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OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2004

ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2004



BURLINGTON
MASSACHUSETTS

In Memoriam

Mary R. Bussell

School Clerk – *Retired*

Mary J. Chiodi

School Clerk – *Retired*

Ralph J. Dalba

School Custodian – *Retired*

John Herbert Danielson

School Custodian – *Retired*

Eleanor Doyle

Traffic Supervisor Police –
Retired

Eugene Driscoll

Principal Memorial School –
Retired

Marjorie Faulkner

Teacher – *Retired*

Douglas J. Hyde

Firefighter – *Retired and former*
Board of Health Member

Patricia Mello

Teacher – *Retired*

Ann M. Mulcahy

School Clerk

David O'Hearn

Teacher – *Retired*

Garry R. Osborne

School Custodian

John Nolan

Teacher

Karen Plasse

Teacher

Hazel Schuler

Town Hall Clerk – *Retired*

Helen Sousa

School Cafeteria – *Retired*

Ernest Spack

DPW Eng. Div. Subdivision
Inspector – *Retired*

Nina Warner

Teacher

Marie Yazbak

Teacher – *Retired*

Employees, board and committee members who have passed away during 2004

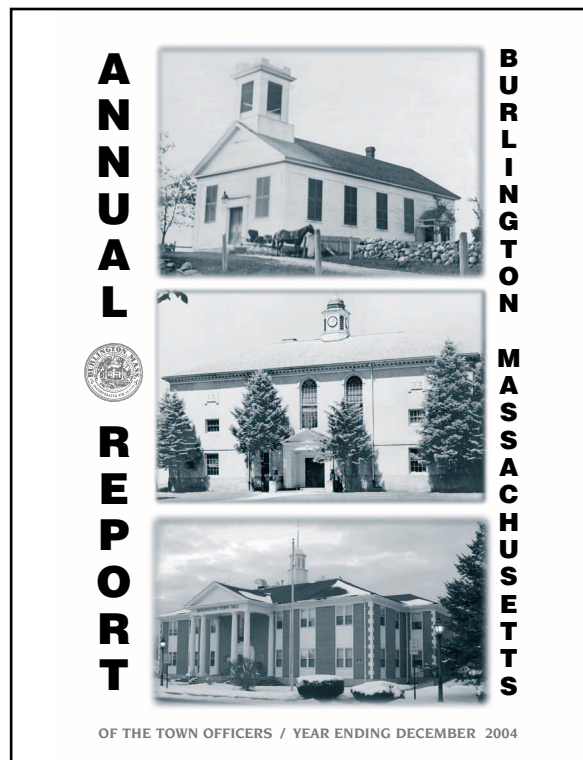
ON THE COVER:

First Town Hall, ca. 1890s

Burlington's first Town Hall was built across from the old burial ground or first cemetery, in what is now Simonds Park. Built in 1844, the building stood near the current location of the baseball field. It was destroyed by fire in 1902. (photo from Town Archives)

Second Town Hall, 1915

Built in 1915, the second Town Hall stood at the current location of the Town Hall Annex, 27 Center Street. It served the town until 1969. (photo from Town Archives)



Third Town Hall, 1969

The third Town Hall was constructed in 1969. A Colonial-style structure, it served the town for nearly 30 years and underwent a substantial interior renovation before being reopened in March of 1999. (photo by Pauline Crusco)

Cover designed by Peter Amirault of TYPE A of Medford.

Special thanks to Daniel McCormack, our Town Archivist, for his expertise, knowledge and diligence in helping to locate the old photos which appear on the cover.

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Special thanks to Pauline Crusco for all her effort and hard work organizing this report.

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
B-CAT	273-5922	bcat@burlington.mec.edu
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	coa@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	dpw@burlmass.org
Chestnut Hill Cemetary	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
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 2004

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 2003: 23,397.

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

Tax Rate FY04 - Residential: \$ 8.10

Commercial: \$28.00

Elevation at Town Hall - 220 feet above sea level.

Governor: Mitt Romney
State House
Boston, MA 02133

U.S. Senators: Edward M. Kennedy
2400 John F. Kennedy Federal Bldg.
Boston, MA 02203

John F. Kerry
1 Bowdoin Square, 10th Floor
Boston, MA 02114

Congressman: John Tierney
6th District
17 Peabody Square
Peabody, MA 01960

Councilor: Michael J. Callahan
6th District
500 Salem St.
Medford, MA 02155

State Senator: Robert A. Havern
4th Middlesex
State House, Room 513
Boston, MA 02133

Representative: Charles Murphy
21 Middlesex
State House, Room 156
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 second Thursday of the month, Town Hall, 6:00 P.M.
Board of Health	Meets the second and fourth Tuesdays of the month, Town Hall, 7:00 P.M.
Board of Selectmen	Meets the second and fourth Mondays of the month, Town Hall, 7:00 P.M.
Conservation Commission	Meets the second and fourth Thursdays of the month, Town Hall, 7:00 P.M.
Council on Aging	Meets the second Wednesday of the month, 61 Center St., 10:00 A.M.
Historical Commission	Meets the third Wednesday of the month, Town Hall Annex, 7:00 P.M.
Housing Authority	Meets on the first Wednesday of the month, 15 Birchcrest St., Noon
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.
State Representative Charles Murphy	Public hours the third Wednesday of the month, 61 Center St. Room 103, 6-7 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 Clerk's web page www.burlington.org/clerk then click on the link to Public Meetings/Hearings.

TOWN HALL SCHEDULE

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

Nurse: Walk-in Clinic 2nd Wednesday - 5:30 P.M. Human Services Center, 61 Center St.

Board of Health/Lahey Clinic Free Care Community Clinic, 2nd Thursday, 5:30 P.M. – 8:00 P.M. 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.	2006
<i>Elected 4/85</i>		

Moderator (1 Yr.)

Robert P. Marrano	14 Michael Dr.	2005
<i>Elected 4/98</i>		

Selectmen (3 Yrs.)

Albert L. Fay, Jr.	11 Raymond Rd.	2006
<i>Elected 4/00</i>		
Gary J. Gianino	11 Thornton Dr.	2005
<i>Elected 4/93</i>		
Joseph A. Impemba	11 Briarwood Ln.	2006
<i>Elected 4/91</i>		
Kevin B. McKelvey	4 Allison Dr.	2007
<i>Elected 4/98</i>		
Sonia Rollins	8 Paula St.	2007
<i>Elected 4/04</i>		

Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2007
<i>Appt. 7/99 Elected 4/00</i>		
Michael W. Crocker	15 Thornton Dr.	2005
<i>Appt. 2/98 Elected 4/98</i>		
Paul R. Sheehan	5 Thornton Dr.	2006
<i>Appt. 1/99 Elected 4/99</i>		

Treasurer/Collector (3 Yrs.)

Brian P. Curtin	3 Lee Ave.	2007
<i>Elected 4/76</i>		

School Committee (3 Yrs.)

Christine M. Monaco	18 Corcoran Rd.	2007
<i>Elected 4/92</i>		
Thomas F. Murphy, Jr.	3 Lexington St.	2007
<i>Elected 4/93</i>		
Stephen A. Nelson	25 Fairfax St.	2005
<i>Elected 4/96</i>		
Sharon Marie Sotiros	17 Hart St.	2006
<i>Elected 4/03</i>		
John L. Vanella	8 Pearson Circle	2005
<i>Elected 4/81</i>		

Library Trustees (3 Yrs.)

Paula F. Bernard, Jr.	263A Cambridge St.	2006
<i>Appt. 10/02 Elected 4/03</i>		
Edith F. Entwistle	62 Beaverbrook Rd.	2005
<i>Elected 4/96</i>		
Ellen Marie Ferguson	76 Francis Wyman Rd.	2007
<i>Elected 4/01 (W/I)</i>		
Samuel P. Martorano	1 Laurel Ln.	2005
<i>Write-in 4/03</i>		
Eileen C. Sickler	13 Foster Rd.	2006
<i>Appt. 6/03 Elected 4/04</i>		
Steven E. Wasserman	3 Indian Hill Rd.	2007
<i>Elected 4/04 (W/I)</i>		

Planning Board (5 Yrs.)

Ernest E. Covino, Jr.	1 Marvel Ave.	2005
<i>Elected 4/89</i>		
Ann M. Cummings	20 Tinkham Ave.	2008
<i>Elected 4/03</i>		
John A. DeFrancesco	50 Westwood St.	2007
<i>Elected 4/82</i>		
Albert L. Fay, Jr.	11 Raymond Rd.	2009
<i>Elected 4/94</i>		
Jayne L. Hyde	17 Meadowvale Rd.	2007
<i>Elected 4/96</i>		
Paul R. Raymond	1 Dorothy Rd.	2005
<i>Elected 4/90</i>		
Paul F. Roth	249 Fox Hill Rd.	2006
<i>Appt. 10/97 Elected 4/98</i>		

Board of Health (3 Yrs.)

James J. Dion	19 Crystal Circle	2006
<i>Elected 4/97</i>		
Eugene Terry McSweeney	1 McSweeney Way	2005
<i>Elected 4/99</i>		
Catherine E. Read	22 University Ave.	2006
<i>Appt. 3/02 Elected 4/03</i>		
Edmund F. Wall	4 Waite Ave.	2007
<i>Elected 4/01</i>		
Edward J. Weiner	43 Freeport Dr.	2007
<i>Elected 4/89</i>		

Constable – 1st (3 Yrs.)

Sheila E. Howard	2 Hallmark Gardens #4	2007
<i>Elected 4/96</i>		

Constable – 2nd (3 Yrs.)

Anthony J. Saia	27 Alcine Ln.	2007
<i>Elected 4/77</i>		

Housing Authority(5 Yrs.)

Joseph J. Arena	10 Moss St.	2009
<i>Elected 4/84</i>		
M. Harrison Graham	14 Birchcrest St. #D2	2006
<i>Elected 4/81</i>		
James H. Langley, Jr.	13 Algonquin Dr.	2008
<i>Elected 4/03</i>		
James J. Rogers	42 Locust St.	Gov.
<i>Appt. (1999)</i>		
Michael S. Runyan	7A Mountain Rd.	2007
<i>Elected 4/02</i>		

Recreation Commission (3 Yrs.)

Kristine E. Brown	8 Luther Rd.	2007
<i>Elected 4/03</i>		
John J. Ferren	37 Lantern Ln.	2006
<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.	2005
<i>Elected 4/01</i>		

Shawsheen Tech (3 Yrs.)

Paul V. Gedick	5 County Rd.	2006
<i>Elected 4/03</i>		
Alfred J. Verrier	12 Mohawk Rd.	2005
<i>Elected 4/89</i>		

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



Board of Selectmen: Front row (left to right): Joseph A. Impemba, Vice Chairman; Albert L. Fay, Chairman; Sonia A. Rollins; Back row (left to right): Kevin B. McKelvey; Gary J. Gianino

The Board of Selectmen were faced with a number of challenging and difficult decisions during the most recent year as we attempted to deal with a continuing general malaise in our local economy and a stagnant revenue stream from the State. The Board has been steadfast in it's resolve to maintain the same level of service the residents of Burlington have come to expect for their tax dollars in spite of the diminished revenues in both our locally generated receipts as well as the reduced State Aid. Unfortunately, the Board has had to make difficult decisions with respect to the tax burden upon our residents and our Commercial/Industrial partners. As in the past, the Board is acutely aware of the difficulties some homeowners are experiencing as overall property value increases in Town begin to shift to the residential property owner. The Board took the advice of our Financial team during the most recent Classification Hearing to set our tax rates for the next year and voted to institute a new policy to "shift" more of the overall tax levy burden to the Commercial/Industrial sector in recognition of our residents difficulties in meeting their tax obligation. In many respects, Burlington is indeed fortunate that we do have the diversity within our taxable properties to allow us to mitigate the increasing bills while maintaining our level service goal.

The Board was involved in a number of significant policy decisions during the past year pertaining to licensing issues. As in most Massachusetts communities, the Selectmen are the Licensing Authority for such matters as liquor licenses

and Class II Motor Vehicle licensing. The Board instructed our Police Dept to become aggressive in its enforcement of the sale of alcohol to minors. This resulted in a town wide "sting" operation that provided the Board members and the license holders with a true indication of where problems may exist within our community. Fortunately, Burlington has a very determined group of license holders who heartily endorsed the Board's efforts in this initiative. In the fall of 2004, the Board adopted a new series of fines and penalties for violations of any portion of our local and State statutes regarding the dispensing of alcohol.

Similarly, the Board has been adamant in its determination to control the sale of second hand motor vehicles in our community. As we mentioned in last year's report, the Board instituted a consistent policy directed at those license holders engaged in the sale of motor vehicles in Burlington designed to protect our neighborhoods as well as those residents who chose to purchase a vehicle from a permitted license holder.

The election in April produced a change in the Board when Sonia Rollins was elected to the seat previously held by Juliet Perdichizzi. The Board welcomed Sonia to her new role as an elected official and extends our heartfelt thanks on behalf of all the residents of Burlington to Juliet for her determination and commitment to improving the lives of our residents during her six years of public service as a Selectmen. The Board chose to re-elect Al Fay as its Chairman and Joseph Impemba as the Vice-Chair. We look forward to a productive year ahead with our newest member.

Fiscal Issues

As mentioned previously, the challenges presented to the Board and the Town Administrator certainly revolved, for the most part, around the fiscal climate we were presented as the Budget for FY 2004-05 was being developed. The Town Administrator advised the Board early in the process that he and the rest of our Finance Managers would propose an operating budget increase of no greater than 2%! This was presented to us in spite of the fact that our "budget buster" items (Health Care, Retirement Assessments, Town Insurance, Special Education Cost, Shawsheen Technical High Assessment etc, etc) were increasing at a rate exceeding 10% and would likely absorb all of the available new revenue for the next fiscal year. The management team did propose to increase the tax levy by 4% and to utilize some available money from our NESWC tip fee account to balance our budget for fiscal year 2005. The Town Administrator has been clear in his budget messages to us and the Ways and Means

Committee that continuing to rely on 2% operating growth is not sustainable and if conditions do not improve, the very real specter of service cutbacks and layoffs may become a reality in Burlington. On the other hand, because of our very conservative approach to budgeting and forecasting revenues, the credit rating bureaus who review a Town's fiscal condition, recently upgraded our credit rating from a AA to a AA+ which is clearly a positive indicator that we are planning our fiscal future accordingly and remain as a recognized, well managed Massachusetts community. This recent review was due to the creative approach the Town took to address an imminent issue with the middle school HVAC system. As mentioned last year, the Board and the Administration were aware of a looming crisis with the HVAC at the middle school. By working closely with the School Committee and its Administration, the Town was able to accommodate this major expenditure by "re-working" our ten year bond schedule to include this Capital need without seriously affecting our needs in the future. We plan to continue this positive dialogue with our partners on the School side especially in view of the School's determination to proceed with an overall system wide facility assessment. Going forward, we have instructed the Administration to remain conservative in its budget forecasting while continuing to deliver our services at a high performance level to the taxpayers of Burlington.

Land Swap

Although this important initiative is now some 3 years old, the Board and the Administration are pleased that we saw measurable benchmarks attained during 2004.

Town Meeting did approve the sale of a single lot for the construction of a home within the Grandview parcel. The proceeds from that sale will be used to begin the restoration and renovations of the farm complex that has been a goal of the 20 member volunteer committee established three years ago. In addition, during 2004, Mr. Ruping broke ground for his approved residential complex off of Mountain Rd/Wall Street that will provide 36 rental units of senior affordable housing as well as 144 market rate apartments. Finally, after a lengthy process of procurement, the Town selected a design team to build 42 units of senior affordable "For Sale" condos on a 2 acre parcel behind the farm complex as the final part of the original PDD approved in May of 2001. What has been especially gratifying to the Board is the fact that upon release of the information that senior units will be available for rent and/or sale, over 400 (!) residents have submitted their names to the office of the Town Administrator for consideration when the units become available!

Although this has been a long, arduous process, we are extremely pleased by the level of interest expressed by residents in Burlington for this project.



*Town Administrator
Robert A. Mercier*

Infrastructure Improvements

During this past year, the Board and the Administration continued to focus much of our energy and resources to upgrading and improving our infrastructure. In spite of the difficult economic times, we are mindful of our overall responsibility to maintain the investment this community has made in its capital assets. The Town Administrator provided \$700,000 for roadway improvements in the first bond issue he proposed to the Board and this money was spent during this past year along with our allocation of Chapter 90 State funds that, in total, provided for well over \$1,000,000 in expenditures for roadway/drainage improvements in 2004. Additionally, the Town completed an assessment of the Mill Pond Treatment plant that serves as a secondary or "back-up" water plant for the Ground Water Treatment plant off of Middlesex Turnpike. The Town Administrator has informed the Board that this plant upgrade is important and he will propose we begin the process of designing for the improvements in 2005. We are also seeking money to be provided by the State at a 2% loan rate for the construction improvements necessary at this facility. It is the Town Administrator's belief that the cost of these improvements/upgrades will exceed \$5,000,000 and he has built into his 10-year bond program the cost of this major investment.

As a final note of interest during 2004, the Town Administrator informed the Board that he was looking to address the Administrative Consent Order under which the Town was limited to how much new sewer effluent can be added to the MWRA system in Burlington. The Town has some major new developments coming on line during the next few years and the Board, along with the Administrator, would like to petition the DEP to amend the current Consent Order to allow for reasonable, sustainable growth within Burlington to help ease the tax burden on the residential homeowner. This relief will coincide with the recent announcement by the MWRA that the so-called Cummingville Sewer line upgrade though Winchester is scheduled for construction in 2005.

Personnel Matters

As is the case on an annual basis, the Town experienced long time employees leaving our service with new faces joining our team to continue our legacy of strong management and commitment to service delivery. In October, Fire Chief Paul Thibault retired from the fire service. Chief Thibault was honored for his long, distinguished career and recognized for his advocacy for the Department under his control. In addition, long time Assistant Town Administrator Lawrence Rittenberg retired from his position at the end of September. Mr. Rittenberg defined the position of Assistant Town Administrator in Burlington and was an invaluable confidant of the Town Administrator. Both Chief Thibault and Mr. Rittenberg should be proud of their long service to this community and they will both be missed by their peers and most importantly by their many friends here in Burlington.

The Town Administrator did commence an immediate process to replace both of these valuable employees. He appointed Lee Callahan as our new Fire Chief after conducting a series of interviews with three very qualified candidates. Steve Yetman, who became the new Assistant Chief under Chief Callahan, filled the vacancy created by the promotion of Lee Callahan. In October, the Town Administrator appointed Anthony Troiano from Barnstable, Massachusetts to be the new Assistant Town Administrator. Both of these key members of the management team will provide us with the same excellence expected of our employees here in Burlington and the Board as well as the Town Administrator look forward to utilizing the expertise of these new managers during demanding and difficult financial times.

On a sad note, the Town lost two very important and recognized individuals this past year. Doug Hyde was a long time member of the Fire Department as well as an elected member of the Board of Health. Many people remember Doug walking down Bedford Street waving to passer-bys with his ever-present walkman in place. Harold Dulong was a local Attorney who represented many clients before our various boards but most people remember Harold as a caring, giving human being who never said no to any request for help or assistance. He truly never forgot his roots.

To both of these outstanding individuals, the Town will not forget your contributions.

Summary

The Town continues to operate in an effective and efficient manner as we deal with the economic realities of the next few years. We continue to be in an envious position with respect to many of our neighbors because of our strong, diverse tax base that provides us a "buffer" against the pain of many of our surrounding communities.

The Board and the Town Administrator continue to believe in the intrinsic strength of our Town with it's committed volunteers as well as it's elected and appointed officials.

We remain confident we will "weather the storm" through these trying and challenging times. Of course, none of our success would be possible without the faith and confidence the people of Burlington have shown towards their officials. For that confidence, we remain grateful.

To all of our employees, please except our deep appreciation for a job "well done" in sometimes trying circumstances. You are the best!! Thank you.

Respectfully submitted,

The Board of Selectmen:

Albert L. Fay, Jr., Chairman
Joseph A. Impemba, Vice-Chairman
Gary J. Gianino, Member
Kevin B. McKelvey, Member
Sonia A. Rollins, Member

Administration:

Robert A. Mercier, Town Administrator
Anthony J. Troiano, 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

HUMAN RESOURCES DEPARTMENT

It's hard to believe yet another year has passed! June 6, 2004 was the Town's third "Employee Appreciation Day" and as with the previous two years was well received by the municipal employees. We are so grateful that Mother Nature once again cooperated and bestowed upon us a beautiful early-summer day. Local caterer Culinary Creations provided the food for our barbeque and of course the most fun for all is the raffle prize giveaway. Many thanks to all of the employees and municipal unions who assist in organizing this event, bringing in the raffle prizes and helping to make this annual event the success that it is!

Whether an employer is a public or private entity, employee training and continuous improvement remains an integral aspect of employee development. Municipal Department Heads participated in workshops entitled "Managing Change in the Workplace" and "Providing Performance Feedback". Relevant staff was also trained by Lt. Mark Saia of the Fire Department on the recent changes to HIPAA (Health Insurance Portability and Accountability Act of 1996) to ensure that staff is in compliance with the recent federal mandatory medical privacy law changes. Public Works staff participated in respectful workplace training and administrative staff participated in a "Think and Do" workshop, focusing on our customer service experiences and how we can continue to provide our internal and external customers exceptional service.

All of the Union Contracts on the municipal side expired effective June 30, 2004. The Town Administrator and I were quite busy with collective bargaining throughout the summer, fall and winter. At this time, we have settled with the B.M.E.A., D.P.W., Fire and Police Command Officers. We are also very close with the Patrol Officers and hope to have that Contract settled by the end of January. The School Department's Union Contracts are due to expire June 30, 2005.

This past fall, Fire Chief Paul Thibault retired and Assistant Fire Chief Lee Callahan was promoted to the position of Fire Chief. Lt. Steve Yetman was promoted to the position of Assistant Fire Chief. Further, Assistant Town Administrator Larry Rittenberg retired and Anthony Troiano was hired to replace him. We anticipate many positive organizational initiatives that will be brought about by these important management changes.

On the educational side, I was pleased to participate in the Search Committee for the position of Principal of the Fox Hill Elementary School. Although all of us on the School Department's Administrative Council were sorry to see Richard Benowitz retire, we were thrilled to welcome Eric Sprung to the team!

2004 was another busy and exciting year. I anticipate the challenges and initiatives that 2005 promise to bring to both the municipal and school departments. Again, I wish to extend my sincerest thanks to Bob Mercier and Jim Picone for their guidance and leadership. As always: A million thanks to Janis, Pauline, Jean and Sandi: Bob, Tony and I would be lost without you! A special 'thank you' to Rosemary and Denise for always assisting when needed.

Respectfully submitted,

Anne Marie Tucciarone-Mahan
Human Resources Director

TOWN COUNSEL

During 2004, Town Counsel handled a number of complex 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 eleven active litigation cases involving the Town and the School Department. Ten of these cases involve appeals from decisions of the Board of Appeals, the Planning Board, and the Conservation Commission, and one involves School Department labor matters. A total of five cases were resolved in 2004.

Town Counsel has been working closely with the Town administration to ensure completion of the Grandview Farm land exchange and the development of the affordable housing units pursuant to that agreement. We have also been assisting the Town in the disposition of the Sleeper Drive Parcels.

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 CLERK

The Town Clerk's Office conducted 37,127 transactions with the public this year. Total revenue generated 2004 was \$131,936.

In the fall of 2004, a new feature was added to our web page that allows voters to confirm their voting status and party enrollment. This public service will allow voters 24-hour access to up-to-date information and will alleviate calls and trips to the office prior to elections to verify voting status.

The Town Clerk's website is updated regularly and includes Town Meeting minutes and attendance, upcoming election dates, sample ballots and results. Also included is: Resident's Guide, General Bylaws, Zoning Bylaws, Town Demographics, Elected and Appointed Officials and Town Meeting Members, Meeting Calendar, Voter Information, Business Listings, etc. Please visit us at www.burlington.org/clerk/archives.

Following are the historical profiles on Births, Marriages, Deaths, Voting Statistics; Election results; and the Archives report. Town Meeting Minutes are included in the Appendix.

It has been our pleasure to serve you this year.

Respectfully submitted,

Jane L. Chew, Town Clerk

VITAL STATISTICS

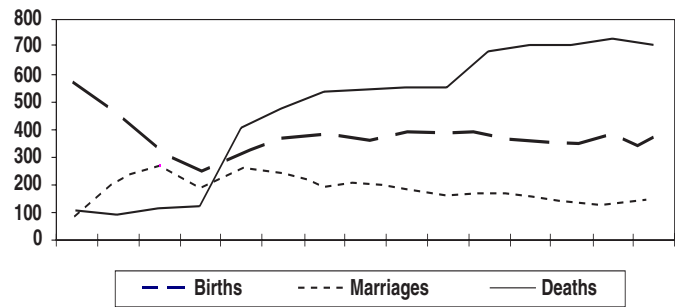
HISTORICAL PROFILE (adjusted)

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

	Births	Marriages	Deaths
1965	509	80	99
1970	406	217	87
1975	265	263	105
1980	263	185	113
1985	259	253	403
1990	306	240	472
1995	322	196	532
1996	303	200	538
1997	326	191	547
1998	333	162	549
1999	323	165	671
2000	297	161	705
2001	287	140	695
2002	310	122	720
2003	257	117	713
2004	291	133	684

Received through 1/10/05



VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1995	461	290	485	428	489	566	2719	20%
1996	298	157	347	269	317	315	1703	13%
1997	695	371	771	598	719	738	3889	30%
1998	608	261	622	513	593	594	3191	16%
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%

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%

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%

* Denotes Presidential Election

ELECTION RESULTS

TOWN OF BURLINGTON

TOTAL TALLY SHEET

MARCH 2, 2004

Election

Eligible Voters

13,981

Total Votes Cast

2,574

Percent

18.4%

PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	399	286	413	365	457	406	2,326
Republican	52	19	37	52	51	33	244
Libertarian	1	0	1	0	1	0	3
Green-Rainbow	0	0	1	0	0	0	1
TOTAL VOTES CAST	452	305	452	417	509	439	2,574
DEMOCRATIC PARTY							
Presidential Preference							
Blanks	0	1	0	2	2	4	9
Richard Gephardt	1	0	2	1	0	0	4
Joseph Lieberman	5	3	1	2	3	2	16
Wesley K. Clark	0	4	1	1	4	2	12
Howard Dean	4	5	4	12	15	11	51
Carol Moseley Braun	0	0	0	2	1	1	4
John Edwards	104	48	90	67	92	75	476
Dennis J. Kucinich	10	5	9	9	6	3	42
John F. Kerry	268	214	301	266	322	302	1,673
Lyndon H. LaRouche, Jr.	0	1	1	1	0	0	3
Al Sharpton	5	2	3	1	5	5	21
No Preference	2	1	1	1	4	1	10
Write-ins	0	2	0	0	3	0	5
TOTAL	399	286	413	365	457	406	2,326
State Committee Man							
Blanks	119	90	113	91	117	93	623
Robert C. Hogan	278	195	298	271	339	309	1,690
Write-ins	2	1	2	3	1	4	13
TOTAL	399	286	413	365	457	406	2,326
State Committee Woman							
Blanks	142	114	146	118	142	118	780
Patricia M. Deal	255	171	264	242	315	286	1,533
Write-ins	2	1	3	5	0	2	13
TOTAL	399	286	413	365	457	406	2,326
Democratic Town Committee							
Blanks	8,150	5,826	7,920	7,104	8,754	7,470	45,224
Richard H. Howard	168	113	190	151	201	213	1,036
Joseph A. Impemba	234	141	232	204	285	250	1,346
Teresa A. Tarpey	150	118	171	148	194	195	976
Albert L. Fay, Jr.	196	130	219	193	272	219	1,229
Jayne L. Hyde	162	115	195	176	211	191	1,050
Brian P. Curtin	232	157	229	204	263	242	1,327
John T. Mooney	176	125	188	176	210	198	1,073
Virginia E. Mooney	192	145	235	200	249	220	1,241
Sheila E. Howard	159	116	188	178	199	194	1,034
Anne Howard	155	113	175	152	189	201	985
David P. LeBlanc	152	109	177	155	193	171	957
Maureen F. Wall	150	111	167	140	180	169	917
Edmund F. Wall	150	109	168	140	180	172	919
Patricia A. Larson	149	113	171	155	210	180	978
Elmer Bud Larson	146	114	165	152	204	177	958
Robert C. Hogan	178	121	209	188	220	214	1,130
Janet E. Garden	142	110	171	140	167	166	896
Donald J. Flaherty	142	107	165	147	182	179	922
Richard C. Wilde	171	130	183	163	206	190	1,043
Eleanor N. O'Connell	162	136	184	149	190	183	1,004
John J. Ferren	178	121	197	163	239	204	1,102
Eileen F. Ferren	162	116	181	154	212	179	1,004
Helen I. Ferren	157	114	176	152	210	182	991
Charles A. Murphy	229	155	255	227	274	262	1,402
Nan R. Murphy	169	121	195	165	209	195	1,054
Paula P. McMahon	145	110	162	142	202	174	935
Paul R. Sheehan	164	119	178	158	195	191	1,005
Sharon Marie Sotiros	168	112	173	163	186	188	990
Sheila Ann Flaherty	145	108	168	145	188	181	935

Town of Burlington

Richard D. Griffin	141	106	161	142	177	169	896
Kathleen Marie Fazio	157	106	172	147	178	178	938
Michelle S. Trousil	163	103	163	145	173	165	912
Catherine M. Devaney	149	105	193	155	193	187	982
Michael S. Runyan	164	126	188	151	203	183	1,015
Lisa Runyan	158	129	191	151	197	178	1,004
Write-in Winner	0	0	0	0	0	0	0
Write-ins All Others	0	0	0	0	0	0	0
TOTAL	13,965	10,010	14,455	12,775	15,995	14,210	81,410
PRECINCT	1	2	3	4	5	6	TOTAL
REPUBLICAN PARTY							
Presidential Preference							
Blanks	1	2	0	0	0	0	3
George W. Bush	46	14	30	48	44	31	213
No Preference	4	3	5	4	6	2	24
Write-ins	1	0	2	0	1		4
TOTAL	52	19	37	52	51	33	244
State Committee Man							
Blanks	11	4	7	10	7	5	44
Amos J. Eaton	41	13	29	42	44	27	196
Write-ins	0	2	1	0	0	1	4
TOTAL	52	19	37	52	51	33	244
State Committee Woman							
Blanks	10	6	8	10	7	5	46
Helen A. Hatch	41	12	28	42	44	27	194
Write-ins	1	1	1	0	0	1	4
TOTAL	52	19	37	52	51	33	244
Republican Town Committee							
Blanks	647	411	527	696	817	506	3,604
Samuel P. Martorano	35	9	21	35	27	19	146
Patricia A. Martorano	34	9	21	37	28	19	148
Gene J. Rossi	36	8	22	36	31	19	152
Margaret M. McGillicuddy	34	7	22	34	29	19	145
Luis C. Barzana	33	6	21	32	24	18	134
Martha A. Moore	35	9	21	33	25	20	143
Domenic J. Passanise	34	8	21	30	28	18	139
Joanna R. Passanise	33	8	21	30	29	18	139
Kathleen E. Wislowski	35	9	22	36	30	18	150
Steven R. Hagan	33	6	22	30	28	17	136
Michael J. Wislowski, II	39	10	23	34	30	20	156
Jamees R. Wislowski	35	10	22	32	29	18	146
Bruce W. Burrell	33	7	22	32	29	20	143
Ann M. Holmquest	37	7	24	32	31	22	153
Charles A. Holmquest	36	8	25	32	29	20	150
Norma C. Robichaud	35	6	22	33	30	21	147
Kristine E. Brown	32	7	24	36	28	18	145
Patricia A. Stanford	33	6	23	30	27	18	137
Mary L. Raleigh	36	7	23	34	24	20	144
Robert J. Raleigh	36	7	23	31	25	21	143
Marjorie I. Pearson	33	9	22	33	30	17	144
Constance K. McElwain	32	6	22	35	31	18	144
Dung Thi Marotta	34	8	23	31	23	17	136
Robert J. Macdonald	36	7	23	31	30	22	149
Marianne W. Brenton	39	8	26	41	33	21	168
Dorothy M. Macdonald	34	7	23	34	29	20	147
Slavko Stojanov	31	6	22	31	26	17	133
Nadezda Nada Stojanov	32	7	22	30	26	17	134
Helen N. Zenkin	33	6	24	33	28	19	143
Walter D. Zenkin	33	6	24	29	29	22	143
Barbara B. Reetz	32	6	23	30	32	18	141
Channing L. Entwistle	37	8	23	33	27	18	146
Edith F. Entwistle	38	8	23	38	26	20	153
Frank D. Hallberg, Jr.	33	7	23	33	33	19	148
Write-ins	2	1	0	3	4	1	11
TOTAL	1,820	665	1,295	1,820	1,785	1,155	8,540

2004 Annual Report

PRECINCT	1	2	3	4	5	6	TOTAL
LIBERTARIAN PARTY							
Presidential Preference							
Blanks	0	0	0	0	0	0	0
Jeffrey Kidet	0	0	0	0	0	0	0
Ruben Perez	0	0	0	0	0	0	0
Aaron Russo	0	0	0	0	0	0	0
Michael Badnarik	0	0	0	0	0	0	0
Gary Nolan	0	0	0	0	1	0	1
No Preference	1	0	0	0	0	0	1
Write-ins	0	0	1	0	0	0	1
TOTAL	1	0	1	0	1	0	3
State Committee Man							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
State Committee Woman							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
Town Committee							
Blanks	1	0	1	0	1	0	3
Write-ins	0	0	0	0	0	0	0
TOTAL	1	0	1	0	1	0	3
GREEN-RAINBOW PARTY							
Presidential Preference							
Blanks	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0
Lorna Salzman	0	0	0	0	0	0	0
Paul Glover	0	0	0	0	0	0	0
David Cobb	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	0	0
Write-ins	0	0	1	0	0	0	1
TOTAL	0	0	1	0	0	0	1
State Committee Man							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1
State Committee Woman							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1
Town Committee							
Blanks	0	0	1	0	0	0	1
Write-ins	0	0	0	0	0	0	0
TOTAL	0	0	1	0	0	0	1

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	%	% of Total Voting	
Prec. 1 Mabel Nevins	452	2,615	17.3%	DEM	90.4%
Prec. 2 Marjorie Pearson	305	1,961	15.6%		
Prec. 3 Elaine Perachi	452	2,494	18.1%	REP	9.5%
Prec. 4 Patricia Stanford	417	2,043	20.4%		
Prec. 5 Joan Hastings	509	2,474	20.6%	OTHERS	0.2%
Prec. 6 Barbara Reetz	439	2,394	18.3%		

The above figures include Absentee Ballots cast by precinct as follows:
1=29, 2=11, 3=35, 4=34, 5=33, 6=34.

Weather: Mild, Showers

Attest:

Jane L. Chew
Town Clerk

Town of Burlington

TOWN OF BURLINGTON

TOTAL TALLY SHEET
April 3, 2004
Election

Eligible Voters
Total Votes Cast
Percent

13,900
4,418
31.78%

Student
Vote

PRECINCT	1	2	3	4	5	6	GRAND TOTAL	
TOTAL VOTES CAST	860	430	748	629	906	845	4,418	350
MODERATOR - 1 YR (1)								
Blanks	60	34	53	45	62	79	333	39
Robert P. Marrano*	442	247	384	342	491	455	2,361	180
John G. Lamb	357	148	307	240	348	311	1,711	129
Write-ins	1	1	4	2	5	0	13	2
TOTAL	860	430	748	629	906	845	4,418	350
SELECTMEN - 3 YR (2)								
Blanks	220	102	171	131	182	192	998	89
Kevin B. McKelvey*	315	177	303	258	356	332	1,741	98
Juliet M. Perdichizzi*	241	101	188	176	215	227	1,148	64
Stephen G. Marchese	175	85	180	124	222	167	953	65
Virginia E. Mooney	91	72	117	90	129	100	599	35
Ralph C. Patuto	280	165	277	217	339	335	1,613	112
Sonia Rollins	398	153	259	258	368	336	1,772	233
Write-ins	0	5	1	4	1	1	12	4
TOTAL	1,720	860	1,496	1,258	1,812	1,690	8,836	700
ASSESSOR - 3 YR (1)								
Blanks	277	129	228	195	248	226	1,303	79
Lisa Annunziata*	581	300	516	426	655	610	3,088	257
Write-ins	2	1	4	8	3	9	27	14
TOTAL	860	430	748	629	906	845	4,418	350
TREASURER/COLLECTOR - 3YR (1)								
Blanks	215	104	172	150	210	183	1,034	79
Brian P. Curtin*	640	323	571	473	692	656	3,355	258
Write-ins	5	3	5	6	4	6	29	13
TOTAL	860	430	748	629	906	845	4,418	350
SCHOOL COMMITTEE - 3 YR (2)								
Blanks	258	141	228	173	263	243	1,306	110
Christine M. Monaco*	574	289	467	417	564	535	2,846	249
Thomas F. Murphy, Jr.*	553	256	476	392	568	516	2,761	236
John G. Cormier	332	171	322	274	415	394	1,908	101
Write-ins	3	3	3	2	2	2	15	4
TOTAL	1,720	860	1,496	1,258	1,812	1,690	8,836	700
LIBRARY TRUSTEES - 3 YR (2)								
Blanks	1,105	551	941	774	1,151	1,055	5,577	382
Ellen Marie Ferguson*	595	306	535	461	651	617	3,165	253
Write-ins	17	3	14	23	10	18	85	65
Winner (Steve Wasserman)	3	0	6	0	0	0	9	
TOTAL	1,720	860	1,496	1,258	1,812	1,690	8,836	700
LIBRARY TRUSTEES - 2 YR (1)								
Blanks	283	136	220	186	266	234	1,325	81
Eileen C. Sickler	572	293	520	438	638	610	3,071	256
Write-ins	5	1	8	5	2	1	22	13
TOTAL	860	430	748	629	906	845	4,418	350
PLANNING BOARD - 5 YR (1)								
Blanks	272	149	257	204	273	242	1,397	76
Albert L. Fay, Jr. *	581	278	480	415	619	595	2,968	265
Write-ins	7	3	11	10	14	8	53	9
TOTAL	860	430	748	629	906	845	4,418	350
BOARD OF HEALTH - 3 YR (2)								
Blanks	590	274	500	419	547	480	2,810	207
Edmund F. Wall *	543	284	489	414	628	601	2,959	237
Edward J. Weiner *	583	299	501	418	633	603	3,037	241
Write-ins	4	3	6	7	4	6	30	15
TOTAL	1,720	860	1,496	1,258	1,812	1,690	8,836	700
FIRST CONSTABLE - 3 YR (1)								
Blanks	280	133	226	193	285	233	1,350	82
Sheila E. Howard*	575	294	519	432	619	607	3,046	261
Write-ins	5	3	3	4	2	5	22	7
TOTAL	860	430	748	629	906	845	4,418	350

2004 Annual Report

PRECINCT	1	2	3	4	5	6	Total	Student
SECOND CONSTABLE - 3 YR (1)								
Blanks	273	130	220	189	255	205	1,272	84
Anthony J. Saia*	585	299	626	433	650	639	3,132	258
Write-ins	2	1	2	7	1	1	14	8
TOTAL	860	430	748	629	906	845	4,418	350
HOUSING AUTHORITY - 5 YR (1)								
Blanks	194	103	162	130	160	182	931	76
Joseph J. Arena*	454	215	364	277	417	463	2,190	163
Arthur L. Proulx	209	112	220	220	326	197	1,284	104
Write-ins	3	0	2	2	3	3	13	7
TOTAL	860	430	748	629	906	845	4,418	350
RECREATION COMM. - 3 YR (1)								
Blanks	77	26	54	44	60	76	337	37
Kristine E. Brown	431	170	393	369	466	430	2,259	170
Joseph E. Morandi	350	233	298	213	380	339	1,813	137
Write-ins	2	1	3	3	0	0	9	6
TOTAL	860	430	748	629	906	845	4,418	350
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	1,481						1,481	
Linda K. Collins*	497						497	
Channing L. Entwistle*	465						465	
Gregory F. Ryan*	529						529	
Maureen Monaco Ryan*	558						558	
Edward J. Walsh*	445						445	
Bruce A. Morey	420						420	
Elizabeth A. Murphy	446						446	
Gene J. Rossi	310						310	
Write-ins	9						9	
TOTAL	5,160						5,160	
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks		1,086					1,086	
William C. Beyer*		270					270	
Kathleen M. Coluci*		289					289	
Angela J. Hanafin*		304					304	
Daniel J. Hanafin*		307					307	
Margaret Merlesena		258					258	
Write-ins		28					28	
Winner(Karen Morgan)		38					38	
TOTAL		2,580					2,580	
PRECINCT 2								
TOWN MEETING - 2 YR (1)								
Blanks		370					370	
Write-ins		60					60	
Winner (Karen Morgan)							0	
TOTAL		430					430	
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			1,925				1,925	
Sean P. Connors*			511				511	
Shari Lynn Ellis*			472				472	
Paul A. Vaillet*			477				477	
Judith G. Wasserman*			495				495	
James Williams*			496				496	
Write-ins			50				50	
Winner (Dan Grattan)			62				62	
TOTAL			4,488				4,488	
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				1,160			1,160	
Thomas D. Conley, Jr.*				376			376	
George R. Cooper*				275			275	
Michael C. Dellemonico*				361			361	
Constance K. McElwain*				369			369	
William G. Poehler*				340			340	
Sally Willard*				330			330	
Paul Breen				268			268	
James Patterson				282			282	
Write-ins				13			13	
TOTAL				3,774			3,774	

Town of Burlington

PRECINCT	1	2	3	4	5	6	Total
PRECINCT 5							
TOWN MEETING - 3 YR (6)							
Blanks					1,522		1,522
Richard P. Burkhart*					464		464
Mark W. DeCost*					520		520
John J. Hanley*					493		493
Cathryn Lee*					473		473
David Webster Potts*					382		382
Elaine Carpenter					416		416
Adrienne Gerbrands					409		409
Janine S. Towle					394		394
Richard M. Wing					355		355
Write-ins					8		8
TOTAL					5,436		5,436
PRECINCT 5							
TOWN MEETING - 2 YR (1)							
Blanks					261		261
Vincent H. Gerbrands					642		642
Write-ins					3		3
TOTAL					906		906
PRECINCT 6							
TOWN MEETING - 3 YR (6)							
Blanks						1,330	1,330
Florence L. Carow*						353	353
Richard H. Howard*						494	494
Thomas C. Killilea*						447	447
Karen A. Moyer*						329	329
Kristen A. Norwood*						335	335
James A. Tigges*						508	508
Denise Butcher						229	229
April Healey						367	367
Gary B. Kasky						127	127
Robert G. Schlansky						203	203
Stephen Spinosa						338	338
Write-ins						10	10
TOTAL						5,070	5,070

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	860	2,605	33.0%
Prec. 2 Marjorie Pearson	430	1,903	22.6%
Prec. 3 Elaine Perachi	748	2,498	29.9%
Prec. 4 Patricia Stanford	629	2,026	31.0%
Prec. 5 Joan Hastings	906	2,471	36.7%
Prec. 6 Elmer Larson	845	2397	35.3%

The above figures includes 315 Absentee Ballots cast by precinct as follows: 1=70, 2=18, 3=58, 4=56, 5=60, 6=63.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	202	4.6%
	31-40	596	13.3%
	41-50	1093	24.7%
	51-60	821	18.6%
	61-70	862	19.5%
	71-80	680	15.4%
	80+over	174	3.9%
	Total	4418	

WEATHER: Overcast 30/40's

Attest:
Jane L. Chew, CMC
Town Clerk

2004 Annual Report

TOWN OF BURLINGTON							
TOTAL TALLY SHEET							
SEPTEMBER 14, 2004							
Election							
# Eligible Voters						14,206	
Total Votes Cast						931	
Percent						6.6%	
PRECINCT	1	2	3	4	5	6	TOTAL
Democrat	91	62	151	106	135	123	668
Republican	53	34	44	48	45	39	263
Libertarian	0	0	0	0	0	0	0
Green-Rainbow	0	0	0	0	0	0	0
TOTAL VOTES CAST	144	96	195	154	180	162	931
DEMOCRATIC PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks	18	9	26	17	17	11	98
John F. Tierney	71	53	125	89	118	110	566
Write-ins	2	0	0	0	0	2	4
TOTAL	91	62	151	106	135	123	668
COUNCILLOR							
Blanks	24	12	45	27	23	29	160
Michael J. Callahan	65	50	106	79	112	93	505
Write-ins	2	0	0	0	0	1	3
TOTAL	91	62	151	106	135	123	668
SENATOR IN GENERAL COURT							
Blanks	12	9	30	22	21	20	114
Robert A. Havern III	76	53	119	83	114	102	547
Write-ins	3	0	2	1	0	1	7
TOTAL	91	62	151	106	135	123	668
REPRESENTATIVE IN GENERAL COURT							
Blanks	10	9	13	9	9	10	60
Charles A. Murphy	78	52	138	101	126	107	602
Write-ins	3	1	0	0	0	0	4
TOTAL	91	62	151	106	135	123	668
SHERIFF							
Blanks	2	4	8	5	5	1	25
James V. DiPaola	72	44	102	73	34	34	459
Robert A. DeMoura	9	6	20	13	15	16	79
Brian M. Gillis	7	7	21	9	21	12	77
Write-ins	1	1	0	0	0	0	2
TOTAL	91	62	151	106	135	123	668
REPUBLICAN PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks	11	10	6	7	11	5	50
Stephen P. O'Malley, Jr.	42	24	38	41	34	34	213
Write-ins	0	0	0	0	0	0	0
TOTAL	53	34	44	48	45	39	263
COUNCILLOR							
Blanks	42	32	35	38	38	31	216
Write-ins	11	2	9	10	7	8	47
TOTAL	53	34	44	48	45	39	263
SENATOR IN GENERAL COURT							
Blanks	5	1	0	3	4	1	14
Richard J. Dellarciprete	12	7	6	9	10	8	52
Douglas . Lucente	36	26	38	36	31	30	197
Write-ins	0	0	0	0	0	0	0
TOTAL	53	34	44	48	45	39	263
REPRESENTATIVE IN GENERAL COURT							
Blanks	8	2	2	3	11	1	27
John J. Cirignano	45	32	40	45	33	38	233
Write-ins	0	0	2	0	1	0	3
TOTAL	53	34	44	48	45	39	263
SHERIFF							
Blanks	42	31	37	38	40	34	222
Write-ins	11	3	7	10	5	5	41
TOTAL	53	34	44	48	45	39	263

Town of Burlington

PRECINCT	1	2	3	4	5	6	TOTAL
LIBERTARIAN PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
COUNCILLOR							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
REPRESENTATIVE IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SHERIFF							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
GREEN-RAINBOW PARTY							
REPRESENTATIVE IN CONGRESS							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
COUNCILLOR							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
REPRESENTATIVE IN GENERAL COURT							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0
SHERIFF							
Blanks							0
Write-ins							0
TOTAL	0	0	0	0	0	0	0

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	%	% of Total Voting	
Prec. 1 Mabel Nevins	144	2,667	5.4%	DEM	71.8%
Prec. 2 Marjorie Pearson	96	1,986	4.8%		
Prec. 3 Elaine Perachi	195	2,543	7.7%	REP	28.2%
Prec. 4 Patricia Stanford	154	2,063	7.5%		
Prec. 5 Joan Hastings	180	2,503	7.2%	OTHERS	0.0%
Prec. 6 Barbara Reetz	162	2,444	6.6%		

The above figures include 41 Absentee Ballots cast by precinct as follows:
1=15, 2=8, 3=3, 4=4, 5=5, 6=6.

Weather: Sunny 60's

Attest:

Jane L. Chew
Town Clerk

2004 Annual Report

TOWN OF BURLINGTON
TOTAL TALLY SHEET
NOVEMBER 2, 2004
Election

# Eligible Voters	14,636
Total Votes Cast	12,159
Percent	83.1%

PRECINCT	1	2	3	4	5	6	TOTAL
TOTAL VOTES CAST	2,279	1,719	2,169	1,731	2,174	2,087	12,159
PRESIDENT/VICE PRES.							
Blanks	2	3	8	5	7	10	35
Badnarik/Campagna	13	16	7	11	17	9	73
Bush/Cheney	1,021	706	984	652	950	925	5,238
Cobb/LaMarche	6	4	8	2	4	3	27
Kerry/Edwards	1,230	985	1,157	1,051	1,188	1,134	6,745
Write-ins (Nadar)	4	4	4	6	4	4	26
Write-ins (All Others)	3	1	1	4	4	2	15
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
REPRESENTATIVE IN CONGRESS							
Blanks	151	112	136	83	132	102	716
John F. Tierney	1,443	1,105	1,356	1,182	1,404	1,397	7,887
Stephen P. O'Malley	683	501	675	465	637	588	3,549
Write-ins	2	1	2	1	1	0	7
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
COUNCILLOR							
Blanks	734	497	660	465	656	569	3,581
Michael J. Callahan	1,520	1,211	1,494	1,251	1,504	1,502	8,482
Write-ins	25	11	15	15	14	16	96
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
SENATOR IN GENERAL COURT							
Blanks	175	146	172	114	164	151	922
Robert A. Havern, III	1,214	967	1,190	1,035	1,171	1,177	6,754
Douglas M. Lucente	888	604	805	579	837	757	4,470
Write-ins	2	2	2	3	2	2	13
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
REPRESENTATIVE IN GENERAL COURT							
Blanks	77	71	95	65	53	49	410
Charles A. Murphy	1,473	1,117	1,405	1,218	1,470	1,399	8,082
John J. Cirignano	728	529	668	448	651	639	3,663
Write-ins	1	2	1	0	0	0	4
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159
SHERIFF							
Blanks	643	439	577	412	590	486	3,147
James V. DiPaola	1,607	1,263	1,582	1,304	1,569	1,585	8,910
Write-ins	29	17	10	15	15	16	102
TOTAL	2,279	1,719	2,169	1,731	2,174	2,087	12,159

The polls were open at 6:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Mabel Nevins	2,279	2,717	83.9%
Prec. 2 Marjorie Pearson	1,719	2,124	80.9%
Prec. 3 Elaine Perachi	2,169	2,624	82.7%
Prec. 4 Patricia Stanford	1,731	2,113	81.9%
Prec. 5 Joan Hastings	2,174	2,572	84.5%
Prec. 6 Barbara Reetz	2,279	2,486	91.7%
		14,636	

The above figures include Absentee Ballots cast by precinct as follows: 1=, 2=, 3=, 4=, 5=, 6=.

On November 12, 2004 at 5:00 P.M. the Board of Registrars convened a public meeting to open and count the Overseas Absentee ballots which were received after the election.

The Total Tally was adjusted to reflect the (#) votes cast in the overseas ballots, (#) of which was a partial ballot.

Attest:

Jane L. Chew, CMC
Town Clerk

ARCHIVES

The year 2004 brought refinements to the services provided by the Archives/Records Management program and a reemphasis on service to town departments, residents and other users. Highlights of the past year included increases in the number of requests received and continued work on major document management projects begun in 2003.

Statistics

Reference requests rose from 634 in 2003 to 699 in 2004. In an abrupt shift from previous years, requests from outside users exceeded those received from town departments or officials. Outside users numbered 353 while town departments used the Archives 346 times. Questions about land and property valuations accounted for the large rise in the number of requests from town residents and other outside users. The largest single outside user group continues to be genealogists while the Treasurer/Collector's office continues to be the largest user among town departments. The Archives served 22 different patrons on July 20, a single-day record.

The Archives is charged with managing records for all town departments. We store records for departments and undertake shredding and other destruction services. During the past year we brought in 97 cubic feet of records, shredded 60 additional cubic feet and otherwise disposed of an additional 23 cubic feet. While this trend would result in the vault and storage areas being filled in a short time our reformatting efforts have created necessary space for the Archives and security for town departments.

We managed the reformatting of 55 cubic feet of records in 2004. These included records from the offices of the Treasurer/ Collector, Assessor's and the Accounting Department. This number represents a small increase over 2003 and will be exceeded in 2005.

Major Accomplishments

- With the assistance of personnel from the Building Department, including Principal Clerk Judy Sorensen, Senior Building Inspector Andrew Ungerson and Department Head John Clancy the Archives oversaw the microfilming of about 1200 building plans. The process was not without difficulties, as quality control reviews revealed an unac-

ceptably high error rate. The project was halted until the full range of plans could be examined. The town should reduce the number of plans filmed at any one time in order to improve the overall quality of each submission. Filming resumed in December 2004.

- In September the archivist addressed a meeting of city and town clerks representing communities north of Boston. The office continues to be consulted on the subject of starting a municipal archives. During the past 12 months we have been visited by both town clerks and consultants contracted by cities and towns. Moreover, during late 2003 and early 2004 the archivist conducted a survey for New England Archivists documenting the existence and activities of municipal archives/records management offices in cities and towns throughout the region. Among communities of similar size Burlington stood out in the scope of its activities and was able to stand equal to or better than even the largest of municipalities. The archivist later presented the findings of this survey at NEA's 2004 spring meeting.
- Departments that had previously been only peripherally involved in Archives/records management efforts worked with the archivist to better maintain their documents. Among the departments, which received substantial attention for the first time, were the Veterans Services office, the Board of Appeals and the Fire Department.
- As webmaster the archivist worked with different audiences and departments to initiate or improve their online presence. In 2004 we serviced nearly every department and assisted the Historical Commission and officials connected with the Grand View Farm project. We launched web presences for the Building and Assessors Departments.

In 2005...

The Archives will continue its established program of providing technical expertise in records management. The Archives has achieved an exceptional record in helping departments take care of their documents. Reference service will continue to be an important measure of the Archives' effectiveness. We measure our success by the service we provide and we will continue to emphasize prompt and accurate delivery of information to town employees, officials and other patrons. To better manage

the volume of records held by the town the Archives plans to accelerate the pace of records destruction and reformatting and work with all departments to ensure that obsolete and unnecessary records are not held by the Archives.

We look forward to working with a number of underserved departments during the next year. We have already begun assisting the Fire Department in disposing of obsolete records. We transferred approximately 12.5 feet of decisions from the Board of Appeals to the Archives with the assistance of Recording Secretary Karen Peters and will continue to work with her to ensure proper management of their documents. We will also conduct a records survey of the Burlington Community Life Center in the next several months.

Conclusion

The existence of the town's Archives is based on the services we provide – reference, reformatting, destruction – through the records life cycle. We exist as a support function of municipal government. Our goal is to provide superior service to patrons and management of records according to the highest of technical standards. We add value to the services rendered by different departments by undertaking our functions in a cost-effective manner that ensures the security and integrity of documentary records.

Assisting the day-to-day workings of town departments occupied a great deal of our time during the year 2004. Simultaneously the Archives also concentrated heavily on records management projects that will have their greatest impact years from now. We believe that these longer-term projects will provide greater savings in the future and help protect the security of the town's recorded information.

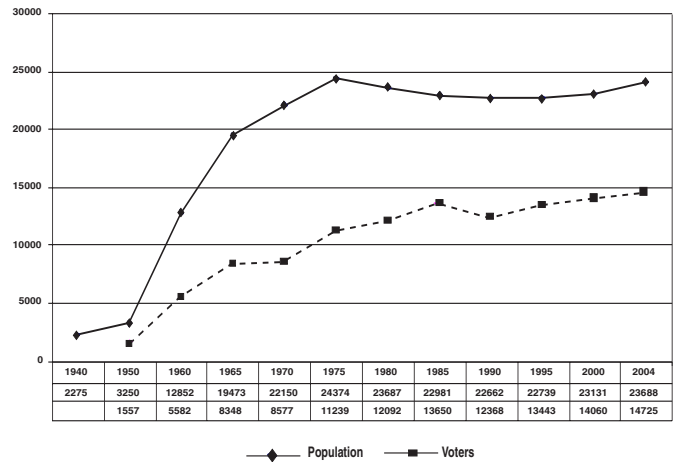
The Archives responds to immediate needs while planning for the future of record keeping in Burlington. Our role is to understand and manage the effective use of recorded information. Such a task would not be possible without the backing of town meeting members, town employees and department heads. Town Clerk Jane Chew and her staff continue to provide valuable assistance and direction and to them is owed a debt of thanks.

Respectfully submitted,

Daniel McCormack
Archivist/Records Manager

BOARD OF REGISTRARS

POPULATION/REGISTERED VOTERS (March): Based on Annual Town Census



Year-End Summary:

- 1547 - # of residents registered and added to the rolls
- 1432 - # of residents dropped from the rolls
- 598 - # of voters placed on the inactive rolls
- 2585 - # of persons eligible but not registered
- 85% - eligible residents registered to vote
- 273 - Registration Forms sent to 18 yr. Olds
- 652 - Registration Forms sent to non-voters (census requests and signers of petitions)
- 334 - Mail-In Registrations Received

Population Trends

Age Group	1990	1995	2000	2001	2002	2003	2004	Since 1990
0-9	2815	2955	2931	2963	2990	3048	2892	2.7%
10-19	3160	2620	2833	2837	2861	2902	2968	-6.0%
20-29	3889	3476	2500	2440	2733	2865	2988	-23.2%
30-39	3311	3877	3624	3620	3665	3576	3278	-0.9%
40-49	3062	3208	3378	3424	3464	3512	3628	18.4%
50-59	3031	2712	2905	2859	2862	2903	3052	-0.6%
60-69	1756	2220	2325	2315	2317	2318	2302	31.0%
70-79	672	926	1398	1495	1551	1632	1750	160.4%
80-89	220	270	417	474	495	519	622	182.7%
90+	24	34	75	84	61	93	99	312.5%
Unknown	772	442	745	780	141	34	109	
Total	22662	22740	23131	23301	23140	23402	23688	4.5%

Respectfully submitted,

Robert J. Macdonald, Chair

Jane L. Chew

Jeanne S. Ganley

Patricia A. Larson

POLICE DEPARTMENT

Departmental Roster (as of 12/31/2004)

Chief of Police

Francis Hart

Captains

George Devlin Carleton Boutwell

Lieutenants

Walter Bevis Thomas Duffy
William Faria Stephen O'Meara

Sergeants

Ralph Patuto Greg Skehan
Glen Mills Thomas Browne
Robert T. Kirchner Michael DeBye
Michael McDade David H. McLean

Patrol Officers

Robert Aloisi	Kevin Cooney
Frank Nardone	Timothy Kirchner
Christopher Priest	Albert Gagne
Kevin Rogers	Paul Glejzer
Robert Healey	Robert Aloisi Jr.
Stephen Cross	Keith Sheppard
Gary Burdick	Joseph Papsedero
Edward Mackey	Stephen Papagno
Spyros Tsingos	John Thompson
Gary Redfern	Lyn Reynolds
Richard Hanafin	William A. Soda
Robert Downer	Kevin Doherty
James Tigges	Paul Callahan
Timothy McDonough	David M. McLean
Harry Sawyer Jr.	Matthew Leary
Charles Ferguson III	John Lynch
William Preston	Peter Abaskharoun
Thomas Fournier	Michael Minichiello
Bernard Schipelliti	Mark Driscoll
Anne Marie Browne	Thomas Carlson
Daniel Houston	Matthew Creamer

Clerical Staff

Catherine M. Devaney Jeanne Jones
Rosemarie Tieri

Civilian Dispatchers

Gail Fay June Connolly
Sharon Srabian

Animal Control Officer

Gerry Mills, Jr.

Traffic Supervisors/Matrons

Helen M. Bulman – Head Traffic Supervisor	
Helen Dignan	Carol Santoro
Nancy Bibbey	Marie Reinold
Maureen Robillard	Carol Jangro
Carol Goodwin	Maureen Wall
Claire Hogaboom	Janet Testa-Fox
Eileen O'Meara-Barnard	Christine DeSantis
DonnaLee Lozier	Mary Ellen Tully
Candice Oliver	Diane Welch
Christina Priest	Kristen Culleton

Victim Advocate

Margaret Rocco

Special Police Officers

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

Introduction

2004 was a challenging year for the Police Department. During the year, we experienced between 7 and 11 vacancies at one time or another, due to retirements, resignations and injuries. Despite this, we still managed to continue our community outreach and we still handled the same volume of calls as the year before. Suggestions and comments are always welcomed and I can be reached at (781) 270-1918 or by e-mail, at franhart@burlmass.org.

Awards

During 2004, we received the very prestigious Robert J. Trojanowicz Memorial Award from the New England Community-Police Partnership based out of St. Anselm's College in Manchester, NH. The award is named after Professor Robert Trojanowicz of Michigan State University. He was known in many circles as the "Father of Community Policing." He was the author of dozens of articles and several books on community policing and the founder of the National Center for Community Policing.



The Trojanowicz Award, received for excellence in Community Policing.

Each year, an outstanding police agency, organization or individual is recognized for their commitment to excellence in community policing and partnership development within their communities. The Burlington Police Department won this award in 2004 for communities with populations between 15,000 and 30,000.

In late 2004, we were notified that we would be the recipients of MADD's (Mothers Against Drunk Driving) Drive for Life Award. This recognition comes from our team approach to addressing the issues of underage drinking and enforcement of drunk driving laws. This approach includes enforcement, education and partnering with local organizations such as the Drug and Alcohol Task Force.

Grants

While we continued to use previously awarded grants for Domestic Violence and Homeland Security, the availability of grant money was greatly diminished in 2004. We successfully obtained \$46,000 in Community Policing money. By participating in enforcement mobilizations such as "Click It or Ticket" and "You Drink - You Drive - You Lose" we were rewarded with some minor grant money to purchase new radar equipment. But the opportunity to obtain new grants was extremely limited and disappointing, given our long-standing track record of successfully obtaining grant money to supplement our budget.

Activities and Accomplishments

In January, we kicked off our very successful Citizens' Police Academy. This offering, comprised of twenty local residents (with a waiting list at least as long), offered people an inside look at law enforcement. The academy included classroom training, cruiser ride-alongs, a trip to the House of Correction, simulated vehicle stops and a visit to the firing range. It was a HUGE success. Sergeant Michael McDade was selected as the new Chief's Aide. We also achieved, through a grant, the creation of our Domestic Violence Unit. Officer Anne Marie Browne, Sergeant Ralph Patuto and victim's advocate Margaret Rocco pooled their talents to help victims of domestic violence. It has been an extremely beneficial program for victims who live in Burlington.



Officer Bob Healey teaching at our Citizens' Police Academy.

Five promotions were made in February: Carleton Boutwell was promoted to Captain. Stephen O'Meara was promoted to Lieutenant. Michael Debye, Gregory Skehan and David H. McLean were all promoted to Sergeant. Our annual D.A.R.E. Graduations were held at the four elementary schools, with former New England Patriot Ronnie Lippett serving as guest speaker. Officers Bernie Schipelliti and Kevin Cooney once again spearheaded our very successful annual Safety Seat Checkpoint. During this event, 112 safety seats were inspected and adjusted. Of these, 17 were found to be defective. Partnering with Oracle Corporation and the Governor's Highway Safety Bureau, we were able to replace these defective seats at no charge to the owners. We also participated in the Consumer Awareness Day hosted by the Burlington Post Office.

During the first week in March, Retro Bill visited the kids at various elementary schools courtesy of our D.A.R.E. program. Retro Bill's approach is to deliver safety messages in an entertaining way and he was well received by all the kids. Also during March, the Selectmen voted to provide funds to replace defective vests being worn by our officers. The fabric in the vest was deteriorating at a faster rate than originally intended by the manufacturer and this posed a safety concern.



Retro Bill visits Burlington to share his safety messages.

In April, we participated with the Drug and Alcohol Task Force in promoting our first Alcohol-Free Weekend. Following a kick-off celebration on the Town Common, residents were asked to pledge to be "alcohol-free" for the remainder of the weekend.

In May, we learned that our department was one of the few departments in the greater Boston area who received a passing grade in a Northeastern University two-year study on racial profiling. Beyond the obvious implications of this achievement, we also avoided the need to collect extra data on every traffic stop. This was a testament to the professionalism of our officers. A sizable drug bust took place early in May, netting four suspects from Lowell. Over a pound of cocaine, 18 grams of heroin, two vehicles and over \$1,000 in cash were seized. Our annual Open House took place on May 16 and once again we had a huge turnout from the community.



Our SWAT team gives a demonstration at our Annual Open House.

June traditionally heralds the arrival of D.A.R.E. Day and this year was no exception. D.A.R.E. Officers Steve Cross and Ivette Thompson did a great job organizing this event and raised several thousand dollars for the D.A.R.E. program, while giving the kids a great day. In June, we received the Robert J. Trojanowicz Memorial Community Policing Award for having the best community-policing program in New England for communities with populations between 15,000 and 30,000.



These eight seized vehicles highlight our increased attention to drug investigations.

In July, through the efforts of Sergeant Glen Mills, we added a dual-purpose motorcycle to our fleet. Acquired through a Homeland Security grant, it allows officers to patrol off-road areas such as the reservoir. The big event in July for all Greater Boston police departments was the Democratic National Convention (DNC). Local police departments were advised to be thoroughly prepared for huge traffic diversions and possibly more. Through local planning and regional cooperation, including a dedicated command post manned by over twenty local communities, we found the impact of the DNC to be very light.

In August, after two years of one format of National Night Out, in 2004 we tried a different format and what a success! Partnering with Shaw's Supermarket, who hosted the event in their parking lot, we had a great turnout. Activities included face painting, raffles, free hot dogs, burgers and drinks, and generally a good time for all. Later in the month, our annual Safety Town attracted local children looking to have some fun while learning the basic rules of pedestrian safety.

In September, Officer Keith Sheppard became our newest D.A.R.E. Officer, succeeding Ivette Thompson who resigned to move to Florida. Over Labor Day, another installment of the "You Drink – You Drive – You Lose" campaign took place. We employed extra patrols that weekend

to focus on impaired drivers, aggressive drivers and those not using seatbelts or child safety seats. We also conducted our second round of alcohol compliance checks, to help insure that alcohol is not being served or sold to persons under 21. A limited distribution of what some considered "hate literature" was discovered on several streets in town. This distribution appeared to be random and not specifically targeted to anyone.

In October, the Police Department awarded plaques to local residents Charlene York and Patricia Forgeron. The women were recognized for helping a victim after they witnessed a man trying to pull her into his vehicle. Later in the month, Officer Richard Hanafin was recognized for his efforts in assisting in the delivery of a baby. In mid-October, about 100 local and state police officers worked together to search for two carjackers. They had commandeered a car in Charlestown and were spotted in Burlington by Officer Harry Sawyer. In the end, one suspect was captured.

In November, we participated in the National Click It or Ticket mobilization. We used signs across Town and the variable message board placed on Cambridge St. near the High School to remind all drivers to buckle up. This mobilization, along with the "You Drink. You Drive. You Lose." mobilization helped make Burlington a safer place and also rewarded us with \$8,400 worth of grant money to pay for overtime as well as \$3,000 for safety equipment. During November, we also advocated that security be tightened in the schools and that discussion continues.

Four new recruits graduated from the police academy and joined us in December: Officers Michael Minichiello, Mark Driscoll, Thomas Carlson and Matthew Creamer. Although this will be a great boon to our manpower shortage, we are still down three officers at this writing, with two more openings expected within the first six months of 2005. Also in December, Officer Christopher Priest spotted a fire in a home on Winn St. Through his vigilance, he was able to free a pet dog and keep damage to a minimum.

Transitions

Captain Barry Solomon, who also served as acting Chief for 18 months, retired in January. His wisdom and sense of humor is missed. Sergeant Gerry Mills also retired in January, and Sergeant Jack Walthall retired in June. Veteran Inspector Charles Chicarello retired in July as did Officer Thomas Sullivan. Officer Ivette Thompson resigned in July, and Officer Gabrielle Hersee resigned in September.

Future Direction

In 2005, we have several major goals. One is to conduct more internal training, and to use many of our in-house staff to conduct the training. We also hope to conduct one or two sobriety checkpoints – something that has not been done in Burlington for over a decade. We hope to partner with the State Police to accomplish this. Other goals include implementing a new personnel evaluation form, successfully renewing our domestic violence grant so that we may continue to offer victim services and implementing a RAD program, which is a program designed to provide women with the techniques and concepts needed for defending oneself.

Acknowledgments

We thank our corporate and business partners for providing resources to conduct our various events throughout the year. We thank our colleagues in Town Government for working with us, especially Town Administrator Robert Mercier, Assistant Town Administrator Anthony Troiano, Human Resources Director Anne Marie Tucciarone-Mahan, and DPW Head Syamal Chaudhuri. Special thanks go out to Kevin McKelvey, the Selectmen's police sub-committee as well as the Drug and Alcohol Task Force for providing the impetus to work hard at addressing the issues of underage drinking and alcohol compliance. Thanks to the residents for their support and suggestions. Finally, the biggest acknowledgment goes out to the men and women of the Burlington Police Department who do what they can every day to make Burlington, as Chief McCafferty used to say, "...a better place to work, live and play."

Respectfully submitted,

Francis Hart
Chief of Police

Crime Overview

When evaluating the numbers in the following 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.

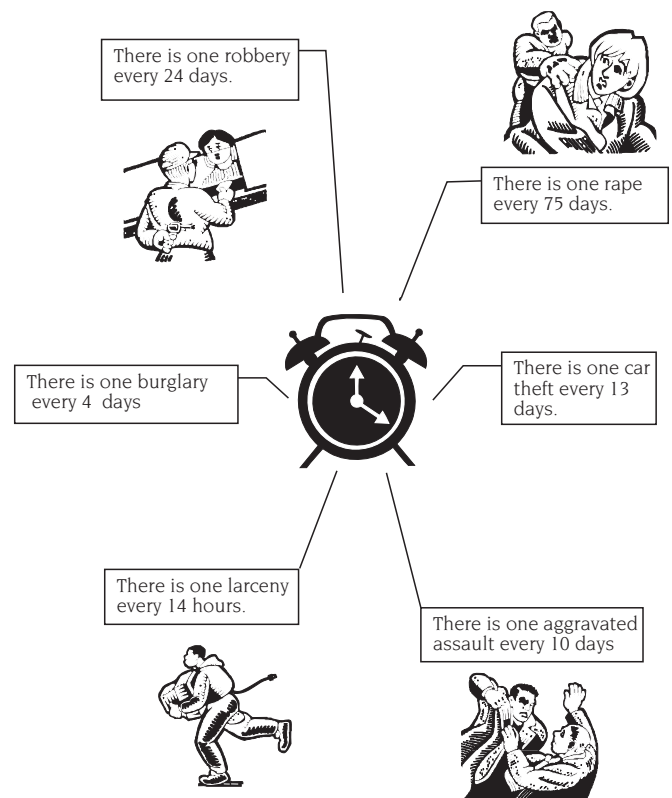
The following chart summarizes the changes from 2003.

Crime Comparison - 2003 vs. 2004

	2003 TOTALS	2004 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	6	15	+150%
Rape	5	5	0%
Assault (Aggravated & Simple)	54	36	-34%
Larceny	725	640	-12%
Narcotics Violations	15	22	+49%
Burglary	40	79	+98%
Motor Vehicle Theft	33	28	-15%
TOTALS	878	680	-22%

NOTE: Percentages rounded to nearest whole number.

2004 CRIME CLOCK FOR BURLINGTON



ARREST ACTIVITY - 2004

Arrests in 2003: 241 Arrests in 2004: 242
Percentage Change: 0%

The total number of arrests for the year was 242. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2004, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
177	65

Arrests are typically distributed across the three working shifts unevenly. The evening shift usually has the most arrests, because it is usually the busiest shift.

Arrests by Shift		
Day	Evening	Night
(8/4)	(4/12)	(12/8)
63	135	44

The busiest days for arrests in 2004:

Arrests by Day of Week	
Tuesday	40
Sunday	40
Friday	38
Saturday	36
Wednesday	34
Thursday	28
Monday	26

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

Arrests by Month	
November	30
March	27
December	26
May	24
October	22
February	22
April	22
June	16
January	16
September	13
July	12
August	10

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

Burlington	64	Arlington	5
Woburn	23	Waltham	5
Billerica	19	Somerville	4
Boston	16	Winchester	4
Out of State	13	Medford	3
Lowell	12	Tewksbury	3

Criminal Summons Issued 269**ACCIDENT ACTIVITY – 2004**

Accidents in 2003: 1,315 Accidents in 2004: 1,177
Percentage Change: -10%

The total number of accidents in 2004 was 1,177 a 10 % decrease from 2003. The total does not necessarily include accidents that were of a very minor nature (requiring no report) or accidents investigated by the State Police.

Accidents by Day of Week		
Wednesday	202	17%
Friday	199	17%
Tuesday	190	16%
Monday	182	15%
Thursday	161	14%
Saturday	151	13%
Sunday	92	8%

Accidents by Month	
December	149
November	115
July	107
August	104
June	99
January	96
March	95
October	93
September	87
February	79
April	79
May	74

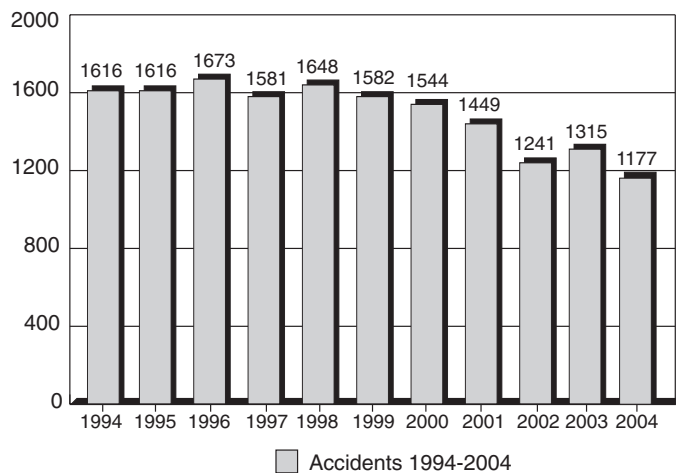
Types of Accidents	
Angle	535
Rear End	259
Head-On	180
Other/Unknown	203
Severity of Injuries	
Killed	1
Serious Visible Injury	8
Minor Visible Injury	25
Injury, Not Visible	36

Accidents by Shift		
8 A.M. – 4 P.M.	647	55%
4 P.M. – Midnight	379	32%
Midnight – 8 A.M.	106	9%
Unknown/Unreported	45	4%

Summary of Locations Where Accidents Occurred

This chart shows locations with eight or more accidents in 2004. These are the top 25 locations for crashes during this time period and they account for 46% of the total crashes in 2004.

Location	Total Accidents 2004
75 Middlesex Tp (At / near Burlington Mall)	120
Middlesex Tp & Route 128	76
Cambridge St & Route 128	36
34 Cambridge St	28
Cambridge St & Winn St	26
Cambridge St & Mall Rd	26
Bedford St & Middlesex Tp	21
Cambridge St & Wilmington Rd	19
150 Lexington St	17
Middlesex Tp & Wheeler Rd	15
Bedford St & Cambridge St	15
Mall Rd & Middlesex Tp	14
Cambridge St & Skilton	13
43 Middlesex Tp	13
Bedford St & Francis Wyman Rd	11
123 Cambridge St	11
Cambridge St & Wall St	10
98 Middlesex Tp	10
47 Middlesex Tp	10
41 Mall Rd	10
Middlesex Tp & South Av	9
Center St & Winn St	9
Bedford St & Lexington St	9
Middlesex Tp & Network Dr	8
Cambridge St & Terry Av	8
Total for these Locations	544



CITATION ACTIVITY – 2004

Citations in 2003: 4,799 Citations in 2004: 5,990
Percentage Change: +25%

The total number of citations written in 2004 was 5,986—an increase of approximately 25%. Breakdowns by different categories are listed below.

Types of Citations	
Arrest	54
Civil	1600
Criminal	74
Warning	4,237

Totals above do not match total number of citations because some citations are issued with mixed types.

Top Twenty Violations Cited During 2004	
Speeding	3,056
Red Light Violation	865
Seatbelt Violations	746
Uninspected M/V	464
Defective Equipment	390
Stop Sign Violation	340
Failure to Obey Traffic Sign	252
Sign U/Turn Violations	225
Unregistered M/V	144
Marked Lanes	129
License Not in Possession	108
Improper Left Turn	71
Registration Not in Possession	68
Oper After Susp/Revocation	67
Failure to Yield	56
Failure to Display Plates	50
Oper M/V With Susp/Revoked Reg	22
OUI/Alcohol or Drugs	19
Uninsured M/V	17
Oper M/V Without a License	16

Violations by Month	
May	733
February	715
March	698
April	599
June	553
July	524
January	469
November	431
September	380
August	304
December	299
October	281

Top Twenty Locations For Citations	
279 Cambridge St.	371
Cambridge St & Wilmington Rd	292
Bedford St & Terrace Hall Ave	230
Fourth Ave & Middlesex Tp	165
Meadow Rd & Middlesex Tp	162
Peach Orchard Rd. & Winn St	127
Cambridge St & Wall St	113
70 Mill St (Rahanis Park)	109
2 Meadow Rd	106
Mall Rd & Middlesex Tp	106
Pine Glen Way & Wilmington Rd	105
Cambridge St & Francis Wyman Rd	99
Middlesex Tp & Terrace Hall Ave	98
Buckman Dr & Francis Wyman Rd	93
Middlesex Tp & South Ave	92
Middlesex Tp & Second Ave	92
344 Cambridge St	89
2 Church Ln	75
Middlesex Tp & Wheeler Rd	70
164 Middlesex Tp.	70

INCIDENT/SERVICE ACTIVITY – 2004

Total for 2003: 24,103 Total for 2004: 25,233

Percentage Change: +0.5%

911 Calls (All 911 calls received)	3,831
911 Calls (misdialed, hang-up)	1,290
Abandoned M/V	53
Alarm	1,856
Ambulance Request	1,320
Animal Bite	7
Animal Complaint	409
Animal Control Activity	25
Animal/Dead	56
Assault/In Progress	8
Assault/Past	41
Assist Other Agency	210
Assist Public	375
Attempted M/V Burglary	1
Attempted Suicide	2
ATV/Dirt Bike Complaint	29
Bike Unit Activity	4
Bomb Threat	0
Brush Fire	5
Building Check	980
Burglary/Attempt	12
Burglary/In Progress	6
Burglary/Past	53
Bylaw Violation	27
Child Abuse/Neglect	9
Civil Complaints	41
Disabled M/V	547
Disturbance	234
Domestic/In Progress	75
Domestic/Past	41
Domestic Violence Officer Activity	13
Driving To Endanger/In Progress	115
Driving To Endanger/Past	46
Drug Complaint	6
Escort	47
Evidence	9
Evidence (Total items logged in)	970
Explosion	5
Exposer/Flasher	12
Fight/In Progress	27
Fire	89
Fireworks	23
Flim-Flam	27
Found Animal	36
Found Person	9

Found Property	92
Grass Fire	1
Gas – Leak/Smell	20
Gunshots	7
Harassing Phone Calls	59
Harassment	46
Hazard	12
HazMat Complaint	3
Identity Fraud	32
Investigation	64
Juvenile	10
Kidnap/Abduction	0
Liquor Violation	2
Lockout	409
M/V Accident/Cruiser	7
M/V Accident/Hit & Run	183
M/V Accident/No Personal Injury	683
M/V Accident/Past	45
M/V Accident/Personal Injury	134
M/V Accident/Unknown	220
M/V Burglary	106
M/V Fire	24
M/V Recovery	29
M/V Stop	1,965
M/V Theft	54
Malicious Damage/In Progress	27
Malicious Damage/Past	240
Missing Child	18
Missing Person	25
Missing Property	127
Missing/Lost Animal	31
Noise Complaint	196
Notification	43
Obscene/Annoying Phone Call	3
On-The-Job Injury/Exposure	13
Open Door/Window	35
Paper Service	204
Park & Walk	235
Parking Complaint	353
Personal Medical Alarm	2
Police Information	438
Private Invest.	5
Protective Custody	4
Psychological/Suicide Threat	26
Repossession	22
Restraining Order Violation	20
Reverse 9-1-1 Activation	12
Road Hazard	309
Robbery/Past	10
Robbery/Progress	7

Runaway	10
Safety Officer Activity	183
Sexual Assault.	8
Solicitor Complaint.	24
Stolen Plate.	13
Suicide.	2
Suspicious Activity	389
Suspicious M/V	335
Suspicious Person.	210
Theft/In Progress	48
Theft/Past	556
Threats/In Progress	7
Threats/Past.	55
Traffic Assignment	2,124
Traffic Control	68
Traffic Signals Out.	155
Trespass/In Progress	7
Trespass/Past	1
Uttering	36
Vehicle Complaint.	47
Warrant Arrest.	16
Water Leak.	57
Weapons Complaint	2
Well-being Check.	206
Wires Down	86
Youth Complaint.	199

Calls by Shift

8 A.M. – 4 P.M.	8,328	41%
4 P.M. – Midnight	7,643	37%
Midnight – 8 A.M.	4,449	22%

Calls by Month

July	1,982
May	1,823
March	1,730
June	1,719
December	1,706
April	1,702
January	1,665
September	1,645
August	1,623
November	1,617
October	1,614
February	1,573

Summary of Specific Locations For Calls For Service

75 Middlesex Tp (Burlington Mall)	1,211	Cambridge St & Wilmington Rd	74
43 Middlesex Tp (Middlesex Mall)	240	98 Middlesex Tp (Barnes & Noble)	71
41 Mall Rd (Lahey Clinic)	221	Cambridge St & Mall Rd	68
34 Cambridge St (Crossroads)	215	20 South Ave (AMC Theatres)	62
123 Cambridge St (BHS)	201	Cambridge St & Bedford St	61
New England Executive Park	175	Cambridge St & Wayside Rd/Wall St	60
42 Mall Rd (Longmeadow Place)	166	Middlesex Tp & Wheeler Rd	57
Arboretum Way (Archstone Apts)	160	101 Middlesex Tp (Burlington Square)	56
Baron Park Ln (Lord Baron)	149	279 Cambridge St (Colonial Park)	55
26 Beacon St (Beacon Village)	129	Winn St & Peach Orchard Rd	54
1 Mall Rd (Marriott Hotel)	118	Cambridge St & Winn St	50
Cambridge St & Route 128	98	Middlesex Tp & Bedford St	48
150 Lexington St (Kohl's)	84	1 Network Dr (Sun Microsystems)	44
84 Middlesex Tp (Circuit City)	82	Cambridge St & Francis Wyman Rd	43
41 Terrace Hall Ave (FW School)	82	85 Wilmington Rd (Shopping Plaza)	39
Route 128 (North and South)	79	Hallmark Gardens	37
Farms Dr (Stonebrook Farms)	78	Middlesex Tp & Mall Rd	35
114 Winn St (MSMS)	77	Cambridge St & Terry Ave	30
Winn St & Route 128	75	120 Cambridge St (Shopping Plaza)	30
108 Middlesex Tp (Chili's)	75	Middlesex Tp & South Ave	27

Summary of Locations Where Cars Are Stolen (Minimum of 2)

Burlington Mall	5	Beacon Village	2
Cambridge St	4	Lahey Clinic	2
Middlesex Tp	4	South Ave	2

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	*Michael Kerrigan
*Gary Arbing	*Gerard Letendre
*Michael Bibbey	*Donald MacDonald
*William Callahan	*Anthony Marino
*Kevin Canty	*Edgar McLean
*Mark Cedrone	*Nicholas Menkello
*Clifford Comeau	*Scott Perry
*Sean Connors	*Brian Petrone
Thomas Corbett	*Kevin Pollicelli
*Ernest Covino	*John Price
*Kurt Duprez	*David Richardson
*Todd Ficociello	*Michael Runyan
*Michael Fontannay	*Mark Saia

*Gerard Hanafin	*Leonard Sawyer
*John Hanafin	*James Sherman
*James Hapenny	*David Sullivan
*Richard Hovasse	*Paul Sullivan
*Timothy Hovasse	*John Walthall
John Hunt	*Fred Williams
*Shaun Kenney	

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

*Stephen Baia	*Elaine Carpenter
*Brendan Micciche	*Nicole Runyan
*Department EMTs	

FIRE CHIEF

2004 was a year of leadership transition for the Department. Chief Paul Thibault retired after 34 years of fire service to Burlington, serving the last 18 as Chief. Lee Callahan, formerly the Assistant Chief, was promoted to Chief. Lieutenant Steve Yetman, a 26-year veteran of the Department, was promoted to Assistant Chief. All together, more than 85 years of fire service experience took on new responsibilities during the transition.

The Department responded to more than 2,300 ambulance calls and 3,900 incidents that required fire apparatus responses. In addition to the 5% increase in calls for assistance, the time the units were tied up per call increased, due in part to the need for our ambulances to have to travel further to receiving hospitals. The area-wide issue of hospital diversions increases the time our firefighter/EMTs are unavailable for subsequent calls and places additional burdens of wear and tear on our equipment.

During the past year our personnel gave up some of their personal family vacation time in order to be available for responses during the Democratic National Convention (DNC) in July. The Department was involved with 2 suburban Emergency Operations Centers (EOC) during the DNC so that all civil disobedience, potential terrorist activities, and traffic issues were monitored and prepared for. Lessons were learned in the EOC activities that are now considered building blocks for future similar preparations.

Thankfully, there weren't many serious building fires, in terms of dollar loss this past year. However, we still responded to many building and house fires. Again, as in the past several years, we are grateful that there was no loss of life due to fire in the town during 2004. The combination of our Fire Prevention Division and Training Division must take much of the credit for keeping losses in town to a minimum. The job of Fire Prevention, through code enforcement and education, is to keep fires from happening. The focus of the Training Division is to keep the firefighters ready to respond properly when we do have fires and other emergency incidents. That training was evident when, on the last day of 2004, firefighters rescued 3 children from a smoky apartment fire.

Some of the highlights of the past year included the rebuilding of part of our emergency radio communications system at headquarters, the receipt of \$120,000 FEMA grant to upgrade emergency equipment worn and used by firefighters, a new Horton ambulance that was authorized by Town Meeting in 2003, enhancement of the Department's interoperability with other towns, the private sector, and departments within Burlington. Firefighters completed a smoke detector replacement project in conjunction with our partnering agencies, the Board of Health and the Council On Aging, and sponsored by the Massachusetts Department of Public Health. Almost 300 new smoke detectors with 10-year batteries were installed in homes of our senior residents. The post-9/11 world we, in emergency services, live in continues to challenge us as we strive to fulfill any and all new responsibilities placed on us by the public; and state and federal agencies.

Along with the personnel changes mentioned above, Mark Saia was promoted to Lieutenant and is currently working in the Fire Prevention Division. New firefighters hired in 2004 are Brian Petrone (Burlington native and 6 year veteran of Scituate Fire Department) and Mike Kerrigan. Firefighter Gary Cauldwell retired after 26 years of service to Burlington. We wish Gary a long and healthy retirement. Firefighter/EMT Lou Falzarano resigned for personal reasons in 2004 and we wish him well. We also wish Chief Thibault a long and healthy retirement and acknowledge his many accomplishments over the years, especially in terms of always seeking to provide the best emergency equipment possible for the firefighters to use.

I want to thank all that have made my transition to Chief a relatively painless one. The firefighters and officers that continue to respond to emergencies, no matter what the circumstances; the dispatchers that take the emergency calls, often under very emotional and stressful conditions; Tom Lee, the Department mechanic that keeps our equipment operating; the clerical staff that makes our lives easier by keeping track of our records; Captains Mike Hanafin and Mike Patterson and Lieutenant Mark Saia of our Fire Prevention and Training Divisions; Assistant Chief Steve Yetman in charge of the daily operation of the Department; the various elected and appointed officials, department heads, and their personnel that respond so well to our requests for assistance; and mostly to the community of Burlington that we serve. Without your support, our jobs would be incredibly difficult. We consider it a privilege to serve you.

Respectfully submitted,

Lee Callahan
Fire Chief

FIRE PREVENTION/INSPECTIONAL SERVICES

Inspectional Services has had a very busy year. New construction and renovations to existing structures continued through 2004. Some examples of the larger projects either completed or nearing completion include the West Gate Drive and Heritage at Stoneridge residential projects. Commercial projects include the renovation project at the Burlington Mall, the Sunrise Assisted Living on the Mall Road, Old Navy department store, and Bugaboo Creek Restaurant.

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 2004:

TYPE OF SERVICE

Commercial Occupancy Inspections	169
Master box Certifications	61
On-site – Inspections	450
Permits Issued	608
Plan Review	309
Residential Occupancy Inspections	161
Site Plan Reviews	39
Smoke Detector Inspections	301
TOTAL	2098

The following is a count of all permits and inspections done during the period of January 1, 2004 to December 31, 2004:

PERMITS

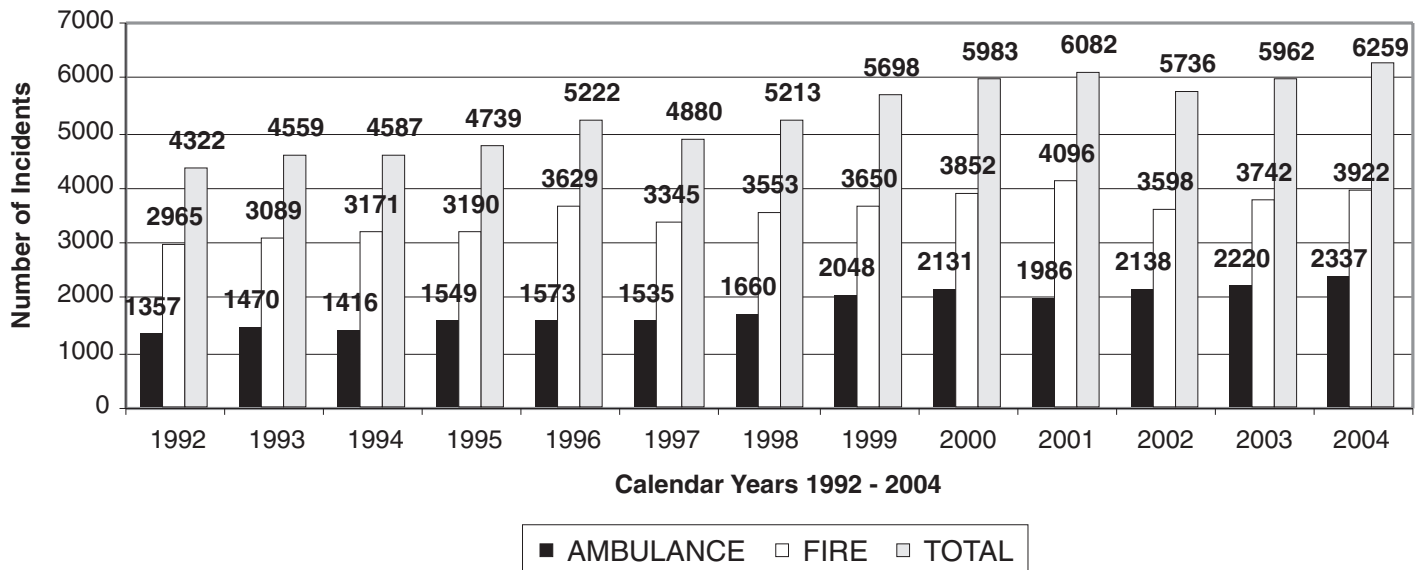
AST	33
Blasting	11
Dumpster	23
Extinguishing System	6
Fire Alarm	58
Flammable Storage	68
Haz-Mat	1
Oil Burner	81
Portable Tent	1
Propane Storage	40

Sprinkler	123
Tank Installation	35
Tank Removal	52
Tank truck	11
UST	17
Welding/Burning	48
TOTAL	608

INSPECTIONS

Commercial Occupancy	169
Fire Drills	13
Knox Box	45
Oil Burner	30
Oil Tank Installation	14
Oil Tank Removal	16
On-site – Fire Alarm	18
On-site – Fire Prevention	253
On-site – Plug In	6
On-site – Plug Out	8
On-site – Plan Review	22
Quarterly	25
Residential Occupancy	161
Smoke Detectors	301
TOTAL	1081
BUILDING PLANS STAMPED & REVIEWED	309
SITE PLAN REVIEWS	39
MASTER BOX CERTIFICATIONS	61
COMBINED TOTALS	2098

AMBULANCE - FIRE EXPERIENCE RECORD



Inspectional Services has begun the preliminary planning phases for projects to be finished or break ground in 2005. Some of these projects include the Arborpoint mixed residential project on Wheeler Road, Cheesecake Factory at the Mall, Legal Seafood expansion at the Mall, the Border Café at Victoria Station and the Kimball Court apartment buildings. The Lahey Clinic is also beginning the expansion project, which includes adding a large addition to its current facility and a 4-story parking garage.

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



Firefighter Mike Kerrigan gets "rescued" from unsafe ice during Ice/Cold Water Rescue Training. Photo by Mike Patterson

TRAINING DIVISION

2004 was a busy year for the Training Division. This being the second full year of the position, I began to see the positive impact that this position truly brings to the Department and our community. The overall quality of our training has no doubt improved and will continue to improve. I cannot stress the importance of bringing quality training to all four shifts in our Department. If the same message is spread equally to all four shifts, our Department

runs much smoother and efficiently. Many of the training evolutions that were conducted throughout the year were practical, hands-on exercises, that no doubt will assist the firefighter when called to duty.

Over the past two years, I have begun to build working relationships with many real estate agencies and local builders in our Town. Homes that are to be demolished have been graciously donated to the Department for training purposes. These opportunities are extremely valuable to the Department for it gives our members the chance to participate in actual hands-on evolutions. Some of the activities that have been conducted in the past year include roof ventilation, where members use fuel-powered saws to cut holes in roofs for ventilation purposes: Overhaul, where members use hand tools to search for hidden fire: Interior attack, where members bring a charged hose line into a house and search for fire in a smoke filled environment: And rescue evolutions where members use ground ladders to rescue a trapped firefighter on the second level of a house. I would encourage any real estate agent or builder to contact me if they plan to demo a house. Conducting live drills enhances the firefighter's skills and builds their confidence.

This past year we brought in Fire And Rescue Training, INC. run by Boston Fire Department personnel to train our Department in an emergency vehicle operator course. Each shift participated in this two-day course in which members were instructed on the laws that govern operating emergency vehicles and practical methods to get apparatus safely to the scene of an emergency incident. The second day of the course involved each member driving both an engine and tower through an obstacle course. Each year, many accidents occur involving emergency apparatus responding to, and returning from incidents. This past year a veteran firefighter of 36 years from Brookline lost his life while responding to an incident.

In June of 2004, Fire Department personnel participated in a mock hazardous material drill at the Burlington High School. The scenario involved many students being exposed to an irritant, which made them ill. First responders arriving on scene sized up the situation, began rescuing the students, and established a decontamination corridor in which the students passed through. Treatment and transport zones were established and the students were transported to local hospitals. Burlington Fire's Mass Decontamination Unit was set up at the Lahey Clinic to protect the emergency room from possible contamination. This was a multi-agency

scenario, where members of the Police, Fire, Woburn Fire, Armstrong Ambulance, DPW, and school officials all worked together to bring the incident to a conclusion. Many lessons were learned that day which will only benefit Town agencies if an actual incident ever takes place.

In the late fall, Department members were trained in basic pump operations. Each shift participated in classroom and hands-on evolutions to improve their pump operator skills. Scenarios were created to assist the pump operator in flowing water through hand lines and master streams such as the tower's master stream and our portable deck guns.

In December of 2004, Burlington Fire worked with Bedford Fire in training Department members on the use of thermal imaging cameras and conducting search and rescues in large-scale office buildings. This training was conducted at Mitre Corporation. Each shift got to participate in hands-on rescue scenarios in a smoke filled environment. Once again Fire And Rescue Training, INC. instructed our firefighters.

During this past year the Fire Department welcomed two new members to the Department, Firefighter/ EMT Mike Kerrigan and Firefighter/Paramedic Brian Petrone. I had the opportunity to work with both of these firefighters to give them an overview of how the Department operates and what shall be expected of them. Both of these firefighters will be strong additions to our Department.

This past year I worked with our Dispatchers in putting a new software package in service. This software will allow the Department to store valuable information on buildings located throughout our community. Important information such as emergency contact information, fire suppression equipment, hazardous materials, and hydrant locations are a few of the items that are stored in this database. One of my goals in the up-coming year is to get our engine companies into the majority of the buildings in Town and gather important information, which will be placed, into the system.

I look forward to the up-coming year. It seems that every year brings about a new challenge. One of the huge benefits of having a training division is that we can stay on a level playing field when changes occur.

Respectfully submitted,

Captain Michael Patterson
Training Division

JUVENILE FIRESETTERS INTERVENTION PROGRAM

The Juvenile Firesetters Intervention Program (JFIP) is an educational program run through the Middlesex County District Attorney's Office. As the title suggests, the program is targeted towards youths involved in firesetting incidents. The program is comprised of multiple agencies, including: local fire and police departments, the District Attorney's office, Massachusetts State Police, local school departments, Department of Social Services and other agencies as needed.

Chief Lee Callahan initiated Burlington Fire Department's involvement in the program back in 1998. We currently have 3 employees involved with the program.

The JFIP is comprised of many components. Burlington Fire is involved in two of those components: screening and education. Other professionals handle services such as legal matters, counseling and family assistance.

The screening phase of the program begins when the Middlesex County District Attorney notifies the BFD of a firesetting incident in our town. We then send 2 firefighters, trained in firesetting screening, out to the juvenile's home to conduct an interview. The District Attorney and Clinical Health professionals review the results of the screening. The juvenile may then be recommended into the educational program.

The educational program is run by local fire departments that have had a juvenile recommended into the program. Trained members from the various departments rotate as instructors for the classes. Class sessions typically run 3 hours per week for 10 weeks. The program is designed to educate youths, up to age 17, about the dangers of firesetting. The program teaches students the basic chemistry of fire and fire spread, consequences of firesetting, good vs. bad decision-making and the Massachusetts court system. Studies have shown that juveniles who do not complete an intervention program have an 80% recidivism rate.

Throughout 2004, Burlington had 5 juveniles involved with firesetting incidents. All were court-ordered to attend the Middlesex County Juvenile Firesetters Intervention Program.

Respectfully submitted,

Lieutenant Timothy Browne
Program Coordinator

2004 Annual Report

Burlington Fire Department 2004 Report of Incidents by Type of Incident

TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Accidents													
Motor Vehicle Crash	15	24	17	19	21	29	17	29	22	27	34	27	281
Pedestrian	3	0	7	0	0	2	3	0	0	0	0	1	16
Medicals	164	121	138	143	132	131	136	125	134	137	143	156	1660
Alarms													
Accidental	45	38	34	42	41	52	36	37	44	31	42	31	473
False	6	3	4	0	5	3	1	2	7	6	2	2	41
System Malfunction	38	13	12	20	12	19	15	20	27	23	20	39	258
Fire													
Cooking Fire	5	2	3	2	1	3	2	0	4	2	8	4	36
Residential	2	1	0	0	0	0	1	0	1	0	1	2	8
Apartments	1	0	0	0	0	0	0	0	0	0	0	1	2
Assisted Living	0	0	0	0	0	1	0	0	0	0	0	0	1
Brush, Grass	0	0	2	15	3	1	1	0	1	0	3	0	26
Business/store/restaurant	0	0	1	1	0	0	0	1	0	0	0	0	3
Dumpster-trash	2	1	2	0	0	2	1	5	1	0	0	3	17
Motor Vehicle Fire	5	3	3	4	2	1	3	3	3	1	1	1	30
Lighting strikes	0	0	0	0	6	0	0	0	0	0	0	0	6
Oil burner Malfunction	0	0	1	0	0	0	0	1	0	1	0	0	3
Motor Malfunction	0	0	0	2	0	0	0	0	0	0	1	0	3
Smoke Scare	4	6	4	7	3	5	2	5	5	6	7	4	58
Outside Burning													
Authorized	0	0	0	0	1	1	0	0	0	0	0	0	2
Unauthorized	0	0	0	2	1	2	0	0	0	1	1	0	7
Hazmat	4	3	0	3	2	2	3	2	1	2	2	3	27
CO2 Problem	5	1	2	1	1	1	2	2	1	1	3	2	22
Spill Leak Fuel	0	3	2	3	0	1	0	1	1	0	3	1	15
Natural Gas Leak	4	4	1	0	3	2	1	2	3	2	3	1	26
Power lines down/ Arcing	4	3	1	1	2	4	1	3	1	0	2	1	23
Electrical Problem	2	3	2	2	5	6	3	7	1	0	4	2	37
Water Problem	18	3	3	34	1	1	2	1	4	1	1	3	72
Service Call	40	27	44	70	43	41	42	50	51	41	44	33	526
Public Service/Assistance	2	30	8	2	1	5	1	2	0	2	3	1	57
Elevator Extrication	3	2	2	0	2	1	3	1	0	0	0	2	16
Lock Outs	3	3	1	1	2	2	0	2	1	1	3	1	20
Aircraft Standby	0	0	0	0	0	0	0	0	1	2	1	0	4
Nothing Found	2	2	2	4	2	1	5	4	2	3	4	2	33
Cancelled en-route	2	1	2	6	5	6	2	5	1	6	6	3	45
Good Intent Call	7	3	2	6	2	8	4	5	2	1	3	5	48
Cover Assignment / Mutual Aid	3	1	2	2	2	1	2	1	1	1	2	2	20
Totals	389	301	302	392	301	334	289	316	320	298	347	333	3922

AMBULANCE

The Burlington Fire Department responded to over 2300 calls for medical assistance in 2004, a 7% increase from 2003, and one of the busiest years on record. Both Ambulance 1 and Ambulance 2 remained busy responding to medical calls both in town, as well as, requests from neighboring communities for mutual aid.

The department took delivery of a new ambulance in October. The vehicle is a 2005 Navistar International and is the town's first red ambulance, as well as, the first red ambulance in the region. In addition to having a state-of-the-art communication system, it has a hydraulic oxygen replacement system and a patient privacy system, which allows for patients being treated and transported in the ambulance to retain their privacy. The new ambulance replaced A-2, which will remain in service to the DPW.

All Emergency Medical Technicians continue to participate in ongoing educational classes throughout the year to remain current and proficient with all treatment protocols and procedures including, defibrillation and epi-pen administration for severe allergic reactions.

Two of our local hospitals have initiated their expansion projects, which should alleviate some of the overcrowding and diversion issues in the future.

Our goal for 2005 is to explore options in providing advanced care to our patients in a timely and effective manner. We also hope to initiate EMS research projects for publication from within the department, as well as, our continuing goal of educating our seniors and children in injury prevention.

Respectively submitted,
Lieutenant Mark S. Saia
EMS Coordinator



Tower 1 crew going through Emergency Apparatus Driver Training at the former Raytheon on Wayside Road. Photo by Mike Patterson

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri
Superintendent of Public Works

Thomas F. Hayes
Town Engineer

Evelyn M. Shaw
Administrative Assistant
(retired)

Thomas F. Hickey
Operations Manager

Assistant Superintendents

William A. Bannon

Paul Neilsen

Highway

Central Maintenance

David C. McCafferty

Water and Sewer Utilities

Managers

Paul W. Cauldwell
Cemetery

William D. Keene
Treatment Plant

DPW Staff

Frank E. Anderson
John T. Baldwin
Paul S. Bieren
Robert S. Clougherty
Craig H. Cooper

Larry Kennedy
William Lundgren II
Russell J. Makiej
Donna L. Manning
Pialisa A. Manent

P. Victor Cuzzupe	James Marchese, Jr.
John Doherty	Armand Marion
Richard L. Dubbs	Nanette D. Masotta
Michael P. Dwyer	Timothy Mazzone
Allen F. Ferriera	Ricky McClenningham
Dennis F. Fitzgerald	Kathleen A. McElaney
Mark V. Gerbrands	Robert W. McMahon
Jennifer Gelinas	Donald McNeil
Michael Giardina	Eric A. Moran
Robert S. Glover	Donald H. Price
Frederick M. Haynes	Michael A. Quinones
Wayne Higden	Charles D. Ralph
Stephen A. Johnson	Richard A. Reid
Roderick Joslin	Patricia Q. Robichaud
Kevin J. Keene	Brian A. White
Teresa J. Keene	Charles F. Woods Jr.
Richard Kullman	

To all DPW Personnel, I give you a "job well done". To those Departments that have helped us, we all thank you.

Respectfully submitted,

Syamal N. Chaudhuri
Superintendent Public Works

ADMINISTRATIVE

Water & Sewer Section sent 16,432 bills out in the amount of \$4,803,646.79.

Purchasing processed over 2,500 Purchase Orders and 1,050 Customer Service calls recorded.

Patti Robichaud, B-Line Coordinator, joined us taking the Senior Clerk position that was vacated by Linda Murray.

Evelyn Shaw, Administrative Assistant for the DPW retired on December 31, 2004. I would like to say on behalf of Pialis Manent, Patti Robichaud and myself, that we will miss her enormously. The amount of knowledge that Evelyn acquired from her time here in Burlington is irreplaceable.

Respectfully submitted,

Teresa Keene
Head Clerk

ENGINEERING DIVISION

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired

to design projects outside the expertise of the division. In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, project files, and Public Works GIS data layers.

Capital Improvement Projects

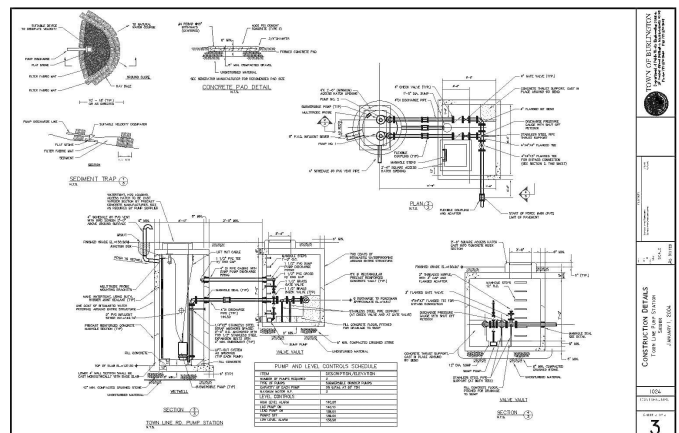
The Division designed, obtained permits, and provided construction management for the following projects, which were funded through Articles approved by Town Meeting:

- **Blanchard Road/ South Bedford Street Phase 1 Water Main Construction Project (W1-04-1036) -** Awarded to DeFelice Corporation of Dracut, MA at the bid price of \$191,545.12, consisting of the construction of approximately 1800' of 16" CLDI pipe.

Photo by: Dennis Fitzgerald - Senior Engineer



Water Gate Valves, Stony Brook Road @ TRW Park



Town Line Road Pump Station Design / Design by: Town of Burlington Engineering Division

Photo by: Dennis Fitzgerald - Senior Engineer



Water Main Trench Backfill and Compaction

- **Town Line Road Sewer Pump Station Replacement (PS-04-1024)** - Awarded to Oliveria Construction of Somerset, MA at the bid price of \$85,351.20 consisting of the construction of duplex grinder pump station to replace the aging Town Line Road injector pump station.

Photo by: Timothy J. Mazzone – Senior Engineer



Town Line Pump Station under construction

Photo by: Timothy J. Mazzone – Senior Engineer



Town Line Pump Station almost complete

Contract Management

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

- **Bike Path Feasibility & Preliminary Design** – Awarded to VHB of Watertown, MA for the preliminary design and grant application for an extension and regional interconnection of Burlington's bike routes.

- **Marion Estates Subdivision** – Awarded to Commonwealth Engineers of Burlington, MA for engineering and survey work associated with the completion of the Marion Estates Subdivision. Work under this contract included topography and property line survey, environmental permitting, and creation of amended subdivision plans.
- **Street Lights** - The Engineering Division manages the Street Light maintenance program with the Town's service contractor Republic Electric. Street Light outages can be reported to the Engineering Office or Republic Electric at 1-800-544-4876.

DPW Projects

The Division designed, permitted, and provided construction assistance for the following projects which were undertaken by DPW forces and/or in conjunction with private contractors:

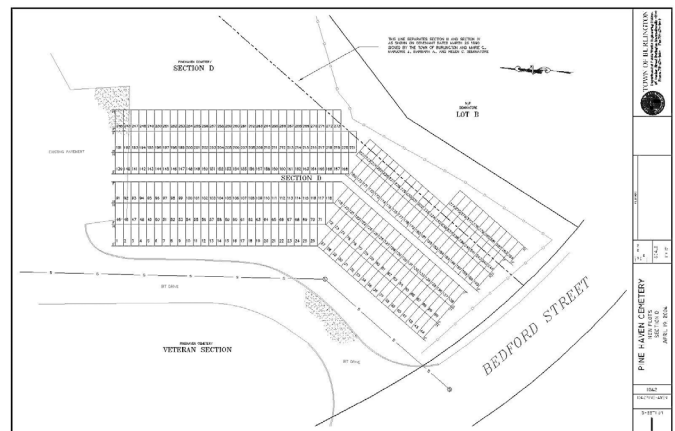
- **Pavement Management** – Developed specifications, bid, and provided field design/survey assistance to the Highway Division with Street paving program, which was awarded to PJ Keating of Fitchburg, MA at the contract amount of \$699,700.
- **Annual Construction** – Designed, developed specifications, and managed construction bid under a blanket construction contract awarded to Burlington Loam, of Burlington, MA at the contract amount of \$101,211. Projects completed under this contract include:
 - Savin Street drainage (525' 12" CPP)
 - Juniper Street water main (320' 6" CLDI)
 - Sewer inflow mitigation projects in various locations.

Photo by: Mark Gerbrands – General Development Inspector



Repaired Sewer Manhole to prevent Inflow

- **Pine Haven Cemetery** – Surveyed, designed, and laid-out Section D.



Lot Layout Section D – Pine Haven Cemetery / Design By: Town of Burlington – Engineering Division

Other Projects

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

- Generated Site Construction Plans and permitted Brookside Lane and Douglas Avenue pump stations' emergency generators.

- Prepared bid specifications for various DPW projects including:
 - Street Sweeping
 - Debris Disposal
 - Traffic & Safety Markings.
 - Fuel Oil

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:

- Westgate Village Apartments
- Heritage at Stoneridge (Mountain Road/Wall Street residential development)
- Café Escadrille expansion, Cambridge Street
- Old Navy/ Bugaboo Creek (Middlesex Turnpike)
- Richardson Road development
- Michael Drive Subdivision
- McGafferty Estates Subdivision
- Radcliff Street Subdivision
- Brookside Lane Extension Subdivision
- Your Space Landscaping (2 Blanchard Road)
- Sump Pump Redirection & SMH Repair (I/I mitigation)

Engineering Equipment

The Division's standard Computer Aided Drafting (CAD) software is AutoCAD Land Development. All plans produced by the Division are created using this software to maximize production and reuse of the data on future projects, as well as giving the ability to easily incorporate the information into the Town Geographical Information System (GIS).

The Engineering Division has recently purchased a Sokia (total station) reflectorless Survey transit and a TDS

recon data collector. This Surveying equipment allows Engineering Staff to locate important project information in the field and download the information directly into an AutoCAD Drawing saving valuable note reduction and drafting time. Data Layers from these project drawings can then be incorporated into the Town of Burlington's useful and growing GIS. This equipment is the latest in Land Surveying technology and shows the Engineering Division's commitment in finding better ways to serve the citizens of Burlington.

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. To date approximately 4500 plans have been entered into the Plan Filing System, in addition more than 1700 water gate Tiecards were also scanned and will be incorporated into the system.
- *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. The inspection data is used to generate a Pavement Condition Index (PCI), which enables us to set and revise pavement restoration priorities.
- *Utility Permits* -The Division has created a utility permit system combining Street Opening, Sewer and Water into one permit. Database tables, input forms, and permit reports were created to streamline and automate the permit process. Division personnel also conduct inspection of sewer and water connections, as well as pavement trench restoration to ensure compliance with good construction practice. This year the division issued 247 Permits; 148 Street Opening Permits, 30 water permits, and 69 Sewer Permits.

Geographical Information System (GIS)

The Geographical Information System users group with committee members representing various Town Departments meets monthly and has made great strides in the development and implementation of a GIS. During 2004 the number of Town data layers has grown from two (2) to twenty-seven (27) as GIS has become more and more inte-

gral to our daily operations. The Pavement Management System is fully GIS based and in its 4th year of successful operation. The Assessors Department uses GIS to develop Abutters Lists; a task that may have taken hours is now reduced to minutes.

The Engineering Division continues to develop infrastructure data layers as outlined below:

Sewer Collection System – 95% complete, requires final checks and corrections.

Stormwater System – 95% complete, requires final checks and corrections.

Water Distribution System – 75% complete, requires GPS gate location, final checks and corrections

Web Site

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

- Street, Zoning, Precinct, Water, Sewer, and Aquifer Zone Maps
- Licensed Driveway and Utility Contractors
- Surveyor List
- Utility Permit Information and applications
- Photos, updates and important information for various projects throughout Town

I extend my appreciation to the Engineering Division staff for a great year. From providing exceptional customer service and assistance to other Town Departments, to developing engineering design plans and conducting construction inspection the people make the difference, and the engineering staff has been an outstanding group of professionals to work with. I look forward to another productive year in 2005.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

OPERATIONS MANAGEMENT

The following reports from the DPW's Cemetery, Central Maintenance, Highway and Water & Sewer Utilities Divisions summarize the day-to-day activities, special projects, and emergency actions for 2004. All year long, the

men and women of the Burlington DPW endeavor to carry out their respective duties, courteously and professionally in order to ensure the highest level of safe, quality service and safety to the residents and businesses of Burlington. I commend all the personnel of these Divisions for a job well done.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

Pine Haven

Cemetery personnel performed 74 burials, sold 65 lots, designed and laid out 284 lots in Section D and installed an automatic sprinkler system in Section D. The Pine Haven Chapel is used for services during the year. Ongoing work is being performed in Section D for gravesites in the future.

Chestnut Hill

Cemetery personnel performed 78 burials. Extra cleanup and trimming was performed by using the Middlesex Sheriff's Department Community Outreach Program crew. The crew also helped with the removal of two large trees that had been blown over by heavy winds. The building's exterior was repaired and new siding, gutters and downspouts were installed. The building interior was painted.

Old Burial Grounds

A large tree was removed from the back of the cemetery that was damaged in a storm. Clean up of the tree along with the rest of the cemetery was also done with help from the Middlesex Sheriff's Outreach crew.

General maintenance is performed throughout the year including weedwacking around the headstones and trees; cutting grass; trimming trees and brushes; repair and maintenance to sprinkler system; repair and painting fences; maintenance of equipment; snow plowing and snow removal.

I would like to take this opportunity to thank the DPW Employees who do a great job when extra help is needed. The Veterans Administration of Burlington and the Veterans for their help in the preparation for Memorial Day. To the Veteran Administration of Bedford, who sends us the

VA men when needed and the summer help. Last but not least, I especially want to thank the employees of the Cemetery Division for their hard work throughout the year.

Respectfully submitted,

Paul W. Cauldwell
Acting Manager
Cemetery Division

Central Maintenance

The Division maintains and repairs the DPW, Police, Recreation, and other Town vehicles, which consist of approximately 130 vehicles. Each year the Town's need for vehicles and equipment increases. Many of the older vehicles, which are well beyond their replacement years, need and require more maintenance than the newer ones.

Winter months increase the need for repairs to vehicles and snow fighting equipment. During the spring, summer and fall, we are kept busy getting the snow plows and equipment used in fighting the snow storms back in top notch condition, in addition to our regular routine maintenance program.

As always, many thanks to the men of Central Maintenance for a job well done. Thank you Robert Glover, Eric Moran and Michael Quinones for your excellent work.

I would also like to thank all the Town employees who bring any problems with their vehicles or equipment to our attention as soon as possible.

Respectfully submitted,

Paul W. Neilsen
Assistant Superintendent

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street and traffic signs, fence repair, guardrails and special paving projects. Burlington experienced 13 storms, which included sanding operations, for a total of 30 ? inches of snow during the 2004 season. The crews spent many man-hours clearing snow from the road surfaces for the driving safety of the public. After the winter months, the crews spent their days cleaning catch basins, drain manholes, and mail boxes, sweeping all sidewalks and roadways of sand.

Special Projects during the spring, summer and fall months:

- Bush cutting throughout town
- 3,300 catch basins and drain manholes were cleared
- Drain lines were flushed of sand and debris
- Damaged driveway aprons and burms were repaired
- Lawns damaged during winter months were repaired

Machine Burms installed on the following streets:

- Nevada Road
- Moline Road

Roads paved by the Highway Division:

- Partridge Lane from Sandy Brook to dead end
- Creston Ave. from Glen Ave. to dead end
- Francis Wyman Road – water break
- Boulder Drive – water break
- Edwards Road – Cambridge Street to dead end

Roads paved by private contractor:

- St. Mary Road
- Anna Road
- Moline Road
- Manhattan Drive
- Morrison Road
- Chestnut Avenue
- Rahway Road
- Nevada Road
- Park Drive
- Meadowcroft Road
- Ridgewood Lane
- Rocky Hill Road
- Sylvester Road
- Victor Avenue
- Donna Lane
- Arnold Terrace
- Middlesex Turnpike

Drain Line Flushing:

- Middlesex – Burlington Mall Road – Wheeler Road – Winn Street
- Francis Wyman Road – Terrace Hall Avenue – Harriet Avenue

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 private contractors that assisted the Department during the winter months.

Respectfully submitted,

William A. Bannon
Assistant Superintendent
Highway Division

WATER & SEWER UTILITIES DIVISION

This year was a busy year for the division. The following are some statistics:

Water Section:

The water section handled 1339 residential appointments performing the following:

Meters replaced or repaired	406
Outside viewers installed	383
Installed security meter seals	519
Meter Readings (other than usual bi-yearly town wide reading program)	1027
Water meter bench tests	300
Marks out for Dig Safe system	284
Fire Hydrants replaced	13
Fire Hydrants repaired	18
Water main gates replaced	3
Cancelled appointments	40

We also performed some upgrading of our distribution system for future use by installing 2680 feet of new 16 inch Ductile Iron water line on Blanchard Road from South Bedford Street to the water storage tank. In addition, a new control gate system and 100 feet of Ductile Iron line on Stoneybrook at the Mall Road.

As most of you probably know we did an extensive rehabilitation project on our Blanchard Road storage tank. Also as part of the rehab project, we upgraded the old control and gating system that operates the distribution of water from the tank in order to bring the tank into the 21st century.

As most of Burlington knows this was a busy year for water leaks. The water section responded to 34 emergency water leaks. I believe everyone knows of the two worst leaks, the one in January and Anna Road at Cambridge Street during the severe cold weather. The other was in November on Francis Wyman Road by the Francis Wyman Sewer Station. There were also 6 service leaks and 26 water main leaks for a total of 34 water leaks in 2004.

One last note from the water section. The annual water main flushing program was not instituted this year due to the rehab project to our distribution system. But the program will be reinstituted in April 2005. I want to give an early apology for any inconvenience that this might cause.

Sewer Section:

The Sewer Section performed the following:

Sewer mains jet rodded to prevent blocks	225,000feet
Preventive maintenance	85,000feet
For a total of	310,000feet

We also upgraded our emergency generators at our satellite sewer pumping stations as follows:

Changed Wilmington station natural gas generator to a more powerful diesel generator.

Installed a natural gas generator at Brookside Station where we did not have one installed.

Moreover, we installed a natural gas generator at our Douglas Station where there was none before.

We upgraded our Belmont Station from a manual-operating generator to an automatic operating generator.

Also as part of our upgrade program, we replaced our aging Town Line Station with a new 21st century pumping station, which is equipped with a natural gas emergency generator. This station is to be on line in early 2005.

The sewer section responded to 16 sewer main blockages. All of which were minor with no damage to any property.

This year we had one major incident in the sewer system. This was during the severe rainstorm we got on April 2nd, 3rd and 4th. We had to perform a by-pass pumping procedure at the Grandview Station due to the unfortunate pump and gate valve breakdown during the height of the storm. This occurred on April 3rd. And as usual thanks to the expertise of our sewer technicians and contractors, the situation was quickly remedied and the station was back on line on April 4th.

Water Treatment Section:

The year 2004 total annual volume appears to be an average year for total production based on the past 5 yearly averages. This was primarily due to the rainfall being spread over the normally dry months. The rainfall inhibited excessive use for land irrigation, which put a strain on production capabilities.

The ground water side of production saw the rehabilitation of three sources. Production source PS #10 was fully cleaned and required the replacement of the pump-motor and the vertical column due to the aggressive nature of the raw water. Well #11 also was cleaned and required addition machine hours to help cleanup a silting situation. The pump other than minor parts was fine but the vertical column also need to be replaced due to excessive pitting caused by aggressive raw water. The last well to be rehabilitated was PS#3. The well experienced some problems in regaining its specific capacity requiring additional machine time and treatment. The well column was raised preventing off gassing during treatment and the pump was reconditioned. We came close, but the full specific capacity was not achieved back to the original volume. The only thing that needs to be followed is a good well cleaning schedule.

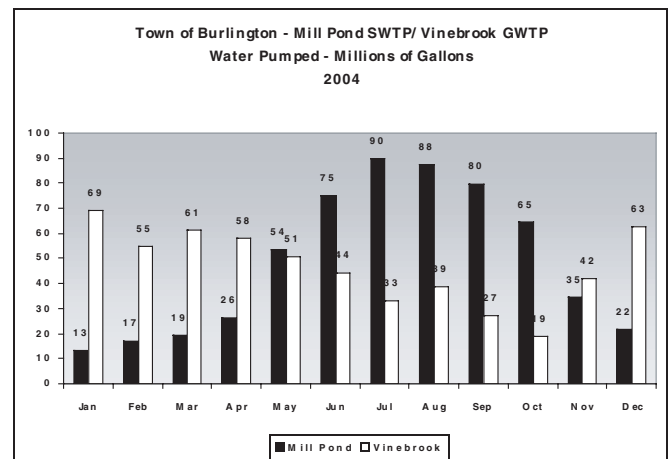
The surface water facility had a number of inspections during calendar year 2005. The first inspection was of the Lake Air system, which appears to be doing its job in regards to TOC, Iron and Manganese abatement. The Facility SCADA system was completely reviewed and will be redesigned when the plant under goes complete up grade. The filter system was repaired due to cell failure and will

again need repairs in 2005. The Mill Pond Dikes and Dams will be inspected in 2005 to meet insurance requirements. The diversion station in Billerica is in need of electrical upgrade, which will be evaluated in 2005 hopefully using Mass Electric money under a energy efficiency program stressing demand conservation.

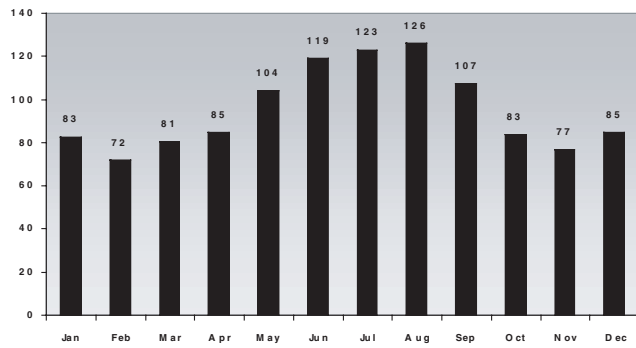
The Blanchard Road Storage Tank was totally refurbished in 2004 and finally placed on line in mid December. The interior and exterior was fully sand blasted and a complete protective coating system applied. This system should extend the tank operation for at least 15 years before a new system needs to be applied. A new venting system was installed to bring the Town of Burlington up to current EPA standards..

Bacteriological tests were performed with no problems arising. The corrosion program is still in place and is working with no lead-copper problems arising. The Trihalomethan, Haloacetic acid, Volatile Organic and Synthetic organic test showed no problems in our production water. Our extensive Microscopic Particulate analysis program shows that our filtering system is working up to standards.

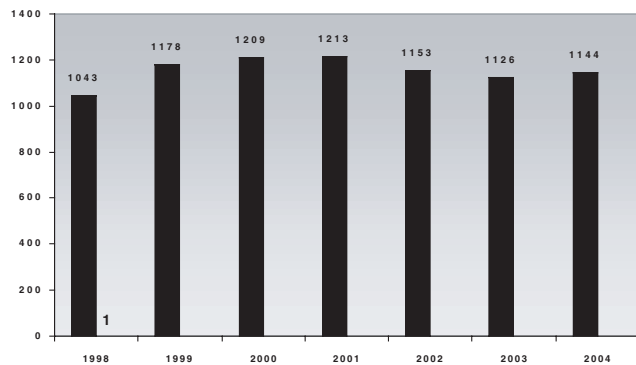
In conclusion, I expect 2005 to be as successful as 2004 was. I also expect that if any problems or questions arise that you call Bill Keene Water Quality-Production Manager at 781-270-1648.



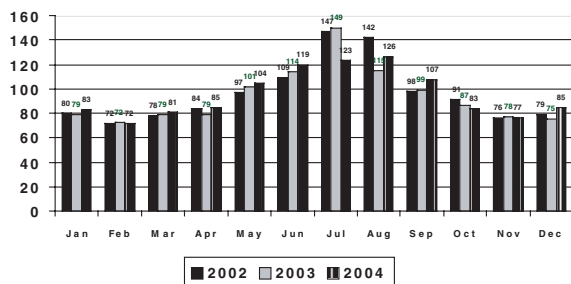
**Town of Burlington - Mill Pond SWTP/ Vinebrook GWTP
Water Pumped - Millions of Gallons
2004**



**Town of Burlington - Mill Pond SWTP/ Vinebrook GWTP
Water Pumped - Millions of Gallons
1998-2004**



**Finished Water Production
Town of Burlington, 2002/2003/2004**



In closing I would like to add that in December we hired two new employees to our staff which now sets the Water / Sewer Utility Section at full staffing and I hope to improve our services to you the people in 2005.

I would also like to extend my grateful thanks to my personnel and outside division personal for all their help during 2004. Thank you.

Respectfully submitted,

David C. McCafferty
Assistant Superintendent
Water / Sewer Utilities Division

CONSERVATION COMMISSION

Photo by Randy Newell



Front (L to R): Kerry Melanson, Larry Cohen, Marylee Everett, Gail Lima. Rear (L to R): Chris LoRusso, Phil Sutton, Indra Deb

The Burlington Conservation Commission respectfully submits the following report of the various activities of the Conservation Commission and Conservation Staff during 2004. Anyone wishing to learn more about this report or the functions of the Commission is invited to contact the Conservation Department, any member of the Conservation Commission, or visit the Department web-page (<http://www.burlington.org/conservation/cc.htm>).

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. In 2004, Larry Cohen continued to chair the Commission and Marylee Everett replaced Phil Sutton as vice-chair.

A three-person Conservation Staff, including 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 and the local Wetlands By-law (Burlington By-law Article XIV). To this end, the Commission receives and reviews applications for projects involving work within one hundred feet of wetland resource areas or within 200 feet of a river or perennial stream. Through the public hearing process, the Commission determines whether a project is permissible under the wetlands 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 land under their 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, and outright purchases. The Commission also continued its tradition of giving trees away, with 500 Redbud saplings distributed to voters at the April Town Elections.

Regulatory Functions/Permitting

The continued economic slowdown lightened Commission agendas, but there were still numerous applications for residential additions and teardowns/rebuilds.

Among the larger projects that the Commission reviewed and/or permitted in 2004 were: the Kimball Woods apartments, the Winn Street Dunkin Donuts, small subdivisions on Dennis Drive and Shamrock Drive, the Lahey Clinic expansion and the Arborpoint development at Burlington Sand & Gravel.

In 2004, the Commission established a sub-committee to review and update the wetland bylaw (Article XIV).

Photo by Sandra Grund



Marion Road Conservation Area

Land Management

In 2004, the Conservation Department began using GIS (Geographical Information Systems) to more accurately map the Conservation areas, and create maps of the trail systems on Conservation land. The public is now able to access and download trail maps of most of the Conservation areas from the Conservation Department web page.

In October, the Conservation Department organized a guided hike of the Marion Road Conservation Area. This area has ample parking and easy access, as do several of the other larger Conservation areas.

As 2004 concluded, the update to the Town's Open Space & Recreation Plan was nearing completion. A survey was sent out to all households in December, with a high return rate. The survey results will be incorporated in the Plan.

Stream Cleaning

The summer stream-cleaning program entered its fourteenth year under the supervision of Sandra Grund. The five-person stream cleaning crew addressed the traditional trouble spots in residential areas, removing truckloads of trash and debris from stream channels each week.

The Department continued utilizing GIS to compile a stream inventory, including a database of historic stream cleaning locations and activities, to better plan future stream cleaning needs.

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
 Indra Deb, Commissioner
 Phil Sutton, Commissioner
 Gail Lima, Commissioner
 Christopher LoRusso, Commissioner
 Kerry Melanson, Commissioner

BOARD OF APPEALS



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

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 2004, the Board heard 52 cases, 26 were residential cases which generated \$2,600.00 in fees and 24 commercial cases which generated \$6,000.00 in fees. The applications generated in total \$8,600.00 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,

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

BUILDING DEPARTMENT

I herewith submit my report as Inspector of Buildings for the year 2004. This report will reflect that the construction activity continues to be very strong in the Town of Burlington.

The total estimated building permit construction costs for 2004 rose 106% to \$121 million dollars, up from \$58.6 million in 2003. Residential construction values are up slightly at an estimated \$33 million, while the commercial construction values rose to an estimated \$85 million from \$26 million in 2003. The total number of permits issued by the Building Department staff during 2004 was 2,935, resulting in 5,000 inspections being performed. The total permit fees collected in 2004 were \$1,747,460, an increase of 165% over 2003. The building permit fees were increased effective July 1, 2004 from \$8 per thousand dollars of estimated construction cost to \$10.

Residential building construction costs remain at a steady pace. A total of 44 dwelling building permits were issued with a total of 122 units. Residential building activity for single-family dwellings included forty-three (43) single-family dwellings: sixteen (16) of which were erected on new or existing vacant parcels. The remaining twenty-eight (28) dwellings were demolished and replaced with new dwellings on the same parcel, an increase of 27% from 2003.

Residential building activity this year for single-family dwellings included the following:

- 64 Roofs
- 68 Decks
- 74 Siding
- 34 Garages
- 35 Swimming Pools
- 25 Seasonal/Sunrooms
- 12 Two-Story Additions
- 30 Second Floor Additions
- 21 Family Room Additions
- 21 Finish/Remodel Basement
- 40 Kitchen Additions/Remodels
- 32 Bathroom Additions/Remodels

Commercial construction values soared 227% over its 2003 pace, boosted by a \$52M dollar Lahey Clinic Expansion Project. Commercial projects recorded a slight gain over last year by 22% (without Lahey). Retail stores and restaurant construction costs climbed while office construction costs showed a slight increase from the previous year. The only new commercial structure this past year was the modular Hess convenience store/gas station that replaced the old Hess station at 110 Cambridge Street. In addition to the ground-breaking at Lahey Clinic Southeast Expansion Project in 2004, the other significant construction projects included the Bugaboo Creek Restaurant addition at Middlesex Commons, The Cheesecake Factory addition, Legal Sea Foods renovation and the Arcade/Common Area renovation at the Burlington Mall. Other major office construction renovations included Acme Packet at 71 Third Avenue, University of Phoenix at 1 Van De Graaff Drive and Concentra at 77 South Bedford Street. Most other commercial office construction projects were at a considerable lower scope keeping steady with last years pace.

The Building Department continues its success with the permit tracking system by recording inspections on-site with handheld Pocket PC devices, offering quick and easy access to the tracking and reporting of all inspections.

Our project to microfilm the large volume of building plans is progressing. In 2004 we sent approximately 2,200 sets of plans to be microfiche, a 70% increase over last year.

There is one new official street to report in 2004, Kimball Court (8 & 9 Kimball Court). This address will accommodate the expansion of Kimball Court Apartments in 2005. This new construction consists of two (2), 10-story towers (256 units) with a 5-story parking garage (358 spaces) connecting the two towers.

The Building Department personnel received and responded to over 35 emergency calls from Fire Department and other Town agencies this past year. In addition, we responded to approximately 82 complaints/ violations, performed 105 annual inspections and provided approximately 52 zoning determinations. The majority of zoning complaints and violations this year mainly consisted of the parking of more than one (1) unregistered vehicle and/or commercial vehicles in a residential zone and the placement of banners and freestanding signs on commercial property.

This past year the Building Department enlisted the help of one (1) senior from the Senior Work Off Program, assisting the clerk in the maintenance of our files. We would like to thank her for a job well done.

Since September 11, 2001 our office has been working 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).

The department has available informational brochures, Building/Development Process Handbook, explaining the permitting process, The Building Department's Most Frequently Asked Questions, and the 2nd Water Meter Guidelines, a brochure explaining the procedure for installing these meters.

The Building Department's future goals for the coming year are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being planned, (2) continue to microfiche our plans to reduce our large area of archived storage, (3) use pocket PCs in the field to record inspections, complaints, violations, and (4) integrate existing files into the records tracking software. We realize this is an ambitious list but we feel it is attainable. To date, we have been able to cope with the demand imposed upon us, directly attributable to the maintenance of the Department's current staffing levels. I would like to take this opportunity to thank my staff, Andy Ungerson, Senior Building Inspector; Bruce Clark, Local Building Inspector; Glenn Paparo, Plumbing and Gas Inspector; Bill Fairweather & Jack O'Keefe, Wiring Inspectors; and to Judy Sorensen, Principal Clerk for all their dedication and hard work this past year.

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	122	19,281,248	164,584
Residential Additions	203	10,391,471	298,191
Residential Remodels	279	3,341,025	39,314
Residential Garages	7	192,000	1,590
New Commercial Structures	1	1,000,000	9,500
Commercial Additions	3	56,997,276	599,200
Commercial Alterations	159	27,738,222	301,857
Signs	83	280,064	4,100
Miscellaneous	44	332,521	5,215
Foundation Only	3	55,000	490
Swimming Pools	36	450,987	1,260
Demolitions	62	1,291,100	7,800
Temporary Mobile Homes	0	0	0
Temporary Trailers	38	91,300	1,900
TOTALS	1240	\$121,240,216	\$1,435,002

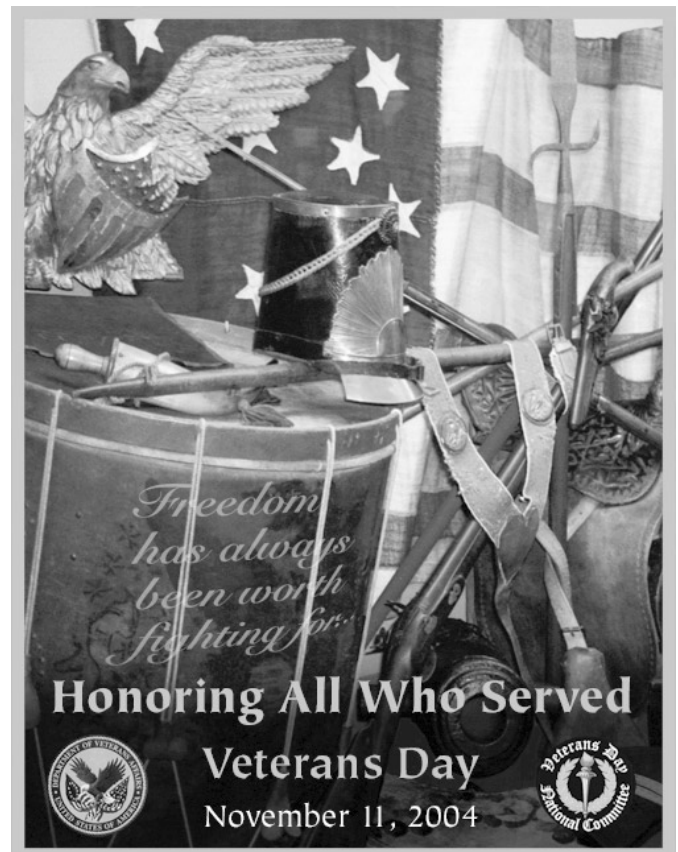
		Fees Collected	No. of Inspections
Building Permits	961	\$ 1,434,402	2,079
Certificates of Inspection	96	7,021	105
Electrical Permits	1005	241,547	1320
Plumbing Permits	511	44,995	970
Gas Permits	380	19,260	574
Miscellaneous Copies, etc.		527	
TOTALS	2857	\$1,747,752	5,048

Respectfully submitted,

John J. Clancy
Inspector of Buildings

THE OFFICE OF VETERANS SERVICES

The Burlington Office of Veterans Services had a more somber year as the War in Iraq and Afghanistan created more veterans and families of veterans for us to counsel and advise. The ongoing combat actions in the Middle East also created a need for a central location for all combat veterans to sit and discuss their feelings about the War and its handling. Also, with the passage of a new law broadening the definition of a veteran here in Massachusetts, we have seen an increase in the number of men and women who served in the United States Military, who until now were not eligible for benefits, coming into our office. This office faces new challenges ahead, 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 – Poster provided by Department of Veterans Affairs

The office and the veteran community were involved with several activities and events, such as Memorial Day, Veterans Day, and the culmination of the Legacy Project with students from Burlington High School.

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 day to day working in private with veterans to ensure they and their families receive the proper counseling and benefits due them. We also interact with a wide variety of residents on a myriad of issues and topics not related to veterans issues. And at all times this office maintains the highest level of client confidentiality.

The Veterans Office received a large response from hundreds of men and women who, by definition, are now eligible for benefits since the governor announced on Memorial Day that he had signed legislation qualifying them for state benefits. They were originally denied because they served during a time when there was no war or armed conflict. Due to that new law, this office has counseled more veterans and their surviving spouses on state as well as federal benefits. Several more are now benefiting from state and federal benefits this year. This office continues to expand our goals to better serve the needs of our veterans and their families.

Approximately 270 Burlington veterans and families receive more than \$1.5 million dollars in federal VA Benefits each year. More veterans and surviving spouses are also now eligible for additional state veterans services benefits. Hundreds more also seek advice on health care and prescription assistance from the VA, as well as education, home loans, college and a myriad of other benefits from the state and federal governments.

In an effort that was brought forth by Selectman Kevin McKelvey last year, this office saw the completion of the first two parts of The Passing on the Legacy project with Burlington High School.



Passing on the Legacy Program with Burlington High School Students Interviewing Veterans at BCAT Studios – Photo: Burlington Cable Access Television

Burlington High School Principal Linda Hayes and Superintendent Jim Picone became enthusiastic supporters of the project. Veterans were contacted and students directed in the interviewing of veterans for future archives. The first part of the multi-part project has begun with the interviews. The second part was the airing of the edited interviews on BCAT.



Members of the Disabled American Veterans at the 2004 Memorial Day Ceremony – Photo: Betty McDonough

After the placement of the 23 wreaths around town at memorial sites by the Allied Veterans, the Memorial Day Ceremony at Chestnut Hill cemetery was held with all the proper dignity our deceased veterans deserve. Navy Captain Rand LeBouvier was the guest speaker, and Reverend Roderick McDonald of the Presbyterian Church was our Chaplain. The high school band played the National Anthem and the Military Medley.

The speaker for Veterans Day was Marine LTC Dave Wilkinson and Father Leonard O'Malley of St. Malachy's Church was our Chaplain. Also in attendance were members of the American Legion Rifle Squad, members of the American legion, led by Commander Richard Hogan, the DAV led by Commander Andy Giordano, VFW Commander Jack Rodwell and members of the VFW, and the Marine Corps League and Marine Corps League Honor Guard led by Carl Patterson. The Burlington High School Marching Band, cub scouts, boy and girl scouts, and members of the local veterans' service organizations. Members of the Burlington police and fire departments also joined us.



Members of the new Burlington Fire Department Bagpiper Unit at the 2004 Veterans' Day Ceremony Photo: KarwanPhotos.com

We were also honored as members of the new Burlington Fire Department Bag Pipers played their first public performance with us. Kevin Browne, Tim Browne and Mike Fontennay have been practicing, and we expect to see and hear more from them.

And Burlington High School Principal Linda Hayes held her fourth annual Veterans Day ceremony. This office was honored to be invited, and we assisted with identifying local veterans to be invited. The Guest Speaker was Burlington resident, and Korean War Veteran Thomas O'Mahoney.

Once again, special thanks go out to the staff at the Marriott Hotel and general manager Jim Kappel for deliver-

ing and serving a continental breakfast to our veterans each and every Memorial Day and Veterans Day. The hotel supplies the food and beverage, and the staff volunteer their time.

As the year came to a close, the American Legion, Post #273, held a dignified Flag Burning Ceremony. Commander Richard Hogan opened the ceremony by confirming that the colors to be burned met all the standards for properly retiring "Old Glory." There were approximately 26 leaf bags filled with worn and tattered flags ready for disposal. The American Legion flag drop box, which sits in front of the post on Winn St., has been a huge success. People now know where to deposit a worn flag for proper disposal.



Burlington American Legion Flag Burning Ceremony – Photo: Dick Hogan, Commander, American Legion

After a third successful year online, the veterans info.net website has been very successful, with more than 6,900 hits from which telephone, e-mail, and hard mail inquiries were developed. The website 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.

The Burlington Office of Veterans Services is really a one-stop Human Service Office and has as its top priorities: the providing of services designed to improve the quality of life for every veteran in town, their families and surviving dependents, for people with disabilities and their families, 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. The Office of Veterans Services handles innumerable human service issues for many citizens of town. Elderly and young alike are always asking about job assistance or seeking information and assistance about Social Security, Medicare and Medicaid. Families seek us out and ask for advice about health insurance and health care as well as educational assistance for college-bound children. We also answer questions about long-term care. With additional low-income families living in subsidized housing in Burlington, many people arrive at this office to ask questions and seek assistance.

1. VETERANS SERVICES

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

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits, burial for indigent veterans, and for the U.S. flags placed on the graves of deceased veterans buried in our two cemeteries.

2. VETERANS AFFAIRS

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

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 veterans population aging and dying in ever larger numbers, the number of veterans and families seeking veterans benefits, counseling and advice continues to increase. With an increase of Veterans losing their retirement benefits, many local veterans have been arriving at our door seeking assistance in applying for health care benefits with the VA; this office has seen an increase in the services requested by veterans and their surviving family members for assistance.

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.

3. DECEASED VETERANS

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services thanks the Allied Veterans, Burlington Boy Scout Troops 511, and 103, and the Girl Scouts for assisting in the placement of U.S. Flags on the graves of

veterans buried at the Pine Haven and Chestnut Hill Cemeteries.

4. 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 it's 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 for by the town. The Graves Officer ensures that every eligible veteran has a flag on his or her grave. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, the US Government provides a bronze marker for honorably discharged veterans; the marker is applied for by the Graves Officer through the Burlington Office of Veterans' Services.

5. 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. We also serve as the office receiving complaints about handicapped issues. The DAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various buildings.

6. FUEL ASSISTANCE

Due to serious economic situations, this fuel assistance season has once again been one of the busiest in recent years. With the economy not doing well, 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 for every day through 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, such as WIC, AFDC, Social Security Disability. They are often in dire need of direction in order to improve their quality of life.

7. LABOR SERVICE

This office also is responsible for maintaining the Labor Service 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 Service List are: DPW, Recreation and the school cafeterias. There are approximately 180 individuals who are presently listed on the Labor Service Roster.

Respectfully submitted,

Robert C. Hogan, Director

Betty McDonough, Principal Clerk

BURLINGTON COMMUNITY LIFE CENTER

Mission and Overview

The Burlington Community Life Center is a Department for the Town with the responsibility of providing mental health 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 provide screening for People Helping People, primarily for residents making requests of the Covenant for Basic Needs (established in 1981 by the Clergy Association).

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 use, 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 (9:00am-5:00pm). (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 the school's Health department, we have again provided workshops for sophomore health classes on depression.

Charlie Franich, BCLC therapist, was re-elected in June 2004 to serve as the chair of the town's Drug & Alcohol Task Force. This year the Task Force will be inviting the community to participate in Burlington's first-ever Alcohol-Free Weekend as the kick-off to Drug and Alcohol Awareness Week in May. Additional work in the schools has included Peggi Stallings Durand, Charles Franich and Dinah Lane working very hard with Amy Mahoney in the guidance department to implement a Peer Education Program with select juniors and seniors at the high school. In the spring, these high school students speak with between 200-250 seventh graders about the dangers of substance abuse. The assumption is that seventh graders will be receptive in a different way to these issues when hearing about them from other youth.

BCLC staff also met regularly with members of the Burlington Clergy Association and were 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

The Intensive Homework Stress Reduction Project was started in the Fall 2003 and continued into Spring 2004 thanks to a grant awarded by Lahey Clinic and the Community Health Network, Area 15. Peggi Stallings Durand devised the framework where middle school children who need supplementary help are referred by guidance staff. The program provides students with additional structure, supervision and support in order to effectively manage homework assignments on a consistent basis and increases their chances of being successful. Several students achieved enormous success quite rapidly early on in the program.

The BCLC also offers ALL Burlington residents a range of social services including the administration of resources offered through People Helping People, Inc. PHP is an umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Community Pantry, Covenant for Basic Needs and Burlington Holiday Program (formerly Burlington Santa). Wes Simons continued to serve on the Board of Directors of PHP. Many residents are aware that the Holiday Program helps families during Thanksgiving and Christmas. However, some other extensions of this program help needy families throughout the year with summer camperships, back-to-school clothes and the like.

The PHP Board manages the Covenant for Basic Needs. They work with the Burlington Clergy Association to provide limited help for those residents experiencing financial emergencies. The BCLC staff screen those applying for this assistance. In FY2004, we handled over 100 requests that involved 113 residents. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Pantry.

We extend our heartfelt gratitude to Roberta Damelin for her tireless efforts and hundreds of volunteer hours managing the Food Pantry. We also thank Karen Gallagher and Barbara Naddaff for coordinating the Pantry until 2003 and the Holiday Program over the past several years. Their timeless dedication and valuable contributions to PHP are deeply appreciated. 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.

BCLC also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Staff have 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.

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.

Age Range:

188	Adults (26 & Older)
29	Young Adult (19-25)
217	Adolescent & Children

Treatment Modality

274	Family Counseling
95	Individual
13	Team Family Counseling
52	Group Counseling

Referral Sources:

1. Schools 37%
2. Self-Referrals (These are mostly former clients who were happy with the services provided previously and returned due to a new crisis or issue.) 21%
3. Family & Friends 15%
4. Community Sources (Police, clergy, doctors, crisis team, lawyers, other town depts, DMH, DSS) 23%
5. Other 4%

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 77 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 99 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 College, Lesley Graduate School, Tufts University, Antioch University, Northeastern University and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication.

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	Thelma Iozzo
Marilyn Langley, Vice-chair	Ann McNamara
Father John Crispo	Roberta Mills
Candace Gustafson	Betty Murphy
Michael Howard	Sgt. Greg Skehan

SUMMARY

The demand for our services continues to be heavy while other resources in the area continue to diminish. We extend our thanks to the many in the town who have supported our efforts.

Respectfully submitted,

Wesley M. Simons, Executive Director

B-LINE

WHAT'S ALL THE BUZZ ABOUT?

The B-Line has seen some changes this year. In January 2004, after many years of running the B-Line office as Transportation Coordinator, Ellie O'Connell has retired. We wish Ellie well as she looks forward to many years of traveling and enjoying her retirement. We welcome the addition of Patti Robichaud, who has taken over the daily operation of the B-Line office without skipping a beat.

On a sad note, we are sorry to report the death of one of our long time regular B-Line drivers, Ed Wells, who passed away in December 2004. Ed will be missed by his passengers and friends on the B-Line, as well as his fellow workers at Joseph's Transportation Service.

The Burlington Mall, once again, funded the cost of operating the 3 B-Line buses for the four Saturdays between Thanksgiving and Christmas. This is a terrific deal for getting your holiday shopping done and not worrying about traffic or spending valuable shopping time looking for a parking space at the Burlington Mall (and did we mention it is FREE??). We are happy to report that 316 passengers took advantage of this opportunity this holiday season. Let the B-Line drop you at the door of the Mall and then get you and your bundles home for free.

For information or questions about the B-Line, please call the B-Line office, which is now located at the Department of Public Works in the Town Hall Annex, 2nd floor. Visit our website at www.burlington.org and click on B-Line Transportation for exact route maps and schedules.

Respectfully submitted,
Patti Robichaud

Pass applications may be obtained from any of the B-Line bus drivers.

	Adults	Special Needs Seniors & Students
Yearly Pass	\$60.00	\$35.00
6 Month Pass	\$35.00	\$20.00
3 Month Pass	\$20.00	\$11.00

The B-Line stops at Burlington High School on school days at 2:55 pm and 3:25pm. The buses do not operate on weekends or holidays, or during the lunch hour.

The B-Line travels by all parks and fields in Burlington, the cinema, as well as all supermarkets (Shaw's, Roche Bros. & Market Basket), all Malls (Crossroads, Burlington & Middlesex) and the Lahey Clinics both on Mall Road and at Wall Street.

Fares are as follows (exact change is necessary as drivers carry no money):

Under 6	Free
Students & Seniors	\$.25
Adults	\$.50
Transfers	Free

Connect with MBTA & other routes:

Lowell Bus at Chestnut Ave. & Burlington Mall or Lahey

Bedford Bus & Lex-Press Bus at Burlington Mall

MBTA Busses at Cambridge Street & Chestnut Ave.

The B-Line is safe & clean, convenient (just wave us down), inexpensive, and wheel chair accessible.

*"You CAN get there from here" – Buzz Around Burlington
on a B-Line Bus! You can't beat the price!*

Route #1

RED LINE

Route #4

(MALLS)

(WINN STREET)

Leaves Center School on the hour

Leaves Center School on the 1/2 hour

Starts @ 8:00 am
Last Run @ 5:00 pm
No Service at 1:00 pm

Starts @ 7:30 am
Last Run @ 5:30 pm
No Service at 12:30 pm

R CENTER ST past Town Hall
 L CAMBRIDGE ST.

R CENTER ST past Town Hall
 R CAMBRIDGE ST.

XX On Request: Crossroads @ CVS

R DUNKIN DONUTS
 thru Shaw's Supermarket

XX On Request: Lahey/Harvard @ Wall St

L WINN ST
 2nd L MILL ST
 1st R LOCUST ST to end
 L WINN ST
after 128

R WAYSIDE ROAD
 1st L S. BEDFORD ST

4th R MOUNTAIN ROAD
 1st L WYMAN ST
 1st L WINN ST

1st R BLANCHARD RD

1st R WILDMERE AVE
 2nd L CARLTON AVENUE
 3rd L NEWBRIDGE

1st L MULLER ROAD

2nd R FRANCES RD to end
 R WINN ST

R MIDDLESEX COMMON

R MIDDLESEX TURNPIKE

after 128
 1st R BEACON ST
 turn around Dickie & Pearl
 stop at BEACON VILLAGE

XX On Request: Vinebrook Plaza

R BURLINGTON MALL

R WINN ST
 R PEACH ORCHARD RD
 turn around Grandview Ave
 R WINN ST

XX On Request: Lahey Clinic

LEXINGTON ST to end

XX On Request: Marshall Simonds

across Cambridge St to
 BEDFORD ST to end

L CENTER ST
 L BIRCHCREST ST.
 L TOWER HILL APARTMENTS
 ** R BIRCHCREST ST

R CENTER ST to School

** **END OF 2:30 RUN ONLY:**
BIRCHCREST TO HIGH
SCHOOL & BACK TO
BIRCHCREST

L CENTER ST to School

Route #3

BLUE LINE

Route #6

(WILMINGTON RD-FOX HILL)

(TERRACE HALL-MIDDLESEX)

Leaves Center School on the hour

Leaves Center School on th

Starts @ 8:00 am

Last Run @ 5:00 pm

No Service @ 12:00 pm

Starts @ 7:30 am

Last Run @ 5:30 pm

No Service @ 12:30 pm

R CENTER ST past Town Hall
 R CAMBRIDGE ST
 R WINN ST
 L **into Shaw's Supermarket**
 L at stop sign by Dunkin Donuts
 R CAMBRIDGE ST
 R WILMINGTON RD (RT 62)
after playground
 2nd L CARTER RD to end
 R DORIS RD
 1st R SANDRA ST to end
 R WILMINGTON RD

 2nd L WESTWOOD ST
 1st R BLACKHORSE LANE
 1st L SUMNER RD to end
 quick right and left to
 VINCENT RD
 1st R DONALD RD to stop sign
 R HART ST
 1st R FOX HILL RD
 2nd L BOULDER DR to end
 L UPLAND RD to end
 R FOX HILL RD to end
 L SKILTON Rd to end

XX L On Request: MILL ST
2nd R FREEPORT DR
1st R TONER DR to end

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**

R CENTER ST past Town Hall
 L CAMBRIDGE ST
 1st R BEDFORD ST
 L TERRACE HALL AVE
 R A STREET to end
 R MIDDLESEX TNPK to lights
 L BEDFORD ST to lights
 L NETWORK DRIVE follow
 back to Middlesex Tnpk

XX On Request: Cinema

L MEADOW RD to end

XX On Request: Vinebrook Mall

L MALL ROAD
 R BURLINGTON MALL
 R MALL ROAD
 R LAHEY CLINIC
 R MALL ROAD
 1st L S BEDFORD ST to end
 L LEXINGTON ST
 1st R HOPE ST
 1st R JAMES ST to end
 R HEMLOCK RD to end
 L SANDY BROOK RD to end
 R TERRACE HALL AVE to end
 R BEDFORD ST to end
 R CENTER ST to School

Route #2
(FRANCES WYMAN ROAD)

GREEN LINE

Route #5
(LAHEY CLINIC & MALLS)

Leaves Center School on the hour

Leaves Center School on the 1/2 hour

Starts @ 8:00 am
Last Run @ 6:00 pm
No Service at 12:00 pm

Starts @ 8:30 am
Last Run @ 5:30 pm
No Service at 12:30 pm

R CENTER ST past Town Hall

L CAMBRIDGE STREET

1st R BEDFORD ST

XX On Request: College Rd

after Church

R FRANCIS WYMAN RD to end

R CAMBRIDGE ST

2ND L LEROY DRIVE to end

R PAULA ST to end
turn left then right to

R WILMINGTON RD

1st R CHESTNUT AVE to end
cross Cambridge St to
COUNTY RD

2nd L WINONA RD

1st L RAHWAY RD

1st R SKELTON RD

5th L MACON RD

1st R GIDLEY ST

L PRINCETON RD to end

R CAREY AVE to end

R MEADOWVALE RD to end

L BEDFORD ST to end

R CENTER ST to School

R CENTER ST past Town Hall

L CAMBRIDGE ST

1st R BEDFORD ST.

1st L LEXINGTON ST.

L STONEY BROOK RD to end

R MALL RD.

2nd L LAHEY CLINIC

L MALL RD

L BURLINGTON MALL

L MIDDLESEX TPK.

L MIDDLESEX COMMON

L MULLER RD to end

R BLANCHARD RD to end

L S BEDFORD ST

1st R WAYSIDE RD to light

L CAMBRIDGE ST

R BIRCHCREST ST

XX On Request: Tower Hill

L CENTER ST to School

This map illustrates the bus network in the Burlington area, including Billerica, Wilmington, Lexington, and Woburn. Key features include:

- Massachusetts Bay Transportation Authority (MBTA) Routes:**
 - LEX (Lexington Line):** Shown as a solid line with arrows, connecting Lexington and Woburn.
 - LRT (Lowell Regional Transit Authority):** Shown as a dashed line with arrows, connecting various parts of the region.
 - BUR (Burlington Line):** Shown as a solid line with arrows, connecting various parts of the region.
- Landmarks and Locations:**
 - Billerica:** Includes locations like Bedford Woods, Oak Park Dr., and Sun Microsystems.
 - Wilmington:** Includes locations like North Woburn, Mill Pond Reservoir, and Center School.
 - Lexington:** Includes locations like Lahey Clinic, Burlington Mall, and Express to/from Woburn via RT 128.
 - Woburn:** Includes locations like Horn Pond and Express to/from Boston Haymarket Station via 128 & I-93.
- Highways and Roads:**
 - 62:** A major north-south highway.
 - 3A:** A major east-west highway.
 - 170:** A major north-south highway.
 - 351:** A major north-south highway.
 - 134:** A major east-west highway.
 - 350:** A major north-south highway.
 - 354:** A major north-south highway.
 - 128:** A major north-south highway.
 - 126:** A major north-south highway.
 - 127:** A major north-south highway.
 - 129:** A major north-south highway.
 - 130:** A major north-south highway.
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 - 137:** A major north-south highway.
 - 138:** A major north-south highway.
 - 139:** A major north-south highway.
 - 140:** A major north-south highway.
 - 141:** A major north-south highway.
 - 142:** A major north-south highway.
 - 143:** A major north-south highway.
 - 144:** A major north-south highway.
 - 145:** A major north-south highway.
 - 146:** A major north-south highway.
 - 147:** A major north-south highway.
 - 148:** A major north-south highway.
 - 149:** A major north-south highway.
 - 150:** A major north-south highway.
- Other Features:**
 - Exit 31:** Exit from 62 onto 4.
 - Exit 25:** Exit from 62 onto 128.
 - Exit 32:** Exit from 62 onto 351.
 - Exit 33:** Exit from 62 onto 354.
 - Exit 34:** Exit from 62 onto 350.
 - Exit 35:** Exit from 62 onto 134.

COUNCIL ON AGING

This has been another year with changes for the Council On Aging. We ended last year with Peg Heneghan, our outreach worker for nine years resigning, and began the new year with Marge McDonald, Coordinator acting as both outreach worker and Coordinator until a replacement was found in May. Joanne Fitzpatrick, SW is our new outreach worker and we have been busy assessing what needs to be done and coming up with programs to address those issues we find important to our clients and participants.

Volunteers

The senior center runs as smoothly as it does thanks in very large part to the almost 100 volunteers here at the center. The number of volunteer hours totals well over 13,100 and according to the United Way and Points of Light Foundation the monetary value of all of these volunteered hours is over \$202,526. But in reality the value of our volunteers is priceless, particularly when you consider that almost a thousand seniors walk through the doors of the center each year to participate in activities or to just be with other people.

Monthly Meetings

The Council on Aging Board meetings are held on the second Wednesday of the month at the Senior Center at 10:00am 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 3,300 newsletters are mailed out each month.

COA Van

The Council on Aging Van provides free door-to-door transportation to seniors within the boundaries of the town for senior center programs, the Lunch program, shopping

and medical appointments. A total of 3,549 rides were provided to an estimated 125 individuals.

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. A total of 4,889 meals were served at the senior center this year. Also operated by Minuteman Senior Services, the Nutrition Program provided a total of 13,581 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. A total of 1,468 Burlington residents were served by one of Minuteman's many services.

- Counselors from the Serving Health Information Needs of Elders (SHINE) program saw 174 clients during the year at the Burlington Senior Center. SHINE is available twice a month 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 took the SHINE training during the fall and is now also available for homebound clients.
- The outreach worker is available by appointment, which may be made by calling the COA office. Home visits are available by request. General information was provided to 125 individuals for a total of 764 "units of service". Case management and advocacy was provided to 943 individuals with a total of 492 "new contacts" for the outreach worker. The extraordinarily high number of new contacts is due to the outreach worker being new herself. New programs through outreach include an Alzheimer's Caregiver Support group on the second Monday of the month and a bereavement group on the fourth Monday of the month, both are at 1:00pm. Office staff became trained to lead the Chronic Disease Self-Management course, a six-week workshop intended

to help anyone with a chronic condition take control. This workshop will begin in January of 2005.

- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law. She saw 38 individuals a total of 38 times.
- 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. When the program opened for the 2004-05 season 95 senior households up from 88 last year, were taking advantage of the fuel assistance program. We assisted twenty-four additional individuals in filling out fuel assistance applications.
- 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. The tax volunteers assisted 66 individuals.
- 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. Fiscal year 2004 saw 25 residents participating in the program. The Senior Property Tax Program is very popular and has a waiting list each year. 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.
- 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 3rd 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. Thanks to a generous donation from Shaws we were also able to provide a lunch free of charge to all attendees. Twenty-eight vendors and 98 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.

Programs available at the Senior Center

- In the Artist Workshop you pick the media of your choice. Volunteer instructors lead the class of 8 to 10 participants each week.
- Quilting with an average of 10 participants each class is taught once a week during the fall, winter and spring. The "Crafty Chicks" 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.
- Exercise is offered in the form of Square Dancing, TaiChi and Exercise Classes. The Exercise Classes are taught three times a week with the assistance of Lahey Clinic. 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, an average total of 100 people each day the classes are held.
- 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. 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. Computer Classes are available by list; Registration may be accomplished through contact by phone or in person.
- Card games of all kinds from bridge to more raucous games are played throughout the week.
- One of the highlights of this year's activities was a party held for Burlington residents over the age 90. This was sponsored by Representative Charles Murphy and included entertainment by the New

Bostonians and birthday cake. Everyone had a great time and it was so much fun to see so many older seniors able to get out and come to be honored.

- The Council would like to take this opportunity to once again thank Shaws 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.

COA Staff

Margery McDonald, Coordinator
Debra Bailey, Senior Clerk
Barbara Arens, Receptionist
Francis Rais, Van Driver
Patricia Smith, Van Driver
Sue Trousil, Meal Site Manager
John Mooney, Weekend Van Driver
Pat Grifone, Weekend Van Driver

COA Board Members

Muriel O'Brien, Chairperson
Eleanor Bonfanti, Vice Chair
Ruthann Covino, Treasurer
Jeannette Cain, Secretary (alternate)
Jack Gulde
Mary Lindley
Gordon Thomson
Robert Wong
David LeBlanc (alternate)
Mary Patterson (alternate)

Respectfully submitted,

Margery R. McDonald, Coordinator

TREASURER/COLLECTOR

The Town of Burlington increased its property values by \$74,879,668 to a new high of \$4,020,865,045 for all property classes as of 01/01/04. Total taxes levied for FY 2005 was \$58,738,040 which represented a \$2,570,071 increase over Fiscal Year 2004.

The residential tax rate remained the same at 8.10% per thousand. While the commercial industrial tax rate was increased to \$28.10 from \$24.90 per thousand. However,

there was a shift in the total amount of taxes levied to the residential sector of our tax base from 36.1% in FY 2004 to 37.3% in FY 2005.

The Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of taxes levied for FY 2005 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	37.3136%	2,705,838,231	8.10	21,917,289.67
Open Space	00.0000%	0		
Commercial	45.2194%	948,607,334	28.00	26,561,005.35
Industrial	11.2818%	236,666,200	28.00	6,626,653.60
SUBTOTAL	93.8148%	3,891,111,765		55,104,948.62
Personal	6.1852%	129,753,280	28.00	3,633,091.84
TOTAL	100.0000%	4,020,865,045		58,738,040.46

Health Insurance claims continued to remain at reasonable levels during 2004. This allowed the Town of Burlington to recommend a 5.37% increase in premium rates for active employees enrolled in Blue Cross Blue Shield HMO Blue and a 4% increase for Harvard Pilgrim. Retired employees over 65 averaged a 10% increase in plans for 2005. The Town's overall Budget for health insurance is expected to increase no more than 8% for Fiscal year 2006. This is the lowest increase in our budget for health insurance in over 5 years. The Town of Burlington and the unions representing all employees voted a one year extension to its existing coalition agreement on health insurance benefits. It was voted to keep the same carriers and reimbursement percentages that currently exist for the payment of health insurance costs in 2005.

The Town of Burlington's Community Scholarship Foundation continued its successful fund raising by increasing its total assets by \$55,930. The Endowment fund balance was \$1,242,724 as of 12/31/04. The Scholarship Foundation hosted its tenth Annual Telethon which raised \$65,900.

The Town of Burlington continues to be a leader in granting Scholarships to graduating seniors and adult individuals continuing their education. Burlington awarded \$337,000 in total Scholarships in June 2004. Its Adopt-A-Class sponsor, Citizens Bank, awarded 30 scholarships totaling \$31,200 in 2004.

President Steve Preston of the Scholarship Foundation has continued the successful leadership for the Town of Burlington. We are grateful to Steve and the Scholarship Committee volunteers. They have distinguished the Town as a leader in this commitment.

Town meeting continued to vote approval of projects to maintain the Town's infrastructure. May Town Meeting voted approval of a \$4,867,200 Bond issue to make necessary repairs to the Marshall Simond's Middle School which is over forty years old. This project will replace the existing heating and ventilization system to improve air quality for our children.

The Town issued \$5,167,000 in Bond Anticipation Notes in August 5, 2004 at an interest rate of 1.166% to finance the \$4,867,200 school project and the remaining street light debt. The Town continued to maintain its excellent credit rating of AA+which helped keep our interest costs at a minimum.

The Town also issued General Obligation Bonds of

\$3,165,000 to finance the first phase of our long term bonding needs. The Town received a favorable 3.115% interest rate and these Bonds were dated 05/01/04. The Town Meeting will be reviewing phase two of its long term planning renovations to our infrastructure in May of 2005.

The Town of Burlington will continue to be conservative in its financial management. Selectmen and the Ways and Means Committee are recommending 2% increase in budgets for fiscal year 2006. The Selectmen voted a 6% tax levy increase for FY 2005. This was needed to cover the loss of state aid and to help finance the increase in fixed expenses. The Town has had a reduction in state aid of \$1,500,000 the last two years. The Town is hopeful that the economy will continue to recover in 2005 to provide increase receipts to help balance the budget and provide necessary tax revenue for future improvements to the Town's infrastructure.

The following is a listing of gross and net payrolls. The withholding for benefits and other payroll deductions of Town employees for the years 2000 through 2004.

	2000	2001	2002	2003	2004
GROSS PAYROLL	44,766,058.70	49,584,443.74	48,609,985.84	49,490,339.72	44,325,409.87
Withholdings					
Federal Tax	5,657,195.50	6,104,709.27	5,435,539.77	5,537,236.71	4,820,174.95
State Tax	2,166,966.28	2,298,870.27	2,131,583.48	2,209,469.82	1,974,114.74
Retirement	2,991,565.77	3,921,217.31	4,097,607.16	4,171,770.58	3,692,483.43
Chap 32-B Health Insurance	1,069,889.86	1,267,114.06	1,463,020.93	1,436,281.13	1,444,522.10
Disability Insurance	31,045.64	30,049.52	46,531.63	39,389.19	33,038.16
Delta Dental Insurance	188,810.23	206,162.87	224,173.05	203,887.58	175,751.92
Credit Union	3,489,654.36	3,558,473.60	3,471,040.95	3,311,869.05	3,035,022.06
Tax Shelter Annuities	669,644.49	706,656.71	773,235.54	825,481.02	862,304.19
Deferred Comp Plans	1,153,135.47	1,213,516.90	1,323,437.80	1,237,024.55	1,138,086.33
Teachers' Association	142,768.44	156,122.70	145,334.68	181,485.76	169,618.05
Union Dues	111,172.21	112,734.39	122,918.91	121,867.60	130,831.36
Suspense	157,716.76	183,140.52	175,915.88	171,905.95	154,027.94
United Way	2,326.00	2,935.00	3,779.00	3,447.00	2,043.00
Life Insurance	104,143.70	105,161.39	108,483.39	96,035.32	85,408.98
FICA-Medex	326,945.76	386,670.32	398,996.57	426,999.24	387,169.39
Social Security	5,808.99	57.77	12.65	0.00	644.10
U.S.Savings Bonds	12,834.54	13,126.64	10,163.93	10,310.81	2,342.38
TOTAL WITHHOLDINGS	18,281,624.00	20,266,719.24	19,931,775.32	19,984,461.31	18,107,583.08
NET PAYROLL	26,484,434.70	29,317,724.50	28,678,210.52	29,505,878.41	26,217,826.79

STAFF: Theresa Clement, Pat Dotson, Sheila Flaherty, Debra Gochis, Jayne Hyde, Debra Keene, Paula McMahon, Loreen Perron, Lisa Runyan, Mary T. Smith, Phyllis Van Wart

Respectfully submitted,

Brian P. Curtin
Treasurer/Collector

ASSESSORS DEPARTMENT

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2004.

During the year the Assessors held regular meetings on the second 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 Robert 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 every business owner 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.

Russell Washburn, Appraiser/Assistant Assessor, reviews and visits all the Commercial/Industrial sites. 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 last year, 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 40% of the residential households. Fiscal 2006 will also be a re-certification year. This means all property values (both real estate and personal) must be certified by the Department of Revenue. This is done every three years.

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 350 exemption applications. 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, 1,022 Forms of List were mailed and due back in the office by March 1, 2004. Also, approximately 542 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 25,000+ excise bills received, over 1,183 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer

er 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. Their web site address is www.cambridgedeeds.com. The Registry also provides a compact disk to the Assessors Office every six weeks. 868 building permits and approximately 101 certified abutters list were processed in the office last year. In January 2005 the new Geographic Information System (GIS) will go into place and the Assessors Office will now generate the abutters lists. A certified list as well as labels will be available to the public for a small fee.

The assessed value tax roll for the Town of Burlington contains 8,955 accounts, 8,022 real property accounts and 933 personal property accounts, with an annual total assessed value of \$4,481,930,137 for Fiscal Year 2005. The average assessment for a single-family home in Burlington is \$368,475 for Fiscal 2005.

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, where residents can look up different properties as well as their own for detailed information.

In March of 2004, Melinda Sullivan filled the vacant position of Senior Clerk, helping alleviate much of the workload. The Board of Assessors would like to thank the Administrative staff, Russell Washburn, Marcia Nonni, Maureen Nicoloro and Melinda Sullivan for their dedication with expanding administrative responsibilities.

Respectively submitted,

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

PLANNING BOARD

Photo by: Burlington Studios



Planning Board: Front Row Seated (left to right): Vice Chairman John A. DeFrancesco, Chairman Jane L. Hyde, Member Clerk Ann M. Cummings Back Row Standing (left to right): Albert L. Fay Jr., Paul R. Raymond, Ernest E. Covino Jr., Paul F. Roth.

ORGANIZATION AND MEMBERSHIP

At the annual Town Elections in April 2004, Albert L. Fay, Jr. was re-elected to a five-year term. The Planning Board's officers and committee appointments following the April 18, 2004 Board reorganization were as follows:

OFFICERS

Jayne L. Hyde, Chairman
John A. DeFrancesco, Vice Chairman
Ann M. Cummings, Member Clerk

MEMBERS

Ernest E. Covino, Jr.
Albert L. Fay, Jr.
Paul R. Raymond
Paul F. Roth

COMMITTEE MEMBERSHIP

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.

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

Ann M. Cummings serves as the Board's representative to the Route 3A Committee, Facilities Study Committee, and School Building Study Committee.

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

Paul R. Raymond serves as the Board's representative to the Land Use Committee, Recreation Commission, and B-Line Advisory Committee.

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.

Paul F. Roth serves as the Board's representative to the Facilities Study Committee, Route 3A Committee, and Telecommunications Committee.

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director

Kristin E. Hoffman, Assistant Planner

Cynthia J. Dunleavy, Principal Clerk

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

ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD

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. As required by the number of applications, the circumstances of a specific application, or

the need to consider specific issues or topics, the Planning Board also holds additional special meetings.



Excavation begins at the rear of Lahey Clinic for the first phase of its expansion.

The Board is responsible for:

1. **Long Range Planning:** The Planning Board initiates planning studies to identify existing and future land use issues and problems and proposes courses of action to address such issues and problems. To implement the recommendations of planning studies, or in response to changes in state or federal law, the Planning Board directs the preparation of proposed amendments to the Zoning Bylaw and Planning Board Rules and Regulations, and conducts the public hearings required for adoption of such amendments.
2. **Statutory Responsibilities:** By State law, the Board is responsible for the exercise of the Subdivision Control Law in Burlington and has, in the absence of superseding Court action, final authority regarding subdivisions and Approval Not Required plans (certification that a land division is not subject to subdivision control law).
3. **Responsibility Authorized by Town Meeting:** By authority delegated by Town Meeting through the Zoning Bylaw, the Board is responsible for making decisions on site plans, site plan waivers and special permits. The Planning Board also conducts public hearings and makes recommendations to Town Meeting regarding applications for changes in zoning districts and for amendments to the text of the Zoning Bylaw.



An Old Navy clothing store and a Bugaboo Creek Restaurant were added onto the Middlesex Commons Shopping Center.

LONG RANGE PLANNING ACTIVITIES

Community Development Plan:

The Planning Department continued the initiative begun in 2003 to complete a Community Development Plan utilizing the opportunity created under Executive Order 418 by former Governor Cellucci. This program uses a Community Development Plan to examine the interconnection of Natural Resources, Housing, Economic Development, and Transportation. The Planning Department held a housing forum in February and a final "Putting it all Together" forum in May. The Plan examines remaining vacant parcels of land throughout Burlington and makes recommendations as to which should be considered for housing, which for economic development, and which for open space, and in certain cases, which should be used for multiple purposes, and how each use affects the other land use issues. The Plan also addresses ongoing policies to maintain the quality and diversity of our housing and business communities. Continuing on the recommendations pertaining to the town center, the Route 3A Committee became more active in the second half of 2004 to pursue various goals for the town center.

PLANNING OVERSIGHT

In 2004, there were 51 applications and requests related to land development that required a formal decision by the Planning Board. The largest project reviewed in 2004 was the expansion of Lahey Clinic. The expansion includes

330,000 square feet of clinical, office, and laboratory space and a 1,165 space parking garage. Additional projects included a 79-unit Sunrise Assisted Living facility off Burlington Mall Road, the conversion of the former CN Wood site on Cambridge Street into an automobile dealership, an expansion of Ned's Towing on Middlesex Turnpike, the replacement of Jimmy's Restaurant in the Burlington Mall to a Cheesecake Factory, and the expansion of the Legal Seafoods restaurant at the Mall. Review of a proposed expansion of the Burlington Car Wash on Cambridge Street is ongoing into 2005. The Planning board also provided assistance to the Board of Appeals with a third revision to the Kimball Woods comprehensive permit, now consisting of 256 rental apartment units in two buildings and a parking structure. Previously approved projects under construction oversight included Shaw's Supermarket, Old Navy and Bugaboo Creek at the Middlesex Commons, the Café Escadrille, Hess Gas Station, Westgate Apartments, and the Heritage at Stoneridge housing complex.

DEVELOPMENT APPLICATIONS

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.

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.

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 to acknowledge that it is not subject to the full requirements of the subdi-

vision control law. There were eight "Approval Not Required" (ANR) plans filed with the Board in 2004, of which seven were approved and one on which the Planning Board chose to take no action upon.



The Heritage at Stoneridge apartment complex will include 36 units of senior affordable housing.

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. One "Preliminary Subdivision" plan was filed and subsequently approved by the Board in 2004.

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. Two definitive subdivision plans were filed

in 2004, one of which was approved and one which remains under review by the Board. The status of the subdivision plans reviewed in 2004 is as follows:

Residentially Zoned Land – Approved Definitive Subdivisions:

- Dennis Drive Extension – 3 Lots – Phyllis Santullo

Residentially Zoned Land – Pending Definitive Subdivisions:

- 3 Shamrock Drive – 4 Lots – Bryan Melanson

The following applications pending from 2003 were approved in 2004:

Residentially Zoned Land – Approved Definitive Subdivisions:

- Redmond Road Extension / 3 Redmond Street – 1 Lot – Walter Benedict
- Kelly Farm Estates / 100 Muller Road – 9 Lots – Catherine Kelly

Engineering Changes to an Approved Subdivision

A property owner may wish to make a minor change to an approved subdivision. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include curb cut alignment, utility placement adjustments, and minor drainage improvements. The Planning Board received one request for an engineering change in 2004 which was subsequently approved.

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.



Sunrise Assisted Living at 24 Burlington Mall Road will provide 79 units of assisted living.

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. Four site plan applications were filed in 2004. Three of the applications were approved and one remains pending into 2005. Six pending applications from 2003 were approved in 2004. 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 properties which need to implement handicapped accessibility improvements when no approved site plan is on file. The Planning Board received seven requests for site plan waivers in 2004, all of which were subsequently approved. One application pending from 2003 was approved in 2004.

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 fourteen requests for minor engineering changes in 2004 all of which were subsequently approved.

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 four requests for insignificant changes in 2004. Three of the applications were approved and one remains pending into 2005.

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.

Four special permit applications were filed in 2004, of which one was issued, one was withdrawn, and two remain pending into 2005. Of the five applications pending from 2003, all were issued.



The new Hess Gasoline Station at 110 Cambridge Street will include a food mart when completed in the Spring of 2005.

REZONINGS AND TEXT AMENDMENTS

The rezoning petition filed in 2003 to rezone the Burlington Sand & Gravel site from One Family Dwelling (RO) District to Planned Development (PD) District was approved at the January 2004 Town Meeting. This PDD will create 425 units of mixed housing types. Review of the construction proposal was initiated in 2004 and will continue into 2005.

One new rezoning petition was reviewed in 2004. An application to rezone 2 Wayside Road, formerly the site of Raytheon Service Corporation, from General Industrial (IG) to General Business (BG) approved at the September 2004 Town Meeting subsequent to a favorable Planning Board recommendation. The rezoning was based on a proposal to demolish the existing facilities and construct a 190,202 square foot lifestyle center. Site Plan review will begin in January 2005.

Only one Zoning Bylaw text amendment proceeded to Town Meeting consideration, and this petition was approved at the September 2004 Town Meeting. This petition creates a new section 4.1.7 "Restaurants in an IG District" and allows for a limited number of restaurants to be permitted as an accessory use in an office park of 600,000 or more square feet.

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 2004, the following fees were collected:

Subdivisions	\$ 1,240.00
Engineering Changes	\$ 0.00
Approval Not Required	\$ 950.00
Special	
Permits	\$12,750.00
Site Plans	\$10,350.00
Site Plan Waivers	\$ 1,750.00
Minor Engineering Changes	\$ 4,900.00
Insignificant Changes	\$ 400.00
Rezoning	\$ 0.00
Miscellaneous	\$ 323.20
TOTAL FEES COLLECTED\$32,663.20

In Memoriam:

Local Attorney Harold C. DuLong passed away in May of this year. Mr. DuLong was a frequent representative on Planning Board agendas, representing local homeowners and major players in the business community. Mr. DuLong represented most of the major development proposals for more than 20 years. The Board extends its condolences to the DuLong family and to his coworkers at Riemer & Braunstein, in appreciation for his sense of humor and an understanding that Burlington's Planning Board expects to do things better than other communities. The standing room only crowd at the June 7, 2004 memorial service was a reflection on the number of lives he had touched.

Respectfully submitted,

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

RECREATION DEPARTMENT

The Recreation Department's most significant accomplishments in 2004 were in the areas of program development, facility improvements, and planning for the future. Nearly sixty new activities were added during the year; more than a dozen recreation facilities were upgraded; and several planning projects were either completed or in progress at year's end.

We believe that the Recreation Department has helped to improve the quality of life for the citizens of Burlington by expanding recreational opportunities for residents of all ages. Program and facility advancements in 2004 can be attributed to the hard work and dedication of the Recreation Department staff and volunteers, the support of the Recreation Commission, and the generosity of town organizations and businesses.

The maintenance division of the Recreation Department completed many improvement projects during the year at Burlington's parks, playgrounds, and athletic facilities:



An aerial view of Simonds Park

- A new baseball field was constructed at TRW Park.
- The Simonds Park tennis courts, skate park and street hockey rink were repaired, painted, and striped.
- The basketball courts at Rahanis Park and at Simonds Park were rehabilitated.

- New guardrails were installed in the parking areas at the Human Services Center, Veterans Park, and Rotary Field.
- New security lighting was installed at Overlook Park.
- A water line and a water bubbler were installed at TRW Park.
- At Rotary Field, the entrance was paved and a new gate and fence were installed.
- A new half-pipe skate ramp was installed at the Simonds Park skate park, and the old wooden half-pipe was removed.



A new half-pipe is installed at Burlington's skate park.

- A new fence and gate were installed at the Francis Wyman School athletic fields.
- New fencing was installed at the Overlook Park playground, at the Regan Park baseball field, and at the Simonds Park street hockey rink.
- The Recreation Commission established a new sub-committee, SAFE Parks, in 2004 in order to identify maintenance needs and to recommend improvements in Burlington's public parks and playgrounds.
- The Recreation Commission initiated Burlington Beautification Days in collaboration with school groups, youth organizations, scouting groups, and local businesses for the purpose of beautifying and improving Burlington's public school grounds, playgrounds, and outdoor athletic facilities.

The program division of the Recreation Department made a great deal of progress in developing new programs and in improving customer services during 2004:

- Our program staff added 57 new activities during the year, the most creative and imaginative program expansion in the history of the Recreation Department.
- The Recreation Department offered an average of 75 programs, trips, and special events each season.



Families create a Scarecrow Kingdom at the Town Common.

- Working with Adam Gustafson, a teacher at Burlington High School, the Recreation Department expanded recreational opportunities for high school students in 2004. Our second annual high school ski

trip last March was very successful, and we plan to offer more activities for high school students in 2005.

- The popular Youth Center program for grades 6-8 was expanded to include fifth graders.
- The recently-developed Discovery Time program for 4 and 5 year olds was expanded.
- Club 55+ was initiated during 2004 in order to provide sports activities for Burlington residents age 55 and older. The program got off the ground successfully with sports such as golf, bowling, ice skating, walking, and swimming. Additional sports activities will be offered next year.
- In an effort to streamline office operations, the Recreation Department purchased three new computers and installed new software to enhance the Department's credit card processing system.
- Further enhancements were made in the Recreation Department's brochure publishing process in 2004.
- In collaboration with the Fire Department, the Recreation Department installed a defibrillator at the Human Services Center. More than a dozen town employees were trained to use the new device.
- Supervisors were assigned to the Simonds Park wading pool on a regular basis during the summer of 2004.
- Trout stocking by the Recreation Department made fishing at the Mill Pond Reservoir more enjoyable for Burlington residents.



Fishing for trout at the Mill Pond Reservoir

The Recreation Department could not possibly have accomplished what it did in 2004 without the support of Community groups and individuals:

- The Rotary Club was awarded a certificate of appreciation by the Recreation Commission for the Club's numerous contributions to Recreation Department activities throughout the years.
- Town Meeting appropriated funds for purchase of a cargo van and a bucket truck to support Recreation Department operations.
- Volunteers from Sun Microsystems helped with landscaping and other improvements at Simonds Park and at the Town Common.
- VHB Corporation donated \$30,000 to the town for the development of recreation facilities at the Boston property on Blanchard Road.
- A group of Northeastern University engineering students volunteered to prepare a site design for the Boston land and to participate in constructing a baseball field, playground, and parking lot at the property.
- Sunrise Assisted Living donated \$12,500 for improvements at TRW Park.
- Seasonal Pool and Patio donated outdoor furniture for use at the Simonds Park wading pool.
- The Knights of Columbus contributed \$500 in support of Recreation Department special needs programs.
- A group of residents formed the Rahanis Park Improvement Committee in order to raise funds for the construction of restrooms, renovation of tennis courts, and other improvements at Rahanis Park.
- Contributors to the Recreation Department Memorial Fund made it possible to install a park bench and plaque at the Simonds Park basketball courts in memory of Wes Arens, the founder of Burlington's youth basketball program.

The Recreation Commission and the Recreation Department staff spent a great deal of time and effort in 2004 planning for the future, so that high quality programs, facilities, and services will be available to Burlington residents for years to come.

- Recreation Department officials updated the recreation portion of the town's Open Space and Recreation Plan. Conservation Intern, Sandra Grund, was hired by the town to assist with completion of

the entire Plan.

- The Recreation Department's plans for development of the Boston property were approved by the Burlington Planning Board.
- A study of youth sports participation has led to the conclusion that additional athletic fields are needed in Burlington.
- The Recreation Commission formed a committee to determine the feasibility of constructing an artificial-turf athletic field in Burlington.
- The Recreation Commission has recommended that Burlington Beautification Days be expanded in future years.
- The Recreation Department is working on plans to install new signs in all of Burlington's public parks and playgrounds.
- The Recreation Commission has appointed a sub-committee to consider the possibility of reorganizing the administrative structure of the Recreation Department in the future.
- The Recreation Commission has approved a plan to have Recreation Department administrators directly oversee all Recreation Department special needs programs next year.
- The program division of the Recreation Department has completed a 3-year Action Plan.
- The maintenance division of the Recreation Department has completed drafts of the Recreation Department's 5-year Capital Plan and 10-year capital plan. Both of these plans must be approved by the Recreation Commission in 2005.

We commend the Recreation Department staff and volunteers and thank all the groups and individuals who made it possible for the Recreation Department to improve and expand recreational opportunities for the people of Burlington in 2004. With continued community support, we believe the Recreation Department will have a positive impact on the quality of life for Burlington citizens for many years to come.

Respectfully submitted for the Recreation Commission
by:

Doug Gillingham, Director of Maintenance

Don Roberts, Director of Recreation

BOARD OF HEALTH



Board of Health: (left to right): Dr. Ed Weiner, Dr. Cathy Read, Chairman Ed Wall and Jim Dion (Terry McSweeney missing from photo.)

The Board of Health consists of five members that are elected for three-year terms.

The Board of Health staff consists of one full-time Health Agent/Sanitarian, one full-time Environmental Engineer, one full-time Public Health Nurse, one part-time Public Health Nurse, one full-time Principal Clerk, and one part-time Principal Clerk.

HEALTH AGENT/SANITARIAN

The Health Agent/Sanitarian works to safeguard public health in Burlington. The Health Agent/Sanitarian's responsibilities include maintaining programs, enforcing regulations, investigating complaints, educating the public, educating permit holders, safeguarding public health, planning future programs, planning for emergencies (natural and deliberate), working with other town departments and outside organizations, and being a liaison with state agencies and the court system.

The Health Agent/Sanitarian conducts numerous inspections throughout the year according to state mandates. These inspections include food establishments, food establishment plan reviews, mobile food trucks, housing investigations, body art establishments, indoor air quality at skating rinks using ice resurfacing equipment powered

by combustible fuels, tanning establishments, massage establishments, swimming pools and whirlpools, recreational camps for children, septic systems being abandoned, septic system installation, kennels, and occupancy inspections.

INSPECTIONS: 2004

Food Establishments	597
Food Establishment Plan Reviews	18
Mobile Trucks	8
Housing	20
Body Art Establishments	0
Ice Rinks	0
Tanning Establishments	9
Massage Establishments	7
Swimming Pool/Whirlpool	12
Recreational Camps	2
Septic System Abandonment	25
Septic System Installation	1
Kennels	2
Occupancy	24
Total	725

COMPLAINTS: 2004

Another portion of the Health Agent/Sanitarian's work includes complaint investigation, including the following areas: rubbish and garbage, dust, odors, noises, rodents, food establishments, food-borne illnesses, nuisances, tobacco, and miscellaneous topics. One project in 2004, in conjunction with the School System and the State, was the evaluation of the indoor air quality in some of the Burlington schools. On occasion, the Health Agent/Sanitarian, often in conjunction with the Board of Health, must hold an administrative or public hearing. At times the Health Agent/Sanitarian is required to appear in District Court. One hundred ninety four (194) complaints were investigated in 2004.

In conjunction with inspectional work, the Health Agent/Sanitarian issues numerous permits. Before a permit can be issued, the permit holder submits complete and accurate information. The Health Agent/Sanitarian must verify the information. Also, the Health Agent/Sanitarian reviews plans for all new and renovated food establishments, all swimming pools, tanning, body art, and massage establishments, and other projects.

Permits: 2004

Food Establishments	209
Temporary Food Events	1
Mobile Trucks	8
Plan Review	18
Swimming Pools	12
Tanning Establishments	9
Body Art Establishments	0
10-Day Emergency Beaver Permits	4
Massage Establishments	7
Practitioners	9
Tobacco	28
Recreational Camps	2
Drain Layers	28
Septic System Abandonment	28
Septic System Installation	1
Funeral Homes	2
Kennels	2
Keeping of Animals	0
Total	368

TOTAL MONEY RECEIVED BY BOARD OF HEALTH FOR 2004: \$40,642.00

Rabies Clinic

The rabies clinic is held annually with Dr. Mian DVM of Merrimac Animal Hospital in Lowell participating. Dogs and cats are vaccinated for rabies the first Saturday in April each year at the Department of Public Works. This past year a total of 119 animals received rabies vaccinations at the clinic.

Public Education

The Health Agent/Sanitarian partnered with the Burlington Mall to provide food safety training to food establishment workers at the Burlington Mall. The training was held at the food court. Over 38 workers attended the two-hour program. The Health Agent/Sanitarian, assisted by the Public Health Nurse, presented the program. The event concluded with the showing of training films in English, Spanish and Chinese.

Tobacco Control

Due to statewide budget cuts, the funding available for this program has been eliminated. However, the Board of Health received funding as part of the Metro-West

Suburban Tobacco Control Collaborative for compliance checks of retail sales of tobacco. Beginning in 2005 retail establishments selling tobacco will be inspected for compliance with state tobacco control laws.

I wish to thank the members of the Board of Health for their support during my first year in Burlington. I look forward to working with the Board of Health next year. I also wish to thank the Town Departments and the citizens of Burlington for their support.

Respectfully submitted,

Sharon Walker Mastenbrook, M.A., M.S., R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER

An important role of the Environmental Engineer is to administer and enforce the Control of Toxic and Hazardous Materials bylaw. This bylaw requires that the Board of Health be notified when soil and/or groundwater contamination is identified at a property along with the proposed actions necessary to remediate the contamination. The Environmental Engineer's responsibilities relative to the bylaw include monitoring the assessment and remediation of Burlington properties with identified contamination by oils and/or hazardous materials. Since I was hired by the town in September 2004, these efforts have included review of 87 environmental reports and attendance at meetings with site owners, environmental consultants and state regulators. I have also responded to 5 reports of either the discovery or suspected discovery of an oils and/or hazardous materials release.

There are 72 properties in town where releases of oil and/or hazardous materials have occurred and assessment and clean-up is ongoing. Of those, 11 have achieved temporary cleanup status and have no substantial hazards. Of the remaining properties, eight have development or redevelopment planned for 2005. This presents an opportunity for the Board of Health to closely scrutinize these properties and ensure that clean-up is part of the redevelopment plan.

The bylaw also requires local businesses to register their hazardous materials annually with the Board of Health. During 2004, 46 facilities registered and of these, 7 were determined to maintain toxic or hazardous materials in excess of the minimum reporting requirements estab-

lished by the federal Emergency Planning and Community Right to Know Act. They were consequently identified as SARA Title III facilities. Registration of these facilities is imperative for the protection of human and environmental health and safety as well as for local and state emergency preparedness.

During 2004, I reviewed 64 site plans, special permits, minor engineering changes, drainage plans, filling proposals and well installation permits. The purpose of these reviews is to evaluate proposals for environmental impact, promote aquifer protection and ensure the proper storage of hazardous materials.

In 2004, the Board of Health sponsored two successful Household Hazardous Waste Collections. The first event was held in May at the Burlington High School and included the participation of over 300 households. In October, the collection location was moved to Marshall Simonds Middle School and 500 households participated. The new location provided for better flow of traffic and future collection events are scheduled to be held there. In addition to the Household Hazardous Waste Collection, the Board of Health coordinated three Universal Waste Collection events in 2004. These events assist town offices and local businesses with safe and proper disposal/recycling of fluorescent light bulbs, electronic ballasts, computer equipment and batteries. This effort works towards reducing the amount of toxic mercury, heavy metals and hazardous materials entering the local solid waste stream, thus protecting our environment.

The Board of Health has worked with the Burlington School Department and local newspapers in promoting a program where mercury thermometers are exchanged for a digital thermometer with a lower mercury content. We also continue to accept mercury-containing equipment (thermostats, mercury switches and button cell batteries) at our office and work with a vendor who provides free recycling of these materials.

The Environmental Engineer is tasked with participating in local and statewide emergency preparedness efforts. Since September 2004, I have been involved in the development of aspects of local emergency preparedness and risk communication plans and received training in the utilization of Geographic Information System mapping programs to assist in these efforts.

Anyone with questions regarding the status of any environmental program mentioned above or with interest in learning more about environmental issues affecting Burlington is invited to contact me directly.

Respectfully submitted,

Heidi L. Porter, M.P.H.
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito, Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV) surveillance, larval and adult mosquito control and public education.

Record rains in April 2004, and frequent rains during the latter half of the summer resulted in considerable mosquito activity during the season. The risk of mosquito borne transmission of EEE occurred during the late summer and fall. Four residents from southeastern Massachusetts contracted the disease including two fatalities. Isolations of EEE from horses and mosquitoes in Billerica and Wilmington resulted in a local health concern.

The adult mosquito surveillance program used traps to collect mosquitoes from as many as 5 Burlington locations per night. Between June and September, information was used from 34 mosquito trap collections from 11 different nights. Selected trap collections during the late summer and fall were tested for EEE and WNV by the Massachusetts Department of Public Health.

The larval mosquito control program relies on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti), *Bacillus sphaericus*, and methoprene. The United States Environmental Protection Agency classifies these larvicides as relatively non-toxic. An April helicopter application of Bti controlled mosquito larvae at 119 wetland acres. Field crews using portable sprayers made 80 site visits and applied Bti in the spring and the summer to 43 wetland acres when high densities of mosquito larvae were found breeding in stagnant water. Between June and August, Project personnel applied Altosid Briquets (methoprene) and *Bacillus sphaericus* to control *Culex* mosquito larvae at a total of 4,307 roadside catchbasins.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 4,661 acres when survey traps indicated high populations of mosquitoes. The Project used a formulation of resmethrin to control adult mosquitoes. Advance notification of the spray program was done through newspaper notices in the Daily Times Chronicle, notices on the Project's web site and via a recorded telephone message at 781- 893-5759.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page provides residents with information on mosquitoes, control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcpc.

Respectfully submitted,

David M. Henley,
Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2004.

Board of Health nursing office hours are Monday – Friday from 8:30 AM to 4:30 PM. Appointments may be scheduled during these hours. Walk-In Clinics (no appointment required) are held every Tuesday morning from 9:00 AM to 12:00 PM and the second Thursday of each month from 3:30 PM to 5:30 PM. A home visit can be arranged for any homebound Burlington resident.

A summary of programs and services follows:

In-Home Services: 418

Office Services:

Well Elderly Clinics	299
Tuesday Morning Walk-in Clinics	2,278
Thursday Evening Walk-in Clinics	20
Communicable Disease Follow-up	445
Blood Pressure Screening	3,533
Blood Sugar Screening	65
Cholesterol Screening	36
Health/Nutrition Counseling	1,619

Immunizations –(Polio, MMR, DtaP, Td, HIB, Hep A, Hep B)	150
Immunizations – Flu	500
Immunizations – Pneumonia	6
Lead Poisoning Blood Testing	6
Mantoux Skin Testing for Tuberculosis	99
Tuberculosis Surveillance/Case Management	80
Morbidity	510
Weight Monitoring	354
Emergency Preparedness Consultations	62

Additional Programs and Services:

Camp Inspections
Council on Aging Health/Wellness Fair
Emergency Preparedness Training
Employee Benefits Health Fair
Hepatitis A Food Workers Education Program – Burlington Mall
Longmeadow Place – Flu/Pneumonia Vaccination
Meningitis Vaccine Clinic for High School Seniors
Monthly Blood Pressure Screening at Senior Housing – Tower Hill and Birchcrest
Student Government Day

Community Free Care Health Clinic

Office Visits:	19
Physical Exams:	10
Labs:	12
Follow-up Consultations:	399

The Burlington Board of Health and Lahey Clinic continue to provide medical services at no cost to Burlington residents from the ages of 19 – 65 who either do not have health insurance, or have limited health insurance coverage. This Community Clinic is staffed by Lahey Clinic physicians and Board of Health nurses once monthly on the 2nd Thursday of each month. Early evening appointments are available. The following services will be offered at the Free Care Clinic: routine gynecological screening; non-emergency medical treatment; and laboratory and diagnostic testing.

Board of Health nurses continue to participate in emergency preparedness training and program planning in accordance with Massachusetts Department of Public Health and Center for Disease Control and Prevention requirements.

Public health information and an office brochure providing information on the Comprehensive Public Health Nursing Program and Services offered is available in the office or if requested, by mail. For health information and questions on services and/or programs, please contact us in the office at 61 Center Street, Human Services Building.

Thank you to all of our dedicated volunteers who assist us throughout the year.

Respectfully submitted,

Judith E. Baggs RN BSN
Public Health Nurse

PUBLIC LIBRARY

In 2004, activity at the Burlington Public Library continued to increase. Over 120,000 visits occurred during the year. From the materials borrowed, questions asked and answered, items reserved through the catalog, interlibrary loan activity, Internet use, meeting rooms use, and web site activity it is obvious that the Library plays a very important part in the community. People come to the library for many different reasons including to find a good book to read or movie to watch, read the paper or a magazine, do research, check email, type a paper, or study quietly. Almost 1,000 people came to pick up a pass to one of the museums, and 1,330 functions, both library and public, brought people into the meeting rooms. New residents came to learn about the Burlington community from reference sources, the community information database, or the community information area.

Although the library is a permanent fixture of the community, it is also dynamic. Change is part of every day life at the library. Book and material displays covering a variety of subjects constantly appear throughout the library. Art exhibits by a number of groups and individuals have been displayed during the year. An assortment of programs has been offered both in the adult and in the youth departments, many through the support of *the Friends of the Burlington Public Library*. Programs including puppet shows, celebrity readings, music, art, flower arranging, and feng-shui, to name a few, were on the schedule this past year.

Another dynamic area of the library is the "To Go" collections. Popular book titles have been available in this collection for some time. These books can not be reserved and

must be read in one week instead of three, but this gives our patrons a chance to get some items sooner. Since the book collection is so popular, we have added a new "DVD To Go" collection. Again, the most popular DVD's are now available in a browsing collection. Patrons who choose this option can checkout these DVD's for three days instead of seven. Both of these collections are housed across from the Circulation Desk, and should be checked at every visit, as there is always a different selection available.

TECHNOLOGY

Technology continues to be an area of change. In order to keep pace with the high-tech world around us, the library must continue to update and add equipment. Early in 2004, four new Internet stations purchased by the *Friends of the Burlington Public Library* were added to the second floor. In response to the needs of the community, these four computers are equipped with Microsoft Word, Access, PowerPoint and Excel. A new laser printer was also added to this area. The computer table and chairs purchased for this new bank of computers is the first of what we hope to be many pieces of new furniture for the adult department. The colors and styles chosen will be used throughout the second floor.



In an effort to prepare for our next database upgrade coming in 2005, staff computers were replaced and additional computers were added. The existing circulation and reference staff computers were replaced. The youth services department, reference librarian, and technical services librarian all received new computers allowing the staff to use all resources more effectively.

Unfortunately, we had a string of thefts that resulted in the loss of three cpu's. As a result, all computers were

locked down. Thanks to the generosity of *Micros Northeast* for their donation of a new computer, the assessor's office for the donation of one of their older computers, and the town's IT department for rebuilding and upgrading old computers with additional parts purchased by the library, we were able to bring our Internet accessible computers total back up to 13.

In the fall, the Trustees approved the Technology Plan. This plan will help greatly in the focus for the future. One component of the plan was to investigate the possibility of adding wireless Internet to the library. In December, this became a reality. The library now has wireless access! This goal became a reality thanks to the generosity of *MassCue*. One of their groups has been using the meeting rooms and asked about access in these rooms. After being told that this was on the Library's wish list, they made it a reality by donating the wireless router and the hub needed.

The web site has continued to develop over the year as well. This site was visited 61,691 times in 2004. Information about the library and its programs, access to the catalog and library databases, booklists, and library surveys are just some of the features of this page. A photo album has been created and will be added to as we enter 2005. The web site itself will be getting a new look in 2005, so keep checking the site at www.burlingtonpubliclibrary.org.

REFERENCE DEPARTMENT

The Reference Department answered 10,218 questions in 2004, an increase of nearly 25% from the previous year. The Internet terminals on the second floor were used more than 24,000 times. The study rooms were used 2,366 times.

Librarian Donna Manoogian reorganized the music CDs and integrated into the collection the more than 250 CDs the Burlington Library received as part of a nationwide price fixing lawsuit settlement. The music industry was forced to distribute \$75.5 million dollars worth of CDs to libraries across the nation in a 2002 settlement. New CD shelving was purchased to accommodate our increased collection.

In 2004, Burlington began subscribing to Reference USA. The Reference USA database includes data for over 15 million businesses and is used routinely by patrons gathering sales leads and conducting market research. It is available for in-library use only.

Two popular workshops were developed by reference staff and offered to the public beginning in 2004. The "Online

Catalog" class taught by Librarian Marnie Smith teaches users how to search for books, videos, CDs and other library materials. Participants also learn how to access library accounts, place holds, and renew items from home.

Librarian Shelley Sloboder teaches the "Navigating the 'Net" workshop which is an introductory class to the many resources available on the Internet. Participants learn what the Internet is, about web pages and browsers, how to look at web pages critically, and where to go for reliable information. The workshop includes an introduction to search engines and offers basic practice in searching Google.

The Reference Department continues its commitment to supporting the curriculum of the Burlington Public Schools by purchasing materials geared to helping students with their homework assignments.

CHILDREN'S SERVICES

Staff members continued to develop their skills in reader's advisory, storytime presentations, and the delivery of information services. Continual upgrades and increased availability of databases, and the addition of a second dedicated staff computer in 2004, have made on-line searching an increasingly large part of service delivery. All staff members have attended various workshops on information delivery this year.

Storytimes continue to be a major part of the Children's program. Currently the library conducts 6 different storytimes per week ranging in age from infant to preschool. Over 4700 children attended this year. Burlington storytimes do not require registration and all are welcome. A group for home-school parents meets once a month. In the summer the library shifted gears to the state's 2004 Summer Reading Program, *Explore Other Worlds@yourlibrary*. Those who read for 26 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, arts, puppetry, and storytelling programs were also featured during the summer, and during school vacation weeks. To encourage reading we held our 2nd annual "Turn off the TV" month in April. Children raised money at \$.25 per book to be donated to the Marion Tavern, earning a brick in its courtyard to be dedicated to "children who love to read".

Youth Services staff helped several scout groups to earn badges, and also visited the Francis Wyman after-school program, reading to students in grades K-5. In the spring the department worked with Fidelity Investments, which sponsored two programs with celebrity readers.

The popular atrium play area is seldom empty, drawing people into the library. Someone recently inquired where "the playground" is. The picture books and easy reader area which was set aside in 2002 to allow parents and children to focus on books also gets continual use. The highest delight of the staff is to see mom or dad reading with a child.



The Young Adult Teen Volunteer Group met twice a month during the school year. They performed a holiday puppet show that was very well received by the children. They were also heavily involved in implementing the children's summer reading program. Events for teens included a young adult summer reading program that continues to be very popular with students from 6th-12th grade, and a scary stories program with a storyteller that was held after hours in October. A Scrabble Club was formed in February and sent a team to the National Finals in Boston in April where they placed 61 out of 106.

CIRCULATION

The Circulation Department continued to be an active spot in the library this past year. Circulation increased by almost 20,000 items bringing the total of items checked out this year to 296,212. More and more patrons are placing their own holds, which is supported by the fact that 36,074 items were picked up from the holds shelf this past year. The Interlibrary loan activity also continued to grow. The number of items borrowed from other libraries increased

by 7,235 over last year to a total of 29,956. The number of items that we lent to other libraries this year was 16,007, an increase of 2,833 items over last year.



In an effort to ensure accuracy and confidentiality for our patrons the Trustees adopted the policy that, beginning April 1, 2004, all patrons must present their library card in order to borrow library materials. This policy change was well received by our patrons and resulted in many new library cards being issued. In conjunction with this, the library purchased "key chain cards" for our patrons. Patrons can turn in their existing wallet cards and will be issued a new key chain card free of charge.

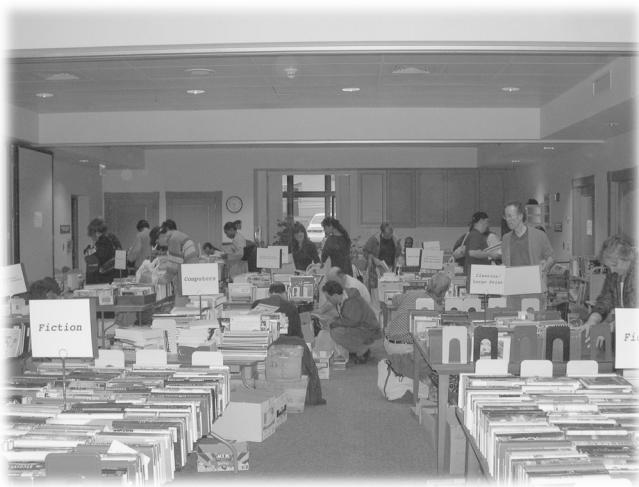
TECHNICAL SERVICES

The Technical Services Department, although not as visible to the public, is nonetheless essential to the success of a library. The staff of this department order and prepare every new item that ends up on the shelf. Withdrawal of old materials and mending of slightly damaged materials is also handled by this department. Many additional projects are also carried out by the Technical Services Department. In 2004, the computer books were reviewed and re-cataloged, the audio books were accessed and re-cataloged as needed, and a Caldecott Collection was added. The CD collection was evaluated and re-cataloged and all the music CD's from the lawsuit settlement were prepared for addition to the collection.

VOLUNTEERS

In the daily operation of the library, 39 volunteers provided a total of 904 hours of service. Among the tasks assigned to these dedicated individuals is the reshelving of

a/v materials, bulletin board maintenance, pulling of books for the staff to review, and photocopying and distributing paperwork. In May, 36 volunteers were recognized at the annual Volunteer Luncheon.



FRIENDS

The *Friends of the Burlington Public Library* continued their support in 2004. Through their annual membership drive, two highly successful book sales, an ongoing book sale and the sale of canvas tote bags, the *Friends* were able to fund many important items for the library. Among the items that they provide annually are the ever-popular passes to 12 area museums and attractions, the Summer Reading Program, and other events for children. The *Friends* also provided adult programming for the second year. Ten very interesting programs were offered throughout the year on a wide range of subjects. History, flower arranging, cooking, genealogy and feng-shui were among the topics covered. They also contribute to the ever expanding technology available to the public. This year, four new public access computers were provided by the *Friends*.

Without the support of this group, the library would not be able to offer such a vast array of great programs and services.

I would like to acknowledge all of the staff members for their hard work, and the community who recognizes the great resource that they have in their public library.

Respectfully submitted,

Lori Hodgson,
Library Director

BOARD OF LIBRARY TRUSTEES



Board of Library Trustees: Front row (left to right): Ellen Ferguson (Chairman), Edith Entwistle, Paula Benard (Vice-Chairman) Back row (left to right): Steve Wasserman, Eileen Sickler, Sam Martorano

2004 The Board of Library Trustees welcomed new member Steven Wasserman elected in April. Orise Desautels completed her three year term. Thank you to Orise for her valuable contributions to the Board.

Trustees reviewed and approved changes in Library policies. New policies in 2004 include a Confidentiality of Library Records Policy and a Cell Phone use policy, which prohibits the use of cell phones in the Library.

Trustees attended informational meetings including Ways and Means day at The State House and Library Legislative Breakfast at Haverhill Public Library. Eileen Sickler, Edie Entwistle and Steve Wasserman attended The Massachusetts Friends of Libraries and The Massachusetts Library Trustee Associations Joint Annual Meeting and workshops.

Purchases made by the Trustees in 2004 include New Computers, Laser Printer and a Work station for Staff use. CD Drawers, shelving for reference area, a computer table and chairs. A New fire alarm panel and keypad locks for all exterior doors were also purchased. After theft of public use computers, The Board purchased computer security cables.

The Library Trustees would like to thank the Friends of the Library for their fundraising efforts. The Friends sponsor many library programs and purchase items for the library. Yearly they purchase museum passes to be used by patrons. In 2004 The Friends purchased additional Public use Computers.

Respectfully submitted,

Ellen Ferguson, Chairman

HISTORICAL COMMISSION

The Historical Commission presents the Annual Report for 2004.

National Register Nomination Results

The National Register nominations of the West School, the Historical Museum and the Grand View Farm were accepted by the Massachusetts Historical Commission. John Goff prepared the Grand View Farm research, and Heli Meltsner prepared the West School and Museum research. Copies of the nomination research was sent to the Library, Archives, and the Historical Commission.

Historic Building Concerns

The North School – A concern for the commission was the advertised sale of the property once known as the North School on Wilmington Road. It was advertised for sale and incorrectly stated that it was built in 1910. The building is one of four one room schoolhouses built in Burlington in 1794. It is one of the two remaining schools. The other restored one room school house, is the West School on Bedford Street which was restored by the Historical Society in the 1960's. The North School building has historic importance, not only as a one room school house, but for its connection to early Burlington settlers.

A quotation from Rob Costa's book, *Images of America BURLINGTON* "The North School, or the Lt. Jesse Dean District Schoolhouse, was originally on property that belonged to the Reed family, Lieutenant Reed who was a member of Capt. John Woods Militia Company from 1775 to 1783. After the Revolution, a boundary dispute with the town led Isiah Reed to move the building to the Wilmington Road line, where it is located today."

The North school has been a residence since it was sold at the turn of the 19th century. The correct information was sent to the Building and Assessor's offices, as well as the realtor and owner. The realtor, Ann Coyle of Century 21, allowed the commission members to view the interior and take photographs to document the original part of the building. As yet, the house has not been sold.

The Charles T. Boston Bungalow: Built in 1920 on Cambridge Street was demolished. The Demolition Delay Ordinance did not apply because it was not 100 years old. It was a fine example of the bungalow type homes built in that era. Photographs were taken to document the original gumwood trim found in one room as well as the foundation and supports made of very large tree trunks.



Large tree trunk support in Charles Boston Bungalow

Grand View Farm: Interest, participation, and support of the restoration of the Grand View house and barn continues to be important to the commission.

Francis Wyman House: The continuing efforts of the Francis Wyman Association to restore the property has the interest and support of the commission. Of particular interest, is the building of a barn made from the beams salvaged from the Grand View rear barn.

Preservation of Fogelberg Articles

Jim Ashworth, former Historical Commission member, has accomplished the preservation of John Fogelberg's newspaper articles. All information has been put onto CDs. The Z Corporation of Burlington has donated the production of the CD's for the commission. When completed, they will be available to the public.

West School



Ms. Kathi Horton's class of Pine Glen children. Ms. Rubino, children and Ms. Horton.

Many spring field trips from elementary schools to the West School, Museum and Cemetery were conducted and hosted by the commission members. Commission member Kathi Horton brought her last class to the West School before her retirement. Joyce Fay assisted Ms. Sheppard at the Francis Wyman School, with a study of the Heritage Trail. The West School was part of the trail. As part of a summer program, Ms. Judith Jango Cohen, conducted a photography program at the West School in conjunction with the Burlington Public Library. The children were instructed on the use of a camera and how to take photographs. They suc-

cessfully photographed the interior and exterior of the school and returned with the excellent results the following week. It was free and open to the public.



Ms. Jango Cohen teaching the photography class at West School

The annual Halloween open house was held, attracting over 100 children and their parents.



Julia and Miranda Fiest – Halloween at West School



Stephanie O'Neil, Scott Surette, Sean O'Neil, Josh McCafferty – Halloween at West School

Old Burying Ground - Tours continue by appointment

Museum

In February, much needed plans for the renovation of the Museum were once again addressed. Larry Rittenberg, Assistant Town Administrator, informed the commission that the budget will include gutters, cupola, windows and front door. Cellar flooding in April added to the projects needed to be addressed. Outside help from preservationists may be needed before any work is done.

Displays

The Toys, Dolls, and Games Exhibit presented in 2003 was on display until the winter of 2004. It was replaced with the new Exhibit, titled *Burlington A to Z*. To complete the alphabet theme, the display included "A", artifacts from the Amos Wyman dig, to "Z" for zither. In addition, information on various subjects, such as World War II artifacts, the Grand View Farm, Francis Wyman House, the Walker family and the Foster/Nichols family was exhibited.



Museum Exhibit-Part of Foster Exhibit



World War II Exhibit

Awareness

The commission continues to present historical information to the public. A display of the Barge, Burlington's first school bus, was presented at the Rotary Event on the common in August as well as commemoratives, books and CD's. We continue to have exhibits in the Museum and the West School while the Old Burying Ground remains a constant source of information for groups of town children.



The Barge, replica of the first school bus

Grand View Farm

Three members of the Historical Commission are on the Grand View Advisory Commission, Norman Biggart, Toni Faria and Kathi Horton. They report to the Historical Commission on the restoration and progress of the building. In April, they were present on a daily basis to observe and photograph the dismantling of the rear barn to document the event. The commission was happy to write a letter of support for a grant application to the Massachusetts Historical Commission for the Grand View farm.



Dismantling of the Grand View Rear Barn

Donations

1. Shards of McIntire milk bottles. **Laura Impemba of Briarwood Lane** donated parts of McIntire Milk bottles dated 1889, found on her property, once part of the Grand View Farm.
2. **Ladies bodice** June Gordon of Spruce Hill Rd. donated an 1880's ladies black silk and velvet bodice. The owner was Mrs. Samuel Amesbury Charlmers of Attleboro.
3. **Ice Pick and sickle** donated by Mr. Joseph DeTurris of Princeton Road.
4. **1927 Assessors Book** donated by Beverly Vidoli of Thorton Drive.
5. **1907 – 1925 Real Estate Transfer Book** donated by Mark Murray donated three Real Estate Transfer Books 1907 –1925 and picture post cards from the Fogelberg estate.
6. **1950's Wedding Gown** donated by Richard Kane of Birchcrest Street.
7. **Fogelberg letters** Town of Burlington Archivist, Dan McCormack has received a gift of letters and photographs from the Fogleberg family. They include letters from Horace Skelton and his Gold Rush experiences.
8. **1887 – 1890 Fruit Prints, five pewter mugs, & one egg scale**, donated by Hope Paulsen.
9. **Antique School desk** donated by April Healy for the West School.
10. **Sixteen Postcards and envelopes circa 1880 – 1908** addressed to Stephen Skelton, donated by Eleanor Lloyd of Skilton Lane.
11. **Embroidered Replica of Four French Cathedrals. Circa 1918** donated by Betty Sims.
12. **Marcia Winn House pictures and wallpaper.** Donated by the Winchester Archival Center of the Town of Winchester. Small scrap book from the Winn house on Winn Street.
13. **Four small pieces of broken china** donated by Adam Tigges Maryvale Road.

14. **Ink Bottle collection** Mario Culot donated an extensive bottle, pot, and jug collection. Approximately sixty antique medicine, ink, and ale bottles complete the collection

Conference Attendance

Sandy Covenor, Joyce Fay and Toni Faria attended the Preservation conference in Salem in September. Many examples of restorations were noted, as well as preservation efforts.

Sewall House Plaque

The delayed the creation of the plaque has continued for many years. It was initiated for the Bicentennial but never completed. This year the Commission will go forward with the plans to finally have the plaque completed and put in place.

Francis Wyman Association

In January, The Francis Wyman Association contracted to purchase beams from inside of the rear barn at Grand View. When the large rear barn was taken down at Grand View, the beams of a smaller original English barn were discovered. They will be preserved and used to build a barn on the site of the original barn at the Francis Wyman property. Chairman Norman Biggart took part in the Francis Wyman Association walk to the Amos Wyman House marker in Billerica in October. The Billerica Historical Society in conjunction with the Francis Wyman Association replaced the marker with a clearer chiseled bronze marker.



Inner Rear Barn

Request for additional members

The increase in the duties of the commission prompted a request to the Board of Selectmen for two additional members to be added to the commission. An amendment to the General By Laws, "Authorities, Commissions, and Committees" will be presented to the January Town Meeting for the approval of increasing the number of members from five to seven members.

Local History Hero Award

The Commission was pleased to nominate Robert Costa of Burlington for the *Local History Hero Award*, given every year by the Bay State Historical League. In May, the commission was notified that the Local History Hero award was given by the League to Mr. Robert Costa. The League recognizes the people who make an impact in neighborhoods, sites, schools, and towns across the Commonwealth. They are people who make a difference in their community. Every year the award is given to outstanding historians from cities and towns in Massachusetts. Mr. Costa for his continued interest and work in preserving the history of Burlington. In 2001 his book, *Images in America - Burlington*, was published by Arcadia Press. In the past he was instrumental in obtaining a grant for the printing of Lotta Rice Dunham's manuscript, *The History of Burlington 1640-1950*, edited by Robert Zahora. He was on Bicentennial Committee and is valuable resource for the Historical Commission. As a teacher at Burlington High School for thirty years, he incorporates local history in the beginning of his American history courses. The Commission was proud to have Mr. Costa chosen by the Bay State Historical League.



Award of Local History Hero from the Massachusetts historic League presented to Robert Costa – Commission members John DeMelo, Toni Faria, Robert Costa, Joyce Fay, Chairman Norman Biggart.

Thanks

Thank you to Mr. Russel of "Z" Corporation for donating the production of the CD's of John Fogelberg's articles created by Jim Ashworth.

A special thanks to the Burlington Historical Society who donated a bench to the front of the Museum.

Thanks and appreciation to the Historical Society members who have been a mainstay of the commission through out the year.

Thank you to Rob Zahora, who has donated time to the introduction of a computer to the Museum.

Our appreciation and thanks are extended to McCarthy Landscapers for the continued upkeep of the front of the Museum.

We wish to thank the following officials and offices that helped us through out the year. The Town Administrator, Robert Mercier, Assistant Town Administrator, Larry Rittenberg and the staff of the Selectmen's office.

Selectmen Al Fay, Dan McCormack, the archivist, Jane Chew, the Town Clerk, John Clancy, the Building Inspector, Doug Gillingham, and the custodial, and the general maintenance people.

A special thanks to Representative Charles Murphy for his help in obtaining a grant to help in the preservation of the Grand View Farm.

Respectfully submitted,

The Burlington Historical Commission
Norman Biggart, Chairman

Toni Faria, Secretary

Joyce Fay

Kathleen Horton

John DeMelo

Alternates, Gene Rossi, and Sandra Coven

Advisory Committee, Hope Paulsen and
Judy Wasserman

Photographs: All photographs taken by Toni Faria and Joyce Fay



Group photo of commission members: Left to right standing, Toni Faria, Norman Biggart, Sandy Coven. Left to right seated, Kathi Horton and Joyce Fay. Absent John DeMelo.

BEAUTIFICATION COMMITTEE

The Burlington Beautification Committee (BBC) is please to submit the following report for the year 2004.

During the year the committee typically takes on one major new task along with several ongoing projects.

1. The new project selected for 2004 was the renovation of the Dilorio Green at the intersection of Cambridge Street and the Burlington Mall Road. This was a significant project in that the area required landscaping changes, signage design and installation and sprinkler rework. This is an important location given its proximity to the exit ramp at Rte 95/128. The Dilorio Green was considered to be an excellent site for a "Welcome to Burlington" sign. This project was also selected to commemorate the 100th anniversary of the Rotary Club. Many hours were spent planning the redesign of the site. Several town agencies assisted the committee in this project e.g. DPW and Recreation Maintenance. Special thanks go to Doug Gillingham for his help and coordination activities. The landscaping was enhanced and the new sign installed.
2. 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.

3. We are also pleased to report that a number of local landscapers and citizens of Burlington continue to maintain their assigned areas. They were acknowledged and thanked with appreciation by the Board of Selectmen at their meeting on Dec 13, 2004.

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 Gardens in front of the Fire Station.
- Burlington Beautification Committee – Town Hall – Installed larger planters more in keeping with the architecture of the building.

Town Common:

- Davis Prato - Prato Associates - The Gazebo
 - Kevin Sullivan – Edward V. Sullivan Funeral Home – Corner of Bedford and Center Streets.
 - Member of the Garden Club and Beautification Committee - The flower planters located at the entrances to the common.
4. The Recreation Maintenance Department continued to maintain the Common's general appearance and provided significant help with the painting of the benches and cleaning of the lamp posts.

This was a busy year and a lot was accomplished with the help of a number of individuals and organizations. We thank you.

This report is respectfully submitted by the volunteer committee:

Carol Engel
Ed Hastings
George Major
Joan McSweeney, Secretary
Elaine Zuccaro, Chairman

SCHOOL COMMITTEE



School Committee: Front row (left to right): Sharon Sotiros; Christine M. Monaco; Rebecca McMahon, Student Representative. Back row (left to right): Thomas F. Murphy, Jr., Vice Chairman; John L. Vanella; Stephen A. Nelson, Chairman.

School Committee

	Term Expires
Stephen A. Nelson, Chair 25 Fairfax Street	2005
Thomas F. Murphy, Jr., Vice Chair 3 Lexington Street	2007
Christine M. Monaco 18 Corcoran Road	2007
Sharon Sotiros 17 Hart Street	2006
John L. Vanella 8 Pearson Circle	2005
Rebecca McMahon Student Representative	

The regular meetings of the School Committee are held in the School Committee Room, Open Space A, 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

2004 was a busy and productive year for the Burlington School Department. Throughout the winter and spring, the School Committee worked with the Administration and Town Officials to address budgetary constraints and the impact of rising special education costs on the School Department's overall budget. With the cooperation and assistance of the Board of Selectmen, a portion of the School Department's Special Education budget has been transferred to the Town side of the budget as a recurring expense. All State reimbursements for Special Education tuitions will go directly to the Town's General Fund. As a result of this agreement, the School Committee was able to approve an FY 05 budget which met the recommended 2% maximum increase over the prior fiscal year without significantly impacting the quality of education in Burlington. The continued generosity of Jack and Shelley Blais, who contributed \$200,000.00 towards the acquisition of much needed textbooks, allowed the Burlington Public Schools to meet the challenge presented during this fiscal year to continue to replace outdated textbooks with new materials aligned with the Department of Education's curriculum frameworks.

In May of this year, Town Meeting approved a warrant article to fund the replacement of the heating and ventilation system at the Marshall Simonds Middle School and to add an air conditioning component to the system. Under the guidance and leadership of Mr. Craig Robinson, the HVAC System at the Marshall Simonds Middle School was installed and operational on time and within budget. We are grateful to Mr. Robinson and to Dr. Picone for all of their efforts in securing the approval and completion of this project.

Burlington students continue to exhibit outstanding achievement on the MCAS Testing. One hundred percent of the students graduating in 2004 passed the examination, and ninety-nine percent of the students who will graduate in 2005 have passed the exam. The Department of Education recognized the Town of Burlington for the significant progress demonstrated by the students over the past several testing periods. The School Committee would like to acknowledge the leadership of Katie Spinos, Assistant Superintendent for Curriculum and Instruction, for her tireless work in updating the curriculum and working with the

principals and teachers to improve student performance.

Superintendent Dr. James Picone completed his first year as leader of the district, and he received exceptionally high marks from the Committee at the time of his evaluation. The Committee thanks Dr. Picone for his outstanding efforts in working to improve the quality of education in Burlington.

The School Committee continues to focus on the issue of rising enrollments and space needs at the Marshall Simonds Middle School and the Memorial Elementary School. In January of 2005, Town Meeting will be asked to fund a study to be performed by an outside consultant who will be retained to prepare an education and facilities Master Plan for the entire Burlington School System. Drawing on the results of this study, the Committee will propose an appropriate plan to address our space needs.

The issue of school security came to the forefront in 2004 as a result of two unrelated incidents of criminal activity in the vicinity of our school buildings. The Committee will continue to review recommendations for the implementation of security measures and will submit a request for funding at the annual Town Meeting in May of 2005.

In October of this year, a visiting team of educational leaders came to Burlington High School as a part of the reaccreditation process. The administration and staff at Burlington High School have been preparing for this visit for approximately two years. Although the final report will not be available until sometime in 2005, the initial comments from the visiting team were highly commendable. All of the Committee members would like to thank High School Principal, Linda Hayes, members of the Administration and the high school faculty who worked tirelessly to prepare for the reaccreditation and the week-long visit by the reaccreditation team.

The School Department was especially pleased to honor Dr. Roderick MacKinnon, a 1974 graduate of Burlington High School, who was awarded a Nobel Prize in chemistry. Dr. MacKinnon came to the high school in May, and was an inspiration to the faculty and the students throughout his visit.

The School Committee was also pleased to welcome a new partner in the pursuit of excellence in education, the Burlington Education Foundation (BEF). The BEF is a non-profit organization whose mission is to promote communi-

ty involvement in education by channeling donations from businesses and individuals to provide Burlington teachers with an alternative source of funding for curriculum enrichment programs. A highly successful spelling bee fundraiser was held in October, generating over \$13,000.00 in tax-deductible donations which will be used to fund grants to classroom teachers. The Committee looks forward to working with the BEF in this exciting new venture.

The Committee would like to thank all School Department employees for their continued efforts in providing our students with a first class education. The Committee is especially grateful to Sharon Gilbert, our secretary, for her outstanding efforts. Likewise, the Committee would like to thank Rebecca McMahon, the student representative to the School Committee, for keeping the School Committee abreast of the activities and events taking place at the high school.

All of the Committee Members thank the citizens of Burlington for their continued support of the Burlington Public School System. We look forward to a challenging year ahead, and we welcome and encourage members of the community to volunteer their time and talents to the school system.

Respectfully submitted,

BURLINGTON SCHOOL COMMITTEE

Stephen A. Nelson, Chairman
Thomas F. Murphy, Vice-Chairman
Christine M. Monaco
Sharon Sotiros
John L. Vanella

Superintendent of Schools

James L. Picone	B.S., Salem State College M.A., Suffolk University Ed.D., Boston College
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Assistant Superintendent for Curriculum and Instruction

Katie Spinos	B.A., Boston College M.Ed., Boston College M.S.M., Lesley College Ph.D. Candidate, 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

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

Linda A. Hayes Principal	B.A., University of Massachusetts M.Ed., Fitchburg State College C.A.G.S., University of Massachusetts
Michael Hickey Associate Principal	B.S., Keene State College M.A., Salem State College M.Ed., Lesley University
Richard T. Sheehan, Jr. Associate Principal	B.A., Stonehill College M.Ed., Salem State

Marshall Simonds Middle School

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

Eric W. Sprung Principal Fox Hill School	B.A., University of Pittsburgh M.Ed., University of Pittsburgh M.Ed., George Mason University
Kathleen Burns Principal Francis Wyman School	B.S., Framingham State College M.Ed., Boston State College
Robert L. Teel Principal Memorial School	B.A., University of Massachusetts M. Ed., Boston State College
T. Jane Graham-Dwyer Principal Pine Glen School	B.S., Salem State College M.Ed., Northeastern University

SUPERINTENDENT OF SCHOOLS

The 2004/2005 school year began on August 30 with the introduction of 32 new professional and support staff members who were hired over the summer to replace veteran staff members who retired. The changes in personnel will reach record numbers at the end of this year as another wave of retirements is expected. My administration is working on ways to attract and maintain highly qualified teachers and instructional assistants for our classrooms.

The school department operating budget was submitted to Town Meeting and subsequently approved at an increase of two percent over the prior year's appropriation. In an effort to comply with the budget recommendation set by the Board of Selectmen and the Ways and Means Committee, a subcommittee comprised of members of the School Committee, the Board of Selectmen, the Town Administrator and the School Department met to discuss funding for Special Education programs. After several meetings, a recommendation was made to transfer LABBB tuition, out-of-district tuition, and all Special Education transportation from the school budget to the town budget. The reasoning behind the transfer was that Special Education is a fixed cost and should be included in the town budget along with other fixed costs. The impact of this recommendation allowed the school department to restore several staff positions slated for reduction. This budget strategy prompted inquiries from other towns and school departments about how they could implement a similar agreement for their districts.

The school department also faced a reduction in supplies, equipment, and textbooks for the FY05 school year due to the budget restrictions. Thanks to the generosity of Burlington High School Graduate Class of 1956, Mr. Jack Blais and his wife Shelley, we were able to update textbooks in the area of Mathematics, Science, and Social Studies at all grade levels. The Blais' donated \$200,000 to the Burlington School Department.

In May the Burlington School Department was audited by a team from the Department of Education Office of Education Quality and Accountability. The mandatory audit was scheduled for all school districts in Massachusetts and the purpose of the audit was to determine how well each district spent funds granted by the Education Reform Act of 1993. The auditors looked for evidence of increased student

achievement as measured by MCAS test results. Their examination covered five domains including: Assessment and Evaluation, Curriculum and Instruction, Student Academic Support Services, Leadership and Governance, and Business and Finance. The 103 page audit report was released in August and the findings can be summed up in one statement contained in the report. "The Burlington Public Schools was among the high performing school systems in the Commonwealth."

A Warrant Article in the amount of \$4.8 million was presented to Town Meeting in May to replace the HVAC system at the Marshall Simonds Middle School. Since the article required bonding, a two-thirds majority vote was required for passage and despite the large dollar amount, Town Meeting approved the project by an overwhelming vote. During the summer, the forty-three year old steam heating system was replaced with an energy efficient hot water system that has greatly improved the teaching and learning environment at the Marshall Simonds.

In the fall, Burlington High School was visited by a team of educational consultants from the New England Association of Schools and Colleges as part of the ten year reaccreditation process. The visiting team spent four days observing classes, talking with students, staff, and school administrators, School Committee members, and the Town Administrator about teaching, learning, curriculum, assessment, school resources, and community support for education. The reaccreditation report was recently released and the findings are impressive. Principal Linda Hayes, her administrative team, the faculty and support staff, are to be commended for their team effort in preparing for the reaccreditation. This report can be found on the Burlington School Department website.

I am grateful to have a wonderful group of administrators, teachers, and support staff who do an outstanding job everyday providing a quality education to the students entrusted to us. I am thankful to report to a supportive School Committee who works to ensure that the Burlington schools maintain a vision, direction, and focus on improving student performance. I am appreciative of the support that we receive from the Town Administrator and his staff as well as the support we receive from the Ways and Means Committee and Town Meeting.

I, along with the Assistant Superintendent for Curriculum and Instruction, Katie Spinos, and the Director

of Finance and Operations, Craig Robinson, look forward to another successful and exciting school year in Burlington.

Respectfully submitted,

James L. Picone, Ed.D.

Superintendent of Schools

CURRICULUM AND INSTRUCTION

During the 2004/2005 school year, Burlington is focusing on several key initiatives. Throughout grades K-12 the school system continues to focus on strengthening literacy, developing mathematical skills and concepts, and updating our social studies curriculum. There are also specific initiatives at each level and school, including ongoing efforts for mentoring new staff, professional development for all and identifying best practices to improve the achievement of all students. Over the summer, Burlington's curriculum work and excellent professional development were recognized by the Office of Educator Quality and Accountability. The State's approval and high ratings reflect the collaborative effort of many teachers and administrators, and the extensive planning and commitment of the school system to teaching and learning.

At the high school level, faculty and administrators continue to map and develop curriculum to align with state frameworks and successfully prepared for the New England Association of Schools and Colleges, Inc. (NEASC) accreditation visit in October. Faculty worked on curriculum over the summer months and again updated course expectations tied to both the high school mission statement and state frameworks. The school sent a team of faculty and administrators with a School Committee representative to the 2004 Model Schools Conference at the start of the summer. This inspirational conference provided ideas to further focus the literacy initiative planned for the high school and resulted in the creation of various study groups to better use data to inform school-wide practices. Funding was designated for the PLAN assessment for all grade 10 students and the SRI for all grade 9 students. This will begin to provide benchmarks and better understanding of the literacy skills of all ninth and tenth graders. Both tools provide insight that can inform decision-making (e.g. text book recommendations that match reading levels) and help faculty target individual students' strengths and areas for improvement. The curriculum office, working with the teacher recommendations and the principal, created a resource collection for teachers on literacy. A number of

guides, reference materials and other resources for teachers on topics like reading in the content areas are now available and circulated through the BHS library. In addition, the initial professional development on opening day was kicked off by Dr. Peter Pappas who provided specific strategies geared to content teachers and their need to develop and strengthen students' reading within their subject areas. The Data Team at the high school also received training in assessment strategies by Dr. Chris Lyons; using this experience the team identified an action plan to flow useful information to the ILT. The leadership from the high school instructional leadership team (ILT), especially the high school principal, has resulted in a focused mission and solid planning on curriculum and professional development.

Articulation between the middle and high school was identified in the high school self study as an area requiring additional time. An entire professional development day (11/2) was designated for department based discussions across grades 6-12. Each team was asked to identify next steps as an action plan and to use this to guide recommendations for additional articulation and collaboration across grades. For example, the science faculty decided to plan March professional development focused on needs identified during their November discussion, including exploring the high school science labs with the eye to strengthening the connection to middle school. The world language teachers also identified priorities for improving articulation across grades, including clarifying learner expectations and common learning resources from grade 7 on, and addressing student interest and motivation to pursue languages.

The middle school continued work on social studies, identifying key new texts and articulating learning expectations for grades 6-8. Preliminary work at the middle school is also underway to review and propose new mathematics materials and approaches to better align with standards-based math. Funding resources have been designated for math review, including professional development and related teacher work. With the writing specialist, Bette Murray's leadership and creativity working with a few key teachers and Joan Tuttle, Middle School Team Leader, Marshal Simonds Middle School is the recipient of a multi-year arts' council grant to fund a poet in residence. The poet is working this school year with all grade 6 students and faculty. The program provides enrichment for students and professional development for teachers; the end prod-

uct will include curriculum work that can be utilized by the teachers again in future years.

The elementary school faculty are phasing-in the newly aligned mathematics learning expectations. New programs, Bridges in Mathematics for grades K and 1 and Investigations in Number, Data and Space for grades 2-5, along with literature and manipulatives, were purchased in 2003/2004 as teaching resources. Three professional development days have been dedicated to continuing the training for grade 2-5 teachers in mathematics. The early childhood curriculum specialist, Kathy Lawless, and the math specialist, Kathy Fitzgerald, have also worked closely with teachers modeling lessons and co-teaching to assist with the implementation across all four elementary schools. Greg Tang kicked off the school year, connecting poetry in mathematics for elementary teachers; collaborating with the PTOs he will be visiting each school in April to also work with students.

New social studies resources were also piloted and are beginning to be purchased for various grades. Several teachers attended a week-long intensive training on the Responsive Classroom during the summer; follow-up one day training was conducted for all elementary staff. Teacher reference guides and resource materials were also purchased for each school. The Blais' donation targeted for social studies, provided initial funding towards the Responsive Classroom social skills/civics training and materials, and grade 3 Massachusetts books and resources. Work continued aligning social studies with recently revised social studies frameworks. As part of our efforts to learn more about the diverse students attending Burlington Schools, we scheduled two series of seminars about India (culture, geography, arts, etc.); one is targeted for Administrative Council and the second for a team from each of the six Burlington schools. Primary grade teachers and specialists also attended a workshop at Peabody Essex Museum that included storytelling, art and dance of India. Related curriculum work, partially funded through a grant, is anticipated in the spring and summer, to connect the seminars and professional development across schools.

Burlington Schools was awarded a federal foreign language assistance project grant for the current school year and CASIT funds for just under a quarter of a million dollars this school year. The grant is renewable for a total of three years pending federal funds. This project enables Burlington to offer Italian language in grades 1-5 twice each

week throughout the school year via Italian language teachers. The grant also includes funding for interdisciplinary connections between math and Italian that enables teachers to create learning centers that allow students to practice both acquired math skills and concepts and Italian language. The curriculum connection happens through teachers of math and Italian collaborating in the design of curriculum materials and through students working independently in learning centers during classroom instructional time. Additional funding is designated for professional development for teachers, including language and culture programs, travel study and articulation of Italian language learning from grades 1-12. New curriculum materials were purchased and teachers continue to be creative in making age appropriate materials. An after school program is also offered during three 8-week periods for students interested in additional Italian language and culture learning opportunities. Overall the students and staff have embraced the opportunity to provide Burlington school children with an engaging opportunity to develop their world languages and interest in diverse culture, arts, geography and now math!

In addition to initiatives discussed above, the curriculum office provides support for teachers including oversight of the mentor program and coordination of professional development. Professional development opportunities are also planned to support the implementation of curriculum, broaden instructional strategies and to better connect assessment to teaching and learning. An inservice budget reduction (by approximately 60% of FY04 dollars) impacted the capacity to deliver the broad array typical in past years but through creativity, partnerships and grant funding many efforts were sustained. Professional development days are designated within the school calendar. Programs are also offered throughout the year via partnerships with organizations like Teachers as Scholars, NESDEC, Primary Source, and subject area organizations like the Massachusetts Association of Foreign Language Teachers (MAFLA) or Computer Using Educators (Mass CUE).

The curriculum office also offers special programs for students. In the summer over 200 students participated in literacy programs at either Francis Wyman or Pine Glen elementary schools for two or four weeks. The summer literacy programs strengthen students reading and writing, and keep students reading over the summer, which is critical to retaining skill levels for the start of each school year. We also offered two one-week institutes over the summer for secondary students emphasizing the connections between

arts and literacy; one program involving poetry and digital photography, another storytelling via the use of drawing (anime). During school vacation weeks two math camps are being planned with teachers and the principals of Pine Glen and Memorial schools; these hope to target students preparing for the math MCAS exams in grades 3-5. Enrichment opportunities provide a basis for boosting students' confidence and developing academic skills. Combined, the Italian language and culture after school programs and these vacation programs, serve hundreds of Burlington students beyond the school day in 2004-2005.

Respectfully submitted,

Katie Spinos

Assistant Superintendent

for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

Over the past year the faculty and administration of Burlington High School prepared and accepted self-study reports on the school's adherence to the Standards for Accreditation by the Commission on Public Secondary Schools of the New England Association of Schools and Colleges. These reports highlighted Burlington High's mission and expectations for student learning, curriculum, instruction, assessment for learning, leadership and organization, school resources and community resources. The completion of the self-study was followed by an on-site evaluation of Burlington High School by a visiting team of 16 educators from New England, chaired by Mr. Paul Daigle, Superintendent of the Mendon-Upton School District, and Mr. Robert Gillis, Principal of Gardner High School.

The Evaluation Team visited the school October 17-20, 2004, to review and determine the extent to which the school met the Standards for Accreditation. During their visit, members of the Evaluation Team met with teachers, administrators, parents and students. The Team also visited classrooms, examined examples of student work, toured the facilities and met with the School Committee.

A draft of the Report of the Visiting Committee was submitted to the High School Principal, Linda Hayes, in December for review and comment. The Final Report of the Visiting team will be made public prior to the Commission's meeting in March. At its spring meeting the Commission will vote whether to extend the accreditation

to Burlington High School with or without conditions.

The MCAS passing rate for the BHS Class of 2004 was 99.5% with only two students not passing either the English Language Arts or Math tests. Furthermore, under the federal guidelines created by *No Child Left Behind Act*, Burlington High School issued its second annual report card indicating that BHS made Adequate Yearly Progress (AYP), exceeding its proficiency index target for the mid-cycle period of the accountability program. The 2004 MCAS results also showed a significant increase in the numbers of students scoring advanced and proficient and declines in the number of students scoring needs improvement and failing.

Mr. Michael Hickey assumed the responsibilities of Associate Principal in July 2004. At the end of the school year a number of veteran teachers retired including: Mr. Steven Anderson, Ms. Maura Bullock, Ms. Kathy Dalton, Mr. David Luther, Mr. Allan Mazur, Mr. Michael Pace, Ms. April Strickman, Mr. Richard Surmach, and Mr. Donald Tocci. The faculty, administration and students of Burlington High School were also saddened by the deaths of teachers Ms. Karen Plasse and Mr. John Nolan, and Coach Nina Warner.

The following faculty joined the staff of Burlington High School this year: Ms. Cynthia Brown, Ms. Leslie Chambers, Ms. Gloria Deutsch, Ms. Sharone Hardesty, Ms. Ilaria Hoerle, Mr. Nathaniel Ladd, Ms. Diana Lombardo, Mr. Steven Meitner, Mr. Fred Miksenas, Mr. Patrick Moreno, Ms. Kristi Simmons, and Mr. Philip Vachon. Mr. Todd Saxon and Ms. Callie Graham joined the faculty on an interim basis while Mr. Benjamin Lally and Ms. Rachel Zucker pursue their graduate studies.

A summer school program was offered to 9th grade students identified as at-risk for failing the MCAS test. Funding for this program was provided under an Academic Success Grant from the Massachusetts Department of Education.

In the spring of 2004 a number of distinguished alumni returned to Burlington High School to talk to students and staff about their experiences at Burlington High School and their career choices and paths. The visitors included Dr. Roderick MacKinnon '74, co-recipient of the 2003 Nobel Prize for Chemistry; Mr. Steven Wright '73, comedian and actor; and Ms. Amy Poehler '89, comedian and actress (*Saturday Night Live*).

Computer upgrades were made to the music technology lab, the main office computers and the guidance department computers. Renovations to the John Edward Fogelberg Auditorium included replacement of seats and carpeting.

The summer reading program provided a choice of readings this year on the theme of community. A follow-up activity for students who participated in the reading program included a team competition based on the *Survivor* TV shows. The *Passing the Legacy Project* and those who made it possible were recognized at the Annual Veterans Day assembly. The video taped interviews of veterans made possible through the efforts of Veterans Agent, Robert Hogan; BHS teachers: Mr. Jason Lord, Mr. J. Luke Day, and Mr. Kevin Field; and a number of high school students were shown on BCAT during the week of Veterans Day.

Students participated in a number of other community service projects including the Walk against Breast Cancer, the collection of winter coats for those in need, fundraising projects for AIDS orphans in Africa, and the mailing of packages to the troops.

Respectfully submitted,

Linda A. Hayes, CAGS
Principal

ART DEPARTMENT

The Burlington High School art program continued its exemplary efforts as five Burlington art students won awards at the 54th, Boston Globe sponsored, Scholastic Art competition. This year 3,400 works of art were entered in fourteen categories to the statewide competition. Our students were among the 1,250 students who received honors in the annual competition for students in grades 7 – 12, representing all public and parochial schools. Of 385 entries, Rachel Faller's portfolio was one of 128 selected for national judging in New York.

Miss Faller also won two "Silver Keys" for her drawing and ceramic works. Rachel continues her art career at Maryland Institute of Art. Another "Silver Key" was awarded to Digital Art student, Chris Mason. Honorable Mentions were given to photographer Janelle DePiano and to Aileen Noonan for her drawing. The only "Gold Key" awarded to a Burlington student was presented to Rebecca McMahon for her outstanding drawing.

Burlington students, again, participated in the Congressional High School Art Show sponsored by Montserrat College of Art. Portfolio/Digital Art student, Michela Means was honored with the "Best in School" award presented by Congressman James Tierney.

Thirty Burlington students, the largest number in the long history of our involvement, exhibited their art works at the High School Art Majors Exhibition sponsored by the Lexington Arts & Crafts Society. This exhibit, shared with several neighboring communities, celebrated Burlington student accomplishment by offering nearly one third of its display area to our young artists. These outstanding art students presented their work: Joel Atlas, Michaela Baril, Jessie Caterino, Amanda Creekmore, Kristen Fahey, Alysse Geradi, Ivan Gombya, Brittney Gormley, Steve Harvey, Dan Hogarty, Ashley Howe, Tiffany Huang, Rachel Kerstein, Kat Lambert, Leigha Levesque, Kara Litchfield, Chris Magliozzi, Robyn Maquire, Leanne Manousaridas, Bennett McMillan, Mike Miller, Amanda Murphy, Aileen Noonan, Patrick O'Brien, Michael O'Neill, Harry Skourtis, Ashley Vincett, Colleen Welch, Jason Yeadon and Jay Yeadon.

Our annual "*Spring Exhibition*" respectfully bid farewell to its 30 year traditional "Exhibition" theme and show format. This year marked the first in a series of theme based presentations, this first theme designated as "*Identity*". As always, over 1,000 works of art were exhibited in the high school library and main lobby representing exemplary student work from each course within the art program. This year, however, 15 senior art students were offered individual alcoves to display their portfolios. This innovation not only worked as a motivation for these students and the underclassmen who will present next year, but significantly increased attendance.

Ashley Vincett was selected to represent Burlington High at the seventeenth annual All-State Festival at the Worcester Art Museum. 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. Miss Vincett was inspired to participate in a number of art offerings during her senior year and looks forward to acceptance in an art school upon graduation.

Graduating students were accepted at Maryland College of Art, Mass College of Art, University of Massachusetts (Dartmouth) and Maine College of Art.

In keeping with Burlington's commitment to the fine arts, other notable events occurred in 2004. First was an enrichment opportunity offered this summer for students in grades 6 – 12. During the first week of August, over 30 young students participated in an interdisciplinary course entitled *Poetry Writing and Digital Photography*. In a team approach, participating students were instructed by Mr. Steve Ratiner, a recognized local poet and author, Ms. Bette Murray, Literacy Coordinator, and Mr. Wayne Little, high school photography teacher. Inspired by a visit to Walden Pond in conjunction with "*The Walden Project*", students wrote and photographically illustrated their own poems. The following week was highlighted by another collaborative effort between Ms. Murray and high school art teacher Mr. George Ratkevich, entitled *Writing and Drawing for Comics*. Also this year a Digital Art course has been added to the night school program and is taught by Mrs. Christina Chang-Riley from the high school.

Last, of note, was an art auction and wine tasting event organized by the Grandview Farm Advisory Committee, and its Chair, Ms. Mary Ippolito in conjunction with the Burlington High School art department and other community volunteers. With as many as 200 local participants, the auction offered the works of over sixty Burlington High School alumni and local artists. Upon payment of all costs this non-profit fundraiser collected more than \$9,000 to benefit the reconstruction efforts of the Marion Tavern at Grandview Farm and highlighted the legacy of alumni talent and participating residents.

Respectfully submitted,

Wayne D. Little
Art Department Chairman

Photo by W.D. Little



Burlington High School was well represented at the annual Boston Globe Scholastic Art Exhibition. Proud entrants and award winners share their enthusiasm. (Front row: left to right) Samuel Faller, Alyse Gerardi, Mike Sapienza, Rachel Faller, and Chris Magliozzi, (Back row: left to right) Chris Mason, Janelle DePiano, Jason Yeadon and Rebecca McMahon.

ENGLISH DEPARTMENT

BHS students continue to post impressive scores on the MCAS exam. With 96% passing the English exam on the first try, it is clear that ours is a solid program of instruction that offers every student a challenging, rigorous English curriculum. Twenty-one students earned college credits by passing the Advanced Placement English exam. Most impressive is that our students collectively outscored other AP students throughout the country. For example 60% of BHS students scored in the highest categories compared to 31% of students nationwide.

Collab magazine again won accolades for its fine publication from both Columbia University and the Scholastic Press. Advisors, Kathleen Dalton, Lucille Flammia and George Ratkevich are to be commended for their fine work and for keeping Collab's storied history alive. The magazine is in good keeping this year as Nicole Fuller joined Flammia and Ratkevich to advise our budding writers, artists and editors.

The English Department mourned the passing of retired English teacher, Marie McVea Yazbak. Marie was a beloved colleague and teacher who taught ninth grade English for more than 35 years. Her grace and good humor inspired hundreds of Burlington students.

Two esteemed colleagues who served the students of BHS with distinction retired in June. Kathleen Dalton taught literally every course offered in the English Department prior to a ten year stint in the middle school. Maura Bullock came to Burlington in 1974 as department chair and held that position for 11 years. After a maternity leave, she returned in 1988, and continued to teach the AP course, which she instituted in 1974. Hundreds of Burlington students benefited from the work of these remarkable, dedicated professionals.

The department welcomed two new teachers to replace Dalton and Bullock. Callie Graham, a BHS graduate, returned to Burlington after graduating summa cum laude

from Roger Williams College. Also joining the staff is Diana Lombardo, a Boston University graduate, whose experience includes teaching advanced placement English in Wakefield for 6 years.

Respectfully submitted,

Robert W. Casey,
English Department Head

FAMILY AND CONSUMER SCIENCE, BUSINESS, TECHNOLOGY EDUCATION AND YOUTH TECH ENTREPRENEURS

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 pre-school program for Burlington residents. From a pool of applicants, sixty-five 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.

Youth Tech Entrepreneurs (YTE), now in its fifth year, allows students the chance to participate in student community service projects such as maintaining and upgrading the Burlington School System web pages. Lisa Francescon continues to teach YTE course offerings in Web Design, Computer Technology, and Advanced Computer Technology.

The **Business** program, headed by teacher John Hayes, gives BHS students a variety of courses from which to choose. Course offerings include College Accounting, Business Management, Business Law, and Introduction to Marketing.

The **Applied Technology** program, under the leadership of first year teacher Philip Vachon, continues to offer courses in Applied Technology and Engineering Technology. In addition, Mr. Vachon will be field testing a new technology/engineering course, Engineering the Future, designed by the Museum of Science in Boston.

Respectfully submitted,

Michael T. Hickey
Associate Principal

FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department offers the study of French, Italian, Latin and Spanish in a five-year sequence.

All of our Advanced Placement students in Spanish earned college credit on this highly competitive college-level exam.

The department has begun work on a five-year curriculum update. During this past summer, Mrs. DeBellis and Ms. Abbott worked on curriculum templates and maps for beginning language courses in Latin and Spanish. Teachers plan to review the upper level courses over the next year.

Members of the department, including Ms. Abbott, Mrs. Borin, Mrs. DeBellis, Ms. Gilmartin and Mrs. Walton, have attended workshops or courses in language instruction. In June, Mrs. Walton attended the Model Schools Conference in Washington, D.C.

Mrs. DeBellis continues as advisor to Latin Club and Mrs. Walton serves as advisor to Spanish Club. Ms. Abbott remains advisor to the Class of 2006.

The Foreign Language staff has undergone several changes. In June, Mr. Allan Mazur retired after thirty-four years as a French and Spanish teacher and Mr. Richard Surmach retired after thirty-two years as a teacher of German and Italian. Two new members of the department are Italian teachers Mrs. Ilaria Hoerle and Mr. Patrick Moreno.

Respectfully submitted,

Maria P. Walton
Foreign Language Department Head

MATHEMATICS DEPARTMENT

The Math Department continues to carry out the mission of Burlington High School by providing a challenging and relevant curriculum. AP Calculus, Computer Programming, MCAS integrated math, inclusion math and a variety of other courses are offered to meet the diverse needs of all students.

Under the guidelines of the federal *No Child Left Behind Act*, the Burlington High School NCLB report card showed a significant increase in the numbers of students scoring Advanced and Proficient on the MCAS Mathematic Examination and a corresponding decrease in the numbers of students scoring Needs Improvement and Failing.

Establishing a three-year trend, students taking the 10th grade Math MCAS test have exceeded the targets set for achieving Adequate Yearly Progress as indicated by the NCLB mid-cycle AYP report.

In June 2004 two veteran math teachers retired after distinguished careers at Burlington High School. Mr. Michael Pace and Mrs. April Strickman concluded their careers at BHS, leaving a legacy of commitment and dedication to the school and their students. Teachers Fred Miksenas and Kristi Simmons joined the faculty in August 2004 to fill the vacancies created by these retirements.

In October 2004 the faculty at Burlington High School was saddened by the death of their colleague and friend, Mr. John Nolan. Mr. Nolan taught mathematics and computer programming at BHS for over 35 years. He is sorely missed by his fellow math teachers and BHS students. Mr. Josh Murphy, a Burlington High School graduate, was hired to fill the vacancy created by Mr. Nolan's passing.

During the summer Mrs. Jean Saxe and Mr. Fred Miksenas reviewed and revised the Math Review and Integrated Math curricula in keeping with the department's 5-year curriculum plan. Throughout the year members of the department have attended numerous workshops and conferences including: Teachers as Scholars, AP workshops, MCAS workshops and the NCTM conferences. Mr. Karl Liljegren joined a team of 11 teachers and administrators who traveled to the Model Schools Conference in Washington, D.C. As part of the conference, Mr. Liljegren assisted in the development of a Model Schools Action Plan which has been incorporated into the BHS School Improvement Plan.

The 2003-2004 Math League team had another successful year. The members won all 6 of their division meets and finished tenth in the 40-member school league. The Team advanced to the Eastern Massachusetts Championships held at Hudson High School on April 8, 2004, where 34 teams from math leagues across the state competed. The students who competed at the championship meet were: Vishal Patel, Laura Young, Rachel Bainbridge, Galina Gartsman, Binhminh Tu, and Amrita Saigal.

Respectfully submitted,

Linda A. Hayes
Principal

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 program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with learning disabilities. In the 2004/2005 school year, inclusion courses were significantly increased in the areas of English, Mathematics and Science. In these courses special education teachers provide direct support and service to students in mainstream academic classrooms.

This past June, Ms. Jean Kelly resigned her position as instructor in the Alternative Education Program at Burlington High School. Ms. Sharone Hardesty has assumed the Alternative Education instructor position vacated by Ms. Kelly's resignation. Additionally, Mr. Nathaniel Ladd has assumed a special education instructor position at Burlington High. Mr. Ladd primarily serves as an inclusion teacher.

The Guidance Department hosted representatives from fifty-one 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 2004 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty three donors contributed to the 2004 program. Three hundred fifty seven scholarships, totaling \$339,900.00, 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, four thousand seven hundred sixty eight scholarships totaling \$3, 603,657.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2004:

Size of Graduating Class: 215 students
 Number of Students Continuing
 Education: 188 or 87.4% of Class
 Number of Students Seeking
 Employment: 20 or 9.3% of Class
 Number of Students Entering
 Military Service: 5 or 2.3% of Class

Continuing Education Information:

Four-Year Baccalaureate Programs: . . 149 or 69.3% of Class
 Four-Year Public Institutions: 71 or 33.0% of Class
 Four-Year Private Institutions: 78 or 36.3% of Class
 Two-Year Associate Degree Programs: 37 or 17.2% of Class
 Two-Year Public Institutions: 32 or 14.9% of Class
 Two-Year Private Institutions: 5 or 2.3% of Class
 Educational/Vocational Non-Degree
 Programs: 2 or 0.9% of Class

2004 CEEB Test Summary:

199 students tested out of a class of 209 or 95%
 Mean Verbal Score: 517 Mean Math Score: 543

SAT I Cumulative Percentages

(Per Cent of Students scoring at or above a given range):

	Verbal	Math
Above 700	4%	5%
Above 650	13%	15%
Above 600	23%	29%
Above 550	35%	48%
Above 500	53%	67%
Above 450	72%	81%

Of Scores In A Given Range:

	Verbal	Math
750-800	3	1
700-740	3	7
650-690	17	20
600-640	20	28
550-590	24	38
500-540	36	37
450-490	37	28
400-449	31	20
TOTALS	171	179

SAT II Mean Scores:

Writing:	593	Literature:	590
Biology M:	573		
Math Level IC:	595	Math Level IIC:	641
Biology E:	554		
Chemistry:	634	American History:	630

Two members of the Class of 2004 were recognized as National Merit Scholarship Recipients. Seven members of the Class of 2004 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, five members of the Class of 2004 were recognized as Advanced Placement Scholars with Honor and one student was recognized as an Advanced Placement Scholar 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.

Testing results for the Class of 2004 are as follows:

Original Enrollment of Class of 2004: 220 students
 Passed both the English
 Language Arts and
 Mathematics tests: 218 students or 99.1% of Class
 Passed the English
 Language Arts test: 219 students or 99.5% of Class
 Passed the Mathematics
 test: 219 students or 99.5% of Class
 Scored either proficient or
 advanced on the English
 Language Arts test: 175 students or 79.5% of Class
 Scored either proficient
 or advanced on the
 Mathematics test: 116 students or 52.7% of Class

**Testing results through October 2004
for the Class of 2005 are as follows:**

Original Enrollment of Class of 2005: 235 students
Passed both the English
Language Arts and
Mathematics tests: 233 students or 99.1% of Class
Passed the English
Language Arts test: 233 students or 99.1% of Class
Passed the Mathematics
test: 234 students or 99.5% of Class
Scored either proficient
or advanced on the English
Language Arts test: 168 students or 71.5% of Class
Scored either proficient or
advanced on the
Mathematics test: 146 students or 62.1% of Class

Respectfully submitted,

Thomas Imbriglio
Support Services Coordinator

READING

The Reading Specialist at Burlington High School continues to coordinate all aspects of reading development, study skills, and basic skills support for mainstream students. These services include testing, diagnosis, evaluation, consultation, and instruction in all verbal areas. Individualized programs are designed for students based on diagnostic test results, classroom performance, and other assessment indicators. Counselors, teachers, parents, and students initiate referrals to the office of the reading specialist.

This year, as a direct result of our participation in the 2004 Model Schools Conference in Washington D.C., our school community has embarked on a literacy initiative which is piloting two new programs for testing and evaluation. These assessment instruments, the Scholastic Reading Inventory (SRI) for all freshmen, and the PLAN test for all sophomores, has given us valuable data about the critical reading of our younger learners.

Respectfully submitted,

Robert F. Conceison
Reading Specialist

SCIENCE DEPARTMENT

Dr. Rod MacKinnon, Nobel Prize laureate in Chemistry and a 1974 Burlington High School Graduate, visited BHS in June, and he sparked a tremendous interest in science in our students. In addition, one of our teachers, Mr. Rick Beaumont, Who's Who for Teachers 2004, taught Rod, and their reunion was exciting.

Our students excelled in the Advance Placement courses. Thirty students gained college credit, with 13 scoring a "5," the top grade. Overall results were: 90% passed Biology (average grade of 4.2!), 90% passed Chemistry, 80% passed Environmental Science and 90% passed Physics. Tenth grade MCAS Science scores were exceptional in all areas: Biology, Chemistry and Physics.

The Science Department hosted the American Chemical Society's "High School Teachers' Night" in October where over 170 teachers from the region attended. Numerous workshops of various aspects of biochemistry were presented. Dr. Mark Klempner, National Director of the Biocontainment Laboratories and Provost at Boston University's Medical School, was the keynote speaker.

Dr. Nassiff served on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics. Mr. Alan McRae continued his joint project with Harvard-Smithsonian Center for Astrophysics and NASA, which produced a DVD of his astronomy classes.

The Science staff experienced some changes. Dr. Eric Sheagley moved out of state and longtime teachers, Mr. Donald Tocci and Mr. David Luther, retired. Two new members joined our staff, Dr. Gloria Deutsch, a Burlington resident, in chemistry, and Mr. Steve Meitner in physics.

Budget restraints affected the department adversely. A staff position was eliminated in environmental science. This cut increased overall class sizes from 16 to 20 and created a loss of three classes, including AP Environmental Science. The department's equipment budget was slashed and with increased costs, especially in textbooks, the science budget was severely constrained.

Respectfully submitted,

Dr. Peter J. Nassiff
Head of the Science Department

SOCIAL STUDIES DEPARTMENT

The most pressing matter for the Social Studies Department during the past year has involved curriculum changes required by the new state frameworks. First and most important has been the selection of the textbook that will be used with the new United States History courses for freshmen and sophomores. A subcommittee comprised of Jack Bridge, Matthew Carr, Joyce Carey, Katie McKiernan, and Rachel Zucker (capably assisted by Head Librarian Susan Kelly DiSanto and Reading Specialist Judith Mela) spent many hours perusing and evaluating all of the major textbooks available today. In June, a formal recommendation was made to the school committee, which they accepted, to adopt the textbook published by McDougal Littell and titled *The Americans*. Numerous supplementary and enrichment materials were also selected for these courses.

The Social Studies Department of Burlington High School wishes to express its sincere appreciation to Mr. & Mrs. Jack Blais for their extremely generous donation of a large sum of money that allowed for the purchase of all the new textbooks for this program, a wide array of supplementary materials, and a significant portion of the new textbooks needed next year for the *World History II* course. The town of Burlington is indeed fortunate that Mr. Blais, a very successful businessman and Burlington High School graduate, has made this wonderful contribution to his esteemed alma mater.

During the summer, a tremendous amount of work was accomplished by Jack Bridge, Joyce Carey, Katie McKiernan, and Rachel Zucker in mapping and writing the full curriculum template for the new freshman course titled *United States History I*. Mr. Todd Saxon also gave valuable assistance with this project.

James Beaudry, Joyce Carey, Peter Halvorson, Katie McKiernan, and Rachel Zucker attended the 35th annual session of the Northeast Region Social Studies Convention held this year in New Haven, Connecticut, in March. They gathered textbooks and materials to be evaluated for the new courses along with participating in many of the workshops and sessions to enrich their teaching.

Our traditional field trips were conducted, again this year, with great success. Mr. Carr took four dozen junior-year United States History students to Washington D.C. and related sites during the April vacation. Mr. Costa and Mr. Driscoll combined the law and sociology students for a

field trip each semester to the Massachusetts correctional facility at Bridgewater and participated in their program called "Project Youth."

The delegate and alternate for Student Government Day, held in April at the State House in Boston, were Aaron Bernstein and Casey Duffy, respectively. The Daughters of the American Revolution "Good Citizen" award was voted this year to Julianna Leone (nominated by the faculty and elected by the members of the senior class). Burlington's two delegates to Girls State, held in June at Bay Path College, Longmeadow, MA, were Julianna Leone and Mallory Vachon. The Boys State delegates were Jason Yeadon and Jay Yeadon. Boys State was held at Stonehill College, in Easton, MA from June 12-18th. David Sutherland was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award presented on May 1.

This being a Presidential election year, the Social Studies Department conducted a school-wide mock election. The results were as follows (contested races only):

PRES. & VICE PRES.

Badnarik & Campagna, Libertarian	49
Bush & Cheney, Republican	259
Cobb & LaMarche, Green-Rainbow	26
Kerry & Edwards, Democratic	439
Ralph Nader (write-in)	26

REP. in CONGRESS

John F. Tierney, Democratic	591
Stephen P. O'Malley, Republican	154

SEN. in GEN. COURT

Robert A. Havern III, Democratic	438
Douglas M. Lucente, Republican	278

REP. in GEN. COURT

Charles A. Murphy, Democratic	617
John J. Cirigano, Republican	126

This year marked the fifth consecutive year that the Social Studies Department, in conjunction with Town Hall, has conducted a local Student Government Day in May. Each junior-year U.S. History class elected from one to three delegates (depending on class size) to play the role of

various town elected and appointed officials. After “shadowing” their town government official in the morning, a sumptuous luncheon was enjoyed in a commodious room at the Café Escadrille. As in the past, Mr. Robert Mercier, Town Administrator, was the master of ceremonies. The popularity of this program has grown each year. Students have been especially pleased with those departments that have gone out of their way to “show them the ropes” and have planned specific activities for the day. Dr. Beaudry, Mr. Carr, Mr. Costa, Mr. Driscoll, and Mr. Hoyt were the United States History teachers that conducted the elections from their classes. Participating students reported back to their classmates on what they had learned that day about Burlington’s town government.

There has been one staff change during the year. Ms. Rachel Zucker was granted a one-year leave of absence to pursue graduate study. The vacant position has been filled by Mr. Todd A. Saxon. Upon graduating from Burlington High School in 1991, Mr. Saxon completed his undergraduate studies at the Wharton School of the University of Pennsylvania receiving a B.S. degree in Economics, *cum laude*, in 1995. After several very successful years in the business world and attaining his CPA, Mr. Saxon has opted for a career change to the teaching profession.

Prudently planning for the career transition, Mr. Saxon was able to obtain a full-time job as an accountant at the Center for Corporate Citizenship at Boston College while completing course work, part time, for the M. Ed. degree in Secondary History Teaching at the Lynch School of Education (also at B.C.). His graduate program included intense course work in American History as well as educational methodology and theory. He graduated from the program in May of 2004 and soon thereafter obtained Massachusetts teacher certification in Social Studies. His teaching schedule is comprised of five sections of the new freshman *United States History I* course.

Respectfully submitted,

Jeffrey W. Hoyt, Chairman
Social Studies Department

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 Fifth Annual Burlington High School Athletic Hall of Fame Induction was held on September 30, 2004 and was another great success. The list of inductees included Benefactor, George Ganley and Coach, Frank Matarese. The athletes included the 1994 Boy’s Gymnastics Team and individual athletes: Ken Connerty, Ivette Correa Thompson, Doug Ellis, Mike Girouard, Liam Govostes, Richard Gurney, Bill McCarthy, Terry Morgan, Martha Murphy Metzdorf and Deborah Thompson. 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 led by Seniors Kevin Cardarelli, Dan Georgette and Mike Judge finishing 3 and 17. The Girl’s Basketball Team was led by Kathleen Murphy, Courtney Mulcahy and Ashley Miles, and they finished 3 and 15. The Boy’s Hockey Team was led by Seniors Brian Quinn, Jim Hanafin and Jeff Calvino, and finished 5 and 9 and 4. The Girl’s Hockey Team, led by Katie Scrocca, Kerri Clarke and Elisa Pepicelli, finished 4, 15 and 1. The Boy’s Gymnastic Team, led by Kelvin Chan and Jonathan Morgan, finished a strong 7 and 1 season. The Girl’s Gymnastic Team, led by Danielle DeRosa and Annalee Berquist, finished with a record of 1 and 8. The Boy’s Indoor Track Team led by Paul Kekejian and Shaun Tirrell finished 6 and 3. Laura Young and MaryKatherin Conceison led the Girl’s Indoor Track team, finishing 2 and 7. Steve Dutton led the Boy’s Swim Team to a 1 and 6 record. The Wrestling Team, led by Senior Captains Lucas Hammond and Chris McNeill, ended the season with a record of 18 and 2 and the Middlesex League Championship.

The Athletic Department’s Spring program included the Boy’s Baseball Team, this year led by Ben Read and Dan Georgette, finishing with a record of 17 and 7. Burlington reached the North Sectional Finals. Softball had a record of 6 and 12. Leaders of the team were Jennifer Farrow, Colleen Larson and Kerri Mahoney. Lacrosse led by Brian Durkin and Kevin Enwright finished 12 and 5 making it to the tournament and losing to Danvers sharing the Middlesex League Title. Boy’s Tennis led by Dan Swiszc and John Burke finished 11 and 8. Girl’s Tennis was led by Jamie Burke and Meri Ruhotina and finished with a record of 16 and 4. They lost to Lynnfield in the State Tournament. Boy’s Track finished 6 and 3 led by Jeff Calvino and Shaun Tirrell. Courtney Mulcahy, Kathleen Murphy and Colleen Geary led the Girl’s Track Team, finishing 6 and 3.

The Fall Sports program started with the Football Team's 8 and 3 record, led by Captains Jake Daigle, Joe Reale, Chris Oates and Adam Burt. This year's team was Middlesex League Champions. The Boy's Soccer Team, led by Senior Captains Anthony Scanio, Dave Rowe and Travis Bettinson finished 3, 12 and 3. The Girl's Soccer Team, led by Charlene Mantia, Jodi Bourgeois, Lindsay Steinbach finished with a 2, 15 and 1 record. The Golf Team was led by Chris Parker and Ryan Sheehan, finishing 5 and 4. Boy's Cross-Country, led by Jesse Faller and Ryan Noyes, finished 8 and 1 and the Girl's, led by Sandhya Narayanan and Swati Varshney, finished 4 and 5. Girl's Swimming and Diving finished 5 and 5 led by Mallory Vachon, Katie Sullivan, Kristy Lyons and Casey Duffy. Field Hockey finished 0, 16 and 2, led by Lindsay Collins and Julie Leone. The Competition Cheering Squad also had a great season finishing first in the Middlesex League, as well as Division II State Champions qualifying them for the Nationals in Nashville, Tennessee. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize Coach Don Tocci for his services as Swim Coach. Don retired this year and will surely be missed.

Respectfully submitted,

Edward L. Gillis
Athletic Director

HIGH SCHOOL LIBRARY



This year, the Summer Reading Program, Read It – 2004, included seven books chosen by students and faculty to promote the school wide theme of Community.

- *Secret Life of Bees* by Sue Kidd Monk
- *Life of Pi* by Yann Martel

- *Friday Night Lights* by H. G. Bissinger
- *Plainsong* by Kent Haurf
- *Whirligig* by Paul Fleischman
- *Golden Compass* by Philip Pullman
- *Hitchhikers Guide to the Galaxy* by Douglas Adams

Students who read from this list and created a visual were invited to participate in a physical activity called SURVIVOR: BHS, a team competition for building Community, which was run by Adam Gustafson of the Physical Education Department. Through physical movement and student team work, Mr. Gustafson quickly translated the complex idea of community. Following this activity, students gathered in the cafeteria for a pizza lunch and an informal book discussion.

The librarian, Susan Kelley DiSanto, and staff started the year off in preparation of the visiting team from New England Association of Schools and Colleges (NEASC) as part of the re-accreditation process. The library staff was interviewed by the team in October.

Our library extended its operating hours. The library is now open from 7:00 to 2:45. This allows students access to all library resources before and after school.

In the continuing effort to support literacy, our school goal for this year, the library purchased and displayed professional literature, "teen reads", and has also exhibited posters promoting literacy around the building.

Along with several teachers from the high school, the librarian spent two weeks in China. This study tour of the Guangdong province, conducted by Primary Source, provided firsthand knowledge of Chinese immigration, The Opium Wars, and the making of modern China. It was a wonderful experience to see and learn of the ongoing developments of this region of the country through the eyes of its scholars.

Ms. Kelley DiSanto and the faculty Plagiarism Committee, created an information booklet on Plagiarism to be distributed to all students. This booklet advises students on how to avoid plagiarism by providing examples of summarizing, paraphrasing and quotations. Also included are examples on how to cite print and electronic sources.

Another initiative this year was working with the Social Studies Department to review and evaluate resources to support the new American history curriculum. This includ-

ed working with the textbook adoption committee and identifying the supplemental resources needed by teachers such as videos, primary sources, research books, online databases, and historical fiction books.

Ms. Kelley DiSanto led another faculty book discussion with middle and high school teachers. Historical fiction, biographies, and graphic novels, with a focus on the Middle East, were chosen by the group.

The library media center continues to support the high school's mission of preparing students for lifelong learning by providing resources that meet their needs. We look forward to another successful year.

Respectfully submitted,

Susan Kelley DiSanto
Library Media Specialist

MARSHALL SIMONDS MIDDLE SCHOOL

Marshall Simonds Middle School continued to focus on an educational program that recognizes and provides for the uniqueness of the individual. The middle school is an educational response to the needs and characteristics of early adolescents and, as such, deals with the full range of intellectual and developmental needs.

A major building initiative was implemented at Marshall Simonds in 2004. Town meeting voted to appropriate funding to address environmental and air quality concerns within the middle school. A new HVAC system was designed and installed. Classroom univents, corridor lighting, ceiling tiles, air conditioning, and a modern and efficient heating system have enhanced the learning environment for students and teachers.

Throughout the year specific areas of focus included:

1. Technology
2. Standards-based Curricula
3. School Safety
4. Enhancement of a School Environment
Characterized by Tolerance and Respect for
All Groups

Since the inclusion of computers in all classrooms teachers have initiated a variety of projects within specific curricula that emphasize the use of technology to enhance and reinforce their lessons.

The MCAS tests currently administered in grades 6, 7, and 8 are aligned with the state curriculum standards. Since the initial MCAS testing Marshall Simonds main goal has been to promote continued improvement in student performance. Students successfully exceeded state MCAS averages in grade 6 math, grade 8 math, and grade 8 science and technology. The 89% proficient and advanced student scores in grade 7 English/Language Arts were extraordinary. Areas of weakness in math and science are being addressed through a new inclusion program, supplementary instructional materials, and curriculum reviews.

A new social studies curriculum has been developed at the middle school. World geography will now be taught in grade 6 and world history will be the content area in grades 7 and 8. New texts were purchased to serve as a primary instructional tool for the reorganization of subject matter.

During 2004 CODE BLUE, CODE RED, and fire drills were developed to practice safe entrance and exit from the school. Students reacted responsibly and according to direction when CODE BLUE and other emergency drills were held. The middle school administration considers its major responsibility to provide a safe and nurturing climate in which learning can take place. It is through the collaborative efforts of the Burlington Public Schools and the Burlington Fire and Police Departments that this objective can be realized.

Teachers in health, music, language arts, foreign language, social studies, family and consumer science, and special education addressed issues related to diversity, tolerance, and respect for all groups. Their curricula offer multiple opportunities to enhance the school environment by addressing the following:

- The objectives to teach
- The topics to explore
- The books to read
- The projects and activities assigned
- The assessment methods selected
- The manner in which learning is organized and connected

The Parent-Teacher Organization and School Council remained as an important communication bridge between the middle school and the community. School newsletters, principal letters to parents, individual and team parent conferences, orientation programs and a variety of special

school events represented opportunities for the public to interact with teachers and administrators. The grade 8 "Scholars' Brunch," Vaudeville, Winter and Spring Concerts, Back to School Night, and the Spring Open House are traditional middle school events that remain popular with students and parents.

Marshall Simonds Middle School and the Town of Burlington were saddened in May to learn of the death of middle school physical education instructor Nina Warner. Mrs. Warner had served as a beloved and inspirational teacher and coach in the Burlington Public Schools for 34 years.

Three middle school faculty members retired in 2004. Carmelina D'Alleva taught mathematics for 20 years, James Shea served as a social studies instructor for 35 years, and Anthony Stys devoted 37 years of his life to the teaching of physical education and health. These outstanding educators will be remembered for their professionalism, love of their subjects, and dedication to the best interests of middle school students.

Respectfully submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill welcomed the following staff members in 2004: Eric Sprung, principal; Erin Mahoney, first grade teacher; Suzanne Siegel, permanent substitute; Vanessa Hargrove, permanent substitute; and Nicole Mattos, speech and language assistant. June 2004 marked the retirement of Mary Lou Binnall, a talented first grade teacher.

The Fox Hill School Council welcomed two new members this year. This group created school goals which align with the goals of the district. Fox Hill set a variety of school goals including: working towards academic excellence, ensuring all students will learn, and working as a team.

Fox Hill is proud to be a school of good citizens as well as having strong academic success. Throughout 2004, Fox Hill parents and students donated hats, gloves, socks, coats, and toys to various charitable organizations in the Boston area.

The Fox Hill Code guides our school community describing the rights and responsibilities of our students and teachers. The students at Fox Hill School were rewarded for their positive attitude and effort in following the Fox

Hill Code. Principal award, students of the month award, sunshine award, and classroom recognition rewarded students that follow the Fox Hill Code.

The school maintained a variety of after-school and evening activities which support the educational program at Fox Hill School. An open house welcomed parents to participate in classroom activities and learning along with the students. MCAS and Italian nights were designed to provide parents information about the Italian language program and helping to prepare students for the state tests. Fox Hill ran two after school programs which enhance student learning. The Italian program was available for students interested in studying Italian culture and to further knowledge of the Italian language. The after-school homework program supported students with their homework and study skills in a teacher supported environment.

The Fox Hill staff built knowledge through numerous staff development opportunities and sharing of knowledge. During monthly staff meetings, the staff worked together to improve and learn instructional techniques, share educational practices, and work together in instructional teams.

The Fox Hill PTO continued to support teachers and students with a variety of projects: Artist in Residence programs, family events, guest authors, donations to classrooms, and supporting field trips. Fox Hill staff welcomed the PTO and parent volunteers to support the education of students.

The Fox Hill School students and staff continue to achieve academic excellence and follow the Fox Hill Code. We are proud to be a school that supports the mission of the Burlington Public School system, in a community of caring environment.

Respectfully submitted,

Eric Sprung
Principal

FRANCIS WYMAN SCHOOL

Another exciting, busy year has been completed at Francis Wyman School. Here are some of our highlights:

January, 2004

- Coach and teacher, Joe Levasseur, held his second seminar in *Growing Healthy Children* series. The hot topic of human sexuality was followed by his third seminar in May on exercise and nutrition.

- DARE graduates promised abstinence of drugs and alcohol witnessed by all.
- Our Cafeteria Manager, Helen Clancy retired after many years at Francis Wyman.

February, 2004

- The *Gift of Love* basket raffle proceeds were donated to "Help Raise the Roof" project to help rebuild schools in Alabama damaged from fires and tornadoes.

March, 2004



- The celebration of *Dr. Seuss' Birthday* with guest readers Superintendent Picone, State representative Charles Murphy, Assistant Superintendent Spinosa, School Committee Chairperson Tom Murphy, Town Administrator Robert Mercier, Selectmen Fay and McKelvey, Police Chief Hart, Assistant Fire Chief Callahan and many others excited the students throughout the K-5 classrooms.
- Two family Math Nights in March were well attended and enjoyed.
- The PTO Carnival, a fun-filled family event that was a great success for all.

April, 2004

- Fifth grade Science Fair and *Math-A-Thon* were enjoyed by all; the proceeds from the Math-a-Thon was marked for St. Jude's Hospital.



- *Lip Synch Show* highlighted our many talented students, faculty and parents.
- Our annual "Artist is Residence" made a return visit to Wyman. Ms. Feldman, international fused glass artist, helped our students create a scholars garden at our school's entrance which is admired by all who enter. Families were treated to the students' jazz combo in the lobby and were greeted by Mr. McGrath father of first grader, Kevin, and bagpipe player. Technology projects were displayed as well.
- The Kindergarten *Author's Tea* was a huge success for these emerging readers.

May, 2004



- Celebration of 100 years of flight with Mr. Jaffe, pilot and father of co-pilot, Layla, who landed his helicop-

ter on Wyman's back field to the delight of all. A few lucky students and staff members were treated to the wonders of flight, via the kindness of Pilot Jaffe. He presented a wonderful lesson on flight and the specifics related to flying a helicopter.

June, 2004

- June saw teacher retirements: Mrs. DeAngelis, Mrs. Forte, and Mrs. Riley.
- Graduating fifth graders participated in a "Moving On" ceremony that awarded every student with at least one certificate highlighting their strengths.

September, 2004

- September welcomed new teachers and changes: Kindergarten teacher Mrs. Sheehan replaced Mrs. Patrick who took a year's leave of absence; her assistant, Mrs. McIntyre was hired as Mrs. Sheehan's assistant; Ms. Zemeral replaced K assistant Mrs. Zani who replaced third grade teacher Mrs. Kerr who took over as our Art teacher replacing the retiring Mrs. DeAngelis!
- Burlington Rotary presented dictionaries to the third graders and checks to the Kindergarten staff.



October, 2004

- Longmeadow Place continued art lessons with Mrs. Kerr and a third grade class.
- Reading specialist Mrs. Murphy coordinated a very popular book swap for K-5 students that is eagerly supported throughout the year.
- Our Italian study group met on Tuesdays and Thursdays after school. All grades participated in this tuition-based program that explored the Italian lan-

guage and culture. A culminating *Italian Family Night* was well attended as proud parents and grandparents were amazed at the depth of learning in such a short time.

- Coach Lev, in conjunction with the Parents Advisory Committee (PAC), presented Dr. T. Bergensten who gave an excellent presentation on ADD/ADHD.
- Grade 3 snack sale donated all proceeds to *People Helping People*.

November, 2004

- Third annual Student Council Induction Ceremony held; the Burlington Fire Department Color Guard presented the Colours while Dr. Picone and Mr. Nelson, Chairman of the School Committee, were the guest speakers.
- The Student Council's annual food drive for Burlington's Food Pantry yielded almost 700 food items donated.
- Kindergarten and LABBB created their own Thanksgiving and shared with others.

December, 2004

- Student Council entertained the Senior Center and Longmeadow Place with their *Holiday Presentations* that included song, dance, and instrument playing to the delight of the seniors.
- The kindergarten students gave their annual gift to the school with their wonderful entertaining rendition of the *Nutcracker*.



- Grade 1 collected coats. Grade 4 collected hats & mittens. All were donated to the needy for their community service projects.

Again, a wonderful year for all at the Francis Wyman Community. We ALL share the same common goal for our students – learning, living, laughing, giving back to others, and appreciating all that the town has to offer us.

Respectfully submitted,

Kathleen Burns
Principal

MEMORIAL SCHOOL

As in the past, much of Memorial's progress during 2004 was the result of our long-range plan for continuous improvement. The key difference for 2004 was the marriage of the school plan with district goals. All schools are supervised and directed by the Superintendent and his staff. Under Dr. Picone's leadership, the district's vision and goals have become more clarified and defined. As a result, Memorial's progress reflects its own strengths and needs while supporting district efforts to improve education in Burlington. Our shared goals and accomplishments include:

1. Improve student achievement through a strong program of curriculum, instruction and assessment.
 - a. Continued aligning district curriculum with state frameworks.
 - b. Increased teachers' repertoire of effective instructional strategies.
 - c. Maintained a focus on assessment as the driving force for teaching and learning.
2. Promote the selection, hiring and retention of quality educators and support staff.
 - a. Developed a professional development plan designed to support district and state goals.
 - b. Provided new teachers/staff with professional support including mentoring.
 - c. Continued to emphasize the high standards and values conducive to professional growth.
3. Maintain a school climate that is inclusive and meets the needs of diverse learners.
 - a. Reviewed and strengthened the Child Study Team.
 - b. Emphasized Memorial as a school where all people are treated with dignity and respect.

- c. Worked on a district-wide special education reorganization initiative.
4. Sustain schools that are supported by the community at large.
 - a. Offer students opportunities to interact with segments of the community.
 - b. Involve students in citizenship and service projects.
 - c. Recognized the community for its contribution to the school.
5. Continue to improve facilities and business management operations.
 - a. Continued to address air quality concerns within the building.
 - b. Researched and identified the condition of the building and prioritized needs.
 - c. Worked to facilitate more efficient and collaborative spending among schools.

Memorial experienced a slight decrease in enrollment from 2003-2004 to 2004-2005. As a result one classroom teacher, Ms. Krystel Anderson, was transferred to Pine Glen School. Other changes included Ms. Debra Miller, school secretary for the past five years, accepting a job in the Office of Pupil Services as Attendance Monitor. Ms. Margaret Allegretto was appointed to the position of school secretary and is doing an excellent job. Our Title I Reading Assistant resigned in June with Ms. Sandra Nannene from Fox Hill taking over those responsibilities. Ms. Nannene has been a fine addition to our staff. In September, Ms. Kristin Powderly joined our faculty and staff as a permanent substitute teacher.

The many positive things that happen at Memorial School are the result of the people who help, work, and go to school here everyday. Involved parents, caring and highly-skilled teachers, a strong and supportive main office, dedicated school and town officials, committed business people and, most important, great children are the reasons our school is a safe, pleasant, and exciting place to teach and learn, have fun and be successful.

Respectively submitted,

Robert Teel
Principal

PINE GLEN SCHOOL

The Pine Glen School has completed another year of learning in 2004. We have continued to grow in the areas of Literacy Development and Mathematics. Everyone at Pine Glen has worked to support learning. As well as adopting the new math curriculum, we have worked to strategize around additional ways of assisting our children in becoming mathematicians. We offered a Mathematics After School Program and a Family Math Night. Both initiatives were very well attended. Our children have eagerly participated in learning in the areas of Science and Social Studies. This year, there has been an emphasis on learning Italian. Children participated in an after school program and we had an extraordinary turn out at our Family Italian Night. Also, our community supported a wide variety of additional learning opportunities that have become traditions at the Pine Glen School. A partial list of events includes our Heroes Tribute, Music and Band Concerts, the Halloween Dance, Read Across America, the Artist in Residence Program, and our Pre School Read-a-Loud.

At the end of the school year, our community of learners said good-bye to three very dedicated and committed educators. Elizabeth White, Karma Roberts, and Kathy Horton all retired. Kathy had served as a classroom teacher who shared her love of poetry with Burlington's children and their families. Elizabeth worked as a guidance counselor who provided support to our students and families. Karma Roberts was a teacher who assisted students in the Learning Center. Krystel Anderson was transferred from the Memorial School and joined the Pine Glen staff. Erin O'Rourke, Denise Keough-Lane, Katie Cutts and Christine McConnell were all hired as new staff members.

With the arrival of March, the elevator and renovated teacher's room were completed. The Burlington community was invited to view the finished project. Our teachers, students and families have truly enjoyed the new space. Again, the Pine Glen Community would like to express their gratitude to the Town of Burlington for their support on this project.

Our school population continues to grow. Redistricting brought us about ninety new students and, with additional families moving in to our district, we are currently a population of just over four hundred students. We are excited to welcome new members to our school; at the same time, we continually work to accommodate this growth.

Using our Scholars Garden as a focus for the school, we worked on some projects that have been completed and some that are ongoing. We have drawn up plans to make a huge tile dragon that will decorate this area. Every child will participate in the creation of this project. The Boy Scouts have been helping us with the maintenance of this area and one of the scouts has taken on the project of doing planting and building a bamboo gate for the garden.

Part of being a well-rounded student includes learning to serve your community. On the 100th day of school students each brought in 100 cents. The total was graphed and counted. This money was presented to the Friends of the Marion Tavern to contribute to the restoration of the tavern. Also, our students were challenged to perform Acts of Kindness. Students performed and recorded the Acts of Kindness. They were sent to a person who has set a goal of collecting a Million Acts of Kindness.

The Pine Glen School is a learning community in every sense of the word. A hard working staff, committed parents, and inquisitive students all work together to learn from each other. Our community thanks the Town of Burlington for their past support, and we look forward to our continued working together to the benefit of our children, their families, and our community.

Respectfully submitted,

T. Jane Graham-Dwyer
Principal

THE BURLINGTON SCIENCE CENTER

The Burlington Science Center proudly celebrated its 20th Birthday this year. Here are some of the activities conducted this year to make Science Come Alive in Burlington Public School Classrooms:

- A Reptilian Birthday auditorium program was presented in each elementary school. The following live reptiles were featured: a six foot Boa Constrictor, a giant Green Iguana, an American Alligator and the oldest member of the Science Center, a Red-footed Tortoise.
- This year's Lobby Exhibit displayed the Science of Insects. Andy the Ant, a large seven foot ant model, occupied the focal point of the exhibit. Some of the world's largest insects were displayed along with a host of interesting live specimens.

- 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/ beaver habitat and tide pool trips.
- Community support played an important role in the goals of the Science Center. From answering animal related questions, to helping future science teachers, we continued to assist Burlington residents from young to old.

Respectfully submitted,

John Papadonis

Wendy Pavlicek

Mary Lou McQuinn

COMPUTER/MEDIA SERVICES DEPARTMENT

The Computer and Media Services Department continues to provide professional and technical support services for all students, faculty and administrators in the Burlington Public Schools. The installation of a new computer lab at Burlington High School completed the upgrade of computer labs at Burlington High School. The purchase of new computers for guidance and clerical support staff have allowed them to use improved technology to assist them in using computer based tools they need every day. The computer and technical staff within the system have been working to improve network services, and a project increasing network speed at all schools will be completed by the end of the year. A new internet filtering system has been implemented and several of our servers have been upgraded. Additional capacity for backing up data have been put into place. The staff also continues to provide support for voice mail and e-mail systems for better communication within the school community and with the general public.

Using computer and media resources to support learning, curriculum enrichment and skills development are the central missions for the department. Each level of the school system has initiated and continues to support projects initiated by collaboration between classroom teachers and professional technology and media staff. Additional funds have been spent on providing network color laser printers to make printing faster and more cost effective in our elementary schools.

The department continues to respond to equipment needs by upgrading multimedia and computer equipment as needed. This multi-year program provides additional multimedia tools including large screen monitors, new overhead projectors, listening centers, and DVD/Video combination playback units for teachers to use to deliver content and support materials to students. The department has also expanded online resources for staff and student use.

The department also continued to support literacy initiatives through summer reading programs and summer learning camps in writing and poetry at the elementary level. Two new summer programs at the secondary level allowed middle school and high school students to learn about digital photography, anime and writing. The ongoing success of the computer and media programs of the Burlington Public Schools is based on the support of the leadership team of the school system, staff and students.

The media and computer department staffs extend a heartfelt thank you to the townspeople of Burlington for their support of these vital educational programs and support services.

Respectfully submitted,

Arthur Fallon

Coordinator of Computer/Media Services

MUSIC DEPARTMENT

The year 2004 saw some changes in the music program but many things have continued to stay the same. No staffing changes occurred.

As usual, the year was filled with musical performances at all grade levels. Young performers from the Francis Wyman School presented concerts in March and December under the direction of Jack Butler and Kerry Gendron. Kerry Gendron did go on a maternity leave in November and plans to return sometime in May 2005. The Principal and Music Coordinator hired a permanent substitute named Lindsey Peabody, who is experienced and able to carry on all of the responsibilities including the concerts. At Pine Glen, Susan Lavoie presented her performances in May and December. At the Memorial School, music teacher Beth Mosier led her students in performances in May and December. At the Fox Hill School, Jeanne Coroniti directed concerts in May and December. Elementary instrumental instructors Kerry

Gendron, Jennifer Agati and Mark Napierkowski directed bands at the elementary performances.

At the Middle School, students were featured in concerts in January and May. In addition, many other MSMS activities occurred such as the Scholars' Brunch, team assemblies, and the annual Vaudeville Show. Fourteen music computer workstations were added for the use and enrichment of the General Music classes. Jeff Bolduc returned as the director of the Symphonic and Jazz Bands. In addition, he teaches general music, instrumental lessons and works with the high school band. This year, Jeff took over as director of the High School Jazz Ensemble. Donna O'Neil continues to direct the Chorus, A Cappella, and the Boy's Chorus as well as teaching General Music Blocks. Jennifer Agati returned to direct the Concert Band, teach general music and instruct instrumental lessons at the Middle School. In addition, she teaches general music at Fox Hill, fifth grade lessons and band at Francis Wyman.

The BHS Band, under the direction of Matthew Lovell, enjoyed a full performance schedule. The year began with a recruitment concert for eighth graders in January. The BHS Concert Band performed at evening concerts in March, May and December. The Marching Band, Color Guard and Dance Squad continue to perform at all BHS Football Games at home and away. The Band also participated in the Memorial, Halloween and Veterans' Day parades, the Salem High School Invitational, assemblies, pep rallies, and the June graduation ceremony.

In December the Music Theory Lab was upgraded with new hardware. The Music Theory classes produced their eighth annual compact disk "Theory is Life". Theory students continue to win composition competitions ranked highest in the state.

BHS choral groups, under the direction of John Middleton-Cox, performed in concerts in March, May, October and December. In addition, the groups continue to service the community by performing for the Senior Citizens, Historical Society, and the Rotary Club. The groups performed at the Great East Festival in Agawam winning gold medals. The annual spring musical MAME was a success in many ways. The cast got a chance to shine on stage with a professional orchestra, a professionally designed set, and a state of the art sound system. The program is limited by the poor lighting system. The group sold over \$3500 in ads from the community. The Music Boosters

organization with parent volunteers helped build the sets and costumes. The Graphic Arts students designed logos for the show. In June, an awards banquet was held to recognize the accomplishments of all music students.

The Music Department is filled with activities that foster the development of the students and the community. As always, we wish to thank the community for its continued support of our programs.

Respectfully submitted,

John A. Middleton-Cox
Music Coordinator

ATTENDANCE MONITOR

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or School Committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

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 fourteen 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

SCHOOL PHYSICIAN

All the regular physicals and the sports physicals for the high school have been completed. The physicals for the middle and elementary schools will take place in the spring.

All the students have been courteous and orderly during these physicals, and I thank them for their patience and cooperation. My thanks go to all the nurses and trainers for organizing and coordinating these student physicals so that this difficult task can go smoothly and efficiently.

My congratulations to the football team and their coaches for the best year of football that I have seen in my 21 years with the school department. Their determination and stamina under pressure and stiff competition were an inspiration to all of us as well as future generations of football players. My appreciation goes to the trainers for their assistance during the home games.

As always, my gratitude goes to the school department for giving me the opportunity to serve as their school physician these past 21 years.

Respectfully submitted,

Gary L. Goldfarb, M.D., F.A.A.P.
School Physician

BUILDINGS AND GROUNDS

During the past year the Buildings and Grounds Department completed improvements to the heating plant at the Marshall Simonds Middle School. The work involved the installation of new boilers, piping, classroom uni-vents, classroom exhaust, corridor lighting, and HVAC controls. The new HVAC system at Marshall Simonds will improve the air quality and occupant comfort within the school facility.

The installation of an elevator at the Pine Glen School was funded at the May 2003 Town Meeting and construction was begun in the summer of 2003. The scheduled completion date for this project was January of 2004. This has made the Pine Glen School fully accessible at all levels for persons with disabilities.

The Burlington High School auditorium seating replacement project was completed in the fall of 2004 with the installation of 784 new auditorium style seats and new carpeting. This project was funded from a September 2003 warrant article.

The Burlington School Department buildings continue to see significant improvements through the support of the School Committee, Ways and 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

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District is pleased to submit its 2004 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 cele-

brated its 35th 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 and Donald Drouin from Bedford; Kenneth L. Buffum, Chairman, and Bernard F. Hoar, Secretary, from Billerica; Paul V. Gedick and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse, Treasurer, from Tewksbury; and James M. Gillis, Vice 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 twenty-eight (1,228) high-school students were enrolled in SVTHS's day school programs in October of 2004 and more than 600 adults participated in the school's various adult and continuing education courses.

The high school graduating class of 2004 numbered 281 seniors. By September of 2004, 92 percent of Shawsheen Tech graduates were either employed in their area of expertise or pursuing higher education. One percent entered the military forces; and seven percent were employed in other trade areas.

Academic Programs

MCAS Performance: The high quality of Shawsheen Valley Technical High School's academic programs continues to be validated by the school's outstanding performance on the state MCAS Tests. All 277 students in the Class of 2004 earned the State Competency Determination by passing the MCAS Test in both English Language Arts and mathematics.

In the Spring of 2004, the school's 298 sophomores performed significantly above the state average and ranked second among vocational technical schools. Eighty-eight percent (263) passed both parts of the MCAS Test. Ninety-one percent (272) of these tenth graders passed the mathematics MCAS on their initial attempt—significantly improving on all preceding local performances. At the same time, ninety-four percent (281) of these sophomores passed the English Language Arts component of the test, continuing the school's pre-eminent performance in this area. Special populations have seen especially impressive

testing performance gains. Of the 107 tenth graders receiving special education services, 93 passed the MCAS Tests as sophomores.

Curriculum alignment with the Massachusetts *Frameworks* and professional development opportunities for teachers contributed significantly to improved academic performance in all of the academic disciplines. The school is currently preparing for MCAS field tests in science and social studies. Members of the science faculty serve on the MCAS Test Development Committee. More than 40 physics students have joined the American Physics Institute.

New Staff: In response to the recent retirement of three veteran teachers, the District hired two new mathematics instructors and one new social studies. Shawsheen is extremely pleased to announce the addition of Todd Karkane and Courtney Kelley to the mathematic faculty, and Michael Buckley to the social studies faculty.

Student Clubs and Activities

Oratory: Shawsheen students continue to impress in local speech contests. For the past three years Shawsheen students have progressed to the Zone and District levels.

Newspaper and Literary Magazine: From writing to photography and layout, Shawsheen students have demonstrated considerable academic and vocational talents by producing regular editions of the school newspaper, *The Rampage*, as well as the Shawsheen Tech literary magazine, *Ramblings*.

Community Involvement: Working together, students from all four grade levels demonstrated their commitment to helping others. They organized "Operation Santa" and sent care packages to U.S. Troops serving in Iraq. The Student Council collected donations for both the Billerica Food Pantry and for the Lowell Sun Santa drive. Topping the list of charitable acts was the Holiday Party for children from area homeless shelters. Approximately 60 small children along with parents/guardians spent a fun-filled night at the school and took home happy hearts and armfuls of gifts.

School Spirit: School loyalty and spirit—along with individuals' enthusiasm and hard work—are the foundation for the many class and club activities at Shawsheen Tech that contribute to the school's positive atmosphere that permeates the facility and is palpable in the hallways, cafeteria, and library. The school buzzes with activity from

7:00 a.m. until well after the regular day. Students produce a daily news TV show and also participate in Billerica Access Television broadcasts. From Homecoming to the Spring Show and the All Night Graduation Party, Shawsheen students, teachers, parents and support staff continually generate ideas and generously donate their time to enrich the high-school experience of SVTHS students.

Athletics

For the fourth time in eight years, the athletic program was honored as the recipient of the prestigious Walter Markham Award, presented annually by the Boston Globe in recognition of the most successful vocational-school athletic program in the Commonwealth of Massachusetts.

Over 365 students participated in interscholastic athletics, capturing Commonwealth Athletic Conference championships in football cheerleading, boys' basketball, basketball cheerleading, girls' soccer and wrestling. SVTHS state-tournament qualifiers included the boys' soccer, girls' soccer, boys' basketball, girls' basketball, ice hockey, baseball, softball, and lacrosse teams. The wrestling and softball teams won state vocational titles. The baseball and boys' basketball teams also qualified for the state vocational tournament.

In addition to these outstanding teams, SVTHS athletics developed exemplary individual athletes. Jennifer Elwell of Tewksbury was selected to the *Boston Globe* and *Boston Herald All-Scholastic* softball team for the third consecutive year. She also surpassed the 1,000-strikeout plateau, making her the only vocational athlete to achieve this distinguished milestone.

Building and Grounds

The Building and Grounds Department completed many projects during FY2004. In April, construction began on a new day-care center that services the children and grandchildren of Shawsheen faculty and staff. The project was completed in August and became operational at the beginning of the school year.

Many repairs and modifications to the building were made during the summer, especially during a planned two-week facility closure in August. Work crews—including a group of inmates from the Billerica House of Correction who painted the cafeteria and some hallway walls—maintained a rigorously coordinated schedule that resulted in

the installation of 5000 square feet of hallway tile, the electrostatic painting of 500 lockers, and the rebuilding of the nursing lab—a project that required electrical, plumbing, wall, counter-top, and cabinet modifications. During the same time, workers replaced the floor in the Internet shop, fifteen heating and cooling units in the front of the building, and twenty door handles to accommodate handicap access. In addition, isolation valves were installed in the ceiling to facilitate the subsequent installation of eyewash and deluge shower stations in shops. Finally, the brown metal wrapping surrounding the exterior of the school was painted.

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. The enrollment in these courses has exceeded six hundred adult learners during the past year. Course offerings include a variety of traditional vocational programs such as welding, electrical, woodworking and collision repair as well as technical programs in Adobe Photoshop, web design, computer repair and computer applications. Residents interested in taking these and other types of practical courses are encouraged to call Mr. Raymond Callahan, Adult Education Coordinator, at (978) 671-3679 for information and/or a brochure.

School of Practical Nursing: During June commencement exercises, the School of Practical Nursing graduated its tenth class, comprising 34 Licensed Practical Nurses (LPN.) Since its inception in September of 1994, a total of 357 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 coursework and clinical externship experiences that prepare aspiring healthcare professionals for the 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: Over 400 middle-school students from District sixth, seventh, and eighth

grades participated in after-school, career awareness activities during the winter of 2004. Students spent five hours exploring each of twelve different career paths—options aligned with the manufacturing, transportation, services, information technology and construction industries. Mr. Anthony Celata administers this program. He can be reached at (978) 671-3615 for registration information. The program is free of charge and is available to District middle-school students. Busing is provided by SVTHS.

Tech Prep: SVTHS is very proud of the articulation agreements that it has developed with nine local colleges. Through the nationally recognized Tech Prep program, these agreements provide qualified SVTHS students the opportunity to receive college credit for coursework completed prior to high-school graduation. Students receive post-secondary credit when they matriculate into a degree program at one of the nine institutions. These Tech Prep articulation agreements serve to further develop career paths for our graduates, maximize their interest in obtaining advanced degrees in their vocational-technical areas and assure that students are engaged in a post-secondary educational career path that is both relevant and rewarding. Ongoing negotiations with several union and open-shop apprenticeship programs focus on articulated advanced-placement for qualified students who choose to enter apprentice programs upon graduation.

Summer School: SVTHS offered twenty-one courses to one hundred and forty-five students from surrounding towns and school systems during the summer of 2004. Courses were offered in English 8, 9, 10, 11, and 12; Mathematics 8, 9, 10; Algebra 1; Algebra 2; Geometry; U.S. History; World History (Civilization); World Cultures; Social Studies; Civics; Lab Physical Science; Lab Biology; Earth Science; and Physical Education. Many courses were team taught, requiring students to complete integrated research tasks in a state-of-the art PC lab. In addition, developmental and remedial instruction was offered by certified Consulting Teachers of Reading using traditional and technologically-assisted instruction. Individual and small-group pull-out tutoring was available for students whose Educational Plans stipulate these services. Individuals seeking summer-school information should contact Dr. Robert Kanellas, the Summer School Coordinator, at 978-671-3631.

Swim Programs: SVTHS offered several high-quality swim programs on a year-round basis during 2004 in its

Olympic-sized swimming pool. Youth swim lessons, water aerobics, and family-swim programs were available on a regularly scheduled basis during the winter, spring, summer and fall seasons. In addition, the Shawsheen pool acts as the home site for interscholastic high-school swim teams from the Billerica, Bedford and Burlington public schools. During the summer months, local organizations and recreation departments from Wilmington, Tewksbury and Burlington schedule pool hours as part of their respective programs. Individuals seeking swim program information should contact Mr. Anthony Fiore, Aquatic Director, at 978-671-3699.

Computer Services

Student Information System: Using the iPASS student information system, the Computer Services staff completed the 2004 academic school year in compliance with all Department of Education and district reporting requirements. The local iPASS system was modified to report on the 52 data elements required by the Department of Education, which last year required only 35 elements. During the summer, all academic student scheduling as well as ninth grade exploratory scheduling was completed for the highest student enrollment in Shawsheen history. For the first time, the “welcome back to school” letter to parents was also generated by the iPASS system. Work continued on the Certificate of Occupational Proficiency report that allows vocational teachers to provide each student with a detailed report of the student’s competencies in their shop area. With the addition of a new secure front-end server, teachers were also able to enter their quarterly progress report and report card grades from home for students in their classes. In addition, the new iPASS Parent Access Manager was introduced and enthusiastically received for parents to be able to view up to date information on their children in the areas of attendance, grades, schedules and discipline information.

Computer Network: During the year, a new firewall with an enhanced content filter for web access was installed. In the spring, a new district email server was installed to handle Microsoft Exchange 2003, and a front-end web server was added to provide email access for staff from home using the web. During the summer, a new front-end web server, donated by Sun Microsystems, was installed to provide web access to the iPASS system for teachers and parents. Also during the summer, the network staff changed the district’s Internet Service Provider (ISP), providing a

substantial cost reduction to the district. In September, the staff also implemented a SPAM filter that is eliminating over 400,000 SPAM emails per year from the school's network. The network staff continues to upgrade the virus protection system as well as the Microsoft system updates for all of the computers in the district. The computer-service staff also implemented some of group policy features of Windows 2003 Active Directory to better manage student use of the network.

Applications: The computer staff installed the new Kurzweil text-to-speech software system for use by the Support Services Department students, for whom the software converts printed text to audio text. The computer lab in room 501 utilized the new Net Support School product that allows teachers to monitor all the computers in the lab from the teacher workstation and also allows peer interaction. The computer-services department continues to maintain the Plato application for the mathematics department and the Success Maker reading and math modules for the English and Support Services Departments

Staff: Sadly, Mary Roach, a computer network technician in the Computer Services department, died after a courageous battle with breast cancer.

Guidance

Admissions: Continuing a statewide and district trend, applications for the freshmen class entering in September 2004 increased significantly. The Guidance Department received almost 600 applications and enrolled 335 freshmen for the class of 2009.

College and Career Planning Night: This year's College and Career Planning Night again attracted a large number of junior and senior students and their parents. Over 450 people attended this popular event. While most of the participants were Shawsheen students, invitations were also extended to their peers in the five-town district.

The number of colleges and local employers participating in this year's event also increased. Thirty-five local colleges and career schools sent representatives, as did all branches of the armed forces. Representatives from the industrial community included a mix of traditional trade areas as well as a significant number of technical areas.

A comprehensive workshop provided a detailed overview on the process, resources, and strategies for acquiring post-secondary financial assistance. Shawsheen

was fortunate to team with the Massachusetts Educational Financial Authority (MEFA) in this endeavor. The workshop was followed-up by a Financial Aid Night in January in which students and parents had the opportunity to work on and ask detailed questions about the Free Application for Federal Student Aid (FAFSA) form.

Co-Operative Education Program: Participation in the Co-Operative Education Program increased by approximately 30% over that of the previous two years. A state directed co-operative student evaluation is being phased in for the first time. The evaluation, completed by the local participating employers, is designed to address participant students' academic, technical, and employability skills. The evaluation process enhances the co-operative education experience of eligible students by identifying and implementing the skills requisite in evolving employment markets.

According to a plan currently in the planning stages, all seniors opting to participate in the co-operative program will be required to enroll in and pass a ten-hour Occupational Safety and Health Administration (OSHA) Safety Program for construction and general industry. Some students (depending on their career path) may opt to enroll in and pass an on-line ten-hour career training session.

Scholarships and Awards: Shawsheen graduates received numerous awards from colleges, career schools, and the state-sponsored scholarship program that recognizes academic excellence. Approximately \$60,000 in scholarships from local community organizations and Shawsheen affiliates complemented the monetary awards. And once again, the industrial community generously contributed tool and equipment awards to students entering their occupational fields upon graduation.

School Council

Principal Robert E. Cunningham reports early indications that recent policy changes are positively affecting student attendance. After much discussion, the School Council recommended comprehensive changes in the *Student Handbook*, raising the consequence for poor attendance. Results from an analysis of relevant data point to an increase in student attendance from 94.3% during the 2003-2004 school year to 95.2% for the same period in the 2004-2005 school year. This policy change was designed to reinforce Shawsheen's philosophy that recognizes the qualitative values of persistence, self-discipline, and pride in producing quality work.

Technical Programs

Automotive: The Automotive program continues to meet all standards required by the National Automotive Technical Education Foundation (NATEF) in the areas of curriculum, equipment, tools and teacher certifications. All instructors in the program are Automotive Service Excellence (ASE) certified expert technicians and are committed to keeping their knowledge and skills current. As a result of their commitment, students are prepared to meet the standards of a constantly changing industry.

To fill the instructional vacancy resulting from the June retirement of Dan Shea, Richard Lavoie joined the Automotive faculty. Mr. Lavoie, a highly experienced ASE certified expert technician who has taught for 15 years, immediately introduced many new tenth-grade curriculum projects that enhance students' readiness for live work in the subsequent grades. Ben Hurley, who replaced Dan Shea as Transportation Department Chair, has modified the Automotive related curriculum by redesigning the related classroom to enhance instructional strategies, student activities, and—as a result—access to and utilization of the facility. The redesign continues to support students' access to the Automotive Information System software via twenty on-line computers at their desk. Automotive Information System is an unlimited curriculum and resource for safe auto repair instruction, technical information and the latest updates on specific jobs. The program also allows teachers to obtain lesson plans for job specific repairs and data repair for every car used for demonstration or service.

The visual and manipulatable instructional aids in the related facility include engine mock-ups, parts displays, posters and a full size break away car—all of which are integrated into formal related instruction. These resources serve as invaluable instructional resources for students of all levels of ability.

The Automotive program continues to respond to vehicle-repair requests from District towns, including many requests from elderly citizens. The students also maintain all the school owned vehicles, which are used for outside construction programs and nursing externships. These experiences provide the student with live work that would not otherwise be available.

Automotive seniors received ten hours of OSHA general-industry safety training and received 10-hour cards to document their participation. This inaugural Shawsheen

effort will enhance the seniors' employment and earning potential.

Auto Body: The Auto body program is in the process of updating curriculum and equipment in preparation for its National Automotive Technician Education Foundation (NATEF) recertification visit this year. In the past, the program has met all the required standards for equipment, curriculum and teachers' certifications. Meeting NATEF's strenuous standards is an important goal for new instructor, Roland Tremblay, as he adapts to his new instructional environment. Mr. Tremblay brings 30 years of experience along with his work with NATEF to the Auto body instructional team, as they prepare to secure recertification and—toward that end—to improve the quality of automotive service and repair.

Under Mr. Tremblay's tutelage, students now use single- and two-stage paints; they mix their own paint; and they use new, portable, hand-held, ventilated sanders, which has positively affected the air quality in the shop.

The redesign of the transportation computer lab has allowed the Auto body students continued access to the NATEF curriculum on the Internet and has provided for a wider range of curriculum activities. This curriculum keeps students up-to-date with the latest automotive technology. The Auto body program has continued its on-line safety program this year, which provides students with a safety certificate that is recognized throughout the industry.

Along with their Automotive peers, senior Auto body students received ten hours of OSHA general-industry safety training and received 10-hour cards to document their participation. Similar, again, to their Automotive peers, 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.

Heating Ventilation, Air Conditioning and Refrigeration (HVAC-R): The HVAC-R program continues to secure required instructional equipment through capital budget purchases and donations. Training students on the state-of-the-art equipment is critical to prepare students for the expectations of prospective employers. Many of these donations were obtained from local businesses and advisory members who have supported the program for years. Subsequent to the donation of an oil-fired boiler, the instructors integrated oil-heat objectives in the curriculum. HVAC-R instructor Kevin Buckley also facilitated this cur-

riculum addition by earning oil-burns certification in the fall. Other donations include three condensing units and a gas-fired furnace.

An important training component of the HVAC-R program is the real community work requested by District communities, which recently include the installation of a gas furnace and ductwork at the Howe Museum; the conversion of an oil furnace to a gas furnace and central air conditioning system at the Billerica VFW; the installation of an oil furnace and ductwork at the Wilmington West School; and design, calculation and installation of two central A/C systems for house projects in Wilmington. In addition, students participated in major school projects, providing maintenance and troubleshooting services that assist SVTHS's Building and Grounds efforts and provide substantial cost savings to the District.

The HVAC-R instructors have initiated the certification process with Partnership for Air Conditioning, Heating and Refrigeration Accreditation (PAHRA). This is a three-year process. When completed, SVTHS's HVAC-R program will be the first program of its kind in the state to obtain this national and prestigious certification.

Business Information Services: The business program has introduced a new certification course called IC3 Basic to sophomores. At the completion of the course, the students will receive an Internet and computing core certification, which recognizes their understanding of a computer functions as well as their ability to make minor PC repairs. Students are also receiving certifications in Microsoft applications, which include Word, Excel, Access and Power Point—fundamental and important skills possessed by competent workers in the current business environment.

Through the efforts of Linda Swasey, the business program now has a chapter of Business Professionals of America. This organization exists to promote business opportunities and competitions for business students in high school. Eleven students have joined the organization and will compete in marketing and business competition at the state level. Those who succeed at the state level will have the opportunity to compete at the national level.

The students have had the chance to hear and attend seminars from guest speakers, many businesses, and colleges. The seminars included: Customer Service by Pat Morrow, Middlesex College; Protocol Around the World, Katharine Gibbs College and Going Global, Macintosh College.

The marketing curriculum has been expanded again this year to increase students' opportunities upon graduation. Competencies are developed through the operation of the school's store and handling the compilation, collection, and distribution of the morning food break orders for the entire school.

Carpentry: The Carpentry department, along with all the construction trades, is in the process of constructing a 3,000 sq. ft. colonial house. The house is being built for a Wilmington resident who placed her name in the school's house lottery last spring. The house-building program provides students the opportunity to develop skills in framing, exterior finish, roofing and interior finish. This outside project not only provides students with valuable live work in which to develop knowledge and skills but also helps instill strong work ethics and a commitment to a customer. With the retirement of Courtney Lloyd and the hiring of Richard Weadick, this year the Carpentry department continues to support District projects that have included the completion of the Billerica Housing Authority House Project, the renovation of the Billerica Howe Museum, the Bennett Library Deck Project, the re-roofing of the Elks Pavilion, the construction of a Pavilion at Tewksbury Playground, the restoration of Wilmington West School House, and the construction of a Wilmington West Intermediate School Sign.

These projects provide valuable work experience for the students, and they result in tremendous savings to District towns and organizations.

All seniors again received a 10-hour OSHA card in construction safety.

Cosmetology: The Cosmetology program has expanded its community service program in which teachers accompany sophomore and senior students to District nursing homes, senior centers and assisted-living facilities. Cosmetology students have visited and provided services at senior centers in Tewksbury, Bedford, Wilmington, Billerica and Burlington. In addition, students continue to service the elderly on Elderly Citizens Day by providing beauty makeovers and a lunch in the dining room. These types of programs provide students with real live work and, at the same time, instill compassion for the elderly. Many local citizens also take advantage of cosmetology services at the school on a regular basis.

In the beginning of September the students began learning a software program called cyber imaging, which

was recommended by the advisory committee. This software will give students the skill and knowledge to obtain employment in salons with the latest technology in hair design.

The instructors proudly announce that, as a result of their ongoing commitment to industry-aligned curriculum standards, all of last year's graduates received state cosmetology licenses.

Culinary Arts: The Culinary Arts department is in the final stages of preparing for its accreditation by the American Culinary Association. The process of updating curriculum and equipment to meet the standards of the American Culinary Federation (ACF) has been on going for the last two years. Completion of the necessary documentation and an evaluation of the program by the ACF are being planned for this year. Once the program receives this certification, the students will have the opportunity to take the ACF exam and receive their ACF credentials. Because of a new safety curriculum implemented this year, many of the Culinary students have gained knowledge and skills that prepared them to take the Serve Safe certification exam, which many have received. Many food establishments require this credential as a condition of employment today.

The operation of the guest dining room continues to be a valuable component of the Culinary program. The dining room allows the public to have an enchanting Culinary experience four days a week for a very reasonable cost. The Culinary department recently planned, prepared and served 250 meals to advisory- committee members during their annual meeting. In addition, Culinary students prepared meals for four citizenship awards banquets.

Another key component of the Culinary program is the bakery. In the bakery program, the students learn to bake creative breads and pastry, and they operate an on-site retail bakery, which is open to the public four days a week. The bakery also supplies many items to the Culinary program for the students' break service.

Diesel: The Diesel program is certified by the National Automotive Technical Education Foundation (NATEF), with the instructors' meeting Automotive Service Excellence (ASE) certifications in all areas of instruction. John Havens, a SVTHS Diesel instructor, is also an evaluation-team leader for the organization, which allows him to stay current with all regulation changes each year. In addition to NATEF, the program maintains national certifications in

Mechanical Repair Pollution Prevention and an online safety program called SP2.

The senior Diesel students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card.

Some of the work projects students have accomplished this year include the overhaul of a box van donated to SVTHS and the reconditioning of the fuel system, transmission, and brakes for a donated handicap van.

Drafting: SVTHS is the first school in the Commonwealth to earn recertification by the American Drafting and Design Association (ADDA.). This was made possible by the commitment and hard of the instructors, who maintained up-to-date trade standards in a rapidly evolving industry. Drafting instructor, Andy Botticelli, chairs the Massachusetts curriculum committee for the organization and provides support to other vocational schools in the Commonwealth who have applied for certification. Many senior students received ADDA certification for the first time last year.

Software programs on which Drafting students are developing skills include Auto-CAD, Solid Modeling, Pro -E, and G.I.S Terrain Modeling. Although the students adhere to a strict and vigorous curriculum, they still have the chance to gain real project experience by providing renovation designs and construction drawings for the Masonry department, the school store, the nurse's office, and the Wilmington West School.

The efforts of the Drafting instructors has resulted in the most technologically advanced drafting program in the state but—more importantly—in outstanding employment and post secondary opportunities for Drafting students upon graduation.

Electronics: Through capital budget funding, the Electronics program was able to complete the second phase of their Lab-Volt and NIDA computer based instructional equipment purchases. To fully exploit the instructional technology, the Electronics faculty developed new curriculum, which exposes the students to a much broader and more rigorous range of projects. In addition, the curriculum was revised to include computer repair at the sophomore level, which resulted in eight students' receiving A+ certification this year.

At the start of this school year, the students were welcomed with a new, completely furnished related classroom. Desks in the new room were constructed in the Carpentry shop, which saved the District a significant expense. The addition of the new related room has provided a much quieter and safer environment for the students to learn electronic theory.

Electrical: The Electrical students continue to gain a wide range of competencies through outside projects. They obtained skills and knowledge in the industrial aspect of the field this past year by completing the wiring for the new heating and air conditioning system installed in the administrative offices. Other school projects included the rewiring of all lathes and Computer Numerical Control (CNC) machines in the Machine Shop, and the wiring of machines in the Graphic Arts shop. The students develop maintenance and trouble-shooting skills by providing ongoing support for the school's Maintenance staff. The outside community projects in which the Electrical students have been involved include the Howe Museum in Billerica, the West School in Wilmington and the house-building project in Wilmington. The experience the students obtain doing the rough and finish wiring at the house-building project prepares them for residential employment upon graduation.

Student enrollment in the Electrical shop again necessitated changes in the shop workstations. The new workstations supported more comprehensive junior and senior rough-wiring projects. In addition, the mock framed wall area where sophomores practice house wiring was redesigned.

Through the capital budget process, the program purchased new ladders and staging equipment for the shop and outside program.

Graphic Arts: In September, Timothy Broadrick joined the Graphic Arts faculty and immediately began to assist in the implementation of rigorous curriculum and technological changes in the Graphic Arts program. His extensive experience and knowledge of the Graphic Arts industry strengthens the program in the area of pre-press.

The Graphic Arts department purchased six new G5 computers and new software to keep pace with an industry evolving from film to digital processing. With the professional oversight and advice of its advisory committee, the Graphics staff submitted a renovation and purchase plan to

the capital-budget committee to accommodate the transition to state-of-the-art industry standards. The administration, acting on the recommendation of the capital-budget committee, approved and funded the project, which will begin this spring.

The students in the Graphic Arts program develop valuable competencies by completing various printing projects for the school and district towns. The students also oversee the copying center, where teachers and administrators request or execute copies of materials like informational handouts and instructional worksheets.

Health: The Health seniors, all of whom are participating in the externship program, secured placement at a medical facility or nursing home during the first week of school. The externship program provides work experience under real conditions—training that is not possible in a school setting. Many of this year's seniors have been placed on co-op as Certified Nursing Assistants, Medical Assistants, and Child Care Aides. The current placement rates of seniors in both the externship and co-op programs strongly suggest that the Health curriculum effectively targets competencies required in the current employment market.

During the past summer, the two Health labs were totally renovated by staff members of the construction shops, who installed new ceilings, corian counter tops, tile flooring, lighting and cabinets by the opening day in September. As a result of these renovations, the purchase of new lab equipment, and specific curriculum revision and updating, the program met all standards of and was therefore endorsed by the National Health Association (NHA.) The NHA granted clinical and administration certifications. As a result of targeted curricular changes and the increase of professional staff, the American Heart Association currently offers students the opportunity to earn a certificate in CPR and First Aid.

The Licensed Practical Nursing (LPN) program currently has 30 full-time evening students working at Tewksbury Hospital, Lowell General Hospital, and New England Pediatrics. The LPN students begin their studies in August each year and graduate the following June. Of the 35 members of last year's graduating class, 34 passed their state board examination and received their LPN certification.

Internet: In 2004, the Internet program received a donation of 50 computers from industry for use in the comput-

er-repair component of the program—saving the school a substantial amount of capital-budget money. These computers provided the students with resources for developing the skills and knowledge required of the industry's A+ exam this. As a result, many Internet students passed the software and hardware portion of the A+ exam in December and received their certification. Internet students are also preparing for and taking Microsoft Application exams.

In order to strengthen the hands-on work experience for the students, the Internet program has initiated a computer repair service for the staff and school programs.

In the computer-programming and web-design component of the program, students continue to maintain the school's web site (<http://www.shawsheen.tec.ma.us>). Internet students have also been working with the Massachusetts National Guard to improve its web site.

Machine Technology: The Machine Technology program is certified by the National Institute for Metalworking Skills (NIMS). The program has met all NIMS standards for curriculum, equipment, and staff credentialing. Maintaining this certification is contingent upon students' earning credentials—which requires a minimum of 25% of them to pass the Level I exam, and 50% to pass the Level II exam. As a result of the program's meeting these criteria, NIMS has extended the certification until January 1, 2005. Because of the quality of the Machine Technology program and the qualifications of the program's faculty, NIMS has recruited Shawsheen instructors to become part of their evaluation team for other schools throughout the state. For the second time last June, graduates qualified to take the NIMS certification exam. Eighty percent of the graduates took the exam and received the desired credentials.

Because of the closing of a machine program in the western part of the state, the school was able to purchase a CNC lathe and milling machine at a fraction of its value. It has been installed and is now a valuable piece of equipment in the shop. This purchase has provided more students with important training time on CNC machinery. This training is critical in an industry that continues to demand, in large number, trained CNC technicians.

Recently, the school purchased twenty CNC software program licenses to support important changes in the senior related curriculum. The software has been installed in one of the school's computer labs, facilitating instruction and learning.

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 new door signs for all garage doors, designed and made golf-tournament gifts, and machined parts for many machine-maintenance repairs.

Masonry: The Masonry students recently completed work on the baseball dugouts—a sophisticated professional task that required them to match the architectural design of the field house using similar brick and quoin corners. The workmanship of the project compares favorably to any in the trade. As a follow up to the dugout and field house projects, the students will construct a new brick storage building, whose architectural design will also match that of other structures on school grounds. In addition, the instructors are in the process of obtaining all the materials necessary to construct a new addition to the shop. The addition will allow them to integrate larger and more complicated curriculum projects into the program.

The Masonry program has supported the community with projects that include the Wilmington West School House, the Tewksbury Playground Pavilion, the Billerica Howe Museum, the Tewksbury Telescope building, and the Billerica Bennett Library.

As part of their curriculum requirement this year, senior Masonry students completed a ten-hour OSHA safety course, enhancing their employment opportunities upon graduation.

Metal Fabrication: The Metal Fabrication program has again upgraded its equipment. Using capital budget funds, the program purchased three new welding machines.

Because the Metal Fabrication program is a NIMS certified program, the students will have the opportunity to take the NIMS certification exam this year. This certification is the most widely accepted in the industry. Students who obtain NIMS certification earn skill recognition, establish professional credentials in the work place, and enhance their employment potential and options.

In October, the welding program was granted national certification by the American Welding Society (AWS). The staff worked hard for several months on the implementation of curriculum changes that aligned the welding program with rigorous AWS standards. As a result, students will be able earn a certificate that is recognized throughout the industry.

Like students in other programs, the senior Metal Fabrication students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card.

And like students in other programs, Metal Fabrication students have gained work experience and supported the community and school with projects that include the fabrication of dock parts for the Yankee Clipper Council Boy Scouts of America, the fabrication of North Billerica Baptist Church heating ducts, the fabrication of Parent-Council and golf-tournament gifts, and assistance on repairs to school facility.

Plumbing: Community and school projects are an important part of the Plumbing program's curriculum, as they provide students with real live work. These projects give the students the opportunities to improve basic competencies learned at the lower grade level and to add new field-based skills and knowledge. Outside community projects such as the Billerica Howe Museum and the Wilmington West School House allowed the students to develop industrial skills. Participating in the completion of the house project for the Billerica Housing Authority and the construction of the Wilmington schoolhouse project ensured that the junior and senior students gained skills and knowledge in residential construction. The development of troubleshooting skills is an important program component accomplished through the program's maintenance curriculum, which benefits the school's plumbing system and saves the District operational money. The repair and installation of eyewash stations throughout the school was an important maintenance project completed this year. Efforts from the plumbing department, as well as from the other construction programs, make SVTHS a safer place for students to learn and for staff to work.

New equipment used to connect copper tubing was purchased recently, and the curriculum was updated to give students experience in this new technology. Through shop projects and maintenance work around the building, students will be using this new flange-flaring tool to connect copper tubing.

The senior Plumbing students received 10 hours of training in OSHA General Industry Safety last September and received a 10-hour card in Construction safety.

Technical Illustration: Technical Illustration has been given preliminary approval to expand its shop area to alle-

viate the crowded situation in the shop. The additional space will allow the instructors to expand the curriculum to include more freehand and creative projects.

Meeting the requests and needs of the sending towns and school involves the students in live work— tasks usually accompanied by demanding time-lines and rigorous quality standards. Technical Illustration students participated in signage projects for the interior and grounds of the school, for the Wilmington West Intermediate School, and for the golf tournament. In addition, Technical Illustration students assisted in the Billerica Veteran Organization Project.

SKILLS USA: SKILLS USA is a national organization allowing vocational/technical students the opportunity to enter specific skill competition and participate in numerous leadership events.

At the North District Conference last spring, 96 Shawsheen students competed and won 40 medals. Of those 40 students, 28 went on to win a medal in state competition, which included 6 gold medals. Three gold medal winners went on to compete at the national level and did an outstanding job representing SVTHS in the area of Business, Diesel, and Internet.

Certificate of Occupational Proficiency (COP): The COP is the Commonwealth's assessment program for technical education. It is being designed to measure the attainment of industry-based skill standards of students enrolled in technical education.

By June of 2005, the work of developing a framework for all vocational/technical programs throughout the state will be completed, which will be the base for development of the assessment piece for attainment of a Certificate of Occupational Proficiency.

Shawsheen has taken a leadership role in the COP process with many of our instructors providing their expertise as committee chairpersons and/or members.

Safety: The school is in the third year of a five-year process of developing and implementing a school-wide safety and health plan, under the direction of Roger Bourgeois, Director of Community Services, and John Lavoie, Director of Vocational/Technical Programs. Using both general and program-specific safety criteria, the committee is developing a plan that examines work practices, equipment, tools, environmental issues and educational

curricula in all programs. The committee overseeing the development and implementation includes administrators, teachers, students and safety experts from industry.

The implementation of the plan began last year with a vocational staff member in each program developing a safety plan which included updated safety curriculum for each piece of equipment and work practices. A student record safety plan consistent throughout each program has been put into place this year. A safety audit is conducted in each program to evaluate shop equipment and environment at the start of each school year. As a result of the audits, new safety equipment needs are identified, equipment is purchased, signage is improved, storage practices are changed, and environmental issues are addressed.

Through the efforts of Roger Bourgeois and the instructors in the construction and general industry programs, all the seniors in these programs have obtained an OSHA certification card. The students attended a ten-hour seminar at the onset of the school year during which they learned all aspects of construction and general industry safety. This certification provides our students with more job opportunities, as many companies require this certification as part of a hiring policy.

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 2004. Those retirees are:

- Paul Ayotte, Multi-Media Specialist
- Kenneth Gabriel, Mathematics Instructor
- David Kaufman, Autobody Instructor
- Courtney Lloyd, Carpentry Aide
- Lawrence Marquis, Mathematics Instructor
- William Ritchie, Physical Education Instructor
- Daniel Shea, Automotive Instructor

- Mark Small, Guidance Counselor
- Judy Sweeney, Health Technology Instructor
- John Viveiros, Social Studies Instructor

Respectfully submitted,

Charles Lyons
Superintendent Director

BCAT

There were a lot of exciting events (both old and new) in Burlington during 2004. For BCAT that translated into good community programming. Some new events that received some coverage from BCAT volunteers and staff were the Grandview Farm Fundraiser on the Common sponsored by the Rotary Club as well the first Burlington Education Foundation's first Spelling Bee. Some perennial favorites were Pride Day Coverage, Truck Day on the Common, Memorial Day, Labor Day, and the annual BCSF Telethon that is now held at the BCAT Studio.

There were several community related special short series produced in conjunction with town departments. We produced another season's coverage of Concerts on the Common with the Recreation Department. Every Tuesday evening during the summer the BCAT van could be found on the common capturing the evening's entertainment. Production Coordinator Derek Blakeman teamed up with the Police Department to produce a special 5 part series profiling their Citizen Police Academy Program. A seven part series, "Passing on the Legacy: Our Veterans' Remember", was produced at BCAT through a combination of many people's efforts including Selectmen McKelvey, Veteran Services Director Bob Hogan, and BHS Principal Linda Hayes. BHS Teachers Jason Lord and Luke Day were responsible for all aspects of the taping and post production of the project.

We saw the premiere of several new interesting programs by community members as well. "Turntable", an interview discussion program with author's, musicians, etc. is a new series from producer Richie Sarno. "Simply Well" is a health and wellness program produced by Sally Willard and hosted by Chiropractor Dr. Jean-Marc Slak. "The Something Show" is a production that middle school student Kevin Parker has been producing as a way to branch out and use his skills learned in Video Voyagers.

The Video Voyager program, our after school video club for middle school students, also saw dramatic growth through the year. At the conclusion of the 2003-2004 Voyager season there were 14 active participants. We saw the return of most of those participants as well as many new, enthusiastic faces bringing the club total to our cap at 20 participants for the 2004-2005 season.

BCAT continued its transition into the digital domain. For the first time in our history, we began to record more of our programming on DVD than tape. Our master control area had to follow suit, so we now have more DVD players and VTRs. We also saw the acquisition of some new field equipment. We purchased two Canon GL2 mini DV cameras, rounding out our 6 field kits to all digital cameras. We also bought two new, upgraded, wireless microphones. These mics can be used with either handheld or lavalier (tie clip) mics.

2004 marked BCAT's first Appreciation Night. There is a very vibrant, dedicated community of volunteers here, so we decided to combine our Annual Meeting and Open House this year with a big thank you for our volunteers. Certificates and BCAT umbrellas were presented to select volunteers who have, over the years, made a special commitment to us on a continuous basis. In addition to all of the volunteers who were recognized, Brian Durkin was the recipient of the BCAT Student Grant and Joan Rolfe was presented the Volunteer of the Year Award.

Respectfully submitted,

Jennifer Dodge, Executive Director,
Burlington Cable Access Television

Rick Karwan, President, Burlington Cable
Access Television

Board of Directors:

Arlene DiRocco, Vice President

Brian Curtin, Treasurer

John Hofferty

Edward Hastings

Virginia Mooney

Herbert Clancey

Jim Melchionna

Robert Zahora



A scene from the Voyager Crew. From left to right, Hemali Patel, with the clipboard; Katherine Teebagy, the director; Chris Flaherty, in the sombrero; Jessica Maria, the star; Kevin Parker, arms crossed; Giovanni Ferrini, holding the tape case; Chris Nunes, on camera; and just out of shot as the director's assistant is Bryan Meegan holding the clipboard. Photograph by BCAT Staff



BCAT Executive Director Jennifer Dodge presents check to Student Grant Recipient Brian Durkin. Brian now attends Fitchburgh State College. He is studying TV Production in the Communications Department. Photograph by Karwanphotos.com

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

The Burlington Community Scholarship Foundation continues to grow and prosper. This year we raised over \$68,000.00 in pledges in our annual telethon. We thank the Wayne Johnson Memorial Scholarship Committee for \$11,500.00. The Brendan Curtin Memorial for \$6,000.00, the Murray Charitable Foundation for \$6,000.00, Facility Management for \$5000.00, the Mary Gibson Memorial Committee for \$2000.00, Burlington Ice Palace for \$2000.00, Burlington Police Patrolmen for \$1000.00, Enterprise Equipment and Gibson and Behman for \$1500.00. We thank the following businesses for their contributions of \$1000.00: Northern Bank and Trust, Citizen's Bank, Eastern Bank, Gedick Brothers, Century 21 Tabaldi Real Estate, A & F Bus Company, The Gutierrez Company, Banknorth, Nordblom Company, BHS Class of 1983, Comcast and Flanagan Insurance. We thank the Lion's Club for \$900.00, RCN for \$800.00 and Long's Jewelers for \$750.00. \$500.00 contributors were: Mass Audio-Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, Burlington Firefighters, Stoneham Savings Bank, Julie Industries, Curtin Financial Services, Ruping Builders, Roland and Luci Damiani and the Doyle Lane Funeral Home. Special thanks to all of the school PTO's. Thanks also to Captain Pizza, Long's Jewelers, Out-Back Steakhouse, Delicious Desserts, Body Physique and Ms. Laura Mezynski.

We would be remiss if we did not express our gratitude to all of the residents who responded so generously to our student callers and who have contributed and continue to contribute to our cause through the tax check-off system.

The Telethon was very successful this year thanks to the help of so many people. Jack Ferrin continues to do an excellent job as Master of Ceremonies. The B.C.A.T. staff is invaluable and helps to make the Telethon get better each year. Each member of the BCSF Board of Directors pitches in and lends support for a successful telethon. Thanks also to Jack Dillon, Arthur Fallon, Raymond Harbor, Dr. Jim Picone, Melissa Cushing and Bob Buckley.

Our Telethon this year was dedicated to the memory of Attorney Harold Dulong. Harold was both mentor and catalyst to the B.C.S.F. He loved Burlington and advocated for each and every student in our schools. He was responsible for much of the success of the Foundation. Many members

of Harold's family attended the Telethon and joined in the celebration of Harold's legacy. Jennifer Dodge, Manager of B.C.A.T., did a masterful job in editing a moving tribute to Harold. Bob Buckley, Harold's partner at Riemer and Braunstein, LLP, made a \$10,000.00 contribution to the Foundation in Harold's memory. An addition \$8560.00 in contributions were received in memory of Harold.

To date, the Foundation has awarded \$341,700.00 in scholarship assistance to 250 high school seniors and 34 adult residents for a total of 284 residents of this Community. In 2004, we awarded \$84,200.00 in scholarship aid to 54 graduating high school seniors and six adult residents. Over 30 members of the Class of 2004 won Citizen Bank Class of 1983 Adopt-A-Class Scholarships in the amounts of \$300.00, \$500.00, \$1000.00, \$1500.00, \$1750.00, \$2000.00 and \$2500.00, more than ever had been awarded previously.

The list of Business Partners in our Adopt-A-Class Program remained the same with one exception. Reimer and Braunstein, LLP, have adopted the Class of 2015. Shaw's Supermarket has also been asked to adopt a class but no final word has been received as of this time. We are indebted to everyone who participates in our Adopt-A-Class Program; Parents, Class Advisors at Burlington High School, Peter Halvorson and Debbie Keene deserve our gratitude.

Serving on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, Superintendent of Schools, and Juliette Mott of Stoneham Savings Bank and a member of our Board, Phil Gallagher, acts as our consultant and investment advisor, a position that was approved by the BCSF Board of Directors. Once again, we thank our Awards Committee for their dedication and hard work in distributing and processing applications for the B.C.S.F. scholarship awards. Members are: Rosemarie Tieri, Chairman, Donna Murray, Linda Collins, Ann Marie Baden, Gary Feldman, Peter Sims, Rosalie Nardella, Suzette Jones, Nancy Todd and Roberta Killilea.

In closing, I wish to express my deep appreciation to Dr. Jim Picone, Superintendent of Schools, Mrs. Linda Hayes, Principal of Burlington High School, all of the Board Members of the Burlington Community Scholarship Foundation, Bob Buckley, Melissa Cushing, Robert Factor and the following Burlington High School students who attended our monthly Board Meetings: Chrissy Conceision, Molly Cook, Sonika Hedge, Sandhya Narayanan, Peter Romagna, Alyse Gerardi, Erin Killilea and Mallory Vachon. Special thanks to Sharon Piccolo who recently retired from

the Foundation for all that she did over the years. Also, special thanks to Brian Curtin for his expertise in watching over our investments, to Tom Imbriglio for the great job that he does in facilitating scholarship distributions at Burlington High School, to my First Vice-President, Lucy Damiani for her support and advice, to our Secretary, Joan Corrao, and to all of the people of Burlington who support education and the Burlington Community Scholarship Foundation.

Respectfully submitted,

Stephen E. Preston, Jr., President
Burlington Community
Scholarship Foundation

BURLINGTON HOUSING AUTHORITY



For the past fifteen years, state auditors have reported that Burlington Housing Authority has managed in full satisfaction with the applicable state and federal regulations and guidelines.

2004 UPDATE:

There have been many exciting projects happening at the Authority in 2004. Burlington Housing Authority was awarded three major construction Modernization Projects, from the Housing and Community Development.

The first project awarded was an extensive elevator project, which started July 2003 and was completed December 2004, concluding with an official ribbon cutting ceremony on January 12. Starting in the Spring of 2005 there will be a window replacement project for Towerhill

and Birchcrest Arms. These new windows will be more energy efficient and easier for the tenants to operate. The third project to begin Spring 2005, involves an electrical, fire alarm and ventilation upgrade for Towerhill. This project is now in the design phase.

The Board of Commissioners and I have started the process of identifying possible future sites to increase the inventory of senior and family housing in Burlington. We have partnered a non-profit group to assist us in creating more affordable senior housing opportunities.

At the present time the Burlington Housing Authority's management inventory includes; sixty-five senior units at Towerhill and forty units at Birchcrest Arms; two local initiative units; two independently owned 705 state rentals; ten studio apartments set aside for low and moderate income at Longmeadow Place Assistant Living Facility; four Massachusetts state voucher rentals and ninety-eight section eight housing choice vouchers.

The Board of Commissioners continues to make Burlington residents a priority and voted to join the Massachusetts Nahro Section Eight Centralized Waiting List. This list will remain open; applications may be picked up at the Housing Authority, Library and Council on Aging offices. We recently had our family wait list open and are now in the process of filling two of our off site properties with Burlington residents.

The Board of Commissioners consists of Chairman James Rogers; Vice Chairman James Langley; Treasurer Harrison Graham; Vice Treasurer Joseph Arena and Member Michael Runyan.

The Board wishes to thank 2004 Tenant Presidents; Maureen Sullivan and Martha Harris for their time and efforts on behalf of our Residents. They would like to congratulate and welcome our new 2005 Tenant Presidents; Jack Miller and Jim Willis.

I have thoroughly enjoyed my first full year as Executive Director of the BHA and continue to welcome any and all questions and or concerns at anytime. I am also serving another term on the Housing Partnership Committee and will continue to serve our senior population with integrity and devotion.

Respectfully submitted,

Maureen Lynch
Executive Director

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of

growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.

- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.
- **Regional Services Consortia:** The four regional consortia established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council, which assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities; fiduciary agent for state/federal grant funding through the Massachusetts Executive Office of Public Safety.

- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

North Suburban Planning Council (Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn)

In 2004, the North Suburban Planning Council (NSPC) was involved in a wide range of activities from community development planning to transportation issues. MAPC completed Community Development Plans under Executive Order 418 for Burlington, Reading and Woburn. As a follow-up to Executive Order 418, MAPC presented information on three state initiatives; the Commonwealth Capital Fund, the Priority Development Fund and the 40R Smart Growth Zoning initiative. MAPC also assisted Burlington, Reading, Stoneham, Wakefield, Wilmington, Winchester and Woburn with completing the Commonwealth Capital Fund applications.

The subregion was briefed periodically on the MetroFuture project. The results of the survey taken at Burlington Truck Day and the November 19 visioning event were tabulated and presented to the subregion at its January meeting.

The major areas of concern in transportation planning were the annual review of the TIP and the UPWP and the start of Phase II of the North Suburban Transit Opportunities Study.

The subregion was also kept apprised of the on-going review of the subregions that is taking place in conjunction with the MAPC strategic planning process. MAPC also made presentations to the subregion and to individual communities concerning the opportunity to apply for a Multi-Hazard Mitigation Planning grant.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

TOWN MEETING MEMBERS

PRECINCT 1

Michael J. Austin	84 Locust St.	2005
Richard N. Binnall	68 Mill St.	2006
Linda K. Collins	18 Town Line Rd.	2007
Channing L. Entwistle	62 Beaverbrook Rd.	2007
Donna D. Gregorio	11 Donald Rd.	2006
John S. Ivas	9 Boulder Dr.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2005

TMM 3/72-2/74,9/76-9/77

Michael Marchese, Jr.	11 Michael Dr.	2005
Elizabeth A. Murphy	20 Wildwood St.	2007

TMM 4/84-4/89

Cynthia J. Phillips	4 Michael Dr.	2005
Richard J. Roberto	10 Wildwood St.	2006
Gregory F. Ryan	3 Donald Rd.	2007
Maureen Monaco Ryan	3 Donald Rd.	2007
Mark S. Saia	8 Sumner St.	2006
Andrea C. Sheehan	228 Fox Hill Rd.	2005
Edward J. Walsh	2 Carol Ave.	2007
David J. Woodilla	3 Barnum Rd.	2006
Walter T. Zenkin	2 Toomey Cir.	2006

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2007
Patricia A. Carew	19 Winter St.	2005
<i>Write-In 2002</i>		
Kathleen M. Coluci	15 Colburn St.	2007
Ann Marie Comer	13 Lowell St.	2005
Todd M. Duggan	14 Hampden Ave.	2006
Mary E. Fitzgerald	7 Hampden Ave.	2005
Marjorie J. Foster	10 Kenmere Ave.	2006
<i>Write-in 2000</i>		
Angela J. Hanafin	15 Colburn St.	2007
<i>Write-in 2001</i>		
Daniel J. Hanafin	15 Colburn St.	2007
Judith E. Hanafin	9 Maple St.	2005
<i>Appt. 4/04 (Term 2006)</i>		
Jerome J. Lynch, Jr.	6 Winn St.	2005
Ann Louise McNamara	79 Mountain Rd.	2006
Margaret Merlesena	2 Burton Rd.	2007
<i>TMM 12/75-4/76</i>		
Karen Morgan	6 Wildmere Ave.	2007
<i>Write-in 2004</i>		
Eleanor N. O'Connell	33 Peach Orchard Rd.	2006
Andrew H. Olney	21 Julia Connors Dr.	2005
<i>Write-In 2002</i>		
John J. Ryan	7 Grandview Ave.	2006
<i>Write-in 1999</i>		
Anthony G. Sapienza	2 Crawford Rd.	2005

PRECINCT 3

Anne P. Coady	8 Woodside Ln.	2006
William Collins, Jr.	2 Theodore Cir.	2005
Sean P. Connors	14 Sears St.	2007
Kathleen S. Cool	9 Stony Brook Rd.	2006
Shari Lynn Ellis	3 Hickory Ln.	2007
Daniel J. Grattan	9 Fieldstone Dr.	2007
<i>Write-in 2004</i>		
Frances M. Heartquist	10 Briarwood Ln.	2005
<i>TMM 5/76-4/88, Appt 9/88 E 4/89</i>		
John D. Kelly	14 Oxbow Ln.	2005
<i>TMM 3/72-4/79</i>		
Stephen G. Marchese	4 Sears St.	2006
Mildred J. Nash	39 Sunset Dr.	2006
Mabel A. Nevins	26 Sunset Dr.	2006
Carol L. Powers	80 Lexington St	2005
<i>Appt. 9/04 (Term 2007)</i>		
Daniel J. Raske	3 Mildred Rd.	2005

Roger S. Riggs	4 Briarwood Ln.	2005
<i>Write-in 2001</i>		
Anne E. Rowe	94 Muller Rd.	2006
<i>TMM 3/72-4/88, A 9/88 E 4/89</i>		
Louis P. Rubino	4 Fred St.	2005
Paul A. Velleli	14 Marrett Rd.	2007
<i>TMM 4/93-1/94</i>		
Judith G. Wasserman	3 Indian Hill Rd.	2007
James Williams	12 Fred St.	2007
<i>Res. 8/17/04</i>		

PRECINCT 4

Betty M. Bullock	11 Crowley Rd.	2005
Thomas D. Conley, Jr.	20 Corcoran Rd.	2007
<i>Appt 9/96 Elected 4/97</i>		
Karen Cooper	69 Francis Wyman Rd.	2005
Michael C. Dellemonico	48 Washington Ave.	2007
Wendi J. Dellemonico	48 Washington Ave.	2006
Andrew Groh	132 Bedford St.	2005
Joan B. Hastings	14 College Rd.	2006
Lori Kashgegian	114 Francis Wyman Rd.	2005
Mark E. Kashgegian	14 Francis Wyman Rd.	2006
Constance K. McElwain	64 Francis Wyman Rd.	2007
Roberta E. Mills	19 Corcoran Rd.	2006
Frank P. Monaco	18 Corcoran Rd.	2006
Virginia E. Mooney	28 Mohawk Rd.	2006
<i>TMM 3/72-4/88, A 5/92 - E 4/93</i>		
James Patterson	5 Hancock St.	2007
William G. Poehler	7 Algonquin Dr.	2007
<i>TMM 4/82-10/84</i>		
Michael A. Proulx	76 Francis Wyman Rd.	2005
<i>TMM 4/88 - 4/89</i>		
Robert Michael Shea	27 Daniel Dr.	2005
Sally Willard	13 Foster Rd.	2007

PRECINCT 5

Patricia J. Angelo	2 Austin St.	2006
Susan MacDonald Boari	14 Raymond Rd.	2005
Richard P. Burkhart	10 Joanne Rd.	2007
<i>Appt. 4/89 Elected 4/90</i>		
Elaine Lee Carpenter	5 Dearborn Rd.	2007
<i>Appt. 4/03 Elected 4/04</i>		
Mark W. DeCost	38 Manhattan Dr.	2007
Kenneth R. Forte	18 Wing Terrace	2005
<i>Appt. 9/82 Elected 4/83</i>		
Adrienne C. Gerbrands	1 Maureen Dr.	2007

Vincent H. Gerbrands	1 Maureen Dr.	2006
TMM 5/82-4/83		
John J. Hanley	1 Violet Rd.	2007
Nancy J. Hofferty	10 Purity Springs Rd.	2006
Virginia M. Igo	1 Arthur Woods Ave.	2006
Cathryn Lee	15 Raymond Rd.	2007
<i>Moved to FL 8/04 (2007)</i>		
Joseph E. Morandi	7 Winona Rd.	2005
Christopher P. Murphy	22 Bedford St.	2006
<i>Appt. 4/02 Elected 4/03</i>		
Hope M. Paulsen	618 Farms Dr.	2005
<i>Moved to Pct. 3 from 5 (Term 2006)</i>		
Phyllis D. Roussell	75 Macon Rd.	2005
Deborah J. Squeri	5 Hillcrest Rd.	2005
David S. Tait	9 Meadowvale Rd.	2005
Janine S. Towle	57 Macon Rd.	2005
<i>Appt. 9/04 (Term 2007)</i>		
Richard M. Wing	4 Wing Ter.	2005
<i>Appt. 9/04 (Term 2005)</i>		

PRECINCT 6

Marie A. Ardito	2 Edsel Dr.	2005
<i>Appt. 9/93 Elected 4/94</i>		
Roger A. Bell	18 Lisa St.	2006
<i>Appt. 1/00 elected 4/00</i>		
Catharine M. Boucher	9 Jackson Rd.	2005
Florence L. Carow	1 Jonathan Rd.	2007
Ellen M. Cormier	8 Chester Ave.	2006
John G. Cormier	8 Chester Ave.	2005
Daniel R. DiTucci	8 Lisa St.	2006
David J. Ghio	5 Holly St.	2006
TMM 4/89-4/97		
April L. Healey	23 Davida Rd.	2007
Richard H. Howard	158 Wilmington Rd.	2007
Thomas C. Killilea	15 Wheatland St.	2007
Thomas R. Miliano	15 Wilhelmina Ave.	2005
Florence Dolly Mountain	5 Eisenhower Dr.	2005
Deborah M. Mungillo	25 Thornton Dr.	2005
<i>Moved to Pct.1 from 6 (Term 2006)</i>		
Joanna Schlansky	4 Gibson St.	2005
Stephen Spinosa	20 Gibson St.	2007
Joseph S. Stavolta, Sr.	12 Phyllis Ave.	2006
James Tigges	2 Maryvale Rd.	2007
<i>Write-in 2000</i>		

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	Anthony Troiano
Assistant Town Administrator	Lawrence M. Rittenberg, Ret. 9/04
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 Veteran Services	Robert C. Hogan
Emergency Services Director	Stephen Duke
Environmental Engineer	Heidi Porter
Fire Chief	Lee Callahan
Fire Chief	Paul L. Thibault, Jr., Re. 10/04
Health Agent/Sanitarian	Sharon Mastenbrook
Housing Authority Executive Director	Maureen Lynch
Human Resources Director	Anne Marie Tucciarone-Mahan
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	Anthony Fields
MWRA Designee	Syamal N. Chaudhuri
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	Syamal N. Chaudhuri
Town Accountant	Gail A. LaPointe
Town Administrator	Robert A. Mercier
Town Counsel	Kopelman and Paige, P.C.
Town Engineer	Thomas F. Hayes

APPOINTED BOARDS AND COMMITTEES

Appointments made by: Town Administrator

Beautification Committee(5) 1 year Standing

Carolyn R. Engel	9 Park Dr.	2005
Edward Hastings	14 College Rd.	2005
George M. Major	29 Lantern Ln.	2005
Joan McSweeney	1 Doris St.	2005
Elaine Zuccaro	6 Pearson Cir.	2005

Bike Committee 1 year Ad Hoc

John Donaldson	62 Winn St.	2005
Kevin B. McKelvey	Selectmen	2005
Mildred Nash	39 Sunset Dr.	2005
James L. Nevins	26 Sunset Dr.	2005
Kevin J. Sullivan	Recreation Comm	2005

B-Line Advisory Committee 1 year Ad Hoc

Patricia Farrell	7 Jonathan Rd.	2005
Jennifer Gelinas	10 Hallmark Garden #7	2005
Nancy Hofferty	10 Purity Springs Rd.	2005
Kevin B. McKelvey	Selectmen	2005
Virginia E. Mooney	28 Mohawk Rd.	2005
Mildred Nash	39 Sunset Dr.	2005
Mabel Nevins	26 Sunset Dr.	2005
Paul R. Raymond	1 Dorothy Rd	2005

Board of Appeals(5) 5 years Standing

John A. Alberghini	2 Elm Ave.	2005
1st Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2009
Eugene S. Lane, Jr.	24 Cathy Rd.	2005
2nd Alt. - 1 yr.		
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.	2006
Jeanne Ganley	50 Lexington St.	2007
Patricia A. Larson	23 County Rd.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2006

Cable Advisory Committee(7) 1 year Ad Hoc

Vacant	2003	
Vacant	2005	
Howard Alberts	3 Arborwood Dr.	2005
Jennifer Dodge	BCAT	2005
Daniel Dunn, Chr.	29 Stony Brook Rd.	2005
Richard Linder	3 Maud Graham Circle	2005
Sally Willard	13 Foster Rd.	2005

Community Life Center(10) 2 years Standing

Vacant	2005	
Fr. John R. Crispo	111 Winn St.	2005
Candace F. Gustafson	30 Paulson Dr.	2006
Michael Howard	18 Burlington St.	2006
Thelma Iozzo	7 Chandler Rd.	2005
Marilyn Langley	13 Algonquin Dr.	2006
Ronald J. MacKenzie	18 Spruce Hill Rd.	2006
Ann McNamara	79 Mountain Rd.	2005
Roberta Mills	19 Corcoran Rd.	2005
Betty Murphy	20 Wildwood St.	2006

Conservation Commission(7) 3 years Standing

Larry S. Cohen	8 Wilhelmina Ave.	2006
Indra Deb	17 Pathwoods Ave.	2005
Marylee Everett	14 Hart St.	2007
Gail M. Lima	188 Mill St.	2005
Christopher M. LoRusso	9 Paulson Dr.	2006
Kerry Melanson	8 Freeport Dr.	2005
Philip E. Sutton	4 Park Dr.	2007

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2007
Jeannette S. Cain	7 Hallmark Grdn. #6	2005
Alternate 1 yr.		
Ruthann Covino	1 Marvel Ave.	2005
John J. Gulde	16 Dearborn Rd.	2006
David LeBlanc	36 Sandy Brook Rd.	2005
Alternate 1 yr.		
Mary Lindley	64 Bedford St.	2005
Muriel O'Brien	26 Maryvale Rd	2006
Mary E. Patterson	22 Carol Ave.	2005
Alternate 1 yr.		
Gordon C. Thomson	5 Frances Rd.	2005
Robert Wong	20 Lowell St.	2007

Cultural Council(5-22) 3 years Standing

Anne P. Coady	8 Woodside Ln.	2005
Eileen Feldman	19 Freeport Dr.	2006
Rick Karwan	8 Francis Wyman Rd	2007
Wayne Little	BHS	2006
Charlanne Maynard	Library	2007
Florence Dolly Mountain	5 Eisenhower Dr.	2006
William Timothy Rose	10 Locust St.	2006
Janet M. Towers	28 Humboldt Ave.	2006

Disabilities Access Committee(9) 1 year Standing

Robert J. Emmert	21 Crystal Circle	2005
Bernice Ferguson	19 Bedford St.	2005
Mary Jane Fietze	42 Bedford St.	2005
Joseph A. Impemba	Selectmen	2005
Maura F. Mazzocca	5 Black Horse Ln.	2005
Christine Monaco	18 Corcoran Rd.	2005
Walter Sullivan	15 Birchcrest St.	2005
Kenneth Tigges	4 Ellen Rd.	2005
Bernadette Whittington	1 Ganley Dr.	2005

Grandview Farm Use Committee 1 year Ad Hoc

Norman B. Biggart	4 Baron Park Ln. #1	2005
Brenda L. Cahoon	3 Lucy Rd.	2005
Robert J. Costa	8 Laurel Ln.	2005
Binnie Factor	6 Briarwood Ln.	2005
Toni Faria	6 Butters Ln.	2005
Kathleen A Horton	125 Lexington St.	2005
Mary Ippolito	8 Erin Ln.	2005
John S. Ivas	9 Boulder Dr.	2005
Wayne Little	Billerica, MA	2005
Alan R. McCarthy	104 Mill St.	2005
William T. McDonough	18 Maud Graham Cir.	2005
Kevin B. McKelvey	Selectmen	2005
David F. Metzdorf	8 Shady Lane Dr.	2005
Roger Morrison	5 Hope St.	2005
Hope M. Paulsen	618 Farms Dr.	2005
Norma C. Robichaud	5 Highland Way	2005
Sonia Rollins	8 Paula St.	2005
<i>Selectmen</i>		
Nicholas G. Rubino	16 Phyllis Ave.	2005
Auralie Slowey	13 Paulson Dr.	2005
Judith A. Spano-Davis	60 Lexington St	2005
June Tabaldi	212 Cambridge St.	2005
Beverlee Vidoli	17 Thornton Dr.	2005

Historical Commission(5) 3 years Standing

Norman B. Biggart	4 Baron Pk. Ln. Apt. 1	2007
Sandra J. Covenor	5 Forest Rd.	2005
<i>Alternate 1 yr.</i>		
Joao T. Demelo	50 Skelton Rd.	2006
Antoinette Faria	6 Butters Ln.	2006
Joyce Fay	11 Raymond Rd.	2005
Kathleen Horton	125 Lexington St.	2007
Gene Rossi	174 Winn St.	2005
<i>Alternate 1 yr.</i>		

Housing Partnership 1 year Ad Hoc

Ernest E. Covino, Jr.	1 Marvel Ave.	2005
John DeFrancesco	50 Westwood St.	2005
Phyllis Etsell	3 Eisenhower Dr.	2005
Albert L. Fay, Jr.	Selectmen	2005
Wayne Harding	16 Chadwick Rd.	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
Maureen Lynch	15 Birchcrest Rd	2005
Virginia E. Mooney	28 Mohawk Rd.	2005
Michael S. Runyan	7A Mountain Rd.	2005

Information Systems Advisory (7) 1 year Ad Hoc

Vacant	2005	
Vacant	2005	
Laurence J. Conway	18 Wildwood St.	2005
Daniel Dunn	29 Stony Brook Rd.	2005
David Fionda	46 Freeport Dr.	2005
Steven Z. Harris	9 Donna Ln.	2005
Peter O'Keefe	47 Skelton Rd.	2005

Rink Oversight Committee(5) 1 year Ad Hoc

Brian Curtin	Treasurer/Collector	2005
Stephen G. Marchese	Ways & Means	2005
Don Roberts	Recreation	2005
Craig Robinson	School Dept.	2005
Sonia Rollins	Selectmen	2005

Sign Bylaw Committee 1 year Ad Hoc

Robert Factor	6 Briarwood Ln	2005
<i>Rotary</i>		
Albert L. Fay, Jr.	Planning	2005
Richard H. Howard	158 Wilmington Rd	2005
<i>Bylaw Review</i>		
Jayne L. Hyde	17 Meadowvale Rd	2005

Sign Bylaw Committee 1 year Ad Hoc

Joseph A. Impemba	Selectmen	2005
Mary Liz MacNeil	10 Van de Graaff Dr	2005
BBRT		
Joan McSweeney	1 Doris St	2005
Beautification		
Robert M. Meaney	15 Sears St	2005
Bd of Appeals		
George Murray	184 Mill St	2005
Bd of Appeals		

Sr. Housing Options Committee 1 year Ad Hoc

Arlene A. DiRocco	10 Old Colony Rd.	2005
Albert L. Fay, Jr.	Selectmen	2005
Garry Feldman	19 Freeport Dr.	2005
Robert Hogan	61 Center St.	2005
Sheila Howard	2 Hallmark Garden #4	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
Robert M. Meaney	15 Sears St.	2005
Hope M. Paulsen	8 St. Mary Rd.	2005

Stormwater Management Advisory 1 year Ad Hoc Committee

Vacant	Nordbloom Mgmt	2005
Vacant	Gutierrez	2005
Syamal Chaudhuri	DPW Superintendent	2005
James J. Dion	Board of Health	2005
Marylee Everett	Conservation Commission	2005
Tony Fields	Planning Director	2005
Charles E. Fuller	3 Rolling Ln.	2005
Gary Gianino	Selectmen	2005
Tom Hayes	Town Engineer	2005
Jayne L. Hyde	17 Meadowvale Rd	2005
John Keeley	Conservation Commission	2005
Terry McSweeney	Board of Health	2005

Town Common Oversight 1 year Ad Hoc

Carolyn R. Engel	9 Park Dr.	2005
Douglas Gillingham	Recreation Maint.	2005
Joan McSweeney	1 Doris St.	2005
Elaine Zuccaro	6 Pearson Circle	2005

Appointments made by: Moderator

Bylaw Review Committee(5) 1 year Standing

Richard H. Howard	158 Wilmington Rd.	2005
Jerome J. Lynch, Jr.	6 Winn St.	2005
Evelyn M Mottolo	3 Dover Dr.	2005

Bylaw Review Committee(5) 1 year Standing

Judith G. Wasserman	3 Indian Hill Rd.	2005
David J. Woodilla	3 Barnum Rd.	2005

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2007
Sharmili Das	3 Thomas St.	2005
Daniel J. Grattan	9 Fieldstone Dr.	2005
Frank P. Monaco	18 Corcoran Rd.	2007
Daniel J. Raske	3 Mildred Rd.	2006
John J. Ryan	7 Grandview Ave.	2006
Walter T. Zenkin	2 Toomey Cir.	2007
Appt. 7/00		

Facilities Committee (7) 2 years Standing

Vacant	2005	
Vacant	2006	
Vacant	2006	
William F. Callahan	6 Carter Rd.	2004
Patricia A. Carew	19 Winter St.	2004
Sean P. Connors	14 Sears St.	2005
Paul V. Gedick	5 County Rd.	2004

Human Services Committee(7) 3 years Standing

Vacant	2006	
Anne P. Coady	8 Woodside Ln.	2007
Jean B. Golding	26 Beacon St. 31C	2005
Mabel Nevins	26 Sunset Dr.	2006
Cynthia J. Phillips	4 Michael Dr.	2007
Maureen Monaco Ryan	3 Donald Rd.	2005
Joanna Schlansky	4 Gibson St.	2005

Land Use Committee(9) 3 years Standing

Nancy J. Hofferty	10 Purity Springs Rd.	2006
Robert P. Knudsen	3 Bates St.	2006
Karen A. Moyer	7 Kingsdale St.	2005
Andrew H. Olney	21 Julia Connors Dr	2007
Richard J. Roberto	10 Wildwood St.	2006
Phyllis D. Rousell	75 Macon Rd.	2007
Mark S. Saia	8 Sumner St.	2005
Paul A. Valleli	14 Marrett Rd.	2007
Sally Willard	13 Foster Rd.	2005

Rules Committee(13) 1 year Standing

Vacant	2005
Vacant	2005

Rules Committee(13) 1 year Standing

Vacant	2005	
Vacant	2005	
Elaine Lee Carpenter	5 Dearborn Rd.	2004
Kathleen M. Coluci	15 Colburn St.	2004
Mark W. DeCost	38 Manhattan Dr.	2004
Joseph C. George	4 Grandview Ave.	2004
Joan B. Hastings	14 College Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2004
James Patterson	5 Hancock St.	2004
James Tigges	2 Maryvale Rd.	2004
Edward J. Walsh	2 Carol Ave.	2004

Ways & Means Committee(15) 3 years Standing

Marie Ardito	2 Edsel Dr.	2007
William C. Beyer	67 Peach Orchard Rd.	2007
Catharine M. Boucher	9 Jackson Rd.	2005
<i>Appt. 7/03</i>		
David J. Ghio	5 Holly St.	2007
Michael J. Hardy	7 Thornton Dr.	2006
Joan B. Hastings	14 College Rd.	2006
Thomas C. Killilea	15 Wheatland St.	2005
John T. Lyons	105 Bedford St.	2007
Stephen G. Marchese	4 Sears St.	2006
James D. Melchionna	15 Birchcrest St. #111	2006
Karen A. Moyer	7 Kingsdale St.	2005
<i>Appt. 7/03</i>		
Christopher P. Murphy	22 Bedford St.	2005
Richard R. Raso	6 Thornton Dr.	2005
<i>Appt. 6/01</i>		
Phyllis D. Roussell	75 Macon Rd.	2007
<i>Appt. 1/04</i>		
Robert M. Shea	27 Daniel Dr.	2006

ADJOURNED (THIRD) TOWN MEETING

**MONDAY, JANUARY 26, 2004
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:50 P.M. with a salute to the flag. A motion to adjourn to Wed. January 28, 2004 to complete the business of 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 Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Sale of Land/Sleeper Drive

To see if the town will vote to transfer from the Board of Selectmen for general municipal purchases to the Board of Selectmen for the purpose of conveyance and to authorize the Board of Selectmen to convey, for such consideration as the Selectmen may determine, all or any portion of the following properties:

Three parcels of land on Sleeper Drive, being a portion of the premises conveyed to the Town by Ann M. Ruping, Trustee of the Sleeper Drive Realty Trust, by deed recorded with the Middlesex District Registry of Deeds on November 23, 2002 as Instrument No. 69, which three parcels are shown on Town Assessors Map 30 as Parcels 35-10, 35-11 and 35-15; and further are identified as Lots 18, 19 and 23 on a plan entitles "Marion Estates Definitive Subdivision Plan in Burlington, Mass.," dated August 9, 1977 prepared by Raymond Engineering Service, recorded with the Middlesex District Registry of Deeds as Plan No. 588 of 1978 in Book 13456, Page 125, or to take any other action relative thereto.

MAIN MOTION: Move that the Town vote to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance and to authorize the Board of Selectmen to convey all or any portion of two parcels of land on Sleeper Drive, being a portion of the premises conveyed to the Town by Ann M. Ruping, Trustee of the Sleeper Drive Realty Trust, by deed recorded with the Middlesex District Registry of Deeds on November 23, 2002 as Instrument No. 69; which parcels are shown on Town Assessors Map 30 as Parcels 35-10 and 35-11; and further to appropriate the sum of \$500,000, being all of the proceeds of the sale of said parcels, for the purpose of making structural repairs and renovations to the Grandview Farm.

Recommendations: Land Use Committee voted 5-0 in favor of the sale of Lot C.

After considerable debate a motion to move the question was seconded and so voted. There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 77 IN FAVOR AND 11 OPPOSED THE MAIN MOTION CARRIED.

ARTICLE 3 RE: Simonds Trust

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the amount of \$9,500.00, or any other sum, for the maintenance and improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to accept from the Trustees, under the will of Marshall Simonds, the amount of \$9,500 for maintenance and improvement 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

ARTICLE 4 RE: DPW Pavement Management/ Chapter 90

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$480,603 or any other amount to pay for the purpose of funding the paving, drainage repairs and installation of sidewalks, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to accept the Chapter 90 allocation for 2004 and appropriate the sum of \$480,603 for the purpose of funding the paving, drainage repairs and installation of sidewalks, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: TRW Park Water Bubbler

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of \$5,000.00 to pay for the installation of a water bubbler at TRW park, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to transfer from the Ways and Means Reserve Fund line item 137 the

sum of \$5,000 to pay for the installation of a water bubbler at TRW Park.

Recommendations: Ways & Means 0-11-1 in opposition.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Street Light Purchase

To see if the Town will vote to Raise and Appropriate, transfer from available funds, borrow or otherwise provide a sum of \$157,500.00 to pay for the debt service associated with the previously approved Town Meeting vote to purchase the street lights in the Town of Burlington, or to act in any other manner in relation thereto.

MAIN MOTION: Move that the Town vote to transfer from FY2004 Street Lights line item 97 the sum of \$150,000 to FY2004 Principal Debt Service line item 134 and \$7,500 to FY2004 Interest Debt Service line item 135 for a total of \$157,500.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: Cemetery Perpetual Care Trust Fund

To see if the Town will vote to Raise and Appropriate, transfer from available funds, borrow or otherwise provide a sum of \$12,000.00 to pay for FY 2004 expenses within the Cemetery Dept, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 8 RE: Amend Zoning Map – Rezone Wheeler Rd.

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land known as 14 Wheeler Road, identified on Town of Burlington Assessors Map 56 as Parcel 24, from One Family Dwelling (RO) District to Planned Development (PD) District in accordance with the Concept Plan including, without limitation the "Burlington Residential Communities, Wheeler Road" zoning regulations submitted in accordance with Article XII, Section 12.1.4 of the Town of Burlington Zoning By-Law included as part of the backup material to this Warrant Article; said land is further described as follows:

A certain parcel of land with the buildings thereon on the northern side of Lexington Street in Burlington, Middlesex County, Massachusetts, bounded and described as follows:

Beginning on the westerly end of a stone wall on the northerly side of the road to Bedford near the junction

of said road and Lexington Street, and running slightly northerly by said road to Bedford and Lexington Street by a broken line two hundred and twenty (220.00) feet and one hundred and four (104.00) feet respectively to a corner in said wall at land of owners unknown;

Thence turning and running northwesterly by a stone wall one hundred (100.00) feet to a break in said wall;

Thence turning and running northerly and slightly northeasterly by the continuance of said stone wall one hundred five and 5/10 (105.50) feet and eighty-five (85.00) feet respectively to a post in said wall;

Thence turning and running in a northwesterly direction by an irregular line, being part by a stone wall, one hundred forty (140.00) feet, one hundred and one (101.00) feet, sixty-six (66.00) feet and one hundred and twenty-five (125.00) feet respectively;

Thence turning and running northerly by said wall, one hundred fifty-six (156.00) feet to a post at land of owners unknown;

Thence turning and running westerly two hundred and sixty-one (261.00) feet to a post at land of owner unknown;

Thence turning and running slightly southeasterly three hundred and eighty-one (381.00) feet to a post;

Thence continuing in the same direction generally two hundred eighty-four (284.00) feet to a post;

Thence in the same direction one hundred fifty-three (153.00) feet;

Thence turning and running southerly again two hundred and fifty-one (251.00) feet to a post;

Thence turning and running easterly eighty (80.00) feet to the point of beginning.

Said Premises are shown on a plan of land entitled, "Land in the Southern Part of Burlington Belonging to C.O. Hanson," dated February 1917, drawn by H.A. Millhouse, C.E., and recorded with said Middlesex South District Registry of Deeds in Plan Book 290, Plan 22.

EXCEPTING there from so much of the land as is included in a Taking by the Middlesex County Commissioners, recorded with said Middlesex South Registry of Deeds in Book 5657, Page 109.

EXCEPTING AND EXCLUDING, however, that portion of the above-described premises as shown as "Lot A 1.35 Acres" on a plan entitled, "Plan of the Land in Burlington, Mass.," dated July 30, 1962, drawn by E.J. Mulligan, Reg. Land Surveyor, and recorded with said Deeds in Book 10099, Page 315.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 6-0-1 in favor. Land Use Committee voted 5-0-0 in favor. Ways & Means voted 11-0-0 in favor.

The Moderator noted corrections to the Use Table in the PDD Concept Plan as follows:

In Section 1.2.6 on Page 3, the reference to 1.2.10 should read 1.2.9, and the reference of footnote 2 of the Use Table on Page 9 stating Sections 1.3.1-1.3.11 should read 1.3.1-1.3.10.

A motion to move the question was seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 73 IN FAVOR AND 19 OPPOSED, THE MAIN MOTION AS CORRECTED CARRIED.

App'd. A.G. 2/12/04. Adv. Daily Times 2/19/04 & 2/26/04.

At 10:50 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

SPECIAL TOWN MEETING

**WEDNESDAY, FEBRUARY 25, 2004
FOGELBERG AUDITORIUM – BHS**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The reading of the Warrant and Constable's Report was waived upon unanimous consent.

ARTICLE 1 RE: Special Town Counsel

To see if the Town will appropriate from available funds the sum of \$25,000 for the purpose of appointing special counsel to appeal the granting by the Burlington Board of Appeals, a variance from Article V, Section 5.2.0 of the Burlington Zoning Bylaw to the Lahey Clinic. Same to be spent under the direction of the Moderator or to act in any other manner thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$25,000 from Line 137 (Reserve Fund) to Line 11

(Moderator Expenses) for the purpose of appointing Special Counsel to appeal the granting by the Burlington Board of Appeals, a variance from Article V, Section 5.2.0 of the Burlington Zoning Bylaw to the Lahey Clinic same to be spent under the direction of the Moderator

Recommendations: Selectmen voted 0-5 in opposition. Ways & Means voted 0-6-3 in opposition.

A motion to end debate was moved, seconded and so voted.

ACTION: MAIN MOTION WAS DEFEATED

At 9:40 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

**MONDAY, MAY 10, 2004
FOGELBERG AUDITORIUM, BHS**

At 7:35 P.M., the Town Meeting Members of Precinct 2 assembled to fill the vacancy created by the failure to elect at the April Town Election.

Precinct 2 – Present and voting were: K. Coluci, M. Fitzgerald, M. Foster, A. Hanafin, D. Hanafin, J. Lynch, M. Merlesena, K. Morgan, E. O'Connell, and A. Olney.

Nominations: Judith Hanafin, 9 Maple St.

Unanimously voted to fill the vacancy until the next election.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
MONDAY, MAY 10, 2004**

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. The Moderator swore in new Town Meeting Members. A motion to adjourn to Wed. May 12, 2004 to complete the business of 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 Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Amend Zoning Bylaws, Article II and Article IV

To see if the Town will vote to amend Article II and Article IV of the Zoning Bylaws, as follows:

To amend Section 2.16.1 to edit the definition of a Congregate Living Facility to read as follows:

Congregate Living Facility – A non-institutional, shared living environment which integrates shelter and service needs of functionally impaired and/or socially isolated seniors who are otherwise in good health, and who do not require constant supervision or intensive health care as provided by an institution. Each resident or couple shall have an individual bedroom and may have a separate living room, kitchen, dining area, or bathroom, and may share living, dining, and bathroom facilities with other senior persons, such as in a common dining facility.

AND further to amend Section 2.33.1 to edit the definition of a Group Care Facility to read as follows:

Group Care Facility – A type of group quarters operated under the auspices of the Department of Mental Health or the Department of Mental Retardation in which a group of up to eight (8) individuals not related by blood, marriage, or adoption live together as a single housekeeping unit under a common housekeeping management plan in which some form of health care is provided.

AND further to amend Section 4.2.1.11, to delete the terms congregate living and continuing care retirement Community, and to insert a "NO" in all zoning districts where a "-" currently appears;

AND further to amend Section 4.2.1.13 to delete the term Group Care Facility, and to insert a "NO" in all zoning districts where a "-" currently appears;

AND further to establish a new Section 4.2.1.14 "Congregate Living Facility", and to allow such use by Special Permit in the RC (Continuing Care) District, by right

in the Aquifer and Water Resource Districts, and to prohibit the use in all other zoning districts.

AND further to establish a new Section 4.2.1.15 "Continuing Care Retirement Community", and to allow such use by special permit in the RC (Continuing Care) District, by right in the Aquifer and Water Resource District, and to prohibit the use in all other zoning districts.

AND further to establish a new Section 4.2.1.16 "Group Care Facility", and to allow such use by right in all zoning districts, 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.
Land Use voted 7-0-0 in favor.

ACTION: UNANIMOUSLY APPROVED MAIN MOTION App'd. by the A.G. . Adv. Daily Times .

ARTICLE 3 RE: Amend Zoning Bylaws, Article VI and Article IX

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by amending Section 6.1.1 "Nonconforming uses", to add the following text to the end of the existing paragraph:

"provided, however, that a change in a nonconforming use to add or substitute another use not otherwise permitted by right in the zoning district in which the existing nonconforming use is located, shall only be granted upon the issuance of a special permit by the Planning Board to allow the newly requested use, subject to the following conditions:

a) The newly proposed use is within the same major use categories within the principal use regulations schedule (section 4.2.0) or accessory use regulation schedule (Section 4.3.0);

b) The newly proposed use is compatible with the surrounding uses in the neighborhood;

c) The newly proposed use meets the special permit approval criteria cited in Section 9.2.4 of this bylaw;

d) Where the new use is completely substituted for the previously existing nonconforming use, and the new use is not otherwise permitted in the zoning district, the newly substituted use shall be considered to be the nonconforming use and the previous nonconforming use shall not be re-established."

AND further to see if the Town will vote to amend Article IX of the Zoning Bylaws, by amending Section 9.2.2.2 "Special Permit Fees", to set the application fee for special permits for changes in nonconforming use under Section

6.1.1 at \$300.00, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 4 RE: Amend Administrative and Professional Classification Plan/Group 15

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding the title of "Director of Public Health" to Group 15 of said plan and furthermore to change the existing title of Information Systems Coordinator to Information Systems Manager within Group 15, or 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 end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Amend Administrative and Professional Classification Plan/Group 11

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding to Group 11 the new title of "Assistant to the Information Systems Manager", 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 MAIN MOTION

ARTICLE 6 RE: Amend General Bylaw, Article III Procedure of Town Meeting

To see if the Town will vote to amend the General Bylaws, Article III, Procedure of Town Meeting, by adopting the following new section:

17.0 Articles Requiring a 2/3 Vote

In addition to articles requiring a 2/3 vote as prescribed by Massachusetts General Law, any article requesting an appropriation for the purpose of the design and/or construction of a public facility must also be approved by 2/3 vote.

MAIN MOTION: In addition to articles requiring a 2/3 vote as prescribed by Massachusetts General Law, any article requesting an appropriation of \$100,000 or more for the purpose of the design and/or construction of a public facility must also be approved by 2/3 vote.

Recommendations: Bylaw Review voted 4-0-0 in favor.

ACTION: MOTION DEFEATED

ARTICLE 7 RE: Transfer of Dearborn Road

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey a parcel of land with the buildings thereon known and numbered as 1 Dearborn Road, containing approximately 23,600 square feet, to the Burlington Housing Authority, on such terms and conditions and for such monetary consideration, which may be nominal consideration, as the

Selectmen may determine, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 8 RE: Petition Legislature for a Special Act Relating to Town Meeting

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact a Special Act, in the form set forth below, to ratify and confirm that the Town Clerk may charge a fee of \$.02 per copy per name for electronic records, consistent with the votes of the May 23, 1988 and September 8, 2003, Town Meetings; provided, however, that the General Court may only make clerical or editorial changes of form 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 hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition, or to act in any other manner in relation thereto.

An Act Relative to the Town Meeting of the Town of Burlington

Section 1. Notwithstanding the provisions of chapter 66 of the General Laws, or of any other general or special law to the contrary, and consistent with the votes of the May 23, 1988, and September 8, 2003, Burlington town meeting adopting bylaws so providing, and the vote of the May 10, 2004, Burlington town meeting, the town clerk of the town of Burlington may charge a fee of \$.02 per copy per name for electronic records maintained by such clerk.

Section 2. This act shall take effect upon passage.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Acceptance of Land/Wildmere Avenue

To see if the Town will vote to authorize the Board of Selectmen to accept a donation of land consisting of 10,500

square ft and identified as Map 43, Parcel 208-1 on the Assessor's map and located on Wildmere Ave, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Land Use voted 5-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Recall Vote

To see if the Town will vote to petition the General Court to enact special legislation establishing recall procedures in the Town of Burlington as set forth below:

An Act Providing for Recall of Elected Officials in the Town of Burlington.

Section 1. Any person who holds an elected Town office with more than six months remaining of the term of office may be recalled from the office by the voters in the manner as herein provided.

Section 2. One hundred and fifty or more voters may file with the Town Clerk an affidavit containing the name of the officer whose recall is sought and a statement of the grounds upon which the petition is based. The signatures on such petition shall contain the names of at least ten voters in each of the precincts into which the Town is divided for the purposes of electing Town officers. If the said petition is found to be valid the Town Clerk shall thereupon deliver to the ten persons first named on such petition, petition blanks demanding said recall, printed forms of which he shall keep available. The blanks may be completed by printing or type-writing; they shall be addressed to the Board of Selectmen; they shall contain the names of the ten persons to whom they are issued and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to the office; they shall be dated and signed by the Town Clerk within twenty days following the date they are issued, signed by a least ten percent of the total number of persons registered to vote as of the date of the most recent Town election. The Town Clerk shall within four (4) working days, commencing the day after submission with him/her submit the petitions to the Board of Registrars which shall within seven (7) working days, certify thereon the number of signatures which are names of voters

Section 3. If the petitions shall be certified by the Registrars of Voters to be sufficient, the Town Clerk shall forthwith and without delay submit the same with his/her certification. Upon its receipt of the certified petition the Board of Selectmen shall forthwith hold a meeting in accordance with the requirements of the Open Meeting Law and,

within two (2) working days, give notice, in writing, of said petition to the officer whose recall is sought. If said officer does not resign his office within five (5) working days following delivery of said notice, the Board of Selectmen shall order a special election to be held not less than sixty-five (65) nor more than ninety (90) days after the date the election is called, provided, however, that if any other town election is scheduled to occur within 100 days after the date the election is called, the Board of Selectmen shall postpone the holding of the recall election to the date of such other election, and the question of recall shall appear on the ballot at such other election.

Section 4. The nomination of candidates, the publication of the warrant for the recall election and the conduct of the recall election shall be in accordance with the charter and General Laws regulating elections.

Section 5. Ballots used at the recall election shall state the proposition in the order indicated:

For the recall of (name of officer)

Against the recall of (name of officer)

Adjacent to each proposition shall be a place to vote for either of said propositions. After the said proposition shall appear the word "candidates" and the name of the candidates arranged as determined by a drawing by lot conducted by the Town Clerk which shall be open to the public. If a majority of the votes cast on the proposition is against the recall, the votes for candidate need not be counted. If the majority of the votes cast is in favor of recall, the votes for candidates shall be counted and the candidate receiving the highest number of votes shall be declared elected.

Section 6. The incumbent shall continue to hold his office and to perform his duties until the recall election. If he is not then recalled, he shall continue in office for the remainder of his unexpired term. If the officer is recalled, he shall be deemed removed upon the certification of the election results. The candidate who receives the highest number of votes shall serve for the balance of the unexpired term.

Section 7. No recall shall be filed against an officer within six months after he takes office, or in the case of an officer subjected to recall and not recalled thereby, during the remainder of his unexpired term.

Section 8. This act shall take effect upon passage.

provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments which shall be

within the scope of the general public objectives of this petition; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MOTION DEFEATED

ARTICLE 11 RE: Establish Revolving Funds

To see if the Town will vote to establish revolving funds for certain Town Departments under M.G.L. Chapter 44 S.53E1/2 for the fiscal year beginning July 1, 2004 with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as published in the warrant, 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 devices that prevent mixing of potable and non-potable water	Contract services EPA authorized vendors who perform the testing	\$10,000	Available for expenditure next year
B-line Local	Public Works	Bus user fees	Salaries, expenses, contractual services to operate the intown B-line bus service	\$15,000	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 equip. and supplies immunizations, educational materials and staff training	\$10,000	Available for expenditure next year
Plan Imaging	Building Depart.	2% of Building Department Fees Not to exceed \$10,000 annually	Archival imaging of building permit drawings and specifications	\$20,000	Available for expenditure next year

MAIN MOTION: To see if the Town will vote to establish revolving funds for certain Town Departments under M.G.L. Chapter 44 S.53E1/2 for the fiscal year beginning July 1, 2004 with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as published in the warrant, 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 devices that prevent mixing of potable and non-potable water	Contract services EPA authorized vendors who perform the testing	\$10,000	Available for expenditure next year

B-line Local	Public Workds	Bus user fees	Salaries, expenses, contractual services to operate the intown B-line bus service	\$15,000	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 equip. and supplies immunizations, educational materials and staff training	\$10,000	Available for expenditure next year
Plan Imaging	Building Depart.	2% of Building Department Fees Not to exceed \$10,000 annually	Archival imaging of building permit drawings and specifications	\$20,000	Available for expenditure next year

Recommendations: Ways & Means voted 11-1 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Transfer of Funds FY 2004 Various Accounts

A motion to postpone until Wed. May 12 was moved, seconded and so voted.

The Town Administrator, Town Accountant, and School Superintendent presented a financial overview to the Town Meeting Members.

ARTICLE 13 RE: Funding FY'05 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 2005, or to act in any other manner in relation thereto.

RAISE AND APPROPRIATE:

Treasurer/Collector - Line 1-3

Salaries	407,034
Expenses	15,572
Special Accounts	200
Total	422,806

Assessors - Line 4-6

Salaries	184,827
Expenses	103,500
Special Accounts	0
Total	288,327

Town Clerk - Line 7-9

Salaries	209,317
Expenses	13,575
Special Accounts	34,125
Total	257,017

Moderator - Line 10-11

Salaries	150
Expenses	75
Total	225

Planning Board - Line 12-13

Salaries	157,177
Expenses	11,591
Total	168,768

Ways & Means - Line 14-15

Salaries	1,956
Expenses	350
Total	2,306

Capital Budget - Line 16-17

Salaries	900
Expenses	25
Total	925

Town Admin./Selectmen - Line 18-20

Salaries	331,800
Expenses	8,177
Special Accounts	189,000
Total	528,977

Human Resources - Line 20.1-20.3

Salaries	42,510
Expenses	7,688
Special Accounts	8,500
Total	58,698

Legal - Line 21-24

Legal Fees	120,000
Collective Bargaining	50,000
Tax Title	2,000
Cable TV Negotiations	1,500
Total	173,500

Accounting - Line 25-26

Salaries	169,787
Expenses	2,400
Total	172,187

Management Info Systems - Line 27-28

Salaries	160,012
Expenses	75,300
Total	235,312

Town Meeting & Reports - Line 29-30

Salaries	4,174
Expenses	18,060
Total	22,234

Registrar of Voters - Line 31-32

Salaries	1,000
Expenses	5,350
Total	6,350

Town Facilities - Line 33-34

Salaries	337,378
Expenses	344,659
Total	682,037

Central Administration - Line 35-45

Central Supply	105,000
Central Machines	26,000
Surplus Buildings	10
Chapter 32B – Health Ins. (AA)	7,160,000
Unemployment Comp. (AA)	50,000
Pension Reimburse (AA)	3,000
Town Insurance (AA)	700,000
Financial Audit (AA)	42,000
Medicare Tax (AA)	370,000
Charles George Settlement (AA)	0
4th of July/Town Event	0
Total	8,456,010

Board Of Appeals - Line 46-48

Salaries	11,404
Expenses	250
Special Accounts	3,700
Total	15,354

Conservation Commission - Line 49-51

Salaries	138,173
Expenses	3,100
Special Accounts	15,500
Land Mgmt/Legal ads	5,500
Stream Cleaning	10,000
Total	156,773

Historical Commission - Line 52

Expenses	1,685
Total	1,685

Sealer of Weights - Line 53-54

Salaries	5,245
Expenses	900
Total	6,145

Fire Department - Line 55-57

Salaries	4,250,465
Expenses	302,234
Special Accounts	97,810
Total	4,650,509

Emergency Management Service - Line 58-60

Salaries	5,000
Expenses	19,040
Special Accounts	220
Total	24,260

Building Inspector - Line 61-63

Salaries	359,504
Expenses	25,355
Special Accounts	10
Total	384,869

Police Department - Line 64-66

Salaries	4,474,699
Expenses	369,425
Special Accounts	170,565
Total	5,131,620

Department of Public Works - Line 67-72

Salaries	2,954,254
Expenses	1,571,740
Special Accounts	562,866
Rubbish & Garbage (AA)	1,700,000
Street Lights (AA)	262,300
Swift Law (AA)	18,000
Total	7,069,160

Community Life Center - Line 73-74

Salaries	330,014
Expenses	16,610
Total	346,624

Council on Aging - Line 75-77

Salaries	125,873
Expenses	10,150
Special Accounts	5,091
Total	141,114

Disability Access - Line 78-79

Salaries	1,778
Expenses	500
Total	2,278

Veteran's Services - Line 80-82

Salaries	84,322
Expenses	5,230
Special Accounts	42,500
Total	132,052

Board of Health - Line 83-85

Salaries	278,696
Expenses	33,959
Special Accounts	88,450
Total	401,105

Recreation Director - Line 86-89

Salaries	422,824
Expenses	35,740
Special Accounts	10,170
Total	468,734

Recreation Maintenance - Line 90-92

Salaries	574,383
Expenses	154,283
Total	728,666

Library - Line 93-95

Salaries	701,372
Expenses	119,984
Special Accounts	122,000
Total	943,356

Shawsheen Valley School - Line 96 (AA)ppd to 5/12

Local Education - Line 97	32,615,604
Debt Service - Line 98-99	
Principal (AA)	2,544,900
Interest (AA)	904,100
Total	3,449,000

Reserve Fund - Line 100

County Retirement - Line 101 (AA)

Negotiated Settlements - Line 102

Stabilization - Line 103

MAIN MOTION: as printed in the warrant with the exception of line 83, Board of Health Special Accounts, Mosquito Control from \$34,000 to \$28,800 changing the Board of Health total to \$401,105 and changing the Grand Total to \$73,875,995 and furthermore to fund said budget by transferring:

From FY04 Certified Free Cash the sum of \$1,000,000,
From Wetlands Protection account the sum of \$29,054,
From Pension Reserve Trust fund the sum of \$126,000,
From Prior Years Employee Benefits, the sum of \$280,000,

From Overlay Reserve the sum of \$300,000,
and raising and appropriating the sum of \$72,140,941
for a total FY05 Operating Budget of \$73,875,995.

Recommendations: Ways & Means voted in favor.

The budget was voted as a whole with the exception of the following line items that were voted individually: Town Administrator 18-20, Town Facilities/Central Facilities 33-45, Police 64-66, COA 75-77, Board of Health 83-85, Recreation Director 86-89, Recreation Maintenance 90-92, Public Library 93-95, Shawsheen 96, Local Education 97, Stabilization 103

A motion to postpone line item 96 until Wed. May 12 was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

At 10:50 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew

Town Clerk

ADJOURNED (FIRST) TOWN MEETING

FOGELBERG AUDITORIUM, BHS

WEDNESDAY, MAY 12, 2004

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 17, 2004 to complete the business of 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 13 RE: Funding FY'05 Operating Budget

Shawsheen Valley School - Line 96 (AA)1,229,306

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Transfer of Funds FY 2004 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$450,000 or any other sum, for the purpose of paying for expenses incurred in Fiscal Year 2004 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 -

Source of Funds	
Sewer Enterprise, Surplus	98,000
Water and Sewer, Occupancy	70,500
Debt Service, Interest	150,000
Total	318,500

To –

Uses of Funds

Sewer Enterprise, MWRA Assessment	98,000
Information Sys., Contracted Services	44,000
Police, Occupancy	15,000
Town-wide, M & S Gasoline	14,000
Library, Occupancy	8,000
Fire, EMT Recertification	2,700
DPW, License Reimbursement	1,800
Water/Sewer, Overtime	56,000
Employee Benefits, General Insurance	70,000
Employee Benefits, Unemployment	9,000
Total	318,500

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 14 RE: Fund the Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2005, and transfer from the Negotiated Settlement Account the amount of \$50,000 or any other sum, for the purpose of funding the plan under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: Transfer from the FY2004 Negotiated Settlement Acct. the sum of \$35,000 to pay for salary adjustments to the Administrative and Professional Compensation Plan and to act in any manner in relation thereto.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 15 RE: Fund the BPPA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$20,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BPPA Union (Police Patrolmen), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 16 RE: Fund the IBPO Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$55,000 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), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 17 RE: Fund the IAFF Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$70,000 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), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 18 RE: Fund the DPW Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$45,000 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), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 19 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$60,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 20 RE: Fund the Part-time Salary Plan

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$10,000 or any other sum, for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2005, same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: Transfer from FY2004 Negotiated Salary Account the sum of \$8,000 to pay for salary adjustments to the Town's Part Time Compensation Plan or to act in any manner in relation thereto.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 21 RE: Funding FY 2005 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 sum, for the items contained within the following proposed Fiscal Year 2005 Capital Budget, same to be spent under the appropriate authorities as indicated:

PROJECT NUMBER	DEPT	PROJECT NAME/DESCRIPTION	SPENDING AUTHORITY	APPROP. REQUEST
FROM SEWER ENTERPRISE FUND 05-1				
05-1	DPW/4"	Diesel Pump	Selectmen	15,000
SALE OF GRAVES FUNDS: 05-2				
05-2	DPW/Cemetery	Truck	Selectmen	25,000
RAISE AND APPROPRIATE 05-3 THRU 05-10				
05-3	DPW/Stripping	Tower Rehabilitation	Selectmen	40,000
	DPW/Mill Pond	Treatment Plant/ Total Organic Carbon Analyzer	Selectmen	23,000
05-5	Fire/Aerial	Fire Truck	Selectmen	750,000
05-6	Fire/Fire	Prevention Vehicle	Selectmen	33,000
05-7	Library/Fire	Alarm Panel	Selectmen	5,000
05-8	Recr/Cargo	Van Replacement	Rec. Comm.	19,000
05-9	Recr/Purchase	of Bucket Truck	Rec. Comm.	114,000
05-10	Recr/Simonds	Park Tennis Courts Renovation	Rec. Comm.	33,720

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, or any other sum, for the items contained within the following proposed Fiscal Year 2005 Capital Budget, same to be spent under the appropriate authorities as indicated:

PROJECT NUMBER	DEPT	PROJECT NAME/DESCRIPTION	SPENDING AUTHORITY	APPROP. REQUEST
FROM SEWER ENTERPRISE FUND 05-1				
05-1	DPW/4"	Diesel Pump	Selectmen	15,000
SALE OF GRAVES FUNDS: 05-2				
05-2	DPW/Cemetery	Truck	Selectmen	25,000
RAISE AND APPROPRIATE 05-3 THRU 05-10				
05-3	DPW/Stripping	Tower Rehabilitation	Selectmen	40,000
05-4	DPW/Mill Pond	Treatment Plant/ Total Organic Carbon Analyzer	Selectmen	23,000
05-8	Recr/Cargo	Van Replacement	Rec. Comm.	19,000
05-9	Recr/Purchase	of Bucket Truck	Rec. Comm.	Defeated
05-10	Recr/Simonds	Park Tennis Courts Renovation	Rec. Comm.	33,720

Recommendations: Ways & Means and Capital Budget voted in favor of all items except items 8 and 9.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 22 RE: Rental of Bucket Truck/Recreation

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$14,400 or any other sum, for the rental of a bucket truck, 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 \$14,400 for the rental of a bucket truck.

Recommendations: Ways & Means voted 11-1-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 23 RE: Marshall Simonds Middle School/Heating And Ventilation Systems

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of (not to exceed) \$6,000,000 or any other sum, for the purpose of replacing all components of the heating and ventilation system at Marshall Simonds Middle School, including all costs incidental and related thereto, same to be spent under the direction of the School Committee, or to act in any other manner in relation thereto.

MAIN MOTION: That the sum of \$4,867,200 be and is hereby appropriated, to be expended at the direction of the School Committee, to pay costs of replacing all components of the heating and ventilation system at the Marshall Simonds Middle School, 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(3A) 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 9-5-0 in favor. Capital Budget voted 4-0-0 in favor. Selectmen voted unanimously in favor.

A motion to end debate was moved, seconded and so voted. The Moderator called for a roll call vote on the main motion.

ACTION: BY A ROLL CALL VOTE OF 77 IN FAVOR, 19 OPPOSED, AND 1 ABSENTION, THE MAIN MOTION CARRIED

ARTICLE 24 RE: Fund Interest Charges Marshall Simonds Middle School

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$150,000 or any other sum, to provide the Town Treasurer

with funds to pay the interest charges associated with borrowing (temporarily) for the purpose of replacing all components of the heating and ventilation system at Marshall Simonds Middle School, same to be spent under the direction of the Town Treasurer, or to act in any other manner in relation thereto.

MAIN MOTION: Raise and appropriate the sum of \$2,500 to provide the Treasurer with funds to pay the temporary interest charges associated with borrowing amounts necessary for the purpose of replacing all components of the heating and ventilation systems at the Marshall Simonds Middle School.

Recommendations: Ways & Means voted 13-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 25 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 \$686,916.87 or any other sum, to operate the Burlington Ice Palace, of which the \$686,916.87 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 \$686,916.87 to operate the Burlington Ice Palace, of which \$686,916.87 will come from FY04 Ice Palace Estimated Revenue Account.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 26 RE: Sewer Services Enterprise Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$3,505,800 or any other sum, for the FY2005 Sewer Services Enterprise Account of which \$3,305,800 will come from the Sewer Estimated Revenue Account and \$200,000 will come from the Sewer Enterprise Reserve Account, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 27 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 sum, 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: Raise and appropriate the sum of \$2,500 to fund the expenses of the Burlington Drug and Alcohol Task Force.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 28 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$9,500, 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: As printed in the Warrant

Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 29 RE: Community Custodial Fees

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$27,000 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civil Organizations, 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 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 Civil Organizations.

Recommendations: Ways & Means voted 0-12 in opposition.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 30 RE: Main Fire Station Roof Repair

To see if the Town will vote to transfer \$39,783 from FY 2003 available Highway Garage and the "Players Building

Roof" (account #02825631-601914) to fund the repair of the main fire station roof, same to be spent under the direction of the Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 12-0-0 in favor.
Capital Budget voted 4-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 31 RE: Fund Annual Town-wide Celebration

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$15,000 or any other sum, for the purpose of providing funds for an annual Town-wide celebration, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

Resolution #1 offered by M. Kashgegian, Pct. 4

Whereas the Ways and Means Committee makes recommendations to Town Meeting on all financial articles that involve the appropriation, transfer, expenditure, or raising and borrowing of money;

Whereas the Ways and Means Committee may make recommendations on any and all questions involving town affairs;

Whereas all other boards including the Board of Selectmen, the Planning Board, the Board of Appeals, the Board of Health, the Conservation Commission and the School Committee have their meetings televised live;

Whereas the importance of the discussions at the Ways and Means Committee meetings and the overall responsibility of the Ways and Means Committee with regards to the finances of the Town of Burlington is such that...;

I hereby submit a resolution to require all meetings of the Ways and Means Committee (Finance Committee) of the Town of Burlington to be televised on BCAT live.

A motion to end debate was moved, seconded and so voted.

Resolution carried.

Resolution #2 offered by P. Vallelli, Pct. 3

Whereas it appears that the Town of Burlington is being unfairly assessed its' portion of the Shawsheen Valley Tech Budget, Line 96;

and Whereas the Town of Bedford has extensive tax free property, to wit, Hanscom A.F.B., Bedford Veterans

Hospital, Middlesex Community College, and the Mitre Corp., a government

not-for-profit organization;

Therefore, be it resolved that the Town Administrator and Board of Selectmen seek a more equitable assessment by working with our State Representative and Senator.

Resolution failed.

At 10:30 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

**MONDAY, SEPTEMBER 27, 2004
FOGELBERG AUDITORIUM, BHS**

At 7:20 P.M., the Town Meeting Members of Precincts 3 and 5 assembled to fill the vacancies created by the resignations of Lee, Forte, and Williams.

Precinct 3 - Present and voting: Coady, Cool, Grattan, Marchese, Nash, Nevins, Raske, Riggs, Rowe, Rubino, Wasserman

Nominations: Carol Powers, 80 Lexington St.

Unanimously voted to fill the vacancy until the next election.

Precinct 5 - Present and voting: Angelo, Boari, Burkhart, Carpenter, Paulson, A. Gerbrands, V. Gerbrands, Hanley, Hofferty, Igo, Murphy, Roussell, Squeri, Tait.

Nominations: Janine Towle, 57 Macon Rd.; Auralie Slowey, Paulson Dr.; Richard Wing, Wing Terrace.

By a vote of Towle - 10, Slowey - 4, Wing - 10 and Blanks - 4

Towle and Wing were voted to fill the 2 vacancies until the next election.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (SECOND) TOWN MEETING

**FOGELBERG AUDITORIUM, BHS
MONDAY, SEPTEMBER 27, 2004**

A quorum being present, the meeting was called to order at 7:40 P.M. with a salute to the flag. The Moderator swore in new Town Meeting Members. A motion to adjourn to Wed. September 29, 2004 to complete the business of 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 Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Set Annual Town Election Date

To see if the Town will vote to set the date of the 2005 Annual Town Election as Saturday, April 9, 2005, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 3 RE: Amend General Bylaw Article V,

Section 2.1 — Finance Committee (Ways & Means)

To see if the Town will vote to amend General Bylaw, Article V, Section 2.1 to read as follows:

There shall be a Finance Committee consisting of fifteen (15) voters, *the majority of whom should be town meeting members*, none of whom shall be a Town Officer or employee, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant.

Recommendations: Bylaw Review Committee recommended no change.

ACTION: MAJORITY APPROVED MAIN MOTION

App'd. By A.G. .Adv. Daily Times .

ARTICLE 4 RE: Acceptance of Chapter 90

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$539,998 or any other amount to pay for the purpose of paving, drainage repairs and installation of sidewalks, 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 appropriate the sum of \$539,998 for the purpose of paving,

drainage repairs and installation of sidewalks, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means voted in 10-0-0 favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$65,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA ((Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$65,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the BMEA (Local 1703), same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 8-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Fund the DPW Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$53,000 or any other sum, for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Dept. of Public Works (Local 1703), same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the Negotiated Settlement Account, the sum of \$53,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works (Local 1703), same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: Structural Repairs to Grandview Farm

To see if the Town will vote to transfer from available funds, borrow or otherwise provide a sum of money for the purpose of making structural repairs and renovations to the Grandview Farm property, or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 8 RE: Grandview Senior Housing

To see if the Town will vote to authorize the Board of Selectmen to convey a parcel of land shown as "Area 3" on a plan entitled "Grandview Farm Planned Development District", prepared by the Town of Burlington Planning Department, dated April 2, 2001, which land contains 1.96 acres, more or less, and is subject to the Senior Affordable Housing Restriction, on such terms and conditions and for such monetary consideration as the Selectmen may determine, 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 convey a parcel of land shown as "Area 3" on a plan entitled "Grandview Farm Planned Development District", prepared by the Town of Burlington Planning Department, dated April 2, 2001, which land contains 1.96 acres, more or less, and is subject to the Senior Affordable Housing Restriction, on such terms and conditions and for such monetary consideration as the Selectmen may determine,

and will further vote to approve the proposed design and development plans for the Affordable Housing Development project in Development Area, 3, which plans are available at the Town Hall for review by Town Meeting members, being the site design and development plans for the Affordable Housing Development which are proposed to be submitted as part of the PD Special Permit application required under Section 12.1.5 of the Burlington Zoning Bylaws.

Recommendations: Ways & Means voted 9-0-2 in favor. Land Use Committee voted 6-0-0 in favor.

A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Repairs to the Wildwood School

To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$75,000 or any other amount to pay for exterior repairs, structural analysis and securing of the Wildwood School, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$75,000 to pay for exterior repairs, structural analysis and securing of the Wildwood School.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Transfer of Funds FY2005 Various Accounts

To see if the Town will vote to transfer from available funds (NESWC: Base Fee Credit distribution) the sum of \$235,000 to the following FY 2005 line items:

Line item 100 (Reserve fund)	\$110,000
Line item 71 (Street Lights)	\$ 25,000
Line item 41 (Town Insurance)	\$100,000

same to be spent under the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 11 RE: Purchase of Bucket Truck

To see if the Town will transfer from Article 22 of the May 2004 Town Meeting the sum of \$14,400 to pay for the purchase of a bucket truck to be used by the Recreation Dept and the DPW, same to be spent under the direction of the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 12 RE: Lightning Strike Deficit

To see if the Town will vote to transfer from the Insurance Reimbursement Account the sum of \$121,562 to offset the deficit created by the expenditures related to the lightning strike at the Burlington Police Department, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 13 RE: Amend Zoning Article IV, Section 4.2.0 "Principal Use Regulations Schedule" And To Create A New Section 4.1.7 "Additional Regulations for Restaurants in an IG District"

To see if the Town will vote to amend Zoning Bylaw Article IV, Section 4.2.0 "Principal Use Regulations Schedule" by changing Section 4.2.6.10 "Restaurant" to permit such use in a General Industrial (IG) District by Special Permit. The amended Section 4.2.6.10 should read as follows:

Use Designation	District
	IG

4.2.6.10 Restaurant SP

and further to amend the Zoning By-Law Article IV by adding a new Section 4.1.7 "Additional Regulations for Restaurants in an IG District". The new Section shall read as follows:

4.1.7 "Additional Regulations for Restaurants in an IG District"

The Planning Board may grant a Special Permit for a restaurant use within a General Industrial (IG) District, subject to the following restrictions:

4.1.7.1 Purpose

The purpose of allowing restaurants by Special Permit within an office/commercial park setting is to enhance previously established commercial areas by permitting a mixture of uses which reduce the number of vehicular trips generated during peak hour periods and promote pedestrian activities through the interconnection of compatible uses and facilities.

4.1.7.2 Procedures

All requests for consideration by the Planning Board for a Special Permit pursuant to this section shall be consistent with Section 9.2.0 "Special Permit" of this bylaw.

4.1.7.3 Approval Criteria

In addition to the approval criteria for special permits pursuant to Section 9.2.4 of this bylaw, the applicant shall comply with additional criteria as detailed below and the Planning Board shall make findings pursuant to these specific requirements:

a) Any proposed restaurant within an IG District shall be located within a previously established office/commercial park of 600,000 square feet or more.

b) Prior to the submission of any formal application to the Planning Board for consideration of a Special Permit under this section, the Planning Board shall make a determination as to whether the property qualifies as part of a previously established office/commercial park. An "office/commercial park" shall be defined as a property which, when taken as a whole with other properties in the general area, possesses a commonality of purpose, use, management, maintenance, and other indicia which provides to the general public a perception of a unified operation and character. In an office/commercial park, the individual parcels do not have to be under the same ownership. The definition of a particular office/commercial park may change over time based upon the Planning Board's determination that other properties have been incorporated into a commonality of operation and character. The determina-

tion of whether a property qualifies under this definition shall be at the discretion of the Planning Board.

c) Once an area has been designated by the Planning Board as an office/commercial park, any addition or removal of a parcel, shall require authorization by the Planning Board prior to the submission of any Special Permit application under this Section.

d) Any proposal for a restaurant submitted pursuant to this section of the bylaw shall be required to incorporate pedestrian enhancements which interconnect adjacent commercial buildings/properties through a network of sidewalks and/or bike paths. These amenities shall be considered by the Planning Board when analyzing any applicable traffic analysis and/or transportation demand management alternatives.

e) The total square footage of each restaurant pad and the total number of restaurants within an office/commercial park shall not exceed the following criteria:

i) No individual restaurant pad shall exceed 12,000 square feet.

ii) An office/commercial park with a square footage of 600,00-800,000 square feet shall be limited to no more than two (2) restaurant pads.

iii) An office/commercial park with a square footage in excess of 800,00 square feet shall be limited to no more than three (3) restaurant pads.

iv) In no case shall the maximum permitted square footage of a restaurant space within an office/commercial park include existing or proposed accessory cafeteria space.

f) Any restaurant proposed under this bylaw shall be a full service, sit down restaurant.

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. Land Use Committee voted 7-0-0 in favor.

AMENDMENT: A motion to amend the main motion section e) by eliminating section iii and amending section ii to read as follows: "An office/commercial park with a square footage of 600,000 or more square feet shall be limited to no more than two (2) restaurant pads." And to renumber section iv to section iii was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 87 IN FAVOR AND 1 OPPOSED THE MAIN MOTION AS AMENDED CARRIED. App'd. By A.G. .Adv. Daily Times .

ARTICLE 14 RE: Amend Zoning Bylaw Article VIII,

Section 8.4.0 "Open Space Residential Development"

To see if the Town will vote to amend Zoning Bylaw Article VIII, Section 8.4.0 "Open Space Residential Development" as follows:

To amend Section 8.4.4.a to reduce the minimum parcel size from ten acres to three acres, as flows: "The area of the parcel to be developed is not less than three (3) acres."

And further to amend Section 8.4.8 – Table of Open Space Residential Dimensional Requirements, to reduce the Minimum area of parcel from 10 acres to 3 acres, as follows:

Minimum area of parcel feet 3 Acres (130,680 square feet) or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 15 RE: Petition to Rezone 2 Wayside Road From a General Industrial (IG) District to a General Business (BG) District

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land located at 2 Wayside Road, identified on Town Assessors Map 48, Parcel 2 consisting of approximately 16 acres, from General Industrial (IG) District to General Business (BG) District, as shown on the attached plan entitled "Wayside Commons, Site Plan", prepared by Arrowstreet, dated July 6, 2004, situated in the Town of Burlington, Massachusetts, Middlesex County, bounded and described as follows:

Legal Description

The parcel of land located in Burlington, Middlesex County, Massachusetts, described as follows:

Beginning at a point at the intersection of South Bedford Street and Wayside Road, thence N 50°08' 53" W for a distance of 176.84' along South Bedford Street

Thence N 51°32' 15" W for a distance of 72.68' along South Bedford Street

Thence along an arc of radius 1575.00' for a distance of 282.72' to a point at the intersection of South Bedford Street and the Northern Circumferential Highway

Thence along an arc of radius 12,100.00' for a distance of 742.40' along the Northern Circumferential Highway

Thence along an arc of radius 270.00' for a distance of 315.79'

Thence S 66°53' 25" E for a distance of 139.10'

Thence along and arc of radius 655.00' for a distance of 195.16'

Thence S 83°57' 42" E for a distance of 155.45'

Thence along an arc of radius 170.00' for a distance of 181.54' to a point along Cambridge Street

Thence along an arc of radius 2670.86' for a distance of 77.35' along Cambridge Street

Thence along an arc of radius 40.00' for a distance of 62.67' to a point along Wayside Road

Thence S 65°18' 49" W a distance of 11.23' along Wayside Road

Thence along an arc of radius 200.00' for a distance of 69.65' along Wayside Road

Thence S 85°16' 00" W for a distance of 148.00' along Wayside Road

Thence along an arc of radius 256.00' for a distance of 99.55' along Wayside Road

Thence S 62°59' 14" W for a distance of 208.09' along Wayside Road

Thence along an arc of radius 306.00' for a distance of 89.30' along Wayside Road

Thence S 46°16' 00" W for a distance of 545.81' along Wayside Road

Thence along an arc of radius 52.00' for a distance of 75.86' to the point of beginning,

or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land located at 2 Wayside Road, identified on Town Assessors Map 48, Parcel 2 consisting of approximately 16 acres, from General Industrial (IG) District to General Business (BG) District, as shown on the attached plan entitled "Wayside Commons, Site Plan", prepared by Arrowstreet, dated July 6, 2004, situated in the Town of Burlington, Massachusetts, Middlesex County, bounded and described as printed in the warrant and to authorize the Board of Selectmen to accept a Covenant with respect to said land that further restricts the future development of said land.

Recommendations: Planning Board voted 6-1-0. Land Use Committee voted 4-1-0.

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 65 IN FAVOR AND 21 OPPOSED THE MAIN MOTION CARRIED. App'd. By A.G. .Adv. Daily Times .

Resolution #1 by Sherri Ellis, Pct. 3

Town Meeting requests that the Board of Selectmen specifically request of the engineer who performs the structural analysis of the Wildwood School to provide the following information:

(1) What use(s), by current codes, could the building be used for as is. Specifically knowing if it could still be used as a school and to have him/her make suggestions for it's potential future use.

Majority voted in support of the resolution.

At 10:20 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

TOWN ACCOUNTANT

The Burlington Town Accounting Office has kept busy during 2004. We are beginning the process of giving individual departments access to the financial software. Our office staff is training clerks from every department to access account balances and reports. Several departments can now view and print account information without waiting for records from the Accounting department. The next step is to train in data entry for bill paying to eliminate several layers of duplicate entry at the department level and in the accounting department. Our first centralized list of capital assets and infrastructure is being developed and maintained in the accounting department. We have taken the payroll processing in-house as part of the town wide financial software package. The new system has ended the duplicate data entry of payroll expenditures and withholding payments. A significant amount of detail can now be entered into the payroll system making reports more informative.

I am confident that we are eliminating many duplicated clerical steps while providing more detail and making financial data available more quickly for the management of the town.

The following pages are the audited financial statements of the Town of Burlington from the Fiscal Year Ended June 30, 2004.

Respectfully submitted,

Gail A. LaPointe
Town Accountant

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TOWN OF BURLINGTON, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

FISCAL YEAR ENDED JUNE 30, 2004

TOWN OF BURLINGTON, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2004

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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, 2004, 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, 2004, 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 November 12, 2004, 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.

November 12, 2004

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, 2004. We encourage readers to consider the information presented in this report in conjunction with the Town's financial statements.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

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 statements 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, sewer, human services, culture and recreation, pension benefits, employee benefits, insurance, interest and state and county charges.

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 workers 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 2004 in comparison to Fiscal Year 2003.

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 \$85.4 million at the close of Fiscal 2004, a decrease of \$2.8 million from the prior year.

Net assets of \$69.0 million (81%) 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 \$1.6 million (2%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets*, \$14.7 million (17%), 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 \$84.8 million at the close of FY2004.

	Governmental Activities	
	2004	2003
Assets:		
Current assets.....	\$ 27,409,994	\$ 25,346,525
Noncurrent assets (excluding capital).....	2,917,000	3,549,666
Capital assets.....	85,844,126	86,700,985
Total assets.....	116,171,120	115,597,176
Liabilities:		
Current liabilities (excluding debt).....	6,009,443	5,795,921
Noncurrent liabilities (excluding debt).....	3,085,242	1,079,000
Current debt.....	2,934,728	2,663,926
Noncurrent debt.....	19,333,198	18,343,778
Total liabilities.....	31,362,611	27,882,625
Net Assets:		
Capital assets net of related debt.....	68,661,809	68,937,093
Restricted.....	1,626,555	1,418,171
Unrestricted.....	14,520,145	17,359,287
Total net assets.....	\$ 84,808,509	\$ 87,714,551

A significant portion of the Town's net assets, \$68.7 million (81%), 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, \$1.6 million (2%), represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$14.5 million (17%) may be used to meet the government's ongoing obligations to citizens and creditors.

The governmental activities net assets decreased by \$2.9 million during the current fiscal year. A portion of this decrease is due to the budgeted use of reserves in the general fund. This decrease is also due, in part, to a decrease in state aid, depreciation of capital assets, and an increase in pension and health care costs.

	Governmental Activities	
	2004	2003
Program revenues:		
Charges for services.....	\$ 10,476,719	\$ 10,470,902
Operating grants and contributions.....	10,598,539	10,195,698
Capital grants and contributions.....	740,731	1,028,511
General Revenues:		
Real estate and personal property taxes.....	55,506,734	52,565,540
Motor vehicle and other excise taxes.....	2,905,962	2,801,646
Nonrestricted grants.....	2,768,062	2,792,171
Unrestricted investment income.....	220,415	307,249
Other revenues.....	1,382,323	1,781,154
Total revenues.....	84,599,485	81,942,871
Expenses:		
General Government.....	3,972,810	4,236,563
Public Safety.....	11,393,829	10,489,105
Education.....	37,490,335	36,014,666
Public Works.....	7,294,621	7,685,161
Water and sewer.....	6,158,692	6,711,043
Human Services.....	1,114,399	1,067,802
Culture and recreation.....	2,986,825	3,381,333
Pension benefits.....	7,576,157	6,040,459
Employee benefits.....	7,919,328	7,179,331
Interest.....	1,014,960	1,039,603
Claims and judgments.....	-	123,657
State and county charges.....	583,571	656,250
Total expenses.....	87,505,527	84,624,973
Change in net assets.....	\$ (2,906,042)	\$ (2,682,102)

Governmental Expenses totaled \$87.5 million of which \$21.8 million was directly supported by program revenues consisting of charges for services, operating and capital grants and contributions. General Revenues totaled \$62.8 million, primarily coming from property taxes, excise taxes, and grants not restricted to specific programs.

Charges for services represent about 48% 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 52% of the governmental program revenues. Most of these resources apply to education operations. These resources offset costs within the school department in addition to their general fund operating budget.

Property taxes are the most significant revenue source for the Town's governmental activities. They comprise 65% of all resources.

Other taxes comprise 4% of the governmental activity's resources.

Education is by far the largest governmental activity of the Town. A total of approximately \$37 million was expended for education, of which approximately \$7 million was funded by program revenues. The remaining \$30 million was funded by taxes and other revenue.

Public safety and employee benefits are the second and third largest activities of the Town. Approximately \$11 million and \$8 million were needed to cover their FY04 operating expenses, respectively.

Business-type Activities

For the Town's business-type activities, assets exceeded liabilities by \$563,713 at the close of FY2004.

	Business-type Activities	
	2004	2003
Assets:		
Current assets.....	\$ 236,308	\$ 205,545
Capital assets.....	1,510,126	1,570,917
Total assets.....	1,746,434	1,776,462
Liabilities:		
Current liabilities (excluding debt).....	25,199	-
Current debt.....	155,133	142,000
Noncurrent debt.....	1,002,389	1,127,000
Total liabilities.....	1,182,721	1,269,000
Net Assets:		
Capital assets net of related debt.....	352,604	301,917
Unrestricted.....	211,109	205,545
Total net assets.....	\$ 563,713	\$ 507,462

Business-type net assets of \$352,604 (63%) represent investments in capital assets net of related debt. The remaining \$211,109 (37%) 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.

There was an increase of \$56,251 in net assets reported in connection with the Ice Palace Skating Rink business-type activities attributable to budgeting revenues sufficient to cover current operational costs and to acquire capital assets.

	Business-type Activities	
	2004	2003
Program revenues:		
Charges for services.....	\$ 731,257	\$ 710,338
General revenues:		
Unrestricted investment income.....	286	3,654
Total revenues.....	731,543	713,992
Expenses:		
Cost of services and administration.....	675,292	620,413
Total expenses.....	675,292	620,413
Change in net assets.....	\$ 56,251	\$ 93,579

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 \$15 million, of which \$9 million is related to the general fund and \$6 million is related to nonmajor governmental funds. Within the nonmajor funds, \$1.7 million is attributed to the stabilization fund, \$107 thousand is attributed to capital projects, \$3.7 million is attributed to the Town's other special revenue accounts, \$256 thousand to capital projects funds and \$395 thousand 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 \$2.7 million while total fund balance was \$9.1 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 3% of the total general fund expenditures, while total fund balance represents 11% of that same amount. Reservation of fund balance for encumbrances and continuing appropriations totaled \$1.7 million. Additionally, \$1.0 million was designated for amounts voted to be used in FY05 and \$3.4 million was designated for joint ventures relating to the Town's participation in the Northeast Solid Waste Committee.

The Town's general fund decreased \$2.4 million in fiscal 2004. A key factor in this reduction was the Town's planned use of reserves to compensate for the anticipated cutbacks in state aid and increases in pension and employee benefits costs. The Town budgeted to use \$2.1 million of reserves to balance the fiscal year 2004 budget. Actual results on a budgetary basis used only \$950 thousand. The results of the Town's water operations, which are reported in the general fund for the fund based statements, added an additional \$588 thousand decrease to the general fund. The remaining decrease is related to year-end accruals in recording revenues and expenditures.

General Fund Budgetary Highlights

The \$54,504 difference between the original budget of \$76,257,748 and the final budget of \$76,312,252 is due primarily to supplemental appropriations for the school department.

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 been upgraded to 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 \$22,975,448 of which \$6,785,000 is related to school projects, \$4,200,000 is related to the water treatment facility, \$1,560,138 is related to the construction of the Town library, \$1,652,494 relates to public safety projects, \$2,800,000 relates to the Town Hall remodeling, \$2,658,260 relates to land acquisition, and \$1,157,522 relates to the Ice Palace, leaving a balance of \$2,162,034 for other CIP related 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 Town issued \$3,259,670 of general obligation bonds in FY2004 at an average interest rate of 3%. The bonds were issued for various capital projects. The Town also issued \$6,005,000 of general obligation refunding bonds with an average interest rate of 2.45% to refund \$5,760,000 of general obligation bonds with an average interest rate of 5%. The Town issued \$450,000 in bond anticipation notes (BANS) to fund the street lighting project. The maturity date of the BANS is August 5, 2004, which does not meet the criteria for treatment as long-term debt.

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, 2004 the Town is scheduled to receive approximately \$3,670,000 of future reimbursements for approved construction costs.

State statutes limit the amount of general obligation debt a government entity may issue to 5% of its total equalized property valuation as determined by the Massachusetts Department of Revenue. This limit could go to 10% with approval of a state oversight board. In addition certain general obligation debt is exempt from the limit such as debt associated with school construction and many water improvement projects. The current debt limitation for the Town of Burlington is \$197,299,269, which is significantly in excess of the Town's outstanding general obligation debt that is subject to this limit.

Please refer to the notes 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

STATEMENT OF NET ASSETS

JUNE 30, 2004

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and short-term investments.....	\$ 17,709,797	\$ 187,214	\$ 17,897,011
Investments.....	1,869,301	49,094	1,918,395
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	860,072	-	860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water and sewer fees.....	1,625,138	-	1,625,138
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	641,000	-	641,000
Investment in joint venture.....	3,440,283	-	3,440,283
Prepaid expenses.....	155,039	-	155,039
Tax foreclosures.....	93,919	-	93,919
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	2,917,000	-	2,917,000
Capital assets, net of accumulated depreciation:			
Depreciable.....	67,638,313	1,005,126	68,643,439
Nondepreciable.....	18,205,813	505,000	18,710,813
TOTAL ASSETS.....	116,171,120	1,746,434	117,917,554
LIABILITIES			
CURRENT:			
Warrants payable.....	2,847,244	-	2,847,244
Accrued payroll.....	1,497,143	-	1,497,143
Tax refunds payable.....	623,000	-	623,000
Accrued interest.....	362,527	25,199	387,726
Other liabilities.....	813,952	-	813,952
Capital lease obligations.....	139,305	-	139,305
Compensated absences.....	1,538,000	-	1,538,000
Workers' compensation.....	95,000	-	95,000
Bonds and notes payable.....	2,934,728	155,133	3,089,861
NONCURRENT:			
Capital lease obligations.....	150,514	-	150,514
Compensated absences.....	1,028,000	-	1,028,000
Bonds and notes payable.....	19,333,198	1,002,389	20,335,587
TOTAL LIABILITIES.....	31,362,611	1,182,721	32,545,332
NET ASSETS			
Invested in capital assets, net of related debt.....	68,661,809	352,604	69,014,413
Restricted for:			
Permanent funds:			
Expendable.....	38,981	-	38,981
Nonexpendable.....	356,380	-	356,380
Other purposes.....	1,231,194	-	1,231,194
Unrestricted.....	14,520,145	211,109	14,731,254
TOTAL NET ASSETS.....	\$ 84,808,509	\$ 563,713	\$ 85,372,222

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2004

		Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue	
Primary Government:						
Governmental Activities:						
General government.....	\$ 3,972,810	\$ 1,223,703	\$ 466,666	\$ -	\$ (2,282,441)	
Public safety.....	11,393,829	1,340,094	411,845	726,285	(8,915,605)	
Education.....	37,490,335	1,649,082	4,920,133	-	(30,921,120)	
Public works.....	7,294,621	360,250	167,073	14,446	(6,752,852)	
Water and sewer.....	6,158,692	4,718,698	-	-	(1,439,994)	
Human services.....	1,114,399	77,099	60,461	-	(976,839)	
Culture and recreation.....	2,986,825	845,020	25,464	-	(2,116,341)	
Pension benefits.....	7,576,157	-	4,546,897	-	(3,029,260)	
Employee benefits and insurance.....	7,919,328	262,773	-	-	(7,656,555)	
Interest.....	1,014,960	-	-	-	(1,014,960)	
State and county charges.....	583,571	-	-	-	(583,571)	
Total Governmental Activities.....	87,505,527	10,476,719	10,598,539	740,731	(65,689,538)	
Business-Type Activities:						
Ice Palace.....	675,292	731,257	-	-	55,965	
Total Primary Government.....	\$ 88,180,819	\$ 11,207,976	\$ 10,598,539	\$ 740,731	\$ (65,633,573)	

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2004

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ (65,689,538)	\$ 55,965	\$ (65,633,573)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	55,506,734	-	55,506,734
Tax liens.....	93,219	-	93,219
Motor vehicle and other excise taxes.....	2,905,962	-	2,905,962
Hotel/motel tax.....	903,362	-	903,362
Penalties and interest on taxes.....	309,632	-	309,632
Payments in lieu of taxes.....	32,554	-	32,554
Grants and contributions not restricted to specific programs.....	2,768,062	-	2,768,062
Unrestricted investment income.....	220,415	286	220,701
Miscellaneous.....	43,556	-	43,556
Total general revenues and transfers.....	62,783,496	286	62,783,782
Change in net assets.....	(2,906,042)	56,251	(2,849,791)
<i>Net Assets:</i>			
Beginning of year.....	87,714,551	507,462	88,222,013
End of year.....	\$ <u>84,808,509</u>	\$ <u>563,713</u>	\$ <u>85,372,222</u>

(Concluded)

2004 Annual Report

GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2004

	General	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and short-term investments.....	\$ 9,371,569	\$ 6,227,189	\$ 15,598,758
Investments.....	196,376	1,672,925	1,869,301
Real estate and personal property taxes.....	860,072	-	860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water fees.....	122,200	-	122,200
Sewer fees.....	205,781	-	205,781
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	3,086,000	472,000	3,558,000
Investment in joint venture.....	3,440,283	-	3,440,283
Prepaid expenses.....	155,039	-	155,039
Tax foreclosures.....	93,919	-	93,919
TOTAL ASSETS.....	\$ 18,546,684	\$ 8,372,114	\$ 26,918,798
LIABILITIES AND FUND BALANCES			
LIABILITIES:			
Warrants payable.....	\$ 1,459,272	\$ 1,387,972	\$ 2,847,244
Accrued payroll.....	1,497,143	-	1,497,143
Tax refunds payable.....	623,000	-	623,000
Other liabilities.....	813,952	-	813,952
Deferred revenues.....	5,232,503	446,063	5,678,566
Notes payable.....	-	450,000	450,000
TOTAL LIABILITIES.....	9,625,870	2,284,035	11,909,905
FUND BALANCES:			
Reserved for:			
Encumbrances and continuing appropriations.....	1,745,782	-	1,745,782
Stabilization.....	-	1,696,498	1,696,498
Perpetual permanent funds.....	-	356,380	356,380
Unreserved:			
Designated for investment in joint venture.....	3,440,283	-	3,440,283
Designated for subsequent year's expenditures.....	1,000,000	-	1,000,000
Undesignated, reported in:			
General fund.....	2,734,749	-	2,734,749
Special revenue funds.....	-	3,740,067	3,740,067
Capital projects funds.....	-	256,153	256,153
Permanent funds.....	-	38,981	38,981
TOTAL FUND BALANCES.....	8,920,814	6,088,079	15,008,893
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 18,546,684	\$ 8,372,114	\$ 26,918,798

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

FISCAL YEAR ENDED JUNE 30, 2004

Total governmental fund balances.....	\$ 15,008,893
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	85,844,126
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	5,678,566
Unbilled water and sewer as of June 30, 2004.....	1,297,157
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.....	2,111,039
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(362,527)
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.....	(21,817,926)
Capital lease obligations.....	(289,819)
Workers compensation.....	(95,000)
Compensated absences.....	(2,566,000)
Net effect of reporting long-term liabilities.....	(24,768,745)
Net assets of governmental activities.....	<u>\$ 84,808,509</u>

See notes to basic financial statements.

2004 Annual Report

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

FISCAL YEAR ENDED JUNE 30, 2004

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:			
Real estate and personal property taxes, net of tax refunds.....	\$ 55,346,493	\$ -	\$ 55,346,493
Tax liens.....	71,318	-	71,318
Motor vehicle excise taxes.....	2,915,542	-	2,915,542
Hotel/motel tax.....	903,362	-	903,362
Charges for services.....	349,326	-	349,326
Water and sewer charges.....	4,722,857	-	4,722,857
Penalties and interest on taxes.....	309,632	-	309,632
Fees and rentals.....	203,867	-	203,867
Payments in lieu of taxes.....	32,554	-	32,554
Licenses and permits.....	925,605	-	925,605
Intergovernmental.....	11,364,854	3,191,606	14,556,460
Departmental and other.....	701,444	3,301,284	4,002,728
Contributions.....	-	914	914
Investment income.....	139,124	64,378	203,502
TOTAL REVENUES.....	77,985,978	6,558,182	84,544,160
EXPENDITURES:			
Current:			
General government.....	3,296,262	447,992	3,744,254
Public safety.....	10,292,034	1,136,315	11,428,349
Education.....	33,296,316	4,539,459	37,835,775
Public works.....	5,546,216	1,115,259	6,661,475
Water and sewer.....	2,744,328	-	2,744,328
MWRA assessment.....	3,200,076	-	3,200,076
Human services.....	1,075,776	50,292	1,126,068
Culture and recreation.....	2,179,507	860,490	3,039,997
Pension benefits.....	7,576,157	-	7,576,157
Employee benefits and insurance.....	7,686,825	-	7,686,825
State and county charges.....	583,571	-	583,571
Debt service:			
Principal.....	2,063,926	-	2,063,926
Interest.....	992,908	-	992,908
TOTAL EXPENDITURES.....	80,533,902	8,149,807	88,683,709
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(2,547,924)	(1,591,625)	(4,139,549)
OTHER FINANCING SOURCES (USES):			
Proceeds from bonds and notes.....	-	3,259,670	3,259,670
Proceeds from refunding bonds.....	5,692,478	-	5,692,478
Premium from issuance of bonds.....	49,428	-	49,428
Discount from issuance of refunding bonds.....	(56,178)	-	(56,178)
Bond issuance costs.....	(32,873)	-	(32,873)
Payments to retire bonds.....	(5,478,000)	-	(5,478,000)
Capital lease financing.....	446,489	-	446,489
Transfers in.....	32,000	574,000	606,000
Transfers out.....	(574,000)	(32,000)	(606,000)
TOTAL OTHER FINANCING SOURCES (USES).....	79,344	3,801,670	3,881,014
NET CHANGE IN FUND BALANCES.....	(2,468,580)	2,210,045	(258,535)
FUND BALANCES AT BEGINNING OF YEAR.....	11,389,394	3,878,034	15,267,428
FUND BALANCES AT END OF YEAR.....	\$ 8,920,814	\$ 6,088,079	\$ 15,008,893

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, 2004

Net change in fund balances - total governmental funds.....	\$ (258,535)
<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.....	2,840,316
Depreciation expense.....	<u>(3,697,175)</u>
Net effect of reporting capital assets.....	<u>(856,859)</u>
<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>	
	(295,166)
Change in the unbilled water and sewer receivables.....	70,786
<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.....	(8,952,148)
Debt service principal payments.....	<u>7,541,926</u>
Net effect of reporting long-term debt.....	<u>(1,410,222)</u>
<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.....	12,000
Net change in accrued interest on long-term debt.....	17,571
Net change in workers compensation.....	57,000
Net change in capital lease obligations.....	<u>(289,819)</u>
Net effect of recording long-term liabilities and amortizing deferred losses.....	(203,248)
<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>47,202</u>
Change in net assets of governmental activities.....	<u>\$ (2,906,042)</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2004

	Business-type Activities Enterprise Funds		Governmental Activities - Internal Service Funds	
	Ice Palace Enterprise			
ASSETS				
CURRENT:				
Cash and short-term investments.....	\$	187,214	\$	2,111,039
Investments.....		49,094		-
Total current assets.....		236,308		2,111,039
NONCURRENT:				
Capital assets, net of accumulated depreciation:				
Depreciable.....		1,005,126		-
Nondepreciable.....		505,000		-
Total noncurrent assets.....		1,510,126		-
TOTAL ASSETS.....		1,746,434		2,111,039
LIABILITIES				
CURRENT:				
Accrued interest.....		25,199		-
Bonds and notes payable.....		155,133		-
Total current liabilities.....		180,332		-
NONCURRENT:				
Bonds and notes payable.....		1,002,389		-
TOTAL LIABILITIES.....		1,182,721		-
NET ASSETS				
Invested in capital assets, net of related debt.....		(152,396)		-
Unrestricted.....		716,109		2,111,039
TOTAL NET ASSETS.....	\$	563,713	\$	2,111,039

See notes to basic financial statements.

PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

	Business-type Activities Enterprise Funds	Governmental Activities - Internal Service Funds
	Ice Palace Enterprise	
OPERATING REVENUES:		
Employee contributions	\$ -	\$ 262,773
Employer contributions	-	878,681
Charges for services	731,257	-
TOTAL OPERATING REVENUES	731,257	1,141,454
OPERATING EXPENSES:		
Cost of services and administration	493,197	-
Depreciation.....	60,791	-
Employee benefits	-	1,111,184
TOTAL OPERATING EXPENSES	553,988	1,111,184
OPERATING INCOME (LOSS).....	177,269	30,270
NONOPERATING REVENUES (EXPENSES):		
Investment income.....	286	16,932
Interest expense.....	(116,523)	-
Bond issuance costs.....	(4,781)	-
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(121,018)	16,932
CHANGE IN NET ASSETS.....	56,251	47,202
NET ASSETS AT BEGINNING OF YEAR.....	507,462	2,063,837
NET ASSETS AT END OF YEAR.....	\$ 563,713	\$ 2,111,039

See notes to basic financial statements.

PROPRIETARY FUNDS STATEMENT OF CASH FLOWS

FISCAL YEAR ENDED JUNE 30, 2004

	Business-type Activities - Ice Palace Enterprise	Governmental Activities - Internal Service Funds
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Receipts from customers and users.....	\$ 731,257	\$ -
Receipts from interfund services provided.....	-	1,141,454
Payments to vendors.....	(310,652)	-
Payments to employees.....	(182,545)	-
Payments for interfund services used.....	-	(162,784)
NET CASH FROM OPERATING ACTIVITIES.....	238,060	978,670
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>		
Proceeds from the issuance of bonds and notes.....	30,522	-
Bond issuance costs.....	(4,781)	-
Principal payments on bonds and notes.....	(142,000)	-
Interest expense.....	(91,324)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(207,583)	-
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>		
Purchase of investments.....	(49,094)	-
Investment income.....	286	16,932
NET CASH FROM INVESTING ACTIVITIES.....	(48,808)	16,932
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	(18,331)	995,602
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR.....	205,545	1,115,437
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR.....	\$ 187,214	\$ 2,111,039
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>		
Operating income (loss).....	\$ 177,269	\$ 30,270
Adjustments to reconcile operating income (loss) to net cash from operating activities:		
Depreciation.....	60,791	-
Changes in assets and liabilities:		
Working capital deposit.....	-	948,400
Total adjustments.....	60,791	948,400
NET CASH FROM OPERATING ACTIVITIES.....	\$ 238,060	\$ 978,670

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2004

	Private Purpose Trust Funds	Agency Funds
ASSETS		
CURRENT:		
Cash and short-term investments.....	\$ 467,961	\$ 361,289
Investments.....	703,906	-
Receivables, net of allowance for uncollectibles:		
Departmental and other.....	-	152,561
TOTAL ASSETS.....	1,171,867	513,850
LIABILITIES		
Warrants payable.....	-	1,574
Liabilities due depositors.....	-	359,715
Deferred revenue.....	-	152,561
TOTAL LIABILITIES.....	-	513,850
NET ASSETS		
Held in trust for other purposes.....	\$ 1,171,867	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2004

	Private Purpose Trust Funds
<u>ADDITIONS:</u>	
Contributions.....	\$ 234,188
Net investment income (loss):	
Interest.....	<u>24,482</u>
TOTAL ADDITIONS.....	<u>258,670</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>213,048</u>
CHANGE IN NET ASSETS.....	45,622
NET ASSETS AT BEGINNING OF YEAR.....	<u>1,126,245</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 1,171,867</u>

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no Component Units that require inclusion in these basic financial statements.

Joint Venture – The Town is a member of the North East Solid Waste Committee (NESWC), a joint venture with 23 communities, organized to represent its members in all matters related with solid waste disposal at a regional waste-to-energy facility located in North Andover, Massachusetts. In accordance with a depository agreement, NESWC was granted control over various funds received from contractual communities. As of June 30, 2004, the Town's equity interest of approximately \$3,440,000 in the operation of NESWC is reported in the General Fund. Complete financial statements for NESWC can be obtained directly from their administrative office located at 3 Burlington Woods Park, Burlington, Massachusetts, 01803.

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 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 and workers compensation in the internal service fund.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary 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, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st 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 1st, November 1st, February 1st and May 1st 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

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

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

G. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Infrastructure.....	20-50
Land improvements.....	20
Library books.....	10
Vehicles.....	5-20

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 - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"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.

Fund balances have been "designated for" the following:

"Investment in joint venture" represents the Town's equity interest in NESWC.

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2005 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.

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, 2004, this expense/expenditure totaled approximately \$1,918,000. There were approximately 499 participants eligible to receive benefits at June 30, 2004.

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 Short-term Investments". 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

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

Pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

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.

Short-term investments and investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

At fiscal year-end, the carrying amount of deposits totaled \$15,238,736 and the bank balance totaled \$15,824,839. Of the bank balance, \$625,054 was covered by Federal Depository Insurance, \$2,023,367 was covered by the Depositors Insurance Fund, and \$13,176,418 was uninsured and uncollateralized.

The following details the carrying amount of cash, short-term investments and investments as reported in the basic financial statements at June 30, 2004:

	Cash and Short-term Investments	Investments	Total
<i>Cash balances at June 30, 2004:</i>			
Checking, savings and NOW accounts.....	\$ 10,369,132	\$ -	\$ 10,836,159
Certificates of deposit.....	2,480,228	-	2,480,228
Money market deposits.....	2,389,375	-	2,389,375
Total carrying amount of cash.....	15,238,735	-	15,705,762
<u>Investments not subject to categorization:</u>			
MMDT.....	2,225,422	-	2,225,422
Money market mutual funds.....	1,064,582	-	1,064,582
<u>Investments subject to categorization (Category 3):</u>			
U.S. government securities.....	-	1,894,095	1,894,095
Equity securities.....	-	603,738	603,738
Fixed income securities.....	-	124,468	124,468
Repurchase agreements.....	197,521	-	197,521
Total investments.....	3,487,525	2,622,301	6,109,826
Total cash, short-term investments and investments.....	\$ 18,726,260	\$ 2,622,301	\$ 21,348,561

NOTE 3 - 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 approximately \$4,547,000 for the fiscal year ended June 30, 2004, 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, 2004, 2003, and 2002 were \$2,750,499, \$2,178,459, and \$2,363,113, respectively, which equaled its required contribution for each fiscal year.

NOTE 4 - RECEIVABLES

At June 30, 2004, 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 assets:</u>			
Real estate and personal property taxes.....	\$ 999,072	\$ (139,000)	\$ 860,072
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	343,692	(160,000)	183,692
Water and sewer fees.....	327,981	-	327,981
Departmental and other.....	377,145	(198,000)	179,145
Intergovernmental.....	3,558,000	-	3,558,000
Tax foreclosures.....	93,919	-	93,919
Total.....	<u>\$ 6,352,417</u>	<u>\$ (497,000)</u>	<u>\$ 5,855,417</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>Receivable and other asset type:</u>			
Real estate and personal property taxes.....	\$ 709,158	\$ -	\$ 709,158
Real estate tax deferrals.....	73,189	-	73,189
Tax liens.....	579,419	-	579,419
Motor vehicle excise taxes.....	183,692	-	183,692
Water and sewer fees.....	327,981	-	327,981
Departmental and other.....	179,145	-	179,145
Intergovernmental.....	3,086,000	446,063	3,532,063
Tax foreclosures.....	93,919	-	93,919
Total.....	\$ 5,232,503	\$ 446,063	\$ 5,678,566

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2004, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,205,813	\$ -	\$ -	\$ 18,205,813
Construction in progress.....	-	1,176,954	-	1,176,954
Total capital assets not being depreciated.....	18,205,813	1,176,954	-	19,382,767
<u>Capital assets being depreciated:</u>				
Land improvements.....	2,026,240	109,403	-	2,135,643
Buildings.....	30,663,577	-	-	30,663,577
Building improvements.....	19,662,002	180,962	-	19,842,964
Equipment.....	2,807,383	846,654	-	3,654,037
Vehicles.....	4,250,831	462,816	(43,753)	4,669,894
Infrastructure.....	83,503,442	63,527	-	83,566,969
Total capital assets being depreciated.....	142,913,475	1,663,362	(43,753)	144,533,084
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(954,960)	(77,514)	-	(1,032,474)
Buildings.....	(24,105,375)	(658,833)	-	(24,764,208)
Building improvements.....	(3,722,156)	(615,831)	-	(4,337,987)
Equipment.....	(1,595,715)	(256,727)	-	(1,852,442)
Vehicles.....	(2,493,256)	(294,751)	43,753	(2,744,254)
Infrastructure.....	(41,546,841)	(1,793,519)	-	(43,340,360)
Total accumulated depreciation.....	(74,418,303)	(3,697,175)	43,753	(78,071,725)
Total capital assets being depreciated, net.....	68,495,172	(2,033,813)	-	66,461,359
Total governmental activities capital assets, net.....	\$ 86,700,985	\$ (856,859)	\$ -	\$ 85,844,126

Business-Type Activities

	Beginning Balance	Increases	Decreases	Ending Balance
Ice Palace Activities:				
<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.....	(465,625)	(37,250)	-	(502,875)
Building improvements.....	(155,029)	(23,541)	-	(178,570)
Total accumulated depreciation.....	(620,654)	(60,791)	-	(681,445)
Total capital assets being depreciated, net.....	1,065,917	(60,791)	-	1,005,126
Total capital assets, net.....	\$ 1,570,917	\$ (60,791)	\$ -	\$ 1,510,126

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

Governmental Activities:

General government.....	\$ 246,454
Public safety.....	319,570
Education.....	1,001,797
Public works.....	1,255,601
Water & Sewer.....	689,382
Human services.....	3,331
Culture and recreation.....	181,040
Total depreciation expense - governmental activities.....	\$ 3,697,175

Business-Type Activities:

Ice Palace.....	\$ 60,791
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NOTE 6 - INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2004, are summarized as follows:

Transfers Out:	Transfers In:		
	General Fund	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 574,000	\$ 574,000
Nonmajor Governmental Funds.....	32,000	-	32,000
Total.....	\$ 32,000	\$ 574,000	\$ 606,000

NOTE 7 - LEASES

Capital Leases

The Town has entered into a lease agreement to finance the acquisition of school equipment. The lease agreements qualify as a capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date. The following identifies the assets acquired through capital lease agreements:

ASSETS ACQUIRED THROUGH CAPITAL LEASES:

Asset:	Governmental Activities
Machinery and equipment.....	\$ 446,489
Less: accumulated depreciation.....	(44,649)
Total.....	\$ 401,840

The future minimum lease obligations and the net present value of these minimum lease payments at June 30, 2004, are as follows:

CAPITAL LEASE FUTURE MINIMUM LEASE OBLIGATIONS:

Fiscal Years Ending June 30	Governmental Activities
2005.....	\$ 151,897
2006.....	<u>157,337</u>
Total minimum lease payments.....	309,234
Less: amounts representing interest.....	<u>(19,415)</u>
Present value of minimum lease payments.....	<u>\$ 289,819</u>

NOTE 8 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively.

Details related to the short-term debt activity for the fiscal year ended June 30, 2004, is as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2003	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2004
BAN	Street lighting.....	1.19	06/24/04	\$ 600,000	\$ -	\$ 600,000	\$ -
BAN	Street lighting.....	1.39	08/05/04	<u>-</u>	<u>450,000</u>	<u>-</u>	<u>450,000</u> (1)
				<u>\$ 600,000</u>	<u>\$ 450,000</u>	<u>\$ 600,000</u>	<u>\$ 450,000</u>

(1) On August 5, 2004 the Town retired the \$450,000 BAN by paying \$150,000 from available funds and through the issuance of a new BAN totaling \$5,167,000 at a rate of 1.67%.

NOTE 9 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 2 1/2% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the outstanding indebtedness at June 30, 2004, and the debt service requirements are as follows:

Bonds and Notes Payable Schedule – Governmental Funds

Project	Interest Rate (%)	Outstanding at June 30, 2003	Issued	Redeemed	Outstanding at June 30, 2004
Water Treatment Facility.....	4.70	4,500,000	-	300,000	4,200,000
Town Hall Remodeling.....	4.70	3,000,000	-	200,000	2,800,000
School Remodeling.....	4.70	875,000	-	175,000	700,000
Wyman School.....	5.90	3,665,000	-	290,000	3,375,000
Police Station Refunding.....	4.86	880,000	-	880,000	-
Police Station.....	6.17	290,000	-	145,000	145,000
Land Acquisition Refunding.....	4.86	227,000	-	227,000	-
Land Acquisition Refunding.....	4.86	3,009,000	-	3,009,000	-
Library.....	4.74	1,640,000	-	1,640,000	-
School Remodeling.....	5.43	1,800,000	-	115,000	1,685,000
Water Project.....	5.43	210,000	-	30,000	180,000
Boiler Bonds.....	5.43	70,000	-	10,000	60,000
Police/Fire Equipment.....	2.35	-	250,000	-	250,000
Water Tank.....	3.19	-	600,000	-	600,000
Police Station Repairs.....	3.19	-	350,000	-	350,000
School.....	3.19	-	400,000	-	400,000
Roads.....	3.19	-	700,000	-	700,000
Water Mains.....	3.19	-	300,000	-	300,000
Remodeling.....	3.18	-	565,000	-	565,000
Seminatore Refunding.....	2.00	-	116,586	-	116,586
Landlocked Refunding.....	2.53	-	2,658,260	-	2,658,260
Police Station Refunding.....	2.69	-	907,494	-	907,494
Library Refunding.....	2.94	-	1,560,138	-	1,560,138
MWRA Inflow/Infiltration.....	0.00	126,000	-	42,000	84,000
MWRA Inflow/Infiltration.....	0.00	115,704	-	28,926	86,778
MWRA Inflow/Infiltration.....	0.00	-	94,670	-	94,670
Total.....		\$ 20,407,704	\$ 8,502,148	\$ 7,091,926	\$ 21,817,926

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

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2005.....	\$ 2,484,728	\$ 924,568	\$ 3,409,296
2006.....	2,365,288	973,700	3,338,988
2007.....	2,295,965	888,572	3,184,537
2008.....	2,237,774	801,600	3,039,374
2009.....	2,035,094	709,845	2,744,939
2010.....	1,945,498	626,103	2,571,601
2011.....	1,453,579	504,406	1,957,985
2012.....	1,315,000	335,008	1,650,008
2013.....	1,315,000	274,191	1,589,191
2014.....	1,300,000	212,557	1,512,557
2015.....	885,000	151,840	1,036,840
2016.....	870,000	105,860	975,860
2017.....	605,000	67,798	672,798
2018.....	605,000	36,918	641,918
2019.....	105,000	5,984	110,984
	<u>\$ 21,817,926</u>	<u>\$ 6,618,950</u>	<u>\$ 28,436,876</u>

Bonds and Notes Payable Schedule – Ice Palace Enterprise Fund

<u>Project</u>	<u>Interest Rate (%)</u>	<u>Outstanding at June 30, 2003</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Outstanding at June 30, 2004</u>
Ice Palace Refinance.....	4.86	\$ 739,000	\$ -	\$ 739,000	\$ -
Ice Palace.....	6.17	180,000	-	85,000	95,000
Skating Rink.....	5.43	350,000	-	50,000	300,000
Ice Palace Refunding.....	2.77	-	762,522	-	762,522
Total.....		<u>\$ 1,269,000</u>	<u>\$ 762,522</u>	<u>\$ 874,000</u>	<u>\$ 1,157,522</u>

Debt service requirements for principal and interest for the Ice Palace enterprise fund bonds and notes payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2005.....	\$ 155,133	\$ 42,815	\$ 197,948
2006.....	169,572	31,933	201,505
2007.....	171,894	27,166	199,060
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
	<u>\$ 1,157,522</u>	<u>\$ 155,770</u>	<u>\$ 1,313,292</u>

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2004, the outstanding principal amount of these loans totaled \$265,448.

The Commonwealth has approved school construction assistance. The assistance program, which is administered by the School Building Assistance Bureau, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2004, approximately \$260,000 of such assistance was received. Approximately \$3,670,000 will be received in future fiscal years. Of this amount, approximately \$584,000 represents reimbursement of long-term interest costs, and approximately \$3,086,000 represents reimbursement of approved construction costs. Accordingly, a \$3,086,000 intergovernmental receivable and corresponding deferred revenue have been reported in governmental fund financial statements. The net change in deferred revenue has been recognized as revenue in the conversion to the government-wide financial statements.

Refunding Bonds

On December 1, 2004, the Town issued \$6,005,000 of general obligation refunding bonds with an average interest rate of 2.45% to refund \$5,760,000 of general obligation bonds with an average interest rate of 5%. Through this refunding, the Town has taken advantage of lower interest rates to realize a decrease in its aggregate debt service payments by approximately \$403,000 over the next 10 years. The Town also realized an economic gain (the difference between the present values of the debt service payments of the refunded and refunding bonds) of approximately \$375,000.

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, 2004, the Town had the following authorized and unissued debt:

Purpose	Amount
Water treatment plant.....	\$ 1,600,000
School renovations.....	250,000
Street lights.....	600,000
Total.....	<u>\$ 2,450,000</u>

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2004, the following changes occurred in long-term liabilities:

	Balance at June 30, 2003	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2004	Current Portion
Governmental Funds:						
Capital lease obligations.....	\$ -	\$ -	\$ -	\$ 289,819	\$ 289,819	\$ 139,305
Compensated absences.....	2,578,000	-	-	(12,000)	2,566,000	1,538,000
Workers' compensation.....	152,000	-	-	(57,000)	95,000	95,000
Long-term bonds and notes.....	20,407,704	8,502,148	(7,091,926)	-	21,817,926	2,484,728
Total.....	\$ 23,137,704	\$ 8,502,148	\$ (7,091,926)	\$ 220,819	\$ 24,768,745	\$ 4,257,033
Business-Type Activities:						
Long-term bonds and notes.....	\$ 1,269,000	\$ 762,522	\$ (874,000)	\$ -	\$ 1,157,522	\$ 155,133

NOTE 10 - RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

The Town is self-insured for approximately 10% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the Internal Service Fund. The approximate 90% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities, including amounts incurred but not reported, are recorded when the claim is incurred in the respective fund.

(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. Management estimates its Incurred But Not Reported (IBNR) to be immaterial at year end.

(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 Incurred But Not Reported (IBNR) claims based on history and injury type. At June 30, 2004, the amount of the liability for workers' compensation claims totaled \$95,000. Changes in the reported liability since July 1, 2002, are as follows:

Notes to Basic Financial Statements

Fiscal Year Ended June 30, 2004

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2003.....	\$ 131,000	\$ -	\$ 21,000	\$ 152,000
Fiscal Year 2004.....	152,000	56,067	(113,067)	95,000

NOTE 11 - COMMITMENTS

The Town has entered into, or is planning to enter into, contracts totaling approximately \$4,800,000 million for renovations to the school and \$1,600,000 for repairs to the Water Treatment Plant.

Under the terms of an agreement with the State Department of Environmental Management and Wheelabrator North Andover Inc. (WNAI) (formerly Massachusetts Refuse Tech, Inc.), the Town is unconditionally obligated to make certain payments for its portion of the costs using a resource recovery plant based on its projected minimum tonnage of solid waste to be disposed of at the plant. The cost to the Town under the agreement was approximately \$1,429,000 during fiscal year 2004. The facility was financed by the issuance of bonds in the amount of approximately \$197,000,000. In the event of facility failure, under circumstances in which the WNAI is not required or is unable to pay damages, the Town's indirect share of the bonds, based on the aggregate projected minimum disposal tonnage of all participating communities, would be 5.49% of the total.

NOTE 12 - 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, 2004, 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, 2004, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2004.

NOTE 13 - SUN MICROSYSTEMS AGREEMENT

The Town entered into a Tax Increment Financing Agreement (TIF) with Sun Microsystems, Inc. for the exemption of taxes on all development of property located between Middlesex Turnpike, Burlington Road and Route 3, Burlington Massachusetts in accordance with the Massachusetts Economic Development Incentive Program and Chapter 32A of the Massachusetts General Laws.

The exemption shall be for a period of twenty years commencing with fiscal year 1998 and ending with fiscal year 2017. The agreement provides an exemption from taxation on the value of all improvements on the site constructed and used for office and/or research and development purposes for each phase of the project and for the value of all personal property located on the site.

Sun Microsystems, Inc. has agreed to pay the Town the sum of \$6,000,000 to be used by the Town for the implementation of a technology plan for the Town school system and for such other purposes as the Board of Selectmen deem advisable. The sum is payable in ten equal semi-annual installments of \$600,000 each due on June 1 and January 1 of the first five years of the exemption period that began on June 1, 1997 and ended June 1, 2003. These revenues and related expenditures are recorded in the Special Revenue Fund.

NOTE 14 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2004, the following GASB pronouncement was implemented:

The GASB issued Statement #39, *Determining Whether Certain Organizations are Component Units, an Amendment of GASB Statement #14*. Management has determined that no additional component units were required to be presented in the basic financial statements.

Other Future GASB Pronouncements:

The GASB issued Statement #40, *Deposit and Investment Risk Disclosures, an Amendment of GASB Statement #3*, which is required to be implemented during fiscal year 2005. This pronouncement will only require changes to the note disclosure.

The GASB issued Statement #42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, which is required to be implemented in Fiscal 2006. Management does not believe that this pronouncement will significantly impact the basic financial statements.

The GASB issued Statement #43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which is required to be implemented in Fiscal 2008. Since there is no legally established separate trust for the postemployment benefit plan this pronouncement will not impact the basic financial statements.

The GASB issued Statement #44, *Economic Condition Reporting: The Statistical Section*, which is required to be implemented in Fiscal 2006. This new GASB establishes and modifies requirements related to supplementary information presented in a statistical section. The presentation of a statistical section is not required by this pronouncement. This pronouncement will not impact the basic financial statements.

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 2009. Management believes this pronouncement will require additional disclosure and impact the basic financial statements.

Required Supplementary Information

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2004 Annual Report

GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2004

	Budgeted Amounts			
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 55,470,747	\$ 55,470,747	\$ 55,490,834
Tax liens.....	-	-	-	-
Motor vehicle and other excise taxes.....	-	3,000,000	3,000,000	3,000,000
Hotel/motel tax.....	-	950,000	950,000	950,000
Charges for services.....	-	2,000,000	2,000,000	2,000,000
Penalties and interest on taxes.....	-	350,000	350,000	350,000
Fees and rentals.....	-	175,187	175,187	175,187
Payments in lieu of taxes.....	-	50,000	50,000	50,000
Licenses and permits.....	-	600,000	600,000	600,000
Intergovernmental.....	-	6,847,667	6,847,667	6,847,667
Departmental and other.....	-	675,000	675,000	675,000
Investment income.....	-	250,000	250,000	250,000
TOTAL REVENUES.....	-	70,368,601	70,368,601	70,388,688
EXPENDITURES:				
Current:				
General government.....	299,182	3,424,620	3,723,802	3,653,742
Public safety.....	135,776	10,345,273	10,481,049	10,488,049
Education.....	1,445,435	32,461,624	33,907,059	34,023,563
Public works.....	48,132	6,524,722	6,572,854	5,886,780
Water.....	689,134	2,057,922	2,747,056	3,436,190
Human services.....	69,116	1,054,107	1,123,223	1,136,223
Culture and recreation.....	64,172	2,172,330	2,236,502	2,241,502
Pension benefits.....	450,000	2,751,000	3,201,000	3,201,000
Employee benefits.....	714,500	7,546,010	8,260,510	8,260,510
State and county charges.....	-	601,693	601,693	601,693
Debt service:				
Principal.....	-	1,993,000	1,993,000	1,993,000
Interest.....	-	986,000	986,000	1,016,000
TOTAL EXPENDITURES.....	3,915,447	71,918,301	75,833,748	75,738,252
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(3,915,447)	(1,549,700)	(5,465,147)	(5,349,564)
OTHER FINANCING SOURCES (USES):				
Proceeds from refunding bonds.....	-	-	-	-
Premium from issuance of bonds.....	-	-	-	-
Payments to retire bonds.....	-	-	-	-
Transfers in.....	-	390,000	390,000	390,000
Transfers out.....	-	(424,000)	(424,000)	(574,000)
TOTAL OTHER FINANCING SOURCES (USES).....	-	(34,000)	(34,000)	(184,000)
NET CHANGE IN FUND BALANCE.....	(3,915,447)	(1,583,700)	(5,499,147)	(5,533,564)
BUDGETARY FUND BALANCE, Beginning of year.....	9,357,594	9,357,594	9,357,594	7,900,322
BUDGETARY FUND BALANCE, End of year.....	\$ 5,442,147	\$ 7,773,894	\$ 3,858,447	\$ 2,366,758

See notes to required supplementary information.

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$ 55,740,492	\$ -	\$ 249,658
71,318	-	71,318
2,915,542	-	(84,458)
903,362	-	(46,638)
2,113,881	-	113,881
309,632	-	(40,368)
203,867	-	28,680
32,554	-	(17,446)
925,605	-	325,605
6,817,957	-	(29,710)
701,444	-	26,444
139,124	-	(110,876)
70,874,778	-	486,090
3,271,589	289,918	92,235
10,161,618	280,209	46,222
32,487,974	1,528,172	7,417
5,559,030	130,054	(2,304)
2,812,193	513,880	110,117
1,069,246	20,114	46,863
2,165,203	51,778	24,521
3,029,260	160,000	11,740
7,686,825	428,211	145,474
583,571	-	18,122
1,993,000	-	-
872,274	-	143,726
71,691,783	3,402,336	644,133
(817,005)	(3,402,336)	1,130,223
6,506,673	-	6,506,673
49,428	-	49,428
(6,501,880)	-	(6,501,880)
390,000	-	-
(574,000)	-	-
(129,779)	-	54,221
(946,784)	(3,402,336)	1,184,444
7,900,322	-	-
\$ 6,953,538	\$ (3,402,336)	\$ 1,184,444

NOTE A - BUDGETARY BASIS OF ACCOUNTINGA. 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 2004 approved budget authorized approximately \$76,200,000 in appropriations and other amounts to be raised. During fiscal year 2004, Town Meeting also approved supplemental appropriations totaling approximately \$54,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. 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, 2004, is presented below:

Notes to Required Supplementary Information

Fiscal Year Ended June 30, 2004

Net change in fund balance - budgetary basis.....	\$	(946,784)
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Basis of accounting differences:

Net change in recording 60 day receipts.....		(6,000)
Increase in revenue due to on-behalf payments.....		4,546,897
Net change in tax refunds payable.....		(388,000)
Perspective differences in reporting of sewer fund activities.....		(602,835)
Net change in equity interest in joint venture.....		105,742
Increase in expenditures due to on-behalf payments.....		(4,546,897)
Net change in accruals.....		<u>(630,703)</u>

Net change in fund balance - GAAP basis.....	\$	<u><u>(2,468,580)</u></u>
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C. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2004, actual expenditures exceeded appropriations for public works. This over-expenditure will be funded through available funds during fiscal year 2005.

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
B-CAT	273-5922	bcat@burlington.mec.edu
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	coa@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
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	dpw@burlmass.org
Chestnut Hill Cemetary	229-1879	
Pine Haven Cemetery	229-1879	
Central Maintenance	270-1678	
Engineering	270-1640	engineering@burlmass.org
Highway	270-1677	
Water & Sewer Utilities Division	270-1679	
Sewer Section	229-2043	
Mill Pond Water Treatment Plant	270-1680	
Vine Brook Ground Water Treatment Plant	270-1682	
Recreation		
Office	270-1695	recreation@burlmass.org
Garage	270-1697	
School Department	270-1800	www.burlington.mec.edu
Burlington High School	270-1838	
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