

# BURLINGTON, MASSACHUSETTS ANNUAL REPORT



OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2007



ENTERING  
INC.  2007  
BURLINGTON

Zip Trip  
01803

**ANNUAL REPORT**  
**OF THE**  
**TOWN OFFICERS**  
**YEAR ENDING**  
**DECEMBER 2007**



**BURLINGTON**  
**MASSACHUSETTS**



## *In Memoriam*

**Mary Arena**

School Secretary - Retired

**Richard Binnall**

Recreation Director - Retired

**Anna Burnett**

School Custodian - Retired

**Mary Christiansen**

COA Volunteer

**Leora Connors**

School Cafeteria - Retired

**Florence Cronin**

Former Assistant Town Clerk  
DPW Secretary - Retired

**Lido O. DeMasi**

School Teacher - Retired

**Elizabeth Doherty**

School Teacher - Retired

**Kay Donabed**

COA Volunteer

**Channing Entwistle**

Town Meeting Member

**Thomas Gardner**

Firefighter - Retired

**David LeBlanc**

Former COA Board Member

**Chester Maguire**

Police Detective - Retired

**Mary McBay**

Former COA Board Member

**Arthur Proulx**

COA Volunteer

**Robert D. Scelzo**

Police Department - Retired

**Louise Smith**

School Cafeteria - Retired

**Katie Spinos**

School Superintendent

**Gloria Riggles Surrence**

COA Staff

**George Toth**

School Teacher - Retired

**John L. Walthall**

Police Sergeant - Retired

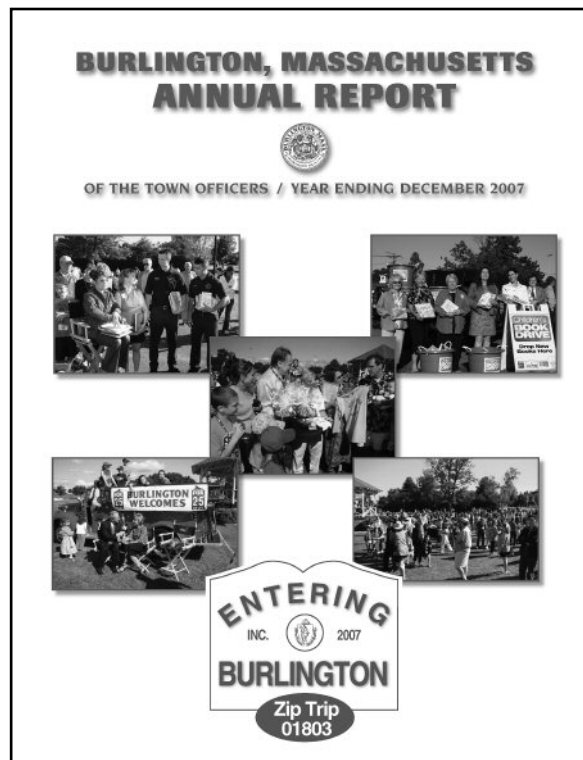
**Ruth Weeks**

School Cafeteria - Retired

**Betty Yetman**

Former Election Worker

*Employees, board and committee members who have passed away during 2007*



**ON THE COVER:**

Fox 25 Zip Trip on the Common,  
June 22, 2007.

Photographs: Top right corner photograph taken by Brendan Micciche of the Fire Department. All other photographs taken by Fox 25.

Special thanks to Amy Warfield of the Town Clerk's Office for her ideas in the early development stages of the cover.

Report organized by Pauline Crusco of the Selectmen's Office.

Cover designed by Peter Amirault of TYPE A of Medford.





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## TOWN OF BURLINGTON DIRECTORY

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

## ANNUAL REPORTS OF THE TOWN OF BURLINGTON, MASSACHUSETTS 2007

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

A part of Woburn in 1642, a Woburn Precinct as of 1730.

Burlington was incorporated as a town on February 28, 1799.

Population as of January 2007: 23,786.

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

Tax Rate FY08 Residential: \$9.60

Commercial: \$26.30

Elevation at Town Hall 220 feet above sea level.

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

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

State House, Room 360

617 725-4005

Boston, MA 02133

**U.S. Senators:** **Edward M. Kennedy**

[www.Kennedy.Senate.gov](http://www.Kennedy.Senate.gov)

2400 John F. Kennedy Federal Bldg.

617 565-3170

Boston, MA 02203

**John F. Kerry**

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

1 Bowdoin Square, 101th Floor

617 565-8519

Boston, MA 02114

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

6th District

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

17 Peabody Square

978 531-1669

Peabody, MA 01960

**Councilor:** **Michael J. Callahan**

6th District

500 Salem St.

617 725-4015 Ext. 6

Medford, MA 02155

**State Senator:** **J. James Marzilli, Jr. (Elect 12/07)**

4th Middlesex

[Jim.Marzilli@state.ma.us](mailto:Jim.Marzilli@state.ma.us)

Robert A. Havern (Res. 8/07)

State House

617 722-1400

Boston, MA 02133

**Representative:** **Charles Murphy**

21 Middlesex

[Rep.CharlesMurphy@hou.state.ma.us](mailto:Rep.CharlesMurphy@hou.state.ma.us)

State House, Room 136

617 722-2396

Boston, MA 02133

## TOWN GOVERNMENT SCHEDULE

Board of Appeals	Meets on the first and third Tuesdays of the month, Town Hall, 7:30 P.M.
Board of Assessors	Meets the last Thursday of the month, Town Hall, 6:00 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging Commission	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., 11:00 A.M.
Library Trustees	Meets on the second Thursday of the month, Library, 7:00 P.M.
Planning Board	Meets the first and third Thursdays of the month, Town Hall, 7:30 P.M.
Recreation Commission	Meets on the second and fourth Mondays, 61 Center St., Rm. 103, 7:00 P.M.
School Committee	Meets the second and fourth Tuesdays of the month, Burlington High School, 7:30 P.M.
Town Meeting	Meets the fourth Monday in January, second Monday in May (annual), and fourth Monday in September, Fogelberg Auditorium, Burlington High School, 7:30 P.M.

All other scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town's web page [www.burlington.org](http://www.burlington.org)

## TOWN HALL SCHEDULE

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

Nurse: Walk-in Clinics Human Services Center, 61 Center Street

1st and 3rd Tuesdays 9:00 A.M. - Noon

2nd Thursday of each month - 3:30 - 5:30 P.M.

Board of Health/Lahey Clinic Free Care Community Clinic, by appointment only, call the nurse at 270-1957. This program is offered to residents aged 19 - 65 who do not have health insurance or are under insured.

## ELECTED OFFICIALS

### Town Clerk (5 Yrs.)

Jane L. Chew	7 Winn Valley Dr.	2011
<i>Elected 4/85</i>		

### Moderator (1 Yr.)

Phillip A. Gallagher	8 Corcoran Rd.	2008
<i>Elected 4/05</i>		

### Selectmen (3 Yrs.)

Albert L. Fay, Jr.	11 Raymond Rd.	2009
<i>Elected 4/00</i>		
Gary J. Gianino	11 Thornton Dr.	2008
<i>Elected 4/93</i>		
Ralph C. Patuto	43 Francis Wyman Rd.	2009
<i>Elected 4/06</i>		
Sonia Rollins	8 Paula St.	2010
<i>Elected 4/04</i>		
Walter T. Zenkin	2 Toomey Circle	2010
<i>Elected 4/07</i>		

### Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2010
<i>Appt. 7/99 Elected 4/00</i>		

Michael W. Crocker	15 Thornton Dr.	2008
<i>Appt. 2/98 Elected 4/98</i>		

Paul R. Sheehan	5 Thornton Dr.	2009
<i>Appt. 1/99 Elected 4/99</i>		

### Treasurer/Collector (3 Yrs.)

Brian P. Curtin	3 Lee Ave.	2010
<i>Elected 4/76</i>		

### School Committee (3 Yrs.)

Michael F. DeSimone	5 Gloria Circle	2009
<i>Elected 4/06</i>		

Christine M. Monaco	18 Corcoran Rd.	2010
<i>Elected 4/92</i>		

Thomas F. Murphy, Jr.	3 Lexington St.	2010
<i>Elected 4/93</i>		

Stephen A. Nelson	25 Fairfax St.	2008
<i>Elected 4/96</i>		

John L. Vanella	8 Pearson Circle	2008
<i>Elected 4/81</i>		

### Library Trustees (3 Yrs.)

Paula F. Bernard, Jr.	263A Cambridge St.	2009
<i>Appt. 10/02 Elected 4/03</i>		

Edith F. Entwistle	62 Beaverbrook Rd.	2008
<i>Elected 4/96</i>		

Ellen Marie Ferguson	76 Francis Wyman Rd.	2010
<i>Elected 4/01 (W/I)</i>		

Samuel P. Martorano	1 Laurel Ln.	2008
<i>Elected 4/03 (W/I)</i>		

Eileen C. Sickler	13 Foster Rd.	2009
<i>Appt. 6/03 Elected 4/04</i>		

Steven E. Wasserman	3 Indian Hill Rd.	2010
<i>Elected 4/04 (W/I)</i>		

### Planning Board (5 Yrs.)

Ernest E. Covino, Jr.	4 Donna Ln	2010
<i>Elected 4/89</i>		

Ann M. Cummings	20 Tinkham Ave.	2008
<i>Elected 4/03</i>		

John A. DeFrancesco	50 Westwood St.	2012
<i>Elected 4/82</i>		

Albert L. Fay, Jr.	11 Raymond Rd.	2009
<i>Elected 4/94</i>		

Jayne L. Hyde	17 Meadowvale Rd.	2012
<i>Elected 4/96</i>		

Joseph A. Impemba	11 Briarwood Ln.	2011
<i>Elected 4/06</i>		

Paul R. Raymond	1 Dorothy Rd.	2010
<i>Elected 4/90</i>		

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

James J. Dion	19 Crystal Circle	2009
<i>Elected 4/93</i>		
Eugene Terry McSweeney	1 McSweeney Way	2008
<i>Elected 4/99</i>		
Catherine E. Read	22 University Ave.	2009
<i>Appt. 3/02 Elected 4/03</i>		
Wayne S. Saltsman	24 Wheatland St.	2010
<i>Elected 4/07</i>		
Edward J. Weiner	43 Freeport Dr.	2010
<i>Elected 4/89</i>		

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

Sheila E. Howard	2 Hallmark Gardens #4	2010
<i>Elected 4/96</i>		

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

Anthony J. Saia	27 Alcine Ln.	2010
<i>Elected 4/77</i>		

**Housing Authority(5 Yrs.)**

Joseph J. Arena	10 Moss St.	2009
<i>Elected 4/84</i>		
Michael J. Austin	8 Partridge Ln.	2012
<i>Appt. 9/05 Elected 4/06</i>		
Bernice H. Ferguson	19 Bedford St.	2011
<i>Appt. 6/05 Elected 4/06</i>		
James H. Langley, Jr.	13 Algonquin Dr.	2008
<i>Elected 4/03</i>		
James J. Rogers	42 Locust St.	
<i>Gov. Appt. (1999)</i>		
Richard C. Wilde	1 McNamara Way #30	2009
<i>Gov. Appt. (2007)</i>		

**Recreation Commission (3 Yrs.)**

Kristine E. Brown	8 Luther Rd.	2010
<i>Elected 4/04</i>		
John J. Ferren	37 Lantern Ln.	2009
<i>Elected 4/97</i>		
Christine M. Monaco	18 Corcoran Rd.	School
<i>Comm. Appt.</i>		
Paul R. Raymond	1 Dorothy Rd.	
<i>Planning Bd. Appt.</i>		
Kevin J. Sullivan	14 Frothingham Rd.	2008
<i>Elected 4/01</i>		

**Shawsheen Tech (3 Yrs.)**

John P. Miller	15 Birchcrest St. #209	2008
<i>Elected 4/05</i>		

**TOWN MEETING MEMBERS**

**PRECINCT1**

Donald D. Barrucci, Jr.	11 Mallard Way	2010
<i>Appt. 9/06 Elected 4/07</i>		
Bradford D. Bond	8 Mullberry Ln.	2010
<i>Appt. 9/06 Elected 4/07</i>		
Linda K. Collins	18 Town Line Rd.	2010
Brian J. Cullinan	12 Cathy Rd.	2008
Nolan H. Glantz	9 Redcoat Ln.	2008
Donna D. Gregorio	11 Donald Rd.	2009
Michael J. Hardy	7 Thornton Dr.	2008
<i>Appt. 9/07 (2009)</i>		
Mark E. Kashgegian	27 Boulder Dr.	2008
<i>Appt 5/07 (2009)</i>		
Michael Marchese, Jr.	11 Michael Dr.	2008
Bruce A. Morey	5 Ellery Ln.	2008
John E. O'Keeffe	69 Mill St.	2009
Juliet M. Perdichizzi	239 Fox Hill Rd.	2008
Cynthia J. Phillips	4 Michael Dr.	2008
Gregory F. Ryan	3 Donald Rd.	2010
Maureen Monaco Ryan	3 Donald Rd.	2010
Mark S. Saia	8 Sumner St.	2009
Edward J. Walsh	2 Carol Ave.	2010
David J. Woodilla	3 Barnum Rd.	2009

**PRECINCT 2**

William C. Beyer	67 Peach Orchard Rd.	2010
Kathleen M. Coluci	15 Colburn St.	2010
Ann Marie Comer	13 Lowell St.	2008
Kerry Anne Conley	24 Lowell St.	2008
Todd M. Duggan	14 Hampden Ave.	2009
Mary E. Fitzgerald	7 Hampden Ave.	2008
Marjorie J. Foster	10 Kenmere Ave.	2009
<i>Write-in 2000</i>		
Angela J. Hanafin	4 Maple St.	2010
<i>Write-in 2001</i>		
Daniel J. Hanafin	4 Maple St.	2010
Judith E. Hanafin	9 Maple St.	2008
<i>Appt. 4/04 Elected 4/05</i>		
Teresa J. Keene	19 Lowell St.	2010
Jerome J. Lynch, III	6 Winn St.	2009
<i>Write-in 2005</i>		
Jerome J. Lynch, Jr.	6 Winn St.	2008
Margaret Merlesena	2 Burton Rd.	2010
<i>TMM 12/75-4/76</i>		

Eleanor N. O'Connell 33 Peach Orchard Rd. 2009  
 Andrew H. Olney 21 Julia Connors Dr. 2008  
*Write-In 2002*  
 John J. Ryan 7 Grandview Ave. 2009  
*Write-in 1999*  
 Richard C. Wilde 1 McNamara Way #30 2009  
*Appt. 5/06 Elected 4/07*

**PRECINCT 3**

Kathleen A. Brine 23 Lexington St. 2009  
 Anne P. Coady 8 Woodside Ln. 2009  
 William Collins, Jr. 8 Theodore Cir. 2008  
 Sean P. Connors 14 Sears St. 2010  
 Lucy M. Damiani 7 Hearthstone Dr. 2009  
*Elected 4/06 TMM 5/86-4/97*  
 Shari Lynn Ellis 3 Hickory Ln. 2010  
 Daniel J. Grattan 9 Fieldstone Dr. 2010  
*Write-in 2004*  
 Frances M. Heartquist 10 Briarwood Ln. 2008  
*TMM 5/76-4/88, Appt 9/88 E 4/89*  
 John D. Kelly 14 Oxbow Ln. 2008  
*TMM 3/72-4/79*  
 Stephen G. Marchese 4 Sears St. 2009  
 Mildred J. Nash 39 Sunset Dr. 2009  
 Paul Gerard Noonan 5 Ward St. 2009  
 Carol L. Powers 80 Lexington St 2010  
*Appt. 9/04 Elected 4/05*  
 Daniel J. Raske 3 Mildred Rd. 2008  
 Roger S. Riggs 4 Briarwood Ln. 2008  
*Write-in 2001*  
 Louis P. Rubino 4 Fred St. 2008  
 Paul A. Valleli 14 Marrett Rd. 2010  
*TMM 4/93-1/94*  
 Judith G. Wasserman 3 Indian Hill Rd. 2010

**PRECINCT 4**

Timothy J. Brown 8 Luther Rd. 2009  
 Betty M. Bullock 11 Crowley Rd. 2008  
 Thomas D. Conley, Jr. 20 Corcoran Rd. 2010  
*Appt 9/96 Elected 4/97*  
 Karen Cooper 69 Francis Wyman Rd. 2008  
 Michael C. Dellemonico 48 Washington Ave. 2010  
 Wendi J. Dellemonico 48 Washington Ave. 2009  
 Jennifer Gelinas 10 Hallmark Gardens #1 2009  
 Andrew Groh 132 Bedford St. 2008  
 Joan B. Hastings 14 College Rd. 2009  
 Joanne M. Horgan 12 Eastern Ave. 2008  
 Constance K. McElwain 64 Francis Wyman Rd. 2010

Margaret B. McGillicuddy 80 Francis Wyman Rd. 2008  
 Roberta E. Mills 19 Corcoran Rd. 2009  
 Frank P. Monaco 18 Corcoran Rd. 2009  
 James Patterson 5 Hancock St. 2010  
 William G. Poehler 7 Algonquin Dr. 2010  
*TMM 4/82-10/84*  
 Michael A. Proulx 76 Francis Wyman Rd. 2008  
*TMM 4/88 - 4/89*  
 Sally Willard 13 Foster Rd. 2010

**PRECINCT 5**

Patricia J. Angelo 2 Austin St. 2009  
 Susan MacDonald Boari 14 Raymond Rd. 2008  
 Mark W. DeCost 38 Manhattan Dr. 2010  
 Adrienne C. Gerbrands 1 Maureen Dr. 2010  
 Paul Andrew Gilpin 4 Pinevale Ave. 2009  
 John J. Hanley 1 Violet Rd. 2010  
 Christopher E. Hartling 1 Colleen Circle 2009  
 Nancy J. Hofferty 10 Purity Springs Rd. 2009  
 Virginia M. Igo 1 Arthur Woods Ave. 2009  
 Anna G. Karwan 8 Francis Wyman Rd. 2010  
 Joanne L. Kinchla 8 Arnold Ter. 2010  
*Appt. 9/06 Elected 4/07*  
 Joseph E. Morandi 7 Winona Rd. 2008  
 Christopher P. Murphy 22 Bedford St. 2009  
*Appt. 4/02 Elected 4/03*  
 Phyllis D. Roussell 75 Macon Rd. 2008  
 Deborah J. Squeri 5 Hillcrest Rd. 2008  
 David S. Tait 9 Meadowvale Rd. 2008  
 Janine S. Towle 57 Macon Rd. 2010  
*Appt. 9/04 Elected 4/05*  
 Richard M. Wing 4 Wing Ter. 2008  
*Appt. 9/04 Elected 4/05*

**PRECINCT 6**

Marie A. Ardito 2 Edsel Dr. 2008  
*Appt. 9/93 Elected 4/94*  
 Roger A. Bell 18 Lisa St. 2009  
*Appt. 1/00 Elected 4/00*  
 Catharine M. Boucher 8 Kimball Ct. #706 2008  
*('07 moved to Pct. 2)*  
 Brenda Lee Cahoon 3 Lucy Rd. 2008  
 Ellen M. Cormier 8 Chester Ave. 2009  
 John G. Cormier 8 Chester Ave. 2008  
 Diane Kendrigan Creedon 12 Gibson St. 2009  
 Daniel R. DiTucci 8 Lisa St. 2009  
 David J. Ghio 5 Holly St. 2009  
*TMM 4/89-4/97*



Richard H. Howard	158 Wilmington Rd.	2010
Thomas C. Killilea	15 Wheatland St.	2010
Florence Dolly Mountain	5 Eisenhower Dr.	2008
David F. Peterson	9 Cutting Ln.	2010
Joanna Schlansky	4 Gibson St.	2008
Robert G. Schlansky	4 Gibson St.	2010
Joseph Silva	5 Alma Rd.	2009
Stephen Spinosa	20 Gibson St.	2010
James Tigges	2 Maryvale Rd.	2010

Write-in 2000

## REPORT OF THE BOARD OF SELECTMEN AND THE TOWN ADMINISTRATOR

Photo by Amy Warfield



*Board of Selectmen: Front row (left to right): Sonia A. Rollins, Vice Chairman; Albert L. Fay, Jr., Chairman; Ralph C. Patuto; Back row (left to right): Gary J. Gianino; Walter T. Zenkin*

This past year presented the Board of Selectmen and the Town Administrator with a myriad of complex and, in some respects, contentious issues that presented unique challenges to our staff and to the Department managers who are responsible for operational oversight. Our report to the residents contained herein will highlight some of those issues and present our action plan to address these concerns in the face of continuing financial pressures on our budget resources and a general malaise within the state and national economy. The local election of 2007 brought a new face to the Board in the person of long time Capital Budget committee member Walter Zenkin who ran a spirited and well organized campaign to assume the seat left vacant by incumbent Selectman Kevin B. McKelvey who chose to not seek re-election to the Board because of work demands and

commitments to his current employer. Selectman Sonia Rollins also won a seat for her second term on the Board and looks forward to continuing to work with her colleagues to maintain the service delivery our residents have come to expect. The Board and the Administration send our heartfelt “thanks” to Selectman McKelvey for his years of dedicated hard work and commitment to making Burlington a better place for all its residents.

During 2007, the Town was proud to host a “Zip Trip” morning by the Fox 25 news station on our beautiful sunny common. Burlington responded with a tremendous outpouring of support by our residents and we delivered the largest number of books for the Fox 25 book drive of any other community visited by the news channel! Morning hosts Kim, Gene and Cindy commented often on the tremendous spirit and pride exhibited by our residents during their visit to Burlington.

In the late summer and early fall, the Board and our Departments planned for an event you do not see on a daily basis. A local developer sought to move a house over the public streets and re-locate this home to another lot of land in town. This was a major event and required detailed cooperation amongst many departments within the Town. The event was conducted on a Sunday morning and was attended by hundreds of residents who took pictures and video taped the whole proceeding to show friends and relatives this unique event. Our thanks to all our Department personnel who cooperated to make this a special event that went off without any significant issue on our public ways.

### Fiscal Issues

Burlington officials were faced with an unexpected dilemma when confronted with an administrative decision of the Department of Revenue during the summer of 2007. In essence, the Department made a determination that would seriously impact our ability to “shift” taxes to the Commercial/Industrial sector and thereby provide some property tax relief to our residential sector. The Board and the Administration immediately addressed this problem by planning a three pronged plan to deal with the interpretation. The plan involved administrative, legislative and legal components. Ultimately we were successful in reversing the initial interpretation and the Board held its annual tax classification hearing in November wherein we were able to announce a property tax increase for the majority of our residents of less than 1% for 2007! We are thankful to our finan-

cial team, our legislative delegation, our Town Meeting members and our Town Counsel for all the work undertaken to attain this important result. This action was particularly important to the Town because our Town Administrator has continued to inform us that the tax year we are in will be a stabilizing year following the "correction" year of 2006 (FY 2007) to address the significant increases in all utility accounts for the Schools and the Town. In essence, we added nearly \$1,000,000 in all Departments to address the spikes in energy cost and we have now created a baseline budget for utilities going forward that should provide us with some stability in dealing with future utility adjustments. The Board continues to aggressively seek alternative ways to purchase goods and services in the best interest of our taxpayers. To that end, the Administration has been involved in collective purchasing of many goods and services with other municipalities. As an example, Burlington is currently cooperatively bidding for a number of supplies with a consortium of 10 communities (including school districts) that has allowed us to obtain significant savings in general office supplies. We are also pursuing regional agreements with our neighbors to purchase public works supplies and services including a regional bid for trash collection services! As this document goes to print, the Board has adopted budget guidelines for the next fiscal year that will maintain our delivery of services without resorting to "fees for service" that many of our neighbors have implemented.

### Policy Initiatives

The Board was involved in a number of major new policy initiatives during 2007 as an overall part of planning for the future stability of the Town. During the spring of 2007, the Board adopted a new schedule of water and sewer rates that better reflect the increasing cost to produce water and pay for our annual assessment from the MWRA for sewer services. Although always an unpopular vote, we were convinced in the presentation by the Administration that not only was this an essential vote to maintain the integrity of our operational infrastructure but the plan presented also kept Burlington rate payers, one of the communities within the MWRA, with the lowest annual charges of any community in eastern Massachusetts. Similarly, the Board voted to increase the charge for developers who want to "tie-in" to the Town's sewer system by a significant amount. This action will allow the Town to continue to build our reserves to take corrective action for our system-wide I&I remediation program. Finally, as an enhancement to our current

water supply delivery system, the Board signed an inter-municipal agreement with our neighbors in Billerica that will allow either community to access its neighbors supply in the event of a water emergency. Billerica paid for the entire construction of this water connection between the two communities and we are grateful that this will add to the "redundancy" of the current system in Burlington.

The Board continues to be very aggressive in the monitoring of our liquor establishments. Specifically, the Board adopted a "Registered Server Program" upon the recommendation of the Police Department. In addition, the Board issued suspensions of licenses to three establishments during 2007 and we continue to fight the legal challenge by Papa Razzi to our suspension of their license last year. We continue to support the Police Department's aggressive monitoring of all establishments for possible underage drinking. We appreciate the tremendous cooperation we are receiving from our license holders as we work cooperatively to eradicate the possibility of underage drinking.

Photo by Amy Warfield



*Town Administrator  
Robert A. Mercier*

Additionally, as the licensing authority in Burlington for cable franchising, we contested the formal renewal of the Comcast license due to some language interpretations that were not beneficial to our residents. Over the course of the year we were successful in attaining an agreement with Comcast that will assure their continued presence in Burlington, support our BCAT operation and provide the Town with a monetary settlement regarding our dispute. During the year we also supported a request from Mount Hope Christian Center to extend their current lease of the Meadowbrook School by an additional 10 years.

## **Personnel/Labor Relations**

Unfortunately during 2007, the Board, the Administration and the entire Town was shocked to learn of the untimely death of Superintendent of Schools Ms. Katie Spinosa. In the very short time we worked with her Administration, it was clear she was bringing the School Department into a new direction. Superintendent Spinosa worked very closely with our Administration to explore common goals and challenge us all to do what is best for the residents of Burlington. She will be sorely missed by all. On a positive note, former Superintendent of Schools James Picone agreed to come back to Burlington to assist us during this difficult time. We certainly wish Dr. Picone all the best and thank him for his commitment.

During 2007, the Town Administrator appointed Joanne Faust to the position of Human Resources Director to replace Anne Marie Tucciarone-Mahan. Joanne comes to us from our neighbors in Bedford and has acclimated herself very well to the demands of her position. The Town Administrator also appointed new Command staff to the Police Department as Sergeant Greg Skehan was appointed to a Lieutenant's position and Patrolmen Kevin Doherty and David McLean were promoted to Sergeant's rank. An important initiative presented by the Town Administrator to the Board was to remove from Civil Service the positions of Police Chief and Fire Chief in order to seek the best, most qualified individual to assume these roles upon the retirement of our current incumbents. Our Town Meeting supported this significant initiative as a tool for management to seek the best, most highly qualified individual to lead our Departments into the future. In a somewhat similar vein, the Recreation Commissioners asked the HR Director and the Town Administrator to support their initiative to create a single manager within the Recreation Department. After much research, the Town Administrator presented this re-organization to the Board and asked for our support of the Recreation Commissioners attempt to provide more accountability and responsibility for a single Department manager as opposed to the current operation. We supported this initiative unanimously. Finally, on a sadder note, in June of 2007 we were informed that our former Assistant Town Administrator, Tony Troiano was involved in a very serious motor vehicle accident where the driver of the second car was tragically killed. Mr. Troiano himself was seriously injured and has been involved in long term rehabilitation for the past several months. We wish Tony well as he continues to recover as he must deal with many legal issues concerning this incident.

## **Commitment to Infrastructure Improvements**

The Board and the Administration continue to wrestle with the need to provide adequate funding to maintain the Town's overall infrastructure while remaining cognizant of the burden our residents face with increasing financial pressures as they lead their daily lives. In 2007, the Board and the Administration proposed a number of initiatives that dedicate financial resources to investing in our assets to preserve their value for future generations.

This past year the Town completed work on the roof repair/replacement for the Human Services building that currently houses our Recreation Department, Council on Aging, Board of Health and the Burlington Community Life Center. The Town Hall is also undergoing significant exterior repairs to maintain its appearance against the elements. At the May Town Meeting, the Board supported the appropriation of \$450,000 for the purchase of a new engine/pumper for the Burlington Fire Department. This comes on the heels of our support for a \$900,000 appropriation to purchase a new ladder truck for the Department. The Town Administrator also recommended our support for a \$1,000,000 bond issue to pay for town wide surface drainage problems in various neighborhoods and also recommended, as a part of this bond, a \$450,000 appropriation to engage an engineering firm to begin the new design and analysis of the current Terrace Hall main sewer pumping station and our existing "force main" that currently is below our Vine Brook aquifer. Finally, at the January Town Meeting, we sought an additional \$300,000 for the completion of the work at the Mill Pond Treatment Plant. During the year, we have experienced construction delays in the completion of the MPTP and as the year came to a close we are near the end of construction for this major upgrade for our drinking water supply. The Board continues to support investments in our roadways and this past year saw the Town spend over \$1,000,000 in road projects across the Town. The new Superintendent of Public Works has begun an aggressive program of "preserving" our road network by crack sealing many of our secondary roads before they deteriorate to a level requiring full re-construction. We hope during the next fiscal year to complete major reconstruction on a portion of the Burlington Mall Road and hopefully finally see the final design for the Mitre Link.

## **Economic Development**

Over the years, this Board has been a leading advocate for continued growth of our Commercial/Industrial sector not

only in terms of new property being developed but more importantly for “re-developing” existing sites where the increased “value” of the newly developed site reaps larger tax returns to the Town with a minimal impact on the Town’s overall infrastructure. This type of re-development also will provide additional job opportunities over the years to Burlington residents in many different and varied fields because our “mix” of Commercial/Industrial growth is diverse and is not singly dependant on one industry. Clear examples of this are the plans approved to “re-develop” the Northwest Park, the “re-development” of the old MA-Com site, the development of the current Oracle (formerly Bellofram) site and the transition of the former Burlington Sand and Gravel site to a housing development. All of these transformations will increase the overall “value” of the respective sites while providing the Town with increased revenue in taxes that will hopefully allow us to maintain all of our services and assets without overburdening our residential taxpayer.

The Commonwealth of Massachusetts has recognized Burlington for its goals of economic stability by awarding the Town a \$150,000 grant to review its current by-laws to accommodate the changing realities of a global economy and position Burlington as a leader in eastern Massachusetts economic growth. In addition, the Commonwealth is interested in working with Burlington, Bedford, Billerica, Lowell and Chelmsford in “branding” the Route 3 corridor as a target growth area for the State and marketing this concept nationally and, in fact, globally.

As 2007 came to a close, the Board was informed that the Sun Microsystems complex has been sold to the Nordblom Company. Sun will retain their workforce here in Burlington and the Nordblom Company will market the balance of the property to prospective tenants. This appears to be a positive outcome for the Town because a local developer has acquired this prestigious site and they likely will want this site to serve as the “gateway” to their massive re-development plans for Northwest Park.

Finally, Burlington is becoming known for its culinary wonders with the opening of the new Landana Grill as well as the renowned Summer/Winter restaurant at the Marriott Hotel. These wonderful new restaurants are a terrific complement to the fine establishments already in Town including the Café Escadrille, Legal Sea Foods and the Capital Grille. We are now a “destination” for many diners in Burlington and our neighboring towns and our reputation continues to grow throughout the region.

## **ICE Controversy**

During the fall of 2007, the Board was made aware of plans by the Federal Government to locate their regional headquarters of the Homeland Security ICE operations and administration in New England Executive Park. Although most residents in Town understand the use of a facility in the office park for operations and administration, one of the components of this move required a portion of the building to be used for “holding rooms.” This aspect of the operation caused considerable concern for many people in Town. The Building Inspector determined this was an allowed use for the facility and issued a building permit for the building. The Board was approached by a group of residents to ascertain how this could happen and were asked to plan a strategy to delay or deny this part of the operation (holding rooms) in Burlington. After numerous hearings, including one with Congressman Tierney and representatives of ICE, at the Marshall Simonds School, the Board called for a Special Town Meeting on December 19th to allow our representatives to discuss the matter in detail. At that meeting, the Town appropriated \$10,000 to seek advice from two law firms to review the Town’s claims against the “holding room” argument and the interpretation of our By-laws by the Building Inspector. The Moderator appointed a Town Meeting Committee to review the findings and report back to the January 28, 2008 Town Meeting. As this report is being written, the process has not yet reached a conclusion. This has been a very difficult and emotional issue for all the Board members and the Administration. We are hopeful that as determinations are made as we go through our legislative process that all sides respect those decisions and all parties move forward in the best interest of Burlington.

## **Summary**

Once again, the challenges we face as a community seem to grow on an annual basis. We remain in difficult and uncertain financial times for many people and yet the demands for services provided by the community continue to increase. The Board has always kept in mind “who pays the bills” and will continue to serve your best interest when we make decisions to affect the taxpayers wallets. We are fortunate in that Burlington has a stable financial outlook and we are working with our professional staff to assure both our residents and our business partners that our stability will be long term. As always, we welcome your comments, suggestions and advice on how you feel the Town is

being managed and what we can do to make your everyday lives more enjoyable and productive.

We want to thank our Town Administrator, his professional staff and all our dedicated Department managers who have a commitment to excellence in the performance of their duties for the benefit of the residents of Burlington.

Respectfully submitted,

**The Board of Selectmen:**

Albert L. Fay, Jr., Chairman  
Sonia A. Rollins, Vice-Chairman  
Gary J. Gianino, Member  
Ralph C. Patuto, Member  
Walter T. Zenkin, Member

**Administration:**

Robert A. Mercier, Town Administrator  
Thomas F. Hickey, Assistant Town Administrator

**Professional staff:**

Janis Critch, Executive Assistant to the T.A.  
Pauline Crusco, Principal Clerk  
Sandra Madigan, Principal Clerk  
Jean Gallant, Senior Clerk

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## **HUMAN RESOURCES DEPARTMENT**

It has been nearly one year since I arrived as the new Human Resources Director for the Town of Burlington and the Burlington Public Schools. I come to Burlington from the Town of Bedford, where I was the Human Resources Administrator for five years. Prior to Bedford, I was the Human Resources Director for the Manchester, NH School District. This unique combination of Town and School experience has prepared me well for Burlington, where the Human Resources Department is shared by both the Town departments and the Schools. There are just a handful of such joint arrangements in the state, but it seems to work especially well in Burlington where I've noticed a true desire to collaborate on items of importance to all. Not only does it make good business sense to improve efficiency and consistency, but it also creates a cohesive atmosphere.

I've jumped right in from the beginning of my employment (I recall attending a negotiations session on my second day!), but I've also taken this first year to become

familiar with Burlington – its people, traditions, environment, and culture. What I've seen are many dedicated employees, who are proud of their small town and want to provide good services to our community. From here, I'm able to provide the appropriate tools for our employees to succeed in their careers in Burlington, as well as cultivate an environment that is safe, welcoming, and comfortable for all who work here and who visit our offices.

I love to learn, and enjoy interacting with people to discover what is important to them. To that end, my greatest learning opportunities in 2007 have been in the areas of recruitment and negotiations. I am happy to offer any assistance to any hiring manager throughout the Town and Schools, and I especially enjoy participating in the interview process. This allows me to learn and understand the internal workings of our departments – I can serve the departments better when I understand their needs; and I also have the opportunity to meet with all of the candidates interested in working within Burlington, making connections with our future employees. Thus far, I have been involved with the Board of Health's hiring of our new Supervising Nurse, Andria Nemoda, due to the resignation of our longtime former Supervising Nurse, Judy Baggs. We have also added a new position of part-time Clerk at the Council on Aging and hired Lynne Murphy. For the Schools, we have welcomed two new principals: Patrick Larkin at Burlington High School, and Susan Astone at Francis Wyman Elementary. Mr. Larkin and Mrs. Astone have been wonderful additions to the school's administrative team.

Looking forward to 2008, I will continue to work with the School Committee to assist them in their appointment of a new School Superintendent, due to the untimely passing of Katie Spinos. We have been fortunate to have Jim Picone return to lead us through this school year, and we anticipate having our new Superintendent begin on or about July 1. On the municipal side, we received announcements of two retirements within the Recreation Department: Don Roberts and Bill Boudreau our longtime Recreation Director and Assistant Recreation Director, respectively. The Recreation Commission has approved a restructuring of this department creating a new department head position, titled Director of Parks and Recreation, which will replace the Recreation Director title. During 2008 we will be actively recruiting within this department. I would like to extend a sincere "thank you" to both Mr. Roberts and Mr. Boudreau for their outstanding dedication and contributions which have shaped the Recreation Department into a wonderful resource for the Town.

Employment opportunities within the Town are posted on our website, at [www.burlington.org/employment.htm](http://www.burlington.org/employment.htm), and they are updated regularly. School employment opportunities will soon be posted online at [www.burlington.mec.edu](http://www.burlington.mec.edu). Each of these websites will also provide you with our employment applications, employment benefits and other useful information. Keep an eye on these websites and feel free to share the employment opportunities with your friends, relatives, or other associates that you feel may be interested. I'm also open to any feedback so that I can provide information on these websites that will be beneficial to visitors.

2008 will also be a busy year for negotiating with our unions. Burlington has twelve employee unions (7 within the Schools and 5 within the Town), and eleven of these contracts will be open for negotiations in 2008. I will be involved to some extent in all of these negotiations. Key aspects of my contributions include surveying other communities to get a sense of the salaries and benefits being offered in other municipalities as compared to Burlington, and ensuring to the best extent possible that we have consistency among all employee unions. This is another experience that I enjoy, as it provides me with an opportunity to listen to the employees within these unions and hear what is important to them, and their suggestions for improvements that could be implemented. In my experience, this is an arduous but necessary process. All parties are passionate about their needs, and we do our best to work through the items that are placed on the table, with the goal of creating an agreement that is fair for everyone involved. This is quite a lofty endeavor, but a very worthwhile process as it promotes communication and provides an opportunity to create a better working environment.

In conclusion, I'm very appreciative of everyone in Burlington who has welcomed me and provided me with guidance and assistance in my first year. The members of the Selectmen's Office – Janis, Pauline, Jean, and Sandi, as well as Denise and Rosemary at the Schools are consistently able to provide expert assistance. I'm very grateful to Bob Mercier and Jim Picone, as well as all of the Town Department Heads and School Administrators for their guidance, support, and collaboration. I'm looking forward to a wonderful and challenging 2008.

Respectfully submitted,

Joanne M. Faust, SPHR  
Human Resources Director

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## **TOWN MODERATOR**

The town meeting completed Burlington's business in a timely and efficient manner. All of the committee appointments under the authority of the moderator are filled at this time.

The Ways and Means Committee has completed its first year in a new venue as well as being broadcast live on BCAT. This marks the first time in the town's history that the entire budget process from committee to the legislative body is available for viewing at home.

This year marked the introduction of precinct captains to the town meeting. It has begun on an experimental basis to determine whether or not precinct leadership will provide an opportunity for greater representation of precinct related issues to the meeting as well as fostering more inter personal relationships amongst the members.

The meeting continues into 2008 dealing with a legislative branch versus executive branch disagreement over the approval of an immigration related detention facility in the community. The crux of the matter is whether or not the building inspector's interpretation of the holding rooms in the facility as an accessory use is a correct one. As of this writing, the meeting has authorized the appointment of special counsel to explore the possibility of challenging that interpretation in court.

Central to that appeal is not only the interpretation of the town's by laws but also whether or not the United States government could or would invoke the national government's supremacy clause.

Respectfully submitted,

Phillip A. Gallagher  
Town Moderator

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## **TOWN COUNSEL**

During 2007, Town Counsel handled a number of litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled a number of real estate transactions. There are currently ten active litigation cases involving the Town. Most of these cases involve appeals from decisions of the various land use boards. One case was resolved in 2007.

Town Counsel has been providing advice to the Building Inspector regarding the zoning issues surrounding the lease of a building at 10 New England Executive Park to the Immigration and Customs Enforcement agency of the Department of Homeland Security.

We have also been advising the Department of Public Works with respect to contract claims associated with the Mill Pond Water Treatment Plant construction.

Town Counsel has worked closely with the Town administration to complete the various components of the Grandview Farm land exchange and the development of the affordable housing units pursuant to that agreement. We have also been providing advice concerning the proposed development of the Northwest Park, as well as ongoing advice to the Planning Board and the Zoning Board of Appeals on a number of other development projects.

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

Respectfully submitted,

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

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## **TOWN CLERK**

This year brought about more changes in elections. Due to the fact that our Optec voting equipment was old and no longer being manufactured, vendors decided they would no longer offer maintenance, programming, and support. We had to act quickly to put out bids for new equipment for the April Town Election resulting in the purchase of Accu-Vote optical scanning voting machines. We also received new voting equipment from the state for disabled voters, which the Help America Vote Act required. These machines mark the ballot under the direction of the voter (using audio, video and/or Braille) who in turn inserts it into the AccuVote machine where it is counted and tallied along with all the regularly cast ballots. The voters seem to have easily adapted to the new method of casting their ballots and appreciate the ability to mark their ballot independently for the first time.

A warrant article to purchase new voting booths was delayed as there was some opposition from Ways & Means and they suggested contacting Shawsheen Valley Technical H.S. to see if they could make them, unfortunately, Shawsheen was unable to take on the project. An article will be presented again next year. The goal is to have new booths in place for the 2008 Presidential Election as our homemade booths are over 15 years old and are in dire need of replacement.

A program to preserve and restore the town's oldest and most vulnerable records has been implemented. This will assure that our earliest records (from 1799) will be preserved for generations to come. Resident's are welcome to visit the archives to see how this program is progressing.

We were pleased to assist the town administration in undertaking an extensive town-wide resident survey this year via the Annual Census. Well over 3,000 respondent's replies were compiled, summarized and presented to the Selectmen and administration.

After working closely with the Treasurer's office and their vendor, MCC, we started accepting vital records requests and certified copies of bylaws on-line. This new service provides those who are unable to make a stop into the office or who may live out of state, an opportunity to obtain certified copies of births, deaths, and marriage records and bylaws from the ease of their home or office. We are committed to delivering services efficiently whether



in-house or on-line. We hope to provide more on-line services in the future as well as accept credit cards as a method of payment in-house for most services.

This office has begun work with the federal government in reviewing materials they will be using to conduct the 2010 federal census. As part of the review process, we will be updating their address listings and maps to reflect the changes that have occurred since the last census in 2000. We welcome this opportunity to assure Burlington's complete housing and population counts in the 2010 federal census.

Total revenue generated in 2007 was \$172,000, a significant 20% increase over last year. Passport business was exceptionally brisk this year and we processed over 1700 applications resulting in over \$60,000 in revenue for the town.

Following are the historical profiles on Vital Statistics (Births, Marriages, and Deaths), Voting Statistics, Election Results, and the Archives report. Town Meeting Minutes are included in the Appendix.

Respectfully submitted,

Jane L. Chew, Town Clerk

## VITAL STATISTICS

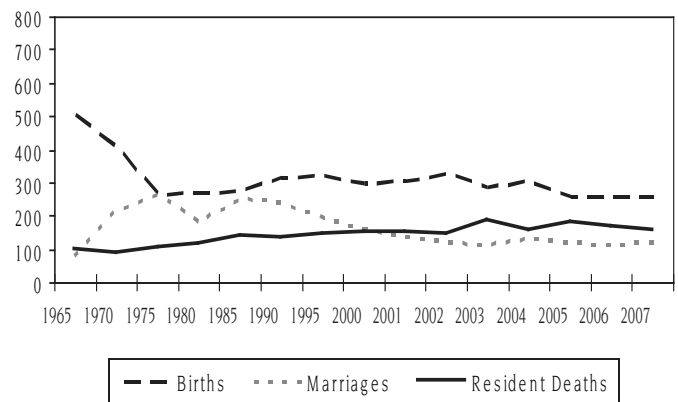
### HISTORICAL PROFILE (Adjusted)

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are not exclusively those of residents. The figures for births for the last two years do not include all out of wedlock births. As those figures become available from the state, the chart will be amended.

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

	Births	Marriages	Deaths	(Resident)
1965	509	80	99	
1970	406	217	87	
1975	265	263	105	
1980	271	185	113	
1985	275	253	403	(140)
1990	318	240	472	(132)
1995	322	196	532	(142)
2000	297	161	705	(150)
2001	303	140	695	(149)
2002	328	122	720	(143)
2003	290	118	724	(182)
2004	305	130	688	(153)
2005	257	123	788	(177)
2006	258	113	762	(169)
2007	259	118	722	(158)

Received through 1/3/08



# Town of Burlington

## ELECTION RESULTS

TOWN OF BURLINGTON								Student Vote
TOTAL TALLY SHEET								
April 21, 2007 Election								
	# Eligible Voters Total Votes Cast Percent						13,980 2,168 15.51%	
PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	407	183	420	315	425	418	2,168	158
MODERATOR - 1 YR (1)								
Blanks	94	55	126	79	99	90	543	24
Phillip A. Gallagher*	307	125	291	233	322	323	1,601	127
Write-ins	6	3	3	3	4	5	24	7
TOTAL	407	183	420	315	425	418	2,168	158
SELECTMEN - 3 YR (2)								
Blanks	144	64	150	90	125	139	712	42
Sonia S. Rollins*	271	93	230	181	254	228	1,257	108
Virginia E. Mooney	109	78	181	124	165	144	801	43
Walter T. Zenkin	284	129	279	232	304	319	1,547	122
Write-ins	6	2	0	3	2	6	19	1
TOTAL	814	366	840	630	850	836	4,336	316
ASSESSOR - 3 YR (1)								
Blanks	127	66	150	104	122	131	700	26
Lisa M. Annunziata*	277	116	268	211	302	285	1,459	121
Write-ins	3	1	2	0	1	2	9	11
TOTAL	407	183	420	315	425	418	2,168	158
TREASURER/COLLECTOR - 3 YR (1)								
Blanks	97	43	118	87	102	96	543	24
Brian P. Curtin*	307	139	301	226	322	321	1,616	127
Write-ins	3	1	1	2	1	1	9	7
TOTAL	407	183	420	315	425	418	2,168	158
SCHOOL COMMITTEE - 3 YR (2)								
Blanks	247	114	272	190	236	257	1,316	60
Christine M. Monaco*	275	128	275	207	296	279	1,461	120
Thomas F. Murphy, Jr.*	286	119	282	227	308	291	1,513	124
Write-ins	6	5	10	6	10	9	46	12
TOTAL	814	366	840	630	850	836	4,336	316
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	251	114	283	180	248	255	1,331	73
Ellen Marie Ferguson*	277	131	284	229	309	308	1,538	121
Steven E. Wasserman*	286	120	271	221	293	273	1,464	115
Write-ins	0	1	2	0	0	0	3	7
TOTAL	814	366	840	630	850	836	4,336	316
PLANNING BOARD - 5 YR (2)								
Blanks	151	80	160	105	128	148	772	53
John A. DeFrancesco *	215	87	213	171	233	233	1,152	82
Jayne L. Hyde *	259	109	257	181	264	264	1,334	95
John D. Kelly	188	89	207	170	224	190	1,068	81
Write-ins	1	1	3	3	1	1	10	5
TOTAL	814	366	840	630	850	836	4,336	316
BOARD OF HEALTH - 3 YR (2)								
Blanks	276	135	306	195	268	258	1,438	83
Edward J. Weiner *	276	117	282	227	291	285	1,478	107
Wayne S. Saltsman	260	114	252	208	290	291	1,415	117
Write-ins	2	0	0	0	1	2	5	9
TOTAL	814	366	840	630	850	836	4,336	316

# 2007 Annual Report

PRECINCT	1	2	3	4	5	6	Total	Student
<b>FIRST CONSTABLE - 3 YR (1)</b>								
Blanks	65	30	68	35	44	50	292	21
Sheila E. Howard*	201	95	220	176	218	219	1,129	78
Patricia A. Martorano	141	57	132	103	163	148	744	56
Write-ins	0	1	0	1	0	1	3	3
<b>TOTAL</b>	<b>407</b>	<b>183</b>	<b>420</b>	<b>315</b>	<b>425</b>	<b>418</b>	<b>2,168</b>	<b>158</b>
<b>SECOND CONSTABLE - 3 YR (1)</b>								
Blanks	119	52	124	83	114	98	590	23
Anthony J. Saia*	287	131	295	232	311	318	1,574	128
Write-ins	1	0	1	0	0	2	4	7
<b>TOTAL</b>	<b>407</b>	<b>183</b>	<b>420</b>	<b>315</b>	<b>425</b>	<b>418</b>	<b>2,168</b>	<b>158</b>
<b>HOUSING AUTHORITY - 5 YR (1)</b>								
Blanks	134	63	134	97	122	137	687	35
Michael J. Austin*	273	119	285	218	302	278	1,475	118
Write-ins	0	1	1	0	1	3	6	5
<b>TOTAL</b>	<b>407</b>	<b>183</b>	<b>420</b>	<b>315</b>	<b>425</b>	<b>418</b>	<b>2,168</b>	<b>158</b>
<b>RECREATION COMM. - 3 YR (1)</b>								
Blanks	105	60	127	89	103	110	594	21
Kristine E. Brown*	300	123	292	226	322	305	1,568	127
Write-ins	2	0	1	0	0	3	6	10
<b>TOTAL</b>	<b>407</b>	<b>183</b>	<b>420</b>	<b>315</b>	<b>425</b>	<b>418</b>	<b>2,168</b>	<b>158</b>
<b>PRECINCT 1</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Blanks	788						788	
Linda K. Collins*	265						265	
Maureen Monaco Ryan*	279						279	
Gregory F. Ryan*	271						271	
Edward J. Walsh*	259						259	
Doanid D. Barrucci, Jr.	286						286	
Bradford D. Bond	284						284	
Write-ins	10						10	
<b>TOTAL</b>	<b>2,442</b>						<b>2,442</b>	
<b>PRECINCT 1</b>								
<b>TOWN MEETING - 1 YR (1)</b>								
Blanks	45						45	
Brian J. Cullinan	263						263	
Gene J. Rossi	99						99	
Write-ins	0						0	
<b>TOTAL</b>	<b>407</b>						<b>407</b>	
<b>PRECINCT 2</b>								
<b>TOWN MEETING - 3 YR (6)</b>								
Blanks		352					352	
William C. Beyer*		118					118	
Kathleen M. Coluci*		127					127	
Daniel J. Hanafin*		134					134	
Angela J. Hanafin*		130					130	
Margaret Merlesena*		116					116	
Teresa J. Keene		121					121	
Write-Ins		0					0	
<b>TOTAL</b>		<b>1,098</b>					<b>1,098</b>	
<b>PRECINCT 2</b>								
<b>TOWN MEETING - 2 YR (1)</b>								
Blanks		50					50	
Richard C. Wilde		132					132	
Write-Ins		1					1	
<b>TOTAL</b>		<b>183</b>					<b>183</b>	

# Town of Burlington

PRECINCT	1	2	3	4	5	6	Total
<b>PRECINCT 3</b>							
<b>TOWN MEETING - 3 YR (6)</b>							
Blanks			758				758
Sean P. Connors*			249				249
Shari Lynn Ellis*			219				219
Daniel J. Grattan*			185				185
Carol L. Powers*			228				228
Paul A. Valleli*			185				185
Judith G. Wasserman*			191				191
Kathleen S. Cool			178				178
Hope M. Paulsen			158				158
Faydeen A. Sateriale			164				164
Write-Ins			5				5
<b>TOTAL</b>			<b>2,520</b>				<b>2,520</b>
<b>PRECINCT 4</b>							
<b>TOWN MEETING - 3 YR (6)</b>							
Blanks				463			463
Thomas D. Conley, Jr.*				207			207
Michael C. Dellemonico*				194			194
Constance K. McElwain*				193			193
James Patterson*				187			187
William G. Poehler*				200			200
Sally Willard*				179			179
Jessica Ferguson				125			125
Virginia E. Mooney				136			136
Write-ins				6			6
<b>TOTAL</b>				<b>1,890</b>			<b>1,890</b>
<b>PRECINCT 4</b>							
<b>TOWN MEETING - 2 YR (1)</b>							
Blanks				88			88
Jennifer Gelinis				227			227
Write-ins				0			0
<b>TOTAL</b>				<b>315</b>			<b>315</b>
<b>PRECINCT 4</b>							
<b>TOWN MEETING - 1 YR (1)</b>							
Blanks				47			47
Margaret B. McGillicuddy				148			148
Steven W. Sheldon				120			120
Write-ins				0			0
<b>TOTAL</b>				<b>315</b>			<b>315</b>
<b>PRECINCT 5</b>							
<b>TOWN MEETING - 3 YR (6)</b>							
Blanks					588		588
Mark W. DeCost*					292		292
Adrienne C. Gerbrands*					283		283
John J. Hanley*					306		306
Janine S. Towle*					280		280
Anna G. Karwan					277		277
Joanne L. Kinchla					266		266
Gerry Mills, Jr.					253		253
Write-ins					5		5
<b>TOTAL</b>					<b>2,550</b>		<b>2,550</b>

# 2007 Annual Report

PRECINCT	1	2	3	4	5	6	Total
PRECINCT 6							
TOWN MEETING - 3 YR (6)							
Blanks						620	620
Richard H. Howard*						296	296
Thomas C. Killilea*						295	295
Stephen Spinosa*						296	296
James A. Tigges*						304	304
Gary B. Kasky						191	191
David F. Peterson						274	274
Robert G. Schlansky						223	223
Write-ins						9	9
TOTAL						2,508	2,508

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	Registered Voters	%
Prec. 1 Mabel Nevins	407	2,529	16.1%
Prec. 2 Eleanor O'Connell	183	2,058	8.9%
Prec. 3 Elaine Perachi	420	2,567	16.4%
Prec. 4 Patricia Stanford	315	1,973	16.0%
Prec. 5 Joan Hastings	425	2,463	17.3%
Prec. 6 Barbara Reetz	418	2,390	17.5%
		13,980	

The above figures includes 189 Absentee Ballots cast by precinct as follows: 1=33, 2=23, 3=32, 4=35, 5=41, 6=25.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	60	2.8%
	31-40	157	7.2%
	41-50	469	21.6%
	51-60	397	18.3%
	61-70	478	22.0%
	71-80	483	22.3%
	80+over	124	5.7%
	Total	2168	

WEATHER: Sunny 80's

Attest:

Jane L. Chew, CMC  
Town Clerk

# Town of Burlington

TOWN OF BURLINGTON							
TOTAL TALLY SHEET							
NOVEMBER 13, 2007							
Special Primary Election							
# Eligible Voters						14,181	
Total Votes Cast						3,014	
Percent						21.3%	
PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	488	313	529	446	503	477	2,756
Republican	56	26	45	41	57	32	257
Green-Rainbow	0	0	0	0	1	0	1
Working Families	0	0	0	0	0	0	0
TOTAL VOTES CAST	544	339	574	487	561	509	3,014
DEMOCRATIC PARTY							
STATE SENATOR							
Blanks	0	0	1	1	0	0	2
Kenneth J. Donnelly, Arlington	81	75	62	84	136	102	540
Jim Marzilli, Arlington	32	22	67	40	32	45	238
Charles A. Murphy, Burlington	327	167	347	274	303	287	1,705
Patrick Natale, Woburn	48	45	52	46	32	43	266
Write-ins	0	4	0	1	0	0	5
TOTAL	488	313	529	446	503	477	2,756
REPUBLICAN PARTY							
STATE SENATOR							
Blanks	2	0	0	0	0	0	2
Brion M. Cangiamila, Billerica	52	19	37	38	55	30	231
Write-ins	2	7	8	3	2	2	24
TOTAL	56	26	45	41	57	32	257
GREEN-RAINBOW PARTY							
STATE SENATOR							
Blanks		0	0	0	0	0	0
Write-ins	0	0	0	0	1	0	1
TOTAL	0	0	0	0	1	0	1
WORKING FAMILIES PARTY							
STATE SENATOR							
Blanks	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0
counters all read zero. The polls closed at 8:00 p.m.							
Registered							
% of Total Voting							
Wardens:	Votes Cast	Voters	%				
Prec. 1 Sally Willard	544	2,532	21.5%	DEM	19.4%		
Prec. 2 Eleanor O'Connell	339	2,131	15.9%				
Prec. 3 Elaine Perachi	574	2,637	21.8%	REP	1.8%		
Prec. 4 Patricia Stanford	487	1,994	24.4%				
Prec. 5 Joan Hastings	561	2,477	22.6%	GR	0.0%		
Prec. 6 Barbara Reetz	509	2,410	21.1%	WF	0		
The above figures include 131 Absentee Ballots cast by precinct as follows:							
1=24, 2=17, 3=26, 4=32 , 5=19, 6=13.							
Weather:							
Attest:							
Jane L. Chew							
Town Clerk							

# 2007 Annual Report

## TOWN OF BURLINGTON

### TOTAL TALLY SHEET

DECEMBER 11, 2007

Special Election

# Eligible Voters 14,260

Total Votes Cast 1,305

Percent 9.2%

PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL VOTES CAST	222	148	247	215	243	230	1,305
STATE SENATOR							
Blanks	0	0	0	0	0	0	0
Brion M. Cangiamila	124	59	125	119	127	135	689
Jim Marzilli	73	51	98	77	94	71	464
Thomas E. Fallon	24	38	23	18	22	24	149
Write-ins	1	0	1	1	0	0	3
TOTAL	222	148	247	215	243	230	1,305

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

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Sally Willard	222	2,452	9.1%
Prec. 2 Ellie O'Connell	148	2,159	6.9%
Prec. 3 Elaine Perachi	247	2,652	9.3%
Prec. 4 Patricia Stanford	215	1,999	10.8%
Prec. 5 Joan Hastings	243	2,484	9.8%
Prec. 6 Barbara Reetz	230	2,424	9.5%

The above figures include 84 Absentee Ballots cast by precinct as follows:

1=13, 2=12, 3=11, 4=21, 5=14, 6=13.

Weather: Daytime sunny, frigid PM drizzle

Attest:

Jane L. Chew  
Town Clerk



## VOTING STATISTICS

### VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1998	608	261	622	513	593	594	3191	23%
1999	362	130	392	327	296	283	1790	13%
2000	607	304	572	541	673	595	3292	24%
2001	550	267	535	505	560	527	2944	21%
2002	419	188	361	386	433	416	2197	16%
2003	611	330	632	554	733	612	3472	25%
2004	860	430	748	629	906	845	4410	32%
2005	547	214	444	424	439	420	2488	18%
2006	1090	542	991	830	1108	1032	5593	40%
2007 (Incl. Ref.)	407	183	420	315	425	418	2168	16%

### SPECIAL ELECTIONS

Referendum 1985	1492	1224	1361	1277	5354	41%		
Referendum 1991	1234	1338	1108	770	930	1093	6473	49%
PROP 2½ 1994	718	385	667	672	768	735	3945	28%
Selectman 1997	457	198	353	331	368	408	2115	15%
PROP 2½ 2003	1113	592	1036	878	1177	1079	5875	42%

### PRESIDENTIAL PRIMARIES

March 1992	847	931	861	713	751	836	4939	36%
March 1996	335	244	344	321	313	359	1916	14%
March 2000	824	550	861	767	791	791	4584	32%
March 2004	452	305	452	417	509	439	2574	18%

## STATE PRIMARIES

September 1994	484	310	523	482	499	526	2826	21%
September 1996	336	182	335	362	391	339	1944	14%
September 1998	566	371	609	556	589	577	3268	23%
September 2000	126	70	171	115	171	160	813	8%
September 2002	701	447	747	612	729	666	3902	28%
September 2004	144	96	195	154	180	162	931	7%
September 2006	664	474	692	575	663	647	3715	27%
September 2007**	554	339	574	487	561	509	3014	21%

## STATE/PRESIDENTIAL ELECTIONS

November 1988*	2051	1981	2157	1841	1814	2025	11869	88%
November 1990	1921	1958	2021	1677	1737	1908	11222	82%
November 1992*	2202	2444	2309	1840	1920	2076	12791	87%
November 1994	1818	1329	1715	1573	1687	1732	9854	72%
November 1996*	2101	1630	1974	1800	1905	1918	11328	79%
November 1998	1522	1008	1480	1295	1382	1408	8095	57%
November 2000*	2133	1582	2028	1828	2001	2000	11572	79%
November 2002	1726	1199	1693	1378	1738	1630	9364	66%
November 2004*	2279	1719	2170	1731	2174	2087	12160	83%
November 2006	1741	1323	1728	1369	1685	1634	9480	70%
November 2007**	221	148	217	215	243	230	1305	9%

\* Denotes Presidential Election

\*\* Special State Senate Election

## ARCHIVES

Now in its second decade as a division of the Town Clerk's office the Archives is home to the town's important current and historical documents. We occupy state-of-the-art facilities in the basement of town hall where documents ranging from early land records to payroll summaries created earlier in a given day rest on our shelves. At any given time we may be shifting collections, entering documentation into our database, appraising new acquisitions or answering patron inquiries. At all times, we seek to perform our tasks at a low cost with no interruption in service.

While the details of our activities may be different from day to day, year to year, and report to report, that description has remained much the same for the past 10 years. It changes little because the Archives is not simply a place, or things, or collections of documents, images and reports. It is all of those things but at its heart it is a commitment to service. We deliver services on a number of different levels and in a number of different forms depending on needs, tasks, situations, and requests. The methods by which we deliver services may change but our commitment does not.

Last year our report addressed electronic records and emphasized incorporating the emerging universe of digital documents into all phases of the Archives and its activities. For the foreseeable future this will continue to be the great challenge to the town's recordkeeping and record-creating practices. Electronic records are gradually replacing more traditional formats in many phases of town government. The Archives provides advice, assistance, and services in making this transition, all while delivering service when required and maintaining a long-term perspective on issues such as preservation and access.

We began our efforts in 2007 with a survey of the electronic recordkeeping activities of town departments. The survey revealed a wide range of practices but no standard policy or procedures for preserving, handling, keeping or storing electronic records. While the knowledge gained was worthwhile – the results were rather disheartening. It told us that any efforts at creating policies, practices and undertaking any planning in this area would have to start from a very basic level.

With this in mind the Archivist attended a two-day program sponsored by the Society of American Archivists in South Hadley, Ma, in June on the subject of electronic records. Also in June we raised the issue of electronic records and retention issues with state officials during a meeting of the Massachusetts Town Clerks Association. Further knowledge was gained through participation in a one-day session sponsored by the National Archives and Records Administration in September. These provided both basic knowledge in the field and instruction in creating an electronic records program.

We plan to lead by example with the creation of a draft electronic records policy. This policy, which we hope will be adopted by all municipal departments, is a broad-based technical and administrative statement. It recognizes that records are increasingly digital and that different steps must be taken with regards to their creation, handling, storage, and preservation, than is the case with traditional paper or other hard-copy documents. At the same time, such a document mandates that all departments must follow the same policies and procedures in managing electronic records. It is hoped that this document will be ready for adoption as a townwide policy later in 2008.

Late in the year the Archives undertook a survey of its own existing digital resource programming and holdings. At present its electronic records exist in web-based formats and proprietary software applications, are located on PCs or downloaded onto optical media. We also accept digital media for deposit and safekeeping by other departments on either a temporary or rotating basis. While the digital management services we currently offer are basic we intend to expand them in the coming year. We are, however concerned, about the long-term preservation issues associated with digital media, and as a result we have delayed the proposed purchase of any electronic document management systems until at least Fiscal Year 2012.

To properly create a strategy for managing electronic documents on a townwide basis we need all town departments to follow the same policies and procedures in storing, handling, and creating digital resources. We have suggested involving all town departments in a users advisory group that would meet regularly to discuss issues related to electronic resources involved in town business. The charge of this group would involve a range of technology-related matters and would not be restricted to electronic

records. We believe that this group would be an excellent forum within which to formally communicate with users on issues concerned with electronic records.

The more traditional work of the Archives was highlighted by service to departments, notably to the Historical Commission. The Archives supports the work of this board by providing original source materials and images as well as technical assistance. Over 12 percent of the 678 reference requests processed by the Archives in 2007 came from, or as a direct result of activities related to the Commission...this from a volunteer, part-time board! It shows growing interest in the town's history and reflects their efforts in serving the town and its heritage. We were also privileged to utilize materials held by the Commission in an exhibit on the life and career of John Fogelberg, long-time town official, teacher at Burlington High School and author of the town's official history.

We spoke earlier on the subject of storage as it relates to electronic documents. Storage in general is an issue, whether it involves the media on which documents are kept, the amount of space available to house records, or the conditions under which we manage the Archives. We help departments manage their space needs to ensure that documents are maintained in a safe environment, whether in our facilities or in the confines of their offices. We continue to assist the Building Department in its ongoing effort to convert its volume of paper plans to microfilm. Our own microfilm efforts now center on the large volume of Accounting Department records that the state demands must be kept permanently. For the Assessors' Department we helped secure a pair of fireproof and waterproof cabinets which will provide proper storage for years to come. In return, departments assist us where possible, as in the case where the Engineering Department transferred to us a pair of cabinets which now provides additional room for our microfilm collections and maps.

In 2007 we brought in 85.5 cubic feet of records for storage in the vault and inactive records storage area. To make room for these we destroyed over 126.25 cubic feet of documents from the town and a further 73 feet of obsolete Police Department records. Police officials who weeded this large volume of records, along with town officials who provided the additional funding to complete this effort, are

to be commended. Many other departments, such as the Treasurer/Collector's office and the Board of Assessors also made extra efforts to provide records management assistance. We recognize that this is a sacrifice on their part, yet in the end it provides greater efficiency by getting rid of obsolete documents and leaving town employees only with the paperwork needed to undertake their duties.

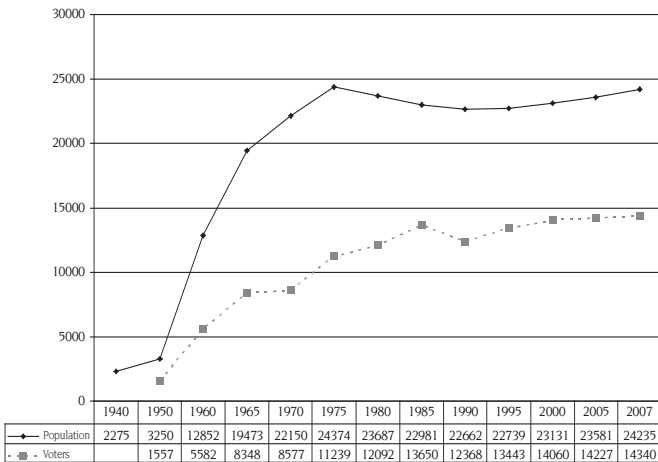
In this report the first person plural has been utilized in referring to this office. Although there is one Archivist the work of the Archives involves many people both in and outside of town government who provide research help, funding, management and technical assistance. They are all part of the Archives and we are grateful for the contributions they make on a daily basis. In a special way we cite the work of our Town Clerk, Jane Chew, and her staff. There is no way that we could exist or function without the work of the Clerk's Office and it is to them that we are tremendously grateful.

Respectfully submitted,

Daniel McCormack  
Archivist/Records Manager

## BOARD OF REGISTRARS

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



#### Year-End Summary:

- 898 - # of residents registered and added to the rolls
- 548 - # of residents dropped from the rolls
- 443 - # of voters placed on the inactive rolls
- 2798 - # of persons eligible but not registered
- 84% - eligible residents registered to vote
- 305 - Registration Forms sent to 18 yr. Olds
- 325 - Mail-In Registrations Received

## Population Trends

Age Group	2000	2001	2002	2003	2004	2005	2006	2007	Since 2000
0-9	2931	2964	2990	3048	2922	2888	2803	2752	-6.1%
10-19	2833	2838	2861	2902	2985	2986	3038	3029	6.9%
20-29	2500	2441	2733	2865	2840	2429	2430	2616	4.6%
20-39	3624	3621	3665	3576	3334	3567	3370	3118	-14.0%
40-49	3378	3425	3464	3512	3557	3623	3654	3678	8.9%
50-59	2905	2860	2862	2903	2997	3026	3041	3087	6.3%
60-69	2325	2316	2317	2318	2260	2278	2264	2322	-0.1%
70-79	1398	1496	1551	1632	1705	1774	1824	1884	34.8%
80-89	417	475	495	519	583	639	717	840	101.4%
90-109	75	85	61	93	92	88	95	141	88.0%
Unknown	745	781	141	34	122	283	188	768	
Total	23131	23302	23140	23402	23397	23581	23424	24235	4.8%

Respectfully submitted,

Jane L. Chew  
 Jeanne S. Ganley  
 Elmer Bud Larson  
 Robert J. Macdonald

## POLICE DEPARTMENT

Departmental Roster (as of 12/31/2007)

### Chief of Police

Francis Hart

### Captains

George Devlin      Carleton Boutwell

### Lieutenants

Walter Bevis      Thomas Duffy  
 Greg Skehan      Stephen O'Meara

### Sergeants

Robert Downer      Thomas Browne  
 Glen Mills      Michael DeBye  
 Robert T. Kirchner      Timothy McDonough  
 Michael McDade      David H. McLean  
 Kevin Doherty

**Patrol Officers**

Christopher Priest	Joseph Papsedero
Kevin Rogers	Stephen Papagno
Robert Healey	John Thompson
Stephen Cross	Lyn Reynolds
Gary Burdick	William A. Soda
Edward Mackey	Paul Callahan
Spiros Tsingos	David M. McLean
Gary Redfern	Matthew Leary
Richard Hanafin	John Lynch
James Tigges	Peter Abaskharoun
Harry Sawyer Jr.	Michael Minichiello
Charles Ferguson III	Thomas Carlson
William Preston	Matthew Creamer
Thomas Fournier	Mark Driscoll
Bernard Schipelliti	Roberto Reyes
Anne Marie Browne	Gerard McDonough
Daniel Houston	Patrick McCarthy
Kevin Cooney	Scott Lauder
Timothy Kirchner	Catherine Martin
Albert Gagne	Daniel Hanafin
Paul Glejzer	David Outerbridge
Robert Aloisi Jr.	Vito Costa
Keith Sheppard	

**Clerical Staff**

Catherine M. Devaney	Jeanne Jones
Rosemarie Tieri	

**Civilian Dispatchers**

Gail Fay	June Connolly
Eileen Barnard	

**Animal Control Officer**

Gerry Mills, Jr.

**Traffic Supervisors/Matrons**

Helen M. Bulman – Head Traffic Supervisor	
Helen Dignan	DonnaLee Lozier
Nancy Bibbey	Diane Welch
Maureen Robillard	Christine DeSantis
Carol Goodwin	Carol Santoro
Claire Hogaboom	Maureen Rezendes

**Special Police Officers**

Richard Hovasse	Richard Turcotte
Harry Sawyer Sr.	Mark Sherwood
Gerald Crocker	Gerry Hanafin
Alfred Sciuto	Christopher Mason
William Duffey	Robert Luz
Michael Joyce	David Metzdorf
Thomas Sullivan	Brad Zarba
Charles Chicarello	Timothy Hovasse
Gerry Mills Jr.	Steven Giacoppo
Sharon Srabian	Sean Connors
John Petone	Christopher Ryan

**Introduction**

During 2007, we continued to make progress by focusing on our central themes: community outreach, community education, police training and professional service. It has been said that an organization is judged by its motives and not necessarily by its results. We like to think that our motives are responsible for generating successful results.

**Activities and Accomplishments**

Our very successful Citizens' Police Academy kicked off the year in terms of community education. This academy gives residents a chance to see the operations of the police department from an insider's view. Other community education efforts included R.A.D., which is a program of realistic self-defense tactics and techniques for women, and radKIDS, which provides our children with the instinctual options they need to recognize, avoid and, if necessary, respond to potential danger. Detective Al Gagne was instrumental in bringing the H.E.A.T. (Heroin Awareness Education Task Force) program to residents of Burlington.

Photo by Jim Tigges



*Students of the Citizen Police Academy get a tour of the SWAT team's armored car by Sergeant Tim McDonough.*

To promote responsibility with respect to serving/selling alcohol, we instituted a server registration program, which requires all servers/sellers of alcohol to register with the town and to have a town-issued registration card with them at all times while working. We also continued our very successful alcohol compliance program. We conducted three compliance checks during the year and averaged a 96% compliance rate. We also worked with local licensees and the Selectmen to revise the regulations that govern alcohol service. Barry Eberly, of Busa Liquors, created a Common Statement of Policy regarding service to minors, which is displayed prominently in most establishments.

The D.A.R.E. program continued to thrive and expand. Besides the D.A.R.E. curriculum presented in the schools, the D.A.R.E. officers led many other activities in town, including the D.A.R.E. Fun Walk, D.A.R.E. Day, the Family Golf Outing and the Summer Safety Camp sponsored by the Middlesex Sheriff's Office.

Photo by Jim Tigges



*Sergeant Mike McDade (on bicycle) leads the annual DARE Fun Walk from Fox Hill School.*

Extra traffic enforcement helped reduce crashes by 5% during 2007. We continued our successful Uniform Day once each month. On this day, administrative personnel from the Chief on down, join their uniformed counterparts on the road to engage in heightened traffic enforcement.



*Several police departments convened at the Burlington Police Station to initiate the 2007 "Click It or Ticket" campaign.*

During the summer, we conducted a Sobriety Checkpoint with the State Police for the second year in a row. This was a successful example of teamwork and increased awareness with respect to drunk driving and its consequences.

At the suggestion of Officers Bernie Schipelliti and Kevin Cooney, we designed a Route 3/3A safety campaign involving eight communities that have responsibility for this stretch of roadway: Arlington, Winchester, Woburn, Burlington, Billerica, Chelmsford, Lowell and Tyngsboro. Heightened enforcement took place over the course of a month, with the goal to reduce speeding and to reduce the severity of crashes.

During 2007, it became abundantly clear that the recently revived K-9 position was an invaluable tool. K-9 Officer Joe Papsedero and partner Alex proved their value time and again. Their expertise helped to capture robbery suspects, track missing people and identify hidden drugs.

Photo by Jim Tigges



*Sergeant Kevin Doherty mixes with the crowd during National Night Out. The partnership formed between Shaw's and the Police Department has grown this annual event into a huge success. In August, Shaw's and the police department hosted a free cookout for residents and over 1,500 people enjoyed the night together.*

Other events during 2007 included National Night Out, Senior Citizen Holiday Dinner, Senior Citizen Wellness Fair, Oracle Vendor Fair, Safety Town, and our Safety Seat Checkpoint.

Photo by Jim Tigges



*Officers and staff serving dinner at the annual senior center holiday luncheon. From L-R; Officer Steve Cross; COA Director Marge McDonald, BPD clerk Rose Tieri, Officer Lyn Reynolds, Rebecca Tieri, COA Outreach Worker Joanne Fitzpatrick, Chief Fran Hart, Officer Ed Mackey.*

A new position was created when Officer Charles Ferguson was named the Senior Citizen Liaison Officer. As the senior population grows, additional emphasis needs to be placed on servicing this expanding population. Officer Ferguson's appointment helps address that need.

Departmental education during 2007 included department-wide training on our new E-911 system, safety training at the Lifesavers Conference, LIDAR recertification, police background checks, NEOA Conference (for narcotics officers), fraudulent ID's, sexually violent offenders, field training officer program, school safety and K-9 drug detection.

In November, we once again sponsored 40 first- and second-year drivers at the In Control Advanced Driver Training course. Advanced driver training takes place outdoors at an old naval air force base, and allows students to experience real-life situations in a safe, hands-on way. We now have 120 graduates of this program.

In December, the department honored local teen Jacob Jackson for providing information that led to the arrest of a burglar. The burglar broke into his home while he was sleeping and he was able to remain concealed while he dialed 9-1-1. Dispatcher June Connolly remained on the phone with him throughout the ordeal and provided comfort and direction, showcasing yet another example of our dedicated, professional staff.

### Awards

Over the last several years, the department has received numerous awards. 2007 was no exception. MADD awarded us their Drive for Life Award in two flavors. The department received one, collectively, for our traffic enforcement efforts and our sobriety checkpoint. Officer Mike Minichiello also received an individual award for having the most drunk-driving arrests. AAA of Southern New England awarded us their National Gold Award for the second year in a row, for the quality of our traffic enforcement and education programs. Last year we were the only community to win this award in all of Southern New England. This year we shared the honor with one other community.

On the road to full accreditation in 2008, the police department was recertified by the Massachusetts Police Accreditation Commission. The department was first certified in 2003. Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the pro-



fession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession within the Commonwealth, but also for the delivery of police services to the citizenry.

Photo by Jim Tigges



*The Burlington Police Department's Honor Guard on the Town Common. From L-R: Officer David M. McLean, Officer Keith Sheppard, Officer Paul Glejzer, Officer Steve Papagno, and Officer Peter Abaskharoun.*

### Grants

After a somewhat barren year in 2006, grant opportunities were more abundant in 2007. We were awarded a grant to install video cameras on the exterior of the Burlington Mall. This project will allow us to view situations in real-time while officers are responding, which will provide responding officers with updated and accurate information about the incident. We were also awarded nearly \$300,000

for our Domestic Violence program. These monies are used for training officers, providing a victim/witness advocate and to address other needs of those families affected by domestic violence. This award was the direct result of the intense effort put forth by Detective Anne Marie Brown and Advocate Margaret Rocco. We received over \$40,000 for our Community Policing efforts and \$10,000 for training officers on the new E-911 system. We also received a direct-equipment grant for a portable video system.

### Transitions

In January, Lieutenant William Faria retired after more than 30 years of service. Officer Patrick McCarthy resigned to join the Boston Police. Lieutenant Stephen O'Meara was promoted to Detective Lieutenant in May. Sergeant Greg Skehan was promoted to Lieutenant in July. Officer Kevin Doherty and Officer David H. McLean were promoted to Sergeant in July. Vito Costa was appointed as a Patrol Officer in November. Domenic Grossi and Sage Costa entered the Reading Police Academy in September.

### Acknowledgments

Thanks to: Town Administrator Robert Mercier for his constant support, along with Selectman Gary Gianino, who serves as the police subcommittee; HR Director Joanne Faust for her valuable insight; Steve Duran and the crew at Shaw's for their generosity; our friends Diane Currier and Kathy Juliano from Oracle, who assist us in numerous ways and who are generous with their donations; the folks at Sun and Millipore, for making contributions; Joanne Grecco who secured funds to support our K-9 unit; Robert Murray for his donations to the Honor Guard; John Sanchez and the crew at the D.P.W. for their assistance; Chief Lee Callahan and the members of the Burlington Fire Department who understand the importance of teamwork; all the other department heads throughout town who provide ongoing assistance; Dr. Picone and his entire school staff; the families of all our employees; the citizens and business people of Burlington; and always most importantly, our sworn and civilian staff, who provide you with a responsive, professional police department.

Respectfully submitted,

Francis Hart  
Chief of Police

## Crime Overview

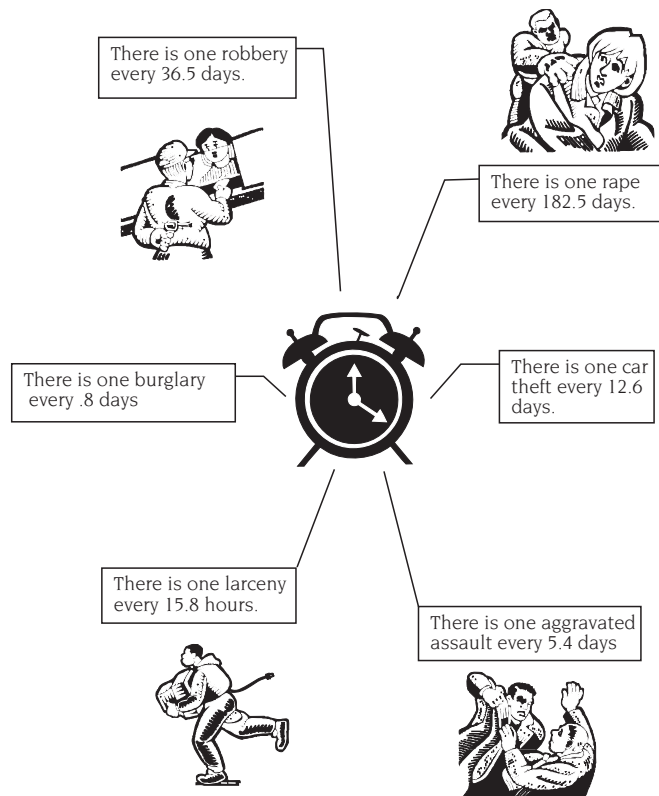
The chart below compares the crime totals for the past three years.

### Crime Comparison – 2005, 2006 and 2007

	2005 TOTALS	2006 TOTALS	2007 TOTALS	CHANGE
Homicide	0	0	0	0.00%
Robbery	14	22	10	-55.54%
Rape	7	4	2	-50.00%
Assault (Aggravated & Simple)	89	155	67	-56.77%
Larceny	681	618	553	-10.51%
Narcotics Violations	67	50	121	142.00%
Burglary	72	188	454	141.49%
Motor Vehicle Theft	53	30	29	-3.33%
<b>TOTALS</b>	<b>983</b>	<b>1067</b>	<b>1236</b>	<b>15.84%</b>

When evaluating the numbers in the above chart, bear in mind that Burlington historically has a low crime rate, particularly in the violent index-crime categories. Small changes in the actual numbers of incidents from year to year can show up as large percentage differences and are often meaningless when considering crime trends. We have recently switched from the archaic Uniform Crime Reports (UCR) reporting system and converted to the modern National Incident Based Reporting System (NIBRS). As a result, we expect some categories of statistics to be skewed for the next few years as this new reporting system takes hold.

## 2007 CRIME CLOCK FOR BURLINGTON



## ARREST ACTIVITY – 2007

**Arrests in 2006: 273    Arrests in 2007: 318**  
**Percentage Change: +16%**

The total number of arrests for the year was 318. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females.

### Arrests by Sex

Males	Females
240	74

Arrests are typically distributed across the three working shifts unevenly. The evening shift usually has the most arrests.

## Arrests by Shift

Day	Evening	Night
(8/4)	(4/12)	(12/8)
42	142	80

The busiest days for arrests in 2007:

## Arrests by Day of Week

Friday	59
Saturday	55
Sunday	51
Tuesday	48
Thursday	47
Monday	41
Wednesday	35

When looking at the frequency of arrests by month, it is interesting to see where the peaks and valleys are:

## Arrests by Month

March	39
February	35
December	32
January	32
May	28
July	27
October	26
April	26
June	21
November	19
August	18
September	15

More people are arrested from Burlington than anywhere else. These are the top locations where our arrestees have resided:

Burlington	118	Lawrence	7
Woburn	23	Lynn	6
Billerica	19	Boston	4
Lowell	16	Somerville	4
Out of State	15	Medford	4

**Criminal Summons & Warrants 338**

## CRASH ACTIVITY – 2007

**2006 Crashes: 1,235 2007 Crashes: 1,170**

**Percentage Change: -5%**

The total number of traffic crashes in 2007 was 1,170 a 5% decrease from 2006. The total does not necessarily include crashes that were of a very minor nature (requiring no report) or crashes investigated by the State Police.

## Crashes by Day of Week

Friday	210
Thursday	205
Wednesday	202
Tuesday	167
Monday	157
Saturday	141
Sunday	87

## Crashes by Month

January	93
February	94
March	96
April	71
May	99
June	113
July	97
August	93
September	67
October	93
November	110
December	144

## Types of Crashes

Property damage	764
Personal injury	101
Hit & Run	211
Other/Unknown	257

## Severity of Injuries

Killed	2
Personal Injury	101
No Injuries	808
Unknown	213

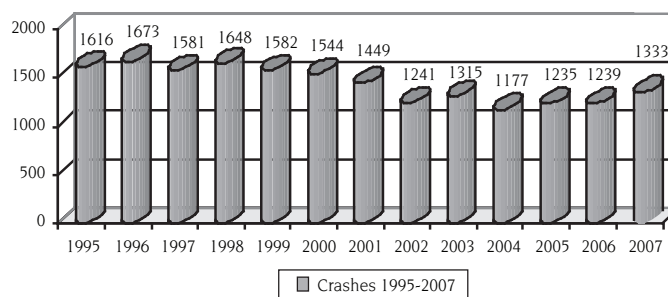
### Crashes by Shift

8 A.M. – 4 P.M.	623
4 P.M. – Midnight	421
Midnight – 8 A.M.	108

### SUMMARY OF LOCATIONS WHERE CRASHES OCCURRED

This chart shows locations with ten or more crashes in 2006 or 2007. These are historically the top 24 locations for crashes and they account for nearly 40 % of the total crashes in 2007 and nearly 50% of total crashes for 2006.

Location	Total crashes 2006	Total crashes 2007
75 Middlesex Tp (At / near Burlington Mall)	106	135
Cambridge St & Route 128	50	41
Middlesex Tp & Route 128	57	33
43 Middlesex Tp	18	26
Route 128 & Winn St	18	22
Bedford St & Cambridge St	23	21
41 Mall Rd	13	19
Cambridge St & Mall Rd	13	17
150 Lexington St	20	17
34 Cambridge St	18	17
Mall Rd & Middlesex Tp	21	16
Cambridge St & Wilmington Rd	11	15
119 Winn St	n/a	15
Cambridge St & Winn St	10	14
Lexington St & Mall Rd	12	13
Center St & Winn St	11	13
84 Middlesex Tp	n/a	13
Bedford St & Middlesex Tp	14	13
Cambridge St & Skilton	7	8
Cambridge St & Wayside Rd	5	7
Middlesex Tp & Wheeler Rd	4	7
123 Cambridge St	10	5
Executive Park & Mall Rd	4	3
<b>Total for these Locations</b>	<b>445</b>	<b>490</b>



### CITATION ACTIVITY – 2007

**Citations in 2006: 4,549    Citations in 2007: 5,723**  
**Percentage Change: 25 %**

The total number of citations written in 2007 was 5,723— an increase of approximately 25 %. Breakdowns by different categories are listed below.

Top 20 violations.

### Top Twenty Violations During 2007

Speeding	2640
Red Light Violation	894
Seatbelt Violations	506
Defective Equipment	410
Sign U/Turn Violations	373
Stop Sign Violation	339
Uninspected M/V	337
Failure to Obey Traffic Sign	212
Marked Lanes	201
Improper Left Turn	140
License Not in Possession	100
Unregistered M/V	97
Oper M/V Without a License	97
Registration Not in Possession	93
OUI/Alcohol or Drugs	70
Commercial Vehicle	63
Oper After Susp/Revocation	60
Failure to Display Plates	47
Failure to Yield	47
Operating w/ Susp/Revoc reg	47

Citations by Month	
January	871
May	779
February	762
April	735
March	706
August	632
June	601
October	477
September	463
July	406
November	373
December	268

### INCIDENT/SERVICE ACTIVITY – 2007

2005 Total: 23,749 2006 Total: 24,798

2007 Total: 25,587

Percentage Change 2006 to 2007: +3.2%

Type of Call	2005	2006	2007
911 Calls (Calls related to total incidents)	3,929	4,489	4,589
911 Calls (misdialed, hang-up)	1,353	619	1,315
Abandoned M/V	44	31	37
Alarm (Burglar)	1,859	1,555	1,859
Ambulance Request	1,363	1,311	1,540
Animal Bite	7	7	4
Animal Complaint	414	328	369
Animal Control Activity	34	17	35
Animal/Dead	61	37	88
Assault/In Progress	13	2	7
Assault/Past	49	46	38
Assist Other Agency	229	209	198
Assist Public	0	n/a	132
Attempted M/V Burglary	5	5	2
Attempted Suicide	2	6	3
ATV/Dirt Bike Complaint	40	21	39
Bike Unit Activity	0	n/a	n/a
Bomb Threat	0	2	1
Brush Fire	0	n/a	n/a
Building Check	3,162	3,731	3,104
Burglary/Attempt	12	14	10
Burglary/In Progress	14	9	16
Burglary/Past	47	89	76
Bylaw Violation	20	14	315
Child Abuse/Neglect	8	8	10

Type of Call	2005	2006	2007
Civil Complaints	69	57	42
Commercial M/V Enforcement	4	55	25
Commercial M/V Inspection	38	70	68
Cruiser Maintenance	166	131	200
Disabled M/V	705	435	608
Disturbance	300	292	347
Domestic/In Progress	86	103	61
Domestic/Past	31	46	37
Domestic Violence	7	2	5
Officer Activity			
Driving To Endanger/In Progress	120	89	61
Driving To Endanger/Past	55	62	75
Drug Complaint	16	21	40
Dumping	27	10	21
Elder Abuse / Neglect	3	0	1
Escort	73	66	67
Evidence	0	n/a	n/a
Explosion	8	3	1
Exposer/Flasher	7	4	8
Fight/In Progress	34	32	37
Fire	137	120	122
Fire Alarm	57	43	106
Fireworks	34	33	45
Flim-Flam	24	22	14
Found Animal	16	19	35
Found Person	14	4	11
Found Property	119	69	117
Grass Fire	0	n/a	n/a
Gas – Leak/Smell	29	40	44
Gunshots	10	29	19
Harassing Phone Calls	84	54	80
Harassment	53	34	38
Hazard	25	21	16
HazMat Complaint	1	5	6
Identity Fraud	38	40	63
Investigation	0	n/a	n/a
Juvenile	n/a	n/a	n/a
Kidnap/Abduction	2	1	2
K-9 Activity	8	71	130
Liquor Violation	2	3	3
Lockout	420	345	396
M/V Accident/Cruiser	11	2	12
M/V Accident/Hit & Run	205	173	211
M/V Accident/No Personal Injury	736	646	764
M/V Accident/Past	35	32	44
M/V Accident/Personal Injury	115	128	101
M/V Accident/Unknown	215	252	213
M/V Burglary	88	167	310

## Town of Burlington

Type of Call	2005	2006	2007
M/V Fire	24	19	18
M/V Recovery	36	11	32
M/V Stop	2,231	2,273	2,327
M/V Theft	73	48	65
Malicious Damage/In Progress	15	27	13
Malicious Damage/Past	222	228	228
Missing Child	15	23	7
Missing Person	43	35	33
Missing Property	152	47	148
Missing/Lost Animal	32	7	44
Noise Complaint	203	220	238
Notification	39	52	71
Obscene/Annoying Phone Call	0	n/a	n/a
On-The-Job Injury/Exposure	5	2	15
Open Door/Window	35	36	40
Paper Service	284	256	313
Park & Walk	160	117	141
Parking Complaint	637	403	423
Personal Medical Alarm	0	n/a	n/a
Police Information	373	116	326
Power Outage	32	14	38
Prisoner Transport	49	84	94
Private Invest	9	2	4
Protective Custody	18	n/a	n/a
Psychological/Suicide Threat	24	25	33
Repossession	20	5	34
Restraining Order Violation	28	23	32
Reverse 9-1-1 Activation	6	n/a	n/a
Road Hazard	358	297	421
Robbery/Past	8	9	8
Robbery/Progress	2	2	2
Runaway	3	0	5
Safety Officer Activity	401	363	293
Sewer Alarm	184	4	169
Sexual Assault	12	10	7
Solicitor Complaint	37	23	28
Stolen Plate	16	7	13
Suicide	7	5	4
Suspicious Activity	360	392	498
Suspicious M/V	284	337	330
Suspicious Person	274	223	255
Theft/In Progress	38	22	34
Theft/Past	575	484	546
Threats/In Progress	1	6	5
Threats/Past	76	68	70
Traffic Assignment	2,108	2,230	2,897
Traffic Control	66	60	75

Type of Call	2005	2006	2007
Traffic Signals Out	184	148	178
Trespass/In Progress	16	15	10
Trespass/Past	16	3	15
Uttering	36	41	30
Vehicle Complaint	231	195	0
Warrant Arrest	25	30	22
Water Leak	46	21	56
Weapons Complaint	0	n/a	0
Well-being Check	255	238	266
Wires Down	104	101	108
Youth Complaint	185	161	189

### Calls by Month

January	2578
June	2367
February	2345
March	2284
May	2275
August	2230
April	2162
July	2001
December	1987
October	1909
November	1760
September	1756

### Calls by Shift

8 A.M. – 4 P.M.	9609
4 P.M. – Midnight	9448
Midnight – 8 A.M.	6530

### SUMMARY OF SPECIFIC LOCATIONS FOR CALLS FOR SERVICE

75 Middlesex Tp (Burlington Mall)	1551
34 Cambridge St (Crossroads)	642
1 Mall Rd (Marriott Hotel)	164
41 Mall Rd (Lahey Clinic)	259
Route 128 (North and South)	266
Cambridge St & Wilmington Rd	323
123 Cambridge St (BHS)	247
Cambridge St & Route 128	326

43 Middlesex Tp (Middlesex Mall)	215
Baron Park Ln (Lord Baron)	250
New England Executive Park	223
Arboretum Way (Archstone Apts)	185
26 Beacon St (Beacon Village)	183
42 Mall Rd (Longmeadow Place)	214
108 Middlesex Tp (Chili's)	103
41 Terrace Hall Ave (FW School)	116
Middlesex Tp & Mall Rd	104
Cambridge St & Mall Rd	155
98 Middlesex Tp (Barnes & Noble)	107
114 Winn St (MSMS)	122
101 Middlesex Tp (Burlington Square)	88
85 Wilmington Rd (Shopping Plaza)	133
Cambridge St & Wayside Rd/Wall St	129
Farms Dr (Stonebrook Farms)	122
Winn St & Route 128	145
84 Middlesex Tp (Circuit City)	65
20 South Ave (AMC Theatres)	101
Cambridge St & Winn St	90
150 Lexington St (Kohl's)	83
Cambridge St & Bedford St	106
Cambridge St & Francis Wyman Rd	90
Winn St & Peach Orchard Rd	64
279 Cambridge St (Colonial Park)	146
120 Cambridge St (Shopping Plaza)	57
Middlesex Tp & Bedford St	55
Middlesex Tp & Wheeler Rd	57
Littles Brook Court	51
Cambridge St & Terry Ave	58
1 Network Dr (Sun Microsystems)	55
Middlesex Tp & South Ave	61
Hallmark Gardens	35
Seven Springs	80

## SUMMARY OF LOCATIONS WHERE CARS ARE BROKEN INTO:

(4 most popular locations)

Burlington Mall	Wall St
South Ave	Cambridge St

## FIRE DEPARTMENT

Department Roster

### FIRE CHIEF

Lee Callahan

### ASSISTANT FIRE CHIEF

\*Steven Yetman

### CAPTAINS

\*Kevin Browne

\*John Corbett

\*Scott Carpenter

\*Michael Nolan

### LIEUTENANTS

\*James Browne

\*Timothy Browne

\*Andrew Connerty

\*Peter McAnespie

\*Steven McLean

\*Robert Paul

\*John Skinner

\*James Sorenson

## FIRE PREVENTION/INSPECTION SERVICES

Captain \*Michael Hanafin

Lieutenant \*Mark Saia

## TRAINING/COMMUNICATIONS

Captain \*Michael Patterson

## CLERICAL STAFF

Joanne Arbing

Mary Fay

Karen Carlson

## FIREFIGHTERS

\*David Angelo

\*Shaun Kenney

\*Gary Arbing

\*Gerard Letendre

\*Michael Bibbey

\*Donald MacDonald

\*Jeffrey Boucher

\*Thomas MacLeod

\*Kevin Canty

\*Anthony Marino

\*Mark Cedrone

\*Michael McLaughlin

\*Clifford Comeau

\*Edgar McLean

### **FIREFIGHTERS**

*Sean Connors	*Nicholas Menkello
*Ernest Covino	*Brendan Micciche
*Kurt Duprez	*Kevin Pollicelli
*Todd Ficociello	*John Price
*Michael Fontannay	*David Richardson
*Michael Gledhill	*Michael Runyan
*Gerard Hanafin	Leonard Sawyer
*John Hanafin	*James Sherman
*James Hapenney	*David Sullivan
*Eric Holey	*Paul Sullivan
*Richard Hovasse	*William Toland
*Timothy Hovasse	*John Walthall
John Hunt	*Fred Williams

### **EMERGENCY VEHICLE TECHNICIAN**

Eric Moran

### **CIVILIAN DISPATCHERS**

*Stephen Baia	*Elaine Carpenter
*Nicole DeTomasi	*Scott Perry

\*Department EMTs

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## **FIRE CHIEF**

2007 ended with December being the snowiest December on record. The depth of the snow and numerous buried fire hydrants made firefighting difficult. We thank residents that shovel neighborhood hydrants and encourage others to ensure that their neighborhood hydrants remain cleared of snow. It is a great public service task for young people.

As the following various division reports indicate, BFD remained a very busy fire department this past year. Training in suppression and rescue operations, hazmat, emergency medical response and many other expanding emergency operations; continuous fire safety inspections and code enforcement and public fire safety education and behavior outreaches (as limited funding allowed); and emergency responses, all kept firefighter/EMTs and emergency dispatchers busier than ever.

Burlington experienced no deaths due to fires in 2007. The total number of incidents continues to climb. 2007 numbers include 4,105 incidents needing fire apparatus and 2,496 calls requiring an ambulance, for a total of 6,601 calls. That is an increase from last year and continues a decade-long trend in which our call volume increased by more than 26%. The increased number of calls and the mandated reporting procedures associated with each call keeps adding to the total time it takes to fully process each incident.

The Town contracted with Pierce Fire Apparatus for the construction of a new 100 ft. tower aerial. The new Tower 1 is expected in early 2008. In the interim, BFD signed a short-term lease with New England Fire Apparatus and Equipment for the use of a 1985 ladder truck. The Town's former tower truck was removed from service due to safety concerns in late 2006. The May Town Meeting authorized the purchase of a new pumper to replace a 24 year-old pumper. The new Engine 3 is being built and expected in the summer of 2008.

The September Town Meeting passed a new bylaw requiring owners of private fire hydrants (commercial developments, apartment and condo complexes, etc.) to annually maintain them. The bylaw will result in reliable fire hydrants for firefighters to use at incidents within the complexes. The bylaw is a result of collaboration between the DPW and Fire Department to enhance public safety in private developments.

BFD continues to receive support from state and community partners. The Department of Public Safety awarded \$7500 (down from previous years' \$30,000) for firefighter safety equipment and \$4800 for SAFE (Student Awareness of Fire Education), the Department of Public Health awarded \$3500 for training (partnering with Lahey Clinic) and maintenance of our MDU, and Oracle Corp. provided a gift of \$6300 for firefighting tools and equipment. We are continuously seeking similar opportunities to support our budget and decrease dependency on tax revenues.

Firefighter/EMT William Callahan retired in April after 29 years of service. Bill was the prototype firefighter for Burlington and spent part of his career leading the firefighters' union. His experience, mentoring style, and institutional knowledge of the Burlington Fire Department will be missed. His replacement, Firefighter/EMT Thomas MacLeod, was hired in April and attended the MA Firefighting Academy. He was assigned full shift duty in early summer. Eric Moran became the Department EVT



(Emergency Vehicle Technician) after transferring from DPW's Central Maintenance to assignment at BFD.

Looking toward the future, the town must start to address updating the municipal fire alarm system which transmits fire alarms from all types of buildings, including commercial, public, industrial, residential multiple occupancies, schools, and a myriad of other applications for which a fire alarm system is mandated. The current telegraph-type technology, although still in use, has been surpassed by 21st century technology. The newer available systems provide more building and alarm related information to firefighters before they even reach the scene. The maintenance and service requirements of radio alarm systems are greatly reduced. However, the transition to such a system requires some significant expenditures, which will more than pay for themselves in just a few years after complete change to a new system. We plan to address this issue in the coming year.

The replacement of A-2 (second ambulance) and Engine 9 (brush fire truck) are needed in 2008. A-2 is 8 years old and still in regular use after serving 5 years as the primary ambulance. As EMS calls rise, the use of A-2 increases, now accounting for 25% of our ambulance responses. The heavy-duty ambulances purchased the last few times have decreased maintenance costs and increased life expectancy of the ambulances, requiring replacement less frequently than the smaller, less expensive units. Engine 9 will not pass the MA safety inspection next year and will have to be placed out of service, giving BFD no trucks to drive into wooded areas (approximately 17% of Burlington is listed as open space) to suppress brush fires.

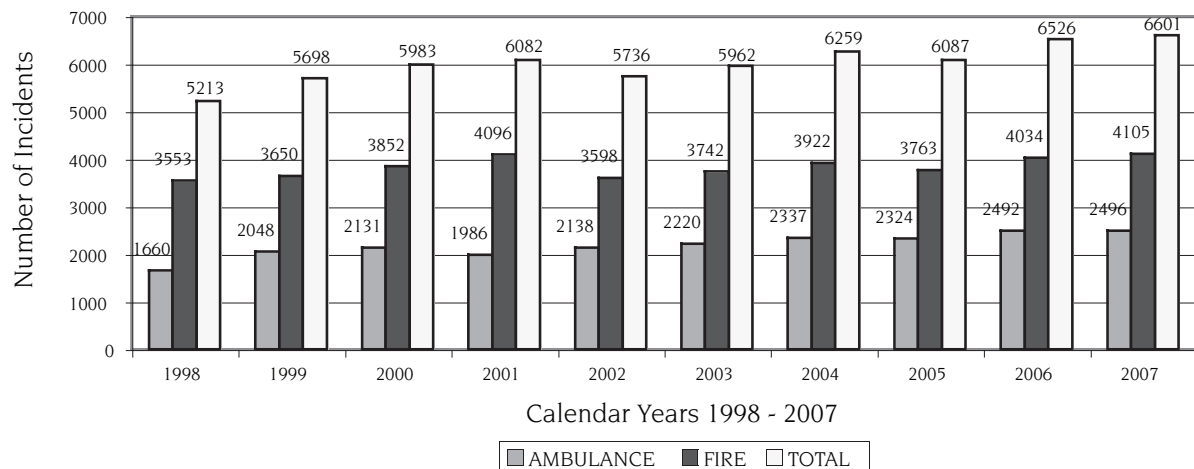
Also, we plan to explore BFD's ability to move to a more advanced EMS program. We currently provide Basic Life Support (BLS) ambulances with Advanced Life Support (ALS) provided by a third party contractor. With an anticipated increase in medical emergencies, we must look toward the future and how we are prepared to address our ability to respond to such emergencies, streamlining the response as effectively and efficiently as possible for the sake of the patient.

The planned changes and build-outs of areas in our commercial districts and the continuous increase in all types of emergency calls continue to stretch and strain our personnel. BFD's call volume has more than doubled since 1980, but the minimum number of firefighters available to respond to emergency calls has not increased. Additional personnel will be needed in the near future in order to accommodate a larger and more diverse call volume.

I wish to thank the residents and businesses of Burlington for their continued support of the Burlington Fire Department and its members. Members of other Burlington town departments and elected officials have continued to work with us and for us, as needed, in order to respond to the needs of the town. In an effort to be compliant with federal and state requirements of inter-operability, your public servants have been attending training in which several Burlington departments are represented

Finally, I want to thank the men and women of the Burlington Fire Department for their dedication to the job and the community in which they serve. They are your fire department and always ready to respond to your calls for

## AMBULANCE - FIRE EXPERIENCE RECORD



# Town of Burlington

## Burlington Fire Department 2007 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>Accidents</b>													
Motor Vehicle Crash	20	33	19	13	24	34	26	26	21	24	21	19	<b>280</b>
Pedestrian	2	0	1	0	0	0	0	0	0	2	2	0	<b>7</b>
<b>Medicals</b>	<b>142</b>	<b>145</b>	<b>149</b>	<b>140</b>	<b>188</b>	<b>158</b>	<b>154</b>	<b>159</b>	<b>152</b>	<b>144</b>	<b>171</b>	<b>181</b>	<b>1883</b>
<b>Alarms</b>													
Accidental	34	25	31	35	45	28	34	32	32	34	51	42	<b>423</b>
False	3	4	0	2	2	8	5	4	7	2	1	1	<b>39</b>
System Malfunction	28	21	12	14	31	23	22	20	20	33	19	18	<b>261</b>
<b>Fire</b>													
Cooking Fire	1	0	2	3	1	0	0	1	3	5	2	1	<b>19</b>
Residential	2	1	1	0	0	0	1	0	0	0	1	1	<b>7</b>
Apartments	0	1	1	0	0	2	0	0	0	0	0	1	<b>5</b>
Assisted Living	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Hotel	0	0	0	0	1	0	0	0	0	0	0	0	<b>1</b>
Brush, Grass	1	1	1	3	5	2	2	9	2	0	0	0	<b>26</b>
Business/store/restaurant	0	0	0	0	0	0	0	3	0	0	0	0	<b>3</b>
Dumpster-trash	1	0	0	1	7	1	0	0	2	1	0	0	<b>13</b>
Motor Vehicle Fire	2	1	5	0	0	1	0	2	1	1	0	3	<b>16</b>
Lightning strikes	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Oil burner Malfunction	1	0	0	0	0	0	0	0	0	0	1	0	<b>2</b>
Motor Malfunction	0	0	0	1	1	0	0	0	0	0	0	1	<b>3</b>
Smoke Scare	6	7	5	6	5	11	2	2	5	8	1	5	<b>63</b>
Fire;Other	0	1	0	0	0	1	1	0	0	0	0	0	<b>3</b>
<b>Outside Burning</b>													
Authorized	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Unauthorized	0	2	0	2	4	2	2	1	2	1	3	2	<b>21</b>
Hazmat	0	0	0	0	0	1	0	0	1	1	0	0	<b>3</b>
CO2 Problem	8	7	4	7	6	5	1	3	3	1	8	11	<b>64</b>
Spill Leak Fuel	1	1	0	0	1	0	2	2	0	0	3	0	<b>10</b>
Natural Gas Leak	2	2	2	2	2	6	6	3	8	1	1	4	<b>39</b>
Power lines down/ Arcing	2	0	3	6	0	0	2	1	1	3	3	1	<b>22</b>
Electrical Problem	4	1	3	1	7	2	1	4	1	4	3	8	<b>39</b>
Water Problem	9	5	8	9	0	0	1	0	0	0	0	3	<b>35</b>
Service Call	47	36	49	44	63	54	54	79	40	33	48	42	<b>589</b>
Public Service/Assistance	2	2	5	5	0	4	2	5	4	0	3	4	<b>36</b>
Elevator Extrication	0	0	0	1	0	1	3	0	3	0	2	1	<b>11</b>
Lock Outs	0	1	0	1	4	3	1	2	1	1	1	4	<b>19</b>
Aircraft Standby	2	1	1	0	1	3	2	0	2	0	3	0	<b>15</b>
Nothing Found	0	1	2	2	1	0	0	3	3	3	1	2	<b>18</b>
Cancelled en-route	4	3	3	7	3	6	1	0	8	3	2	3	<b>43</b>
Good Intent Call	2	5	6	11	9	6	6	6	3	8	5	3	<b>70</b>
Cover Assignment / Mutual Aid	1	3	2	1	2	1	3	0	0	0	1	3	<b>17</b>
<b>Totals</b>	<b>327</b>	<b>310</b>	<b>315</b>	<b>317</b>	<b>413</b>	<b>363</b>	<b>334</b>	<b>367</b>	<b>325</b>	<b>313</b>	<b>357</b>	<b>364</b>	<b>4105</b>

assistance. You should be proud, as I am, of their dedication, skill, and commitment.

Respectfully submitted,

Fire Chief Lee Callahan

## FIRE PREVENTION/INSPECTIONAL SERVICES

New development in commercial and residential properties continued in 2007. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits and fire education programs much has been achieved in the past year.

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

The following is a list of permits and inspections made in 2007:

### TYPE OF SERVICE

Commercial Occupancy Inspections . . . . .	190
Master box Certifications . . . . .	111
On Site – Inspections . . . . .	459
Permits Issued . . . . .	629
Plan Review . . . . .	273
Residential Occupancy Inspections . . . . .	174
Site Plan Reviews . . . . .	38
Smoke Detector Inspections . . . . .	232
<b>TOTAL . . . . .</b>	<b>2104</b>

The following is a count of all permits and inspections done during the period of January 1, 2007 to December 31, 2007:

### PERMITS

AST . . . . .	32
Blasting . . . . .	1
Carbon Monoxide . . . . .	4
Dumpster . . . . .	46
Extinguishing System . . . . .	8
Fire Alarm . . . . .	101

Flammable Storage . . . . .	55
Haz-Mat . . . . .	2
Oil Burner . . . . .	67
Propane Storage . . . . .	27
Sprinkler . . . . .	137
Tank Installation . . . . .	37
Tank Removal . . . . .	58
Tank Truck . . . . .	1
UST . . . . .	17
Welding/Burning . . . . .	36
<b>TOTAL . . . . .</b>	<b>629</b>

## INSPECTIONS

Commercial Occupancy . . . . .	190
Fire Drills . . . . .	13
Knox Box . . . . .	23
Oil Burner . . . . .	29
Oil Tank Installation . . . . .	15
Oil Tank Removal . . . . .	22
On Site – Fire Prevention . . . . .	245
On Site – Plug In . . . . .	38
On Site – Plug Out . . . . .	57
Quarterly . . . . .	15
Residential Occupancy . . . . .	174
Smoke Detectors . . . . .	232
<b>TOTAL . . . . .</b>	<b>1053</b>
<b>BUILDING PLANS STAMPED &amp; REVIEWED . . . . .</b>	<b>273</b>
<b>SITE PLAN REVIEWS . . . . .</b>	<b>38</b>
<b>MASTER BOX CERTIFICATIONS . . . . .</b>	<b>111</b>
<b>COMBINED TOTALS . . . . .</b>	<b>2104</b>

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

Respectfully submitted,

Captain Michael Hanafin

Lieutenant Mark Saia

## **TRAINING DIVISION**

2007 was a busy year for the Training Division. The following is a brief summary of some of the activities that fire department members participated in.

- We started off the year with a course on lightweight truss building construction. This type of construction is present in most all modern buildings. The dimensions of the building materials and the methods of attaching these materials together are a great concern to firefighters. Many of the newer large residential complexes built in our town are constructed using lightweight truss construction. Massachusetts saw a number of large multiple alarm fires in these type complexes during the past year. Shrewsbury, Georgetown, Peabody, Danvers, and Beverly are some of the local departments who faced large multiple alarm fires.
- Members of the fire department participated in a basic ice water rescue program that was held at the town reservoir. Members of the department donned water rescue suits and rescued a victim who fell through the ice. Members used the Rescue Alive Sled to extricate the victim from the icy water. During the winter months, local news stations frequently report fatal or near fatal incidents involving people and animals falling through the ice. "No ice is safe ice," is a good phrase to remember.
- In the fall of 2006, Tower One, a 1989 Pierce, was permanently taken out of service. The tower served the community well for sixteen years. In February of 2007, a proposal from Pierce Manufacturing was accepted by the town to build a new tower. While the new tower was being constructed, the town rented a 1985 Emergency One Ladder Truck from New England Fire Apparatus and Equipment to provide ladder coverage for the town. This meant that members of the department needed to be trained on the operation of the ladder truck. Once members were given basic instruction, the ladder truck was taken to several locations in town and operated. A house located at 157 Wilmington Road that was to be demolished was used. Property management for Lord Baron also allowed us to set up the ladder in their complex. Finally, members were trained on ladder pipe operations. A ladder pipe operation was set up at the vacant Wildwood School.

- Members of the department once again set up the department's Mass Decontamination Unit at the Lahey Clinic in the fall. This unit is intended to protect the hospital's emergency room in the event of a chemical or biological incident.
- A property located on Kingsdale Street became available to us for training purposes toward the late fall. Members of the department were trained on emergency radio procedures including the Mayday. Mayday is a term used to communicate a severe life threatening situation involving a lost or trapped firefighter. During the Mayday evolution, members searched for a lost member in a smoke filled environment and then rescued the victim by leading him out of the building.
- Members of the department were trained on roof ventilation. After a classroom presentation members once again returned to the Kingsdale property and cut ventilation holes in the roof of the house. This is a dangerous activity that utilizes a fuel powered chain saw. The purpose of ventilation holes is to remove heat, smoke, and fire gases from a building to allow interior crews to perform search and rescue evolutions and fire extinguishment.
- This year the Training Division spent a great amount of time involved in apparatus specifications. At the beginning of the year, proposals for a new tower truck arrived and toward the end of the year, specifications were created for a new engine to replace our engine three. A lot of time was dedicated to both creating a spec that met the needs of our community and reviewing all the proposals that came forward. It was the goal of the department to both protect our members operating in the new apparatus to the best of our ability and to provide the town with a long lasting, heavy duty fire apparatus.
- Burlington Fire welcomed a new firefighter to the department. After completing a twelve week course at the Massachusetts State Fire Academy, Firefighter Thomas MacLeod participated in a two week orientation prior to being assigned to Group One.

Respectfully submitted,

Captain Michael Patterson  
Training Division

Photos taken by Capt. Mike Patterson



Capt. Scott Carpenter, along with firefighters Gerry Hanafin, Kevin Pollicelli, and Dave Richardson, train on ice rescue techniques at the Burlington Reservoir.



Firefighter Ed McLean puts the leased ladder truck through its paces to get to know what to expect from it at a fire scene.



Lt. Andy Connerty, firefighters Todd Ficociello, Mike Bibbey, Gerry Letendre, Eric Holey, and John Hunt take a break at Lahey Clinic after setting up the MDU for a joint training session with hospital personnel.



Two unidentified firefighters follow prescribed procedures for cutting ventilation holes in a vacant building donated for the training by a local developer. The house was scheduled to be replaced by a new home.

### AMBULANCE EMERGENCY MEDICAL SERVICE

2007 ended as another busy year for the Burlington Fire Department ambulances. The Fire Department responded to over 2496 calls for EMS assistance. The Department continued advancing the skill level of all members through numerous training sessions with Captain Michael Patterson and Lieutenant Mark Saia.

We continue to offer By-stander CPR training for the community 8 times a year and the success of this program depends on the participation of you.

We hope that 2008 will be a progressive year as we will be unveiling our plans to move the Department towards Advanced Life Support.

Respectfully submitted,

Ed McLean  
EMS Coordinator

### JUVENILE FIRESETTER INTERVENTION PROGRAM

The Burlington Juvenile Firesetter Intervention Program (JFIP) had another successful year in 2007. The firefighters involved in Burlington's JFIP team for 2007 were FF Gus Marino, FF Todd Ficociello. These Burlington firefighters work as part of a coalition consisting of multiple area agencies, including local fire and police departments, the

District Attorney's office, and area school districts. The JFIP was designed to provide early intervention for youths involved in fire setting behavior. In addition to firesetting screening and education, the program assists youth who have committed "fire related" acts such as pulling false alarms. These services not only provide assistance to the youth and his or her parents, but also provide an additional layer of safety for the community by limiting the chance that the child will re-offend.

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

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

Burlington's JFIP team also assists in the education of firesetters in a program held at Winchester Fire Department. This program which is run through the District Attorney's office is headed by Capt Rick Tustin of the Winchester Fire Department. Approximately 10 juveniles between the ages of 12 and 16 attend the 10-week course, which covers topics such as: fire science, burns, home hazards, arson and rules to live by.

We look forward to 2008 with the hope that our services will not be needed, but are ready to assist the youth of the community if necessary.

Respectfully submitted,

Firefighter Gus Marino  
Firefighter Todd Ficociello  
JFIP Team

## **PUBLIC WORKS DEPARTMENT**

John G. Sanchez

**Superintendent of Public Works**

Thomas F. Hayes

**Town Engineer**

Teresa J. Keene

**Administrative Assistant**

### **Assistant Superintendents**

Allen F. Ferriera

**Highway**

Paul W. Nielsen

**Central Maintenance**

David C. McCafferty

**Water and Sewer Utilities**

### **Managers**

Paul W. Cauldwell

**Cemetery**

William D. Keene

**Treatment Plant**

### **DPW Staff**

Frank E. Anderson

Andrew Avant

John T. Baldwin

Paul S. Bieren

Robert S. Clougherty

Craig H. Cooper

John Doherty

Arlene Defilippo

Richard L. Dubbs

Michael P. Dwyer

Robert Feeney

Dennis F. Fitzgerald

Mark V. Gerbrands

Michael Giardina

Robert S. Glover

Thomas Harrington

Frederick M. Haynes

Wayne Higden

Stephen A. Johnson

Roderick Joslin

William Kane

Charles F. Woods Jr

Kevin Keene

Larry Kennedy

Richard Kullman

William Lundgren II

Russell J. Makiej

Donna L. Manning

Pialisa A. Manent

James Marchese, Jr

Armand Marion

George T. Lee

Nanette D. Masotta

Lisa Matarazzo

Timothy Mazzone

Ricky McClenningham

Robert W. McMahon

Donald McNeil

Donald H. Price

Michael A. Quinones

Charles D. Ralph

Richard A. Reid

Patricia Q. Robichaud

The goal of the Department of Public Works is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. To accomplish this goal the department is made up of six divisions including Administration, Cemetery, Central

Maintenance, Engineering, Highway, and Water and Sewer. With its 52 full-time, part-time and seasonal employees the department maintains the Town's roadway, drainage, water, sewer, street lights, traffic lights, and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, B-Line, trash pick-up and winter maintenance operations.

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

- The Mill Pond Water Treatment Plant Renovation is nearly completed. The plant, although running in manual mode, provided needed water during one of the driest summers in recent history.
- The Town of Billerica and the Town of Burlington water distribution systems were interconnected. This water interconnection will allow water to be supplied in case of a water emergency in either town.
- The Pine Haven expansion is nearly completed, and we have started the sale of graves in the new section.
- The Town initiated the use of crack sealing as a technique in extending the life of roadways.

At the end of my first year in the Town of Burlington I have to offer my most sincere gratitude to all personnel for their warm reception and helpful advice.

Respectfully submitted,

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

### ADMINISTRATIVE

Water & Sewer billing sent approximately 16,800 bills out in the amount of \$5,623,347.86.

Purchasing processed over 4,500 invoices, and the staff handled approximately 4,000 Customer Service calls.

I would like to express my gratitude to the Administrative Staff: Pialis Manent, Patti Robichaud and Arlene Defilippo. Their hard work and support is greatly appreciated.

Respectfully submitted,

Teresa Keene  
Administrative Assistant

### ENGINEERING DIVISION

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

#### Capital Improvement Projects

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

- **Bituminous Paving Various Streets (AP-07-1082)** – Developed contract documents, bid, and managed the street paving contract which was awarded to P. J. Keating Co. at the contract value of \$699,576.40.
- **Pavement Crack Sealing (AB07-16)** - Consisting of the placement of random-crack sealing by fiber reinforced method on various streets awarded to Superior Sealcoat, Inc., Wilmington, MA at the contract value of \$76,350.00.
- **Pine Haven Cemetery Expansion (RW-07-01)** – Developed contract documents, bid, and managed the expansion of the cemetery, previously designed and permitted by the Division, which included a 300 ft retaining wall, site grading, and lot layout, awarded to Heimlich Landscaping, Woburn MA at the contract value of \$91,815.

Photo by: Dennis Fitzgerald, Town of Burlington Engineering Division



*Work Complete - Pine Haven Cemetery*

## Contract Management

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

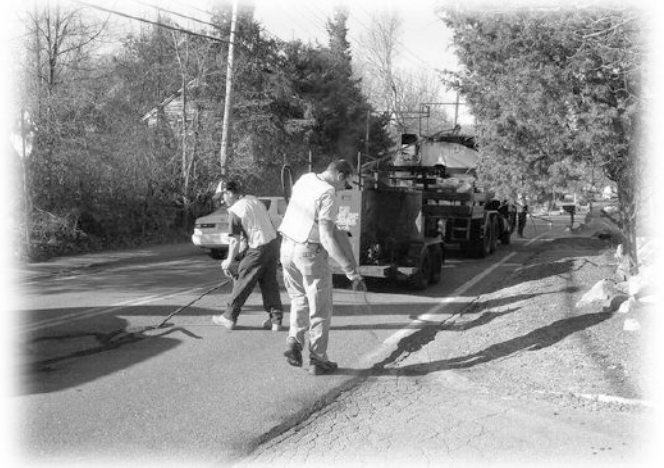
- **Street Light Maintenance** - As of July 1, 2003 the Town of Burlington has purchased the street lights from NSTAR. Although the Engineering Division manages the Street Light program, street light problems should be reported directly to the Town's service contractor Brite Lite Electrical Company - 1-781-340-9102.
- **Traffic Light Maintenance** - Republic Electric, Billerica MA won the bid to provide repair services required for twenty-six (26) town traffic lights. Additionally, VHB Inc, Watertown MA is under contract to evaluate, provide a physical inventory, and make recommendations for preventative maintenance and upgrades for these traffic lights.
- **Sewer System Infiltration Mitigation Design** - Phase 3 - Awarded to SEA Consultants, Cambridge MA, this contract consisted of the development of plans and specifications for sewer infiltration mitigation of sources identified in previous Internal TV inspection of sewer lines of five (5) Sub-Areas identified in the 2000 Sewer System Evaluation Study with high infiltration rates not previously inspected under Phases 1 & 2.

## DPW Procurement

The Division developed bid packages in accordance with MGL CH 30B and 30 39M and procured the following contracts:

- Bit. Paving, Contract AB07-82
- Street Sweeping, Contract AB07-01
- Traffic Markings, Contract AB07-03
- Micro-Surfacing, Contract AB07-06
- Bit-Concrete, Contract AB07-09
- Crack-Sealing, Contract AB07-16
- Debris Disposal, Contract AB07-21
- Traffic Light Maintenance, Contract TR-07-1084
- Street Light Maintenance, Contract ST-07-1085
- Pine Haven Cemetery Expansion, Contract RW-07-01

Photo by: Mark Gerbrands, Town of Burlington Engineering Division



Crew Cracksealing Francis Wyman Road

These, as well as other contracts bid by the Division, were made available on our web site for ease of distribution as well as the reduction of effort and cost to reproduce and mail bid packages to contractors. Additionally, bid results were uploaded to the web shortly after the bid opening again reducing staff time responding to repetitive questions regarding the bid results.

## Other Projects

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

- **Sewer Manhole Inspection** - Phase 3 - To further extend the available funds allocated for sewer system rehabilitation, sewer manhole inspections were conducted using DPW/Engineering Division staff. The results were incorporated into engineering plans for the Phase 3 Infiltration Mitigation project.
- **Ray Avenue Culvert Repair** - Initiated design and permitting of the replacement of the failing dual 24"x48" drainage culverts that run under Ray Avenue.
- **Sleeper Drive reconstruction** - Permitted, designed, and managed the improvement to the unfinished portion of Sleeper Drive, which included, upgraded water main and drainage, curbing, and paving.



Photo by: Timothy Mazzone, Town of Burlington Engineering Division



*Preconstruction Sleeper Drive*

Photo by: Timothy Mazzone, Town of Burlington Engineering Division



*Postconstruction Sleeper Drive*

### Subdivision/Site Plan Inspection

Inspection of subdivisions and building sites include water and sewer connections, pressure testing of water lines, vacuum testing of sewer manholes, mandrel and ball testing of sewer lines, hydrant installation, and drainage systems. Inspection of roadway construction includes underground utilities, sub-base materials, compaction, grading, binder pavement, finish pavement, curbing, and sidewalks. Inspection also includes lighting, parking layout, landscaping, signage and pavement of utility trenches.

The Division conducted construction inspections of the following projects:

- Rosario Estates
- Kelly Farms Estates
- Shamrock Drive
- Arborpoint Development – Seven Springs
- Burlington Mall Expansion - Nordstrom's
- 86 Cambridge Street – Restaurant
- 382-390 Cambridge Street – Retail Development
- Burlington Office Park – Phase 2 (Wall Street)
- Woodland Farms Subdivision
- CVS – Cambridge Street
- Dunkin Donuts 28 Winn Street

### Infrastructure Management

- **Plan Filing System** – In an effort to automate the Town's record drawings, many of the plans have been scanned to image files and linked to a plan database, allowing quick retrieval of utility data, while preventing wear and tear on original plans.
- **Pavement Management System** – The Division continues to evaluate pavement conditions and update the Town's GIS based Pavement Management System, which was implemented in 2002.
- **Utility Permits** - The Division created and maintains a utility permit system developed to streamline and automate the permit and inspection process (street opening, water, and sewer). This year the Division issued 189 permits.

### Geographical Information System (GIS)

The Geographical Information System has become more and more integral to our daily operations; from Pavement Management to street light outages, the GIS has become a valuable tool for maintaining municipal infrastructure. The Engineering Division continues to develop and maintain critical DPW datalayers.

### Web Site

To make information more easily available the Engineering Division maintains a website at [www.Burlington.org](http://www.Burlington.org). Some of the information that you will find here is:

- Various Town Maps
- Licensed Utility Contractors
- Approved Driveway Paving Contractors
- Local Land Surveyors
- Utility Permit Information and Applications
- Contracts Out to Bid & Bid Results

Brian White, our Student Engineer for the past 5 years, graduated from UMASS Lowell with a degree in Civil Engineering this year and has moved on to the private sector. We wish him the best and know he will do well; he is greatly missed by all of us.

This year we designed and managed good projects, and as always I can count on everyone to work together and get the job done. I want to express my thanks to the Engineering staff for their support, camaraderie, and professionalism.

Respectfully submitted,

Thomas F. Hayes, P.E.  
Town Engineer

### CEMETERY DIVISION

#### Pine Haven

Cemetery personnel performed 65 burials with 34 lots sold. The development of Section D will be completed in the spring of 2008 when the steel fence and automated sprinklers are installed.

#### Chestnut Hill

Cemetery personnel performed 68 burials with 6 lots sold. With the help of summer workers, personnel installed 220 feet of granite curbing along the roadways of section D and C and also laid down sod and planted grass along the new curbing. Extra trimming of overgrown bushes and trees was performed by using the Middlesex Sheriffs Department Community Outreach Program.

Photo by: Richard Reid, Town of Burlington, Cemetery Division



*Granite Curbing at Cemetery*

### Old Burial Grounds

Regular maintenance is conducted throughout the year to keep this historic cemetery looking good.

General Maintenance is performed throughout the year which includes weedwacking around the headstones and trees, cutting grass, trimming trees and bushes, repairing and maintaining the sprinkler system, repairing and painting fences, repairing equipment, snowplowing and snow removal.

I would like to take this opportunity to thank the employees of the Cemetery Division for all their hard work throughout the year. Also, a special thank you to all DPW employees who do a great job when extra help is needed. Thanks to the Veteran's Administration of Burlington and the Veterans for their help in the preparations for Memorial Day.

Respectfully submitted,

Paul W. Cauldwell  
Manager  
Cemetery Division

### CENTRAL MAINTENANCE

The Central Maintenance Division maintains and repairs vehicles and equipment for six Town departments. Many of the older vehicles, which are well beyond their replacement years, need and require more maintenance than the newer ones.

During Spring, Summer and Fall we are kept very busy trying to get all the equipment and vehicles back in top condition. Along with our routine maintenance program, the winter months increases the need of repairs to the vehicles and snow fighting equipment.

Many thanks to the men in Central Maintenance for a job well done. Thank you Robert Glover, and Leo Fernandez for doing a great job.

Many thanks to all the Town employees who bring to our attention and let us know of any problems with the vehicles or equipment as soon as possible.

Respectfully submitted,

Paul W. Neilsen  
Assistant Superintendent  
Central Maintenance

## **HIGHWAY DIVISION**

The Highway Division performed its regular maintenance of roadways, drainage easements, street signs, catch basins and special projects.

Burlington experienced 9 storms and 11 sanding operations for a total snowfall of 60 inches. We worked very hard to keep the roadways and sidewalks safe for all residents and visitors.

During the spring months the crews spent many hours sweeping all streets and sidewalks of heavy sand, cleaned catch basins and repaired plow damage such as berm and driveway aprons and also 47 mailboxes were replaced or repaired. Between basins and manholes 67 structures had to be rebuilt or repaired. Brush cutting and weed spraying throughout the town was also done.

Special Projects during the summer and fall included:

### **Handicap Ramps installed:**

Town Hall Annex  
Town Common by Fire Station

### **Paving: Total 2,410 feet**

Driveway to Regan Park  
Ainsworth Extension  
Top Section of Nichold Street  
Beacon Street from Beacon Village to Bassett Avenue  
Exit of Chestnut Hill Cemetery  
Wheeler Road from Old Concord Road to Muller Road

Blanchard Road by Water Tower  
Handicap parking at Town Hall Annex  
Handicap parking at the Town Common by the Fire Station

### **Sign Shop:**

Painting of crosswalks and stop lines  
Repaired 47 stolen and or damaged street signs  
57 new stop signs replaced  
604 new street signs with town seal installed

I would like to take this opportunity to thank all the employees of the Highway division for all the expertise they give and show when performing their duties. Also a special thank you to all DPW Employees, Recreation Department and the private contractors that assisted throughout the year.

Respectfully submitted,

Allen F. Ferreira  
Assistant Superintendent  
Highway Division

## **WATER & SEWER UTILITIES DIVISION**

The following is a summary of statistics, special projects and work completed by the Water and Sewer Division:

### **Water Distribution Section:**

This year the Town completed the installation of the 12 inch water main in the Skelton Road area. The Billerica-Burlington water interconnection project which included a new water main through Billerica's Pinehurst section was completed this year. This connection will allow for emergency water supply for either of the two water distribution systems. Billerica graciously funded the entire interconnection project.

Also the rehabilitation of the Mill Pond Water Treatment Plant was in full swing. Unfortunately due to delays in construction the Town needed to establish a mandatory water ban at the beginning of Summer. The ban was partially released once that plant operated in manual mode in July, 2007.

Please accept our apology for any inconvenience. This was not an easy decision, but it was necessary in order to provide fire protection and enough water pressure in the system. We would like to thank the residents of Burlington for their cooperation and understanding while the mandatory water ban was in effect.

Also due to our water issues this past year we did not perform our annual water system flushing program. But I want to inform you it will be conducted in 2008. This will increase and improve our water quality throughout town.

As you may be aware, Town Meeting approved a new private hydrant maintenance by-law, thanks to the work of the Fire Chief. This will help to insure that fire hydrants in private complexes are in good working order to help protect our residents in case of fires at these locations. At this time I would like to thank the Fire Chief for his help with this project.

Now some yearly statistics of the water section:

• Water Main breaks	18
• Water Service leaks	10
• Valve Repairs or replace	4
• Fire Hydrants repaired	58
• Fire Hydrants replaced due to accidents	4
• Water Meters installed	277
• Water Meter Lab bench tests	252
• House main valve replacements	21
• Outside Readers installed	333
• Meter Re-Reads	662
• Water Property liens	129
• Meter and outside reader security seals	188
• Utility Mark outs for Dig Safe System	204
• Water / Sewer Connection permits	131
• Number of Resident appointments handled	658

## Sewer Collection Section:

### Statistics

• Sewer Blocks cleared	16
• Sewer Rodding in feet	29,765 ft
• Sewer Breaks	3
• Sewer Manholes cleared	150
• Sewer Stations cleared	14
• Sewer Blocks that backed up houses	4

We also started installing a new diesel emergency generator at our Partridge Ave. sewer pumping station where we had no back up if power was lost. Unfortunately we had to conduct one sewer by-pass operation into Vine Brook

due to a large rain storm in April. This was relatively small due to the MWRA upgrade to the sewer main through Winchester which has helped alleviate the amount of times we must do this. Between this upgrade and our continuance to stop ground water infiltration into our sewer system, hopefully we will be able to stop these procedures in the future.

Unfortunately, in July a car went off the road and hit our Keans Road sewer pumping station doing heavy damage to the station's electrical and control units. Due to the efforts of our sewer maintenance staff we had the station back in full operating status within 36 hours, without causing any big inconvenience to the residents in that part of town.

## Water Treatment Section:

The year 2007 was a very busy year with the Vine Brook Water Treatment Facility producing the majority of water for the Town of Burlington. The Mill Pond WTF which is currently still undergoing facility improvements was not available until July 25, 2007 due to a number of delays. The Town of Burlington, due to the limited production capabilities, purchased over 32 million gallons from the MWRA through Lexington. The Town also instituted a mandatory water ban to decrease water requirements throughout the Town with a strictly enforced ban. The peak days ranged in the 4.9 to 5.1 Million Gallon per day range.

The Water Production Group was not able to perform the well redevelopment projects due to the Mill Pond rehabilitation. The planned work will be performed in early 2008 or when the Mill Pond Facility is fully back on line. The inspection of both the Center Street Tank and the Greenleaf Tank were performed in 2007. These inspections were done to see how the protective coating systems were wearing. The inspections showed that the Center Street Tank would need to be completely painted in the not to distant future both inside and out. The Greenleaf Tank, which had extensive work on the interior, as well as a complete recoating, is in excellent condition, with only the exterior needing to be completed with an epoxy coating system.

The bi-annual distribution leak detection program will be started in early 2008. This program is mandated by the State Department of Environmental Protection and is to help keep the system free from costly leaks. The Town is utilizing, for the first time, a computer enhanced correlation method for leak locating. This method utilizes sensors placed in the area of interest which are downloaded into a

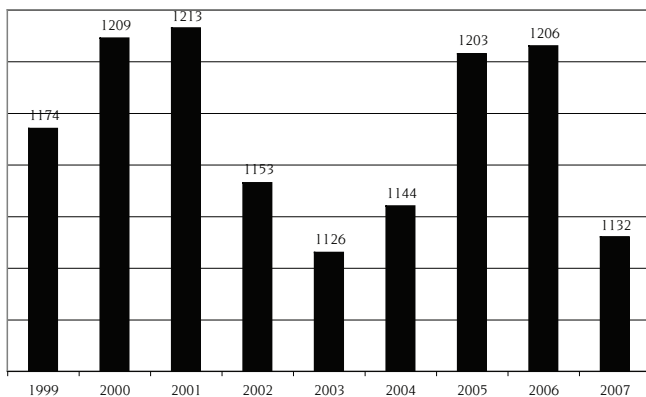
lap top computer, which tests for noise generated when water is escaping a pipe. This system is far more accurate than the conventional listening system. The Town is hoping to save thousands in pumping costs.

Our analytical testing program shows that Burlington's water meets all State DEP standards as well as Federal EPA standards. The Burlington Water Department received from the Department of Public Health and the Federal Centers for Disease Control (CDC) the annual Fluoridation Quality Award for fluoridation of our system. The Town also completed its Lead and Copper testing program and met all associated lead and copper testing standards. The Town continued to monitor for volatile organics in the Vine Brook Aquifer. These compounds seem to be decreasing in the raw water sources. The quality of the water is excellent and the Department should meet all current and future requirements passed on by the EPA. The Mill Pond improvements should keep Burlington in good stead for many years in the future on both Quality and volume fronts.

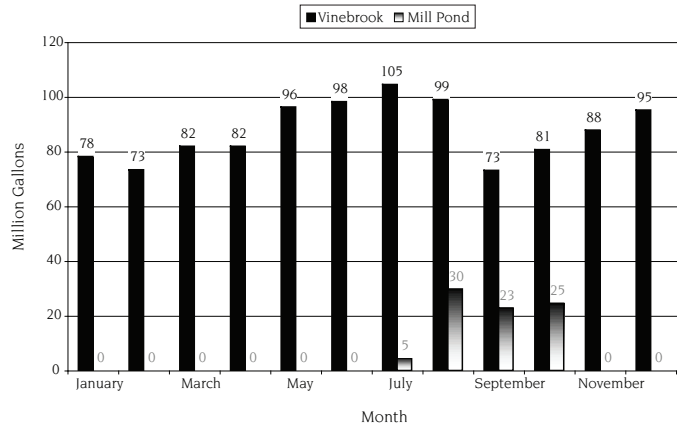
The Town of Burlington's Cross Connection Program, which is operated by the Burlington DPW, had a very successful year with over 500 annual tests and well over 100 start up inspections. This program which is mandated by the Federal EPA is implemented on all irrigation systems, commercial high hazard sites and all fire protection systems.

If there are any questions about the water quality production or the water sources please contact William Keene, Water Quality Production Manager at 781-270-1648 or e-mail at [wkeene@burlmass.org](mailto:wkeene@burlmass.org).

Town of Burlington Drinking Water Production 1999-2007 in Millions of Gallons



Town of Burlington Monthly Drinking Water Production 2007



In closing the water section lost one maintenance craftsman in December due to his transfer to Billerica Highway. Good luck Andy. I would also like to thank all the water / sewer utility personnel for their continuing professionalism on the job.

Respectfully submitted,

David C. McCafferty  
Assistant Superintendent  
Water and Sewer Division

## B-LINE

As the B-Line enters into its 20th year of operation, the B-Line Advisory Committee celebrates many strides that this public transportation system has made, and the many more we hope to bring to the community in the coming year.

The B-Line Committee is working closely with the government affairs group of the Burlington Area Chamber of Commerce, to not only assist in the funding of the system in the coming years, but to elaborate and fine-tune the routes and their times as well.

The goal of the Committee was to increase ridership to 50,000 riders and 2007 closed out with almost 52,000 riders serviced, exceeding the Committee's goal. As we honor riders who have been utilizing the B-Line since its inception, we hope to make this a service that many new residents and business owners come to rely on in the coming years as well.

Have you seen our three B-Line buses traveling throughout the Town? The B-Line buses are safe, clean and

convenient (just wave us down) and all three are wheelchair accessible. We travel around Town from 7:30 am until 6:00 pm getting people to and from work, school, medical appointments and shopping. The B-Line does not operate on weekends or holidays.

The buses travel by all supermarkets (Shaw's, Roche Bros. and Market Basket), all Malls (Crossroads, Burlington Mall and Middlesex Commons and the new Wayside Commons), Lahey Clinic, and Harvard Vanguard at Wall Street.

Photo by: Patti Robichaud, Town of Burlington, B-Line



*B-Line Surpasses 50,000 in Ridership*

Did you know the B-Line is available to get your student home after Homework Clinic on Tuesdays and Thursdays from the Middle School? We also stop in front of the High School at 2:55 pm and 3:25 pm on school days, and we travel by all parks and fields in Burlington, as well as the Cinema.

As of July 1, 2007, the new bus fares are (exact change is necessary as drivers carry no money):

Under 6	Free
Students with ID's	\$1.00
Seniors (Over 65)	\$1.00
Special Needs	\$1.00
Adults	\$1.50
Transfers	\$ .50

Pass applications may be obtained from any of the B-Line bus drivers or through the DPW office located in the Town Hall Annex. Passes make great gifts. The new pass rates are as follows:

	<b>Special Needs, Seniors (Age 65) Students with ID's</b>	
	<b>Adults</b>	
6 Month Pass (Jan-June/July-Dec)	\$100.00	\$50.00
3 Month Pass (Jan-Mar/Apr-June) (July-Sept/Oct-Dec)	\$60.00	\$30.00

The B-Line is still the most in-expensive mode of travel around Burlington, and connects with the MBTA and other routes:

Lowell LRT at Chestnut Ave., the Burlington Mall and Lahey Clinic

Burlington-Alewife (350), all along Cambridge Street and Burlington Mall

Bedford (351) at Chestnut Ave. and the Burlington Mall

Boston Express (352) at Chestnut Ave.

Boston Express (354) at Van DeGraff Drive

Once again, we would like to thank the Burlington Mall for funding the cost of operating the three B-Line buses for the five Saturdays between Thanksgiving and Christmas. Taking advantage of this free opportunity, the B-Line buses provided 314 rides this holiday season. This is a terrific way to get some holiday shopping done and not worry about fighting traffic or trying to find a parking space at the Mall.

For more information see our web-site at [www.burlington.org](http://www.burlington.org), click on "Community Connections – Transportation – B-Line" for exact routes, maps and schedules or call the B-Line office at 781-270-1965.

You CAN get there from here – Buzz around Burlington on a B-Line Bus!!

Respectfully submitted,

Patti Robichaud  
B-Line Coordinator

		Route #1		RED LINE				Route #4			
		(MALLS)						(WINN STREET)			
		<u>Leaves Center School on the hour</u>						<u>Leaves Center School on the 1/2 hour</u>			
		<u>Starts @ 8:00 am</u>						<u>Starts @ 7:30 am</u>			
		<u>Last Run @ 5:00 pm</u>						<u>Last Run @ 5:30 pm</u>			
		<u>No Service at 1:00 pm</u>						<u>No Service at 12:30 pm</u>			
	R	CENTER ST past Town Hall					R	CENTER ST past Town Hall			
	L	CAMBRIDGE ST.					R	CAMBRIDGE ST.			
	XX	On Request: Crossroads @ CVS					R	DUNKIN DONUTS			
	XX	On Request: Lahey/Harvard @ Wall St						thru Shaw's Supermarket			
							L	WINN ST			
						2nd	L	MILL ST			
						1st	R	LOCUST ST to end			
	R	WAYSIDE ROAD					L	WINN ST			
							L	PEACH ORCHARD RD @ TRAFFIC LIGHT			
1st	L	S. BEDFORD ST					XX	On Request: Marshall Simonds School			
1st	R	BLANCHARD RD to WHEELER RD					R	PEARL ST to end stop sign (West Gate Appts)			
	XX	On Request Muller Road									
	L	OLD COLONY ROAD (after Seven Springs)					R	BEACON ST to end (traffic lights)			
	L	into Market Basket Parking Lot									
		Rear drive around back of stores to end					L	WINN ST			
	R	down in front of stores						after 128			
	R	MIDDLESEX TURNPIKE				4TH	R	MOUNTAIN ROAD			
						1ST	L	WYMAN ST			
						1ST	L	WINN ST to Center Street			
	R	BURLINGTON MALL					L	CENTER ST (after playground)			
	XX	On Request Lahey Clinic					L	BIRCHCREST ST			
							L	TOWER HILL APARTMENTS			
		Exit Mall at Lexington St.						around circle			
							R	BIRCHCREST ST			
		LEXINGTON ST to end					L	CENTER ST to School			
		across Cambridge St to									
		BEDFORD ST to end					**	END OF 2:30 RUN ONLY:			
								BIRCHCREST TO HIGH			
	L	CENTER ST to School						SCHOOL & BACK TO			
								BIRCHCREST			
							L	CENTER ST to School			

# Town of Burlington

		<b>Route #2</b>	<b>GREEN LINE</b>			<b>Route #5</b>	
		<b>(FRANCES WYMAN ROAD)</b>				<b>(LAHEY CLINIC &amp; MALLS)</b>	
		<b><u>Leaves Center School on the hour</u></b>				<b><u>Leaves Center School on the 1/2 hour</u></b>	
		<u>Starts @ 8:00 am</u>				<u>Starts @ 8:30 am</u>	
		<u>Last Run @ 6:00 pm</u>				<u>Last Run @ 5:30 pm</u>	
		<u>No Service at 12:00 pm</u>				<u>No Service at 12:30 pm</u>	
	R	CENTER ST past Town Hall			R	CENTER ST past Town Hall	
	L	CAMBRIDGE STREET			L	CAMBRIDGE ST	
1st	R	BEDFORD ST			1st R	BEDFORD ST.	
	XX	On Request College Road			1st L	LEXINGTON ST.	
		after Church			L	STONEY BROOK RD to end	
	R	FRANCIS WYMAN RD to end			R	MALL RD.	
	R	CAMBRIDGE ST			2nd L	LAHEY CLINIC	
2ND	L	LEROY DRIVE to end			L	MALL RD	
	R	PAULA ST to end			L	BURLINGTON MALL	
	R	turn left then right to			L	MIDDLESEX TPK.	
	R	WILMINGTON RD					
1st	R	CHESTNUT AVE to end			L	MIDDLESEX COMMON	
		cross Cambridge St to				stay right in lot to end then left	
		COUNTY RD				in front of stores	
					xx	On Request Muller Road	
2nd	L	WINONA RD			R	OLD CONCORD RD.	
						after coming out of Market Basket	
1st	L	RAHWAY RD			L	S BEDFORD ST	
1st	R	SKELTON RD			1st R	WAYSIDE RD to light	
5th	L	MACON RD			L	CAMBRIDGE ST	
1st	R	GIDLEY ST			R	BIRCHCREST ST	
	L	PRINCETON RD to end			XX	On Request: Tower Hill	
	R	CAREY AVE to end			L	CENTER ST to School	
	R	MEADOWVALE RD to end					
	L	BEDFORD ST to end					
	R	CENTER ST to School					



# 2007 Annual Report

		Route #3	BLUE LINE				Route #6	
		(WILMINGTON RD-FOX HILL)					(TERRACE HALL-MIDDLESEX TNPK)	
		Leaves Center School on the hour					Leaves Center School on the 1/2 hour	
		Starts @ 8:00 am					Starts @ 7:30 am	
		Last Run @ 5:00 pm					Last Run @ 5:30 pm	
		No Service @ 12:00 pm					No Service @ 12:30 pm	
	R	CENTER ST past Town Hall				R	CENTER ST past Town Hall	
	R	CAMBRIDGE ST				L	CAMBRIDGE ST	
	R	WINN ST			1st	R	BEDFORD ST	
	L	into Shaw's Supermarket				L	TERRACE HALL AVE	
	L	at stop sign by Dunkin Donuts				R	A STREET to end	
	R	CAMBRIDGE ST				R	MIDDLESEX TNPK to lights	
	R	WILMINGTON RD (RT 62)				L	BEDFORD ST to lights	
		after playground				L	NETWORK DRIVE follow	
4th	L	PARK DRIVE to end					back to Middlesex Tnpk	
	L	BROOKSIDE LANE						
	L	SANDRA ST to end				XX	On Request: Cinema	
	R	WILMINGTON RD						
						L	MEADOW RD to end	
2nd	L	WESTWOOD ST						
1st	R	BLACKHORSE LANE				XX	On Request: Vinebrook Mall	
1st	L	SUMNER RD to end						
		quick right and left to				L	MALL ROAD	
		VINCENT RD				R	BURLINGTON MALL	
1st	R	DONALD RD to stop sign				R	MALL ROAD	
	R	HART ST				R	LAHEY CLINIC	
1st	R	FOX HILL RD				R	MALL ROAD	
2nd	L	BOULDER DR to end			1st	L	S BEDFORD ST to end	
	L	UPLAND RD to end				L	LEXINGTON ST	
	R	FOX HILL RD to end			1st	R	HOPE ST	
	L	SKILTON Rd to end			1st	R	JAMES ST to end	
						R	HEMLOCK RD to end	
XX	L	On Request: MILL ST				L	SANDY BROOK RD to end	
2nd	R	FREEPORT DR				R	TERRACE HALL AVE to end	
1st	R	TONER DR to end				R	BEDFORD ST to end	
						R	CENTER ST to School	
	R	MILL ST to end						
	R	WINN ST to light						
	L	CAMBRIDGE ST						
**	L	fire house						
	R	CENTER ST to School						
**		END OF 3:00 RUN ONLY:						
		DOWN CAMBRIDGE ST						
		INTO HIGH SCHOOL AND						
		BACK TO CENTER ST TO						
		SCHOOL						

## CONSERVATION COMMISSION

Photo by Randy Newell



*Conservation Commission: Front Row (left to right): Kerry Melanson, Larry Cohen and Gail Lima. Back Row (left to right): Nedim Celik, Jim Nash, Andra Deb and Marylee Everett.*

The Burlington Conservation Commission respectfully submits the following report of the activities of the Conservation Commission and Conservation Staff during 2007. Anyone wishing to learn more about the functions and activities of the Commission is invited to contact the Conservation Department, attend a Conservation Commission meeting, or visit the Conservation Department webpage (<http://www.burlington.org/conservation>).

The Conservation Commission is comprised of seven volunteer members appointed by the Town Administrator/Board of Selectmen to three-year terms. Larry Cohen and Marylee Everett continued as chair and vice-chair of the Commission in 2007. The newest Commissioner, Nedim Celik, joined the Commission in August.

A three-person Conservation Staff, comprised of Conservation Administrator John Keeley, Conservation Assistant Randy Newell and Principal Clerk Ellen Longo, assists the Conservation Commission. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process.

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

The Conservation Commission is also responsible for managing several parcels of Town-owned land under its jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. Beyond managing existing Conservation Land, the Commission pursues and promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases. There were no land acquisitions in 2007.

### Regulatory Functions/Permitting

The Conservation Commission reviewed and/or permitted a variety of projects in 2007, including: wetland resource area reviews for the Northwest Park redevelopment and the M/A-COM and I-Robot site redevelopment on South Avenue, the Notice of Intent for the Middlesex Turnpike/MITRE Link improvements, as well as numerous smaller residential projects.

### Land Management

In the spring of 2007, a land management intern performed trail maintenance on all the trails on Conservation lands. The Conservation Department has digital PDF maps of the largest Conservation areas. These can be obtained by emailing [conservation@burlmass.org](mailto:conservation@burlmass.org). Since funding for land management is limited, the Conservation Department is always looking for volunteers to help with Conservation land upkeep. Residents interested in being a land steward for a Conservation area should contact the Conservation Department.

## Stream Cleaning

The summer stream-cleaning program entered its seventeenth year under the second-year supervision of Drew Smith and his assistant, Melissa Bainbridge. The four-person crew was rounded out with Brian Burk and Marcus Peterson. Utilizing GIS mapping and responding to residents' requests, the following areas were cleaned in 2007: Daniel Drive brook, Sawmill Brook, Littles Brook, Sandy Brook, Ipswich River, Longmeadow Brook, University Avenue brook, Dolores Drive brook, and small streams near #11-13 Wheatland Street, #4-6 Freeport Drive, #19 Ivy Lane, Johns Road, Pine Glen Conservation Area, #12 Ledgewood Road, Holden Avenue/Gedick Road, #41 Mill Street, #36 Locust Street, #25 Eugene Road, Eastern Avenue, Mill Pond Reservoir stream, #13 Cedar Street, Sheldon Road, Tinkham Avenue, Upland Road, #10 Susan Avenue, #9 Sandra Avenue, #6 Gibson Street, #23 Alcine Lane and #1 Hemlock Lane.

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

Respectfully submitted,

The Burlington Conservation Commission  
 Larry Cohen, Chair  
 Marylee Everett, Vice Chair  
 Nedim Celik, Commissioner  
 Indra Deb, Commissioner  
 Gail Lima, Commissioner  
 Kerry Melanson, Commissioner  
 James Nash, Commissioner

## BOARD OF APPEALS



*Board of Appeals: Front Row (left to right): John Sullivan (Chairman), Robert Meaney and George Murray (Vice Chairman). Back Row (left to right): John Alberghini (1st Alternate), William Gaffney and Gene Lane (2nd Alternate). Missing from photo is Wayne Harding (Clerk).*

The Board of Appeals of the Town of Burlington is created under Section 9.5.1 of the Zoning By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. The two alternative and five permanent members of the Board are appointed by the Town Administrator to unpaid terms of one and five years respectively. Its purpose is to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, in particular instances to permit signs in a Business or Industrial Zoning District larger than those specified in the Zoning By-Law and, to issue comprehensive permits under MGL Chapter 40B.

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

In order to grant a variance from the strict requirements of the applicable zoning by-law, the Board must find the following:

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

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens 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. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

In 2007, the Board heard 41 cases, 21 were residential cases which generated \$2,100.00 in fees and 20 commercial cases which generated \$5,000.00 in fees. The applications generated in total \$7,100.00 in fees.

The members of the Board of Appeals are pleased and honored to serve the town and look forward to another successful year of dedicated service to its citizens.

Respectfully submitted,

John Sullivan, Chairman  
 George Murray, Vice Chairman  
 Wayne Harding, Clerk  
 Robert Meaney  
 William Gaffney  
 John A. Alberghini, 1st Alternate  
 Gene Lane, 2nd Alternate  
 Karen Peters, Recording Clerk

## **BUILDING DEPARTMENT**

I herewith submit my report as Inspector of Buildings for the year 2007.

Compared to the prior year, the total estimated building permit construction costs for 2007 rose to \$126 million dollars. The value of residential construction remained steady at \$21.6 million dollars. Commercial construction strengthened with an estimated \$104 million dollar value. There were 2,934 permits issued by the Building Department staff resulting in 5,696 inspections being performed this past year. The total permit fees collected in 2007 was \$1.8 million dollars. The total construction value permitted in 2007 was approximately \$180 million dollars.

Residential construction activity continues at the Seven Springs. A total of 25 dwelling building permits were issued, of which 21 were single-family dwellings, 3 were multi-unit dwellings (13 units) at The Villages of Seven Springs and one (1) house move. Residential building activity this year for single-family dwellings included the following:

- |                                 |                                  |
|---------------------------------|----------------------------------|
| • 6 Second Floor Additions      | • 10 Two-Story Additions         |
| • 26 Finish/Remodel Basement    | • 22 Family Room Additions       |
| • 26 Kitchen Additions/Remodels | • 53 Bathroom Additions/Remodels |
| • 16 Seasonal/Sunrooms          | • 24 Garages                     |
| • 62 Roofs                      | • 69 Siding                      |
| • 58 Decks                      | • 33 Swimming Pools              |

New commercial construction increased slightly, primarily with \$50M in retail construction; mostly attributable to the Burlington Mall Expansion Corridor (\$22M), Nordstrom's (\$20.4M) and other mall renovations (\$6.2M). Burlington Mall's new major retail tenants residing in the expansion corridor include J Crew, Anthropologie, Sony Style, Lululemon, Ruehl, Cole Haan, Free People, LaCoste and Martin & Osa. Burlington Mall retail tenants with significant construction include Lord & Taylor, Abercrombie & Blue Mercury. Wayside Commons retail construction values for the build out of new retail stores was \$3.1M; namely, Connect and New York & Co.

Construction values for office use soared to an estimated \$37M; significantly, the new office building at 5 Wall

Street, the addition to 1 Wayside Road, Color Kinetics, CitiBank, Zoran, US ICE, Sun Microsystems, BAE, Aspen Technology, Openwave and L3 Communications.

Other significant construction included Lahey Clinic renovations (\$3.2M), the Marriott renovations (\$1.7M) and the new CVS on Cambridge Street (\$1M).

The Building Department personnel received and replied to over 31 emergency calls from Fire Department and other Town agencies this past year. In addition, we responded in excess of 87 complaints/violations and provided an estimated 93 zoning determinations. The majority of zoning complaints and violations this year were due to the significant amount of illegal freestanding / A-frame signs place throughout the town. We issued 86 annual Certificates of Inspection. Of those 21 were Chapter 304 certificates issued to liquor establishments in Burlington.

We continue to work diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), and Federal Emergency Management Agency (FEMA), and the Commonwealth of Massachusetts Department of Fire Services (DFS) and the Commonwealths' Board of Building Regulations and Standards (BBRS).

The Microfilm Imaging Project is progressing. In 2007 the plans from 1986 through 1992 that were microfilmed have returned and are being reviewed for accuracy. The ongoing practice of processing the older plans for micro-filming is still underway. We have microfiche in the office covering the years 1986 through 2005. We appreciate Cyndi's continued efforts now and in the coming year.

Again, this past year the Building Department took part in two (2) programs to assist us with the administration of the office, the Senior Tax Work Off Program and the Police Department's Community Service Program. We have found both these programs instrumental in our efforts to fulfill our administrative tasks throughout the year. We would like to thank everyone who participated in these programs for a job well done.

The Building Department's permit tracking system and handheld Pocket PC devices, offer a quick and easy access to the tracking and reporting of all inspections. It has proven to be a very helpful tool both in the office and in the field.

The Building Department's goals for the future are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being proposed, (2) continue to microfiche our building plans in archived storage, and (3) integrate existing paper files into the records tracking software. We realize this is an ambitious list but to date, we have been able to attain the goals we have set; directly attributable to this department's endeavor to get the job done.

The entire staff has worked remarkably throughout the year to meet the increasing demands. Thank you to Andy Ungerson, Senior Building Inspector; Bruce Clark, Local Building Inspector; Glenn Paparo, Plumbing and Gas Inspector; Jim McDonough, Inspector of Wires; and to Judy Sorensen, Principal Clerk for all their dedication to the job and their commitment to excellence.

The total number of permits issued and estimated values are as follows:

BUILDING PERMITS			
Work Categories	No. Issued	Estimated Construction Cost (In Dollars)	Fees Collected
New Residential Dwellings	34	7,347,167	76,674
Residential Additions	142	7,128,541	224,165
Residential Remodels	272	6,127,161	65,330
Residential Garages	9	226,000	2,660
New Commercial Structures	3	24,688,000	299,766
Commercial Additions	1	3,996,452	44,063
Commercial Alterations	195	72,965,573	825,151
Signs	129	398,833	6,465
Miscellaneous	47	978,252	10,678
Foundation Only	2	509,100	5,691
Swimming Pools	33	413,809	1,154
Demolitions	36	1,166,213	6,070
Temporary Mobile Homes	1	10,000	50
Temporary Trailers	23	36,800	1,000
<b>TOTALS</b>	<b>918</b>	<b>\$125,991,900</b>	<b>\$1,568,917</b>

### BUILDING DEPARTMENT ACTIVITY

	No. Issued	Fees Collected	No. of Inspections
Building Permits	918	\$ 1,568,917	1,835
Certificates of Inspection	86	8,870	102
Electrical Permits	954	183,642	2,205
Plumbing Permits	494	50,206	871
Gas Permits	395	19,745	518
Complaints/Violations	87		165
Miscellaneous Copies, etc.		464	
<b>TOTALS</b>	<b>2,904</b>	<b>\$ 1,831,844</b>	<b>5,696</b>

Respectfully submitted,

John J. Clancy  
Inspector of Buildings

## THE OFFICE OF VETERANS SERVICE

The Office of Veterans Services had the honor this past year to hold a special dedication ceremony in honor of Lance Corporal Gregory MacDonald. Gregory died in Iraq on June 25, 2003. The ceremony and unveiling of a bronze plaque in his honor was held on the Town Common on what would have been Greg's 34th birthday, October 4, 2007.



L/Cpl Gregory MacDonald, USMC—  
Photo provided by MacDonald Family

Members of the Burlington Detachment of the Marine Corps League and active duty Marines were in attendance to present a folded American Flag to the parents of the deceased soldier. Also present were Lieutenant Colonel Jack Hammond, as well as State Police Superintendent Colonel Mark Delaney, who are both Burlington residents. We thank everyone who participated and assisted with this ceremony, including the Recreation Maintenance staff who went over and above to prepare the site of the monument and the installation of the bench donated by the Recreation Department. It is with the highest respect that we were allowed to share this moment in time with the family of L/Cpl Gregory MacDonald.



Existing Veterans Memorial on Town Common with recently installed War on Terror plaque – Photo by Officer Jim Tigges

The Office also was instrumental in getting the Town to approve and support a Statement of Support For The Guard and Reserve. This is to recognize the National Guard and Reservists as essential to the strength of our nation and to the well being of our communities.



Employer Support of the Guard and Service Approved by the Board of Selectmen and signed by the Town Administrator along with the Chairman of the National Committee for Employer Support of the Guard and Reserve as well as the Secretary of Defense – Certificate awarded by ESGR

If these volunteer forces are to continue to serve our nation, increased public support and understanding is required of the essential role that both the Guard and Reserves play in preserving our national security.

We thank the Board of Selectmen for pledging that: Employment will not be denied because of service in the Guard or Reserves, employee job and career opportunities will not be limited or reduced because of service in the Guard or Reserves, and employees will be granted leaves of absence for military service in the Guard or Reserves without sacrificing their vacation, and that we openly support this Pledge.

Returning veterans and their families have increased the number of clients with this office, as well as the increasing need for those older veterans and their families who are ill and dying in increased numbers. This office faces new challenges, including managing the resources available from the federal Veterans Administration, the state's Veterans Services, as well as the resources of the Burlington Office of Veterans Services.



*Honoring All Who Served – 2007 Veterans Day poster provided by Department of Veterans Affairs*

Forty-eight Burlington men and women returned home and are now veterans, and this office is honored when we have a chance to assist them.

Also, because of the continuing combat actions in the Middle East, there has been an outpouring of support and respect for the men and women serving in the military. The Allied Veterans donated phone cards to send over to our troops so they can call home to their families. The four

service organizations, DAV, American Legion, VFW, and the Marine Corps League also contributed to overseas packages. The students at the high school once again are to be commended for the great work in sending out packages to the troops.

Because of everyone's contribution and hard work, the "Honor Our Heroes" program was able to send out packages to more than 120 soldiers overseas weighing more than 3,000 pounds.

Most people in town know this office through the public events, but the focus and primary concerns of the Burlington Office of Veterans Services is the day-to-day work we do in private with veterans to ensure they and their families receive the proper counseling and benefits due them. The value and effectiveness as a veterans service officer, or claims consultant, takes constant education and attention to any and all changes affecting our veterans. Only by remaining diligent can the Burlington Office of Veterans Services provide the best possible service to veterans and their beneficiaries in town.

Almost 300 Burlington veterans and families receive more than one and a half million dollars in federal VA Benefits each year. An increased number of veterans and surviving spouses are also now eligible for additional state Veteran's Services benefits. Hundreds more also seek advice on health care and prescription assistance from the VA, as well as education, home loans, bonuses and a myriad of other benefits from the state and federal governments.



*Memorial Day: "Old Glory" Ceremony performed by US Marines Corps Ordinance Contact Team One, Devens – Photo by Betty McDonough*

After the traditional placement of the 23 wreaths around town by the Allied Veterans, the Memorial Day Ceremony at Chestnut Hill Cemetery was held with all the proper dignity our deceased veterans deserve. Joining us this year were Members of the Marine Corps Ordinance Contact Group from Devens Massachusetts for an "Old Glory" Flag Presentation, led by USMC Gunnery Sgt. Rodney Pratt. Part of this very special program included the Marines placing the ceremonial American Flag on its final resting place ~ the POW Remembrance Table.

The high school band played the National Anthem and the Military Medley, and members of the Burlington High School Choir sang "God Bless the USA" and "Let Them Hear You." And as he does each year with dignity, Jack Rodwell remembered those men and women from Burlington who died during this past year in the Memorial Reading of Names.

For the first time, we had a Cascade of Taps. There were four sets of Taps played from different locations throughout the cemetery. The invocation and closing prayer were given by Reverend Passamonte, Chaplain, Major, USAF (Retired).

The speaker for Veterans Day was Burlington resident and Commandant of the Burlington Detachment of the Marine Corps League, Art Enos. Marine Enos deserves a special thanks for being one of the best speakers with a perfect message for the day.



*Veterans Day: Guest Speaker Arthur Enos, Commander, Burlington Marine Corps League – Photo by Betty McDonough*

I also want to acknowledge State Representative Charles Murphy and Board of Selectman Chairman Al Fay for their participation and comments. We also want to

thank Al Fay for once again providing the Bell with which the scouts ring eleven times. We need to thank Alan McRae for the special addition of his comments about helping the active duty personnel. The "Honor Our Heroes" program at Burlington High School, where students collect and send gift packages to service men and women overseas, is aided by Mr. McRae's thoughtful guidance.

In addition to all the young scouts attending the ceremony we want to thank the parents of the scouts for their continued dedication. We also acknowledge Troop 555, who wrote wonderful cards and distributed them to many of the veterans in attendance. They also displayed signs of support they created for the veterans.

Also in attendance were members of the American Legion Rifle Squad and other members of the American Legion, led by Commander Jim Piper. We were also joined by the DAV, led by Commander Andy Giordano; VFW Commander Jack Rodwell and members of the VFW, and the Marine Corps League as well as the Burlington High School Marching Band. Members of the Burlington Police Department and the Burlington Fire Department and their respective Honor Guards also joined us.

And Burlington High School's new Principal Patrick Larkin held his first and the schools seventh annual Veterans Day ceremony. This office was honored to be invited, and we assisted with identifying local veterans to be invited, and we thank former Principal Linda Hayes for initiating and holding these wonderful programs each year.

The cemetery staff must be remembered for the extraordinary effort they put forward continuously to make our Burlington Cemeteries the perfect, serene locations with which to hold our Memorial and Veterans Day ceremonies. Without everyone's support it would be difficult to present dignified programs fitting for the entire veteran's community.

After a fourth successful year on line, the veteransinfo.net web page has been very successful, with over 11,000 hits from which telephone, e-mail, and hard mail inquiries were developed. The web page is maintained and updated on a regular basis by Betty McDonough, and with links to many other interesting sites, a vast array of information is available.

We also interact with a wide variety of residents on numerous topics not related to veteran's issues. The Burlington Office of Veterans Services is a one-stop human service office and has as its top priorities: the providing of



services designed to improve the quality of life for every veteran in town, their families and surviving dependents; services for people with disabilities and their families; families in need of fuel assistance; and those wishing to be employed under Labor Services with the town.

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

#### **VETERANS SERVICES – STATE**

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 veterans' benefits and for the U.S. flags placed on the graves of deceased veterans buried in our two cemeteries.

#### **VETERANS AFFAIRS – FEDERAL**

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.

State or Federal Veterans benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling veterans,

their families, and surviving dependents regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

Daily consultations with local veterans regarding retirement and pension issues, medical and insurance assistance, employment possibilities, rehabilitation through various programs including the State and Federal Outreach Centers, individual problems, affect of new legislative proposals, and updating of existing programs, plus discussions with families and dependents continue to claim a large proportion of our time.

With the veteran's population aging and dying in ever larger numbers, the number of veterans and families seeking veteran's benefits, counseling and advice continues to increase.

The Burlington Director of Veterans Services is a Past President of the Northeast Veterans Services Officers Association. He is also a member of the Massachusetts Veterans Service Officers Association. The Veterans Agent is the Adjutant of the Burlington Allied Veterans Council, comprised of representatives of the American Legion Post #273, the Veterans of Foreign Wars Post # 7423, The Disabled American Veterans Post #113, and the Marine Corps League.

Every effort is put forth by the Office of Veterans Services to ensure proper observances of Memorial Day and Veterans Day. The Council conducts Poppy (Forget Me Nots) Sales through its member organizations at the high school polling place each election. The Allied Veterans continue to spend several afternoons throughout the year visiting the Edith Nourse Rogers Veterans Hospital in Bedford to sit and talk and conduct Bingo games and holiday parties for our brother and sister veterans confined to the hospital.

The Director of Veterans Services is also a member of the Burlington American Legion, the Burlington VFW and the Vietnam Veterans of America.

#### **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, the cemetery staff, Burlington Boy Scouts and Girl Scouts for assisting in

the placement of U.S. Flags on the graves of veterans buried at the Pine Haven and Chestnut Hill Cemeteries.

### **GRAVES OFFICER**

Section 9 of Chapter 115 MGL requires flags of the United States to be placed on graves of deceased veterans each Memorial Day. The Town of Burlington Honors its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. The town's cemetery personnel have always afforded cooperation and support in this responsibility. Individual flag holders are provided by the town. The Director of Veterans Services is the Graves Officer who ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, a bronze marker is provided by the US Government for honorably discharged veterans and is applied for by the Graves Officer.

### **DISABILITY ACCESS COMMISSION (DAC)**

This office provides coordination between the Commission and the town, local businesses and residents of Burlington. Serving as the representative of the Board of Selectmen to the Commission, this office coordinates, schedules and maintains records of all DAC business. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

### **FUEL ASSISTANCE**

Due to serious economic situations, this fuel assistance season, which each year runs from November 1 to April 30, has once again been one of the busiest in recent years. With the economy not doing well, and the dramatic increase in fuel costs, more residents become eligible for this benefit. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments were scheduled every day in January and February and again later in the year in November and December. Verification is sometimes time consuming and several visits with increased amounts of paperwork are required in order for the applicant to receive the proper amount of assistance, but obtaining all the information needed for

determination of the candidate is absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information and direction they need to improve their quality of life.

### **LABOR SERVICE**

This office also is responsible for maintaining the Labor Services List for the town. Labor Service is the part of Civil Service that does not require an exam to be placed on the list. The departments in town that utilize the Labor Services List are: DPW, Recreation and the school cafeterias. There are approximately 90 individuals who are presently listed on the Labor Services Rosters.

Respectfully submitted,

Bob Hogan, Director

Betty McDonough, Principal Clerk



U.S. Military Departments: Army, Marine Corps, Navy, Air Force, and Coast Guard – Image Mixing by Amy Warfield

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## **BURLINGTON COMMUNITY LIFE CENTER**

### **MISSION AND OVERVIEW**

The Burlington Community Life Center (BCLC) is a department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff provides screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Burlington Clergy Association) as well as the Food Pantry.

The BCLC has been in operation since 1974 when it became a Town department. Prior to this, the office had opened under the name House of Common in 1972. In

1978, BCLC was given the specific mandate to provide counseling services to teenagers and their families. In recent years, there was increasing demand for BCLC to provide services to younger children, so the age range was expanded to include families with children nine years old and above.

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

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

### **INTERDEPARTMENTAL/AGENCY COLLABORATION**

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

Charlie Franich, BCLC therapist, was re-elected in June 2007 to serve as co-chair of the town's Drug & Alcohol Task Force along with Marilyn Belmonte, parent and community educator. The Task Force, in close collaboration with Chief of Police Fran Hart, continues efforts of reducing access to alcohol for minors. The Task Force has strongly supported and collaborated with the Burlington Police Department and its second year of efforts for compliance checks on local liquor-licensed establishments and for a server registration program for any employees serving alcohol in the town of Burlington. In May, the Task Force invited the community to participate in Burlington's Fourth Annual Alcohol-Free Weekend as the kick-off to Drug and Alcohol Awareness Week.

Additional involvement in the schools has continued to include Peggi Stallings Durand, Charles Franich and Dinah Lane working with Gloria Wojtaszek of the high school guidance department to administer a Peer Education Program with 55 select sophomores, juniors and seniors who have pledged to be drug and alcohol-free. The approach and curriculum have been revised in recent years to ensure that the appropriate messages are being conveyed. More careful screening has been put in place in order to do our best to ensure that high school student participants are setting a consistent example of sobriety. In the Spring, these high school students engage in discussions with approximately 150 seventh graders over the course of four sessions about the dangers of substance abuse. This model presumes that seventh graders will be most receptive to these issues when hearing about them from other socially successful, non-drinking high school students.

BCLC staff also met periodically with members of the Burlington Clergy Association and was involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Committee, Local Officials of Human Services Council, and other adolescent service organizations).

### **SOCIAL SERVICES**

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Our staff has assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like. Due to dwindling resources and program cuts, this search has been more difficult and sometimes resources have been unavailable.

Some of the social services include the administration of resources offered through People Helping People, Inc. (PHP) and helping 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 and Holiday Program (formerly Burlington Santa). Wes Simons continued to serve on the Board of Directors of PHP.

This past year included a great effort by a hardworking committee to manage a community-wide fundraising walk called "Parade for the Pantry." Given the increased demand

on the food pantry, their space is very inadequate. This committee's efforts have allowed work to move forward on a pantry expansion which will allow more food storage. Equally important, it will allow volunteers and residents in need of food, adequate space in which to work. Joe Pandolfo has generously offered to coordinate the expansion and to find local contractors willing to donate labor towards this effort over the coming months.

Many residents are aware that PHP's Holiday Program helps needy families during the holidays. However, some other extensions of this program help needy families throughout the year with back-to-school clothes and the like. We express a great deal of gratitude to members of the United Church of Christ under the leadership of the Reverend Peggy Derick and Randy Nowell, and their cooperation with pantry volunteers. Approximately 100 Thanksgiving baskets were provided to families and individuals again this year. The Burlington Rotary Club for several years has made these baskets possible by providing the turkeys. A number of companies provided other food and financial support.

With the loss of two key volunteers last year, Michele Trigilio helped with overall coordination of the PHP Holiday Program this past season. We want to acknowledge the excellent coordination of the Mall Wish Tree program by a new volunteer, Janet Fitzgerald and PHP board member, Valerie Healey. We thank the many other volunteers and businesses that made the Holiday Program possible again this year.

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. The BCLC staff screen those applying for this assistance. In FY2007, we again handled over 100 requests. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

We extend our heartfelt gratitude to Roberta Damelin and her group of dedicated volunteers for their tireless efforts and hundreds of volunteer hours managing the Food Pantry. The outpouring of generosity by local companies has been tremendous. This includes a large donation of turkeys and potatoes by Capital Grille for holiday food baskets. Several other people have also put a lot of time and energy into making this program work. We thank members of the PHP Board and all those residents, groups and companies who contributed time, talent and money to help PHP through another year. (The Pantry voicemail may be reached at 781-270-6625.)

## **STATISTICAL NOTES**

An average of over 200 residents each month receive counseling services. Over 100 people made requests for assistance from People Helping People throughout the year, especially during the holidays. A summary of our clinical statistics follows in the table below.

### **Age Range:**

142	Adults (26 & Older)
21	Young Adults (19-25)
177	Adolescents & Children

### **Treatment Modality:**

226	Family Counseling
56	Individual Counseling
5	Team Family Counseling
53	Group Counseling

### **Referral Sources:**

49%	Schools
21%	Self Referrals (These are mostly former clients who were happy with the services provided previously and returned due to a new crisis or issue.)
7%	Community (police, clergy, doctors, crisis team, lawyers, other town depts, DMH, DSS)
11%	Family & Friends
12%	Other: (Hospitals, or unidentified)

## **OTHER COMMUNITY SERVICES**

As in previous years, the BCLC provided administrative and other support to a number of programs in the community of benefit to Burlington residents. Michele Trigilio continues to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends in Service to Humanity) volunteers provided 74 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 38 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

## **TRAINING**

The BCLC provides training to graduate student interns as part of their professional education. BCLC has provided

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

## **BOARD OF DIRECTORS**

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

Ronald MacKenzie, Chair	Ann McNamara
Marilyn Langley, Vice-chair	Roberta Mills
Linda Collins	Betty Murphy
Candace Gustafson	Kevin Doherty
Christine MacKay	

## **SUMMARY**

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

Respectfully submitted,

Wesley M. Simons  
Executive Director

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## **COUNCIL ON AGING**

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

## **Staffing**

Full-time permanent staff remained the same during 2007. We were able to put our part-time front desk clerk back in our budget and we hired Alice Eastman, who unfortunately left in December. John Mooney and Pat Grifone both retired in December leaving a very large sad hole in our Saturday service. COA staff, and the seniors who ride the van, will greatly miss John and Pat. Home Delivered Meal driver Carol Castellano also retired this year after many years of taking extra special care of the seniors she delivered meals to.

We are very excited to have our first Senior Liaison with the Police Department. Officer Charles Ferguson is our new Liaison and is forging ahead as we work on what this position should look like.

## **Statistics**

This year, we were able to fully implement our new computer system, MySeniorCenter, for statistics. Many of our numbers are down as we try to get everyone to start using the new swipe cards, but it's improving and many who have never really had to use a computer before were amazed at how easy it is to actually use.

## **Volunteerism**

The senior center depends on volunteers to help run activities, answer the phones, serve meals, and many other tasks. The value of our volunteers is priceless, particularly when you consider that the activities we provide help keep seniors active and out of the hospitals and nursing homes. Our Volunteers of the Year were Mary and Herb Clancey who were presented with an award at our Volunteer Appreciation Luncheon in May. Mary and Herb are a fixture in town and spend countless hours each year bringing senior center activities into the homes of our homebound friends via their televisions.

One of the interesting changes I have noted in the years I have served as Coordinator is a change in our volunteers' schedules. When I first came to the senior center we had a few seniors who worked many hours, sometimes as many as 30 or more a week. I have noticed that these days we have more volunteers and they work fewer hours. I think in part this is because our volunteers are much more active in their personal and family lives. They are too busy to be here all day, five days a week and that's a really good thing to

see. We look forward to finding ways to bring the more active seniors of today into the center.

The following groups have volunteered their time to feed us, entertain us or provide for us in some way this year: Boy Scout Pack 555, Burlington Police Patrolman's Union, Burlington Firefighters Local 2313, High School Chorus, Salvation Army, Burlington Rotary and Interact Clubs.

*All Pictures taken by Marge McDonald*



*Two of our volunteers take a moment to pose for the camera.*

### Monthly Meetings

The Council on Aging Board meetings are held on the second Wednesday of the month at the Senior Center at 10am in Room 136. The meetings are open to all with citizen participation encouraged.

### Monthly Newsletter

The Senior Spotlight, a monthly informational newsletter is mailed to all persons 60 and over in the Town of Burlington. There is no charge for this subscription. The monthly newsletter serves as a very valuable link between the Council and the elderly community. The Spotlight

updates news pertaining to medical and legal issues. A monthly listing of schedules and events along with a daily lunch menu is included in the newsletter. An average of 3,500 newsletters are mailed out each month.

### COA Van

The Council on Aging van continues to provide essential door-to-door transportation free to seniors within the boundaries of the town for senior center programs, the Lunch program, shopping and medical appointments. Ridership continues to increase and unfortunately we occasionally have to deny rides to people wanting to come to the senior center or go for medical appointments because of the number of people we are now serving. The van is necessary for many of our seniors to be able to get out of the house occasionally, once a week or everyday.



*For some seniors our van provides the only way they can get out of the house and see something besides the four walls of their home.*

### Meals and Minuteman Senior Services

A lunchtime "Eating Together Program" operated by Minuteman Senior Services is available Monday through Friday at the Senior Center providing a nutritious meal and an opportunity to socialize with old and new friends. Also operated by Minuteman Senior Services, the Nutrition Program provided Home Delivered Meals to those Burlington Residents who are homebound and in need, unable to prepare their own meals for whatever reason. In addition, Minuteman provides a wide range of services to Burlington Residents designed to maintain individuals in their own home and communities. Services include Case

Management, In-home Services, Money Management, Nursing Home Pre-screening and Companionship.

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

Counselors from the Serving Health Information Needs of Elders (SHINE) program saw 283 clients during the year at the Burlington Senior Center, a 55% increase from last year. SHINE is available on Tuesdays from 1-3pm, with increased hours during fall open enrollment, by appointment to assist and inform elders of their rights and availability of health benefits. Nursing Home Assistance is part of this service. The SHINE Counselor is a qualified, trained volunteer sponsored by the State Department of Elder Affairs through Minuteman Senior Services. The Outreach worker is also available for SHINE homebound clients.

### **Outreach**

The outreach worker, Joanne Fitzpatrick is available by appointment, which may be made by calling the COA office. Home visits are available by request. Our Alzheimer's Caregiver Support group meets on the second Monday of the month at 1pm and is co facilitated by Joanne Fitzpatrick and Dr. Wayne Saltsman, Geriatric Chair at Lahey Clinic. The bereavement group meets each Thursday morning, this group is extremely helpful for the folks who recently lost their spouse or a child. *The Chronic Disease Self-Management* course, a six-week workshop intended to help anyone with a chronic condition take control met three times this year. *The Healthy Eating for Successful Living in Older Adults* is a new workshop, which met three times as well. Our new program *You Can Eat Better & Move More* met twice and the intergenerational program *Then and Now* met once during the summer. All nine workshops were funded by Lahey Clinic.

### **Legal Assistance**

Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law.

### **Fuel Assistance**

Fuel assistance is available at the Council on Aging Office from October through March in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. We helped 24 seniors with fuel assistance this year; four of these were home visits.

### **Tax Assistance**

Tax Assistance is available FREE from February to March. Volunteers are trained and available through the AARP Tax Assistance Program. Appointments are necessary; call the COA office to set up an appointment.

Senior homeowners who are eligible may apply for the Senior Property Tax Program at the COA office. The program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. The Senior Property Tax Program is quite popular as another tool in helping seniors make ends meet. Changes in the federal law meant making some changes to the program, which now begins in January and ends in October in order to reflect exemptions in the January tax bill. A W2 is also now required with the application. This is a popular program which often has a waiting list.

### **Informational Presentations and Social Engagement**

Informational Presentations are offered at the senior center on a wide array of subjects such as Medicare, Long Term Care, HMO, legal issues, financial planning, Housing and Health and Wellness. The 5th Annual Safety and Wellness Fair was held this fall with information from all of the above and included many town departments with important information about being safe and well for seniors and their caregivers. The Council on Aging sponsored a lunch, free for all attendees during the fair, which was cooked and served by volunteers. Thirty vendors and over one hundred seniors participated in this year's fair.

Holiday parties, volunteer recognitions, summer cook-outs and various fund-raisers continue to be held at the senior center, giving older residents a place to go and be engaged so they don't become isolated.

Unfortunately the Murray Kelly Wing suffered extensive damage this year due to a leak in the roof and the mural on the rear wall, which had been painted by William McNamara, had to be taken down. The mural is in the hands of the Historical Commission and they are working

on a solution for where to put the mural. In the meantime though the students and faculty at Shawsheen have repaired the damage. We also now have a new roof.

### Programs available at the Senior Center

- Quilting with an average of 10 participants each class is taught once a week during the fall, winter and spring. The "Crafty Chicks" changed their name this year to the "Knit Wits" a much more fitting name for this group. They continue to meet once a week for conversation and "needlework."
- Beano is offered every week on Thursdays and twice a month on Sundays. Generally between 75 and 100 people attend each gathering with an occasional 125 attendees.



*"Senior Stretch is by far the most popular activity at the senior center."*

- Exercise is offered in the form of Yoga, Square Dancing, TaiChi and Exercise Classes. The Exercise Classes are taught three times a week with the assistance of Lahey Clinic and a grant provided by Lahey also allows us to have a Tai Chi teacher. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym. An average of 50 people attend each class, amounting to an average total of 100 people each day the classes are held.



*Tai Chi helps seniors improve their balance, reducing or preventing falls.*

- Movies, both current and classic are offered twice a month, weekly during the hot summer months; refreshments are served during the movie. During the summer months an average of 20 to 30 people take advantage of the movies to come in out of the heat of the day.
  - Day and overnight trips are available to seniors; and sign up is on the Trip Boards at the Senior Center.
  - Thanks to an arrangement with the Recreation Department, the COA now has a computer lab and seniors are taking classes offered by the Recreation Department during the day.
  - Card games of all kinds from bridge to more raucous games are played throughout the week.
  - Both a hairdresser and a podiatrist visit the center monthly to provide services.
- \* The Council would like to take this opportunity to once again thank Shaws, Au Bon Pain and Trader Joe's for their generous donations of baked goods and other edibles throughout the year, as well as Lahey Clinic for the exercise instructor on Monday and Wednesdays. Also, thank you to Lahey Clinic for their grant that provides us with a Tai Chi teacher, senior stretch teacher, intergenerational program "Then and Now" and Chronic Disease and Healthy Eating Workshops.





Friends are never in short supply at the Jeanne Garrett Senior center, here two of them head for the van.

#### COA Staff

Margery McDonald, Coordinator  
Debra Gochis, Principal Clerk  
Alice Eastman, Front Desk Clerk  
Joanne Fitzpatrick, Outreach Worker  
Francis Rais, Van Driver  
Patricia Walsh, Van Driver  
Joan Arena, Meal Site Manager  
John Mooney, Weekend Van Driver  
Pat Grifone, Weekend Van Driver

#### COA Board Members

Jack Gulde, Chairperson  
Muriel O'Brien, Vice Chair  
Ruthann Covino, Treasurer  
Jeannette Cain, Secretary  
Mary Patterson  
Gordon Thomson  
Marigrace Silva (alternate)  
Sue Trousil (alternate)  
Bernice Whittington

Respectfully submitted,

Margery R. McDonald  
Coordinator

## TREASURER/COLLECTOR

The Town of Burlington's average residential single-family homeowners annual tax increase for fiscal year 2008 was 3/4 of 1% compared to 5.74% in fiscal year 2007. The commercial industrial increase was 12.30% in 2008 compared to 1.47% in 2007. The changes in tax increases were due to several factors. One being enacted legislation sponsored by the City of Boston which was suggested by our appraiser/assessor Russ Washburn to hold our annual percentage to 175% of our single tax rate that we could tax business. The average residential values of homes in Burlington decreased slightly, while commercial industrial values increased. Vacancy rates in commercial buildings also decreased. These factors and the Town government working to hold our tax levy increase to 7.84% and a 5% operating budget increase, for Fiscal Year 2008, contributed to a small residential tax increase. Thanks to State Representative Charlie Murphy and the lobbying of several municipal officials for helping get this legislation passed.

The value of all Town property went from \$4,514,750,045 in Fiscal 2007 to \$4,612,065,275 in 2008 an increase of \$97,315,230. This increase was concentrated in Commercial Industrial values going up from \$1,361,394,435 in 2007 to \$1,511,388,720 or a \$149,994,285 increase in 2008. Residential values went from \$3,153,355,610 in 2007 to \$3,100,676,555 in 2008 or a \$52,679,055 decrease. This is good news for residential homeowners because it shows commercial industrial values in Burlington are on the increase. The total taxes levied went from \$64,407,127 to \$69,516,018 or an increase of \$5,108,861 for Fiscal Year 2008.

The breakdown of taxes levied on its two tax rates for FY 2008 is below in the following chart.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	42.8196%	3,100,676,555.00	9.60	29,766,494.93
Open Space	00.0000%	0.00		
Commercial	45.5837%	1,204,863,610.00	26.30	31,687,912.94
Industrial	7.2202%	190,844,300.00	26.30	5,019,205.09
SUBTOTAL	95.6235%	4,496,384,465.00		66,473,612.96
Personal	4.3765%	115,680,810.00	26.30	3,042,405.30
<b>TOTAL</b>	<b>100.0000%</b>	<b>4,612,065,275.00</b>		<b>69,516,018.26</b>

The Town of Burlington continued to explore and review

## Town of Burlington

strategies to reduce rising health insurance costs to both our employees and the Town. Effective 1/1/2008 the Town negotiated a change for monthly Health Insurance contribution rates for active firefighter employees to 28% employee share and 1/1/2009 to 30%. The Town will begin to negotiate a change for all active employees to pay the 30% contribution rate starting 1/1/09.

The Board of Selectmen voted to offer an alternative HMO plan through Harvard Pilgrim Insurance called the Best Buy plan and the BX-BS HMO blue 1,000 plan. These plans have a \$1,000 deductible for an individual and \$2,000 per family. The premium rates are 25% to 30% less per individual and family compared to our Harvard and Blue Cross non-deductible plans. This plan is offered in addition to our traditional plans for employees that are younger and healthier. The Town also offered three additional senior health plans through Tufts. This will give seniors more options and price competition. We have also expanded our Wellness Program to all employees to try and promote good health with Walking Programs, and Physical Fitness

Programs to promote weight loss, and education about reducing health insurance costs and future claims by making smart choices.

The Board of Selectmen voted to offer the same traditional plans for active employees for 2008. The premium rates for HMO Blue went up 5.00% and Harvard Pilgrim went up 10%. The senior plans for Blue Cross Medex plan rates went up 3.60% and the Managed Blue for seniors plan rose by 4.91%. The new First Seniority Freedom plan went up 42.86% from 2007. The Town's insurance advisor suggested the Board of Selectmen finance the BX-BS HMO Blue Plan on a self funding basis. The Selectmen agreed that self funding will begin January 2008 for all active employees' plans. The Town of Burlington will continue to offer its active and retired employees quality health insurance benefits at reasonable monthly premiums

The following is a listing of gross and net payrolls as well as the withholding for benefits and other payroll deductions of Town employees for the years 2003 through 2007.

	2003	2004	2005	2006	2007
<b>GROSS PAYROLL</b>	<b>49,490,339.72</b>	<b>44,325,409.87</b>	<b>46,435,761.50</b>	<b>48,538,925.34</b>	<b>50,160,967.96</b>
<b>Withholdings</b>					
Federal Tax	5,537,236.71	4,820,174.95	4,937,280.96	5,360,115.89	5,657,378.45
State Tax	2,209,469.82	1,974,114.74	2,119,796.34	2,197,188.83	2,258,978.80
Retirement	4,171,770.58	3,692,483.43	3,896,043.84	4,130,766.59	4,265,137.08
Chap 32-B Health Insurance	1,436,281.13	1,444,522.10	1,541,965.45	1,675,848.00	1,798,937.86
Disability Insurance	39,389.19	33,038.16	31,537.24	38,781.91	93,649.19
Delta Dental Insurance	203,887.58	175,751.92	181,188.62	196,131.50	204,884.49
Credit Union	3,311,869.05	3,035,022.06	3,013,240.84	2,946,815.13	2,931,026.70
Tax Shelter Annuities	825,481.02	862,304.19	793,494.61	818,098.48	885,121.71
Deferred Comp Plans	1,237,024.55	1,138,086.33	1,197,688.49	1,203,030.57	1,271,519.57
Teachers' Association	181,485.76	169,618.05	177,379.63	187,477.73	201,307.13
Union Dues	121,867.60	130,831.36	150,271.26	159,858.69	174,118.63
Suspense	171,905.95	154,027.94	140,890.13	132,462.18	100,952.06
United Way	3,447.00	2,043.00	1,789.00	1,615.00	1,508.00
Life Insurance	96,035.32	51,390.13	83,542.27	72,149.96	79,826.46
FICA-Medex	426,999.24	387,813.49	437,787.45	489,639.52	524,930.99
Social Security	0.00	644.10	1,012.44	1,038.43	1,120.99
U.S.Savings Bonds	10,310.81	0.00	0.00	0.00	0.00
Flexible Spending					10,997.16
<b>TOTAL WITHHOLDINGS</b>	<b>19,984,461.31</b>	<b>18,071,865.95</b>	<b>18,704,908.57</b>	<b>19,611,018.41</b>	<b>20,461,395.27</b>
<b>NET PAYROLL</b>	<b>29,505,878.41</b>	<b>26,253,543.92</b>	<b>27,730,852.93</b>	<b>28,927,906.93</b>	<b>29,699,572.69</b>

The Town of Burlington Community Scholarship Foundation had another successful year of fund raising and increasing the amount of scholarships awarded. The assets of the foundation increased by \$16,301 bringing our endowment balance to \$1,410,631 as of December 31, 2007. The Annual Telethon raised \$50,000 in receipts and another \$10,251 was donated by residents from our tax billing check-off system. We were also able to raise \$21,238 from our Adopt-A-Class programs. These contributions enabled the Scholarship Foundation to grant \$104,800 in Scholarships in 2007. The Burlington High School Scholarship Fund awarded \$216,200 in Scholarships in 2007. Together we granted \$ 321,000 in total. It is very encouraging to note that Burlington has consistently awarded over \$300,000 in Scholarships for the last several years. I believe we are in the top 5% of Scholarships granted from Cities and Towns in the State.

The investments of the endowment funds earned a 6.98% return. The total investment gain and interest income on the scholarship funds was \$ 68,741. This successful investing will generate additional funds that will be used to increase the number of Scholarships awarded in 2008.

Town Meeting voted an authorization of \$1,000,000 to pay for various drainage structure improvements and design and engineering services for the Terrace Hall bypass sewer project. They also voted \$ 440,000 to pay for the costs of removing sources of infiltration and inflow into the Town's sewer system. The Town will probably issue a Bond Anticipation Note to finance these projects until the Town issues permanent financing of a Bond Issue. The Town did issue a \$2,800,000, one- year Bond Anticipation Note with an interest rate of 3.796% to finance the Memorial School design work of \$1,600,000, the renovation to the fire substation \$900,000 and our new Fire Engine for \$300,000. The Town of Burlington issued General Obligation Bonds for \$3,321,000 dated August 1, 2007 at an interest rate of 4.190% to finance the High School roof for \$1,300,000, DPW road construction for \$750,000, Water project for \$621,000, Recreation facilities improvements of \$500,000 and Museum, Police Station remodeling for \$150,000.

These capital projects continue the Town's plan to make infrastructure improvements as needed and maintain a consistent Bonded Debt expense. The Town will be reviewing future capital needs to determine a percentage amount to budget for this annual appropriation.

The Town's investment income was increased from \$760,835 in Fiscal Year 2006 to \$912,833 in Fiscal 2007 or a \$151,998 increase for all town funds. This significant increase was a result of interest rates increasing to over 5% and the amount of Trust Funds the Town maintains also increasing. The Town Stabilization Fund is currently at \$3,335,000 as of 12/31/07, and the Town's Scholarship endowment is \$1,410,631 as noted earlier. The Town's Free Cash balance was \$2,560,430 as of 07/01/2007. The Town of Burlington has been able to maintain all current services offered to residents. The Town also was able to avoid layoffs, override votes to increase taxes and no user fees for busing, trash, or athletic programs. The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$ 3,501,253.

The financial future of the Town of Burlington continues to look bright. We must continue to maintain conservative spending habits and look for a permanent solution to the use of our many idle properties; The Land Locked Parcel, Wildwood School, and Grandview Farms. The Board of Selectmen and Town Meeting must come up with an innovative plan to convert these properties to a productive use that adds both revenue and economic value to the Town's infrastructure without severely impacting Annual Budgets.

STAFF: Teresa Clement, Pat Dotson, Sheila Flaherty, Jayne Hyde, Deborah Keene, Paula McMahon, Loreen Perron, Lisa Runyan, Mary T. Smith, Melinda Sullivan, Phyllis Van Wart

Respectfully submitted,

Brian P. Curtin  
Treasurer/Collector

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## **ASSESSORS DEPARTMENT**

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2007.

During the year the Assessors held regular meetings on the last Thursday of the month, and when needed, had meetings with taxpayers and interested citizens.

The Appraiser/Assistant Assessor, Russell Washburn, also attends monthly department head meetings chaired by Bob Mercier, Town Administrator.

The primary function of the Assessors Office is to value all real and personal property within its 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 and the Middlesex County Assessors Association, in an effort to maintain their proficiency in the administration of the office, and the appraisal and maintenance of 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 marked characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to Commercial and Industrial property/building owners every year, and sales information forms are mailed to every new owner of real property each month. Forms of List are mailed to all business owners requesting information on all taxable personal property at that location. Every building permit received in the office is reviewed and any that affects value requires a site visit.

The State Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. Although the last Data Verification Program was conducted in 1999, we have already entered into the new cycle. Patriot Properties, which was contracted in 2003, has continued the new inspection cycle. Valuation inspections are conducted by map area (approximately 100-200 per map). A letter from the Assessors Office is mailed to each residential owner notifying the taxpayer when to expect a data collector. If access is not gained, a subsequent letter requesting an appointment is

mailed. At this point in time, visits have been conducted to approximately 80% of the residential households. Fiscal 2006 was a certification year. This means all property values (both real estate and personal) were recertified by the Department of Revenue.

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 exemptions and abatement applications. Abatement applications are subject to field review. The information gathered, along with the Assistant Assessors' recommendation, is provided to the Board of Assessors for a determination on the application. Notices are sent out to the applicants of the Board's decision. This year we processed over 370 exemption applications, which included disabled veterans, widows, and senior citizens. In September of 2005, the Board of Assessors recommended that the Town of Burlington adopt new guidelines for exemptions for seniors and increase the amount of money given out on all exemptions. The recommendations were accepted by Town Meeting. The Assessors Office received 102 exemption applications for the senior exemptions alone and 95 were accepted by the Board of Assessors. A warrant to Town Meeting needs to be voted on to retain the changes annually. Any abatement or exemption applicant can file an appeal within three months of the date of denial, if denied by the Board of Assessors.

During the first two weeks of January over 1,000 Forms of List were mailed and due back in the office March 1, 2007. Also, approximately 645 income and expense requests were mailed out to owner or lessee of property located in the town. The Income and Expense forms are due in the office sixty days after they are mailed and the Forms of List are to be in the Assessors office by March 1st.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with ten additional medium to small commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate a flurry of varied questions that are addressed by the staff. Out of approximately 24,000 excise bills received, over 1,146 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state, the taxpayer will call or visit the office to clarify this matter.

The Registry of Deeds went on line in July of 2004. The general public now has access to look up deeds that have

been recorded or registered in the Middlesex Registry of Deeds, Southern District. The web site address is [www.cam-bridgedeeds.com](http://www.cam-bridgedeeds.com). The Registry also provides a compact disk to the Assessors Office every six weeks.

968 building permits and approximately 120 certified abutters list were processed in the office last year. In January 2005 the Geographic Information System (GIS) went into place and the Assessors Office will now generate the abutter's lists. Certified lists as well as labels are now provided by the Assessors Office for a fee. Last year the Assessors generated over \$4,667.50 in fees from abutter lists as well as from copies of maps and property record cards.

The assessed value tax roll for the Town of Burlington contains 9,080 accounts, 8,059 real property accounts and 1,021 personal property accounts, with an annual total assessed value of \$4,911,112,065 for Fiscal Year 2007. The average assessment for a single-family home in Burlington is \$421,175 for Fiscal 2007.

The two installed touch computer terminals for the public that provide easy access to assessment records have been a continued success. The computer software allows searches by ownership, street, and map, parcel and lot of all taxable and exempt properties in the Town of Burlington. Burlington went on line with their new web site, [www.burlington.org](http://www.burlington.org), where residents can look up different properties as well as their own for detailed information. Also now available on line are Assessors maps.

The Board of Assessors would like to extend their thanks to Mr. Washburn for his years of dedicated service. The Board of Assessors also would like to thank the rest of the Administrative staff, Marcia Nonni, Maureen Nicoloro and Debra Smoske for their dedication with expanding administrative responsibilities.

Respectfully submitted,

Paul R. Sheehan, Chairman  
Lisa M. Annunziata, Vice Chairman  
Michael Crocker, Secretary

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## **PLANNING BOARD**



*Planning Board: Front row (left to right): John DeFrancesco, Member Clerk; Ann Cummings, Chairman; Ernest Covino, Jr., Vice Chairman. Back row (left to right): Paul Raymond; Jayne Hyde; Albert Fay, Jr. (Missing from photo is Joseph Impemba.)*

## **ORGANIZATION AND MEMBERSHIP**

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. At the annual Town Elections in April 2007, Members DeFrancesco and Hyde were both re-elected to five-year terms. The Planning Board's officers and committee appointments following the May 3, 2007 Board reorganization were as follows:

### **OFFICERS**

Ann M. Cummings, Chairman  
Ernest E. Covino, Jr., Vice Chairman  
John A. DeFrancesco, Member Clerk

### **MEMBERS**

Paul R. Raymond  
Albert L. Fay, Jr.  
Jayne L. Hyde  
Joseph A. Impemba

## **COMMITTEE MEMBERSHIP**

Ann M. Cummings serves as the Board's representative to the Route 3A Committee and the B-Line Advisory Committee.

Ernest E. Covino, Jr. serves as the Board's representative to the Route 3A Committee and the Burlington Housing Partnership.

John A. DeFrancesco serves as the Board's representative to the Information Systems Advisory Committee and the Burlington Housing Partnership.

Paul R. Raymond serves as the Board's representative to the Land Use Committee and the Recreation Commission.

Albert L. Fay, Jr. serves as the Board's representative to the Tri-Town Growth Committee, Citizens' Advisory Committee, Sign Bylaw Committee, Bike Path Committee, North Suburban Planning Council, and Telecommunications Committee.

Jayne L. Hyde serves as the Board's representative to the Sign Bylaw Committee, Burlington Housing Partnership, Senior Housing Options Advisory Committee, Storm Water Management Committee, Telecommunications Committee, and alternate representative to the Land Use Committee.

Joseph A. Impemba serves as the Board's representative to the Route 3A Committee.

## **PLANNING BOARD STAFF**

D. Anthony Fields, Planning Director

Kristin E. Hoffman, Assistant Planner

Jennifer Gelinas, Principal Clerk

Don Benjamin, Intern and Recording Clerk

Planning Director D. Anthony Fields also serves as the Town's representative to the Metropolitan Area Planning Council and the North Suburban Planning Council.

## **LONG RANGE PLANNING ACTIVITIES**

### **Town Center Initiative:**

The Planning Department continued to provide ongoing support to the Route 3A Committee. Much of the past year involved the development of an illustrated Town Center Design regulation.

### **Stormwater Management Regulations:**

Following the adoption of a Stormwater Management and Erosion Control Bylaw in 2006, the Planning Board and Conservation Commission developed regulations to implement new criteria governing construction projects that disturb 10,000 square feet or more of area. This action was a step toward compliance with federal requirements under the National Pollutant Discharge Elimination Systems Act.

### **South Avenue Planned Development District:**

Observing the success of the Nordblom Company with its proposed redevelopment of Northwest Park, The Gutierrez Company proposed a redevelopment of an adjacent 16 acres on South Avenue. The property had long been the home of M/A-Com, and a portion of the land was more recently occupied by iRobot. Both M/A-Com and iRobot announced plans to vacate their facilities. A subcommittee of Planning Board members worked with The Gutierrez Company on zoning documents under the Planned Development District provisions to provide a regulatory framework for a mixed use redevelopment. The concept involves the replacement of 3 existing buildings with 550,000 square feet of office space, 10,000 square feet of retail space, and a restaurant. The proposed concept was approved at the September 2007 Town Meeting.

### **Expedited Permitting:**

Subsequent to the rezoning of Northwest Park to a Planned Development District and its designation as a Priority Development Site by Town Meeting in January 2007, the Planning Department applied for and secured a \$150,000 grant from the Commonwealth's Executive Office of Housing and Economic Development. The grant covers 5 tasks, including an update of the Zoning Bylaw, update of local site plan and special permit regulations, creation of a web-based development guidebook, update of the sign bylaws, and an Economic Development Strategies Plan. Consultants have been retained to assist with these initiatives, which will continue into 2008.

### **Regional Natural Hazards Mitigation Plan:**

The Planning Department continued to coordinate the Town's involvement in the preparation of a regional Natural Hazards Mitigation Plan, working in coordination with the DPW, engineering, fire, police, and conservation departments. The resulting plan qualifies communities for fund-

ing criteria established under the Federal Emergency Management Act in the event of a natural disaster. Flooding is the primary concern in Massachusetts, but the plan also addresses hurricanes, tornados, earthquakes, wildfires, and blizzards.



Construction begins on the final phase of Burlington Office Park II at the corner of Wayside Road and South Bedford Street. This addition is for Nuance Communications. Nokia, Intergeren and Cognos are other major tenants of the office park. (photo by Mark Gerbrands)



Skilton Lane is realigned and re-graded to provide a safer intersection with Cambridge Street, as a new CVS pharmacy is constructed at the corner. CVS is anticipated to be completed in March 2008. (photo by Mark Gerbrands)

### PERMITTING ACTIVITIES

Development activity under the jurisdiction of the Planning Board falls into three categories: subdivisions, site plans, and special permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authority are derived from Town Meeting through the Burlington Zoning Bylaw.



A free standing Crate & Barrel on the grounds of the Burlington Mall opened in September 2007. (photo by Mark Gerbrands)

In 2007, there were 65 applications and requests related to land development that required a formal decision by the Planning Board. Food was a major theme among applications this year, with 16 establishments of various types under discussion. Three of these are Dunkin Donuts, with a new establishment approved at 10 Wall Street, the existing establishment at 28 Winn Street receiving approval for a drive-through facility, and a new facility proposed and pending a decision at 69 Middlesex Turnpike. The Burlington Mall continued its substantial reinvestment in interior and exterior improvements as it prepares for the new Nordstrom's department store to open in March of 2008. Projects under construction during the past year include Nordstrom, Crate & Barrel, CVS, 5 Wall Street, Woodland Farms Subdivision, Wayside Commons, Arborpoint, Burlington Car Wash, E.H. Perkins, Border Café, Landana Grill, and the Mill Pond Water Treatment Plant. A summary of the development applications is provided on the following pages.



Construction equipment begins to lay out a new road as part of the Woodland Farm subdivision off Muller Road at the Lexington town line. (photo by Mark Gerbrands)



The Arborpoint housing project includes 331 rental apartments and 94 condominium units. Staff confers with the contractors on progress and landscaping. (photo by Kristin Hoffman)

## DEVELOPMENT APPLICATIONS UNDER SUBDIVISION CONTROL LAW

The review of proposals to create new lots or construct new streets under the Subdivision Control Law may fall under one of three categories: ANR, Preliminary Subdivision, or Definitive Subdivision.

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

The ANR procedure may be used to create new lots if the proposed lots have the minimum required frontage on

a public way, or to convey land area to an adjacent lot. By State Law, these divisions of land are not regulated under the full requirements of the Subdivision Control Law, and the Planning Board has no authority to review and approve them as definitive subdivisions. If the plan proposes lots with the minimum required frontage and legitimate access, the Planning Board must endorse the plan within 21 days to acknowledge that it is not subject to the full requirements of the subdivision control law, even where the plan may not meet other requirements of the Zoning Bylaw. There were five "Approval Not Required" (ANR) plans filed with the Board in 2007, of which four were approved and one which remains pending into 2008.

### Preliminary Subdivisions

A preliminary subdivision plan reflects the potential division of land into two or more lots, and is required for all non-residential subdivisions. It is recommended, but optional, for residential subdivisions. The preliminary subdivision plan allows the Planning Board and the Board of Health to review and have input on a conceptual proposal with respect to lot configuration, road layout, utilities, and drainage. There were no Preliminary Subdivisions filed with the Board in 2007.

### Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Three definitive subdivision plans were filed in 2007 all of which were subsequently approved by the Board. The approved subdivision plans resulted in the net gain of 4 new building lots, including:

- Kathleen & Scott Sarver – Harriett Avenue – 2 new lots
- Aldo Gallinelli – Muller Road - 1 new lot
- Dorothy M. Yeadon – 15 Heritage Way – 1 new lot



## UNDER THE ZONING BYLAW

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential and municipal services projects may only be 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 property. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority.

### Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Six site plan applications were filed in 2007. Three of the applications were approved, one was withdrawn and two remain pending into 2008. Two pending applications from 2006 were approved in 2007. A discussion of some of the major projects is provided earlier in this report.

### 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. A waiver of the site plan requirement may also be considered for existing facilities that need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received nine requests for site plan waivers in 2007 all of which were approved.

## Minor Engineering Changes

A property owner may wish to make a minor change to an approved site plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received seventeen requests for minor engineering changes in 2007. Fifteen of the applications were approved and two remain pending into 2008. Two pending applications from 2006 were approved in 2007.

## 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, minor handicapped accessibility improvements, or changes in building footprint which do not increase the gross floor area of the building. The Planning Board received three requests for insignificant changes in 2007 all of which were subsequently approved.

## 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. The Planning Board reviews each proposed special permit and determines if the use should be allowed and what conditions should be required. The Town of Burlington requires special permits for three types of use:

- certain land uses determined to require conditional review for development throughout the town
- certain land uses and site development, such as discharge of storm water into a wetlands, which have the potential to adversely affect wetlands
- certain uses and site development which have the potential to adversely affect the aquifer and water resource districts

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.

Nineteen special permit applications were filed in 2007, of which eleven were issued, four were withdrawn and four remain pending into 2008. Seven applications pending from 2006 were approved in 2007.

### APPLICATION FEES

The Town collects fees for applications made to the Planning Board for subdivisions, site plans, site plan waivers, special permits, and planned development district rezoning applications. Subdivision inspection fees are also required. Fees collected are directed to the general revenue fund of the Town. In 2007, the following fees were collected:

Subdivisions.....	\$1,370.00
Approval Not Required .....	740.00
Preliminary Subdivisions .....	0.00
Special Permits .....	13,800.00
Site Plans .....	2,400.00
Site Plan Waivers .....	2,800.00
Minor Engineering Changes.....	5,000.00
Insignificant Changes .....	300.00
PDD Rezoning .....	5,000.00
<b>TOTAL FEES COLLECTED .....</b>	<b>\$31,410.00</b>

Respectfully submitted,

Ann M. Cummings, Chairman  
 Ernest E. Covino, Jr., Vice-Chairman  
 John A. DeFrancesco, Member Clerk  
 Paul R. Raymond, Member  
 Albert L. Fay, Jr., Member  
 Jayne L. Hyde, Member  
 Joseph A. Impemba, Member

## RECREATION DEPARTMENT

Although 2007 was a year of great accomplishment for the Recreation Department, it was also a year touched by sadness. Burlington's first Recreation Director, Richard Binnall, passed away in May after a long battle with cancer. Binnall, who was Director of the Recreation Department from 1965 to 1971, built the foundation of what has become one of the most successful municipal recreation agencies in Massachusetts. Binnall will be remembered especially for his work in developing recreation programs for people with special needs.

We also lost one of our most dedicated volunteers in 2007. David LeBlanc, who helped to create the Recreation Department's "Club 55+" program for active seniors, passed away during the year. LeBlanc also assisted with many other Recreation Department activities and special events.

Burlington's Assistant Director of Recreation, Bill Boudreau, who has worked for the Recreation Department for more than 35 years, announced that he will be retiring in the spring of 2008. Boudreau has contributed enormously to the growth and development of the Recreation Department over the last four decades, and he deserves much of the credit for the Recreation Department's reputation for excellence. We are happy to report that Boudreau will continue to work for the Recreation Department on a part-time basis after his retirement in April.



Burlington seniors enjoy golf at Swanson Meadows.

The Recreation Commission is proud to report that Recreation Supervisor Brendan Egan was elected to serve as Vice President of the Massachusetts Recreation and Park Association (MRPA) for the second consecutive year. As a result of his involvement in MRPA, Brendan has helped to expand recreational opportunities for the residents of Burlington and for people throughout Massachusetts.



*Children and arts and crafts always go together.*

The maintenance division of the Recreation Department completed a number of improvement projects in 2007:

- A major improvement project was undertaken at Regan Playground during the year. The project included new play equipment, baseball field rehabilitation, new fencing, drainage improvements, and driveway re-paving.
- The tennis court rehabilitation project at Rahanis Playground was completed in 2007.
- The installation of sports lighting at Rotary Field was finished during the past year. The new lights have greatly benefitted youth softball programs and adult softball leagues.
- A new rubber safety surface was installed at Pathwoods Playground.
- Simonds Park improvements included a new irrigation system and ballfield repairs at the Babe Ruth field, paving of walkways and viewing areas, re-grading of the Little League field, and new security window shutters at the concession stand.

- The Burlington High School softball field was rehabilitated as the result of a generous donation from the Burlington Industrial Softball League.
- The area between Marvin Field and Rotary Field (softball fields on South Bedford Street) was cleaned up, the parking lot was expanded, and drainage was improved. The two softball fields are used extensively for youth softball, high school softball, and adult softball leagues and tournaments.
- A flagpole was erected at Wildmere Playground in memory of Gregory MacDonald, a Burlington marine killed in Iraq.
- The Pine Glen School baseball field was rehabilitated to make the field more playable for youth baseball and softball.



*Each fall the town becomes "Scarecrow Kingdom."*

We are pleased to report that Recreation Department programs and services were expanded and improved significantly in 2007, and we were able to reach many of the goals that we had set for the Department. Here are some of the year's highlights:

- More than 50 new programs were offered during the year, as Burlington remained a leader in providing a diversity of recreational opportunities for residents of all ages.
- The Recreation Department organized more special events in 2007 than ever before. The creativity of our staff was especially evident in the following events: Pride Day, Flashlight Easter Egg Hunt, Daddy/Daughter Dance, Calling Santa Claus, Burlington Truck Day,

Monster March and Scarecrow Kingdom, Big Tom Turkey Hunt, and Breakfast with Santa.

- A concerted effort was made to improve special needs programs during the past year. Our street hockey program for special needs adults was moved to a better facility, and several enhancements were made in the Recreation Department's popular Out and About and Spectacular Saturdays programs.
- The Recreation Department - sponsored Burlington Pride softball team earned a gold medal at the Massachusetts Special Olympics. The team was co-sponsored by the Original Rotary Club of Burlington.
- Recreational opportunities for preschool children were expanded during the year.
- Two new gymnastics programs for children were added, and new gymnastics equipment was purchased.
- The system for issuing wading pool passes was improved during the summer. Many residents complimented the Recreation Department on a highly efficient wading pool operation.
- Enhancements were made in the Recreation Department's online registration process. As a result, the number of online sign-ups has increased dramatically.
- L.L. Bean donated \$1000 for the Recreation Department's annual trout stocking at the Mill Pond Reservoir.
- The High School Ski Trip, the Recreation Department's most successful program for high school students, was more popular than ever in 2007. The annual Ski Trip attracted more than 90 students.



*Little kids love big trucks (annual "Truck Day" on the Town Common).*

Burlington's Recreation Department has come a long way since Dick Binnall became the town's first Recreation Director more than four decades ago. The Recreation Department is now considered to be one of the building blocks upon which the quality of life in the community is built. We are proud of the Recreation Department's accomplishments over the past forty-two years and pleased with the progress that was made in 2007.

Respectfully submitted,

Don Roberts, Director of Recreation

Doug Gillingham, Director of Recreation  
Maintenance

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## BOARD OF HEALTH

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

### OVERVIEW

The mission of the Burlington Board of Health is to protect and promote the public health, to protect the natural environment, to respond to public health emergencies and to serve the citizens of the Town of Burlington. The Board of Health initiates, provides and enforces federal, state mandated and non-mandated programs, including inspections, direct services to individuals and groups, investigation of complaints, the issuance of permits and the provision of public health education (Mission Statement adopted in 2006).

The Board of Health consists of five elected members that are elected for three-year terms. Its staff consists of one full-time Director of Public Health, one full-time Health Agent/Sanitarian, one full-time Environmental Engineer, one full-time Supervising Public Health Nurse, one part-time Public Health Nurse, one full-time Principal Clerk, and one part-time Principal Clerk. Due to lower need the part-time Public Health Nurse position became unfunded and Dianne Luther, R.N. left the Board of Health after five years of dedicated service. In addition, after eighteen years of loyal service, the Supervising Nurse, Judy Baggs, R.N resigned to pursue other opportunities.

Photo taken by Board of Health staff



Board of Health Members: (left to right), Terry McSweeney, Vice Chair, Dr. Cathy Read, Dr. Wayne S. Saltsman, Jim Dion, Dr. Ed Weiner, Chairman.

The work of the Board of Health serves the community, conducts inspections, issues permits, investigates complaints, promotes public health through education, provides community nursing programs, and prepares for and may respond if necessary to public health emergencies of all kinds.

## ROUTINE PROGRAMS

Environmental (Protection of the environment)

- Environmental Report Review (Monitoring of reports about environmental issues associated with parcels and businesses in Burlington)
- Household Hazardous Waste (Twice a year collection for citizens)
- Universal Waste Collection (Quarterly collection of florescent bulbs for businesses, town properties and citizens)
- Mercury Recovery (Collection of thermometers, thermostats, batteries and other mercury-containing devices)
- Mosquito Control (Annual larviciding and spraying provided by East Middlesex Mosquito Control Project)
- Plan Reviews: Environmental (Assessment of Site Plans, Special Permits, proposals before the Conservation Commission and Demolition and Renovation projects) and Food Establishment (Review and Approval of Plans for New Establishments and Renovations)

- Rabies Clinic (Annual, Serving Dogs and Cats)
- Septic Tank Abandonment (Connection to Sewer)
- Soil Evaluation and Perc Testing
- Inspections and Enforcement (Mandated Inspections and Complaint Investigations)
- Sharps Collection (at Household Hazardous Waste Collections)

Community Nursing (Services provided at Board of Health office and at senior housing, assisted living sites, group homes and on occasion other locations as needed)

- Screenings: Blood Pressure, Cholesterol, Blood Sugar, lead, TB (The goal is to identify those who need medical intervention but are currently not receiving medical care.)
- Communicable Disease Reporting/Surveillance, Follow up (State mandated)
- Immunizations (includes review of health records for Recreational Camps)
- Clinics: Flu, Meningitis, Pneumonia, Lahey Community Clinic
- Health Education

## COMMUNITY NURSING SERVICES 2007

### Community Nursing Services Person Visits

Senior Housing Walk-in Clinics .....	218
Tuesday Morning Walk-in Clinics .....	749
Thursday Evening Walk-in Clinics .....	18
Lahey Community Clinic .....	14

### Community Nursing Services Procedures or Shots

Blood Pressure Screening .....	1130 (207 people)
Cholesterol Screening .....	19
Immunizations (excludes flu and pneumonia) .....	92
Immunizations – Flu .....	978
Immunizations – Pneumonia .....	18
Mantoux Skin Testing for Tuberculosis .....	41
Tuberculosis Surveillance/Case Management .....	38

### Communicable Diseases Cases

Hepatitis B .....	2
Hepatitis C .....	7
Pertussis .....	11
Chicken Pox .....	2
Viral Meningitis .....	2

Lyme Disease . . . . .	10
Legionnaire Disease . . . . .	2
Bacterial Pneumonia . . . . .	1
Campylobacter . . . . .	4
Cryptosporidium . . . . .	1
Giardia . . . . .	1
Salmonellosis . . . . .	6
Streptococcus Group B . . . . .	2
Streptococcus (non specified group) . . . . .	2
Streptococcus Group A . . . . .	1
Haemophilus Influenza/pneumonia . . . . .	1
Dog Bites . . . . .	2
Cat Bites . . . . .	4
Malaria . . . . .	1
Latent TB . . . . .	2
Active TB . . . . .	5
<b>Total Cases . . . . .</b>	<b>69</b>

#### **Permits 2007**

Food Establishments . . . . .	253
Temporary Food Events . . . . .	45
Mobile Trucks . . . . .	8
Plan Review . . . . .	34
Swimming Pools . . . . .	23
Tanning Establishments . . . . .	6
10-Day Emergency Beaver Permits . . . . .	2
Massage Establishments . . . . .	13
Massage Practitioners . . . . .	34
Massage Students . . . . .	2
Tobacco . . . . .	32
Recreational Camps . . . . .	6
Drain Layers . . . . .	20
Septic System Abandonment . . . . .	32
Septage Haulers . . . . .	6
Septic System Installation . . . . .	1
Funeral Homes . . . . .	2
Kennels . . . . .	3
Keeping of Animals . . . . .	1
Wells . . . . .	11
Demolition/Renovation . . . . .	14
Drainage . . . . .	2
Hazardous Materials Facilities . . . . .	137
Recombinant DNA . . . . .	2
<b>Total Permits . . . . .</b>	<b>689</b>

#### **Inspections 2007**

Food Establishments . . . . .	792
Food Establishment Plan Reviews . . . . .	34
Mobile Trucks . . . . .	8
Housing . . . . .	28
Tanning Establishments . . . . .	13
Massage Establishments . . . . .	13
Swimming Pool/Whirlpool . . . . .	110
Recreational Camps . . . . .	11
Septic System Abandonment . . . . .	32
Perc Tests . . . . .	7
Septic System Installation . . . . .	0
Tobacco Retailers . . . . .	32
Smoking in the Workplace . . . . .	3
Kennels . . . . .	2
Occupancy . . . . .	146
Frozen Dessert . . . . .	16
Hazardous Materials . . . . .	152
RDNA . . . . .	1
<b>Total Inspections . . . . .</b>	<b>1400</b>

#### **Complaint Investigations 2007**

Food . . . . .	59
Housing . . . . .	32
Nuisance . . . . .	23
Solid Waste . . . . .	6
Swimming Pool . . . . .	1
Environmental/Hazardous Materials . . . . .	12
Drainage . . . . .	2
Smoking in the Workplace . . . . .	3
Beaver . . . . .	3
Miscellaneous . . . . .	18
<b>Total Complaint Investigations . . . . .</b>	<b>159</b>

#### **EDUCATIONAL PROGRAMS**

- Annual Pool Operators Refresher Training
- Council on Aging Health Fair
- Burlington Volunteer Reserve Corps/MRC Recruitment meetings
- Burlington Volunteer Reserve Corps /MRC Executive Committee
- Mosquito Bite Prevention
- Proper disposal/Recycling of Household hazardous Waste

- Mercury Spill prevention
- Sharps Disposal (Trial program prior to State Law requiring all Sharps to be disposed of outside the solid waste stream)

## WEBSITE DEVELOPMENT:

### WWW.BURLINGTON.ORG/BOH/BOH

The Board of Health entry to the Town of Burlington website provides links to helpful public health information, updates on food recalls, regulations and forms for citizens and permit holders, dates for activities of the Board of Health, as well as other useful information. In addition, this past year another page was added for volunteers of the Burlington Volunteer Reserve Corps/Medical Reserve Corps (MRC). The Board of Health web page has become a dynamic tool, as exemplified by its use during the December 1, 2007 Emergency Dispensing Site Drill for Mass Vaccination and Seasonal Flu Clinic to note and chronicle the progress of that important exercise and clinic. A long-term goal to have the web page available during all local public health emergencies is under investigation. Achievement will involve the establishment of remote access to the page and utilizing wireless networks.

## TOBACCO CONTROL

The Board of Health is a member of the Metro West Suburban Tobacco Control Program. This state-funded consortium of six towns provides compliance check inspections for tobacco retailers, as well as other services related to tobacco control, youth access and workplace smoking laws. Massachusetts Department of Public Health Tobacco Control Program is funding the program for five years.

Compliance Checks for Youth Access to Tobacco in Burlington Retail Establishments

	2007	2006	2005
# Establishments	33	32	32
# Town-wide Checks	3	2	6
# Sales to Minors	1	3	7

## EMERGENCY PREPAREDNESS

The Board of Health has developed and implements plans for handling all public health emergencies. In 2007, for the second time, Burlington Board of Health held a real-time full-scale exercise on December 1 at the Burlington High School. The purpose of the exercise was to assess and

test the Board of Health's capabilities to provide, in a short period of time, vaccinations to all members of the community in response to a possible pandemic influenza emergency. Citizens received a seasonal influenza shot during the exercise. Even though it was cold and windy on the day of the exercise, the drill was very successful with 750 citizens, volunteers and town employees receiving vaccine within four hours. In addition the Fire Department offered blood pressure testing during the exercise. The Police Department provided site security and traffic control. BHS Custodians provided site support.

Over 90 Board of Health employees and members, Burlington employees, and citizen volunteers staffed the exercise. Without their assistance the exercise could not have been possible. The Board of Health is honored to have worked so closely with so many people and is grateful for all support received.

Photo taken by Board of Health staff



Radio Operations. Emergency Preparedness Drill, December 1, 2007

Photo taken by Board of Health staff



Nursing Orientation. Emergency Preparedness Drill, December 1, 2007

Photo taken by Board of Health staff



Website Management. Emergency Preparedness Drill, December 1, 2007

Photo taken by Board of Health staff



Citizen Volunteers and members of the Burlington Volunteer Reserve Corps. Emergency Preparedness Drill, December 1, 2007

Photo taken by Board of Health staff



Blood Pressure Clinic, staffed by the Fire Dept. Emergency Preparedness Drill, December 1, 2007

The citizen volunteers were members of Burlington's Volunteer Reserve Corps/Medical Reserve Corps (MRC). They provided medical skills (administration of shots, triage, behavioral health support, medical screening), as well as clerical and other skills. Working within the Incident Command system, Board of Health Members, Staff, as well as several volunteers including Libby Walendziewicz, R.N., (Patient Care Director), Ginny Petrone, R.N., (Director of Medical Supplies) worked to assure success. Furthermore, Larry Conway served as Logistics Coordinator, Bill Hitchcock supervised Greeters, Marge McDonald was in charge of Patient Traffic Flow, and Tim McCoy served as Radio Operator. Moreover, Bernie Heath from Emergency Management provided radios, while Alice Eastman, Andrea Tracey and Joanne Pollert provided pre-exercise clerical and organizational work in the Board of Health office.

The Burlington Volunteer Reserve Corps formed an Executive Committee in 2007 with the goal of helping sustain the organization, recruit new members, and help develop volunteer opportunities for the organization. Larry Conway, Andrea Tracey, Libby Walendziewicz, Bill Hitchcock, and Pat Martorano are the first Executive Committee members.



## **EMERGENCY PREPAREDNESS DOCUMENTARY MOVIE**

The Board of Health, in conjunction with BCAT and Tricia L. Hicks, BCAT Production Manager, created a five-minute and a twenty-minute DVD of the first Emergency Preparedness Drill on November 18, 2006. BCAT aired the documentary several times during 2007. The five minute version aired as a streaming video on the Board of Health website. The Board of Health is thankful for the talent and dedication of Tricia L. Hicks. The project has met with excellent reviews both in Burlington and in public health forums where the documentary has been shown. A second documentary, based on the December 1, 2007 Emergency Preparedness Drill, is under production.

## **PROFESSIONAL DEVELOPMENT**

In 2007 Board of Health staff attended trainings to support their professional responsibilities. The Board of Health staff participated in Student Government Day. The Director of Public Health served as President of the Massachusetts Health Officers Association (MHOA). The Director of Public Health and the Environmental Engineer presented talks at the MHOA annual education conference in October 2007. The Director of Public Health presented a poster session at the National Environmental Health Conference (NEHA) in June. The Environmental Engineer presented a talk at Massachusetts Environmental Health Association annual education conference (MEHA) in September. The Environmental Engineer served on the Executive Committee of the East Middlesex Mosquito Control Project and the Regional Battle Road Emergency Planning Committee.

## **TOTAL MONEY RECEIVED BY BOARD OF HEALTH FOR 2007: \$51,112**

## **BOARD OF HEALTH STAFF**

Heidi Porter, M.P.H., Environmental Engineer, Marlene Johnson, R.S., Health Agent, Judy Baggs, B.S.N., R.N., Supervising Nurse, Dianne Luther, R.N. Public Health Nurse, Jane Richard, Principal Clerk, Cathy Piccolo, Principal Clerk.

Respectfully submitted for the Board of Health.

Sharon Walker Mastenbrook, M.A., M.S., R.S.  
Director of Public Health

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## **PUBLIC LIBRARY**

The Burlington Public Library continues to be a vital resource for books, materials, and services for information, enlightenment and recreation of all members of the community. Activity in the library continues to surpass activity from the previous year. Each department finds creative ways to meet the increasing demands of the community with the current resources that they have available. Although Burlington is not one of the most populous communities in the consortium, it ranks consistently in the top 5 for circulation statistics of the 35 libraries. This reinforces the fact that we are a vital component of the town and we are proud of this role.

In order to remain vital to the community, it is critical that the purpose and direction of the library be reviewed and updated regularly. Libraries are required by the Massachusetts Board of Library Commissioners (MBLC) to complete a Long Range Plan regularly. In Burlington, a plan is created every five years with action plans created annually. This year we were to create a five year plan. We started in early spring by forming a committee consisting of community members to assist in the planning process. This group would meet three times over the course of a few months to complete specific tasks. Staff input, also a component of the plan, was gathered at an in-service in the spring. The public input, essential for good planning, was gathered through committee representatives and a survey that was conducted. With the very insightful information gathered, a plan was written, submitted, and approved by the MBLC.

The Burlington Public Library had the privilege of hosting the Legislative Breakfast this year. This event gives librarians, Trustees, Friends group members, and the legislators from the region a chance to interact. Approximately 80 people attended this event. Bob Mercier spoke about the library in his welcome address and Representative Murphy shared his feelings about libraries. Speakers from the MBLC and Massachusetts Library Association (MLA) shared information regarding the work of libraries and the needs they have for funding.

Just prior to the Legislative Breakfast we were able to complete the redesign of the Exhibit Area so that we could showcase our new furniture. This was possible due to the successful fundraisers by the Friends of the Burlington

Public Library and the appropriation of funds by the Board of Trustees. The new lounge chairs are very popular and add a wonderful touch to this area. The new study tables and chairs are a definite improvement as well. A display of wonderful handmade quilts by our own Assistant Director, Susanne Sullivan, brought attention to the new exhibit system.

The Young Adult Area redesign, made possible primarily by the Lee Sylvester Memorial Fund, was completed this year. Old stacks were reconfigured and new stacks were added. Slat wall and graphic novel spinners were incorporated into the redesign. Two couches for comfortable seating were a wonderful addition to the area. It is great to see teens gathered in this area doing homework, flipping through magazines, and reading books.

The webpage continues to be popular with our patrons. From this home page more people are renewing their items, placing holds, finding information, booking museum passes and accessing databases. Circulation figures for the downloadable audio books from Overdrive reflect the fact that this service continues to remain popular with our patrons. Our public is very pleased to be able to access so much of the library's services from their own home and at a time that is convenient to them.

## REFERENCE

Use of Reference Department services increased in 2007. The Reference Department answered 10,153 questions in 2007, nearly 400 more questions than the previous year. In 2007, Internet usage increased more than 10% at the library. The Internet terminals on the second floor were used 21,710 times. An additional 1,833 patrons took advantage of Internet services in the library by connecting through the free Wireless Internet access service. The study rooms on the second floor are almost always in use.

This year the Literary Reference Center was added as a new Ebsco database for use by library patrons. This database, provided by the Merrimack Valley Library Consortium, is a full-text database of literary criticism, plot summaries, author biographies, and information from major literary reference works. Reference Librarians Marnie Smith, Shelley Sloboder, and Donna Manoogian continue to offer popular one and a half hour workshops designed to teach users more about library resources. These workshops cover online catalog searching, database use, navigating the internet at two levels, and health care on the internet.

During 2007, the Reference Department created numerous lists of recommended authors and titles to help patrons make reading selections. Our lists are in convenient bookmark form for taking home and are located in the fiction department on the first floor. Bookmarks include: Best Fiction, Memoirs, Nonfiction That Reads like Fiction, Books for Food Lovers, Top 100 Books, Legal Thrillers, Spectacular Debut Novels and many others.

As part of our continuing efforts to serve the Burlington community, we offer our annual tax center, which includes forms and lists of phone numbers for assistance. This service is always well-used by Burlington residents. If a needed form isn't available, we will search the government web sites and print forms for patrons.

The Reference Department continues its commitment to supporting the curriculum of the Burlington Public Schools by purchasing materials to serve as resources for homework assignments.

## CHILDREN'S SERVICES

Storytimes continue to be a major part of the Children's program. Currently the library conducts 5 different storytimes per week ranging in age from infant to preschool. Burlington storytimes do not require registration and all are welcome. In the summer the library focused on the state's 2007 Summer Reading Program involving over 700 children in *Catch the Beat@your library*. Those who read for 24 hours or more were featured in a photographic display and those who read 50 hours or more had their name listed in the "Burlington Union" newspaper. A dedicated group of teen volunteers facilitated the summer reading program from a table in the Children's Area.

Live animal, science, theater, art, magic, Indian culture, puppetry, and storytelling programs were featured during the summer, and also during school vacation weeks. To encourage reading we held our annual "Turn off the TV" month in April. Youth Services staff helped scout groups to earn badges, and visited the After-School program, reading to students K- 2. Before the December break, the department also put on a puppet show at the Francis Wyman School for Special Needs and grades K – 2, and did storytelling and participatory dramatics with grades 3-5.

The Youth Services department experienced some staff turnover in 2007. David Kiersh resigned to further his education and Ginny Sheldon resigned for a full time position

outside of libraries. Julie Hawks and Mary Naugle were welcomed into the Youth Services Department in November to fill the vacancies.

## YOUNG ADULT SERVICES

Thirty teen volunteers helped implement the children's summer reading program in exchange for hundreds of community service hours. Events for teens included a young adult summer reading program that continues to be very popular with students in grades 6-12, a chess program led by a BHS Senior was held 2 Sundays a month. The Scrabble Club, formed in 2002, meets weekly and conducts several tournaments throughout the year working closely with the Woburn Public Library's Scrabble group. Other programs for teens this year included Manga, comic book drawing, Frisbee throwing and dance. Over 300 sixth graders from the MSMS visited the library in October to learn new library skills.

## LIBRARY STATISTICS

	2004	2005	2006	2007
Items checked out	296,212	299,392	344,565	359,051
Items borrowed	29,956	29,349	34,633	29,301
Items lent	16,007	17,744	23,537	24,469
Reference questions	18,512	17,940	17,654	20,280
Public internet use	30,992	29,107	28,444	28,548
Website hits	61,691	77,595	83,338	117,149
Attendance in library	120,047	148,039	143,685	146,921
Adult programs	68	65	83	75
Attendance at adult programs	684	697	831	1,051
Children's programs	396	260	244	247
Attendance at children's programs	13,137	9,086	7,517	8,740
Young adult programs	72	80	50	67
Attendance at young adult programs	574	1,186	831	951
Items added to the collection	7,134	9,679	10,300	9,865
Meeting room use	1,330	1,092	1,047	843
Museum passes use	985	1,155	1,349	1,202

## CIRCULATION DEPARTMENT

Although many felt that computers would have a negative impact on libraries, it has not happened. Each year, the Circulation Department continues to be an active area of the library. The total number of items checked out rose to 359,051, up by 14,486 items over the past year and 42,347 items were picked up from the holds shelf.

The Museum Pass program remained popular with the patrons. Although the Concord Museum and the DeCordova Museum passes were not renewed this year due to low circulation, our eleven other passes circulated well. Altogether in 2007 a total of 1547 museum pass reservations were made, with 55% of them done by patrons via the internet.

A change in the loaning of DVD's in the consortium took place this year. All new feature films and TV show DVD's would no longer be loaned through delivery until six months after they are added to the collection. Patrons are still able to put holds on these items, but must pick them up at the owning library.

The year 2007 brought many changes to the Circulation Staff. In February, Circulation/Tech Services Aide Shiouh-lin Chang resigned to pursue full time employment. Gauri Kulkarni began as her replacement in early April. In October both Amy Hitchcock and Jaclyn Payne resigned with Rachel Prato and Jill Mullen hired to fill these gaps.

## TECHNICAL SERVICES

The Technical Services Department is responsible for all the ordering, processing, mending and withdrawal of items in the library. This is no easy task as over 10, 300 new items were added this year and 8300 items were withdrawn.

This year, we also added new formats to the collection. Playaways which are self contained audio books (similar to an mp3 player already loaded with one title) were added to our collection. Video games were introduced into the collection this year as well. We are growing this collection in the Youth Services Department.

## VOLUNTEERS

This year over 107 people volunteered providing well over 1800 hours spent on various tasks. This includes a roster of 18-20 people who regularly shelve our films and music and move donated books from place to place. There are a few volunteers who help with clerical tasks and other miscellaneous projects.

We also had 44 teens volunteered in Youth Services over the spring and summer, providing a total of 668 hours. Without the assistance of the teen volunteers, our Summer Reading Program would not be quite so successful.

The Volunteer Appreciation Luncheon was held on a Friday in May for adult volunteers. Seed packets and little clay pots with silk flowers were given to the volunteers who attended as a small token of our appreciation. The Youth Services Department acknowledged its teen volunteers separately with a pizza party after the Summer Reading Program was completed.

## **FRIENDS**

The Friends of the Burlington Public Library is an organization formed specifically to support the library. This organization does just this. Without their support we would not be able to replace computers, add furniture, provide the number of museum passes that we do, offer wonderful programs for both the adults and children of the community, and support the summer reading program so well. The money that makes this all possible comes from membership dues and fundraising. The main fundraising events are the two book sales held annually in the spring and the fall. Thirty six volunteers helped with these sales this year, ensuring their success. The Friends also hold an annual May Basket Raffle which brings in revenue that has been dedicated for furniture replacement. Thirty one baskets covering a wide variety of themes were on display for the month of May with the winners being announced at a fun-filled event at the end of the month. This annual raffle has made it possible to refurbish the Reference Area, the A/V section in the front of the library and the Exhibit Area to date. This year, we also had the "Chairs Gone Wild" event that brought additional revenue to the furniture fund. Old chairs were offered to artists in the community. The painted chairs were then auctioned off. The highest bidders and the artists were invited to attend a reception where all were treated to great refreshments provided by Friends members. This event was well received and we anticipate this becoming an annual event as well.

The Friends are also the support that allows for the wonderful programming in the library. Great music, storytelling and cultural programs for the youth were sponsored by the Friends. Among the evening programs offered for adults were musical programs and programs to help us stay healthy. There were cultural, historical and informational programs providing something for everyone.

In order to provide the services that the community expects, it takes a team effort. I would be remiss if I did not acknowledge the staff because they are that team. The ded-

ication, flexibility, and positive attitude that they bring to the library daily are continuously noted by the public. The support of the Trustees and the town administration also help to make this a valued resource for the community. I also wish to thank the library users for realizing the value of their library. Your responses on surveys and input daily help us to plan and meet the needs that you have. With your support, the library will continue to be a valuable component of the community.

Respectfully submitted,

Lori Hodgson,  
Library Director

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## **BOARD OF LIBRARY TRUSTEES**



*Board of Library Trustees: Front row (left to right): Paula F. Bernard, Jr., Eileen C. Sickler. Back row (left to right): Ellen Marie Ferguson, Edith F. Entwistle, Steven E. Wasserman (Chairman), Samuel P. Martorano.*

In 2007, the library was one of the busiest in the Merrimack Valley Library Consortium. We posted the fourth highest circulation in the consortium of thirty five libraries.

The trustees believe that accomplishment can be attributed to the consistent helpfulness of the staff; a user-friendly website, and diverse adult and children's programming.

In addition, unlike some libraries in the area, Burlington is open for its patrons on Saturdays and Sundays, September through May. In the summer, the library is open on Saturdays, but closed on Sundays.

Despite some financial challenges, the trustees work hard to ensure as comprehensive services as possible, and that includes staying open on weekends. Patrons regularly express their appreciation of the weekend hours.

The Burlington library is accredited by the Commonwealth of Massachusetts Board of Library Commissioners, which ensures that the library will continue to participate in the state's inter-library loan program, and, thus, provides Burlington patrons access to books from any public library in the state. This year, we added 10,000 items to the library inventory.

This year, the trustees purchased new furniture for some sections of the library, including the young adult area; arranged for the upgrading of the alarm system; and for repair of the HVAC system.

The trustees upgraded the library's circulation policy this year and changed the late-item fee structure. It was the first time in 20 years that the fees had been changed. All fines collected go into the town's general fund.

Once again, the Friends of the Burlington Public Library lent their expertise and support to the library. Successful fundraisers this year included the May Baskets raffle, the Chairs Gone Wild decorating contest, and the two used book sales. Funds raised by the Friends were used to buy the new furniture and patron computers.

The trustees would like to thank all the library employees and volunteers who are committed and dedicated to serving the public, and do it with a smile everyday.

Respectfully submitted,

Steven E. Wasserman  
Chairman

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## **HISTORICAL COMMISSION**



*Historical Commission members are, from left, front row, Co-Chair Mike Tredeau, Norman Biggart, Eldrine Emerson, Kathleen Horton and Hope Paulsen. From left, back row, Co-Chair Joyce Fay, Ralph Porcello, Norma Robichaud, Treasurer Toni Faria, and Secretary Sandy Covenor.*

## **Grandview Farm**

No progress has been made on restoration of this valuable historic site. The town-appointed Grandview Farm Committee raised a considerable amount of money to fund restoration, but the sum was insufficient to begin work, and the committee voted to recommend to the Selectmen the razing of the farmhouse. The commission opposed that recommendation, and began efforts to save the historic site. As the year ended, no action was taken to raze Grandview, and the town indicated it would listen to the commission's concerns.

## **Website**

Co-Chair Mike Tredeau completed and launched the official Burlington Historical Commission website, which features news, events and issues of historical note. The website, [www.burlingtonmahistory.com](http://www.burlingtonmahistory.com), has experienced considerable interest this year, and includes links to other historical websites, news about the town's Heritage Trail, updates from the Burlington Historical Society, and a regular feature, "From the Gazebo."

### Burlington Historical Museum

The commission, aided by the Burlington Historical Society, unveiled its new exhibit, "Art of Olde Burlington," on June 24. Commissioner Eldrine Emerson coordinated the exhibit, with help from commission members Sandy Covenor, Tonia Faria, Joyce Fay and Kathi Horton. The display, which included art from the commission's collection and from local artists, remained open through December. The museum welcomed a record number of visitors during the exhibit.

A professional cataloguer was hired to help catalogue the museum's collection of artifacts which continues to grow.

Commission advisory member Norma Robichaud restored the museum sign, which was re-hung next to the front door.

BCAT featured the museum on June 22.



*The "Art of Olde Burlington" exhibit opened at the Burlington Historical Museum in June, and brought many visitors to the museum.*

### Firefighters' History

Commission treasurer Toni Faria researched and completed a history of the Burlington Fire Department, which will be published by Arcadia, as part of the "Images of America" series. Burlington firefighters, both past and present, were very helpful in providing information and photos for the publication, and commission co-chair Mike Tredeau provided technical assistance. The book will be published in 2008.

### McNamara Mural

Because of water damage to the Council on Aging building, the mural depicting scenes of Burlington, created by the late Bill McNamara, was removed from the wall in the COA community room. The mural was inspected by an art restorer and colorist, and is being stored by the town until its next home can be decided. The commission determined that the mural is an important artifact of the town's history, and worked hard to save it.

### BCAT Programming

Co-Chair Mike Tredeau created the commission's regularly scheduled BCAT program, "All History is Local." The program features information about and photos of historic sites and issues, including the Old West School, Grandview Farm, and the old Meetinghouse. Many of the programs focus on the importance of preserving Burlington's heritage.

### Old West School

Visits by Burlington elementary school students to Burlington's last remaining one-room schoolhouse continued this year. Children and their families also visited the school for its annual Halloween open house, where refreshments were served, and student art work was displayed.



*The Old West School was again one of the popular stops for students and scouts this year.*

### Historic Sites

Field trips by students, scouts and residents were again hosted by the commission. Popular stops included the Old West School, the historical museum, and the Old Burying Ground. The commission encourages these visits because

they promote interest in the town's history. The Fox Hill and Memorial schools include these visits as part of their social studies curriculum.

### Demolition Delays

The owners of three buildings of historic note filed applications for demolition; they included the barn at 129 Cambridge St., a structure at 157 Wilmington Rd., and a structure on Johnson Road. Commission members inspected the sites, and voted not to delay demolition.

### Commemoratives

Sale of commemorative items continues to be profitable. The commission periodically replenishes the stock, including the commemorative afghan, pewter plates, and various sets of stationery. Items can be purchased at the museum during open houses and exhibits.

### Donations

- Clothing, Forest Knowles
- Quilt, Francis Wyman School
- Three-drawer chest, Oracle
- Wooden shoe stays and ice tongs, Marge McGarry
- Collection of books and registers, Ann Ruping

### Thank You

As always, the commission wishes to thank the town custodians for all their hard work at the museum and the Old West School. Thanks also to town employees, the BCAT staff, and the Burlington Historical Society, who are always there when needed.

Respectfully submitted,

The Burlington Historical Commission  
 Joyce Fay and Mike Tredeau, Co-Chairs  
 Sandy Covenor, Secretary  
 Toni Faria, Treasurer  
 Norman Biggart  
 Kathleen Horton  
 Eldrine Emerson, Alternate  
 Ralph Porcello, Alternate  
 John DeMelo, Hope Paulsen,  
 Norma Robichaud, Gene Rossi and  
 Judy Wasserman, Advisory Members

All photos courtesy of Burlington Historical Commission

## BEAUTIFICATION COMMITTEE

The Burlington Beautification Committee (BBC) is pleased to submit the following report for the year 2007.

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

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

Around Burlington:

- Ron Given – Burlington Landscapers – the intersection of Center and Winn Streets
- Guilde Insurance – the Island on Olympia Way
- Chris Clark – Cut Above Landscaping – Dilorio Green at the intersection of Cambridge Street and Burlington Mall Road
- Jerry McCarthy – Mac's Landscaping – Historic Museum at Cambridge and Bedford Streets
- Members of the Garden Club – Colonial Garden on the island across from the Fire Station

Town Common:

- Davis Prato - Prato Associates - The Gazebo
- Kevin Sullivan – Edward V. Sullivan Funeral Home – Corner of Bedford and Center Streets
- Members of the Garden Club and Beautification Committee - The flower planters located at the entrances to the common

3. The Recreation Maintenance Department continued to maintain the Commons general appearance and provided significant help to the Beautification Committee.

This report is respectfully submitted by the volunteer committee:

Andy Giordano  
 Carol Engel  
 George Major  
 Joan McSweeney, Secretary  
 Elaine Zuccaro, Chairman

## SCHOOL COMMITTEE



*School Committee: Front row (left to right): John L. Vanella, Vice Chairman; Christine M. Monaco; Katrina Harrington, Student Representative. Back row (left to right): Thomas F. Murphy, Jr.; Stephen A. Nelson, Chairman; Michael F. DeSimone.*

	Term Expires
Stephen A. Nelson, Chairman 25 Fairfax Street	2008
John L. Vanella, Vice-Chair 8 Pearson Circle	2008
Christine M. Monaco 18 Corcoran Road	2010
Thomas F. Murphy, Jr. 3 Lexington Street	2010
Michael DeSimone 5 Gloria Circle	2009
Katrina Harrington Student Representative	

The regular meetings of the School Committee are held in the School Committee Room, Burlington High School, 123 Cambridge Street, Burlington, on the second and fourth Tuesday of each month at 7:30 p.m. If a change in meeting dates is voted, a posting on the Town bulletin board is required by law. Information is secured by calling the Superintendent's Office.

## SCHOOL COMMITTEE

The year 2007 was a challenging and tragic year for the Burlington School System. In December of 2006, the School Committee unanimously voted to appoint Ms. Katie Spinos, who served as Assistant Superintendent for Curriculum and Instruction in the Burlington School System for the past seven years, as our new Superintendent, replacing Dr. James Picone, who announced his retirement earlier that year. On December 29, 2006, Katie Spinos began her tenure as Superintendent of the Burlington Public Schools, a tenure that was tragically cut short on August 7, 2007, when Ms. Spinos lost her battle with a long-term blood disorder. In the short time Superintendent Spinos was at the helm at the Burlington Public Schools, she initiated significant changes designed to improve the delivery of curriculum throughout the system. She proposed and began the implementation of K-8 Curriculum Coordinators, merging many of the responsibilities of existing team leaders at the Middle School. The new positions of K-8 Curriculum Coordinators were reviewed with the Burlington Educators Association and incorporated into a new bargaining unit (Unit D). Superintendent Spinos also proposed a reorganization of the library, media and technology department, and the organizational changes she recommended will be used by the School Committee as a model going forward.

The Burlington School System is in the process of completing its search for a new superintendent, and hopefully by February/March of 2008, a candidate will be chosen to replace Ms. Spinos. In the interim, Dr. James Picone agreed to defer his retirement and serve as Acting Superintendent for the Burlington School System until a permanent replacement is selected. The Committee extends its sincerest gratitude to Dr. Picone for his commitment to the Town of Burlington in this time of need. Dr. Picone's extensive experience with the Burlington School Department and his strong leadership skills have allowed the system to move forward and continue on its path of academic excellence.

Throughout 2007 the Committee has continued to monitor the progress of Burlington's application for approval of funding for a new Memorial School from the newly formed School Building Authority (SBA). In October of this year, the SBA invited Burlington to participate in its feasibility study and on February 28, 2008 a meeting with Town



Officials and SBA representatives will take place. Hopefully, 2008 will see the final approval of the Memorial School project by the SBA, and design and construction will then commence. As of September, 2007, K-12 enrollments have risen to 3,634, approximately 100 more students than were projected in April of 2007 when the FY 08 budget was approved by the School Committee.

As a result of the rising enrollments and delays in securing SBA approval for the Memorial School project, the School Committee will be proposing additional portable classrooms as part of its FY 2009 budget. Space at the elementary schools is at a premium, and we are once again in need of space for program needs.

At the Burlington High School, Mr. Patrick Larkin assumed the position of High School Principal, replacing Linda Hayes. Mr. Larkin has done an outstanding job during his tenure to continue the tradition of excellence at Burlington High.

Ms. Cynthia Marchand was hired to fill the position of Assistant Superintendent for Curriculum and Instruction vacated by Katie Spinos when she was appointed Superintendent, and the Committee is grateful to Ms. Marchand for her countless contributions during the challenging year of 2007.

As usual, Mr. Craig Robinson, Director of Operations and Finance, has expended countless hours dealing with the many challenges faced by the School Department in 2007. Craig has been involved not only in the formulation, justification and approval of the School Committee's budget, but also with reorganization issues, fiscal oversight for the before and after school program, Food Services oversight, renovations to the High School brought about by the recent lease by Bay Path College and responding to the requirements of the SBA for approval of the Memorial School Project. The Committee would like to acknowledge Mr. Robinson's many contributions and express our appreciation for his hard work and dedication.

The Committee would also like to thank all of its employees, including teachers, instructional assistants, nurses, cafeteria workers, custodians, clerical staff and administrators for their continued efforts to deliver first class services to the students within the system, and to uti-

lize the "best practices" that Katie Spinos always encouraged and supported.

The School Committee would like to thank all of the residents for their continued support of education in our community. We would also like to thank our student representative, Katrina Harrington, for her service to the Committee.

Respectfully submitted,

BURLINGTON SCHOOL COMMITTEE

Stephen A. Nelson, Chairman  
John L. Vanella, Vice-Chairman  
Christine Monaco  
Thomas F. Murphy, Jr.  
Michael DeSimone

### Acting Superintendent of Schools

James L. Picone	B.S., Salem State College M.S., Suffolk University Ed.D., Boston College
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### Director of Finance and Operations

Craig Robinson	B.S., University of Vermont
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### Director of Pupil Services

Dr. Cathleen Estep	B.A., Rosemont College M.Ed., Boston University C.A.E.S., Boston College Ph.D., Boston College
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### Burlington High School Administration

Patrick Larkin Principal	B.A., Assumption College M.Ed., Framingham State College
Mark Sullivan Associate Principal	B.S., University of Massachusetts M.Ed., Cambridge College C.A.G.S., Cambridge College
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed., Salem State College

**Marshall Simonds Middle School**

Richard J. Connors	B.S., Salem State College
Principal	M.Ed., Boston University

**Elementary Schools**

Eric W. Sprung	B.A., University of Pittsburg
Principal	M.Ed., University of Pittsburg
Fox Hill School	M.Ed., George Mason University
 Susan Astone	 B.S., Framingham State College
Principal	M.Ed., Notre Dame College
Francis Wyman School	
 Karen Rickershauser	 B.A., Simmons College
Principal	M.Ed., Antioch College
Memorial School	C.A.G.S., Salem State College
 T. Jane Graham-Dwyer	 B.S., Salem State College
Principal	M.Ed., Northeastern University
Pine Glen School	

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**ACTING SUPERINTENDENT OF SCHOOLS**

The 2007/2008 school year began on Monday, August 27, with many leadership changes including the unexpected death of Superintendent Katie Spinos. Coupled with the retirement of veteran High School Principal Linda Hayes, and veteran Francis Wyman Principal Kathy Burns, many staff members came to work that day with a feeling of great anticipation. When everyone assembled for our first system-wide meeting, my message was "you sometimes have to take a step back before you can move forward." I also reminded everyone that Burlington staff members are very resilient. As I look back over the past several months, I can proudly say that the faculty and support staff members listened and rebounded quite well despite the loss of three highly regarded administrators.

When the FY 08 school department budget was approved by the School Committee and Town Meeting, it included funding for a new preschool program that was formerly operated under the direction of the LABBB Collaborative. By offering our own preschool program, Burlington students are now guaranteed placement rather than competing for space with other LABBB districts. Dr. Cath Estep, Director of Pupil Services for Burlington,

worked tirelessly for two years on the logistics of getting several classrooms up and running for the Burlington Integrated Preschool Program which welcomed its first group of students in September.

Other adopted curriculum initiatives such as Math Coaches and Curriculum Coordinators for grades K-8 were also approved by the School Committee and those changes are being evaluated to determine what adjustments are necessary to ensure student success, especially with MCAS test results.

In November, the School Committee began the process of advertising for a new superintendent who is expected to begin working on July 1, 2008. When the School Committee received proposals from private search consultants, and learned that a nation wide search could cost as much as \$70,000, they decided to conduct their own search with limited use of consultants. It is expected that the entire superintendent search including consultant fees, advertising, printing, and incidental expenses, will not exceed \$25,000.

The Massachusetts School Building Authority (MSBA) notified Burlington that the Memorial School construction/renovation application has been selected for further review. That's good news because close to 350 other school districts were not chosen to move forward. With the knowledge that Town Meeting voted favorably to support the Memorial project, if funding is approved by the Commonwealth, Burlington is in a position to move quickly when and if the MSBA gives final approval to the Memorial application.

The FY 09 draft school department budget is ready for review by the School Committee and it does meet the guidelines established by the Board of Selectmen and Ways and Means Committee. The budget goal developed with the cooperation and understanding of every school administrator is to continue to offer reasonable class sizes, place more emphasis on classroom instruction and less on administrative positions, and to continue to replace outdated textbooks and equipment.

It has been an interesting year and I want to personally thank the citizens of Burlington for their continued support of the school department.

Respectfully submitted,

James L. Picone, Ed.D.  
Acting Superintendent of Schools

## CURRICULUM AND INSTRUCTION

During the 2007-2008 school year, we continued to highlight several key initiatives, both those begun by Superintendent Spinos and those initiated since her passing. Throughout the system, we focus on strengthening literacy across the curriculum and developing mathematical content knowledge, skills, and concepts. We have begun the process of updating our social studies curriculum. Additionally, each school has implemented its own building-based initiatives that support those of the system. The elementary principals have developed Professional Learning Communities (PLC's) to closely examine students in order to refine practice and to better match instruction to the needs of the individual students. Our effective Mentor and Induction program, coupled with our varied professional development offerings, foster retention of new staff. (Please note: For the second year, Massachusetts ASCD has recognized one of Burlington's mentors through their *Mentor of the Year* program.) Our goal is to identify and replicate best instructional practices and deepen content knowledge in order to increase the academic achievement of all Burlington students. To accomplish our professional development goals, we provide offerings both within the district (e.g. workshops, courses, book groups) and outside of the district through workshops, conferences, and courses.

At the high school level, the Burlington High School continues to make progress in preparing students for a global economy. The World Language Department engaged a group of students again this year in a student exchange program to Trentino, Italy. The program provided students with a deep understanding of Italian culture and, through the language immersion, an increased fluency in the Italian language. Burlington High School continues to participate in the State Scholars Program to encourage student engagement in a rigorous course of study during the students' tenure in Burlington. Additionally, we have recently instituted a Global Studies Certificate Program to recognize students who engage in community service, course work with a global focus, and travel/study experiences. (The China Pathways Program and Italian exchange provides two such opportunities to fulfill international travel study component.) Engaging in the activities leading to this certificate provide students with a deeper understanding of global issues, appreciate and better understand cultural diversity. Their expertise, coupled with this certificate makes

students very competitive and marketable in job and college searches.

This past summer, Burlington Schools sent representatives to the 2007 Model Schools Conference in June. Participants included two Burlington High School teachers, the new High School Literacy Coach, Katie Bercury, and Mr. Larkin, the new principal, along with Cynthia Marchand, the new Assistant Superintendent. This powerful conference provided the impetus, a wealth of ideas, and the motivation to initiate new programs and refine current practice. The conference contributed to several on-going initiatives related to freshman transition, technology, and literacy.

As the summer progressed, discussions regarding vertical articulation ensued. The Reading Specialist from the Marshall Simonds Middle School began attending monthly meetings with the elementary reading specialists. The roles of the curriculum coordinators expanded (changing from K-5 to K-8) to insure improved articulation between the middle and elementary schools. The high school and middle school principals have also began conversations that will lead to classroom observations, seamless articulation, and enhanced communication between and among staff at both schools. The long-range goal is ease of transition for students and improved programs with consistent academic expectations for all.

In the area of literacy, teachers at both the middle and elementary schools were fortunate to work with two writing consultants. Dr. Fred Wolf worked to further develop skill with the Six Traits of Writing (Ideas, Organization, Voice, Word Choice, Sentence Fluency, and Conventions). Bill Atwood, of the Collins Writing Associates, led presentations and demonstration lessons that featured writing in mathematics. At the elementary level, we have researched and proposed the adoption of the *Foundations* phonics program. This program is published through Wilson Reading System and closely aligns with the Orton Gillingham (OG) methods used in Special Education. This four-year adoption, beginning in grade K and going through grade 3, guarantees consistency of delivery from school to school and class to class thus providing a solid literacy foundation that meshes with our current balanced literacy program systematically. We also implemented a consistent assessment approach using DRA (Developmental Reading Assessment) K-5 in all schools. The Fountas and Pinnell *Benchmark Assessments* were purchased for the reading specialists and special educators to augment the DRA assessment tool

and other classroom based assessments. The *Benchmark System* identifies more specific information by targeting the literacy needs in key areas. This informs our instruction and addresses childrens' individual learning needs. Funding also allowed for the purchase of additional resources to enhance literacy instruction in guided reading for each elementary school.

This year in mathematics, a number of initiatives are moving forward to support and enhance math instruction including the introduction of Math Coaches (K-5). The elementary schools are implementing the new *Investigations in Number, Data and Space* Math program in grades 2-5. For the fifth year, grades K and 1 provide instruction using the *Bridges* in mathematics program. We are assessing the efficacy and match between the *Bridges* and the new *Investigation*. To do so, several teachers volunteered to pilot *Investigations* at the kindergarten and first-grade levels. In grade 3, *Number Corners* was introduced as a companion to the *Investigations* program. Teachers at this grade were provided support and modeling through the math coaches. The math coaches also created a math web page on the district site that provides information, strategies, and resources for both parents and staff. At the middle school, McDougal Littell Math Series continues to be implemented successfully for the third year. In all grades, we strive to integrate mathematics with science, technology, and literacy.

The role of math coaches, newly created through the reorganization this year, provides modeling and lesson study for all new staff and teacher at grades 1 and 3. The goal is to build capacity by deepening mathematical content knowledge while refining instructional practices to better meet the mathematical needs of all students. In return, this translates to more solid instruction and increased academic achievement for the students. The coaches also work with Special Educators and Title I Math Tutors. With the Principals and staff, they analyze MCAS data, identify weaknesses, and build on strengths. In addition to the coaches, staff development opportunities in mathematics and math integration are provided through district offerings.

The new Social Studies Coordinator, Jane Hundley, works to integrate technology and literacy into the social studies units at the elementary levels. She has recently begun a collaboration with staff at the second and third grades to align curriculum with the Frameworks, research new materials, and write new units. New units planned for

grade 2, *India* and *Italy*, foster a global awareness and perspective. Professional development related to content includes a one-day workshop at the Peabody Essex Museum with the focus on Indian art, culture, and daily life for second grade staff (classroom, music, and art teachers). Jane researched and supported the pilot of a supplemental text for the fourth grade curriculum and conducted workshops related to its integration. At the middle school level, tours at local museums indicated potential for future field trips and content integration. At the Peabody Essex, teachers in grade 6 explored cultural and geographic connections to the museum's collections with its staff. In grade 7, at the Fine Arts Museum, Burlington teachers examined collections pertaining to Egypt, Greece, Rome, Early India, China, and the Rise of Christianity exhibits. Students in each grade 8 participated in a presentation, "Daily Life in West Africa" which highlighted Jane's experiences during her two-year Peace Corps work in Mali. A *Teaching American History* (TAH) grant was written and submitted in conjunction with four other districts (Bedford, Woburn, Somerville, and Lexington), Minute Man National Park, Concord Museum, Regis College, and Primary Source. If received, this grant will have tremendous implications for professional development and curriculum enhancements for the district. Once again we offered the *Responsive Classroom*, targeting social skills and civics training through a week long training this past summer. Nineteen staff attended this training. Resources were purchased for each participant. We will offer this course next summer as well; the goal is for all elementary staff to receive this training.

This summer brought to a close the three-year renewable FLAP grant (Federal Foreign Language Assistance Program). Burlington Public Schools has been awarded funding totaling \$60,000 from C.A.S.IT. (Centro Attività Scolastiche Italiane) for the 2007-2008 school year. The combined funding sources allowed us to continue offering foreign language study for students in grades 1-5 twice each week throughout the school year. We have created new lessons and expanded the program by connecting students in several Burlington classrooms with students in Italy (Rome, Florence, Sardinia). These opportunities provide authentic interactions and lessons connecting culture, literacy and the arts as members of the global community. We expect to expand this project to heighten motivation for language study and cultural understandings.

Grant funding was also designated for a variety of exciting staff development opportunities including culture pro-

grams, language lessons, articulation of Italian language learning grades 1-12, and study tours. Approximately 22 educators participated in travel-study to Italy. Students in each of the elementary schools enjoyed interactive performances by the *Revels*, a performing group that promotes understanding of traditional cultures through music and dance. Their performance focused on the theme of immigration through the lens of European immigrant groups. For the adults, Burlington graduate and author, Stephen Puleo joined Burlington staff to discuss his book *The Boston Italians* and the story of the Italian transformation in Boston. Also this fall, we were fortunate to host Italian teachers from Rome. These educators visited classrooms and were treated to a typical Thanksgiving Feast (in October) in a local home.

The Curriculum Office offers programs for students as well. In the summer, over 200 students participated in a literacy program at the Fox Hill Elementary School for four weeks. The summer literacy programs strengthened students reading and writing skills. The goal was to enhance and maintain current skills by supporting summer reading. This summer we also offered an Italian program for students in grades 1 to 4 which integrated English literacy with Italian culture and language skill development. Children followed Pinocchio in his travels through Italy while focusing on geography, literacy, culture, and the arts. This experience was a well-received extension of the Italian classes taught during the school year.

Connecting all curricula at the elementary level, coordinators and coaches worked with teachers system-wide to develop a standards-based report card. The draft forms are being posted on grade level folders, through First Class, to allow the opportunity for feedback from all staff. The forms will also be shared at PTO Council in May to allow for parent comment. Based on responses received, final revisions will be made prior to implementation as a pilot next school year.

In addition to the initiatives discussed above, the Curriculum Office provides support and development for teachers including the Mentor and Induction program plus coordination of district-wide professional development. Five professional development days are stipulated by the school calendar. The days are designed to strategically balance district versus building needs as well as addressing individual interests by providing choice. Choice supports the implementation of curriculum; broadens, enhances, and refines instructional strategies; deepens content

knowledge; allows for observation of best practices; and meshes assessments with instruction. A major focus for our professional development is literacy across the content areas. This focus will continue through next year as well.

We are proud to provide our Burlington staff with a wide variety of forums for professional discussions and high quality development as we continue to sharpen skills and strive for excellence. Burlington continues to boast of long-term relationships with a host of partnerships with outside agencies including Primary Source, Teachers as Scholars, and Massachusetts Computer Using Educators (MassCue). By providing a depth of offerings, lesson modeling, and coaching, we foster growth, deepen content knowledge, and refine instructional practices. This in turn leads to academic achievement and positive student outcomes.

Respectfully submitted,

Cynthia Marchand  
Assistant Superintendent  
for Curriculum and Instruction

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## **BURLINGTON HIGH SCHOOL**

In accordance with the requirements of the Commission on Public Secondary Schools of the New England Association of Schools and Colleges (NEASC), Burlington High School continued to address the 14 recommendations that were designated as in-progress in the two-year progress report submitted in October of 2006. These 14 items will be completed prior to the Five Year Progress Report due in March of 2009.

Burlington High School students continued to perform exceptionally well on the MCAS tests. More than 99% of the Class of 2007 passed the ELA and Math MCAS tests, while over 84% of the class achieved Proficient or Advanced in both the English Language Arts and Math MCAS tests. Further indication of student achievement was evident in the school report card required under the federal *No Child Left Behind Act*. The Adequate Yearly Progress (AYP) Report showed that BHS performed high in both English Language Arts and Math.

Following the retirement of Linda Hayes, a Burlington High Alum, BHS welcomed a new Principal (Patrick Larkin). BHS also saw the retirement of Dawny Gershkowitz from

the Special Education Department. Other new staff members include Mark Sullivan, Associate Principal; Wendy Czerwinski, Science; Wesley Johnson, Science; Esther Santos, Science; Shanda Hutchinson, Social Studies. Mr. Joseph Attubato was also named the Director of Student Support Services after finishing out the 2006-2007 school year as the interim in that position.

Burlington High School also continued as one of five Massachusetts high schools participating in the States Scholars Initiative. This national initiative brings business leaders into the schools and classrooms to encourage students to take a demanding four-year curriculum. Students who meet the States Scholars requirements are recognized for their achievement and are eligible for special programs and scholarships. This initiative will also help BHS students find meaningful internships which help them make the connection between the skills they are developing in school and how they will be directly transferable to the workplace.

Among many highlights was the recognition received by the Burlington High School staff for its work in raising academic standards as noted in the April 2007 edition of *Educational Leadership*. BHS was recognized for its extensive efforts in preparing all students for post-secondary educational opportunities. Another high point was the publication of a Senior English textbook by the BHS English Department. The production of this resource saved BHS thousands of dollars and, more importantly, allowed students to highlight and write notes in the margins of their book, helping prepare them for what they will need to be able to do in their post-secondary studies.

The Burlington Education Foundation also awarded a grant to Student Council Adviser Bob Conceison for an assembly with Travis Roy. This assembly for the entire student body allowed BHS students to interact with a person who has achieved goals and made adjustments along the way, despite the most devastating of obstacles. In addition, a number of copies of Mr. Roy's book *11 Seconds* were purchased for the school by the BEF.

Burlington High School continued to honor its veterans at the annual Veterans Day Assembly. In addition, the sixth anniversary of the September 11th terrorist attacks were marked by a moment of silence in honor of Burlington's Robert Hayes, Thomas McGuinness, and Mary and Jim Trentini. Following this, a special selection was sung by members of the BHS Chorus and a bouquet of roses was

placed in front of the plaque in the lobby bearing the names of the Burlington victims.

Community service projects continued to play a big role at BHS. Once again, the OPEN Community Service Club, under the leadership of Alan McRae and with the assistance of Joan Proctor, collected donations for the troops serving in Iraq and Afghanistan, sending more than 100 boxes for the holiday season. The response from the troops for these care packages was overwhelming as numerous letters made their way back to BHS thanking our students, staff and community members for their wonderful support.

The second stage of our exchange program with a high school in Cles, Italy took place in September when 14 Burlington High School students and four staff members traveled to Italy and spent a week with students from the Italian high school and their families. This exchange agreement has been continued for another cycle of exchanges with students from Italy scheduled to come in September of 2008 and BHS students returning to Cles in September 2009.

Respectfully submitted,

Patrick M. Larkin  
Principal

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## **ART DEPARTMENT**

Burlington High School art students again received honors in the Boston Globe Scholastic Art Exhibition. In all, five Burlington art students earned recognition for seven individual pieces (out of thirteen entries the school was allotted). The following art students earned honors at the annual competition: Max Arsenault earned a Silver Key in the category of Computer Art. Ross Baker earned a Silver Key in Computer Art. Sam Faller earned a Gold Key in Design: Plans and Models for his 3D design of a home; he earned an Honorable Mention in Painting. Rachel Gregorio earned a Gold Key in Photography (Her photo was also nominated as a best in show for the category by one of the three judges on the panel.). Marissa Jones earned two Silver Keys, both in Computer Art. These artists were selected from over 3200 entrants in the competition. An exhibition of the over 300 Gold and Silver Key winners was on display at the State Transportation Building in Boston through February and

March, and awards were presented at a ceremony at John Hancock Hall on February 11. The gold key pieces moved on to the national competition in New York.

The BHS Art Department held its first Art Activity Fair in February in the high school cafeteria. There were over a dozen stations with various activities in which students could participate, from line drawing to caricature art to clay heads and vessels to "tape-art" (a kind of mural making), as well as demonstrations of processes and techniques. Over three-hundred students attended, and the activities were led and taught by students in ceramics, interior and exterior design, drawing and painting, photography, and portfolio.

In March of 2007, the department produced its thirty-fourth annual "Exhibition." Hundreds of pieces of work were exhibited in the high school library and main lobby. Student Ross Baker designed the invitations and posters for the event. The reception for the exhibition was well attended.

In May, students from the portfolio class hosted a reception for Burlington High School's first Portfolio Exhibition. The show was organized and hosted by the twenty juniors and seniors in the advanced art course, who supplied refreshments and offered commentary on their works to guests. The reception coincided with the Music Department's annual Spring Concert.

Rachel Gregorio and Shauna Leva were selected to represent Burlington High at the annual Art All-State Festival at the Worcester Art Museum. Art All-State is jointly sponsored by the museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education and the Massachusetts Directors of Art Education. Both Ms. Gregorio and Ms. Leva enjoyed the experience. Ms. Leva plans on enrolling in art school upon graduation. Ms. Gregorio is looking forward to studying communications.

In the spring, the art department responded to a request by the Burlington town library for student involvement in their "Chair Project." Students in Ms. Riley's drawing & painting class painted chairs using visual themes. The chairs were displayed in the town library and later auctioned.

Graduating students of 2007 were accepted into art and architecture programs at Carnegie Mellon University, Rochester Institute of Technology, Montserrat College of Art, Syracuse University, the Massachusetts College of Art and Design, the Art Institute of Boston, and the New

England Institute of Art. At least eight of our art students were planning on majoring in art or architecture in college.

At graduation, Christina Coyne was awarded the Vickie Graham Award and Samuel Faller was awarded the Prescilla Kilgore Award, both for their accomplishments in the visual arts.

Students Ivan Gombya, Jennifer Nille and Nida Suhail were awarded full scholarships by the Art Institute of Boston to its Young Artist Program during the summer. This was Mr. Gombya's third year participating in the program. Anesu Dhliwayo (Class of 2008) was awarded the Houseman Scholarship and attended the Boston Architectural College Summer Program for the second year as a Houseman Fellow.

During the summer, the Burlington Historical Museum presented an art show that included drawings and photographs by five BHS art students.

Over thirty Burlington students exhibited their art works at the High School Art Majors Exhibition sponsored by the Lexington Arts & Crafts Society this fall. This exhibit was shared with several neighboring communities, and the reception for the event was well attended.

As always, curriculum-based field trips played a big role in our students' learning this past year. Students participated in trips to New York's Metropolitan Museum of Art and the Museum of Modern Art.

The Macintosh lab, part of the long-range technology plan financed by Sun Microsystems, continues to provide students with exciting possibilities in the computer graphics field. In addition to the digital arts course, both the graphic design and the interior and exterior design courses frequently access the equipment and graphics programs. Many of the works created in the lab go on to publication as posters, banners, and program covers for the graduation ceremony, the school musical, the athletic booster club, and the high school's Program of Studies. Several of the artworks that earned recognition in the Boston Globe Scholastic Art Awards were created in this lab.

Ms. Christina Chang-Riley serves as the advisor for Students for Asian Cultural Awareness. Mr. George Ratkevich continues to serve as a co-advisor for COLLAB, the high school's literary and arts magazine. Mr. Ratkevich also continues to serve as an advisory board member for the Boston Globe Scholastic Art Awards.

Assisting the department in the fall of 2007 was Ms. Meghann Remick, who served as a long-term substitute within the department while earning her student-teaching hours from Boston University's MFA in Studio Teaching program. Ms. Remick had been a graphic designer for a firm in Boston for the previous five years.

Respectfully submitted,

George Ratkevich  
Art Department Chairman

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## **ENGLISH DEPARTMENT**

The English Department continued its mission of preparing students for lifelong literacy through academic and extended learning opportunities for every student. Our students again posted excellent results on the MCAS and Advanced Placement exam, evidence that our comprehensive approach to language arts instruction is working.

The department spearheaded several projects to extend student learning beyond the classroom. Shakespeare study was enhanced by professional companies who visited the high school. The acclaimed Actors Shakespeare Project from Cambridge worked on stage with each senior english class to instill a better understanding of acting and stagecraft. ShakespeareNow, a Westwood based repertory, performed *Romeo and Juliet* in the spring for the freshman and sophomore classes and conducted a lively question and answer session. In November, with the support of the administration, the entire senior class journeyed to the cinema to a premiere showing of *Beowulf*. Finally, every BHS student participated in Poetry Out Loud, a national competition sponsored locally by the Huntington Theatre Company. Every BHS student memorized and presented a poem in class; the class winners proceeded to a semi-final competition that winnowed the pool to 7 finalists. The project culminated with an enthralling final competition before the entire student body. Zachary Davis (07) won the laurel wreath and a ticket to the statewide competition in Boston as BHS Poet Laureate.

Curriculum development and professional development activities culminated in the launching of a new elective course and a self-published textbook. Contemporary Literature is now offered to juniors and seniors who wish to

read, write about and discuss the work of cutting edge authors. The self-published text for British writers in our senior classes has resulted in a customized textbook for every senior and a hefty cost savings for the School Department.

Additionally, student writing enjoyed school wide attention throughout 2007. The *Devil's Advocate* published several editions and captured not just the news but scores of interested readers. *Collab* magazine continued its fine tradition with a lovely publication of student writing and art; ditto for *Poetic Ramblings* a collection of work from members of our Poetry Club.

The numerous successes in and beyond the classroom would not be possible without the dedication and talent of the English faculty. With gratitude, I salute Timothy Calvin, Robert Conceison, Ethan Feinsilver, Anne Ford, Callie Graham, Karen Hallman, Shannon Cobrey Janovitz, Benjamin T. Lally, Diana Lombardo, Jessica Netishen, and Brenna Vigneau.

Respectfully submitted,

Robert W. Casey  
English Department Head

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## **FAMILY AND CONSUMER SCIENCE**

The Family and Consumer Science program is comprised of two components, Child Development and Culinary Arts. The Child Development program, led by teacher Rosemary Bransfield, continues to serve the needs of the Burlington community by providing a preschool program for Burlington residents. From a pool of applicants, 65 BHS students are chosen to work in the program. The Culinary Arts Program, which is headed by teacher Marjorie Arcand, offers courses in food preparation, professional cooking and gourmet foods.

Respectfully submitted,

Marjorie Arcand  
Rosemary Bransfield



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## **FOREIGN LANGUAGE DEPARTMENT**

The Foreign Language Department continues to offer students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. Six AP Spanish students and one AP Italian student received college credit on the highly competitive College Board exam.

Students and teachers were recognized by MaFLA throughout the year. Ms. Rita DeBellis' sophomore Latin student, Stephanie Chin was the winner of Essay of the Year in the annual MaFLA Foreign Language Essay Contest. Student awards for academic achievement went to Latin student, Samuel Faller, Sonika Hegde for Spanish, Christopher Magliozzi for Italian and Samantha Ellis for French. At the MaFLA Annual Conference in October, Spanish teacher Ms. Renee Botticelli presented a session with two other MAT in Spanish candidates detailing the results of her research project focusing on the teaching of Spanish.

Traveling to Italy in February, Ms. DeBellis, Ms. Suzanne Borin, and Mrs. Invana Gentile joined a group of Burlington educators who visited local schools in Rome. In September twelve Italian students went to Cles, Italy to participate in year two of the BHS Italian Exchange Program with Istituto Pilati. For one week they attended classes with their host students and traveled to Verona, Venice, Trento, and Sirmione on Lake Garda. Accompanying them were Italian teachers Mrs. Ilaria Hoerle, Mrs. Ivana Gentile, and Mrs. Maria Walton.

During Foreign Language Week in March, Mrs. Walton accompanied ten members of the Spanish Club to Fox Hill School where they taught Spanish to three classes. Mrs. Susan Price, advisor of the French Club, visited Marshall Simonds Middle School with club members who performed regional dances. Latin Club and advisor Ms. DeBellis raised over \$500 for Heifer International. Mrs. Hoerle's Italian Club also remained active. In April, thanks to a grant received from the Burlington Educators Foundation, Inca Son performed music from the Andes at two concerts for the entire high school community.

In March, Mrs. Hoerle and Mrs. Walton successfully completed the AP audits for Italian and Spanish, as required by College Board. During the summer Ms. DeBellis and Mrs. Walton revised the curriculum for Latin II and Spanish IV.

Respectfully submitted,

Maria P. Walton

Foreign Language Department Head

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## **MATHEMATICS DEPARTMENT**

The goal of the Burlington High School Mathematics Department is to meet and/or exceed the needs of a wide academic range of students. This goal is accomplished by continuing accessing, upgrading, and implementing a variety of courses ranging from Advanced Placement courses (such as A.P. Calculus and A.P. Computer Programming) to Basic Skill Math and Computers.

The Burlington High School Mathematics Department consists of 14 full-time teachers with a combined teaching experience of over 250 years. Not only is the staff of the High School Mathematics Department experienced but it is both innovative and pro-active.

The High School Math teachers regularly attend professional development workshops and take courses relative to current math trends such as child-centered learning.

The Burlington High Mathematics Department takes pride in not only its teaching staff but in the following:

### **Math League:**

The Burlington High Mathematics Department continues to excel in the "Math League." This year's team, as defending champions, (with outstanding coaching by Mrs. Jean Saxe) finished behind only Bedford to clinch second place. Other teams in the league consist of Bedford, Arlington Catholic, Lexington Minuteman, Wakefield, Woburn, Stoneham, and Somerville.

**Computer Lab:**

The Mathematics Department utilizes three computer labs. All three labs continue to be used all 7 periods per day.

**Designated Mathematics Tutor:**

Students have access to individualized Mathematics tutoring 7 periods per day plus an additional hour per day after regular school hours.

**MCAS:**

The classes of 2005, 2006 and 2007 of the Burlington High School Mathematics Department have all (100%) passed the Mathematics portion of the MCAS. This success rate can primarily be attributed to a skilled Math department, especially Mr. Ed. Chapdelaine.

Respectfully submitted,

James P. Curtin

Mathematics Department Chairperson

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**HIGH SCHOOL PUPIL  
SERVICES DEPARTMENT**

The High School Pupil Services Department has worked to meet the diverse and complex needs of the high school student population. The Guidance Counselors, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals.

The Guidance Department continues to utilize the web-based college management system, called Naviance, which allows students to complete many of the tasks associated with selecting a college. This system provides an easy pathway for students to:

- Get involved in the planning and advising process
- Conduct in-depth college searches
- Research specific colleges
- Sign up for college visits at Burlington High School
- Communicate directly via email with their guidance counselors

The current junior and senior classes have access to the program. By late February the freshman and sophomore class will also have access. Furthermore, senior parents have also been given access to the program. The program now includes a "do what you are" assessment which allows underclassman to complete a comprehensive inventory of personal traits which helps determine career and college major interests. This allows BHS students to make better decisions about future goals.

Leisel Smith returned to her Guidance Counselor position from a one-year maternity leave. Additionally, Kim Osborne is on a maternity leave and plans on returning on February 8, 2008. Sarah Dodd is currently Kim's replacement.

The Guidance Department hosted representatives from forty-four colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. The Guidance Department also cosponsored a regional college fair held at Shriner's Auditorium that had representatives from over two hundred colleges and universities.

The 2007 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty-seven donors contributed to the 2007 program. Three hundred ninety-seven scholarships, totaling \$303,000 were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, five thousand eight hundred and ninety scholarships totaling \$4,536,557.00 have been awarded to the graduates of Burlington High School.

The program for special needs students continues to be effective in identifying learning problems while offering specialized instruction and academic diversity for those students with learning disabilities. As of December 2007, inclusion courses were being offered in the areas of english, mathematics, science and social studies. Additionally, inclusion courses were offered for the first time in college prep classes. In these courses, special education teachers provide direct support and service to students in mainstream academic classrooms. Learning Center classes are still available in all subject areas, including reading. Tutors provide additional organizational and study skill help.

There are currently eight special education teachers at Burlington High School, including Mrs. Kathy Allard and Mrs. Mary Vamivakas who have recently assumed special education instructor positions. Ms. Dawny Gershkowitz has retired after many years of dedicated service.

## The following is a profile of the Class of 2007:

Size of Graduating Class: . . . . . 236 students  
 Number of Students Continuing  
 Education: . . . . . 223 or 94.5% of Class  
 Number of Students Seeking  
 Employment: . . . . . 11 or 4.7% of Class  
 Number of Students Entering  
 Military Service: . . . . . 2 or 0.8% of Class

## Continuing Education Information:

Four-Year Baccalaureate Programs: . . 186 or 78.8% of Class  
 Four-Year Public State Institutions: . . . 97 or 41.1% of Class  
 Four-Year Private Institutions: . . . . . 89 or 37.7% of Class  
 Two-Year Associate Degree Programs: . . 23 or 9.7% of Class  
 Two-Year Public Institutions: . . . . . 20 or 8.5% of Class  
 Two-Year Private Institutions: . . . . . 3 or 1.2% of Class  
 Educational/Vocational Non-Degree  
 Programs: . . . . . 14 or 5.9% of Class

## 2007 CEEB Test Summary:

Mean Critical Reading Score: 521 Mean Math Score: 539  
 Mean Writing Score: 509

## SAT I Cumulative Percentages

(Per Cent of Students scoring at or above a given range):

	Critical Reading	Math	Writing
Above 700	5%	7%	2%
Above 650	12%	15%	11%
Above 600	24%	28%	22%
Above 550	41%	45%	39%
Above 500	64%	65%	58%
Above 450	82%	89%	74%

## # Of Scores In A Given Range:

	Critical Reading	Math	Writing
750-800	3	5	1
700-749	9	10	4
650-699	15	19	20
600-649	27	28	23
550-599	37	38	39
500-549	50	44	42
450-499	40	54	34
400-449	24	23	39
<b>TOTALS</b>	<b>205</b>	<b>221</b>	<b>202</b>

## SAT II Mean Scores:

Literature:	631	Biology M:	666
Math Level I:	618	Biology E:	565
US History:	576	Spanish:	462
Math Level II:	689	Physics:	695
Chemistry:	695		

Three members of the Class of 2007 were recognized as a National Merit Scholarship Recipients. Nine members of the Class of 2007 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, three members of the Class of 2007 were recognized as Advanced Placement Scholars with Honor and three students were recognized as an Advanced Placement Scholars with Distinction.

## MCAS Test Results Summary:

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

**Testing results upon graduation for the  
Class of 2007 are as follows:**

Original Enrollment of  
Class of 2007: ..... 236 students  
Passed both the English  
Language Arts and  
Mathematics tests: ..... 235 students or 99.5% of Class  
Passed the English  
Language Arts test: ..... 235 students or 99.5% of Class  
Passed the Mathematics  
test: ..... 236 students or 100% of Class

**Initial Testing results for the  
Class of 2007 are as follows:**

Scored either proficient  
or advanced on the English  
Language Arts test: ..... 197 students or 84.5% of Class  
Scored either proficient or  
advanced on the  
Mathematics test: ..... 196 students or 84.1% of Class

Respectfully submitted,  
  
Joseph Attubato  
Support Services Coordinator

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**READING**

Consistent with both the mission and the learning expectations of Burlington High School, the reading specialist continues to coordinate verbal skill development for all students. To assist students in the vital area of critical reading, the reading specialist provides testing, assessment, and consultation designed to support content area instruction. Individual referrals emanate from teachers, counselors, parents, and from students themselves. The high school reading specialist also participates in both the Literacy Initiative (year 4) and the Action Planning Team, in order to monitor the verbal skill development of the entire school population.

Respectfully submitted,  
  
Robert F. Conceison  
Reading Specialist

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**SCIENCE DEPARTMENT**

The 2007 school year was an excellent year for the Science Department. Four of our teachers, Mr. Rick Beaumont, Mr. Alan McRae, Dr. Peter Nassiff, and Mr. Chuck Wood, were recognized in Who's Who in High School Teaching.

Dr. Nassiff and one of our new teachers, Ms. Alex Santos, were "Research Experiences for Teachers" fellows at MIT's Haystack Observatory this summer. Their work can be obtained on a CD from Haystack or found on the Haystack website at [www.haystack.mit.edu](http://www.haystack.mit.edu).

One of our science students, Mr. Adhvait Shah, placed third in a regional chemistry exam.

Burlington 9th graders were superb in first high stakes MCAS Science exam given last June. Around 94% passed (compare to only 67% statewide). Freshmen physics was rated in the top 12 schools statewide and chemistry was in the top 25. In addition, all 66 biology students passed.

Our students excelled in AP science courses. Sixty-five students (83% of all students taking AP science courses) received AP science credit. One hundred percent passed biology, 100% passed chemistry, 95% passed calculus physics, and 60% passed environmental science. This is a substantial increase over last year. Around 37% (24 students) obtained the highest possible score of 5.

We hosted the American Chemical Society's "High School Teachers' Night," in October.

Dr. Nassiff, a DOE consultant was on the State MCAS Committee and worked on the MCAS Standards Setting Committee this summer.

Through the Community Service Club, Mr. McRae, with generous donations from the Burlington Community but especially from the Nordblom Co, Talon Group, and Veterans' organizations, distributed 120 gift boxes to local residents serving overseas in the military.

Mr. Wesley Johnson and Ms. Santos joined the staff in physics. Both are experts in astronomy. Other new teachers joining our staff were Ms. Wendy Czerwinski, a local resident, in chemistry and Mr. Matt Leonard in biology.

Respectfully submitted,  
  
Dr. Peter J. Nassiff  
Head of the Science Department

## SOCIAL STUDIES

During the past year, the Social Studies Department has successfully implemented curriculum modifications, maintained a strong and talented teaching staff, and faithfully executed our traditional activities.

First, we are pleased to report that the Burlington students who took the new Advanced Placement World History course, under the capable instruction of Miss Rachel Zucker, achieved impressive scores on the highly competitive national exam. As well, the Advanced Placement students in United States History also received their perennial good scores under the tutelage of Mr. Matthew D. Carr.

Upon the recommendation of Mrs. Katie Bercury, the School Committee adopted, in June, a new textbook for our popular psychology elective course. The new text is not only up-to-date with contemporary research but also comes with an array of teacher and student resource materials to facilitate learning.

The two fall professional development days, held on December 3 and 4, were extremely productive and beneficial. In the morning of the first day, Mrs. Ford and Mr. Lally of the English Department, briefed the members of this department on the features of a licensed software program called *Turnitin*. The purpose of the program is to help students with research papers and forestall the many pitfalls of plagiarism. During the afternoon session, teams of Social Studies teachers worked on the standardized portion of our mid-year exams and common course requirements.

In the morning of the second day, we toured the fabulous exhibit at the Museum of Fine Arts on Napoleon titled "*Symbols of Power: Napoleon and the Art of the Empire Style, 1800-1815*." There was also some time to visit other exhibits at the museum. In the afternoon, we were given a personalized tour of the cultural and literary holdings of the Athenaeum on Beacon Street—Boston's oldest independent library. For teachers, especially, the enrichment and stimulation provided by the visits to these two institutions cannot be quantified but is nevertheless remarkable.

Again, during the year, the Social Studies Department conducted the election, selection, and nomination of students for various awards and honors. Stephanie DiBona and Katie Gill were elected by their classmates to be the delegate and alternate, respectively, to Student

Government Day, held on April 5<sup>th</sup> at the State House in Boston. The two boys selected to attend Boys State, held this year from June 9-15, 2007 at Stonehill College, were Kyle Pierce and Bryan Scrocca. Only one Burlington student, Anesu Dhlwayo, attended Girls State at Westfield State College from June 17-22, 2007. Again, we thank the local units of the American Legion and Auxiliary, Post No. 273, for supporting these programs.

Zachary Ryan Davis, member of the class of 2007, was chosen to receive the "Good Citizen" award from the Middlesex County Bar Association during their annual Law Day program held on May 1, 2007 at the Cambridge Court House. In October, members of the class of 2008 elected Bryan Scrocca to be the recipient of the Daughters of the American Revolution "Good Citizen" award (nominated by the faculty and elected by the senior class). A certificate and pin will be presented to Bryan in March of 2008 at a ceremony conducted by the Lexington Chapter. Last, but not least, senior Andrea Celi won a scholarship of \$1,000 from the annual A.F.L.-C.I.O. scholarship examination administered each year by the Social Studies Department.

Burlington's local Student Government Day was enthusiastically held on May 10, 2007. Thirty-eight junior-year students were elected from the *World History II* classes of Mr. Bridge, Mr. Carr, Mr. Halvorson, Mrs. Rettig and Miss Zucker. As in the past, specific assignments to town elected and appointed officials were made by lottery. After appropriate comments and introductions at Town Hall, students spent the balance of the morning "learning the ropes" with their assigned town official. At lunchtime everyone gathered at the Café Escadrille for an excellent meal and lively discussion. After lunch, Mr. Robert Mercier, Town Administrator and master of ceremonies, distributed token gifts and sparkled with lively banter about how much they all enjoyed the day. Upon returning to the classroom, participating students shared with their classmates what they had learned that day about Burlington town government.

The biannual combined fieldtrip of Sociology and Law classes to the Massachusetts correctional facility at Bridgewater continues to be extremely popular with our senior students and is tirelessly conducted each semester by Mr. Costa assisted by Mr. Coughlin.

There was only one staff change during the year. Mrs. Katie Bercury, our psychology and United States History I teacher, was appointed in late July to the positions of

MSMS Assessment Coordinator and system-wide Literacy Coach. Mr. James S. Hutchison who has a master's degree in counseling from Marshall University and several years of teaching experience was hired to fill the interim vacancy.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman  
Social Studies Department

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## **DEPARTMENT OF ATHLETICS**

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

The Eighth Annual Burlington High School Athletic Hall of Fame Induction was held on October 4, 2007 and was another great success. The list of inductees included, for Coach, Helen Murphy McLaughlin and for team, the 1958 and 1959 Girls Basketball Team. The athletes included were Steve Annunziata, Jack Curtin, Kerry Murphy Fitzgerald, Alberta "Betty" Bayliss Kelly, Andrew Livezey, Shawn Maguire, Matt Shramek, Robert Sheerin, Howie Strachan and Michael Woodward. The inductees were honored at the Marriott Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy's Basketball team was lead by Senior Captain Joe Sheehan, and Kyle Pierce finishing 6 and 14. The Girl's Basketball Team was lead by Seniors, Diana Ryan and Lauren Hennessey, and they finished 9 and 11. The Boy's Hockey Team was lead by Seniors, Mark Cacciola, Paul Roth and John DeSimone, and finished 13 and 7 and 1. They also went on to tournament play losing to Arlington. The Girl's Hockey Team was lead by Seniors, Chrissy Conceison, Kate Schissler and Christy Jefferson, finishing 8, 11 and 1. The Boy's Gymnastic Team lead by Seniors, Sam Faller and Jeremy Steele, finished with a 7 and 0 record winning the league title. The Girl's Gymnastic Team, lead by Seniors, Nicole Arsenault and Caitlin Morgan finished with a record of 4 and 4. The Boy's Indoor Track Team led by Paul Lonero and Jason Steinbach finished 4 and 5. Greg Nelson was a state champion in the high jump and Paul Lonero was a state champion in the shot put. The

team of Greg Nelson, Dan Indingaro and Chris Tirrell were the team champions at the Division III Championships. Jenessa Redfern, Amy Pflanz, and Lindsey Tigges led the Girl's Indoor Track team, finishing 4 and 5. Michelle Langone broke the school record in the 300m with a time of 43.13 seconds, the 4 x 200m relay of Melissa Mancini, Lindsey Tigges, Amy Pflanz and Michele Langone broke the school record with a time 1:51.02. Senior Matt Brown and Dan O'Connell led the Boy's Swim Team to a 2 and 6 record. The Wrestling Team, led by Senior Captain Keith Mantia, ended the season with a record of 22 and 7 and 1. Freshman Kevin Barrucci was wrestling's first freshman State Champion.

The Boy's Baseball Team, this year led by Senior, Dan Walsh, finished with a record of 16 and 6. They went on to tournament play winning against Hyde Park and losing in the second round to Belmont. Softball had a record of 3 and 15. Leaders of the team were Stephanie Collins, Chrissy Conceison and Jill Peterson. Boys Lacrosse led by Mike Collins and Jeremy Steele finished 6 and 12. Boy's Tennis lead by Senior Captain, Marc Santilli finished 11 and 9. They continued on to tournament play losing in the first round to Manchester. Girl's Tennis was lead by Senior Rachel Dutton and finished with a record of 10 and 10. Boy's Track finished 5 and 4 lead by Edward Farrell, Paul Lonero, Dan Indingaro and Greg Nelson. Greg Nelson was the State Champ in 300-meter hurdles at the Division III Championships. Greg Nelson was awarded All American status. Joelle Bent, Kathleen Cronin, Sonika Hegde, Danielle Murkidjanian, Amy Pflanz, Jenessa Redfern, Katie Rizza, Emma Simmons, Lindsey Tigges, Jen Vachon and Aimee McCarron led the Girl's Track Team, finishing 6 and 3.

The Football team led by Captains Mike Kekejian, Ben Mullin and Alex Miliano ended the season with a 6 and 5 record. The Boy's Soccer Team, lead by Senior Captains Joe Crescio and Mike Digman finished 1 and 16 and 1. The Girl's Soccer Team, lead by Jennifer Brine, Kelly Hoarty and Melissa Karlen finished with a 4, 12 and 2 record. The Golf Team was lead by Brendan Putney and ended the season with a 7 and 2 record placing second in the Middlesex League. Boy's Cross-Country, lead by Jason Steinbach, William Cao and Sid Narayanan finished 4 and 5 and the Girl's, led by Nicole Gamez, and Liz Merlino finished 3 and 6. Girl's Swimming and Diving finished 1, 6 and 2 led by Marissa DiGregorio, Jenn Mantia and Paula Slowe. Field Hockey finished 0 and 18, led by Shweta Bhatt, Jenna Burke and Kelley Warnock. The Competition Cheering Squad also

had a great season finishing first in the Middlesex League again, as well as Division III State Champions qualifying them for the Nationals in Dallas, Texas where they won the National Championship. Girls Volleyball was led by Catie Piccolo, Kayla Carnell and Nida Suhail and finished the season with a record of 4 and 14. The Athletic Department would like to congratulate all the athletes.

Respectfully submitted,

Edward L. Gillis  
Athletic Director

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## **HIGH SCHOOL LIBRARY**

The library purchased many new resources for the 2007 school year, including adding titles and DVD's to the poetry collection to support the English Department with the statewide and national Poetry Out Loud contest. Two new databases were also added: United States at War and Issues: Understanding Controversy and Society. These online social studies resources are current, authoritative, and aligned with the state frameworks. They can be accessed at home or from the BHS library website (<http://www.burlington.mec.edu/hs/library/>). They help develop students' historical understanding, information literacy, and critical thinking skills.

The student library book club continued throughout the year meeting once a month on Tuesday afternoons.

The librarian, Ms. Kelley DiSanto, led another faculty book discussion with middle and high school teachers. The group increased to sixteen members. African literature was the focus for the 2007 school year.

The BHS library student book club also continued throughout the year meeting once a month on Tuesday afternoons. There were twelve students in the club from all grades. The reading theme for the year was "good vs. evil."

In a collaborative effort with the English teachers, the librarian created multi-media presentations for the books "Balzac and the Little Chinese Seamstress" by Dai Sijie and Chinua Achebe's "Things Fall Apart." These presentations quickly and successfully provided students with audio and visual connections to stories set in revolutionary China and tribal life in an Ibo Village in Nigeria.

In the spring, Ms. DiSanto took online classes in literacy through literature and multicultural literature courses from Fitchburg State College. These courses helped create a current world literature book list for BHS students.

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

Respectfully submitted,

Susan Kelley DiSanto  
Library Media Specialist

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## **MARSHALL SIMONDS MIDDLE SCHOOL**

The administration and faculty worked in a collaborative manner to reach a number of important learning objectives at Marshall Simonds Middle School in 2007. A new math curriculum was used at all grade levels to highlight essential math concepts and to address math weaknesses indicated on recent MCAS assessments. New inclusion initiatives were extended to teachers and students in the area of English language arts. Several professional development opportunities were made available to middle school teachers of math and English language arts. SMART BOARDS were installed in all math classes to engage students actively in daily learning activities. All middle school curriculums were aligned with the state curriculum frameworks in order to address school and state assessments. The faculty continued to develop their repertoire of instructional strategies.

The Massachusetts Department of Education Spring 2007 MCAS tests revealed significant performance gains for middle school students; 87% of the students in grade 8, 81% of the students in grade 7, and 78% of the students in grade 6 received scores at the advanced and proficient levels in the area of English Language Arts. Students in grades 6, 7, and 8 mathematics classes demonstrated improved scores at the advanced and proficient levels and the number of students who received warnings declined dramatically. Marshall Simonds Middle School was also informed in the fall of 2007 that all student groups in English language arts and mathematics achieved Adequate Yearly Progress. This national barometer of student academic gains has estab-

lished national improvement standards for students to exceed annually. Participation, attendance, and academic targets are established by the No Child Left Behind law.

During 2007, the School Council at Marshall Simonds met regularly to identify the educational needs of students, to review the school budget, and to formulate a School Improvement Plan.

Specific goals listed in the "Plan" included the following:

1. Continue to align curriculums to state standards.
2. Support teachers' efforts to work collaboratively and to develop their repertoire of instructional strategies.
3. Recommend the implementation of the 2007-2008 Marshall Simonds Middle School Technology Plan.
4. Address areas of student academic weakness indicated by MCAS results and Adequate Yearly Progress reports.
5. Develop specific facility recommendations for inclusion in the 2007-2008 school department budgets.

As we envision the future for our students, the middle school expects to prepare them for the 21<sup>st</sup> century skills. The implementation of instructional technology in all aspects of the middle school program is being used to enhance student-learning experiences. SMART BOARDS, laptops, and LCD projectors are being used as tools to promote exciting interactive lessons.

Throughout 2007 a multiplicity of school practices were promoted to create a school environment characterized by tolerance and respect for all groups. Lahey Clinic continued to sponsor a joint venture with Marshall Simonds entitled "Health Adventures" that met monthly with selected eighth graders. Educational forums were planned by the Parent Teacher Organization to review and discuss policies regarding bullying, adolescent drug involvement, and other relevant educational topics. A new form for students and parents to utilize to report cases of bullying, harassment or civil rights was implemented. The middle school also conducted many assemblies, concerts, and special events that provided students with opportunities for leadership and to recognize special student talents.

Two outstanding educators at Marshall Simonds Middle School retired at the conclusion of the 2006-2007 school year. Ronald Adams, a grade 8 mathematics teacher spent 39 years as a teacher in the Burlington Public Schools. Mr.

Adams' dedication to his students, strong academic preparation and positive and cooperative demeanor made him a significant contributor to the academic and developmental goals in place at the middle school. Joan Tuttle worked for 37 years in the Burlington schools devoting her varied talents for the best interests of students, colleagues, and parents. Mrs. Tuttle was a classroom teacher, reading specialist, technology educator, and most recently a Team Leader at Marshall Simonds Middle School. Joan's work ethic, curriculum leadership, contributions in the area of professional development and true dedication to the mission of middle school education were extraordinary.

The middle school community looks ahead to 2008 with great optimism. A strong school-home partnership, challenging learning expectations, and a desire to meet the individual needs of all students will remain as a foundation for future growth and development.

Respectfully submitted,

Richard J. Connors  
Principal

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## **FOX HILL SCHOOL**

Fox Hill welcomed the following new staff this school year: Crystal Grigway and Nicole Mondello – kindergarten teachers, Nicole DePiano – Grade 1 teacher, Marielle Silva – Grade 2 teacher, Elana Marsh – Grade 3 teacher, Erin Hevey – Grade 4 teacher, Doris Hill and MaryLou Binnall instructional assistants, Lisa Miksenas – Title 1 Assistant, and Susan Minghella – Literacy tutor. The Fox Hill staff makes a continued commitment to meet the needs of all students at Fox Hill.

Fox Hill has written a new mission statement which renews our commitment to the needs of all learners.

It is the mission of Fox Hill School to:

- Ensure all students acquire knowledge, skills, and independence.
- Support a diverse learning community committed to helping all students achieve their full potential intellectually, socially, emotionally, and physically.
- Foster a mutually supportive environment for students, parents, faculty, and staff in a safe, trusting environment which promotes life-long learning.



In addition, we have created a school motto: Fox Hill Sails the 4-C's – Collaboration, Cooperation, Compassion, and Creativity. The motto clarifies the commitment students and teachers have towards each other.

Fox Hill runs a variety of after school programs meeting the needs of students with various skills and abilities. Fox Hill runs an after school MCAS program reviewing past MCAS tests and helps students in fourth grade prepare for the MCAS math test. The Math Olympiad program provides opportunities for children to engage in creative problem solving activities which develop the ability to reason, to be logical, to be resourceful, and occasionally to be ingenious. The After School Academic Clinic will support completion of class work, completion of homework, and development of study skills while supervised by certified teachers. The After School Writing Program is aimed at children who enjoy writing and are looking for an enrichment experience.

The Fox Hill PTO supports teachers and students at Fox Hill. The Pumpkin Fair, Bingo party, Ice Cream Social, school wide picnic, and numerous other activities provide entertainment as well as fundraising for the PTO. The PTO provides funding for student field trips, grade level projects, and resources in classrooms. Most recently, the PTO purchased a rock wall for the gymnasium, reading room resources, school wide celebration supplies and parent resource center materials. The PTO is a strong support to the school and teachers.

The Fox Hill Staff has begun working in teams to develop consistent goals and expectations for students at all grade levels. This model of professional learning communities allows for teachers to collaborate around common goals and expectations for students. Teachers are working together on a weekly basis to discuss the best ways to meet the needs of all learners.

The Fox Hill School actively participates in numerous philanthropic events throughout the year. Items such as toys, books, games, coats, hats, mittens, and old cell-phones went to various organizations such as: People Helping People, Boston Community Schools, Coats for Kids, and US troops overseas. Students also collected money for UNICEF during Halloween. Students participated in each of these activities by decorating boxes, sorting and counting items, and speaking to classes about the upcoming charity events. Fox Hill students participated in a "Hop-a-thon" to raise money for Muscular Dystrophy.

Specialized instruction is provided in a variety of programs. Fox Hill teachers provide special education services, speech and language support, occupational therapy, physical therapy, english language services, title I, and tutoring. These services are provided to students who qualify for support based on various academic needs. In addition, Fox Hill is pleased to house the PDD – LABBB program with students having the opportunity for integration into the general education program.

Respectfully submitted,

Eric Sprung  
Principal

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## **FRANCIS WYMAN SCHOOL**

Francis Wyman School found 2007 to be a year of learning, caring, and change. The focus on student learning was amplified by enriching experiences that support the curriculum as well as each student's social and emotional development. Caring for each other and sharing with those in need is highly valued as demonstrated by the myriad of service projects completed by the entire school community.

Developing a professional learning community is a most successful approach to creating an environment which supports student achievement and success. Teachers work collaboratively to review data, determine goals, and focus on results. An Instructional Leadership Team was created and Grade Level/Team Liaisons were determined in order to provide a shared decision-making system for school improvement. Grade level and specialty teams meet regularly to work on goals that were determined by each team. The Instructional Leadership Team assists teams in data analysis and contributes to the development of a comprehensive strategic plan. Mrs. Barbara Wotherspoon provided professional development to support us in this initiative.

Responsive Classroom philosophy and methods continue to be the focus for social skill development. Teachers refine their skills and develop their knowledge of the Responsive Classroom program. The week long training was offered in Burlington during the summer and was well attended by new and veteran staff.

Curriculum initiatives remain on the forefront so that we can provide quality instruction through best practices. In Language Arts, the *Six Traits of Writing* program was an area of focus. Mr. Fred Wolff, a writing consultant, worked with teachers in grades 3-5 to enhance their skills and knowledge in implementing this program. The *Foundations* reading program was piloted in kindergarten to determine its effectiveness in supporting early literacy learning. A one hour and a half literacy block has been scheduled in all grades to optimize student learning of these important skills. In mathematics, teachers have been learning to implement the updated version of the *Investigations* mathematics program. This program is also being piloted in kindergarten and grade one. The Math Coach, a newly added position, works with teachers and supports students in classrooms on a regular basis. Teachers dedicate at least one hour a day to mathematics instruction.

The social studies curriculum was reviewed at each grade level which helped teachers generate lesson plans and learning activities. These were shared at each grade level. The new Social Studies K-8 Coordinator has found a variety of ways to support teachers as they strive to improve instruction in this area. Science continues to be exciting with activities such as the Rocket Launch, the Tidepool field trip, the Largest Pumpkin Contest, the Science Fair and the traveling classroom pets. Our Artist in Residence, Renee Covalucci, taught our students the art of wood block printing. The culmination of this project resulted in three scrolls depicting various aspects of American history. Two of them hang in our building and one hangs at the Central Office in honor of the late Katie Spinos. As always, the various specialists provided a variety of enrichment events such as Arts Night, Ice Skating, Field Day, and the Chorus and Band Concerts. Kindergarten provides the school with a variety of curriculum based performances including the famous Nutcracker performance and the Dinosaur Show. Culminating experiences unique to grade five were the Camp Bournedale trip, the DARE graduation and Beach Day!

The Francis Wyman School community is continuously involved in community projects. Several of the projects were Coats for Kids, the Hat and Mitten Drive, Treats for our Troops, and Saint Jude's Math-a-thon. The third grade held its annual bake sale and raised over \$600 for the Burlington Food Pantry. The Student Council's mission is to help the students and the community with a motto of "kids helping kids!" They worked with vigor on their Belarus Project which provided backpacks full of school supplies for needy chil-

dren in Belarus. This international service project exemplified the school community's sincere commitment to helping those in need.

Partnership with parents is demonstrated in the activities of the PTO. Books, materials, field trips and enrichment activities are some of the benefits that the PTO provides through its volunteers and fundraising. Two of the large fundraising events included the Lowell Monster's Family Day and the Family Carnival.

The three playground areas were in need of repair for safety, access, and enrichment needs. The Francis Wyman Playground Committee spearheaded an enormous initiative of garnering community support to fund substantial playground improvements. As a result, the front play area was repaved, new bark mulch was delivered and spread, the materials were ordered for the walkways to provide access for those with disabilities, and Natural Playgrounds was hired to design a comprehensive natural playground that will encompass the entire back playground. There is more work to be done, especially in the area of fundraising.

To promote and enhance a positive work culture, the FISH Philosophy was introduced to staff this year. This philosophy consists of four basic beliefs: *Play, Be There, Make Their Day, and Choose Your Attitude*. Staff members work toward consciously implementing these beliefs. Staff members recognize each other by submitting FISHY Awards at each faculty meeting. Some rewards include FISH beads, fish-themed prizes, and the ultimate treat - a chance to park in the FISHY Award parking space!

This year marked an end of an era and the beginning of a new one at Francis Wyman School. After 37 years of working in the Burlington Public Schools, Principal Kathleen Burns retired in June. Throughout her tenure in Burlington, she worked as a teacher, guidance counselor, assistant principal and principal. She left behind a legacy of compassion, dedication, and service. As Francis Wyman School moves into the future under new leadership, the school will maintain the traditions and values that have been nurtured and cherished throughout its history.

Respectfully submitted,

Susan P. Astone  
Principal

## MEMORIAL SCHOOL

Memorial School continues to evolve as a community of learners, committed to providing an environment that supports the learning of all of its members. Our goal is to help children reach their highest potential as students and as people. Toward that end, an instructional program aligned with state and district curriculum frameworks is taught by a highly qualified and dedicated staff who participate in varied professional learning experiences to extend their knowledge and skills, and contribute to curriculum and instructional initiatives within our school and the district. Here at Memorial, we have implemented a social skills curriculum designed to teach strategies for resolving conflicts, interacting kindly and respectfully with peers, taking personal responsibility for individual actions, and learning from mistakes. Children and adults strive to treat each other with dignity and kindness, and live by the "pillars of character" - trustworthiness, respect, responsibility, fairness, citizenship, and caring.

During 2007, there were many changes in staff. At the school level, fifth grade teacher Sally Rubin and social worker Elsa Lichman retired after many years of dedicated service to the children and families of Burlington. We appreciate their many contributions to our learning community, and wish them the very best as they begin new chapters in their lives. Kindergarten assistant Crystal Grigway, building substitute Melanie Duncan, World Languages teacher Joan Fiore, and occupational therapist Angela Mahoney moved on to new challenges. Due to these and additional changes in enrollment and grade level configurations, kindergarten teacher Michele Burnham returned to teaching first grade, second grade teacher Debbie Sullivan re-joined the kindergarten team, and new staff members Rita Abela, World Languages teacher, occupational therapist Kris Reynolds, kindergarten assistant Lisa Gianis, and building substitute Erica Glennon became part of the Memorial staff. Steve Levin, librarian, and Gayle Field, library assistant, were assigned to our school in late 2006 when the number of school librarians was reduced to meet the needs of an ever-tightening budget. Because we share this library staff with another elementary school in the district, they are each here at Memorial separately two days a week. Both have proved to be welcome additions to our school, providing students and teachers with library experiences and resources.

In keeping with the district goals, the focus on literacy and numeracy development continued in grades K-5. Teachers took part in professional development experiences around literacy and writing, focusing on strategies for incorporating writing into mathematics instruction and other curriculum areas, and helping students to become better writers. Common planning time was scheduled for teachers at each grade level, where lessons incorporating these strategies were designed and planned. As a faculty, we came together to learn from the data on student learning, including MCAS test results, literacy assessments, end-of-unit assessments in math, and other student work to analyze students' areas of strength and need. Our goal was and is to improve instruction and to better meet the needs of individual students, and we have been exploring ways to provide timely interventions for students who struggle with various aspects of curriculum. Finally, with their district colleagues, teachers also came together in grade-level groups to further the development of a district social studies curriculum aligned with the Massachusetts curriculum framework in history and social studies.

In the classroom, teachers implemented balanced literacy and standards-based math programs in accordance with district initiatives and frameworks. High-interest activities like *Read Across America* (Dr. Seuss Day) put the spotlight on reading for pleasure. As in the past, teachers worked together to recruit scholar-athletes from BHS and make arrangements for them to read to all of our classes. A special lunch of green eggs and ham prepared by the cafeteria staff ended the morning's experience on a fun-filled literary note. Fourth and fifth graders once again participated in the Massachusetts Children's Book Award program, encouraging them to read independently in order to vote on the year's best book for middle-graders, providing opportunities to extend and apply skills and develop confidence as readers and writers. A successful and well-attended Family Math Night was held in April; organized and presented by teachers, attended by children and family members, children and adults were engaged in solving problems and meeting challenges, and having fun doing both. Throughout the year, our technology teacher worked with students and teachers in kindergarten through grade five, integrating technology into curriculum units and using the computer as a tool for learning. Students in grades one through five had the opportunity to learn more about the language and culture of Italy. The Science Center continued to provide hands-on/minds-on science experiences for

grades K-5 to help every child learn to think like a scientist. And in launching or culminating units of study, teachers planned field trips or designed projects to help students make connections and make learning “come alive.”

In addition to acquiring and honing academic skills, students had many opportunities to develop themselves as artists, musicians, and athletes. As always, the obstacle course, annual volleyball game, and end-of-year Field Day were highlights in the physical education program. Besides learning skills and discovering ways to “exercise” for life, students also learned about fairness, sportsmanship, and leadership. Music continued to be part of the pleasure of being a student at Memorial, whether it was learning to play an instrument (recorder or otherwise), using one’s voice as an instrument, preparing for the winter or spring concert, performing in a Pillars of Character assembly, or honoring our veterans – past and present – for their service to our country. Student artwork adorned the walls throughout the year, transforming our hallways into a gallery or winter wonderland, depending on the season. In the spring, in conjunction with our PTO Pancake Breakfast, the cafeteria became a magnificent Museum of International Art, with the country of origin of every Memorial student reflected in some way in the exhibit of student work. Families and teachers created table displays of artifacts and foods from their own country of origin, and once again, it became an opportunity for us to learn from and with each other.

There were other opportunities for learning too. A Pre-School Read-Aloud program introduced children and their families to where they would attend kindergarten, making them feel comfortable and welcome in their new school. Learning experiences were shared between some of our fifth graders and students at the Perkins School for the Blind to promote respect and understanding toward others. Classes “buddied up” to provide opportunities for peer teaching and learning, and to encourage social development in older and younger students too. An after-school Homework Club for students in grades three through five provided teacher-support for homework and study skills, and an After-School Skills Workshop helped to improve students’ math and problem-solving skills. Throughout the year, children had opportunities to learn to “give back” and be good citizens with our participation in the Burlington Food Pantry drive, Toys for Tots, Overcoats for Kids, and Treats for our Troops, created and carried out by a Memorial parent, and involving schools throughout the district.

As always, the PTO served a vital role at our school. Using the fruits of their creative fund-raising to sponsor many activities and events throughout the year, they supported and enhanced learning, and fostered community among students, families, and staff. New families were warmly welcomed to the school with the traditional New Family Night, Wish List donations were made to support classroom activities, and field trips for grades K-5 received financial support. Enrichment experiences included visits with authors Mitali Perkins, Brian Lies, and Eleanor Rossellini, and a whole-school performance by “Made in the Shade,” a musical group that introduced us to jazz and taught us its history; each of them expanded students’ views of their world and broadened what they were learning in the classroom. Social events for students like the Ice Cream Smorgasbord in December and June, and Pizza/Movie Night in November and March, and family activities like the Pancake Breakfast and end-of-the-year Family Picnic, provided opportunities for us to learn and laugh together. In the spring, many adult members of the Memorial School Family, along with members of the community at large, attended the Second Annual Evening of Wine-Tasting at the Hilton Garden Inn. Once again, this adults-only evening was an enjoyable way to raise funds to support school activities for kindergarten through grade five, and create personal connections and strengthen friendships at the same time.

Dedicated teachers, supportive families, and students eager to learn make Memorial School a special place to learn and to grow. We are grateful for the support of the Town of Burlington, and look forward with great anticipation to the future construction or renovation of our school.

Respectfully submitted,

Karen Rickershauser  
Principal

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## **PINE GLEN SCHOOL**

Pine Glen is focused on excellence in learning. We strive to educate the whole child. This year, through grade level teams, we are focused on collaborating to promote results oriented and measurable learning. Everyone is a participant in this process. As it has been said, life is not a destination...it is a journey.

Pine Glen Elementary School continues to grow as a professional learning community. We have restructured our schedules to support us in meeting this goal. Additionally, we continually strategize to enhance our implementation of an inclusion model, in order to best meet the learning needs of all students. We continue to develop our after school program that supports student learning.

The end of a school year often brings transitions. Marsha Rubino retired in June. Mrs. Rubino was a wonderful teacher. Her professionalism and spirit will be missed at our school. Our technology specialist, Kris Cain, relocated to the west coast. Regrettably, Mrs. Spang was transferred to another school. Mrs. Spang had been a positive advocate for the visual arts for many years at the Pine Glen School. She is deeply missed by our students and their families. Each one of these professionals brought their special gifts to our learning community, and they will be missed. We wish them the very best as their lives branch out in new directions.

These transitions provided us with the opportunity to hire several new staff members. Kim Kalinowsky, a kindergarten teaching assistant, was hired as a grade 1 teacher. Diana Marcus, who has worked in the district and at Pine Glen in our learning center, was hired as a grade 5 teacher. Filling the opening left by this appointment, Jill Cunha was hired as a learning center teacher. Courtney Fallon, who had served the Pine Glen School as a permanent substitute, was hired as our art teacher. Karen Hoyt and Michelle Bridges were hired as teaching assistants. Jacklyn McLaughlin and Alexis Carlson were hired as literacy tutors. Diane Fitzpatrick is our new permanent substitute. Each one of these employees has already had a positive impact on learning at Pine Glen. Also, in September three staff members were out on maternity leave. We were very fortunate to have three retired teachers Carol Jacobson, Kathi Horton, and Jill Papadonis to cover the openings. These experienced teachers provided a smooth transition for our students until their regular teachers returned.

To meet the ever increasing needs for additional space, we moved our learning center, making it into a grade 4 classroom. Space was created, by dividing up another classroom. The new space gave us a small teaching area for the learning center and areas for other academic supports. Once again, Mr. Robinson and the Buildings and Grounds Department rose to the task in a helpful and creative manner, making these spaces available for students. We extend a thank you to them for getting everything ready for a new school year.

The search for space is a continuing struggle at Pine Glen. Next year we are expecting to add another classroom. As a result, we have started the conversation around creating a mobile computer lab, since the current technology space will probably be used to ease the need for an additional classroom.

The Town of Burlington has a long standing tradition of pride in...and support for...our schools. At Pine Glen we strive to help our children recognize the importance in giving back to our community, our nation, and our world. With the support of our Student Council, PTO, School Council and BEF we have participated in a variety of service projects that helped our students to understand the meaning of "giving back." Over the last year, our students participated in the St. Jude Math-a-thon, establishing a PTO Family Fund, donating to Pangliu Village (in China), and other service related events.

In last year's report we mentioned the planning stages for a mural to be installed in the foyer at our school. With financial support from our PTO and the Burlington Cultural Council we were able to hire an artist in residence, named Yetti Frankel. She worked with students to incorporate their drawings into a masterpiece. The theme is "World Cultures." The result is a magnificent student created mural that every child in the school participated in making. It is a beautiful tribute and a visual reminder of our ability to work together around a common goal. We invite the Burlington community to visit our school and come to see what we have accomplished.

At Pine Glen we continue to focus on excellence, responsibility, respect, integrity, perseverance, and empathy. These words guide us in all our learning. We encourage all members of our school community to see themselves as life long learners who are willing to use education as a means to enhance our world, making it a better place for all.

Respectfully submitted,

T. Jane Graham-Dwyer  
Principal

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## **BURLINGTON SCIENCE CENTER**

The Burlington Science Center enjoyed another year of exciting Science! Here are some of the activities conducted this year to make science come alive in Burlington Public School Classrooms:

- This year's interactive exhibit was entitled the Science of Massachusetts. It featured some very exciting specimens including: the Massachusetts state rock, mineral, gem, building stone, fossil, bird, tree, marine mammal, shell and even fruit! Some of the display specimens were on loan from private collections and considered priceless.
- The Science Center ran Burlington's Largest Pumpkin Contest this year. Elementary students were provided with Big Max pumpkin seeds to grow at home over the summer. The winning 91-pound pumpkin was grown by Jeenal Patel of Pine Glen School.
- The large auditorium presentation featured this year focused on the science of flight. Students learned both the physical and natural science aspects of flight. Large birds including a red-tailed hawk and a tom turkey were highlighted in the program.
- The Science Center was granted possession of the Perry Cubmarine model from the New England Aquarium. With the assistance of parent volunteers and an intern, the fall was spent restoring the model, which hung from the ceiling at the Aquarium for over 30 years and was fondly referred to as the Yellow Submarine. The completed restoration of the submarine will culminate in a traveling exhibit to all of the elementary schools. The Boston Globe covered this exhibit in a full feature article.
- Mr. Papadonis and Ms. Pavlicek were assigned additional responsibilities this year, servicing and coordinating science in the middle school. The new positions will support science learning at the Marshall Simonds Middle School as well as all the elementary buildings. The goal is to build a more consistent science base for Burlington students.

The Science Center continued its goal of providing high-powered science education via the following activities: chick hatching, frog hatching, live animal visitors, live animal programs, physical and earth science programs and reservoir and tide pool trips.

Respectfully submitted,

John N. Papadonis  
Wendy Pavlicek  
Mary Lou McQuinn

### COMPUTER/MEDIA SERVICES DEPARTMENT

The Burlington School District is committed to providing a variety of technological tools, resources, and professional development to support staff and administration as they infuse technology into the teaching and learning process. Our aim is to provide a substantial infrastructure, timely assistance, and high-quality professional development to insure ease of use by both staff and students. A speaker at a recent "Model Schools Conference" suggested that children of today live in an "i-phone" world and are taught in a blackboard classroom. Our goal is to change that image. We need to insure that Burlington teachers are prepared to integrate the latest technologies into instruction in order that Burlington pupils understand how to use the tools available and are prepared for the rigors of the 21st century technological age.

This year has been one of restructuring for the technology department. The retirement of Director, Arthur Fallon and



Burlington Science Center's Giant Pumpkin Contest Participants for Fall 2007

the elimination of one technician, Robert Russo, have led to a reduction of staff in the department. After 35 years of dedicated service to the Burlington Public Schools, Arthur Fallon retired. The retirement of Beverly McAleer, computer specialist at Fox Hill left a vacancy which was filled by Dan Donoff. Kristine Cain, computer specialist at Pine Glen, resigned and relocated to California and her position was filled by Andrea Canfield. Arthur, Beverly, Kris, and Bob will be missed for their extensive contributions and their commitment to both students and staff in Burlington Public Schools. We are fortunate that although Arthur has retired, he willingly returned to consult with the district this fall, providing additional needed support. Other changes due to reorganization include clerical positions: Donna Smith assumed a position in the Marshall Simonds Middle School office and Pat Enos took over the secretarial position in the technology department. The district hired José DeSousa for his new role as the Network Manager based on his solid knowledge base and expertise with networks and systems.

The Computer/Media Services Department continues to support all aspects of technology, library and media needs across the district. Use of multimedia expands to address the growing needs of students and staff. We seek to increase resources, such as United Streaming (rich video and online teaching resources), and use of Pod Casts in the classroom to enhance curriculum and support instruction. Professional development regarding new technology tools, integration, and use of peripherals was provided this fall and will be ongoing throughout the year. Our goal continues to be increased teacher facility with both current and new technologies and equipment. The purchase of SMART BOARDS, laptops and LCD projectors for all Social Studies teachers at the Middle School level allows for expanded use and curriculum enhancement. Funding also provided two SMART BOARDS, LCD's and laptops for each department at the high school (with the exception of math which has them in place currently) to support our efforts and enhance academic achievement. Training in the use of the SMART BOARD tool was provided in the fall and will be offered again at each level this spring to insure maximum use and integration with curriculum and instruction. Funding for laptops for all classroom teachers, grades 4 & 5, as well as a small mobile lab to be housed in each elementary school, will insure access and ease of technology and insure infusion into the teaching and learning process.

The purchase of a license for *Survey Monkey*, a data collection and survey tool, expands and augments our ability

to chart our efficacy with professional development. The specific feedback highlights our success and informs our future planning of professional development in an effort to best meet the needs of individual staff members as well as district initiatives. This tool also has further implications and uses as we seek feedback in other arenas.

José DeSousa and Cynthia Marchand devised a form to facilitate EPIMS data collection which José DeSousa then made intranet accessible allowing all staff to input their individual information. This process increased efficiency and reduced time needed for collection, thereby assisting Larry Boucher in his efforts to meet the DOE EPIMS requirement deadlines and expediting the process.

SNAP, a data base tool for use by the school nurses to collect, access, and track student health information was implemented this fall. Training for the nursing staff is on-going beginning last summer with an orientation and directions for inputting of data. After updating and insuring accuracy of data in the WinSchool database, Larry Boucher and José DeSousa made the SNAP program operable in all schools.

This fall, Joan Tuttle returned from retirement and contracted to update our district website. Through her diligence, this site should be complete, active and on-line shortly. A comprehensive district website serves as an essential tool to assure updated communication of events and program for both parents and staff.

Long range planning for technology is in process as we seek to provide the appropriate hardware and professional development to meet the needs of classroom teachers, specialists, and students on a daily basis. Our budget includes both software to support curriculum and instruction as well as hardware, software, and peripherals. Additionally, the budget designates money for repairs in what we expect to be an efficient and timely manner with minimal interruption of program. Our technical staff is extremely responsive and skilled in supporting our equipment and our network.

The library/media and computer department staff appreciates the support of the townspeople as we attempt to remain current, if not ahead of the curve, in providing our students technology skills for the future in the 21st century.

Respectfully submitted,

Cynthia Marchand  
Assistant Superintendent for  
Curriculum & Instruction

## MUSIC DEPARTMENT

The year 2007 was a strong year for the Music Department. Students excelled in their General Music classes and in their performing ensembles. Music teachers continue to add richness into the culture of each building through the use of music at various assemblies. With the help of the Music Booster's organization and the support of the administration, equipment was maintained. Enhancements were made to the program with the addition of new instruments and new technology. The Curriculum was fortified through the professional development workshops.

In the four elementary schools, every student in grades 1-5 performed for the school with their general music class. These performances showcased the achievement and skill development as well as practical knowledge of music. The joy is evident when a child is proud of their achievements and when they see the emotional effect their music has on their audience. Hundreds of fourth and fifth grade students took advantage of the opportunity to participate in Chorus and Band ensembles. These ensembles produce two formal concerts during the year for parents and two for the school. Each performance was unique to the building and showcased the students' talent and hard work. This is due in large part to the passion and determination of the elementary music teachers: Susan LaVoie, Beth Mosier, Jeanne Coroniti, Jennifer Agati, Mark Napierkowski, John Butler, and Linsley Peabody. (The department welcomes Andrew Gaydos as a permanent substitute for Jennifer Agati who is out on maternity leave.)

In the middle school, the Symphonic Band, Concert Band, Jazz Band, Chorus, Boys' Chorus, and A Cappella ensembles performed at two formal concerts for parents and many assemblies for the students. The Music Department congratulates middle school students Jesse Carnes, Maria Condon, Jonathan DiRusso, Giovanna Fernandes, Stuart Gelin, Tommi Hurley, Keval Kapadia, Jessica Olin, and Nicholas Silva who auditioned and were accepted into the Junior District Chorus. The General Music classes in grades 6 and 7 continued to provide quality music education. The music classes fostered practical skill development on the guitar and piano as well as knowledge of composers and styles.

At the high school, the Chorus, Concert Band, Select Singers and Jazz Band all performed at formal evening concerts for parents and community. In addition, these ensembles added to the culture of the building with their performances at the 911 Ceremony, Veterans' Assembly, Holiday Assembly, etc. The Music Theory students produced an original compact disc recording of their own compositions. In addition, Ida Chelengar, Ryan Meier, Andrew Gilstrap, Michaela Puopolo composed works that will be on display at the annual All-State Music Conference. Individual students excelled in other regional competitions. Ariana Hall, Eva Costanza, Jamie Cook, and Amanda Harrigan, were accepted and participated in the Senior District Festival Chorus. Sachin Massey was accepted and participated in the Senior District Festival Band. Amanda Harrigan and Ryan Vibert were accepted into the Junior District Chorus and Band respectively. In addition, Eva Costanza was recommended to audition for the All-State Chorus.



*Burlington High School Chorus*

The Marching Band was again participating at every football game. Proudly, we are the only Middlesex League School that has a marching band at every football game, home and away. The Marching Band again participated in the Salem Invitational. The advisors once again ensured a quality performance that the town could be proud of. This year, we welcomed Leanne Reardon to the position of Dance Squad Advisor. The other advisors are: Matt Lovell, Jennifer Agati, and John Butler.





*Burlington High School Marching Band*

The annual Spring Musical was *Les Miserables*. This production showcased the talents of many dancers, actors, and singers in the famous work. The community turned out in record numbers to see the show that was a huge success. Advisors for this production worked tirelessly to oversee all the details of the production: Susan LaVoie, and John Middleton-Cox. Parent volunteers constructed impressive sets and costumes. The Music Department wishes to thank all the volunteers for their countless hours of work.

Quality supplies, textbooks, and equipment continue to be purchased and maintained. Examples of these are: Band instruments, digital pianos, general music textbooks, recording equipment, and concert scores. This is due in large part to the support of the School Administration.

The Music Boosters continued to provide invaluable services and support for the Marching Band and Chorus. The Music Staff completed a common lesson plan, and worked on keeping current in Music Technology. Finally, the music department stands behind its mission statement and a list of student expectations. (See below.)

## **MISSION STATEMENT AND LEARNING EXPECTATIONS**

### **Music Department Mission Statement**

The Music Department of the Burlington Public Schools prepares students for a lifelong appreciation and understanding of music by offering a challenging and diverse music curriculum as guided by the state and national frameworks.

### **Student Learning Expectations**

Burlington Music Students will:

- A. Present quality performances
- B. Achieve music literacy
- C. Explore a diverse repertoire
- D. Form community connections

The Music Department provides students with the opportunity to develop positive relationships and long lasting memories.

Respectfully submitted,

John A. Middleton-Cox  
Music Coordinator

## **ATTENDANCE MONITOR**

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or School Committee approved home-school program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Students between the ages of 14 and 18 years seeking part-time employment may obtain employment permits from the Office of Pupil Services. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. It is the responsibility of the Attendance Monitor to maintain records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting student's employment. Copies of these booklets are available to students in the Office of Pupil Services.

Students out of school ten days or longer due to medical purposes are provided with home/hospital tutorial

services. It is the responsibility of the Attendance Monitor to obtain a Physician's Statement for Temporary Home or Hospital Education filled out and signed by a Physician. This form is kept on file and needs to be updated every six weeks. The Attendance monitor assigns a tutor to work with the student and oversees the hours of service and length of services provided to each student.

The Attendance Monitor acts as the designated school district Homeless Education Liaison required by the McKinney-Vento Act. This role is to assist homeless students enroll in school and to ensure they receive the educational services for which they are eligible. The liaison is also responsible for maintaining all records and submitting annual data to The Commonwealth of Massachusetts Department of Education.

The Department of Education requests that spring and fall Statistical Reports be filed each year. As a result of the changes in both state and federal law, there has been a significant increase in the amount of data that the school department must submit on an annual basis. With the implementation of No Child Left Behind, there will be an even greater increase in federal requirements for information.

Respectfully submitted,

Debra P. Miller  
Attendance Monitor

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## **SCHOOL PHYSICIAN**

All the standard and sports physicals have been completed. The physicals for the elementary and middle schools will commence in the spring. All the students have been courteous and orderly during the examination process. My thanks go to Mrs. Peach for organizing and coordinating the student physicals so that this difficult task goes smoothly and efficiently.

My congratulations to our football team and coaches for a great season and for the best come-from-behind Thanksgiving game in recent memory. Their determination, drive and perseverance against stiff competition were an inspiration to us all, as well as to our future players. My deep appreciation goes to our experienced and competent trainers during the games.

As always, my gratitude goes to the School Department for the honor and opportunity to serve as their school and team physician for the past 25 years.

Respectfully submitted.

Gary L. Goldfarb, M.D., F.A.A.P.  
School Physician

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## **SCHOOL NURSES**

The Burlington School Nurses have continued to meet challenges and maintain their distinct clinical knowledge base for decision making in their school nursing practice. Our School Nurses modify, remove health related barriers to learning, teach health promotion, and encourage an optimal level of wellness for their students. Each school employs a full time registered nurse. We have participated in various continuing education workshops such as Asthma prevention and management in the school setting. Each nurse is certified by the Massachusetts Department of Education and upholds the same standards as educators.

The following is a summary of services that were provided during the school year:

- Health room visits by students
- Health room visits by staff
- Emergency assessments, acute injury care, and referrals
- Medication administration, both daily and in emergency situations
- Individual Health Care Plans and team participation for 504 Plans
- Allergy and Asthma planning with interventions
- Training and communication to staff related to health issues, actual and potential
- Participation in Emergency Response Teams
- Emergency Care Plans
- Infectious disease control
- Vaccine surveillance, vaccine compliance and coordination with Burlington Public Health Nurses
- Prevention and health promotion
- Nutritional health

- Mental health, developmental stages, puberty teaching
- Refugee and immigrant health
- Participation in school health physicals
- Communication to families regarding health screenings
- Statistics to Massachusetts Department of Public Health
- School based alcohol and tobacco prevention education
- Puberty teaching and informational sessions with parents of fourth and fifth graders

All children were screened for hearing, vision, height and weight. Students in grades 5 through 9 were screened for scoliosis problems. Appropriate referrals were submitted to families' primary care physicians.

We are proud to report that through a collaborative effort with the Burlington Board of Health, Human Services Committee, and Phillips Corporation, the Burlington Public School Nurses have obtained Automated External Defibrillators for every Burlington Public School.

The Nursing Department also is now utilizing a state of the art software system to document each encounter with the students who come to the Nurses Office. In the future, this software will allow the Nursing Department to collect statistics that will prove invaluable to our practice as School Nurses. The statistics gathered will enable the Nursing Department to assess the Burlington Public School students as a community and target specific health issues in the future.

The Burlington School Nurses would like to thank the Pupil Services staff and the Burlington School Committee for their dedication and support to the Nursing Department of the Burlington Public Schools.

Respectfully submitted,

Patricia A. Peach, RN, BSN  
Director of School Nurses

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## **BUILDINGS AND GROUNDS**

Last summer, Gibson Roof completed a partial replacement of the original roof at Burlington High School.

This past fall the funding was approved for a fence, new equipment, and shade structures to be installed at the upper Francis Wyman School playground. Play surfaces, basketball hoops, and equipment refurbishment will be completed on the back playground as well as installing an access ramp with railings and wheelchair accessible surface and inclusive structures as part of a second phase of this project.

The School Department and Baypath College signed a five-year agreement allowing the college to utilize the BHS campus as a satellite campus for graduate and undergraduate programs. Baypath will utilize classroom and renovated space (the former woodshop) at Burlington High School.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways & Means, Capital Budget, Town Meeting members and numerous Parent Teacher Organizations. The students and staff can continue to look forward to a safe and clean educational environment. The Buildings and Grounds personnel thank those involved for their past and future support in our effort to make the Burlington School Department a showcase for all users.

Respectfully submitted,

Craig Robinson  
Director

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## **SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT**

The Shawsheen Valley Regional Vocational Technical School District is pleased to submit its 2007 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 37th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The elected representatives of the 10-member Regional School Committee that governs the District are: Mark Trifiro, Treasurer, and Donald Drouin from Bedford; Kenneth L. Buffum and Bernard F. Hoar, Vice-Chairman, from Billerica; Paul V. Gedick and John P. Miller from Burlington; J. Peter Downing and Patricia W. Meuse, Secretary, from Tewksbury; and James M. Gillis, Chairman, and Robert G. Peterson, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand two hundred and fifty-seven (1,257) high-school students were enrolled in SVTHS's day school programs in October of 2007 and more than 600 adults participated in the school's various adult and continuing education courses.

In June of 2007, SVTHS graduated 297 seniors. By September of 2007, ninety-four percent of SVTHS graduates were either employed in their area of expertise or pursuing higher education. In addition, one percent entered the military forces, and five percent were employed in other trade areas.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are all highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs 131 full-time teachers as well as 16 paraprofessionals (teacher aides). Of those full-time teachers, there are 11 department chairs and 16 lead teachers. All SVTHS teachers hold state certification credentials and exhibit the character, health, personality and professional competency worthy of serving the needs of District students.

### Academic Programs

**MCAS Performance:** In the Spring of 2007, ninety-two percent (296 of 323) of Shawsheen's ninth graders passed the inaugural Biology MCAS test. This local score compares extremely well to the statewide Biology passing rate of only seventy-six percent. During the same testing period, Shawsheen's tenth graders outperformed all preceding sophomore classes on both the English Language Arts and Mathematics MCAS tests. Ninety-seven percent passed the former; ninety-five percent, the latter.

**Curriculum Revision:** SVTHS redesigned its Biology curriculum to align to the Massachusetts Biology *Frameworks*. The revision creates a two-year course that addresses each of the six standards promulgated by the Department of Education (DOE) and pays increased attention to laboratory activity.

Anticipating the advent of the United States History MCAS test in the Spring of 2011, members of Shawsheen's Social Studies Department are paralleling the Biology curricular revision. In the near future, Shawsheen will implement a two-year United States History course aligned with the Massachusetts *Frameworks*.

In addition to these test-driven revisions, members of the Physical Education/Health faculty have recently updated that department's curriculum to reflect, among other outcomes, the instructional activity conducted in Shawsheen's state-of-the art Fitness Center.

**Promotions, New Positions, and New Staff:** Dr. Robert Kanellas was appointed Director of Academic Programs to replace Ms. Kerry Sullivan, who retired in the Spring of 2007. Prior to his appointment, Dr. Kanellas taught English at SVTHS for thirty-five years, concurrently serving as department Chair for ten years.

To coordinate the remedial instruction and Educational Proficiency Plans that will result from the DOE's increased MCAS passing threshold, SVTHS created the position of MCAS Remediation Chair and hired Mrs. Marie Smith in that capacity. Mrs. Smith, who has worked for seven years in the Support Services Department, possesses extensive experience as a writer of Individual Educational Plans, MCAS appeals, and MCAS Alternative-Assessment Portfolios.

To accommodate the recently implemented two-year Biology curriculum, SVTHS added Ms. Rita Dalmanieras to its Science faculty. In addition, Mrs. Laurie Grant joined the Science faculty to fill an existing vacancy.

Following the retirement of Mr. William Christerson, Mr. Leonard Simonelli was hired as a Social Studies teacher, and Mr. Edward Geary was promoted to the position of Chair.

Mary Grace Ferrari, hired to fill a Mathematics vacancy, is an experienced teacher who had previously received two awards in the town of Somerville for excellence in teaching. Karen (Antonelli) Ruggiero, a SVTHS alumna, joined the SVTHS staff as a Mathematics aide.

**Summer School:** The roof-replacement project that extended through the summer months necessitated the relocation of the thirty-fifth annual summer academic program to an alternate site. SVTHS remains indebted to the extraordinary assistance of the Billerica school system during the summer months—specifically to the professional courtesies extended by Superintendent Anthony Serio and to the hospitality of Locke Middle School Principal Alexander “Sandy” Infanger.

SVTHS enrolled 140 students from ten surrounding school systems in twenty-six courses during the summer of 2007. Individuals seeking summer-school information should contact Dr. Robert Kanellas, the Director of Academic Programs, at 978-671-3640.

**Infrastructure Renovations:** The extensive summer renovations to the school’s infrastructure included, in part, the remodeling of one science laboratory; the soundproofing of one English classroom; the construction of a new MCAS Remediation classroom; the installation of ceiling-mounted LED projectors in many academic classrooms; the remodeling of a centralized Mathematics office; the installation of a new gymnasium floor; and the repair of the pool, its filtration system, and deck.

## Building and Grounds

The summer of 2007 was a very productive construction schedule for both Shawsheen Valley Regional Vocational Technical High School and KBA Architects of Charlestown, Ma. (Knight, Bagge & Anderson, Inc.). The new rubber roof was completed with a twenty-five year warranty, new HVAC roof top units were installed for heating and cooling, a new energy management system, numerous electrical upgrades, the swimming pool restoration was finished and a new gym floor installed. Most projects were engineered with concern for energy savings and long-term building envelope protection. Underway for 2008, KBA Architects designed new thermal efficient entrance doors and the much needed renovation of the swimming pool locker rooms and coaches facilities. Overall, it has been a very successful and productive few years for everyone involved in the various construction projects.

## Clubs and Organizations

**Student Council:** The Eighth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised \$575 and twenty-two cases of food for the Billerica Food Pantry.

**Drama Club:** During the winter, members of the Drama Club, under the direction of Ms. Angela Caira and Mr. Timothy Woodward, staged a Broadway caberet dinner theater that featured performances from *Chicago*, *Beauty and the Beast*, *A Chorus Line*, *Lion King*, *Phantom of the Opera*, and *Hair Spray*. In the Spring, this versatile troupe of performers staged *Much Ado High School* and *Mmm Beth*, two one-act plays.

**Newspaper and Literary Magazine:** During its thirty-seventh annual meeting, the Scholastic Press Forum voted Shawsheen’s *Rampage* best school newspaper and Shawsheen’s *Rambling* best literary magazine. This distinguished national award recognized the special talents of the SVTHS students who supplied the content and designed the layout of each publication under the supervision of Mrs. Leah Marquis of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

**Oratory Club:** Sara Pietila, an eleventh-grade Health student from Billerica, placed second at the district level in the Voice of Democracy Speech Contest sponsored by VFW Post 2597 of Pinehurst.

**Alumni Club:** The meticulous direction and indefatigable data collection of Mrs. Gail Poulten, Alumni advisor and English faculty member, resulted in the first-ever publication of an *Alumni Directory* that solicited and contained the biographical information of respondents from the school’s thirty-four graduating classes. In addition, Mrs. Poulten established an executive board, chaired by Attorney James Haroutunian, to plan future Alumni activity. Any SVTHS alumni interested in working with Mrs. Poulten should contact her at gpoulten@shawsheen.tec.ma.us or 978-671-3584.

**Athletics:** More than 450 students participated in interscholastic athletics capturing the Commonwealth Athletic Conference Championships in golf, boys basketball, girls softball, boys lacrosse and spring track. The Rams also captured state vocational titles in football, girls swimming, soft-

ball and boys track. Fourteen varsity teams qualified for post-season play and the overall winning percentage of the varsity teams ranked amongst the highest in school history. Dozens of Shawsheen athletes achieved Commonwealth Athletic Conference All-Star status; as well as *Lowell Sun* All-Star status in various sports. Overall, it was clearly one of the most successful athletic seasons in Shawsheen school history.

For an unprecedented fifth time in six years, SVTHS has earned the Markham Award from *The Boston Globe* for the most outstanding vocational-technical high school sports program in Massachusetts. The award is a reflection of the commitment and talent of all those associated with the SVTHS athletic program.

**Parent Advisory Council:** Once again, graduation day culminated in a well-attended all-night party sponsored and organized by the SVTHS Parent Advisory Council under the direction of its chair and SVTHS alumna, Mrs. Robin Sgroso.

### Support Services

The SVTHS Support Services Department services the sixth largest population of students with special needs in Massachusetts. Our school has the highest graduation rate in the state for schools with one hundred or more special education students in each grade. The graduation average for students on Individual Educational Plans (IEPs) at Shawsheen is 90.2 percent as compared to the state average of 61.1 percent. Shawsheen's success on the MCAS has continued as a result of a "team" effort on the part of Academic, Vocational/Technical and Support Services staff to address the needs of our Special Education population. With over 30 percent of our students being diagnosed with Special Needs, our passing rates as a school were over 90 percent on English Language Arts, Mathematics, and Biology. In addition to their work on MCAS, the Support Services staff has gone through extensive training to support and facilitate the development of *Individualized Educational Plans* for our special needs population. The school has also built and equipped a conference room in order to provide a dedicated space for the many meetings that are held as part of this process.

### Building and Grounds

In 2007, SVTHS completed an unprecedented number of renovations and construction projects. Those completed included: Existing two layers of old roofs were stripped and

replaced with new insulated panels and a rubber roof membrane through the entire building; twenty old roof top HVAC units were removed from the roof and replaced with new; Energy Management System controlling HVAC equipment and parking lot lights replaced the old system; gymnasium floor was replaced and repainted with a new logo; pool filter was replaced with a new sand system (pool was also drained and grouted along with the pool deck); electrical panels were replaced and new lighting occupancy sensors were installed through most of the building (new electrical feeds were also installed in four locations of the building with building's main breaker panels tested and serviced); three new HVAC unit ventilators were installed in rooms 300, 303 and 304.

### Community Services

**Adult Evening School:** The Adult Evening School continues to offer a wide variety of opportunities to adults interested in expanding their vocational and technical knowledge and skills. More than thirty courses are offered during both the fall and spring semesters with enrollment exceeding six hundred adult learners during the past year. Residents interested in taking these and other types of practical courses are encouraged to contact Mr. Art Holmes, Adult Education Coordinator, at (978) 667-2111 for information and/or a brochure.

**School of Practical Nursing:** During June commencement exercises, the School of Practical Nursing graduated its thirteenth class, comprised of 31 Licensed Practical Nurses (LPN). Since its inception in September of 1994, a total of 429 students have successfully graduated from this program and have gone on to rewarding careers as Licensed Practical Nurses. This intense ten-month program offers qualified adults a combination of evening and weekend coursework and clinical externship experiences that prepare aspiring healthcare professionals for the state LPN exam. The significance and benefit of this valuable program to the community is magnified by the extreme shortages of qualified healthcare professionals that exist both locally and nationally. Residents interested in applying to the LPN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

**Middle School Career Awareness:** Four hundred and thirty-two middle-school students from the District participated in after-school, career awareness activities during the winter of 2006-07. Students spent five hours exploring six of

twelve different career path options. Mr. Richard Lavoie coordinates this program in conjunction with a guidance counselor from each of the middle schools located within the district. He can be reached at (978) 667-2111, Ext. 594 for registration materials or general information. The program is free of charge and is available to District middle-school students. Busing is provided by SVTHS.

**Tech Prep:** Through participation in the nationally recognized Tech Prep program and its numerous articulation agreements, qualified SVTHS students receive the opportunity to earn college credit for coursework completed prior to high-school graduation. Articulations with both a carpenter's union and electrical union are also in place providing pathways into licensed trade areas for successful SVTHS students.

**Swim Programs:** SVTHS offered several high-quality swim programs on a year-round basis during 2007 in its Olympic-sized, recently renovated swimming pool. The Shawsheen pool also serves as the home site for inter-scholastic high-school swim teams from the Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Acting Aquatic Director, at 978-671-3699.

**Billerica House of Corrections:** The Billerica House of Corrections opened a new facility in 2006 that included a state-of-the-art Culinary Arts training kitchen with classrooms. SVTHS provided extensive technical assistance to the House of Corrections by working closely and collaboratively with their staff to develop and implement a 400-hour Fundamentals of Culinary Arts course and curriculum with the acquisition of a nationally recognized ServSafe certification. SVTHS looks forward to maintaining the collaboration with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of the course objectives.

**Middlesex Community College:** SVTHS continued its partnership with the Hospitality Management Department of Middlesex Community College to deliver four courses at Shawsheen Tech as part of the requirements for its Culinary Arts Certificate or Associates in Science Degree option. Student enrollment is strong and the program receives exemplary student evaluations.

**Non-traditional by Gender Advisory Committee:** The SVTHS non-traditional by gender advisory committee is a newly established program to explore and identify recruitment tools and support initiatives for students enrolled in occupational areas that are non-traditional by gender. The committee is led by a chair overseeing four SVTHS teachers and staff including two vocational teachers, one academic teacher, and a support staff involved in the gay/straight alliance.

### Computer Services

**Student Information System:** The Computer Services staff completed the 2007 Academic School Year using the "iPASS" (internet Pupil Administrative Software System) meeting all Department of Education (DOE) and district reporting requirements. In January, Computer Services trained the Guidance Department on the use of the iPASS's college subsystem for tracking college applications. In March, the new "iStaff" (internet Staff Administrative Software System) add-on to "iPASS" was installed to start the DOE's EPIMS (Education Personnel Information Management System) project. This large data collection project, required by the DOE, ran from March until December. In April, the school nurses received additional training on the "iHealth" module that allows the nurse's office to track all visits to their office and provide reports of services delivered. In May, the freshmen entered into their permanent shop placement and the 2007-2008 scheduling process started for all students. During the summer, Computer Services helped complete all academic student scheduling, ninth grade exploratory scheduling and the customized "welcome back to school" letters to parents. In October, Computer Services redesigned the exploratory report card for freshmen and added the class of 2011 to Parent Access Manager. Use of the iPASS Parent Access Manager has increased from 25% (2004), 53% (2005), 65% (2006) to 74% of the parents this year. The Parent Access Manager allows parents to view up to date information on their children in the areas of attendance, grades, schedules and discipline information.

**Computer Network:** During 2007, computer labs for Title I Math, Academics, Library, Science, Math and Guidance received new PC upgrades and LCD displays. The Graphic Arts and Commercial Art & Design Departments along with the English lab received new iMac upgrades. In addition

every computer lab in the school received new hard disk images to refresh and update the computers with required software. During the spring and fall the 4-year computer technology replacement plan was reviewed and updated for new technology needs and approved by the school's Technology Committee. As part of the long term planning process, Business Technology and the Academic labs were upgraded from 1gb to 10gb fiber.

**Applications:** The computer staff introduced the new web based Plato Learning Environment for the Math and Support Services departments as well as continued to maintain the Kurzweil text-to-speech software system. The Master Cam software system was upgraded for the Machine Technology department and the computer staff installed the Mitchell software training system and server for use by the Diesel Mechanics department. The computer services department purchased and installed school-wide licenses for the Adobe Create Suite 3 used throughout the school's curriculums. For the Computer Aided Design and Drafting department, Computer Services installed and configured the latest AutoCad 2008 Academy software.

## **Guidance**

**Admissions:** The popularity of Shawsheen Valley Tech among district eighth graders continues to rise. Shawsheen Valley received over 600 applications for fall 2007 enrollment and accepted 335 students into the class of 2011.

**College and Career Planning:** College and Career Planning at SVTHS include a number of activities and events through out the four-year program. Students are first encouraged to investigate and explore career and technical areas through the career planning process and vocational explore program. Added to this experience are college and industry visits both in the classroom and out in the field. The College and Career Night offered in November attracted in excess of 500 people and was open to students and parents from the district towns as well as the Shawsheen community. More than sixty colleges and career schools were represented at the event, as were branches of the U.S. Armed Forces. In addition to acquiring information on a variety of post secondary options, students and parents gathered information on Tech Prep advanced credit and financial aid opportunities.

**Financial Aid Night:** In January, the Guidance department partnered with the Massachusetts Educational Financing Authority (MEFA) in presenting comprehensive workshops to assist students and parents in understanding the financial aid process. In addition to a presentation on the Free Application for Federal Student Aid (FAFSA) form, SVTHS students and their parents received information about scholarship sources both locally and nationally.

**Scholarships and Awards:** One hundred forty-six (146) graduates received scholarships at the annual scholarship and awards night. Local community organizations and SVTHS affiliates contributed approximately \$60,000 in scholarship assistance. In addition, SVTHS graduates received prestigious awards and scholarships from college/career schools and the state-sponsored scholarship program designed to recognize academic excellence. Through the generous support of the industrial community, many graduates received tool and equipment awards.

**Cooperative Education Program:** With the assistance of local industry, more than 150 students from the Class of 2007 participated in this "training through work" opportunity. Many of these positions lead to permanent job placement upon graduation. In 2007, SVTHS expanded its Cooperative Education opportunities through a highly structured apprenticeship program to include eleventh grade students. Selected students are able to begin an apprenticeship-training program while still in high school earning valuable hours towards licensure.

## **School Council**

An important agency of school governance, the 2006-07 SVTHS School Council is made up of three parents (Sharon Pietila, Jean Perry and Joanne Barry, all of Billerica), two community members (Bob Lazott of Billerica and Cosmo Ciccariello of Burlington), two SVTHS faculty members (Robert Roach and Donna Young) and co-chaired by Dr. Robert Cunningham (Asst. Superintendent-Director/Principal) and Nancy Higgins (community member).

The council discussed agenda items including school budget, revisions to the SVTHS *Student Handbook*, and the 2007-08 School Improvement Plan.



## Technical Programs

**Automotive Technology:** The Automotive Technology shop is a nationally accredited mechanic program, certified by the National Automotive Technicians Education Foundation (NATEF). NATEF requires high standards with regard to curriculum, equipment, tools and teacher certifications. All SVTHS instructors in the program are ASE certified expert technicians and are committed to keeping their knowledge and skills current. This continuous commitment of staying current with new technologies benefits the student body by annually revising and implementing new curriculum.

The Automotive Technology program received many major renovations over the summer. Work included a new office area, expansion of a supply/parts room and the creation of a custom service desk area where students engage in learning Strand 5 - Management and Entrepreneurship Knowledge and Skills, and Strand 6 - Technological Knowledge and Skills of the framework. Record keeping and parts inventory has also been implemented into this year's curriculum. Newly painted shop walls, combined with a new brick façade of the office area within the shop, and a new glass exterior door has created an energetic learning environment.

Through the capital budget process, the Automotive Technology program was able to purchase a new Genesis Analyzer. This new computer scanner was highly recommended by the craft advisory board, enabling students to learn troubleshooting techniques on vehicles with up-to-date equipment that is used in industry.

The Automotive Technology program continues to offer complete service work on vehicles to the general public. In providing this opportunity the students are given the experience to work on live work from many different makes and models of cars and trucks, as well as providing an outstanding service to the community. The students also maintain all the school owned vehicles, which are used for many of our outside construction programs and nursing externships. This practice provides the students with the chance to experience many of the problems that will be encountered in industry.

The Automotive Technology juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and the enhancement of their employment and earning poten-

tial, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Auto Body:** The Auto Body shop is a nationally accredited mechanics program, certified by the National Automotive Technicians Education Foundation (NATEF). NATEF requires high standards with regard to curriculum, equipment, tools and teacher certifications. All SVTHS instructors in the program are ASE certified expert technicians and are committed to keeping their knowledge and skills current. Second-year instructor Mr. David Lelievre has completed four additional I-CAR classes: the first two being hands-on certification, one in steel MIG welding and the other in aluminum MIG welding. The other two are I-CAR certifications in plastic repair. I-CAR develops and delivers technical training programs to professionals in all areas of the collision industry. This continuous commitment of staying current with new technologies benefits the student body by revising the curriculum annually with new standards that are seen in industry.

The capital budget process enabled the Auto Body program to renovate its facilities in the summer. The entire shop was power washed and the ceiling painted, creating a bright and vibrant learning environment. A new portable prep-station was purchased and utilized when welding is being performed within the shop. Also purchased was a full-hooded painting respirator. With this apparatus, safety will be enhanced by eliminating the need for individually fitted painting respirators.

The students in Auto Body utilize the transportation computer lab to access the NATEF curriculum on the Internet, which provides for a wide range of curriculum activities. This curriculum keeps students up-to-date with the latest Auto body technology.

As is the case with the Automotive Technology program, Auto Body students continue to respond to vehicle-repair requests from District towns, including many requests from elderly citizens, and they maintain school-owned vehicles.

The Auto Body juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancement of their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Business Information Services:** Students successfully completed exams and certifications that exercise the validity of standards including: IC<sup>3</sup> Computer Fundamentals, IC<sup>3</sup> Key Applications, IC<sup>3</sup> Living Online, Specialist Certification in Word2003, Excel 2003, PowerPoint 2003, Access 2003, Outlook 2003, Expert Certification in Word 2003 Expert, Excel 2003 Expert, Master Certification in Word 2003 Expert (required) Excel 2003 Expert (required) PowerPoint 2003 (required) Access 2003 (elective) Outlook 2003 (elective), and IC3 Certification.

Students also participated in two professional student organizations: SkillsUSA and Business Professionals of America (BPA), earning recognition in a variety of areas. In addition, students continue to receive the Microsoft Office Specialist certification to validate desktop computer skills using Microsoft Office programs.

The opening of the newly designed and expanded School Store across from the cafeteria is an integral part of the program's Marketing component allowing students to manage its day-to-day operation. An application will be submitted to DOE for Chapter 74 Marketing Program approval.

Business Information and Services juniors completed their on-line Career Safe certificates as a safety credential and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Carpentry:** The Carpentry department has seen significant upgrades to their shop area this year with the addition of a new modified dust collector system that enables students to operate all equipment within the shop virtually dust free. Two new Powermatic table saws were purchased through the capital budget process equipped with Beismeyer guard systems to ensure as safe an environment as possible. A new stainless steel automatic hand sink was also installed in the shop, meeting the sanitary needs of the students and staff. New enclosures were built in the yard to keep supplies and material out of the elements, as well as providing a better way to organize large stock orders. A new In-focus multimedia system was installed in the related room, allowing for a new updated video library to further enhance the related curriculum.

After a one-year hiatus, SVTHS is conducting a community house-building project this year. The program has offered to build a house for an individual within the district

who qualified with the given specifications and drawn from the lottery. Mark Murphy of Wilmington was the lucky recipient of the project. This project offers the junior and senior students a "real-world" opportunity to acquire and develop skills as well as experience teamwork, working in different weather elements, and making changes off a plan due to unanticipated changes.

The Carpentry students were also responsible for the completion of many projects around the school building including the stunning new school store, completion of the new office area/storage area for the Automotive Technology program, and the design and installation of the Pergola in a memorial garden in the school's courtyard.

The Carpentry juniors received ten hours of OSHA 10-hour Construction Industry outreach safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Commercial Art and Design:** The Commercial Art and Design program has grown from 18 to 25 students accepted. With recommendations from professionals and industry specific advisory board members, the curriculum expanded to align with the curriculum framework and current technology.

Through the capital budget process, a digital media lab was added to the core program. Mr. Greg Bendel, an aide assisting with the program, possesses extensive training and educational experience in the area of digital media. Along with the lab reconstruction, Macintosh computers with state-of-the-art software, newly purchased video cameras, digital cameras, and photo quality scanners are all part of the newly renovated lab.

The program continues to meet the requests and needs of the school district and in-house school projects. The live work incorporates timelines and rigorous quality standards that are found in industry and are used for many of the student's portfolios. Commercial Art and Design students participated in the design and layout of the a Billerica elementary school sign, school gymnasium floor layout, posters and banners, the design and layout of a poster for the library, and the design and layout of school and golf tournament signage.

Commercial Art and Design juniors will complete their on-line Career Safe certificates as a safety credential and receive 10-hour cards to document their participation and

enhancing their employment and earning potential, while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Computer Aided Design and Drafting:** The CADD program is a member of the American Design Drafting Association (ADDA), the premier professional organization for Drafting programs, and membership provides the opportunity for students to take the Drafter Certification Examination and become certified. Its Curriculum Certification programs also provide a resource for schools to develop and upgrade program curriculum and to better prepare students to meet workforce and employment requirements.

Relocated to a new state-of-the-art facility, the program also purchased state-of-the-art technological computers and equipment. The new space and equipment has also allowed the instructors to develop a new scope and sequence and curriculum.

Students are able to utilize a new software program (*Chief Architect*) working with the owner of the Wilmington House Project in designing floor plans. The junior class visits the house weekly as it is being built, getting a first hand look on how their design actually looks from the computer layout to the real wood frame. The class is also planning to create a scaled model of the house before the end of the year. Students also work with Auto-CAD, Solid Modeling, Pro E, and G.I.S Terrain modeling while gaining valuable experience by completing community projects and in-house requests such as providing various drawings for school renovations, school maps, and shop evacuation floor plans.

Acquisitions of 3-D printers through the capital budget process provides students the ability to realistically experience the design process that actual engineers and designers use. The craft advisory committee has recommended the 3-D printer for the classroom. The committee also pointed out the demand to be able to operate rapid prototyping as a desired skill needed in industry.

The Drafting/CADD juniors completed their on-line Career Safe general industry certificates as a safety credential and received 10-hour cards to document their participation and enhancing their employment and earning potential, while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Computer Science and Internet Technology:** This program is divided into two unique tracks where the students

have the ability to experience Computer Science and Internet Technology. The Computer Science Networking curriculum enables students to attain IC<sup>3</sup> Certification, and A+ Certifications. The A+ portion of the curriculum has been implemented to a Security+ based training program to parallel real world job opportunities for many students this year. The Class of 2009 excelled with success rate of 90 percent on the IC3 certification program.

In the Web-based portion of Internet, the seniors were introduced to a new programming language, "Alice in Action with Java," utilizing object-based programming. Other new projects consist of developing a new road show video presentation in conjunction with the Commercial Art and Design program.

The capital budget improvements included a new overhead projector in shop that allowed the program to implement their curriculum from current DVDs. Also purchased this year were ergonomically designed chairs for all workstations, providing a comfortable environment conducive to learning.

The Computer Science and Internet Technology program is continuing its computer repair service for the staff and school programs; this service has been a great success, as well as providing the students with a valuable resource for learning their craft. The upperclassmen built forty-two computers from scratch; these computers replaced the classroom computers and are being used for the shop curriculum. The estimated savings to the school district is approximately \$10,000.

Computer Science and Internet Technology juniors completed their on-line Career Safe general industry certificates as a safety credential and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Cosmetology:** The Cosmetology program continues to do an outstanding job in preparing students for both work and licensure success. All students from the class of 2007 passed the Massachusetts State Board of Cosmetology exam and received their license.

Community service is still a strong part of the program's resources for implementing their curriculum. Many people visit the school's salon everyday, providing an excellent opportunity for the students to master all their skills from the VTEF. Throughout the year teachers accompany sopho-

more and senior students to nursing homes, senior centers and assisted-living facilities within the district. The highlight of the year is when students service the elderly on Elderly Citizens Day, providing beauty makeovers and offering a lunch in the dining room.

The Cosmetology program hired a very talented instructor, Mrs. Sandy Bukoieski. Mrs. Bukoieski, a SVTHS alumna, has worked numerous years in a salon and has the experience of working as a permanent substitute teacher last year.

With recommendations from the craft advisory board, the Cosmetology program received a new Hair Max System through the capital budget process. In addition to the new computer software, a new wet sink was installed in the related room to enhance demonstrations for the curricula.

A new promotional video was created and is shown to ninth graders as well as utilized at both the Community and Eighth Grade Open Houses. The junior students also completed the online ten-hour Career-Safe OSHA safety program and received their safety credential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Culinary Arts:** The Culinary Arts program is nationally certified by the American Culinary Federation program. The American Culinary Federation (ACF) certification is a symbol of professionalism and a guide by which any culinarian can shape his or her career. It is an ideal ladder for career advancement. The Culinary Arts program offers students three different career paths: hospitality, baking and cooking. These three different avenues of culinary arts are integrated to students by rotating them through all three areas, providing them with many educational skills and employment opportunities upon graduation. New curriculum was implemented, preparing the student for the opportunity to take the ACF exam and receive their ACF credentials.

With the retirement of Mr. Charles Fleming, the culinary department added Mr. Dan Campanale. Mr. Campanale possesses degrees from Johnson & Wales and Fitchburg State College, with many years of teaching experience from four different technical schools.

The Bakery Shop is a community favorite and is open to the public from Tuesday to Friday. The Bakery also supplies many items to the kitchen and the dining room operation, as well as baking goods for the students' break service, holiday orders, open houses, and many other special occasions.

Through the capital budget process, a gas steamer table and two gas steam kettles were installed and imperative renovations (\$29,000.00) to the guest dining room were completed. Work included electrical upgrades, doors, cabinets/counter, paint, walls/trim, ceilings, sound system, lights, drapes, table glass-tops and carpet. The Culinary Arts program also prepared and served events in the cafeteria this year, including the annual Fall Craft Advisory Dinner (a 250-person event) as well as four Citizenship Awards banquets that honor SVTHS students of high character.

The Culinary Arts juniors completed their on-line Career Safe general industry certificates as a safety credential and received 10-hour cards to document their participation and enhancing their employment and earning potential, while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency. As well as the Career Safe certificate, many of the Culinary Arts students have taken the ServeSafe certification exam and received the safety credential; this is becoming the new safety credential as a condition of employment.

**Diesel Mechanics:** The Diesel Mechanics program is a nationally accredited mechanics program, certified by the National Automotive Technicians Education Foundation (NATEF). NATEF requires high standards with regard to curriculum, equipment, tools and teacher certifications. All SVTHS instructors in the program are ASE certified expert technicians and are committed to keeping their knowledge and skills current. In addition to NATEF, the program maintains national certifications in Mechanical Repair Pollution Prevention and an online safety programs called SP2 and Section 609 Motor Vehicle A/C certification.

The capital budget process and recommendations from the craft advisory committee have provided equipment/tools to be purchased this year, keeping the shops' technology current. Students will learn to operate the new CL-134A Refrigerant Recovery unit, and the MODIS Electronic Scan tool and storage unit. Both devices incorporate many standards found within the VTEF. New textbooks were also purchased for the senior class, updating the curriculum with the latest edition to ensure cutting edge curriculum.

Some of the work projects students have accomplished this year include overhauling a pick-up truck for a local Boy Scouts Troop and repairing many different types of heavy equipment for local contractors. A project that is drawing the most interest is the bio-diesel venture. The students

will design and convert a diesel-powered vehicle into an alternative fuel source vehicle that uses vegetable oil as a fuel source.

The Diesel Mechanic juniors completed ten hours of OSHA general-industry safety training and received 10-hour cards to document their participation and enhancing their employment and earning potential, while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Electrical:** The Electrical program continues to be one of the most popular programs at Shawsheen Valley. A key component of the program is teaching the electrical code in preparing the students for attainment of their journeymen license. Other curriculum addresses a wide range of standards from the VTEF in residential, commercial and industrial concepts. Because of the reemergence of the house project this year, the junior class will receive exclusive training in an ideal learning environment. Numerous school projects were completed this year including the school store, guest dining room, shop renovations, and the wiring of In-focus units.

Through the dedication of Electrical instructor Mr. Raymond Landers and the electrical staff, the program has developed a pre-apprenticeship affiliation with Local 103 Boston Electrical union. This affiliation will place two SVTHS electrical students every year into their apprenticeship program.

Through the capital budget process, new shop drawing benches and chairs for students were purchased. An In-focus projector was purchased and installed in the related room, enabling new updated DVD presentations to be implemented into this year's curriculum.

The Electrical juniors received ten hours of OSHA Construction Industry outreach safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Electronics:** The Electronics program created a new senior shop curriculum, involving many new shop projects with sensors. In addition, instructor Mr. William Jackson is in the process of developing a new shop curriculum that will be sent to the Electronic Technicians Association (ETA) for approval. This accreditation would be beneficial to the program, enabling students to take exams and get additional certifications that are recognized in industry.

The capital budget process allotted the program Lab-Volt and NIDA computer-based instructional equipment purchases. New Lab-Volt curriculum has been implemented that accommodate many standards of the VTEF. In addition to the new scope and sequence, instructor Mr. Paul Blanchette has also infused robotics curriculum into the program for the upperclassmen.

The Electronics juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Graphic Arts:** The Graphic Arts program is recognized by the PrintED program, which is nationally accredited through the Graphic Arts Education and Research Foundation. GAERF is a national accreditation and certification program, based on industry standards, for graphic communications courses of study at the secondary and post-secondary levels. PrintED has identified six standards that encompass the elements of a solid training program. In order to maintain these rigorous standards, instructors in the program must work diligently with their advisory members to keep curriculum updated and to evaluate and purchase state-of-the-art equipment. Through the capital budget process, a new Polar paper cutter was purchased at a cost of \$60,000.

The students in the Graphic Arts program continue to develop valuable competencies by completing various printing projects for the school and district towns. Students also oversee the copying center, where teachers and administrators can have materials copied, such as student handouts, exams and instructional worksheets.

Graphic Arts juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Health Services & Technology:** The Health Services and Technology program was granted the endorsement of the National Health Association. Certifications granted by the National Health Association include both clinical and administration. With full staffing, curriculum changes were implemented, providing the students with the opportunity

to earn both a certificate in CPR and first aid certificate from the American Heart Association.

The program has four new faces - two full time teachers: Mrs. Beverly Robinson and Ms. Karen Meister, and two new full time aides, Deborah Vachon and Dorothy O'Rourke. Mrs. Robinson holds a degree from Northeastern University and has over twenty-three years in the health field. Ms. Meister is Registered Nurse with over twenty-five years experience at both hospitals and insurance companies. Mrs. Vachon is an LPN with many years in the health field. Mrs. O'Rourke is a Certified Medical Assistant and a Registered Emergency Medical Technician who has worked in the medical field for over twenty-two years and has taught the Medical Assistant Adult program for the last three years at SVTHS.

New state-of-the-art equipment was purchased through the capital budget process that includes ten new microscopes, laboratory chairs, an anatomical skeleton, and a microhematocrit capillary reader. In addition to the replacement of this equipment, renovations completed over the summer to an existing storage space were converted into a classroom equipped with a computer, a new whiteboard, desks, and chairs. This new classroom allows for flexibility of the outside program, as well as additional space for the Nurse Assistant Program.

Curriculum was also revised to include new procedures in the Medical Assisting Program to meet the standards of the Massachusetts C/VTE Frameworks. The CPR certification has been updated from Heartsaver to BLS (Basic Life Support) to better prepare the students to work in a health care facility. With the hard work of Mrs. Dianne Norkiewicz, SVTHS has acquired a new affiliation of Lahey Peabody, benefiting the senior students in the Medical Assistant Program.

In November, the instructors and students organized and ran a blood drive to benefit Saints Memorial Medical Center. The drive was very successful with 75 units of blood collected.

The Health Technology juniors will complete their on-line Career Safe general industry certificates as a safety credential and receive 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

#### **Heating, Ventilation, Air Conditioning and Refrigeration:**

The HVAC-R program maintains a national certification from the Partnership for Air-conditioning, Heating and Refrigeration Accreditation (PAHRA). Through this affiliation the program has acquired new equipment and technical resources. New textbooks have been purchased this year in preparing students for the Industry Competency Exam (ICE). ICE is the only industry-validated test for entry-level technicians as well as an excellent pretest for North American Technician Excellence, Inc. (NATE), the leading certification program for technicians in the HVAC-R industry, and is the only test supported by the entire industry.

With the retirement of Mr. Dennis Houlihan, the program hired Mr. Kevin St. Peter, a SVTHS alumnus. Mr. St. Peter has been a master service technician for over fifteen years, working with various HVAC-R companies in the area. He will be serving as the new related teacher instructing at all levels.

The upperclassmen work throughout the community and complete work requests for in-house school projects. Some of the projects include: Redesign and install heating/cooling system for Drafting shop and Rooms 109 and 109A. The HVAC-R program will also participate in the construction of the Wilmington house project. The students will calculate the heating/cooling loads, design and install a two-zone Hydro Air by oil heating system with air conditioning.

Through the capital budget process the program was able to attain a portion of a Perkins Grant of \$6,000 to modernize the oil heat portion of the shop program.

The HVAC-R department continues to receive donations from local businesses, supply houses, and advisory board members. Items donated this year include four high efficiency furnaces, two air conditioning condensing units and matching air-handlers.

The HVAC-R juniors received ten hours of OSHA 10-hour Construction Industry outreach safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Machine Technology:** The Machine Technology program is a National Institute for Metalworking Skills (NIMS) certified program. The program just received its re-certification and continues to get high marks in meeting all NIMS standards for curriculum, equipment, and staff credentialing.

The Machine Technology shop's CNC software has been installed in the schools computer labs and shop lab and is being implemented at all levels of the curriculum. The shop computers have also been upgraded to allow the latest version of software allowing all students to develop the complex skill levels needed in the area of CNC technology.

Machine Technology students have completed several projects to gain work experience on facility-based tasks and to support the needs of other programs throughout the school. Toward these ends, Machine Technology students have made carpentry table saw parts, Business Information Services chair parts, Diesel valve stem adapters and other manufactured parts, golf Tournament gifts and Graphic Arts staple machine parts.

Through the capital budget process and the recommendations of their craft advisory board, Machine Technology was able to get approval of phase-one of shop upgrade that includes painted ceiling and walls, wooden benches, new tooling cabinets and shelving. Equipment purchases included three CNC Three Axis Proto-Trak Milling Machines as well as labor and material to rebuild one South Bend Lathe.

The Machine Technology juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Masonry:** The Masonry program expanded this year with the additional space converted over the summer to accommodate students and to implement VTEF Tile Setting curriculum. Currently, the shop is undergoing an up grade to the outside with the removal of an old storage container and the construction of a new storage shed in the brickyard area.

Masonry students have also been involved in community and in-house projects such as hallway tiling, wall repairs, brick facade in the Automotive Technology area, side-walk work at the Billerica Elder Center, and re-pointing of a five-foot concrete block wall around water at Bear Hill for the Billerica Fire Department.

The Masonry students will also have a role in the Wilmington house project this year, designing and building a chimney in the center of the house to accommodate the heating equipment venting flue.

The Masonry juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Metal Fabrication and Welding Technologies:** The Metal Fabrication and Welding program is a National Institute for Metalworking Skills (NIMS) certified program. The program just received its recertification and continues to get high marks in meeting all NIMS standards for curriculum, equipment, and staff credentialing. The program has also been granted a national certification by the American Welding Society affiliated with Schools Excelling through National Skills Standards Education (SENSE).

Mr. Steve Lahey, hired last year to replace the retiring Dennis Solomon, has started to implement new related curriculum that aligns with frameworks for all grade levels.

And like students in other programs, Metal Fabrication and Welding students have gained work experience and supported the community and school with projects that include: new gates for west entrance (Cook St.); built/rebuilt internal/external pieces for carpentry dust collector; designed, fabricated and hung new exhaust system in shop; fabricated door jams, duct fittings, boxes and pans for maintenance; and repaired numerous racks, pots, pans and mixers for Culinary Arts program; designed and fabricated ductwork for the North Billerica Baptist Church; fabricated diamond plate storage boxes for Billerica Fire Department; designed, fabricated battering ram for Burlington Police Department; and rebuilt plow and tent frames for the Boy Scouts of America.

The Metal Fabrication juniors received ten hours of OSHA general-industry safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

**Plumbing and Heating:** Mr. James Sullivan, the Plumbing and Heating lead teacher, was promoted to Construction Chairperson this year leaving a void in the plumbing related program. Mr. Fredrick Coburn, who has over thirty years of experience in all aspects of the trade - residential, commercial, and industrial, replaced Mr. Sullivan. Mr. Coburn will work with Mr. Sullivan in implementing the related curriculum at all levels.

New course scope and sequences have been implemented while twenty new uni-strut workstations have been built to accommodate new projects of copper, PVC and black iron.

The Plumbing and Heating upperclassmen benefit substantially from work requests from in-house projects and the community at large. Some of the projects completed were: deluge shower and eyewash stations installation; drains and vents for Bradley sink and drinking fountain; wall hydrant, water filter stations, compressed air piping, new water meters, compressed air lines and pumps, air dryer, back flow preventers, isolation valves, mixing valves and gang shower installation; repair handicap shower; fabricate sauna drip pan; repair carrier; and install new water closet, lavatory and cast iron soil pipe drains.

The return of the house project this year will provide Plumbing and Heating students with exclusive training in an ideal learning environment.

The Plumbing juniors received ten hours of OSHA 10-hour Construction Industry outreach safety training this spring and received 10-hour cards to document their participation and enhancing their employment and earning potential, while also fulfilling one of the criteria in receiving the Certificate of Occupational Proficiency.

### **Conclusion and Acknowledgement**

The SVTHS District School Committee, staff, and students gratefully appreciate the support that they receive from the residents of the 5-member District. The SVTHS family especially acknowledges the continued financial support of the local Town Managers, Finance Committees, and Town Meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by Shawsheen Tech staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2007. Those retirees are: William Christerson, Social Studies Instructor; Charles Fleming, Culinary Arts Instructor; Dennis Houlihan, HVAC-Refrigeration Instructor; Anne Lane, Health Services and Technology Aide; Priscilla Uhrich, English/Reading Aide.

Respectfully submitted,

Charles Lyons  
Superintendent-Director

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## **BCAT**

BCAT celebrated its 20 Year anniversary in 2007. The celebration was recognized during our Annual Meeting and Open House in April with a video retrospective of our 20 years as well as a cake, door prizes and more. Frank Rais, who won most enthusiastic newcomer in 2006, won Volunteer of the Year in 2007. Many BCAT productions reached milestones in 2007, which were also recognized during the ceremony. Among those productions were, "Sports Thru My Eyes" for its 100th Episode Milestone, "Our Town, Say It Like It Is" for its 200th Episode Milestone, and "COA/BSCO Activities," "Kitchen of Mary Clancey," "The Luthier Shop" and "Open For Discussion" all reached their 250th Episode Milestone.

Photograph by Dick Linder



*BCAT Celebrates their 20th Anniversary. President Rick Karwan with Volunteer of the Year Frank Rais as he cuts the cake.*

BCAT underwent some major equipment renovations during 2007 as well. Both our production van set up and our studio control room were comprised of some equipment that was no longer repairable or replaceable, so we needed to figure out replacement solutions.

For the van renovations, we decided to design what is commonly known at BCAT as "Studio in the Box." Our new mobile studio is contained in two portable "road" cases. One contains the video monitors, switcher, and other associated equipment and the other contains AC Mains power conditioning equipment; voltage regulator, surge suppressor and noise filter as well as the audio program monitor amplifier. The system will accommodate four cameras



which are four new Canon GL-2s. Both the audio and video signals can be carried 100% digital via firewire cables or on separate analog cables. An added benefit of the new system is that it can be used independent of the van, so volunteers now have the opportunity and accessibility to independently produce a multi camera set up out in the field.

Our studio control room went through a complete rehab as well to incorporate the operations of a new digital switcher system with built in graphics called Broadcast Pix. A few original items such as the audio board, digital video tape players and recorders, digital video disc recorder and other useful items have been retained and integrated into the new system. The rest is now state of the art. The first obvious thing is the absence of the myriad of cathode ray tube monitors. All have been replaced with two 42 inch plasma monitors. The monitors can be mapped into specific areas much like the graphical user interface of a personal computer. For example "monitors" for cameras 1, 2 and 3 share the same plasma as the preview and program "monitors." The other plasma monitor presents video clips and graphics along with other miscellaneous functions. The feature of all this is that the plasmas can be mapped for any specific application. The next big change is the control panel for the video switcher. It's about the same size as our old Echo Lab switcher but it does a lot more insofar as it controls a very powerful personal computer. A new power filter, regulation and back-up system has been installed for the benefit of the PC. The control panel push buttons are miniature liquid crystal displays and can display alpha numeric and graphical symbols. They can be customized for a particular program or program series. The customized configuration can then be stored in the PC in a file folder. Also stored in the PC would be all the video and audio production elements as well as graphics for that program. All this can be stored in the PC as a folder / filename identifying the particular program and be recalled with a mouse click. The benefit of this system is that it enables more sophisticated productions and the need for less crew members to achieve the higher production quality.

### Other BCAT highlights in 2007

- The BCAT Board saw some changes. BCAT's last original and longest standing Board Member, John Hofferty resigned from the Board of Directors. He was honored at BCAT's Appreciation night with BCAT's Life Time Achievement Award for his 20 years of service. His dedication, contributions, and value as an

original board member were invaluable to BCAT. He served on many of BCAT's subcommittees through the years, volunteered for many productions including government meeting coverage, as well as held the officer position of Vice President for many years under former president, the late Ernie DeMartinis.

Photograph by Dick Linder



*Original BCAT Board Member John Hofferty as he receives BCAT's Life Time Achievement Award for his 20 years of service.*

- Jason Lord was a board member on BCAT for over two years. He was the TV production teacher at BHS and offered the board day to day experience with BCAT. He was a direct link between BCAT and the students. Jason took a leave of absence in September 2006 from his position at BHS. Jason Lord elected to continue on the Board of Directors, with hopes of returning within a year, however after submitting for a leave of absence for a second year away, his position became open.
- BCAT welcomed two new Board Members, Brad Bond and Linda McNamee. Brad Bond was appointed by the Selectmen, to fill the Selectmen designee seat. Linda McNamee was appointed by the board. She has years of experience in the television industry as well as with non profits and a history of involvement with community television.
- BCAT saw the addition of Ways and Means to its Government Meeting coverage.
- Production Coordinator Tia Buono resigned to take a position with Media Services at Endicott College, where she will also continue her studies to work on a Masters in the Field. Thaddeus Stephanak, an

Emerson College graduate filled the position in November.

- Tricia L. Hicks was promoted from Production Coordinator to Production Manager after 7 years of dedicated service. She is now more actively involved in community outreach, oversees BCAT publicly as well as BCAT productions.

Respectfully submitted,

Jennifer Dodge, Executive Director  
Burlington Cable Access Television

Rick Karwan, President  
Burlington Cable Access Television

Board of Directors:

Arlene DiRocco, Vice President  
Sally Wiillard, Treasurer  
Brad Bond  
Herbert Clancey  
Linda McNamee  
Virginia Mooney  
Mike Runyan  
Robert Zahora

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## **BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION**

The Burlington Community Scholarship Foundation has had another successful year of fundraising and awarding scholarships. Our Executive Board Members work hard to promote our endeavor and to see that the foundation grows and prospers. The Board of Directors of the Burlington Community Scholarship Foundation are as follows: Juliette Mott, Robyn Miliano, Rosemarie Tieri, Janet Modesto, Sonia Rollins, Patricia Dotson, Debbie Keene, Jayne Hyde, Brian Curtin, Joseph Attubato, Jack Ferren, Phil Gallagher, Tom Killilea, Paul Sheehan, and Steve Preston.

At present, we are approaching one million and a half dollars in our endowment. Our Investment Committee continues to invest and allocate funds wisely. Special thanks to Brian Curtin, Phil Gallagher, Jim Picone and Juliette Mott for their expertise.

In 2007 the following scholarships were awarded:

- |   |           |          |
|---|-----------|----------|
| • Adopt A Class 2007 –<br>Gibson & Behman | 31 awards | \$25,800 |
| • BCSF Adult Awards                       | 6 awards  | \$12,000 |
| • BCSF Student Awards                     | 35 awards | \$67,000 |

One of our major components is our Adopt-a-Class Program. Adopt-a-Class allows a business or organization to partner with an entire grade level to generate funds, which will eventually be given to graduates as scholarships. The Class of 2008 and its partner the Burlington Police Patrolmen's Association have raised over forty thousand dollars to this point, which will be awarded in scholarships in May 2008. We welcome the Liquor Cabinet, CitiBank and Brick Point Properties as our new sponsors to Adopt-a-Class. Special thanks to Debbie Keene, Tom Killilea, Rosemarie Tieri, Robyn Miliano and Janet Modesto. Also, a special thanks to all Adopt-a-Class parents and student volunteers.

Another important responsibility is placed in the hands of our Awards Committee. This Committee is responsible for awarding scholarships. Numerous meetings are held to process, evaluate and score each application. This committee is made up of truly wonderful volunteers.

Our Annual Telethon was very successful again this year as over fifty thousand dollars was raised. Phil Gallagher and BCAT joined forces to accomplish a very smooth production. Thanks for this feat are extended to the BCAT Staff and volunteers, Phil Gallagher, Jack Ferren, Don Flaherty, the BCSF Executive Board, Peter Halvorson, Dr. Jim Picone, Lucy Damiani, Al Fay, Bob Buckley, Charlie Murphy, Phil Vachon, Melissa Cushing, Ray Harbor, Craig Robinson and all of the Burlington High School student volunteers and Mr. Patrick Larkin.

Many businesses and individuals contribute each year and we are very appreciative to each and every one of them. Listed below are some of our benefactors:

Reimer and Braunstein, The Murray Charitable Foundation, Mrs. Audrey Johnson, Bugaboo Creek, The Border Café, Dunkin Donuts, Not Your Average Joes, The Outback, Café Escadrille, Al Fay, Citibank, Jack Blais, The Melchionna Family, Brian Curtin, Sonia Rollins, Long's Jewelers, Facilities Management, Ice Palace, Nordblom Companies, The Guterrez Company, Eastern Bank, Gedick Bros. Inc., Gibson Roofs, A & F Bus Company, Burlington Breakfast Rotary Club, Boy Scout Troop 511, Burlington

Baseball Association, Coen Realty Co., Burlington Mall, First Burlington Limited Partnership, Burlington Equitable Limited Partnership, SEA Consultants, Inc., National Development, Gulde Insurance, Kopelman & Page, P.C., KBA Architects, Kenneth Powers, Cranney Companies, Inc., Shea and Dangora, James A. Martin Company, Inc., Vanasse Hangen Brustin, Inc., Sullivan Funeral Home, Hylauron Inc., Burlington Custodians and Clerks, Spencer Cleaners, Dick Linder, Board of Health, Board of Selectmen, Planning Board, Burlington School Committee, Burlington School Administrators, James Picone, Sanga Kugabalasooriar, Lucy Damiani, G. Nelson Eby, Melissa Cushing, Charles Neckyfarow, TD Banknorth, Performance Heating, Mass Mutual, Robert Vieira and each citizen who made a contribution during the Telethon or via their tax bills.

We are looking forward to another exciting year in 2008.

Respectfully submitted,

Stephen E. Preston, Jr., President  
Burlington Community Scholarship  
Foundation

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## **BURLINGTON HOUSING AUTHORITY**

For the past 18 years, state as well as private auditors have reported that the Burlington Housing Authority has managed our properties in full compliance with state and federal regulations and guidelines. The Authority is in excellent standing.

### **2007 Update:**

The BHA has just passed our first year anniversary after resuming the Section 8 Program, back here at the Authority. The Program is up and running well. In the past year we have issued ten Section 8 Vouchers to Burlington residents. The Authority can now service Burlington residents much more easily and effectively. This will better assist the family housing needs of our Community.

The Burlington Housing Authority management inventory includes; one hundred and five senior and young disabled units, two local initiative properties, two state family (705) units, ten studio apartments at Atria Longmeadow Place and ninety-three Section 8 Vouchers.

Photo by M. Lynch



*Birchcrest Arms Apartments*

The Board of Commissioners continues to make Burlington Veterans and Residents a priority. They have also voted to continue participation with the Massachusetts Nahro Section 8 Centralized wait list; this list will remain open. Applications may be obtained at the Authority, Council on Aging offices or you may apply on line @ [www.massnahro.org](http://www.massnahro.org).

The Board of Commissioners consists of Joseph Arena, Michael Austin, Bernice Ferguson, James Langley and newly state appointed Richard Wilde.

The Board wishes to thank the 2007 Tenant Presidents; Jack Milller, Patricia Stanford and Dee Cuzierre, for all their time and efforts on behalf of our senior residents.

As Executive Director of the Burlington Housing Authority, I welcome any concerns or questions that you may have. I will continue to serve our Senior population with respect and compassion.

Respectfully submitted,

Maureen Lynch  
Executive Director

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## **METROPOLITAN AREA PLANNING COUNCIL**

Created in 1963, the Metropolitan Area Planning Council (MAPC) promotes inter-local cooperation and advocates for smart growth by working closely with cities

and towns, state and federal agencies, non-profit institutions, and community-based organizations in the 101 cities and towns of Metropolitan Boston. MAPC strives to provide leadership on emerging issues of regional significance by conducting research, building coalitions, and acting as a regional forum for action.

MAPC provides technical assistance and specialized services in land use planning, water resources management, transportation, housing, environmental protection, economic development, public safety, geographic information systems (GIS), collective purchasing, data analysis and research, legislative and regulatory policy, and the facilitation and support of inter-local partnerships. More information is available at [www.mapc.org](http://www.mapc.org).

MAPC is governed by 101 municipal government appointees, 21 gubernatorial appointees, and 13 appointees of state and City of Boston agencies. An Executive Committee comprising 25 elected members oversees agency operations. The agency employs approximately 40 professional staff under the leadership of an executive director. Funding for MAPC activities is derived from governmental contracts and foundation grants, and a per-capita assessment on member municipalities.

To better serve the people who live and work in Metro Boston, MAPC has divided the region into eight subregions. Each subregion is overseen by a council of local leaders and stakeholders, and a staff coordinator provides organizational and technical staff support.

## Advancing Smart Growth

MAPC's **MetroFuture: Making a Greater Boston Region** initiative is planning for Metro Boston's growth and development through 2030. In 2007, the project involved nearly **1,000 people** (on top of the 4,000 who participated in previous years). MAPC presented the MetroFuture plan at a May 1 Boston College Citizen Seminar, where participants overwhelmingly voted to ratify it and work for its implementation. MAPC is now developing an implementation strategy, addressing public policy, public funding priorities, and changes in practice within the private sector. By mid-2008, MetroFuture will transition from a planning initiative to an advocacy program, uniting the efforts of MAPC, partner organizations, and the thousands of "plan-builders" in an effort to alter regional priorities and growth patterns consistent with the new plan.

As a member of the **Massachusetts Smart Growth Alliance**, MAPC helped form the Transportation Investment Coalition. This group of business, environmental, public interest, and planning organizations is pressing for savings, efficiencies, and new revenues to address the state transportation finance deficit. The Alliance joined with others to advocate successfully for an increase in the Commonwealth's Bond Cap, increasing the resources available to address the state's capital needs. Through the Alliance, MAPC is also working to reform the state's arcane zoning laws through a new and diverse commission, chaired by Undersecretary for Economic Development Gregory Bialecki.

MAPC provides planning assistance and expertise to communities on a wide range of issues, helping them envision the future and evaluate alternatives within a smart-growth framework. Residents of Malden are taking a long-range look at their city through the **Malden Vision Project**, which kicked off last year with a city-wide visioning workshop attended by 250 participants. MAPC helped the town of Arlington deal with **housing and economic development** issues with a visioning workshop and resident survey, and helped develop new bylaws and other strategies. MAPC also assisted Walpole and Norfolk in developing and analyzing **alternative growth scenarios** along a shared stretch of Route 1A.

Working with the 495/MetroWest Corridor Partnership, MAPC produced a **WaterSmart Indicators report** that details trends in water supply, wastewater, and stormwater for each city and town in the study area. MAPC also completed **water resource strategies** for three towns in the Assabet Watershed to evaluate the environmental impacts of alternative growth patterns, relying in part on hydrologic modeling conducted by the U.S. Geological Survey.

## Collaboration for Excellence in Local Government

Through its **Metro Mayors Coalition**, MAPC helped 21 communities secure over \$2 million in **Shannon Grant funding** over the past two years to implement multi-jurisdictional, multi-disciplinary strategies to combat youth violence, gang violence, and substance abuse. In 2007, Gov. Deval Patrick and more than 240 mayors, police chiefs, safety officials and violence prevention workers participated in the coalition's third annual Community Safety Summit to advance strategies to curb youth violence. Through its newly created North Shore Coalition, MAPC is facilitating discussions to develop a regional, comprehen-

sive mutual aid system.

Cities and towns now have the option of joining the Massachusetts Group Insurance Commission (GIC) with a new law drafted by MAPC and the **Municipal Health Insurance Working Group**. This option will help communities save millions of dollars each year by taking advantage of lower insurance rates available through the GIC. MAPC facilitated the Working Group and helped to build consensus for the proposal. We are now providing technical support to cities, towns, and regional entities who are interested in joining the GIC.

MAPC has convened Boston, Chelsea, Everett, Malden, Medford and Somerville to develop a shared strategy for the **Mystic River corridor**. The river, which runs through dense urban communities, has long been an underutilized asset. The communities will develop a comprehensive picture of activities along the river and will seek to build a shared strategy for future development and use of the waterway.

MAPC collaborated with the Commonwealth's 12 other regional planning agencies, municipal officials and other local leaders to help produce "**A Best Practices Model for Streamlined Local Permitting**." The result of dozens of focus groups and a statewide permitting survey, the document provides an array of recommendations that municipalities can consider to create a more clear, efficient and predictable permitting process without compromising local standards of development review. The guide is available at [www.mass.gov/mpro](http://www.mass.gov/mpro).

### Collaboration for Public Safety

MAPC performs fiduciary, planning, and project management duties for the **Northeast Homeland Security Regional Advisory Council (NERAC)**, a network of 85 cities and towns north and west of Boston. In 2007, MAPC helped to develop the School Threat Assessment Response System (STARS), an emergency planning toolkit for each school district in the region. With the assistance of MAPC, NERAC provided portable radios programmed for the Boston Area Police Emergency Radio Network, enabling real-time radio communications among police, fire, and other first responders during major emergencies. In the past year, NERAC established an online information clearinghouse for police and fire departments, and began planning for emergency evacuations from a regional perspective. MAPC also helped NERAC to set up three regional

crime mapping centers that use GIS to visualize crime data through maps.

MAPC completed **Pre-Disaster Mitigation (PDM) plans** for nine communities in 2007, on top of the 20 completed in recent years. Each plan includes an inventory of critical facilities and infrastructure, a vulnerability analysis, and a mitigation strategy with recommended actions. MAPC will continue working with 46 cities and towns in 2008.

### Collaboration for Municipal Savings

MAPC's **Regional Purchasing Consortia** administered six procurements for 42 cities and towns, saving communities up to 20% on purchases such as office supplies, paving services, and road maintenance. Similar savings were realized by the 300 agencies that participate in the **Greater Boston Police Council (GBPC)**, which is administered by MAPC. In fiscal year 2007, MAPC conducted seven procurements for various types of vehicles, including police cruisers and heavy-duty trucks. Overall, 187 municipalities purchased 329 vehicles at an estimated cost of over \$20 million.

### Reliable Data, Available to All

Since its official launch in February, MAPC's **MetroBoston Data Common** online data and mapping tool has been used by dozens of constituents to create customized maps for developing grant applications, analyzing development proposals, or improving services. You can create maps, charts, and graphs on the Data Common by accessing [www.metrobostondatacommon.org](http://www.metrobostondatacommon.org). In addition to supporting this online tool, the Metro Data Center at MAPC responds to **data requests** from member communities, non-profit organizations, businesses, residents, students and other state agencies.

In the past year, MAPC used **visualization tools** that combine GIS technology, photography and graphic design to help increase community awareness about proposed zoning bylaws in Bellingham and Dedham, and to illustrate what different parts of the region would look like under **MetroFuture**.

### Charting a Course to Regional Prosperity

MAPC developed its annual **Comprehensive Economic Development Strategy (CEDS)** for the region, in partnership with the US Economic Development Administration. The report contains an analysis of trends and conditions in

the regional economy, highlighting challenges and opportunities. The economic analysis in the CEDS is targeted to front-line economic development staff working in the public and community-based sectors.

Working for 12 contiguous urban communities in the Metro Mayors Coalition, MAPC is developing an **inventory of potential development** sites near municipal boundaries to support coordinated planning. MAPC also developed the **Smart Workplace Project**, a GIS map of smart-growth friendly sites for commercial and industrial development throughout the region. In collaboration with the University of Massachusetts Boston, MAPC is taking a regional look at the **space needs of the life sciences industry**.

Working with the Immigrant Learning Center and the Commonwealth Corporation, MAPC convened academic, institutional and non-profit researchers to develop an **immigration research agenda**.

### **Getting Around the Region**

MAPC produced a **Regional Bicycle Plan**, assessing current conditions and identifying the improvements necessary to create a more comprehensive regional bicycle transportation system. The plan establishes updated goals based on previous plans, and identifies key strategies and priority projects.

Under its new **Regional Bike Parking Program**, MAPC negotiated discount group purchasing contracts with three leading vendors of bicycle parking equipment. This allows MAPC municipalities and other public entities to purchase discounted equipment and, in some cases, to receive state or federal reimbursement for the cost. Communities around the region have used the program to put new racks at schools, libraries, parks, and shopping areas. The program will continue in 2008.

In 2007 MAPC also began work on the **Regional Pedestrian Plan**. This plan will identify policies to make walking a convenient, safe, and practical form of transportation throughout the region. Proposed solutions will include best practices for local jurisdictions as well as steps that could be taken by the state or by the Metropolitan Planning Organization.

MAPC has developed a web-based **Parking Toolkit** that addresses common parking issues. Cities and towns can learn how to do a parking study, how to reduce parking demand and manage supply, how to make use of existing

parking, and how to finance parking improvements. The Parking Toolkit is the first in a series of Sustainable Transportation Toolkit products that MAPC will develop over the coming years. Visit <http://transtoolkit.mapc.org> to access these tools.

Large portions of Massachusetts Avenue and Route 2A from Arlington to Concord are now a **Massachusetts Scenic Byway**, due to the efforts of MAPC, the Minuteman National Historic Park, and the towns of Arlington, Lexington, Lincoln, and Concord. MAPC is now preparing a Scenic Byway Corridor Management Plan, the first step in protecting the historic, scenic, and cultural qualities of the byway.

In 2007, MAPC worked with developers and communities to evaluate the transportation impacts of dozens of projects, including the South Weymouth Naval Air Station redevelopment (SouthField), Westwood Station, and Harvard University's new Allston campus.

### **On Beacon Hill**

- **Municipal Health Insurance:**

MAPC and the Municipal Health Insurance Working Group built consensus and drafted the new law allowing cities and towns to save millions of dollars each year by joining the Group Insurance Commission.

- **Shannon Community Safety Initiative:**

Over the last two years, MAPC's advocacy and grant development services have helped nearly two dozen communities to secure over \$2 million in funding for interdisciplinary programs that focus on youth violence, drugs, and enforcement against gangs.

- **Statewide Population Estimates Program:**

A \$600,000 line item in the 2008 budget will provide the State Estimates Program with more resources to prepare for the 2010 Census. This program will help correct the deficiencies of recent population estimates and to prevent similar deficiencies from occurring in 2010.

- **Surplus Land:**

MAPC continues to advocate for passage of a new policy on the disposition of surplus state land. Specifically, we continue to build support for our proposal that encourages smart growth development on surplus land while giving municipalities a meaningful role throughout the disposition process.

## • Community Preservation Act:

In 2007, the Metropolitan Mayors Coalition and Community Preservation Coalition reached consensus around legislation to help more communities participate in the Community Preservation Act (CPA). The legislation, filed by Senator Cynthia Creem (D-Newton), would also secure adequate funding over the long term for the state's CPA matching fund.

## • Zoning Reform:

The new zoning reform commission, initiated by the Massachusetts Smart Growth Alliance and chaired by Undersecretary for Economic Development Greg Bialecki, is now working to draft legislation dealing with such matters as "approval not required," grandfathering, consistency between master plans and zoning, and incentives to expand housing production.

## North Suburban Planning Council (Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn)

The North Suburban Planning Council began 2007 with a briefing session on the Metro Boston Data Common, which is a new MAPC tool that allows communities to easily map a variety of data for a wide range of applications.

During the course of the year, there were several meetings devoted to briefings on the MetroFuture project with an emphasis on implementation strategies.

The major areas of concern in transportation planning were the annual review of the TIP and the UPWP, the regional transportation plan and the MPO elections. Members also had a presentation on the recently completed parking toolkit and were briefed on the opportunity to purchase bike racks through an MAPC purchasing program.

MAPC began working with Burlington, Lynnfield, Reading, Stoneham, Wilmington and Woburn to develop natural hazard mitigation plans. This work continued throughout the year.

MAPC invited representatives from the Department of Housing and Community Development to make a very informative presentation on Business Improvement Districts. The NSPC coordinator also developed a sub-regional map showing current and potential development areas for use in discussing regional trends and in reviewing transportation projects.

The MAPC Annual Report is respectfully submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

## APPOINTED OFFICIALS

American Disabilities Act Coordinator	Robert C. Hogan
Animal Control Officer	Gerald Mills
Appraiser/Assistant Assessor	Russell H. Washburn
Archivist/Records Manager	Daniel C. McCormack
Assistant Town Administrator	Thomas Hickey
Assistant Town Clerk	Eleanor M. Gelinis
Building Inspector	John Clancy
Community Life Center Director	Wesley Simons
Conservation Administrator	John Keeley
Council on Aging Coordinator	Margery McDonald
Director of Public Health	Sharon Mastenbrook
Director of Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Heidi Porter
Fire Chief	Lee Callahan
Health Agent/Sanitarian	Marlene Johnson
Housing Authority Executive Director	Maureen Lynch
Human Resources Director	Joanne Faust
Labor Counsel	Collins, Loughran & Peloquin
Library Director	Laura Hodgson
MAPC - TIP Coordinator	Thomas F. Hayes
MBTA Advisory Board	Eleanor N. O'Connell
Metropolitan Area Planning Council (MAPC)	Anthony Fields
MWRA Designee	John Sanchez
Planning Director	Anthony Fields
Police Chief	Francis J. Hart, III
Recreation Director	Donald Roberts
Recreation Maintenance Director	Douglas Gillingham
Sealer of Weights & Measures	Richard H. Howard
Superintendent of Public Works	John Sanchez
Town Accountant	Paul F. Sagarino, Jr.
Town Administrator	Robert A. Mercier
Town Clerk	Jane L. Chew
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Thomas F. Hayes
Treasurer/Tax Collector	Brian P. Curtin

## **APPOINTED BOARDS AND COMMITTEES**

### **Appointments made by: Town Administrator**

#### **Beautification Committee(5) 1 year Standing**

Carolyn R. Engel	9 Park Dr.	2007
Andrew A. Giordano	3 Belmont Rd.	2007
George M. Major	29 Lantern Ln.	2007
Joan McSweeney	1 Doris St.	2007
Elaine Zuccaro	6 Pearson Cir.	2007

#### **Bike Committee 1 year Ad Hoc**

Kristine Brown	61 Center St.	2007
<i>Recreation Rep</i>		
Jack Donaldson	62 Winn St.	2007
Albert Fay, Jr.	11 Raymond Rd.	2007
<i>Selectmen Rep</i>		
Mildred Nash	39 Sunset Dr.	2007
James L. Nevins	26 Sunset Dr.	2007

#### **B-Line Advisory Committee 1 year Ad Hoc**

Ruthann Covino	4 Donna Ln.	2007
<i>COA Rep</i>		
Ann Cummings	20 Tinkham Ave.	2007
<i>Planning Rep</i>		
Michael F. Desimone	5 Gloria Cir.	2007
<i>School Rep</i>		
Jennifer Gelinas	10 Hallmark Garden #7	2007
Virginia E. Mooney	28 Mohawk Rd.	2007
Mildred Nash	39 Sunset Dr.	2007
Mabel Nevins	26 Sunset Dr.	2007
Sonia Rollins	8 Paula St.	2007
<i>Selectmen Rep</i>		

#### **Board of Appeals(5) 5 years Standing**

John A. Alberghini	2 Elm Ave.	2006
<i>1st Alt. - 1 yr.</i>		
William Gaffney	8 Joanne Rd.	2010
Wayne Harding	16 Chadwick Rd.	2009
Eugene S. Lane, Jr.	24 Cathy Rd.	2006
<i>2nd Alt. - 1 yr.</i>		
Robert M. Meaney	15 Sears St.	2006
George Murray	184 Mill St.	2008
John T. Sullivan	2 Laurel Ln.	2007

#### **Board of Registrars(4) 3 years Standing**

Jane L. Chew	7 Winn Valley Dr.	2011
Jeanne Ganley	26 Beacon St. #42A	2007
Elmer Bud Larson	23 County Rd.	2008
Robert J. Macdonald	238 Fox Hill Rd.	2009

#### **Cable Advisory Committee(7) 1 year Ad Hoc**

Howard Alberts	3 Arborwood Dr.	2006
Jennifer Dodge	123 Cambridge St. (BHS)	2006
<i>BCAT Rep</i>		
Daniel Dunn	29 Stony Brook Rd.	2006
Peter O'Keefe	47 Skelton Rd.	2008
Daniel J. Raske	3 Mildred Rd.	2008
Sally Willard	13 Foster Rd.	2006

#### **Community Life Center(10) 2 years Standing**

Candace F. Gustafson	30 Paulson Dr.	2008
Michael Howard	18 Burlington St.	2008
Thelma Iozzo	7 Chandler Rd.	2007
Marilyn Langley	13 Algonquin Dr.	2008
Ronald J. MacKenzie	18 Spruce Hill Rd.	2008
Ann McNamara	79 Mountain Rd.	2007
Roberta Mills	19 Corcoran Rd.	2007
Greg Skeeahan	45 Center St.	2007

#### **Conservation Commission(7) 3 years Standing**

Nedim Celik	46 Mill St.	2009
Larry S. Cohen	8 Wilhelmina Ave.	2006
Indra Deb	17 Pathwoods Ave.	2008
Marylee Everett	14 Hart St.	2007
Gail M. Lima	188 Mill St.	2008
Kerry Melanson	8 Freeport Dr.	2008
James A. Nash	39 Sunset Dr.	2007

#### **Council on Aging(7) 3 years Standing**

Jeannette S. Cain	7 Hallmark Grdn. #6	2008
Ruthann Covino	4 Donna Ln.	2008
John J. Gulde	16 Dearborn Rd.	2009
Muriel O'Brien	26 Maryvale Rd.	2009
Mary E. Patterson	22 Carol Ave.	2010
MariGrace Silva	5 Alma Rd.	2008
<i>Alternate 1 yr.</i>		
Gordon C. Thomson	5 Frances Rd.	2008
Suzanne J. Trousil	2 Lucaya Cir.	2008
<i>Alternate 1 yr.</i>		
Bernadette B. Whittington	1 Ganley Dr.	2010

#### **Cultural Council(5-22) 3 years Standing**

Joyce M. Carnes	2 Fairfax St.	2008
Anne P. Coady	8 Woodside Ln.	2008
Dorothy N. Dellemonico	3 Jonathan Rd.	2008
Eileen Feldman	19 Freeport Dr.	2006
Lauren R. Finkle	31 Boulder Dr	2009
Alysse C. Gerardi	8 Evergreen Ave	2009
Judith Jango-Cohen	23 Sarah St.	2009



**Cultural Council(5-22) 3 years Standing**

Rick Karwan	8 Francis Wyman Rd.	2007
Wayne Little	123 Cambridge St.	2006
<i>BHS Rep</i>		
Charlanne Maynard	22 Sears St.	2007
<i>Library Rep</i>		
Margaret McGarry	1A Ward St.	2008
Florence Dolly Mountain	5 Eisenhower Dr.	2006
Teresa Pignatone	9 Jonathan Rd.	2008
William Timothy Rose	10 Locust St.	2006
Richard D. Sarno	1 Bassett Ave	2008
Vincent J. Sferrino	10 Liberty Ave.	2010
Janet M. Towers	28 Humboldt Ave.	2006

**Disabilities Access Committee(9) 1 year Standing**

Robert J. Emmert	21 Crystal Cir.	2007
Bernice Ferguson	19 Bedford St.	2007
Mary Jane Fietze	42 Bedford St.	2007
Maura F. Mazzocca	5 Black Horse Ln.	2007
Christine Monaco	18 Corcoran Rd.	2007
David P. Murphy	51 Bedford St.	2007
Ralph C. Patuto	29 Center St.	2007

*Selectmen Rep*

Kenneth Tigges	4 Ellen Rd.	2007
Bernadette B. Whittington	1 Ganley Dr.	2007

**Grandview Farm Use Committee 1 year Ad Hoc**

Norman B. Biggart	4 Baron Park Ln. #1	2007
Brenda L. Cahoon	3 Lucy Rd.	2007
Binnie Factor	6 Briarwood Ln.	2007
Toni Faria	6 Butters Ln.	2007
Bernice H. Ferguson	19 Bedford St.	2007
Kathleen A Horton	85A Center St.	2007
Mary Ippolito	8 Erin Ln.	2007
John S. Ivas	9 Boulder Dr.	2007
William T. McDonough	19 Rahway Rd.	2007
Kevin B. McKelvey	4 Allison Dr.	2007

*Selectmen Rep*

Mary Lou McQuinn	29 Boulder Dr.	2007
Roger Morrison	5 Hope St.	2007
Hope M. Paulsen	59 Center St. #201	2007
Sonia Rollins	8 Paula St.	2007

*Selectmen Rep*

Nicholas G. Rubino	16 Phyllis Ave.	2007
Auralie Slowey	13 Paulson Dr.	2007
June Tabaldi	101 Cambridge St. #280	2007
Beverlee Vidoli	17 Thornton Dr.	2007

**Historical Commission(7) 3 years Standing**

Norman B. Biggart	4 Baron Pk. Ln. Apt. 1	2007
Sandra J. Covenor	5 Forest Rd.	2008
Joao T. Demelo	50 Skelton Rd.	2009

*Advisory (Res. F/T 5/05)*

Eldrine F. Emerson	39 Arborwood Dr.	2009
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*Alternate 1 yr.*

Antoinette Faria	6 Butters Ln.	2009
Joyce Fay	11 Raymond Rd.	2008
Kathleen Horton	85A Center St.	2007
Ralph W. Porcello	9 Lantern Ln.	2008

*Alternate 1 yr.*

Norma C. Robichaud	5 Highland Way	2009
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*Advisory*

Gene Rossi	174 Winn St.	2009
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*Advisory*

Michael Tredeau	12 Myrna St.	2008
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**Housing Partnership 1 year Ad Hoc**

Ernest E. Covino, Jr.	4 Donna Ln.	2007
John DeFrancesco	50 Westwood St.	2007
Phyllis Etsell	3 Eisenhower Dr.	2007
Albert L. Fay, Jr.	11 Raymond Rd.	2007

*Selectmen Rep*

Wayne Harding	16 Chadwick Rd.	2007
Jayne L. Hyde	17 Meadowvale Rd.	2007
Virginia E. Mooney	28 Mohawk Rd.	2007
Michael S. Runyan	7A Mountain Rd.	2007

**Information Systems Advisory (7) 1 year Ad Hoc**

Laurence J. Conway	18 Wildwood St.	2006
Daniel Dunn	29 Stony Brook Rd.	2006
David Fionda	46 Freeport Dr.	2006
Peter O'Keefe	47 Skelton Rd.	2006

**Recycle Committee 3 years Ad Hoc**

Timothy J. Brown	8 Luther St.	2010
Gretchen K. Carey	43 Locust St.	2010
Diane Kendrigan Creedon	12 Gibson St.	2010
Ann M. Cummings	20 Tinkham Ave.	2010
Eileen Feldman	19 Freeport Dr.	2010
Elizabeth A. Gilman	158 Mill St.	2010

**Rink Oversight Committee(5) 1 year Ad Hoc**

Brian Curtin	29 Center St.	2006
<i>Treasurer/Collector</i>		
Kevin B. McKelvey	4 Allison Dr.	2006
<i>Selectmen Rep</i>		
Don Roberts	61 Center St.	2006
<i>Recreation</i>		
Craig Robinson	123 Cambridge St.	2006
<i>School Dept.</i>		

**Rt. 3A Subcommittee 1 year Ad Hoc**

John Clancy	29 Center St.	2007
<i>Building</i>		
Ernest Covino, Jr.	29 Center St.	2007
<i>Planning</i>		
Ann Cummings	20 Tinkham Ave.	2007
<i>Planning Rep</i>		
Phylis Etsell	3 Eisenhower Dr.	2007
Tony Fields	29 Center St.	2007
<i>Planning</i>		
Tom Hayes	29 Center St.	2007
<i>Engineering</i>		
Kristln Hoffman	29 Center St.	2007
<i>Planning</i>		
Michael O'Neil	3 Kinney Ave.	2007
Sonia Rollins	8 Paula St.	2007
<i>Selectmen Rep</i>		
Elaine Zuccaro	6 Pearson Cir.	2007
<i>Beautification Rep</i>		

**Sign Bylaw Committee 1 year Ad Hoc**

Robert Factor	6 Briarwood Ln.	2006
<i>Rotary</i>		
Richard H. Howard	158 Wilmington Rd.	2006
<i>Bylaw Review</i>		
Jayne L. Hyde	17 Meadowvale Rd.	2006
<i>Planning Rep</i>		
Mary Liz MacNeil	10 Van de Graaff Dr.	2006
<i>BBRT</i>		
Kevin B. McKelvey	4 Allison Dr.	2006
<i>Selectmen Rep</i>		
Joan McSweeney	1 Doris St.	2006
<i>Beautification</i>		
Robert M. Meaney	15 Sears St.	2006
<i>Bd of Appeals</i>		
George Murray	184 Mill St.	2006
<i>Bd of Appeals</i>		

**Sr. Housing Options Committee 1 year Ad Hoc**

Arlene A. DiRocco	10 Old Colony Rd.	2007
Albert L. Fay, Jr.	11 Raymond Rd.	2006
<i>Selectmen Rep</i>		
Garry Feldman	19 Freeport Dr.	2007
Robert Hogan	61 Center St.	2007
Sheila Howard	2 Hallmark Garden #4	2007
Jayne L. Hyde	17 Meadowvale Rd.	2007

**Stormwater Management Advisory 1 year Ad Hoc Committee**

James J. Dion	29 Center St.	2007
<i>Board of Health</i>		
Marylee Everett	29 Center St.	2007
<i>Conservation Commission</i>		
Tony Fields	29 Center St.	2007
<i>Planning Director</i>		
Charles E. Fuller	3 Rolling Ln.	2007
<i>Consulting Engr</i>		
Gary Gianino	29 Center St.	2007
<i>Selectmen</i>		
Tom Hayes	29 Center St.	2007
<i>Town Engineer</i>		
Jayne L. Hyde	17 Meadowvale Rd.	2007
John Keeley	29 Center St.	2007
<i>Conservation Commission</i>		
Terry McSweeney	29 Center St.	2007
<i>Board of Health</i>		

**Town Common Oversight 1 year Ad Hoc**

Carolyn R. Engel	9 Park Dr.	2007
Albert L. Fay, Jr.	11 Raymond Rd.	2007
<i>Selectmen Rep</i>		
Douglas Gillingham	61 Center St.	2007
<i>Rec. Maint. Rep</i>		
Kevin B. McKelvey	4 Allison Dr.	2007
<i>Selectmen Rep</i>		
Joan McSweeney	1 Doris St.	2006
Elaine Zuccaro	6 Pearson Cir.	2007
<i>Beautification Rep</i>		

**Appointments made by: Moderator**

**Bylaw Review Committee(5) 1 year Standing**

Richard H. Howard	158 Wilmington Rd.	2008
Evelyn M Mottolo	3 Dover Dr.	2008
Carol L. Powers	80 Lexington St.	2008
Richard M. Wing	4 Wing Ter.	2008
David J. Woodilla	3 Barnum Rd.	2008

**Capital Budget Committee(7) 3 years Standing**

Thomas D. Conley, Jr.	20 Corcoran Rd.	2010
Daniel J. Grattan	9 Fieldstone Dr.	2008
Parag G. Mehta	4 Dublin Circle	2009
Frank P. Monaco	18 Corcoran Rd.	2010
Daniel J. Raske	3 Mildred Rd.	2009
Faydeen A. Sateriale	95 Lexington St.	2010
Janine S. Towle	57 Macon Rd.	2008

**Facilities Committee (7) 2 years Standing**

William F. Callahan	6 Carter Rd.	2006
Sean P. Connors	14 Sears St.	2007
John G. Cormier, Sr.	8 Chester St.	2007
Paul V. Gedick	5 County Rd.	2006
Daniel J. Hanafin	4 Maple St.	2006
Bruce A. Morey	5 Ellery Ln.	2007
Wayne S. Saltsman	24 Wheatland St.	2006

**Human Services Committee(7) 3 years Standing**

Anne P. Coady	8 Woodside Ln.	2010
Joanne M. Horgan	12 Eastern Ave.	2008
Virginia M. Igo	1 Arthur Woods Ave.	2008
Mabel Nevins	26 Sunset Dr.	2009
Cynthia J. Phillips	4 Michael Dr.	2010
Jean M. Squires	12 Evelyn St.	2009
Judith G. Wasserman	3 Indian Hill Rd.	2008

**Land Use Committee(9) 3 years Standing**

Shari Lynn Ellis	3 Hickory Ln.	2009
Nancy J. Hofferty	10 Purity Springs Rd.	2009
Karen A. Moyer	7 Kingsdale St.	2008
Andrew H. Olney	21 Julia Connors Dr.	2010
James Patterson	5 Hancock St.	2008
Phyllis D. Rousell	75 Macon Rd.	2010
Paul A. Valleli	14 Marrett Rd.	2010
Sally Willard	13 Foster Rd.	2008

**Northwest Park Committee(5) Ad Hoc**

Diane Kendrigan Creedon	12 Gibson St.
Lucy M. Damiani	7 Hearthstone Dr.
David J. Ghio	5 Holly St.
Frank P. Monaco	18 Corcoran Rd.
David S. Tait	9 Meadowvale Rd.

**Rules Committee(13) 1 year Standing**

Patricia J. Angelo	2 Austin St.	2008
Marie A. Ardito	2 Edsel Dr.	2008
Catharine M. Boucher	9 Jackson Rd.	2008
Linda K. Collins	18 Townline Rd.	2008
Joan B. Hastings	14 College Rd.	2008

**Rules Committee(13) 1 year Standing**

Francis Heartquist	10 Briarwood Ln.	2008
Virginia M. Igo	1 Arthur Woods Ave.	2008
Roberta E. Mills	19 Corcoran Rd.	2008
Mildred J. Nash	39 Sunset Dr.	2008
Eleanor N. O'Connell	33 Peach Orchard Rd.	2008
Louis Rubino	4 Fred St.	2008
Maureen Ryan	3 Donald Rd.	2008

**Ways & Means Committee(15) 3 years Standing**

William C. Beyer	67 Peach Orchard Rd.	2010
Brad D. Bond	8 Mullberry Ln.	2009
Catharine M. Boucher	8 Kimball Ct. #706	2010
<i>Reappt. 6/29/06 (Ardito)</i>		
John G. Cormier	8 Chester Ave.	2008
<i>Appt. 10/07</i>		
Diane Kendrigan Creedon	12 Gibson St.	2010
Lucy M. Damiani	7 Hearthstone Dr.	2008
Daniel R. Ditucci	8 Lisa St.	2010
Nolan H. Glantz	9 Redcoat Ln.	2008
Michael J. Hardy	7 Thornton Dr.	2009
John D. Kelly	14 Oxbow Ln.	2009
Thomas C. Killilea	15 Wheatland St.	2008
Jerome J. Lynch, Jr.	6 Winn St.	2008
Carol L. Powers	80 Lexington St.	2010
Gary F. Romagna	4 Benson Way	2009
Robert G. Schlansky	4 Gibson St.	2009

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 22, 2007  
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:35 P.M. with a salute to the flag. Andrea Giangreco, BHS student, performed the National Anthem and a piece from Les Miserables.

The new DPW Supt. John Sanchez and Asst. Town Administrator, Tom Hickey, was introduced to the members. The Moderator announced that he received two resolutions which will be taken up after all other articles.

A motion to postpone Articles 13-15, 20, 21 until the first order of business on Wed. January 24, 2007 was moved, seconded and so voted.

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**ARTICLE 1 RE: Reports of Town Officers & Committees**

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

The Ways & Means presented a financial overview for the members. Selectman Rollins discussed the District Improvement Finance Program sponsored by the Massachusetts Business Resource Team. The School Committee gave an update on the Memorial School project. The Human Services Committee presented a report on the need for Automatic External Defibrillators. It was moved and seconded to forward their suggestions to the Board of Health for their review.

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**ARTICLE 2 RE: Simonds Trust**

To see if the Town will vote to accept, from the Trustees under the Will of Marshall Simonds, the amount of \$25,000 or any other sum for the maintenance and improvements of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to accept, from the Trustees under the Will of Marshall Simonds, the amount of \$25,000 for the maintenance and improvements of Simonds Park, same to be spent under the direction of the Recreation Commissioners.

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 3 RE: Omnibus Article FY 2007 Utility Budgets**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,000,000 or any other sum to pay for FY 2007 budget shortfalls in various departments, or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash –

to

<u>Uses of Funds</u>	
Library – Occupancy	\$29,215
Police – Occupancy	35,075
Fire – Occupancy	14,623
Town Facilities – Occupancy	\$9,779
DPW/Cemetery – Occupancy	2,051
DPW/Streetlights	\$0,130
DPW/Highway – Occupancy	947
DPW/Water & Sewer – Occupancy	\$32,021
Recreation Maintenance – Occupancy	2,052
School Department	\$30,000
Police – Gasoline	\$0,000
<b>TOTAL:</b>	<b>\$945,893</b>

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 4 RE: Replace Council on Aging Tables**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$12,000 or any other sum to pay for the purchase of tables used by the Council on Aging for various functions at the Murray-Kelly Wing of the Human Services Building, 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 \$8,200 to pay for the purchase of tables used by the Council on Aging for various functions at the Murray-Kelly Wing of the Human Services Building.

Recommendations: Ways & Means voted 11-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 5 RE: Management Information Systems Upgrades**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000 for the purpose of purchasing updated security software for the Town wide e-mail system and internet access, 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 \$13,600 for the purpose of purchasing updated security software for the Town wide e-mail system and internet access.

Recommendations: Ways & Means voted 11-0-0 in favor, Capital Budget voted 5-0-1 in favor. Selectmen voted 5-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 6 RE: Fire Alarm Maintenance**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$25,000 or any other amount to pay for the continued maintenance of the

TOWN OF BURLINGTON, MA

JANUARY 2007 TOWN MEETING MINUTES

Town's Fire Alarm System, 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 \$25,000 to pay for the continued maintenance of the Town's Fire Alarm System.

Recommendations: Ways & Means voted 12-0-0 in favor, Selectmen voted 5-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 7 RE: Bond Authorization Mill Pond Water Plant**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$400,000 or any other sum for the purpose of paying additional costs related to the improvements to the Mill Pond Treatment plant and for paying any and all cost incidental to this project, or to act in any other manner in relation thereto.

**MAIN MOTION:** That the sum of \$300,000 be and hereby is appropriated for the purpose of paying additional costs of making improvements to the Mill Pond Treatment Plant, and for paying any and all other costs incidental and related thereto, and to meet this appropriation the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Recommendations: Ways & Means voted 13-0-0 in favor, Capital Budget voted 6-0 in favor.

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

**ARTICLE 8 RE: Fund Massachusetts General Law 11F Police Department and Fire Department Medical Claims**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$15,000 or any other sum for the medical claims of the Burlington Police Department and \$15,000 for the medical claims of the Burlington Fire Department, 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 \$20,000 for the medical claims of the Burlington Police Department.

Recommendations: Ways & Means voted 11-0-1 in favor.

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

**ARTICLE 9 RE: Reserve Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other sum to add to the FY 2007 Reserve Fund Line Item, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$100,000 to the FY2007 Reserve Fund Line Item.

Recommendations: Ways & Means voted 11-0-0 in favor, Selectmen voted 4-1 in favor.

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

**ARTICLE 10 RE: Stabilization Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other sum to add to the Town of Burlington Stabilization Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to add to the Town of Burlington Stabilization Fund.

Recommendations: Ways & Means voted 11-0-0 in favor.

**ACTION: UNANIMOUSLY APPROVED THE MAIN MOTION**

**ARTICLE 11 RE: Rescind Vote of September Town Meeting Article 6/Sawmill Purchase**

To see if the Town will vote to rescind the contingency vote of the September Town Meeting (Article 6) to transfer money from the Stabilization Account to fund the purchase of the Sawmill Road properties; and furthermore, to transfer the amount of \$128,304 previously authorized back to the Town of Burlington Stabilization Account, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways & Means voted 10-0-1 in favor, Selectmen voted 5-0 in favor.

**ACTION: UNANIMOUSLY APPROVED THE MAIN MOTION**

**ARTICLE 12 RE: Chapter 90**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$247,165 or any other sum, to pay for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to accept the Chapter 90 allocation of \$247,165 and appropriate the sum of \$247,165 for the purpose of funding roadway improvements, same to be expended under the direction of the Town Administrator

Recommendations: Ways & Means voted 11-0-0 in favor, Capital Budget voted 6-0 in favor.

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

**ARTICLE 16 RE: Rezone 56 Middlesex Turnpike**

To see if the town will vote to rezone property located at 56 Middlesex Turnpike, said property being shown on Assessor's Map 56, Parcel 12, from the General Industrial (IG) District to the General Business (BG) District, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 7-0 in favor. Land Use voted 6-0-0 in favor.

**ACTION: UNANIMOUSLY APPROVED THE MAIN MOTION**

**ARTICLE 17 RE: Rezone Carol Avenue**

To see if the Town will vote to rezone property located off Carol Avenue, said property being shown on Assessor's Map 18, Parcel 1, such that said property will be included as a Wireless Communication Overlay District, and to amend the Wireless Communications Overlay Districts Map dated September 2000 to reflect such change, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 7-0 in favor. Land Use voted 5-0-1 in favor. A motion to end debate was moved, seconded and so voted. There was a division of the house and tellers were appointed.

**ACTION: BY A VOTE OF 68 IN FAVOR AND 13 OPPOSED, THE MOTION CARRIED BY THE REQUIRED 2/3 VOTE.**

**ARTICLE 18 RE: Rezone 35 Ray Avenue**

To see if the Town will vote to rezone property located at 35 Ray Avenue, said property being shown on Assessor's Map 54, Parcel 3-11, such that said property will be included as a Wireless Communications Overlay District, and to amend the Wireless Communications Overlay Districts Map dated September 2000 to reflect such change, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 7-0 in favor. Land Use voted 6-0-0 in favor. There was a division of the house and tellers were appointed.

**ACTION: BY A VOTE OF 66 IN FAVOR AND 13 OPPOSED, THE MOTION CARRIED BY THE REQUIRED 2/3 VOTE.**

**ARTICLE 19 RE: Exempt Police Chief and Fire Chief From Civil Service**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below; and provide further that the General Court may make clerical or editorial changes of form only to the bill, unless the

Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

**AN ACT EXEMPTING THE POSITIONS OF POLICE CHIEF AND FIRE CHIEF IN THE TOWN OF BURLINGTON FROM THE CIVIL SERVICE LAW.**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same, as follows:

**SECTION 1.** The positions of police chief and fire chief in the Town of Burlington shall be exempt from Chapter 31 of the General Laws.

**SECTION 2.** Section 1 shall not impair the civil service status of the persons holding the positions of Police Chief and Fire Chief in the Town of Burlington on the effective date of this act.

**SECTION 3.** This act shall take effect upon its passage.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen voted 4-1 in favor.

A motion to end debate was moved, seconded and so voted. There was a division of the house and tellers were appointed.

By a vote of 51 in favor and 28 opposed, the motion carried. Seven members stood for a roll call.

**ACTION: BY A ROLL CALL VOTE OF 52 IN FAVOR, 25 OPPOSED AND 2 ABSTENTIONS, THE MAIN MOTION CARRIED.**

At 11:10 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

**Jane L. Chew  
Town Clerk**

**ADJOURNED (THIRD) TOWN MEETING  
WEDNESDAY, JANUARY 24, 2007  
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:35 P.M. with a salute to the flag. The Moderator announced that Articles 13-21 were all related and could be discussed together and voted separately.

**ARTICLE 13 RE: Rezone Northwest Park Property to Planned Development (PD) District**

To see if the Town will vote to approve the Concept Plan filed with the Planning Board on (insert date), and as modified, included as part of the backup material to this Warrant Article, which shall govern the use and development of the proposed Planned Development (PD) District; and to amend the Zoning

Map to rezone certain parcels of land from a General Industrial (IG) District to a Planned Development (PD) District, said parcels generally known as Northwest Park and are bounded by the former Kendall Road on the north, Middlesex Turnpike on the east, Second Avenue on the south and Route 3 on the west. The properties are more specifically identified on the Town of Burlington Assessor's Maps by the following Map and Parcel numbers: 38-8-0, 38-8-1, 38-9-0, 38-10-0, 38-10-1, 39-1-0, 39-2-0, 39-3-0, 39-3-1, 39-3-2, 39-5-0, 39-6-0, 39-7-0, 39-8-0, 39-8-1, 39-8-2, 39-9-1, 39-10-0, 39-11-0, 39-17-0, 39-18-0, 39-19-0, 39-22-0, 45-3-0, 45-4-0, 45-5-0, 45-6-0, 45-7-0, 45-8-0, 45-9-0, 45-10-0, 45-11-0, 45-12-0, 45-13-0, 45-14-0, 45-15-0, 45-16-0, 45-17-0, 45-17-2, 45-18-0, 45-19-0, 45-20-0, 45-21-0, 45-22-0, 45-23-0, 45-24-0, 45-25-0, 45-25-1, 45-27-0.

The aforementioned parcels are further described as follows: Those certain parcels of land located at the northwest intersection of Middlesex Turnpike and Second Avenue in the Town of Burlington, in the County of Middlesex and the Commonwealth of Massachusetts bounded and described as follows:

Beginning at a point on the westerly side of Middlesex Turnpike and the southerly sideline of Pattison Road and being the northeast corner of the parcel hereinafter described: thence

S 21° 56'10" E a distance of two thousand eighty four and seventy three hundredths feet (2084.73') to a point; thence  
S 23° 35'10" E a distance of five hundred sixty one and twenty three hundredths feet (561.23') to a point, the last (2) courses by the westerly sideline of Middlesex Turnpike; thence  
S 66° 24'50" W a distance of one hundred sixty two and eighty four hundredths feet (162.84') to a point; thence  
N 70° 19'46" W a distance of seventy two and ninety six hundredths feet (72.96') to a point; thence  
S 66° 24'50" W a distance of fifty and no hundredths feet (50.00') to a point; thence  
S 23° 35'10" E a distance of forty eight and fifteen hundredths feet (48.15') to a point; thence  
S 26° 05'27" E a distance of four hundred eighty nine and forty one hundredths feet (489.41') to a point; thence  
S 69° 49'48" E a distance of sixty nine and fifty six hundredths feet (69.56') to a point; thence  
S 26° 35'10" E a distance of sixty and no hundredths feet (60.00') to a point; thence  
N 63° 44'44" E a distance of two hundred three and sixty one hundredths feet (203.61') to a point, the last (7) courses by land now or formerly Nordblom Co.; thence  
S 25° 13'10" E a distance of four hundred thirteen and fourteen hundredths feet (413.14') to a point; thence  
Southeasterly and curving to the left along the arc of a curve having a radius of one thousand five hundred ninety eight and eighty three hundredths feet (1598.83'), a length of thirty six and eighty eight hundredths feet (36.88') to a point, the last (2) courses by the westerly sideline of Middlesex Turnpike; thence  
Southwesterly and curving to the right along the arc of a curve having a radius of twenty and no hundredths feet (20.00'), a length of thirty one and forty hundredths feet (31.40') to a point; thence

S 63° 24'50" W a distance of six hundred sixty seven and sixty eight hundredths feet (667.68') to a point; thence  
Northwesterly and curving to the right along the arc of a curve having a radius of twenty and no hundredths feet (20.00'), a length of thirty and two hundredths feet (30.02') to a point; thence  
N 30° 35'45" W a distance of ninety one and twenty three hundredths feet (91.23') to a point, the last (4) courses by the northerly sideline of Second Avenue; thence  
S 63° 24'50" W a distance of three hundred twenty and twenty three hundredths feet (320.23') to a point, by a portion of Second Avenue and land now or formerly Burlington Crossing LLC and Northwest Industrial Park Trust; thence  
Northwesterly and curving to the left along the arc of a curve having a radius of twelve thousand two hundred fifty and no hundredths feet (12250.00'), a length of one thousand two hundred thirty one and forty one hundredths feet (1231.41') to a point of  
N 36° 43'40" W a distance of one thousand three hundred three and thirty two hundredths feet (1303.32') to a point; thence  
N 36° 44'20" W a distance of one thousand six hundred ninety three and twenty three hundredths feet (1693.23') to a point, the last (3) courses by the easterly sideline of Route 3; thence  
N 38° 53'30" E a distance of fifty four and seven hundredths feet (54.07') to a point; thence  
N 42° 26'00" E a distance of one hundred three and ninety three hundredths feet (103.93') to a point; thence  
N 45° 42'20" E a distance of seventy three and seventy nine hundredths feet (73.79') to a point; thence  
N 57° 39'50" E a distance of forty and eighty hundredths feet (40.80') to a point; thence  
N 66° 33'30" E a distance of seventy one and eighty nine hundredths feet (71.89') to a point; thence  
N 80° 40'20" E a distance of fifty one and eighty two hundredths feet (51.82') to a point; thence  
S 89° 08'20" E a distance of one hundred six and sixty four hundredths feet (106.64') to a point; thence  
S 82° 33'20" E a distance of five hundred ninety and no hundredths feet (590.00') to a point; thence  
N 85° 29'30" E a distance of one hundred fourteen and forty six hundredths feet (114.46') to a point; thence  
Northeasterly and curving to the left along the arc of a curve having a radius of five hundred seventy one and eighty seven hundredths feet (571.87'), a length of three hundred thirty five and sixteen hundredths feet (335.16') to a point; thence  
Northeasterly and curving to the right along the arc of a curve having a radius of two hundred forty eight and thirty seven hundredths feet (248.37'), a length of two hundred fifteen and seven hundredths feet (215.07') to a point; thence  
S 78° 28'10" E a distance of one hundred thirty five and ninety eight hundredths feet (135.98') to a point; thence  
S 62° 59'40" E a distance of one hundred ninety four and

seventy two hundredths feet (194.72') to a point, the last (12) courses by the southerly sideline of Kendall Road; thence a distance of ten and ten hundredths feet (10.10') to a point; thence a distance of one hundred forty and ninety six hundredths feet (140.96') to the point of beginning, the last (2) courses by the southerly sideline of Pattison Road.

N 13° 15'40" E

N 28° 46'00" E

The above described parcel contains 127.20 acres in the Town of Burlington, Massachusetts.

Being the same premises shown on the Concept Plan entitled "Northwest Park, Middlesex Turnpike, Burlington, Massachusetts", prepared by Vanasse Hangen Brustlin, Inc., dated October 31, 2006 as revised through November 30, 2006, as revised and submitted to Town Meeting.

The above described parcel contains 127.20 acres in the Town of Burlington, Massachusetts, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 7-0-0 in favor. Selectmen voted 5-0-0 in favor. Ways & Means voted 9-0-0 in favor. Land Use voted 6-1-0 in favor. NW Park TM committee voted in favor.

A motion to end debate was moved, seconded and so voted.

The Moderator decided to have a roll call vote.

**ACTION: BY A ROLL CALL VOTE OF 79 IN FAVOR AND 6 OPPOSED, THE MAIN MOTION CARRIED**

The Moderator announced that Article 14 would be taken up after Article 20.

**ARTICLE 15 RE: Northwest Park PDD -- Approval of a 150,000 Square Foot Retail Facility Pursuant to the Northwest Park Planned Development (PD) District.**

To see if the Town will vote to approve the development of a 150,000 square foot retail facility in accordance with the Northwest Park Planned Development (PD) District Zoning Provisions, Use Table and Concept Plan concerning Retail Stores and Showrooms in excess of 90,000 square feet, subject to final Special Permit authorization from the Planning Board. The development of said retail facility shall be substantially in conformance with the conceptual façade design elevations of the main public entrances entitled "Target Elevation Study", Northwest Park, Burlington, Massachusetts, dated December 29, 2006, prepared by Elkus Manfredi Architects. Any substantial deviation from the approved conceptual façade design plans, as determined by the Planning Board in consultation with the Inspector of Buildings, shall require further approval by Town Meeting, or to take any other action in relation thereto.

**MAIN MOTION:** Withdrawn

**ARTICLE 20 RE: Massachusetts General Law 43D Expedited Permitting**

To see if the Town will accept the provisions of Chapter 43D of the Massachusetts General Laws as amended, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

**ARTICLE 14 RE: Designation of Northwest Park as a Priority Development Site**

To see if the Town will vote to approve the filing of a formal proposal with the Interagency Permitting Board for the designation as a priority development site land commonly known as "Northwest Park". The affected properties are generally bounded by the former Kendall Road on the north, Middlesex Turnpike on the east, Second Avenue on the south and Route 3 on the west. The properties are more specifically identified on the Town of Burlington Assessor's Maps by the following Map and Parcel numbers: 38-8-0, 38-8-1, 38-9-0, 38-10-0, 38-10-1, 39-1-0, 39-2-0, 39-3-0, 39-3-1, 39-3-2, 39-5-0, 39-6-0, 39-7-0, 39-8-0, 39-8-1, 39-8-2, 39-9-1, 39-10-0, 39-11-0, 39-17-0, 39-18-0, 39-19-0, 39-22-0, 45-3-0, 45-4-0, 45-5-0, 45-6-0, 45-7-0, 45-8-0, 45-9-0, 45-10-0, 45-11-0, 45-12-0, 45-13-0, 45-14-0, 45-15-0, 45-16-0, 45-17-0, 45-17-2, 45-18-0, 45-19-0, 45-20-0, 45-21-0, 45-22-0, 45-23-0, 45-24-0, 45-25-0, 45-25-1, 45-27-0 including North Avenue, Fourth Avenue, Third Avenue and a portion of Second Avenue, or to take any other action in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: UNANIMOUSLY APPROVED THE MAIN MOTION**

**ARTICLE 21 RE: Home Rule Petition - Special Legislation Concerning Liquor Licenses**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below authorizing the Town to issue within the development known as Northwest Park Planned Development District, 8 additional licenses for the sale of all alcoholic beverages to be drunk on premises, 2 additional licenses for the sale of wine and malt beverages to be drunk on premises, and 2 additional licenses for the sale of all alcoholic or wine and malt beverages not to be drunk on premises; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below authorizing the Town to issue within the development known as Northwest Park Planned Development District, 8 additional licenses for the sale of all alcoholic beverages to be drunk on premises, 2 additional licenses for the sale of wine and malt beverages to be drunk on premises, and 2 additional licenses for the sale of wine and malt beverages not to be drunk on premises; and provided further that the General



Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition or to act in any other manner in relation thereto.

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

**ARTICLE 22      R~~e~~: Amend General Bylaw Article XIV, Section 3.2/Administration**

To see if the Town will vote to amend Article XIV, Section 3.2 of the General Bylaws by inserting a new section designated as Section 3.2.5 which shall read as follows:

3.2.5. Signs erected in a duly adopted Planned Development District ("PDD") shall be governed by the zoning provisions applicable to such district and if such provisions conflict with Article 3.0 Sign and Advertising Devices of the Town of Burlington General Bylaws then the zoning provisions of the PDD relating to signage shall control, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review voted 4-0-0 in favor.

**ACTION: MAJORITY APPROVED THE MAIN MOTION**

The Moderator asked TMM Jack Kelly, Pet. 3 to preside over Article 23.

**ARTICLE 23      R~~e~~: Amend General Bylaw Article V, Section 2.1 Finance Committee (Ways & Means)**

To see if Town Meeting will vote to amend Articles V, Section 2.1 of the General Bylaw, as follows:

*Currently:*

"There shall be a finance Committee consisting of fifteen (15) voters, the majority of whom should be town meeting members. . . ."

*The proposed change should read:*

" . . . Finance Committee consisting of fifteen (15) voters, the majority of whom shall be town meeting members. . . ." or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review voted 4-0-0 in favor.

A motion to move the question was moved, seconded and so vote.

**ACTION: MOTION WAS DEFEATED**

**Resolution #1: D. DiTucci, Pet. 6**

I, Dan DiTucci, request the Selectmen to refrain from any further activity to sell or lease the Wildwood property. The Selectmen are requested to obtain bids and place an article on the May 2007 warrant to raze the building, resolve safety and security issues, and retain the property for future municipal use.

Resolution carried.

**Resolution #2: R. Wilde, Pet. 2**

Be it resolved that the Town Meeting of the Town of Burlington, Massachusetts supports the efforts of the Burlington Sound Barrier Committee to petition the state legislature of the Commonwealth of Massachusetts to provide funds for the construction of sound barriers along route 128 in Burlington. The purpose of said barriers is the mitigation of traffic noise that exceeds acceptable decibel levels as determined by the Commonwealth.

Resolution carried

**Resolution #3: J. Cormier Pet. 6**

The town immediately remove all banners, currently not in compliance with the town bylaws, specifically, the Mall Rd. and Middlesex Turnpike.

A motion to move the question was moved, seconded and so vote.

Resolution carried.

At 10:55 p.m., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew  
Town Clerk

TOWN OF BURLINGTON, MA

MAY 2007 TOWN MEETING MINUTES

**MONDAY, MAY 14, 2007  
FOGELBERG AUDITORIUM – BHS**

At 7:30 P.M., the Town Meeting Members of Precinct 1 assembled to fill the vacancy created by the resignation of Walter Zenkin. Present and voting were: B. Bond, L. Collins, B. Cullinan, N. Glantz, D. Gregorio, B. Morey, C. Phillips, M. Saia

Nominations were as follows: Mark Kashgegian, 27 Boulder Dr.

Unanimously voted to appoint Mark Kashgegian until the annual town election in 2008.

**ADJOURNED TOWN MEETING  
MONDAY, MAY 14, 2007  
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:35 P.M. with a salute to the flag.

Members of the BHS Select Chorus under the direction of John Middleton opened the meeting with two songs.

All newly elected Town Meeting Members were sworn in. The Moderator announced that the two senior serving members of each Precinct would be named as Precinct Captains and would also serve as the Rules Committee members as follows:

- Pct. 1 – L. Collins, M. Ryan
- Pct. 2 – E. O'Connell, M. Merlesena
- Pct. 3 – M. Nash, F. Heartquist
- Pct. 4 – J. Hastings, R. Mills
- Pct. 5 – V. Igo, P. Angelo
- Pct. 6 – C. Boucher, M. Ardito

Mrs. Igo and Mrs. Hastings were recognized as Charter Members. The Bylaw Review Committee was charged with submitting a bylaw establishing the procedure for naming a Moderator in the event of a vacancy or failure to elect at an Annual Town Election.

The Moderator appointed Mr. Kelly and Mr. Monaco as Deputy Moderators.

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**ARTICLE 1 RE: Reports of Town Officers & Committees**

To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

The Ways & Means, Town Administrator and Town Accountant presented a financial overview.

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**ARTICLE 2 RE: Intermunicipal Agreement/Emergency Water Supply**

To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with the Town of Billerica for mutual assistance with respect to the provision of an

emergency drinking water supply pursuant to General Laws chapter 40, section 39H and c. 40, sec. 4A; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: MAJORITY APPROVED MAIN MOTION**

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**ARTICLE 3 RE: Abandonment and Relocation of Sewer Easement --Burlington Mall**

To see if the Town will vote to authorize the Board of Selectmen, acting as the Town's Water and Sewer Commissioners, in accordance with Chapter 40, Section 15 of the General Laws, to abandon, for no monetary compensation, all right, title and interest in and to a certain segment (6.864 sq. ft.) of that certain sewer easement acquired by the Town under Order of Taking, dated December 16, 1965, registered on December 17, 1965 as document 427531 with the Land Court Division of the Middlesex South District Registry of Deeds, affecting the land situated on Middlesex Turnpike, commonly referred to as the Burlington Mall, described in Assessor's records as Map 52, Parcel 1-0, the Selectmen having determined that such easement segment will be no longer required for public purposes once a replacement easement is acquired; and to authorize the Board of Selectmen, acting as the Town's Water and Sewer Commissioners, in accordance with Chapter 40, Section 3 of the General Laws, to execute and accept on the Town's behalf a revised easement to replace that segment of the easement to be abandoned hereunder, at a location and on terms and conditions as shall be determined by the Board of Selectmen, all as shown on a plan filed at the Town Clerk's office entitled, "Easement Plan of Land in Burlington, Massachusetts," prepared by Vanasse Hangen Brustlin, dated October 11, 2006; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

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**ARTICLE 4 RE: Northwest Park PDD – Approval of a Conceptual Design Plan Related to a Retail Use in Excess of 90,000 Within the Northwest Park Planned Development (PD) District**

To see if the Town will vote to approve the design and concept plan for a retail store in accordance with the Norwest Park Planned Development (PD) District Use Table, Section 1.4.3 (iii) "Retail stores and showrooms in excess of 90,000 square feet", subject to final Special Permit authorization from the Planning Board. The development of said retail facility shall be substantially in conformance with the elevations as shown on the design concept plan entitled "Design Concept Plan View From 3<sup>rd</sup> Avenue". Northwest Pak, Burlington, Massachusetts, dated March 30, 2007, prepared by Ilkus Manfredi Architects, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 6-1 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 5 RE: Zoning Map Amendment/Open Space Districts**

To see if the Town will vote to rezone the following parcels from RO (One Family Dwelling) District to OS (Open Space) District, and amend the Town of Burlington Zoning Map accordingly, as follows:

Property known as Chadwick Conservation Area, shown on Assessor's Map 34 as Parcel 184 (3.8 Ac).

Property known as Fairfax Street Conservation Area, shown on Assessor's Map 28 as Parcel 224 (0.12 Ac) and

Property known as Forest Field Conservation Area, shown on Assessor's Map 24 as Parcel 51 (1.2 Ac), Parcel 55 (3.7 Ac), Parcel 57 (4.1 Ac), and Parcel 30 (2.9 Ac)

Property known as Ipswich Conservation Area, shown on Assessor's Map 5 as Parcel 59 (3.3 Ac) and Parcel 59-9 (18,972 sq. ft.)

Property known as Litchfield Way Conservation Area, shown on Assessor's Map 31 as Parcel 119-7 (3.2 Ac)

Property known as Little's Brook Conservation Area, shown on Assessor's Map 48 as Parcel 6-1 (7.6 Ac) and on Assessor's Map as Parcel 84 (29.1 Ac)

Property known as Longmeadow Brook Conservation Area, shown on Assessor's Map 46 as Parcel 40-166-1 (2.0 Ac)

Property known as Lubber Brook Conservation Area, shown on Assessor's Map 2 as Parcel 13 (2.33 Ac) and Parcel 15 (3.1 Ac)

Property known as Marion Road Conservation Area, shown on Assessor's Map 21 as Parcel 235 (15.7 Ac)

Property known as Mill Pond Conservation Area, shown on Assessor's Map 18 as Parcel 98 (2.4 Ac), Parcel 97 (9.8 Ac), Assessor's Map 19 as Parcel 5 (18.0 Ac), Parcel 7 (55.7 Ac), Assessor's Map 24 as Parcel 85 (30.4 Ac), Parcel 100 (6.3 Ac), Parcel 101 (11,600 sq. ft.), Parcel 106 (34,400 sq. ft.), Parcel 107 (34,100 sq. ft.), Parcel 108 (33,900 sq. ft.), Parcel 109 (33,700 sq. ft.), Parcel 110 (33,600 sq. ft.), Parcel 111 (20,200 sq. ft.), Parcel 119 (8.44 Ac), Assessor's Map 25 as Parcel 38 (4.0 Ac), Parcel 96 (1.4 Ac), Parcel 97 (5.69 Ac), Parcel 88-1 (4.29 Ac), Parcel 149 (4.66 Ac), and Parcel 67 (20,001 sq. ft.)

Property known as Muller Road Conservation Area, shown on Assessor's Map 56 as Parcel 59-23-2 (1.1 Ac), and Assessor's Map 59 as Parcel 22-1 (2.2 Ac)

Property known as Pine Glen Conservation Area, shown on Assessor's Map 12 as parcel 61 (5.8 Ac)

Property known as Rocky Pond Brook Conservation Area, shown on Assessor's Map 30 as Parcel 63 (1.1 Ac) and Parcel 64 (1.5 Ac) and on Assessor's Map 31 as Parcel 64 (1.4 Ac)

Property known as Sandy Brook Conservation Area, shown on Assessor's Map 28 as Parcel 108 (2.9 Ac), Parcel 109 (23,322 sq. ft.), Parcel 110 (20,265 sq. ft.), Parcel 111 (26,370 sq. ft.), Parcel

112 (22,400 sq. ft.) and on Assessor's Map 29, Parcel 48 (21,914 sq. ft.) and Parcel 49 (21,142 sq. ft.)

Property known as Saw Mill Conservation Area, shown on Assessor's Map 9 as Parcels 64 (7.0 Ac), 65 (10.8 Ac), and 66 (1.2 Ac), and on Assessor's Map 13 as Parcels 87 (2.7 Ac), 95 (3.4 Ac), Parcel 7 (20,000 sq. ft.), Parcel 8 (21,800 sq. ft.), Parcel 9 (20,000 sq. ft.), Parcel 15 (10,500 sq. ft.), and Parcel 72 (31,500 sq. ft.)

Property known as Wildmere Conservation Area, shown on Assessor's Map 43 as Parcel 228 (26,658 sq. ft.) or to act in any other manner in relation thereto.

**MAIN MOTION:** Out of order as Planning Board has not closed its public hearing. No Action to be taken.

**ARTICLE 6 RE: Zoning Map Amendment/Article II Open Space District Definition**

To see if the Town will vote to amend Article II of the Zoning Bylaw by establishing a new Section 2.59.1 to provide a definition for "Open Space District", as follows:

2.59.1 Open Space District – A Zoning classification that limits the allowable uses to agriculture, conservation, recreation, parks, reservoirs and water supply lands. Open Space Districts are mostly commonly used for publicly owned lands, or to act in any other manner in relation thereto.

**MAIN MOTION:** Out of order as Planning Board has not closed its public hearing. No Action to be taken.

**ARTICLE 7 RE: Zoning Map Housekeeping Amendments/Article VIII to Town Center Overlay Open Space District Definition**

To see if the Town will vote to amend Article VIII of the Zoning Bylaw, as follows:

To amend Section 8.5.5.5 "Minimum Buffer to Adjoining RO Districts", by deleting the existing second sentence and substituting a new sentence, as follows:

**8.5.5.5 Minimum Buffer to Adjoining RO Districts**

The minimum buffer to adjoining residentially zoned property shall be 20% of the average depth and/or width of the lot as applicable, with a minimum of 25' and a maximum requirement of 50'. **This buffer shall also apply to side and rear yards where the abutting residentially zoned property is located across a private way.** ~~Abutting residentially zoned property shall include lots that are adjacent to a private or public way, connecting said residential property and the CC or CBD Districts.~~ The buffer shall consist of natural vegetation and/or landscaping designed and constructed to mitigate the impact of any commercial use within the CC or CBD Districts on the abutting residential district. The buffer shall be designed and constructed to minimize the visual effect of the bulk and height of buildings, structures, parking areas, lights, or signs and shall be kept free of encroachment by all buildings, structures, storage areas, and parking, except that bicycle paths and fences may be sited within such buffer area if approved pursuant to a site plan review by the Planning Board but subject to a minimum 20' setback for bicycle paths.

or to act in any other manner in relations thereto.

**MAIN MOTION:** Out of order as Planning Board has not closed its public hearing. No Action to be taken.

**ARTICLE 8 RE: Zoning Bylaw Amendment/Article V, Section 5.2.0/Density Regulation Schedule**

To see if the Town will vote to amend Article V of the Zoning Bylaw by amending Section 5.2.0 Density Regulation Schedule by establishing a new column in the table for the Open Space (OS) District and to further amend the table to include OS to the minimum yard adjoining residentially zoned land, to read as follows:

**SECTION 5.2.0 DENSITY REGULATION SCHEDULE**

	<b>OS</b>
Minimum Lot Area	None
Minimum Lot Frontage	None
Minimum Front Yard	50 ft.
Minimum Side Yard	30 ft.
Minimum Rear Yard	30 ft.
Minimum Yard Adjoining RO, RG, & OS, and Residentially Zoned Land in Continuous Municipalities	None
Maximum Aggregate Building-to-Ground Area Percentage	10%
Maximum Building & Structure Height	30 ft.
Minimum Feet Between Buildings	None
Maximum Floor Area Ratio (FAR)	None

and to further amend Section 5.20 – Notes for the Density Regulation Table by amending the third asterisk to read "... within 200 feet of RO or RG or OS – 30 feet; for each 100 feet in excess of 200 feet from RO or RG or OS – 15 additional feet, with a maximum of 155 feet, except that no structure located within 1,800 feet of the center point of the intersection of Cambridge Street and Route 128 shall exceed 80 feet in height", or to act in any other manner in relation thereto.

**MAIN MOTION:** Out of order as Planning Board has not closed its public hearing. No Action to be taken.

A motion to take Articles 9 and 10 up together for discussion but to be voted separately was moved, seconded and so voted.

**ARTICLE 9 RE: Zoning Bylaw Amendment/Article VI, Section 6.1.1/Nonconforming Uses**

To see if the Town will vote to amend Article VI, Section 6.1.0 of the Zoning Bylaw by adding a new Section 6.1.1.1 as follows:

**6.1.1.1 Changes to Nonconforming Uses**

Nothing contained in Section 6.1.1 is intended to authorize the Planning Board to change an existing nonconforming use to a new or different use which does not conform to the regulation prescribed for the district in which the existing nonconforming use is located, or to act in other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 0-7 in opposition.

**ACTION: MAJORITY DEFEATED MAIN MOTION**

**ARTICLE 10 RE: Zoning Bylaw Amendment/Article VI, Section 6.1.1/Nonconforming Uses**

To see if the Town will vote to amend Article VI "General Regulations" of the Zoning Bylaw, by amending Section 6.1.1 "Nonconforming Uses", by inserting the bold text as follows:

**6.1.1 Nonconforming Uses**

Any building or structure, part of a building or structure, or any premises which at the time of the adoption or subsequent amendment of the Bylaw is under construction for or being put to a nonconforming use may continue to be used or may be completed and used for the same purpose; but no nonconforming use shall be changed, moved or extended unless the use is changed to any of those authorized in which the building, structure or premises is located; except that a nonconforming use may be extended, altered or changed if a **special permit is granted by the Planning Board pursuant to Section 9.2.0, and there is a finding by the Planning Board that such extension, alteration or change will not be substantially more detrimental to the neighborhood than the existing nonconforming use to the neighborhood. If a new use, not otherwise permitted in the zoning district in which it is located is allowed by a special permit granted under this subparagraph, the new substituted use shall be considered to be the nonconforming use and the previous nonconforming use shall not be reestablished,** or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Planning Board voted 4-3 in favor.

**ACTION: MAJORITY DEFEATED MAIN MOTION**

**ARTICLE 11 RE: Zoning Bylaw Amendment/Article VI, New Section 6.7.5/Open Space (OS)**

To see if the Town will vote to amend Article VI of the Zoning Bylaw by establishing a new Section 6.7.5 to add provisions for signage in the Open Space Zoning district as follows:

**6.7.5 Open Space (OS)**

**6.7.5.1** A Free Standing Sign may be permitted as an informational sign only and shall be no more than 6 ft. or less in height and 20 sq. ft. or less in any dimension

**6.7.5.1.1** A Monument Sign may be permitted as an informational sign only and shall be no more than 6 ft. or less in height and 20 sq. ft. or less in any dimension

**6.7.5.2** A Wall Sign may be permitted and shall be no more than 10 sq. ft. in any dimension

or to act in any other manner in relation thereto.

**MAIN MOTION:** Out of order as Planning Board has not closed its public hearing. No Action to be taken.

**ARTICLE 12 RE: General Bylaw Amendment/Article XIV New Section 3.1.6.1/Monument Sign, New Section 3.1.15/Informational Sign, New Section 3.3.4/Open Space (OS)**

To see if the Town will vote to amend Article XIV of the Zoning bylaw by establishing a new Section 3.1.6.1 to provide a definition for "Informational Sign" as follows:

**3.1.6.1 Monument Sign** – A freestanding sign supported primarily by an internal structural framework or integrated into landscaping or other solid structural features other than support poles where the base of the sign structure is on the ground or a maximum of 12 inches above the adjacent grade.

**3.1.15 Informational sign** – A sign that provides a service, direction, or courtesy information intended to assist the public and is not displayed for the general purpose of advertising products or services. Any sign installed by a political subdivision to direct or control vehicular, pedestrian, and bicycle traffic, identify streets, parks, historical events, or provide other information deemed appropriate. Information signs shall not include fuel price signs or traffic directional signs, nor shall they be part of any sign whose primary function is business identification.

Further to see if the Town will vote to amend Article XIV of the Zoning Bylaw by establishing a new section 3.3.4 to add provisions for signage in the Open Space Zoning district as follows:

**3.3.4 Open Space (OS)**

**3.3.4.1 A Free Standing Sign** may be permitted as an informational sign only and shall be no more than 6 ft. or less in height and 20 sq. ft. or less in any dimension

**3.3.4.1.1 A Monument Sign** may be permitted as an informational sign only and shall be no more than 6 ft. or less in height and 20 sq. ft. or less in any dimension

**3.3.4.2 A Wall Sign** may be permitted and shall be no more than 10 sq. ft. in any dimension

or to act in any other manner in relation thereto.

**MAIN MOTION:** To Postpone Indefinitely

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 13 RE: Transfer of Funds FY 2007 Various Accounts**

To see if the Town will vote to transfer from available funds the sum of \$1,000,000 or any other amount, for the purpose of paying for expenses incurred in Fiscal Year 2007 to various accounts, same to be spent 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 -	
<u>Sources of Funds</u>	
Middlesex Retirement	\$ 13,000
Debt Service Interest	\$ 101,000
Shawsheen Valley	\$ 32,000

Special Education Lineumbered	\$ 71,510
Sewer – Retained Earnings	\$ 300,000
Free Cash	\$1,058,959
TOTAL:	\$1,576,469

to -

<u>Uses of Funds</u>	
SPEID – Tuition & Transportation	\$ 568,369
Central Adm. – EICA	\$ 60,000
Central Adm. – Unemployment	\$ 10,000
Sewer – Revenue Deficit	\$ 300,000
Legal	\$ 25,000
Police, Gasoline	\$ 50,000
Police, TIF	\$ 15,000
Police, T-T	\$ 238,000
Public Works, Salaries	\$ 104,000
Public Works, Expense	\$ 37,900
Public Works, Rubbish and Garbage	\$ 66,900
Public Works, Streetlights	\$ 101,300
TOTAL:	\$1,576,469

Recommendations: Ways & Means voted 10-2 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 14 RE: Fund FY 2008 Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of money sufficient to cover the requests of the various departments for Fiscal Year 2008, or to act in any other manner in relation thereto.

**MAIN MOTION:** To raise and appropriate the sum of \$88,042,343 and to fund said budget by transferring:

from Health Insurance Trust account the sum of \$400,000  
from Overlay Surplus account the sum of \$500,000  
from Health Insurance Agency account the sum of \$304,000  
from Stabilization account the sum of \$300,000

and raising the sum of \$86,538,343 for a total FY08 Operating Budget of \$88,042,343.

All budgets not held were approved. All held budgets (H1) were voted separately.

**Town Meeting & Reports - Line 1-2**

Salaries	2,481
Expenses	17,500
Total	19,981

**Moderator - Line 3-4**

Salaries	150
Expenses	75
Total	225

**Ways & Means - Line 5-6**

Salaries	2,056
Expenses	300
Total	2,356

**Capital Budget - Line 7-8**

Salaries	600
Expenses	0
Total	600

**Accounting - Line 12-13**

# Town of Burlington

TOWN OF BURLINGTON, MA

MAY 2007 TOWN MEETING MINUTES

Salaries	189,184
Expenses	2,700
Total	191,884
<b>Treasurer/Collector - Line 16-18</b>	
Salaries	473,700
Expenses	12,196
Special Accounts	200
Total	486,096
<b>Legal - Line 29-32</b>	
Legal Fees	95,000
Collective Bargaining	52,500
Tax Title	2,000
Cable TV Negotiations	1,500
Total	151,000
<b>Town Clerk - Line 38-40</b>	
Salaries	235,420
Expenses	13,925
Special Accounts	27,174
Total	276,519
<b>Registrar of Voters - Line 41-42</b>	
Salaries	1,000
Expenses	5,550
Total	6,550
<b>Conservation Commission - Line 43-45</b>	
Salaries	158,541
Expenses	2,900
Special Accounts	9,000
Total	170,441
<b>Board Of Appeals - Line 48-50</b>	
Salaries	12,503
Expenses	350
Special Accounts	5,000
Total	17,853
<b>Police Department - Line 53-55</b>	
Salaries	5,265,551
Expenses	343,819
Special Accounts	271,790
Total	5,884,160
<b>Fire Department - Line 56-58</b>	
Salaries	4,683,793
Expenses	396,151
Special Accounts	102,510
Total	5,182,454
<b>Building Inspector - Line 59-61</b>	
Salaries	377,772
Expenses	28,244
Special Accounts	10
Total	406,026
<b>Sealer of Weights - Line 62-63</b>	
Salaries	8,800
Expenses	700
Total	9,500
<b>Emergency Management Service - Line 64-66</b>	
Salaries	5,000
Expenses	18,000
Special Accounts	202

Total	23,202
<b>Veteran's Services - Line 81-83</b>	
Salaries	105,115
Expenses	5,060
Special Accounts	52,500
Total	162,675
<b>Community Life Center - Line 84-85</b>	
Salaries	365,504
Expenses	22,528
Total	388,032
<b>Disability Access - Line 86-87</b>	
Salaries	1,924
Expenses	500
Total	2,424
<b>Library - Line 88-90</b>	
Salaries	822,517
Expenses	176,270
Special Accounts	150,000
Total	1,148,787
<b>Recreation Director - Line 91-93</b>	
Salaries	471,770
Expenses	35,360
Special Accounts	12,160
Total	519,290
<b>Historical Commission - Line 96</b>	
Expenses	1,920
Total	1,920
<b>Debt Service - Line 97-98</b>	
Principal (AA)	2,786,361
Interest (AA)	1,352,200
Total	4,138,364
<b>Reserve Fund - Line 99</b>	200,000
<b>Stabilization (AA)- Line 102</b>	0
<b>53<sup>rd</sup> Week Payroll (AA) - Line 103</b>	0
<b>Town Admin./Selectmen - Line 9-11 (H)</b>	
Salaries	383,509
Expenses	7,490
Special Accounts	10,600
Total	401,599
<b>Assessors - Line 14-15 (H)</b>	
Salaries	209,241
Expenses	111,650
Total	320,891

## Central Administration - Line 19-28 (H)

The moderator asked the meeting to suspend debate on the Central Admin budget until Wed. night to discuss the Shawsheen and Board of Health budgets whose proponents would not be available to answer questions on Wed. There was no objection.

The following held budgets were approved by majority vote.

TOWN OF BURLINGTON, MA

MAY 2007 TOWN MEETING MINUTES

**Shawsheen Valley School - Line 67 (AA) (H)** 1,658,405

**Board of Health - Line 75-77 (H)**

Salaries	339,512
Expenses	45,000
Special Accounts	103,091
Total	487,603

At 11:15 p.m. a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew  
Town Clerk

**ADJOURNED TOWN MEETING  
WEDNESDAY, MAY 16, 2007  
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. A motion to adjourn to Monday, May 21, 2007 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

Joanne Faust was introduced to the membership as the new Human Resources Director.

Selectman Fay presented flowers and a citation to Mrs. Marion Howard who on the occasion of her 97<sup>th</sup> birthday is the oldest living native of the Town of Burlington.

There was an update from the Sound Barrier Committee member Terri Keene.

**ARTICLE 14 RE: Fund FY 2008 Operating Budget - Continued**

**Central Administration - Line 19-28 (H)**

Central Supply	105,000
Central Machines	28,736
Chapter 32B – Health Ins. (AA)	9,200,000
Unemployment Comp. (AA)	50,000
Pension Reimburse (AA)	3,000
Town Insurance (AA)	725,000
Financial Audit (AA)	42,000
Medicare Tax (AA)	540,000
Charles George Settlement (AA)	0
4th of July/Town Event	0
Total	10,693,736

**Human Resources – Line 33-35 (H)**

Salaries	50,962
Expenses	7,488
Special Accounts	7,000
Total	65,450

**Management Info Systems - Line 36-37 (H)**

Salaries	158,266
Expenses	95,700
Total	253,966

**Planning Board - Line 46-47 (H)**

Salaries	180,901
Expenses	12,211

Total 193,112

**Town Facilities - Line 51-52 (H)**

Salaries	373,264
Expenses	450,813
Total	824,107

An amendment to reduce line item 68 by striking the figure 38,631,938 and substituting therefore the figure 38,331,938 was moved and seconded. The amendment failed.

A motion to end debate was moved, seconded and so voted.

**Local Education - Line 68 (H)** 38,631,938

**Department of Public Works - Line 69-74 (H)**

Salaries	3,232,297
Expenses	2,097,297
Special Accounts	616,480
Rubbish & Garbage (AA)	1,862,991
Street Lights (AA)	321,494
Swift Law (AA)	20,000
Total	8,149,868

**Council on Aging - Line 78-80 (H)**

Salaries	164,691
Expenses	20,540
Special Accounts	5,674
Total	190,905

**Recreation Maintenance - Line 94-95 (H)**

Salaries	641,010
Expenses	167,737
Total	808,747

**County Retirement - Line 100 (AA) (H)** 5,311,677

**Negotiated Settlements - Line 101 (H)** 660,000

The moderator split the question to vote on the stabilization account transfer separately as it requires a 2/3 vote.

**ACTION: MAJORITY APPROVED MAIN MOTION AND UNANIMOUSLY APPROVED THE STABILIZATION ACCOUNT TRANSFER.**

**ARTICLE 15 RE: Fund FY 2008 Capital Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money or any other amount, for the items contained within the following proposed Fiscal Year 2008 Capital Budget, same to be spent under the appropriate authorities as indicated:

PROJECT NUMBER	DEPT	PROJECT NAME/DESCRIPTION	SPENDING AUTHORITY	APPROPRIATE REQUEST
FROM CENTURY SALE OF LOTS 08-1				
08-1	DPW	Cemetery "Store-awa" Chestnut Hill	Selectmen	ppd
FROM FREE CASH 08-2 thru 08-6				
08-2	Recreation	Forklift	Rec Comm	ppd
08-3	Recreation	Pickup Truck	Rec Comm	17,000
08-4	Town Clerk	Voting Booths	Town Clerk	ppd
08-5	Police	Replace Data Cabling/Fiber	Selectmen	40,000
08-6	Police	911 Upgrade Equipment	Selectmen	ppd
FROM SEWER ENTERPRISE 08-7				
08-7	DPW	Pantridge Lane Generator	Selectmen	25,000

FROM STABILIZATION 98-8 item 98-9				
08-8	DPW	Purchase Front End Loader	Selectmen	132,000
08-9	Facilities	Replace Road Human Service Complex	Facilities	100,000

**MAIN MOTION:** As printed in the Warrant

Recommendations: Capital Budget voted in favor

**ACTION: MAJORITY APPROVED MAIN MOTION AND UNANIMOUSLY APPROVED THE STABILIZATION ACCOUNT TRANSFER.**

**ARTICLE 16 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 \$28,780 or any other amount, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non-profit Burlington Civic Organizations, 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 amount of \$28,780 to expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non-profit Burlington Civic Organizations.

Recommendations: Ways & Means voted 9-2-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 17 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2008, and transfer from the Negotiated Settlement Account a sum of money, for the purpose of funding the plan under the direction of 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 FY2008 Negotiated Salary Account (line item 101) the sum of \$76,500 to pay for salary adjustments to the Town's Administrative & Professional Compensation Plan.

Recommendations: Ways & Means voted 7-0-1 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 18 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the Negotiated Settlement a sum of money, for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2008, 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 FY2008 Negotiated Salary Account (line item 101) the sum of \$10,000 to pay for salary adjustments to the Town's Part-time Compensation Plan.

Recommendations: Ways & Means voted 9-0-1 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 19 RE: Fund the BMEA Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$\_\_\_\_\_ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Municipal Employees Association (BMEA) for Fiscal Year 2008, 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 FY2008 Negotiated Salary Account (line item 101) the sum of \$139,200 to pay for salary adjustments to the Town's BMEA Contract. Said sum shall include \$135,000 for Full Time Salaries and \$4,200 for Overtime Salaries.

Recommendations: Ways & Means voted 9-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 20 RE: Fund the IBPO Contract**

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$\_\_\_\_\_ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and Local 532 (Police Command Officers) for Fiscal Year 2008, 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 FY2008 Negotiated Salary Account (line item 101) the sum of \$40,700 to pay for salary adjustments, for the Police Command Officers, said sum shall include \$35,100 for Full Time Salaries and \$5,600 for Overtime Salaries.

Recommendations: Ways & Means voted 9-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 21 RE: Fund the IAFF Contract**

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$\_\_\_\_\_ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Professional Firefighters (IAFF Local 2313) for Fiscal Year 2008, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

**ACTION: Withdrawn**



**ARTICLE 22 RE: Fund the DPW Contract**

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$\_\_\_\_\_ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works (Local 1703) for Fiscal Year 2008, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

**ACTION: Withdrawn**

**ARTICLE 23 RE: Fund the BPPA Contract**

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$\_\_\_\_\_ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen Association (Local 1703) for Fiscal Year 2008, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

**ACTION: Withdrawn**

**ARTICLE 24 RE: Fund B-Line**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$217,000 or any other amount to pay for the Town's share of running the B-Line bus service in Burlington and to do or act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$217,000 to pay for the Town's share of running the B-Line bus service in Burlington.

Recommendations: Ways & Means voted 9-0-0 in favor. Board of Selectmen voted in favor.

A motion to end debate was moved, seconded and so voted.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 25 RE: Fund Revolving Account**

To see if the Town will vote to authorize revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2008 or to act in any other manner in relation thereto.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Home Composting	Public Works	Fees charged for compost bins	Purchase of compost bins	\$5,000	Available for expenditure next year
Cross Connection Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to EPA authorized vendors who perform the testing.	\$15,000	Available for expenditure next year
B-Line Local Mini Bus	Public Works	Bus user fees	Salaries, expenses, contractual services to operate the in-town B-Line bus	\$15,000	Available for expenditure next year

			service		
Nursing Programs & Services	Board of Health	Fees charged for medical & screening services and government or private reimbursements, i.e. Flu-Pneumonia vaccination	Medical equipment and supplies, immunizations, educational materials	\$10,000	Available for expenditure next year
Plan Imaging	Building Department	2% of Building Department Fees Not to exceed \$20,000 annual	Archival imaging Not to of building permit drawings and specifications	\$20,000	Available for expenditure next year
Sale of Recyclable Materials	Board of Selectmen		May be used to offset the cost of curbside collection and disposal of solid waste	\$50,000	Available for expenditure next year

**MAIN MOTION:** To see if the Town will vote to authorize the amended revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2008.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Home Composting	Public Works	Fees charged for compost bins	Purchase of compost bins	\$5,000	Available for expenditure next year
Cross Connection Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to EPA authorized vendors who perform the testing. Salaries, expenses, contractual services to operate the in-town B-Line bus service	\$15,000	Available for expenditure next year
B-Line Local Mini Bus	Public Works	Bus user fees		\$10,000	Available for expenditure next year
Nursing Programs & Services	Board of Health	Fees charged for medical & screening services and government or private reimbursements, i.e. Flu-Pneumonia vaccination	Medical equipment and supplies, immunizations, educational materials	\$10,000	Available for expenditure next year
Plan Imaging	Building Department	2% of Building Department Fees Not to exceed \$20,000 annual	Archival imaging Not to of building permit drawings and specifications	\$20,000	Available for expenditure next year
Sale of Recyclable Materials	Board of Selectmen		May be used to offset the cost of curbside collection and disposal of solid waste	\$50,000	Available for expenditure next year

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 26 RE: Drug and Alcohol Task Force**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$2,500 or any other amount, to fund the expenses of the Burlington Drug and Alcohol Task Force, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$2,500 to fund the expenses of the Burlington Drug and Alcohol Task Force.

Recommendations Ways & Means voted 10-1-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 27 RE: Will of Marshall Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$25,000 or any other amount, for the maintenance and improvements of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 28 RE: Sewer I/I Fund**

To see if the Town will vote to raise and appropriate from Sewer I & I Receipts Reserved Fund, the annual I & I debt payment for the MWRA Loan Program in the amount of \$130,746, or to act in any other manner in relation thereto.

**MAIN MOTION:** To raise and appropriate the sum of \$130,746 to fund the Sewer I/I Fund of which \$130,746 will come from the Sewer I/I Receipts Reserved Fund.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 29 RE: Ice Palace Enterprise Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$750,177 or any other amount, to operate the Burlington Ice Palace, of which the \$750,177 will come from the Burlington Ice Palace Estimated Revenue Account, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$750,177 to operate the Burlington Ice Palace, of which 750,177 will come from the FY08 Ice Palace Estimated Revenue Account.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 30 RE: Sewer Services Enterprise Fund**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of money sufficient to cover the Fiscal Year 2008 Sewer Services Enterprise Operating Budget, or to act in any other manner in relation thereto.

**MAIN MOTION:** To raise and appropriate the sum of \$3,943,802 to operate the Sewer Services Enterprise of which \$3,943,802 will come from the Sewer Services Enterprise Estimated Revenue Account.

Recommendations: Ways & Means voted 11-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 31 RE: Chapter 90**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$698,788 or any other amount, to pay for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to accept the Chapter 90 allocation of \$698,955 and appropriate the sum of \$698,955 for the purpose of funding roadway improvements, same to be expended under the direction of the Town Administrator.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 32 RE: Purchase, Training and Upkeep of Automatic External Defibrillators**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$25,000 or any other amount, for the purpose of purchasing 12 Automatic External Defibrillators (AED's) and training, 1 each to be located in the Elementary Schools (Fox Hill, Pine Glen, Francis Wyman and Memorial), 1 at Marshal Simonds Middle School, 3 at the High School (in addition to present unit), 1 at the DPW Garage, 1 at the Library, 1 at the Human Services Building (in addition to the present unit) and 1 at the Ice Palace, same to be spent under the direction of the Board of Health or to act in any other manner in relations thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash, the sum of \$20,000 for the purpose of purchasing 12 Automatic External Defibrillators (AED's) and training, 1 each to be located in the Elementary Schools (Fox Hill, Pine Glen, Francis Wyman and Memorial), 1 at Marshal Simonds Middle School, 3 at the High School (in addition to present unit), 1 at the DPW Garage, 1 at the Library, 1 at the Human Services Building (in addition to the present unit) and 1 at the Ice Palace, same to be spent under the direction of the Board of Health.

Recommendations: Ways & Means voted 11-0-0 in favor. Capital Budget voted 3-2 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 33 RE: Bike Path Design**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$ 165,000 or any other amount for the purpose of the design of a Bike Path, or to act in any other manner in relation thereto.

**MAIN MOTION:** To Postpone Indefinitely

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 34 RE: Traffic Light Inventory/PM**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$18,000 or any other amount for the purpose of preventative maintenance and inventory of the Town's Traffic Lights, or to act in any other manner in relation thereto.

TOWN OF BURLINGTON, MA

MAY 2007 TOWN MEETING MINUTES

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$18,000 for the purpose of preventative maintenance and inventory of the Town's Traffic Lights.

Recommendations: Ways & Means voted 10-1-0 in favor

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 35 RE: Water Line Leak Detection**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$ 20,000 or any other amount for the purpose of leak detection in all waterlines as mandated by the DEP, 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 \$20,000 for the purpose of leak detection in all waterlines as mandated by the DEP.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 36 RE: Corrosion/Odor Control**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$40,000 or any other amount for the purpose of controlling corrosion and odor in the Francis Wyman Sewer Pump, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Sewer Enterprise Fund the sum of \$40,000 for the purpose of controlling corrosion/odor control in Francis Wyman Sewer Pump Station.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 37 RE: Phase II NPDES Permit**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$30,000 or any other amount for the purpose of funding activities under Burlington's Storm Water Management Program as required by our five year permit to discharge storm water from the U.S. Environmental Protection Agency, 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 \$30,000 for the purpose of funding activities under Burlington's Storm Water Management Program as required by our five year permit to discharge storm water from the U.S. Environmental Protection Agency.

Recommendations Ways & Means voted 11-0-0 in favor

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 38 RE: Various Drainage Projects/Townwide**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$500,000 or any other amount for the purpose of repairing and replacing drainage

structures throughout the Town, or to act in any other manner in relation thereto.

**MAIN MOTION:** To Postpone Indefinitely

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 39 RE: Purchase Police Vehicles**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$ 90,000, or any other amount, for the purpose of purchasing three (3) police vehicles, same to be spent under the direction of the Chief of Police or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Stabilization Fund, the sum of \$90,000 for the purpose of purchasing three (3) police vehicles, same to be spent under the direction of the Chief of Police.

Recommendations: Ways & Means voted 11-0-0 in favor. Capital Budget voted 5-0 in favor. There was a division of the house and tellers were appointed.

**ACTION: BY A VOTE OF 54 IN FAVOR AND 2 OPPOSED THE MAIN MOTION CARRIED**

**ARTICLE 40 RE: Replace Engine #3**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$160,000, or any other amount, to lease/purchase a replacement for Engine #3, or to act in any other manner in relations thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Stabilization Fund, the sum of \$150,000 and authorize the Town Treasurer to borrow the sum of \$300,000 to purchase a replacement for Engine #3.

Recommendations: Ways & Means voted 11-0-0 in favor. Capital Budget voted 5-0 in favor.

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

**ARTICLE 41 RE: Burlington High School/Emergency Generator**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$165,000 or some other amount, to be expended at the direction of the School Committee, to fund the installation and electrical modifications required for the replacement of the 250 KW emergency generator at Burlington High School including the payment of all costs incidental and related, or to take any other action relative thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Stabilization Fund, the sum of \$165,000 to be expended at the direction of the School Committee, to fund the installation and electrical modifications required for the replacement of the 250 KW emergency generator at Burlington High School including the payment of all costs incidental and related.

Recommendations: Capital Budget voted 5-0 in favor.

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

**ARTICLE 42 RE: Schools/Pavement Management Replacement**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$100,000 or any other amount, to be expended at the direction of the School Committee, to pay the cost of repairing, installing and/or replacing selected areas of pavement at Burlington High School, Fox Hill and Francis Wyman Elementary Schools including the payment of all costs incidental and related thereto, and to determine whether such amount should be raised by taxation, transfer from available funds, by borrowing or otherwise, or to take any other action relative thereto.

**MAIN MOTION:** To Postpone Indefinitely

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 43 RE: Transportation Contract Extension/A&F Inc.**

To see if the town will vote to allow the contract extension of two years between the Burlington School Department and A & F Transportation of Billerica as allowed under the provisions of the RFP and contract documents of February 2004 at a fixed cost equal to the third year of the existing three-year agreement and continue all other provisions of the contract or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 44 RE: Town Hall and Annex Exterior Trim Rehabilitation/Repairs**

Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$75,000, or any other amount, for the purpose of rehabilitation of the Town Hall and Annex exterior trim, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$75,000 for the purpose of rehabilitation of the Town Hall and Annex exterior trim, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means voted 10-0-1 in favor.  
Capital Budget voted 5-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 45 RE: Internet Access/Board of Health**

Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$\_\_\_\_\_ or

any other amount, for the purpose of appropriate internet capabilities for the Board of Health Department, same to be spent under the direction of the Board of Health, or to act in any other manner in relation thereto.

**MAIN MOTION:** To Postpone Indefinitely

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 46 RE: Raze Wildwood School**

Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,500,000, or any other amount, for the purpose of obtaining bids to raze the Wildwood School building in order to resolve safety and security issues and retain the property for future municipal use, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To Postpone Indefinitely

A motion to amend to present the article as printed in the Warrant was moved and seconded. Amendment failed.

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 47 RE: Fund HVAC Repairs/Town Hall and Annex**

Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000, or any other amount, for the purpose of correcting, repairing and removing contamination from the hot water heating systems in Town Hall and Annex buildings, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash, the sum of \$10,000 for the purpose of correcting, repairing and removing contamination from the hot water heating systems, in Town Hall and Annex buildings, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means voted 10-0-1 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

At 11:25 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew  
Town Clerk

**MONDAY, SEPTEMBER 24, 2007  
FOGELBERG AUDITORIUM – BIIS**

At 7:30 P.M., the members of Precinct I assembled to fill the vacancy created by the recent resignation of J. Lamb

Present and voting: B. Bond, B. Cullinan, N. Glantz, D. Gregorio, B. Morey, J O'Keefe, C. Phillips, M. Ryan, M. Saia, D. Woodilla

Nominations were: Michael Hardy, 7 Thornton Dr.

Unanimously voted to fill the position until the next town election.

**ADJOURNED TOWN MEETING  
MONDAY, SEPTEMBER 24, 2007  
FOGELBERG AUDITORIUM – BIIS**

A quorum being present, the meeting was called to order at 7:40 P.M. with a musical performance of the BIIS Select Chorus under the direction of Mr. Middleton-Cox. A motion to adjourn to Monday, October 1, 2007 to complete the warrant, if necessary, was moved, seconded and so voted. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

**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 Ways & Means and Board of Selectmen gave a brief financial overview. The Board of Health presented a video of their Emergency Preparation Flu Clinic and Medial Reserve Corp efforts inviting all to participate in the December 1<sup>st</sup> drill. Mr. Freemont Smith gave an update to the Northwest Park redevelopment.

The Moderator announced that further committee reports would be heard when respective articles were discussed.

**ARTICLE 2 RE: Set 2008 Annual Town Election Date**

To see if the Town will vote to set the 2008 Annual Town Election for Saturday, April 5th 2008, or to act in any manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION:** MAJORITY APPROVED MAIN MOTION

**ARTICLE 3 RE: Acceptance of Real Estate Exemption Provisions/Chapter 73, Acts of 1986**

To see if the Town will vote, pursuant to Chapter 73 of the Acts of 1986, as amended, to grant an additional exemption to taxpayers who otherwise qualify for an exemption under G.L. Chapter 59, Section 5, Clauses 17D, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41C, 42 or 43, of 100% of said exemptions, provided however, that in no instance shall the taxable valuation of such property, after all

applicable exemptions, be reduced below ten percent of its full and fair cash valuation or result in any taxpayer paying less than taxes paid in the preceding fiscal year, except through the application of G.L. Chapter 58, Section 8A, or G.L. Chapter 59, Section 5, Clause 18, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION:** MAJORITY APPROVED MAIN MOTION

**ARTICLE 4 RE: Adjustment of Real Estate Exemption Factors**

To see if the Town will vote, pursuant to G.L. Chapter 59, Section 5, Clause 41C, as amended by Chapter 184, Section 51 of the Acts of 2002, to decrease from 70 to 65 the age at which seniors become eligible to be granted a tax exemption under said Clause 41C, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION:** MAJORITY APPROVED MAIN MOTION

**ARTICLE 5 RE: Petition Legislature to Amend Certain Provisions of Chapter 3 of the Acts of 2004**

To see if the Town will vote to authorize the Board of Selectmen to petition the State Legislature to amend certain sections of Chapter 3 of the Acts of 2004 pertaining to the interpretation of the "Minimum residential factor" for Fiscal Year 2008 and 2009, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will authorize the Board of Selectmen to seek special legislation to authorize the Town to set a minimum residential tax share for Fiscal Year 2008 and thereafter which is lower than that which the Town set in Fiscal Year 2004; and further, that the Board of Selectmen and the Legislature be authorized to devise language appropriate to achieving that result.

**ACTION:** MAJORITY APPROVED MAIN MOTION

**ARTICLE 6 RE: Discontinuance of a Portion of Old Lexington Street**

To see if the Town will vote pursuant to MGL Chapter 82, Section 21, to discontinue as a public town way a portion of the way known as Old Lexington Street, said portion being shown on the plan entitled "Plan showing a discontinuance of Lexington Street" prepared by Harry R. Feldman, Inc. dated June 13, 2007, filed with the Town Clerk, and pursuant to MGL Chapter 40, Section 15 to transfer from the Board of Selectmen for public way purposes to the Board of Selectmen for the purpose of conveyance all of the Town of Burlington's right, title and interest in said portion of Old Lexington Street, and authorize the Board of Selectmen to release to Yu 66 Corporation of [P.O. Box 471006, Brookline, Massachusetts 02447], for such consideration and on such terms as the Selectmen may determine, which may be nominal consideration of \$1.00, all of the Town of Burlington's right, title and interest in said portion of Old Lexington Street; or take any action relative thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Land Use Committee voted 0-6-1 in opposition.

A motion to end debate was moved, seconded and so voted.

**ACTION: MAJORITY DEFEATED MAIN MOTION**

**ARTICLE 7 RE: Abandonment of Construction Easement/Harvard Avenue**

To see if the Town will vote, pursuant to MGL Chapter 40 Section 15, to transfer the care, custody and control of a construction easement held by the Board of Selectmen, acting as the Board of Public Works, in its capacity as the Water and Sewer Commissioners, and described below, to the Board of Selectmen for the purpose of releasing and abandoning said easement, which has been determined to be unnecessary for common convenience, and further to authorize the Board of Selectmen to release and abandon the easement to the owners of 9 Harvard Avenue for consideration in the amount of no less than \$1.00, said easement being described as follows:

A construction easement, being one of the easements taken by the Town of Burlington pursuant to an Order of Taking recorded with the Middlesex South District Registry of Deeds in Book 11384, Page 68, and described as follows:

The construction easement on land located on Stephanie Street and Harvard Avenue and shown as "20" Construction Easement" on a plan of land entitled "Easement Plan of Land, Burlington, Mass.," dated June 24, 1967, prepared by Whitman & Howard, Inc., said plan being attached to the aforementioned Order of Taking; or to do anything in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**ACTION: UNANIMOUSLY APPROVED MAIN MOTION**

**ARTICLE 8 RE: Amend General Bylaw Article XIII/Public Safety, to Add Section 5.0 Private Hydrant Systems**

To see if the Town will vote to amend General Bylaw Article XIII, Public Safety to add Section 5.0 Private Hydrant Systems as follows:

**5.0 Private Hydrant Systems**

**5.1 Purpose**

The purpose of the bylaw is to ensure the availability of water from privately owned fire hydrants for fire suppression or other emergency uses within private residential and commercial developments. The Town of Burlington Department of Public Works ("DPW") Superintendent and the Fire Chief shall promulgate such regulations as may be necessary to implement this bylaw.

**5.2 Definitions**

Private hydrant system: A system of fire hydrants within a private residential or commercial development, whose water is provided by the Town, but the underground piping in which the water moves and the hydrants are maintained by the property owner.

Hydrant: The above ground appliance (as defined by the NFPA) used to provide a water supply to fire apparatus in the event of a fire or other emergency.

Hydrant owner: The person or entity (or their designee) according to Town records, that is responsible for tax payments (or other payments to the Town) for the property on which the hydrant is installed.

Hydrant maintenance: The process of regular maintenance of a fire hydrant to determine its capability to provide the desired water supply for which it was designed; and to exercise all valves, caps, etc.; and to lubricate and paint as needed.

**5.3 Responsibilities of Private Hydrant Owners**

5.3.1 The owner of a Private Hydrant System or Hydrant (collectively, "hydrant") located on non-Town owned property shall maintain such hydrant by a qualified water supply contractor chosen from a list provided by the DPW or contract with the DPW upon such fees as the DPW may establish to conduct the maintenance annually between April 1 and June 30. The DPW shall, by regulation, issue a list of maintenance procedures for bylaw compliance. The results of such maintenance shall be forwarded to the Burlington Water and Sewer Division ("W&S") of the DPW. W & S shall be notified, in writing, at least 24 hours prior to the conduct of such annual maintenance.

5.3.2 The purpose of maintenance is to determine the hydrant's capability to furnish the volume of water available from the Town's water supply to that hydrant to be used in the event of fire. Such maintenance may be in addition to any maintenance or tests, including water flow tests, that may be required by the owner's insurer or other entities.

5.3.3 If any hydrant does not successfully pass the maintenance procedures required by this bylaw and any regulations promulgated hereunder, the hydrant owner must immediately in writing notify the Burlington Fire Department ("BFD") and W&S of such failure. The BFD shall then immediately mark the hydrant as being "out of service" ("OOS"), using a system of marking the "Out of Service" hydrant in a way that is acceptable to W&S. The hydrant owner shall furnish W & S with a written plan for repair of any hydrant marked OOS; including the reason the hydrant is OOS and a timetable for needed repairs to be made. All repairs and/or replacements shall be made within a 30 day period of such notification unless W & S extends that period due to cold weather considerations or for other good cause. Upon completion of repairs, the hydrant owner shall notify the W&S and BFD in writing of such repair. The BFD shall then inspect the hydrant and if the repairs are completed, shall remove the OOS marking.

5.3.4 All hydrants shall have marking systems attached (flag-style similar to those used on Town maintained hydrants) in order to identify the hydrant at night and in the event of snow blowing or otherwise covering the hydrant. Such marking system shall not interfere with the expedient use of the hydrant during an emergency. In no case shall snow be piled against or otherwise be allowed to accumulate on any hydrant. After a snow storm, all hydrants shall be cleared of snow within 12 hours of the end of the snowfall.

5.3.5 All hydrants shall be free from plantings and other landscape features in order to ensure full access and use of the hydrant. The BFD shall have final authority to determine if the hydrant owner has complied with this provision.

5.3.6 All hydrants shall be kept accessible for emergency use at all times. BFD and W & S shall immediately be notified of any hydrants that are un-accessible or unusable for any reason.

#### 5.4 Penalties and Fines

The penalty/fines for violation of this bylaw shall be as follows:

Failure to have hydrants maintained annually	\$300
Failure to notify W & S and BFD of failed hydrants and furnish repair plan	\$300
Failure to mark and/or clear snow from hydrants	\$100
Failure to remove landscape material from hydrant	\$300
Failure to notify W & S 24 hours prior to maintenance procedure	\$100

Prior to commencing enforcement action for a violation of this bylaw, the enforcing person shall give the property owner a 10 day written notice to comply with the bylaw. Each day and each hydrant found to be in violation of this bylaw shall be considered a separate offense. All penalties and fines shall be payable to the Town's General Fund. Enforcement of this bylaw may be made pursuant to the General Laws, c. 40, sec. 21D and the Town's General Bylaws, Article I, Section 4.0, and any other applicable enforcement authority. This bylaw shall be enforceable by the enforcing person, who shall be either the Superintendent of Public Works or the Fire Chief, or to act in any other manner in relation thereto.

#### MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

#### ACTION: MAJORITY APPROVED MAIN MOTION

App'd. A.G.                      Posted

#### ARTICLE 9                      RE: Bond Authorization/Various Drainage Structure Improvements and Design/Engineering Services for the Terrace Hall By-Pass Sewer Project

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$1,000,000 or any other sum, for the purpose of paying for the cost of various town-wide drainage structural repairs as well as the cost of planning, engineering and design services for the Terrace Hall Main sewer pumping station by-pass project, or to act in any other manner in relation thereto.

**MAIN MOTION:** That the sum of \$1,000,000 be and is hereby appropriated, to be expended at the direction of the Selectmen, to pay for the following costs including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 7, Sections 1 and 22 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore: the various drainage structure improvements and design/engineering services of the Terrace Hall By-Pass Sewer Project.

Recommendations: Ways and Means voted 11-0-0 in favor.  
Capital Budget voted 6-0 in favor.

#### ACTION: UNANIMOUSLY APPROVED MAIN MOTION

#### ARTICLE 10                      RE: Inflow/Infiltration Removal

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$140,000 or any other sum for the purpose of compliance with the Amended Administrative Consent Order issued by the Department of Environmental Protection to aggressively remove and remediate all sources of extraneous infiltration and inflow from the Burlington sewer system, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote that the sum of \$440,000 be and is hereby appropriated to pay costs of removing sources of infiltration and inflow into the Town's sewer system, as required under an Amended Administrative Consent Order issued by the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that the amount authorized to be borrowed hereunder shall be reduced to the extent of any grants or gifts received by the Town from the Massachusetts Water Resources Authority, or from any other source, on account of this project.

Recommendations: Ways and Means voted 11-0-0 in favor.  
Capital Budget voted 6-0 in favor.

#### ACTION: UNANIMOUSLY APPROVED MAIN MOTION

#### ARTICLE 11                      RE: Francis Wyman Playground Improvements

To see if the Town will vote to raise and appropriate, transfer from available funds borrow or otherwise provide the sum of \$196,000 or any other sum, for the purpose of funding the repairs, improvements and modifications to the Francis Wyman playground, including the payment of all costs incidental, to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$104,100 for the purpose of funding the repairs, improvements and modifications to the Francis Wyman playground, including the payment of all costs incidental, to be spent under the direction of the School Committee.

Recommendations: Ways and Means voted 11-0-0 in favor.  
Capital Budget voted 6-0-0 in favor.

#### ACTION: MAJORITY APPROVED MAIN MOTION

#### ARTICLE 12                      RE: Pavement Replacement/High School

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$27,000 or any other sum for the purpose of repairing the pavement at the Burlington High School parking lot, same to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate the sum of \$27,000 for the purpose of repairing the pavement at the Burlington High School parking lot, same to be spent under the direction of the School Committee.

Recommendations: Ways and Means voted 11-0-0 in favor.  
Capital Budget voted 6-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

A motion to discuss articles 13-15 together but vote separately was moved, seconded and so voted.

**ARTICLE 13 RE: Fund the DPW Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$73,800 or any other sum for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works (Local 1703) for Fiscal Year 2008, 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 FY2008 Negotiated Salary Account the sum of \$73,800 to pay for salary adjustments to the Town's DPW Contract. Said sum shall include \$67,600 for Full Time Salaries and \$6,200 for Overtime Salaries.

Recommendations: Ways and Means voted 11-0-0 in favor.

A motion to end debate was moved, seconded and so voted.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 14 RE: Fund the BPPA Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$ or any other sum for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen Association for Fiscal Year 2008, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ARTICLE 15 RE: Fund the IAFF Contract**

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$ or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the International Association of Firefighters (Local 2313) for Fiscal Year 2008, 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 FY2008 Negotiated Salary Account the sum of \$97,000 to pay for salary adjustments to the Town's IAFF Contract. Said sum shall

include \$85,500 for Full Time Salaries and \$11,500 for Overtime Salaries.

Recommendations: Ways & Means voted 9-0-1 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 16 RE: Insurance Check Disbursement**

To see if the Town will vote to raise and appropriate the sum of \$21,486 to replace the damaged items in the Police Armory Room of which \$21,486 will come from the Insurance Reimbursement Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways & Means voted 11-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 17 RE: Wildwood School/Engineer for Demolition**

To see if the Town will raise and appropriate, transfer from available, borrow or otherwise provide the sum of \$80,000 or any other sum for the purpose of preparing specification and bid documents for the demolition/deconstruction of the Wildwood School, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will raise and appropriate the sum of \$80,000 for the purpose of preparing specification and bid documents for the demolition/deconstruction of the Wildwood School.

Recommendations: Ways & Means voted 11-1-0 in favor.  
Capital Budget voted 6-0-0 in favor.

**ACTION: MAJORITY APPROVED MAIN MOTION**

**ARTICLE 18 RE: Amendment Zoning Bylaw Article VIII, 8.5.0/Town Center Overlay Districts**

To see if the Town Meeting will vote to amend Zoning Bylaw Article VIII, 8.5.0/Town Center Overlay Districts, Section 8.5.5.5 "Minimum Buffer to Adjoining RO Districts", by deleting the existing second sentence and substituting a new sentence, as follows: "For the purposes of the town center districts, adjoining RO Districts shall include lots located across a private or public way, but said buffer shall not apply where such way provides the only means of frontage and access to the subject property in the CC' or CBD District."

Section 8.5.5.5 Minimum Buffer to Adjoining RO Districts, would then provide:

The minimum buffer to adjoining residentially zoned property shall be 20% of the average depth and/or width of the lot as applicable, with a minimum of 25' and a maximum requirement of 50'. For the purposes of the town center districts, adjoining RO Districts shall include lots located across a private or public way, but said buffer shall not apply where such way provides the only



means of frontage and access to the subject property in the CC or CBD District. The buffer shall consist of natural vegetation and/or landscaping designed and constructed to mitigate the impact of any commercial use within the CC or CBD Districts on the abutting residential district. The buffer shall be designed and constructed to minimize the visual effect of the bulk and height of buildings, structures, parking areas, lights, or signs, and shall be kept free of encroachment by all buildings, structures, storage areas, and parking, except that bicycle paths and fences may be sited within such buffer area if approved pursuant to a site plan review by the Planning Board but subject to a minimum 20' setback for bicycle paths, or to act in any other manner in relation thereto.

#### MAIN MOTION: WITHDRAWN

#### ARTICLE 19 RE: South Avenue Planned Development District

To see if the Town will vote to approve the Concept Plan filed with the Planning Board on (insert date), and as modified, included as part of the backup material to this Warrant Article, which shall govern the use and development of the proposed Planned Development (PD) District; and to amend the Zoning Map to rezone certain parcels of land from General Industrial (IG) District to a Planned Development (PD) District, said parcels generally known as 43, 63 South Avenue and 33 Second Avenue and as more specifically identified on the Town of Burlington Assessor's Maps by the following Map and Parcel numbers: 51-10-0, 51-11-0 and 45-2-0.

The aforementioned parcels are further described as follows:

Certain parcels of land located in the Town of Burlington, County of Middlesex, Massachusetts, situated on the easterly side of Route 3.

Said parcels being further bounded and described as follows:

Beginning at a point located easterly from Route 3 at the southwesterly corner of Lot 0, Block 10 on assessors Map 51, said point being the POINT OF BEGINNING; thence,

Along the easterly side of Route 3 the following three courses:

N25°43'54"W, a distance of 500.21' feet (five hundred and 21/100 feet) to a point,

Along a curve to the left having a radius of 12,250.00 feet (twelve thousand two hundred fifty feet) and a distance of 1120.00' feet (one thousand one hundred twenty and 00/100 feet) to a concrete bound with drill hole found at the northwesterly corner of the lot described herein; thence,

Along the land now or formerly of Northwest Industrial Park Tr, c/o Nordblom Co, N63°24'50"E, a distance of 270.01' feet (two hundred seventy and 01/100 feet) to a concrete bound with drill hole found; thence,

Along Second Avenue the following three courses:

S30°35'45"E, a distance of 160.00' feet (one hundred sixty and 00/100 feet) to a point,

N63°24'50"E, a distance of 207.28' feet (two hundred seven and 28/100 feet) to a point,

Along a curve to the right having a radius of 20.00 feet (twenty and 00/100 feet) and a distance of 31.42' feet (thirty one and 42/100 feet) to a point; thence,

Along the westerly side of South Avenue the following two courses:

S26°35'10"E, a distance of 1239.45' feet (one thousand two hundred thirty nine and 45/100 feet) to a point,

Along a curve to the left having a radius of 62.00 feet (sixty two and 00/100 feet) and a distance of 81.18' feet (eighty one and 18/100 feet) to a concrete bound with drill hole found; thence,

Along the land now or formerly of Burlington Theater LP c/o Davies Companies the following two courses:

S78°23'50"W, a distance of 202.86' feet (two hundred two and 86/100 feet) to a point,

S43°06'30"W, a distance of 148.76' feet (one hundred forty eight and 76/100 feet) to a point; thence,

Along the land now or formerly of Paul A. Calvo Tr, The following two courses:

S25°56'50"W, a distance of 213.80' feet (two hundred thirteen and 80/100 feet) to a point,

S36°53'16"W, a distance of 24.83' feet (twenty four and 83/100 feet) to the POINT OF BEGINNING.

Said parcels contain a total of 680,054 square feet or 15.61 acres, more or less in the Town of Burlington, Massachusetts

Being the same premises shown on the Concept Plan entitled "SOUTH AVENUE PLANNED DEVELOPMENT DISTRICT CONCEPT PLAN", dated July 31, 2007, or to act in any other manner in relation thereto.

#### MAIN MOTION: As Printed In the Warrant

A motion to amend the Concept Plan, Article 10 by adding the following sentence "In no event shall anything herein override the town's local wetlands by laws" was moved and seconded. Amendment carried.

Recommendations: Planning Board voted unanimously in favor. Land Use voted 6-1-0 in favor.

A motion to end debate was moved, seconded and so voted.

The Moderator asked for a Roll Call.

**ACTION: BY A ROLL CALL VOTE OF 55 IN FAVOR AND 12 OPPOSED, THE MAIN MOTION AS AMENDED WAS APPROVED**

App'd. A.G. Posted

At 11:40 P.M., a motion to adjourn was moved, seconded and so voted.

# Town of Burlington

TOWN OF BURLINGTON, MA

SEPTEMBER 2007 TOWN MEETING MINUTES

Attest:

Eleanor M. Gelinas  
Assistant Town Clerk

**SPECIAL TOWN MEETING  
WEDNESDAY, DECEMBER 19, 2007  
FOGELBERG AUDITORIUM – BHIS**

A quorum being present, the meeting was called to order at 7:40 P.M. BHIS students Lindsay Garside, Lindsay McMahon, Ryan Meier, Nishan Oviau performed the National Anthem and a holiday song.

**ARTICLE 1 RE: Special Legal Counsel**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to challenge the use and occupancy of a building by the Department of Homeland Security, Office of Immigration and Customs Enforcement ("ICE") located at 10 New England Executive Park as office space with an accessory use of secured holding rooms for processing unauthorized aliens and other temporary detainees; and to appeal on behalf of the Town Meeting or the Town Moderator the grant of an Occupancy Permit for the ICE facility by the Burlington Building Inspector and/or to fund a request for zoning enforcement to the Building Inspector including any subsequent administrative or judicial appeals and to pursue any other legal recourse; the expenditure of said funds shall be under the direction and control of the Town Moderator pursuant to Article IV, Section 5.2.4.1 of the General Bylaws or a committee of Town Meeting appointed by Town Meeting under Article III, Section 7.0 of the General Bylaws; and to further authorize the Town Moderator or the committee of Town Meeting to appoint Special Counsel to represent the Town Moderator and/or the Town Meeting in pursuing all available legal remedies to carry out the purposes of this vote; or to act in any other manner in relation thereto.

**MAIN MOTION:** I move to transfer from free cash the sum of \$10,000 to challenge the use and occupancy of a building by the Department of Homeland Security, Office of Immigration and Customs Enforcement ("ICE") located at 10 New England Executive Park as office space with an accessory use of secured holding rooms for processing unauthorized aliens and other temporary detainees; and to appeal on behalf of the Town meeting the grant of an Occupancy Permit for the ICE facility by the Burlington Building Inspector and/or to fund a request for zoning enforcement to the Building Inspector including any subsequent administrative or judicial appeals and to pursue any other legal recourse; the expenditure of said funds shall be under the direction and control of the Town Moderator pursuant to Article IV, Section 5.2.4.1 of the General Bylaws; to further authorize the Moderator to appoint a special 11 member temporary town meeting ICE advisory committee, and to further authorize the Town Moderator to appoint Special Counsel, after consultation with the temporary Town meeting ICE advisory committee, to represent the Town meeting in pursuing all available legal remedies to carry out the purposes of this vote.

Recommendations: Ways & Means voted 8-0 in favor. Land Use made a statement that they believed the holding cells did not qualify as an accessory use under the Zoning Bylaws and did not take a position on the article.

After considerable discussion, a motion to end debate was moved, seconded and so voted. The main motion was approved by a standing vote. Seven members stood for a roll call vote.

**ACTION: BY A VOTE OF 64 IN FAVOR AND 26 OPPOSED, THE MAIN MOTION WAS APPROVED.**

At 10:00 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:  
Jane L. Chew  
Town Clerk

## TOWN ACCOUNTANT

The Town of Burlington Accounting Office is responsible for all of the financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. The Accounting office uses Massachusetts General Laws, the Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations to ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles.

As required, the Town Accountant shall 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 on which funds have been or may be paid from the Town Treasury.

The following pages are a copy of the Town's audited financial statements for the fiscal year ended June 30, 2007 as prepared by our independent auditors.

Respectfully submitted,

Paul F. Sagarino Jr.  
Town Accountant

***TOWN OF BURLINGTON, MASSACHUSETTS***

***REPORT ON EXAMINATION OF  
BASIC FINANCIAL STATEMENTS***

***FISCAL YEAR ENDED JUNE 30, 2007***

TOWN OF BURLINGTON, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2007

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## Powers & Sullivan

Certified Public Accountants



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### Independent Auditors' Report

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the fiscal year ended June 30, 2007, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Burlington, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2007, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11, 2007, on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis, located on the following pages, and schedule of revenues, expenditures and changes in fund balance – general fund – budgetary basis, located after the notes to the basic financial statements, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

December 11, 2007

## ***Management's Discussion and Analysis***

## **Management's Discussion and Analysis**

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2007. We encourage readers to consider the information presented in this report in conjunction with the Town's financial statements. All amounts unless otherwise noted, are presented in whole dollars.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Town's operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are primarily supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, water and sewer, human services, culture and recreation, and interest.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.



Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar info presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Burlington adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

**Proprietary funds.** The Town of Burlington maintains two types of proprietary funds.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and worker's compensation benefits. Because these services primarily benefit governmental rather than business-type activities, they have been included within governmental activities in the government-wide financial statements.

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses enterprise funds to account for its ice skating rink operations.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Financial Highlights.** The following pages provide financial highlights of the government-wide financial statements for Fiscal Year 2007 in comparison to Fiscal Year 2006.

### ***Government-wide Financial Analysis***

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The Town of Burlington's assets exceeded liabilities by \$85.3 million at the close of Fiscal 2007.

Net assets of \$62.9 million (74%) reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net assets totaling \$1.0 million (1%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets, \$21.4 million (25%), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year the Town of Burlington is able to report positive balances in all three categories of net assets, both for the Town as a whole, as well as for its separate governmental and business-type activities. The same situation held true in the prior year.

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

### **Governmental Activities**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. For governmental activities, assets exceeded liabilities by \$84.4 million at the close of FY2007.

	Governmental Activities	
	2007	2006
<b>Assets:</b>		
Current assets.....	\$ 32,704,782	\$ 27,822,830
Noncurrent assets (excluding capital).....	2,328,000	2,517,000
Capital assets.....	89,617,912	86,461,038
<b>Total assets.....</b>	<b>124,650,694</b>	<b>116,800,868</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	6,570,689	7,320,103
Noncurrent liabilities (excluding debt).....	1,615,000	1,709,000
Current debt.....	3,166,044	3,438,711
Noncurrent debt.....	28,900,621	19,669,184
<b>Total liabilities.....</b>	<b>40,252,354</b>	<b>32,136,998</b>
<b>Net Assets:</b>		
Capital assets net of related debt.....	62,233,320	66,576,038
Restricted.....	998,810	2,172,556
Unrestricted.....	21,166,210	15,915,276
<b>Total net assets.....</b>	<b>\$ 84,398,340</b>	<b>\$ 84,663,870</b>

A significant portion of the Town's net assets, \$62.2 million (74 %), reflects its investment in capital assets (i.e. land, buildings, building improvements, equipment, infrastructure, land improvements, library books and vehicles) less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens: consequently these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to pay this debt must be provided from other sources, since capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net assets, \$1 million (1%), represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$21.2 million (25%) may be used to meet the government's ongoing obligations to citizens and creditors.

The governmental activities net assets remained relatively flat when compared to the prior fiscal year, decreasing \$266,000 during the current fiscal year. Details related governmental activities are shown below.

	Governmental Activities	
	2007	2006
<b>Program revenues:</b>		
Charges for services.....	\$ 12,504,509	\$ 13,646,853
Operating grants and contributions.....	15,255,811	12,621,138
Capital grants and contributions.....	-	1,001,550
<b>General Revenues:</b>		
Real estate and personal property taxes.....	64,634,263	61,403,810
Motor vehicle excise taxes.....	2,906,393	2,990,842
Nonrestricted grants.....	3,313,286	2,982,155
Unrestricted investment income.....	1,208,798	665,784
Other revenues.....	2,305,223	2,160,195
<b>Total revenues.....</b>	<b>102,128,283</b>	<b>97,472,327</b>
<b>Expenses:</b>		
General government.....	7,849,363	5,446,957
Public safety.....	14,676,456	15,206,915
Education.....	58,544,715	55,467,444
Public works.....	8,539,972	9,196,334
Water and sewer.....	6,635,964	5,502,142
Human services.....	1,553,910	1,564,442
Culture and recreation.....	3,366,966	3,957,192
Interest.....	1,226,467	928,988
<b>Total expenses.....</b>	<b>102,393,813</b>	<b>97,270,414</b>
<b>Change in net assets.....</b>	<b>\$ (265,530)</b>	<b>\$ 201,913</b>

Governmental expenses totaled \$102.4 million of which \$27.8 million was directly supported by program revenues consisting of charges for services, operating and capital grants and contributions. General revenues totaled \$74.4 million, primarily coming from property taxes, excise taxes, and grants not restricted to specific programs.

Charges for services represent about 27% of governmental program revenues. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by Town Meeting, the Board of Selectmen, Town boards and commissions and the Town Administrator are included in this category.

Operating and capital grants and contributions account for 55% of the governmental program revenues. Most of these resources apply to education operations. These resources offset costs of the school department over and above the general fund operating budget.

Property taxes are the most significant revenue source for the Town's governmental activities. They comprise 63% of all resources.

Other taxes comprise 2.8% of the governmental activity's resources.

Education is by far the largest governmental activity of the Town. A total of \$58.5 million was expended for education, of which \$15.5 million was funded by program revenues. The remaining \$43.1 was funded by taxes and other revenue.

Public safety and public works are the second and third largest activities of the Town. Approximately \$14.7 million and \$8.5 million were needed, from program and other revenue sources, to cover their FY07 operating expenses, respectively.

### **Business-type Activities**

For the Town's business-type activities, assets exceeded liabilities by \$896,000 at the close of FY2007.

	Business-type Activities	
	2007	2006
<b>Assets:</b>		
Current assets.....	\$ 200,233	\$ 259,098
Capital assets.....	1,366,599	1,388,548
<b>Total assets.....</b>	<b>1,566,832</b>	<b>1,647,646</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	9,876	12,035
Current debt.....	171,160	171,894
Noncurrent debt.....	489,763	660,923
<b>Total liabilities.....</b>	<b>670,799</b>	<b>844,852</b>
<b>Net Assets:</b>		
Capital assets net of related debt.....	705,676	555,731
Unrestricted.....	190,357	247,063
<b>Total net assets.....</b>	<b>\$ 896,033</b>	<b>\$ 802,794</b>

Business-type net assets of \$706,000 (79%) represent investments in capital assets net of related debt. The remaining \$190,000 (21%) is available to be used for the ongoing operation of the Town's Ice Palace Skating Rink activities.

At the end of the current fiscal year, the Town is able to report positive balances in all categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

The increase of \$93,000 in net assets reported in connection with the Ice Palace Skating Rink business-type activities is attributable to budgeting revenues sufficient to cover current operational costs, pay debt service, and to acquire capital assets.

	Business-type Activities	
	2007	2006
<b>Program revenues:</b>		
Charges for services.....	\$ 710,891	\$ 696,563
<b>General revenues:</b>		
Unrestricted investment income.....	7,019	1,391
<b>Total revenues.....</b>	<b>717,910</b>	<b>697,954</b>
<b>Expenses:</b>		
Cost of services and administration.....	624,671	556,877
<b>Total expenses.....</b>	<b>624,671</b>	<b>556,877</b>
<b>Transfers.....</b>	<b>-</b>	<b>20,760</b>
<b>Change in net assets.....</b>	<b>\$ 93,239</b>	<b>\$ 161,837</b>

#### Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$20.3 million, of which \$9.5 million is related to the general fund and \$4.4 million is related to the Stabilization Fund and \$6.4 million is related to nonmajor governmental funds. Within the nonmajor funds, \$3.1 million is attributed to capital projects, \$2.9 million is attributed to the Town's special revenue accounts, and \$430,000 is attributed to the permanent trust funds.

The general fund is the chief operating fund of the Town of Burlington. At the end of the current fiscal year, undesignated fund balance of the general fund was \$6.7 million while total fund balance was \$9.5 million. As a measure of the general fund's liquidity, it may be useful to compare both undesignated fund balance and the total fund balance to total fund expenditures. Undesignated fund balance represents 7.0% of the total general fund expenditures, while total fund balance represents 10.0% of that same amount. Reservations of fund balance for encumbrances and continuing appropriations totaled \$2.0 million. Additionally, \$770,280 was designated for amounts voted to be used in fiscal 2008.

The Town's general fund balance increased \$1.4 million during fiscal year 2007. This was due better than anticipated revenue collections and an increase in encumbrances of \$906,000 from the prior fiscal year

The stabilization fund is a special revenue fund used to account for the accumulation of resources to provide general and/or capital reserves, and planning and development's ongoing and future operations. The fund increased \$367,000 in fiscal 2007. This was due to investment income totaling \$432,000.

**General Fund Budgetary Highlights**

The \$3.0 million increase from the original budget of \$84.5 million to the final budget of \$87.6 million consists of \$1.4 million added to public safety for salaries and the purchase of a new fire truck; \$900,000 added to education for administrative and special education costs; and \$740,000 added to DPW for salaries, rubbish disposal and street lighting.

**Capital Asset and Debt Administration**

In conjunction with the annual operating budget the Town of Burlington annually prepares a capital budget for the upcoming fiscal year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an "AA+" bond rating from Moody's Investors Service. The Town continues to maintain strong market access for both note and bond sales. At the end of the fiscal year the Town had total bonded debt outstanding of \$31.4 million of which \$10.2 million is related to school projects, \$11.1 million is related to the water treatment facility, \$1.0 million is related to the construction of the Town library, \$900,000 million relates to public safety projects, \$2.2 million relates to the Town Hall remodeling, \$1.3 million relates to land acquisition, and \$661,000 relates to the Ice Palace, leaving a balance of \$4.1 million for 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 Town has no revenue bonds outstanding, which are bonds secured solely by specific revenue sources.

The Commonwealth of Massachusetts is obligated to provide school construction assistance for approved school projects. The assistance is paid annually to support the debt service payments over time. At June 30, 2007 the Town is scheduled to receive approximately \$2.8 million of future reimbursements for approved construction costs.

Please refer to notes 4, 6, and 7 to the financial statements for further discussion of the major capital and debt activity.

**Requests for Information**

This financial report is designed to provide a general overview of the Town of Burlington's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.

## ***Basic Financial Statements***

# Town of Burlington

## STATEMENT OF NET ASSETS

JUNE 30, 2007

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 22,166,064	\$ 114,691	\$ 22,280,755
Investments.....	2,624,014	85,542	2,709,556
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	801,977	-	801,977
Real estate tax deferrals.....	85,460	-	85,460
Tax liens.....	458,411	-	458,411
Motor vehicle excise taxes.....	285,549	-	285,549
Water and sewer fees.....	1,642,496	-	1,642,496
Departmental and other.....	208,592	-	208,592
Intergovernmental.....	4,346,360	-	4,346,360
Tax foreclosures.....	85,859	-	85,859
<b>NONCURRENT:</b>			
Intergovernmental.....	2,328,000	-	2,328,000
Capital assets:			
Nondepreciable.....	22,907,426	505,000	23,412,426
Depreciable (net of accumulated depreciation).....	66,710,486	861,599	67,572,085
<b>TOTAL ASSETS.....</b>	<b>124,650,694</b>	<b>1,566,832</b>	<b>126,217,526</b>
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	1,558,608	-	1,558,608
Accrued payroll.....	1,193,648	-	1,193,648
Health claims payable.....	221,000	-	221,000
Tax refunds payable.....	221,485	-	221,485
Accrued interest.....	725,855	9,876	735,731
Other liabilities.....	564,408	-	564,408
Deferred revenue.....	36,385	-	36,385
Compensated absences.....	1,893,000	-	1,893,000
Workers' compensation.....	156,300	-	156,300
Bonds and notes payable.....	3,166,044	171,160	3,337,204
<b>NONCURRENT:</b>			
Compensated absences.....	1,615,000	-	1,615,000
Bonds and notes payable.....	28,900,621	489,763	29,390,384
<b>TOTAL LIABILITIES.....</b>	<b>40,252,354</b>	<b>670,799</b>	<b>40,923,153</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt.....	62,233,320	705,676	62,938,996
Restricted for:			
Permanent funds:			
Expendable.....	70,322	-	70,322
Nonexpendable.....	361,888	-	361,888
Other purposes.....	566,600	-	566,600
Unrestricted.....	21,166,210	190,357	21,356,567
<b>TOTAL NET ASSETS.....</b>	<b>\$ 84,398,340</b>	<b>\$ 896,033</b>	<b>\$ 85,294,373</b>

See notes to basic financial statements.



STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2007

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 7,849,363	\$ 1,437,910	\$ 987,498	\$ -	\$ (5,423,955)
Public safety.....	14,676,456	2,302,360	367,622	-	(12,006,474)
Education.....	58,544,715	1,844,477	13,616,988	-	(43,083,250)
Public works.....	8,539,972	416,471	124,178	-	(7,999,323)
Water and sewer.....	6,635,964	5,528,441	-	-	(1,107,523)
Human services.....	1,553,910	109,584	82,303	-	(1,362,023)
Culture and recreation.....	3,366,966	865,266	77,222	-	(2,424,478)
Interest.....	1,226,467	-	-	-	(1,226,467)
Total Governmental Activities.....	102,393,813	12,504,509	15,255,811	-	(74,633,493)
<i>Business-Type Activities:</i>					
Ice Palace.....	624,671	710,891	-	-	86,220
Total Primary Government.....	\$ 103,018,484	\$ 13,215,400	\$ 15,255,811	\$ -	\$ (74,547,273)

See notes to basic financial statements.

(Continued)

**STATEMENT OF ACTIVITIES (Continued)**

FISCAL YEAR ENDED JUNE 30, 2007

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net assets:</b>			
Net (expense) revenue from previous page.....	\$ <u>(74,633,493)</u>	\$ <u>86,220</u>	\$ <u>(74,547,273)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	64,634,263	-	64,634,263
Tax liens.....	31,676	-	31,676
Motor vehicle excise taxes.....	2,906,393	-	2,906,393
Hotel/motel tax.....	1,344,911	-	1,344,911
Penalties and interest on taxes.....	387,565	-	387,565
Payments in lieu of taxes.....	541,071	-	541,071
Grants and contributions not restricted to specific programs.....	3,313,286	-	3,313,286
Unrestricted investment income.....	1,208,798	7,019	1,215,817
Total general revenues and transfers.....	<u>74,367,963</u>	<u>7,019</u>	<u>74,374,982</u>
Change in net assets.....	(265,530)	93,239	(172,291)
<i>Net Assets:</i>			
Beginning of year.....	<u>84,663,870</u>	<u>802,794</u>	<u>85,466,664</u>
End of year.....	\$ <u><u>84,398,340</u></u>	\$ <u><u>896,033</u></u>	\$ <u><u>85,294,373</u></u>

(Concluded)

# 2007 Annual Report

## GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2007

ASSETS	General	Stabilization Fund	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 12,564,143	\$ 2,042,374	\$ 5,035,107	\$ 19,641,624
Investments.....	-	2,351,014	273,000	2,624,014
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	801,977	-	-	801,977
Real estate tax deferrals.....	85,460	-	-	85,460
Tax liens.....	458,411	-	-	458,411
Motor vehicle excise taxes.....	285,549	-	-	285,549
Water fees.....	555,556	-	-	555,556
Sewer fees.....	1,086,940	-	-	1,086,940
Departmental and other.....	208,592	-	-	208,592
Intergovernmental.....	2,517,000	-	4,157,360	6,674,360
Tax foreclosures.....	85,859	-	-	85,859
<b>TOTAL ASSETS.....</b>	<b>\$ 18,649,487</b>	<b>\$ 4,393,388</b>	<b>\$ 9,465,467</b>	<b>\$ 32,508,342</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES:</b>				
Warrants payable.....	\$ 1,041,706	\$ -	\$ 516,902	\$ 1,558,608
Accrued payroll.....	1,193,648	-	-	1,193,648
Tax refunds payable.....	221,485	-	-	221,485
Accrued interest on short-term debt.....	207,000	-	-	207,000
Other liabilities.....	564,408	-	-	564,408
Deferred revenues.....	5,942,814	-	-	5,942,814
Notes payable.....	-	-	2,500,000	2,500,000
<b>TOTAL LIABILITIES.....</b>	<b>9,171,061</b>	<b>-</b>	<b>3,016,902</b>	<b>12,187,963</b>
<b>FUND BALANCES:</b>				
Reserved for:				
Encumbrances and continuing appropriations.....	2,029,012	-	-	2,029,012
Stabilization.....	-	4,393,388	-	4,393,388
Perpetual permanent funds.....	-	-	361,888	361,888
Unreserved:				
Designated for subsequent year's expenditures.....	770,280	-	-	770,280
Undesignated, reported in:				
General fund.....	6,679,134	-	-	6,679,134
Special revenue funds.....	-	-	2,898,304	2,898,304
Capital projects funds.....	-	-	3,118,051	3,118,051
Permanent funds.....	-	-	70,322	70,322
<b>TOTAL FUND BALANCES.....</b>	<b>9,478,426</b>	<b>4,393,388</b>	<b>6,448,565</b>	<b>20,320,379</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 18,649,487</b>	<b>\$ 4,393,388</b>	<b>\$ 9,465,467</b>	<b>\$ 32,508,342</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

JUNE 30, 2007

Total governmental fund balances.....	\$ 20,320,379
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	89,617,912
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	5,906,429
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net assets.....	2,303,440
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(518,855)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(29,566,665)
Workers compensation.....	(156,300)
Compensated absences.....	(3,508,000)
Net effect of reporting long-term liabilities.....	<u>(33,230,965)</u>
Net assets of governmental activities.....	<u>\$ 84,398,340</u>

See notes to basic financial statements.

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

FISCAL YEAR ENDED JUNE 30, 2007

	General	Stabilization Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 64,800,315	\$ -	\$ -	\$ 64,800,315
Tax liens.....	115,510	-	-	115,510
Motor vehicle excise taxes.....	2,822,105	-	-	2,822,105
Hotel/motel tax.....	1,344,911	-	-	1,344,911
Charges for services.....	738,394	-	-	738,394
Water and sewer charges.....	5,590,497	-	-	5,590,497
Penalties and interest on taxes.....	387,565	-	-	387,565
Fees and rentals.....	274,651	-	-	274,651
Payments in lieu of taxes.....	541,071	-	-	541,071
Licenses and permits.....	1,823,565	-	-	1,823,565
Intergovernmental.....	15,463,427	-	3,627,064	19,090,491
Departmental and other.....	800,435	-	4,133,966	4,934,401
Contributions.....	-	-	3,263	3,263
Investment income.....	632,309	432,396	34,981	1,099,686
Miscellaneous.....	-	-	7,149	7,149
<b>TOTAL REVENUES.....</b>	<b>95,334,755</b>	<b>432,396</b>	<b>7,806,423</b>	<b>103,573,574</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	4,345,035	-	707,147	5,052,182
Public safety.....	11,478,114	-	365,659	11,843,773
Education.....	45,237,299	-	4,395,932	49,633,231
Public works.....	5,095,562	-	7,100,491	12,196,053
Water and sewer.....	2,922,669	-	-	2,922,669
MWRA assessment.....	3,713,295	-	-	3,713,295
Human services.....	1,179,351	-	53,243	1,232,594
Culture and recreation.....	2,314,107	-	894,341	3,208,448
Pension benefits.....	4,856,218	-	-	4,856,218
Employee benefits and insurance.....	9,009,841	-	-	9,009,841
State and county charges.....	518,033	-	-	518,033
Debt service:				
Principal.....	2,669,777	-	18,934	2,688,711
Interest.....	1,251,988	-	-	1,251,988
<b>TOTAL EXPENDITURES.....</b>	<b>94,591,289</b>	<b>-</b>	<b>13,535,747</b>	<b>108,127,036</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>743,466</b>	<b>432,396</b>	<b>(5,729,324)</b>	<b>(4,553,462)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Proceeds from bonds and notes.....	-	-	9,897,482	9,897,482
Premium from issuance of bonds.....	30,277	-	-	30,277
Transfers in.....	1,704,575	500,000	614,610	2,819,185
Transfers out.....	(1,114,610)	(565,500)	(839,075)	(2,519,185)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>620,242</b>	<b>(65,500)</b>	<b>9,673,017</b>	<b>10,227,759</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>1,363,708</b>	<b>366,896</b>	<b>3,943,693</b>	<b>5,674,297</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>8,114,718</b>	<b>4,026,492</b>	<b>2,504,872</b>	<b>14,646,082</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 9,478,426</b>	<b>\$ 4,393,388</b>	<b>\$ 6,448,565</b>	<b>\$ 20,320,379</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**

FISCAL YEAR ENDED JUNE 30, 2007

Net change in fund balances - total governmental funds.....	\$ 5,674,297
<p>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.</p>	
Capital outlay.....	7,302,652
Depreciation expense.....	<u>(4,145,778)</u>
Net effect of reporting capital assets.....	3,156,874
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>	
	(1,726,011)
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>	
Proceeds from bonds and notes.....	(9,897,482)
Debt service principal payments.....	<u>2,688,711</u>
Net effect of reporting long-term debt.....	(7,208,771)
<p>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.</p>	
Net change in compensated absences accrual.....	221,000
Net change in accrued interest on long-term debt.....	(4,756)
Net change in workers compensation.....	<u>(44,300)</u>
Net effect of recording long-term liabilities and amortizing deferred losses.....	171,944
<p>Internal service funds are used by management to account for health insurance and workers' compensation activities.</p>	
The net activity of internal service funds is reported with Governmental Activities.....	<u>(333,863)</u>
Change in net assets of governmental activities.....	<u>\$ (265,530)</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET ASSETS**

JUNE 30, 2007

	Business-type Activities - Ice Palace Enterprise	Governmental Activities - Internal Service Funds
<b>ASSETS</b>		
<b>CURRENT:</b>		
Cash and cash equivalents.....	\$ 114,691	\$ 2,524,440
Investments.....	85,542	-
Total current assets.....	200,233	2,524,440
<b>NONCURRENT:</b>		
Capital assets, net of accumulated depreciation:		
Depreciable.....	861,599	-
Nondepreciable.....	505,000	-
Total noncurrent assets.....	1,366,599	-
<b>TOTAL ASSETS.....</b>	<b>1,566,832</b>	<b>2,524,440</b>
<b>LIABILITIES</b>		
<b>CURRENT:</b>		
Health claims payable.....	-	221,000
Accrued interest.....	9,876	-
Bonds and notes payable.....	171,160	-
Total current liabilities.....	181,036	221,000
<b>NONCURRENT:</b>		
Bonds and notes payable.....	489,763	-
<b>TOTAL LIABILITIES.....</b>	<b>670,799</b>	<b>221,000</b>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt.....	705,676	-
Unrestricted.....	190,357	2,303,440
<b>TOTAL NET ASSETS.....</b>	<b>\$ 896,033</b>	<b>\$ 2,303,440</b>

See notes to basic financial statements.

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

FISCAL YEAR ENDED JUNE 30, 2007

	Business-type Activities - Ice Palace Enterprise	Governmental Activities - Internal Service Funds
<b>OPERATING REVENUES:</b>		
Employee contributions .....	\$ -	\$ 429,149
Employer contributions .....	-	1,289,135
Charges for services .....	710,891	-
<b>TOTAL OPERATING REVENUES .....</b>	<b>710,891</b>	<b>1,718,284</b>
<b>OPERATING EXPENSES:</b>		
Cost of services and administration .....	577,715	-
Depreciation.....	21,949	-
Employee benefits .....	-	1,861,259
<b>TOTAL OPERATING EXPENSES .....</b>	<b>599,664</b>	<b>1,861,259</b>
<b>OPERATING INCOME (LOSS).....</b>	<b>111,227</b>	<b>(142,975)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>		
Investment income.....	7,019	109,112
Interest expense.....	(25,007)	-
<b>TOTAL NONOPERATING REVENUES (EXPENSES), NET.....</b>	<b>(17,988)</b>	<b>109,112</b>
<b>INCOME (LOSS) BEFORE OPERATING TRANSFERS.....</b>	<b>93,239</b>	<b>(33,863)</b>
<b>TRANSFERS:</b>		
Transfers out.....	-	(300,000)
<b>CHANGE IN NET ASSETS.....</b>	<b>93,239</b>	<b>(333,863)</b>
<b>NET ASSETS AT BEGINNING OF YEAR.....</b>	<b>802,794</b>	<b>2,637,303</b>
<b>NET ASSETS AT END OF YEAR.....</b>	<b>\$ 896,033</b>	<b>\$ 2,303,440</b>

See notes to basic financial statements.



PROPRIETARY FUNDS  
STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2007

	Business-type Activities - Ice Palace Enterprise	Governmental Activities - Internal Service Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from customers and users.....	\$ 710,891	\$ -
Receipts from interfund services provided.....	-	1,718,284
Payments to vendors.....	(406,121)	-
Payments to employees.....	(171,594)	-
Payments for interfund services used.....	-	(1,767,259)
NET CASH FROM OPERATING ACTIVITIES.....	133,176	(48,975)
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Transfers out.....	-	(300,000)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Proceeds from the issuance of bonds and notes.....	-	-
Premium from the issuance of bonds and notes.....	-	-
Bond issuance costs.....	-	-
Acquisition and construction of capital assets.....	-	-
Principal payments on bonds and notes.....	(171,894)	-
Interest expense.....	(27,166)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(199,060)	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of investments.....	13,067	-
Investment income.....	7,019	109,112
NET CASH FROM INVESTING ACTIVITIES.....	20,086	109,112
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	(45,798)	(239,863)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	160,489	2,764,303
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 114,691	\$ 2,524,440
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</b>		
Operating income (loss).....	\$ 111,227	\$ (142,975)
Adjustments to reconcile operating income (loss) to net cash from operating activities:		
Depreciation.....	21,949	-
Changes in assets and liabilities:		
Health claims payable.....	-	94,000
NET CASH FROM OPERATING ACTIVITIES.....	\$ 133,176	\$ (48,975)

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2007

	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>		
<b>CURRENT:</b>		
Cash and cash equivalents.....	\$ 735,520	\$ 376,315
Investments.....	578,876	-
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	166,326
<b>TOTAL ASSETS.....</b>	<b>1,314,396</b>	<b>542,641</b>
<b>LIABILITIES</b>		
Warrants payable.....	599	-
Liabilities due depositors.....	-	376,315
Deferred revenue.....	-	166,326
<b>TOTAL LIABILITIES.....</b>	<b>599</b>	<b>542,641</b>
<b>NET ASSETS</b>		
Held in trust for other purposes.....	\$ <u>1,313,797</u>	\$ <u>-</u>

See notes to basic financial statements.

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

FISCAL YEAR ENDED JUNE 30, 2007

	Private Purpose Trust Funds
<b>ADDITIONS:</b>	
Contributions.....	\$ 239,950
Net investment income (loss):	
Interest.....	67,539
TOTAL ADDITIONS.....	307,489
<b>DEDUCTIONS:</b>	
Educational scholarships.....	295,948
CHANGE IN NET ASSETS.....	11,541
NET ASSETS AT BEGINNING OF YEAR.....	1,302,256
NET ASSETS AT END OF YEAR.....	\$ 1,313,797

See notes to basic financial statements.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

**A. Reporting Entity**

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no Component Units that require inclusion in these basic financial statements.

**B. Government-Wide and Fund Financial Statements**

*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

*Fund Financial Statements*

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

*Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

#### *Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. For the most part, the effect of interfund activity has been removed from the government-wide financial statements. Exceptions are charges between the general fund and Ice Palace Enterprise Fund. 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 fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental fund is 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 *stabilization fund* is a special revenue fund used to account for the accumulation of resources to provide general and/or capital reserves, and planning and development's ongoing and future operations.

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 the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise and Trust Funds).

The *permanent fund* and *perpetual permanent fund* are 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 *Ice Palace enterprise fund*, which is used to account for the Town's skating rink activities, is reported as a major proprietary fund.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

The following fiduciary fund types are reported:

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.

*Government-Wide and Fund Financial Statements*

For enterprise fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

*Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable

*Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

**Real Estate, Real Estate Tax Deferrals, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Motor Vehicle Excise Taxes**

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

**Water and Sewer Fees**

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

**Departmental and Other**

Departmental and other receivables consist primarily of police and fire details and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

**F. Inventories***Government-Wide and Fund Financial Statements*

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

**G. Capital Assets***Government-Wide and Proprietary Fund Financial Statements*

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation.



Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements.....	20
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Vehicles.....	5-20
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

*Governmental Fund Financial Statements*

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

H. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances."

*Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

I. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

*Government-Wide Financial Statements*

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

*Fund Financial Statements*

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

J. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

K. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Other purposes" represents restrictions placed on assets from outside parties such as state and federal grants.

*Fund Financial Statements (Fund Balances)*

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Stabilization" represents amounts internally set aside in a stabilization fund.

"Perpetual permanent funds" represents amounts held in trust for which only investment earnings may be expended.

## Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

Fund balances have been "designated for" the following:

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2008 operating budget.

L. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

*Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

M. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

N. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

*Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

*Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability,

O. Post Retirement Benefits*Government-Wide and Fund Financial Statements*

In addition to providing pension benefits, health insurance coverage is provided for retired employees and their survivors in accordance with MGL, Chapter 32, on a pay-as-you-go basis. The cost of providing health insurance is recognized by recording the employer's share of insurance premiums in the general fund in the fiscal year paid. For the fiscal year ended June 30, 2007, this expense/expenditure totaled approximately \$2,866,000. There were 562 participants eligible to receive benefits at June 30, 2007.

P. Use of Estimates

*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

Q. Total Column

*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

*Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**NOTE 2 - CASH AND INVESTMENTS**

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and cash equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. At fiscal year-end, the carrying amount of deposits totaled \$21,056,575 and the bank balance totaled \$22,183,267. Of the bank balance, \$535,748 was covered by Federal Depository Insurance and \$21,647,519 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, 2007, the Town of Burlington had the following investments:

Investment Type	Maturity				Rating
	Fair Value	Under 1 Year	1-5 Years	6-10 Years	
<u>Debt Securities</u>					
Government Sponsored Entities.....	\$ 2,064,914	\$ 455,694	\$ 1,569,853	\$ 39,367	AAA
Corporate Bonds.....	<u>112,502</u>	<u>60,905</u>	<u>51,597</u>	<u>-</u>	A3
Total Debt Securities.....	2,177,416	<u>\$ 516,599</u>	<u>\$ 1,621,450</u>	<u>\$ 39,367</u>	
<u>Other Investments</u>					
Equity Securities.....	1,093,871				
Equity Mutual Funds.....	17,145				
MMDT.....	<u>2,336,015</u>				Not Rated
Total Investments.....	\$ 5,624,447				

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town's total custodial credit risk exposure for investments totals \$1,230,748, which consists of investments of \$112,502 in corporate bonds and \$1,118,245 in equity securities, because the related securities are uninsured, unregistered and held by the counterparty.

The Town has not adopted a formal investment policy related to custodial credit risk for investments.

Interest Rate Risk

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates for most investment types.

The Town's investment policy regarding repurchase agreements is as follows; utilize repurchase agreements only on a limited basis and then only with major Massachusetts financial institutions when no other more favorable action is possible and then only of a duration of no more than three days.

Credit Risk

The Town's formal investment policy regarding credit risk states the Treasurer shall subscribe to information reports from a recognized bank rating company. Direct investment in an institution shall be restricted to those ranked in the upper half of rating categories utilized by said company unless the Treasurer obtains additional adequate security for the investment or otherwise determines and documents in writing that the rating provided does not properly reflect the strength of the institution. Maintenance of disbursement or other types of accounts at institutions below a mid-range rating shall be limited, to the maximum extent possible, to a balance below \$100,000. When the rating falls to a "warning stage" or when more than one-half of an institution's capital and surplus has been lost in a 12-month period, any accounts shall be closed forthwith.

**Concentration of Credit Risk**

The Town has adopted a policy on the amount the government may invest in any one issuer. The policy is as follows; investment in a single institution may not exceed 10% of the institution's capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 25% of the Treasurer's cash balance at any time. Up to 100% of available cash may be invested in the State's Treasurer's pooled fund. As of June 30, 2007, the Town did not have more than 5% of its investment in any one security.

**NOTE 3 - RECEIVABLES**

At June 30, 2007, 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 and other asset types:</u>			
Real estate and personal property taxes.....	\$ 1,036,477	\$ (234,500)	\$ 801,977
Real estate tax deferrals.....	85,460	-	85,460
Tax liens.....	458,411	-	458,411
Motor vehicle excise taxes.....	469,549	(184,000)	285,549
Water fees.....	555,556	-	555,556
Sewer fees.....	1,086,940	-	1,086,940
Departmental and other.....	502,592	(294,000)	208,592
Intergovernmental.....	6,674,360	-	6,674,360
Tax foreclosures.....	85,859	-	85,859
Total.....	<u>\$ 10,955,204</u>	<u>\$ (712,500)</u>	<u>\$ 10,242,704</u>

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<u>Receivables and other asset types:</u>			
Real estate and personal property taxes.....	\$ 623,062	\$ -	\$ 623,062
Real estate tax deferrals.....	121,845	-	121,845
Tax liens.....	458,410	-	458,410
Motor vehicle excise taxes.....	285,550	-	285,550
Water and sewer fees.....	1,642,496	-	1,642,496
Departmental and other.....	208,592	-	208,592
Intergovernmental.....	2,517,000	-	2,517,000
Tax foreclosures.....	85,859	-	85,859
Total.....	<u>\$ 5,942,814</u>	<u>\$ -</u>	<u>\$ 5,942,814</u>

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2007, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 17,700,813	\$ 232,600	\$ (1,789,603)	\$ 16,143,810
Construction in progress.....	930,502	6,503,469	(670,355)	6,763,616
Total capital assets not being depreciated.....	18,631,315	6,736,069	(2,459,958)	22,907,426
<u>Capital assets being depreciated:</u>				
Land improvements.....	2,283,933	541,839	-	2,825,772
Buildings.....	30,663,577	-	-	30,663,577
Building improvements.....	25,953,421	817,141	-	26,770,562
Equipment.....	4,319,988	544,380	(5,500)	4,858,868
Vehicles.....	4,696,207	112,296	(406,713)	4,401,790
Infrastructure.....	85,358,430	1,066,954	-	86,425,384
Total capital assets being depreciated.....	153,275,556	3,082,610	(412,213)	155,945,953
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(1,195,128)	(94,241)	-	(1,289,369)
Buildings.....	(26,019,756)	(564,417)	-	(26,584,173)
Building improvements.....	(5,948,377)	(909,873)	-	(6,858,250)
Equipment.....	(2,370,102)	(373,340)	5,500	(2,737,942)
Vehicles.....	(2,909,039)	(310,396)	350,644	(2,868,791)
Infrastructure.....	(47,003,431)	(1,893,511)	-	(48,896,942)
Total accumulated depreciation.....	(85,445,833)	(4,145,778)	356,144	(89,235,467)
Total capital assets being depreciated, net.....	67,829,723	(1,063,168)	(56,069)	66,710,486
Total governmental activities capital assets, net.....	\$ 86,461,038	\$ 5,672,901	\$ (2,516,027)	\$ 89,617,912

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

**Business-Type Activities**

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Ice Palace Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 505,000	\$ -	\$ -	\$ 505,000
<u>Capital assets being depreciated:</u>				
Buildings.....	745,000	-	-	745,000
Building improvements.....	941,571	-	-	941,571
Total capital assets being depreciated.....	1,686,571	-	-	1,686,571
<u>Less accumulated depreciation for:</u>				
Buildings.....	(577,375)	-	-	(577,375)
Building improvements.....	(225,648)	(21,949)	-	(247,597)
Total accumulated depreciation.....	(803,023)	(21,949)	-	(824,972)
Total capital assets being depreciated, net.....	883,548	(21,949)	-	861,599
Total capital assets, net.....	\$ 1,388,548	\$ (21,949)	\$ -	\$ 1,366,599

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

**Governmental Activities:**

General government.....	\$ 278,288.00
Public safety.....	331,942.00
Education.....	1,257,328.00
Public works.....	2,050,780.00
Human services.....	9,510
Culture and recreation.....	217,930

Total depreciation expense - governmental activities..... \$ 4,145,778

**Business-Type Activities:**

Ice Palace.....	\$ <u>21,949</u>
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**NOTE 5 - INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

Interfund transfers for the fiscal year ended June 30, 2007, are summarized as follows:

Transfers Out:	Transfers In:			
	General Fund	Nonmajor Governmental Funds	Stabilization Fund	Total
General Fund.....	\$ -	\$ 614,610	\$ 500,000	\$ 1,114,610 (1)
Stabilization Fund.....	565,000			565,000 (2)
Nonmajor Governmental Funds.....	839,075	-	-	839,075 (3)
Internal Service Fund.....	300,000			300,000
Total.....	<u>\$ 1,704,075</u>	<u>\$ 614,610</u>	<u>\$ 500,000</u>	<u>\$ 2,818,685</u>

- (1) Represents budgeted transfers to the Stabilization Fund and various capital project and special revenue accounts.
- (2) Represents budgeted transfer from General fund to Stabilization Fund.
- (3) Represents budgeted transfers to the General Fund from Wetlands Protection; Gifts; Sale of Lots and Graves; and Receipts Reserved.
- (4) Represents budgeted transfer from the Health Insurance Trust.

**NOTE 6 - 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.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

Details related to the short-term debt activity for the fiscal year ended June 30, 2007, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30, 2006	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2007
BAN	Street lighting.....	3.5	08/04/06	\$ 150,000	\$ -	\$ 150,000	\$ -
BAN	Water Planning.....	3.50	08/04/06	600,000	-	600,000	-
BAN	Water Planning.....	4.50	08/02/07	-	600,000	-	600,000
BAN	School Design.....	4.50	08/02/07	-	1,600,000	-	1,600,000
BAN	Fire Department Equipment.....	4.50	08/02/07	-	900,000	-	900,000
BAN	Museum, Police Station.....	4.50	08/02/07	-	150,000	-	150,000
BAN	Road Construction.....	4.50	08/02/07	-	750,000	-	750,000
BAN	High School Roof Repair.....	4.50	08/02/07	-	100,000	-	100,000
BAN	Outdoor Recreation.....	4.50	08/02/07	-	500,000	-	500,000
Total.....				<u>\$ 750,000</u>	<u>\$ 4,600,000</u>	<u>\$ 750,000</u>	4,600,000
Less amounts permanently bonded subsequent to year end.....							<u>(2,100,000)</u>
Total.....							<u>\$ 2,500,000</u>

**NOTE 7 - 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."

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

Details related to the outstanding indebtedness at June 30, 2007, and the debt service requirements are as follows:

**Bonds and Notes Payable Schedule – Governmental Funds**

Project	Interest Rate (%)	Outstanding at June 30, 2006	Issued	Redeemed	Outstanding at June 30, 2007
Water Treatment Facility.....	4.70	3,600,000	-	300,000	3,300,000
Town Hall Remodeling.....	4.70	2,400,000	-	200,000	2,200,000
School Remodeling.....	4.70	350,000	-	175,000	175,000
Wyman School.....	5.90	2,795,000	-	290,000	2,505,000
School Remodeling.....	5.43	1,455,000	-	115,000	1,340,000
Water Project.....	5.43	120,000	-	30,000	90,000
Boiler Bonds.....	5.43	40,000	-	10,000	30,000
Police/Fire Equipment.....	2.35	150,000	-	50,000	100,000
Water Tank.....	3.19	480,000	-	60,000	420,000
Police Station Repairs.....	3.19	280,000	-	35,000	245,000
School.....	3.19	320,000	-	40,000	280,000
Roads.....	3.19	560,000	-	70,000	490,000
Water Mains.....	3.19	240,000	-	30,000	210,000
Remodeling.....	3.18	445,000	-	60,000	385,000
Landlocked Refunding.....	2.53	1,708,264	-	451,675	1,256,589
Police Station Refunding.....	2.69	723,915	-	162,853	561,062
Library Refunding.....	2.94	1,215,003	-	168,577	1,046,426
School Remodeling.....	4.23	4,867,000	-	262,000	4,605,000
Water.....	4-5	-	621,000	-	621,000
High School Roof.....	4-5	-	1,300,000	-	1,300,000
Museum Police Station Remodeling.....	4-5	-	150,000	-	150,000
DPW Road Construction.....	4-5	-	750,000	-	750,000
Recreation Facility.....	4-5	-	500,000	-	500,000
Water Treatment - MWPAT - Pool 12.....	2	-	7,797,482	-	7,797,482
MWRA Inflow/Infiltration.....	0.00	28,926	-	28,926	-
MWRA Inflow/Infiltration.....	0.00	56,802	-	18,934	37,868
MWRA Inflow/Infiltration.....	0.00	522,984	-	130,746	392,238
Total.....		\$ 22,357,894	\$ 11,118,482	\$ 2,688,711	30,787,665
Less amounts to be recognized in fiscal year 2008.....					(1,221,000)
Total governmental bonds payable.....					\$ 29,566,665

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

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

Fiscal Year	Principal	Interest	Total
2008	\$ 3,166,044	\$ 1,153,483	\$ 4,319,527
2009	2,983,141	1,025,419	4,008,560
2010	2,900,157	917,523	3,817,680
2011	2,279,238	808,591	3,087,829
2012	2,152,541	715,691	2,868,232
2013	2,159,562	625,703	2,785,265
2014	2,146,725	532,406	2,679,131
2015	1,739,032	440,132	2,179,164
2016	1,726,488	363,403	2,089,891
2017	1,389,093	296,349	1,685,442
2018	1,396,853	240,897	1,637,750
2019	904,769	186,139	1,090,908
2020	807,845	156,044	963,889
2021	816,084	131,643	947,727
2022	779,490	106,947	886,437
2023	788,066	83,971	872,037
2024	796,815	60,595	857,410
2025	805,740	36,922	842,662
2026	559,846	18,281	578,127
2027	490,136	4,691	494,827
Total.....	\$ 30,787,665	\$ 7,904,831	\$ 38,692,496

**Bonds and Notes Payable Schedule – Ice Palace Enterprise Fund**

Project	Interest Rate (%)	Outstanding at June 30, 2006	Issued	Redeemed	Outstanding at June 30, 2007
Skating Rink.....	5.43	\$ 200,000	\$ -	\$ 50,000	\$ 150,000
Ice Palace Refunding.....	2.77	632,817	-	121,894	510,923
Total.....		\$ 832,817	\$ -	\$ 171,894	\$ 660,923

Debt service requirements for principal and interest for the Ice Palace enterprise fund bonds and notes payable in future fiscal years are as follows:

Fiscal Year	Principal	Interest	Total
2008	\$ 171,160	\$ 22,228	\$ 193,388
2009	178,840	16,700	195,540
2010	179,502	10,656	190,158
2011	131,421	4,272	135,693
Total.....	\$ 660,923	\$ 53,856	\$ 714,779

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

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, 2007, the outstanding principal amount of these loans totaled \$430,106.

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2007, approximately \$259,000 of such assistance was received. Approximately \$2,846,000 will be received in future fiscal years. Of this amount, \$329,000 represents reimbursement of long-term interest costs, and \$2,517,000 represents reimbursement of approved construction costs. Accordingly, a \$2,517,000 intergovernmental receivable and corresponding deferred revenue have been reported in governmental fund financial statements. The annual change in revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2007, the Town had the following authorized and unissued debt:

Purpose	Amount
Mill Pond Treatment Plant.....	\$ 7,200,000
Mill Pond Treatment Plant.....	1,242,000
Memorial School.....	26,110,000
Museum, Police Station Remodeling.....	150,000
Fire Department Station.....	900,000
DPW Road Construction.....	750,000
High School Roof Repair.....	1,300,000
Outdoor Recreational Facilities.....	500,000
Mill Pond Treatment Plant - Add.....	300,000
Fire Truck.....	300,000
Total.....	\$ <u>38,752,000</u>

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2007, the following changes occurred in long-term liabilities:

	Balance at June 30, 2006	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2007	Current Portion
<b>Governmental Activities:</b>						
Compensated absences.....	\$ 3,729,000	\$ -	\$ -	\$ (221,000)	\$ 3,508,000	\$ 1,893,000
Workers' compensation.....	112,000	-	-	44,300	156,300	156,300
Long-term bonds and notes.....	22,357,894	9,897,482	(2,688,711)	-	29,566,665	3,166,044
Total.....	<u>\$ 26,198,894</u>	<u>\$ 9,897,482</u>	<u>\$ (2,688,711)</u>	<u>\$ (176,700)</u>	<u>\$ 33,230,965</u>	<u>\$ 5,215,344</u>
<b>Business-Type Activities:</b>						
Long-term bonds and notes.....	<u>\$ 832,817</u>	<u>\$ -</u>	<u>\$ (171,894)</u>	<u>\$ -</u>	<u>\$ 660,923</u>	<u>\$ 171,160</u>

**NOTE 8 - PENSION PLAN**

*Plan Description* - The Town contributes to the Middlesex Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled \$7,498,000 for the fiscal year ended June 30, 2007, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System located at 25 Linnell Circle, Billerica, Massachusetts, 01821.

*Funding Policy* - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's contributions to the System for the fiscal years ended June 30, 2007, 2006, and 2005 were \$4,892,218, \$4,361,931, and \$3,616,102, respectively, which equaled its required contribution for each fiscal year.

**NOTE 9 - RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2007

The Town is self-insured for approximately 10% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. The approximate 90% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

(a) *Health Insurance*

During fiscal 2003, the Town converted to premium based plan for approximately 90% of the town employees. For the remaining 10% of employees, 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 \$75,000 coverage. The estimate of IBNR claims is based on a historical trend analysis and recent trends.

(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, 2007, the amount of the liability for workers' compensation claims totaled \$156,300. Changes in the reported liability since July 1, 2004, are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2005.....	\$ 95,000	\$ 86,654	\$ (100,654)	\$ 81,000
Fiscal Year 2006.....	81,000	120,680	(89,680)	112,000
Fiscal Year 2007.....	112,000	133,243	(88,943)	156,300

**NOTE 10 - COMMITMENTS**

The Town has entered into, or is planning to enter into, contracts totaling approximately \$38.7 million for renovations to the school, improvements to public safety and recreation facilities, water infrastructure projects, and roadway upgrades.

**NOTE 11 - CONTINGENCIES**

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2007, 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, 2007, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2007.

**NOTE 12 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During the year the following GASB pronouncements were implemented:

- The GASB issued Statement #43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which is required to be implemented in fiscal year 2007. The standards in this statement do not impact the basic financial statements.
- The GASB issued Statement #48, *Sales and Pledges of Receivables and Future Revenues and Intra-Entity Transfers of Assets and Future Revenues*, which is required to be implemented in fiscal year 2008. Management has elected to implement this GASB early. The basic financial statements were not impacted by this GASB.
- The GASB issued Statement #49, *Accounting and Financial Reporting for Pollution Remediation Obligations*, which is required to be implemented in fiscal year 2008. Management has elected to implement this GASB early. The basic financial statements were not impacted by this GASB.
- The GASB issued Statement #51, *Accounting and Financial Reporting for Intangible Assets*, which is required to be implemented in fiscal year 2010. Management has elected to implement this GASB early. The basic financial statements were not impacted by this GASB.

Future Implementation of GASB Pronouncements:

- The GASB issued Statement #45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which is required to be implemented in fiscal year 2009. Management expects that this pronouncement will require additional disclosure and impact the basic financial statements.
- The GASB issued Statement #50, *Pension Disclosures—an amendment of GASB Statements No. 25 and No. 27*, which is required to be implemented in fiscal year 2008. This GASB will change the disclosures related to pensions.
- The GASB issued Statement #52, *Land and Other Real Estate Held as Investments by Endowments*, which is required to be implemented in fiscal year 2009. The standards in this statement require all investments in land and real estate in permanent and similar funds to be reported at fair value. Management does not expect this pronouncement to impact the basic financial statements.



## ***Required Supplementary Information***

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# 2007 Annual Report

## GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2007

	Budgeted Amounts			
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 63,133,520	\$ 63,133,520	\$ 63,538,762
Tax liens.....	-	-	-	-
Motor vehicle excise taxes.....	-	3,100,000	3,100,000	3,103,305
Hotel/motel tax.....	-	1,100,000	1,100,000	1,100,000
Charges for services.....	-	2,075,000	2,075,000	2,075,000
Penalties and interest on taxes.....	-	275,000	275,000	275,000
Fees and rentals.....	-	350,000	350,000	350,000
Payments in lieu of taxes.....	-	570,000	570,000	570,000
Licenses and permits.....	-	1,185,410	1,185,410	1,085,000
Intergovernmental.....	-	7,846,791	7,846,791	7,933,960
Departmental and other.....	-	655,000	655,000	655,000
Investment income.....	-	350,000	350,000	350,000
<b>TOTAL REVENUES.....</b>	<b>-</b>	<b>80,640,721</b>	<b>80,640,721</b>	<b>81,036,027</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	626,204	4,560,217	5,186,421	5,360,550
Public safety.....	35,101	11,261,724	11,296,825	12,656,607
Education.....	1,496,437	37,045,180	38,541,617	39,429,375
Public works.....	16,724	4,622,400	4,639,124	5,380,432
Water and sewer.....	41,125	2,948,017	2,989,142	2,948,017
Human services.....	15,133	1,213,341	1,228,474	1,249,141
Culture and recreation.....	21,886	2,351,858	2,373,744	2,407,075
Pension benefits.....	-	4,870,000	4,870,000	4,857,000
Employee benefits.....	63,725	8,963,000	9,026,725	9,082,000
State and county charges.....	-	532,989	532,989	532,989
Debt service:				
Principal.....	-	2,640,852	2,640,852	2,669,777
Interest.....	-	1,172,238	1,172,238	1,071,238
<b>TOTAL EXPENDITURES.....</b>	<b>2,316,335</b>	<b>82,181,816</b>	<b>84,498,151</b>	<b>87,644,201</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>(2,316,335)</b>	<b>(1,541,095)</b>	<b>(3,857,430)</b>	<b>(6,608,174)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Premium from issuance of bonds.....	-	-	-	-
Transfers in.....	-	937,984	937,984	1,687,238
Transfers out.....	-	(367,000)	(367,000)	(1,113,733)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>-</b>	<b>570,984</b>	<b>570,984</b>	<b>573,505</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(2,316,335)</b>	<b>(970,111)</b>	<b>(3,286,446)</b>	<b>(6,034,669)</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>10,290,483</b>	<b>10,290,483</b>	<b>10,290,483</b>	<b>10,290,483</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 7,974,148</b>	<b>\$ 9,320,372</b>	<b>\$ 7,004,037</b>	<b>\$ 4,255,814</b>

See notes to required supplementary information.

	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$	64,236,472	\$ -	\$ 697,710
	115,510	-	115,510
	2,822,105	-	(281,200)
	1,344,911	-	244,911
	2,542,340	-	467,340
	387,565	-	112,565
	274,651	-	(75,349)
	541,071	-	(28,929)
	1,823,565	-	738,565
	7,965,427	-	31,467
	851,780	-	196,780
	632,309	-	282,309
	83,537,706	-	2,501,679
	4,389,427	681,247	289,876
	11,636,402	947,198	73,007
	38,025,094	1,261,363	142,918
	5,160,497	253,661	(33,726)
	2,898,639	-	49,378
	1,198,912	15,119	35,110
	2,363,419	4,776	38,880
	4,856,218	-	782
	9,009,841	59,296	12,863
	518,033	-	14,956
	2,669,777	-	-
	1,071,238	-	-
	83,797,497	3,222,660	624,044
	(259,791)	(3,222,660)	3,125,723
	30,277	-	30,277
	1,704,575	-	17,337
	(1,114,610)	-	(877)
	620,242	-	46,737
	360,451	(3,222,660)	3,172,460
	10,290,483	-	-
\$	10,650,934	\$ (3,222,660)	\$ 3,172,460

**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 or Council order.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2007 approved budget authorized approximately \$84,865,000 in appropriations and other amounts to be raised. During fiscal year 2007, Town Meeting also approved supplemental appropriations totaling approximately \$3,838,000.

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 fiscal year ended June 30, 2007, is presented below:

Net change in fund balance - budgetary basis.....	\$	360,451
<u>Basis of accounting differences:</u>		
Net change in recording 60 day receipts.....		(41,157)
Increase in revenue due to on-behalf payments.....		7,498,000
Perspective differences in reporting of sewer fund activities.....		97,674
Increase in expenditures due to on-behalf payments.....		(7,498,000)
Net change in accruals.....		946,740
Net change in fund balance - GAAP basis.....	\$	<u>1,363,708</u>

3. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2007, actual expenditures exceeded appropriations for snow and ice (public works). These over-expenditures will be raised and funded through available funds during fiscal year 2008.

