin, Connor Pustizzi, Will Rizza, Paul Terranova, and Jennifer Reale. Also introduced were Legal Council John Georgio, Kopelman and Paige. New, Newly elected and appointed Town Meeting members were sworn in.

Motion made and seconded to adjourn to Wednesday, May 13th at 7:30 PM if business is not concluded on this evening. Lucy Damini was moved and second to be appointed as the Deputy Moderator. It was moved and seconded that the method of voting would be by a show of hands for voting unless a count is required. Moderator reviewed Robert's Rules of Order was the guidelines that are used for running of Town Meeting. The Moderator recognized Rep. Ken Gordon, presences at Town Meeting. Ms Willard, responding to a question from a TMM, reminded the members about Disclosure of Financial interests as spelled out in the Town's Bylaws. (Article 4, section 6)

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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.

William Beyer, Chairman Ways & Means – Reviewed the Town Survey the 84% of people were satisfied with the ratio of services to taxes paid. Also he reviewed the budget guidelines of 4% and how Ways and Means had worked on keeping the budget within those limits.

John Petrin, Town Administrator – Thanked everyone involved in the whole budget process and reminded the members of the number of meetings that are on BCAT and that are replay On-Demand. He commented on the survey and the budget guidelines, with the goal of maintaining services, maintaining services without overrides or user fees. Mr. Petrin also reviewed status of State Aid and Local Revenues, stating that our economic situation continues to be good. Property Tax revenue is up 4% for FY2016, which is not equal to the increase in Residential Tax Rates. Commercial rate for FY16 is \$29.40 and Residential is \$11.35. Free Cash is currently at \$8 million and Stabilization is \$7.3 million, and we are below the taxing levy.

Dr. Eric Conti – Superintendent of schools, Thank all those involved in the budget process and preparation of the budget.

**ARTICLE 2 RE:Transfer of Funds FY 2015**  
**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 2015 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:** As printed in the Warrant

**ACTION: WITHDRAWN**

**ARTICLE 3 RE: Fund FY 2016 Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money -- \$119,999,175 -- sufficient to cover the requests of the various departments for Fiscal Year 2016; 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 \$119,949,175 to cover the requests of the various departments for Fiscal Year 2016.

FY2016 Budget: those items voted for in the first time through are marked with a "P". **"H"** are HELD items that were discussed the second time through.

**Town of Burlington  
FY2016 Operating Budget**

**TOWN MEETING & REPORTS (Lines 1-2)**

1	Salaries - Part Time	2,518		
2	Expenses - Cont.			
	Services	12,575		
	<b>TOTAL</b>	<b>15,093</b>	<b>0.00%</b>	<b>P</b>

**TOWN MODERATOR (Lines 3-4)**

3	Salaries	150		
4	Expenses - Mat. &			
	Supplies	0		
	<b>TOTAL</b>	<b>150</b>	<b>0.00%</b>	<b>P</b>

**WAYS AND MEANS (Lines 5-6)**

5	Salaries - Part Time	3,654		
6	Expenses - Mat. &			
	Supplies	268		
	<b>TOTAL</b>	<b>3,922</b>	<b>26.11%</b>	<b>P</b>

**CAPITAL BUDGET COMMITTEE (Lines 7-8)**

7	Salaries - Part Time	812		
8	Expenses - Mat. &			
	Supplies	0		
	<b>TOTAL</b>	<b>812</b>	<b>0.00%</b>	<b>P</b>

**TOWN ADM/SELECTMEN (Lines 9-11)**

9	Salaries	499,624		
10	Expenses	12,500		

<b>11</b>	<b>Special Accounts</b>	<b>17,500</b>		
	<b>TOTAL</b>	<b>529,624</b>	<b>1.71%</b>	<b>P</b>

**ACCOUNTING (Lines 12-13)**

<b>12</b>	<b>Salaries</b>	<b>313,125</b>		
<b>13</b>	<b>Expenses</b>	<b>4,720</b>		
	<b>TOTAL</b>	<b>317,845</b>	<b>0.36%</b>	<b>P</b>

**ASSESSORS (Lines 14-15)**

<b>14</b>	<b>Salaries</b>	<b>266,877</b>		
<b>15</b>	<b>Expenses</b>	<b>113,290</b>		
	<b>TOTAL</b>	<b>380,167</b>	<b>0.06%</b>	<b>P</b>

**TREASURER/COLLECTOR (Lines 16-18)**

<b>16</b>	<b>Salaries</b>	<b>625,967</b>		
<b>17</b>	<b>Expenses</b>	<b>22,673</b>		
<b>18</b>	<b>Special Accounts</b>	<b>100</b>		
	<b>TOTAL</b>	<b>648,740</b>	<b>-0.38%</b>	<b>P</b>

**CENTRAL ADMINISTRATION (Lines 19-28)**

<b>19</b>	<b>Central Supply</b>	<b>110,000</b>		
<b>20</b>	<b>Central Machines</b>	<b>25,658</b>		
<b>21</b>	<b>Chapter 32B - Health Ins (AA)</b>	<b>11,918,130</b>		
<b>21b</b>	<b>Transfer to OPEB</b>	<b>500,000</b>		
<b>22</b>	<b>Unemployment Comp (AA)</b>	<b>125,000</b>		
	<b>Pension</b>			
<b>23</b>	<b>Reimbursement (AA)</b>	<b>2,000</b>		
<b>24</b>	<b>Town Insurance (AA)</b>	<b>825,000</b>		
<b>25</b>	<b>Financial Audit (AA)</b>	<b>65,000</b>		
<b>26</b>	<b>Medicare Tax (AA)</b>	<b>994,707</b>		
<b>27</b>	<b>Chas George Settlement (AA)</b>	<b>0</b>		
<b>28</b>	<b>4th of July/Town Event</b>	<b>0</b>		
	<b>TOTAL</b>	<b>14,565,495</b>	<b>7.54%</b>	<b>H</b>

**PASSED ON REVIEW**

**LEGAL (Lines 29-32)**

<b>29</b>	<b>Legal Fees Collective</b>	<b>125,000</b>		
<b>30</b>	<b>Bargaining</b>	<b>72,000</b>		
<b>31</b>	<b>Tax Title Cable TV</b>	<b>3,500</b>		
<b>32</b>	<b>Negotiations</b>	<b>1,500</b>		
	<b>TOTAL</b>	<b>202,000</b>	<b>2.54%</b>	<b>P</b>

**HUMAN RESOURCES (Lines 33-35)**

<b>33</b>	<b>Salaries</b>	<b>112,019</b>		
<b>34</b>	<b>Expenses</b>	<b>4,185</b>		
<b>35</b>	<b>Special Accounts</b>	<b>14,700</b>		
	<b>TOTAL</b>	<b>130,904</b>	<b>4.18%</b>	<b>P</b>

MANAGEMENT INFO. SYSTEMS (Lines 36-37)				
36 Salaries	300,329			
37 Expenses	247,300			
	<b>TOTAL</b>	<b>547,629</b>	<b>1.60%</b>	<b>H</b>
PASSED UNANIMOUSLY ON REVIEW				
TOWN CLERK (Lines 38-40)				
38 Salaries	262,740			
39 Expenses	17,650			
40 Special Accounts	40,632			
	<b>TOTAL</b>	<b>321,022</b>	<b>-3.45%</b>	<b>P</b>
REGISTRARS OF VOTERS (Lines 41-42)				
41 Salaries	1,150			
42 Expenses	7,100			
	<b>TOTAL</b>	<b>8,250</b>	<b>0.00%</b>	<b>P</b>
CONSERVATION (Lines 43-45)				
43 Salaries	191,822			
44 Expenses	3,345			
45 Special Accounts	14,000			
	<b>TOTAL</b>	<b>209,167</b>	<b>-2.20%</b>	<b>P</b>
PLANNING BOARD (Lines 46-47)				
46 Salaries	271,366			
47 Expenses	18,336			
	<b>TOTAL</b>	<b>289,702</b>	<b>2.48%</b>	<b>P</b>
BOARD OF APPEALS (Lines 48-50)				
48 Salaries - Part Time	12,000			
Expenses - Mat &				
49 Supplies	250			
Spec. Accts - Ads &				
50 Postage	500			
	<b>TOTAL</b>	<b>12,750</b>	<b>-30.4%</b>	<b>H</b>
PASSED ON REVIEW				
TOWN FACILITIES (Lines 51-52)				
51 Salaries	0			
52 Expenses	95,270			
	<b>TOTAL</b>	<b>95,270</b>	<b>5.42%</b>	<b>H</b>
PASSED ON REVIEW				
POLICE DEPARTMENT (Lines 53-55)				
53 Salaries	6,861,650			
54 Expenses	552,170			
55 Special Accounts	289,360			
	<b>TOTAL</b>	<b>7,703,180</b>	<b>2.23%</b>	<b>H</b>
PASSED ON REVIEW				
FIRE DEPARTMENT (Lines 56-58)				
56 Salaries	6,099,086			
57 Expenses	448,480			
58 Special Accounts	148,060			
	<b>TOTAL</b>	<b>6,695,626</b>	<b>2.4%</b>	<b>H</b>
PASSED ON REVIEW				

BUILDING DEPARTMENT (Lines 59-61)				
59 Salaries	530,425			
60 Expenses	36,446			
61 Special Accounts	10			
	<b>TOTAL</b>	<b>566,881</b>	<b>1.96%</b>	<b>P</b>
SEALER OF WEIGHTS (Lines 62-63)				
Salaries -- Part				
62 Time	0			
63 Expenses	7,800			
	<b>TOTAL</b>	<b>7,800</b>	<b>0.00%</b>	<b>P</b>
EMERGENCY MANAGEMENT (64-66)				
64 Salaries	10,000			
65 Expenses	12,602			
66 Special Accounts	1,000			
	<b>TOTAL</b>	<b>23,602</b>	<b>0.00%</b>	<b>P</b>
SHAWSHEEN VALLEY TECH (Line 67)				
67	<b>TOTAL (AA)</b>	<b>1,921,279</b>	<b>8.21%</b>	<b>H</b>
PASSED UNANIMOUSLY ON REVIEW				
LOCAL EDUCATION (Line 68)				
68	<b>TOTAL</b>	<b>54,645,838</b>	<b>3.75%</b>	<b>H</b>
PASSED ON REVIEW				
DEPT. OF PUBLIC WORKS (Lines 69-74)				
69 Salaries	4,654,746			
70 Expenses	3,216,845			
71 Special Accounts	746,110			
Rubbish and				
72 Garbage (AA)	1,748,800			
73 Street Light (AA)	370,500			
DEP Drinking				
74 Water (AA)	15,000			
	<b>TOTAL PUBLIC</b>			
WORKS	<b>10,752,001</b>	<b>2.17%</b>	<b>H</b>	
BOARD OF HEALTH (Lines 75-77)				
75 Salaries	411,423			
76 Expenses	61,050			
77 Special Accounts	84,236			
	<b>TOTAL</b>	<b>556,709</b>	<b>-3.11%</b>	<b>P</b>
COUNCIL ON AGING (Lines 78-80)				
78 Salaries	292,592			
79 Expenses	7,830			
80 Special Accounts	7,442			
	<b>TOTAL</b>	<b>307,864</b>	<b>5.30%</b>	<b>H</b>
VETERANS' SERVICES (Lines 81-83)				
81 Salaries	135,369			
82 Expenses	2,995			
83 Special Accounts	118,000			
	<b>TOTAL</b>	<b>256,364</b>	<b>-6.43%</b>	<b>H</b>

<b>YOUTH AND FAMILY SERVICES (Lines 84-85)</b>				
84 Salaries	395,363			
85 Expenses	25,114			
<b>TOTAL</b>	<b>420,477</b>	<b>-1.94%</b>	<b>H</b>	
<b>DISABILITY ACCESS (Lines 86-87)</b>				
86 Salaries	2,453			
87 Expenses	400			
<b>TOTAL</b>	<b>2,853</b>	<b>0.00%</b>	<b>P</b>	
<b>PUBLIC LIBRARY (Lines 88-90)</b>				
88 Salaries	1,185,887			
89 Expenses	69,162			
90 Special Accounts	149,700			
<b>TOTAL</b>	<b>1,404,749</b>	<b>5.64%</b>	<b>H</b>	
<b>RECREATION DIRECTOR (Lines 91-93)</b>				
91 Salaries	559,728			
92 Expenses	41,290			
93 Special Accounts	18,820			
<b>TOTAL</b>	<b>619,838</b>	<b>0.56%</b>	<b>P</b>	
<b>RECREATION MAINTENANCE (Lines 94-95)</b>				
94 Salaries	737,642			
95 Expenses	220,725			
<b>TOTAL</b>	<b>958,367</b>	<b>-0.58%</b>	<b>P</b>	
<b>HISTORICAL COMMISSION (Line 96)</b>				
96 Expenses	10,015			
<b>TOTAL</b>	<b>10,015</b>	<b>4.87%</b>	<b>H</b>	
<b>DEBT SERVICE (Lines 97-98)</b>				
97 PRINCIPAL (AA)	4,060,683	5.26%		
98 INTEREST (AA)	1,866,212	-7.21%		
<b>TOTAL</b>	<b>5,926,895</b>	<b>0.98%</b>	<b>H</b>	
<b>OTHER ACCOUNTS (99-105)</b>				
99 RESERVE FUND	200,000	0.00%	P	
100 COUNTY				
RETIREMENT (AA)	7,895,297	5.62%	P	
101 NEGOTIATED SETTLEMENTS	350,000	16.67%	H	
102				
STABILIZATION (AA)	0	0.00%		
103 53rd WEEK				
PAYROLL (AA)	0	0.00%		
104 LOCAL TRANSPORT (AA)	145,000	-6.45%	H	
105 CAPITAL BUDGET (AA)	300,000	0.00%	H	

**ACTION: MAJORITY APPROVED** Selected budget items "P" totally \$13,888,745. With the remaining items "Held" for discussion. After discussion the following items were PASSED: (U = Unanimously)

CENTRAL ADMINISTRATION: (19-28)

MIS: (36-37) U

BOARD OF APPEALS: (48-50)

FACILITIES: (51-52)

POLICE: (53-55)

FIRE: (56-58)

SHAWSHEEN: (67) U – a presentation was made by Charlie Lyons, who will be retiring after 40 years of service at the Shawsheen Tech High School.

LOCAL EDUCATION: (68)

**PASSED** amount for this section is \$86,187,067.

**MOTION** to adjourn until Wednesday, May 13<sup>th</sup> was made and seconded at 10:32 PM. The meeting adjourned for the evening.

Respectfully submitted

*Amy E. Warfield*

Amy E. Warfield, Town Clerk

**ADJOURNED TOWN MEETING  
WEDNESDAY, MAY 13, 2015  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:32 PM. Audio/Video staff for tonight's meeting included: Will Rizza, Paul Terranova, Minji Kim and Jennifer Realy. Moderator Sally Willard opened the meeting with the Pledge of Allegiance, Motion was made and seconded to adjourn the meeting at 11 PM and to continue until Monday, May 18 if business is not completed this evening. Moderator announced signups for the open seats on the committees in the back of the room. She also reviewed the Conflict of Interest and Disclosure clause in the Town Bylaws. Then reviewed Robert's Rules of Order, and then proceeded with remainder that method of voting on the Budget would be to read thru the line items if there was a question on an item it would be called out to "Hold" the item. Then a vote would be taken on the Passed items. Then the Held budget items would be gone through with any discussion on those items.

Starting at Budget item

In **ARTICLE 3**

**ACTION: After discussion the following items were PASSED: (U = Unanimously)**

DPW (69-74)

COUNCIL ON AGING: (78-80)

VETERANS' SERVICES: (81-83) – Recognition was made of Bob Hogan's years of service upon his retirement.

YOUTH AND FAMILY SERVICES: (84-85)

PUBLIC LIBRARY: (88-90)

HISTORICAL COMMISSION: (96)

DEBT SERVICE: (97-98)

NEGOTIATED SETTLEMENTS: (101)

LOCAL TRANSPORT: (104)

CAPITAL BUDGET: (105) U

Completing of the Operating Budget:

\$19,873,365 was approved and

**ACTION: PASSED** for a total budget of \$ 119,949,177

**ARTICLE 4 RE: Transfer from Free Cash to Stabilization Fund**

To see if the Town will vote a sum of money from Free Cash to place in the Town's Stabilization Account, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$xxx,xxx to be placed in the Town's Stabilization Account.

**ACTION: WITHDRAWN****ARTICLE 5 RE: Transfer from Free Cash to OPEB Trust Fund**

To see if the Town will vote a sum of money from Free Cash to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund, or to act in any other manner in relation thereto.

*Continued top of next column*

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$xxx,xxx to be placed in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

**ACTION: WITHDRAWN****ARTICLE 6 RE: Fund Revolving Accounts**

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, 2015; or to act in any other manner in relation thereto:

**MAIN MOTION:** As printed in the Warrant (See Table Below)

**RECOMMENDATIONS:**

Ways and Means: 12-0-0

**ACTION: MAJORITY APPROVED**

Town Meeting sets \$ spending limit, not more than 10% of tax levy, benefit costs must be included for full time employees.					
Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End 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.	\$50,000	Available for expenditure next year
Grandview Farm	Board of Selectmen	Rental fees for building use of GVF/ Marion Tavern Facility	Operating costs of GVF/Marion Tavern Facility	\$90,000	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	\$25,000	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	\$110,000	Available for expenditure next year

**ARTICLE 7 RE: Fund FY 2016 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 2016 Capital Budget, same to be expended under the appropriate authorities as indicated:

<b>PROJECT NUMBER</b>	<b>DEPT-PROJECT AUTHORITY</b>	<b>NAME AMT</b>
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**FROM FREE CASH (7-1) – (7-23):**

7-1	DPW	Sidewalk Restoration Selectmen	\$ 50,000
7-2	DPW	Stream Cleaning/Drainage Repair Selectmen	\$ 100,000
7-3	DPW	Vehicle Replacement Program Selectmen	\$ 437,000
7-4	DPW	Free Standing Columbarium Selectmen	\$ 200,000
7-5	DPW	Police Station HVAC Town Facilities Selectmen	\$ 200,000
7-6	DPW	Police Station Roof (old school section) Town Facilities Selectmen	\$ 140,000
7-7	DPW	Fire Headquarters Roof Town Facilities Selectmen	\$ 60,000
7-8	DPW	Library Waterproofing Town Facilities Selectmen	\$ 30,000
7-9	DPW	Floors/Paint Various Town Buildings - Town Facilities Selectmen	\$ 45,000
7-10	PLANNING	Comprehensive Master Plan – Phase III Planning	\$ 65,000
7-11	POLICE	Ballistic Vests and Carrier Replacements Selectmen	\$ 74,340
7-12	RECREATION	Veterans Park Basketball Court Renovation Recreation Comm.	\$ 24,000
7-13	RECREATION	Wide Area Mower Recreation Comm.	\$ 86,000
7-14	SCHOOL	Fox Hill School Roof Replacement School Committee	\$ 306,660
7-15	SCHOOL	Fox Hill School Emergency Generator Replacement School Committee	\$ 38,166
7-16	SCHOOL	Francis Wyman School Interior Painting School Committee	\$ 45,000
7-17	SCHOOL	Burlington School Department Music Department(Instruments) School Committee	\$ 53,217
7-18	SCHOOL	Burlington High School Gym Floor Refurbishing School Committee	\$ 93,070
7-19	SCHOOL	Burlington High School Classroom Lock Replacement School Committee	\$ 85,612
7-20	SCHOOL	Burlington High School Front Entrance Renovations School Committee	\$ 284,855
7-21	SCHOOL	Pine Glen School	

7-22	SCHOOL	Intercom Replacement School Committee	\$ 62,000
7-23	SCHOOL	Pine Glen School Roof Replacement Design & Construction Documents School Committee	\$ 60,000
		Fox Hill School and Pine Glen School Wave Plus Security Installation School Committee	\$ 29,686

**FROM SEWER ENTERPRISE****(7-24) – (7-26):**

7-24	DPW	Sewer Pump Station Rehabilitation Selectmen	\$ 250,000
7-25	DPW	Lucaya Pump Station & Force Main Design Selectmen	\$ 100,000
7-26	DPW	CrossRoads Sewer Lining – Phase 2 Selectmen	\$ 350,000

**FROM OVERLAY SURPLUS (7-27) – (7-29):**

7-27	FIRE	Ambulance Selectmen	\$ 240,000
7-28	FIRE	‘15 Ford Interceptor/ Administrative Vehicle Selectmen	\$ 38,000
7-29	FIRE	Self Contained Breathing Apparatus Selectmen	\$ 435,000

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash, Sewer Enterprise and Overlay Surplus as follows, for those items contained within the following proposed Fiscal Year 2016 Capital Budget, same to be expended under the appropriate authorities as indicated:

<b>PROJECT NUMBER</b>	<b>DEPT-PROJECT AUTHORITY</b>	<b>NAME AMT</b>
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**FROM FREE CASH (7-1) – (7-23):**

7-1	DPW	Sidewalk Restoration Selectmen	\$ 50,000
W-M: 15-0-0	CapBud: 5-0	Selectmen: 5-0-0	
		Motion made to increase amount by \$50,000 to \$100,000	
		Amendment passes with a standing count of 48 for/ 42	
		against. Main Motion as Amended	<b>PASSED</b>
7-2	DPW	Stream Cleaning/Drainage Repair Selectmen	\$ 100,000
W-M: 13-0-0	CapBud: 5-0	Selectmen: 5-0-0	
		Amendment was made to increase amount to \$200,000	
		which failed, Main Motion :	<b>PASSED</b>
7-3	DPW	DPW Vehicle Replacement Prog Selectmen	\$ 437,000
W-M: 12-0-1	CapBud: 5-0 (on 3 Vehicles)	Selectmen: 5-0-0	
			<b>PASSED</b>
7-4	DPW	Free Standing Columbarium Selectmen	\$ 200,000
W-M: 12-0-0	CapBud: 5-0	Selectmen: 5-0-0	<b>PASSED</b>
7-5	DPW	Town Facilities Police Station HVAC Selectmen	\$ 200,000
W-M: 12-0-0	CapBud: 5-0	Selectmen: 5-0-0	<b>PASSED-U</b>
7-6	DPW	Town Facilities Police Station Roof (old school section) Selectmen	\$ 140,000
W-M: 12-0-0	CapBud: 5-0	Selectmen: 5-0-0	<b>PASSED-U</b>

7-7	DPW	Town Facilities Fire Headquarters Roof Selectmen	\$ 60,000
			W-M: 12-0-1 CapBud: 5-0 Selectmen: 5-0 <b>PASSED-U</b>
7-8	DPW	Town Facilities Library Waterproofing Selectmen	\$ 30,000
			W-M: 13-0-0 CapBud: 5-0 Selectmen: 5-0-0 <b>PASSED</b>
7-9	DPW	Town Facilities Floors/Paint Various Town Bldgs Selectmen	\$ 45,000
			W-M: 13-0-0 CapBud: 5-0 Selectmen: 5-0-0 <b>PASSED</b>
7-10	PLANNING	Comprehensive Master Plan - Phase III Planning	\$ 65,000
			W-M: 13-0-0 CapBud: 5-0 Planning 7-0 <b>PASSED</b>
7-11	POLICE	Ballistic Vests & Carrier Replacements Selectmen	\$ 74,340
			W-M: 13-0-0 CapBud: 5-0 Selectmen: 5-0-0 <b>PASSED-U</b>
7-12	RECREATION	Veterans Park Basketball Court Renovation Rec. Comm.	\$ 24,000
			W-M: 11-0-0 CapBud: 0-5 Recreation: Unanim. <b>PASSED</b>
7-13	RECREATION	Wide Area Mower Rec. Comm.	\$ 86,000
			W-M: 10-1-0 CapBud: 5-0 Recreation: 5-0-0 <b>PASSED</b>
7-14	SCHOOL	Fox Hill School Roof Replacement School Comm.	\$ 306,660
			W-M: 12-0-0 CapBud: 5-0 <b>PASSED-U</b>
7-15	SCHOOL	Fox Hill School Emer. Generator Replacement School Comm.	\$ 38,166
			W-M: 13-0-0 CapBud: 4-1 <b>PASSED</b>
7-16	SCHOOL	Francis Wyman School Interior Painting School Comm.	\$ 45,000
			W-M: 13-0-0 CapBud: 4-1 School Com: 5-0 <b>PASSED</b>
7-17	SCHOOL	Burlington School Department Music Dept. School Comm.	\$ 53,217
			W-M: 11-0-2 CapBud: 4-1 School Com: 5-0-0 <b>PASSED</b>
7-18	SCHOOL	Burlington H.S. Gym Floor Refurbishing School Comm.	\$ 93,070
			W-M: 12-0-0 CapBud: 5-0 (against) School Com: 5-0-0 <b>PASSED</b>
7-19	SCHOOL	Burlington H.S. Classroom Lock Replacement School Comm.	\$ 85,612
			W-M: 12-1-0 CapBud: 5-0 <b>PASSED</b>
7-20	SCHOOL	Burlington High School Front Entrance Renovations School Comm.	\$ 284,855
			W-M: CapBud: 5-0 <b>PASSED</b>
<b>MOTION:</b> at 11 PM was made and seconded to continue thru the school Capital Items past the 11 PM hour.			
7-21	SCHOOL	Pine Glen School Intercom Replacement School Comm.	\$ 62,000
			W-M: 11-2-0 CapBud: 5-0 <b>PASSED</b>
<b>MOTION:</b> was made to combine with Article 7-23, then withdrawn			
7-22	SCHOOL	Pine Glen School Roof Replacement Design & Construction Documents School Comm.	\$ 60,000
			W-M: 11-2-0 CapBud: 5-0 (other?) <b>PASSED</b>
7-23	SCHOOL	Fox Hill School and Pine Glen School Wave Plus Security Installation School Comm.	\$ 29,686
			W-M: 12-0-0 CapBud: 5-0 <b>PASSED</b>

**MOTION** to adjourn until Monday, May 18<sup>th</sup> was made and seconded at 11:14 PM. The meeting adjourned for the evening.

Respectfully submitted

*Amy E. Warfield*

Amy E. Warfield, Town Clerk

**MONDAY, MAY 18, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**  
**PRIOR TO TOWN MEETING**

At 7:03 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 7 assembled to fill the vacancies in their Precincts.

**Present from Pct 7** were David Van Camp, Ann Coady, Maria O'Connor, Miriam R. Kelly, Elliot Brown, and Scott Martin. Nominee for the open seat was: Martin Grace, who recently move from Precinct #1, by a show of hands he was Unanimously voted in. The meeting was adjourned at 7:07 PM.

**ADJOURNED TOWN MEETING**  
**MONDAY, MAY 18, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

Meeting was called to order by, Moderator Sally Willard at 7:37 PM with a quorum present and the meeting was opened with the Pledge of Alligance. The A/V staff for the evening was Jenn Reale, Jessica Gavin, Paul Terranova, Connor Pustizzi and Minji Kim. Town Counsel for the evening is Richard Holland with Kopelman and Paige. The Moderator also reminded members of the sign up for committees, and the amendment to Article 26. Motion was made and seconded to adjourn the meeting at 11 PM and to continue until Wednesday, May 20 if business is not completed this evening.

Continuing of business from previous meeting on  
**ARTICLE 7-24:** Capital Budget items

**FROM SEWER ENTERPRISE (7-24)-(7-26):**

7-24	DPW	Sewer Pump Station Rehabilitation Selectmen	\$ 250,000
			W-M: 13-0-0, Selectmen: 5-0, CapBud 5-0 <b>PASSED-U</b>
7-25	DPW	Lucaya Pump Station & Force Main Design Selectmen	\$ 100,000
			W-M: 13-0-0, Selectmen: 5-0, CapBud 5-0 <b>PASSED-U</b>
7-26	DPW	CrossRoads Sewer Lining – Phase 2 Selectmen	\$ 350,000
			W-M: 13-0-0, Selectmen: 5-0, CapBud 5-0 <b>PASSED-U</b>

**FROM OVERLAY SURPLUS (7-27)-(7-29):**

7-27	FIRE	Ambulance Selectmen	\$ 240,000
			W-M: 12-0-0, Selectmen: 5-0, CapBud: 5-0 <b>PASSED-U</b>
7-28	FIRE	‘15 Ford Interceptor/ Administrative Vehicle Selectmen	\$ 38,000
			W-M: 9-2-2, Selectmen: 5-0, CapBud: 7-0 <b>PASSED</b>

7-29 FIRE Self Contained Breathing Apparatus  
 Selectmen \$ 435,000  
 W-M: 12-0-1, Selectmen: 5-0, CapBud: 5-0 **PASSED-U**  
 It was pointed out that the Fire Dept had applied for a grant  
 and where going to receive \$327,000 reimbursement  
 after the units are purchased.

**ACTION:** As Noted above.

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**ARTICLE 8 RE: Sewer Services Enterprise FundMWRA Assessment**

To see if the Town will vote to transfer the sum of \$5,045,646 to operate the FY 2016 Sewer Services Enterprise of which \$5,045,646 will come from the FY 2016 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 13-0-0  
 Selectmen: 5-0-0

**ACTION: Majority Approved**

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**ARTICLE 9 RE: MWRA I/I Debt Service**

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 FY2016 debt service on the Town's three existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 13-0-0  
 Selectmen: 5-0-0

**ACTION: UNANIMOUSLY PASSED**

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**ARTICLE 10 RE:Inflow/Infiltration– MWRA Phase 10**

To see if the Town will vote that the sum of \$917,000 is hereby appropriated for the purpose of funding Sewer Inflow/Infiltration Mitigation, as required under an Amended Administrative Consent Order issued by the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow \$917,000 under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that the amount authorized to be borrowed hereunder shall be reduced to the extent of any grants or gifts received by the Town from the Massachusetts Water Resources Authority, or from any other source, on account of this project; to pay costs of removing sources of infiltration and inflow into the Town's sewer system, same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means:13-0-0  
 Selectmen: 5-0-0  
 Capital Budget: 5-0

**ACTION: UNANIMOUSLY PASSED**

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**ARTICLE 11 RE: Rescind Previous Borrowing Authorizations**

To see if the Town will vote to rescind borrowing authorizations previously approved at Town Meeting; or to act in any other manner in relation thereto.

- Article 30 Annual Town Meeting May 2006 amended by Article 34 Annual Town Meeting May 2009 - \$5,955,905 to fund Memorial School New Construction Project
- Article 16 Annual Town Meeting May 2009 - \$1,000,000 to fund Terrace Hall Pump Station and Force Main Project

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 11-0-0  
 Selectmen: 5-0-0

**ACTION: UNANIMOUSLY PASSED**

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**ARTICLE 12 RE: 33 Center St Renovation**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,650,000 or any other sum for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the municipal building at 33 Center Street for general government offices; 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 \$1,650,000 for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the municipal building at 33 Center Street for general government offices.

**RECOMMENDATIONS:**

Ways and Means: 13-0-0  
 Selectmen: 5-0-0  
 Capital Budget 0-5  
 (5-0 in the other category?)

**ACTION: Majority Approved**

**ARTICLE 13 RE: School Solar Projects; Lease of Rooftops**

To see if the Town will vote to authorize the School Committee to:

1. Lease, through one or more lease agreements for the development of privately owned solar photovoltaic facilities, all or a portion of the

rooftop space on (i) the Burlington High School located at 123 Cambridge Street, Burlington, on a parcel of land shown on Assessor's Map 35 as Parcel 85, and (ii) the Burlington Marshall Simonds Middle School located at 114 Winn Street, Burlington, on a parcel of land shown on Assessor's Map 36 as Parcel 50, for 20-year terms commencing on the date on which such facilities achieve commercial operation; and

2. Grant such access and/or utility easements on, over or under said parcels of land as necessary or convenient to serve the facilities; and
3. Enter into one or more net metering credit purchase agreements with the owner of the facilities for 20-year terms running concurrently with the lease agreements, all of which agreements and easements shall be on such terms and conditions, and for such consideration, as the School Committee deems to be in the best interests of the Town; and
4. Take any actions and execute any other documents necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the agreements and easements;

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 7-4-0  
Selectmen: 5-0-0; Schools: 5-0-0

**ACTION: Majority Approved with a standing vote counted 59 for and 28 against PASSED**

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**ARTICLE 14 RE: PILOT Agreements for School Solar Projects**

To see if the Town will vote to authorize the Board of Selectmen to enter into one or more agreements for payments in lieu of taxes pursuant to G.L. c. 59, § 38H(b), or other enabling authority, with the owners of the solar photovoltaic facilities to be installed on the rooftops of the (1) Burlington High School located at 123 Cambridge Street, Burlington, on a parcel of land shown on Assessor's Map 35 as Parcel 85, and (2) Burlington Marshall Simonds Middle School located at 114 Winn Street, Burlington, on a parcel of land shown on Assessor's Map 36 as Parcel 50, for 20-year terms commencing on the date on which the facilities achieve commercial operation, and on such terms and conditions and for such consideration as the Board of Selectmen deems to be in the best interests of the Town, and to authorize the Board of Selectmen to take any actions and execute any other documents necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer said agreements; or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 7-4-0; Selectmen: 5-0-0

**ACTION: Majority Approved**

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**ARTICLE 15 RE: Net Metering Credit Purchase Agreements**

To see if the Town will vote to authorize the Board of Selectmen to enter into one or more net metering credit purchase agreements with the owner(s) of solar photovoltaic facilities located or to be located on private property for 20-year terms commencing on the date on which the facilities achieve commercial operation, and on such terms and conditions and for such consideration as the Board of Selectmen deems to be in the best interests of the Town, and to authorize the Board of Selectmen to take any actions and execute any other documents necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer said agreements; or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: Majority Approved**

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**ARTICLE 16 RE: PILOT Agreements for Canopy Solar Projects**

To see if the Town will vote to authorize the Board of Selectmen to enter into one or more agreements for payments in lieu of taxes pursuant to G.L. c. 59, § 38H(b), or other enabling authority, with the owners of solar photovoltaic facilities to be installed on private property located at 1) 67 South Bedford Street, Burlington, MA, on a parcel of land shown on Assessor's Map 47 as Parcel 11-5; 2) at 10, 20, 25, 30 and 35 Corporate Drive, on a parcel of land shown on Assessor's Map 35 as Parcel 104, Map 36 Parcels 1-1, 2-1 and 2-2, and Map 42 Parcel 5; 3) at 8 New England Executive Park shown on Assessor's Map 52 Parcel 15; and 4) at 29, 31, 33, 41 and 45 Burlington Mall Road shown on Assessor's Map 47 Parcels 11-7, 11-8, 11-0, 11-2, and 11-45 for 20-year terms commencing on the date on which the facilities achieve commercial operation, and on such terms and conditions and for such consideration as the Board of Selectmen deems to be in the best interests of the Town, and to authorize the Board of Selectmen to take any actions and execute any other documents necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer said agreements; or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: Majority Approved**

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**ARTICLE 17 RE: Chapter 90**

To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator;

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 13-0-0; Selectmen: 5-0-0

**ACTION: Unanimously PASSED****ARTICLE 18 RE: Transfer of Funds – Health Insurance**

To see if the Town will vote to transfer from the Health Insurance Trust Fund the sum of \$400,000 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:** As printed in the Warrant

**RECOMMENDATIONS:**

Ways and Means: 11-0-0  
Selectmen: 5-0-0

**ACTION: Majority Approved****ARTICLE 19 RE: Amend Administrative and Professional Classification Plan**

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan for FY2016 by changing Conservation Administrator from Group 12 to Group 13, by adding the title of Operations Analyst and placing said title in Group 12, by adding the title of Water Treatment Plant Operator and placing said title in Group 14, and by adding the title of Clinical Supervisor and placing said title in Group 12; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant, with the correction of the title Water Treatment Plant Manager.

**RECOMMENDATIONS:**

Ways and Means: 10-0-1; Selectmen: 5-0-0

**ACTION: Majority Approved****ARTICLE 20 RE: Fund the Administrative and Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2016, and transfer from the Fiscal Year 2016 Negotiated Settlement Account the sum of \$95,000 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 2016, and transfer from the Fiscal Year 2016 Negotiated Settlement Account the sum of \$65,132 or any other amount for the purpose of funding the plan under the direction of the appropriate authorities.

**RECOMMENDATIONS:**

Ways and Means: 10-1-0; Selectmen: 5-0-0

**ACTION: Majority Approved****ARTICLE 21 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the Fiscal Year 2016 Negotiated Settlement the amount of \$9,000 for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2016, same to be expended 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 Fiscal Year 2016 Negotiated Settlement the amount of \$6,633 for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2016, same to be expended under the appropriate authority

**RECOMMENDATIONS:**

Ways and Means: 11-0-0  
Selectmen: 5-0-0

**ACTION: Majority Approved****ARTICLE 22 RE: Church Lane Wall**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$598,875 for the replacement of the Church Lane wall, in 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 transfer from Free Cash the sum of \$225,000 for the replacement of the Church Lane wall, in Simonds Park, same to be expended under the direction of the Recreation Commissioners.

**RECOMMENDATIONS:**

Ways and Means: 11-0-0  
Recreation: Unanimous FOR  
Capital Budget: 5-0-0

**ACTION: Unanimously PASSED****ARTICLE 23 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 \$87,000 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:**

Ways and Means: 11-0-0  
Recreation: Unanimously FOR

**ACTION: Unanimously PASSED****ARTICLE 24 RE: School Community Custodial Services**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$36,829 or any other sum, to be expended under the direction of the Burlington School

Committee for the purpose of Community Custodial Fees 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 and to add "Adopt a Class" to the approved list; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer the sum of \$36,829 from Free Cash for the purpose of Community Custodial Fees for FY 2016 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 and to add "Adopt a Class" to the approved list; to be spent under the direction of the School Committee.

**RECOMMENDATIONS:**

Ways and Means: 12-0-1; Schools: 5-0

**ACTION: Majority Approved**

**ARTICLE 25 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 \$15,000 to pay for expenses associated with the annual 4<sup>th</sup> 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 \$15,000 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.

**RECOMMENDATIONS:**

Ways and Means: 10-0-1; Selectmen: 5-0-0

**ACTION: Majority Approved**

**ARTICLE 26 RE: Definition of "Theaters and Cinemas"**

To see if the Town will vote to amend Article II of the Zoning Bylaw, by amending "Definitions" by adding the following new definition in the correct alphabetical order:

**2.20.1 Theaters and Cinemas:**

Any indoor facility or auditorium, open to the public, which is used primarily for and designed for the purpose of exhibiting films, live broadcasts or other similar performances by use of film projectors or digital cinema projection. For the purposes of this definition, a movie theater shall be required to have the following:

- a. At least 8 auditoriums for audience viewing of films or live broadcasts with a minimum of 50 permanently-affixed seats per auditorium and one permanently-affixed commercial screen, with dimensions of at least 17 feet tall by 27 feet wide, per auditorium; and
- b. Films or live broadcasts must be shown at regularly scheduled and advertised times and

shown during all times that the movie theater is open to the public.

- c. At least seventy-five percent (75%) of the Theater or Cinema's annual gross revenues is the combined result of admission revenue for the showing of motion pictures and the sale of food and non-alcoholic beverages.

**MAIN MOTION:** To see if the Town will vote to amend Article II of the Zoning Bylaw, by amending "Definitions" by adding the following new definition in the correct alphabetical order:

A facility which is regularly used for the exhibition of motion pictures, live broadcasts or other similar performances on a regular basis to the general public. Food may be provided for consumption on the premises whether for immediate consumption or as a component of a meal including the service of alcohol to a ticketed patron. Alcohol sales by a Theatre or Cinema, if permitted by the Board of Selectman, shall not exceed twenty-five (25%) percent of the motion picture theatre's annual gross revenues and shall be limited to ticketed patrons only.

**Amendment was made by Land Use:** To see if the Town will vote to amend Article II of the Zoning Bylaw, by amending "Definitions" by adding the following new definition in the correct alphabetical order:

**2.20.1.2 Theaters and Cinemas:**

An establishment which is regularly used for the exhibition of motion pictures, live broadcasts or other similar performances on a regular basis to the general public.

Vote on the Amended motion PASSED with a standing vote of 60 For / 15 Against

**RECOMMENDATIONS:**

Planning: 7-0-0;  
Land Use: 4-5 Against (Made amendment)

**ACTION: Unanimously PASSED**

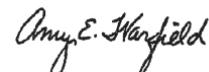
**Resolution A**

I, Mildred J. Nash, do hereby move that in preparation of the Town Meeting warrant package each year, the Selectmen's office contact the school department and include a {circa} 6-8 page school budget summary – to be mailed to Town Meeting members with the rest of our Town Meeting materials (warrant and back-up)

**ACTION: Majority Approved**

At 11:08 PM, a motion to adjourn was moved, seconded and so voted.

Respectfully Submitted:



Amy E. Warfield, Town Clerk

**SEPTEMBER 28, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

At 7:02 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 3 assembled to fill the vacancy in their Precinct.

**Pet 3** representatives present were Roger Riggs, Mildred Nash, Steve Marchese, Joanne Frustaci, Lucy Damiani, Daniel Raske, Ismael Valentin, Matt Frost, Julianne Patterson and James Patterson. Nominees were as follows:

Monica Faiella and Greg Ouellett

Monica Faiella won with 7 votes, she was appointed to fill the vacancy until the next election and was given her oath.

The business being concluded the meeting was adjourned at 7:17 PM.

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**ADJOURNED TOWN MEETING**  
**MONDAY, MAY 11, 2015**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:37 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. The Select singers sang the National Anthem. Under the direction of Mr. Granger, the choral teacher, the singers were Gabby Boulette, Ivy Saltzman, Jhymon Moodie, Crystal Curran and Miranda Russo. A reminder was made to the body about the modified motions, copies available in the back of the room. The Moderator welcomed our State Rep. Ken Gordon who was in attendance and announced the AV team for the evening, Minji Kim, Jess Gavin, Owen Johnson, Sansena Manghnani and Connor Pustizzi. The a motion was called for, moved and seconded to set Wednesday, September 30, 2015 as the date of the next meeting in case all the business was not completed this evening. A motion was requested, moved and seconded to accept Lucy Damiani as the Deputy Moderator, in case the Moderator must step down or is sick. It was also, noted that in case it was needed the counters for the evening would be Brian Curtin and Paul Sagarino. In anticipation of this Lucy was sworn in prior to the meeting. The counters, Brian Curtin and Paul Sagarino were also sworn in. Then the Moderator reviews the rules of the body.

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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.

The order and topics of the reports:

- Mr. Beyer, Chairman, Ways & Means Committee - Budget Cycle and Calendar was reviewed. He reminded the body that the process starts up in January.
- Mr. Martin, Bylaw Review Committee - Introduction and Update, Introduction of the committee and outlined the process going forward

for a complete review of the Bylaws. They will be meeting on the second Tuesday of the month and will be reaching out to committees and boards for input on amendments, corrections, and additions

- Mr. Girourard, Rules Committee - Introduction and Update on what the functions are and report that they have met two times and will be meeting monthly. Their first request was to restart the posting of Town Meeting Attendance in the local papers.
- Mr. Pearson, Land Use Committee - Update re Davis Cos. meeting with LUC re 40B. He reviewed the 40B process and the upcoming proposals that will affect the Town's 40B status.
- Mr. Petrin, Town Administrator – OPEB-review of meeting and thanks for Steve Stamm and the presenters for the OPEB. Sidewalks on the main streets were repaired and address issues in places, 40B consideration will be on the agenda for the Selectmen in the next month. Facilities study will continue by the Selectmen and DPW this matter will be brought up at future a Town Meeting.

---

**ARTICLE 2 RE: 2016 Annual Town Election Date**

To see if the Town will vote to set the date of the 2016 Annual Town Election as Saturday, April 09, 2016; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 3 RE: Acceptance of Real Estate Exemption Provisions/Chapter 73, Acts of 1986**

To see if the Town will vote to accept the provisions of G.L. c.59, §5C and ½ , inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C or 43 of G.L. c. 59, §5; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Assessor, Jim Doherty spoke in this acceptance. This would be last time it would have to bring up annually. It is a final vote that will be needed.

**RECOMMENDATION:** Ways & Means 13-0-0

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 4 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 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

Assessor James Doherty spoke on this article.

**RECOMMENDATION:** Ways & Means 13-0-0

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 5 RE: Motor Vehicle Excise Exemptions**

To see if the Town will vote, pursuant to G.L. Chapter 60A S. 1, as amended by Chapter 165, SS 91-94 of the Acts of 2014, to provide an exemption of motor vehicle excise tax to Prisoners of War & Surviving spouses and Domiciliary Military Personnel; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Assessor James Doherty spoke on this warrant

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 6 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 \$87,000 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

Recreation Dir. Brendan Egan spoke on the matter

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 7 RE: A Resolution Related to The Publication and Availability of Master Proposed Budgets**

To see if the Town of Burlington will vote to provide three copies of the master (unabridged) book of proposed budgets for all Town and School departments for the FY-17 budget, and for all subsequent proposed budgets, and place these books as soon as they become available to the Ways and Means Committee (generally in January) in prominent locations in three public buildings, including Town Hall, The Library and a third location to be determined, for public viewing, and also to make the budget documents available online to Town Meeting Members without requiring a password for access. The Budget Analyst in the Town Accountant's office shall maintain these books with updates as they become available. The copies of the approved budgets

will be available in the same three locations throughout the fiscal year; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**RECOMMENDATION:** Bylaw Review voted 3-0

**AMENDMENT:** Was made by Scott Martin and seconded:

I move to see if the Town will authorize the Moderator to appoint an Ad Hoc committee to work out the details and schedule of the process and placement of the budget documents (School Department and Ways and Means). The Committee shall consist of one representative from the following departments, committees and boards:

Board of Selectmen/Town Administrator; School Committee; Town Clerk; Library Trustees; Ways and Means (Finance)

And two (2) representatives from the Town Meeting Members. The committee will report its' findings and recommendations to the Town Meeting January 2016 session; or act in any other manner in relation thereto.

**FAILED**

**AMENDMENT:** To Postpone to a time certain in January was made by Frank Monaco and seconded

**FAILED**

**ACTION:** **MAJORITY PASSED**

---

**ARTICLE 8 RE: Transfer of Insurance Reimbursement to Repair 61 Center Street**

To see if the Town will vote to appropriate the sum of \$128,491.80 from the Insurance Account to pay for the repairs at 61 Center Street due to burst pipe that caused flooding in the building on February 17, 2015; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Town Administrator, John Petrin, spoke on the article

**RECOMMENDATION:** Ways & Means vote 14-0-0

**ACTION:** **UNANIMOUSLY PASSED**

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**ARTICLE 9 RE: Tax Increment Financing for EMD Millipore Corporation**

To see if the Town will vote, pursuant to M.G.L. c.40, §59, and M.G.L. c.23A, §3E and §3F, to:

(a) approve a Tax Increment Financing Agreement between the Town and EMD Millipore Corporation and Burlington January 1998 Realty Trust for property known as 400 Wheeler Road (the "TIF Agreement"), which TIF Agreement provides for real estate tax exemptions at the exemption rate schedule set forth therein and approve a Certified Local Incentives Only Project application submission to the Massachusetts Economic Assistance Coordinating Council (the "EACC");

(b) authorize the Board of Selectmen to execute the TIF Agreement, and approve submission to the EACC of the TIF Agreement and Certified Local

Incentives Only Project application, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement and Certified Local Incentives Only Project application, and related submissions and to take such other actions as necessary or appropriate to implement those documents; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION:** **WITHDRAWN**

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**ARTICLE 10 RE: Amendment to Town Bylaws/Town Facilities Committee**

To see if the Town will vote to amend the Town Bylaws in Article 5, Section 2.4 to remove the number “six (6) voting precincts” to state (additions shown as underline, deletions shown as ~~strikethrough~~)

**2.4 Town Facilities Committee**

A Town Facilities Committee consisting of seven members, with no more than ~~at least~~ one member from each of the ~~six~~ voting precincts ~~whenever possible~~, shall be appointed annually, for the term of two years, by the Moderator within thirty (30) days after the final adjournment of the Town Meeting, immediately subsequent to the Annual Town Election. However, the first year of this Committee, four members shall be appointed for two years and three members for one year. ~~Not more than two members shall be appointed from any one voting precinct~~ The Committee shall choose a chair, vice-chair, and secretary; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend the Town Bylaws in Article 5, Town Facilities Committee, Section 2.4 as follows:

**2.4 Town Facilities Committee**

A Town Facilities Committee consisting of seven members, with no more than one member from any voting precinct shall be appointed annually, for the term of two years, by the Moderator within thirty (30) days after the final adjournment of the Town Meeting, immediately subsequent to the Annual Town Election. However, the first year of this Committee, four members shall be appointed for two years and three members for one year. The Committee shall choose a chair, vice-chair, and secretary.

The Committee shall (a) become familiar with the long-term issues of care and capacity of town facilities; (b) review and make recommendations to Town Meeting on the use, maintenance, construction, and disposition of town buildings, physical plant, and infrastructure; (c) provide input regarding long-term facilities issues and plans on behalf of Town Meeting to the Board of Selectmen, Recreation Commission, Planning Board, Ways and Means Committee, Capital Budget Committee, and other Town boards and committees; and, (d) review and make

recommendations regarding other matters which may be referred to the Committee by Town Meeting.

**RECOMMEND:** Bylaw Review voted 3-0

**AMENDMENT:** made by Steve Stamm and seconded to Postpone indefinitely - **FAILED**

**ACTION:** **MAJORITY PASSED**

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**ARTICLE 11 RE: Amendment to Town Bylaws/Rules Committee**

To see if the Town will vote to amend the Town Bylaws in Article 5, Section 2.5 to remove the number “six (6) voting precincts” to state (additions shown as underline, deletions shown as ~~strikethrough~~)

**2.5 Rules Committee**

A Rules Committee consisting of thirteen Town Meeting members with ~~at least two~~ members from each of the ~~six~~ voting precincts, ~~whenever possible and not more than two from any one voting precinct~~, shall be appointed annually, for the term of one year, by the Moderator within thirty (30) days after the final adjournment of the Town Meeting, immediately subsequent to the Annual Town Election. ~~Not more than three members shall be appointed from any one voting precinct~~; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend the Town Bylaws in Article 5, Rules Committee, Section 2.5 as follows:

**2.5 Rules Committee**

A Rules Committee consisting of thirteen Town Meeting members with at least one member from each of the voting precinct, and not more than two from any one voting precinct, shall be appointed annually, for the term of one year, by the Moderator within thirty (30) days after the final adjournment of the Town Meeting, immediately subsequent to the Annual Town Election.

The Committee shall meet at the call of the Moderator within fifteen days after the appointment date of the new members. At this meeting the Committee shall choose a chairman, vice chairman and secretary.

The Committee shall:

- 2.5.1 Review matters and make recommendations relating to the conduct of the Town Meeting.
- 2.5.2 Serve as the steering authority for the review of warrant articles.
- 2.5.3 Assist the Moderator in the selection of appointees to committees of the Town Meeting.
- 2.5.4 Review and make recommendations regarding all matters referred to the Committee by the Town Meeting.

**RECOMMEND:** Bylaw Review voted 3-0

**ACTION:** **MAJORITY PASSED**

## ARTICLE 12 RE: Amendment to Town Bylaws/Land Use Committee

To see if the Town will vote to amend the Town Bylaws in Article 5, Section 2.6 to remove the number "six (6) voting precincts" to state (additions shown as underline, deletions shown as strikethrough)

### 2.6 Land Use Committee

A Land Use Committee consisting of nine members, including at least ~~6~~ Town Meeting members with at least one Town Meeting member from each of the ~~6~~ voting precincts but not more than two from any one voting precinct shall be appointed by the Moderator. Appointments shall be made within thirty (30) days after the final adjournment of the Annual Town Meeting. Initially the Moderator shall appoint three members for three years, three members for two years, and three members for one year. Thereafter, all terms shall be three years; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend the Town Bylaws in Article 5, Land Use Committee, Section 2.6 as follows:

### 2.6 Land Use Committee

A Land Use Committee consisting of nine members, including at least one Town Meeting member from each of the voting precincts but not more than two from any one voting precinct shall be appointed by the Moderator. Appointments shall be made within thirty (30) days after the final adjournment of the Annual Town Meeting. Initially the Moderator shall appoint three members for three years, three members for two years, and three members for one year. Thereafter, all terms shall be three years.

The Committee shall meet at the call of the outgoing Chair within fifteen days after the appointment date of the new members. At this meeting, the Committee shall choose a Chair, Vice Chair and Secretary.

The Chair shall appoint members of the Land Use Committee as liaisons to meetings held by the Planning Board and the Board of Appeals and other ad hoc or advisory committees as they relate to Land Use issues and as needed.

The Committee shall:

#### 2.6.1 Review and make recommendations regarding warrant articles dealing with land use.

##### 2.6.1.1 Whenever practicable, a written report shall be submitted to Town Meeting prior to its consideration of the respective article.

##### 2.6.1.2 The Committee shall review and discuss appropriate maps; surveys of residents and owners of property directly affected; reports of consulting experts; probable impacts on residents and owners of property in the near vicinity of the land in question, the economy of the community, traffic, safety and ecology; potential alternate uses of the land in question; and any other information the Committee considers relevant.

2.6.1.3 If the article requires a recommendation by the Planning Board, the Planning Board shall notify the Land Use Committee of the public hearing for the land use zoning issue and include the Land Use Committee in the distribution of the legal notices.

2.6.2 Review and make recommendations regarding all matters referred to the Committee by Town Meeting.

2.6.3 Maintain a cooperative working relationship with the Planning Board, the Board of Appeals, the Selectmen's Office, the Conservation Commission, the Department of Public Works, the Town Engineer's Office and any other Town office, board or commission in regards to issues relevant to Land Use."; or to act in any other manner in relation thereto.

**RECOMMEND:** Bylaw Review voted 3-0

**ACTION: MAJORITY PASSED**

## ARTICLE 13 RE: Amend the 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 the General Business (BG) District. Said parcel of land is generally identified as being located at 68 Middlesex Turnpike on the corner of Wheeler Road consisting of Assessors Map 56 Parcel 17-0 and Assessors Map 56 Parcel 17-1. The land consists of a total of 15,870.9± S.F. or 0.364 Acres and is further identified as follows:

A certain parcel of land located in Burlington, County of Middlesex, Massachusetts, situated southerly of Wheeler Road and westerly of the Middlesex Turnpike, being shown as Burlington Assessor's lot numbers 56-17-0 and 56-17-1 on a plan entitled; "ALTA/ACSM Land Title Survey, 68 Middlesex Turnpike, Burlington, Massachusetts, prepared for Gutierrez Company" prepared by WSP Sells, dated February 1, 2013.

Said parcels being further bounded and described as follows:

Beginning at the northwesterly corner of the parcel herein described at a point on the southerly line of Wheeler Road; thence,

by the southerly line of said Wheeler Road S84°35'57"E fifty-seven and 91/100 feet (57.91'); thence,

by a curved line to right forming the intersection of Wheeler Road and the Middlesex Turnpike having a radius of sixty-seven and 49/100 feet (67.49') and a length of curve eighty-seven and 54/100 feet (87.54') to a point on the westerly line of the Middlesex Turnpike; thence,

by the westerly line of the Middlesex Turnpike S10°16'59"E, ninety and 00/100 feet (90.00") to a point at the northeasterly corner of land now or

formerly owned by Edward Swerdlick Trust E&L Realty; thence,

By the northerly line of said land now or formerly owned by Edward Swerdlick Trust E&L Realty S79°43'01"W, one hundred five and 00/100 feet (105.00') to a point at land now or formerly owned by MNM Services Inc; thence,

by the westerly line of said land now or formerly owned by MNM Services Inc. N10°16'59"W one hundred seventy and 63/100 feet (170.63') to the point of beginning.

Parcels 56-17-0 and 56-17-1 containing a total of 15,871 square feet or 0.364 acres, more or less.

Or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Proponent Scott Weiss, of The Gutierrez Company spoke on this article

**RECOMMENDATION:** Planning Board voted 6-0-0  
Land Use voted Unanimously in favor

**ACTION: Standing vote was counted 79 in Favor  
and 18 Against - PASSES**

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**ARTICLE 14 Re: Pertaining to Inclusionary  
Housing**

Petition to amend the Zoning Bylaw, Article XI "Special Residential Regulations" to amend affordable housing requirements as follows:

11.8.3.1 For multifamily housing developments, the applicant shall provide one (1.5) Affordable Housing Unit within the development for every ten (10) housing units constructed. When the calculation of the number of Affordable Housing Units to be provided yields a fraction, the applicant shall round up to the next whole number of Affordable Housing Units (Figure 1). The applicant may choose to provide an Affordable Housing Unit off-site, pursuant to the off-site provisions in Section 11.8.3.2.

Figure 1

Proposed Units	Required Affordable Units
4-6	1
7-13	2
14 – 20	3
21-26	4
27-33	5
34-40	6
41 – 46	7
47- 52	8
53-60	9
61- 66	10
And so on...	

Or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend the Zoning Bylaw, Article XI "Special Residential Regulations" to amend affordable housing requirements as follows:

11.8.3.1 For multifamily housing developments, the applicant shall provide one and a half (1.5) Affordable Housing Unit within the development for every ten (10) housing units constructed. When the calculation of the number of Affordable Housing Units to be provided yields a fraction, the applicant shall round up to the next whole number of Affordable Housing Units (Figure 1). The applicant may choose to provide an Affordable Housing Unit off-site, pursuant to the off-site provisions in Section 11.8.3.2.

Figure 1

Proposed Units	Required Affordable Units
4-6	1
7-13	2
14 – 20	3
21-26	4
27-33	5
34-40	6
41 – 46	7
47- 52	8
53-60	9
61- 66	10
And so on...	

**RECOMMEND:** Planning Board voted 7-0-0

**ACTION: Standing Vote was taken 89 voted in  
Favor – 4 voted Against PASSED**

Two Resolutions were presented for consideration:

**Resolution #1**

I, Mildred J. Nash, do hereby move that Town Meeting should weigh in against a medical marijuana company (hereafter referred to as the MMR) locating one of its retail stores in Burlington. My reasons are as follows:

If Burlington does not send a letter of support for this MRR, the company may get a license; however, the State Board of Health weighs a Board of Selectmen's letter of support (or lack thereof) heavily in its decision.

Because there is only one such Massachusetts medical marijuana facility now open (and only recently), we have no way yet to study its impact. It seems wise to wait for knowledge of the effects of traffic, security and emergency services before giving our support to a medical marijuana facility here—especially since our business capacity is already overloaded.

There will probably be a question on the ballot in 2016 allowing for the recreational use of marijuana in Massachusetts. If we have the MMR at that time, it can reasonably be expected to want to convert to sales for recreational use. This is something most of us did not understand when the medical marijuana referendum was passed.

For these reasons I think that Town Meeting should support this resolution against a medical marijuana company's locating in Burlington at this time.

Signed: Mildred J. Nash, TMM PCT#3

TA, John Petrin, spoke that the letter had been voted on by the Selectmen and sent to the company in support. Hand vote was taken.

#### **ACTION: MOTION FAILED**

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#### **Resolution #2**

To see if Town Meeting will vote to the following:

Inasmuch as the Selectmen are considering the discontinuance of the Health Insurance benefit for non-full time Elected officials, at this time we request that the Selectmen vote to discontinue this practice, giving the individuals currently on the plan 2 years to make other arrangements.

Submitted by TMM Pat Angelo PCT#5

Moderator Willard, recused herself because of the potential conflict with collecting a stipend for being Moderator. Lucy Damiani, as Deputy Moderator ran the discussion.

#### **ACTION: Standing Count was made 54 in Favor and 30 Against; Motion Passes**

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Motion to adjourn was made and seconded. The Moderator adjourned the meeting at 10:33 PM

Submitted:

*A*my E. *W*arfield,  
Town Clerk

**SPECIAL TOWN MEETING  
MONDAY, November 16, 2015  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:37 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. The Moderator welcomed our State Rep Ken Gordon who was in attendance and announced the AV team for the evening, Minji Kim, Jess Gavin, William Rissa, Alec Rollins and Connor Pustizzi. Then a motion was made to use the method of voting as a show of hands or standing count if needed. It was also called for, but not moved or seconded to set Wednesday, November 18, 2016 as the date of the next meeting in case all the business was not completed this evening. A motion was requested, moved and seconded to accept Lucy Damiani as the Deputy Moderator, in case the Moderator must step down or is sick. It was also, noted that in case it was needed the counters for the evening would be Brian Curtin and Paul Sagarino. Then the Moderator reviews the rules of the body.

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**GENERAL ARTICLES**

**ARTICLE 1 RE Tax Increment Financing for EMD Millipore Corporation**

To see if the Town will vote, pursuant to M.G.L. c.40, §59, and M.G.L. c.23A, §3E and §3F, to:

(a) approve a Tax Increment Financing Agreement between the Town and EMD Millipore Corporation and Burlington January 1998 Realty Trust for property known as 400 Wheeler Road (the "TIF Agreement"), which TIF Agreement provides for real estate tax exemptions at the exemption rate schedule set forth therein and approve a Certified Local Incentives Only Project application submission to the Massachusetts Economic Assistance Coordinating Council (the EACC)"

(b) authorize the Board of Selectmen to execute the TIF Agreement, and approve submission to the EACC of the TIF Agreement and Certified Local Incentives Only Project application, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement and Certified Local Incentives Only Project application, and related submissions and to take such other actions as necessary or appropriate to implement those documents; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

RECOMMENDATIONS: W&Ms 8-1-0  
Selectmen 5-0-0

**MOTION:** was made to Call the Question and the motion was seconded, it was **UNANIMOUSLY PASSED** by a show of hands, then a vote was made on the Main Motion

**ACTION: MAJORITY PASSED**

The Moderator outlined how the Resolutions would be handled – the Resolutions will be presented jointly since they cover the same topic. There will be a limited amount of time given to each of the Resolutions of 15 minutes of discussion, before the question will be called.

**Resolution #1**

Be it known that Burlington Town Meeting supports the Planning Board's Application of Appeal from the Building Inspector, filed October 23, 2015, with regards to the Building Permit Issued for 3 New England Executive Park Drive on September 23, 2015. Town Meeting believes that the New England Executive Park PDD, approved in 2009, should be adhered to and that any change to this PDD should not be permitted, except by a review and vote of Town Meeting.

**DISCUSSION** was closed after 15 minutes and the **MOTION** to close Debate was moved and seconded. It **PASSED** with one in opposition.

**MAIN MOTION:** vote was taken by a show of hands and it was a **MAJORITY IN FAVOR.**

**Resolution #2**

The Burlington Town Meeting is in support of the Town of Burlington and the Burlington Planning Board entering into negotiations to with National Development and Finard Properties to produce a legally binding Memorandum Of Understanding (MOU) concerning the development of a Residence Inn by Marriott at New England Executive Park (NEEP) to be known in the future as The District. The purpose of the MOU would be to ensure that the intent of the NEEP PDD zoning provisions are upheld and that guests cannot reside in the hotel for extended periods of time.

**DISCUSSION** was closed after 15 minutes and the **MOTION** to close Debate was moved and seconded. It **PASSED** with one in opposition.

**MAIN MOTION:** vote was taken by a show of hands and it was a **MAJORITY IN FAVOR.**

Motion to adjourn was made and seconded. The Moderator adjourned the meeting at 9:42 PM

Submitted:

*A*my E. *W*arfield,  
Town Clerk

TOWN OF BURLINGTON								
FINAL TOTAL TALLY SHEET							# Eligible Voters	15,065
April 11, 2015							Total Votes Cast	2,005
Election							Percent	13.31%
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL
TOTAL VOTES CAST	381	154	324	271	377	314	184	2,005
MODERATOR - 1 YR (1)								
Blanks	16	0	10	3	18	9	4	60
Phillip A. Gallagher	189	57	163	114	192	166	82	963
Sally Willard	174	97	151	151	165	138	97	973
Write-ins	2	0	0	3	2	1	1	9
TOTAL	381	154	324	271	377	314	184	2,005
SELECTMEN - 3 YR (2)								
Blanks	249	89	222	192	248	216	117	1,333
Michael S. Runyan*	253	101	215	175	257	214	129	1,344
Joseph E. Morandi	257	115	204	167	245	193	122	1,303
Write-ins	3	3	7	8	4	5	0	30
TOTAL	762	308	648	542	754	628	368	4,010
ASSESSOR - 3 YR (1)								
Blanks	111	49	102	86	123	103	58	632
Paul R. Sheehan *	269	103	221	183	249	211	126	1,362
Write-ins	1	2	1	2	5	0	0	11
TOTAL	381	154	324	271	377	314	184	2,005
ASSESSOR - 2 YR (1)								
Blanks	100	42	90	88	127	102	55	604
Louise Crocker	280	111	234	183	248	212	129	1,397
Write-ins	1	1	0	0	2	0	0	4
TOTAL	381	154	324	271	377	314	184	2,005
School Committee - 3 YR (1)								
Blanks	122	52	107	86	135	113	59	674
Martha A. Simon	257	102	215	184	239	197	124	1,318
Write-ins	2	0	2	1	3	4	1	13
TOTAL	381	154	324	271	377	314	184	2,005
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	297	104	249	202	296	246	151	1,545
Paula F. Benard, Jr.*	236	106	209	173	240	192	112	1,268
Geraldine A. Degurski	227	98	190	167	218	186	105	1,191
Write-ins	2	0	0	0	0	4	0	6
TOTAL	762	308	648	542	754	628	368	4,010
PLANNING BOARD - 5 YR (2)								
Blanks	298	106	249	200	284	245	134	1,516
Ernest E. Covino, Jr.*	240	97	212	166	230	188	110	1,243
William Gaffney	222	105	186	172	239	191	124	1,239
Write-ins	2	0	1	4	1	4	0	12
TOTAL	762	308	648	542	754	628	368	4,010
PLANNING BOARD - 4 YR (1)								
Blanks	29	15	30	23	39	27	15	178
Jeffrey N. Pearson	168	52	155	89	178	130	72	844
Carol A. Perna	184	87	139	159	159	157	97	982
Write-ins	0	0	0	0	1	0	0	1
TOTAL	381	154	324	271	377	314	184	2,005
PLANNING BOARD - 3 YR (1)								
Blanks	131	56	109	90	133	112	63	694
Paul R. Raymond*	249	98	214	178	244	199	121	1,303
Write-ins	1	0	1	3	0	3	0	8
TOTAL	381	154	324	271	377	314	184	2,005
BOARD OF HEALTH - 3 YR (2)								
Blanks	199	80	185	132	211	157	92	1,056
Elizabeth A. Walendziewicz *	231	106	186	181	201	190	111	1,206
David B. McSweeney	187	63	165	144	181	167	84	991
Jaclynn K. Sulfaro	145	59	112	85	161	112	81	755
Write-ins	0	0	0	0	0	2	0	2
TOTAL	762	308	648	542	754	628	368	4,010
RECREATION COMM. - 3 YR (1)								
Blanks	106	47	97	90	127	104	62	633
Michael S. Winn *	273	106	227	179	249	208	122	1,364
Write-ins	2	1	0	2	1	2	0	8
TOTAL	381	154	324	271	377	314	184	2,005

	1	2	3	4	5	6	7	Total	Student
<b>SHAWSHEEN TECH H.S.- 3 YR (1)</b>									
Blanks	103	42	86	90	115	93	66	595	13
Paul V. Gedick *	278	111	238	180	261	221	118	1,407	77
Write-ins	0	1	0	1	1	0	0	3	1
<b>TOTAL</b>	<b>381</b>	<b>154</b>	<b>324</b>	<b>271</b>	<b>377</b>	<b>314</b>	<b>184</b>	<b>2,005</b>	<b>91</b>
<b>PRECINCT 1</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	774							774	
Donna D. Gregorio*	259							259	
Michael J. Hardy*	247							247	
John E. O'Keeffe*	247							247	
Carol A. Perna *	237							237	
Mark S. Saia*	262							262	
David J. Woodilla*	250							250	
Write-ins	10							10	
<b>TOTAL</b>	<b>2,286</b>							<b>2,286</b>	
<b>PRECINCT 2</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	284							284	
Matthew G. Hanafin*	118							118	
Eleanor N. O'Connell*	118							118	
Gene J. Rossi*	100							100	
Mryna A. Saltman*	103							103	
Richard D. Sarno*	98							98	
Marie Mikolinski	100							100	
Write-ins	3							3	
<b>TOTAL</b>		<b>924</b>						<b>921</b>	
<b>PRECINCT 3</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	666							666	
Lucy M. Damiani*	227							227	
Joanne Frustaci *	203							203	
Stephen G. Marchese, Sr*	213							213	
Mildred J. Nash*	217							217	
Paul Gerard Noonan*	213							213	
Julianne Patterson	205							205	
Write-ins	0							0	
<b>TOTAL</b>		<b>1,944</b>						<b>1,944</b>	
<b>PRECINCT 4</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	529							529	
Joan B. Hastings*	195							195	
Frank P. Monaco*	188							188	
Virginia E. Mooney*	176							176	
Steven R. Morin*	171							171	
Laura G. Nichols	188							188	
Eileen Claire Sickler	179							179	
Write-ins	0							0	
<b>TOTAL</b>			<b>1,626</b>					<b>1,626</b>	
<b>PRECINCT 5</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	687							687	
Patricia J. Angelo*	249							249	
Albert I. Fay, Jr*	209							209	
Christopher P. Murphy*	237							237	
Norman A. Steeves *	207							207	
Ernest R. Zabolotny *	209							209	
Lawrence Gelberg	203							203	
Paula P. McMahan	259							259	
Write-ins	2							2	
<b>TOTAL</b>				<b>2,262</b>				<b>2,262</b>	
<b>PRECINCT 6</b>									
<b>TOWN MEETING - 3 YR (6)</b>									
Blanks	823							823	
Roger A. Bell*	205							205	
Diane Kendrigan Creedon*	209							209	
Gary B. Kasky*	189							189	
Sonia Rollins*	207							207	
Daniel R. D'itucci	210							210	
Write-ins Robert Johnson III	16							16	
Write-ins Christopher Ryan	10							10	
All other Write-ins	15							15	
<b>TOTAL</b>				<b>1,884</b>				<b>1,859</b>	

	1	2	3	4	5	6	7	Total
<b>PRECINCT 7</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Blanks							<b>497</b>	<b>497</b>
Anne P. Coady*							<b>126</b>	<b>126</b>
Brenda Haney *							<b>122</b>	<b>122</b>
Mark E. Woods*							<b>122</b>	<b>122</b>
Elliot C. Brown							<b>117</b>	<b>117</b>
Lois M Smith-Martin							<b>114</b>	<b>114</b>
Write-ins							<b>6</b>	<b>6</b>
							<b>0</b>	<b>0</b>
<b>TOTAL</b>							<b>1,104</b>	<b>1,104</b>
<b>PRECINCT 7</b>								
<b>TOWN MEETING - 2 YR (2)</b>								
Blanks							<b>360</b>	<b>360</b>
Write-ins							<b>8</b>	<b>8</b>
Write-ins							<b>0</b>	<b>0</b>
Write-ins							<b>0</b>	<b>0</b>
<b>TOTAL</b>							<b>368</b>	<b>368</b>

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	381	2,495	15.3%
Prec. 2 Patricia Stanford	154	1,553	9.9%
Prec. 3 Elaine Perachi	324	2,196	14.8%
Prec. 4 Eleanor O'Connell	271	2,028	13.4%
Prec. 5 Joan Hastings	377	2,387	15.8%
Prec. 6 James Shramek	314	2,315	13.6%
Prec. 7 Steve Wasserman	184	<u>2,091</u>	8.8%
		<u>15,065</u>	

The above figures includes 210 Absentee Ballots cast by precinct as follows: 1=32, 2=18, 3=42, 4=35, 5=29, 6=35, 7=19.

# of "Inactive Voters": 1,522

VOTER PROFILE:	<u>AGE</u>	<u>TOTAL</u>	_____
	18-30		
	31-40		
	41-50		
	51-60		
	61-70		
	71-80		
	80+over		
	Total		

WEATHER: Warm in the 60s but windy

\* Denotes Candidate for Re-election

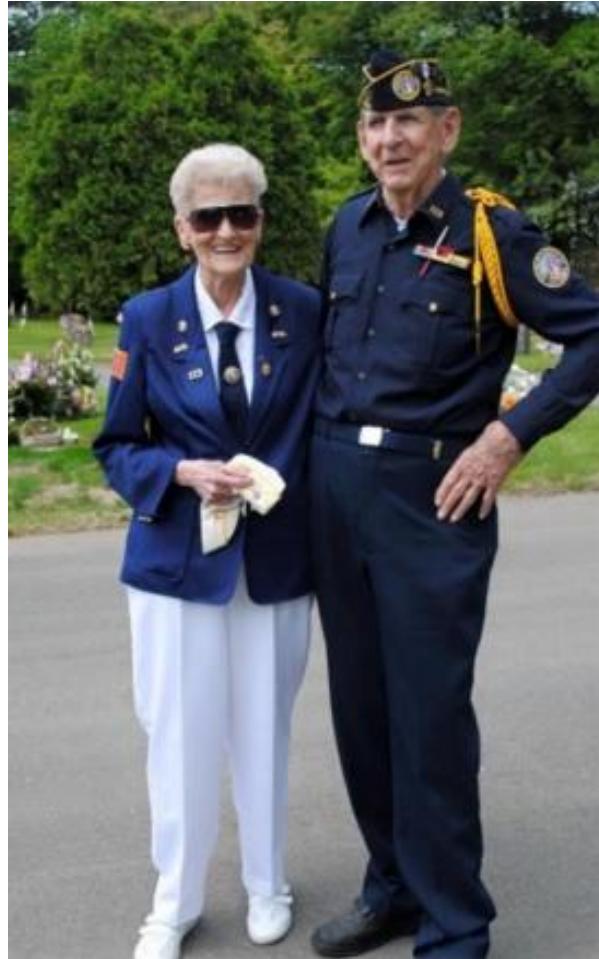
Attest:

Amy E. Warfield, CMC  
Town Clerk

## 2015 BURLINGTON AREA PHOTOS



May-Scouts on Memorial Day  
Photo by: David Bruno



July 4th Grand Marshals Virginia and John Mooney  
Photo by: BCAT



May-Memorial Day (l to r) Young Marines, Hanscom Composite Civil Air Patrol, Burlington Police and Fire Honor Guards Photo by: David Bruno



May-Memorial Day Allied Veterans  
Photo by: David Bruno



War Memorial and Five Service Flags on the Town Common Photo by: Nichole Coscia



3<sup>rd</sup> Ave Stores Continued to open throughout 2015  
Photo by: Lauren Abbott



Holiday reflections on Center Street  
Photo by: Ronny Rose



November - Volunteers Sort Food for Thanksgiving  
Donations Photo by: Shirley Fong



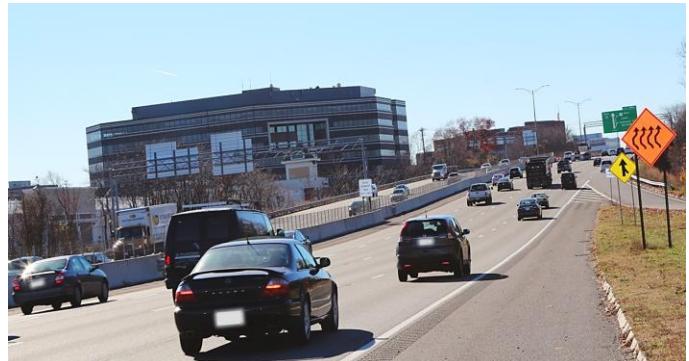
4th of July - Al Fay with his engine followed by other town fire engines



Celebrate Burlington - Photo by: BCAT



November-Mary Cummings Park  
Burlington RC Flyers Club



September-Rt. 95/128 beltway  
Photo by: Nichole Coscia