



2018 Annual Report Burlington, Massachusetts



## FRONT COVER

Burlington Main Town Hall by: Terri Keene

## BACK COVER

2018 Conservation Commission Photo Contest Entries

Chapel/Office/Pine Haven Cemetery by: Richard Caplan

Power Lines Sunset by: Hope Rosales

Morning by: Michele Smith

# BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2018





# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2018



*BURLINGTON MAIN TOWN HALL AND TOWN COMMON*

**Front Cover& Intro Page:** Burlington Town Hall and Town Common, Photo: Terri Keene

**Back Cover:** 2018 Conservation Commission Photo Contest Entries:

Chapel/Office/Pine Haven Cemetery by: Richard Caplan

Power Lines Sunset by: Hope Rosales

Morning by: Michele Smith

**Financial Reporting:** Paul F. Sagarino Jr., Town Accountant &

Whitney Haskell, Budget Analyst and Powers & Sullivan, LLC, Certified Public Accountants

**Government/Elections/Town Meeting and Town Clerk Reporting:** Amy Warfield, Town Clerk

**Report compiled by:** Betty McDonough

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





# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2018

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

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

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  - State Election - November 6, 2018



## BURLINGTON ADMINISTRATION

• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James Doherty
• Archivist/Records Manager	Daniel McCormack
• Assistant Town Administrator	Paul Sagarino / John Danizio eff.10/2018
• Board of Health Director	Susan Lumenello
• Building Inspector	John Clancy
• Conservation Administrator	John Keeley
• Council on Aging Director	Margery McDonald
• Department of Public Works Director	John Sanchez
• Emergency Management Director	Michael Patterson
• Environmental Engineer	Christine Mathis
• Fire Chief	Steven Yetman
• Health Agent/Sanitarian	Marlene Johnson
• Human Resources Director	Joanne Faust
• Library Director	Michael Wick
• Metropolitan Area Planning Council Rep(MAPC)	Kristin Kassner
• MWRA Designee	John Sanchez
• Parks and Recreation Director	Brendan Egan
• Planning Director	Kristin Kassner
• Police Chief	Michael Kent
• MIS	Jose DeSousa
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Paul Sagarino / John Danizio eff. 10/2018
• Town Administrator	John Petrin
• Town Clerk	Amy Warfield
• Town Counsel	Murphy, Hesse, Toomey & Lehane, LLP
• Labor Counsel	Norris, Murray &Peloquin
• Town Engineer	Thomas Hayes
• Town Treasurer / Tax Collector	Brian Curtin
• Veteran Services Director / ADA Coordinator	Christopher Hanafin
• Youth & Family Services Director	Christine Shruhan



## 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	781-270-1749	<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	781-272-1212	<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	781-270-1679	
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>



## 2018 BURLINGTON 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 1st: 25,552
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY18- Residential: \$10.62; Commercial: \$27.56
- Elevation at Town Hall - 220 feet above sea level

Scheduled board/committee meetings are posted at Town Hall and are published on the monthly calendar on the Town's web page <http://www.burlington.org/calendar.php>

## 2018 BURLINGTON REPRESENTATION

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<b><a href="http://www.mass.gov">www.mass.gov</a></b> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Building Washington, DC 20510	<b><a href="http://www.warren.senate.gov">www.warren.senate.gov</a></b> 202-224-2742
	<b>Edward Markey</b> 218 Russell Senate Office Building Boston, MA 02203	<b><a href="http://www.markey.senate.gov">www.markey.senate.gov</a></b> 202-224-2742
<b>Congressman:</b> 6th District	<b>Seth Moulton</b> 1408 Longworth House Office Bldg. Washington, DC 20510	<b><a href="http://moulton.house.gov/">http://moulton.house.gov/</a></b> 202-225-8020
<b>Governor's Councilor</b> 3rd District	<b>Marilyn M. Petitto</b> 98 Westminster Avenue Watertown, MA 02472	<b><a href="mailto:marilyn.p.devaney@gov.state.ma.us">marilyn.p.devaney@gov.state.ma.us</a></b> 617-725-4015 x 3
<b>State Senator:</b> 4th Middlesex	<b>Cynthia Friedman</b> State House, Room 413-D Boston, MA 02133	<b><a href="mailto:Cindy.Friedman@masenate.gov">Cindy.Friedman@masenate.gov</a></b> 617-722-1432
<b>Representative:</b> 21st Middlesex	<b>Kenneth Gordon</b> State House, Room 146 Boston, MA 02133	<b><a href="mailto:ken.gordon@mahouse.gov">ken.gordon@mahouse.gov</a></b> 617-722-2575



# IN MEMORIAM

Notification received for following employees, board and committee members  
who passed away during 2018

NAME	DATE OF DEATH	POSITION HELD
<b>Norman Christianson</b>	May 16, 2018	Police - Retired
<b>Phyllis Hall</b>	November 21, 2018	School Department
<b>George Jordan</b>	February 17, 2018	School Custodian - Retired
<b>Eugene Knowles</b>	October 20, 2018	Police - Retired
<b>Mary Lowe</b>	July 28, 2018	Teacher - Retired
<b>Paula Macione</b>	June 13, 2018	Teacher - Retired
<b>Ann McNamara</b>	January 25, 2018	MSMS Principal / Conservation & TM Member
<b>John Mooney</b>	December 2, 2018	COA Van Driver
<b>Virginia Mooney</b>	October 11, 2018	Selectman, Town Meeting Member BCAT Director, Many town committees
<b>John Norden</b>	February 10, 2018	Firefighter - Retired
<b>Michael Pace</b>	December 18, 2018	Teacher / Principal - Retired
<b>Mary Lou Raleigh</b>	February 7, 2018	Town Clerk's Office
<b>Kenneth Ramsdell</b>	February 10, 2018	School Custodian - Retired
<b>Marion Rich</b>	December 26, 2018	Selectmen's Office - Retired
<b>Jeanne Simpson</b>	November 7, 2018	School Cafeteria - Retired
<b>Norma Smith</b>	June 10, 2018	School Department - Retired
<b>Anthony Stys</b>	September 6, 2018	Teacher - Retired
<b>Gerald Sullivan</b>	January 29, 2018	Teacher - Retired
<b>Robert Sullivan</b>	October 28, 2018	Firefighter - Retired
<b>Bernadette "Bunny" Whittington</b>	June 30, 2018	Disability Access Commission Member



## TOWN HALL EMPLOYEE RETIREMENTS AND MILESTONES

### 2018 RETIREMENTS

	<u>DATE RETIRED</u>
Helen Bulman, Police	January 31, 2018
Paul Cauldwell, DPW	January 31, 2018
Karen Carlson, Fire	June 26, 2018
John Corbett, Fire	January 31, 2018
Tom Duffy, Police	May 1, 2018
Stephen O'Meara, Police	May 1, 2018

### 5 YEARS OF SERVICE

Daniel Matarazzo, DPW	Amanda Hogue-Lavallee, Library	Brenda Pappas, COA
Aaron Chase, DPW	Joshua Morris, Planning	Michael Bennett, Fire
Cheralyn Rosati, HR	Kevin Crehan, DPW	Kenneth Ganley, DPW

### 10 YEARS OF SERVICE

Linda Bellavia, MIS	Leonardo Fernandes, DPW	Brian White, DPW
Paul Kadilak, Fire	William Trelegan, Police	Shane Thomson, Police
Paula Manzo, Police	Kelly Lehman, Recreation	

### 15 YEARS OF SERVICE

Janine Carpenter, Accounting	Ernest Covino, Fire	Ricky McClenningham, DPW
Donald McNeil, DPW	Shaun Kenney, Fire	Mary Hamel, DPW
Matthew Leary, Police	Nan Wang, Library	John Doherty, DPW
John Lynch, Police	Kevin Mehigan, DPW	David Angelo, Fire
Paul Callahan, Police	Cathy Piccolo, BOH	Carol Johnson, Library
David M. McLean, Police	Michael Giardina, DPW	

### 20 YEARS OF SERVICE

Robert Clougherty, DPW	Robert Aloisi, Police	Sean Connors, Fire
Eric Moran, DPW	Keith Sheppard, Police	Stephen Doyle, DPW

### 25 YEARS OF SERVICE

Kurt Duprez, Fire	Marnie Smith, Library	Elizabeth McDonough, Selectmen
Steven McLean, Fire	Mark Gerbrands, Recreation	Michael McDade, Police
James Sorenson, Fire	Michael Fontannay, Fire	Andrew Connerty, Fire
Kevin Cooney, Police	John Hanafin, Fire	

### 30 YEARS OF SERVICE

John Skinner, Fire	Daphne Davidson, Social Worker	Edgar McLean, Fire
Charles Ferguson, Police	Michael Patterson, Fire	Glen Mills, Police
Harry Sawyer, Police	Peter Mcanespie, Fire	Andrew Ungerson, Building
Timothy McDonough	Michael Bibbey, Fire	

### 35 YEARS OF SERVICE

Gary Burdick, Police

### 40 YEARS OF SERVICE

Chief Steven Yetman, Fire



## BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



### **BOARD OF SELECTMEN**

*Back row (l to r) James Tigges; Michael S. Runyan*

*Front row (l to r) Joseph Morandi, Christopher Hartling, Chairman; Robert C. Hogan, Vice-Chairman*

*(Photo by: L. Warfield)*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John D. Petrin, Town Administrator*

*Katherine Moskos, Purchasing Analyst*

*Betty McDonough, Office Manager and Selectmen's Recording Clerk*

*Sandra Madigan, Administrative Assistant I*

*Jean Gallant, Administrative Assistant I*

### **WEBSITE**

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

### **PURPOSE**

The Board of Selectmen is an elected body of five members and comprises the Chief Executive Branch of the local government. The Town Administrator acts as the chief administrator 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 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 and further information can be found on the website.

## **2018 HIGHLIGHTS**

- The April election saw the re-election of Michael Runyan to his third term and Joseph Morandi to his second term.
- Upon its annual reorganization, the Board re-elected Chris Hartling as Chair and Robert Hogan as Vice-Chair.
- The Marion Tavern at Grand View Farm continues to be a facility in which the Town can take pride. It has now been open and operating for four-and-a-half years. 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 be a model for communities. We have attained the highest rating of AAA from the Standard and Poors rating company for the fourth 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 distinct. 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 38% residential to 62% commercial. That means we are collecting \$69.6M in property taxes from commercial as compared to \$42.5M from residential. Think about what that would mean to services if we had to convert that \$69.6M to residential taxes. This year's average residential tax bill increased by 3.85%, one of the lowest in the area.
- 2018 continued a trend of commercial development in Burlington. Burlington has a very high occupancy rate and a strong appeal to businesses. Many of the open office spaces in Town have been



filled. We are certainly seen as the premier alternative to downtown Boston. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the “economic capital” for the 128 belt and is 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 opened this past year and we will continue to see the opening of additional restaurants in 2019. The District, formerly the New England Executive Park, continued with their mass renovation of the site with several additional buildings being opened this past year. Third Avenue continues with their enhancements with a new hotel and fitness facility opening this past year. Millipore Sigma opened this last October and now holds a prominent location on the Summit. It has already commenced a new expansion. Once again, we are anticipating the opening of new restaurants in Town. There are several proposals before the Town at this time. Burlington Mall is also beginning to transition into the future with the closing of Sears. They have demolished the old car care center and have begun construction on new retail space. This will allow for new growth for the Mall. Northeastern University has moved fast in constructing their new facility to expand their role in innovation and homeland security. These changes to their campus will bring more opportunities to expand their presence in Town.

- 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 as plans are finalized after many years.

## CHANGES

- We continue to address infrastructure needs. Town Meeting approved funds for various projects over the last couple of years. The new fire station on Terrace Hall is well under way and targeted to open in June. The engine company has relocated temporarily to the Town facility on Great Meadow Road. This station greatly enhances the Town’s capacity to provide fire and EMS services to that part of Town.

We opened the new facility at 33 Center Street housing the Youth and Family Services which allowed us to reinvigorate the space at the Human Services Building. The improvements to 61 Center Street to create additional space for our Council on Aging were completed this past year and the renovated spaces are now being used by our seniors. This will improve our space so that services can



*Breaking Ground at new Fire Station 2  
(l t r) John Petrin, Town Administrator; Paul Sagarino, Assistant Town Administrator; Sean Connors, Fire Department; Jim Tigges, Selectman; Mike Runyan, Selectman; Ken Gordon, State Representative; Bob Hogan, Selectman; Chief Steve Yetman; Mike Hardy, Building Committee and Ways & Means; Sonia Rollins, Ways & Means; Chris Logan, Architect, Context Architects; and Brent Arthaud, Project Manager, Cardinal Construction*

be expanded to our seniors. The Town approved the plan for a new DPW and Recreation Maintenance Facility to be built in two phases on two properties on Great Meadow Road. The first phase includes drafting all plans and building a facility for Central Maintenance and Recreation Maintenance. The second phase will be to build a facility for Highway and the Water/Sewer division. We implemented another year of road improvements and upgraded additional sidewalks to concrete and granite. We continue to pursue improvements to our water and sewer infrastructure in order to maintain the high level of service that we provide. The Town also approved the plans to create a connection to the MWRA to begin a transition of creating an additional water source to address the availability of water and provide redundancy. As always, we must stress that our water supply is regularly tested and meets all state and federal requirements.

- With the continued commercial success, we have seen the need to address public safety issues. The Town did approve an additional police officer as part of a five-year plan to address personnel in that Department. We will continue to address public safety in the coming years to be able to address the increased volume in-calls. Lahey Hospital continues to expand their role as a leading health facility in the region. The upgraded and expanded emergency facility which opened in 2017, provides a new level of emergency care to our community and the region. The Town is quickly proceeding with its review of its level of care for emergency medical services. We currently operate two ambulances with a third in reserve. Our firefighters are trained as emergency medical technicians and rely on an outside service to provide advance life support with paramedics. We are proceeding with the plan to transition to paramedics in 2019 or 2020. This incorporation of paramedics will allow us to upgrade our ambulance component to advanced life support from basic life support.

## GOALS

- We wish to start by stating that we have a highly professional work force that provides a high level of service to our citizens. We wish to thank our employees for their efforts in maintaining a high quality of service and programs. We have negotiated several contracts and have one outstanding negotiation ongoing. Most contracts expire this upcoming June 30 and will need to be negotiated for the future.
- We wish to continue to develop our budget and capital plan process. We have taken great strides in the last several 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.
- 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 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 4.39% while our tax levy increased at 4.87%. The increase to the average single-family tax bill was 3.85%. Burlington increased its amount to \$11,517,758 below our allowed taxing capacity. Many communities do not have this capacity. Ours is 10.2% of the tax levy actually collected. We



have a Stabilization Fund of \$8.8M with an additional Other Post Employee Benefits Fund of \$6.6M. Our Free Cash was certified at over \$11.6M for June 30, 2018. 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 third year 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.

- 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. We also appreciate the partnerships we have with our businesses and entities. The Burlington Area Chamber of Commerce works well with us to promote our community. There are many groups and organizations in Town that work together to assist all. 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. Our staffs in all our departments are truly terrific. 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.



*Staff to Selectmen and Town Administrator: Sandra Madigan,  
Jean Gallant, Betty McDonough*

## **PUCHASING ANALYST**

*Katherine Moskos  
Purchasing Analyst*

### **WEBSITE**

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

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. Additional responsibilities include managing double poles, all aspects of town insurance, surplus supplies, property leases for town owned buildings, water tank cell phone leases and over sight of town cell phone plan.

### **2018 HIGHLIGHTS**

Over the past year the activities involving the Purchasing Analyst have included:

- Work directly with Owners Project Manager, Fire Department Staff, Architect and General Contract on building construction.
- Being the primary contact person between the Town and the Town's insurance company in managing all aspects of insurance for Town Departments and School Departments as needed
- Review and implement cost containment for workers compensation
- Renegotiation of 2 cable contracts
- A member of various cooperative procurement groups to acquire additional savings.
- Converted vendor account to vendor business account to streamline invoicing.
- Drafted Safety Policy

### **CHANGES**

- Quarterly Workers Compensation meeting to update department heads on employee's who are out of work
- Suspension of Aggregation Program.
- Purchase order pilot program for 114 Terrace Hall Ave purchases & expenses over \$10,000.00
- Additional town departments are on the town's cell phone plan.
- 

### **FUTURE GOALS**

- Town wide implementation of purchase order system in MUNIS
- Electronic signature capabilities for all contracts
- Establish Safety Committee



## HUMAN RESOURCES

### **ADMINISTRATION AND 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).

### **2018 HIGHLIGHTS**

During 2018 the Human Resources office was involved in the hiring for 17 Town positions. In total, we received applications from 588 candidates for these open positions, 117 of which were Burlington residents. From our pool of applicants, we conducted interviews with 62 candidates. Of those interviewed 23 were Burlington residents, and on 9 occasions we hired either a current or former Burlington resident (over 50% of the time). In addition am extremely pleased to report that 9 Burlington employees were promoted during 2018.

Of particular note, our Town Administrator, John Petrin, announced his retirement effective March 2019 after 6 years in Burlington. The Human Resources Department assisted the Board of Selectmen with recruiting a replacement for Mr. Petrin, which requires a deliberate, thoughtful, and open process. We were fortunate to have talent within our Town Hall qualified to be considered for the position, and ultimately the Board of Selectmen voted to appoint the existing Town Accountant/Assistant Town Administrator, Paul Sagarino, into this position. While we miss working with Mr. Petrin and appreciate the terrific work he has done for our community, we wish him a well-deserved retirement, and look forward to the leadership and initiatives that Mr. Sagarino will bring in his new position.

The Human Resources Office strives to offer and support professional development opportunities for our employees, so that we can continue to have highly qualified and talented employees within our departments. Over the years we have sponsored several employees to attend Suffolk University's Certificate in Local Government Program, an 8-month graduate-level program that prepares candidates for a career in public management. In 2018 one Burlington employee graduated from this intense program, which is designed for municipal employees with an interest in furthering their professional career.



*Employees attending the 2018 Wellness Fair*

The Human Resources Department continued its focus on personal and professional development initiatives for all Town and School employees during 2018. We brought in experts to lead on-site workshops on many topics such as healthy eating, stress and resiliency, fitness and movement, financial literacy as well as a series of presentations on the Occupational Athlete for all Police Officers. We also educated employees on their healthcare choices and how their decisions can save money for themselves and the overall membership in our health plans. We again provided a series of flu shot clinics for all employees. Our popular annual Wellness Fair continued, showcasing over 35 wellness providers. Over 100 employees visited to participate in health screening and activities, and all received information on numerous health-related topics.

## **FUTURE GOALS**

2019 will continue to encourage personal and professional development for all employees. We will continue to educate our employees on overall well-being, which has been shown to have a positive correlation with our insurance claims and will continue to work hand-in-hand with the Treasurer's Office to encourage our employees to make the best use of the benefit programs offered to them.



*Whitney Haskell, graduate of the 2018 Suffolk Certificate*



**2018 STATISTICAL DATA****Hiring Summary**

<b>18 Positions Filled</b>	<b>Total Candidates</b>	<b>Candidates Interviewed</b>	<b>Hired Burlington Resident</b>	<b>Hired Past/Present Burlington employee</b>
	588	62	9	7
Burlington Residents (total):	117	23		
Burlington Residents (%):	20%	37%		

*Average time to fill positions in 2018 was 92 days*

**Burlington employees who were promoted during 2018:**

<b>Employee Name</b>	<b>Former Position</b>	<b>Promoted To</b>
Paul Sagarino	Town Accountant/Asst. Town Administrator	Town Administrator
Deborah Callahan	Payroll Administrator	Assistant Town Accountant
Lyn Mills	Administrative Assistant I	Payroll Administrator
Robin McDonald	Substitute Traffic Supervisor	Traffic Supervisor (permanent)
Richard Reid	Lead Foreman	Superintendent, Buildings & Cemeteries
Frank Anderson	Working Foreman	Lead Foreman
Michael Giardina	Special Motor Equip. Operator	Working Foreman
Erin Killilea	Department Assistant	Administrative Assistant I
Kirsten Midgley	Department Assistant	Administrative Assistant I

## MANAGEMENT INFORMATION SYSTEMS



*Back (l to r) Jose DeSousa, Linda Bellavia, James Round  
Front (l to r) Casey Silva, Joseph Bongiorno*

### **ADMINISTRATION AND DEPARTMENT STAFF**

<i>Jose DeSousa,</i>	<i>Manager</i>
<i>Joseph Bongiorno,</i>	<i>Critical Systems &amp; Applications Administrator</i>
<i>James Round,</i>	<i>Application &amp; Systems Administrator</i>
<i>Linda Bellavia,</i>	<i>Network Repair Technician</i>
<i>Casey Silva</i>	<i>Network Repair Technician</i>

### **PURPOSE**

The MIS department's main goal is focused on assuring that the technology needs of town departments are being met to their satisfaction. The types of technologies we support range from end user's workstations, displays, printers, telephones and mobile devices to department-specific software to enterprise-wide applications, including both on premise and cloud-based solutions. All of these technologies rely heavily on having a robust and secure network infrastructure maintained by the MIS team. This infrastructure consists of fiber cabling connecting four dozen locations throughout town as well the entire premise cabling which connects the endpoints within each of these 48 locations. Along with fiber & copper cabling, our infrastructure includes numerous network switches, wireless access points, video cameras, firewalls, battery backups, servers and storage arrays distributed throughout all town and school facilities.

### **HIGHLIGHTS**

Recently, the department has been very busy working with various departments that have been moving between locations assuring their technologies were available to them before and after their relocations. These moves included: the Board of Health and Veterans' Department to the High School and then back to the renovated Human Services building. MIS supported the Burlington Youth & Family Services

move to their new building at 33 Center Street as well as the Council on Aging moves within the Human Services Building. Also this year we handled the Fire Station 2 move to the Clark & Reid location and following a fire at the DPW Facilities at Pine Haven, we handled the move from Pine Haven to the Town Hall Annex and then back to Pine Haven. Working with the town's electrician, our team installed new network cabling within these buildings during renovations.

The major upgrades implemented over the past year include: upgrading the video system software & hardware, adding an alerting system to the VOIP telephony system allowing for immediate internal paging for emergencies, and the addition of the requisitions module within the financial software application for approval & tracking of purchase orders.

The department continually refreshes over 50 computers per year. We also have numerous physical & virtual servers that are maintained and refreshed annually on a rotating cycle. When possible, we convert physical servers into virtual servers to increase efficiency.

### **FUTURE GOALS**

During the upcoming year, we will be working with the Fire Department to assure a smooth transition at Station 2 when the building goes online. We will also be working with departments as we migrate to a new emergency notification system for alerting residents. We will continue to focus on hardening the security of our deployed technology and stay current with evolving trends going forward.



## TOWN COUNSEL



*Karis L. North for Murphy, Hesse, Toomey & Lehane, LLP*  
*Town Counsel*

Town Counsel handled a variety of matters for the Town in 2018. Monthly office hours continued, and were well attended. Office hours were generally held on the last Wednesday of the month, and were an opportunity for face-to-face interactions between Town Counsel, Department heads, staff, and members of Town boards, committees, and commissions.

### 2018 HIGHLIGHTS

- Provided legal opinions to a variety of Town boards and departments;
- Reviewed and commented on Conservation Restrictions and easements;
- Provided advice concerning conflicts of interest related to potential new hires;
- Provided advice on a variety of personnel matters;
- Provided consultants, strategy, advice, and correspondence concerning the Vine Brook wells;
- Completed work to place an affordable housing unit back into the affordable housing inventory;
- Reviewed and advised on new and updated rules and regulations for boards and departments;
- Review and provided advice on consent forms and releases;
- Reviewed varied contracts as to form; and,
- Supported Town Meeting, the Town Clerk and Moderator in preparing for Town Meeting, and Town Meeting Committees.

We represented the Town in matters concerning the issuance, transfer, (and revocation) of licenses to serve alcohol, and we provided advice to the Board of Selectmen while it monitors the success of license holders located throughout Burlington.

We handled one tax title matter in 2018, which is ongoing. We pursued the matter in Land Court and also worked with the interested party towards satisfying the obligation. We also worked with the Town in moving a long-standing tax title matter towards resolution.

We represented the Town in a complex matter at the Appellate Tax Board (ATB) involving the assessment of real property in fiscal years 2013 through fiscal year 2018, including representing Burlington in trial before the ATB.

We represented the Town on a bid protest claim before the Bid Unit at the Attorney General's office, which was resolved successfully.

With the assistance of town staff and the Small Cell Committee, we developed a policy for the review of small cell wireless applications in Burlington, which was adopted by the Board of Selectmen.

We are pleased to provide Town Counsel legal services to Burlington, and we appreciate the time and effort of all of the departments and boards in supporting our efforts.

## ASSESSORS

### **BOARD OF ASSESSORS**

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

### **ADMINISTRATION AND DEPARTMENT STAFF**

*James Doherty, Town Appraiser/Assistant Assessor*

*Maureen Nicoloso; Debra Smoske; Maria Lombardo*

*James Hall, Data Collector*

### **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, 2018. During the past year the Assessors held regular meetings and when needed, had meetings with taxpayers, interested citizens, and state/local officials. 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, NRAAO and IAAO, in an effort to maintain their proficiency in the administration of the office, and the appraisal and valuation of all real and personal property for assessment purposes.

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

The Massachusetts Department of Revenue mandates that the Assessing Department visit each house every ten 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. Jim Hall, the Town's new in house data collector, will be conducting the cyclical inspections under the direction of the Town Appraiser. 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 272 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 1,260 Forms of List were mailed to businesses and are due back to the office on March 1<sup>st</sup>. Also, approximately 462 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 27,940 excise tax bills mailed, almost 1,001 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 2018 the Assessors' Office processed over 121 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$5,075 in fees from abutter lists. 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, 2018, in accordance with state law. This resulted in a Fiscal Year 2019 tax roll for the Town of Burlington of 8,016 taxable real property accounts and 1,265 personal property accounts. The total assessed value of all taxable property was \$6,426,775,182 with a tax levy of \$112,128,115. The Selectmen voted to continue dual tax rates which resulted in a \$10.48 residential and a \$27.22 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. In addition to this information, GIS mapping data, along with other pertinent data, is available on the Town website.

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



## TOWN CLERK'S DEPARTMENT

### ADMINISTRATION AND DEPARTMENT STAFF

*Amy Warfield, Town Clerk*

*Daniel McCormack, Archivist/Record Manager*

*Linda McNeill Assistant Town Clerk*

*Kirsten Midgley, Department Assistant*

### WEBSITE

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

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.

### 2018 HIGHLIGHTS

- Elections: We continued to be busy with 3 elections this year. Our annual Town Election in April which had average turnout of 13%. Our State Election was 69.9% one of the highest in the state.
- Completion of the 2018 Census with 92% of Households responding
- Processed and managing dogs licenses for the year for a total registered dogs of 2441.
- Issued 110 new "Doing Business As" (DBA) certificates, and managing renewals and changes for almost 1100 small businesses in town.
- Processed and managed 102 applications, decisions and files from Applicants, Planning Department and Board of Appeals
- Provided oversight for Public Record requests made by the public to the town. Handled over 220 requests under the FOIA regulations, working with other Departments such as Schools, Board of Health, Fire and Police.
- Revenue generated for the year was \$152,944, including 1000 online transactions via the web resulting in \$36,700 of revenue. This is revenue turned over to the Town Treasurer and added to the general fund.
- Provided 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, including the electronic permitting that will be going live in 2019

### LOOKING FORWARD TO 2019

Moving into the future we will continue to be improving the workflows of the office. One major area will be the electronic permitting and workflow of documents from development departments such as Planning, Building and Board of Appeals. The planning phases were begun in 2016, due to the failure of the vendor to implement in 2018 this projects implementation will continue into 2018. 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 a 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. With the regulations now in place we will be able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the structures of the laws.

Finally I'd like to thank my staff, Linda McNeill, Kirsten Midgley and Daniel McCormack, for all their hard work through the year. Their extra efforts thru the year in regards to the elections really made our year successful, as a team we are able to serve the town of Burlington effectively and with a smile! Janice Archer moved on from our office this year and we wish her well. Our part time Department Assistant position was handled for the last months this year with a temporary employee, Suellen McGillick. She has been a great addition to the office and helped out tremendously on a temporary basis.

### **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, 2018:



	Births	Marriages	Deaths	Residents Deaths
2000	297	161	705	150
2005	257	123	788	177
2010	275	119	841	205
2015	302	130	1028	249
2018	286	130	1006	241
2019	273	137	1021	252

**VOTER STATISTICS THROUGH 2018**

<b><u>TOWN ELECTION</u></b>	<b>Prec.1</b>	<b>Prec.2</b>	<b>Prec.3</b>	<b>Prec.4</b>	<b>Prec.5</b>	<b>Prec.6</b>	<b>Prec.7#</b>	<b>Total</b>	<b>%</b>
2010	660	343	610	491	682	687	---	3473	23%
2011	446	222	495	345	427	470	---	2405	16%
2012	461	233	538	390	503	476	320	2921	19%
2013	344	129	331	283	343	316	151	1897	12%
2014	324	104	267	210	304	274	116	1599	11%
2015	381	154	324	271	377	314	184	2005	13%
2016	730	240	577	502	672	659	333	3713	24%
2017	591	179	426	423	489	478	322	2908	18%
2018	399	181	244	285	262	357	249	2144	14%

**STATE PRIMARIES**

Sept 2010	305	228	337	261	313	262	---	1706	11%
Sept 2012	353	162	288	267	332	288	222	1,912	13%
** April 2013	446	243	439	400	436	384	313	2,661	17%
Sept 2014	412	220	409	329	414	370	321	2475	16%
Sept 2016	113	80	161	96	138	143	98	829	5%
*** June 2017	160	73	149	138	143	157	118	938	6%
Sept 2018	438	274	471	371	456	441	463	2914	

**STATE/PRESIDENTIAL ELECTIONS**

** Jan 2010	1748	1319	1763	1267	1683	1581	---	9361	61%
Nov 2010	1730	1379	1815	1303	1663	1585	---	9475	63%
* Nov 2012	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%
** June 2013	817	435	734	648	731	703	553	4621	30%
Nov 2014	1619	865	1403	1227	1518	1431	1271	9334	61%
* Nov 2016	2327	1493	2025	1830	2228	2175	2141	14219	86%
*** July 2017	98	55	95	93	96	107	94	638	4%
Nov 2018	1858	1154	1635	1514	1854	1754	1723	11492	

#7<sup>th</sup> Pct. added in 2012

\*Presidential Election

\*\*Special US Senate Elections

\*\*\*Special State Senate Elections



## 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, (revised 2017), 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 primarily collects documents related to the operations of municipal government in Burlington. In addition, the Archives also holds records related to Burlington history in different forms, including, but not restricted to: microimages, 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 its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations. Through involvement in professional organizations, as well as participation with state agencies and private organizations serving the field, the Archivist advocates for municipalities, and the interests of individual citizens. At all times the Archives puts the interests of the town first. We perform our duties in a cost effective manner with minimal disruptions in service.

### 2018 HIGHLIGHTS

- Accessioned 377 feet of records. This was a reduction from the previous year; however in the previous year we had received a larger unexpected acquisition from the Selectmen/Administration, as well as from departments relocating due to construction.
- Assisted the Town Clerk with the destruction of obsolete records from recent election cycles. The Archivist and Archives supports the Clerk's election activities by providing space and services in

handling records generated during voting. We store records and supervise destruction as an element in securing municipal election documents. The Archives also stores voting machines. We see this function as directly linked to our areas of expertise and considered a regular part of the Archivist's activities.

- Fulfilled 882 reference requests. This was a drop from the previous year, and can be attributed to a shift in involvement with several departments who had previously received more intensive service, due to the construction at 61 Center Street and relocation of several departments. We anticipate a slow uptick in reference requests from these departments in the coming year.
- Participated in a major national conference (Society of American Archivists), a regional meeting (New England Archivists), and two state meetings (Massachusetts History Conference and the Massachusetts City and Town Clerks Association). Taught a class on the implementation of archives programs at the Massachusetts Town Clerk's Association meeting in June. Currently chair of SAA's Privacy and Confidentiality Section, advocating for privacy issues at the national level with my very capable and energetic Steering Committee. Re-elected to the Steering Committee of SAA's Human Rights Section. Spoke on "Recent Legal Decisions Relating to Privacy and Records," at the joint annual meeting of SAA's Privacy and Confidentiality and Human Rights Sections in Washington, DC, last August. Continued serving as a grant reviewer for the SAA Foundation's National Disaster Recovery Fund for Archives.
- Contributed service to the profession as a member of the Northeast Document Conservation Center Advisory Board and the Massachusetts State Historical Records Advisory Board.
- Visited municipal government facilities in several nearby towns to advise officials on archives programs. Hosted officials from several area towns learning about our operations and the creation of archives programs.

## **THE FUTURE**

The past year saw the beginning of a wave of transitions among key municipal personnel. We supported the departments and personnel involved in these changes and will continue to do so in the coming year. The Archives has enjoyed a good relationship with Mr. Paul Sagarino, our new Administrator, and we look forward to assisting him as he directs the activities of municipal government here. We consider ourselves blessed to serve with Amy Warfield, considered among her peers as a leader in managing and providing forward-looking efficient municipal service. Burlington is a professional community with a professional outlook, and the Archives benefits greatly from the guidance provided by these very capable professionals.

We struggled in 2018 to meet the requirements of a revised Public Records Law that contained new rules, but little guidance and no support from the state in carrying out its provisions. Clearer direction from the state will be needed through updated guidelines on larger subjects and actual regulations for more technical functions. We advocate for updated guidelines for the keeping of electronic records in municipalities, as well as electronic mail. Moreover, we will advocate for a review of existing municipal retention schedules. We feel that those schedules, as well as the records series involved, should be reviewed on a scheduled basis and that municipal clerks should be a part of this review process.

In light of the above-mentioned personnel transitions and the revisions to state records laws regarding municipalities, the Archives needs to help guide changes in how documents are both produced and maintained. Going forward, it is clear that the records kept by the Archives should reflect the way business is done in municipal government offices. As much of this work is performed electronically, it only makes sense that more documents born digitally similarly should live and be destroyed electronically. Going forward, we will seek a transition to reducing the volume of records produced on paper while reformatting certain other records. Certain of these projects will require additional support beyond our usual capabilities and resources but will lead to greater efficiencies in municipal government.

## BOARD OF REGISTRARS

*Marianne Girouard*

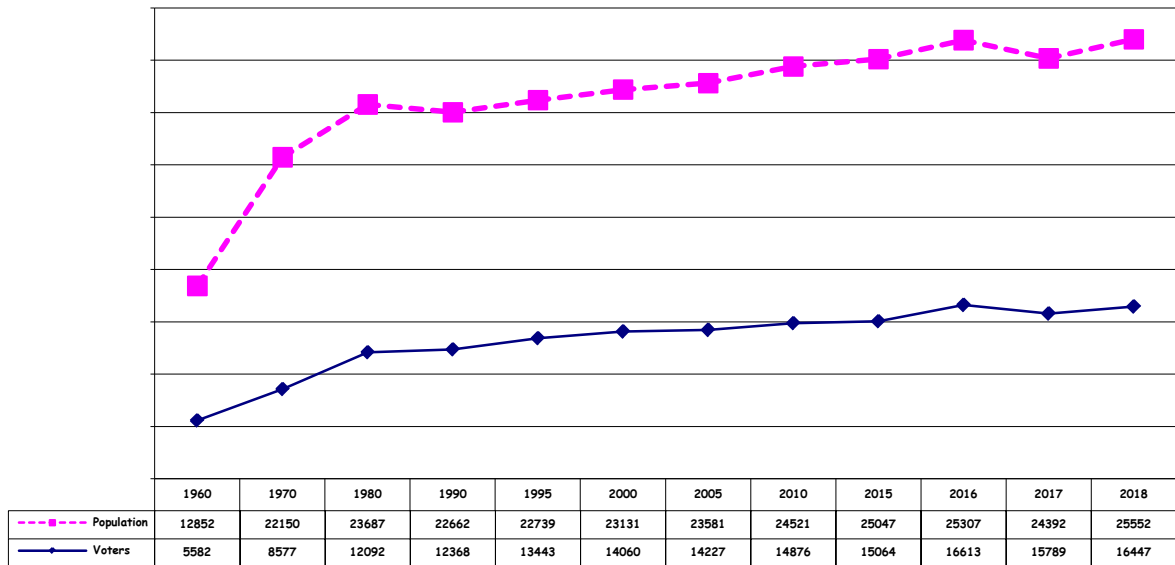
*Elmer Bud Larson*

*Jessica Senesi*

*Amy E. 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 2018.

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



#### Year-End Summary:

- 1481** - # of residents registered and added to the rolls
- 823** - # of residents dropped from the rolls
- 1251** - # of voters on the inactive rolls
- 2742** - # of persons eligible but not registered
- 86%** - eligible residents registered to vote
- 284** - Registration Forms sent to 18 yr. olds
- 94** - Mail-In Registrations Received from 18 yr. olds
- 57** - Registrations from 18 yr. olds via VRIS and OVR



## POPULATION TRENDS

Age Group

	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2018</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	2527	-10.2%	-13.8%
11-20	3160	2620	2833	987	2813	-11.0%	-0.7%
21-30	3889	3476	2500	2644	2812	-27.7%	12.5%
31-40	3311	3877	3624	2950	3053	-7.8%	-15.8%
41-50	3062	3208	3378	3660	3044	-0.6%	-9.9%
51-60	3031	2712	2905	3220	3527	16.4%	21.4%
61-70	1756	2220	2325	2546	2842	61.8%	22.2%
71-80	672	926	1398	1844	2006	198.5%	43.5%
81-90	220	270	417	922	1247	466.8%	199.0%
91+	24	34	75	133	274	1041.7%	265.3%
Unknown	722	442	745	912	1407	94.9%	88.9%
Total	22662	22740	23131	22521	25552	12.8%	10.5%

2018 has been very active year for The Board of Registrars, having 3 elections this year. We had both a Town Election and State Elections. The November State election was added to by also having Early voting for 2 weeks prior to the November 6<sup>th</sup> Election day. This did give the Registrars the opportunity to oversee and gain a better understanding of the election process. There were 4,708 voters who cast their ballot ahead of election day – either by Absentee or Early Voting Ballot. This was almost 41% of those that voted in the 2018 State Election.

The Registrar's also did a couple of Voter Registration events; one at the High School for the Seniors and a second at Celebrate Burlington on the Town common.



*Marianne Girouard and Bud Larson helping High School Seniors get registered*

## TREASURER/TAX COLLECTOR

### ADMINISTRATION AND DEPARTMENT STAFF

*Brian Curtin, Treasurer/Tax Collector*

*Teresa Clement, Assistant Tax Collector*

*Andria O'Shea, Assistant Treasurer*

*Tax Office Staff: Paula McMahon, Lisa Runyan and Lyn Mills*

*Benefit Staff: Christine Sinacola, Jennifer Ryan, and Kim Pigott*

*Payroll: Deborah Callahan (through November 11, 2018)*

*Payroll: Lynn Mills (effective November 2018)*

### 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 2019 was 4.16 %. The commercial industrial increase was 5.31% in 2019 and the average residential tax bill increased by 3.85 % for fiscal year 2019.

### BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FY 2019

	LEVY	VALUATION		LEVY
CLASS	PERCENTAGE	BY CLASS	TAX RATES	BY CLASS
<b>Residential</b>	37.8950%	4,054,482,144.00	10.48	42,490,972.87
<b>Open Space</b>	0	0.0000%		0.0000%
<b>Commercial</b>	53.2100%	2,191,892,348.00	27.22	59,663,309.71
<b>Industrial</b>	4.3783%	180,360,290.00	27.22	4,909,407.09
<b>SUBTOTAL</b>	95.4833%	6,426,734,782.00		107,063,689.67
<b>Personal</b>	4.5167%	186,055,290.00	27.22	5,064,424.99
<b>TOTAL</b>	<b>100.0000%</b>	<b>6,612,790,072.00</b>		<b>112,128,114.66</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 significantly over the last seven years averaging in claims of just under 3% for active and retired employees under 65 years old.
- The Town is self-insured and we have been able to increase the Town and employees trust fund to a balance to \$8,245,363 as of 12/31/18.
- 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 \$ 3,700,000 in budget increases for fiscal year 2012 through 2018. The Town's budget has had an average increase of less 3.82% over the last 4 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 has contracted with Abacus health solution the past four years to offer our employees dealing with diabetes a program to help monitor, control and reduce the cost of drugs for individuals and the Town. We currently have 22 members enrolled out of 73 eligible and have 18 that are successfully using the program. We have also contracted with CanaRX since September 2013 and have saved the Town and our employees combined \$145,122 in reduced prescription costs.

**The following is a listing of Gross and Net Payrolls as well as Withholding for Benefits and other Payroll Deductions of Town Employees for the Years 2013 through 2018**

	2014	2015	2016	2017	2018
<b>GROSS PAYROLL</b>	<b>67,304,809.77</b>	<b>70,704,898.22</b>	<b>74,145,059.24</b>	<b>76,990,803.06</b>	<b>80,412,271.95</b>
<b>WITHHOLDING</b>					
<b>Federal Tax</b>	7,613,793.80	8,137,784.80	8,571,866.69	8,868,447.78	8,217,991.97
<b>State Tax</b>	2,944,899.59	3,082,419.32	3,209,902.51	3,315,115.14	3,448,529.63
<b>Retirement</b>	5,933,949.95	6,194,689.13	6,534,455.13	6,862,815.94	7,191,115.17
<b>Health Insurance</b>	2,920,284.52	3,029,706.31	3,101,136.31	3,363,266.15	3,497,138.65
<b>Disability Insurance</b>	181,150.08	190,513.94	202,295.96	224,016.60	235,847.16
<b>Delta Dental Insurance</b>	327,963.69	336,224.14	369,879.27	412,981.31	450,957.58
<b>Credit Union</b>	2,130,760.74	2,155,750.86	2,259,778.06	2,264,119.49	2,248,260.64
<b>Tax Shelter Annuities</b>	787,789.58	842,194.39	866,024.37	875,461.84	995,453.30
<b>Deferred Comp Plans</b>	1,596,973.48	1,630,838.56	1,702,061.66	1,861,652.84	2,052,849.41
<b>SMART Roth</b>	0.00	0.00	2,800.00	8,387.00	22,765.00
<b>Teachers Association</b>	278,006.11	284,609.27	296,924.22	303,083.05	307,492.73
<b>Union Dues</b>	210,306.81	216,677.54	224,204.23	242,291.70	252,173.98
<b>Suspense</b>	18,497.00	16,126.00	18,948.14	6,968.00	8,393.00
<b>Life Insurance</b>	98,508.66	114,732.98	126,288.40	130,168.88	137,347.54
<b>Fica-Medex</b>	833,926.91	886,106.26	937,437.60	985,740.25	1,038,791.65
<b>Social Security</b>	3,401.00	0.00	2,493.56	0.00	1,408.34
<b>Flexible Spending</b>	483,480.25	523,392.57	558,971.72	610,554.94	625,495.98
<b>Firepac</b>	4,034.28	4,007.12	4,007.12	3,852.12	3,602.12
<b>Cops for Kids with Cancer</b>	756.00	1,272.00	1,300.00	1,300.00	1,135.00
<b>Sprouts</b>	359,814.75	384,089.01	393,202.50	357,656.50	388,451.08
<b>TOTAL WITHHOLDINGS</b>	<b>26,728,297.20</b>	<b>28,031,134.20</b>	<b>29,383,977.45</b>	<b>30,697,879.53</b>	<b>31,125,199.93</b>
<b>NET PAYROLL</b>	<b>40,576,512.57</b>	<b>42,673,764.03</b>	<b>44,761,081.79</b>	<b>46,292,923.53</b>	<b>49,287,072.02</b>

- The Town of Burlington Community Scholarship Foundation Dollars for Scholars had another successful year of fund raising and continued to grant over \$ 300,000 in scholarships awards. The Scholarship Foundation received \$8,726 from residents donating from our tax billing check-off system. Town Meeting voted in September to have a separate committee established to award the funds donated annually from the tax check-off. There was \$16,000 already voted to be awarded from the Scholarship Foundation. The balance as of 12/31/18 that will be left over on the Town's books to be awarded from the new committee is \$12,364. We were also able to raise \$20,382 from our Adopt-A-Class programs and our Adopt-A-Class partners donated \$14,995 to their respective classes. The high school program received \$102,809 in donations for the annual scholarship program they awarded annually. The Burlington Community Scholarship Foundation Dollars for Scholars awarded



a total of \$391,250 in scholarships given out for all programs for 2018. The foundation also awards \$19,500 in adult scholarships as well.

- The Endowment funds invested at UBS Financial Services had a negative return of 4.63%. These funds are professionally managed. The total investment dividend and interest income on the scholarship fund was \$40,365 for 2018. The reason the portfolio had a negative return was the stock market and bond markets did not perform well in 2018.
- The Town issued general obligation bonds for \$12,635,000 to fund the following projects voted by Town Meeting. \$304,000 for street light LED conversions, \$651,000 for the Meadowbrook School HVAC upgrade, \$3,265,000 for the Human Services Building renovation and \$8,415,000 for Fire Station #2. We received competitive bids and were able to get an interest rate of 3.44% to finance these projects. \$1,270,000 for Mill Pond Sludge Removal, \$700,000 for Water Mains and \$4,000,000 for the DPW/Recreational Facility. The winning bids were for 1.7873% and payable 7/19/19. Town Meeting voted to finance \$1,270,000 for Mill Pond Automated Sludge Removal Systems, \$5,300,000 for MWRA water supply and \$16,500,000 for the DPW/Recreational Facility. 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 \$1,803,426 in fiscal year 2018 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 \$8,246,585 as of 12/31/18 and the Town's Free Cash balance was \$11,672,567 as of 07/01/2018. The Town of Burlington cash reserves are healthy compared to most cities and towns in Massachusetts.
- The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$10,345,661.
- 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. The Town of Burlington continues to prosper 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.



## **FIRE DEPARTMENT**

### **FIRE CHIEF**

Steven Yetman

### **ASSISTANT FIRE CHIEF**

Michael Patterson

### **CAPTAINS**

Kevin Browne, Timothy Brown, Andy Connerty, Robert Paul

### **LIEUTENANTS**

Michael Bibbey, James Browne, Todd Ficociello, Peter McAnespie,  
Kevin Pollicelli, John Skinner, James Sorenson, Jack Walthall

### **FIRE PREVENTION / INSPECTION SERVICES**

Captain Michael Hanafin, Lieutenant Steven McLean

### **TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES**

Captain Mark Cedrone, Lieutenant Mark Saia

### **CLERICAL STAFF**

Loreen Perron, Stacey Hindle, Eileen Ferren

### **FIREFIGHTERS**

Preston Angelucci	Kurt Duprez	Richard Hovasse	Brandan Micciche
David Angelo	Tyler Falconer	Timothy Hovasse	Thomas Monagle
Michael Bennett	Eric Fitzgerald	Jason Hughes	Michael Morgan
Rob Blenkhorn	Michael Fontannay	Paul Kadilak	Paul O'Meara
Jefferey Boucher	Michael Gledhill	Justin Kane	Alexander Preece
Kyle Browne	Brandon Gonzalez	Shaun Kenney	Jesse Ribeiro
Craig Callahan	Connor Grenier	Sean Killilea	Michael Runyan
Joshua Carabello	Gerald Hanafin	Thomas MacLeod	James Sherman
Clifford Comeau	John Hanafin	Michael McLaughlin	William Toland
Sean Connors	James Hapenny	Edgar McLean	Stephen White
Ernest Covino	Eric Holey	Nicholas Menkello	Fred Williams

### **EMERGENCY VEHICLE TECHNICIAN**

Justin Dekow

### **CIVILIAN DISPATCHERS**

Stephen Baia, Elaine Carpenter, Brian Letendre, Scott Perry

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**Burlington Fire Department Annual Report**

**WEBSITE**

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

**MISSION**

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.

We accomplish this mission 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 seventy (72) personnel, including both professional firefighters (64) 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 currently closed with personnel and apparatus temporarily relocated to 10 Great Meadow Road. The newly constructed Station 2 is scheduled to open late Spring 2019.



*Fire Department Headquarters*



*Fire Department New Station 2*

**DIVISIONS****Administrative (Chief, Assistant Chief, Administrative Secretary and Principal Clerk)**

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of a \$7.5 million dollar budget, capital requests / purchases, short & long term business planning.

**Fire Prevention (Fire Prevention Captain, Fire Prevention Lieutenant and Senior Clerk)**

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 2018. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits and fire education programs much has been achieved in the past year.

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

The following are permits and inspections made in 2018:

<b>TYPE OF SERVICE</b>	
Commercial Occupancy Inspections	191
On Site - Inspections	283
Permits Issued	695
Plan Review	45
Residential Occupancy Inspections	108
Site Plan Reviews	275
Smoke Detector Inspections	<u>246</u>
<b>TOTAL:</b>	<b>1843</b>

<b>INSPECTIONS</b>	
Commercial Occupancy	191
Fire Drills	2
Knox Box	14
Oil Burner	22
Oil Tank Installation	30
Oil Tank Removal	26
On Site – Fire Prevention	154
Propane Tank Inspection	30
Residential Occupancy	108
Smoke Detectors	246
Quarterly	<u>5</u>
<b>TOTAL:</b>	<b>828</b>



PERMITS	
AST	37
Blasting	2
Campfire	3
Dumpster	43
Extinguishing System	10
Fire Alarm	109
Fireworks Display	4
Flammable Storage	58
Haz-Mat	1
Hot Work (Welding / Brazing	64
Oil Burner	31
Oil Line	0
Propane Storage	71
Small Arms	0
Sprinkler	107
Tank Installation	51
Tank Removal	78
Tank Truck	7
UST	19
<b>TOTAL:</b>	<b>695</b>

BUILDING PLANS STAMPED & REVIEWED	275
SITE PLAN REVIEWS	45
<b>COMBINED TOTALS</b>	<b>1843</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.



*Man extracted from the Trash Truck  
LT Ficociello in the forefront*

**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.

**Training – Captain Mark Cedrone**

Burlington Firefighters continue to train on a regular basis. Classes are either taught by our in-house instructors or instructors from the Massachusetts Firefighting Academy. With newly purchased apparatus or specialized pieces of equipment we typically use vendors for training. All training can either be given in a classroom setting or by giving practical hands-on instruction out in the field.

Our Firefighters also participate in pre-incident and in service inspections to familiarize themselves with local businesses and buildings including new construction. This includes but is not limited to the recent construction at the District and Corporate Drive. Fire Department personnel also inspect, as part of the town's yearly renewal process, those businesses with alcohol / liquor licenses. Additionally, during the busy holiday season, our firefighters inspect shopping centers to ensure stores comply with all egress requirements as well to ensure that storage areas are not over-stocked with items creating additional fire hazards.

Importantly, for the past several years we work closely with the Police Department in active shooter / hostile event and Rescue Task Force disciplines. The Burlington Fire Department also hired several new firefighters in 2018. Each new member participated in a two week orientation course prior to assignment to a shift.



*Car fire at Wegman's. View  
from Engine 2 at HVAC*



*Fire on 85 Network Drive*

## Ambulance / Emergency Medical Services

The EMS Division had a very busy and productive year in 2018. We responded to over 3000 calls for medical assistance and transported over 2000 residents and visitors of Burlington to area hospitals. Our EMT's and Paramedics have continuous training and ongoing certification classes from both in-house programs as well as our EMS community partners. We continue to work closely with Lahey Hospital and Medical Center, who provide us with medical oversight, training and quality improvement. In 2018 we expanded our scope of practice to include measuring blood glucose levels on patients with diabetic emergencies and administering Albuterol nebulizers from patients suffering from asthma. We believe this expanded scope will allow patients to receive care in a more timely and effective manner. Our staff also received training from Lahey Hospital in a program called "Stop the Bleed" which is an initiative to train the public on how to treat a victim who is bleeding heavily before EMS arrival. Our crews now go out to the public and businesses to present this program. This program was taught to the Burlington school teachers during a development day in conjunction with Lahey Hospital. The Burlington Fire Department taught CPR to all school custodians, cafeteria personnel, administrative staff, nurses and teachers. In addition, we also certified school nurses in the administration of Narcan in the event of an opioid overdose. We continue our ongoing program to CPR certify every town employee and to outfit every town building with Automatic External Defibrillators, (AED's).

Moving forward, we continue in our ultimate goal to upgrade our ambulance service to the Advanced Life Support (ALS) level. We continue to train and obtain certifications so that we may provide the very best Emergency Medical Services to the residents' and visitors of Burlington.

Respectfully submitted, Lt. Mark Saia, EMS Officer



*Firefighter O'Meara practicing  
"bailout" maneuvers*



*Members of the Fire Department training in MA Fire  
Academy's Live Fire Trailer*

**Emergency Response (Shift Captains, Lieutenants and Firefighters (56)**

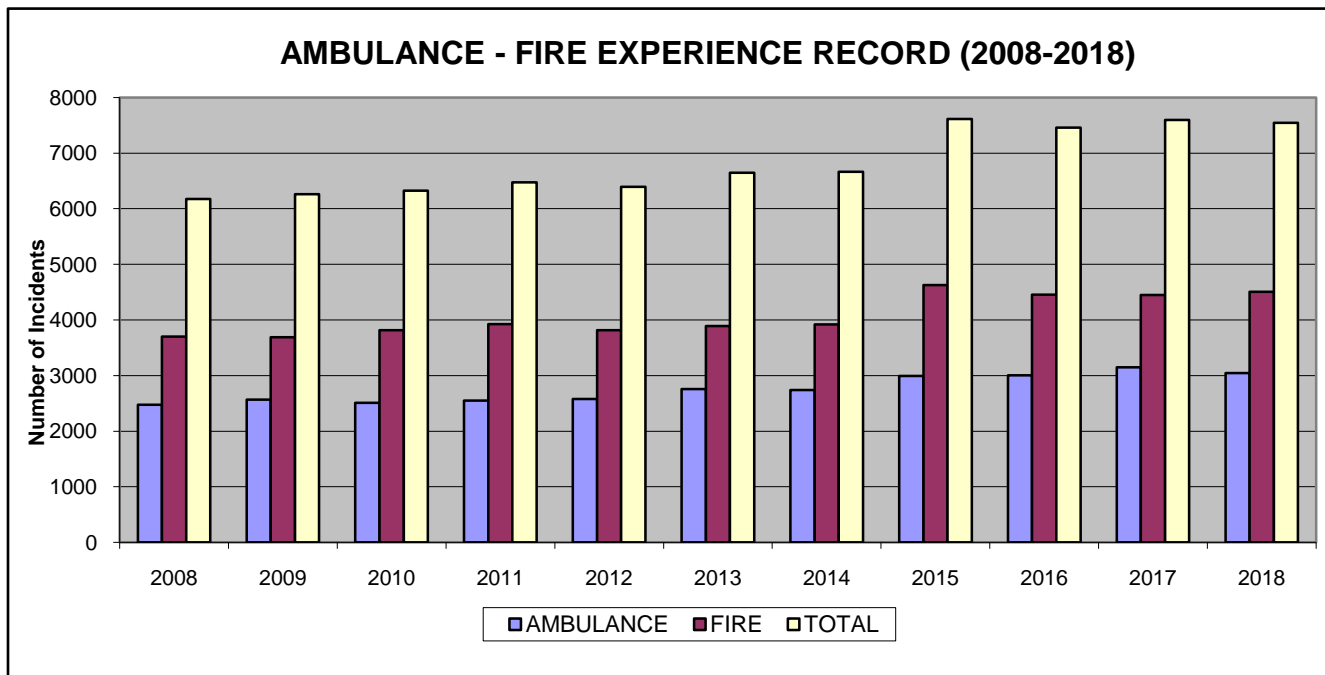
The emergency response division of the Burlington Fire Department responds daily to all calls for assistance including the extinguishment and investigation of fires as well as a myriad of other emergencies including multiple types of rescues, hazardous materials investigation and remediation. We also 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).

**2018 Review**

2018 was another busy year for the Burlington Fire Department. Fire responses (4506) showed a slight increase from the previous year while ambulance responses (3042) showed a slight decrease.







*John Corbett's last day after 32 years LT. M. Bibbey and retired firefighter G. Letendre*



*Firefighter Fitzgerald manning the Tower*

### **New Fire Station 2**

The construction of the new Station 2 is nearing completion. We currently have a substantial completion date of early May 2019. Firefighters, apparatus and equipment have been operating out of the old Clark & Reid property located on Great Meadow Road since September 2017. The new station will have three bays facing Terrace Hall Avenue and the capability of housing up to eight Firefighters.

We'd like to take the opportunity to thank Town Administrator John Petrin, the Board of Selectman, Ways & Means Committee, Town Meeting members, Building Department, Planning Board and other Boards and Committees for their support through this process. With everyone's cooperation we have built a fire station that will serve that portion of Burlington for decades to come.

### **Grants**

The Burlington Fire Department received grants and gifts in 2018. They include;

- In 2016 Burlington Fire Department was awarded a grant from the Federal Emergency Management Agencies (FEMA) SAFER Program for the hiring of 4 additional Firefighters. The grant award was in the amount of \$578,112 and is paying for the salaries and benefits of four (4) Firefighters for 2 years. In 2018 we were still receiving monies from the federal government for that program.
- Two grants from the Department of Fire Services (DFS). One for the Student Awareness in Fire Education Program (SAFE) for \$4,308 and another for the Senior Awareness and Fire Education (Senior SAFE) Program for \$2,615.
- 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.

### **Gifts include;**

- The Oracle Corporation donated \$9,901 for the purchase of equipment.
- The Digital Federal Credit Union (DCU) donated \$5,000 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 January of 2018 Captain John Corbett retired after 32 years of service with the Burlington Fire Department. John was appointed to the department in January 1986 and served as a Firefighter until his promotion to Lieutenant in February 1994. John was a Lieutenant for 8 years until his promotion to Captain in August of 2002. Captain Corbett was the Shift Commander of Group 1 until his retirement in January. We wish John a long and healthy retirement and thank him for his service to the department and the community.

### **Transfers**

- Firefighter Kyle Browne was appointed to the Burlington Fire Department in September 2014. Kyle requested and was granted a transfer to the Chelsea Fire Department in June of 2018. We wish Kyle all the best in his career with the City of Chelsea.

### **New Hires**

- Firefighter David Rosenberger joined the department in April 2018.
- Firefighter Gregory Ouellet was appointed in August 2018
- Also, in September Firefighter Connor MacLean joined the department

We welcome all these new members and wish them all long healthy and productive careers here at the Burlington Fire Department.

On a personal note, I have informed the Town Administrator of my intent to retire in 2019. I was extremely fortunate to be appointed as a Burlington Firefighter in July of 1978. I was promoted to Lieutenant in January 2001. Again, I was given a unique opportunity when I was promoted to Assistant Fire Chief in November 2004. I served as Chief Lee Callahan's assistant for almost six years until his retirement in 2010. I was promoted to Chief of Department July 1, 2010. At the time of my retirement I will have completed 41 years in the fire service.

I truly believe being a Firefighter is one of the best jobs in the world. It is one of those few occupations when you have the opportunity to help others on a daily basis in a variety of different circumstances. The fire service has changed dramatically over my career, from the vehicles we operate, to the protective clothing we wear, to the tools and equipment we use. We respond to a wider variety of emergencies more now than ever and in numbers that continue to grow. The Burlington Fire Department has changed also. Our department responds to emergencies in numbers never imagined. We have better vehicles, better tools, better protective clothing and equipment, more personnel and we're about to open a much needed new, larger fire station. I would like to thank the Town of Burlington for giving me the opportunity to have a small part in those changes.

As always, on behalf of the 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.

Respectfully submitted, Steven Yetman, Fire Chief

## 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*

*Thomas Browne, Deputy Chief*

#### **Command Officers**

*Capt. Gregory Skehan  
Capt. Robert Kirchner  
Lt. Glen Mills  
Lt. Michael McDade  
Lt. Timothy McDonough  
Lt. Daniel Hanafin  
Lt. Kevin Cooney  
Sgt. Michael Debye  
Sgt. Kevin Doherty  
Sgt. David H. McLean  
Sgt. Gerard McDonough  
Sgt. Timothy Kirchner  
Sgt. Bernard Schipelliti  
Sgt. Thomas Carlson  
Sgt. Peter Abaskharoun*

#### **Detectives**

*Paul Callahan  
Gary Redfern  
Al Gagne  
Thomas Fournier  
Ann Marie Browne  
Paul Glejzer  
James Tigges  
James Hanafin*

#### **ACO**

*Gerry Mills*

#### **Officers**

*Edward Mackey  
Spiros Tsingos  
Richard Hanafin  
Harry Sawyer, Jr.  
Charles Ferguson III  
Daniel Houston  
Robert Aloisi, Jr.  
Keith Sheppard  
Joseph Papsedero  
Stephen Papagno  
Lyn Reynolds  
William A. Soda  
David M. McLean  
John Lynch  
Michael Minichiello  
Matthew Creamer  
Roberto Reyes  
Scott Lauder  
David Outerbridge  
Vito Costa  
Sage Costa  
Domenic Grossi  
William Trelegan  
Shane Thomson  
Christopher DiDonato  
Patrick Lyons  
Ashley Daniels  
Nikolas Saledas*

#### **Officers**

*Brian Hanafin  
Rameez Gandevia  
Lindsay LaPrad  
Eric Magee  
Dominic Calicchio  
Michael Julce  
Matthew Trahan  
Keith Hodges  
Jillisa Smith  
Daniel Main  
Amanda Santos*

#### **Part-Time Detail Clerk**

*Betsy Forte*

#### **Clerks**

*Rosemarie Tieri  
Paula Manzo  
Laura Custance*

#### **Dispatchers**

*Gail Fay  
June Connolly  
Edwin Kolhonen*

## 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.”



- Deputy Chief Thomas Duffy and Detective Lieutenant P. Steve O’Meara retired with over 65 years of service combined.
- The department command staff had an unprecedented number of promotions in May. Thomas Browne was promoted to Deputy Chief.
- Robert Kirchner was promoted to Captain.
- Timothy McDonough, Daniel Hanafin and Kevin Cooney were promoted to Lieutenant.
- Bernard Schipelliti, Thomas Carlson and Peter Abaskharoun were promoted to Sergeant.
- Jillisa Smith and Daniel Main were appointed Police Officers.
- Helen Bulman, with over 40 years of service, retired as head Traffic Supervisor.
- The Police-Assisted Addiction & Recovery Initiative (P.A.A.R.I.) continued to help those struggling with addiction.
- The department has continued to partner with the Chamber of Commerce to offer workplace violence training and on-site assessments of specific work places.
- Funded through a grant from the Cummings Foundation, the department hired Mental Health Clinician, Karen DiRienzo. This position will assist those in crisis in an expedient manner.
- The department took the “One Mind Pledge”. This encompasses training 100% of the department in Mental Health First Aid and provides 20% of the department with Crisis Intervention Training.
- Several Active Shooter/Critical Threat drills were conducted. These drills were conducted in conjunction with the fire department and management at different local businesses.
- In August, a very successful 3<sup>rd</sup> annual Public Safety Night was held in conjunction with the Fire Department. Wegman’s and 3<sup>rd</sup> Ave Burlington generously collaborated with the department for this annual event.
- Officer Lynn Reynolds continued a robust relationship with the senior community as the department liaison.



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.

I would like to thank everyone who helped the department in 2018, including the 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 and all who visit Burlington.



*Elizabeth Kent, Police Chief Michael Kent, District Attorney Marian Ryan, Police Detective Jim Tigges, Police Detective Ann Marie Brown, Fire Lt. Mark Saia*



*Mental Health Clinician Karen DiRienzo with Captain Gregory Skehan what was appointed as the Police Department's new mental health clinician. She will be working with officers to support residents and their mental health needs*



*Officer David M. McLean, Lt. Michael McDade, and Officer Stephen Papagno at the annual Wilmington Road Sree Vijaya Kali Ashram procession.*



*K-9 Officer Joe Papsedero and Havoc pose with students from the Pine Glen School*

## 2018 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

Total calls for service for 2018	28,333
51A filed (Child abuse/neglect notifications to DCF)	24
911 hang ups/abandoned calls	803
Alarm calls	1486
Animal complaints/ACO activity	437
Arrests	186
Assaults	15
Assist other police/L.E. agencies	151
ATVs; Dirtbikes; go-carts	6
B & E MVs - attempted	3
B & E MVs; thefts from MV	32
Bomb threats	7
Burglaries - business/commercial	6
Burglaries - residential	5
Burglary - other	2
Burglary attempts - residential	1
Child Abuse/Neglect/Endangered	7
Civil Matters	47
Computer/Internet Crime (non theft)	7
Counterfeiting/Forgery	11
Credit/Debit Card Misuse	41
Criminal Motor Vehicle Offenses	120
Disturbances (Non domestic)	241
Domestic - Custody/Probate Issues	16
Domestic - other	21
Domestic related harassment	17
Domestic related WBC	8
Domestic Stand By	11
Domestic disputes in progress	129

Drug Offenses	56
Elder Issues/Abuse/Neglect	29
Exposure (Indecent)	3
Fake/Altered License or ID	1
Fraud/Cons	51
Gas leaks; odor of gas	30
Group Home Incidents/Disturbances	2
Harassment	44
Harassment Order Violation	2
Harassment Orders - served/issued	5
Identity Theft	17
License Plate Stolen	4
Liquor Violations; possession/transporting	4
Littering; Dumping	6
Lockouts	204
Malicious damage/vandalism	89
Missing Persons	33
MV Complaints	325
MV Crashes	1245
MV Thefts	6
Narcan administrations by police officers	8
Neighbor disputes/issues	15
Noise Complaints	98
OUI - Drugs	6
OUI - Liquor	33
Poles/Wires down	328
Prostitution	3
Protective Custody	27
Psych incidents	29
Rape/sexual assaults	19

Receiving/Recovered Stolen Property	321
Recovered Stolen MVs in Burlington	1
Restraining orders-served/issued	31
Restraining order violations	15
Retail / shoplifting	188
Road hazards	321
Road rage incidents	7
Robberies, armed	0
Robberies, unarmed	2
Sex offenses-all others	6
Solicitors	21
Sudden deaths	22
Suicide attempts or threatened	30
Suicides	1
Summonsed	235
Susp persons; MVs; activity	961
Thefts/larcenies-attempted	4
Thefts/larcenies-others	89
Threats	42
Trespassing	16
Using MV without authority	3
Warrant of apprehension (non-criminal)	18
Weapons (incidents involving weapons)	3
Well being checks	460
Wheel/tire thefts	5
Youth complaints	44





## DEPARTMENT OF PUBLIC WORKS

### WEBSITE

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

#### ADMINISTRATION AND DEPARTMENT STAFF

*John G. Sanchez, Director of Public Works*  
*Teresa Keene, Administrative Assistant II*  
*Rachel Caplan, Operations Analyst*  
*Pialisa Manent, Accounting Specialist*  
*Patti Robichaud, Accounting Specialist*  
*Arlene Defilippo, Administrative Assistant I*

#### Central Maintenance

<i>George T. Lee</i>	<i>Superintendent</i>
<i>Leo Fernandes</i>	<i>Master Mechanic</i>
<i>Brian McCarthy</i>	<i>Motor Equip. Repair</i>
<i>Luke Duprez</i>	<i>Motor Equip. Repair</i>

#### Buildings & Cemeteries

<i>Rich Reid</i>	<i>Superintendent</i>
<i>Frank Anderson</i>	<i>Lead Foreman</i>
<i>Michael Quinones</i>	<i>Working Foreman</i>
<i>Pari Doherty</i>	<i>Office Assistant</i>
<i>James Bieren</i>	<i>Spec. Equip. Oper.</i>
<i>Billy Bouley</i>	<i>Bldg Maint. Crafts.</i>
<i>James Gavula</i>	<i>Sr. Bldg. Maint. Crafts.</i>
<i>Nichole Noorigian</i>	<i>Bldg. Maint. Crafts.</i>
<i>David Swift</i>	<i>Bldg. Maint. Crafts.</i>
<i>Kevin Mehigan</i>	<i>Head Custodian</i>
<i>Kevin Crehan</i>	<i>Bldg. Custodian</i>
<i>Steve Doyle</i>	<i>Lead Custodian</i>
<i>Mary Hamel</i>	<i>Lead Custodian</i>
<i>Laura Sorensen</i>	<i>Bldg. Custodian</i>
<i>Eric Moran</i>	<i>Bldg. Custodian</i>

#### Water & Sewer

<i>Paul Bieren</i>	<i>Superintendent</i>
<i>Chuck Woods</i>	<i>Lead Foreman</i>
<i>Matthew Davis</i>	<i>Working Foreman</i>
<i>Aaron Chase</i>	<i>W&amp;S Equip Maint.</i>
<i>Michael Dwyer</i>	<i>Pump. Stat. Oper.</i>
<i>Kenneth Ganley</i>	<i>W&amp;S Equip. Maint.</i>
<i>Donald McNeil</i>	<i>W&amp;S Equip. Maint.</i>
<i>Jamie Phillion</i>	<i>Pump Stat. Oper.</i>
<i>Michael Rose</i>	<i>Pump. Stat. Oper.</i>

#### Engineering

<i>Thomas Hayes</i>	<i>Town Engineer</i>
<i>Brian White</i>	<i>Asst. Town Engineer</i>
<i>Lisa Matarazzo</i>	<i>Admin. Assistant 1</i>
<i>Tim Mazzone</i>	<i>Sr. Engineer</i>
<i>Steve Hildreth</i>	<i>Sr. Engineer</i>
<i>Anthony Repucci</i>	<i>Jr. Engineer</i>

#### Highway

<i>Kevin Keene</i>	<i>Superintendent</i>
<i>Robert McMahon</i>	<i>Lead Foreman</i>
<i>Michael Giardina</i>	<i>Working Foreman</i>
<i>Donna Manning</i>	<i>Timekeeper</i>
<i>Michael DeLong</i>	<i>Spec. Equip Oper.</i>
<i>Michael DeSimone</i>	<i>Spec. Equip Oper.</i>
<i>Pat Duran</i>	<i>Spec. Equip Oper.</i>
<i>Thomas Harrington</i>	<i>Spec. Equip Oper.</i>
<i>Christopher Hayes</i>	<i>Spec. Equip Oper.</i>
<i>Chris Lavoie</i>	<i>Spec. Equip Oper.</i>
<i>Rich Lembo</i>	<i>Spec. Equip Oper.</i>
<i>Daniel Matarazzo</i>	<i>Spec. Equip Oper.</i>
<i>Ricky McClenningham</i>	<i>Spec. Equip Oper.</i>
<i>Michael Murphy</i>	<i>Spec. Equip Oper.</i>

#### Water Treatment

<i>Russ Makiej</i>	<i>Manager</i>
<i>Brian Sullivan</i>	<i>Chief Chemist</i>
<i>Nanette Masotta</i>	<i>Backflow Tech.</i>
<i>Robert Clougherty</i>	<i>Operator</i>
<i>James Doherty</i>	<i>Operator</i>
<i>John Doherty</i>	<i>Operator</i>
<i>Paul Dubois</i>	<i>Operator</i>
<i>Sinan Enrem</i>	<i>Operator</i>
<i>Jose Pimentel</i>	<i>Operator</i>
<i>Gabrielle Fitzgerald Leger</i>	<i>Operator</i>

## DEPARTMENT OF PUBLIC WORKS

*John G. Sanchez, Director of Public Works*

### 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.

### 2018 HIGHLIGHTS - DPW

- Remodeling completion of the 61 Center Street building allowing for more space at the Human Services building
- The Pine Haven Columbarium was completed
- Bituminous Sidewalk Repair Program
- The Highway Division completed 3,000 feet of sidewalk on Washington Street as part of the new asphalt sidewalk repair program

### FUTURE GOALS

- Construction of a new DPW and Parks facility
- Joining the MWRA for supplemental water supply

### ENGINEERING

*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.

### 2018 HIGHLIGHTS- Engineering

- Provided Procurement Assistance to other DPW Divisions on 25 projects.
- Utility Permits (0031) – Issued 289 street opening/utility permits as well as 89 Sewer Allocation permits.
- Water Main Improvements (7294) – Water main improvements on Winn Street as well as new hydrant installations at three different locations, awarded to Pecora Contracting Co. Inc. at a contract price of \$86,535
- Street Light Maintenance-2018 (7301 )- Comprehensive streetlight maintenance service for the entire Town owned overhead and underground served streetlights, awarded to Coviello Electric and Electric Contracting Co., Inc. at the contract price of \$33,140
- 2018 Human Services Parking Design (7305) - Survey and Design for proposed future parking lot at 61 Center Street.
- 2018 MTP Ext & Bedford St Traffic Signal Upgrade (7262) – Traffic signal improvements awarded to Coviello Electric & General Contracting Co., Inc. at a contract price of \$183,100.
- 2018 Drainage Improvements (7297) – Drainage infrastructure installation on Glendale Rd and Pinewold Ave. awarded to CRL, Inc. at a contract price of \$158,295.

- 2018 Sewer Pump Station On-Call Repair & Maintenance (7298) – Repairs and improvements to sewer pump stations awarded to Weston & Sampson CMR, Inc. at a year 1 contract price of \$310,750.
- 2018 Project 8 Sewer I/I Investigations (7314) – Sewer inspections to identify infiltration and inflow awarded to Weston & Sampson Engineers, Inc. at a contract price of \$226,414.
- 2018 SCADA Sewer Pump Station On-Call (7345) – Sewer SCADA repair and implementation awarded to Wilson Controls LLC at a contract price of \$24,999.
- 2018 Cold Plane Paving of Various Streets (7292) – Paving and sidewalk construction, awarded to P.J. Keating Company, of Lunenburg, MA at a contract price of \$1,807,572.78.
- Pine Haven Cemetery Columbarium (7186) – Completed construction started in 2017 of a free standing columbarium at the Pine Haven Cemetery, awarded to Hardy Doric, Inc. at a final contract price of \$192,925.54.
- 2018 Bituminous Paving - Reclaim Only (7290) - Full depth reclamation, finish grading, complete paving and all associated work on various streets, full depth reclamation, awarded to P.J. Albert at a contract price of \$732,845.
- 2018 Center Street, 33 Parking Lot Reclamation (7284) - Full Depth reclamation, finish grading, complete paving and all associated work on parking lot, awarded to P.J. Albert at a contract price of \$50,565.23.
- 2018 Culvert Repair - Hilltop Drive (7349) - Professional services developing repair plans and construction phasing for box culvert spanning Sandy Brook on Hilltop Drive, awarded to Kleinfelder Northeast Inc. at a contract price of \$12,800.
- 2018 Stream Cleaning - Daniel Drive (7280) - Cleaning and dredging sediment and materials within streams with the use of Vactor technology, awarded to National Water Main Co. at a contract price of \$142,670.25
- 2018 Crack Sealing of Various Streets (7309) - Cleaning and sealing of construction and random cracks in bituminous concrete pavements, awarded to Superior Sealcoat, Inc. at a contract price of \$13,488.
- 2018 Salt Shed Landscaping (7208) - Grading and landscaping soil pile, loam and seeding new area, and adding arborvitae trees bordering the parking lot, awarded to J.P. Murray Inc. at a contract price of \$9,710.

## **BUILDINGS & CEMETERIES DIVISION**

*Richard Reid, Buildings & Cemeteries Superintendent*

### **Buildings Section**

The overall mission of the Buildings Section of the Buildings and Cemeteries Division is to maintain and repair our 26 town owned buildings and the outbuildings associated with them. These buildings include the Town Hall, Town Hall Annex, Police Station, Fire Station, Library, Human Services Building, Grandview Farm, 33 Center Street, Vine Brook Treatment, Mill Pond Treatment, Highway Division Garage, Water Division Garage and Fire Station #2.

In 2018, we processed and completed 395 repair and maintenance jobs at various locations. Of the completed jobs, 323 were handled by in-house employees, with 72 performed by outside contractors, under department supervision.

In-house jobs included building, electrical, plumbing repairs and general maintenance work needed. 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 and pest control.

## 2018 HIGHLIGHTS

### Buildings

- Continuing with the evaluation and the implementation of an energy management system. This system will aid in the conservation and cost savings of utilities used by the town buildings. This is done in connection with an Eversource energy program;
- Demolition and replacement of the interior lost due to fire at the Pine Haven Cemetery Chapel, 84 Bedford Street.



### Some of the larger completed jobs were:

- Installation of energy management systems at 61 Center Street, 33 Center Street and the Main Fire Station;
- Installation of fire alarms in Chestnut Hill Cemetery at 52 Bedford Street;
- Completion of Phase I of the Pine Haven Cemetery Columbarium

*Seminatore Barn, now the chapel and office at Pine Haven Cemetery after fire damage in front of structure (Picture by: R. Fahey/Burlington Retro)*



*Completion of the rehabilitation of 61 Center Street*

### Major projects still in progress include:

Completion of the rehabilitation of 61 Center Street.

### Cemetery Section

The overall mission of the Cemetery Section of the Buildings and Cemeteries 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.



## 2018 HIGHLIGHTS - Cemeteries

### *Pine Haven Cemetery*

- The Buildings & Cemeteries Division performed 88 burials at Pine Haven Cemetery and sold 40 burial plots in the new "E" Section of the cemetery.
- The first phase of the columbarium project is complete and sales began January, 2018 where 32 niche units were sold and 6 inurnments performed.

### *Chestnut Hill Cemetery*

Cemetery and Buildings Division personnel performed 70 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively 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.

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. The Town of Burlington Veterans' Office and Retired Veterans continued assistance in maintaining our valued Veterans areas is also greatly appreciated.

The Buildings & Cemeteries personnel would like to congratulate Paul Cauldwell on his retirement after 36 years of service, we all wish him well on his future endeavors. We also welcome David Swift, Building Maintenance Craftsman to the Division.



*Chestnut Hill Cemetery*



*Seminare Barn, now the chapel and office at Pine Haven Cemetery  
(Photo by Richard Caplan)*

## **CENTRAL MAINTENANCE DIVISION**

*George Thomas Lee, Central Maintenance Superintendent*

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

In the past year we have added some new safety equipment and emergency lighting to some of the older vehicles and equipment.

In total the division maintains 144 vehicles, trailers and heavy equipment, as well as 23 generators and miscellaneous equipment.

I would like to thank the staff at Central Maintenance, Leo Fernandes, and Brian McCarthy for their hard work and dedication. I also would like to welcome Luke Duprez to the staff.

## **HIGHWAY DIVISION**

*Kevin Keene, Highway Division Superintendent*

The Highway Division completed 1401 work orders throughout the year to include:

### **2018 HIGHLIGHTS - Highway**

The Division started its sidewalk replacement project with three thousand feet of new sidewalk on Washington Avenue.

- The winter started with four snow events including two blizzards and eight sanding operations.
- Repaired numerous potholes, berms and lawn damages from these storms.
- Many trees damaged from the March storms that had large amounts of debris removed.
- The sweeping of sidewalks and roadways are a yearly project to keep up with permits.
- Line and lane painting to include parking lots throughout the town.
- Maintained our catchbasin cleaning throughout the town from spring to winter.
- We continued to cut brush where needed, when needed.
- Paved roads to include, Olean, Sumpter and numerous waterbreaks all throughout the town.
- Other paving projects included, Simonds Park, Pine Glen School and some walking paths at Rahanis Park and the back driveway of M.S.M.S.
- Repaired and/or replaced 150 signs around town.

This was a very productive year as we completed many projects in addition to the regular maintenance performed during the year. The Highway Division thanks all who have helped when asked and look forward to serving our residents to the best of our ability.

## **WATER & SEWER DIVISION**

### **Water Treatment**

*Russ Makiej, Water Treatment Manager*  
*Water Treatment Manager*

2018 was a challenging year for us in the Water Treatment Division. We overcame several difficult challenges. We began 2018 with a frozen 12" pipe at the Vine Brook Plant that prohibited us from pumping water through the facility. It took us several weeks to thaw and repair the pipe due to the arctic cold stretch of weather that carried on through February.

While working on repairs of the frozen pipe, we discovered that our Filter #7 at the Vine Brook plant had sprung two leaks due to internal corrosion of the filter. The filter media was removed, the filter sandblasted, spot welded, internally recoated and new filter media was installed prior to placing the filter back into service. This process took several months and also was the reason for the town needed to impose a full water ban of nonessential outside water use. We also needed to purchase drinking water from our neighbor in Lexington to help us get through this time period.

Our winter daily water demand is approximately 2.4 million gallons per day and the summer demand can exceed 5 million gallons per day. We appreciate the help that the community provided in reducing their outdoor watering during this difficult stretch for us.

Additionally, while we were addressing our frozen pipe and filter issue, we had a chemical fill line break during a delivery that also was attributed to the cold temperatures that we endured through the first several weeks of the year. This broken fill pipe resulted in several weeks of cleanup at the Vine Brook plant. Once cleanup was completed, the fill pipe was repaired and measures implemented so that we do not have an event like this in the future.

On a positive note, we employed a new pipe cleaning method called "ice pigging" to clean the pipe that handles our backwash water from the Mill Pond plant to the sludge drying lagoons adjacent to the Mill Pond Reservoir. This method is done by pumping ice slurry into the pipe and pumping it through the pipe with water to the lagoon. We were able to visibly see the accumulated debris that was dislodged from the sides of the pipe by this process. We also increased our pumping velocity to the lagoons from our backwash waste holding tank.



We produced one billion gallons of water for our consumers in 2018. Vine Brook produced 268.57 million gallons and Mill Pond produced 736.97 million gallons respectively.

We successfully operated and maintained 2 drinking water treatment facilities, 7 wells, 3 water storage tanks, Wellesley Ave. pressure booster station, Robin Lea drainage collection pump station and lastly the Diversion Station on the Shawsheen River in Billerica which is utilized to pump raw water to fill and maintain reservoir levels at Mill Pond when there is sufficient flow in the river.

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, Free and Total Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates. We also collected over 200 water samples to be analyzed by our contracted state approved lab for parameters that we are unable to analyze for in our own lab setting.



We conducted several hydrant flow tests. These tests are required by insurance companies when a building in town is constructed or redeveloped to ensure that the flow meets fire flow guidelines and also to determine if a building may require booster pumps for their fire suppression system.

*Mill Pond Reservoir (Photo by R. Fahey/Burlington Retro)*

I would like to thank our Chief Operator and our Water Treatment Plant Operators for their dedication to their profession and for their commitment to the town and its residents. Their commitment ensures the efficient operation of both the Mill Pond and the Vine Brook Treatment Facilities while producing the highest quality drinking water possible. We strive to produce a safe and high quality drinking water to our residents and visitors that meets and/or exceeds D.E.P. and E.P.A. guidelines and standards. We look forward to another year of serving our consumers the highest quality drinking water that we are able to produce in our facilities!

### **Backflow Prevention**

*Russ Makiej, Water Treatment Manager*

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.

Total Reduced Pressure Zone devices	883
Total Pressure Vacuum Breaker devices	53
Total Double Check Valve devices	<u>327</u>
Total testable devices in Commercial/Municipal buildings	1263



TEST RESULTS		
	PASSED	FAILED
DC Residential	27	0
DC Municipal	19	0
DC Commercial	<u>283</u>	<u>0</u>
<b>DC Totals</b>	<b>329</b>	<b>0</b>
PV Residential	31	0
PV Municipality	2	0
PV Commercial	<u>37</u>	<u>2</u>
<b>PV Totals</b>	<b>69</b>	<b>2</b>
RPZ Residential	22	0
RPZ Municipal	98	0
RPZ Commercial	<u>1494</u>	<u>1</u>
<b>RPZ Totals</b>	<b>1614</b>	<b>1</b>
<b>Grand Totals</b>	<b>2012</b>	<b>3</b>
SURVEY RESULTS		
Commercial	63	13
Municipal	<u>25</u>	<u>4</u>
<b>Grand Total</b>	<b>88</b>	<b>17</b>

## **Water Distribution and Sewer Section**

*Paul Bieren, Water & Sewer Division Superintendent*

Water & Sewer Utilities Division commit to bring our best to work each day with a positive and professional attitude to providing the highest level of service possible to the residents of the town of Burlington.

2018 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 and professionalism.

I hope this report provides an insight into 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 include the following:

### **Water**

- 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 town 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**

- 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
- Do sewer mark outs
- Respond to emergency sewer alarms

We also assist other divisions when needed. We assist the Highway Division in snow & ice removal and operations. We assist the Building & Cemeteries Division with burials and their Memorial Day services. We Assist the Engineering Division with water & sewer projects.

**A look at the numbers:**

Number of appointments (meters, mark out and troubleshoots)	995
Number of water main breaks	35
Number of hydrants repaired/replaced	79
Number of hydrants flushed	572
Water shut off/on	175
Linear feet of sewers rodded	29,400
Sewer blocks responded to	33
Wet well cleaning	224
Emergency sewer alarms responded to	194
Sewer main breaks	0

We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day.

**BURLINGTON PUBLIC TRANSIT**

*Patti Robichaud, Burlington Public Transit Coordinator*

You have probably seen our bus traveling around Burlington. The pictures on the side of the bus depict the major destinations where the bus stops throughout the Town. The Burlington Public Transit System bus is safe, wheelchair accessible, clean and convenient (just wave him down).

Anyone can take advantage of this opportunity by using the Burlington Public Transit system, as it is public transportation. The bus travels around the main roads of Burlington from 7:30 am until 7:00 pm getting people to and from work, school, shopping, medical appointments and connecting to the MBTA system.

The bus stops at all the supermarkets (Wegman's, Shaw's and Market Basket in Burlington), all the Malls (Crossroads, Burlington Mall, Middlesex Commons, Vine Brook Plaza and Wayside Commons) and the Lahey Clinic on Mall Road, as well as the Harvard Van Guard at Wall Street (on request).

**Bus Fares are as follows:**

	Seniors (Age 65)	
	Students With ID's	
	Medicare Cardholders	
	<u>Special Needs</u>	<u>Adults</u>
Cash Ride (exact change)	\$1.00	\$3.00
Transfers	.25	.50

Children under 6 are free.

Pass applications may be obtained from the bus driver or on-line through the website.  
Pass rates are as follows:

		Medicare Cardholders Special Needs <u>Seniors (65) &amp; Students w/ID</u>
<u>6 Month Pass</u>	<u>Adults</u>	
January-June	\$250.00	\$125.00
July-December		
<u>3 Month Pass</u>		
Jan-Mar/Apr-June	\$150.00	\$ 75.00
July-Sept/Oct-Dec		

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

Lowell LRT at Chestnut Ave., the Burlington Mall & Lahey Clinic  
Burlington-Alewife (Bus #350) 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 DeGraaff 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 2 buses for the five Saturdays between Thanksgiving and Christmas. You can park at the Human Services Building or the Town Hall and take the bus to the Mall. This is a terrific way to get your holiday shopping done and not have to worry about fighting traffic or finding a parking space at the Mall and it is FREE to all on those five Saturdays.

The bus stop at the Burlington Mall is outside the Bank of America.

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

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



*Burlington Public Transit (Photo by: P. Robichaud)*

## BUILDING DEPARTMENT

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John Clancy, Inspector of Buildings*

*Andrew Ungerson, Senior Building Inspector*

*John Luther, Local Building Inspector*

*Michael Kenney, Local Building Inspector*

*James McDonough, Inspector of Wires*

*Glenn Paparo, Plumbing & Gas Inspector*

*Judy Sorensen, Administrative Assistant I*

*Erin Killilea, Part Time Administrative Assistant*

### **WEBSITE**

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

### **PURPOSE**

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

### **2018 HIGHLIGHTS**

Our office is responsible for managing plan reviews, permits and inspections relating to new construction, additions, and remodeling projects. As such, the Building Department reviews building plans submitted to the Town and approves them based on compliance with the Planning Board's approval, the Town's Zoning by Laws as well as the Commonwealth of Massachusetts State Building Code. The Building Department is also responsible for annual inspections (Certificate of Inspection) of certain assembly occupancies (e.g. theaters, restaurants, schools / day cares, apartment buildings, etc.) and respond to complaints regarding potential code / by law violations and work done without the proper permits.

Our office works diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training sessions. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), the Office of Public Safety & Inspections (f.k.a. Building Board of Regulations & Standards) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

2018 was yet another busy year for the Town and this office. 3439 permits were issued (between building, electrical, & plumbing and gas), 6138 inspections made. Total fees of \$3,768,728.00 were collected. The construction growth within the Town these past years has been tremendous. During the past six years this office has issued permits totaling \$1,132,099,147 in construction value, which resulted in the collection of \$17,320,064 in permit fees.

### **FUTURE NEEDS/GOALS**

Shortly our office along with other permitting granting departments will be implementing an on line permitting software program. This computer based system will allow developers, contractors, and homeowners to apply for permits from their office / home, assist the applicants with the status of their application, permit issuance, request for inspections, and find information as to any proposed construction project or its status as well as construction history on any one particular building.

This will help in stream lining applications and allow the public to review what is being constructed / developed through the Town. Reduce the quantity of paper, the need to maintain files, and the cost of micro-filming of construction documents / plans.

## STAFF

Our office has a very dedicated and professional staff. I want to thank Judy Sorensen and Erin Killilea, Office Administrators; Andrew Ungerson, Sr. Building Inspector; John Luther and Michael Kenney, Local Building Inspectors; James McDonough, Inspector of Wires; Glenn Paparo, Inspector of Plumbing and Gas Fittings as well as Bill Callahan, back up Plumbing & Gas Inspector and Eric Sullivan back up Wiring Inspector. These folks certainly go the extra mile to help all that they come in contact with. Their efforts and time can be seen every day when we see the construction activity throughout our town.



*The Building Department is Located in the Burlington Town Hall Annex on 25 Center Street*

## 2018 BUILDING DEPARTMENT STATISTICAL DATA

TYPE PERMIT	# ISSUED	FEES PAID	INSPECTIONS
<b>Building</b>	1125	\$3,282,519	2093
<b>Electrical</b>	1074	302,221	2445
<b>Gas</b>	440	25,694	516
<b>Plumbing</b>	517	93,871	777
<b>Sheet Metal</b>	155	55,111	106
<b>Certificates of Inspection</b>	128	9,312	201
<b>TOTAL</b>	<b>3439</b>	<b>\$3,768,728</b>	<b>6,138</b>





*85 Middlesex Turnpike (f.k.a. Sears Tire Battery & Auto  
35,000 s.f. Mixed Use Retail, Business & Assembly*



*147 S. Bedford St. Northeastern University  
104,092 s.f. Story Mixed Use & Laboratory*



*20 Corporate Dr.  
462,685 s.f. 270 Unit Apartment Building*



*156 Cambridge St.  
24,888 s.f. Mixed Use, Retail, Business & Assembly*



*160 Cambridge St.  
60,015 s.f. 29 Unit Apartment Building*



*186 Middlesex Turnpike 131,105 s.f. Health Club*



## CONSERVATION COMMISSION & CONSERVATION DEPARTMENT



*Back row (l to r) Jennifer O’Riorden, Ed LoTurco, Indra Deb, Gail Lima  
Front row (l to r) Kerry Melanson, Larry Cohen, William Boivin*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*John Keeley, Conservation Administrator*

*Eileen Coleman, Assistant Conservation Administrator*

*Lisa Crockett-Crowe, Administrative Assistant*

*Noelle Judd, Recording Clerk*

### **WEBSITE**

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

### **PURPOSE**

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 2018. This was his 27<sup>th</sup> year on the Commission. William Boivin, who has been a Commissioner since 2012, continued for a fourth year as the vice-chair in 2018. The Commission is fortunate to have several other members with many years of service. Indra Deb has been on the Commission since 1996 and Gail Lima since 2001. Kerry Melanson retired from the Commission in December after serving since 1993. Ed LoTurco completed his second year on the Commission in 2018, and Jennifer O’Riorden joined the Commission in April. The Commission sadly lost Ann McNamara, who passed away in January. Ann had been a dedicated Commissioner since 2009 and she is greatly missed.

The Conservation Department was staffed in 2018 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Noelle Judd is the Recording Clerk for Conservation Commission meetings. 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.

The Conservation Commission and the Conservation Department are responsible for local administration of, and ensuring 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 equal to, or 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.



*Commission site walk (Photo by E. LoTurco)*

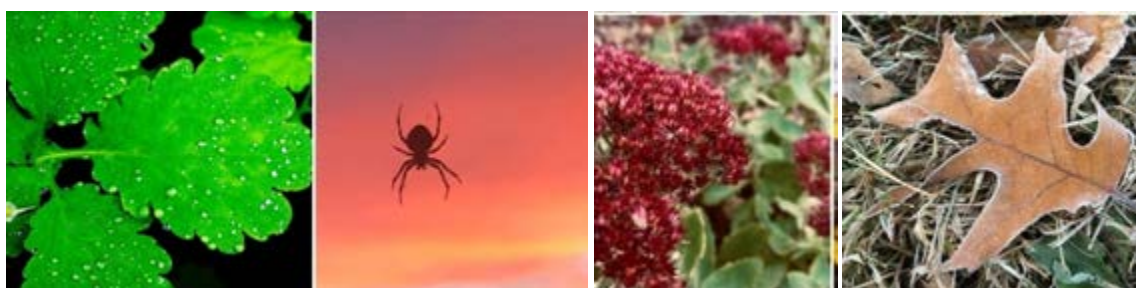
The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under its jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several other smaller parcels. Many of these areas have hiking trails. The Conservation Department has digital maps of the largest Conservation areas that can be downloaded from the department's web page, or obtained by emailing the Conservation Department. Additionally, the Conservation Department assists the Board of Selectmen in the

management of the Landlocked Forest. The Conservation Commission also holds a number of conservation restrictions (CRs) on privately-owned land. CRs are customized land use restrictions that allow a landowner to retain ownership of the land and possibly reduce their taxes, while protecting the land in its natural, scenic or undeveloped condition, typically in perpetuity.

## 2018 HIGHLIGHTS

- The Commission issued **fourteen (14)** Orders of Conditions/Wetland Permits for projects proposed near wetlands. The Commission also denied one (1) application.
- The Commission and/or Conservation Department issued **twenty-nine (29)** Erosion & Sedimentation Control Permits for construction projects disturbing at least 10,000 sq. ft. of land, many for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects permitted included the Sears/Burlington Mall redevelopment and the redevelopment of the former Chili's site on Middlesex Turnpike.
- The Commission also issued **sixteen (16)** Determinations of Applicability for smaller construction projects proposed near wetlands.

- The Commission and/or Conservation Department also issued a smaller number of Orders of Resource Area Delineation and Certificates of Compliance.
- The Conservation Department helped resolve several beaver-related flooding issues.
- The Conservation Department continued to update and expand the Town's stormwater website, with information on reducing water pollution, flooding and erosion, and pages targeted to residential and commercial properties, as well as the construction sector:
- The Conservation Department, as part of its effort to coordinate the National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit, employed two interns from June through August. The MS4 permit requires Burlington to map its entire stormwater system and sample stormwater for various parameters to identify areas of concern in the system. This was the second year to work on this program for interns Dave Stuczynski and Mike Mugo, both engineering students at UMass Lowell. Dave and Mike did baseline dry-weather sampling across the system and established that there were no indicators of consistent contamination in the stormwater sampled. They also completed field investigations to refine the stormwater system map and researched stormwater best management practices implemented across Town. The stormwater sampling program will be ongoing.
- The summer stream-cleaning program continued, helping remove blockages and trash from the Town's waterways.
- The commission continued efforts to engage and educate the community with outreach events such as the Great Outdoor Scavenger Hunt.
- The Commission, working with a consultant and a subcommittee that included other Boards and Departments, commenced updating the Open Space & Recreation Plan (OSRP) which was last updated in 2011. The OSRP is expected to be completed in early 2019.
- The Burlington Master Plan Committee designated the Conservation Commission as lead agency for promotion of the Community Preservation Act (CPA) in Burlington. The committee has met with and received support from the Planning Board, Historical Commission, Chamber of Commerce, Housing Commission, Parks and Recreation. This effort will continue next year with a goal of presenting to Town Meeting in January 2020 and getting CPA approval on the ballot in November 2020.
- Commissioner O'Riorden organized the first Natural Burlington Photo Contest, which was held at the Grand View Farm in November. It was extremely successful, with over 100 entries, local press and BCAT coverage, with adult and youth submissions. Below are four of the entries.



*Y-Droplets on leaf by Julia Cline*

*Beauty and the Beast by Alexandra Burke*

*Caspiansea by Maya Barklley*

*First Frost by Julia Cline*



## FUTURE GOALS

In 2019 and beyond, 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 pavement and other impervious cover.
- Implement the NPDES MS4 Stormwater Permit administered by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection.
- Continue the environmentally-sensitive hand stream cleaning program.
- Improve management of conservation areas, including continuing to work with the Burlington Police Department to control illegal ATV usage, and increasing volunteer stewardship opportunities.
- Work with the Trustees on landscape management at Mary Cummings Park.
- Increase public appreciation and use of Conservation areas through outreach and the use of social media.
- Continue to encourage and expand the formation of Green Teams in the Burlington schools.



*Commission site walk (Photo by E. Coleman)*

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.





## PLANNING DEPARTMENT



### **PLANNING BOARD**

*Back row (l to r) William Gaffney; Ernest E. Covino Jr.; Paul R. Raymond; Joseph A. Impemba.  
Front row (l to r) Carol A. Perna, Vice Chairman; John D. Kelly, Chairman; Barbara G. L'Heureux, Member Clerk,*

### **ADMINISTRATION AND PROFESSIONAL STAFF**

*Kristin E. Kassner, AICP, Planning Director*

*Josh K. Morris, AICP, Senior Planner*

*Elizabeth Bonventre, Assistant Planner*

*Jennifer Gelinas, Principal Clerk*

*Noelle Judd, Recording Clerk*



*Elizabeth Bonventre, Kristin Kassner, Josh Morris, Planning Intern David Horowitz*

## **WEBSITE & LOCATION**

We are located on the first floor of the Town Hall Annex and further information can be found on the web at: [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.

## **COMITTEE MEMBERSHIP**

Select Members of the Planning Board serve as representatives on the following committees: Route 3A Committee, Small Cell Committee, North Suburban Planning Council (Sub-region of the Metropolitan Area Planning Council), Burlington Housing Partnership and the Burlington Public Transit Committee. Paul R. Raymond serves as the Board's representative to the Recreation Commission.

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and the Small Cell Committee and the newly formed Zoning Bylaw Review Committee (ZBRC). The Planning Director and Senior Planner serve as the Town's representatives to the Metropolitan Area Planning Council (MAPC). The Planning Board Chairman and Staff, jointly with the Town Administrator and Selectmen, continue to participate in regional initiatives including the Middlesex 3 Coalition, a regional partnership, in cooperation with municipal, academic and business institutions within Bedford, Billerica, Chelmsford, Westford, Lowell, Lexington, Tyngsborough, Tewksbury, and Lowell; and the Massachusetts Area Planning Council (MAPC) and Northern Middlesex County of Governments (NMCOG) mobility studies to identify regional transportation and infrastructure needs within the North Suburban Planning Council sub-region.

The Planning Department continues to report to the Office of Housing and Economic Development on the status of growth within the Priority Development Sites within Burlington, including Northwest Park and Network Drive. Planning Staff has also works very closely with Town Departments including: Town Administrator, DPW/Engineering Division, Fire and Police Departments and local property owners on the implementation of the MassWorks grant funding and mitigation requirements outlined in various Planned Development Districts (PDDs) to advance improvements along Middlesex Turnpike. The Department also works closely with Town Departments holding Development Coordination Meetings (DCM) twice a month.

## **LONG-RANGE PLANNING**

Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan, Burlington is reaching the 20-year mark since the last Plan was created. A Master plan is "A statement through text, maps, illustrations or other forms of communication that is

designed to provide a basis for decision making regarding the long-term physical development of the municipality...” – (*Chapter 41 Section 81D of the General Laws of Massachusetts*). It serves as the community's general "blueprint" for its future, guiding regulatory changes, land use policies, budgeting decisions, and much community decision making.

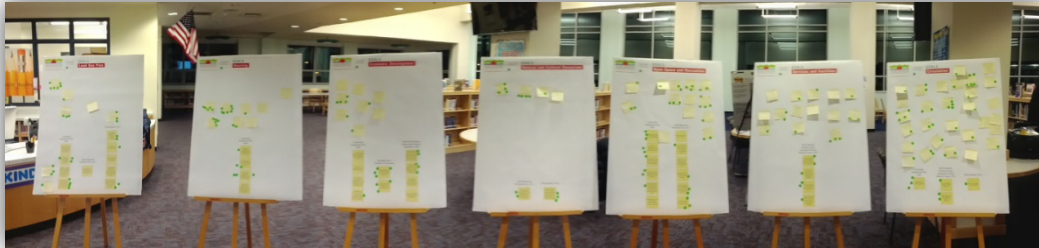
The Master Plan is a comprehensive process which has taken place over the last four (4) years. We have had the assistance of four (4) consultants: Harriman, the lead consultant, FXM Associates, RKG Associates, and The Engineering Corporation (TEC). The elements within the Master Plan include:

- **Vision Statement** – Visioning process decides the future the community wants and considers Where are we now, Where are we going, Where do we want to be, and How do we get there?
- **Land Use**– Provides an analysis of land uses in Burlington, presents a future land use map, and identifies where changes in land use will provide important benefits.
- **Transportation** – Assesses transportation modes and circulation networks in Burlington to identify challenges and opportunities.
- **Housing** – Presents existing housing conditions and characteristics, analyzes affordability, and considers methods to provide housing choice.
- **Economic Development**– Examines economic conditions, trends, and potential actions to preserve the town’s strengths and address its challenges.
- **Natural and Cultural Resources** – Provides strategies to protect and enhance Burlington’s natural, historic, and cultural resources.
- **Open Space and Recreation**– Outlines the town’s outdoor spaces and recreational facilities and presents strategies to support their protection, management, and expansion.
- **Town Center**– Provides an analysis of the Town Center for place making and as a community resource and suggests actions to foster it as a destination area and improve connections.
- **Services and Facilities** – Analyzes existing and forecasted needs for municipal services and facilities and provides strategies for future service needs and high quality facilities.
- **Implementation Guide** – Reference resource for accomplishing recommendations within the plan. The challenge is looking at all of the elements together and finding a vertical and horizontal balance between identified priorities. The Implementation Guide outlines tasks and action plans across all elements.





The Plan involved a public process, community outreach and engagement, and a dialog with residents to draw a roadmap for Burlington for the next 20 years. We held over 100 meetings – including, over 50 Steering Committee Meetings, 8 Public Workshops, 3 public surveys, 6 neighborhood walks and an extensive social media presence with over 400 people following the Burlington Master Plan Facebook page.



In 2014 a Master Plan Steering Committee was created to assist in the creation of the Master Plan. This committee is comprised of a diverse cross section of representatives of the community including the Planning Board, Board of Selectman, Conservation, Town Meeting, Board of Appeals, Recreation, School Committee, Board of Health, Council on Aging, Chamber of Commerce, Business Representatives and Residents. There are 21 appointed members of the Steering Committee. Over the last three years the Steering Committee has held over 50 meetings. Below is a list of all appointed persons who have at any time served on the committee. We recognize the names in bold as truly dedicated members that have attended almost all of the meetings held over the past three years. We thank all members for their service in this very important task, setting the path for Burlington's future.

The Master Plan is currently in draft form and the Public Hearing is open with the Planning Board. It is anticipated that the Planning Board will keep the hearing open through the month of March 2018 (longer if needed). The goal is to complete the Comprehensive Master Plan in the spring of 2018. 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)

**The Planning Department is underway with final editing. The Final Comprehensive Master Plan will be released in 2019. The Planning Board will also soon be seeking appointments to the Master Plan Implementation Committee.**

## **2018 ZONING BYLAW AMENDMENTS & REZONINGS**

### **January Town Meeting 2018, ARTICLE 2: Solar Zoning Bylaw Amendment**

Proponent: The Planning Board

- ▶ Clarifies definitions of solar energy, including roof and ground mounted systems
- ▶ Adds dimensional and design protections within residential neighborhoods
- ▶ Limits size and scale of systems to be proportional with the energy demands of the structures on the premises in residential zoning districts (One-Family Dwelling (RO), Continuing Care (RC), and Garden Apartment (RG)).
- ▶ Further clarifies dimensional criteria
- ▶ Adds provisions for abandonment and removal

Elevates the approval of ground mounted systems in the RO, RC, and RG residential zoning districts to require a Special Permit from the Planning Board

**May Town Meeting 2018, ARTICLE 33: Amend Zoning By-Laws, Article IV Section 4.2.0 Principal Use Regulation Schedule**

Proponent: The Herb Chambers Companies

To see if the Town will vote to amend Article IV, Section 4.2.0 Principal Use Regulation Schedule of the Town's Zoning By-Laws by amending the language as follows to create a new use provision: To allow by Special Permit in the IG District and prohibited in all other Districts: 4.2.5.10 Automobile Dealership which may include integrated structured parking, provided said use is located on a lot abutting an Automobile Dealership use existing as of the date of the adoption of this subsection 4.2.5.10, and provided that the lot is located within 200 feet of Route 128/95 highway or ramp layout and at least 200 feet from the nearest One Family Dwelling (RO) residential zoning district boundary. Any Automobile Dealership allowed pursuant to this Section 4.2.5.10 (including the existing Automobile Dealership) shall be limited to a single manufacturer at each location. Said lots comprising the existing and proposed Automobile Dealership uses shall be deemed to be one lot for density regulation and parking purposes (consistent with Section 5.2.0, Note 9.)

**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 2018, there were 58 applications and requests related to land development that required a formal decision by the Planning Board.

**Site Plans**

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Five (8) Site Plan applications were filed in 2018.

**Site Plan Waivers**

For property where a Site Plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a Site Plan Waiver. The Planning Board received zero(0) requests for Site Plan Waivers in 2018.

**Minor Engineering Changes**

A property owner may wish to make a minor change to an approved Site Plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received eighteen (18) requests for Minor Engineering Changes in 2018.

### Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with Site Plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways or minor handicapped accessibility improvements. The Planning Board received six (6) requests for Insignificant Changes in 2018.

### 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 (PDD) also requires a Special Permit. Twenty Six (26) Special Permit applications were filed in 2018.

### APPLICATION FEES

The Town collects fees for the 65 applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2018, the following fees were collected:

Definitive Subdivisions	1,300.00
Approval Not Required	960.00
Preliminary Subdivisions	0.00
Special Permits	38,200.00
Site Plans	30,050.00
Site Plan Waivers	0.00
Minor Engineering Changes	8,250.00
Insignificant Changes	1,500.00
Rezoning Applications	0.00
<b>APPLICATION FEES COLLECTED</b>	<b>80,250.00</b>
<b>TOTAL FEES COLLECTED</b>	<b>80,250.00</b>

### 2018 PERMITTING HIGHLIGHTS

Projects under construction or redevelopment during the past year include the former Sears Tire and Battery site at the Burlington Mall, Northeaster University Building 5 (104,250 SF at 145 South Bedford Street), and 68 Middlesex Turnpike, the former Hertz location. Projects permitted in 2018 include: Convenient MD at the former Mobil Station in Town Center, and restaurants such as the Yard House at the former Chili's site, Twist Bakery at Third Ave., Black and Blue in The District, and Frank Pepe's Pizzeria in the Burlington Mall.

Looking forward to 2019 the Planning Department expects the pace of permitting to continue. Simon Properties is expected to begin renovations to the former Sears property. The former big box store will be subdivided into smaller retail and restaurant spaces with available outdoor dining options. The mall will also be looking to update interior finishes within the mall corridors.

We expect to continue the trend of turnover of older restaurants into more modern concepts. As the face of retail is changing across the United States, we expect to see changes within Burlington. To stay at the forefront of these changes and to ensure that the our community continues to a place residents are proud of, we expect to continue our master planning process to review current and future land use controls and uses within the retail sector. Last but certainly not least as the Master Plan moves from plan to action the Planning Department will begin to bring forward many of the recommendations of the plan to Town Meeting and other relevant Boards and Committees.

## ZONING BOARD OF APPEALS



### **BOARD MEMBERS**

*(l to r back row) John Sullivan, Michael Espejo, Brenda Rappaport, Jim Sheridan  
(l to r front row) Mark Burke, Clerk; Michael Murray, Jr., Chair; Charles Viveiro, Vice Chair  
Not Pictured: David Kelly; Jo-Ellen Carlin, 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 Selectman to unpaid terms of five years and so arranged that the terms of one member expires each year, and 2 Alternate members are also appointed by the Board of Selectman 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. The Board has undergone a transition with the members.

### **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 40A.

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 Landor 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 the desired relief may be granted without substantial detriment to the public good.
3. That the desired relief may be granted without mollifying 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 only the town board with explicit authority given by State Legislative to actually allow citizens and the business community to avoid complying with the law, in appropriate situations.

There is no set formula by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the Zoning By-Law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. The Board listens to the presentation made by the petitioner and reviews the submitted material and asks many questions in order to ensure that the request is appropriate. The Board also takes into great consideration the opinions presented by abutters. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

#### **2018 ZONING BOARD OF APPEAL STATISTICS**

In 2018, a total of 45 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 \$9,500 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 2018 included Life Time Athletic, Feng Shui Restaurant and Lounge, Target Corporation and Burlington High School.

Anyone wishing to learning more about the function and purpose of the Board of Appeals may visit the board's website: [http://www.burlington.org/departments/community\\_development/board\\_ofAppeals.php](http://www.burlington.org/departments/community_development/board_ofAppeals.php)

## BOARD OF HEALTH



### **BOARD OF HEALTH 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 AND DEPARTMENT STAFF**

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

*Christine Mathis, Environmental Engineer*

*Marlene Johnson, RS, Health Agent*

*Samantha Hardy, Associate Health Inspector*

*Christine Paulik, RN, Supervising Nurse*

*Sarah Courtemanche, Administrative Assistant*

*Cathy Piccolo, Administrative Assistant*

### **WEBSITE**

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

### **PURPOSE**

The mission of the Burlington Board of Health is to protect, promote, and prepare for all public health issues or potential crises that occur within the community. The Board of Health enforces state-mandated and local public health regulations, conducts inspections as mandated, issues town permits, investigates community-based complaints or concerns, and supports the goals of public health by providing education and community programs. In addition, the Board of Health is responsible for the review of many aspects of proposed land use and development issues--including drainage, safety and quality of life--and thus is a

protector of town natural resources as well (i.e., its aquifers). The Board of Health specifically oversees and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, recombinant DNA-use industries, and any necessary actions that may occur as a consequence of communicable disease surveillance.

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

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

## GOALS

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

## CHANGES

Following completion of renovation activities at 61 Center Street, the Board of Health moved its office from its temporary location at Burlington High School back to 61 Center Street. Staff changes included the hiring of Christine Paulik as Supervisory Nurse and Sarah Courtemanche as full time Administrative Assistant.

## 2018 HIGHLIGHTS

- ***Regulations Restricting the Sale of Tobacco Products*** During 2018, the Board of Health reviewed their current regulations on tobacco and non-tobacco nicotine delivery products and held public hearings on February 13, 2018, March 6, 2018, and April 10, 2018. The Board considered testimony from the Greater Boston Tobacco Free Community Partnership, the MA Municipal Association, Burlington residents, and local tobacco retailers. New tobacco regulations became effective on April 30, 2018. Some changes reflected in the new regulations include increasing the minimum legal sales age from 18 to 21; including vaping products (e-cigarettes, juuls) in the definition of tobacco product, thereby streamlining the regulation of all tobacco products; limiting the amount of sales permits; and, providing stricter penalties for violators.
- ***Tobacco Compliance:*** In 2014, the Board of Health began regular tobacco compliance inspections, a tool used to strengthen compliance of local regulations that prohibit retail establishments from selling tobacco to underage youth. As a result of the adoption of the *Regulations Restricting the Sale of Tobacco Products* in 2018, the Board of Health now has enforcement authority over the sale of vaping products. Under the new regulations, tobacco retailers could be fined and/or have their permit suspended or revoked for selling vaping products to those under the age of 21.



*Dr. Wayne Saltzman, Board of Health Chairman, is interviewed by BCAT to explain the changes to the Board of Health tobacco regulations (from BCAT Special “Burlington Board of Health Set to Raise Tobacco Sale Age”)*

- **Regulations on Floor Drains:** In 2018, the Board of Health enacted regulations on floor drains in industrial and commercial properties. The purpose of this regulation is to protect the public and environmental health by eliminating the discharge of pollutants to the ground via floor drains. Inspections are conducted to ensure compliance with the regulations.
- **“Until Help Arrives” Initiative:** The “Until Help Arrives” program was developed by several federal agencies including the Federal Emergency Management Agency to empower bystanders to appropriately react in emergency situations to provide emergency care until first responders arrive. The Board of Health and the Burlington Volunteer Reserve Corps partnered with the Burlington Fire and Police Departments to hold this two hour program for residents in January and May. Participants learned how to provide first care to minimize injury or death including when to move someone away from ongoing danger, how to stop life threatening bleeding, ways to position the injured to allow breathing, and how to keep the injured warm and provide comfort. At the completion of the training, participants



*Participants at "Until Help Arrives" practice applying a tourniquet (photo by S. Lumenello)*

were given a go kit that included emergency items including a tourniquet, gloves, emergency blanket, and gauze.



- ***BVRC Local Cable Access Television Show:*** In 2016, the Burlington Volunteer Reserve Corps (BVRC) began production of a television show aired on Burlington Cable Access Television (BCAT) entitled “Be Prepared.” The purpose of the show is to present the Burlington Community with information on health, wellness, and safety and provide information on emergency preparedness. In 2018 “Be Prepared” was the recipient of two BCAT Annual Appreciation Awards. Sandra Voltero, BVRC Chairman and producer of “Be Prepared”, won the 2018 Producer of Excellence Studio Award. “Be Prepared” was also awarded the 2018 BCAT Viewer’s Choice Award.



- ***High Dose Flu Vaccinations:*** In 2018, the Board of Health continued with their program of providing influenza vaccine to the residents of Burlington through pediatric clinics and a town-wide clinic in October. One addition to the vaccination program in 2018 was to provide High-Dose vaccine. High-Dose is specifically for people 65 years and older and

*Sandra Voltero, producer of "Be Prepared" accepted the 2018 BCAT Producer of Excellence and Viewer's Choice Award for the BVRC Show: "Be Prepared"*  
(photo by: BCATS)

contains four times the antigen (the part of the vaccine that helps your body build up protection against flu viruses) of the standard- influenza vaccine. Increasing the amount of antigen in the vaccine provides a better immune response and, therefore, better protection against the flu.



*The Board of Health with assistance from Burlington Volunteer Reserve Corps Nurses, held a High Dose flu clinic for people over the age of 65 (photo by S. Lumenello)*

## 2018 STATISTICS

	FY2018	FY2017
<b>Complaint Investigations</b>		
Food	45	50
Suspect Foodborne Illness	11	13
Housing	25	15
Nuisance	2	7
Environmental	7	14
Drainage	14	9
Smoking in the Workplace	1	1
Beaver	1	1
Tobacco	0	0
Trash	18	22
Pool	0	1
Animal	1	1
<b>Routine Inspections</b>		
Food Service Establishments	740	657
Mobile Food Trucks	15	12
Swimming Pool	120	81
Tanning Establishments	5	4
Tobacco	25	30
Electronic Cigarette	N/A	16
Tobacco Compliance	50	54
Recreational Camps	6	3
Hazardous Material Inspections	101	108
Septic Tank Removals	7	16
Occupancy	44	36
Test Pits	11	15
Keeping of Animals	6	6
Kennel	14	15
Pre-Demolition	40	49
Pre-Renovation	89	98
<b>Permits</b>		
Food Service Establishments	227	241
Temporary Food Events	19	15
Mobile Trucks	15	12
Swimming Pools	36	23
Tanning Establishments	2	2
10-Day Emergency Beaver	2	1
Tobacco	30	30

	FY2018	FY2017
Electronic Cigarette	N/A	16
Septic Hauler Permits	15	17
Funeral Homes	1	1
Recreational Camps	5	3
Keeping of Animals	6	8
Private Wells (Monitoring & Irrigation)	6	9
Recombinant DNA	3	4
<b>Communicable Disease Surveillance</b>		
Babesiosis	2	1
Botulism	0	1
Calicivirus/Norovirus	1	2
Campylobacter	4	3
Cryptosporidiosis	2	0
Giardiasis	1	2
Group B Streptococcus	1	3
Hepatitis B	2	1
Hepatitis C (chronic)	11	4
Human Granulocytic Anaplasmosis	0	1
Influenza	173	151
Lyme Disease	0	0
Malaria	0	2
Petussis	2	0
Salmonellosis	6	7
Streptococcus pneumoniae	1	0
Tuberculosis (latent)	33	30
Tuberculosis (active)	2	2

## BURLINGTON HOUSING AUTHORITY

### **BOARD OF COMMISSIONERS**

*Al Fay (State Appointee), Chairman*

*Richard Howard*

*Michael Austin,*

*Angela Wells-Bean*

*Bernice Ferguson*

### **ADMINISTRATIVE AND DEPARTMENT STAFF**

*Anne-Marie Moglia, Executive Director*

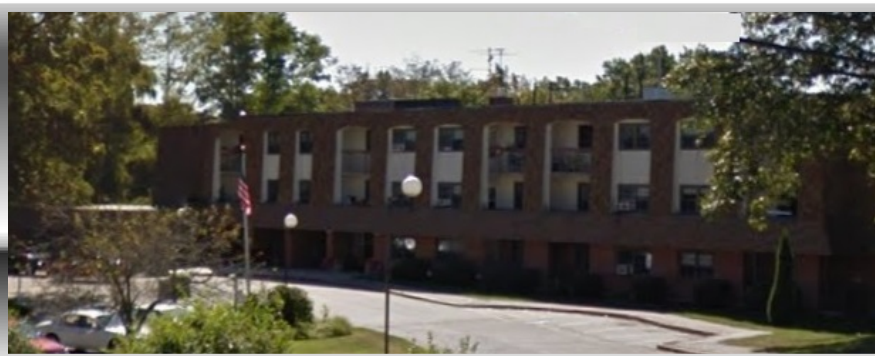
*Colleen Lacey Administrative Assistant*

*Michael Burke, Maintenance Supervisor*

*Al Savoie, Maintenance, 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.



*15 Birchcrest Street Apartments and Office*

Welcome to Burlington Housing Authority. The Burlington Housing Authority manages 105 affordable apartments for seniors and young disabled at the Tower Hill and Birchcrest Arms developments. In addition to these 105 state public housing units, two local initiative properties, two state 705 family homes and 93 Federal Section Eight mobile vouchers are also administered. The Board of Commissioners continues to give preference to Burlington Veterans & Residents. We also participate in the Massachusetts Centralized Wait List along with ninety-nine (99) other local housing authorities in the Commonwealth. Currently, lists for all programs are open. Applications may be obtained at the BHA office, on our website <http://www.burlingtonhama.com/Home.aspx> or online <http://massnahro.org/>



We would like to thank former board member James Langley for his years of service to the BHA.

*14 Birchcrest Street Apartments*



The BHA would also like to thank the Tenant Presidents, James Duggan & Richard Rensky and their Boards for their continued 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.

## COUNCIL ON AGING

### **ADMINISTRATION AND DEPARTMENT STAFF**

*Margery McDonald, Director*

*Debra Gochis, Principle Clerk*

*Brenda Pappas, Outreach Coordinator*

*Andrea Cross, Outreach Worker*

*Audrey Allen, Outreach Worker*

*Patricia Walsh, Van Driver*

*Michelle Vella, Van Driver*

*Lynne Murphy, Clerk*

*Joyce LeBlanc, Clerk*

*Marijana Petrovic, Meal Site Manager*

*David Burk, Weekend Van Driver*

*Jim Healey, Weekend Van Driver*

### **COUNCIL ON AGING BOARD MEMBERS**

*Joanne Kinchla, Chairperson*

*Eleanor Hutchinson, Vice Chair*

*Susan DeRosa, Secretary*

*Mark Burke*

*Carole Castellano*

*Carol Parker*

*Patricia McDermott*

*Mike Runyan, Selectman Liaison*

### **WEBSITE**

[www.burlington.org/residents/Council\\_on\\_Aging](http://www.burlington.org/residents/Council_on_Aging)

### **PURPOSE**

The Council on Aging (COA) is an advisory board that serves Burlington residents age 60 and over and 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 non-profits and for-profit entities to ensure the safety and welfare of Burlington's older residents.

### **2018 HIGHLIGHTS**

At least 41 volunteers provided more than 2,126 hours of service to the senior center, a value of about \$32,997. Volunteers help with meals and activities around the center, greet people when they come to the center and show them where activities are taking place. Some volunteers are here several times a week and others are only able to help out a few hours a year. We usually have a Volunteer Appreciation Breakfast, but due to renovations we were not able to in 2018.

In 2015 the COA was fortunate to be awarded a **\$100K for 100** grant from the Cummings Foundation. This grant pays 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. Unfortunately this is the last year of the grant, and we will be looking for ways to extend this position and reapply for a new Cummings grant for FY2021.

The COA has the equivalent of two full-time outreach workers who provide a multitude of services and supports to the over 60 residents in need of help and/or guidance. Brenda Pappas is our full-time outreach worker; Andrea Cross and Audrey Allen are part time. Audrey Allen is working with the Indian population and unemployed or underemployed older adults.

A grant from the MCOA (Massachusetts Councils on Aging) allows us to take working with those out of work to the next level through the 50+ Job Seekers Program designed to bring older adults together to

network and learn how to look for a job in the age of social media and technology. Outreach workers are available by calling the COA office for an appointment. 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.



*Outreach Worker Andrea Cross visited with Marie Alden with the fire department during our fall program installing smoke and carbon monoxide detectors in homes of older residents with funding provided by the Senior SAFE grant through the Fire Marshall's office.*

Outreach continues to see increases in the number of clients and severity of issues and concerns. Mental Health is a continuing theme, especially for new seniors who have not had services during their mid-life adult years.

Mental Health is a continuing theme, especially for new seniors who haven't had services during their mid-life adult years.

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 3,782 newsletters are mailed out each month to households with someone 60 or older residing in them at no charge. An additional 142 are emailed. The printing of the Spotlight is paid for by the advertising and the mailing of the newsletter is paid for by the state allocation known as the "Formula Grant" through the Executive Office of Elder Affairs. The Newsletter remains the primary way to get information out to the over 6,300 seniors who live in Burlington.

The COA also has a segment on the BCAT Friday night news twice a month, and accounts on Facebook ([www.facebook.com/burlingtoncoa](http://www.facebook.com/burlingtoncoa)) and Twitter (@BurlingtonCOA). We have 149 followers and sent out 662 Tweets on Twitter and 177 "Likes" or followers on Facebook.

Two minibuses (one sponsored by Millipore) provide 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 58 individuals who attended the congregated lunches at the senior center (This number is down quite a bit as we did not serve congregated meals during much of our renovation). A total of 1,598 meals were served, 53 of whom attended the Wednesday Indian Lunch. A total of 562 Indian meals were served in 2017.

SHINE (Serving the Health Insurance Needs of Everyone) is a state program to assist with medical insurance questions. Volunteers are vetted by Minuteman Senior Services. Burlington COA has three counselors that meet with clients at the senior center. Counselors from SHINE, including certified SHINE counselor and COA Outreach Worker, Brenda Pappas, served 131 clients (152 appointments) at the Burlington Senior Center. Brenda saw 54 clients (112 appointments) beyond the three counselors provided by Minuteman, both in her office and in their homes. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits.



*The Knit Wits knit and crochet lap robes for folks in area nursing homes. Outreach workers Andrea Cross and Brenda Pappas filled the bags provided by Lahey Hospital with the lap robes and toiletries. The bags were delivered in December by Lahey Health UBC5W cardiac nurses.*

Help with Fuel Assistance for those 60 and over 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. Staff at the senior center also assist seniors in receiving help buying groceries through the SNAP for the first time.

The Town of Burlington offers seniors 60 and older, the opportunity to apply for the Senior Citizens Property Tax Work-Off Program to receive up to a \$1,500 property tax relief benefit. The earnings are credited to their property tax obligations to the Town of Burlington at the end of the program. Seniors have the opportunity to volunteer up to 150 hours to receive the full benefit. If they cannot reach the 150 hours, they are credited with the number of hours worked. Seniors must live in the home and their name must be on the deed in order to be eligible. The income guidelines are \$45,000 for a one person household and \$55,000 for a two person household. The program runs from January 2<sup>nd</sup> to October 31<sup>st</sup> of each year and seniors must apply each year. Twenty residents took part in this program, working up to 125 hours in order to receive \$1,000 off their property tax bill as well as providing the town with up to 2,500 hours of invaluable assistance.

Legal assistance with Attorney Wendy Guthro is offered September through June and Tax Assistance is available FREE from February to April 15. Forty-four people received legal assistance during 53 visits. During the 2017 tax season 191 seniors received assistance taxes with a total of 195 visits through the AARP Tax Assistance Program. The number of seniors receiving tax assistance has gone up from the previous year, correcting 2016's dip in clients.





*Ribbon cutting from the Human Services Open House in October (l-r) Rick Parker, President, Burlington Area Chamber of Commerce (BACC); Chris Hanafin, Director of Veterans Services; Christine Shruhan, Director of Youth and Family Services; Susan Lumenello, Director of Board of Health; Marge McDonald, Counsel on Aging Director, Jim Tigges Selectman; Joanne Kinchla, Council on Aging Chair; Ed Weiner, Chairman, Board of Health, Ken Gordon, State Representative; John Petrin, Town Administrator (photo K O'Connor, BACC)*

We spent much of 2018 in a state of flux with the renovations to the Human Service building. Now completed the COA gained four new rooms, more than doubling our fitness room space, adding two good sized conference rooms and new large activity space, larger offices for our outreach staff and a real front door, hopefully decreasing confusion for people walking in the building.

We held an open house inviting the community and asking area businesses that specialize in serving seniors to provide food and gave them each a room to invite guests to visit each room in the renovated building. It was a great evening with a ribbon cutting and non-alcoholic champagne and delicious food as well as music on both floors. Food was provided by HD Physical Therapy, Atria Long Meadow Place, Salter Healthcare, Lahey Health, Billerica Crossings, Blair House, Brightview Concord River, Stonebridge, Healthsouth Rehabilitation, non-alcoholic champagne was provided by Total Wine and More and Simon Mall provided the gift bags.

As soon as renovations were complete we began adding programming, trying to do it in a thoughtful way so we don't just fill all of our new spaces and end up not having any flexibility like we did before the renovations. The program we are most proud of is our Memory Café, known as the Friendship Café. The café gives people living with dementia and their care partners a chance to get out and do something together in a friendly, stress-free environment for a couple of hours. Lahey sponsors the monthly cafés which allows us to worry about quality activities and not funding. Lunch is also served at no cost to the attendees.



*Sarah Pompeo from Art Matters spoke about Norman Rockwell and his art during the fall at our memory cafe, reminiscing is an important activity for seniors with memory loss*

One of the COA's biggest successes continues to be the senior prom. A committee made up of local business people help plan the event with over 120 seniors attending in 2018. Everyone, from the seniors to the committee to the staff at the Hilton Garden Inn had a fabulous time. Many members of the Interact Club help out during the prom and also have a great time.

For the most part the COA put the Wednesday evening suppers on hold through the renovations although we did have Sunrise Assisted Living in April and Brightview Concord River in May.

Begun in March 2013 and entering our sixth 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. 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. This continues to bring in some new faces that have not been seen at the center before and is still one of the hottest "tickets" in town.

The New New Orleans Jazz Band is also very successful and has about 30 people in attendance for each event. Other successful programs include our Lahey Farmers Market. Fifty CSA shares are donated and distributed to seniors during the growing season to help with nutrition and the high cost of groceries.

Other programs include, but aren't limited to Mah Jong, Walking (at the high school track), Kasual Karaoke (sing-a-long), quilting, the Knit Wits, Line Dancing, Bingo, cards, Billiards, Aquafit (at the YMCA), various exercise classes, cultural programs, lectures, entertainers and various seasonal events.

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.

Thanks to Myrna Saltman, who introduced "Bridges" to Burlington the COA has been partnering with the schools to run 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. Courtney Wasserburger the volunteer coordinator is doing a spectacular job. We once again filled all of the fourth grade classrooms, thanks to our dedicated volunteers.



*The Burlington Mall brought Santa Clause to see the seniors at the end of our annual Dan Clark concert in December.*

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 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 along with many other requests by us. Thank you to the Burlington Police Department for the annual holiday dinner. We would also like to thank The Cummings Foundation for their 10K for 100 grant that funds one of our outreach workers, the Breakfast Rotary, Burton's Grill, Billerica Crossings, Sunrise Assisted Living, Brightview Concord River, Hilton Garden Inn, Atria Longmeadow Place and Stonebridge Assisted Livings as well as CareOne Nursing and Rehab for their support of our efforts. Thank you the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags. Prom committee members were Diane Robinson of Stonebridge Assisted Living, Jennifer St. Onge of Guardian Angels Senior Services, Ray Graber of Graber Assoc., Cheryl Shafman, Sonia Rollins of Exit Real Estate and Carolyn Brogen of Brogen Photography who also photographs the event, providing a lovely momento to all of the attendees. Contributors to the Prom were Reimer & Braunstein, Lahey Health, Burlington Rotary, Sullivan Funeral Home, Burlington Breakfast Rotary Club, Tufts Foundation, UFC Express, Representative Ken Gordon, Senator Cindy Friedman and Harvard Pilgrim. We would also like to thank the Interact Club for participating and helping us during the senior prom.



*Erland Construction Company threw a lovely Valentine's Day party for the seniors complete with snacks, a DJ, and a picture booth*

## FUTURE GOALS

The board and staff will continue to review the current and future growth of older residents in Burlington and how to best assess their needs. We look forward to better serving our residents through our staff and increased space.

## 2018 STATISTICAL DATA

Because of the re-construction taking place at the senior center during the year, data for 2018 is not accurate and appears lower than previous years, and some classes were held offsite with participation not being tracked. Some activities, like Bingo, were canceled for the duration of this construction period. In general, not all of our statistics are captured. For instance the Burlington Medical Reserve Corps often does a blood pressure screening during Bingo but we do not log who has their blood pressure taken and we have been unable to successfully acquire the sign in sheets for the Aquafit class, sponsored by Lahey Hospital that takes place at the YMCA in Woburn. Capturing everyone who comes for activities remains one of our greatest opportunities.

Date range from 01/01/2018 to 12/31/2018			
Activity Type		Duplicated	Unduplicated
Events		20984	1024
Rides		5487	167
Services		1291	313
Volunteers		725	41
Logs		6095	945
Total Seniors Served		34582	1551
Average Daily Attendance 01/2018 to 12/31/2018			
Check-in Count		20975	
Days-in Range		242	
Average Duplicated		87	
Average Per Weekday			
Sunday		19	
Monday		123	
Tuesday		34	
Wednesday		142	
Thursday		73	
Friday		61	
Average Per Day by Month			
January	85	July	60
February	102	August	83
March	74	September	105
April	79	October	111
May	83	November	98
June	74	December	87

There were no Saturday or Sunday activities through the COA during 2018 at the senior center so Saturday and Sunday does not show up on the chart.



## DISABILITY ACCESS COMMISSION



*Back Row (l to r) Christopher Hanafin, ADA Coordinator; Tom Carlson;  
Bob Hogan, Selectmen Representative; Bunny Ferguson  
Front Row l to r) Maura Mazzocca, Co-Chairman; Alfredo Arno  
Not Pictured: Kenny Tigges, Co-Chairman; Joe Stordy*

### **DISABILITY ACCESS COMMISSION MEMBERS**

*Maura Mazzocca and Kenneth Tigges, Co- Chairmen  
Christopher Hanafin, ADA Coordinator; Bob Hogan, Selectman Liaison  
Tom Carlson; Bunny Ferguson; Joe Stordy; Alfredo Arno  
Jennifer Goldsmith, Recording Clerk*

### **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.

Throughout 2018, BDAC has used the fines collected from handicap parking violations within the Town of Burlington for projects to help with accessibility. Here are a few of the projects the commission undertook this year:

- Election system updates for the AutoMark Machine for the 2018 elections
- Assisted the Recreation Department in funding the “Light it up Blue” night, Sensory Sundays, Family Connection Nights, Therapeutic Recreation Horseback riding program, TR Club Simonds.
- Assisted the Recreation Department in funding handicap accessible port-a-potties for Burlington’s Parks over the summer.
- 2<sup>ND</sup> “Adopt-A-Park” initiative. New accessible entrances to the playground at Wildwood Park.

Beyond the Commission directly funding projects they continued to focus on reducing accessibility issues around Town. We have diligently worked alongside departments such as DPW, Recreation, Planning, and Building Inspectors& Schools to bring awareness to areas of concern in regards to accessibility. Each department has been instrumental in ensuring that the accessibility needs and or requirements are met.



## THE OFFICE OF VETERANS SERVICES

### ADMINISTRATION AND DEPARTMENT STAFF

*Christopher J. Hanafin, Director*

*Jennifer R. Goldsmith, Administrative Assistant*

### 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.

### 2018 HIGHLIGHTS AND HISTORY

#### ☆ Memorial Day May 28, 2018



This year we commemorated the 15<sup>th</sup> anniversary of the Invasion into Iraq in 2003. Our country had been attacked on September 11<sup>th</sup> 2001, the greatest atrocity that we had seen on our home soil since Pearl Harbor more than 60 years before. On September 16<sup>th</sup> 2001, President George W. Bush addressed Congress declaring a War on Terror, emphasizing that any country harboring or aiding terrorist organizations would be held accountable and punished; He declared that terrorist organizations like al-Qaida; who planned and carried out the attacks on the United States on 9/11, would be dealt with to the fullest extent by the every reaching arm of the U.S. Military.

The invasion into Iraq began on 20 March 2003, with the U.S. joined by the United Kingdom and several coalition allies, launching a "shock and awe" bombing campaign, that destroyed most of Iraq's military infrastructure within days. Ground Forces staged to the south in Kuwait, along with Airborne Divisions Para trooping in from the north, started the ground campaign. It was the largest US led invasion force since the Vietnam War, with over 282,000 US troops participating in the Invasion. Unfortunately the War in Iraq also saw the highest number of US military casualties since Vietnam; with 4,497 killed and 32,249 wounded.

Some of the toughest battles in modern times were fought in Iraq, Battles like the Battle of Al-Nasiriya, the battles of Tikrit, Sadr City, and Baghdad, 1<sup>st</sup> and 2<sup>nd</sup> Battle for Fallujah, and the battle of Ramadi. These battles will live in infamy like the Battles of the Bulge, Iwo Jima, Guadalcanal, The Chosin Reservoir, Hue City, and Da Nang. The men and women who fought in the war in Iraq and those battles will be forever remembered like the previous generation that gave every sacrifice to preserve the freedom of this great nation and to protect those who could not protect themselves.



It is with a heavy heart that we remember those who gave the ultimate sacrifice of their lives for those very ideals, like Burlington's own LCPL Gregory MacDonald, who died in Iraq in 2003.

The week prior to our Memorial Day celebration, over 150 volunteers helped place brand new American Flags at the foot of every Veteran buried in one of our three cemeteries in Town. Volunteers young and old helped make the event memorable with their sacrifice and dedication to their community.

### ★Veterans Day, November 11, 2018

This year we commemorated the 100th anniversary of the end of WWI. The First World War claimed the lives of over 16 million people, involving over 100 countries from 5 continents, including the North America, Africa, Asia, Australia and Europe and had an impact on the lives of everyone in every town and city in our country. One hundred years ago, what was called the Great War or the War to End all Wars, impacted the lives of our community here in Burlington and the lives of two families forever. WWI claimed the lives of 2 Burlington residents, SGT LEONARD MILLICAN and CPL KENNETH MACKENZIE. Burlington's American Legion has honored these two men by naming their Post after them. They are also memorialized on the monuments on the common and now alongside 19 other Burlington heroes at Burlington High School's Varsity Field. (Names below)



PETTY OFFICER FIRST CLASS ERNEST J. EVERETT, PETTY OFFICER THIRD CLASS HENRY E. CROGAN, SSGT JAMES L. BRIDGEO, PFC LAWRENCE G. WHITE, FLTO ROBERT J. HARRON, PETTY OFFICER THIRD CLASS JAMES J. PLUMMER, SSGT EDWARD B. RONAYNE, TSGT WALLACE L. OLDFORD, PVT LENNART A. RABENIUS, 1<sup>ST</sup> LT ROBERT P. MILLER, PFC WILLIAM H. HURLEY, CWO RICHARD K. HARPER, PFC ROY J. HENDERSON, PFC HARRY W. WALLACE, SP4 WILLIAM H. CAMPBELL, CPL GILFORD F. DASHNER, PFC PAUL E. MCGINNESS, PFC JAMES M. LUDWIG, LCPL GREGORY E. MACDONALD.

### 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.

Over the last year, Jennifer revamped our filing system, sending 18 boxes (over 2,000 files) of outdated files to archives. The system is now current and easily accessible with up to date and relevant information. Along with updating these new files, Jennifer has electronically filed over 2,500 DD-214 discharge papers, creating a readily accessible electronic system. This system not only aids our interoffice searches, but also aids the Massachusetts War Records Department with historically recording Massachusetts Veterans, going as far back as WWII.

**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 2013 we continue 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.

**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. Along with providing families with information and assistance with burial expenses and markers, our office now offers a Presidential Certificate, recognizing the deceased Veteran of their service. We mail the Certificate to the next of kin as token of gratitude from our Country and community.

## 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.

Outreach opportunities will continue to be held at Burlington High School, mentoring young students thinking about entering the military after graduation. The program will also lead to internships for graduating seniors that have already committed to joining the military. This past year we had our third intern; William Robinson; who joined the Army as an Infantryman after graduation, and is heading to RASP after Army Basic. We intend to increase our number of interns to two seniors, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.



*Top: Veteran Appreciation held by Burlington High School Students*

*Middle left: Memorial Elementary Veterans' Appreciation*

*Middle right: Collection bin for cards from Burlington Kids to Deployed Veterans*

*Bottom: The flag that flew on the flag pole that now stands on the high school field was kept in storage for over 20 years. Spencer Cleaners & Peak Event Services brought it back to life to be used for special events*

## BURLINGTON YOUTH AND FAMILY SERVICES

### **ADMINISTRATION AND DEPARTMENT STAFF**

*From left to right: Jennifer Priest, Administrative Secretary; K Channing Storey, LICSW Clinical Supervisor; Jess Reedy, LMHC Group Work Coordinator; Daphne Davidson, LICSW Individual & Family Therapist; Emily Hall-Hampton, LICSW Individual & Family Therapist; Christine Shruhan, LMHC Executive Director; David Miller, MS Individual & Family Therapist*



### **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 Salvation Army, 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.

## **2018 HIGHLIGHTS**

BYFS continues to offer the Fit Girls Group for 4<sup>th</sup> and 5<sup>th</sup> grade girls in each of the elementary schools. This group 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. As of March 2016, the program is running at each of the elementary schools in Burlington.

In the summer of 2018, we ran our 'Mindfulness and the Outdoors' Hiking Group for elementary and middle school students. This Activity Therapy Group focuses on helping youth develop better coping and social skills. Kids learn best through play and practice. This four week program engages kids using outdoor activities that help them develop the skills that are vital to developing good peer relationships.

In addition to the groups listed above, BYFS added a Creative Self group for elementary students. The group was held at Memorial Elementary School in the Spring of 2018. During the summer, we offered the group here at BYFS. Using art, dance, music and acting, this group is designed to help children explore different ways to express themselves. Each activity is designed to help them find their unique "voice."

## **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 BYFS receives from Lahey Hospital and Medical Center.

In 2018, BYFS staff continued their participation in the peer education program at BHS. BYFS staff members provide 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).



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 2018, BYFS was actively involved in three 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 2018, BYFS staff screened 141 requests and provided assistance to 360 residents. 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 33 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 assistance to more than 50 Burlington residents with items ranging from clothing to camperships.

### **STATISTICAL NOTES**

An average of 186 residents each month received counseling services, and counseling services were provided to 385 Burlington residents in 2018.

### **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 program. FISH (Friends in Service to Humanity) volunteers provided 454 rides to local medical and social service appointments for residents in need of transportation. Transportation needs continue to rise each year. The Rent-A-Kid referral service received 4 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

### **TRAINING**

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.

## 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 photo is Linda Collins and Cheryl Coleman*

### **BOARD OF DIRECTORS**

The Board of Directors at BYFS continued their involvement, and I deeply appreciate their help and support.

## BEAUTIFICATION COMMITTEE

### **BEAUTIFICATION COMMITTEE MEMBERS**

*Elaine Zuccaro, Chairman; Andy Giordano; Carol Engel; Amy Warfield; Mike Runyan-Selectmen*

### **MISSION STATEMENT**

The Burlington Beautification 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.

This year the committee, under that guidance of Elaine Zuccaro, worked with Recreation and Library Director to develop and improve the front garden of the Library. With new plantings and an impressive new bench the Library has a new welcoming look.

### **ONGOING PROJECTS**

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

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

We work with the Burlington Garden Club who continues to maintain the planters around the common with seasonal displays.

We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas, especially our gateway intersection at the Burlington Mall Rd and Cambridge St. As well as the many of the businesses along Cambridge Street, Bedford Street, Mall Road and Winn Street who continue to maintain attractive landscaped properties. We hope that if you enjoy these areas you will mention it to the local businesses that donate their time and money.

The new projects for next year will include creating a new plan and design for the front of the Library and a redesign of the Olympia Way triangle.



A special Thank you to Robert and Elaine Zuccaro for all their efforts in making Burlington Beautiful!

## **Around Burlington**

- ***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 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 by Elaine Zuccaro



## BURLINGTON HISTORICAL COMMISSION



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

*Back row – Mary Nohelty, Peter Coppola, Kathi Horton*

*Front row – Norma Robichaud, Sandi Covino, Joyce Fay, Michael Tredeau*

### **WEBSITE**

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

The Historical Commission was established by Town Meeting under Massachusetts General Laws Chapter 40 Section 8D. It is tasked with the acquisition, preservation, promotion and development of our historical assets. The Commission consists of seven full and four alternate members appointed by the Town Manager as approved by Board of Selectmen; it fulfills the powers and duties contained in the General Laws. Our membership is comprised of civic minded residents committed to preserving our history.

Long time members Toni Faria and Eldrine Emerson resigned during 2018. Through the years, both members were most helpful with many of the exhibits at the Museum Toni organized the floor displays of toys and games; and one of our most successful and well attended, the wedding gowns. They were both

*“My second favorite part was the museum. It was awesome. I love museums! I would love to come back and learn more. But what I really did not like was when we had to leave.” – 3<sup>rd</sup> grader*

active in researching our 100 year old houses and creating an exhibit at the library with pictures and information about them. In 1998, Toni was also a member of the Bicentennial Commission and both ladies were members of the long-term Grand View Farm planning committee. Their love and enthusiasm for history will be sorely missed.

Filling the vacancies left by Toni and Eldrine were alternate members Mary Nohelty (president of the Historical Society) and Robert J. Costa (author and retired Burlington History teacher.)



Among the more interesting items acquired this year were an Ansonia mantle clock, a Remington typewriter, and a musket that we recently restored. The musket was identified as a hunting weapon converted from a French military weapon probably from the French and Indian War circa 1760's. These historical assets are on display at the museum.

Town history comes alive for our town's third graders, and their field trips to our sites remain popular. Classes from the Francis Wyman and Pine Glen schools visit in the fall and the Fox Hill and Memorial schools in the spring. The Old West School, Town common, Museum and especially the Olde Burial Grounds are big favorites with these young visitors.

Some schools also choose to visit the Francis Wyman House, while others visit the ever-busy, Grand View Farm. The children express interest and delight in seeing and learning something new about our historic sites, from the ink wells at the Old West School, to the variety of tools at the Museum, to the scavenger hunt at the Burial Grounds. We receive lovely "thank you" notes with words of appreciation for sharing our time and town's history.

This year in the military exhibit we celebrated the centennial of the end of World War I with a display of images and artifacts honoring Burlington residents who answered the call.



We added more display items; throughout the museum visitors found typewriters, plumbing equipment and wrenches, woodworking tools, gardening tools and watering cans.

Restored items also on display include a typewriter stand, an Atwater Kent radio circa 1919, a RCA model 100 loudspeaker circa 1920, a radio cabinet from the 1930s, Zenith radio from the 1930s. From the Colonial period a foot warmer and coffee grinder were repaired.

We are active participants in acquiring and preserving our history. Residential reconstruction

continues to present disappointments and opportunities for the commission as homes built in the early and mid 20<sup>th</sup> century are torn down. This year developers received permission to demolish the Deacon Jonathan Simonds house. The commission evaluated several options to preserve the house but none were viable. The developer allowed the Commission to image and document architectural features from this circa 1781 home and remove historically significant items. We were able to recover the original hand milled kitchen paneling installed in 1810 as signed by the installers.



The Commission created several displays at the Library for Christmas, Valentine's Day, Mother's Day, and Father's Day. These displays were well received and will continue in 2019 with new items that have been donated by residents.



Several years ago sump pumps were installed in the museum basement to address flooding problems. The pumps have done their job and the basement has remained dry. This year we removed flood damaged cabinetry and wall partitions from the kitchenette, reorganized the basement, and plan to install new cabinets. When the work is finished we will have more storage space and a work area for artifact research and documentation.

We will continue to restore small items for permanent display at the museum, Town Hall Annex, and Grandview Farm where Burlington residents can experience our past when they visit these locations. We encourage residents to continue donating items by contacting any of the commissioners.

It is always disappointing to lose historical assets and we are grateful to the residents who support our efforts by donating items.

The year 2026 is the semi-quincentennial, the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. The commission would like to celebrate it by highlighting Burlington's 20<sup>th</sup> century history. Toward that goal we are adopting the theme "Your estate sale is our history" encouraging residents to donate their photographs and artifacts.



The museum is typically opened the first Saturday of the month from April through September, and the Saturday of Memorial and Veterans Day. What we hear most often from visitors is that they have lived in Burlington for many years and this was their first visit to the museum.

We look forward to the school field trips and speaking with our visitors who often ask us to try to open the museum more often. We consistently respond; "Volunteers are always welcome."

### **Burlington 2026 - Your estate sale is our history**



## PARKS AND RECREATION DEPARTMENT



### **RECREATION COMMISSION**

*Back Row (l to r) Tom Murphy, Paul Raymond*

*Front Row (l to r) Kevin Sullivan, Kristine Brown, David Norden*

### **RECREATION COMMISSIONERS**

*Kristine Brown  
Kevin Sullivan  
David Norden  
Paul Raymond  
Tom Murphy  
Terese Castellano, Recording Clerk*

### **PARKS AND RECREATION OFFICE STAFF**

*Brendan Egan, Director of Parks and Recreation  
Melinda Sullivan, Administrative Assistant I  
Beth Garvey, Administrative Assistant I  
Nancy Santilli, Office Assistant*

### **RECREATION MAINTENANCE STAFF**

*Rich Cote, Superintendent of Parks  
Bill Baker, Lead Working Foreman  
Mark Gerbrands, Working Foreman  
Brian Cullinan, Maintenance Craftsman  
Robert Lee, Maintenance Craftsman  
Lewis McMahon, Maintenance Craftsman  
Matt Ganley, Maintenance Craftsman  
Kenneth Saidah, Maintenance Craftsman  
Anthony Forte, Maintenance Craftsman*

### **RECREATION PROGRAM STAFF**

*Kelly Lehman, Program Coordinator  
Jessie Hampson, Assistant Program Coordinator  
Laurel Rossiter, Therapeutic Recreation Specialist*

### **WEBSITE**

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



## 2018 HIGHLIGHTS AND CHANGES

After celebrating our 50<sup>th</sup> Anniversary and completing our needs assessment in 2017 there was definitely an opportunity for a calmer year in 2018. Instead, 2018 proved to be another banner year for parks and recreation in Burlington with new programs, special events and maintenance projects happening throughout the year. We continued to provide innovative programs, improve our marketing and social media presence and add more community building programs such as Hop a Park and Easter Eggs in the Parks.

During the year we said goodbye to two longtime friends, Pat Martorano and Mary Nelson. Pat was a longtime volunteer and supporter of the Burlington Parks and Recreation Department. Her love of Burlington and family, were evident in everything she did. She worked tirelessly each year on Celebrate Burlington and is the sole reason why there are fireworks to end this great family event. Pat's energy and enthusiasm are some of the reasons why Celebrate Burlington continues to grow each year and her presence will be missed by all.

Mary Nelson, who grew up in Burlington and worked for the department for over 34 years, left her position as the Program Administrator to spend more time with her family. Most recently Mary was responsible for all of the department's fitness programs and gymnastics programs with Dotty. Mary began her time with the department working in the summers in our Wilderness program and went on to be the Summer Program Administrator, before settling in as the Program Administrator. We are grateful for all that Mary brought to the Burlington Parks and Recreation Department.

As the department continued to grow the staff continued to provide high quality parks and recreation programs, special events and activities for the community. We are proud to report the program staff offered 57 new programs, continued to add special events, expanded our Therapeutic Recreation programs and support staff and received more donations than ever before. We began to work through the needs assessment and put into action some of the feedback we received. The Maintenance Division continued to make improvements to Burlington's parks, playgrounds and athletic facilities and worked with Burlington Baseball and Softball Association to renovate the infields at Simonds Park.

We would like to thank Lahey Health for their continued support of the Burlington Parks and Recreation Department. Lahey Health has always supported our department from sun screen dispensers in our parks to special events and this past year was no different. Lahey Health generously donated \$90,000 for the purchase of a Fit Court that will be installed at TRW Playground. Their generous donation made it possible for us to bring free, circuit training equipment to our parks. We are thankful for their continued support and look forward to continuing to work with them in the future.

The success of the Parks and 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 Parks & Recreation Department:

- Jerry Copsinis, TD Bank for their continued support of Burlington Parks & Recreation Department events.
- Jack O'Reagan, Paul Ganley Jr., Michaela Christie, Judy Judge, Nichole Hopkins and Don Flaherty for their friendly faces as evening and weekend supervisors.
- Volunteers from Caras & Shulman, Flexion Therapeutics, Oracle, Salesforce and Synopsis for their help with spring cleanups.

*Flexion Group*

The Maintenance Division continued to maintain the Town's parks, playgrounds and athletic fields. We continued to share responsibilities and cross train the staff in all facets of the division to prepare us for future needs. We were fortunate to receive a new dump truck through Town Meeting and have already put it to good use.

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

Renovated the landscaping in front of the library

- Repair of playground equipment at parks, playgrounds and schools
- Renovation of the Simonds Park infields
- Renovation work on the Marvin Field infield
- Installation of memorial benches in parks and the Town Common
- Decoration of the Town Common and Town buildings for the holidays

*Simonds Park Skate Park Paving*

Thanks to a warrant article at Town Meeting, the Simonds Park tennis courts and skate park surfaces were renovated. Some of the fencing surrounding the courts was replaced and a gate was added for access to the area, along the tennis courts, on Church Lane. During the renovation the Recreation Commission voted to convert one of the tennis courts to 4 pickle ball courts. We are planning to complete the painting of the courts in early 2019.

*Dog Park, Rahanis Park*

The long awaited Burlington Dog Park opened on Saturday, June 16. After three years of hard work and dedication, the Recreation Commission and Dog Park Committee held a grand opening ceremony. The event was attended by over 75 dogs and their families and was the social event of the season for dogs. The park continues to be popular among dogs, and their owners and we have received numerous calls from area communities looking to build their own dog parks.

The Recreation Division continued to offer a diverse selection of programming to meet the needs of every community member. We hope to have offered a program that you participated in and enjoyed. Here are

### Some highlights from 2018:

- Each February we celebrate International Recreation Therapy Month. The theme for 2018 was “My ability is stronger than my disability”. This theme exemplifies our Therapeutic Recreation Division and its staff. Our Therapeutic Recreation Specialist, Laurel Rossiter, CTRS and our staff have been working to empower our TR participants and their family members by providing a number of new program offerings this year. These programs include Music Therapy, Sensory Sundays, Multimedia Art, Zumbini, T.R.I.B.E. and TR Family Connection events. Along with these new program offerings, we have added a sensory friendly piece to most of our special events.
- On March 28th, TD Bank once again invited 50 fans of Burlington Parks & Recreation to Slice the Ice at the TD Garden. This event allowed fans to skate on the ice and there were snacks and beverages available in the press room. Even Blades, the Bruins mascot, made a special appearance. Thanks to TD Bank for this amazing opportunity!
- In an effort to provide a broader base of information to the community, we developed a parent portal for summer programs. This portal held all of the specific program information and any necessary forms parents may need to complete to allow their child to participate in our programs. The portal can be found as a link on our website during the summer months.
- We offered over 25 special events throughout the year. These events include some favorites such as the Family Fishing Festival, Great American Campout, Celebrate Burlington and the Halloween Spooktacular. It also included some new events such as Revenge of the Fifth, Fitness Festival and Hop a Park Day.
- We were excited to host 3 interns this summer - a marketing intern, recreation program intern and a therapeutic recreation intern.
- Shannon Milligan, a Recreation Management & Policy Student from the University of NH served as the recreation program intern.
- Kate DeAngelis, a Therapeutic Recreation Student from the University of NH served as our very first therapeutic recreation intern.
- Kailee Heffler, a Communications Student from Quinnipiac University served as the marketing intern.
- Our Club 55+ program was organized in 2004 for active residents aged 55 and over. Their motto is “you pay only when you play”. This year, the Board of Directors began to offer pickle ball on Saturday evenings and has expanded the performances for the sing along. They are always looking for new Board Members - if you are interested in participating, please give us a call.
- To wrap up our 50th Anniversary events, we installed a time capsule at Simonds Park on June 16. The time capsule included historical information about the department and some memorabilia. The plan is for the capsule to be opened in 50 years!



*Slice the Ice*



*Club 55 Umpire*



- We also worked to have a wider reach on each of our social media platforms. This year, we decided to provide a few social media campaigns including developing a lip sync video and challenging other recreation departments and hiding eggs throughout the spring. Additionally, we have developed Snap Chat filters for a number of our special events. Thanks to Jessie Hampson, our Assistant Program Coordinator and our program intern Shannon for developing the filters.
- Throughout the year, our program staff attended a number of conferences/trainings that focused on a professional development. These conferences include the Northern New England Parks & Recreation Conference, Digital Marketing Conference at the University of NH, Ability Beats: Drums Alive training and the National Recreation and Park Association Conference. In addition to these opportunities, our program staff attended the Massachusetts Recreation and Park Association where our director, Brendan Egan was awarded the 2018 Community Recreation Professional of the Year.
- In March at the MRPA State Conference & Trade Show, the Director of Parks & Recreation, Brendan Egan, was being presented with the prestigious 2018 Community Professional of the Year award. This award promotes merit in parks and recreation by recognizing individuals who have made extraordinary contributions to the recreation profession and provide quality programs and facilities within their community

In 2018 we continued to provide new, innovative programming along with special events from our 50<sup>th</sup> anniversary and added new community building programs to encourage residents to visit our parks and playgrounds. Our Therapeutic Recreation Division continued to grow and we provided more programming and support services, for residents with a disability, than ever before. Finally, the residents continued to benefit from safe parks and creative programming, from a team of dedicated staff members.

As we head into 2019, we will continue to offer the creative community events you have come to expect and enjoy. We will continue to improve ourselves through professional development opportunities offered locally, regionally and nationally. We encourage you to stay active, not only in our programs and events, but also your community. Make a point of participating in one of our programs or events in the brochure or one of the pop-up events offered through our social media platforms. Whatever you choose to do, do it for you!



*Kevin Sullivan, Recreation Trustee  
with Director of Parks and  
Recreation Brendan Egan as  
Community Professional of the Year*



## PUBLIC LIBRARY AND LIBRARY TRUSTEES



### WEBSITE

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

### LIBRARY STAFF

*Administration: - Michael Wick, Library Director,*

*Marnie Smith, Assistant Director*

*Gerri Gaffey, Principal Clerk*

*Reference - Donna Manoogian, Shelley Sloboder, Justin Acosta*

*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 – Tery Young*

*Circulation - Cara Enos, Sarita Hegde*

*Library Aides -, Nancy Farrey-Forsyth, Annemarie Gangi, Gauri Kulkari, Mary MacDonald, Elaine Pearl, Susan Petrowski*

*Pages - Gale Christiano, Darlene D'Addario, Patrice Earley, Dylan Garvey, Samantha Hughes, Maureen Mullen, Raymond Smith, Patricia Stone*

### MISSION

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

### SERVICES PROVIDED

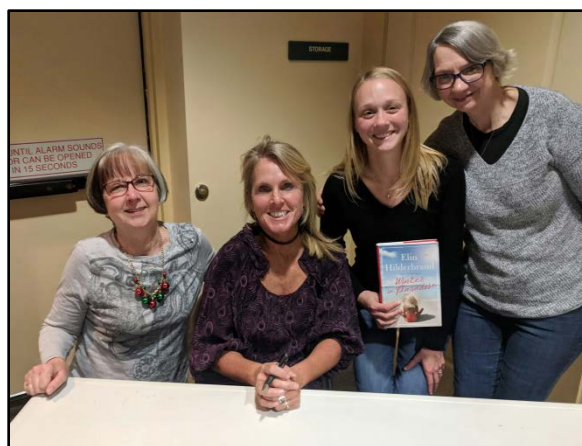
- Lending of our core collections including books, large print books, magazines, audio books, playaways, music CDs, video games, and DVDs
- Lending of special collections including tote bags, light therapy lamps, launchpads, laptops, educational kits, puppets, and museum passes
- Downloadable books, magazines, audio books, music, movies, television shows and more available through the eLibrary
- 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 children, teens and adults
- Summer reading programs for youth and adults
- Homebound delivery program for those in need
- Free computer and technology workshops
- Proctoring services for students
- Meeting rooms, available to qualifying groups and organizations
- Individual study rooms that accommodate 1-3 people, available on a walk-in basis
- Print/copy service including printing remotely from home or your laptop/smart device
- Fax machine
- Exhibit space for local artists and organizations to display artwork or items of interest
- Collection point for People Helping People

- The library's website, which operates as a virtual branch that is open 24/7, allows for patrons to request materials, access databases, manage their account and renewals, reserve museum passes, download from our eLibrary, and check for information about the library and its programs.
- The library also maintains a diverse social media presence through its Facebook page, Twitter feed, YouTube channel, and an Instagram site for teens.
- 2018 brought many developments to the library, most significantly through the process of creating a new 5 year Strategic Plan and writing a new mission statement for the library. Thanks to the many members of our community who responded to our surveys, to our staff and Friends of the Library who participated in our SOAR focus groups, and most importantly to the members of our Strategic Plan Advisory Committee who provided crucial insights throughout the process. Our updated mission statement and FY20-24 Strategic Plan are found [on our library's website](#).

Library staff are always looking at new ways to improve our services for the community and 2018 was no exception. The library has grown the high-demand collection and increased the checkout period so that patrons can more readily find and enjoy high interest books for 14 days. The adult media collection was consolidated into one area and new shelving was purchased to showcase our newest fiction materials. Adult graphic novels are now a separate collection which is expanding as well. To facilitate the purchases for the collection, Technical Services staff adopted an acquisitions system to automate the process.

The library has sought to create strategic partnerships with community organizations and in 2018 we partnered with English At Large, whose volunteers offer two weekly ESL/ESOL conversation groups in the library, and with Shine In Math tutors to provide weekly tutoring sessions to students at no cost. Library staff expanded outreach to the community as well, beginning a monthly book talk at the Stonebridge assisted living center that has quickly become a popular activity for its residents.

The Burlington Garden Club and the Burlington Beautification Committee made the generous offer to improve the library's landscaping through new planters and replacing plantings along our entryways; along with several private donations of new benches and the Burlington Recreation Department's assistance, the improvements have already made a noticeable difference and should be finalized in early 2019. During the Summer of 2018 the library was yarn bombed by A Good Yarn Knitting and Crochet Group, which meets weekly in the library. Members of the group knitted colorful pieces to draw attention to the library's spaces and collection, and provide a whimsical experience throughout the building.



*Left: Children had a great time at Elsa's Holiday Party, which included decorating cookies, making ornaments, and playing games. Right: Over 100 people attended the final speaker of the Author Series, New York Times bestselling author Elin Hilderbrand.*

## 2018 HIGHLIGHTS

- Throughout the year, over 10,700 individuals attended library programs and events
- Over 149,500 individuals visited the library
- During our summer programs in July and August, over 2,800 children and Young Adults read on the theme and participated in events related to the summer theme of Adventure
- Children, Young Adult, and Adult Summer Reading programs brought in over 750 readers
- Expanded programming for adults, including an Author Series which brought over 100 attendees to hear noted author Elin Hilderbrand
- Free digital magazines through Overdrive are now available to residents
- Staff outreach to the Town increased, including participation in Celebrate Burlington, Parent University, school events, and a remote book talk at the Stonebridge assisted living center



*Adventure Quest Contest*

## CHANGES

- Lori Hodgson, Library Director, retired after 16 years of service to the community.
- Assistant Director, Michael Wick, was hired as Director in September.
- Head of Reference, Marnie Smith, was hired as Assistant Director in September.
- Reference Librarian Donna Manoogian, was hired as Head of Reference in September.
- Faith Weis was hired as Reference Librarian in October.

## 2018 HIGHLIGHTS TO LOOK FORWARD TO

- Burlington Reads, our community-wide reading program, will discuss the topic of Civil Rights as we read John Lewis's *March* and Angie Thomas's *The Hate U Give*
- The inaugural Burlington Public Library Comix Con, a day-long event showcasing comic book artists, retailers, anime, cosplay, virtual and board games, and other comic culture
- Science Sunday programs, appealing to ages 8-88 on various topics throughout the world of science
- Free play areas in Youth Services, including an iPad kiosk station
- Continuing expansion of our community outreach, with new programs and services
- Increasing programming, including more weekend and evening offerings

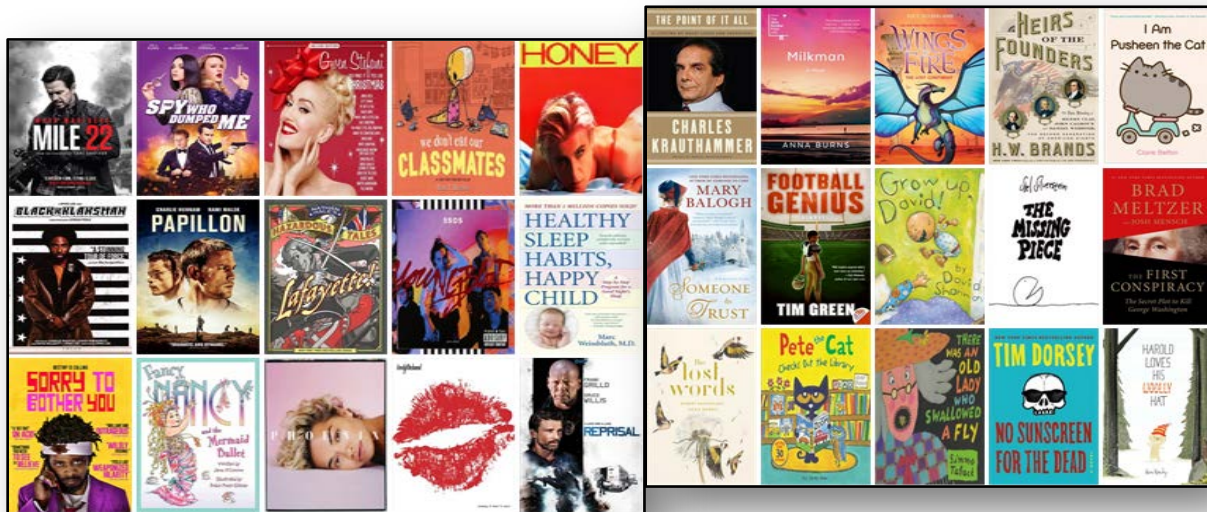


## BURLINGTON PUBLIC LIBRARY TRUSTEES



*Back row (l to r): Steve Wasserman, Kevin Sheehan, Rob Neufeld  
Front row (l to r): Ann Way (resigned 11/18), Ram Voruganti, Adam Woodbury  
Not pictured: Hiral Gandhi (appointed 12/18)*

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



*The Burlington Library Facebook page provides updates such as what new books are available at the library <https://www.facebook.com/BurIPL/>*



## COMMUNITY EVENT •OLYMPIC DEDICATION

BURLINGTON, MASSACHUSETTS



### BOARD OF SELECTMEN

Be it hereby known to all that the Burlington Board of Selectmen

Offers its sincerest congratulations to

An unheralded member of the Boston College hockey team and Burlington resident

**KALI FLANAGAN**

In recognition of being an

Olympic Gold Medalist as a member of the

U.S.A. 2018 Olympic Women's Ice Hockey Team~South Korea Winter Games

And the Board of Selectmen extends best wishes to Kali for continued

Success on her lifetime goals and achievements

Given this 25<sup>th</sup> day of June 2018

By: the Burlington Board of Selectmen

*Christopher E. Hartling, Chairman*

*Robert C. Hogan, Vice-Chairman*

*Michael S. Runyan*

*Joseph E. Morandi*

*James M. Tigges*



**COMMUNITY EVENT •OLYMPIC DEDICATION**

**BURLINGTON, MASSACHUSETTS**



**BOARD OF SELECTMEN**

Be it hereby known to all that: the Burlington Board of Selectmen  
offers its sincerest congratulations to:

**Kevin O'Neill**

In recognition of *receiving at the age of 14 a GOLD MEDAL in the 50 meter dash in the  
1979 INTERNATIONAL SUMMER SPECIAL OLYMPICS*

*Held in Brockport, New York and for placing 4th in the Standing Broad Jump*

*It is recognized that the INTERNATIONAL SUMMER SPECIAL OLYMPICS feature athletes from  
37 countries. Kevin was one of 90 Special Olympians from the state of Massachusetts*

The Burlington Board of Selectmen extends its very best wishes to Kevin and expresses the hope  
for future good fortune and continued success in all endeavors.

Given this 29th day of September, 2018

by: the Burlington Board of Selectmen

Christopher E. Hartling

Joseph E. Morandi

Robert C. Hogan

Michael S. Runyan

James M. Tigges



## COMMUNITY EVENT •TRUCK DAY

Al Fay coordinated with the Burlington Recreation Department for a successful 20th Annual Burlington Truck Day on the Town Common. The event was held in September and was a great time for families and children of all ages to see the large collection of dump trucks, cranes, front-end loaders, bulldozers, fire and police vehicles and much, much more.



*Fill a Public Works Truck drop off for items for People Helping People*







*Former Fire Chief Herb Crawford with former firefighter Al Fay speaking with BCAT*





## COMMUNITY EVENT 4TH OF JULY

### WEBSITE

<https://www.facebook.com/burlingtonJuly4thCommittee/>

The Town of Burlington held its annual 4th of July parade along Cambridge and Winn Streets on July 4, 2018 followed by fireworks in the evening. The sponsoring organization is Burlington's American Legion. The Town and the July 4th Committee are extremely grateful for the donation of time, supplies and funds. The Burlington July 4th Committee was pleased to announce that Dottie Yeadon was named as the "Outstanding Citizen" for 2018. This honor is intended to recognize individuals in Burlington who have demonstrated continuous support and outstanding contributions to the Town of Burlington.



*2018 Citizen of the Year Dottie Yeadon accepts flowers from the 2017 recipient, Al Fay*



*July 4 Volunteers Eileen Daly and Julie Tarpey Gosselin*



*Norma's Clowns*



*Patriot Cheerleaders Burlington with Kevin Thibaulto*

## LANDLOCKED FOREST



### WEBSITE

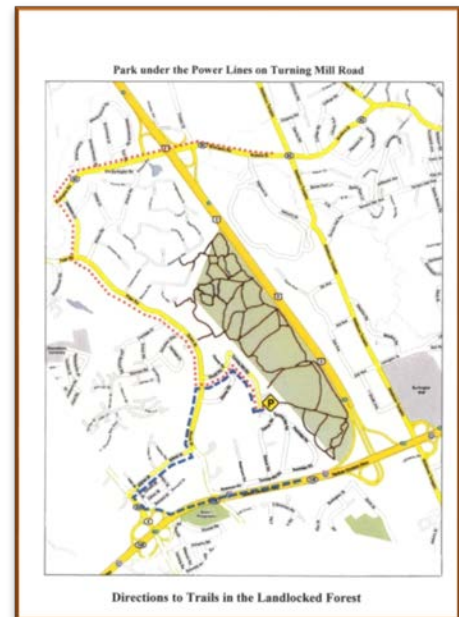
[www.landlockedforest.com](http://www.landlockedforest.com)

### THINGS TO KNOW ABOUT THE FOREST

**1. There are nearly 12 miles of trails and paths that wind their way through the Burlington Landlocked Forest.** The trails are kept clear of brush, debris, and trash by the hundreds of individuals who walk, run, bicycle, and snowshoe through the forest each season. As a result of this network of trails, a person can choose to take almost any length of walk they desire; it is always possible to find a crossing trail that will lead you back to the Turning Mill Road parking lot.

**2. There is legal pedestrian access to the Burlington Landlocked Forest.** The Paint Mine Conservation Area in Lexington borders on the forest and from that facility's parking lot on Turning Mill Road, just a 12 minute drive from Burlington Center, anyone can walk unimpeded into the forest's trail network. The parking lot holds 17 cars and there is on-street parking nearby. Note that the Friends of the Burlington Landlocked Forest and Town of Lexington Conservation Stewards built and installed an Information Kiosk for the parking lot with maps of the forest and of the Paint Mine.

**3. The trails in the forest are very interesting because they take you through a wide variety of habitats** (distinct areas that support different types of plants and animals). For example, a two-hour round trip walk from the parking lot will take a hiker through two cleared meadows, a dense forest, an extensive wetlands around a small stream, a lovely and fragrant grove of pine trees, and a small vernal pool.





**4. Walking through the Landlocked Forest brings up the question: Who was here before?** We know that three hundred years ago, Native Americans lived in the Burlington area. Burlington is believed to have been a borderline area between two tribes: the Massachusetts and the Pennacooks. We also know that the Landlocked Forest has numerous stone walls. These walls marked out the fields on colonial farms and were used as property markers through the 19<sup>th</sup> century. In fact, we have found a stone foundation from a homestead that probably dates to the 1700s and it is surrounded by two mounds that probably hold garbage relics from those years.

**5. In partnership with the New England Mountain Biking Association (NEMBA), the Friends of the Landlocked Forest have built three long boardwalks** through the forest wetlands to ensure easy access to all areas of the forest. Together we raised more than \$10,000 for wood and other materials. For each of the two boardwalk projects on the west side of the forest, between 15 and 20 people worked in the mud and water for a day to put in support posts and lay cross ties. The longest boardwalk, located on the east side of the forest took three days of work and more than 30 people volunteered a day of labor to get the project done. Try walking on them! They give you a unique perspective of a wetlands area.



**6. Burlington Cub Scout Troop #105 and Chet Maguire made and then installed trail junction markers throughout the Landlocked Forest.** A trail map that displays these numbered junction markers is available on the Friends of the Burlington Landlocked Forest web site ([www.landlockedforest.com](http://www.landlockedforest.com)). This marked trail system was created using GPS technology. The web site map also gives driving directions to the Turning Mill Road parking lot from Route 128 and from Route 62/Bedford Street.

**7. The Friends of the Burlington Landlocked Forest are trying to protect the largest meadow in the forest from invasive plants.** While the Landlocked Forest has more than 250 acres of forested area, there is only one meadow that is larger than an average front yard. It covers about two acres and provides unique habitat for birds and small creatures. The worst invasive is called Oriental Bittersweet, a nasty vine that puts down a thick web of roots that choke out other plants. Protecting the meadow and returning it to its original uses requires a thorough cutting right down to the roots at least once a year for three to six years.



*The meadow clearing group is (l to r) Martha Roger, Monte Pearson, Paul Giroux and his son Paul, Martha Simon*

**8. The Friends of the Landlocked Forest do guided tours periodically throughout the year.** The tours are advertised in the newspapers and on the [www.landlockedforest.com](http://www.landlockedforest.com) web site. You can email the group and ask for a tour at

"[Landlockedforest@aol.com](mailto:Landlockedforest@aol.com)" Each year, the Recreation Department runs a mountain bike tour of the forest for kids and their families.

## MARY CUMMINGS PARK



### WEBSITE

<http://marycummingspark.org/>

"Friends of Mary Cummings Park" was formed to help keep our park forever open as a public park and playground, to promote recreation and the protection of its wildlife, habitat and watershed.

Mary Cummings Park is one of the great public parks of Greater Boston. This over two hundred acre public park on the Burlington-Woburn border was created when the Boston City Council accepted Mary P.C. Cummings land in 1930 to be kept forever open as a public pleasure ground. Adjacent to Mary Cummings Park itself is another 100 acres of protected conservation and recreation land, including a 75-acre parcel known as Whispering Hill, now owned by the City of Woburn and held as public parkland and 25 acres which is part of the Quail Run Conservation land. We believe that Mary Cummings Park, the surrounding conservation lands, and open space, provide much needed outdoor recreational opportunities and wildlife habitat as part of Greater Boston's own "Emerald Necklace".



### 2018 HIGHLIGHTS

#### March - Blue Bird Houses

A team of all ages installed 8 bluebird houses in Central Field at Mary Cummings Park this spring. Bluebird experts from the area were present to teach us how to watch over the houses. They also need



cleaning after each set of chicks leave the nest, and we may remove them for the winter to reserve them for bluebirds and other warm-weather visitors. This project was initiated from an idea given to us by our friends at the Wild Birds Unlimited in Woburn and partially funded by a grant from Wegman's of Burlington. .



Although we have been distracted from our normal monthly nature walks by the unfortunate developments at the Northeastern Campus, we are committed to monthly nature walks. In spring we placed birdhouses at Central Field. We will put two at each location, which allows aggressive birds to take one, leaving one for bluebirds. This project is being

done in partnership with Wild Birds Unlimited of Woburn and supported by a grant from Burlington Wegman's.

### June – iNaturalist Walk



In spite of a bit of rain, we had a great walk, learning how to use iNaturalist from Andrea, and identifying many species of plants and insects. It is also nifty when other iNaturalist member chime in to help you ID a subject. It is a world unto itself, populated by scientists and people who revere nature.

### Winter - Boot's Winter Weeds Walk

Although the group was on the small side, the weather was lovely and the group enjoyed another sparkling Boot Boutwell walk.



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## BURLINGTON SCHOOL COMMITTEE



### ***SCHOOL COMMITTEE MEMBERS***

*(l to r back row) Stephen Nelson; Kristin Russo, Chair; Thomas F. Murphy  
(l to r front row) Christine Monaco; Student Representative; Martha Simon*

#### *Kristin Russo, Chair's Report*

2018 was a year characterized by change, activity and progress. While much time was focused on fiscal issues, the Burlington school system remained committed to maintaining conditions in which children learn best and educating students with highly skilled staff. The Committee would like to thank all of its employees for their commitment and dedication in educating our students at such high standards. The leadership of Superintendent Eric Conti and the administrative team keeps the district at the forefront of meeting the demands of the 21st century education. The implementation of the later start time for the high school, the new elementary science curriculum and child abuse training for staff are just a few implementations that were overseen by administration.

The Marshall Simonds Middle School and Fox Hill School welcomed new principals. Mr. Connors and Mrs. Abati retired after 46 years of leadership at the Marshall Simonds Middle School. Principal Cari Perchase and Assistant Principal Josh Murphy have transitioned well into their roles. Fox Hill School welcomed David Rosenblatt as the new principal as Ellen Johnson retired at the end of June. The district also welcomed new Special Education Director Mary Houde. These leaders have all made immediate contributions to the district.

We appreciate the town financial team and town meeting members' support to close out the FY 2018 budget at the September town meeting. Ms. Coscia, Business Manager, overhauled the budgeting process. Many fiscal policies and procedures were added, while others were updated. The procedures and policies allow for more control and oversight of budgeting and purchasing. With the new procedures, the School Committee is receiving monthly financial statements which include the Accommodating and Operating budgets, budget to actual updates and projected expenses for the fiscal year. The school district has also has letters of engagement with Powers and Sullivan to continue to review and monitor the accounts, including revolving accounts, and the budgeting process. The School Committee greatly

appreciates the Ways and Means subcommittee for all their time and work in reviewing policies and the budgeting process.

Our school buildings continue to be accessible to all within the community. The school buildings' common areas are occupied almost every weeknight by different clubs and organizations. The tracks, turf fields and gyms are all utilized to the fullest. The Committee would like to thank the custodial staff for their efforts in maintaining the buildings. The School Department would also like to thank the Recreation Department for their continued partnership.

The School Committee also wants to acknowledge Town Meeting and the town financial team for the continued capital funding, allowing for the improvement and upgrade of our buildings and grounds.

The school department would also like to recognize the business community. The partnership between the business community and other organizations such as the Burlington Education Foundation is greatly appreciated as many of our programs are greatly enhanced.

The School Committee would like to thank the parents, residents and town meeting members for your continued support of town services and education. Your support of the library translates into stronger programs and resources for our students. Your support for the DPW directly relates to our school grounds being clean and well maintained. Your support for police and fire provides the peace of mind that our schools have prudent safety precautions in place and are well protected in case of an emergency. These are just a few examples of how important different aspects of the Town are to the growth and development of our children.

Thank you Sharon Gilbert our recording secretary. Her dedication and professionalism is greatly appreciated in keeping our board on task and organized at meetings.

We welcome your phone calls and emails if you have any questions or concerns. The School Committee meets the second and fourth Tuesday of each month.

<b>School Committee</b>	<b>Term Expires</b>
Kristin Russo, Chairman 5 Kingsdale Street	2020
Martha Simon, Vice Chairman 5 Willow Way	2021
Stephen A. Nelson 25 Fairfax Street	2020
Christine M. Monaco 18 Corcoran Road	2019
Thomas F. Murphy, Jr., Chairman 3 Lexington Street	2019
Riya Kamani Student Representative	



## BURLINGTON SCHOOL ADMINISTRATION

### **Superintendent of Schools**

Eric M. Conti

B.S., Brown University  
M.A., Brown University  
Ed.D. University of Wisconsin

### **Assistant Superintendent of Learning**

Patrick Larkin

B.A., Assumption College  
M.Ed., Framingham State College

### **Director of Operations**

Robert Cunha

B.S., ITT Technical Institute

### **Director of Special Education**

Mary Houde

B.S., Framingham State College  
M.Ed., University of Massachusetts-Boston

### **Business Manager**

Nichole Coscia

B.A., Sacred Heart 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**

Cari Perchase  
Principal

B.A., University of Massachusetts, Boston  
M.Ed., University of Massachusetts, Boston

Josh Murphy  
Assistant Principal

B.S., Seton Hall University  
M.Ed., Northeastern

### **Elementary Schools**

Deborah Dressler  
Principal  
Memorial School

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

David Rosenblatt  
Principal  
Fox Hill School

B.A., University of Massachusetts  
M.Ed., Lesley University

John Lyons  
Principal  
Pine Glen School

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

Nicole McDonald  
Principal  
Francis Wyman School

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

Darryl Doiron  
Assistant Principal Francis Wyman

B.S., Salem State College  
M.Ed., Fitchburg State College

## SUPERINTENDENT OF SCHOOLS

*Eric Conti, Superintendent*

*Patrick Larkin, Assistant Superintendent*

In 2018 the Burlington Public Schools continued to build on the work accomplished in 2017. Our main focal points continue to be driven by our Planning for Success Plan. This three-year District Improvement Plan process was introduced by the Department of Elementary and Secondary Education. The four pillars of the plan in Burlington are 1) Engaged Learning, 2) Relationships, 3) Communication, and 4) Facilities and Operations.

Our learning focus in 2018 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, re-organizing our Business Office, and, most importantly, seeing higher levels of student achievement.

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. Moreover, it takes a commitment to the social and emotional growth of children. There cannot be achievement without being dedicated to social and emotional growth of all children.

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 exam. At the elementary level, our internal benchmark assessments also continue to show achievement growth at all levels in ELA and Math.

In 2018 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 State Board of Education has adopted new computer science and digital literacy standards. Burlington has been a leading partner in these conversations and adoption. To this end, Burlington has been selected as a PACE District. PACE stands for Programming the Acceleration of Computing and Equity. We believe that computer science is a critical literacy for all Burlington graduates to experience.

The district continues to expand the use of our 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. One of our communication initiatives this coming year will be to create a new District Website. 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 web pages to share frequent updates with students and their families. There are currently many staff members using online tools, like See Saw, to keep stakeholders informed of the great things happening in their classrooms.

In addition to the initiatives discussed above, the curriculum office provides support and development for teachers through coordinated, district-wide professional development. BPS Con, our three-day

professional development event before school begins, continues to provide teachers with numerous learning opportunities focused in key areas that are aligned with district improvement goals and designed to support the professional learning goals of individual teachers. Our focal points during the year continue to be social emotional learning, inclusion, cultural competency, and expanding collaboration. We have seen progress in each of these areas at all levels. In the area of Social Emotional Learning, we have supported more elementary staff in the implementation of Responsive Classroom while also expanding the use of mindfulness strategies in classrooms K-8. In addition, our partnership with McLean's Hospital provides opportunities for counselors and school psychologists at all levels to expand their skills in supporting students impacted by trauma. In the area of expanding collaboration, our Keys to Literacy initiative allows staff at all levels to have expertise in a common set of skills to help support students with comprehension. The use of peer observations and unconferences where teachers are able to select their own professional development experiences are also ensuring positive growth in the area of professional collaboration. Finally, in the area of cultural competence, our teachers continue to receive multiple opportunities to expand their learning through courses offered both in the district and outside. We are also proud of the development of a Multicultural Calendar by members of our District Capacity team. This calendar recognizes all of the different religious and cultural celebrations that impact our staff, students, and community and it was shared both within our district and on our website.

Burlington Public Schools continued its long-term relationships with a host of partnerships with outside agencies including Primary Source, and Massachusetts Computer Using Educators (MassCUE). In addition, we have established new relationships with organizations such as the Woodrow Wilson Academy of Teaching and Learning at MIT to help support the development of math and science teachers. We have also collaborated with other local districts in the development of K-5 Science Curriculum units and K-5 ELL Curriculum units. By continuing to provide 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 sharing of best practices which in turn leads to increased academic achievement and positive student outcomes. In 2019, we will be transitioning to a new high school MCAS Test and graduation requirements. Our firm belief is that our graduates need to be recognized for more than these state test scores.

## PUBLIC SCHOOLS AND DEPARTMENTS

### BURLINGTON HIGH SCHOOL

*Mark Sullivan, Principal*

Once again, the weather cooperated in June and Burlington High School (BHS) hosted yet another outdoor commencement exercise on Varsity Field. Administration and Faculty welcomed the entire BHS community to celebrate the graduation of the Class of 2018 on Sunday, June 3, 2018.

New faculty members for the 2017-18 school year are:

Mark Kuhlwein	Science
Rosemary Pascale	BHS Nurse
Suzann Shields	BHS Nurse
Danielle Trouve	Business Teacher
Jessica Wolfenden	English

Burlington High School recently completed a 10 year NEASC Accreditation Site Visit. This decennial Accreditation Process has long been recognized in the United States and international school circles as a highly effective means of initiating and maintaining school improvement and adherence to publicly stated standards. A 16 person visiting group met with teachers, administrators, parents, and students. They also shadowed students and toured our facilities. In other words, they were immersed in our day to day operations for the entirety of their visit. The commendations and recommendations from this visit will provide important information as we continue our ongoing school improvement efforts.

Over the last several years, BHS has had the distinction of being an Apple Distinguished School. 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:

- Visionary Leadership
- Innovative Learning and Teaching
- Ongoing Professional Development
- Compelling Evidence of Success
- 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 has an online method of sending report cards and progress reports home to families and we have phased 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, History of Rock and Roll, 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.

BHS 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 the district site at [burlington.org](http://burlington.org) or my blog at [markjsullivan.org](http://markjsullivan.org).

## ART PROGRAM

*George Ratkevich, Visual Arts Program Coordinator*



*The Burlington wall at the annual Regional High School Artists show in the Parsons Gallery of the Lexington Arts & Crafts Society*

The Art & Design program helps students develop their visual literacy (an understanding and appreciation of guiding concepts such as the elements and principles of design), creative problem solving, design thinking (a focus on steps in the process of making), and technical skills (craftsmanship). Students develop their Studio Habits of Mind (which comes out of the framework of Studio Thinking designed by practitioners at Project Zero at Harvard's School of Education.). They develop their craft, becoming more technically skillful in using a wide range of tools, materials, and artistic processes, and they learn to take care of those tools and their studio workspaces. They begin to see and embrace problems as opportunities, develop focus, and they learn to persist and persevere at tasks. Art students learn to envision and imagine, thinking creatively, developing their ability to come up with new and better ideas. They learn to plan well and work through the many, sometimes messy, stages of the creative process. They express themselves, making art that conveys ideas, feelings, or personal meanings. They observe, looking closely and carefully at things, attending to nuance, noticing the small things that the casual observer won't. They become more and more sensitive to the natural environment as they work from observation, memory, and imagination. They reflect on what they and their fellow artists have done, learning how to look at and talk about art, to defend their work, to take in and process constructive criticism from their peers. They stretch

and explore, reaching beyond what they thought they could do. They learn to embrace opportunities, discover through play, and learn from their mistakes. They work and interact with one another in the community that is the art class, and they share their work with their school, family, and community. They make connections, learning about culture and history, current practices and innovation, and interacting with others through their study of art and art-making. We believe that students' art classes help balance their academic classes, and that art-making is an essential, enriching experience that helps to more fully develop a well-rounded person.

Student work was published or displayed in Collab, the high school's literary magazine, the Scholastic Art Awards, the high school's 45th annual Art Exhibition, sixth annual Fashion Show, and twelfth annual Portfolio exhibition, the Regional High School Art Exhibition hosted by the Lexington Arts & Crafts Society, the 2018 Natural Burlington Photography & Art Exhibition, 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. Advanced photography students once again collaborated with students in the Winchester High School photo program in an exhibition entitled "Photosynthesis XIII" at the Griffin Museum of Photography in Winchester. One of our visiting artists, Bren Bataclan, spoke to the entire high school about his work and exhibited in the school's gallery.

The Art & Design program hosted its first Inter-district Art Professional Development Day in November at Marshall Simonds Middle School. Nine school districts were involved, including Bedford, Belmont, Burlington, Concord-Carlisle, Holliston, Wellesley, Winchester, Woburn, and Weston, and almost 70 art teachers participated. The goals were to create a larger visual art education community with more support and resources; create valuable, content-specific professional development for visual art educators in the region for a minimum cost to the district by relying on the expertise of our own faculty; address the isolation that some art teachers feel as the only teacher of their discipline in their schools; address common concerns related to visual arts education in Massachusetts and specifically the region; share best practices among a larger group of art educators; and share, discuss, and improve curriculum.

For the 2019-20 school year, the high school will be offering more art & design choices for incoming freshmen, including 2D Design Foundation, 3D Foundation, Drawing Foundation, Painting Foundation, Photo Foundation, and Creative Art Foundation, as well as an entryway into our Portfolio program for the truly committed artist at any grade level (called "Art Fellows"). There will also be more semester courses and honors-level versions of many of the current courses.

The art department has been addressing the action items of its three-year improvement plan using the Planning for Success model.

More information about the Art & Design program can be found at: [bpsk12art.weebly.com](https://bpsk12art.weebly.com) (a resource for district art teachers) [www.burlingtonhighschoolart.org](http://www.burlingtonhighschoolart.org) (for students, parents, and the community)

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## ENGLISH DEPARTMENT

*Shannon Janovitz, Department Chairman*

In 2018, the English Department continued its focus on ensuring that students explore the school-wide essential questions while developing the 21st-century skills that BHS has prioritized. The department added digital writing to all four years of the English curriculum, starting with photo essays and digital

portfolios in grade nine, podcasts in grade ten, documentaries in grade eleven, and a culminating senior project in grade twelve. To introduce students to this addition, BHS English teachers hosted the first BHS Digital Writing Day, which brought community partners from Apple, BCAT, and the Real School of Music to the high school to share their knowledge of digital and visual storytelling. Teacher experts from across disciplines collaborated with the English department to facilitate workshops and training sessions during this event. The department's emphasis on digital writing this year is intended to reinforce media literacy skills, as well as to help students understand and contribute to the dramatic social impact of the digital landscape.



Traditional academic writing remains a high priority for the department. In an effort to provide students with necessary supports in writing while also increasing student leadership and community contributions, the English Department opened the BHS Student Writing Center. English teacher Jessica Smetana designed, proposed, and instructed the first year of our Writing Fellows elective and trained the first cohort of fellows. In addition to serving as peer tutors, these students have collaborated with teachers in various departments to create and implement writing activities for different classes.

The Department experienced some personnel changes throughout the year. Long-time English teacher Diana McKee retired after thirteen years of teaching in Burlington. Jessica Wolfenden, a new member of the department, returned to teaching after taking a few years off to explore the business world. Shane Faria, BHS Class of 2009, began work as a student teacher at Burlington while completing his master's program at UMass Lowell. Other BHS English teachers took on new challenges, ranging from teaching AP courses to developing dual enrollment opportunities for Burlington students.

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## WORLD LANGUAGE DEPARTMENT

*Renee B. Dicey, World Language Department Head*

The World Language (WL) Department offers students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. 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. Starting next year, the WL Department will offer an Advanced Placement course in place of year five for French. Consistent with the school's 21st Century Learning Expectations, students enrolled in all WL courses are encouraged to develop skills that teach them how to generate their own questions regarding course content, including, but not limited to, the themes of personal and public identities, contemporary life, family and community relations, science and technology, beauty and aesthetics, and world challenges.

As always, exciting and engaging language and cultural learning opportunities occurred throughout the academic year for our WL students. In February, the WL department prepared for National Foreign



Language Week (NFLW) through the exploration of different forms of art that are prevalent in countries studied in class, such as Italy, France, Mexico, Guatemala, and the Caribbean. Students' art creations were displayed throughout the season in the school hallways, which included Italian Carnival masks and *Bandieredeicoscritti* (Italian peer flags), Spanish Córdoba guitars, Mexican folk art bark paintings, traditional Mexican/Guatemalan worry dolls, and copies of famous French paintings. The celebration of NFLW continued in March with the annual World Languages brunch event in the BHS cafeteria and concluded with the annual cake wars event. Lastly, the BHS community was welcomed by a visit from Dr. Emily Hauser, an award-winning Classicist and author of *For the Most Beautiful*, *For the Winner*, and *For the Immortal*. Latin teacher, Gregory Stringer, and his students attended Dr. Hauser's lecture on her fictional retellings of famous classical myths. Dr. Hauser was a true inspiration to all students as she explained her journey as a female voice in classical storytelling.

In the fall, the World Language Department welcomed 30 students participating in the Spanish Student Exchange Program from Collado Villalba, Spain. They arrived on November 1st and were greeted at Logan Airport by their BHS host student and family. Throughout their two-week stay in Burlington, the Spaniards shadowed their BHS host student during the school day, participated in field trips coordinated by Spanish teachers, Daniela De Sousa and Christina DiCroce, and celebrated their new found friendships at a potluck dinner and dance party at BHS.

Most notably, our French, Italian, Latin and Spanish classes continue to experience firsthand various cultural activities through in-class projects and out of school field trips. This October, Italian teachers, Ilaria Hoerle and Ivana Gentile, along with the Italian Club celebrated *Italian Heritage Month* by building an Italian heritage tree, which was displayed throughout the hallway of BHS. In addition, throughout the month of November, Gregory Stringer and his Latin students, in association with BHS Art teacher, George Ratkevich, spearheaded a Mosaic Art Project where all students were invited to make a mosaic art piece. Meanwhile, French teacher, Kevin Maguire, and his French students visited the Isabella Stewart Gardner Museum to participate in a guided tour that focused on French artists and France's influence on Ms. Gardner.

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## MATHEMATICS DEPARTMENT

*Kathleen Whitcomb, Chairperson*

The BHS Mathematics Department remains focused on preparing students for lifelong mathematical competence and sound logical reasoning skills and to be engaged community members by giving them a foundation of knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods.

The Mathematics Department strives to offer courses that challenge and engage all learners. This year saw the addition of some new courses such as Algebra I Honors and Discrete Math. We also continue to foster students' love of math through extracurricular activities such as Math Team, New England Math League, and the American Mathematics Competition. In addition to Mathematics courses, we continue to enhance and improve our Computer Science offerings, connecting students to college and career opportunities through relevant coursework and connections to local businesses and community members.

## HIGH SCHOOL GUIDANCE DEPARTMENT

*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, collaboration with school, home, and community, and assessment of student needs, we foster responsible decision-making. We strive to help students realize their full academic and personal potential as lifelong learners, engaged community members, and global citizens. This mission statement was updated in August of 2017.

The Guidance Department hosts events throughout the year for students and parents to ensure our mission is promoted. The Guidance Department hosts a Parent Breakfast Series and several parent/student planning nights. Planning nights are also shown on BCAT. BCAT has dedicated a web-page specifically to post the BHS Guidance events. As usual the Guidance breakfasts are geared toward specific grade level topics, others can be applicable across grade levels, such as “Dealing with Stress and Coping Strategies”, “the Course Selection Process,” an “PSAT Results Review,” and presentations on the basics of Financial Aid.

The BHS Guidance staff met with new ninth graders in small groups as part of their transition to high school and look forward to meeting with them again during a health lesson mid-year. In early October, we held our annual Freshman Parent Breakfast to give parents an overview of the grade nine transition, Grade 9 students also took part in an a Career Day assembly to help them better understand their digital footprint and remind them of how they can continue to make thoughtful decisions about social media. Freshmen were also given a brief survey about their transition to high school. One highlight we noticed was that each freshman was aware of where, why and how to access their Guidance Counselor.



*Freshman Parent Breakfast*

The collage features several items:

- Diploma (top left):** "Brigid Holden BA Math Minor in Economics Class of 2003".
- Diploma (top right):** "Bryn Mawr College Bryn Mawr, PA".
- Small photo (top right):** A building, likely Bryn Mawr College.
- Text box (middle left):** "How did you come to choose Bryn Mawr?" "I was actually recruited to attend. I had always wanted to go to Bryn Mawr but I didn't know how to get there. I was recruited by a friend of mine who was a student at Bryn Mawr. I was recruited by a friend of mine who was a student at Bryn Mawr." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).
- Banner (center):** A large black banner with the Bryn Mawr College crest (a shield with a book and a lamp) and the text "BRYN MAWR COLLEGE" in large, bold, white letters.
- Text box (middle right):** "How did this particular institution prepare you for your future career and for help you grow as a person?" "The college prepared me well in many ways. I was able to learn a lot about myself and the world around me. I was able to learn a lot about myself and the world around me. I was able to learn a lot about myself and the world around me." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).
- Text box (bottom right):** "What was your favorite class?" "The classes I took were Differential Equations, 2D, 3D, and 4D. I took them all in sequence and enjoyed them very much. I took them all in sequence and enjoyed them very much. I took them all in sequence and enjoyed them very much." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).
- Small photo (bottom right):** A circular seal or logo, likely the Bryn Mawr College crest.
- Text box (bottom left):** "Did you have a job or an off-campus job?" "I did not have a job. I was a student at Bryn Mawr College. I was a student at Bryn Mawr College. I was a student at Bryn Mawr College." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).
- Small photo (bottom center):** A photograph of a group of people, possibly students, standing in front of a building.
- Text box (bottom right):** "Why do you recommend Bryn Mawr to other students?" "Bryn Mawr is a great school. It has a great faculty and a great student body. It has a great faculty and a great student body. It has a great faculty and a great student body." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).
- Text box (bottom left):** "Is there organizations, clubs, or groups that you participated in?" "I was a member of the Bryn Mawr College. I was a member of the Bryn Mawr College. I was a member of the Bryn Mawr College." (Note: The text is partially obscured and appears to be a placeholder or a very faint scan of a letter).

Given that sophomores have limited availability, counselors connect with them at varying points throughout the year. One focus for sophomore year is to help students understand their own unique strengths and weakness and various personality traits to help them make more informed decisions in regard to college, major, elective courses, etc. We also hosted a Grade 9/10

In early January, the Guidance staff were guest speakers in Ms. Sullivan's freshman health classes. We reviewed BHS graduation requirements, how to read and understand the transcript, and the importance of identifying resources for academic support.

<b>The following is a profile of the Class of 2018 (as reported in June of 2018):</b>		<b>Students</b>	
2018 CEEB Test Summary:			
<b>4 Year College</b>		<b>187</b>	
4 Year College - Public in-State		78	
4 Year College - Private in-State		56	
4 Year College - Public Out-of-State		21	
4 Year College - Private Out-of-State		32	
<b>2 Year College</b>		<b>20</b>	
2 Year College Public in-State		20	
Non U.S. College		2	
<b>Career Education</b>		<b>6</b>	
<b>Military</b>		<b>2</b>	
<b>Employed</b>		<b>9</b>	
<b>Total Students</b>		<b>226</b>	
<b>TESTING STATISTICS-2018</b>			
<b>86% of Class that took the SAT Exam</b>			
<b>SATI: Reasoning Test (Class of 2019 mean scores: 86% or 195 students tested)</b>			
	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>EBRW</b>	585	581	525
<b>Math</b>	581	579	541

	Math	554	575	541
		State Average 2018		National Average 2018
EBRW		555		536
Math		555		531
SAT Score Distribution				
		EBR		Math
700-800		10%		11%
600-690		37%		29%
500-590		39%		39%
400-below		13%		19%
SAT I Subject Tests (Mean Scores)				
	2018	2017	2016	
Biology E	*	636	652	
Biology M	653	669	668	
Chemistry	674	660	711	
Literature	639	615	686	
Math Level I	622	613	639	
Math Level II	660	695	651	
National Merit Scholarship				
Class of 2019		6 Commended students		
Class of 2018		8 Commended students		
Class of 2017		1 Semi-Finalist		
		6 Commended students		



## SCIENCE DEPARTMENT

*Holly Potters, Department Chair*

The Science Department is focused on preparing our students to be engaged community members by giving them a foundation of background knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods. To help us with this mission, we have welcomed a new chemistry teacher, Mark Kuhlwein. We also said goodbye to our interim chemistry teacher, Larry Cohen at the end of the 2017-18 school year. The Science Department has also initiated discussions with local businesses in the science community to cultivate relationships and opportunities to connect students with applications of science and technology in the real world. In the past year, we have welcomed in speakers from the Massachusetts Water Resource Authority, nursing and emergency medical professionals, and took students interested in exploring engineering careers to tour Simpson, Gumpertz, and Heger in Waltham.

The Science Department is also working toward full and meaningful implementation of the new Massachusetts Science and Technology/Engineering (STE) Standards in our current courses and we hope to create additional courses in the future that provide the opportunity for practical applications of science and engineering principles. A new Introduction to Emergency Medicine Course was implemented in the fall of 2018, which enables students to earn CPR certification as an outcome of the course. We are also adjusting our science course pathway and plan to offer two new courses in the Fall of 2019 and beyond.

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## HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

*Christina Ciccolini, Department Chair*

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 2018/2019 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. Scooter is an assistance dog that provides social/emotional support to all students. Social symbolism course is 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 Chair*

This year the Department is focused on addressing the changes that DESE made this fall to the MA State Social Studies Standards, which, broadly speaking, involve changes to both the pedagogy we will use and the content we will teach. The Department is spending this year becoming acquainted with the Inquiry Method adopted by the state before beginning to contemplate how to change the content we present to students, which we anticipate will begin to take effect in the 2020-21 school year. We are also awaiting word from DESE as to the fate of the proposal of a Social Studies MCAS exam, which has, once again, surfaced as an idea they are bandying about at the state level. The Department sent representatives to the National Conference for Social Studies in November, and will have members attend the New England

Regional Social Studies Conference in Framingham in March, where Todd Whitten will be leading a workshop on 19th Century Financial Panics. This year the department was without Matt Carr, who took a leave of absence, though he continued his successful coaching of the cross country and track teams. The Department continues to work with the Keys to Literacy Program adopted by BHS, and looks forward to continuing and deepening our collaboration with our colleagues in MSMS to ensure a better experience for our students as the transition from middle school to high school.

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## DEPARTMENT OF ATHLETICS

*Shaun Hart, Athletic Director*

The Burlington Athletic Department has had yet another successful year. The Golf team won the Freedom League Championship for the eighth time. Boys Ice Hockey and Boys Basketball were Middlesex League Freedom Champions, with basketball sharing the league title for the first time since 1999. The Baseball team was Middlesex League Freedom Champions and advanced to the Division 2 State Semi Final. The Softball team won the Middlesex League Freedom Championship and made it to the North Semi-Finals. The Girls Tennis team was also League Champions for the seventh time in a row.

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## HEALTH AND PHYSICAL EDUCATION

*Matthew Jackling, District Coordinator for Health and PE*

The Burlington High School Health and PE Department implemented various successful programs throughout the year. In Health Education, our freshmen health course provided students with key skills for a positive introduction to high school, such as reviewing school resources/available programs, suicide prevention, understanding healthy relationships, and educating students on social emotional issues. Additionally, this class provides all freshmen with the opportunity to become CPR/First Aid certified through the American Red Cross. Sophomore students participate in our Intro to Wellness class, which focused heavily on addressing addiction (ranging from the dangers of vaping to the opioid epidemic), sexual education, nutrition, and examining the balance between healthy and unhealthy choices throughout the lifespan.

For our seniors students, the Rape Aggression Defense (RAD) program that we utilize in conjunction with the Burlington Police Department was a highlight of our year, as it provides all students with a challenging opportunity to understand key concepts regarding personal safety, what it means to be a bystander, and advocating for oneself, and for others. This program also examines societal norms and stereotyping regarding race, gender, and sexuality. Senior students can choose between Senior Wellness, Intro to Health Occupations, and Intro to Sports Medicine to fulfill their senior year health requirement, and may also choose from our Sports In Society, Advanced Recreational Games, and Personal Fitness classes as electives. All of these classes look to prepare senior students for the transition to their post-high school lives, addressing issues that most young adults face such as examining healthy choices based on their personal belief system, understanding the long term value of these choices, and developing their own health-related identity so that they can have continued success regarding their personal health and well being.

BHS's Physical Education curriculum was also updated throughout the year, with an emphasis on providing students with a better understanding of personal fitness and the various ways it can be attained.

This is specifically reflected in our Freshmen PE course, which aims to introduce the elements of physical fitness and explore how they can be developed throughout their time at BHS. Additionally, our Project Adventure curriculum remains the highlight of our programming, as it provides all sophomore students with instruction based on the "challenge by choice" model, individualizing their experience to best meet their personal needs and interests. Project Adventure also provides every student with fun and unique team building exercises that creates an inclusive environment for all students, regardless of physical ability or skill. Junior PE is the culmination of the previous two classes, with students building on the core content and taking a more active role in their own fitness levels and training, looking to instill the skill set necessary for students to remain healthy and active as they transition to their life after high school.

District wide, we continued our goal of focusing more on wellness initiatives for students and the community. Our 3rd annual Parent University was held in October, providing parents and community members some insight to many of the education based issues that our schools face, while also offering workshops on relevant issues such as vaping, social media use, and mindfulness. BPS also introduced a 5th Grade Puberty Education curriculum, which aimed to provide accurate and age appropriate instruction for all 5th Grade students across the district. We hope to continue these initiatives moving forward, while possibly adding more wellness programs at each level of the district.

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## HIGH SCHOOL LIBRARY

*Callie Graham, Teacher Librarian*

By fostering a love of reading, providing essential books and resources, and developing critical 21st century skills, the ongoing goal of the library is to support BHS's mission statement. The library also serves as a communal space for both teachers and students to collaborate on essential learning tasks. The new "casual reads" section of the library provides high interest, lower lexile books to engage more reluctant readers. The library's Makerspace has also been revamped as a "Maker Studio" to include microphones, a Padcaster (an all-in-one mobile video kit), and green screen kit. The librarian has been running sessions with teachers and students on how to best utilize such equipment to develop and showcase project-based learning. In particular, the space will be invaluable to the production of the new Senior Project. Additionally, the library also now houses the new Writing Center, staffed by student Writing Fellows, who assist peers through small-group writing consultations and conferences with individual writers. In the future, the library will continue collection development to best meet patron needs.



*Speed Dating for Books Photo by: C. Graham*



*The Writing Fellows running an introductory activity Photo by: C. Graham*



## MARSHALL SIMONDS MIDDLE SCHOOL

*Cari Perchase, Principal*

Marshall Simonds Middle School is committed to supporting the social, emotional, and academic needs of students in grade 6 through 8. Our school is structured using the tenets of the middle school philosophy, where interdisciplinary teams of teachers share responsibility for educating approximately 90 students. The dedicated faculty and staff seeks to provide students with a safe and nurturing environment where students develop the skills necessary to prepare them for future success in college and career.

Marshall Simonds Middle School seeks to provide students a relevant and rigorous curricular experience. Our curriculum addresses the Massachusetts Curriculum Frameworks and our educators use a variety of instructional strategies to support all students to achieve at high levels. Recently, the Commonwealth adopted new Science, Technology, and Engineering Curriculum Frameworks (2016) and History and Social Science Curriculum Frameworks (2018). The faculty at Marshall Simonds Middle School will be focusing on implementing the new standards in these two curricular areas in the coming school year. We are also in the process of reviewing our computer and technology education curricula and are hoping to include more computer science and engineering in the coming year. This year, in collaboration with the Director of Special Education, we have been reviewing the special education programming at the middle school and are making adjustments to our service delivery model to better support our students with disabilities.

The student body of Marshall Simonds Middle School mirrors the greater, diverse Burlington community. We strive to ensure that all members of our school community feel welcomed and respected. Throughout the fall, the faculty met to discuss what makes Marshall Simonds a special place and what values define us as an educational community. We adopted Perseverance, Respect, Integrity, Diversity, and Empathy as our core values. In the coming year, we hope to continue to define what PRIDE looks like at Marshall Simonds and to expand programming to support our students increased understanding, acceptance, and respect of human difference.

Marshall Simonds Middle School is in year 2 of a 3 year *Planning for Success* action plan which also serves as the School Improvement Plan. The School Council is in the process of reviewing progress on the Strategic Objectives and Initiatives included in the *Planning for Success* document. Next year's plan will continue to focus on Engaged Learning, Relationships, and Communication. We will assess the progress made in each Strategic Initiative and the information from a number of data sources to identify additional opportunities for continued growth.

The 2018-2019 school year is the first time in history that Marshall Simonds Middle School has a new administration. Mr. Richard Connors retired from his position as principal of Marshall Simonds Middle School, where he served the students, families, and town of Burlington for over 45 years. In addition, Mrs. Noreen Abati and Mr. Neil Lusas, team leaders, also retired. The former administrative team should be commended for their years of service. The new administrative team, Mr. Josh Murphy, assistant principal, and Ms. Cari Perchase, principal, continue to learn about the school and community through their transition. We have engaged stakeholders, educators, students, families, and community members, to provide feedback and input about what makes Marshall Simonds Middle School great and areas we can focus our improvement on. One area of focus for this year has been a review of the current schedule to make sure the schedule still meets the needs of our students.

We were excited to welcome a number of new faculty members to the Marshall Simonds Middle School's professional community. Ms. Marissa Bellio was hired to replace Ms. Jacqueline Soll, who took a different position in the district, as school psychologist. Ms. Lindsay Appleby joined Marshall Simonds

Middle School's art department, replacing Ms. Elaine Dearden who retired in June. Ms. Leigh McGillivray, school nurse, joined the middle school after the resignation of Tracy Nicholas. Finally, Marshall Simonds Middle School said good-bye to Mr. Archie Feeney, long-time lead custodian, who retired. We welcomed David Camerlengo, from Burlington High School to assume the role of lead custodian at Marshall Simonds Middle School.

Marshall Simonds Middle School is grateful for the continued support of the Burlington Community. We are fortunate that the community holds education in such high regard and we appreciate the continued support of the community members.

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## **FOX HILL SCHOOL**

*David Rosenblatt, Principal*

Fox Hill School has a long-standing tradition for achieving excellence and for embracing innovation. This tradition continues into the 2018-2019 school year. Our focus for the 2018-2019 school year has remained tied in to the Burlington Public Schools initiatives of cultural competence and collaboration. We have seen much success this year within these areas. In the area of collaboration staff members have partnered in the implementation of new curriculum, began to explore a peer observation model, and created social/emotional learning opportunities for our students at Fox Hill. Cultural competence has been another focus at Fox Hill this year. As a staff, we have utilized a cultural calendar, done morning announcement greetings in foreign languages, and compiled a staff list of multicultural books and resources.

Fox Hill School's enrollment has increased for the 2018-2019 school. Fox Hill School welcomed approximately 430 students in September 2018. Four classrooms serve grade 1, grade 2, grade 3 and grade 4 students. Five classrooms serve kindergarten students and three classrooms serve grade 5 students. We currently have a class size of approximately 18 students in every classroom.

The 2018-2019 brought several new faces to our staff. Fox Hill School welcomed a new principal this year, David Rosenblatt. Mr. Rosenblatt had been the assistant principal for the previous two school years at the Memorial School here in Burlington. We also welcomed Kimberly Kost, our new school psychologist, and Melissa Roosevelt, our new school nurse. Additionally we had a new special education teacher join our staff, Brianna Fraser. The end of the 2018 school year brought two retirements. Mrs. Ellen Johnson, principal, and Mrs. Mary Webb, grade three teacher, both retired after highly successful careers in Burlington.

Our school values of safety, kindness, respect, and responsibility are the foundation for student life at Fox Hill. Our Positive Behavior Incentive System (PBIS) is called Be the 1. Be the 1 connects to students being the "1" to represent our school values. Students who demonstrate our school values, receive Be the 1 tickets from staff members. Each week one student from each grade level is publicly acknowledged during the morning announcements and has their picture displayed in our front lobby. Our Be the 1 winners are also celebrated on our school blog and Instagram account. Be the 1 has been a wonderful way to celebrate the students at Fox Hill School.

## FRANCIS WYMAN ELEMENTARY SCHOOL

*Nicole McDonald, Principal*

Francis Wyman Elementary School continues to offer a vibrant, safe learning community where all staff are committed to helping students thrive academically as well as socially and emotionally in an engaging learning environment. Our focus continues to be student growth and fostering a love of learning as we implement creative, hands-on lessons while continuously monitoring student performance and growth.

All staff members at Francis Wyman continue to train and grow professionally and work in dedicated teams to foster high academic standards and closely monitor each student's progress to insure that all students are meeting their true potential. This year we congratulated Letitia Zani, a dedicated third grade teacher, as well as Betty Kerr, a talented 48 year classroom and art teacher, on their well deserved retirements. In addition, Rosemary Vena, a compassionate Special Education Instructional Assistant retired after 30 years of service in the Burlington Schools. In return, we welcomed Lauren Vigneau as the new art teacher, and Beth Doherty as an interim 2nd grade teacher for our largest class currently attending



Francis Wyman. Additional new support staff joining our crew this year include Janelle Fumia, Guidance Counselor, and Michael Maloney, Speech Therapist, who are covering year long maternity leaves while our extended Francis Wyman family continues to grow. Finally, Tom Dembrowski and Mark Perrsons joined our custodial crew and we are thankful for their support in keeping our large school clean and running efficiently. We are excited to welcome these new colleagues to our team.

In addition to new staff, there are some cosmetic projects that are in the works at Francis Wyman to help update and improve our facilities. Funding has been set aside to renovate the bathrooms throughout the building and currently four of them are sporting a fresh new look with others on the agenda over the next year or two. Also, updates of the fire alarm system and sound system throughout the building continue to be a district priority and work is in progress to move this project forward. Finally, our Francis Wyman Community garden growing project (outdoor classroom) continues to expand. A seasonal watering system was installed by our Garden Coordinator (Grade 4 teacher), Todd Stead and Darryl Doiron, Assistant Principal and the summer growing season expanded with support from staff, students and community members, who nurtured both vegetables and flowers, throughout the summer months.

Establishing and fostering community connections continued to be a priority. Our student groups benefited from these extended relationships. The local Police K-9 unit promoted self-control, while Officer Chris Hanson helped us reinforce our SOAR motto during school wide assemblies. Also, our Student Council representatives organized a People Helping People food drive collecting 485 cans of soup. One of our Speech & Language therapists hosted a therapy dog in training, Wilson, who helped to support our students while teaching them to be calm and compassionate. Another highlight included a Veteran's Day ceremony in November, when we invited and honored parents and community members who had served in the military services. Finally, Francis Wyman staff and students joined forces with Wilmington schools to partner in organizing their own Special Olympics. Students from these local schools competed and celebrated the fighting spirit of all students in a daylong celebration at Wilmington High School. Fostering these community partnerships helps our students extend their learning beyond the four walls of our school and allows them to better understand their place in a more global society.



Looking ahead, our goal at FW is to continue to implement creative, best practices promoting academic growth and fostering positive social/emotional development. A major priority will be to refurbish and expand our Makerspace area within our library/media center establishing a learning commons that integrates technology, coding, collaboration and innovation. Our vision is to provide innovative learning opportunities that challenge students to acquire knowledge in new ways. empower them to be creative problem solvers, and work collaboratively together as caring, compassionate learners.



**MEMORIAL ELEMENTARY SCHOOL**

*Deborah Dressler, Principal*

In September 2018, the new Memorial Elementary School opened its doors for the eighth year to approximately 425 students. Our student population includes families with long standing roots in Burlington as well as newcomers from all corners of the world. We currently have families with traditions across Asia, Australia, Africa and Europe. We are a proud community that embraces our cultural diversity and focuses on building tolerance and peace.



As I enter my sixth year as principal of Memorial School I remain grateful for the opportunity to work with such a talented and dedicated staff. We are truly fortunate to be working in a community that values education and supports the common goal of raising well rounded children.

As you know, schools are busy places for both students and teachers. Our teachers continue to explore different strategies to improve learning for all students. Marie Murray, math specialist at Memorial School, has been working extensively with grade two level to build math centers for students to explore mathematical concepts independently and in small groups after a whole class lesson. Nicole Mondello and Margie Johnson, literacy specialists at Memorial School, have been successfully co teaching in classrooms expanding writing skills using reading response journals and building stronger comprehension skills in guided reading groups. Students in grade three, four and five participate in a WIN (what I need) time. We have found this to be a creative and reinforcing time for all students to explore learning.

Currently, our fourth and fifth grade students have a dedicated writing block each day. Our fifth grade team is working in a quasi middle school model, Ms. Conceison and Mrs. Warford are teaching the entire grade reading and writing and Mr. Rabazzi and Mrs. Burns are teaching math, science and social studies. Mrs. Goggin, special education teacher, is working in fifth grade exclusively in a co teaching model. Our students have responded favorably to this new model of instruction and we saw our greatest improvement in MCAS scores in fifth grade last year!

Along with changes to our instructional practices, teachers have modified homework schedules for students. Many teachers have created homework choice boards for families to choose from a variety of supporting activities to solidify understanding of new concepts. Finding the balance between “schoolwork” and “homework” can be challenging but it is our intention to create engaging activities for children. Of course, reading each and every day with your child remains the most important literacy activity for young children.

Memorial School continues to shine with our robust Positive Behavioral Intervention and Supports (PBIS) system. Our PBIS system is built on the foundation of our core school values: Showing Kindness, Take Safety seriously, Acting Responsibly, and Respecting self and others. Within our PBIS system, students strive to earn STAR bucks. When a staff member sees a student displaying one of our core values, they are encouraged to reward a student with a STAR buck, a small paper coupon which states the student name and the value the student displayed. Each week STAR bucks are brought to the

main office where a student from each grade level is selected as the STAR student of the week. STAR students are given a certificate, a STAR reward, and get to have lunch with the principal. In the spring, when we celebrate Teacher Appreciation Week, students get the opportunity to give staff members a Teacher Starbucks! This year, we started a Carebear Teacher Kindness reward and the teachers love being recognized! Each week, four teachers receive a Carebear from a colleague and then pass it forward to another four teachers to enjoy. It is wonderful to see our whole community share in the responsibility our core school values.

Thank you for the opportunity to serve this wonderful community.



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## PINE GLEN ELEMENTARY SCHOOL

*John Lyons, Principal*



We currently have 322 students enrolled at Pine Glen Elementary School. Students go to school in a safe and secure learning environment where they receive instruction from incredible teachers using the most cutting-edge technology, researched based curriculum, and instructional practices.

I would like to thank Barbara our head custodian and her staff for all their hard work in maintaining a clean building. This summer we had a new filter water bubbler/water bottle filler installed in the hallway outside the gym. We also had the parking lots repaved and new parking lines painted. In addition, over the summer we installed new high-definition projectors in the classrooms. The projectors will display a much clearer picture of information on the board for students. This was a big undertaking as it involved electrical, carpentry, and technical expertise in the installation in the classrooms.

We are continuing to use our Positive Behavior Incentive System (PBIS) called Hoot. We continue to make WISE (Work to be APPROPRIATE, Important to be SAFE, Strive to be KIND, Everyone Matters!) choices and remember that teachers are like OWLs (Observant, Wise, and Listening). Staff members have continued to hand out Hoot Cards in common areas (i.e., hallway, cafeteria, etc.) to any student making WISE Choices. The Hoot cards are collected at the end of each day. On Thursday afternoon, a student is randomly chosen from each grade. The students chosen are announced as our Students of the Week on Friday morning over the loudspeaker, and they come down to the office to receive a pencil and

have their picture taken. There is a large research base showing that a PBIS approach like Hoot improves social, emotional, and academic outcomes for all students. Hoot, along with other sound educational practices, are utilized at Pine Glen to make learning a joyful experience.

We are continuing to use the Responsive Classroom curriculum to help with students' social and emotional growth. Research has shown a strong connection between social-emotional learning (SEL) and academic success. Likewise, research also tells us that cognitive growth occurs largely through social interactions. A program like Responsive Classroom is a key ingredient in helping students with peer interactions in order to grow not only socially, but academically too.

We continue to utilize a best practice and highly researched Multi-Tiered System of Supports (MTSS) (often referred to as Response to Intervention (RtI)) as a best practice. A MTSS/RtI approach has allowed us the capacity to best draw upon our staff to address individual student needs. In utilizing this approach a student's classroom teacher might be different than their reading or math teacher. This affords teachers the opportunity to work with a narrower teachable range, provide interventions, and maximize efficiency. This is not leveled instruction. We are providing flexibly grouped reading instruction that changes based on data. We continue to use an online universal screening to become aware of where to focus our instruction and provide interventions for students.

We will continue to use ST Math for math instruction this year. ST Math is a game-based learning program that guides students of all levels in visualizing math concepts through tricky puzzle challenges. As students play, they gain a strong conceptual understanding and develop a love for math and the rigors of problem-solving. We have been using ST Math for a couple of years and were very excited to be awarded a grant. Burlington was 4th out of 30 schools in Massachusetts to receive this grant. This grant lets students use ST Math for 60-90 minutes a week and teachers have received embedded professional development to integrate it with our core math program, enVision Math.

State standards require all grades and all subjects to address literacy and comprehension strategies. To address this standard we are using Keys to Literacy (KTL). Last year teachers in fourth and fifth grade received professional development in teaching students KTL strategies - resulting in all teachers in grades fourth through twelfth grade in Burlington using KTL. This year second and third-grade teachers have received professional development in KTL strategies.

We are embracing KTL because it addresses the state standards and, more importantly, is a research-based best practice. KTL strategies have helped teachers address teaching literacy in content areas through instructing students in two-column note taking, creating top-down webs, main idea identifying skills, and categorizing, which provides for rigor in the instruction.

We have four teachers this year piloting a new program called Power My Learning. This program works to strengthen the learning relationships between students, teachers, and families in order that every child succeeds. It is our hope that this program will further enhance communication and lead to greater student outcomes.

We are pleased to welcome new staff members to our Pine Glen Community. I am incredibly thankful to all the residents of Burlington for continuing to provide us with the financial means to attract and retain the highest caliber of teachers. Alyssa Kendall joined us as our new guidance counselor. Also, Khrystyna Leslie and Karen Kim joined us as our English Language Learners teachers. Emilie Manna became a kindergarten instructional assistant in Mrs. Petelle's kindergarten classroom. Kimberly Kerr also joined us as a kindergarten instructional assistant and is working in Mrs. Hoyt's classroom. Casey Slejzer, Samantha Cacciola, Jacinda Pedersen, Ali Mahon, Ashley Moran, and Laura McIsaac joined our staff as special needs instructional assistants. We welcomed Daryn Starkey and Ojeny Kavlakian as new Response to Intervention (RtI Tutors). Also, Christine Spinale and Heather A. Stone-Gaudet joined our staff as permanent substitutes.



I would like to thank the residents of Burlington for continuing to support students' growth. I also wish to thank the PTO for all their assistance in providing great student enrichment like our River of Kindness. The PTO continues to serve as the best vehicle in which to volunteer and be active in our school community.

I wish to thank all the parents on behalf of myself and the staff for the opportunity you entrust us with everyday in providing instruction to your children! This is my tenth year as principal at Pine Glen Elementary School, and I love what I do. I take great satisfaction everyday in seeing learning being a joyful experience for students. Thank you for your past and future support and partnership. Together we can continue to create a lifelong love of learning for everyone in our Pine Glen community.



*Mr. Lyons having lunch with first grade students*



*Mr. Lyons and Ms. Kendall celebrating our Students of the Week*



*Mrs. Clancy instructing her fourth grade students in math*



## BURLINGTON SCIENCE CENTER

*Wendy Pavlicek  
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:

- The Burlington Science Center continued with the roll out of their new K-5 science curriculum units. These included patterns in the sky, habitats, recycling, forces and motion, Earth and our universe, plant and animal life cycles and needs of living things.
- Burlington Science Center supported 2 eagle scouts with their community projects. Nick Heisler's project was based around the updating and completion of our large bird of prey enclosure outside the Science Center and High School. Ethan Rousseau built raised garden beds at Pine Glen Elementary School. The goal of his project was to provide an area for students to learn about growing plants and agriculture. We are very proud of Ethan and Nick and would like to thank them and his volunteers for their hard work and dedication to the Burlington Community.
- This year, students at all four elementary schools set their sights for the moon with the launch of the FIRST Lego League Junior Mission Moon program. This program is now in session and over 140 students are participating in the program. They learn about the conditions on the moon and the challenges humans face for sustained survival on its surface.
- The Science Center held its pumpkin growing contest. The winner was AJ Di Rocci from Memorial school with 116 lbs. Students learned about the life cycle of plants, gained understanding of how temperature, weather, insects, and other animals affected the growth of the plant and they learned about how pollination needs to occur for the plant to reproduce.
- This year's winter vacation experiment was given to every K-5 student. We handed out "solar beads," allowed students to learn about the sun and UV light. Each package of beads went home with an information sheet and a link to our educational video explaining the science behind the beads. Students were able to make a bracelet, keychain or other craft project with their beads.
- The Science Center presented to the technology media specialists about the new K-5 science curriculum. This meeting was an opportunity to encourage collaboration between the media specialists and the classroom teachers.
- The Science Center continued its summer robotics program for elementary students. It also continued its support for Burlington boy and Girl Scout troops, as well as Eagle Scout projects.
- 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, growing contests, life science programs, physical, earth, and engineering science programs.
- The Science Center will be conducting a professional learning workshop for middle and high school teachers next on 3 dimensional science teaching and sense making through phenomena. We are looking forward to future K-12 science collaboration.



*Ethan Rousseau, Eagle Scout, with Pine Glen Elementary School Garden raised beds Photo by: W. Pavlicek*



*Nick Heisler, Eagle Scout, with "Scout" the Barred Owl's enclosure*



*Al DiRocco and his pumpkin weighing 116 lbs.! Photo by: W. Pavlicek*



*First Lego League Junior participants Photo by: S. Musselman*



## MUSIC AND PERFORMING ARTS DEPARTMENT



*John Middleton-Cox Director*

The string program continues to grow and develop now in its 6th year. Students who started in 3rd grade are now in 8th grade and we look forward to welcoming them to the high school next year.

This year is our third year using the Music Learning Theory and Jump Right In curriculum of Edwin Gordon. All of the students in the town are learning to count rhythms and sing melodies and harmonies using the same language and practices. The curriculum coach, Andrew Mullen has been leading Professional Development training, modeling lessons and developing materials with our staff. We are already seeing the benefits as we educate our young musicians.

BHS produced *Harvey* in the fall and *Pippin* in the Spring. In July, the Burlington Educational Summer Theatre, (B.E.S.T) produced *Legally Blonde, Jr.* The Marching Band produced the *Out With the Old, In With the New* halftime show and competed in the NESBA Finals.

In 2018, we performed our first ever All-Town Chorus and String concerts. The All-Town Band concert has been a beloved tradition for 10 years. These events bring together parents and students from all 6 schools, grades 4-12 and really showcase the excellence, pride and tradition that our students have achieved.

We welcome everyone to attend these concerts and all productions 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 the community's continued support.

## **ATTENDANCE MONITOR**

*Deb Thompson*

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-school 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 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.



## SCHOOL NURSES

*Barbara Conley, Nurse Leader*

The Burlington School Nurses continue to achieve their goals by bridging healthcare with education by giving the best evidence-based nursing care and support to their students, families, staff, and the Burlington community. The seven Burlington schools have enrollments totaling more than 3,600 students and a staff of over 1,000 people. The nurses managed more 38,000 visits to their offices during the 2017-2018 school year. We monitor and follow the mandated immunizations and physicals requirements and implement annual hearing, vision, height, weight, scoliosis, and Screening, Brief Intervention, and Referral to Treatment (SBIRT) screenings. We consult with other town departments such as the Board of Health, Police and Fire Departments, as necessary, and collaborate with all interdisciplinary school teams, our school physician, and School Committee to develop and follow policies and procedures that advocate for the best interests and safety of our entire school community. We truly believe that “A child must be healthy to learn and a child must learn to be healthy.” - Massachusetts Department of Public Health

Our Burlington School Nurses hold current licenses as Registered Nurses, by the Commonwealth of Massachusetts, and are also licensed School Nurses, by the Department of Early and Secondary Education. We are grateful for the continued assistance provided by parents, the entire school system, community, 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, Vice-Chair*

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

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

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

*Recording Clerk, Karen Faiola*

*Timothy Broadrick has been Superintendent/Director of the District since 2015.*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2018 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 48<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 twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred five (1,305) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2018, and more than 400 adults participated in the school's various adult and continuing education courses.

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-three full-time teachers as well as eleven paraprofessionals. Of those full-time teachers, eleven are department chairs and twenty are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

### Post-Secondary Preparedness & Student Achievements

*Post-Secondary Pathways:* In June of 2018 SVTHS graduated 337 seniors. Sixty-four percent (64%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-two percent (32%) of the students intended to continue working in their trade and less than four percent (4%) entered the armed forces. Students graduated with various credentials relative to the Chapter 74 vocational-technical programs they were enrolled in. Credentials include state-licenses, industry-specific certifications, OSHA certifications, and micro-credentials. Ninety-three percent (93%) of students in relevant chapter 74 vocational-technical programs earned apprenticeship cards which, through articulation agreements, allow students to earn automatic credits in various postsecondary technical programs.

*Cooperative Education Program:* At the conclusion of the 2017-2018 school year, sixty-three percent (63%) of eligible seniors participated in the district's cooperative education program (co-op). Students were employed in positions related to their chapter 74 vocational-technical programs by over 193 local employers.

*Dual Enrollment:* For the first time, SVTHS began offering dual enrollment courses for eligible students at the start of the 2018-2019 school year. Students enrolled in those courses are able to earn college credit from Middlesex Community College before they graduate from high school.

*SkillsUSA:* SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. Students compete annually at the district, state, and national levels in competitions that focus on essential skills in their vocational-technical fields. SVTHS earned an unprecedented sixty-eight medals at the 2018 District competition and thirty medals at the State competition, which included eighteen gold medals. Sixteen of the gold medalists represented Massachusetts at the National Competition in Louisville, Kentucky. Students competed individually and in teams, depending on the competitions and showed great skill amongst their peers across the nation. One student won a national gold medal in Basic Health Care. SVTHS students also placed 4<sup>th</sup> in the nation in Health Knowledge Bowl and Screen Printing Technology, 6<sup>th</sup> in Team Works (a live construction project), 10<sup>th</sup> in Technical Computer Applications, 12<sup>th</sup> in Entrepreneurship; and 14<sup>th</sup> in Residential Wiring.

*exSEL Network:* A critical component of post-secondary preparedness involves students' social-emotional learning and the employability skills that are cultivated as a result. SVTHS is teaming up with 18 other school districts to help students build the social and emotional skills they need for success after graduation. As part of the Excellence through Social-Emotional Learning (exSEL) Network, SVTHS will design new initiatives over the next few years to help create positive learning environments and support students in developing skills like self-regulation, social awareness, and persistence.

### Outstanding MCAS Growth and Achievement Scores

*Student Growth Percentile (SGP):* SGP is a statistic that measures the degree to which students mature or regress academically in English and Mathematics between the grade 8 and grade 10 MCAS exams. Shawsheen had student growth percentiles of 71.5 in English and 62.9 in Mathematics, which are among the strongest student growth statistics in the Commonwealth. .

*Composite Performance Index (CPI).* CPI is calculated by awarding 100 points to Advanced or Proficient scores, 75 points to scores within the upper half of the Needs Improvement range, 50 points to scores within the lower half of the Needs Improvement range, 25 points to scores within the upper half of the Failure range, and 0 points to scores within the lower half of the Failure range. The CPI reported by the

Department of Elementary and Secondary Education is the mean of all individual CPI scores. In 2018 Shawsheen's Composite Performance Index in the 3 MCAS tested subject was as follows:

English Language Arts:	99.0 CPI
Mathematics:	93.2 CPI
Science:	94.6 CPI

*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 seventy-nine (79) recipients of the John and Abigail Adams Scholarship Award.

*Support Services.* The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 313 students comprising more than twenty-five percent (25%) of our student body. SVTHS has had a strong graduation rate of this group of students with one hundred percent (100%) of seniors graduating in June, 2018, placing the school among the highest-performing high schools in Massachusetts.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2018 MCAS examinations. These results occurred due to 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 yielding the following Composite Score Index in each area: English Language Arts, 96.3; Mathematics, 77.5; and Biology, 80.8. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

*School Council:* Under the direction of its chair—school principal Jessica Cook—the 10-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 2018-2019 School-Improvement Plan.

### Community Engagement

*Volunteerism and Fundraising:* Through the hard work of various student organizations and their faculty advisors, SVTHS continues to volunteer and fundraise for organizations within the community. This includes but is not limited to:

- Special Olympics of Massachusetts
- American Diabetes Association
- American Cancer Society
- Tour de Cure Bike Race
- Be Like Brit Foundation
- Doug Flutie Foundation
- Billerica Little League
- The Jimmy Foundation at Dana Farber
- Into Action Recovery
- American Red Cross Disaster Relief Fund for Merrimack Valley gas explosion victims
- Lucy's Love Bus
- Rise Against Hunger



*Project Explore.* Shawsheen Tech's Project Explore is a free after school program for the 7<sup>th</sup> graders of participating districts. Students have the opportunity to explore 6 out of the 14 shops available for this program. The program runs from 2:15 pm to 4:45 pm and bus transportation is provided.

*2018 Construction Projects:* The Construction Cluster's mission is to put into practice a style of learning that encourages students to create tangible products using their senses to maximize their learning experience. Students gain both real-life experiences and mastery of competencies by working on community and in-house projects. This year's projects included the following projects in the community:

- Bedford Housing Authority: Built a 24' x 70' Maintenance garage Ashby Place Bedford
- Tewksbury Habitat Build: Major renovation on a Residential Construction Project - South Street
- Burlington Housing Authority: Replacing benches in front of Tower Hill Apartments
- Various towns: three POW chairs
- Stoneham Zoo: Christmas Village

In addition to community projects, students in the Construction Cluster also completed a number of on-campus projects, including: a baseball field house/storage building; a rain garden including 50 plants, fence, walkway with pavers, kiosk, and 3 large signs; a female coaches' locker room; and a 36'x14' Greenhouse to be used by the Science Department and the Culinary Arts program.

*Summer at Shawsheen:* SVTHS hosted its 3<sup>rd</sup> annual "Summer at Shawsheen" Program featuring eighteen different offerings including sports-based clinics, STEM-based classes, vocational-technical courses, test-prep classes and enrichment courses for students entering grades 5-12. This program provides students in our member towns with a variety of summer learning opportunities and continues to grow in enrollment each year. The program will continue to expand for the summer of 2019.

*Shawsheen Technical Institute (STI) and adult evening programs:* The Shawsheen Tech district 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. Interested residents should contact Andrew Pigeon, Director of Community Services & Postsecondary Programs at (978) 671-3788 for information.

*School of Practical Nursing:* The 2018 year graduated 34 Practical Nurses (PN). Since its inception a total of 815 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 experiences with preparation for the National PN examination included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and ninety-five percent (95%) 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) 617-3646 or view our website at [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com)

*Swim Program.* SVTHS completed renovations in the fall of 2018 and energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons throughout the year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams in the community. Individuals seeking swim program information should contact Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

#### Programmatic and Facilities / Expansion & Improvements

*Athletic Complex:* The growing popularity of summer youth sports programs and activities puts a real strain on local athletic facilities. In recognition of this fact the newly upgraded and expanded facilities at

SVTHS have been made available for use by municipal recreation and school departments, and non-profit youth sports groups. The opportunity to access the newly renovated and improved athletic facilities comes after a unanimous vote of the District's School committee as a way to give back to the youth in the school district.

*Security Updates.* The District School Committee has been engaged in a three-year campus security project to bring the 49-year-old Shawsheen Technical High School building and grounds into the cutting edge of school security. Shawsheen has integrated a software system in a dedicated crisis management facility that will enable school officials as well as the Billerica Police Department to respond to a variety of different kinds of emergencies in real time. Additionally, the crisis team has been focused on the constant evaluation and growth of the school's safety and security protocols to ensure and provide a safe and supportive learning environment.

*Workforce Skills Capital Grant:* SVTHS received a \$382,000 Workforce Skills Capital Grant award to purchase equipment for our guest and staff dining facilities, a bakery/cafe, a food truck, farm-to-table curriculum (greenhouses), and to merge a Hospitality Management program into our Culinary Arts / Bakery program.

*New Chapter 74 Programs:* SVTHS has submitted applications and documentation to open two new chapter 74 programs, Hospitality Management & Engineering Technology in the fall of 2019 to the Massachusetts Department of Elementary and Secondary Education (DESE).

*Dedication:* The newly renovated SVTHS pool was dedicated to School Committee member Kenneth L. Buffum of Billerica.

#### 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 that 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 2018. Those retirees are: Dr. Robert Kanellas, Principal; Elaine Cattel, Administrative Assistant; Ronald Fusco, Science Instructor; and Daniel Simard, Auto Collision Instructor.

# 2018 ANNUAL REPORT

## ADDENDA

### 164 Accountant and Comprehensive Annual Financial Report FY2018

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2018 Town Meeting Minutes
- May 2018 Town Meeting Minutes
- September 2018 Town Meeting Minutes
- Town Election Results - April 7, 2018
- State Primary Election - September 4, 2018
- State Election - November 6, 2018

**ACCOUNTANT AND  
COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2018**

**ADMINISTRATION AND DEPARTMENT STAFF**

*Paul F. Sagarino Jr., Town Accountant;*

*Whitney C. Haskell, Budget Analyst*

*Laura Nichols, Assistant Town Accountant (through November 2018)*

*Deborah Callahan, Assistant Town Accountant (effective November 12, 2018)*

*Mickey Maguire, Accounting Specialist*

*Janine Carpenter, Accounting Technician*

**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, 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: \$8,842,667
- Certified Free Cash: \$11,672,567
- Excess Levy Capacity: \$11,517,759



## 2018 HIGHLIGHTS

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the fourth time, we have prepared a Comprehensive Annual Financial Report (CAFR) which encompasses the traditional audit of our financial statements as of June 30, 2018, but also includes substantial supplementary financial information and schedules. This had been a long-term goal of the accounting department and we are pleased to *again* present this complex financial data in a report that our residents will find useful. The CAFR appears in its entirety immediately following this report, as well as the Reports on Federal Award Programs for the year ended June 30, 2018.

The end of 2018 brings change in the leadership of the accounting office as our longtime Town Accountant, Paul Sagarino, transitions into his new role as Town Administrator, and Assistant Town Accountant Laura Nichols transfers to a new position in the school business office. We wish them well in their new departments, and we are thankful for their hard work and professionalism during their many years of dedicated service to the accounting office.

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# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**



**For the Year Ended June 30, 2018**



**On the cover:**

*Pictured on the cover is the Town Common in August 2018, as photographed by Leroy Wong, a Technology Instructor at Burlington High School.*



*Pictured above is an updated image of the Town Common prior to the implementation of its current layout, as designed in the 1960's.*



# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2018**



**Prepared by:**

**Accounting Department**

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## ***Comprehensive Annual Financial Report For the Year ended June 30, 2018***

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# *Introductory Section*



*The Kent House was built in 1850 for John Kent, an affluent brewer from Charlestown. It is now privately owned.*



# ***Introductory Section***



# TOWN OF BURLINGTON

## *Board of Selectmen/Town Administrator's Office*

*John Petrin, Town Administrator*

*Betty McDonough, Office Manager*

### **Letter of Transmittal**

December 21, 2018

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 accountants. 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, 2018, 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.

Because the cost of internal controls should not outweigh their benefits, the Town of Burlington's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

The Town of Burlington's financial statements have been audited by Powers & 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, 2018, 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, 2018, 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.

Generally accepted accounting principles (GAAP) requires that management 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.

### ***Profile of the Town***

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered on the west by the Town of Bedford, on the north and northeast by the Town of Billerica and 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 2018 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 25,600.

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 for kindergarten through grade twelve, sewer services, street maintenance, public libraries, parks and recreational facilities. The principal services provided by the Commonwealth are jails and houses of correction and registries of deeds and probate.

The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town.

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides a 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 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 consistent delivery of services. Our tax structure in Burlington is very unique with one of the highest ratios of commercial to residential property value in the State. In many communities, it is not uncommon to have a ratio of 95% residential to 5% commercial on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. This results in a property tax levy consisting of \$66.1 million in property taxes from commercial property owners as compared to \$40.8 million from residential homeowners.

During 2018, the Town of Burlington continued a trend of commercial development. Burlington has a very high occupancy rate and a strong appeal to businesses, particularly in regard to rental space for offices. The Town is considered the premier alternative to downtown Boston and Cambridge. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the “economic capitol” for the 128 belt and is a main cog in the economic engine for the State. There has been a lot of recent recognition of that in this area. As an example, Millipore/Sigma opened their new headquarters in 2017, and is readying to open an addition that has begun several years sooner than originally predicted. They will provide an anchor for the life/science sector in Burlington. We see future possibilities that will thrive with them as an anchor. Our commercial growth continues to be at an all-time high. New restaurants continue to open with several additional openings expected into 2019. The redevelopment of the former New England Executive Park into “The District” is nearly complete with additional office space, a new hotel, and restaurants opening soon. These changes will enhance its retail appeal. The Third Avenue area continued its renewal with the opening of a new hotel, restaurant, fitness center and housing. In a September 2015 article, the Boston Globe called Burlington dining “chic” and stated that it is the new alternative to the Boston dining experience. The Simon Company has begun its renovations at the Burlington Mall which will add retail/restaurant space for the future. They continue to change their approach for the future while thriving today as the highest producing mall in New England.

With an eye on the future, the Planning Board is nearly complete in the creation of a new master plan. 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 employ a conservative methodology in managing its budgeting and tax levy. As noted above, the commercial base that the Town enjoys has afforded it the opportunity to be fiscally conservative while maintaining a high level of service. The Town has been fortunate to be able to maintain service levels without having to impose higher property taxes or onerous fees. Unlike many Massachusetts communities, layoffs or reductions in services have been avoided. The success of this past fiscal year clearly highlights the situation. This past year, the overall growth in the budget was 4.39% while the tax levy increased at 5%. The increase to the average single-family tax bill was 2.78%. The Town of Burlington increased its unused taxing capacity to \$10.3 million in 2018 and currently has a Stabilization Fund of \$8.8 million with an additional Other Postemployment Benefits Fund of \$6.7 million. Free Cash was certified at over \$11.6 million for June 30, 2018, and the Town’s bond rating remains at the highest possible level at AAA by Standard & Poor’s which is reflective of the status of our finances. We take a lot of pride in this financial success but also understand that we need to continue to be cognizant of maintaining a sustainable outlook in our forecasts and not jeopardize the rating. The Town will continue to forecast all expected revenues very conservatively while moderating the growth of our overall budget.

The Town created the position of budget analyst in 2012, which continues to add to its capacity to develop, maintain and monitor financial plans. The School Department just revamped their financial team and has committed to reviewing the way they have interacted with the Accounting Department. Over the years, the Town has developed financial and capital plans that guide decision making during the budget process. The finance team regularly meets with the Board of Selectmen, School Committee and Ways and Means Committee to develop guidelines so that the direction is properly set by our elected and appointed officials.

During 2012, the Town began its funding of Other Postemployment Benefits and has contributed over \$6.7 million to that reserve over the last six years. A policy has been developed and discussed at length which sets a target to fully fund the liability over a thirty-year period. We have met the goals of that plan.



### ***Budgetary Controls***

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is 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.

### ***Awards and Acknowledgements***

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Burlington for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2017. Fiscal year ended June 30, 2018, is the third time the Town is applying for the award. In order to achieve this prestigious award, a government must publish an easily readable and efficiency organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements.

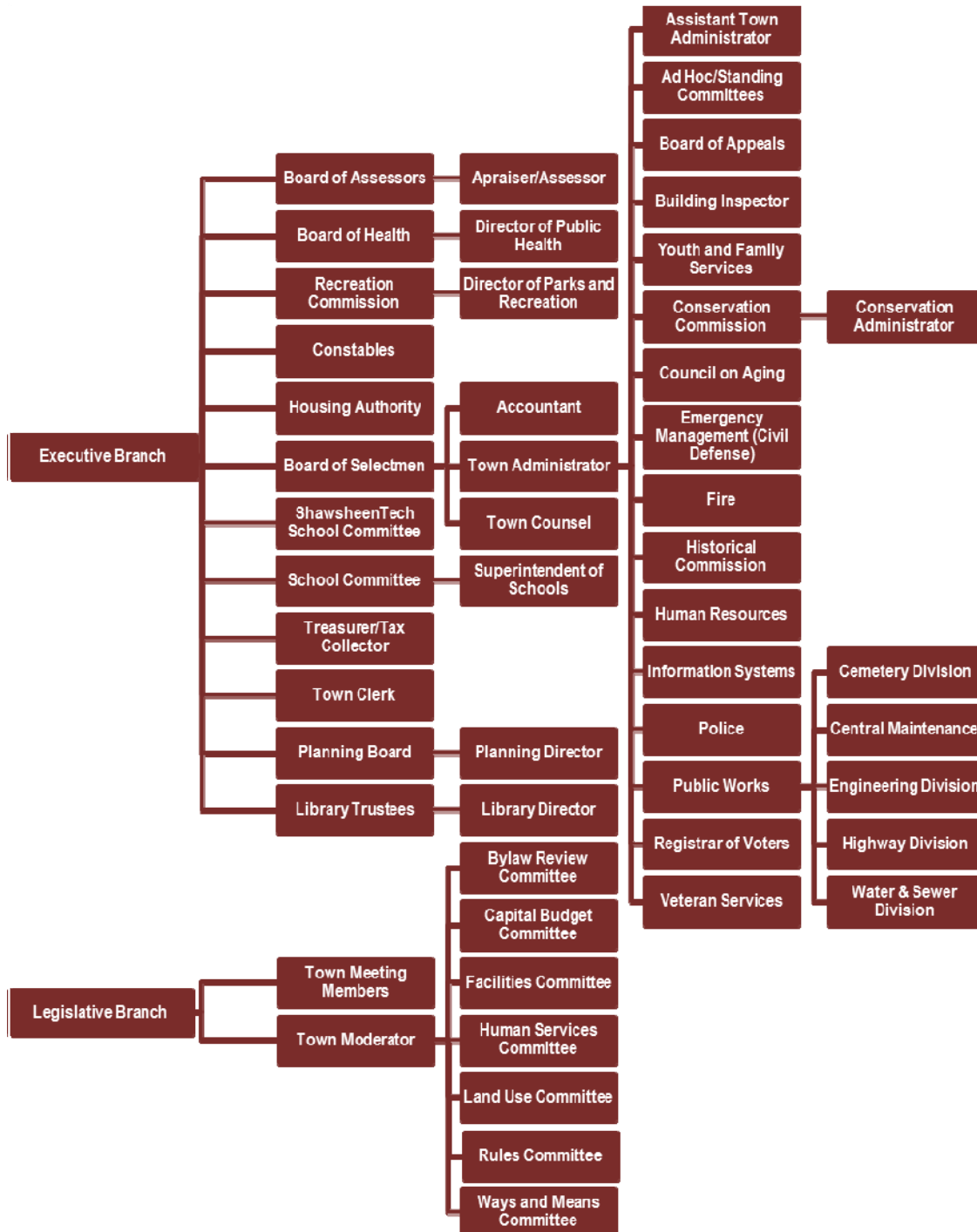
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism 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	Christopher Hartling Chair	2021
	Robert C. Hogan, Vice Chair	2019
	Joseph E. Morandi	2019
	Jim Tigges	2020
	Michael S. Runyan	2021
Moderator	William Beyer	2019
Town Clerk	Amy E. Warfield	2021
Assessors	Louise Crocker	2020
	Catherine O'Neil	2019
	Paul Sheehan	2021
Treasurer/Collector	Brian Curtin	2019
School Committee	Kristin A. Russo, Chair	2020
	Thomas Murphy, Jr, Vice Chair	2019
	Christine Monaco	2019
	Stephen A. Nelson	2020
	Martha A. Simon	2021

## 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



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of Burlington  
Massachusetts**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2017**

*Christopher P. Morill*

Executive Director/CEO



# *Financial Section*



*The West School was originally built in 1794 on the grounds of Simonds Park. It was moved to its current location in the 1830's, and is now part of a museum complex operated by the Burlington Historical Society.*

# ***Financial Section***

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[www.powersandsullivan.com](http://www.powersandsullivan.com)

## **Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

## **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental 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, 2018, 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, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2018, 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 financials statement 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 21, 2018 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 21, 2018

# ***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, 2018. 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 liabilities and deferred inflows of resources of the Town of Burlington exceeded its assets and deferred outflows of resources at the close of the most recent year by \$16.3 million (net position).
- The Town recognized their total net pension liability of \$117.4 million along with a deferred outflow and (inflow) of resources related to pension of \$13.3 million and (\$4.8 million), respectively on the statement of net position.
- Beginning net position of the governmental activities and the business-type activities have been revised to reflect the implementation of GASB Statement #75, "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*". The implementation of this standard required the calculation of the OPEB liability to be revised due to the use of different methods and assumptions as previously required by GASB Statement #45, "*Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*". Accordingly, the Town's net position as of June 30 2017, has been revised to reflect these changes. (See Note 16 for further details regarding the revised balances).
- At the close of the current year, the Town's general fund reported an ending fund balance of \$41.7 million, an increase of \$1.7 million in comparison with the prior year. Total fund balance represents 28% of total general fund expenditures. Approximately \$29.4 million of this total amount is available for appropriation at the government's discretion, \$2.4 million is committed for capital articles approved by Town Meeting and \$9.9 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$59.8 million at year end, a net increase of \$5.3 million during the current year.

### **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).

The government-wide financial statements report functions that are primarily supported by taxes and intergovernmental revenues (governmental 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 are 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. These services 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 2018 in comparison to 2017.

### ***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 liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$16.3 million at the close of 2018.

Net position of \$128.3 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 \$1.3 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 \$145.9 million deficit, due to the cumulative effect of recording \$117.4 million net pension liability and \$93.6 million of net OPEB liability through June 30, 2018.

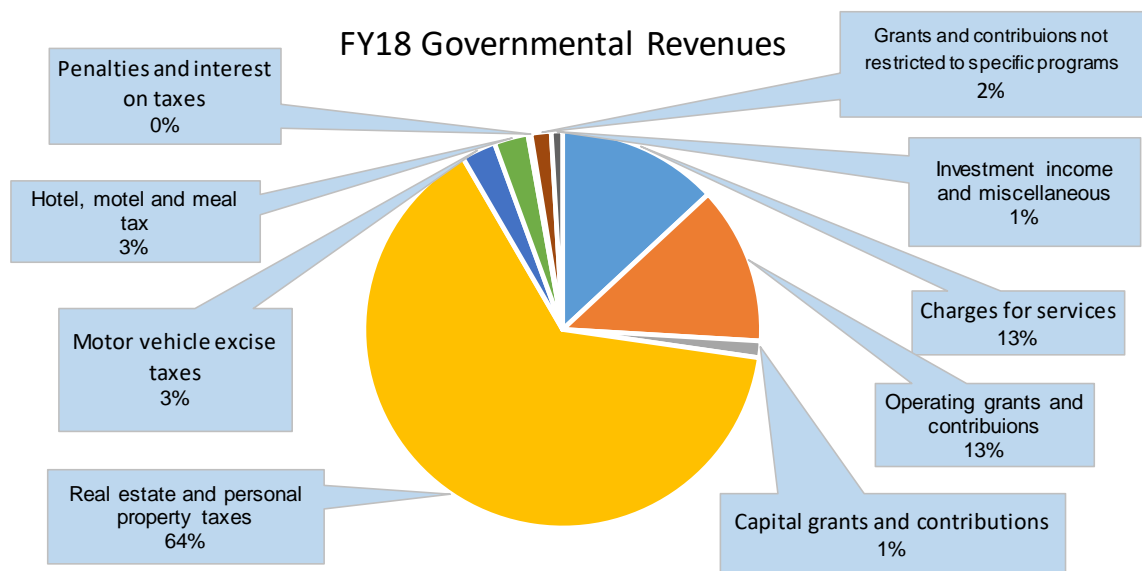
The financial analysis of the Town's governmental activities is presented on the following pages.

## Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For governmental activities, liabilities exceeded assets by \$16.3 million at the close of 2018.

	June 30, 2018	Revised June 30, 2017
<b>Assets:</b>		
Current assets.....	\$ 85,782,579	\$ 79,874,003
Capital assets, non depreciable.....	33,951,892	29,928,702
Capital assets, net of accumulated depreciation.....	141,603,799	140,012,722
<b>Total assets.....</b>	<b>261,338,270</b>	<b>249,815,427</b>
<b>Deferred outflows of resources.....</b>	<b>18,746,145</b>	<b>16,969,623</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	15,939,450	16,428,469
Noncurrent liabilities (excluding debt).....	214,086,839	208,862,409
Current debt.....	5,770,400	9,211,964
Noncurrent debt.....	54,586,733	45,302,293
<b>Total liabilities.....</b>	<b>290,383,422</b>	<b>279,805,135</b>
<b>Deferred inflows of resources.....</b>	<b>6,047,450</b>	<b>788,372</b>
<b>Net position:</b>		
Net investment in capital assets.....	128,322,641	121,730,037
Restricted.....	1,261,514	3,345,429
Unrestricted.....	(145,930,612)	(138,883,923)
<b>Total net position.....</b>	<b>\$ (16,346,457)</b>	<b>\$ (13,808,457)</b>
<b>Program Revenues:</b>		
Charges for services.....	\$ 21,980,753	\$ 20,816,154
Operating grants and contributions.....	21,612,082	20,566,651
Capital grants and contributions.....	2,283,589	2,234,822
<b>General Revenues:</b>		
Real estate and personal property taxes, net of tax refunds payable.....	107,849,572	102,423,648
Tax and other liens.....	339,317	170,429
Motor vehicle and other excise taxes.....	4,701,101	4,371,621
Hotel/motel tax.....	4,653,341	4,406,850
Penalties and interest on taxes.....	415,121	450,170
Payments in lieu of taxes.....	521,086	521,088
Grants and contributions not restricted to specific programs.....	2,755,822	2,638,838
Unrestricted investment income.....	756,072	687,963
Miscellaneous.....	272,599	311,448
<b>Total revenues.....</b>	<b>168,140,455</b>	<b>159,599,682</b>
<b>Expenses:</b>		
General government.....	10,436,272	9,265,395
Public safety.....	27,413,036	25,710,669
Education.....	96,626,764	91,342,349
Public works.....	15,331,714	13,994,668
Human services.....	2,800,110	2,757,820
Water and sewer.....	9,778,407	9,405,607
Culture and recreation.....	6,531,690	6,496,889
Interest.....	1,760,462	1,633,845
<b>Total expenses.....</b>	<b>170,678,455</b>	<b>160,607,242</b>
<b>Change in net position.....</b>	<b>(2,538,000)</b>	<b>(1,007,560)</b>
<b>Net position, beginning of year (as revised).....</b>	<b>(13,808,457)</b>	<b>(12,800,897)</b>
<b>Net position, end of year.....</b>	<b>\$ (16,346,457)</b>	<b>\$ (13,808,457)</b>

- The governmental activities net position decreased by \$2.5 million during the current year. The decrease in net position is primarily due to the increase in the liability relating to OPEB and pension expense by \$3.1 million and \$2.4 million, a net change of (\$2.4 million) in deferred outflows/(inflows) of resources related to pensions, and a net change of \$100 thousand in deferred outflows/(inflows) of resources related to OPEB. These changes were offset by better than anticipated revenues.
- Charges for services represent about 13.1% 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 12.9% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1.4% 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 64% of all resources. Real estate and personal property tax collections increased 5% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase tax levies up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 8.6% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings.
- Education is by far the largest governmental activity of the Town with 57% of total governmental expenses. Program revenues of \$24.8 million provided direct support to education and \$71.8 million in taxes and other general revenue were needed to cover the remaining 2018 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$22.6 million and \$12.4 million, respectively, of taxes and other revenue were needed to cover their 2018 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 \$58.3 million an increase of \$10.3 million from the prior year. This increase is due to a \$1.7 million increase in the general fund, \$2.9 million increase in the public works capital project fund due to the timing of construction projects, an increase in the nonmajor funds of \$5.7 million from timing differences between the receipt and expenditures of grant funds.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance increased by \$1.7 million during the current year. This increase is due to stronger than expected collections in practically all revenue categories. Another contributing factor was, with the exception of education and snow and ice, budgetary turn backs of appropriations by departments.

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 \$8.8 million which represents 5.8% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

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. The fund spent \$6.3 million on construction projects, reported a transfer in of \$2.8 million from the general fund, and recorded bond proceeds of \$4.4 million. At the end of the current year, the fund had a fund balance surplus of \$4.8 million. These projects are being funded by a combination of local revenues, grants and bonds.

At the end of the current year, unassigned fund balance of the general fund totaled \$29.4 million, while total fund balance totaled \$41.7 million. The \$2.4 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$9.9 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 19% of total general fund expenditures, while total fund balance represents 28% of that same amount.



## **General Fund Budgetary Highlights**

The final general fund budget appropriations, including transfers, were approximately \$2.2 million higher than the original budget primarily due to increases in public safety, education, and state and county charges.

General fund revenues came in over budget by \$4.7 million. The majority of this surplus \$2.3 million (49%) was generated from licenses and permits, \$866,000 (18%) was generated from motor vehicle excise taxes, and \$428,000 (9%) was generated from hotel, motel and meals tax.

Actual general fund expenditures, including carryovers, were less than budgeted amounts by \$1.1 million or less than 1%. The public schools overspent their budgeted appropriations by \$667,000 which were raised subsequent to year-end.

## **Capital Asset and Debt Administration**

Major capital additions during the period included building improvements, purchase of vehicles and 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. During the current year the Town issued \$12,860,000 in general obligation bonds and paid down \$3.9 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$56.6 million of which \$23.7 million is related to school projects, \$4.1 million is related to the water treatment facility, \$3.3 million relates to road construction, \$7.3 million related to water and sewer construction, \$8.5 million relates to the fire station remodeling, and the balance of \$9.6 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, 2018, the Town received approximately \$259,000 of reimbursements for approved construction costs, this was the final MSBA payment.

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***

**STATEMENT OF NET POSITION**

JUNE 30, 2018

	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 70,341,098
Investments.....	8,709,798
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	721,997
Tax liens.....	1,513,061
Motor vehicle and other excise taxes.....	391,397
Water and Sewer fees.....	2,626,655
Departmental and other.....	243,578
Intergovernmental.....	1,143,153
Tax foreclosures.....	91,842
<b>Total current assets.....</b>	<b>85,782,579</b>
<b>NONCURRENT:</b>	
Capital assets, nondepreciable.....	33,951,892
Capital assets, net of accumulated depreciation.....	141,603,799
<b>Total noncurrent assets.....</b>	<b>175,555,691</b>
<b>TOTAL ASSETS.....</b>	<b>261,338,270</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions.....	13,279,470
Deferred outflows related to other postemployment benefits.....	5,466,675
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES.....</b>	<b>18,746,145</b>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	4,406,927
Accrued payroll.....	4,122,396
Health claims payable.....	1,269,182
Tax refunds payable.....	1,430,000
Accrued interest.....	995,048
Other liabilities.....	751,897
Capital lease obligations.....	283,306
Compensated absences.....	2,454,000
Workers' compensation.....	510,000
Notes payable.....	1,620,000
Bonds payable.....	3,867,094
<b>Total current liabilities.....</b>	<b>21,709,850</b>
<b>NONCURRENT:</b>	
Capital lease obligations.....	291,533
Compensated absences.....	3,108,000
Net pension liability.....	117,368,093
Net OPEB liability.....	93,610,746
Bonds payable.....	54,295,200
<b>Total noncurrent liabilities.....</b>	<b>268,673,572</b>
<b>TOTAL LIABILITIES.....</b>	<b>290,383,422</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Taxes paid in advance.....	1,043,721
Deferred inflows related to pensions.....	4,792,488
Deferred inflows related to other postemployment benefits.....	211,241
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>6,047,450</b>
<b>NET POSITION</b>	
Net investment in capital assets.....	128,322,641
Restricted for:	
Permanent funds:	
Expendable.....	174,510
Nonexpendable.....	678,191
Gifts and grants.....	408,813
Unrestricted.....	(145,930,612)
<b>TOTAL NET POSITION.....</b>	<b>\$ (16,346,457)</b>

See notes to basic financial statements.



# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2018

		Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue	
Primary Government:						
Governmental Activities:						
General government.....	\$ 10,436,272	\$ 2,271,647	\$ 10,563	\$ -	\$ (8,154,062)	
Public safety.....	27,413,036	4,390,332	421,866	-	(22,600,838)	
Education.....	96,626,764	4,073,689	20,735,823	-	(71,817,252)	
Public works.....	15,331,714	611,353	71,205	2,283,589	(12,365,567)	
Human services.....	2,800,110	357,302	175,487	-	(2,267,321)	
Water and sewer.....	9,778,407	9,219,351	-	-	(559,056)	
Culture and recreation.....	6,531,690	1,057,079	197,138	-	(5,277,473)	
Interest.....	1,760,462	-	-	-	(1,760,462)	
Total Primary Government.....	\$ 170,678,455	\$ 21,980,753	\$ 21,612,082	\$ 2,283,589	\$ (124,802,031)	

See notes to basic financial statements.

(Continued)

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2018

	Primary Government
	Governmental Activities
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b>(124,802,031)</b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	107,849,572
Tax and other liens.....	339,317
Motor vehicle and other excise taxes.....	4,701,101
Hotel/motel tax.....	4,653,341
Penalties and interest on taxes.....	415,121
Payments in lieu of taxes.....	521,086
Grants and contributions not restricted to specific programs.....	2,755,822
Unrestricted investment income.....	756,072
Miscellaneous.....	272,599
Total general revenues and transfers.....	122,264,031
Change in net position.....	(2,538,000)
<i>Net position:</i>	
Beginning of year, as revised.....	(13,808,457)
End of year.....	\$ <b>(16,346,457)</b>
See notes to basic financial statements.	(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2018

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 46,321,649	\$ 6,829,911	\$ 12,335,070	\$ 65,486,630
Investments.....	4,004,801	-	402,539	4,407,340
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	721,997	-	-	721,997
Tax liens.....	1,513,061	-	-	1,513,061
Motor vehicle and other excise taxes.....	391,397	-	-	391,397
Water and sewer fees.....	2,626,655	-	-	2,626,655
Departmental and other.....	205,025	-	4,060	209,085
Intergovernmental.....	-	-	1,143,153	1,143,153
Tax foreclosures.....	91,842	-	-	91,842
<b>TOTAL ASSETS.....</b>	<b>\$ 55,876,427</b>	<b>\$ 6,829,911</b>	<b>\$ 13,884,822</b>	<b>\$ 76,591,160</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 1,870,088	\$ 397,113	\$ 2,139,155	\$ 4,406,356
Accrued payroll.....	4,120,721	-	1,675	4,122,396
Tax refunds payable.....	1,430,000	-	-	1,430,000
Other liabilities.....	399,395	-	-	399,395
Notes payable.....	-	1,620,000	-	1,620,000
<b>TOTAL LIABILITIES.....</b>	<b>7,820,204</b>	<b>2,017,113</b>	<b>2,140,830</b>	<b>11,978,147</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Taxes paid in advance.....	1,043,721	-	-	1,043,721
Unavailable revenue.....	5,300,940	-	4,060	5,305,000
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>6,344,661</b>	<b>-</b>	<b>4,060</b>	<b>6,348,721</b>
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	678,191	678,191
Restricted.....	-	4,812,798	11,087,682	15,900,480
Committed.....	2,433,344	-	-	2,433,344
Assigned.....	9,851,474	-	-	9,851,474
Unassigned.....	29,426,744	-	(25,941)	29,400,803
<b>TOTAL FUND BALANCES.....</b>	<b>41,711,562</b>	<b>4,812,798</b>	<b>11,739,932</b>	<b>58,264,292</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 55,876,427</b>	<b>\$ 6,829,911</b>	<b>\$ 13,884,822</b>	<b>\$ 76,591,160</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, 2018

Total governmental fund balances.....	\$ 58,264,292
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	175,555,691
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	5,305,000
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....	13,742,416
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	7,569,164
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(995,048)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable.....	(58,162,294)
Net pension liability.....	(117,368,093)
Net OPEB liability.....	(93,610,746)
Capital lease obligations.....	(574,839)
Workers' compensation.....	(510,000)
Compensated absences.....	(5,562,000)
Net effect of reporting long-term liabilities.....	<u>(275,787,972)</u>
Net position of governmental activities.....	<u>\$ (16,346,457)</u>

See notes to basic financial statements.



**GOVERNMENTAL FUNDS**  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2018

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 108,152,059	\$ -	\$ -	\$ 108,152,059
Tax liens.....	269,043	-	-	269,043
Motor vehicle and other excise taxes.....	4,676,730	-	-	4,676,730
Hotel/motel tax.....	4,653,341	-	-	4,653,341
Water and sewer charges.....	9,536,910	-	-	9,536,910
Ambulance.....	861,949	-	-	861,949
Penalties and interest on taxes.....	415,121	-	-	415,121
Fees and rentals.....	442,342	-	-	442,342
Payments in lieu of taxes.....	521,086	-	-	521,086
Licenses and permits.....	3,330,137	-	-	3,330,137
Intergovernmental - Teachers Retirement.....	11,939,000	-	-	11,939,000
Intergovernmental.....	9,191,724	2,109,208	5,179,719	16,480,651
Departmental and other.....	904,649	-	6,240,166	7,144,815
Contributions and donations.....	-	-	57,261	57,261
Investment income.....	519,010	-	736	519,746
Miscellaneous.....	272,599	-	668,701	941,300
<b>TOTAL REVENUES.....</b>	<b>155,685,700</b>	<b>2,109,208</b>	<b>12,146,583</b>	<b>169,941,491</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	5,666,823	-	1,196,344	6,863,167
Public safety.....	16,072,677	-	2,310,428	18,383,105
Education.....	64,593,165	-	6,668,189	71,261,354
Public works.....	8,774,048	6,279,268	2,939,234	17,992,550
Water and sewer.....	10,329,274	46,204	60,977	10,436,455
Human services.....	1,512,643	-	256,812	1,769,455
Culture and recreation.....	3,312,576	-	1,238,336	4,550,912
Pension benefits.....	8,841,933	-	-	8,841,933
Pension benefits - Teachers Retirement.....	11,939,000	-	-	11,939,000
Employee benefits.....	14,079,015	-	-	14,079,015
State and county charges.....	697,443	-	-	697,443
Debt service:				
Principal.....	3,849,542	-	-	3,849,542
Interest.....	1,799,403	-	8,736	1,808,139
<b>TOTAL EXPENDITURES.....</b>	<b>151,467,542</b>	<b>6,325,472</b>	<b>14,679,056</b>	<b>172,472,070</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>4,218,158</b>	<b>(4,216,264)</b>	<b>(2,532,473)</b>	<b>(2,530,579)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Issuance of bonds.....	-	4,360,000	8,500,000	12,860,000
Transfers in.....	310,751	2,750,000	50,000	3,110,751
Transfers out.....	(2,800,000)	(4,056)	(306,695)	(3,110,751)
<b>TOTAL OTHER FINANCING SOURCES (USES)....</b>	<b>(2,489,249)</b>	<b>7,105,944</b>	<b>8,243,305</b>	<b>12,860,000</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>1,728,909</b>	<b>2,889,680</b>	<b>5,710,832</b>	<b>10,329,421</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>39,982,653</b>	<b>1,923,118</b>	<b>6,029,100</b>	<b>47,934,871</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 41,711,562</b>	<b>\$ 4,812,798</b>	<b>\$ 11,739,932</b>	<b>\$ 58,264,292</b>

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, 2018

Net change in fund balances - total governmental funds.....	\$ 10,329,421
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.....	14,318,811
Depreciation expense.....	<u>(8,704,544)</u>
Net effect of reporting capital assets.....	5,614,267
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 differ between the two statements. This amount represents the net change in unavailable revenue.....	
	(2,037,361)
The issuance of long-term debt 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 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 unavailable and amortized in the Statement of Activities.	
Principal payments on capital leases.....	275,310
Issuance of bonds.....	(12,860,000)
Net amortization of premium from issuance of bonds.....	232,421
Debt service principal payments.....	<u>3,849,542</u>
Net effect of reporting long-term debt.....	(8,502,727)
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.....	(224,000)
Net change in accrued interest on long-term debt.....	(184,744)
Net change in deferred outflow/(inflow) of resources related to pensions.....	(2,412,389)
Net change in net pension liability.....	(2,438,419)
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	(99,684)
Net change in net OPEB liability.....	(3,149,850)
Net change in workers' compensation liability.....	<u>(100,000)</u>
Net effect of recording long-term liabilities.....	(8,609,086)
The net activity of internal service funds is reported with Governmental Activities.....	<u>667,486</u>
Change in net position of governmental activities.....	<u>\$ (2,538,000)</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF NET POSITION

JUNE 30, 2018

	Governmental Activities - Internal Service Fund
<hr/>	
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 4,854,468
Investments.....	4,302,458
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	<u>34,493</u>
TOTAL ASSETS.....	<u>9,191,419</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	353,073
Health claims payable.....	<u>1,269,182</u>
TOTAL LIABILITIES.....	<u>1,622,255</u>
<b>NET POSITION</b>	
Unrestricted.....	<u>\$ 7,569,164</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2018

	Governmental Activities - Internal Service Fund
<u>OPERATING REVENUES:</u>	
Employee contributions.....	\$ 4,046,136
Employer contributions.....	<u>9,362,125</u>
 TOTAL OPERATING REVENUES .....	 <u>13,408,261</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits.....	<u>12,977,101</u>
 OPERATING INCOME (LOSS).....	 431,160
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>236,326</u>
 CHANGE IN NET POSITION.....	 667,486
 NET POSITION AT BEGINNING OF YEAR.....	 <u>6,901,678</u>
 NET POSITION AT END OF YEAR.....	 \$ <u><u>7,569,164</u></u>



**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**

YEAR ENDED JUNE 30, 2018

	Governmental Activities - Internal Service Fund
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 13,408,261
Payments for interfund services used.....	(12,801,644)
NET CASH FROM OPERATING ACTIVITIES.....	<u>606,617</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Proceeds from sales and maturities of investments.....	(8,310)
Investment income.....	<u>236,326</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>228,016</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	834,633
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>4,019,835</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 4,854,468</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>431,160</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	261,692
Warrants payable.....	(75,829)
Health claims payable.....	<u>(10,406)</u>
Total adjustments.....	<u>175,457</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 606,617</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2018

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
Cash and cash equivalents.....	\$ -	\$ 32,085	\$ 668,319
Investments:			
Investments in Pension Reserve Investment Trust.....	6,653,905	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	268,178
<b>TOTAL ASSETS.....</b>	<b>6,653,905</b>	<b>32,085</b>	<b>936,497</b>
<b>LIABILITIES</b>			
Warrants payable.....	-	-	22,717
Accrued payroll.....	-	-	11,343
Liabilities due depositors.....	-	-	902,437
<b>TOTAL LIABILITIES.....</b>	<b>-</b>	<b>-</b>	<b>936,497</b>
<b>NET POSITION</b>			
Restricted for other postemployment benefits.....	6,653,905	-	-
Held in trust for other purposes.....	-	32,085	-
<b>TOTAL NET POSITION.....</b>	<b>\$ 6,653,905</b>	<b>\$ 32,085</b>	<b>\$ -</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2018

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<b>ADDITIONS:</b>		
Contributions:		
Employer contributions.....	\$ 597,325	\$ -
Employer contributions for other postemployment benefit payments.....	4,869,350	-
Private donations.....	-	9,122
	<u>5,466,675</u>	<u>9,122</u>
Total contributions.....		
	<u>5,466,675</u>	<u>9,122</u>
Net investment income:		
Investment income.....	565,625	16
	<u>565,625</u>	<u>16</u>
TOTAL ADDITIONS.....	6,032,300	9,138
<b>DEDUCTIONS:</b>		
Other postemployment benefit payments.....	4,869,350	-
Educational scholarships.....	-	218
	<u>4,869,350</u>	<u>218</u>
TOTAL DEDUCTIONS.....	4,869,350	218
	<u>4,869,350</u>	<u>218</u>
NET INCREASE (DECREASE) IN NET POSITION.....	1,162,950	8,920
	<u>1,162,950</u>	<u>8,920</u>
NET POSITION AT BEGINNING OF YEAR.....	5,490,955	23,165
	<u>5,490,955</u>	<u>23,165</u>
NET POSITION AT END OF YEAR.....	\$ 6,653,905	\$ 32,085
	<u>\$ 6,653,905</u>	<u>\$ 32,085</u>

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, 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 2018 assessment was \$2,345,972. The School issues a publically 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. However, the effect of



interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

#### *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 project 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. The Town's agency fund consists primarily of student activity funds, planning deposits, and police and fire details.

#### 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. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

#### F. 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.

### G. 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.

### H. Capital Assets

#### *Government-Wide Financial Statements*

Capital assets, which include land, construction in progress, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets; donated works of art, historical treasures, and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value.

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
Buildings and improvements.....	20-40
Machinery and 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.

#### I. 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 OPEB and 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 recorded deferred inflows of resources related to OPEB, pensions, and advance tax collections in this category.

##### *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.

#### J. 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.

#### K. 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.

#### L. 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.

“Gifts and grants” 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 adoption of a Town Meeting warrant article, 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.

#### M. 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.

#### N. 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.

#### O. 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.

#### P. 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.

Q. 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.

R. 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.

The effective weighted duration rate for PRIT investments ranged from .15 to 16.31 years.

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 \$68,868,483 and the bank balance totaled \$71,499,446. Of the bank balance, \$8,314,845 was covered by Federal Depository Insurance, \$1,336,707 was covered by SIF insurance, \$31,881,453 was covered by DIF insurance and \$29,966,441 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, 2018, the Town of Burlington had the following investments:

Investment Type	Fair value	Maturities			
		Under 1 Year	1-5 Years	6-10 Years	
<u>Debt securities:</u>					
U.S. treasury bonds.....	\$ 1,771,421	\$ 230,309	\$ 1,193,544	\$ 347,568	AAA
Government sponsored enterprises.....	1,657,347	325,090	1,082,473	249,784	AAA to BAA
Corporate bonds.....	968,785	25,429	680,782	262,574	BBB+ to A+
Total debt securities.....	4,397,553	\$ 580,828	\$ 2,956,799	\$ 859,926	
<u>Other investments:</u>					
Equity securities.....	3,750,556				
Fixed income.....	561,689				
Pension Reserve Investment Trust (PRIT).....	6,653,905				
MMDT - Cash portfolio.....	2,173,019				
Total investments.....	\$ 17,536,722				

Investments in MMDT and PRIT are unrated.

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 investments of \$1,657,347 in government sponsored enterprises, \$1,771,421 in U.S. treasury notes, \$968,785 in corporate bonds, and \$3,750,556 in equity securities all have custodial credit risk exposure because the related securities are uninsured, unregistered and are not held in the Town's name.

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, 2018, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of Total Investments
US Treasury Note.....	12%
Federal National Mortgage Assn.....	5%

Fair Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town’s mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2018:

Investment Type	June 30, 2018	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<b>Investments measured at fair value:</b>				
<u>Debt securities:</u>				
U.S. treasury bonds.....	\$ 1,771,421	\$ 1,771,421	\$ -	\$ -
Government sponsored enterprises.....	1,657,347	1,657,347	-	-
Corporate bonds.....	968,785	-	968,785	-
Total debt securities.....	4,397,553	3,428,768	968,785	-
<u>Other investments:</u>				
Equity securities.....	3,750,556	3,750,556	-	-
Fixed income.....	561,689	561,689	-	-
Total other investments.....	4,312,245	4,312,245	-	-
Total investments measured at fair value.....	8,709,798	\$ 7,741,013	\$ 968,785	\$ -
<b>Investments measured at amortized cost:</b>				
MMDT - Cash portfolio.....	2,173,019			
<b>Investments measured at net asset value:</b>				
Pension Reserve Investment Trust (PRIT).....	6,653,905			
Total investments.....	\$ 17,536,722			

Government sponsored enterprises, U.S. treasury notes, and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds and municipal bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. The Town does not have investments classified in Level 3.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decision relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

**NOTE 3 - RECEIVABLES**

At June 30, 2018, 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
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 1,010,457	\$ (288,460)	\$ 721,997
Tax liens.....	1,513,061	-	1,513,061
Motor vehicle and other excise taxes.....	642,123	(250,726)	391,397
Water and sewer fees.....	2,626,655	-	2,626,655
Departmental and other.....	370,176	(161,091)	209,085
Intergovernmental - other.....	1,143,153	-	1,143,153
Total.....	\$ <u>7,305,625</u>	\$ <u>(700,277)</u>	\$ <u>6,605,348</u>

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	Other Governmental Funds	Total
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 1,516,681	\$ -	\$ 1,516,681
Tax liens.....	1,513,061	-	1,513,061
Motor vehicle and other excise taxes.....	391,397	-	391,397
Water and sewer fees.....	2,626,655	-	2,626,655
Departmental and other.....	205,025	4,060	209,085
Tax foreclosures.....	91,842	-	91,842
Total.....	\$ <u>6,344,661</u>	\$ <u>4,060</u>	\$ <u>6,348,721</u>

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2018, 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.....	11,332,792	12,176,412	(8,153,222)	15,355,982
Total capital assets not being depreciated.....	29,928,702	12,176,412	(8,153,222)	33,951,892
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,796,874	110,000	-	7,906,874
Buildings.....	93,766,400	-	-	93,766,400
Buildings and improvements.....	37,182,967	1,068,942	-	38,251,909
Machinery and equipment.....	11,457,860	769,794	(405,691)	11,821,963
Vehicles.....	10,253,550	591,393	(191,756)	10,653,187
Infrastructure.....	126,292,145	7,755,492	-	134,047,637
Total capital assets being depreciated.....	286,749,796	10,295,621	(597,447)	296,447,970
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(3,326,022)	(280,398)	-	(3,606,420)
Buildings.....	(36,575,241)	(1,693,519)	-	(38,268,760)
Buildings and improvements.....	(18,545,673)	(1,455,161)	-	(20,000,834)
Machinery and equipment.....	(9,014,820)	(1,361,697)	405,691	(9,970,826)
Vehicles.....	(5,591,917)	(693,535)	191,756	(6,093,696)
Infrastructure.....	(73,683,401)	(3,220,234)	-	(76,903,635)
Total accumulated depreciation.....	(146,737,074)	(8,704,544)	597,447	(154,844,171)
Total capital assets being depreciated, net.....	140,012,722	1,591,077	-	141,603,799
Total governmental activities capital assets, net.....	\$ 169,941,424	\$ 13,767,489	\$ (8,153,222)	\$ 175,555,691

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 996,812
Public safety.....	607,691
Education.....	2,865,872
Public works.....	3,834,369
Health and human services.....	13,897
Culture and recreation.....	385,903
Total depreciation expense - governmental activities.....	\$ 8,704,544

**NOTE 5 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2018, are summarized as follows:

Transfers Out:	Transfers In:				
	General fund	Public Works Capital Projects	Nonmajor governmental funds	Total	
General fund.....	\$ -	\$ 2,750,000	\$ 50,000	\$ 2,800,000	(1)
Public Works Capital Projects.....	4,056	-	-	4,056	(2)
Nonmajor governmental funds.....	306,695	-	-	306,695	(3)
Total.....	\$ 310,751	\$ 2,750,000	\$ 50,000	\$ 3,110,751	

(1) Represents budgeted transfers of \$2,750,000 from the general fund to the public works capital project fund and a transfer of \$50,000 to the mini bus special revenue fund.

(2) Represents budgeted transfer of \$4,056 from public works capital project fund to the stabilization fund.

(3) Represents budgeted transfers to close out unexpended grant funds.

**NOTE 6 – CAPITAL LEASES**

The Town has entered into lease agreements as lessees for a 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:

Asset:	Governmental Activities
Machinery and equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	(1,652,941)
Total.....	\$ 993,927



The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2018, were as follows:

Years ending June 30:	Governmental Activities
2019.....	\$ 300,000
2020.....	300,000
Total minimum lease payments.....	600,000
Less: amounts representing interest.....	(25,161)
Present value of minimum lease payments.....	\$ <u>574,839</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, 2018, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2017	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2018
BAN	Municipal Purpose.....	1.05%	07/01/17	\$ 4,400,000	\$ -	\$ (4,400,000)	\$ -
BAN	Municipal Purpose.....	1.60%	07/21/17	730,000	-	(730,000)	-
BAN	Municipal Purpose.....	1.60%	07/20/18	-	730,000	(730,000)	-
BAN	Municipal Purpose.....	2.00%	07/20/18	-	13,750,000	(12,130,000)	1,620,000
Total Governmental Funds.....				\$ <u>5,130,000</u>	\$ <u>14,480,000</u>	\$ <u>(17,990,000)</u>	\$ <u>1,620,000</u>

On the scheduled due date of July 20, 2018, \$12,860,000 of BANS were converted to long-term debt and have been presented as such in these financial statements. The remaining \$1.6 million was paid down subsequent to 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 general obligation indebtedness at June 30, 2018, and the debt service requirements are as follows:

**Bonds Payable Schedule – Governmental Funds**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2017	Issued	Redeemed	Outstanding at June 30, 2018
Municipal Purpose Bonds of 1998.....	2018	\$ 10,000,000	4.70	\$ 500,000	\$ -	\$ 500,000	\$ -
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	210,000	-	105,000	105,000
MWPAT 2007.....	2027	7,797,482	2.00	4,294,644	-	391,853	3,902,791
MWPAT 2008.....	2028	300,000	2.00	179,970	-	14,774	165,196
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4.00 - 5.00	1,225,000	-	145,000	1,080,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.50 - 4.00	2,415,000	-	380,000	2,035,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.00 - 5.00	5,850,000	-	490,000	5,360,000
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.00 - 5.00	9,240,000	-	585,000	8,655,000
MWRA 2013.....	2018	242,000	0.00	48,400	-	48,400	-
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.00 - 4.00	12,685,000	-	340,000	12,345,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	10,485,000	-	780,000	9,705,000
MWRA 2016.....	2021	235,200	0.00	188,160	-	47,040	141,120
MWRA 2017.....	2027	224,750	0.00	224,750	-	22,475	202,275
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	-	12,860,000	-	12,860,000
Total Bonds Payable.....				47,545,924	12,860,000	3,849,542	56,556,382
Add: Unamortized premium on bonds.....				1,838,333	-	232,421	1,605,912
Total Bonds Payable, net.....				\$ 49,384,257	\$ 12,860,000	\$ 4,081,963	\$ 58,162,294

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2019.....	\$ 3,649,357	\$ 1,814,332	\$ 5,463,689
2020.....	3,547,737	1,929,855	5,477,592
2021.....	3,241,287	1,788,445	5,029,732
2022.....	3,112,970	1,656,172	4,769,142
2023.....	3,041,869	1,534,888	4,576,757
2024.....	3,070,948	1,419,545	4,490,493
2025.....	3,100,210	1,306,434	4,406,644
2026.....	2,809,659	1,198,409	4,008,068
2027.....	2,769,299	1,095,812	3,865,111
2028.....	2,198,046	1,001,024	3,199,070
2029.....	2,135,000	915,121	3,050,121
2030.....	2,150,000	835,402	2,985,402
2031.....	1,890,000	759,451	2,649,451
2032.....	1,815,000	691,355	2,506,355
2033.....	1,810,000	623,437	2,433,437
2034.....	1,820,000	554,190	2,374,190
2035.....	1,865,000	485,668	2,350,668
2036.....	1,650,000	422,954	2,072,954
2037.....	1,245,000	372,505	1,617,505
2038.....	1,290,000	328,621	1,618,621
2039.....	1,330,000	282,864	1,612,864
2040.....	1,370,000	235,096	1,605,096
2041.....	1,430,000	185,548	1,615,548
2042.....	1,145,000	155,979	1,300,979
2043.....	585,000	111,214	696,214
2044.....	615,000	91,875	706,875
2045.....	630,000	72,013	702,013
2046.....	655,000	51,451	706,451
2047.....	585,000	39,551	624,551
Total.....	\$ <u>56,556,382</u>	\$ <u>21,959,211</u>	\$ <u>78,515,593</u>

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, 2018, the outstanding principal amount of these loans totaled \$343,395.

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 2018, approximately \$259,000 of such assistance was received. This was the final payment for the approved school construction assistance program.

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, 2018, the Town had the following authorized and unissued debt:

Purpose	Amount
Fire Station Construction.....	\$ 225,000
Mill Pond Automated Sludge Removal.....	1,270,000
MWRA.....	5,300,000
DPW/Recreation Facility.....	16,500,000
Total.....	<u>\$ 23,295,000</u>

### Changes in Long-term Liabilities

During the year ended June 30, 2018, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>							
Long-term bonds payable.....	\$ 47,545,924	\$ 12,860,000	\$ (3,849,542)	\$ -	\$ -	\$ 56,556,382	\$ 3,649,357
Add: Unamortized premium on bonds..	1,838,333	-	(232,421)	-	-	1,605,912	217,737
Total bonds payable.....	49,384,257	12,860,000	(4,081,963)	-	-	58,162,294	3,867,094
Capital lease obligations.....	850,149	-	-	-	(275,310)	574,839	283,306
Compensated absences.....	5,338,000	-	-	2,665,000	(2,441,000)	5,562,000	2,454,000
Workers' compensation.....	410,000	-	-	510,000	(410,000)	510,000	510,000
Net pension liability.....	114,929,674	-	-	16,167,160	(13,728,741)	117,368,093	-
Net other postemployment benefits.....	90,460,896	-	-	9,104,157	(5,954,307)	93,610,746	-
Total governmental activity							
long-term liabilities.....	<u>\$ 261,372,976</u>	<u>\$ 12,860,000</u>	<u>\$ (4,081,963)</u>	<u>\$ 28,446,317</u>	<u>\$ (22,809,358)</u>	<u>\$ 275,787,972</u>	<u>\$ 7,114,400</u>

**NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

The Town has adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*. 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 \$8.8 million and is reported as unassigned fund balance within the General Fund.



As of June 30, 2018, the governmental fund balances consisted of the following:

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:				
Nonspendable:				
Permanent fund principal.....	\$ -	\$ -	\$ 678,191	\$ 678,191
Restricted for:				
Public works capital projects.....	-	4,812,798	-	4,812,798
Town revolving funds.....	-	-	1,756,844	1,756,844
School revolving funds.....	-	-	491,204	491,204
Town gifts.....	-	-	335,073	335,073
School gifts.....	-	-	31,264	31,264
School activity programs.....	-	-	769,940	769,940
Federal grants.....	-	-	68,417	68,417
Special purposes funds.....	-	-	769,145	769,145
Town capital projects.....	-	-	6,651,219	6,651,219
School capital projects.....	-	-	40,066	40,066
Town libraries.....	-	-	896	896
Cemetery perpetual care.....	-	-	173,609	173,609
Committed to:				
Articles and continuing appropriations:				
Ways and means.....	3,944	-	-	3,944
Assessors.....	95,000	-	-	95,000
Town clerk.....	80,000	-	-	80,000
Conservation.....	19,227	-	-	19,227
Planning board.....	6,231	-	-	6,231
Police department.....	178,085	-	-	178,085
Fire department.....	260,000	-	-	260,000
Building department.....	88,853	-	-	88,853
Education.....	347,303	-	-	347,303
Public works.....	1,338,251	-	-	1,338,251
Health and human services.....	9,963	-	-	9,963
Recreation.....	6,487	-	-	6,487
Assigned to:				
Encumbrances:				
General government.....	388	-	-	388
Accounting.....	500	-	-	500
Assessors.....	5,695	-	-	5,695
Treasurer/Collector.....	99	-	-	99
Central administration.....	7,571	-	-	7,571
Human resources.....	498	-	-	498
Management information systems.....	72,448	-	-	72,448
Registrar of voters.....	15	-	-	15
Conservation.....	302	-	-	302
Planning board.....	6,840	-	-	6,840
Negotiated settlements.....	811,431	-	-	811,431
Police department.....	46,013	-	-	46,013
Fire department.....	98,079	-	-	98,079
Emergency management service.....	754	-	-	754
Education.....	1,034,678	-	-	1,034,678
Public works.....	362,916	-	-	362,916
Snow and ice.....	390	-	-	390
Rubbish and garbage.....	23,581	-	-	23,581
Street light.....	129,094	-	-	129,094
Health and human services.....	152	-	-	152
Council on aging.....	110	-	-	110
Veterans services.....	1,171	-	-	1,171
Recreation.....	168	-	-	168
Historical commission.....	1,659	-	-	1,659
Employee benefits.....	146,595	-	-	146,595
FY19 capital budget.....	7,100,327	-	-	7,100,327
Unassigned.....	29,426,744	-	(25,941)	29,400,803
Total Fund Balances.....	\$ 41,711,562	\$ 4,812,798	\$ 11,739,927	\$ 58,264,287

**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 <http://middlesexretirement.org>.

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, 2017. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$11,938,746 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 \$114,385,482 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 June 30, 2018 was \$8,877,933 and 26.57% 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, 2018, the Town reported a liability of \$117,368,093 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. 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, 2017, the Town's proportion was 8.270%, which was an increase of 0.159% from the last measurement date.

*Pension Expense*

For the year ended June 30, 2018, the Town recognized a pension expense of \$13,728,741. At June 30, 2018, the Town reported deferred outflows and (inflows) of resources related to pensions of \$13,279,470 and (\$4,792,488), respectively, from the net difference between projected and actual investment earnings on pension plan investments.

The balances of deferred outflows and inflows at June 30, 2018, consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 395,797	\$ (599,377)	\$ (203,580)
Difference between projected and actual earnings.....	-	(3,187,938)	(3,187,938)
Changes in assumptions.....	11,218,990	-	11,218,990
Changes in proportion and proportionate share of contributions.....	1,664,683	(1,005,173)	659,510
Total deferred outflows/(inflows) of resources.....	\$ 13,279,470	\$ (4,792,488)	\$ 8,486,982

The Town's net deferred inflows (outflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019.....	\$	3,221,494
2020.....		3,137,616
2021.....		2,011,235
2022.....		<u>116,637</u>
Total.....	\$	<u>8,486,982</u>

### Actuarial Assumptions

The total pension liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2017.

Valuation date.....	January 1, 2018
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.5% for fiscal 2018 through fiscal 2024, 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, 2018, 1 year remaining for 2002 ERI liability, 2 years remaining for 2003 ERI liability, 4 years remaining for 2010 ERI liability, and 17 years for remaining unfunded liability.
Asset valuation method.....	Market value for GASB 67. For funding purposes, 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.....	3.25% (previously 3.5%).
Projected salary increases.....	Varies by length of service with ultimate rates of 4.00% for Group 1, 4.25% for Group 2 and 4.50% for Group 4.
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).
Cost of living adjustments.....	3.0% of the first \$14,000 of retirement income.
Mortality rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2017.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2017.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2017.
Investment rate of return/Discount rate.....	7.50%, net of pension plan investment expense, including inflation previously 7.75%

*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 geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2018, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	17.50%	6.15%
International developed markets equity...	15.50%	7.11%
International emerging markets equity....	6.00%	9.41%
Core fixed income.....	12.00%	1.68%
High-yield fixed income.....	10.00%	4.13%
Real estate.....	10.00%	4.90%
Commodities.....	4.00%	4.71%
Hedge funds, GTAA, Risk parity.....	13.00%	3.94%
Private equity.....	12.00%	10.28%
Total.....	100.00%	

*Rate of return*

For the year ended December 31, 2017, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 17.25%. 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 7.50%. 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 rate. 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 7.50% as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount (7.50%)	1% Increase (8.50%)
The Town's proportionate share of the net pension liability.....	\$ 144,049,756	\$ 117,368,093	\$ 94,871,935

*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.

*Changes in Assumptions*

- The mortality tables for healthy participants were changed from the RP-2000 Employee and Healthy Annuitant Mortality Tables projected generationally using Scale BB2D from 2009 to the RP-2014 Blue Collar Employee and Healthy Annuitant Mortality Tables projected generationally using Scale MP-2017.
- The mortality tables for disabled participants were changed from the RP-2000 Healthy Annuitant Mortality Table projected generationally using Scale BB2D from 2015 to the RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward 1 year projected generationally using Scale MP-2017.
- The long-term salary increase assumption was lowered by 0.25%, to 4.00% for Group 1 participants, 4.25% for Group 2 participants, and 4.50% for Group 4 participants.
- The investment rate of return assumption was reduced from 7.75% to 7.50%.
- The inflation rate was reduced to 3.25% from the previous rate of 3.50%.

*Changes in Plan Provisions*

None.

**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. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Except for the internal service fund, all other claims, judgement and other similar liabilities are liquidated by the general fund.

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 and represents approximately 1.3 months of average claims experience.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2017.....	\$ 1,196,120	\$ 12,713,685	\$ (12,630,217)	\$ 1,279,588
2018.....	1,279,588	13,137,813	(13,148,219)	1,269,182

(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, 2018, the amount of the liability for workers' compensation claims totaled \$510,000. 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	Current Portion
2017.....	\$ 511,000	\$ 234,747	\$ (335,747)	\$ 410,000	\$ 410,000
2018.....	410,000	495,681	(395,681)	510,000	510,000

## 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 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% of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving

benefits contribute 20% of their premium costs. For the year ended June 30, 2018, the Town contributed approximately \$5.5 million to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin pre-funding its OPEB liabilities. The Town has named the Health Care Security Board of Trustees (HCSBT) as Trustees of the OPEB Fund and as such has authorized the OPEB Trust Funds to be invested entirely in the State Retirement Benefits Trust Fund (SRBT Fund). Massachusetts General Law directs the HSCBT to invest the SRBT Fund in the Pension Reserves Investment Trust (PRIT) Fund. The Trustees have adopted a trust agreement detailing their duties and responsibilities as Trustees. The PRIT Fund is subject to oversight by the Pension Reserves Investment Management Board (PRIM) Board. A nine member Board of Trustees governs the PRIM Board. The Board of Trustees has the authority to employ an Executive Director, outside investment managers, custodians, consultants, and others as it deems necessary to formulate policies and procedures and to take such other actions as necessary and appropriate to manage the assets of the PRIT Fund.

During 2018, the Town pre-funded future OPEB liabilities totaling \$597,000 by contributing funds to the OPEB trust fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Fund financial statements. As of June 30, 2018, the net position of the OPEB trust fund totaled \$6.7 million.

*Investment policy* – The Town's policy in regard to the allocation of invested assets is established and may be amended by the Board of Selectmen by a majority vote of its members. The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the Town's investment policy.

#### ***GASB Statement #74 – OPEB Employer Financial Reporting***

*Employees Covered by Benefit Terms* – The following table represents the Plan's membership at June 30, 2018:

Active members.....	619
Inactive members currently receiving benefits.....	<u>821</u>
Total.....	<u><u>1,440</u></u>

*Components of OPEB Liability* – The following table represents the components of the Plan's OPEB liability as of June 30, 2018:

Total OPEB liability.....	\$ 103,744,269
Less: OPEB plan's fiduciary net position.....	<u>(6,653,905)</u>
Net OPEB liability.....	<u><u>\$ 97,090,364</u></u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	6.41%

*Significant Actuarial Methods and Assumptions* – The total OPEB liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified, that was updated to June 30, 2018.

Valuation date.....	December 31, 2016
Actuarial cost method.....	Individual Entry Age Normal Cost Method.
Asset valuation method.....	Market Value
Investment rate of return.....	7.50%
Discount rate.....	7.50%
Inflation rate.....	3.50%
Projected salary increases.....	6.0% decreasing to 4.25% based on service for Group 1 and Group 2. 7.5% decreasing to 4.0% based on service for Teachers. 7.0% decreasing to 4.75% based on service for Group 4.
Mortality rates.....	Pre-Retirement (Non-Teachers): RP-2000 Employee Mortality Table projected generationally with Scale BB2D from 2009. Healthy (Non-Teachers): RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2009. Healthy (Non-Teachers): RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2015. Pre-Retirement (Teachers): RP-2014 Employee Mortality Table projected generationally with Scale BB2D from 2014. Healthy (Teachers): RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2014. Disabled (Teachers): RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014.

*Rate of return* – For the year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expense, was 9.37%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The long-term expected rate of return on OPEB 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 of by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The Plan's expected future real rate of return is added to the expected inflation to produce the long-term expected nominal rate of return. Best estimates of arithmetic real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2018 are summarized in the table on the following page.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	17.50%	6.15%
International developed markets equities..	15.50%	7.11%
International emerging markets equities..	6.00%	9.41%
Core fixed income.....	12.00%	1.68%
High-yield fixed income.....	10.00%	4.13%
Real estate.....	10.00%	4.90%
Commodities.....	4.00%	4.71%
Hedge fund, GTAA, Risk parity.....	13.00%	3.94%
Private equity.....	12.00%	10.28%
Total.....	100.00%	

**Discount rate** – The discount rate used to measure the total OPEB liability was 7.50% as of June 30, 2018, and June 30, 2017. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members. Therefore the long-term expected rate of return on the OPEB plan assets was applied to projected future benefits payments.

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate** – The following table presents the net other postemployment benefit liability and service cost, calculated using the discount rate of 7.50%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate.

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net OPEB liability.....	\$ 108,182,513	\$ 97,090,364	\$ 85,149,459

**Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend** – The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare trend rate of 7.0%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease (6.00%)	Current Trend (7.00%)	1% Increase (8.00%)
Net OPEB liability.....	\$ 83,056,523	\$ 97,090,364	\$ 111,024,872

**Changes of Assumptions** – None.

**Changes in Plan Provisions** – None.



**GASB Statement #75 – OPEB Employer Financial Reporting**

*Summary of Significant Accounting Policies* – For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts (repurchase agreements) that have a maturity at the time of purchase of one year or less, which are reported at cost.

*Measurement Date* – GASB Statement #75 requires the net OPEB liability to be measured as of a date no earlier than the end of the employer's prior fiscal year and no later than the end of the employer's current fiscal year, consistently applied from period to period. Accordingly, the net OPEB liability was measured as of June 30, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2016. The plan membership and actuarial assumptions are consistent with those used for GASB Statement #74, since the same actuarial valuation was used.

The long-term expected rate of return on OPEB 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 OPEB 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 target asset allocation as of June 30, 2018, are summarized on the following table:

<u>Asset Class</u>	<u>Long-Term Expected Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity.....	18.00%	6.44%
International developed markets equities..	16.00%	7.40%
International emerging markets equities..	6.00%	9.42%
Core fixed income.....	13.00%	2.02%
High-yield fixed income.....	10.00%	4.43%
Real estate.....	10.00%	5.00%
Commodities.....	4.00%	4.43%
Hedge fund, GTAA, Risk parity.....	13.00%	3.75%
Private equity.....	10.00%	10.47%
Total.....	<u>100.00%</u>	

*Discount rate* – The discount rate used to measure the total OPEB liability was 7.50% as of June 30, 2017, and 7.75% as of June 30, 2016. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members.

*Changes in the Net OPEB Liability*

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(a) - (b)
Measurement date at June 30, 2016.....	\$ 94,506,162	\$ 4,045,266	\$ 90,460,896
Changes for the year:			
Service cost.....	2,029,964	-	2,029,964
Interest.....	7,074,193	-	7,074,193
Contributions - employer.....	-	5,355,117	(5,355,117)
Net investment income.....	-	599,190	(599,190)
Benefit payments.....	(4,508,617)	(4,508,617)	-
Net change.....	4,595,540	1,445,690	3,149,850
Measurement date at June 30, 2017.....	\$ 99,101,702	\$ 5,490,956	\$ 93,610,746

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate* – The following table presents the net other postemployment benefit liability, calculated using the discount rate of 7.50%, as well as what the net other postemployment benefit liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current discount rate.

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net OPEB liability.....	\$ 104,438,706	\$ 93,610,746	\$ 82,158,257

*Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates* – The following table presents the net other postemployment benefit liability, calculated using the current healthcare trend rate of 5.00%, as well as what the net other postemployment benefit liability would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability.....	\$ 80,941,786	\$ 93,610,746	\$ 106,147,126

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB* – For the year ended June 30, 2017, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$8.5 million. At June 30, 2018, the Town reported \$5.5 million of deferred outflows related to contributions subsequent to the measurement date which will be reported as a component of OPEB expense in fiscal year 2019 and \$211,000 of deferred inflows of resources related to the difference between projected and actual earnings which will be recognized in OPEB expense as follows:

<u>Measurement date year ended June 30:</u>	
2019.....	\$ (52,810)
2020.....	(52,810)
2021.....	(52,810)
2022.....	<u>(52,811)</u>
Subtotal amortized deferred inflows of resources.....	<u>(211,241)</u>
Contributions made subsequent to the measurement date.....	<u>5,466,675</u>
Total.....	<u>\$ 5,255,434</u>

#### *Changes of Assumptions*

The discount rate was reduced from 7.75% to 7.50%.

*Changes in Plan Provisions* – None.

#### **NOTE 13 - COMMITMENTS**

The Town is committed to expend \$23,295,000 for the various projects listed below:

<u>Purpose</u>	<u>Amount</u>
Fire Station Construction.....	\$ 225,000
Mill Pond Automated Sludge Removal.....	1,270,000
MWRA.....	5,300,000
DPW/Recreation Facility.....	<u>16,500,000</u>
Total.....	<u>\$ 23,295,000</u>

**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 Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, 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, 2018, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2018.

**NOTE 15 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 21, 2018, which is the date the financial statements were available to be issued.

**NOTE 16 – REVISION OF NET POSITION PREVIOUSLY REPORTED**

Beginning net position of the governmental activities has been revised to reflect the implementation of GASB Statement #75. To reflect this change, the Town has revised the net other postemployment liability (OPEB), which has resulted in the revision of the June 30, 2017, balance of the governmental activities by \$61,263,088. Accordingly, previously reported net position, which was \$47,454,631, has been revised and is in a deficit position of \$13,808,457.

**NOTE 17 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2018, the following GASB pronouncements were implemented:

- GASB Statement #75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The basic financial statements, related notes and required supplementary information were updated to be in compliance with this pronouncement.
- GASB Statement #81, *Irrevocable Split-Interest Agreements*. This pronouncement did not impact the basic financial statements.
- GASB Statement #85, *Omnibus 2017*. This pronouncement did not impact the basic financial statements.
- GASB Statement #86, *Certain Debt Extinguishment Issues*. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #83, *Certain Asset Retirement Obligations*, which is required to be implemented in 2019.

- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2019.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2021.
- The GASB issued Statement #88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, which is required to be implemented in 2019.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2021.
- The GASB issued Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*, which is required to be implemented in 2020.

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, 2018

	Budgeted Amounts		Actual	Amounts	Variance
	Original	Final	Budgetary	Carried Forward	to Final
	Budget	Budget	Amounts	To Next Year	Budget
<b>REVENUES:</b>					
Real estate and personal property taxes,					
net of tax refunds.....	\$ 105,978,090	\$ 105,921,270	\$ 106,064,118	\$ -	\$ 142,848
Tax liens.....	-	-	269,043	-	269,043
Motor vehicle and other excise taxes.....	3,775,637	3,810,405	4,676,730	-	866,325
Hotel, motel, and meals tax.....	4,250,000	4,225,000	4,653,341	-	428,341
Ambulance.....	725,000	725,000	861,949	-	136,949
Water charges.....	3,425,000	3,425,000	3,396,149	-	(28,851)
Penalties and interest on taxes.....	400,000	375,000	415,121	-	40,121
Fees and rentals.....	375,000	375,000	442,342	-	67,342
Payments in lieu of taxes.....	520,000	520,000	521,086	-	1,086
Licenses and permits.....	1,050,000	1,000,000	3,330,137	-	2,330,137
Intergovernmental.....	8,899,093	9,183,330	9,191,724	-	8,394
Departmental and other.....	975,000	925,000	904,649	-	(20,351)
Investment income.....	200,000	225,000	637,494	-	412,494
Miscellaneous.....	185,000	210,000	272,599	-	62,599
<b>TOTAL REVENUES.....</b>	<b>130,757,820</b>	<b>130,920,005</b>	<b>135,636,482</b>	<b>-</b>	<b>4,716,477</b>
<b>EXPENDITURES:</b>					
<b>GENERAL GOVERNMENT</b>					
<b>TOWN MEETING &amp; REPORTS</b>					
Salaries.....	3,333	3,333	1,897	388	1,048
Expenses.....	12,575	12,575	12,442	-	133
<b>TOTAL.....</b>	<b>15,908</b>	<b>15,908</b>	<b>14,339</b>	<b>388</b>	<b>1,181</b>
<b>MODERATOR</b>					
Salaries.....	150	150	-	-	150
<b>WAYS AND MEANS</b>					
Salaries.....	4,256	4,256	2,275	-	1,981
Expenses.....	273	273	-	-	273
Capital Articles.....	-	150,000	146,056	3,944	-
<b>TOTAL.....</b>	<b>4,529</b>	<b>154,229</b>	<b>148,331</b>	<b>3,944</b>	<b>2,254</b>
<b>CAPITAL BUDGET COMMITTEE</b>					
Salaries.....	838	838	510	-	328
<b>TOWN ADMINISTRATION/ SELECTMEN</b>					
Salaries.....	524,764	533,677	505,486	-	28,191
Expenses.....	12,500	12,500	11,850	-	650
Special accounts.....	17,500	17,500	16,380	-	1,120
Capital Articles.....	15,000	31,427	31,427	-	-
<b>TOTAL.....</b>	<b>569,764</b>	<b>595,104</b>	<b>565,143</b>	<b>-</b>	<b>29,961</b>
<b>ACCOUNTING</b>					
Salaries.....	342,852	349,295	336,312	-	12,983
Expenses.....	5,291	5,291	3,309	500	1,482
<b>TOTAL.....</b>	<b>348,143</b>	<b>354,586</b>	<b>339,621</b>	<b>500</b>	<b>14,465</b>
<b>ASSESSORS</b>					
Salaries.....	282,458	285,188	261,413	600	23,175
Expenses.....	138,896	138,896	126,550	5,095	7,251
Capital Articles.....	116,522	116,522	21,522	95,000	-
<b>TOTAL.....</b>	<b>537,876</b>	<b>540,606</b>	<b>409,485</b>	<b>100,695</b>	<b>30,426</b>
<b>TREASURER/ COLLECTOR</b>					
Salaries.....	653,392	662,066	651,533	99	10,434
Expenses.....	23,638	24,868	23,218	-	1,650
Capital Articles.....	200	200	-	-	200
<b>TOTAL.....</b>	<b>677,230</b>	<b>687,134</b>	<b>674,751</b>	<b>99</b>	<b>12,284</b>
<b>CENTRAL ADMINISTRATION</b>					
Central supply.....	117,436	117,436	112,312	5,124	-
Central machines.....	34,158	34,158	30,263	-	3,895
Town insurance.....	1,045,266	1,030,266	990,477	2,447	37,342
Financial audit.....	70,000	70,000	54,580	-	15,420
<b>TOTAL.....</b>	<b>1,266,860</b>	<b>1,251,860</b>	<b>1,187,632</b>	<b>7,571</b>	<b>56,657</b>
<b>LEGAL</b>					
Legal expenses.....	203,200	203,200	199,184	-	4,016

(Continued)

**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>HUMAN RESOURCES</b>					
Salaries.....	119,798	122,793	122,810	-	(17)
Expenses.....	4,250	4,250	3,692	-	558
Special accounts.....	14,500	14,500	10,590	498	3,412
<b>TOTAL.....</b>	<b>138,548</b>	<b>141,543</b>	<b>137,092</b>	<b>498</b>	<b>3,953</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
Salaries.....	322,619	326,814	330,450	-	(3,636)
Expenses.....	164,490	164,490	92,042	72,448	-
Capital Articles.....	85,500	85,500	85,052	-	448
<b>TOTAL.....</b>	<b>572,609</b>	<b>576,804</b>	<b>507,544</b>	<b>72,448</b>	<b>(3,188)</b>
<b>TOWN CLERK</b>					
Salaries.....	292,290	295,859	293,732	-	2,127
Expenses.....	18,200	18,200	18,072	-	128
Special accounts.....	30,946	30,946	29,888	-	1,058
Capital Articles.....	80,000	80,000	-	80,000	-
<b>TOTAL.....</b>	<b>421,436</b>	<b>425,005</b>	<b>341,692</b>	<b>80,000</b>	<b>3,313</b>
<b>REGISTRAR OF VOTERS</b>					
Salaries.....	1,200	1,200	1,200	-	-
Expenses.....	7,000	7,000	6,948	15	37
<b>TOTAL.....</b>	<b>8,200</b>	<b>8,200</b>	<b>8,148</b>	<b>15</b>	<b>37</b>
<b>CONSERVATION</b>					
Salaries.....	211,928	215,557	210,531	193	4,833
Expenses.....	8,470	8,470	2,981	109	5,380
Special accounts.....	18,800	18,800	10,858	-	7,942
Capital Articles.....	20,000	20,000	773	19,227	-
<b>TOTAL.....</b>	<b>259,198</b>	<b>262,827</b>	<b>225,143</b>	<b>19,529</b>	<b>18,155</b>
<b>PLANNING BOARD</b>					
Salaries.....	286,852	292,259	290,268	-	1,991
Expenses.....	43,166	39,738	8,889	6,840	24,009
Special accounts.....	-	3,428	3,428	-	-
Capital Articles.....	66,786	66,786	49,268	6,231	11,287
<b>TOTAL.....</b>	<b>396,804</b>	<b>402,211</b>	<b>351,853</b>	<b>13,071</b>	<b>37,287</b>
<b>BOARD OF APPEALS</b>					
Salaries.....	13,981	18,281	16,328	-	1,953
Expenses.....	250	250	250	-	-
<b>TOTAL.....</b>	<b>14,231</b>	<b>18,531</b>	<b>16,578</b>	<b>-</b>	<b>1,953</b>
<b>NEGOTIATED SETTLEMENTS.....</b>	<b>1,209,334</b>	<b>875,065</b>	<b>63,634</b>	<b>811,431</b>	<b>-</b>
<b>Total General Government.....</b>	<b>6,644,858</b>	<b>6,514,101</b>	<b>5,190,680</b>	<b>1,110,189</b>	<b>213,232</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	7,483,309	7,738,621	7,680,314	45,000	13,307
Expenses.....	562,746	561,991	557,456	1,013	3,522
Special accounts.....	111,232	106,232	93,611	-	12,621
Capital Articles.....	183,155	183,155	5,070	178,085	-
<b>TOTAL.....</b>	<b>8,340,442</b>	<b>8,589,999</b>	<b>8,336,451</b>	<b>224,098</b>	<b>29,450</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	6,948,000	6,886,262	6,383,203	50,000	453,059
Expenses.....	477,145	502,842	456,423	26,097	20,322
Special accounts.....	188,161	230,327	200,431	21,982	7,914
Capital Articles.....	23,788	283,788	23,554	260,000	234
<b>TOTAL.....</b>	<b>7,637,094</b>	<b>7,903,219</b>	<b>7,063,611</b>	<b>358,079</b>	<b>481,529</b>
<b>BUILDING DEPARTMENT</b>					
Salaries.....	589,424	629,338	629,338	-	-
Expenses.....	36,871	47,121	35,608	-	11,513
Capital Articles.....	130,000	130,000	41,147	88,853	-
<b>TOTAL.....</b>	<b>756,295</b>	<b>806,459</b>	<b>706,093</b>	<b>88,853</b>	<b>11,513</b>
<b>SEALER OF WEIGHTS</b>					
Expenses.....	7,800	7,800	7,500	-	300

(Continued)



**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>EMERGENCY MANAGEMENT SERVICE</b>					
Salaries.....	12,029	12,029	10,039	-	1,990
Expenses.....	7,190	7,190	7,190	-	-
Special accounts.....	4,850	4,850	4,096	754	-
<b>TOTAL.....</b>	<b>24,069</b>	<b>24,069</b>	<b>21,325</b>	<b>754</b>	<b>1,990</b>
 Total Public Safety.....	 16,765,700	 17,331,546	 16,134,980	 671,784	 524,782
<b>EDUCATION</b>					
<b>PUBLIC SCHOOLS</b>					
Salaries and expenditures.....	63,293,226	64,163,229	60,276,184	4,554,688	(667,643)
Capital articles.....	1,411,285	1,411,285	984,082	347,303	79,900
	64,704,511	65,574,514	61,260,266	4,901,991	(587,743)
 REGIONAL SCHOOL ASSESSMENTS.....	 2,437,847	 2,437,847	 2,400,326	 -	 37,521
<b>Total Education.....</b>	<b>67,142,358</b>	<b>68,012,361</b>	<b>63,660,592</b>	<b>4,901,991</b>	<b>(550,222)</b>
 <b>PUBLIC WORKS</b>					
Salaries.....	4,883,797	4,896,578	4,890,128	-	6,450
Expenses.....	3,640,967	3,717,967	3,233,729	287,834	196,404
Special accounts.....	473,082	473,082	388,139	75,082	9,861
Capital Articles.....	3,970,493	4,059,859	2,638,565	1,338,251	83,043
<b>TOTAL.....</b>	<b>12,968,339</b>	<b>13,147,486</b>	<b>11,150,561</b>	<b>1,701,167</b>	<b>295,758</b>
 SNOW AND ICE					
Expenses.....	350,000	350,000	825,582	390	(475,972)
 RUBBISH AND GARBAGE					
Expenses.....	1,741,295	1,741,295	1,708,111	23,581	9,603
 STREET LIGHT					
Expenses.....	383,721	383,721	248,052	129,094	6,575
 DEP DRINKING WATER					
Expenses.....	15,000	15,000	9,701	-	5,299
<b>Total Public Works.....</b>	<b>15,458,355</b>	<b>15,637,502</b>	<b>13,942,007</b>	<b>1,854,232</b>	<b>(158,737)</b>
 <b>HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Salaries.....	493,448	497,583	454,749	50	42,784
Expenses.....	33,151	33,151	30,469	102	2,580
Special accounts.....	78,193	78,193	62,868	-	15,325
Capital Articles.....	9,963	9,963	-	9,963	-
<b>TOTAL.....</b>	<b>614,755</b>	<b>618,890</b>	<b>548,086</b>	<b>10,115</b>	<b>60,689</b>
 <b>COUNCIL ON AGING</b>					
Salaries.....	323,349	325,519	316,437	-	9,082
Expenses.....	7,750	7,750	4,796	110	2,844
Special accounts.....	7,442	7,442	6,942	-	500
<b>TOTAL.....</b>	<b>338,541</b>	<b>340,711</b>	<b>328,175</b>	<b>110</b>	<b>12,426</b>
 <b>VETERANS' SERVICES</b>					
Salaries.....	114,499	116,171	114,924	-	1,247
Expenses.....	4,929	4,929	3,747	1,171	11
Special accounts.....	114,000	114,000	91,127	-	22,873
<b>TOTAL.....</b>	<b>233,428</b>	<b>235,100</b>	<b>209,798</b>	<b>1,171</b>	<b>24,131</b>
 <b>YOUTH AND FAMILY SERVICES</b>					
Salaries.....	404,336	413,181	407,618	-	5,563
Expenses.....	24,256	24,256	18,213	-	6,043
Capital Articles.....	715	715	-	-	715
<b>TOTAL.....</b>	<b>429,307</b>	<b>438,152</b>	<b>425,831</b>	<b>-</b>	<b>12,321</b>
 <b>DISABILITY ACCESS</b>					
Salaries.....	2,086	2,086	353	-	1,733
Expenses.....	400	400	400	-	-
<b>TOTAL.....</b>	<b>2,486</b>	<b>2,486</b>	<b>753</b>	<b>-</b>	<b>1,733</b>
<b>Total Human Services.....</b>	<b>1,618,517</b>	<b>1,635,339</b>	<b>1,512,643</b>	<b>11,396</b>	<b>111,300</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,243,341	1,246,126	1,246,126	-	-
Expenses.....	70,395	70,395	70,395	-	-
Special accounts.....	151,000	151,000	151,000	-	-
<b>TOTAL.....</b>	<b>1,464,736</b>	<b>1,467,521</b>	<b>1,467,521</b>	<b>-</b>	<b>-</b>
<b>RECREATION DEPARTMENT</b>					
Salaries.....	1,414,343	1,416,665	1,320,542	-	96,123
Expenses.....	292,583	292,583	269,910	168	22,505
Special accounts.....	19,045	19,045	14,489	-	4,556
Capital Articles.....	303,676	303,676	236,041	6,487	61,148
<b>TOTAL.....</b>	<b>2,029,647</b>	<b>2,031,969</b>	<b>1,840,982</b>	<b>6,655</b>	<b>184,332</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	10,215	10,215	4,073	1,659	4,483
<b>Total Culture and Recreation.....</b>	<b>3,504,598</b>	<b>3,509,705</b>	<b>3,312,576</b>	<b>8,314</b>	<b>188,815</b>
<b>PENSION BENEFITS</b>					
County retirement.....	8,841,933	8,841,933	8,841,933	-	-
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	13,719,945	13,676,571	13,086,628	146,595	443,348
Medicare tax.....	1,093,599	1,093,599	1,017,248	-	76,351
<b>TOTAL.....</b>	<b>14,813,544</b>	<b>14,770,170</b>	<b>14,103,876</b>	<b>146,595</b>	<b>519,699</b>
<b>CAPITAL IMPROVEMENTS.....</b>	<b>300,000</b>	<b>300,000</b>	<b>299,978</b>	<b>-</b>	<b>22</b>
<b>RESERVE FUND.....</b>	<b>200,000</b>	<b>223,000</b>	<b>-</b>	<b>-</b>	<b>223,000</b>
<b>STATE AND COUNTY ASSESSMENTS.....</b>	<b>-</b>	<b>703,924</b>	<b>697,443</b>	<b>-</b>	<b>6,481</b>
<b>Debt service:</b>					
Principal.....	3,731,627	3,731,627	3,731,627	-	-
Interest.....	1,813,145	1,813,145	1,830,559	-	(17,414)
<b>TOTAL EXPENDITURES.....</b>	<b>140,834,635</b>	<b>143,024,353</b>	<b>133,258,894</b>	<b>8,704,501</b>	<b>1,060,958</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>					
<b>OVER (UNDER) EXPENDITURES.....</b>	<b>(10,076,815)</b>	<b>(12,104,348)</b>	<b>2,377,588</b>	<b>(8,704,501)</b>	<b>5,777,435</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Premium from issuance of bonds.....	-	-	31,156	-	31,156
Transfers in.....	350,000	350,000	656,695	-	306,695
Transfers out.....	(2,000,000)	(2,000,000)	(2,800,000)	-	(800,000)
<b>TOTAL OTHER FINANCING</b>					
<b>SOURCES (USES).....</b>	<b>(1,650,000)</b>	<b>(1,650,000)</b>	<b>(2,112,149)</b>	<b>-</b>	<b>(462,149)</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(11,726,815)</b>	<b>(13,754,348)</b>	<b>265,439</b>	<b>(8,704,501)</b>	<b>5,315,286</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>34,182,954</b>	<b>34,182,954</b>	<b>34,182,954</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 22,456,139</b>	<b>\$ 20,428,606</b>	<b>\$ 34,448,393</b>	<b>\$ (8,704,501)</b>	<b>\$ 5,315,286</b>

(Concluded)

See notes to required supplementary information.

## ***Pension Plan Schedules***

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.

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**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

<u>Year</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered- payroll</u>	<u>Net pension liability as a percentage of covered- payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
December 31, 2017.....	8.270%	\$ 117,368,093	\$ 32,393,793	362.32%	49.27%
December 31, 2016.....	8.111%	114,929,674	31,361,657	366.47%	45.49%
December 31, 2015.....	8.105%	104,556,462	30,378,636	344.18%	46.13%
December 31, 2014.....	8.162%	98,053,205	29,210,227	335.68%	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.

See notes to required supplementary information.



**SCHEDULE OF THE TOWN'S CONTRIBUTIONS  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

<u>Year</u>	<u>Actuarially determined contribution</u>	<u>Contributions in relation to the actuarially determined contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Covered- payroll</u>	<u>Contributions as a percentage of covered- payroll</u>
June 30, 2018.....	\$ 8,877,933	\$ (8,877,933)	- \$	33,409,166	26.57%
June 30, 2017.....	8,404,267	(8,404,267)	-	31,361,657	26.80%
June 30, 2016.....	7,895,297	(7,895,297)	-	30,378,636	25.99%
June 30, 2015.....	7,511,305	(7,511,305)	-	29,210,227	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.

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. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

<u>Year</u>	<u>Commonwealth's 100% Share of the Associated Net Pension Liability</u>	<u>Expense and Revenue Recognized for the Commonwealth's Support</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Liability</u>
2018.....	\$ 114,385,482	\$ 11,938,746	54.25%
2017.....	113,026,510	11,529,445	52.73%
2016.....	98,121,938	7,958,562	55.38%
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 Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expenses.

**SCHEDULE OF CHANGES IN THE  
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	June 30, 2017	June 30, 2018
<b>Total OPEB Liability</b>		
Service Cost.....	\$ 2,029,964	\$ 2,101,013
Interest.....	7,074,192	7,410,905
Benefit payments.....	(4,508,617)	(4,869,350)
Net change in total OPEB liability.....	4,595,539	4,642,568
Total OPEB liability - beginning.....	94,506,162	99,101,701
Total OPEB liability - ending (a).....	\$ <u>99,101,701</u>	\$ <u>103,744,269</u>
<b>Plan fiduciary net position</b>		
Employer contributions.....	\$ 846,500	\$ 597,325
Employer contributions for OPEB payments.....	4,508,617	4,869,350
Net investment income.....	599,190	565,625
Benefit payments.....	(4,508,617)	(4,869,350)
Net change in plan fiduciary net position.....	1,445,690	1,162,950
Plan fiduciary net position - beginning of year.....	4,045,265	5,490,955
Plan fiduciary net position - end of year (b).....	\$ <u>5,490,955</u>	\$ <u>6,653,905</u>
<b>Net OPEB liability - ending (a)-(b).....</b>	<b>\$ <u>93,610,746</u></b>	<b>\$ <u>97,090,364</u></b>
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%

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.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

<u>Year</u>	<u>Actuarially determined contribution</u>	<u>Contributions in relation to the actuarially determined contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Covered- employee payroll</u>	<u>Contributions as a percentage of covered- employee payroll</u>
June 30, 2018.....	\$ 7,600,044	\$ (5,466,675)	\$ 2,133,369	\$ 61,874,961	8.84%
June 30, 2017.....	6,294,020	(5,355,117)	938,903	59,098,583	9.06%

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.



**SCHEDULE OF INVESTMENT RETURNS**  
**OTHER POSTEMPLOYMENT BENEFIT PLAN**

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<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
June 30, 2018.....	9.37%
June 30, 2017.....	19.84%

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.

**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 2018 approved budget for the General Fund authorized approximately \$142.8 million in appropriations and other amounts to be raised and \$8.9 million in encumbrances and appropriations carried over from previous years. During 2018, the Town increased the original budget by \$2.2 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, 2018, is presented on the following page:

Net change in fund balance - budgetary basis.....	\$	265,439
<u>Perspective differences:</u>		
Perspective differences in reporting of sewer fund activities.....		714,283
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....		(118,484)
<u>Basis of accounting differences:</u>		
Net change in recording tax refunds payable.....		2,048,000
Net change in recording 60 day receipts.....		39,941
Net change in recording accrued expenditures.....		(987,644)
Net change in recording accrued payroll.....		(232,626)
Recognition of revenue for on-behalf payments.....		11,939,000
Recognition of expenditures for on-behalf payments.....		(11,939,000)
Net change in fund balance - GAAP basis.....	\$	<u>1,728,909</u>

### 3. Excess of Expenditures over Appropriations

For the year ended June 30, 2018, actual expenditures exceeded appropriations for management information systems, education, and public works snow and ice budget. These over-expenditures will be raised and funded through available funds during 2019.

## **NOTE B – PENSION PLAN**

### ***Pension Plan Schedules***

#### Schedule of the Town'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.

#### 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.

#### 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 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.

#### Changes in Assumptions

- The mortality tables for healthy participants were changed from the RP-2000 Employee and Healthy Annuitant Mortality Tables projected generationally using Scale BB2D from 2009 to the RP-2014 Blue Collar Employee and Healthy Annuitant Mortality Tables projected generationally using Scale MP-2017.
- The mortality tables for disabled participants were changed from the RP-2000 Healthy Annuitant Mortality Table projected generationally using Scale BB2D from 2015 to the RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward 1 year projected generationally using Scale MP-2017.
- The long-term salary increase assumption was lowered by 0.25%, to 4.00% for Group 1 participants, 4.25% for Group 2 participants, and 4.50% for Group 4 participants.
- The investment rate of return assumption was reduced from 7.75% to 7.50%.

- The inflation rate was reduced to 3.25% from the previous rate of 3.50%.

#### Changes in Plan Provisions

None.

### **NOTE C – OTHER POSTEMPLOYMENT BENEFITS**

The Town 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. Additionally, retired teachers and their spouses receive health insurance through the Group Insurance Commission of the Commonwealth of Massachusetts (GIC). Each participating municipality is assessed for the governmental share of health and life insurance premiums paid on behalf of its teacher retirees by the state.

#### **The Other Postemployment Benefit Plan**

##### The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates the Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered-employee payroll.

##### Schedule of the Town’s Contributions

The Schedule of the Town’s Contributions includes the Town’s annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine contribution rates are reported on the following page.

Valuation date.....	December 31, 2016
Actuarial cost method.....	Individual Entry Age Normal Cost Method.
Asset valuation method.....	Market Value
Investment rate of return.....	7.50%
Discount rate.....	7.50%
Inflation rate.....	3.50%
Projected salary increases.....	6.0% decreasing to 4.25% based on service for Group 1 and Group 2. 7.5% decreasing to 4.0% based on service for Teachers. 7.0% decreasing to 4.75% based on service for Group 4.
Mortality rates.....	<p>Pre-Retirement (Non-Teachers): RP-2000 Employee Mortality Table projected generationally with Scale BB2D from 2009. Healthy</p> <p>(Non-Teachers): RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2009. Healthy</p> <p>(Non-Teachers): RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2015. Pre-</p> <p>Retirement (Teachers): RP-2014 Employee Mortality Table projected generationally with Scale BB2D from 2014. Healthy</p> <p>(Teachers): RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2014. Disabled</p> <p>(Teachers): RP-2014 Healthy Annuitant Mortality Table set forward 4 years projected generationally with Scale BB2D from 2014.</p>

### Schedule of Investment Returns

The Schedule of Investment Return includes the money-weighted investment return on the Plan’s other postemployment assets, net of investment expense.

### Changes of Assumptions

The discount rate was reduced from 7.75% to 7.50%.

### Changes in Provisions

None.

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# ***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 account 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

JUNE 30, 2018

	Special Revenue Funds						
	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.....	\$ 1,789,110	\$ 509,658	\$ 340,724	\$ 31,344	\$ 771,903	\$ 68,417	\$ 513,177
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	4,060	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	1,143,153
<b>TOTAL ASSETS.....</b>	<b>\$ 1,793,170</b>	<b>\$ 509,658</b>	<b>\$ 340,724</b>	<b>\$ 31,344</b>	<b>\$ 771,903</b>	<b>\$ 68,417</b>	<b>\$ 1,656,330</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 30,887	\$ 18,454	\$ 5,651	\$ 80	\$ 1,963	\$ -	\$ 1,681,975
Accrued payroll.....	1,379	-	-	-	-	-	296
<b>TOTAL LIABILITIES.....</b>	<b>32,266</b>	<b>18,454</b>	<b>5,651</b>	<b>80</b>	<b>1,963</b>	<b>-</b>	<b>1,682,271</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenue.....	4,060	-	-	-	-	-	-
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	1,756,844	491,204	335,073	31,264	769,940	68,417	-
Unassigned.....	-	-	-	-	-	-	(25,941)
<b>TOTAL FUND BALANCES.....</b>	<b>1,756,844</b>	<b>491,204</b>	<b>335,073</b>	<b>31,264</b>	<b>769,940</b>	<b>68,417</b>	<b>(25,941)</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 1,793,170</b>	<b>\$ 509,658</b>	<b>\$ 340,724</b>	<b>\$ 31,344</b>	<b>\$ 771,903</b>	<b>\$ 68,417</b>	<b>\$ 1,656,330</b>

		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		
\$ 800,589	\$ 4,824,922	\$ 7,019,920	\$ 40,066	\$ 7,059,986	\$ 5,393	\$ 443,729	\$ 1,040	\$ 450,162	\$ 12,335,070	
-	-	-	-	-	-	402,539	-	402,539	402,539	
-	4,060	-	-	-	-	-	-	-	4,060	
-	1,143,153	-	-	-	-	-	-	-	1,143,153	
<u>\$ 800,589</u>	<u>\$ 5,972,135</u>	<u>\$ 7,019,920</u>	<u>\$ 40,066</u>	<u>\$ 7,059,986</u>	<u>\$ 5,393</u>	<u>\$ 846,268</u>	<u>\$ 1,040</u>	<u>\$ 852,701</u>	<u>\$ 13,884,822</u>	
\$ 31,444	\$ 1,770,454	\$ 368,701	\$ -	\$ 368,701	\$ -	\$ -	\$ -	\$ -	\$ 2,139,155	
-	1,675	-	-	-	-	-	-	-	1,675	
<u>31,444</u>	<u>1,772,129</u>	<u>368,701</u>	<u>-</u>	<u>368,701</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,140,830</u>	
-	4,060	-	-	-	-	-	-	-	4,060	
-	-	-	-	-	4,497	672,659	1,035	678,191	678,191	
769,145	4,221,887	6,651,219	40,066	6,691,285	896	173,609	5	174,510	11,087,682	
-	(25,941)	-	-	-	-	-	-	-	(25,941)	
<u>769,145</u>	<u>4,195,946</u>	<u>6,651,219</u>	<u>40,066</u>	<u>6,691,285</u>	<u>5,393</u>	<u>846,268</u>	<u>1,040</u>	<u>852,701</u>	<u>11,739,932</u>	
<u>\$ 800,589</u>	<u>\$ 5,972,135</u>	<u>\$ 7,019,920</u>	<u>\$ 40,066</u>	<u>\$ 7,059,986</u>	<u>\$ 5,393</u>	<u>\$ 846,268</u>	<u>\$ 1,040</u>	<u>\$ 852,701</u>	<u>\$ 13,884,822</u>	

**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2018

	<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 - other.....	\$ 165,765	\$ -	\$ -	\$ -	\$ -	\$ 1,249,230	\$ 3,764,724
Departmental and other.....	1,479,121	2,131,349	113,015	25,133	1,715,282	-	686,649
Contributions and donations.....	17,885	-	250	11,795	-	-	-
Investment income.....	279	-	-	-	-	-	-
Miscellaneous.....	-	-	-	-	-	-	-
<b>TOTAL REVENUES.....</b>	<b>1,663,050</b>	<b>2,131,349</b>	<b>113,265</b>	<b>36,928</b>	<b>1,715,282</b>	<b>1,249,230</b>	<b>4,451,373</b>
<b>EXPENDITURES:</b>							
Current:							
General government.....	143,326	-	9,669	-	-	-	686,701
Public safety.....	9,500	-	424	-	-	259,342	217,100
Education.....	-	2,273,839	-	63,582	1,629,466	1,010,173	1,691,129
Public works.....	1,978	-	-	-	-	-	2,937,256
Health and human services.....	125,288	-	16,460	-	-	-	96,887
Water and sewer.....	60,977	-	-	-	-	-	-
Culture and recreation.....	1,173,122	-	19,562	-	-	-	45,652
Debt service:							
Interest.....	8,736	-	-	-	-	-	-
<b>TOTAL EXPENDITURES.....</b>	<b>1,522,927</b>	<b>2,273,839</b>	<b>46,115</b>	<b>63,582</b>	<b>1,629,466</b>	<b>1,269,515</b>	<b>5,674,725</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>140,123</b>	<b>(142,490)</b>	<b>67,150</b>	<b>(26,654)</b>	<b>85,816</b>	<b>(20,285)</b>	<b>(1,223,352)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Issuance of bonds.....	-	-	-	-	-	-	-
Transfers in.....	50,000	-	-	-	-	-	-
Transfers out.....	(303,830)	-	-	-	-	(1,877)	(988)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(253,830)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,877)</b>	<b>(988)</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>(113,707)</b>	<b>(142,490)</b>	<b>67,150</b>	<b>(26,654)</b>	<b>85,816</b>	<b>(22,162)</b>	<b>(1,224,340)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>1,870,551</b>	<b>633,694</b>	<b>267,923</b>	<b>57,918</b>	<b>684,124</b>	<b>90,579</b>	<b>1,198,399</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 1,756,844</b>	<b>\$ 491,204</b>	<b>\$ 335,073</b>	<b>\$ 31,264</b>	<b>\$ 769,940</b>	<b>\$ 68,417</b>	<b>\$ (25,941)</b>



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	
\$ -	\$ 5,179,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,179,719
82,530	6,233,079	7,087	-	7,087	-	-	-	-	6,240,166
-	29,930	-	-	-	-	27,331	-	27,331	57,261
428	707	-	-	-	24	-	5	29	736
668,701	668,701	-	-	-	-	-	-	-	668,701
751,659	12,112,136	7,087	-	7,087	24	27,331	5	27,360	12,146,583
356,648	1,196,344	-	-	-	-	-	-	-	1,196,344
167,359	653,725	1,656,703	-	1,656,703	-	-	-	-	2,310,428
-	6,668,189	-	-	-	-	-	-	-	6,668,189
-	2,939,234	-	-	-	-	-	-	-	2,939,234
18,177	256,812	-	-	-	-	-	-	-	256,812
-	60,977	-	-	-	-	-	-	-	60,977
-	1,238,336	-	-	-	-	-	-	-	1,238,336
-	8,736	-	-	-	-	-	-	-	8,736
542,184	13,022,353	1,656,703	-	1,656,703	-	-	-	-	14,679,056
209,475	(910,217)	(1,649,616)	-	(1,649,616)	24	27,331	5	27,360	(2,532,473)
-	-	8,500,000	-	8,500,000	-	-	-	-	8,500,000
-	50,000	-	-	-	-	-	-	-	50,000
-	(306,695)	-	-	-	-	-	-	-	(306,695)
-	(256,695)	8,500,000	-	8,500,000	-	-	-	-	8,243,305
209,475	(1,166,912)	6,850,384	-	6,850,384	24	27,331	5	27,360	5,710,832
559,670	5,362,858	(199,165)	40,066	(159,099)	5,369	818,937	1,035	825,341	6,029,100
\$ 769,145	\$ 4,195,946	\$ 6,651,219	\$ 40,066	\$ 6,691,285	\$ 5,393	\$ 846,268	\$ 1,040	\$ 852,701	\$ 11,739,932

# *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 FUND**  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

YEAR ENDED JUNE 30, 2018

	June 30, 2017	Additions	Deletions	June 30, 2018
<b>ASSETS</b>				
CURRENT:				
Cash and cash equivalents.....	\$ 556,916	\$ 3,055,656	\$ (2,944,253)	\$ 668,319
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	248,799	268,178	(248,799)	268,178
TOTAL ASSETS.....	\$ 805,715	\$ 3,323,834	\$ (3,193,052)	\$ 936,497
<b>LIABILITIES</b>				
Warrants payable.....	\$ -	\$ 321,118	\$ (298,401)	\$ 22,717
Payroll liabilities.....	-	11,343	-	11,343
Liabilities due depositors.....	805,715	2,991,373	(2,894,651)	902,437
TOTAL LIABILITIES.....	\$ 805,715	\$ 3,323,834	\$ (3,193,052)	\$ 936,497

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# *Statistical Section*



*The Union School was built in 1897 to consolidate the Town's School population. Since then it has seen a number of renovations and occupants. Since 1992, it has been home to the Burlington Police Department.*

# ***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**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Governmental activities:</b>										
Net Investment in capital assets.....	\$ 67,532,644	\$ 73,581,193	\$ 82,470,226	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672	\$ 121,730,037	\$ 128,322,641
Restricted.....	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514
Unrestricted.....	16,893,182	11,172,692	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(145,930,612)
Total governmental activities net position.....	\$ 85,784,505	\$ 86,717,708	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ (13,808,457)	\$ (16,346,457)
<b>Business-type activities:</b>										
Net Investment in capital assets.....	971,347	1,108,685	-	-	-	-	-	-	-	-
Unrestricted.....	31,505	19,782	-	-	-	-	-	-	-	-
Total business-type activities net position.....	\$ 1,002,852	\$ 1,128,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Primary government:</b>										
Net Investment in capital assets.....	68,503,991	74,689,878	82,470,226	96,639,005	106,844,287	112,419,808	117,056,689	116,649,672	121,730,037	128,322,641
Restricted.....	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514
Unrestricted.....	16,924,687	11,192,474	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)	(138,883,923)	(145,930,612)
Total primary government net position.....	\$ 86,787,357	\$ 87,846,175	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ (13,808,457)	\$ (16,346,457)

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018 and adjusted 2017 for the beginning balance change.

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and adjusted 2014 for the beginning balance change.

**Town of Burlington, Massachusetts**  
Changes in Net Position  
Last Ten Years

	Year									
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 8,459,662	\$ 7,813,766	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518	\$ 9,065,395	\$ 10,436,272
Public safety.....	18,431,272	19,775,102	19,983,723	19,886,936	21,329,943	20,004,254	22,379,342	23,631,927	25,310,669	27,413,036
Education.....	65,300,541	66,909,094	70,186,700	73,899,689	74,101,607	81,817,139	77,578,174	83,728,960	90,342,349	96,626,764
Public works.....	9,662,429	10,134,929	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928	13,994,668	15,331,714
Water and sewer.....	7,944,289	8,327,213	8,405,199	9,226,171	9,250,784	8,838,002	9,239,696	8,216,296	9,205,607	9,778,407
Human services.....	1,992,081	1,851,921	2,075,523	2,090,245	2,124,869	2,096,766	2,177,276	2,489,924	2,757,820	2,800,110
Culture and recreation.....	4,590,373	4,793,427	4,889,380	5,085,224	5,154,268	5,293,996	5,271,687	5,791,638	6,296,889	6,531,690
Interest.....	1,047,441	959,569	1,285,155	1,223,790	1,917,491	1,823,582	1,448,616	1,999,825	1,633,845	1,760,462
Total government activities expenses.....	117,428,088	120,585,021	124,920,248	129,177,040	133,531,005	139,775,835	140,083,401	149,344,016	158,607,242	170,678,455
Business-type activities:										
Ice Palace.....	731,015	64,543	59,588	-	-	-	-	-	-	-
Total primary government expenses.....	\$ 118,159,103	\$ 120,629,564	\$ 124,979,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242	\$ 170,678,455
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 1,750,051	\$ 2,326,499	\$ 2,500,576	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629	\$ 3,761,899	\$ 4,073,689
Public Safety charges for services.....	1,951,849	1,742,183	2,020,420	2,160,275	2,583,570	3,477,963	3,800,655	3,916,389	3,965,025	4,390,332
Water and sewer charges for services.....	7,754,170	5,605,736	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063	9,282,262	9,219,351
Other charges for services.....	2,960,232	3,102,622	3,264,617	3,346,047	3,160,184	4,014,165	4,127,637	3,696,716	3,806,968	4,297,381
Operating grants and contributions.....	17,012,906	18,700,912	17,694,926	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651	21,612,082
Capital grant and contributions.....	404,336	3,318,410	8,551,819	18,489,036	5,714,298	3,686,648	3,047,454	2,087,136	2,234,822	2,283,589
Total government activities program revenues.....	31,833,544	34,796,362	43,911,633	55,643,393	43,393,322	43,783,538	38,401,813	40,785,132	43,617,627	45,876,424
Business-type activities:										
Charges for services.....	662,860	190,158	135,693	-	-	-	-	-	-	-
Total primary government program revenues.....	\$ 32,496,404	\$ 34,986,520	\$ 44,047,326	\$ 55,643,393	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813	\$ 40,785,132	\$ 43,617,627	\$ 45,876,424
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (85,594,544)	\$ (85,788,659)	\$ (81,008,615)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)	\$ (124,802,031)
Business-type activities.....	(68,155)	125,615	76,105	-	-	-	-	-	-	-
Total primary government net (expense)/program revenue.....	\$ (85,662,699)	\$ (85,643,044)	\$ (80,932,510)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)	\$ (124,802,031)

(Continued)

**Town of Burlington, Massachusetts**  
Changes in Net Position  
Last Ten Years

	Year									
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 74,149,116	\$ 78,024,335	\$ 81,198,186	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648	\$ 107,849,572
Tax liens.....	204,413	461,580	210,130	559,358	371,618	567,733	281,302	265,140	170,429	339,317
Motor vehicle excise taxes.....	2,913,520	2,886,060	3,166,382	3,139,309	3,468,964	3,554,381	3,636,722	4,569,562	4,371,621	4,701,101
Hotel, motel and meals taxes.....	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341
Penalties and interest on taxes.....	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121
Payment in lieu of taxes.....	547,878	548,087	521,092	520,000	520,347	520,000	521,090	521,090	521,088	521,086
Grants and contributions not restricted to specific programs.....	3,042,580	2,424,372	2,331,313	2,328,361	2,366,346	2,389,509	2,446,724	2,448,330	2,626,949	2,755,822
Unrestricted investment income.....	460,915	252,090	239,593	199,527	335,618	273,217	236,962	746,779	687,963	756,072
Gain of sale of capital assets.....	-	-	605,316	-	521,600	-	-	-	-	-
Miscellaneous.....	435,461	517,228	1,343,728	185,058	202,500	181,101	264,849	252,221	311,448	272,599
Transfers.....	-	-	1,204,572	-	-	-	-	-	-	-
Total governmental activities.....	83,388,123	86,701,862	93,026,160	94,347,062	99,333,248	102,520,051	106,404,459	111,392,820	115,982,055	122,264,031
Business-type activities:										
Unrestricted investment income.....	1,972	-	-	-	-	-	-	-	-	-
Transfers.....	-	-	(1,204,572)	-	-	-	-	-	-	-
Total business-type activities.....	1,972	-	(1,204,572)	-	-	-	-	-	-	-
Total primary government general revenues and other changes in net position.....	\$ 83,388,123	\$ 86,701,862	\$ 91,821,588	\$ 94,347,062	\$ 99,333,248	\$ 102,520,051	\$ 106,404,459	\$ 111,392,820	\$ 115,982,055	\$ 122,264,031
<b>Changes in Net Position</b>										
Governmental activities.....	\$ (2,206,421)	\$ 933,203	\$ 12,017,545	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)
Business-type activities.....	(66,183)	125,615	(1,128,467)	-	-	-	-	-	-	-
Total primary government changes in net position.....	\$ (2,272,604)	\$ 1,058,818	\$ 10,889,078	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)

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.

The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018.

(Concluded)

**Town of Burlington, Massachusetts**  
**Fund Balances, Governmental Funds**  
**Last Ten Years**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
General Fund										
Committed.....\$	- \$	- \$	1,197,206 \$	2,445,246 \$	2,635,593 \$	1,705,171 \$	2,692,084 \$	2,642,772 \$	3,273,982 \$	2,433,344
Assigned.....	2,362,290	1,834,572	3,002,537	3,892,016	5,238,888	7,624,521	6,861,393	8,017,447	8,113,732	9,851,474
Unassigned.....	8,828,675	10,179,879	16,235,802	18,150,496	21,765,606	25,037,238	24,057,614	27,962,793	28,594,939	29,426,744
Total general fund.....\$	11,190,965	12,014,451	20,435,545	24,487,758	29,640,087	34,366,930	33,611,091	38,623,012	39,982,653	41,711,562
All Other Governmental Funds										
Reserved.....\$	4,181,921	3,669,686	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Unreserved, reported in:										
Special revenue funds.....	2,417,335	3,139,071	-	-	-	-	-	-	-	-
Capital projects funds.....	(935,224)	3,365,397	-	-	-	-	-	-	-	-
Permanent funds.....	111,767	124,569	-	-	-	-	-	-	-	-
Nonspendable.....	-	-	413,880	488,630	482,459	570,480	561,251	588,055	622,860	678,191
Restricted.....	-	-	6,982,974	8,772,669	5,679,557	3,303,818	7,734,094	9,707,085	7,528,523	15,900,480
Unassigned.....	-	-	(260,739)	(281,552)	(1,624,076)	(7,485,398)	-	-	(199,165)	(25,941)
Total all other governmental funds.....\$	5,775,799	10,298,723	7,136,115	8,979,747	4,537,940	(3,611,100)	8,295,345	10,295,140	7,952,218	16,552,730

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

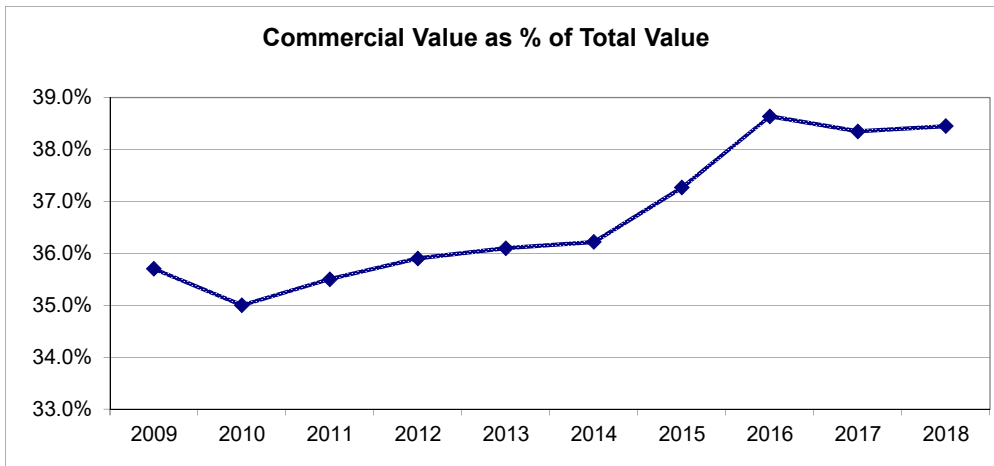
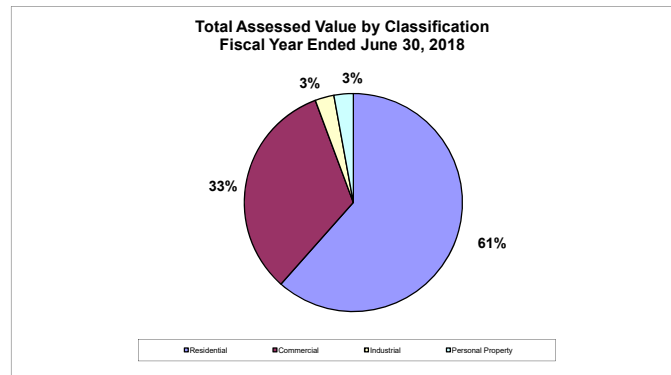
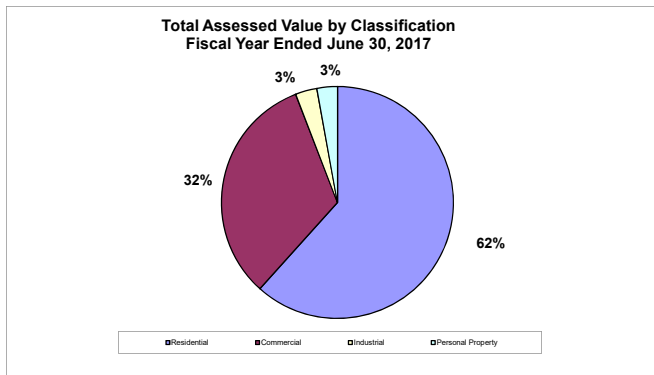
Changes in Fund Balances, Governmental Funds

Last Ten Fiscal Years

	Year									
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Revenues:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 73,940,044	\$ 78,080,006	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059
Tax liens.....	35,813	77,469	213,009	249,692	281,902	218,854	173,535	597,682	302,047	269,043
Motor vehicle excise taxes.....	3,088,661	2,850,959	3,026,761	3,123,877	3,525,991	3,612,156	3,654,777	4,445,017	4,300,023	4,676,730
Hotel, motel and meals taxes.....	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341
Ambulance.....	545,845	522,563	475,101	618,487	743,470	659,605	691,362	854,582	883,701	861,949
Water and sewer charges.....	7,200,057	7,012,986	9,310,898	8,878,775	9,240,758	10,007,241	10,164,519	9,857,220	9,951,388	9,536,910
Penalties and interest on taxes.....	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940	462,059	415,121
Fees and rentals.....	388,618	404,593	441,306	430,100	442,461	453,264	504,411	599,641	427,463	442,342
Payment in lieu of taxes.....	547,878	548,087	521,092	520,000	520,347	520,000	521,090	521,090	521,088	521,086
Licenses and permits.....	1,450,119	1,253,915	1,411,288	1,293,115	2,046,545	2,772,859	2,878,533	3,100,402	3,028,400	3,330,137
Intergovernmental.....	20,963,142	24,278,648	29,101,027	39,567,666	30,078,008	24,583,703	18,719,275	21,580,606	25,363,096	28,419,651
Departmental and other.....	4,245,845	4,912,444	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038	6,685,738	6,849,455	7,144,815
Contributions.....	13,017	28,016	15,709	46,174	26,489	1,501,903	1,002,596	38,742	38,548	57,261
Investment income.....	428,623	240,167	233,569	196,172	330,339	267,563	230,164	561,453	503,844	519,746
Miscellaneous.....	512,677	474,972	874,808	271,503	255,126	228,519	502,723	474,277	387,817	941,300
<b>Total Revenue.....</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>151,795,216</b>	<b>159,867,686</b>	<b>169,941,491</b>
<b>Expenditures:</b>										
General government.....	5,880,994	5,352,889	5,692,875	5,893,759	6,394,853	6,511,826	7,802,938	5,804,651	5,970,596	6,658,485
Public safety.....	12,160,737	13,249,192	13,347,165	12,833,413	13,488,718	13,733,559	14,870,137	14,721,094	15,386,842	16,412,994
Education.....	46,208,782	45,927,698	49,475,780	51,719,838	53,328,943	58,699,538	57,396,922	60,331,384	65,110,130	70,225,351
Public works.....	6,189,351	6,467,606	5,986,086	5,627,985	6,342,475	6,568,070	11,487,236	11,196,412	8,215,506	8,707,745
Water and sewer.....	3,093,945	3,631,069	3,205,804	3,719,362	3,754,705	3,200,730	3,528,114	2,617,549	3,391,154	9,000,519
MWRA assessment.....	4,158,552	3,988,371	4,468,551	4,744,850	4,745,864	4,865,690	4,962,214	4,930,668	5,101,417	-
Human services.....	1,388,888	1,352,605	1,439,541	1,491,404	1,504,393	1,503,817	1,582,618	1,746,801	1,799,828	1,769,455
Culture and recreation.....	3,344,486	3,476,935	3,450,315	3,536,753	3,864,371	3,797,414	3,625,733	3,887,724	4,138,289	4,163,638
Pension benefits.....	15,138,071	15,821,783	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297	19,897,267	20,780,933
Employee benefits and insurance.....	9,963,571	9,964,115	10,277,959	12,168,672	12,080,516	11,850,607	12,461,960	12,823,927	13,472,865	14,079,015
State and county charges.....	606,387	629,368	578,764	587,147	601,693	624,546	639,045	669,535	704,531	697,443
Capital outlay.....	6,070,157	13,645,746	25,856,866	32,941,925	16,789,218	13,344,606	5,488,898	7,630,493	12,140,365	14,318,811
Debt service:										
Principal.....	3,049,436	2,966,147	2,790,482	3,165,380	3,801,490	4,099,923	3,686,506	3,629,243	3,937,840	3,849,542
Interest.....	1,125,265	1,106,719	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278	1,826,655	1,864,794	1,808,139
Payment to bond escrow agent.....	-	-	-	-	-	-	793,918	-	-	-
<b>Total Expenditures.....</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>147,634,433</b>	<b>161,131,424</b>	<b>172,472,070</b>
<b>Excess of revenues over (under) expenditures.....</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>4,160,783</b>	<b>(1,263,738)</b>	<b>(2,530,579)</b>
<b>Other Financing Sources (Uses)</b>										
Issuance of bonds and notes.....	1,900,000	10,480,000	14,801,675	13,145,125	1,242,000	-	7,712,000	1,735,200	224,750	12,860,000
Issuance of debt refunding.....	-	-	-	-	-	-	-	2,058,000	-	-
Premium from issuance of refunding bonds.....	-	-	-	-	-	-	-	313,910	-	-
Payments to refund bond escrow agents.....	-	-	-	-	-	-	-	(2,347,806)	-	-
Premium from issuance of bonds.....	21,945	173,618	567,177	541,633	374,786	100,431	81,885	1,091,629	55,707	-
Sale of capital assets.....	-	-	-	-	-	-	-	-	-	-
Capital lease financing.....	-	-	-	-	-	-	-	-	-	-
Transfers in.....	2,487,961	2,055,818	1,139,655	1,641,477	1,507,562	375,443	1,800,000	2,397,772	4,205,304	3,110,751
Transfers out.....	(2,487,961)	(2,055,818)	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)
<b>Total other financing sources (uses).....</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>2,850,933</b>	<b>280,457</b>	<b>12,860,000</b>
<b>Net change in fund balance.....</b>	<b>\$ (1,464,018)</b>	<b>\$ 5,346,410</b>	<b>\$ 5,258,486</b>	<b>\$ 5,895,845</b>	<b>\$ 7,105,522</b>	<b>\$ (3,422,197)</b>	<b>\$ 11,150,606</b>	<b>\$ 7,011,716</b>	<b>\$ (983,281)</b>	<b>\$ 10,329,421</b>
Debt service as a percentage of noncapital expenditures....	3.72%	3.57%	3.44%	3.86%	4.31%	4.50%	3.97%	3.90%	3.89%	3.58%

**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
2009	\$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	\$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	\$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
2016	\$3,396,245,775	\$11.46	\$1,805,825,709	\$171,725,500	\$161,002,910	\$2,138,554,119	\$28.28	38.6%	\$17.96	\$5,534,799,894
2017	\$3,604,357,624	\$11.06	\$1,899,398,165	\$177,095,736	\$165,475,930	\$2,241,969,831	\$28.10	38.3%	\$17.59	\$5,846,327,455
2018	\$3,841,090,234	\$10.62	\$2,046,022,312	\$176,191,636	\$177,237,860	\$2,399,451,808	\$27.56	38.4%	\$17.13	\$6,240,542,042



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

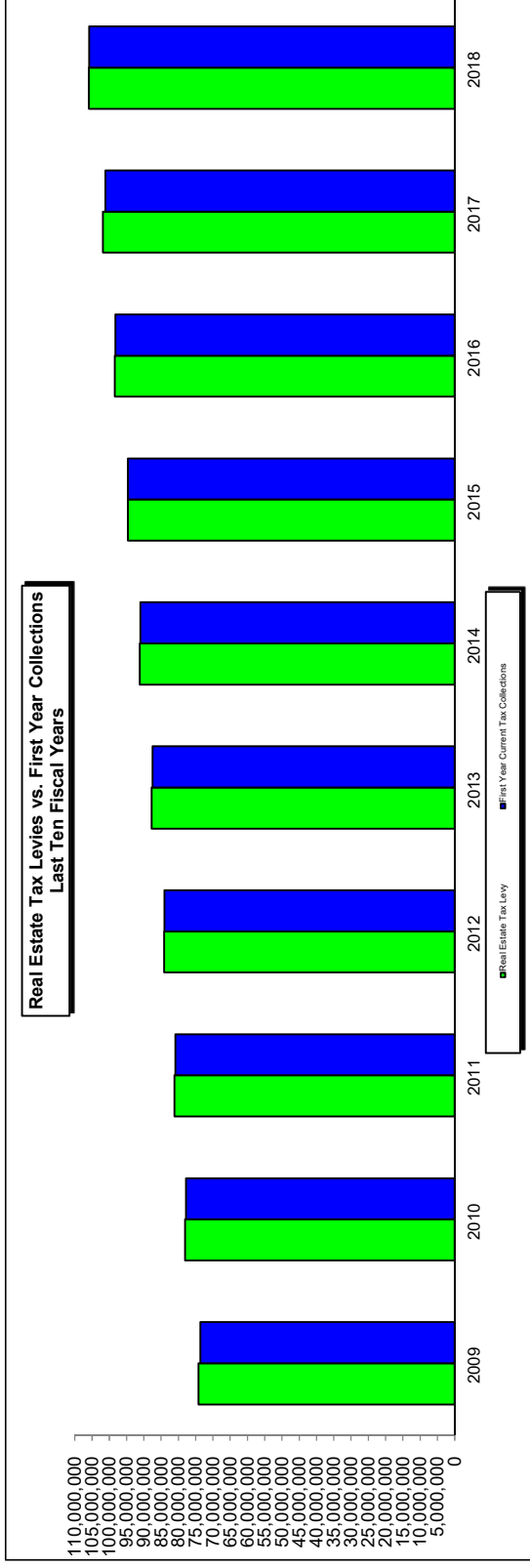
Principal Taxpayers

Current Year and Nine Years Ago

Name	Nature of Business	2018			2009		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Bellwether Prop. Of Mass	Office Building	\$ 203,357,500	1	3.5%	-		
Network Drive Owner LLC	Office Building	\$ 188,024,700	2	3.2%	-		
Neep Investors Holdings LLC	Office Building	\$ 176,186,100	3	3.0%	\$ 112,999,600	3	2.5%
Piedmont 5 and 15 Wayside LLC	Office Building	\$ 109,690,600	4	1.9%	-		
Burlington Centre Owner LLC	Office Building	\$ 79,829,100	5	1.4%	-		
Wayside Commons Invest.	Office Building/Retail	\$ 66,999,100	6	1.1%	\$ 62,708,100	5	1.4%
CH Rity VII-PHG H Bos Burl LLC	Office Building	\$ 66,507,400	7	1.1%	-		
Oracle USA Inc.	Computer Network Systems	\$ 64,722,800	8	1.1%	-		
Burlington Mall FB-1 LLC	Office Building/Retail	\$ 57,950,400	9	1.0%	\$ 39,372,500	8	0.9%
Prim 25 Mall Road LLC	Office Building	\$ 48,854,600	10	0.8%	-		
Burlington Mall	Office Building/Retail	-			\$ 191,475,500	1	4.2%
Nordblom	Office Building	-			\$ 103,209,300	4	2.2%
Netview Investment	Investment	-			\$ 123,200,500	2	2.7%
E&A Northeast LP	Office Building	-			\$ 53,704,300	6	1.2%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-			\$ 39,999,100	7	0.9%
Corporation Drive	Office Building	-			\$ 35,102,500	9	0.8%
Ma 25 Mall Office LLC	Office Building	-			\$ 32,980,400	10	0.7%
<b>Totals</b>		<u>\$1,062,122,300</u>		<u>18.2%</u>	<u>\$794,751,800</u>		<u>17.2%</u>
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
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%	\$ 404,439	\$84,413,777	100.33%
2013	\$88,648,222	\$ 950,000	\$87,698,222	98.93%	\$87,445,667	99.71%	\$ 428,419	\$87,874,086	100.20%
2014	\$92,154,384	\$ 1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$ 462,247	\$91,482,307	100.38%
2015	\$95,618,308	\$ 1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$ 370,640	\$94,962,324	100.36%
2016	\$99,399,287	\$ 1,000,000	\$98,399,287	98.99%	\$98,252,845	99.85%	\$ 593,764	\$98,846,609	100.45%
2017	\$102,863,547	\$ 1,000,000	\$101,863,547	99.03%	\$101,149,845	99.30%	\$ 515,612	\$101,665,457	99.81%
2018	\$106,921,270	\$ 1,000,000	\$105,921,270	99.06%	\$105,840,850	99.92%	\$ -	\$105,840,850	99.92%



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 Bonded Debt					
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds	Per Capita	Percentage of Assessed Value
2009	24,895	\$752,053,055	\$4,819,890,565	\$29,305,108	\$1,177	3.90%
2010	24,498	\$796,797,450	\$4,519,333,825	\$35,389,459	\$1,445	4.44%
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$1,872	5.32%
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$2,297	6.66%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$2,167	6.23%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$1,990	5.55%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$2,144	6.23%
2016	25,463	\$1,003,445,904	\$5,534,799,894	\$53,237,622	\$2,091	5.31%
2017	25,128	\$1,025,121,888	\$5,846,327,455	\$49,384,257	\$1,892	4.64%
2018	25,920	\$1,109,005,000	\$6,240,542,042	\$58,162,294	\$1,686	3.94%

Year	Total Governmental Activity			
	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Assessed Value
2009	\$ -	\$29,305,108	\$1,177	3.90%
2010	\$ 1,200,000	\$36,589,459	\$1,494	4.59%
2011	\$ 900,000	\$47,669,231	\$1,908	5.43%
2012	\$ 586,500	\$57,335,476	\$2,321	6.73%
2013	\$ 921,476	\$55,110,962	\$2,204	6.33%
2014	\$ 319,863	\$50,409,426	\$2,003	5.59%
2015	\$ 1,465,481	\$55,484,060	\$2,203	6.40%
2016	\$ 1,117,689	\$54,355,311	\$2,135	5.42%
2017	\$ 850,149	\$50,234,406	\$1,926	4.72%
2018	\$ 574,839	\$58,737,133	\$1,708	3.99%

Source: Audited Financial Statements, U. S. Census

**Town of Burlington, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2018**

	Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
<u>Town of Burlington, Massachusetts</u>			
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School.....	\$ 6,763,900	8.38%	\$ 566,815
MWRA.....	3,449,020,000	1.14%	39,433,309
Subtotal, overlapping debt.....			<u>40,000,124</u>
Direct debt:			
Capital Lease Obligations.....			574,839
General Governmental Debt.....			<u>58,162,294</u>
Town total direct debt.....			<u>58,737,133</u>
Total direct and overlapping debt.....			\$ <u><u>98,737,257</u></u>

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>									
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Equalized Valuation.....	\$ 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	\$ 6,191,239,400	\$ 6,191,239,400	\$ 7,011,898,700
Debt Limit -5% of Equalized Valuation.....	\$ 256,934,685	\$ 248,157,740	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970	\$ 309,561,970	\$ 350,594,935
Less:										
Outstanding debt applicable to limit.....	\$ 14,437,346	\$ 16,691,200	\$ 16,777,475	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825	\$ 34,528,310	\$ 32,073,395
Authorized and unissued debt.....	\$ 46,894,762	\$ 77,210,034	\$ 60,675,442	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800	\$ 15,230	\$ 23,295,000
Legal debt margin.....	\$ 195,602,577	\$ 154,256,506	\$ 170,704,823	\$ 181,442,329	\$ 185,776,619	\$ 194,375,127	\$ 211,219,998	\$ 255,402,345	\$ 275,018,430	\$ 295,226,540
Total debt applicable to the limit as a percentage of debt limit.....	23.87%	37.84%	31.21%	26.66%	24.91%	25.04%	18.54%	17.50%	11.16%	15.79%

Source: Town of Burlington, Treasurer's Department

**Town of Burlington, Massachusetts**

**Demographic and Economic Statistics**

**Last Ten Years**

<b>Year</b>	<b>Population Estimates</b>	<b>Personal Income</b>	<b>Per Capita Personal Income</b>	<b>Median Age</b>	<b>School Enrollment</b>	<b>Unemployment Rate</b>
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%
2016	25,463	\$ 1,003,445,904	\$ 39,408	42.0	3,508	3.4%
2017	25,128	\$ 1,025,121,888	\$ 40,796	47.0	3,521	3.5%
2018	25,392	\$ 1,109,005,000	\$ 43,154	47.0	3,520	2.9%

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

Employer	Nature of Business	2018			2009		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Lahey Clinic	Hospital	5,040	1	36%	4,500	1	33%
Oracle/Sun*	Computer Network Systems	2,300	2	16%	-	-	-
Siemens-Nixdorph	Information Technology & Electronics	1,000	3	7%	1,200	4	9%
Avid Tech	Software Systems (Video)	800	4	6%	-	-	-
Burlington Mall	Retail	750	5	5%	750	5	6%
Keurig Green Mountain	Retail	750	6	5%	-	-	-
Wegmans	Retail	630	7	5%	-	-	-
Nuance Systems	Software/Communications	525	8	4%	400	7	-
ONE Communications	Telecom	420	9	3%	-	-	-
Federal Aviation Admin.	Government	385	10	3%	385	9	3%
Sun Microsystems*	Computer Network Systems	-	-	-	1,800	2	13%
Oracle*	Computer Network Systems	-	-	-	1,250	3	9%
NE Communications	Retail	-	-	-	400	6	3%
Il Robot	Research & Development	-	-	-	300	8	2%
SAP Systems	Software Systems	-	-	-	350	10	3%
Total		12,600		90%	11,335		81%

Source: Massachusetts Workplace Development  
 \* Oracle acquired Sun Microsystems in 2010.

**Town of Burlington, Massachusetts**  
**Full-time Equivalent Town Employees by Function**  
**Last Ten Years**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Function										
General government.....	39	38	38	38	42	43	43	43	43	43
Public Safety.....	144	144	144	144	144	144	146	147	152	157
Education.....	524	530	527	512	544	564	570	576	578	594
Public works.....	61	61	61	58	58	58	61	64	64	64
Human services.....	20	20	20	20	20	20	20	20	20	21
Culture and recreation.....	29	29	29	29	29	29	26	31	32	32
Total .....	817	822	819	801	837	858	866	879	888	909

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>General Government</b>										
Population.....	24,895	24,498	24,985	24,708	25,008	25,176	25,190	25,463	25,128	25,392
Registered Voters, Annual Town Election.....	14,956	1,861	14,835	15,160	15,652	15,230	15,065	15,776	16,196	16,022
Town Clerk										
Births.....	302	293	305	305	282	296	252	201	278	288
Marriages.....	128	132	126	119	125	106	130	103	115	145
Deaths.....	842	882	840	848	875	907	1,040	776	1,023	1,039
Dogs licensed.....	2,020	2,067	2,097	2,182	2,213	2,216	2,314	2,365	2,431	2,427
<b>Police</b>										
Documented calls for police services.....	20,753	23,287	22,950	26,820	31,524	30,305	21,186	27,629	28,971	27,756
Uniform crimes reported.....	962	934	768	818	605	573	489	592	586	544
Arrests.....	267	238	237	256	232	243	175	225	202	200
Traffic citations issued.....	4,051	3,598	2,746	3,367	4,258	3,974	3,176	4,332	6,033	3,426
Parking tickets issued.....										
False burglary alarms.....	1,787	1,804	1,871	1,749	1,622	1,636	1,365	1,558	1,625	1,624
Total number of animal complaints.....	369	478	381	368	389	454	325	411	395	410
<b>Fire</b>										
Inspections.....	780	719	766	762	783	789	763	774	728	961
Plan reviews.....	262	225	235	305	268	319	315	268	211	280
Permits/certificates issued.....	658	561	650	765	736	800	785	980	639	636
Emergency responses.....	6,173	6,261	6,327	6,477	6,394	6,650	6,662	7,436	7,581	7,450
<b>Building Department</b>										
Permits issued.....	2,323	2,704	3,185	3,176	3,454	3,492	2,726	3,632	5,174	3,242
<b>Education</b>										
Public school enrollment.....	3,650	3,711	3,652	3,626	3,606	3,579	3,499	3,508	3,521	3,520
<b>Public Works</b>										
Cemetery										
Lots sold.....	58	46	49	48	54	53	54	51	59	54
Interments.....	132	151	144	139	148	150	148	144	167	158
Recycling/tons.....	1,592	2,161	2,212	2,183	2,040	1,980	2,297	2,392	2,409	2,287
<b>Human Services</b>										
Board of Health										
Permits issued.....	614	738	746	660	617	462	294	430	335	334
Inspections.....	1,202	1,237	1,382	1,101	1,191	1,071	809	1,357	800	1,116
Volumes in collection.....	109,287	111,850	112,140	113,663	111,713	113,487	115,599	111,892	117,750	130,482
Circulation.....	384,798	391,072	374,225	363,747	331,618	311,460	285,019	277,987	276,372	249,475
Program attendance.....	10,625	7,543	7,443	10,878	9,233	9,214	9,010	9,578	11,123	10,761
Visits.....	142,198	163,898	182,089	177,578	163,047	162,113	150,292	148,694	153,331	149,561
Hours of operation.....	3,020	3,049	2,956	2,977	2,989	2,888	2,992	2,993	3,009	3,016
<b>Youth &amp; Family Services</b>										
Misc resident clinical consultation hours.....	387	413	349	314	410	320	339	503	514	684
<b>Recreation</b>										
Participants.....	27,762	28,684	30,679	28,438	30,126	39,568	39,809	29,374	37,478	50,139

NA: Information not available

Source: Various Town Departments

**Town of Burlington, Massachusetts**

**Capital Asset Statistics by Function/Program**

**Last Ten Years**

<u>Function/Program</u>	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
General Government										
Number of Buildings.....	13	13	13	13	13	13	14	14	14	14
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Police personnel and officers.....	73	73	73	73	73	73	75	75	76	77
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	66	70	74
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.....	296	293	288	283	300	295	299	299	308	322
Number of students.....	3,650	3,711	3,652	3,626	3,606	3,579	3,799	3,508	3,521	3,520
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	283	283	283	283	283	283	283

Source: Various Town Departments



## Town of Burlington, MA - Elected Officials

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**Town Clerk (5 Yrs.)**

Amy E. Warfield	56 Skilton Ln.	(781) 229-6090	2021	Elected 4/11
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**Moderator (1 Yr.)**

William Beyer	67 Peach Orchard Rd	(781) 273-0457	2019	Elected 4/17
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**Selectmen (3 Yrs.)**

Christopher Hartling	Chr.	1 Colleen Cir	(781) 789-9203	2019	Elected 4/13
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Robert C. Hogan	V Ch	35 Pontos Ave.	(781) 771-1570	2019	Elected 4/10
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Joseph E. Morandi		7 Winona Rd	(781) 273-1189	2021	Elected 4/15
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Michael S. Runyan		15 Mildred Rd	(781) 424-8039	2021	Elected 4/12
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Jim Tigges		2 Maryvale Rd	(781) 910-3303	2020	
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**Assessors (3 Yrs.)**

Louise Crocker		15 Thornton Dr.	(781) 272-7851	2020	Appt 9/14 Elected 4/15
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Catherine O'Neil		31 Arthur Woods Ave	(781) 229-9449	2019	Elected 4/10
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Paul. Sheehan	Chr.	5 Thornton Dr.	(781) 272-8844	2021	Appt. 1/99 Elected 4/99
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**Treasurer/Collector (3 Yrs.)**

Brian P. Curtin		3 Lee Ave.	(781) 270-1628	2019	Elected 4/76
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**School Committee (3 Yrs.)**

Christine Monaco		18 Corcoran Rd.	(781) 272-8922	2019	Elected 4/92
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Thomas Murphy, Jr.	VChr	65 Lexington St.	(781) 273-0204	2019	Elected 4/95
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Stephen A. Nelson		25 Fairfax St.	(781) 221-5802	2020	Elected 4/96
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Kristin A. Russo	Chr.	5 Kingsdale St.	(781) 270-3270	2020	Elected 4/11
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Martha A. Simon		5 Willow Way	(781) 273-0074	2021	Elected 4/15
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**Library Trustees (3 Yrs.)**

Hiral Gandhi		23 Mohawk Rd	(781) 983-7884	2019	Appt. 12/18
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Robert H. Neufeld		3 Meadowvale Rd.	(781) 272-9594	2019	Elected 4/16
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Kevin Sheehan		15 Beaverbrook Rd	(781) 983-6332	2021	Elected 4/18
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Ram Voruganti		12 Tinkham Ave	(781) 910-2706	2021	Elected 4/18
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Steven E. Wasserman		3 Indian Hill Rd.	(781) 272-8583	2019	Elected 4/04
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Adam Woodbury		10 Mildred Rd	(508) 887-3124	2020	Appt 5/2017, Elected 4/18
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<b>Planning Board (5 Yrs.)</b>				<b>Term</b>	
Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2020	Elected 4/89
William Gaffney		8 Joanne Rd	(781) 273-3595	2020	Appt. 9/2014, Elected 4/15
Joseph A. Impemba		11 Briarwood Ln.	(781) 221-5606	2021	Elected 4/06
John D. Kelly	Chr.	14 Oxbow Ln.	(781) 272-6273	2022	Elected 4/12
Barbara G. L'Heureux		10 Woodside Ln.	(781) 272-3350	2022	Elected 4/12
Carol A. Perna	Clrk	6 Beaverbrook Rd	(780) 771-8091	2019	Elected 4/15
Paul R. Raymond	VChr	1 Dorothy Rd.	(781) 272-9647	2023	Elected 4/90
<b>Board of Health (3 Yrs.)</b>				<b>Term</b>	
David B. McSweeney		23 Tinkham Ave	(781) 270-5839	2021	Elected 4/15
Wayne S. Saltsman	Chr.	24 Wheatland St.	(781) 273-0361	2019	Elected 4/07
Elizabeth Walendziewicz		17 Wildwood St.	(781) 272-7668	2021	Appt. 10/10, Elected 4/11
Edward J. Weiner	V Ch	43 Freeport Dr.	(781) 272-0488	2019	Elected 4/89
Maribeth Welch		10 Harris Dr	(781) 229-6480	2020	Elected 4/14
<b>Constable (3 Yrs.)</b>				<b>Term</b>	
William F. Pepicelli		5 Ridgewood Ln.	(781) 789-0605	2019	Elected 4/10
Anthony J. Saia		27 Alcine Ln.	(781) 718-4612	2019	Elected 4/77
<b>Housing Authority(5 Yrs.)</b>				<b>Term</b>	
Michael Austin	Chr.	8 Partridge Ln.	(781) 270-9379	2022	Appt. 9/05 Elected 4/06
Albert Fay, Jr		11 Raymond Rd.	(781) 272-2516		Gov. Appt. (2014)
Bernice H. Ferguson		19 Bedford St.	(781) 270-9279	2021	Appt. 6/05 Elected 4/06
Richard H. Howard		158 Wilmington Rd.	(781) 273-1787	2019	Elected 4/09
Angela Wells-Bean		12 Lexington St.		2023	Elected 4/18
<b>Recreation Commission (3 Yrs.)</b>				<b>Term</b>	
Kristine E. Brown	Chr	8 Luther Rd.	(781) 270-0424	2019	Elected 4/04
Thomas Murphy, Jr.		3 Lexington St.	(781) 273-0204		School Appt.
David Norden		13 Mahattan Dr.	(781) 272-2726	2021	Elected Write In 4/16
Paul Raymond		1 Dorothy Rd.	(781) 272-9647		Planning Bd Appt.
Kevin J. Sullivan	VChr	14 Frothingham Rd.	(781) 229-7951	2020	Elected 4/01
<b>Shawsheen Tech (3 Yrs.)</b>				<b>Term</b>	
Robert J. Gallagher, Jr		9 Evergreen Ave.	(617) 293-3821	2020	Elected 4/10
Paul Gedick		2 Mooney Circle	(781) 750-8565	2021	Elected 4/03





## Town of Burlington, MA - Committee List

Office of the Town Clerk

<b>Audit Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Selectmen</b>	
John Bergeron	2 Colburn Rd			2019	
Gary Gianino	11 Thornton Dr			2019	
Susan Harrigan	7 Thornton Dr			2019	Ways & Means
David Kelly	4 Cathy Rd			2019	
Salvatore Mansueto	60 Muller Rd			2019	
Thomas Murphy	62 Lexington St			2019	School Comm.
Eileen Sickler	13 Foster Rd			2019	
James Tigges	2 Maryvale Rd		781-505-4920	2019	
<b>Beautification Committee(5)</b>		<b>1 year</b>	<b>Standing</b>	<b>Town Administrator</b>	
Carolyn R. Engel	9 Park Dr.		781-272-5004	2019	
Andrew A. Giordano	3 Belmont Rd.		781-272-3745	2019	
Michael Runyan	15 Mildred Road		781-273-0430	2019	Selectmen Rep
Amy E. Warfield	56 Skilton Lane		781-229-6090	2019	ex officio
Elaine Zuccaro	6 Pearson Cir.		781-272-0612	2019	
<b>Board of Appeals(5)</b>		<b>5 years</b>		<b>Town Administrator</b>	
Mark E. Burke	1 Arnold Terr.			2023	
Michael Espejo	19 Town Line Rd			2019	ALT
Michael J. Murray, Jr	2 Hannah Way			2022	
Brenda Rappaport	26 Freeport Dr			2019	
James Sheridan	40 Chandler Rd		781-273-5416	2019	ALT
John Sullivan	2 Laurel Ln		781-272-1178	2020	1999-2012
Charles Viveiros	1 Cedar St		781-273-5686	2021	
<b>Board of Registrars(4)</b>		<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>	
Marianne Girouard	1 Joanne Rd		781-273-3070	2019	
Elmer Bud Larson	23 County Rd.		781-272-4948	2020	
Jessica Senesi	13 Town Line Rd		617-448-9750	2021	
Amy E. Warfield	56 Skilton Lane		781-229-6090	2021	ex officio
<b>Burlington Public Transit (B-Line)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Jennifer Gelinas	3 Hallmark Garden #2		781-221-1689	2019	
Barbara L'Heureux	10 Woodside Lna		781-272-3350	2019	Planning
Mildred J. Nash	39 Sunset Dr.		781-272-0206	2019	
Patti Robichaud	29 Center St.		781-270-1671	2019	DPW
Sonia Rollins	8 Paula St.		781-221-0313	2019	
Michael S. Runyan	15 Mildred Road		781-273-0430	2019	Selectmen Rep
<b>Bylaw Review Committee(5)</b>		<b>1 year</b>	<b>Standing</b>	<b>Moderator</b>	
Wendy Guthro	17 Treetop Ct.		781-270-6594	2021	
Sandra MacKay	15 Arbor Ct		781-272-6992	2021	
David Miller	19 Gloria Circle		781-272-3937	2020	
Adam Tigges	2 Maryvale Rd		781-572-4343	2019	
Larry Warfield	56 Skilton Ln.		781-229-6090	2019	

<b>Cable Advisory Committee(7)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Bradford Bond	8 Mullberry Ln.		781-272-8698	2019	
Bob Cunha	29 Center St		781-270-1600	2019	
Jennifer Dodge	123 Cambridge St		781-273-5922	2019	
Robert Hogan	29 Center St.		781-270-1600	2019	Selectman's Rep
Kate Moskos	29 Center St		781-270-1600	2019	
John Petrin	29 Center St		781-270-1600	2019	
<b>Capital Budget Committee(7)</b>		<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>	
Gary Kasky	8 Radcliff St		781-272-3199	2021	Appt.3/17
Gary Mercier	14 Heathstone Dr.		781-273-9080	2020	
Patrick Moreno	12 Patriot Rd		781-272-5375	2020	
Myrna A. Saltman	15 Greystone Ct.		781-272-4430	2020	
Adam Senesi	13 Town Line Rd		781-233-7986	2019	
Steven L. Stamm	56 Washington Ave		781-273-0641	2019	Appt.1/14
Ernest Zabolotny ,Chr.	33 Paulson Dr.		781-272-3227	2020	Appt. 2/11
<b>Cemetery Oversight Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
William C. Beyer	67 Peach Orchard Rd.		781-273-0457	2019	
Frank P. Monaco ,Chr.	18 Corcoran Rd		781-272-8922	2019	
Joseph Morandi				2019	Selectmen's Office
Michael Runyan	15 Mildred Road		781-273-0430	2019	Selectmen Rep
<b>Conservation Commission(7)</b>		<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>	
William Boivin V,Chr	213 Fox Hill Rd			2019	
Larry S. Cohen Chr.	8 Wilhelmina Ave.		781-272-5828	2021	
Indra Deb	17 Pathwoods Ave.		781-272-5807	2020	
Gail M. Lima	188 Mill St.		781-221-5653	2020	
Ed LoTurco	3 Reserve Way C			2021	Appt. 3/2017
Jennifer O'Riorden	104 Lexington St			2021	
Michael Runyan	15 Mildred Road		781-273-0430	2019	Selectmen Rep
<b>Council on Aging(7)</b>		<b>1 year</b>	<b>Standing</b>	<b>Town Administrator</b>	
Mark Burke	1 Arnold Terrace			2021	
Carole J. Castellano	12 Garrity Rd.		781-272-5627	2019	
Frances Cioffi	75 Peach Orchard Rd			2019	Alternate 1 yr
Susan Derosa	3 Ledgewood Dr		781-835-6944	2021	
Eleanor Hutchinson	4 Frances Rd			2019	
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2020	fills three year
Patricia McDermott	19 Purity Spring Rd			2020	
Suzanne J. Trousil ,Chr.	2 Lucaya Cir.		781-750-8130	2020	

**Cultural Council(5-22)****3 years****Standing**

Town Administrator

Sandra Coven	59 Center St. #102		2019
Julia Eggleston	10 Gedick Rd		2019
Antoinette Faria	6 Butters Ln.	781-272-1049	2019
Joyce Fay	11 Raymond Rd.		2019
Barbara Fisher	38 Purity Springs Rd.		2019
Brenda Fisher	38 Purity Springs Rd.		2019
Joanne Kinchla	8 Arnold Terrace	781-272-8152	2019
Maureen Krebs	10 Marjorie Rd.		2019
Roberta Lasky	30 Sunset Dr		2019
Judi Lichtenfels	21 Purity Springs Rd		2019
Dorothy Macdonald	238 Fox Hill Rd		2019
Patricia F. McDermott	19 Purity Springs Rd.		2020
Mary Nohelty	32 Manhattan Dr.		2020
Nathan Piccini	8 Ganley Dr.		2018
Jonathan Sachs	7 Oxbow LN	781-272-1989	2020
Gia Vento	23 Douglas Ave		2019

**Disabilities Access Commission(9)****1 year****Standing**

Town Administrator

Alfredo Arno	40 Peach Orchard Rd	781-270-5957	2019	
Thomas Carlson	1 Violet Rd.	781-272-7879	2019	Appt.5/12
Bernice H. Ferguson	19 Bedford St.	781-270-9279	2019	
Jennifer Goldsmith	29 Center ST	781-270-1985		Recording Clerk
Christopher Hanafin	29 Center ST	781-270-1960		ADA Coordinator
Robert Hogan	35 Pontos Ave	781-771-1570	2019	Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.	781-8001-8987	2019	
Joseph D. Stordy	303 Farms Dr.	781-272-4253	2019	Appt. 3/10
Kenneth Tigges Chr	4 Ellen Rd.	781-272-5187	2019	

**DPW/Recreation Building Committee****1 year****Ad Hoc**

Town Administrator

Doug Davison	6 Birch Street	(781) 365-0255	2019	
Brendan Egan	61 Center St.	781-270-1695	2019	Recreation Director
Joseph Morandi			2019	
David Norden			2019	
John Petrin	29 Center ST	781-270-1600	2019	Town Administrator
Micahel Runyan			2019	
Paul Sagarino	29 Center St	781-270-1600	2019	Town Admin
John Sanchez	25 Center St	781-270-1761	2019	Dept of Public Works
Adam Senesi	13 Town Line Rd	781-233-7986	2019	Capital Budget

**Facilities Committee (7)****2 years****Standing**

Moderator

Daniel J. Hanafin	4 Maple St.	781-229-4378	2019
James Robert Mackey	9 Dolores Dr.	781-272-7115	2019
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2018
Bruce A. Morey	5 Ellery Ln.	781-272-7107	2019
Julianne Ouellet	3 Hancock St.	781-724-0074	2020

**Fire Station Building Committee****1 year**

Sean Connors	14 Sears Street		2018	Fire Union Rep
Michael Hardy	7 Thornton Drive		2018	Ways & Means Rep
Bob Hogan			2018	Selectman's Rep
John Petrin	29 Center ST	781-270-1600	2018	Town Administrator
John Sanchez	25 Center St	781-270-1761	2018	Dept of Public Works
Adam Senesi	13 Town Line Rd	781-233-7986	2018	
Steven Yetman			2018	Fire Command Rep

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**Government Review Committee**

		1year	Ad Hoc	Town Administrator
Gary Gianino	11 Thornton Dr.		(339) 234-0921	2019
Robert Hogan	35 Pontos Ave		(781) 771-1570	2019
Steve Marchese	4 Sears St.		(781) 229-1368	2019
Charles Murphy	19 Sears St.		(781) 439-1631	2019
Kelly Pappas	10 Carey Ave		(781) 273-7326	2019
Roger Riggs	4 Briarwood Ln		(781) 229-2041	2019
Michael Runyan	15 Mildred Rd		(781) 424-8039	2019
Paul Sheehan	5 Thornton Dr		(781) 272-8844	2019
Sally Willard	13 Foster Rd		(781) 229-6530	2019

**Historical Commission(7)**

		3 years	Standing	Town Administrator
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2019 Alternate 3 yr.
Norman B. Biggart	4 Baron Pk. Ln. Apt. 1		781-272-1537	Emeritus
Peter Coppola	2 Garrity Rd.		617-957-1489	2021
Robert J. Costa	8 Laurel Ln.			2021
Sandra J. Covenio	59 Center St. #102		781-272-2712	2020
Joyce Fay C-Chr	11 Raymond Rd.		781-272-2516	2020
Kathleen Horton	11 Westwood St		781-229-2242	2019
Mary Nohelty	32 Manhattan Dr		781-272-1516	2021
Hope M. Paulsen	59 Center St. #201		781-272-0607	2019 Advisory
Norma C. Robichaud	5 Highland Way		781-272-4393	2019 Alternate 1 yr.
Michael Tredeau C-Chr	12 Myrna St.		781-273-2036	2020

**Housing Partnership**

		1 year	Ad Hoc	Town Administrator
Ernest E. Covino, Jr.	29 Center St.		781-270-1645	2019
James Doherty	29 Center ST		781-270-1650	2019
Phyllis Etsell	3 Eisenhower Dr.		781-270-5072	2019 Murray Hills
Virginia E. Mooney	28 Mohawk Rd.		781-272-3644	2019
Michael S. Runyan	15 Mildred Road		781-273-0430	2019 Selectmen Rep
Charles Viveiros	1 Cedar St		781-273-5686	2019
Henry Wu	3 Bennett Lane			2019
Robert Young	3 Valley Cir			2019

**Human Services Committee(7)**

		3 years	Standing	Moderator
Anne P. Coady	8 Woodside Ln.		781-272-5019	2021
Monica Faiella	6 Birchcrest St.		617-548-0776	2019
Joanne Frustaci ,Chr.	6 Valley Cir.		781-272-9422	2019
Joanne M. Horgan	12 Eastern Ave.		781-221-7101	2020
Kent Moffatt	21 Crystal Cir		781-221-6726	2019
Cynthia J. Phillips	55 Arborwood Dr		781-273-0231	2019

**Land Use Committee(9)**

		3 years	Standing	Moderator
Sean Curtain	18 Woodhill Rd			2021
Daniel DiTucci, Jr	6 Ridgewood Rd.		781-272-5434	2019
Erin J. Ellis	13 Corcoran Rd		781-365-1337	2018
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2020
Gary Mercier	14 Hearthstone Dr.		781-273-9080	2019
Patricia O'Brien	1 Oak St		781-221-3048	2021
Monte L. Pearson, Chair	5 Willow Way		781-273-0074	2018
David F. Webb	23 Eugene Rd.		781-272-7617	2018

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**Master Plan Steering Committee**

	1 yr	Ad Hoc	Joint
William Boivin	213 Fox Hill Rd		2019
Kristine Brown	8 Luther Rd		2019
Robert Buckley	7 New England Exec Park		2019 BACC Rep
Karen Cooper	69 Francis Wyman Rd		2018 Town Meeting Rep
Ernest E. Covino	4 Donna Lane		2019 Planning Rep
Sean Curtin	18 Woodhill Rd		2019 Citizen Rep
Daniel J. Grattan	9 Fieldstone Dr		2019 Selectmen Rep
Christopher Hartling	1 Colleen Cir	781-221-3005	2019 Selectmen Rep
John D. Kelly	14 Oxbow Ln		2019 Planning Bd Rep
Joanne L. Kinchla	8 Arnold Terrace		2019 Council on Aging
Edward Mikolinski	8 Burton Rd		2019
Charles Murphy	19 Sears St		2019
Rick Parker			2018 Business Rep
Carol Perna	6 Beaverbrook Rd		2018
Roger Riggs	4 Briarwood Ln		2018 Town Meeting Rep
Fred Robbins	7 Williams Cir		2018
Sonia Rollins	8 Paula St.		2018 Town Meeting Rep
Jonathan Sachs	7 Oxbow LN	781-272-1989	2019 Town Meeting Rep
Wayne S. Saltsman	24 Wheatland St.		2019 Board of Health
Martha Simon	5 Willow Way		2019 Citizen Rep

**Rink Oversight Committee(5)**

	1 year	Ad Hoc	Town Administrator
Robert Bunker	11 Arthur Woods Ave		2018 Ways & Means
Nicole Coscia	29 Center St	781-270-8183	2019 Town Admin
Brian Curtin ,Chr.	29 Center St.	781-270-1600	2019 Treasurer/Collector
Brendan Egan	61 Center St.	781-270-1695	2019 Recreation Director
Shaun Hart	123 Cambridge St	781-270-1800	2019 School Dept
Christopher E. Hartling	1 Colleen Cir.	781-221-3005	2019 Selectmen
Paul Noonan	5 Ward St	781-272-7160	2019 Citizen Rep

**Rules Committee(13)**

	1 year	Standing	Moderator
Ed Dube	3 Locust St		2019
Monica Faella	6 Birchcrest St	617-548-0776	2019
Paul Girouard , Chr	1 Joanne Rd	781-273-3070	2019
John Glynn	149 Mill St	781-273-4475	2019
Joan Hastings	14 College Rd	781-272-5777	2019
Gary Kasky	8 Radcliff St	781-272-3199	2019
Eleanor O'Connell	33 Peach Orchard Rd	781-272-9085	2019
James Patterson	5 Hancock St.	978-660-0707	2019
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2019
Adam Senesi ,V.Ch	13 TownLine Rd	781-233-7986	2019
Andrew Wells-Bean	12 Lexington St		2019
Mark Woods , Sec	12 Eugene Rd	781-270-9692	2019

**Sidewalk Study Committee**

		Ad Hoc	Moderator
Sean Connors	14 Sears Street		2019
Steve Morin	51 Bedford St	413-478-5256	2019
Mildred Nash	39 Sunset Dr.	781-272-0206	2019
Adam Senesi	13 TownLine Rd	781-233-7986	2019
Christine Warren	29 Greenwood Rd	(781) 272-1894	2019

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**Ways & Means Committee(15)****3 years****Standing****Moderator**

Brad D. Bond	8 Mullberry Ln.	781-272-8698	2019	
Diane Kendrigan Creedon	12 Gibson St.	781-229-6652	2019	
Doug Davison	6 Birch Street	(781) 365-0255	2021	
Phil Gallagher	8 Corcoran Rd	781-273-0648	2019	
Michael J. Hardy	7 Thornton Dr.	781-273-5797	2021	
Susan Harrigan	6 Julia Connors	781-273-3243	2020	Appt. 5/11
John Iler	9 Brookside Ln	781-229-1129	2019	Appt. 12/17
Thomas C. Killilea	15 Wheatland St.	781-272-2225	2020	
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2020	Appt. 3/10
Steve Morin VChr	51 Bedford St	413-478-5256	2020	
Nicholas Priest	18 Prouty Rd	781-589-9008	2021	
Roger S. Riggs Chr	4 Briarwood Ln	781-229-2041	2020	
Sonia Rollins	8 Paula St	781-221-0313	2020	
David S. Tait	9 Meadowvale Rd.	781 229-4981	2021	
Jayashree Voruganti	12 Tinkham Ave	(781) 910-2706	2021	

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

Ann Marie Browne	45 Center St	781-270-1212	2019	Police Rep
Cheryl Coleman	13 Hampden Ave		2019	
Linda K. Collins	18 Town Line Rd.	781-272-2682	2019	Appt. 3/10
David Cullen	4 Hershey Rd	781-315-1405	2019	
Marilyn Langley	13 Algonquin Dr.	781-272-0398	2019	
Ronald J. MacKenzie Chr.	15 South Bedford St.	781-272-2879	2019	
Roberta E. Mills	19 Corcoran Rd.	781-272-6138	2019	
Martha Simon	5 Willow Way	781-273-0074	2019	

**Zoning ByLaw Review Committee(10)****3 years****Standing****Moderator**

Cathy Beyer	67 Peach Orchard Rd.	781-273-0457	2021	
Craig Callahan	19 Cedar St	(781) 953-5147	2021	
John Clancy	29 Center St	781-270-1615		Building-nonvoting
Thomas Conley, Jr.	20 Corcoran Rd	(781) 272-1489	2020	
Ernest E. Covino	4 Donna Lane			Planning -nonvoting
Shari Ellis	3 Hickory Ln.	781-270-7966	2021	
Lawrence Gelberg	15 Saint Mary Rd	(781) 273-1978	2021	
Ryan Gregory	3 Donald Rd	(781) 273-3443	2020	
Betsey Hughes	11 Marigold Way	(781) 862-5166	2021	
Michael Murray	2 Hannah Way		2021	Appeals Appt.
Ed Parsons	30 Wheatland St	(857) 928-9415	2021	
Robert Sears	200 Mill St	(978) 395-1834	2021	
Sally Willard	13 Foster Rd	(781) 229-6530	2021	





# Town of Burlington, MA - Town Meeting Members

Office of the Town Clerk

## PRECINCT 1

			<u>Term Expires</u>	<u>Member Since</u>	
William Boivin	213 Fox Hill Rd	(781) 272-0475	2021	2018	<a href="mailto:jboivin@comcast.net">jboivin@comcast.net</a>
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2019	2006	<a href="mailto:bdb007@comcast.net">bdb007@comcast.net</a>
Gary J Gianino	11 Thornton Dr.	(781) 272-7292	2020	2014	<a href="mailto:GJGIANINO@yahoo.com">GJGIANINO@yahoo.com</a>
Nolan H. Glantz	9 Redcoat Ln.	(781) 270-9535	2020	2005	<a href="mailto:nolan@stanfordalumni.org">nolan@stanfordalumni.org</a>
John M. Glynn, II	149 Mill St.	(781) 273-4475	2019	2010	<a href="mailto:jgii@aol.com">jgii@aol.com</a>
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2021	2003	<a href="mailto:dgregorio20@gmail.com">dgregorio20@gmail.com</a>
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2021	2007	<a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a>
Sandra M. Madigan	14 Upland Rd	(781) 272-7039	2019	2016	<a href="mailto:smadigan06@gmail.com">smadigan06@gmail.com</a>
Michael Marchese, Jr.	11 Michael Dr.	(781) 365-4005	2020	1999	<a href="mailto:mmarchese@netzero.com">mmarchese@netzero.com</a>
Patrick A Moreno	12 Patriot Rd	(781) 272-5375	2020	2014	<a href="mailto:morenosp@verizon.net">morenosp@verizon.net</a>
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2020	2003	<a href="mailto:bamorey32@gmail.com">bamorey32@gmail.com</a>
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2019	2001	<a href="mailto:Gregory.f.ryan@gmail.com">Gregory.f.ryan@gmail.com</a>
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2019	1998	<a href="mailto:memryan@gmail.com">memryan@gmail.com</a>
Mark S. Saia	8 Sumner St.	(781) 272-9081	2021	2000	<a href="mailto:msaia@burlington.org">msaia@burlington.org</a>
Jennifer K. Scanlon	9 Donna Ln	(781) 690-3073	2020	2017	<a href="mailto:jenniferscanlon@hotmail.com">jenniferscanlon@hotmail.com</a>
Robert Sears	200 Mill St	(978) 395-1834	2019	2016	<a href="mailto:robssea@gmail.com">robssea@gmail.com</a>
Adam Senesi	13 Town Line Rd	(781) 552-8735	2021	2015	<a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a>
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2021	2001	<a href="mailto:dwoodilla@gmail.com">dwoodilla@gmail.com</a>

## PRECINCT 2

			<u>Term Expires</u>	<u>Member Since</u>	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2020	2016	<a href="mailto:cathybeyer@comcast.net">cathybeyer@comcast.net</a>
Heidi Brosnan	7 Lt. Litchfield Way	(617) 645-3848	2019	2017	<a href="mailto:h_brosnan@yahoo.com">h_brosnan@yahoo.com</a>
Lisa Cline	80 Peach Orchard Rd	(781) 270-4863	2020	2013	<a href="mailto:lbcline1@verizon.net">lbcline1@verizon.net</a>
Doug R. Davison	6 Birch St.	(781) 365-0255	2019	2012	<a href="mailto:ddavisondc@comcast.net">ddavisondc@comcast.net</a>
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2020	2008	<a href="mailto:decar@comcast.net">decar@comcast.net</a>
Edward Dube	3 Locust St	(781) 454-5997	2019	2018	<a href="mailto:eadube@gmail.com">eadube@gmail.com</a>
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001	<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001	<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Susan R. Harrigan	6 Julia Connors Dr.	(781) 273-3243	2020	2008	<a href="mailto:sue.harrigan@comcast.net">sue.harrigan@comcast.net</a>
Amanda Laskowski	43 Mill St	(508) 612-9281	2019	2018	<a href="mailto:amanda.m.laskowski@gmail.com">amanda.m.laskowski@gmail.com</a>
Patricia O'Brien	1 Oak ST	(781) 221-3048	2019	2012	<a href="mailto:mapss123@gmail.com">mapss123@gmail.com</a>
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2021	1988	<a href="mailto:Redrosetraveler@yahoo.com">Redrosetraveler@yahoo.com</a>
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2019	1998	<a href="mailto:cjp520@live.com">cjp520@live.com</a>
Gene J. Rossi	174 Winn St.	(781) 272-9089	2021	2009 (90-94)	
John J. Ryan	7 Grandview Ave	(617) 799-2854	2021	2016	<a href="mailto:jryan@bu.edu">jryan@bu.edu</a>
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2021	2012	<a href="mailto:myrnasaltman@verizon.net">myrnasaltman@verizon.net</a>
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2021	2016	<a href="mailto:kimberley_trainor@yahoo.com">kimberley_trainor@yahoo.com</a>
Laura Vittum	2 Maple St	(617) 633-4205	2021	2017	<a href="mailto:vitt_maple@mac.com">vitt_maple@mac.com</a>

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**PRECINCT 3**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Sean P. Connors	14 Sears St.	(781) 270-4943	2019	1998	<a href="mailto:sconnors@burlington.org">sconnors@burlington.org</a>
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2021	2006	<a href="mailto:rdamiani@comcast.net">rdamiani@comcast.net</a>
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2019	1995	<a href="mailto:shari.l.ellis@gmail.com">shari.l.ellis@gmail.com</a>
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2020	2010	<a href="mailto:jmattfrost@gmail.com">jmattfrost@gmail.com</a>
Joanne Frustaci	6 Valley Cir.	(781) 272-9422	2021	2009	<a href="mailto:frustacijoanne@hotmail.com">frustacijoanne@hotmail.com</a>
Jon Mancini	27 Bedford St	(781) 491-4354	2019	2016	<a href="mailto:fenwayjon@gmail.com">fenwayjon@gmail.com</a>
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2021	1984	<a href="mailto:sprink7m@aol.com">sprink7m@aol.com</a>
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2020	2012	<a href="mailto:gm991@yahoo.com">gm991@yahoo.com</a>
Steven R. Morin	51 Bedford St	(413) 478-5256	2019	2012	<a href="mailto:steve@srmorin.com">steve@srmorin.com</a>
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2021	1973	<a href="mailto:mjanash@massed.net">mjanash@massed.net</a>
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2021	2006	<a href="mailto:pnoonan@yahoo.com">pnoonan@yahoo.com</a>
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2021	2014	<a href="mailto:patterson.jules@gmail.com">patterson.jules@gmail.com</a>
James Patterson	5 Hancock St.	(781) 229-2983	2020	2002	<a href="mailto:jim@staticclean.com">jim@staticclean.com</a>
Monte L. Pearson	5 Willow Way	(781) 273-0074	2020	2011	<a href="mailto:mlpearson@rcn.com">mlpearson@rcn.com</a>
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2020	1997	<a href="mailto:draske@verizon.net">draske@verizon.net</a>
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2020	2001	<a href="mailto:rriggs9000@comcast.net">rriggs9000@comcast.net</a>
Faydeen A Sateriale	95 Lexington St	(781) 272-3755	2019	2013 (2011)	<a href="mailto:faydeen@hotmail.com">faydeen@hotmail.com</a>
Andrew Wells-Bean	12 Lexington St	(734) 417-2719	2019	2018	<a href="mailto:andyabeam@gmail.com">andyabeam@gmail.com</a>

**PRECINCT 4**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Gerald Beuchelt	13 Highland Way	(781) 266-8260	2019	2012	<a href="mailto:tmm@beuchelt.com">tmm@beuchelt.com</a>
Craig W. Callahan	19 Cedar St	(781) 953-5147	2020	2017	<a href="mailto:ccallahan@burlington.org">ccallahan@burlington.org</a>
Thomas D. Conley, Jr.	20 Corcoran Rd.	(781) 272-1489	2019	1996	<a href="mailto:TCConleyTMM4@yahoo.com">TCConleyTMM4@yahoo.com</a>
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2020	1988	<a href="mailto:kcooper65@yahoo.com">kcooper65@yahoo.com</a>
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2020	2014	<a href="mailto:eellis1002@yahoo.com">eellis1002@yahoo.com</a>
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2019	2012	<a href="mailto:mvgerbrands@gmail.com">mvgerbrands@gmail.com</a>
Joan B. Hastings	14 College Rd.	(781) 272-5777	2021	1972	<a href="mailto:joan.hastings@rcn.com">joan.hastings@rcn.com</a>
David Miller	19 Gloria Cir	(781) 272-3937	2019	2016	<a href="mailto:davidmiller71nu@alumni.neu.edu">davidmiller71nu@alumni.neu.edu</a>
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2021	1994	<a href="mailto:frankpmonaco@aol.com">frankpmonaco@aol.com</a>
Virginia E. Mooney	28 Mohawk Rd.	(781) 272-3644	2021	2009 (72-88,92-93)	<a href="mailto:vemooney@comcast.net">vemooney@comcast.net</a>
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2021	2015	<a href="mailto:lnicholsprecinct4@gmail.com">lnicholsprecinct4@gmail.com</a>
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2020	1992 (88-89)	<a href="mailto:proulxmike@yahoo.com">proulxmike@yahoo.com</a>
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2021	2015	<a href="mailto:eileen@esickler.com">eileen@esickler.com</a>
Steven L. Stamm	56 Washington Ave.	(781) 273-0641	2020	2012 (89)	<a href="mailto:sls2111@comcast.net">sls2111@comcast.net</a>
Christine Warren	29 Greenwood Rd	(781) 272-1894	2019	2017	<a href="mailto:dwarrenma@yahoo.com">dwarrenma@yahoo.com</a>
Sally Willard	13 Foster Rd	(781) 229-6530	2021	2018 (98-15)	<a href="mailto:sally@sallywillard.com">sally@sallywillard.com</a>
Schiffon Wong	3 Haven Terrace	(646) 285-4628	2020	2018	<a href="mailto:schiffon@gmail.com">schiffon@gmail.com</a>
Stephen Worsham	7 College Rd	(615) 513-7432	2019	2018	<a href="mailto:worsham@sjw.com">worsham@sjw.com</a>

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**PRECINCT 5**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2021	1974	
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2020	2014	<a href="mailto:robert.bunker@gmail.com">robert.bunker@gmail.com</a>
Thomas Carlson	11 Princeton Rd	(781) 272-5216	2021	2018	<a href="mailto:tmcarlsonjr@gmail.com">tmcarlsonjr@gmail.com</a>
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2021	2012	<a href="mailto:joalfay@comcast.net">joalfay@comcast.net</a>
Lawrence Gelberg	15 Saint Marys Rd	(781) 273-1978	2019	2016	<a href="mailto:larry@gelberg.com">larry@gelberg.com</a>
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2019	2004	<a href="mailto:vgerbrands@verizon.net">vgerbrands@verizon.net</a>
Paul Girouard, Jr	1 Joanne Rd	(781) 273-3070	2020	2014	<a href="mailto:Paul@girouard.us">Paul@girouard.us</a>
Gerry Mills, Jr	3 Gayland St.	(781) 254-0990	2019	2017	<a href="mailto:gmillsjr@gmail.com">gmillsjr@gmail.com</a>
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2021	2002	<a href="mailto:cpm1183@comcast.net">cpm1183@comcast.net</a>
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2020	2011	<a href="mailto:Fk1obrien@verizon.net">Fk1obrien@verizon.net</a>
Mary Ellen Osowski	1 Rahway Rd.	(781) 273-3393	2019	2010	<a href="mailto:me_osowski@yahoo.com">me_osowski@yahoo.com</a>
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2019	2016	<a href="mailto:kpappas@fostersullivan.org">kpappas@fostersullivan.org</a>
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2020	2012	<a href="mailto:michelepren@rcn.com">michelepren@rcn.com</a>
Norman A. Steeves	7 Violet Rd.	(781) 272-2517	2021	2009	<a href="mailto:normsteeves@verizon.net">normsteeves@verizon.net</a>
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2020	2002	<a href="mailto:taitdt@comcast.net">taitdt@comcast.net</a>
Larry Way	25 Hillcrest Rd	(781) 270-6204	2019	2013	<a href="mailto:lway54@cs.com">lway54@cs.com</a>
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2020	2005 (72-74)	<a href="mailto:srwing2@comcast.net">srwing2@comcast.net</a>
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2021	2009	<a href="mailto:e.zabolotny@verizon.net">e.zabolotny@verizon.net</a>

**PRECINCT 6**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2021	2000	<a href="mailto:Rbell@versatileprint.com">Rbell@versatileprint.com</a>
Teresa Tarpey Clement	1 Holly St	(781) 710-9276	2019	2013 (98-03)	<a href="mailto:t.tarpey@comcast.net">t.tarpey@comcast.net</a>
John G. Cormier	8 Chester Ave.	(781) 221-3043	2020	2002	<a href="mailto:jcpegleg@aol.com">jcpegleg@aol.com</a>
Diane Kendrigan Creedon	12 Gibson St.	(781) 229-6652	2021	2006	<a href="mailto:dianecreedon@verizon.net">dianecreedon@verizon.net</a>
Sean P Curtin	18 Woodhill Rd	(617) 645-2061	2019	2016 (08-14)	<a href="mailto:seanpatrickcurtin@gmail.com">seanpatrickcurtin@gmail.com</a>
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2021	2015	
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2019	2013	<a href="mailto:dditucci@gmail.com">dditucci@gmail.com</a>
John K. Iler	9 Brookside Ln	(781) 229-1129	2020	2014	<a href="mailto:johniler@alum.mit.edu">johniler@alum.mit.edu</a>
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2021	2008	<a href="mailto:GBK48@aol.com">GBK48@aol.com</a>
Rose Manni	13 Kingsdale St.	(781) 221-7116	2020	2008	<a href="mailto:Rmanni1@verizon.net">Rmanni1@verizon.net</a>
Edward Parsons	30 Wheatland Rd	(857) 928-9415	2020	2018	<a href="mailto:Edward.parsons@gmail.com">Edward.parsons@gmail.com</a>
David F. Peterson	9 Cutting Ln.	(781) 273-5521	2019	2007	<a href="mailto:jd6990@msn.com">jd6990@msn.com</a>
Nicholas Priest	18 Prouty Rd	(781) 589-9008	2019	2019	<a href="mailto:nickcpriest@gmail.com">nickcpriest@gmail.com</a>
Sonia Rollins	8 Paula St	(781) 221-0313	2021	2012	<a href="mailto:sonia.rollins@yahoo.com">sonia.rollins@yahoo.com</a>
Joanna Schlansky	4 Gibson St.	(781) 270-7083	2020	2002	<a href="mailto:joanna@smarthomesearch.net">joanna@smarthomesearch.net</a>
Salvana Shakaib	0 Davida Rd	(617) 407-1773	2021	2017	<a href="mailto:salvanashakaib@hotmail.com">salvanashakaib@hotmail.com</a>
Michael Souza	4 Ridgewood Rd	(508) 237-9151	2020	2016	<a href="mailto:souzamev@gmail.com">souzamev@gmail.com</a>
Adam Tigges	2 Maryvale Rd	(781) 572-4343	2019	2016	<a href="mailto:adamjtigges@gmail.com">adamjtigges@gmail.com</a>

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**PRECINCT 7**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2019	2016	<a href="mailto:jorgea.andrade@gmail.com">jorgea.andrade@gmail.com</a>
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2021	2014	<a href="mailto:elliottc23@aol.com">elliottc23@aol.com</a>
Cody A. Case	7 Hillsdale Ave	(781) 296-7365	2021	2017	<a href="mailto:ccase693@gmail.com">ccase693@gmail.com</a>
Anne P. Coady	8 Woodside Ln.	(781) 272-5019	2021	1991	<a href="mailto:tmm7_apcoady@yahoo.com">tmm7_apcoady@yahoo.com</a>
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2021	2008	
Betsey Hughes	11 Marigold Way	(781) 862-5166	2020	2017	<a href="mailto:betseyhughes@aol.com">betseyhughes@aol.com</a>
Kevin Keene	19 Lowell St	(781) 983-5578	2020	2017	<a href="mailto:skeenow65@yahoo.com">skeenow65@yahoo.com</a>
Miriam R. Kelly	14 Oxbow Ln.	(781) 272-6273	2019	2012	<a href="mailto:mkelly43@gmail.com">mkelly43@gmail.com</a>
Scott H Martin	6 Cormier Rd	(781) 270-0304	2020	2014	<a href="mailto:Scott.H.Martin224@gmail.com">Scott.H.Martin224@gmail.com</a>
Maria O'Connor	10 Mountain View Way	(781) 272-4174	2019	2013	<a href="mailto:Ryan74200@gmail.com">Ryan74200@gmail.com</a>
Michelle M. Papagno	11 Francis Rd	(781) 696-2315	2019	2017	<a href="mailto:mmsp66@gmail.com">mmsp66@gmail.com</a>
Eric J. Parker	15 Burlington St	(781) 272-4482	2019	2016	<a href="mailto:parker0515@verizon.net">parker0515@verizon.net</a>
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2020	2012	<a href="mailto:jon@jonsachs.com">jon@jonsachs.com</a>
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2021	2014	<a href="mailto:Smithmartin224@icloud.com">Smithmartin224@icloud.com</a>
Tammy Vallas	1 Oxbow Ln	(781) 229-6340	2020	2013	<a href="mailto:TammyLvallas@hotmail.com">TammyLvallas@hotmail.com</a>
David R. Van Camp	14 Brown Ave	(781) 270-5278	2019	2012	<a href="mailto:davidvancamp@comcast.net">davidvancamp@comcast.net</a>
David F. Webb	23 Eugene Rd.	(781) 272-7617	2020	2012	<a href="mailto:webbdf@verizon.net">webbdf@verizon.net</a>
Mark Woods	12 Eugene Rd.	(781) 270-9692	2021	2011	<a href="mailto:woodsmml@yahoo.com">woodsmml@yahoo.com</a>

**TOWN MEETING MEMBER MEETING  
MONDAY, JANUARY 22, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

At 7:11 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.

**Present from Pct 3** were Joanne Frustaci, Steve Morin, Jim Petterson, Julianne Ouellet, Steve Marchese, Shari Lynn Ellis, Gary Mercier, Monte Pearson, Lucy, Damiani, Matt Frost, Mildred and J. Nash. Nominees were as follows :

Andrew Bean – 12 Lexington St

There was a show of hands in favor of the nominee and it was unanimous.

The meeting was adjourned at 7:18 PM

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 22, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:36PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator also recognized our SThe Audio/Video staff for tonight's meeting included: Billy Waisnor, Audrey Waisnor, Madison Doherty, and Owen Johnson.

Prior to starting business, the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. He asked for a motion for accepting Brad Bond to be the Deputy Moderator in case it was needed, it was moved and seconded. Finally the Moderator asked for a motion to continue until Wednesday January 22, 2018 if the business of the Town was not completed tonight. That was moved and seconded, now to the first Article:

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**GENERAL ARTICLES**

**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.

Kristin Kassner, Planning Director and consultant Howard reported on the status of the Master Plan. The Draft of the Final report will be out in March.

The Water Quality Report Committee, Chairman Tom Conley, reported that they were doing a review of the Water Report, which is available on the Town website. The committee which was created after the May Town Meeting consists of Tom Conley, Doug Davison, Brad Bond and Adam Senesi.

Sonja Rollins Chair of Ways & Means, reviewed the schedule of upcoming meetings for the budget cycle.

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**ARTICLE 2 RE: Solar Zoning Bylaw  
Amendment**

To see if the Town will vote to amend the Zoning Bylaws as follows:

To amend Article II, by adding a new section 2.19.1 "Solar" as follows:

**SECTION 2.0 DEFINITIONS**

2.19.1.1 Solar

- Solar Energy System: An active solar energy system that converts solar energy directly into electricity, a substantial purpose of which is to provide for the collection, storage and distribution of solar energy.
- Solar Energy System, Ground-Mounted: An active Solar Energy System that is structurally mounted to the ground and is not mounted to a structure.
- Solar Energy System, Roof-Mounted: An active Solar Energy System that is structurally mounted to the roof of a building or structure;

Use table on next page

And further to amend Article X, by adding a new section 10.9.0 "Solar" as follows:

**ARTICLE X: MISCELLANEOUS AND  
SPECIAL REGULATIONS**

10.9.0 SOLAR

10.9.1

In the residential districts (RO, RG, and RC), solar energy systems are permitted pursuant to the following criteria:

- a. Roof mounted systems are allowed on any existing structures within the district(s).
- b. Ground mounted systems pursuant to Article IV, Section 4.2.0 and are permitted to be erected only to provide for the energy needs of the structure(s) on the subject property. For example, the average one family dwelling uses 1,000 kWh per month. The system shall be relational to this usage taking into account the fluctuations due to seasonal sunlight changes
- c. Ground mounted solar energy systems must adhere to all setbacks and are prohibited from the front yard of the subject property.

- d. Ground mounted solar systems shall not exceed fifteen (15) feet in height in any position and cannot exceed the height of the principal use on the premises.
- e. Ground mounted solar systems shall be sited and adequately screened to minimize the view from abutting properties. Light or reflection from the ground mounted solar system shall not shine or reflect onto abutting properties.

## 10.9.2

In all other districts solar energy systems are permitted pursuant to the following criteria:

- a. Roof mounted systems are allowed on any existing structures within the district.
- b. Ground mounted systems permitted pursuant to Article IV, Section 4.2.0. Ground mounted solar energy systems must adhere to all setbacks and are prohibited from the front yard of the subject property.

or to act in any other manner in relation thereto.

The Moderator took a request from the Planning Board to amend the Article as presented in the Motion. It was moved and seconded to amend the Article – the Planning Board then presented the Amended Article.

**MAIN MOTION:** To see if the Town will vote to amend the Zoning Bylaws as follows: To amend Article II, SECTION 2.0 DEFINITIONS 2.19.1.1 Solar, by adding a new section 2.19.1 “Solar” as follows:

- ▶ **Solar Energy System:** An active solar energy system that converts solar energy directly into electricity and/or other forms of energy, a substantial purpose of which is to provide for the collection, storage and distribution of solar energy.
- ▶ **Solar Energy System, Ground-Mounted:** An active Solar Energy System that is structurally mounted to the ground and is not mounted to a structure.
- ▶ **Solar Energy System, Roof-Mounted:** An active Solar Energy System that is structurally mounted to the roof of a building or structure;

And further to amend Article IV, Section 4.2.0 as follows:  
(see use table on next page)

And further to amend Article X, by adding a new section 10.9.0 “Solar” as follows: ARTICLE X: MISCELLANEOUS AND SPECIAL REGULATIONS 10.9.0

- ▶ **SOLAR 10.9.1** In the residential districts (RO, RG, and RC), solar energy systems are permitted pursuant to the following criteria:

- a. Roof mounted systems are allowed on any existing structures within the district(s).
- b. Ground mounted systems pursuant to Article IV, Section 4.2.0 and are permitted to be erected only to provide for the average energy needs of the structure(s) on the subject property. For example, the average one family dwelling uses 1,000 kWh per month. The system shall be relational to this usage taking into account the fluctuations due to seasonal sunlight changes.
- c. Ground mounted solar energy systems in any and all position shall adhere to all setbacks and are prohibited from the front yard of the subject property.
- d. Ground mounted solar systems shall not exceed fifteen (15) feet in height in any and all positions and cannot exceed the height of the principal use on the premises.
- e. Ground mounted solar systems shall be sited and adequately screened to minimize the view from abutting properties. Light or reflection from the ground mounted solar system shall not shine or reflect onto abutting properties. System installation shall include measures to prevent contact with live current
- f. Abandonment - A solar energy system shall be considered abandoned when it fails to operate or is unused for more than one (1) year.
- g. Removal Requirements – Any roof and/or ground mounted system which has reached the end of its life or has been abandoned shall be removed. The owner shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner shall notify the Building Department in writing of the proposed date of discontinued operations and plans for removal.

- ▶ 10.9.2 In all other districts solar energy systems are permitted pursuant to the following criteria:
  - a. Roof mounted systems are allowed on any existing structure(s) within any zoning **district** other than those identified in 10.9.1
  - b. Ground mounted systems permitted pursuant to Article IV, Section 4.2.0. Ground mounted solar energy systems in any and all positions shall adhere to all setbacks and height requirements and are prohibited from the front yard of the subject property.
  - c. Abandonment - A solar energy system shall be considered abandoned when it fails to operate or is unused for more than one (1) year.
  - d. Removal Requirements – Any roof and/or ground mounted system which has reached the end of its life or has been abandoned shall be removed. The owner shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner shall notify the Building Department in writing of the proposed date of discontinued operations and plans for removal.

Recommendations: Planning Board 6-0-0  
As amended

**ACTION:**  
**PASSED a 2/3rds Majority 82 in Favor 11 Against**



## Article IV

4.2.0 PRINCIPAL USE REGULATION SCHEUDLE															
USE DESIGNATION		DISTRICT										OVERLAY DISTRICTS			
4.2.7	INDUSTRIAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
4.2.7.11	Solar (See Section 10.9.0)	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
	Solar Energy System, Ground-Mounted														
	(a) Solar Energy System	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	SP <sub>1</sub>
		NO	NO	NO											
4.3.0 ACCESSORY USE REGULATION SCHEUDLE															
4.3.1	USES NORMALLY ACCESSORY TO RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
4.3.1.20	Solar (See Section 10.9.0)	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
	4.3.1.20.1 Solar Energy System, Roof-Mounted														
	(a) Solar Energy System	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	4.3.1.20.2 Solar Energy System, Ground-Mounted														
	(a) Solar Energy System	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	SP <sub>1</sub>
		SP	SP	SP											
4.3.2	USES NORMALLY ACCESSORY TO NON-RESIDENTIAL PRINCIPAL USES	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
4.3.2.22	Solar	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CBD
	4.3.2.22.1 Solar Energy System, Roof-Mounted														
	(a) Solar Energy System	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	4.3.2.22.2 Solar Energy System, Ground-Mounted														
	(a) Solar Energy System	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	SP <sub>1</sub>
		SP	SP	SP											

### ARTICLE 3 RE: Five-Year Municipal Solid Waste Collection/Disposal Contract

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract agreement of up to five years (subject to annual appropriation) for the collection and transportation of municipal solid waste for the Town of Burlington; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Ways & Means 9-0-0  
Selectmen 5-0-0

**ACTION: PASSED BY MAJORITY**

### ARTICLE 4 RE: Fund the Burlington Police Patrolmen's Association Contract

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$ TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2016, FY2017, and FY2018 same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

### ARTICLE 5 RE: Fire Department Paramedic Training

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$260,000 or any other sum, for the purpose of training and all associated costs of current Fire Department members to be trained to the Paramedic level for the future implementation of a fire based Advanced Life Support (ALS) service. Funds are to cover costs of tuition, books and all associated expenses, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$260,000 for the purpose of training and all associated costs of current Fire Department members to be trained to the Paramedic level for the future implementation of a fire based Advance Life Support (ALS) service.

Recommendations: Ways & Means 9-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

### ARTICLE 6 RE: Transfer from Free Cash to Reserve Fund

To see if the Town will vote to transfer from free cash the sum of \$250,000 to be placed in the Town's FY 2018 Reserve Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$250,000 to be placed in the Town's FY 2018 Reserve Fund

Recommendations: Ways & Means 9-0  
Selectmen 5-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 7 RE: Transfer of Funds  
FY2018 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 2018 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:** Withdrawn

**ARTICLE 8 RE: PEG Cable Access  
Enterprise Fund**

To see if the Town will vote to accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing PEG Cable Access Fund as an enterprise fund, effective fiscal year 2019 (July 1, 2018) or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in Warrant

Recommendation: Selectmen 5-0  
Ways & Means 9-0

**ACTION: Passed by Majority**

**ARTICLE 9 RE: Fund an Audit of the  
Burlington**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$70,000, or any other sum, for the purpose of funding a complete and inclusive audit of the Burlington School Department's financial reports and accounts, including operating expenses, revolving accounts and capital expenditures and any other financial accounts, for the two fiscal years ended June 30, 2016 and June 30, 2017, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

**ARTICLE 10 RE: Create a Zoning Bylaw  
Review Committee By Adding a  
New Section 2.8 to the  
Burlington General Bylaws**

To see if the Town will vote to create a Zoning Bylaw Review Committee (ZBRC) by adding the following new Section 2.8 to the General Bylaws of the Town:

2.8 Zoning Bylaw Review Committee

The Zoning Bylaw Review Committee (hereinafter referred to as "the committee") shall monitor, review, and make recommendations to Town Meeting regarding any changes to the Burlington Zoning Bylaws due to, but not limited to, changes to governing law or regulations; changes in building and planning regulations and best practices; or proposed changes submitted by the committee, developers or other proponents. All references to bylaws in this section shall mean the Zoning Bylaws unless otherwise specified. The committee shall also act as an advisory group to Town Meeting regarding all zoning related warrant articles.

2.8.1 Committee Responsibilities, Duties, and Authorities

2.8.1.1 In order to meet its responsibilities, the committee must maintain cooperative working relationships with all town boards, committees and commissions with respect to issues relevant to the Bylaws.

2.8.1.2 The committee may, with input from various town boards and departments, review and discuss maps, master plans, reports of experts, or other relevant information required to address any potential impacts to the Bylaws.

2.8.1.3 All changes to the Bylaws require a public hearing and recommendation by the Planning Board. The Planning Board shall notify the committee chair of all notices of public hearing and distribution of any relevant legal notices and supporting documentation. The chair shall be responsible for distributing such information to the committee. The committee shall report any comments and recommendations regarding the proposed change to the Planning Board prior to the closing of the public hearing.

2.8.1.4 For each proposed change to the Bylaws the committee shall: consider (a) the location within the Bylaws; (b) the form, clarity and conciseness; and (c) all arguments, in favor of or in opposition. The committee shall then make recommendations to Town Meeting based on these considerations.

2.8.1.5 The committee may review and make recommendations, as appropriate, on all matters referred to the committee by Town Meeting.

**2.8.2 Committee Organization**

2.8.2.1 The committee shall consist of a total of eleven (11) members: nine (9) voting members and two (2) non-voting members. All member appointments shall be for three (3) year terms. Unless otherwise stated, each member must be a resident of the town.

2.8.2.2 The voting members shall be comprised of: one (1) representative from the Board of Appeals; one (1) representative from the business community; and the balance as representatives of the precincts. A majority of the voting members shall be Town Meeting Members. The Board of Appeals shall appoint one (1) representative from its members. This member's term will be for the lesser of their remaining Board of Appeals appointment or three (3) years. The Board of Selectmen shall appoint one (1) representative from the Business Community. This member shall be a resident of the town and an owner, officer, or manager of a business currently operating within the town. The Moderator shall appoint one (1) representative from each voting precinct as available, but not more than two (2) from any one precinct.

2.8.2.3 The two (2) non-voting members shall include one (1) member of the Building Department (who does not need to be a resident of the town) appointed by the Board of Selectman and one (1) member of the Planning Board appointed by the Planning Board. These members shall serve in an advisory capacity and serve for a three (3) year term at the discretion of their appointing authority.

2.8.2.4 All Moderator appointments to the committee shall be made within thirty (30) days after the final adjournment of the May Town Meeting. In the absence of an active committee, the Moderator will appoint three (3) members for a term expiring at the next May Town Meeting, three (3) members expiring at the next subsequent May Town Meeting, and three (3) members expiring at the third subsequent May Town Meeting. Thereafter, all appointments shall be for three (3) year terms.

2.8.2.5 The committee shall annually elect a chairperson and vice-chairperson, and appoint a secretary. The secretary shall not be a member of the committee. The committee shall define the duties of the secretary and fix the compensation of the secretary.

2.8.2.6 A quorum shall consist of a majority of the total voting members.

Recommendation: Land Use: 5-0-0;  
Planning: 6-0-1  
Selectmen 5-0;  
Bylaw Review 4-0

**ACTION: PASSED BY Majority**

**ARTICLE 11 RE: Amendment to town  
General Bylaws - Keeping  
Property Clean**

To see if the Town will vote to amend Article XIV – Environment of the General Bylaws, Section 2.9

Keeping Property Clean, subsection 2.9.4 by deleting the current text in its entirety and replacing it with the following:

*2.9.4 Land maintained in violation of Section 2.9.1 and 2.9.2 is hereby declared to be a nuisance and source of filth, for the removal of which the Board of Health may invoke all remedies provided by Massachusetts General Law Chapter 111 Section 122 and Chapter II of the State Sanitary Code 105*

*CMR 410.000. Such remedies shall be in addition to the penalties provided by Section 2.13 of this article.*

**MAIN MOTION:** To see if the Town will vote to amend Article XIV – Environment of the General Bylaws, Section 2.9 Keeping Property Clean, subsection 2.9.4 by deleting the current text in its entirety and replacing it with the following:

*2.9.4 Land maintained in violation of Section 2.9.1 and 2.9.2 is hereby declared to be a nuisance and source of filth, for the removal of which the Board of Health may invoke all remedies provided by Massachusetts General Law Chapter 111 Section 122 and Chapter II of the State Sanitary Code 105 CMR 410.000. Such remedies shall be in addition to the penalties provided by Section 2.10 of this article.*

Recommendation: Bylaw Review 5-0

**ACTION: Passed by Majority**

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 9:58 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
MONDAY, APRIL 30, 2018  
TOWN HALL ANNEX, 25 CENTER ST  
BASEMENT HEARING ROOM**

At 6 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2 assembled to fill the vacancy in their Precinct.

**Present from Pct 2** were Gene Rossi, Doug Davidson, Myrna Saltman, Cindy Phillips, Wendy Guthro and Pat O'Brien; Nominees were as follows:

Joan Kennedy – Constant - 26 Beacon St 36F  
Ed Dube – 3 Locust ST

There is a tie in the secret ballot – Ed withdrew his nomination so Joan Kennedy-Constant was appointed to fill the position until the next Town Election  
The meeting was adjourned at 6:19 PM

**ADJOURNED TOWN MEETING  
MONDAY, MAY 14, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:36PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator also recognized our Audio/Video staff for tonight's meeting included: Audrey Waisnor, Samantha Cobuzzi-Luecke, Kevin Sebastian, and Advisor John Porter.

Prior to starting business, the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was moved and seconded. He asked for a motion for accepting Brad Bond to be the Deputy Moderator in case it was needed, it was moved and seconded.  
The Moderator also read a letter from Rep. Ken Gordon, who was unable to attend this meeting due to a previous commitment. Finally the Moderator asked for a motion to continue until Wednesday May 16, 2018 if the business of the Town was not completed tonight. That was moved and seconded, now to the first Article:

**GENERAL ARTICLES**

**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.

Amy Warfield, Town Clerk reported on the status of the previous meetings legislation progress – the Attorney General has approved the articles #2, #10 and #11 from January Town Meeting and the Special Act regarding Special Police offices from September 2017 Town Meeting is still in the third hearing in the House.

Sonja Rollins Chair of Ways & Means, reviewed the schedule of upcoming meetings for the budget cycle.

John Petrin, Town Administrator, gave a presentation on the state of the town, with Budget Goals and Tax Levy outlined.

**ARTICLE 2 RE: Transfer of Funds FY2018  
Various Accounts**

To see if the Town will vote to transfer from available funds a sum of money for the purpose of paying for expenses incurred in FY2018 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from available funds the sum of \$70,374 for the purpose of paying for expenses incurred in FY2018 to various accounts; same to be expended under the direction of the appropriate authorities.

**SOURCES (from)**

<b>21</b>	Central Admin.-Health Ins.	\$43,374
<b>23</b>	Central Admin.-Unemp. Com	\$15,000
<b>53</b>	Fire-Expenses	<u>\$12,000</u>
		\$70,374

**USES (to)**

<b>16</b>	Treasurer/Collector-Salaries	\$ 5,590
<b>17</b>	Treasurer/Collector-Expenses	\$ 1,230
<b>45</b>	Board of Appeals-Salaries	\$ 4,300
<b>54</b>	Fire-Special Accounts	\$12,000
<b>55</b>	Building-Salaries	\$37,004
<b>56</b>	Building-Expenses	<u>\$10,250</u>
		\$70,374

Recommendations: Ways & Means 9-0  
Selectmen 5-0

**ACTION: PASSED**

**ARTICLE 3 Re: Funds Transfer Schools**

To see if the Town will vote to transfer from available funds a sum of money to be placed in the School Department's FY2018 Special Education Accommodated Account, Line #63; 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 \$870,000 to be placed in the School Department's FY2018 Special Education Accommodated Account, Line #63.

Recommendations: Ways & Means 11-0

**ACTION: PASSED**

#### ARTICLE 4 RE: Fund FY2019 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, \$135,504,027, sufficient to cover the requests of the various departments for FY2019; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$135,504,027 to cover the requests of the various departments for FY 2019.

	W&M PROPOSED FY 2019
TOWN MEETING & REPORTS (Lines 1-2)	
1- Salaries - Part Time	\$3,333
2- Expenses - Cont. Services	\$12,575
TOTAL - MEETINGS & REPORTS	\$15,908
MODERATOR (Lines 3-4)	
3- Salaries	\$150
4- Expenses - Mat. & Supp	\$0
TOTAL - MODERATOR	\$150
WAYS AND MEANS (Lines 5-6)	
5- Salaries - Part Time	\$5,756
6- Expenses - Mat. & Supplies	\$273
TOTAL - WAYS & MEANS	\$6,029
CAPITAL BUDGET COMMITTEE (Lines 7-8)	
7- Salaries-Part Time	\$838
8- Expenses-Mat.& Supplies	\$0
TOTAL - CAPITAL BUDGET	\$838
TOWN ADM/SELECTMEN (Lines 9-11)	
9- Total Salaries	\$539,283
10- Total Expenses	\$12,500
11- Total Special Accounts	\$17,500
TOTAL - TOWN ADM/SELECTMEN	\$569,283
ACCOUNTING (Lines 12-13)	
12- Total Salaries	\$358,665
13- Total Expenses	\$5,293
TOTAL - ACCOUNTING	\$363,958
ASSESSORS (Lines 14-15)	
14- Total Salaries	\$305,669
15- Total Expenses	\$97,590
TOTAL - ASSESSORS	\$403,259
TREASURER/COLLECTOR (Lines 16-18)	
16- Total Salaries	\$692,395
17- Total Expenses	\$25,514
18- Total Special Accounts	\$100
TOTAL - TAX COLL./TREASURER	\$718,009
CENTRAL ADMINISTRATION (Lines 19-28)	
TOTAL - CENTRAL ADMIN.	\$16,363,591
LEGAL (Line 29)	
TOTAL - LEGAL	\$202,000
HUMAN RESOURCES (Lines 30-32)	
30- Total Salaries	\$124,513
31- Total Expenses	\$4,305
32- Total Special Accounts	\$14,500
TOTAL - HUMAN RESOURCES	\$143,318
MANAGEMENT INFO. SYSTEMS (Lines 33-34)	
33- Total Salaries	\$337,181
34- Total Expenses	\$252,178

TOTAL - MNGMNT INFO. SYS.	\$589,359
TOWN CLERK (Lines 35-37)	
35- Total Salaries	\$306,452
36- Total Expenses	\$18,800
37- Total Special Accounts	\$77,162
TOTAL - TOWN CLERK	\$402,414
REGISTRARS OF VOTERS (Lines 38-39)	
38- Total Salaries	\$1,200
39- Total Expenses	\$7,000
TOTAL - REGISTRARS	\$8,200
CONSERVATION (Lines 40-42)	
40- Total Salaries	\$215,875
41- Total Expenses	\$10,020
42- Total Special Accounts	\$18,800
TOTAL - CONSERVATION	\$244,695
PLANNING BOARD (Lines 43-44)	
43- Total Salaries	\$297,986
44- Total Expenses	\$28,636
TOTAL - PLANNING BOARD	\$326,622
BOARD OF APPEALS (Lines 45-47)	
45- Salaries -- Part Time	\$13,481
46- Expenses --Mat & Supplies	\$250
47- Spec. Accts -- Ads & Postage	\$0
TOTAL - BOARD OF APPEALS	\$13,731
TOWN FACILITIES (Line 48)	
48- Total Expenses	\$90,829
TOTAL - TOWN FACILITIES	\$90,829
PUBLIC SAFETY	
POLICE DEPARTMENT (Lines 49-51)	
49- Total Salaries	\$7,361,706
50- Total Expenses	\$563,885
51- Total Special Accounts	\$321,490
TOTAL - POLICE DEPARTMENT	\$8,247,081
FIRE DEPARTMENT (Lines 52-54)	
52- Total Salaries	\$6,912,043
53- Total Expenses	\$468,640
54- Total Special Accounts	\$203,865
TOTAL - FIRE DEPARTMENT	\$7,584,548
BUILDING DEPARTMENT (Lines 55-57)	
55- Total Salaries	\$639,908
56- Total Expenses	\$39,817
57- Total Special Accounts	\$0
TOTAL - BUILDING DEPT	\$679,725
SEALER OF WEIGHTS (Line 58)	
58- Total Expenses	\$7,800
TOTAL - SEALER OF WEIGHTS	\$7,800
EMERGENCY MGT SERVICE (59-61)	
59- Total Salaries	\$10,000
60- Total Expenses	\$8,100
61- Total Special Accounts	\$5,500
TOTAL - EMERG. SERVICES	\$23,600
REGIONAL SCHOOL ASSESSMENTS (Line 62)	
62- TOTAL - REG. SCHOOL ASSESSMENTS (AA)	\$2,399,929
LOCAL EDUCATION (Line 63)	
Total Salaries	
TOTAL OPERATING - SCHOOLS	\$51,367,656
Special Education (AA)	\$10,975,670
63- TOTAL - LOCAL EDUCATION	\$62,343,326
TOTAL EDUCATION	\$64,743,255
DEPT. OF PUBLIC WORKS (Lines 64-69)	
64- Total Salaries	\$5,089,900
65- Total Expenses	\$3,301,000

66- Total Special Accounts	\$774,150
TOTAL -- DPW (Operating)	\$9,165,050
67- Rubbish and Garbage (AA)	\$2,029,900
68- Street Light (AA)	\$370,500
69- DEP Drinking Water Assess. (AA)	\$15,000
TOTAL -- DPW (AA)	\$2,415,400

## HUMAN SERVICES

## BOARD OF HEALTH (Lines 70-72)

70- Total Salaries	\$511,617
71- Total Expenses	\$31,550
72- Total Special Accounts	\$75,037
TOTAL - BOARD OF HEALTH	\$618,204

OPERATING -- B. O. H. \$543,167

## COUNCIL ON AGING (Lines 73-75)

73- Total Salaries	\$340,546
74- Total Expenses	\$7,850
75- Total Special Accounts	\$7,442
TOTAL - COUNCIL ON AGING	\$355,838

## VETERANS' SERVICES (Lines 76-78)

76- Total Salaries	\$119,787
77- Total Expenses	\$4,929
78- Total Special Accounts	\$113,700
TOTAL - VETERANS SERVICES	\$238,416

## YOUTH AND FAMILY SERVICES (Lines 79-80)

79- Total Salaries	\$419,835
80- Total Expenses	\$24,256
TOTAL - YOUTH AND FAMILY SERVICES	\$444,091

## DISABILITY ACCESS (Lines 81-82)

81- Total Salaries	\$1,949
82- Total Expenses	\$400
TOTAL - DISABILITY ACCESS	\$2,349

## PUBLIC LIBRARY (Lines 83-85)

83- Total Salaries	\$1,290,443
84- Total Expenses	\$72,363
85- Total Special Accounts	\$158,525
TOTAL - PUBLIC LIBRARY	\$1,521,331

## RECREATION (Lines 86-88)

86- Total Salaries	\$1,449,455
87- Total Expenses	\$290,701
88- Total Special Accounts	\$19,855
TOTAL - RECREATION	\$1,760,011

## HISTORICAL COMMISSION (Line 89)

89- Total Expenses	\$10,055
TOTAL - HISTORICAL COMM.	\$10,055

## DEBT SERVICE (Lines 90-91)

90- PRINCIPAL (AA)	\$4,349,842
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91- INTEREST (AA)	\$2,020,615
TOTAL - DEBT SERVICE (AA)	\$6,370,457

## OTHER ACCOUNTS (92-97)

92- RESERVE FUND	\$200,000
93- COUNTY RETIREMENT (AA)	\$9,454,623
94- NEG SETTLEMENTS	\$850,000
95- STABILIZATION (AA)	\$0
96- LOCAL TRANSPORT (AA)	\$50,000
97- CAPITAL IMPROVE (AA)	\$300,000

Held - Passed on Review

TOTAL BUDGET \$ 22,672,394

\$112,831,633

Total \$135,504,027

**ACTION: PASSED****ARTICLE 5 RE: Transfer From Free Cash to Stabilization Fund**

To see if the Town will vote to transfer 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:** Withdrawn

**ARTICLE 6 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.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund.

Recommendation: Selectmen 5-0  
Ways & Means 9-1-0

**ACTION: PASSED**



**ARTICLE 7 RE: Set Expenditure Limit for Revolving Funds**

To see if the Town will vote to authorize revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53 E ½ for the Fiscal Year 2019 which begins July 1, 2018; or to act in any manner in relation thereto.

Revolving Fund	Department of Board Authorized to Spend	Expenditure Limit
Cross Connection – Backflow Prevention	Public Works	\$80,000
B-line Local Mini Bus	Public Works	\$50,000
Grand View Farm	Board of Selectmen	\$90,000
Nursing Programs & Services	Board of Health	\$20,000
Plan Imaging & Property File Documents	Building Department	\$25,000
Sale of Recyclable Materials, Trash Bags & Toters	Board of Selectmen	\$75,000
Sealer of Weights and Measures	Board of Selectmen	\$20,000
Ice Palace Improvement & Maintenance	Board of Selectmen	\$36,000
Meadowbrook School Maintenance and Improvements	Board of Selectmen	\$105,000

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0, Ways & Means 10-0,

**ACTION: PASSED**

**ARTICLE 8 RE: Fund FY2019 Capital Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,509,466 or any other amount for the items contained within the following proposed FY2019 Capital Budget, same to be expended under the appropriate authorities as indicated:

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$2,509,466 and from Sewer Enterprise the sum of \$50,000 for the items contained within the following proposed FY2019 Capital Budget, same to be expended under the appropriate authorities as indicated:

DEPT. REQUESTOR	PROJECT NAME
AUTHORITY	SPENDING AMOUNT

**FROM FREE CASH (8-1) - (8-21):**

8-1	BUILDING	Vehicle Replacement
	Selectmen	\$21,000
Recommendations - W&Ms 9-3; Cap. Budget 6-1		
8-2	DPW	Traffic Light Repair
	Selectmen	\$50,000
Recommendations - W&Ms 9-0; Cap. Budget 6-1		
8-3	DPW-	Stream Cleaning/Drainage Repair
	Selectmen	\$200,000
Recommendations - W&Ms 9-0; Cap. Budget 7-0		
8-4	DPW	Vehicles and Equipment
	Selectmen	\$530,000
Recommendations - W&Ms 8-0; Cap. Budget 7-0		
8-5	FIRE	Administrative Vehicle
	Selectmen	\$28,866
Recommendations - W&Ms 10-0-1; Cap. Budget 7-0		
8-6	FIRE	ALS Startup Costs
	Selectmen	\$150,000
Recommendations - W&Ms 9-0; Cap. Budget 7-0		
8-7	POLICE	Tasers
	Selectmen	\$66,308

Recommendations - W&Ms 11-0; Cap. Budget 7-0  
8-8 POLICE Firing Range-Phase II  
Selectmen \$146,292

Recommendations - W&Ms 11-0; Cap. Budget 7-0  
Selectmen 5-0 on items 8-1 thru 8-8

Motion to adjourn was made and seconded; the Moderator adjourned the meeting at 10:58 PM.  
Town Meeting will continue on Wednesday, May 16, 2018.

Submitted:

*Amy E. Warfield,*  
Town Clerk

**TOWN MEETING MEMBERS  
WEDNESDAY, May 16, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

At 7:06 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2 assembled to fill the vacancy in their Precinct.

**Present from Pct 2** were Gene Rossi, Myrna Saltman, Cindy Phillips, Joan Kennedy-Constant, Kimberly Trainer, and Susan Harrington; The only nominees was

Ed Dube – 3 Locust ST

It was a unanimous show of hands that he would be appointed to fill the position until the next Town Election. The meeting was adjourned at 7:14 PM

**ANNUAL TOWN MEETING  
WEDNESDAY, May 16, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

The meeting was called to order at 7:35 PM. After the Pledge of Allegiance, led by the Moderator he called for a motion to continue until Monday, May 21, 2018 if the business of the town was not finished this

evening. The Moderator then begin with Article 8-9 for the Recreation Dept. items:

ARTICLE 8 continues - -

8-9 RECREATION Vehicle Replacement  
Recreation Comm \$62,000

Recommendations - W&Ms 10-0; REC 5-0;

Cap. Budget 7-0

8-10 RECREATION Outdoor Fitness Equipment  
Recreation Comm \$40,000

Recommendations - W&Ms 10-0; REC 3-1;

Cap. Budget 7-0

8-11 RECREATION Simonds Pk Skate Pk &  
Tennis Court Paving  
Recreation Comm \$140,000

Recommendations - W&Ms 10-0; REC 5-0;

Cap. Budget 7-0

8-12 RECREATION Fitness Court Installation  
Recreation Comm \$30,000

Recommendations - W&Ms 10-0; REC 5-0;

Cap. Budget 7-0

8-13 SCHOOL Francis Wyman Fire Alarm  
School Comm \$362,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 7-0

8-14 SCHOOL Francis Wyman Bathrooms  
School Comm \$136,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 7-0

8-15 SCHOOL Francis Wyman Air Condtg  
School Comm \$170,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 7-0

8-16 SCHOOL Technology Projector Installa  
School Comm \$149,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 3-3-1

8-17 SCHOOL Pine Glen Playgd Rubber Surface  
School Comm \$42,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 5-2-2

8-18 SCHOOL Pine Glen Walk-In Refrig Freezer  
School Comm \$66,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 6-1

8-19 SCHOOL BHS Mechanical Roof Repair  
School Comm \$25,000

Recommendations - W&Ms 10-0; School 5-0;

Cap. Budget 7-0

8-20 SCHOOL BHS Rubber Gym Divider Wall  
School Comm \$35,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 2-5

8-21 SCHOOL BHS Front Parking Spaces  
School Comm \$60,000

Recommendations - W&Ms 11-0; School 5-0;

Cap. Budget 6-1

DEPT. REQUESTOR	PROJECT NAME	SPENDING
AUTHORITY		AMOUNT

**FROM SEWER ENTERPRISE (8-22)**

8-22 DPW	Sewer Pump Station Rehab	
Selectmen		\$50,000

Recommendations – Selectmen 5-0

**ACTION: PASSED**

**ARTICLE 9 RE: Sewer Services Enterprise  
Fund MWRA Assessment**

To see if the Town will vote to transfer the sum of \$5,611,769 to operate the FY 2019 Sewer Services Enterprise of which \$5,611,769 will come from the FY 2019 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0-0

**ACTION: PASSED**

**ARTICLE 10 RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$69,515 for the purpose of paying the FY2019 debt service on the Town's two existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.:

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 9-0

**ACTION: PASSED**

**ARTICLE 11 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, or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0

**ACTION: PASSED**

**ARTICLE 12 RE: Paving**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,000,000 for the purpose of funding paving, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will transfer from Free Cash the sum of \$3,000,000 for the purpose of funding paving, same to be spent under the direction of the Town Administrator.

Recommendation: Selectmen 5-0

A Motion was made on the floor, by Monte Pearson, to amend the Main Motion to add the phrase (and sidewalks), the amendment was second and discussed. When voted on the amendment failed. The discussion the continued on the Main Motion.

**ACTION: PASSED**

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**ARTICLE 13 RE: Fire Engine**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$762,859 to pay expenses to purchase in order to replace fire engine; or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Overlay Surplus Account the sum of \$762,859 to purchase a fire engine.

Recommendation: Selectmen 5-0  
Ways & Means 10-0-1

**ACTION: PASSED**

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**ARTICLE 14 RE: Mill Pond Automated Sludge Removal System**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,270,000 for the purpose of funding Mill Pond automated sludge removal system, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will appropriate the sum of \$1,270,000 for the purpose of funding Mill Pond automated sludge removal system, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,270,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44,

Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Recommendation: Selectmen 5-0  
Ways & Means 10-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 15 RE: MWRA**

To see if the Town will vote to apply for admission to the Massachusetts Water Resources Authority Water System to receive from Massachusetts Water Resources Authority a supply of supplemental public water supply in accordance with Chapter 372 of the Acts of 1984 of the Commonwealth; and to vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$5,300,000 or any other sum for the following purposes: 1) for the payment of entrance fees, costs of connection and other expenses for the same; and 2) to see if the Town will vote to authorize the Board of Selectmen, acting as Water Commissioners, to take such actions necessary or required to apply for admission to and receive a supplemental public water supply from the Massachusetts Water Resources Authority Water System, including, without limitation, filing legislation, payment of applicable fees and charges, and entering into an agreement with the Massachusetts Water Resources Authority as may be required or necessary to receive a supply of water at prevailing rates charged by the Massachusetts Water Resources Authority to communities in its water supply system, 3) conduct any due diligence and studies necessary to apply for such admission; 4) design, install and pay for any incidental costs relative to installing a water line on Adams Street to connect the Burlington and Lexington water systems; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to apply for admission to the Massachusetts Water Resources Authority Water System to receive from Massachusetts Water Resources Authority a supply of supplemental public water supply in accordance with Chapter 372 of the Acts of 1984 of the Commonwealth; and to appropriate the sum of \$5,300,000 for the following purposes, and costs incidental or related thereto: 1) for the payment of entrance fees, costs of connection and other expenses for the same; and 2) to see if the Town will vote to authorize the Board of Selectmen, acting as Water Commissioners, to take such actions necessary or required to apply for admission to and receive a supplemental public water supply from the Massachusetts Water Resources Authority Water System, including, without limitation, filing legislation, payment of applicable fees and charges, and entering into an agreement with the Massachusetts Water Resources Authority as may be required or necessary to receive a supply of water at prevailing rates charged by the Massachusetts Water Resources Authority to communities in its water supply system, 3) conduct any due diligence and studies necessary to apply for such admission; 4) design, install and pay for any incidental costs relative to installing a water line on Adams Street to connect the Burlington and Lexington water systems; that to meet this appropriation, the Treasurer with the approval of the

Board of Selectmen is hereby authorized to borrow \$5,300,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Recommendation: Selectmen 5-0

Ways & Means 9-1-0

**ACTION: PASSED BY 2/3s; 77 For – 5 Against**

#### **ARTICLE 16 Re: Water Main Replacement & Upgrade**

To see if the Town will vote to amend Article 13, Water Main Upgrade/Replacement, of the May 8, 2017 Town Meeting to include the purpose of funding all costs associated with the permitting and application process for entrance to the Massachusetts Water Resource Authority (MWRA) water system.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0

Ways & Means 9-1-0

**ACTION: PASSED**

#### **ARTICLE 17 RE: Water Stabilization Fund**

To see if the Town will vote to create a stabilization fund in accordance with M.G.L. ch. 40, §5B, for the purpose of funding the debt service associated with improvements to the Town's water supply system, including, but not limited to projects related to the connection to the Massachusetts Water Resources Authority ('MWRA'), or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0,

Ways & Means 10-0-0

**ACTION: PASSED**

#### **ARTICLE 18 RE: DPW/Recreation Facility**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$16,500,000 or any other sum for the following purposes: 1) funding the design of a DPW facility, including space for Recreation Maintenance facilities on the current site of the highway facility and the site known as the Clark & Reid; 2) funding the design of the rehabilitation of the fuel pumping facility at the Town Hall Annex; 3) funding the construction on the Clark & Reid site, including the payment of all costs incidental or related thereto, of a DPW facility for Recreation Maintenance

and Central Maintenance divisions, and site construction for DPW ancillary services; 4) funding the rehabilitation of the fuel pumping facility at Town Hall Annex; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will appropriate the sum of \$16,500,000 for the following purposes, and costs incidental or related thereto: 1) funding the design of a DPW facility, including space for Recreation Maintenance facilities on the current site of the highway facility and the site known as the Clark & Reid; 2) funding the design of the rehabilitation of the fuel pumping facility at the Town Hall Annex; 3) funding the construction on the Clark & Reid site, including the payment of all costs incidental or related thereto, of a DPW facility for Recreation Maintenance and Central Maintenance divisions, and site construction for DPW ancillary services; 4) funding the rehabilitation of the fuel pumping facility at Town Hall Annex; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$16,500,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Recommendation: Selectmen 5-0

Ways & Means 10-0

**ACTION: PASSED by 2/3s -63 For – 19 Against**

Motion to adjourn was made and seconded, the Moderator adjourned the meeting at 10:57 PM. Town Meeting will continue on Monday, May 21, 2018.

Submitted:

*Amy E. Warfield,*  
Town Clerk

#### **ANNUAL TOWN MEETING MONDAY, May 21, 2018 FOGELBURG PERFORMING ARTS CENTER BURLINGTON HIGH SCHOOL**

The meeting was called to order at 7:31 PM. After the Pledge of Allegiance, led by the Moderator he called for a motion to continue until Wednesday, May 23, 2018 if the business of the town was not finished this evening. The Moderator then begin with Article 19

**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 FY2019 by changing Archivist/Records Manager from Group 10 to Group 11; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 11-0

**ACTION: PASSED**

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**ARTICLE 20 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2019, and transfer from the FY2019 Negotiated Settlement Account the sum of \$92,700 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:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 11-0-1

**ACTION: PASSED**

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**ARTICLE 21 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the FY2019 Negotiated Settlement the sum of \$3,800 for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2019, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendation: Selectmen 5-0  
Ways & Means 12-0

**ACTION: PASSED**

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**ARTICLE 22 RE: Fund the Burlington Police Patrolmen's Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2016, FY2017, and FY2018, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Negotiated Settlement Account the

sum of \$575,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2016, FY2017, and FY2018, same to be spent under the appropriate authority.

Recommendation: Selectmen 4-0-1

**ACTION: PASSED**

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**ARTICLE 23 RE: Fund the Burlington Police Command Officers' Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2017, FY2018, and FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 24 RE: Fund the Burlington International Firefighters' Association Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2018, and FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 25 RE: Transfer of Insurance Reimbursement to Repair Pine Haven Cemetery Building**

To see if the Town will vote to appropriate a sum of up to \$220,000 from the Insurance Account to pay for the repairs to the building at Pine Haven Cemetery which was damaged in a fire on January 28, 2018; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer the sum of up to \$300,000 from the Insurance Account to pay for the repairs to the building at Pine Haven Cemetery which was damaged in a fire on January 28, 2018.

Recommendation: Selectmen 5-0  
Ways & Means 9-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 26 RE: Town Administrator Search**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000 to pay

for expenses associated with the search process for the Town Administrator's position and to do or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$20,000 to pay for expenses associated with the search process for the Town Administrator's position.

Recommendation: Selectmen 5-0  
Ways & Means 8-0

**ACTION: PASSED**

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#### **ARTICLE 27 RE: Tax Abatement Defense**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$125,000 to pay expenses for legal and appraisal consulting fees for property tax lawsuits in the sum of \$125,000 filed by Sears Roebuck & Co., and SPS Portfolio Holdings LLC (C/O Simon Properties); or act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

Recommendation: Selectmen 5-0  
Ways & Means 8-0

**ACTION: PASSED**

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#### **ARTICLE 28 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 not to exceed \$74,591.63 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

Recommendation: Ways & Means 10-0

**ACTION: PASSED**

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#### **ARTICLE 29 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 \$ 43,002, 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 not for profit Burlington Civic Organizations and 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 \$ 43,002, 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 not for profit Burlington Civic Organizations.

Recommendation: Ways & Means 10-0

**ACTION: PASSED**

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#### **ARTICLE 30 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 \$20,000 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 from Free Cash the sum of \$20,000 to pay for expenses associated with the annual 4th of July parade.

Recommendation: Selectmen 5-0  
Ways & Means 11-0-1

**ACTION: PASSED**

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#### **ARTICLE 31 RE: Terrace Hall Avenue Sidewalk Completion**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$120,000 or any other sum, for the purpose of funding the completion of the Terrace Hall Avenue Sidewalk (construction materials to be concrete sidewalk with vertical granite curbing to match existing). Sidewalk project to include 1500 LF, from end of sidewalk at Burlington Fire Station 2 to crosswalk at Baron Park Lane; or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$120,000 or any other sum, for the purpose of funding the completion of the Terrace Hall Avenue Sidewalk (construction materials to be concrete sidewalk with vertical granite curbing to match existing). Sidewalk project to include 1500 LF, from end of sidewalk at Burlington Fire Station 2 to crosswalk at Baron Park Lane.

Recommendation: Selectmen 0-5-0

A Motion was made on the floor to Postpone this Article, by Frank Monaco, the amendment was second and discussed. After some discussion the amendment was Withdrawn. The discussion the continued on the Main Motion.

**ACTION: PASSED**



**ARTICLE 32 RE: An Ordinance Regarding the Use of Recyclable and Reusable Bags in the Town of Burlington**

To see if the Town will vote to approve to include in the Town's General Bylaw's language as follows to create a new ordinance provision.

**AN ORDINANCE REGARDING THE USE OF RECYCLABLE AND REUSABLE BAGS IN THE TOWN OF BURLINGTON**

**Purpose:**

The reduction in the use of single-use plastic bags is a public purpose that protects the land and marine environment and waterways, minimizes litter, and reduces greenhouse gas emissions. Furthermore, single-use plastic bags create a burden for solid waste collection and recycling facilities, clog storm drainage systems, and require the use of millions of barrels of crude oil nationally for their manufacture.

The purpose of this ordinance is to reduce the number of single-use plastic bags that are being used, discarded, and/or littered, and to promote the use of Reusable Bags and Recyclable Paper Bags by Retail Establishments in the Town of Burlington.

**Definitions:** The following terms shall have the following meanings:

1. "The Administrator" means the Town of Burlington Town Administrator or any of his/her designees.
2. "Checkout Bag" means a carryout bag with handles provided by a Retail Establishment to a customer at the point of sale. A Checkout Bag shall not include:
  - a. bags, whether plastic or not, in which loose produce or products are placed by a consumer to deliver such items to the point of sale or check-out area of a Retail Establishment;
  - b. laundry or dry-cleaner bags;
  - c. newspaper bags;
  - d. bags used to contain or wrap frozen foods, meat or fish, whether prepackaged or not, to prevent or contain moisture.
3. "Recyclable Paper Bag" means a paper bag that is 100 percent recyclable and contains at least 40% post-consumer recycled content, and displays the words "Recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag.
4. "Reusable Bag" means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 3.0 mils in thickness.
5. "Single Use Plastic Bag" means a Checkout Bag composed of plastic, and typically has handles. These bags are intended for single-use transport of purchased products.
6. "Retail Establishment" means any commercial enterprise, defined as the following, whether for or not for profit, including, but not limited to restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses, jewelry stores, and household goods stores; however, this does not include bazaars operated by nonprofit organizations or religious institutions.

7. "Small Business" means a Retail Establishment that is under 2500 square feet in size, and are privately owned.
8. "Effective Date" refers to the effective date of this Bring Your Own Bag Ordinance.

**Requirements:**

- A. If a Retail Establishment provides Checkout Bags to customers, these bags must either be a Recyclable Paper Bag or a Reusable Bag. Information regarding the proper sanitization of these Reusable Bags to prevent fungus and illness must also be displayed or communicated at the time of checkout.
- B. Single Use Plastic Bags shall not be distributed, used, or sold for checkout or other purposes at any Retail Establishment within the Town of Burlington.
- C. Customers are encouraged to bring their own Reusable Bags to stores. Retail Establishments are strongly encouraged to make Reusable Bags available for sale to customers.
- D. Each Retail Establishment as defined in "Definitions" above shall comply fully with this ordinance.
- E. The Town Administrator shall have the authority to promulgate the requirements of this ordinance.

**Exemptions:** The following are exempt and not subject to the Bring Your Own Bag Ordinance.

1. Bags used by customers to:
  - a. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items.
  - b. Contain or wrap frozen foods, meat, or fish.
  - c. Contain or wrap flowers, potted plants, or other items where dampness may be a problem.
2. Laundry or dry-cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage, waste, pet waste or yard waste.

**Effective Date:**

This ordinance shall go in effect December 1, 2018, six (6) months after being passed.

1. A Small Business may ask for an extension of up to three (3) months past the Effective Date upon written request to the Town Administrator. This exemption shall only apply to a Small Business facing an undue hardship. An "undue hardship" shall be found only in:
  - a. Circumstances or situations unique to the Small Business such that there are no alternatives to Single Use Plastic Bags present in their store by the Effective Date. There must be a plan as to obtain Reusable Bags or Paper Bags by the end of the extension filed to the Town Administrator's office; or
  - b. Circumstances where a Small Business requires additional time in order to reduce an existing inventory of Single Use Plastic Bags. Any Small Business in receipt of an extension shall file inventory reduction and remaining stocks of Single Use Plastic Bags to the Town Administrator's office. No Single Use Plastic Bags shall be purchased during the time of this extension.

**Education:**

The Town of Burlington shall send a written notice detailing the requirements imposed by this ordinance to the Retail Establishments at least five (5) months prior to the effective date of this ordinance.

**Enforcement:**

1. Enforcement of this ordinance shall be the responsibility of the Town Administrator or his/her appointed designee.
2. Any Retail Establishment found to be in violation of this ordinance shall be subject to a non-criminal disposition fine by the Town Administrator. Fines shall go as follows:
  - a. A written warning on the first violation,
  - b. A \$100 fine upon the second violation,
  - c. A fine of \$100 compounded to each previous fine, should any further violations occur.
3. All fines shall be received by the Town of Burlington.

**MAIN MOTION:** Withdrawn

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**ARTICLE 33 RE: Amend Zoning By-Laws,  
Article IV Section 4.2.0 Principal  
Use Regulation Schedule**

To see if the Town will vote to amend Article IV, Section 4.2.0 Principal Use Regulation Schedule of the Town's Zoning By-Laws by amending the language as follows to create a new use provision:

To allow by Special Permit in the IG District and prohibited in all other Districts:

4.2.5.10 Automobile Dealership which may include integrated structured parking, provided said use is located on a lot abutting an Automobile Dealership use existing as of the date of the adoption of this subsection 4.2.5.10, and provided that the lot is located within 200 feet of Route 128/95 highway or ramp layout and at least 200 feet from the nearest One Family Dwelling (RO) residential zoning district boundary. Any Automobile Dealership allowed pursuant to this Section 4.2.5.10 (including the existing Automobile Dealership) shall be limited to a single manufacturer at each location. Said lots comprising the existing and proposed Automobile Dealership uses shall be deemed to be one lot for density regulation and parking purposes (consistent with Section 5.2.0, Note 9.)

**MAIN MOTION:** To see if the Town will vote to amend Article IV, Section 4.2.0 Principal Use Regulation Schedule of the Town's Zoning By-Laws by amending the language as follows to create a new use provision:

To allow by Special Permit in the IG District and prohibited in all other Districts:

4.2.5.10 Automobile Dealership which may include integrated structured parking, provided said use is located on a lot abutting an Automobile Dealership use existing as of the date of the adoption of this subsection 4.2.5.10, and provided that the lot is located within 200 feet of Route 128/95 highway or ramp layout and at least 200 feet from the nearest One

Family Dwelling (RO) residential zoning district boundary. Any Automobile Dealership allowed pursuant to this Section 4.2.5.10 (including the existing Automobile Dealership) shall be limited to a single manufacturer at each location. Said lots comprising the existing and proposed Automobile Dealership uses shall be deemed to be one lot for density regulation and parking purposes (consistent with Section 5.2.0, Note 9.)

Recommendation: Selectmen 5-0  
Planning 0-6-1  
Land Use 2-2

An amendment was made and seconded, by Dan DiTucci to change the word manufacturer to **brand**. The Motion as amended was read and discussed.

To see if the Town will vote to amend Article IV, Section 4.2.0 Principal Use Regulation Schedule of the Town's Zoning By-Laws by amending the language as follows to create a new use provision:

To allow by Special Permit in the IG District and prohibited in all other Districts:

4.2.5.10 Automobile Dealership which may include integrated structured parking, provided said use is located on a lot abutting an Automobile Dealership use existing as of the date of the adoption of this subsection 4.2.5.10, and provided that the lot is located within 200 feet of Route 128/95 highway or ramp layout and at least 200 feet from the nearest One Family Dwelling (RO) residential zoning district boundary. Any Automobile Dealership allowed pursuant to this Section 4.2.5.10 (including the existing Automobile Dealership) shall be limited to a single ~~manufacturer~~ **brand** at each location. Said lots comprising the existing and proposed Automobile Dealership uses shall be deemed to be one lot for density regulation and parking purposes (consistent with Section 5.2.0, Note 9.)

**ACTION: PASSED by 2/3s vote standing count was 68 For – 26 Against.** A Roll Call vote was called for and that count was **PASSED by 2/3s 67 For – 26 Against – 1 Abstention.**

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**ARTICLE 34 RE: Amend Zoning By-Laws,  
Article XIII, Sign Regulations**

To see if the Town will vote to amend Article XIII, Sign Regulations of the Town's Zoning By-Laws by amending the language as follows (proposed text in **bold print**):

Section 13.2.0 Special Signs

**13.2.1 Dimensions**

In particular instances, the Board of Appeals may permit signs of larger maximum sizes than specified herein when any such sign is located at least 100 feet from the nearest residential zoning district boundary or public way, whichever is more distant, and within a Business or Industrial Zoning District, and when such a permit is in the public interest.

**13.2.2 Freestanding Monument Directory Signs**

The Board of Appeals may permit freestanding monument directory signs in the General Business (BG) District for any integrated, multi-tenanted retail shopping center whose floor area exceeds 100,000 gross square feet and where the Board of Appeals finds that such a permit is in the public interest. Said retail shopping center can be comprised of multiple parcels and property owners, but said parcels may not be separated by a street or streets. In evaluating whether a sign is in the public interest, the Board of Appeals may consider the position and distance of the building(s) within the shopping center from the street and/or shopping center entrance and the visibility of signage on said building(s) from same, whether the sign would promote public safety, and whether the size, design, and materials of the sign are compatible with the scale of the building(s) said sign is intended to serve. In no event shall there be more than one (1) freestanding directory sign on a street where the retail shopping center has a driveway entrance and in no event shall any individual sign panel advertising a tenant or business exceed 20 sq. ft. per side. Digital display or any equivalent technology which is capable of automated, remote or computer control to change the image is prohibited.

**MAIN MOTION:** Withdrawn**RESOLUTION #1:**

Made by Town Meeting member Cathy Beyer:

To see if Town Meeting will create and request the Moderator to appoint members of an Ad Hoc committee to study long-term, comprehensive plans for existing sidewalks and prioritization for building new walkways. The committee will review projected costs, timeframes for building new sections of sidewalks maintenance of exiting walks, and mechanisms for funding.

Motion was moved and seconded.

**ACTION: PASSED**

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 9:58 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
THURSDAY SEPTEMBER 20, 2018  
TOWN HALL ANNEX, 25 CENTER ST  
BASEMENT HEARING ROOM**

At 7 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2 assembled to fill the vacancy in their Precinct.

**Present from Pct 2** were Gene Rossi, Ed Dube, Laura Vittum ; Nominees were as follows:

Peter Lewis – 144 Winn St

Amanda Laskowski – 42 Winn St

Meghan Obrien- Mercier – 10 Colburn St.

There is a tie in the secret ballot – Meghan withdrew her nomination on the second ballot Amanda Laskowski received 2 votes and Peter Lewis 1 vote; Amanda Laskowski was appointed to fill the position until the next Town Election.

**Present from Pct 4** were Joan Hastings, Steven Stamm, David Miller, Thomas Conley, Karen Cooper, Sally Willard, and Eileen Sickler ; Nominees were as follows:

Stephen Worsham – 7 College Rd.

With only one nominee Stephen Worsham was appointed to fill the position until the next Town Election.

**Present from Pct 6** were Adam Tigges, Edward Parsons, Gary Kaskey, John Iler; Nominees were as follows:

Nick Priest – 18 Prouty Rd.

Juan Illidge – 4 Holly St.

Paul Flessas – 9 Lisa St.

There is a tie in the secret ballot –Nick Priest received 2 votes and all others received 1 vote; Nick Priest was appointed to fill the position until the next Town Election

The meeting was adjourned at 7:16 PM

**ADJOURNED TOWN MEETING  
MONDAY, SEPTEMBER 24, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:33 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag.

Prior to starting business, the Moderator asked a moment of silence in honor of Town Meeting member Pat Martorano, who passed away recently. Then he asked for a motion to continue until Wednesday September 26, 2018 if the business of the Town was not completed tonight. It was moved, seconded and passed by a majority; the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was move, seconded and passed by a majority. He asked for a motion to waive the reading of the article if the motion was As Printed in the Warrant, it was moved, seconded and passed by a majority. Finally the Moderator asked for a motion to accept Bruce Morey to be the Deputy Moderator in case it was needed, it was moved, seconded and passed. Now to the first Article:

**GENERAL ARTICLES**

**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 Moderator reviewed that the Sidewalk Committee had been set up and Steve Morin would be the Temp. Chairman to set up a meeting to organize the committee.

**ARTICLE 2 RE: Annual Town Election Date**

To see if the Town will vote to set the Annual Town Election for April 6, 2019, or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

**ACTION: PASSED BY MAJORITY**

**ARTICLE 3 Re: Home Rule Petition Special Legislation Concerning Liquor Licenses**

That a petition to the General Court, accompanied by a bill for a special law relating to the Town of Burlington to be filed with an attested copy of this order be, and hereby is, approved under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts, to the end that legislation be adopted as follows:

**AN ACT AUTHORIZING THE TOWN OF BURLINGTON TO GRANT ADDITIONAL ALCOHOLIC BEVERAGE LICENSES**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Burlington may grant five (5) licenses for the sale of all alcoholic beverages to be drunk on the premises and four (4) licenses for the sale of wine and malt to be drunk on the premises under Section 12 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except Section 17.

**SECTION 2.** The licensing authority of the Town of Burlington shall restrict the licenses granted under Sections 1 and 2 of this Act as to number and to persons, corporations, organizations, and entities located on the property known as and comprising the "Burlington Mall"; as more specifically shown on a plan which is on file with the Board of Selectmen of the Town of Burlington. (The property identified above being referred to in the Act as a "Permitted Location".)

**SECTION 3.** The nine (9) licenses authorized in Section 1 above are in addition to the three (3)

licenses granted to the Permitted Location for the sale of all alcoholic beverages to be drunk on premises pursuant to Chapter 59 of the Acts of 2014.

SECTION 4. License granted under this section shall not be transferable to any other person, corporation, or organization for a period of three (3) years from the date of original issuance or three (3) years from the enactment of this legislation, whichever is later. Any transfer in violation of Section 2 of this Act shall render said license null and void.

SECTION 5. Notwithstanding Sections 12 and 77 of Chapter 138 of the General Laws, the licensing authority of the Town of Burlington may restrict the licenses pursuant to this Act to holders of common victualler licenses.

SECTION 6. If a license granted under this section, is revoked or no longer in use at the location of original issuance, it shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority which may then grant the license to a new applicant only at the same location under the same conditions as specified in this act provided that the applicant files with the licensing authority a letter from the Department of Revenue and a letter from the Division of Unemployment Assistance indicating that the license is in good standing with those entities and that all applicable taxes, fees, and contributions have been paid.

SECTION 7. This Act shall take effect upon its passage.

or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant.

Recommendations: Selectmen 2-3-0

Amendment motion was made to change the number to three (3) licenses for the sale of all alcoholic beverages to be drunk on the premises and two (42) licenses for the sale of wine and malt. It was moved, seconded and after discussion on the amended motion it failed.

**ACTION: On the Main Motion - PASSED BY MAJORITY**

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**ARTICLE 4 Re: Chapter 194 Acts of 1986;  
Adoption of Town of Burlington  
Scholarship Fund**

To see if the Town will vote to accept Chapter 194 of the Acts of 1986, authorizing the adoption of a town scholarship fund [entitled "Town of Burlington Scholarship Fund"]. To design and designate a place on its municipal tax bills, or the motor vehicle excise tax bill, whereby the taxpayer of said city or town can voluntarily checkoff, donate, and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and to establish a city or town scholarship fund, the purpose of said fund is to provide educational financial aid to deserving city and town residents.

Said fund shall be under the jurisdiction of the town treasurer or the Board of Selectmen, acting for and on behalf of the town and all monies which are collected as a result of the voluntary checkoff shall be transferred to the principal of said fund, and the city or town treasurer shall be the custodian of the fund and may deposit the proceeds in a bank or invest the same in such securities as are legal for the investment of funds of savings banks under the laws of the commonwealth or in federal savings and loan associations situated in the commonwealth. A Scholarship Committee, to consist of the Superintendent of Schools, or his designee, and no fewer than five residents of the city or town appointed to a three-year term by the Board of Selectmen; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to re-accept Chapter 194 of the Acts of 1986, as codified at Section 3C of Chapter 60 of the General Laws, to re-authorize the adoption of a town scholarship fund to be entitled "Town of Burlington Scholarship Fund" whereby the taxpayer can voluntarily checkoff, donate, and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and to establish a city or town scholarship fund, the purpose of said fund is to provide educational financial aid to deserving town residents. Any amounts donated to the scholarship fund shall be deposited into a special account in the general treasury and shall be in the custody of the town treasurer.

And to establish a scholarship committee, consisting of the superintendent or designee, and no fewer than four (4) residents of the town appointed by the board of selectmen to a term of three (3) years. The scholarship committee shall select the recipients of and amounts of financial aid from the scholarship fund and shall be guided by any criteria established by the scholarship committee, subject to any bylaw and further subject to the following criteria:

- (a) The recipients of financial aid must be residents of the town at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee; and
- (b) The committee shall take into consideration each recipient's financial need, character, scholastic record and involvement in community work as well as extracurricular school activities.

And to authorize the scholarship committee to distribute financial aid from both interest and principal of the fund, without further appropriation.

Recommendations: Selectmen 5-0-0  
Ways & Means 6-4-1

**ACTION: PASSED BY MAJORITY**

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## **ARTICLE 5 Re: Town Treasurer - Change to Appointed Position**

To see if the Town will vote to have its elected Treasurer/Collector become an appointed Town Treasurer/Collector for the Town of Burlington; and if such vote passes by a simple majority, to instruct the Board of Selectmen to place on the ballot for the Annual Town Election being held on Saturday, April 6, 2019, a ballot question to see if the residents of the Town of Burlington will vote to have its elected Treasurer/Collector become an appointed Treasurer/Collector; or to take any other action in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Selectmen 4-0-1  
Bylaw Review 3-0-1

**ACTION: PASSED BY MAJORITY**

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## **ARTICLE 6 Re: Town Moderator – Increase Term to Three Years**

To see if the Town will vote to amend the General Bylaws, Article III, Section 1.2 – Other Elected Officers, Item 2, by deleting:

- (2) A Moderator for a one year term.
- And replacing it with:
- (2) A Moderator for a three year term.

This change will take effect for the Annual Town Election of 2019;

or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: FAILED**

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## **ARTICLE 7 Re: Amendment to the General Bylaws Construction Hours**

To see if the Town will vote to amend Article XIV (Environment) of the General Bylaws, Section 4.5 (Construction Hours) by deleting the current text in its entirety and replacing it with the following:

4.5 Construction Hours - The purpose of this bylaw is to set limits on the hours that construction activity can take place in order to minimize the impact to abutters and to the surrounding area, that would impair the normal use and peaceful enjoyment of any property, structure or dwelling therein.

4.5.1 Definitions - In this context, construction activity includes, but is not limited to: demolition, repair, paving, grading, excavation, and construction or alteration of buildings and streets. It also includes activities related to such construction, such as:

- a. The delivery, pickup, or movement of equipment or material

b. Offensive noise or vibration

4.5.2 Weekday Construction Hours – Weekday construction activity shall be allowed only between the hours of 7:00 AM to 7:00 PM.

4.5.3 Saturday Construction Hours – Saturday construction activity shall be allowed only between the hours of 9:00 AM to 7:00 PM.

4.5.4 Sunday and Holiday Construction Hours – Sunday and legal (state and federal) holiday construction activity shall be allowed only for the maintenance, repair, or improvement of owner occupied residential property that does not involve the use of heavy construction equipment. Said activity must be performed by the owner or, under the supervision of the owner, the owner's family or friends. This activity shall be allowed only between the hours of 9:00 AM to 7:00 PM.

4.5.5 Applicability – This bylaw applies to all zoning districts. This bylaw shall not apply to emergency construction activities. Nothing in this bylaw shall limit the authority of the following town boards to set or limit construction hours:

- a. The Planning Board, as part of the issuance of a special permit or as part of the terms and conditions included in a "Decision" document.
- b. The Board of Selectmen.

4.5.6 Enforcement - This bylaw shall be enforced through non-criminal disposition by the Building Inspector, his or her designee, or any police officer of the Town of Burlington.

4.5.7 Penalties for Violations - Violators of this bylaw shall be issued a warning on the first violation. Each subsequent violation shall result in a fine of \$300, each day of violation to constitute a separate offense;

or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Bylaw 5-0-0

**ACTION: PASSED BY MAJORITY**

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The hour was getting late and a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:50 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

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**ADJOURNED TOWN MEETING  
WEDNESDAY, SEPTEMBER 26, 2018  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:35 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. Prior to starting business, it was mentioned there was a Get Well card on the sign in desk for long time



Town Meeting member Virginia Mooney who is ill, the Moderator asked for a motion to continue until Wednesday October 3, 2018 if the business of the Town was not completed tonight. It was moved, seconded and passed by a majority; the Moderator asked for a motion to accept a show of hands as the method for voting than a standing count which was move, seconded and passed by a majority. He asked for a motion to waive the reading of the article if the motion was As Printed in the Warrant, it was moved, seconded and passed by a majority. Finally the Moderator asked for a motion to accept Frank Monaco to be the Deputy Moderator in case it was needed, it was moved, seconded and passed.

Business of the Town began again:

## **ARTICLE 8 Re: Amendment to Town General Bylaws Littering**

To see if the Town will vote to adopt the following amendments to the General Bylaws

- 1) Amend Article I (General Provisions) of the General Bylaws, Section 4.0 (Non-criminal disposition) penalties table by striking the entry

<del>Article XIII Section 1.23.4 Littering</del>	<del>\$100</del>
--------------------------------------------------	------------------

and amending the entry for Article XIV, Section 2.10 to the following

Article XIV, Section 2.10 Litter Control – Enforcement Authorization and Fines	\$100
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- 2) Amending Article XIV (Environment) of the General Bylaws, Section 2.0 Litter Control, Subsection 2.10 Enforcement Authorization and Fines by deleting the text of paragraphs 2.10.1 & 2.10.2 in their entirety and replacing them with the following:

2.10.1 Any person found to have violated any provision of this article shall be fined One Hundred Dollars (\$100). In the case of a continuing violation, each day on which the violation continues shall be deemed a separate offense.

2.10.2 After approval by the Attorney General, a copy of this Bylaw shall be distributed by the Town Clerk to every employee of the Police Department, Recreation Department, School Department, Board of Health, and Department of Public Works of the Town and to the Building Inspector and Town Administrator. It shall be the duty of the Town administration to see that this article is enforced by reporting violations to the attention of the Police Department and by the prosecution of persons charged with such violations. On property under the jurisdiction of the School Committee, the Superintendent of Schools, or their designees shall be authorized "Enforcing Persons". On property under the jurisdiction of the Recreation Commission, the Recreation Director, or their designees shall be authorized "Enforcing Persons". Violations of this section shall be enforced according to Article I, section 4.

- 3) Amending Article XIII (Public Safety) of the General Bylaws, Section 1.23.4 by deleting the current text in its entirety;

### ~~1.23.4 Littering~~

~~1.23.4.1 Whoever places, throws, deposits, discharges or causes to be placed, thrown, deposited or discharged, any trash or refuse, rubbish, debris, or any other material of any kind except in a receptacle specifically therefor, upon land under the control of the school committee or the recreation commission shall pay a fine of not less than Twenty Dollars (\$20) nor more than Two Hundred Dollars (\$200.00).~~

or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY MAJORITY**

## **ARTICLE 9 Re: Amendment to Town General Bylaws Moderator – Two Thirds Voting**

To see if the Town will vote to amend Article II Representative Town Meeting of the General Bylaws, Section 4.0 Moderator by deleting the current text in its entirety and replacing it with the following:

The Town Moderator shall preside at all sessions of the Representative Town Meeting, but he or she shall have no vote unless the numbers present and voting are equally divided. On matters requiring a two-thirds vote by statute, the Moderator as authorized under Massachusetts General Law Chapter 39 Section 15 may declare a two-thirds vote and a count need not be taken.

The Moderator may appoint, subject to Town Meeting approval, from among the elected Town Meeting Members, a Deputy Moderator to serve in the event of his or her absence or disability. In the case of the absence or disability of the Moderator and the Deputy Moderator, Town Meeting shall elect from its own membership a temporary Moderator to act during said absence or disability.

The Moderator shall appoint the members of a Committee on Ways and Means, and such other committees, special or standing, as may from time to time be established. The Moderator shall perform such other duties as may from time to time be assigned to the office of the Moderator by bylaw, rule or other vote of the Town Meeting;

or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Bylaw 4-0-0

**ACTION: POSTPONED TO JANUARY TM**

## **ARTICLE 10 Re: Regulation of Retail Checkout Bags**

To see if the Town will vote to amend the Town's General Bylaws to include the following new provision:

### **REGULATION OF RETAIL CHECKOUT BAGS**

#### **Article XIV Section 2.15**

#### **2.15. Regulation of Retail Checkout Bags**

- 2.15.1. The purpose of this by-law is to reduce the number of single-use plastic bags that are being used, discarded, and/or littered, and to promote the use of Reusable Bags and Recyclable Paper Bags by Retail Establishments in the Town of Burlington.
- 2.15.2. Definitions  
The following terms shall, for section 2.15 shall have the following meanings.
- 2.15.2.1. "checkout bag" means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.
- 2.15.2.2. "recyclable paper bag" means a paper bag that is: (1) 100 percent recyclable; and (2) contains at least 40% post-consumer recycled paper content and is clearly labeled as such.
- 2.15.2.3. "reusable bag" means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 3.0 mils in thickness.
- 2.15.2.4. "single-use plastic bag" means a plastic checkout bag made of cloth or other machine washable fabric; or made of plastic other than polyethylene (HDPE, LDPE, PETE, etc.) or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material that is more than 4 mils thick.
- 2.15.2.5. "retail establishment" means any commercial enterprise including, but not limited to the following: restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses, jewelry stores, household goods stores and any other business that offers the sale of merchandise.
- 2.15.2.6. "non-profit organization" means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

- 2.15.2.7. "small business" means a retail establishment that is under twenty five hundred (2500) square feet in size, and is not publicly owned.

#### **2.15.3. Regulations**

- 2.15.3.1. If a retail establishment or non-profit organization provides checkout bags to customers, these bags must either be recyclable paper bags or reusable bags.
- 2.15.3.2. Information regarding the proper sanitization of reusable bags to prevent fungus and illness must also be displayed or communicated at the time of checkout.
- 2.15.3.3. Except as otherwise provided herein, single use plastic bags shall not be distributed, used or sold for checkout or other purposes by any retail establishment or non-profit organization within the Town of Burlington.

- 2.15.3.4. The following are exempt and not subject to Section 2.15.

Bags used by customers to:  
package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;  
contain or wrap frozen foods, meat, or fish;  
or contain or wrap flowers, potted plants, or other items where dampness may be a problem.  
Laundry or dry-cleaning bags or bags sold in packages containing multiple bags intended to be used for home food storage, garbage, waste, pet waste or yard waste.

#### **2.15.4. Effective Date**

- 2.15.4.1. This bylaw will go into effect one hundred and twenty (120) days after approval according to Massachusetts General Law Chapter 40, Section 32..
- 2.15.4.2. A small business may ask for an extension of up to ninety (90) days past the effective date upon written request to the Town Administrator. This exemption shall only apply to a small business facing an undue hardship. An "undue hardship" shall be found only in:
- circumstances or situations unique to the small business such that there are no alternatives to single use plastic bags present in their retail establishment by the effective date. There must be a plan as to obtain reusable bags or paper bags by the end of the extension filed to the Town Administrator's office; or
  - Circumstances where a small business requires additional time in order to reduce an existing inventory of single use plastic bags. Any small business in receipt of an extension shall file inventory reduction plans to consume the remaining stock of single use plastic bags with the Town Administrator's office.

No Single Use Plastic Bags shall be purchased during the time of this extension.

#### 2.15.5. Education

The Town Administrator shall send a written notice detailing the requirements imposed by this ordinance to the retail establishments and non-profit organizations at least ninety (90) days prior to the effective date of this ordinance.

#### 2.15.6. Enforcement

2.15.6.1. Enforcement of this ordinance shall be the responsibility of the Town Administrator or his/her appointed designee.

2.15.6.2. Any Retail Establishment or non-profit organization found to be in violation of this section shall be subject to a non-criminal disposition fine by the Town Administrator

2.15.6.3. Not more than one fine may be assessed within a fifteen (15) day period. All fines levied may be appealed to the Board of Selectmen in writing within fifteen (15) days of the fine being levied.

2.15.6.4. All fines shall be paid within fifteen (15) days, and be received by the Town of Burlington.

And, to see if the Town will vote to amend the Town's General Bylaws, Article I, Section 4.0, to include the following

Article XIV, Section 2.15, Regulation of Retail Checkout Bags	
First Offense	Warning
Second Offense	\$25
Subsequent Offense	\$50

**MAIN MOTION:** As Printed in the Warrant

Recommendations: Bylaw Review 0-3-0

Amendment was made to modify section 2.15.6.3 to replace "per organization" with "per retail establishment, non-profit organization or small business" it was moved, seconded and Passed by Majority.

**ACTION: on the MAIN MOTION as Amended POSTPONED TO JANUARY TM**

#### **ARTICLE 11 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 not to exceed \$74,591.63 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

Recommendation: Ways & Means 10-0-0

**ACTION: PASSED BY MAJORITY**

#### **ARTICLE 12 Re: Fund the Burlington Police Command Officers' Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account a sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2017, FY2018 and FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

#### **ARTICLE 13 Re: Fund the Burlington Police Patrolmen's Association Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$154,505 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY2019, same to be spent under the direction of the Town Administrator.

Recommendations: Selectmen 3-0-1  
Ways & Means 12-0-0

**ACTION: PASSED BY MAJORITY**

#### **ARTICLE 14 Re: Fund the Burlington International Firefighters' Association Contract**

To see if Town will vote to transfer from the Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2018 and FY2019, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

### **ARTICLE 15 Re: PEG Cable Access Enterprise Fund**

To see if the Town will vote to transfer the sum of \$560,000 to operate the FY2019 PEG Cable Access Enterprise of which \$560,000 will come from the FY2019 PEG Cable Access Enterprise Fund Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer the sum of \$575,000 to operate the FY2019 PEG Cable Access Enterprise of which \$575,000 will come from the FY2019 PEG Cable Access Enterprise Fund Estimated Revenue Account. Same to be spent under the direction of the appropriate authorities.

Recommendations: Selectmen 5-0-0  
Ways & Means 10-0-1

**ACTION: PASSED BY MAJORITY**

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### **ARTICLE 16 Re: Transportation Infrastructure Fund**

To see if the Town will vote to transfer from Receipts Reserved for Appropriation-Commonwealth Transportation Infrastructure Fund monies the sum of \$16,785.30 from to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Receipts Reserved for Appropriation-Commonwealth Transportation Infrastructure Fund monies the sum of \$10,000 to be used for the Burlington Lowell transportation system to support local businesses and the sum of \$6,785.30 for sidewalks under the direction of the Town Administrator.

Recommendations: Selectmen 5-0-0  
Ways & Means 9-0

**ACTION: PASSED BY MAJORITY**

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### **ARTICLE 17 Re: Fire Headquarters Fire Alerting System**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$59,636 to pay expenses to purchase in order to replace the current Fire Headquarters fire alarm alerting system or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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### **ARTICLE 18 Re: Tax Abatement Defense**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of up to \$250,000 and to authorize the Board of Selectmen to exercise its right of first refusal to purchase the above-referenced property; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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### **ARTICLE 19 Re: 117 South Bedford Street**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$250,000 as necessary to exercise its first right of refusal and purchase the above-referenced property; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Affordable Housing Monitoring Fund to provide the sum of \$250,000 and to authorize the Board of Selectmen to exercise its first right of first refusal to purchase the above-referenced property.

Recommendations: Selectmen 5-0-0  
Ways & Means 11-0-0

**ACTION: PASSED BY MAJORITY**

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### **ARTICLE 20 Re: Payment of Prior Year Expenses**

To see if the Town will vote to raise and appropriate or transfer from available funds such sum of money as may be necessary to pay bills from previous FY2018 pursuant to the provisions of M.G.L. Chapter 44, § 64, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Stabilization Fund the sum of \$699,926.54 to Line#63, Local Education to pay bills from previous FY2018 pursuant to the provisions of M.G.L. Chapter 44, § 64.

Recommendations: Selectmen 5-0-0  
Ways & Means 11-0-0

**ACTION: With a 9/10s Vote required - PASSED with a STANDING COUNT VOTE OF 92 FOR and 5 AGAINST with 3 ABSTENTIONS (92%)**

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### **ARTICLE 21 Re: Funding An Audit, Review or Other Procedures for a Report of the Burlington School Department Financial Accounts**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of up to \$50,000, for the purpose of funding a complete and inclusive independent audit, review or other procedures for a report of the Burlington School

Department's financial accounts by an independent accounting firm. Such report shall include: operating expenses, revolving accounts, capital expenditures and all other financial accounts, for the fiscal year ended June 30, 2018 and any other period determined by the Ways and Means. The same to be spent under the direction of the Town Meeting Ways and Means Committee, and the Board of Selectmen, as set forth in Burlington General Bylaws, Article V, Section 2.1.2. A status update of the report is to be provided at the January 2019 Town Meeting by the independent accounting firm. A final report to be completed by February 1, 2019 and presented by the independent accounting firm at the regularly scheduled meeting of Ways and Means in February 2019 or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of up to \$50,000, for the purpose of funding a complete and inclusive independent audit, review or other procedures for a report of the Burlington School Department's financial accounts. Such report shall include: operating expenses and any other financial accounts, for the fiscal year ended June 30, 2018 and any other period determined by the Ways and Means. The same to be spent under the direction of the Town Meeting Ways and Means Committee, as stipulated by Burlington General Bylaws Article V Section 2.1.2. A status update of the report is to be provided at the May 2019 Town Meeting by the independent accounting firm. A final report to be completed by July 1, 2019 and presented by the independent accounting firm at the regularly scheduled meeting of Ways and Means in July 2019.

Recommendations: Ways & Means 0-12-0

**ACTION: With a 2/3s Vote required, FAILED with ROLL CALL VOTE with 35 FOR and 57 AGAINST**

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## **ARTICLE 22 Re: Amend the FY2019 Operating Budget**

To see if the Town will vote to amend Article 4 of the May 14, 2018 Annual Town Meeting, "Fund FY2019 Operating Budget," by reducing the amount appropriated in Line 63 TOTAL LOCAL EDUCATION by a sum of money, or to act in any other manner in relation thereto:

**MAIN MOTION:** Withdrawn

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The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 11:33 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

TOWN OF BURLINGTON									
FINAL TOTAL TALLY SHEET					# Eligible Voters		15,793		
April 07, 2018					Total Votes Cast		2,177		
Election					Percent		13.78%		
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	Student Vote
TOTAL VOTES CAST	399	181	344	285	362	357	249	2,177	124
MODERATOR - 1 YR (1)									
Blanks	104	59	108	88	115	105	76	655	27
William Beyer*	292	119	234	190	242	250	173	1,500	90
Write-ins	3	3	2	7	5	2	0	22	7
TOTAL	399	181	344	285	362	357	249	2,177	124
SELECTMEN - 3 YR (2)									
Blanks	106	54	106	84	102	89	58	599	55
Joseph E. Morandi*	220	96	168	136	192	179	143	1,134	56
Michael S. Runyan*	229	91	183	139	179	211	131	1,163	48
Virginia E. Mooney	63	35	63	62	62	41	55	381	36
Nicholas C. Priest	180	85	168	148	184	192	111	1,068	51
Write-ins	0	1	0	1	5	2	0	9	2
TOTAL	798	362	688	570	724	714	498	4,354	248
ASSESSOR - 3 YR (1)									
Blanks	118	66	107	89	116	116	70	682	35
Paul R. Sheehan *	278	115	236	196	245	241	179	1,490	85
Write-ins	3	0	1	0	1	0	0	5	4
TOTAL	399	181	344	285	362	357	249	2,177	124
School Committee - 3 YR (1)									
Blanks	120	50	96	71	115	112	63	627	27
Martha A. Simon	234	89	205	183	200	216	149	1,276	84
Write-in Kiim Milne	45	41	40	29	42	26	37	260	0
Write-ins	0	1	3	2	5	3	0	14	13
TOTAL	399	181	344	285	362	357	249	2,177	124
LIBRARY TRUSTEES - 3 YR (2)									
Blanks	222	116	211	156	191	197	147	1,240	70
Hiral Gandhi	124	72	136	140	149	147	88	856	61
Kevin T. Sheehan	240	93	209	161	224	212	166	1,305	55
Ram Voruganti	209	81	131	113	157	157	94	942	58
Write-ins	3	0	1	0	3	1	3	11	4
TOTAL	798	362	688	570	724	714	498	4,354	248
LIBRARY TRUSTEES - 2 YR (1)									
Blanks	140	77	112	87	125	116	80	737	32
Adam D. Woodbury	257	101	230	198	235	234	168	1,423	90
Write-ins	2	3	2	0	2	7	1	17	2
TOTAL	399	181	344	285	362	357	249	2,177	124
PLANNING BOARD - 5 YR (1)									
Blanks	140	55	110	82	111	129	79	706	36
Paul R. Raymond*	257	124	233	201	247	226	167	1,455	85
Write-ins	2	2	1	2	4	2	3	16	3
TOTAL	399	181	344	285	362	357	249	2,177	124
BOARD OF HEALTH - 3 YR (2)									
Blanks	273	136	244	187	263	258	171	1,532	81
David B. McSweeney*	263	115	227	193	235	230	166	1,429	80
Elizabeth A. Walendziewicz *	258	111	215	187	223	225	160	1,379	82
Write-ins	4	0	2	3	3	1	1	14	5
TOTAL	798	362	688	570	724	714	498	4,354	248
HOUSING AUTHORITY - 5 YR (1)									
Blanks	247	102	200	154	223	227	165	1,318	67
Write-in Rahul Aggarwal	42	15	23	21	33	29	9	172	0
Write-in Angela Wells	95	52	81	92	82	79	52	533	0
Write-ins	15	12	40	18	24	22	23	154	57
TOTAL	399	181	344	285	362	357	249	2,177	124



RECREATION COMM. - 3 YR (1)									
Blanks	126	64	111	77	103	115	70	666	34
David H. Norden*	272	116	230	207	255	242	178	1,500	83
Write-ins	1	1	3	1	4	0	1	11	7
TOTAL	399	181	344	285	362	357	249	2,177	124

SHAWSHEEN TECH H.S.- 3 YR (1)									
Blanks	110	45	90	74	98	93	67	577	31
Paul V. Gedick *	289	136	254	211	263	264	180	1,597	85
Write-ins	0	0	0	0	1	0	2	3	8
TOTAL	399	181	344	285	362	357	249	2,177	124

PRECINCT 1									
TOWN MEETING - 3 YR (6)									
Blanks	776							776	
Donna D. Gregorio*	249							249	
Michael J. Hardy*	237							237	
Mark S. Saia*	239							239	
Adam Senesi*	215							215	
David J. Woodilla*	203							203	
William S. Boivin	233							233	
Michael Espejo	112							112	
Ram Voruganti	129							129	
Write-ins	1							1	
TOTAL	2,394							2,394	

PRECINCT 2									
TOWN MEETING - 3 YR (6)									
Blanks		372						372	
Eleanor N. O'Connell*		138						138	
Gene J. Rossi*		111						111	
John J. Ryan*		110						110	
Mryna A. Saltman*		120						120	
Kimberley A. Trainor*		115						115	
Laura Vittum		116						116	
Write-ins		4						4	
TOTAL		1,086						1,082	

PRECINCT 2									
TOWN MEETING - 2 YR (1)									
Blanks		162						162	
Write-in John Haley, Jr		2						2	
Write-in Daniel Restivo		2						2	
Write-ins		15						15	
TOTAL		181						181	

PRECINCT 2									
TOWN MEETING - 1 YR (1)									
Blanks		51						51	
Heidi Brosnan		127						127	
Write-ins		3						3	
TOTAL		181						178	

PRECINCT 3									
TOWN MEETING - 3 YR (6)									
Blanks			725					725	
Lucy M. Damiani*			230					230	
Joanne Frustaci *			212					212	
Stephen G. Marchese, Sr*			231					231	
Mildred J. Nash*			231					231	
Paul Gerard Noonan*			223					223	
Julianne Ouellet			211					211	
Write-ins			1					1	
TOTAL			2,064					2,064	

PRECINCT 3									
TOWN MEETING - 1 YR (1)									
Blanks			105					105	
Andrew Bean			237					237	
Write-ins			2					2	
TOTAL			344					344	

PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				497				497
Joan B. Hastings*				183				183
Frank P. Monaco*				179				179
Virginia E. Mooney*				143				143
Laura G. Nichols*				175				175
Eileen Claire Sickler*				157				157
Kelley Lax				109				109
Sally Willard				146				146
Schiffon Wong				112				112
Write-ins				9				9
TOTAL				1,710				1,710
PRECINCT 4								
TOWN MEETING - 2 YR (1)								
Blanks				215				215
Kelley Lax				3				3
Sally Willard				5				5
Schiffon Wong				25				25
Write-ins				37				37
TOTAL				285				285
PRECINCT 5								
TOWN MEETING - 3 YR (6)								
Blanks				771				771
Patricia J. Angelo*				241				241
Albert I. Fay, Jr*				242				242
Christopher Paul Murphy*				232				232
Norman A. Steeves *				226				226
Ernest R. Zabolotny *				222				222
Thomas Carlson				233				233
Write-ins				5				5
TOTAL				2,172				2,172
PRECINCT 6								
TOWN MEETING - 3 YR (6)								
Blanks					779			779
Roger A. Bell*					230			230
Diane Kendrigan Creedon*					231			231
Daniel R. Ditucci*					240			240
Gary B. Kasky*					210			210
Sonia S. Rollins*					242			242
Salvana Sharaib*					205			205
Write-ins					5			5
TOTAL					2,142			2,142
PRECINCT 6								
TOWN MEETING - 2 YR (1)								
Blanks					320			320
Write-in Ed Parsons					5			5
Write-ins					32			32
TOTAL					357			357
								Total
PRECINCT 7								
TOWN MEETING - 3 YR (6)								
Blanks						517		517
Elliot C. Brown*						165		165
Cody A. Case*						158		158
Anne P. Coady*						164		164
Brenda Haney *						160		160
Lois M Smith-Martin*						161		161
Mark E. Woods*						169		169
Write-ins						0		0
TOTAL						1,494		1,494

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.

Wardens:	Votes Cast	<u>Registered</u> Voters	%
Prec. 1 Elliot Chickosky	399	2,548	15.7%
Prec. 2 Kevin McKelvey	181	1,620	11.2%
Prec. 3 Sueellen McGillick	344	2,202	15.6%
Prec. 4 Patricia Stanford	285	2,156	13.2%
Prec. 5 Robert Callahan	362	2,452	14.8%
Prec. 6 James Shramek	357	2,414	14.8%
Prec. 7 Steve Wasserman	249	<u>2,402</u>	10.4%
		15,794	

The above figures includes 213 Absentee Ballots cast by precinct as follows:

1=30, 2=27, 3=39, 4=26, 5=36, 6=35, 7=20.

# of "Inactive Voters": 1,613

VOTER PROFILE:	AGE	<u>TOTAL</u>	% of those Voting
	18-30		
	31-40		
	41-50		
	51-60		
	61-70		
	71-80		
	80+over		
	Total	0	

WEATHER: A nice cold spring day that started with snow flurries and ended in the 30s

\* Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC  
Town Clerk

## TOWN OF BURLINGTON

## FINAL TOTAL TALLY SHEET

SEPTEMBER 4, 2018

Election

# Eligible Voters

16,059

Total Votes Cast

2,914

Percent

18.1%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	250	182	278	214	270	246	309	1,749
Republican	188	92	191	155	184	195	154	1,159
Libertarian	0	0	2	2	2	0	0	6
TOTAL VOTES CAST	438	274	471	371	456	441	463	2,914
DEMOCRATIC PARTY								
Senator in Congress								
Blanks	41	18	46	33	37	47	55	277
Elizabeth A. Warren*	202	161	229	176	227	190	250	1,435
Write-ins	7	3	3	5	6	9	4	37
TOTAL	250	182	278	214	270	246	309	1,749
Governor								
Blanks	56	24	87	42	45	58	64	376
Jay M. Gonzalez	124	103	122	108	136	108	157	858
Bob Massie	67	53	67	60	80	77	85	489
Write-ins	3	2	2	4	9	3	3	26
TOTAL	250	182	278	214	270	246	309	1,749
Lieutenant Governor								
Blanks	48	24	74	39	35	47	67	334
Quentin Palfrey	94	84	103	96	123	98	137	735
Jimmy Tingle	106	73	100	79	109	100	105	672
Write-ins	2	1	1	0	3	1	0	8
TOTAL	250	182	278	214	270	246	309	1,749
Attorney General								
Blanks	30	15	39	30	35	37	31	217
Maura Healey*	216	167	238	179	234	205	277	1,516
Write-ins	4	0	1	5	1	4	1	16
TOTAL	250	182	278	214	270	246	309	1,749
Secretary of State								
Blanks	5	6	12	4	8	8	6	49
William Francis Galvin*	176	112	202	151	187	168	219	1,215
Josh Zakim	69	64	64	58	75	70	84	484
Write-ins	0	0	0	1	0	0	0	1
TOTAL	250	182	278	214	270	246	309	1,749
Treasurer								
Blanks	50	23	78	43	56	58	53	361
Deborah B. Goldberg*	199	157	200	167	213	186	256	1,378
Write-ins	1	2	0	4	1	2	0	10
TOTAL	250	182	278	214	270	246	309	1,749
Auditor								
Blanks	60	30	74	47	65	59	53	388
Suzanne M. Bump*	188	152	202	163	203	184	255	1,347
Write-ins	2	0	2	4	2	3	1	14
TOTAL	250	182	278	214	270	246	309	1,749
Representative in Congress								
Blanks	41	9	45	25	41	36	44	241
Seth Moulton*	207	173	231	184	229	206	265	1,495
Write-ins	2	0	2	5	0	4	0	13
TOTAL	250	182	278	214	270	246	309	1,749
Councillor								
Blanks	40	24	55	28	47	39	37	270
Marilyn M. Petitto Devaney*	126	75	133	114	145	127	178	898
Nick Carter	83	83	89	71	77	80	94	577
Write-ins	1	0	1	1	1	0	0	4
TOTAL	250	182	278	214	270	246	309	1,749

Senator in General Court								
Blanks	52	29	55	38	61	53	51	339
Cindy F. Friedman*	196	153	220	173	209	191	258	1,400
Write-ins	2	0	3	3	0	2	0	10
TOTAL								
	250	182	278	214	270	246	309	1,749
Representative in General Court								
Blanks	34	22	53	34	44	40	45	272
Kenneth I. Gordon*	215	160	224	176	226	203	264	1,468
Write-ins	1	0	1	4	0	3	0	9
TOTAL								
	250	182	278	214	270	246	309	1,749
District Attorney								
Blanks	17	14	27	12	30	28	26	154
Marian T. Ryan*	141	86	135	108	127	116	161	874
Donna Patalano	92	81	115	93	113	102	122	718
Write-ins	0	1	1	1	0	0	0	3
TOTAL								
	250	182	278	214	270	246	309	1,749
Clerk of Courts								
Blanks	53	28	67	43	58	53	54	356
Michael A. Sullivan*	197	153	210	168	212	191	254	1,385
Write-ins	0	1	1	3	0	2	1	8
TOTAL								
	250	182	278	214	270	246	309	1,749
Register of Deeds								
Blanks	58	30	74	46	64	53	57	382
Maria C. Curtatone*	190	152	202	165	205	191	252	1,357
Write-ins	2	0	2	3	1	2	0	10
TOTAL								
	250	182	278	214	270	246	309	1,749

PRECINCT	1	2	3	4	5	6	7	TOTAL
	REPUBLICAN PARTY							
Senator in Congress								
Blanks	5	3	9	7	8	7	6	45
Geoff Diehl	93	43	105	82	114	99	83	619
John Kingston	90	36	55	42	40	69	44	376
Beth Joyce Lindstrom	0	10	22	23	18	20	21	114
Write-ins	0	0	0	1	4	0	0	5
TOTAL	188	92	191	155	184	195	154	1,159
Governor								
Blanks	5	1	3	3	4	4	1	21
Charles D. Baker*	93	54	108	90	87	100	74	606
Scott D. Lively	90	37	80	62	93	91	79	532
Write-ins	0	0	0	0	0	0	0	0
TOTAL	188	92	191	155	184	195	154	1,159
Lieutenant Governor								
Blanks	60	31	58	56	64	62	45	376
Karyn E. Polito*	123	60	131	98	115	131	105	763
Write-ins	5	1	2	1	5	2	4	20
TOTAL	188	92	191	155	184	195	154	1,159
Attorney General								
Blanks	32	18	33	35	35	24	30	207
James R. McMahon III	100	44	101	76	92	113	69	595
Daniel L. Shores	55	29	57	44	56	58	54	353
Write-ins	1	1	0	0	1	0	1	4
TOTAL	188	92	191	155	184	195	154	1,159
Secretary of State								
Blanks	61	30	53	64	67	60	51	386
Anthony M. Amore	126	61	137	91	114	135	102	766
Write-ins	1	1	1	0	3	0	1	7
TOTAL	188	92	191	155	184	195	154	1,159
Treasurer								
Blanks	68	40	66	62	64	69	64	433
Keiko M. Orrall	118	52	122	92	119	125	88	716
Write-ins	2	0	3	1	1	1	2	10
TOTAL	188	92	191	155	184	195	154	1,159
Auditor								
Blanks	70	42	71	61	71	62	63	440
Helen Brady	117	50	117	93	112	133	87	709
Write-ins	1	0	3	1	1	0	4	10
TOTAL	188	92	191	155	184	195	154	1,159
Representative in Congress								
Blanks	70	41	66	64	72	63	54	430
Joseph S. Schneider	115	49	123	89	110	131	99	716
Write-ins	3	2	2	2	2	1	1	13
TOTAL	188	92	191	155	184	195	154	1,159
Councillor								
Blanks	166	69	158	130	154	165	122	964
Write-in Aaron H. Hutchins	0	14	1	2	3	6	5	31
Write-ins Blank	20	9	32	23	1	24	27	136
Write-ins All Others	2	0	0	0	26	0	0	28
TOTAL	188	92	191	155	184	195	154	1,159
Senator in General Court								
Blanks	171	82	171	139	165	174	133	1,035
Write-ins	17	10	20	16	19	21	21	124
TOTAL	188	92	191	155	184	195	154	1,159
Representative in General Court								
Blanks	171	86	176	139	168	182	131	1,053
Write-ins	17	6	15	16	16	13	23	106
TOTAL	188	92	191	155	184	195	154	1,159



District Attorney								
Blanks	173	86	176	144	171	183	132	1,065
Write-ins	15	6	15	11	13	12	22	94
TOTAL	188	92	191	155	184	195	154	1,159
Clerk of Courts								
Blanks	175	87	176	142	172	183	133	1,068
Write-ins	13	5	15	13	12	12	21	91
TOTAL	188	92	191	155	184	195	154	1,159
Register of Deeds								
Blanks	174	86	175	142	170	183	133	1,063
Write-ins	14	6	16	13	14	12	21	96
TOTAL	188	92	191	155	184	195	154	1,159

PRECINCT	1	2	3	4	5	6	7	TOTAL
	LIBERTARIAN PARTY							
Senator in Congress								
Blanks	0	0	1	1	1	0	0	3
Write-ins	0	0	1	1	1	0	0	3
TOTAL	0	0	2	2	2	0	0	6
Governor								
Blanks	0	0	1	1	1	0	0	3
Write-ins	0	0	1	1	1	0	0	3
TOTAL	0	0	2	2	2	0	0	6
Lieutenant Governor								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Attorney General								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Secretary of State								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Treasurer								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Auditor								
Blanks	0	0	1	0	1	0	0	2
Daniel Fishman	0	0	1	2	1	0	0	4
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	2	2	2	0	0	6
Representative in Congress								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Councillor								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Senator in General Court								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Representative in General Court								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
District Attorney								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Clerk of Courts								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6
Register of Deeds								
Blanks	0	0	2	1	2	0	0	5
Write-ins	0	0	0	1	0	0	0	1
TOTAL	0	0	2	2	2	0	0	6

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

Wardens:	<u>Votes Cast</u>	Registered <u>Voters</u>	<u>%</u>	<u>% of Total Voting</u>
Prec. 1 Elliot Chikofski	438	2,548	17.2%	DEM 60.02%
Prec. 2 Kevin McKelvey	274	1,675	16.4%	
Prec. 3 Elaine Perachi	471	2,238	21.0%	REP 39.77%
Prec. 4 Patricia Stanford	371	2,181	17.0%	
Prec. 5 Robert Callahan	456	2,486	18.3%	Libertarian 0.21%
Prec. 6 James Shramek	441	2,463	17.9%	
Prec. 7 Steven Wasserman	463	2,468	18.8%	

The above figures include 216 Absentee Ballots cast.

\*\* contains UOCAVA Absentees

Weather: Hot and Humid at 91 degrees; 14 degrees higher than the average temp for the day.

Attest:

Amy E. Warfield  
Town Clerk

TOWN OF BURLINGTON  
Final Tally Sheet

November 6, 2018

Election

# Eligible Voters

Total Votes Cast

Percent

16,447

11,492

69.9%

PRECINCT	1	2	3	4	5	6	7	TOTAL
								0
TOTAL VOTES CAST	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Senator in Congress								
Blanks	19	19	29	26	38	37	20	188
Elizabeth A. Warren*	903	670	870	817	935	848	967	6,010
Geoff Diehl	863	423	689	609	797	803	667	4,851
Shiva Ayyadurai	72	41	46	62	79	62	68	430
Write-ins	1	1	1	0	5	4	1	13
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Governor/Lieutenant Governor								
Blanks	59	36	66	55	71	60	59	406
Charles D. Baker and Karyn E. Polito*	1,387	757	1,199	1,076	1,325	1,310	1,174	8,228
Jay M. Gonzalez and Quentin Palfrey	406	357	366	380	449	375	483	2,816
Write-ins	6	4	4	3	9	9	7	42
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Attorney General								
Blanks	38	26	52	39	59	49	45	308
Maura Healey*	1,125	797	1,024	1,012	1,164	1,087	1,136	7,345
James R. McMahon III	694	330	558	462	627	618	542	3,831
Write-ins	1	1	1	1	4	0	0	8
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Secretary of State								
Blanks	89	52	78	70	93	81	76	539
William Francis Galvin*	1,181	787	1,069	1,033	1,179	1,106	1,159	7,514
Anthony M. Amore	547	283	457	387	542	528	449	3,193
Juan G. Sanchez, Jr	40	32	30	24	37	39	38	240
Write-ins	1	0	1	0	3	0	1	6
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Treasurer								
Blanks	128	67	113	89	129	112	109	747
Deborah B. Goldberg*	1,064	726	966	943	1,091	1,003	1,058	6,851
Keiko M. Orrall	620	323	517	442	588	602	513	3,605
Jamie M. Guerin	44	37	39	39	43	36	42	280
Write-ins	2	1	0	1	3	1	1	9
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Auditor								
Blanks	137	75	123	106	148	131	117	837
Suzanne M. Bump*	908	649	855	823	969	888	971	6,063
Helen Brady	705	347	577	492	660	656	544	3,981
Daniel Fishman	73	52	56	67	53	52	66	419
Edward J. Stamas	33	30	24	26	22	27	24	186
Write-ins	2	1	0	0	2	0	1	6
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Representative in Congress								
Blanks	52	33	62	50	81	70	64	412
Seth Moulton*	1,076	749	982	969	1,088	1,043	1,086	6,993
Joseph S. Schneider	683	325	534	445	621	585	524	3,717
Mary Jean Charbonneau	47	46	57	50	61	56	47	364
Write-ins	0	1	0	0	3	0	2	6
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Councillor								
Blanks	588	303	512	437	570	564	491	3,465
Marilyn M. Petitto Devaney*	1,237	831	1,101	1,054	1,255	1,167	1,208	7,853
Write-ins	33	20	22	23	29	23	24	174
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492

PRECINCT	1	2	3	4	5	6	7	TOTAL
Senator in General Court								
Blanks	580	301	505	435	560	567	487	3,435
Cindy F. Friedman*	1,247	836	1,106	1,053	1,267	1,167	1,212	7,888
Write-ins	31	17	24	26	27	20	24	169
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Representative in General Court								
Blanks	542	287	489	420	538	520	472	3,268
Kenneth I. Gordon*	1,285	843	1,119	1,065	1,287	1,210	1,225	8,034
Write-ins	31	24	27	29	29	24	26	190
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
District Attorney								
Blanks	577	304	493	440	562	547	478	3,401
Marian T. Ryan*	1,251	833	1,115	1,050	1,262	1,183	1,222	7,916
Write-ins	30	17	27	24	30	24	23	175
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Clerk of Courts								
Blanks	571	296	515	439	566	542	477	3,406
Michael A. Sullivan*	1,261	842	1,098	1,054	1,265	1,195	1,228	7,943
Write-ins	26	16	22	21	23	17	18	143
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Register of Deeds								
Blanks	599	305	518	438	580	560	480	3,480
Maria C. Curtatone*	1,228	828	1,090	1,051	1,245	1,174	1,220	7,836
Write-ins	31	21	27	25	29	20	23	176
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Question #1								
Proposed Law to Limit how many patients could be assigned to each registered nurse in Mass hospitals and health care facilities								
Blanks	52	36	62	438	56	72	57	773
Yes	392	275	360	1,051	409	350	413	3,250
No	1,414	843	1,213	25	1,389	1,332	1,253	7,469
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Question #2								
Proposed Law to create commission to consider amendments to the US Constitution regarding regulation of corporation contributions								
Blanks	75	37	94	34	70	55	67	432
Yes	1,179	780	1,041	323	1,193	1,168	1,132	6,816
No	604	337	500	1,157	591	531	524	4,244
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492
Question #3								
Law adds gender ID to the list of prohibited grounds for discrimination in public accommodation.								
Blanks	40	35	59	55	40	32	50	311
Yes	1,135	713	1,010	1,020	1,101	1,036	1,081	7,096
No	683	406	566	439	713	686	592	4,085
TOTAL	1,858	1,154	1,635	1,514	1,854	1,754	1,723	11,492

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens.

The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero.

The polls closed at 8:00 PM

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Elliott Chikofsky	1,858	2,726	68.2%
Prec. 2 Kevin McKelvey	1,154	1,994	57.9%
Prec. 3 Elaine Perachi	1,635	2,480	65.9%
Prec. 4 Patricia Stanford	1,514	2,377	63.7%
Prec. 5 Robert Callahan & Sally Willard	1,854	2,691	68.9%
Prec. 6 James Shramek	1,754	2,675	65.6%
Prec. 7 Steven Wasserman	1,723	2,872	60.0%

The above figures include All Absentee Ballots cast by precinct as follows: 1=86; 2=67; 3=111; 4=81; 6=90; 7=90

Total 525

The above figures include Early Voting Ballots cast by precinct as follows:

Total: 4183 1=737; 2= 398; 3=597; 4=510; 5=674; 6=669; 7=894

And 7 Provisional Ballots

Weather: Warm in the 50s with Rain and occasional downpours which did cause some machine jams.

Attest:

Amy E. Warfield

Town Clerk