

Annual Report

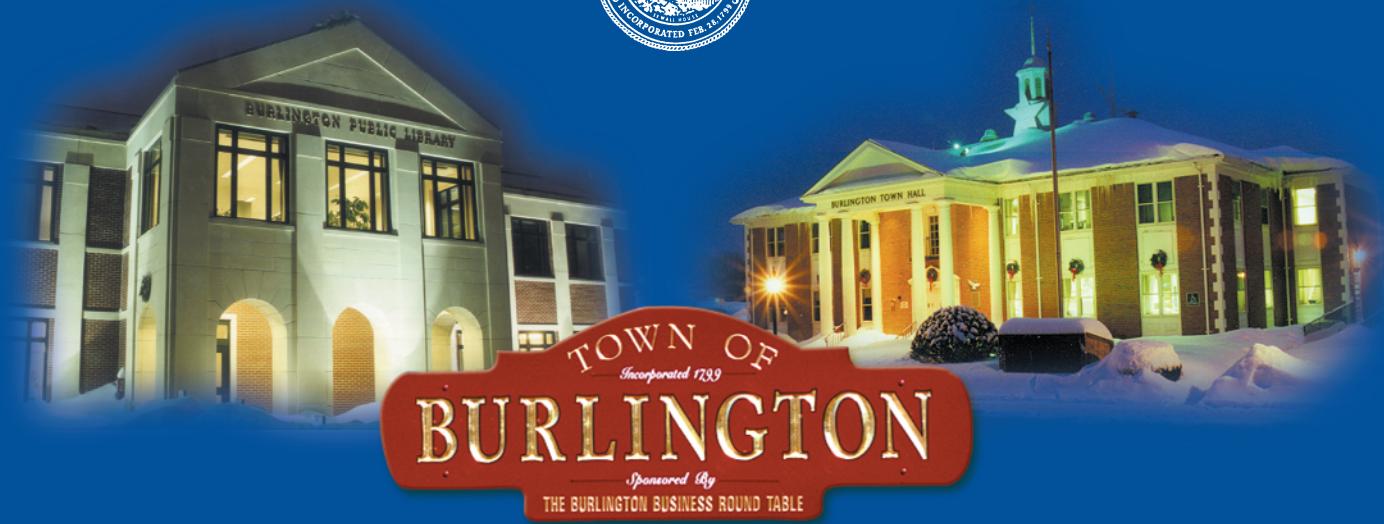


OF THE TOWN OFFICERS



BURLINGTON

MASSACHUSETTS



YEAR ENDING DECEMBER 2003

**ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING
DECEMBER 2003**



**BURLINGTON
MASSACHUSETTS**

In Memoriam

Ernest DeMartinis

School Media Specialist –
Retired
President BCAT
BCSF Board of Directors

Marion Doucakis

Council on Aging Receptionist

Dahlia Doyle

Town Meeting Member

Agda G. Ekwall

School Clerk – *Retired*

June M. Flannery

School Clerk – *Retired*

John "Ed" Fogelberg

Teacher – Tax Collector –
School Committee – *Retired*

Douglas P. Forbes

Served on the Planning Board
from 1956–1961

Marie George

Council on Aging Board Member

W. Ethel Given

Tax Office Clerk – *Retired*

Victoria Graham

Election Worker

Marie Hayes

School Teacher – *Retired*

Ruth M. Hosey

Adult Education School Clerk –
Retired

Oscar Lovgren

School Custodian – *Retired*

Albert Marchant

DPW-Water/Sewer Dept. – *Retired*

William McNamara

Town Meeting Member

John C. Moglia

Police Department – *Retired*

Nicholas Raftopoulos

School Teacher – *Retired*

James Reynolds

School Custodian – *Retired*

Richard Robichaud

Election Worker

Deborah Shea

School Teacher – *Retired*

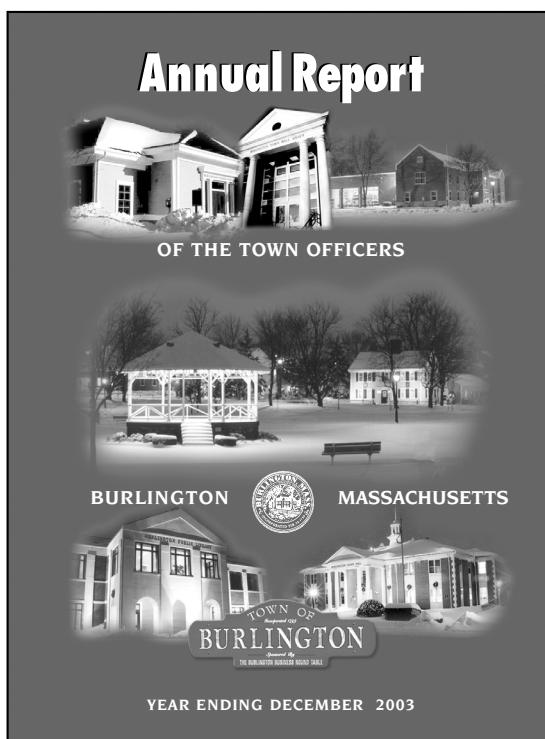
Esther Skelton

Historical Society

Helen Wilke

School Clerk – *Retired*

Employees, board and committee members who have passed away during 2003



ON THE COVER: Night scene of
Town buildings around Town Common.
(Photos by Alan C. Nelson,
cover by Peter Amirault of TYPE A)

TABLE OF CONTENTS

**TOWN OF BURLINGTON
DIRECTORY** vi

INTRODUCTION

General Information	1
Town Government Schedule	1
Town Offices Schedule	2
Officials Elected	2

GENERAL GOVERNMENT

Board of Selectmen and Town Administrator	3
Human Resources	7
Town Counsel	8
Town Clerk	8
Vital Statistics	8
Voting Statistics/ Election Returns	9
Archives	15
Board of Registrars	17
Police Department	18
Fire Department	28
Public Works Department	37
Administrative	37
Engineering	38
Operations Management	40
Cemetery Division	40
Central Maintenance Division	40
Highway Division	41

Water & Sewer Utilities
Division 42

Water Treatment Plant 43

Conservation Commission 45

Board of Appeals 47

Building Department 48

Veterans Services 50

Disability Access Commission. 54

Community Life Center 54

B-Line Bus 56

Council on Aging 62

Treasurer/Collector 65

Assessors 67

Planning Board 68

Recreation Department 75

Board of Health 78

 Health Agent/Sanitarian . 78

 Environmental Engineer . 79

 Mosquito Control Project,
 East Middlesex 82

 Public Health Nurse. 83

Public Library 84

Board of Library Trustees. 86

Historical Commission 87

Beautification Committee 90

SCHOOL DEPARTMENT

School Committee 91

Superintendent of Schools 94

Schools and Departments 96

Shawsheen Valley Regional
Vocational/Technical
School District 113

OTHER

BCAT 123

Burlington Community
Scholarship Foundation . 125

Housing Authority 127

Metropolitan Area Planning
Council 128

ADDENDA

Town Meeting Members 130

Officials Appointed 132

Boards and Committees
Appointed 132

Town Meeting Minutes 135

Town Accountant/
Financial Report 159



**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 Cemetery		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

A nnual Reports of the Town of Burlington, Massachusetts 2003

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: 23,402.

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

Tax Rate FY04 - Residential: \$ 8.10

Commercial: \$24.90

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, 4:30 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
All offices	thru Friday
Except Holidays	4:30 P.M. - 6:30 P.M. 2nd and 4th Thursdays of the month: Assessors; Building Dept.; Conservation Commission (by appointment); Town Clerk; Town Archives (4th) and Tax Collector.
	Nurse: Walk-in Clinic 2nd and 4th Wednesdays, 3:30 P.M. - 6:30 P.M. Human Services Center, 61 Center St.
	Board of Health/Lahey Clinic Free Care Community Clinic, 2nd and 4th Thursdays, 5:00 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.	2004
<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.	2004
<i>Elected 4/98</i>		
Juliet M. Perdichizzi	239 Fox Hill Rd.	2004
<i>Elected 4/97</i>		

Assessors (3 Yrs.)

Lisa M. Annunziata	5 Independence Dr.	2004
<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.	2004
<i>Elected 4/76</i>		

School Committee (3 Yrs.)

Christine M. Monaco	18 Corcoran Rd.	2004
<i>Elected 4/92</i>		
Thomas F. Murphy, Jr.	3 Lexington St.	2004
<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>		
Orise P. Desautels	7 Joanne Rd.	2004
<i>Elected 4/01</i>		
Edith F. Entwistle	62 Beaverbrook Rd.	2005
<i>Elected 4/96</i>		
Ellen Marie Ferguson	76 Francis Wyman Rd.	2004
<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.	2004
<i>Appt. 6/03 (Term 2006)</i>		

Planning Board (5 Yrs.)

Ernest E. Covino, Jr.	1 Marvel Ave.	2005
<i>Elected 4/89</i>		
Ann M. Cummings	9 Shea Circle	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.	2004
<i>Elected 4/94</i>		
Jayne L. Hyde	6 Hallmark Gardens #1	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
Elected 4/97		
Eugene Terry McSweeney	1 McSweeney Way	2005
Elected 4/99		
Catherine E. Read	22 University Ave.	2006
Appt. 3/02		
Edmund F. Wall	4 Waite Ave.	2004
Elected 4/01		
Edward J. Weiner	43 Freeport Dr.	2004
Elected 4/89		

Constable - 1st (3 Yrs.)

Sheila E. Howard	2 Hallmark Gardens #4	2004
Elected 4/96		

Constable - 2nd (3 Yrs.)

Anthony J. Saia	27 Alcine Ln.	2004
Elected 4/77		
Housing Authority(5 Yrs.)		
Joseph J. Arena	10 Moss St.	2004
Elected 4/84		
M. Harrison Graham	14 Birchcrest St. #D2	2006
Elected 4/81		
James H. Langley, Jr.	13 Algonquin Dr.	2008
Elected 4/03		
James J. Rogers	42 Locust St.	Gov.
Appt. (1999)		
Michael S. Runyan	7A Mountain Rd.	2007
Elected 4/02		

Recreation Commission (3 Yrs.)

John J. Ferren	37 Lantern Ln.	2006
Elected 4/97		
Karen Hoyt	8 Porter Ave.	2004
Appt. 11/00		
Elected 4/01		
Christine M. Monaco	18 Corcoran Rd.	2005
School Comm. Appt.		
Paul R. Raymond	1 Dorothy Rd.	2005
Planning Bd. Appt.		
Kevin J. Sullivan	14 Frothingham Rd.	2005
Elected 4/01		
John L. Vanella	8 Pearson Circle	2005
School Comm. Appt.		
Res 4/03		

Shawsheen Tech (3 Yrs.)

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

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



The Board of Selectmen and the Town Administration were faced with a number of difficult challenges in 2003 as we continued to deal with the effects on our budget of the statewide economic sluggishness, the monetary cutbacks in aid to our community and the increasing demands for services with limited additional resources to address these needs. As we have stated in the past, Burlington is fortunate to be in a position to deal with many of the issues negatively affecting some of our neighbors because of our strong and diverse tax base, sound fiscal planning which keeps us below our maximum taxing capacity as well as a creative and strong professional workforce in our Departments. We look forward to continuing the progress made during this past year in many of the areas under our jurisdiction and we will identify below some of the most important matters before us during calendar year 2003.

Election of 2003

The spring of 2003 brought the tradition of our annual election and the two incumbent Selectmen were re-elected to three year terms in a spirited race to continue the progress made over the past few years. At the first meeting of the new Board, Al Fay was elected Chairman and Gary Gianino was selected as Vice-Chairman to lead the Board during the next year.

Three Way Land Swap Update

This past year was an exciting time for those residents who supported the preservation of the Grandview Farm complex as an important component of the previously approved

three way land swap. Our very active group of volunteers who have taken on the mission of preserving this property for future generations had a year full of hope, determination and success on a number of different fronts. The Burlington Town Meeting provided monies to secure the building, protect the asset by alarming the complex directly to the Police and Fire Departments, restored nominal heating components and generally protected the building(s) from the harsh affects of the weather in New England. In addition, the Town Meeting provided money to secure the services of an engineering firm to provide the Town with a detailed structural analysis of the building. The results of this study gave the Town the impetus to move forward with a request to sell individual home lots to pay for the renovations necessary to protect the integrity of the complex. As the year came to a close, the Board of Selectmen approved the sale of one home lot (pending Town Meeting approval) to finance the repairs identified in the report. The community support for this structure has manifested itself in two specific events held during the fall of 2003: One, a "mystery" dinner which sold out and two, an open house on a rainy Saturday in October which saw in excess of 2000 people come through the complex!

The fall of 2003 also saw the realization that, indeed, the Town of Burlington would begin to see the benefits of the land swap directly related to the building of affordable senior housing for Burlington residents. The development of the Mountain Road housing which includes 36 rental units for Burlington seniors was begun in the late fall after the developer, Mr. Ruping, received final approval for his financing from his bank. Mr. Ruping reported to the Board that he expects to complete the entire project within 16 months which means we could see the senior affordable units ready for occupancy by late spring of 2005! This is very good news for the over 100 people who have signed up on our list for the senior housing. Additionally, we continue to work at securing a developer for the senior units to be built on the Grandview site. This remains a primary focus of the Board and the Administration and we are confident that in 2004 we will bring forward a plan to complete this important component of the overall plan.

Fiscal Issues

As mentioned above, calendar year 2003 presented us with a number of serious issues related to our budget process. In January of 2003, the Governor released his preliminary budget which drastically reduced the amount of monetary aid coming to Burlington. The Board of

Selectmen accepted the recommendations of the Administration concerning this and supported limiting the overall budget increase for FY 2004 to no more than 4%. In the end, the reduction in State aid to Burlington amounted to approximately \$1,500,000 in a two year period! Finally, during the same time frame, the Governor was forced to use his executive authority by imposing his so-called 9C cuts in the existing budget for FY 2003! For Burlington it meant reducing our existing operating budget by an additional \$300,000 during the last 6 months of FY 2003. All of our Departments worked cooperatively with the School Department to accomplish the goal of budget reductions given the fiscal realities we were facing.

TOWN ADMINISTRATOR



Town Administrator Robert A. Mercier

Needless to say, there are consequences to this type of budget tightening. For fiscal year 2004, the Town implemented a reduced hour schedule for the B-Line bus service, reduced hours in full time staff positions, did not replace full time positions in the Police Department and the DPW and eliminated funding for the Homecoming Parade.

Given the problems cited above, the Administration proposed a long term Debt Schedule to allow the Town to continue to invest in its important infrastructure projects by bonding projects based upon an existing declining debt obligation schedule and tying the sale of bonds to normal

growth in the overall operating budget. The key to the success of such a program was getting all Departments to participate in the development of the program and addressing needs of all Departments including the Schools. The Board unanimously endorsed this program and the Burlington Town Meeting supported the first issue at the September 2003 Town Meeting. We believe this program will allow us to continue to invest in our infrastructure and protect the assets of this community for future generations.

Finally, in recognition of the continued difficult times ahead, the Board accepted the recommendation of the Town's financial managers to restrict budget growth in FY 2005 to 2%. This will likely force us to again take actions such as non-replacement of positions, limited spending on special warrant articles and no new spending initiatives to simply maintain our existing level of services for the residents of Burlington.

NESWC/Trash Options

In 2003, the Board took two major actions pertaining to the Town's trash disposal concerns as we look to the future. The Town's current vendor for trash collection and disposal (BFI) approached the Town in the spring of 2003 with a proposal to pick up the Town's trash on one day of the week as opposed to the existing practice of 5 days of the week pick-up. The Administration proposed that the Board of Selectmen adopt this program for a trial period and the Board approved this initiative during the summer months. To date this has been an unqualified success by saving the Town money, providing our residents with consistency in terms of trash pick-up and additionally enhancing the environment of neighborhoods by having trash barrels on the streets only one day per week. In addition, we increased our leaf pick-up to 10 weeks per year.

Also, during 2003 the Board accepted the recommendation of the Town Administrator to enter into a 5 year agreement with the owners of the North Andover trash to energy complex, to dispose of our trash after the termination of the current NESWC agreement (September 2005). This was an important step in securing a lower per ton rate for trash disposal, assuring that the Town will have a facility which will accept our trash through 2010 and providing our fiscal managers with the knowledge they can accurately plan on a fixed cost for trash disposal through the end of this decade. The savings realized by this action could approach \$750,000 in the first year of implementation!

Licensing Issues

During 2003, the Board began an aggressive review of all licenses issued by the Board to assure compliance with our established procedures. The Board has been working to tighten up the requirements for liquor licenses and re-defined some of the criteria the Board would impose on current and prospective license holders. In addition during 2003, the Board issued a liquor license to the new Bugaboo Creek Restaurant which should open in 2004. The Board remains below the number of license it is allowed to issue under the State statutes. As the year came to a close, the Governor signed a bill which would allow package stores to remain open on Sundays throughout the year. The Board sought the opinion of the store owners prior to making a decision but would be inclined to approve this request based on the competitiveness of the marketplace.

The Board also began to look at our Class II license holders who are allowed under this type of license to sell used vehicles. Over the past few years we have had a number of request for so-called "broker" licenses which allow individuals to buy and sell vehicles from their homes. During 2003, the Board received a number of concerns related to the activity of these "brokers". The Board has taken an aggressive approach to enforcing our by-laws and also the criteria established by the Registry of Motor Vehicles for this type of operation and has placed all license holders on notice that violations will not be tolerated in Burlington. To that end, the Board did not re-issue a license due to non-compliance.

Important Development Issues

Although the economy remains sluggish, Burlington dealt with a number of development proposals during 2003 which will have a significant impact on the Town and its residents. At long last, the proposed Shaw's supermarket opened its doors at the former Filene's Basement site. The improvements to this important gateway in Burlington are significant. This appears to be a welcome addition to the Town by our residents. During the summer of 2003, the Board was presented a preliminary plan by the Lahey Clinic concerning a major campus enhancement to their existing site. If approved, this will be the largest development project in this town since the Sun Micro Systems PDD. There are many issues to work out with the Lahey before this project meets final approval and the Board will be discussing a revised "Pilot" agreement with the Lahey. During 2003, the Lahey has

agreed to extend their payment of property taxes on two other parcels they own for an additional 5 year period.

Two separate development proposals became rather controversial in 2003 and the Board of Selectmen were asked to take specific actions. In one case, the Knights of Columbus building was first proposed to be developed as a condominium project which was rejected by our Town Meeting. A number of concerned citizens sought to have the Board consider a purchase of the building. After a careful review of the costs associated with this type of purchase and given the fiscal restraints on the Town, it was felt this purchase would not make sense for the Town at this time.

The second project which generated much discussion had to do with the proposed location of an assisted living complex in a residential zone albeit this property does abut the Burlington Mall Road. Our Board of Appeals granted a variance for this project and the Board of Selectmen discussed a possible appeal to this decision because of a concern about the process used to essentially circumvent the Town Meeting authority pertaining to zoning issues. After discussion with Town Counsel, the Board decided not to pursue a challenge to this decision.

School Debt Exclusion

The issues related to renovations and improvements to school buildings continued to dominate much of the discussion in Town during 2003. The Board was approached during the Spring of 2003 to call for a Special Election to consider a Debt exclusion for a \$45,000,000 school renovation project(s). The Board of Selectmen set a date prior to the May Town Meeting which was ultimately withdrawn after it became evident that the State School reimbursement program was in jeopardy because of the State financial problems. During the summer months, the School Administration supported a plan to spend \$30,000,000 on the schools and submitted a warrant Article for consideration in September. The Town Meeting supported putting this question before the voters in a November election called by the Board and in a highly contentious and vigorous campaign, the question lost by a large majority.

Since that time, the School Committee and the School Administration have requested to meet with the Board and the Financial Team to consider their available options. This will be an ongoing dialogue throughout the next calendar year.

Staff

We, along with the Town Administrator, are extremely fortunate to have a staff of committed, professional workers who truly work for the best interest of all the residents of this community. The Town Administrator has alerted us to the pending retirement of the Assistant Town Administrator in September of 2004. Mr. Rittenberg has been a real asset to the office of the Town Administrator and embodies the term "professional". The Town will be hard pressed to find a more committed and dedicated individual who places the well being of Burlington above all else. Good luck, Larry.

In summary, Burlington continues to present unique challenges as we look to the next year. As stated earlier, we are fortunate in that we remain better able to handle financial matters because of our conservative budget planning and our wonderful and diverse tax base. We look forward to the challenge of 2004 and will continue to respect our resident's opinions and we welcome your feedback on any of the matters coming before us.

Respectfully submitted,

The Board of Selectmen:

Albert L. Fay, Jr., Chairman
Gary J. Gianino, Vice-Chairman
Joseph A. Impemba, Member
Juliet M. Perdichizzi, Member
Kevin B. McKelvey, Member

Administration:

Robert A. Mercier, Town Administrator
Lawrence M. Rittenberg, 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



Photo by Patrolman Jimmy Tigges

2003 was as exciting a year as 2002. June 6, 2003 marked the Town's second "Employee Appreciation Day" and it was even better than the first! This year, unlike last, the weather cooperated; the sun shone and the temperature was about 80!

A great deal of planning and organization entails such an event, and Employee Appreciation Day could not have been such a success without the support and contributions of union representatives and departments throughout the Town. Last year we had about 60 raffle prizes and this year we had a grand total of 95! The raffle prizes were donated by local businesses and our employees were quite diligent in their collection. Due to the overwhelming response last year, we brought in two caricaturists for twice the fun! Local caterer Culinary Creations delighted us with their barbecue.

I would personally like to thank Planning Committee Members Jayne Hyde, Mary Fay, Sandi Madigan, Jimmy Tigges, Terri Tarpey, Paula McMahon, Peter O'Keefe and Brendan Egan. Without your assistance an event such as this would be impossible. Thanks a million!

For the second year in a row the Town adopted Section 116 of Chapter 32 of the MA General Laws, the Early Retirement Incentive Program (ERI). On November 21, 2003 ten long-term and valued employees from municipal and school departments retired under the provisions of the ERI. Good-bye and best wishes to you all! You will be missed!

While training at all levels remains to be an important human resources initiative, I am happy to report that our Department Heads received training in the following areas



Photo by Patrolman Jimmy Tigges

Employee Appreciation Day
June 6, 2003

in 2003: Sexual Harassment and Procurement. Employees at all levels of the Police and Fire Departments were trained in Employee Alcohol/Substance Abuse Awareness. I am in the process of preparing training schedules for calendar year 2004.

Fiscal Year 2005 promises to present some exciting challenges: We recently settled with the Patrolmen's Union and now all of the Union Contracts on the municipal side expire effective June 30, 2004; upcoming negotiations with all five of our bargaining units along with budget preparations will keep the Town Administrator and I quite busy. With the retirement notice of our Fire Chief Paul Thibault this coming October, the promotion of one of our many highly qualified employees in the command staff to the position of Fire Chief will be a rewarding and exciting process which will unfold over the course of the next year. Best of luck, Paul! Additionally, our Assistant Town Administrator, Larry Rittenberg has announced his retirement. Recreating the 'team' will be especially demanding from a recruitment standpoint.

On the educational side, I was privileged to Chair the Search Committees for the positions of Director of Pupil Services and the Principal of the Pine Glen Elementary School. Although all of us on the School Department's Administrative Council were sorry to see Kevin Foley and Steve Preston retire, we were thrilled to welcome Dr. Cath Estep and Principal Jane Graham-Dwyer to the team!

2003 was another busy and exciting year. I anticipate the challenges and initiatives that 2004 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, and to Janis, Pauline, Jean and Sandi: You are the best! Special thanks to Rosemary and Denise for their consummate willingness to assist when needed. And to my friend Larry Rittenberg who I will miss tremendously come September: I.L.Y.A.W.M.Y.!

Respectfully submitted,

Anne Marie Tucciarone-Mahan
Human Resources Director

TOWN COUNSEL

During 2003, 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 fourteen 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 two involve School Department labor matters. A total of two cases were resolved in 2003.

Town Counsel has been working closely with the Town administration to ensure that projects which were developed in the Town through the comprehensive permit process maintain the same number of affordable units as required by the Zoning Board of Appeals. In addition, we have been continuing to work with Town officials and the developer to ensure completion of the Grandview Farm land exchange and the development of the affordable housing units pursuant to that agreement.

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

Respectfully submitted,

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

TOWN CLERK

The Town Clerk's Office conducted 42,908 transactions with the public this year, an increase of 2.3%. Total revenue generated 2003 was \$141,210, an increase of 2.6%. The Town Clerk's website is updated regularly and now includes Town Meeting minutes and attendance, upcoming election dates 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 and the Archives 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.

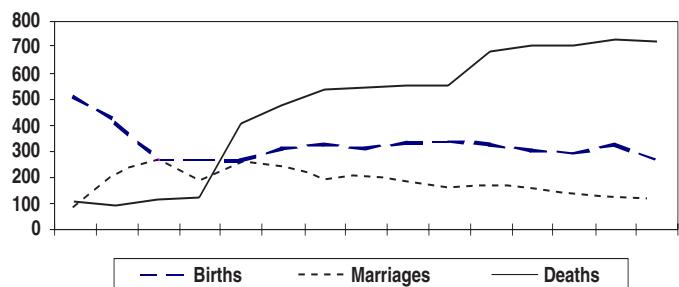
Note: Lahey Clinic opened in 1980

	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

Town of Burlington

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

Received through 1/8/04



VOTING STATISTICS

VOTES CAST

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
1993	598	517	618	490	545	524	3292	24%
1994	578	319	547	528	596	597	3165	24%
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%

SPECIAL ELECTIONS

TOWN ELECTION	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Prec. 6	Total	%
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	457	198	353	331	368	408	2115	15%
1997	1113	592	1036	878	1177	1079	5875	42%
2003								

PRESIDENTIAL PRIMARIES

March 1988	668	669	775	612	669	759	4152	33%
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%

STATE PRIMARIES

September 1992	668	602	808	516	647	692	3933	29%
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%

STATE/PRESIDENTIAL ELECTIONS

November 1986	2298	1770	1884	2069			8021	63%
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%

* Denotes Presidential Election

ELECTION RESULTS

TOWN OF BURLINGTON							Student Vote
TOTAL TALLY SHEET							
April 5, 2003							# Eligible Voters
Election							Total Votes Cast
PRECINCT	1	2	3	4	5	6	Percent
TOTAL VOTES CAST	611	330	632	554	733	612	13,904 3,472 24.97%
MODERATOR - 1 YR (1)							
Blanks	79	36	56	59	73	72	375 27
Robert P. Marrano*	421	184	383	324	482	392	2,186 136
Paul T. LeClair	107	109	191	168	177	146	898 82
Write-ins	4	1	2	3	1	2	13 6
TOTAL	611	330	632	554	733	612	3,472 251
SELECTMEN - 3 YR (2)							
Blanks	140	63	127	133	157	104	724 69
Albert L. Fay, Jr.*	316	159	300	301	423	308	1,807 158
Joseph A. Impemba*	433	229	395	348	498	431	2,334 147
Stephen G. Marchese	211	113	265	179	250	225	1,243 78
Virginia E. Mooney	122	96	176	145	138	156	833 47
Write-ins	0	0	1	2	0	0	3 3
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944 502
ASSESSOR - 3 YR (1)							
Blanks	173	93	185	164	194	151	960 51
Paul R. Sheehan*	434	231	444	388	537	457	2,491 196
Write-ins	4	6	3	2	2	4	21 4
TOTAL	611	330	632	554	733	612	3,472 251
SCHOOL COMMITTEE - 3 YR (1)							
Blanks	55	23	46	42	61	51	278 17
John G. Cormier, Sr.	157	127	223	181	252	221	1,161 57
Gary F. Romagna	117	58	141	106	144	127	693 63
Sharon Marie Sotiros	280	119	221	225	276	212	1,333 110
Write-ins	2	3	1	0	0	1	7 4
TOTAL	611	330	632	554	733	612	3,472 251
LIBRARY TRUSTEES - 3 YR (2)							
Blanks	763	427	821	715	931	759	4,416 289
Paula F. Benard, Jr.	438	223	434	381	525	455	2,456 184
Write-ins	21	10	9	12	10	10	72 29
Winner (TIE Brad Bond/Sam Martorano - 5 votes each)							0
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944 502
LIBRARY TRUSTEES - 2 YR (1)							
Blanks	527	267	530	464	642	529	2,959 178
Write-ins	84	63	102	90	91	83	513 73
Winner (Sam Martorano - 8 votes)							
TOTAL	611	330	632	554	733	612	3,472 251
PLANNING BOARD - 5 YR (1)							
Blanks	70	21	55	60	57	61	324 27
Ann M. Cummings	281	169	302	283	354	279	1,668 107
Robert M. Meaney	259	140	274	209	322	272	1,476 114
Write-ins	1	0	1	2	0	0	4 3
TOTAL	611	330	632	554	733	612	3,472 251

Town of Burlington

PRECINCT	1	2	3	4	5	6	Total
BOARD OF HEALTH - 3 YR (2)							
Blanks	481	282	530	448	571	467	2,779
James J. Dion*	395	196	387	359	487	420	2,244
Catherine E. Read	346	180	347	299	408	337	1,917
Write-ins	0	2	0	2	0	0	4
TOTAL	1,222	660	1,264	1,108	1,466	1,224	6,944
HOUSING AUTHORITY - 5 YR (1)							
Blanks	196	109	200	166	213	173	1,057
James H. Langley, Jr.	414	218	432	385	519	436	2,404
Write-ins	1	3	0	3	1	3	11
TOTAL	611	330	632	554	733	612	3,472
RECREATION COMM. - 3 YR (1)							
Blanks	180	84	174	168	176	151	933
John J. Ferren*	429	244	456	384	554	460	2,527
Write-ins	2	2	2	2	3	1	12
TOTAL	611	330	632	554	733	612	3,472
SHAWSHEEN TECH H.S. - 3 YR (1)							
Blanks	92	40	86	70	59	47	394
John P. Miller*	273	127	275	237	284	295	1,491
Paul V. Gedick	246	161	271	245	389	269	1,581
Write-ins	0	2	0	2	1	1	6
TOTAL	611	330	632	554	733	612	3,472
PRECINCT 1							
TOWN MEETING - 3 YR (6)							
Blanks	992						992
Richard N. Binnall*	320						320
Charles S. Gilman*	223						223
Richard J. Roberto*	312						312
Mark S. Saia*	298						298
David J. Woodilla*	237						237
Christopher T. Gaffey	173						173
Donna D. Gregorio	281						281
Bruce A. Morey	177						177
Diane L. O'Connor	188						188
Gene J. Rossi	163						163
Walter T. Zenkin	297						297
Write-ins	5						5
TOTAL	3,666						3,666
PRECINCT 2							
TOWN MEETING - 3 YR (6)							
Blanks		521					521
Marjorie J. Foster*		221					221
Joseph C. George*		214					214
Ann Louise McNamara*		256					256
Eleanor N. O'Connell*		246					246
John J. Ryan*		193					193
Todd M. Duggan		196					196
Jean Barbara Golding		126					126
Write-ins		7					7
TOTAL		1,980					1,980

2003 Annual Report

PRECINCT 2	1	2	3	4	5	6	TOTAL
TOWN MEETING - 2 YR (1)							
Blanks		100					100
Mary E. Fitzgerald		225					225
Write-ins		5					5
TOTAL		330					330
PRECINCT 3							
TOWN MEETING - 3 YR (6)							
Blanks			862				862
Anne P. Coady*			381				381
Kathleen S. Cool*			370				370
Stephen G. Marchese*			400				400
Mildred J. Nash*			365				365
Mabel A. Nevins*			348				348
Anne E. Rowe*			346				346
Daniel J. Grattan			208				208
John T. Keating			245				245
June L. Tabaldi			259				259
Write-ins			8				8
TOTAL			3,792				3,792
PRECINCT 3							
TOWN MEETING - 2 YR (1)							
Blanks			196				196
William J. Collins, Jr.			436				436
Write-ins			0				0
TOTAL			632				632
PRECINCT 4							
TOWN MEETING - 3 YR (6)							
Blanks			829				829
Wendi J. Dellemonico*			318				318
Joan B. Hastings*			331				331
Robert P. Knudsen*			240				240
Roberta E. Mills*			303				303
Frank P. Monaco*			319				319
Virginia E. Mooney*			260				260
Kristine E. Brown			247				247
Michelle K. Feist			219				219
Mark E. Kashgegan			253				253
Write-ins			5				5
TOTAL			3,324				3,324
PRECINCT 5							TOTAL
TOWN MEETING - 3 YR (6)							
Blanks				901			901
Patricia J. Angelo*				354			354
Elaine Lee Carpenter*				305			305
Paul V. Gedick*				419			419
Nancy J. Hofferty*				358			358
Virginia M. Igo*				371			371
Hope M. Paulsen*				341			341
Peter S. Dorney				193			193
John A. Hofferty				271			271
Christopher P. Murphy				365			365
Martina Christine Roth				237			237
Janine S. Towle				281			281
Write-ins				2			2
TOTAL				4,398			4,398

Town of Burlington

PRECINCT 5						
TOWN MEETING - 2 YR (1)						
Blanks				228		228
Deborah J. Squeri				499		499
Write-ins				6		6
TOTAL				733		733
PRECINCT 6	1	2	3	4	5	6 TOTAL
TOWN MEETING - 3 YR (6)						
Blanks					865	865
Roger A. Bell*					381	381
Daniel R. DiTucci*					392	392
Joseph S. Stavolta, Sr.					317	317
Ellen M. Cormier					357	357
David J. Ghio					310	310
Deborah M. Mungillo					276	276
Vicki L. Porter					266	266
Sonia S. Rollins					264	264
Robert G. Schlansky					240	240
Write-ins					4	4
					0	
TOTAL					3,672	3,672

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:	Registered		
	<u>Votes Cast</u>	<u>Voters</u>	<u>%</u>
Prec. 1 Paul Raymond	611	2,591	23.6%
Prec. 2 Marjorie Pearson	330	1,917	17.2%
Prec. 3 Elaine Perachi	632	2,502	25.3%
Prec. 4 Patricia Stanford	554	2,038	27.2%
Prec. 5 Joan Hastings	733	2,475	29.6%
Prec. 6 Elmer Larson	612	2,381	25.7%

The above figures includes 207 Absentee Ballots cast by precinct as follows: 1=27, 2=14, 3=42, 4=42, 5=43, 6=39.

VOTER PROFILE:

	<u>AGE</u>	<u>TOTAL</u>	<u>%</u>
	18-30	153	4.4%
	31-40	512	14.7%
	41-50	808	23.3%
	51-60	619	17.8%
	61-70	724	20.9%
	71-80	560	16.1%
	80+over	96	2.8%
	Total	3472	100%

WEATHER: Rain, Snow, Sleet and Ice

Attest:

Jane L. Chew, CMC
Town Clerk

2003 Annual Report

TOWN OF BURLINGTON

TOTAL TALLY SHEET November 22, 2003 Election

# Eligible Voters	14,058
Total Votes Cast	5,875
Percent	41.79%

PRECINCT	1	2	3	4	5	6	GRAND TOTAL
TOTAL VOTES CAST	1,113	592	1,036	878	1,177	1,079	5,875
QUESTION 1							
Shall the Town of Burlington be allowed to exempt from the provisions of Proposition 2½, so called, the amounts required to pay for the bond issued in order to implement a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including the payments of all costs incidental and related thereto?							
Blanks	1	0	1	0	0	0	2
YES	499	285	384	351	439	406	2,364
NO	613	307	651	527	738	673	3,509
TOTAL	1,113	592	1,036	878	1,177	1,079	5,875

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:	<u>Votes Cast</u>	Registered
Prec. 1 Mabel Nevins	1113	2,622 42.4%
Prec. 2 Paul Raymond	592	1,953 30.3%
Prec. 3 Elaine Perachi	1036	2,511 41.3%
Prec. 4 Patricia Stanford	878	2,072 42.4%
Prec. 5 Joan Hastings	1177	2,495 47.2%
Prec. 6 Elmer Larson	1079	2,405 44.9%

The above figures includes 545 Absentee Ballots cast by precinct as follows:
1=91, 2=46, 3=107, 4=99, 5=106, 6=96.

VOTER PROFILE:	AGE	TOTAL	%
	18-30	273	4.6%
	31-40	982	16.7%
	41-50	1325	22.6%
	51-60	1118	19.0%
	61-70	1147	19.5%
	71-80	859	14.6%
	80+over	171	2.9%
	Total	5875	100%

WEATHER: Sunny 40's & 50's

Attest:

Jane L. Chew, CMC
Town Clerk

ARCHIVES

2003 – A Year of Records

As 2003 closes the Town of Burlington's Archives looks back on accomplishments in taking care of the town's records. Over the past 12 months the archives redefined its commitment to service while delivering more services to town officials and patrons. While the archives continues to be the leading institution of its kind in Massachusetts it above all seeks to be an efficient part of town government.

The archives is charged with a variety of records-related responsibilities, ranging from the creation of documents, reference and retrieval, preservation and reformatting and legally disposing of obsolete records. It carries out these as a support function to the greater mission of town government. We exist to assist other town departments in effectively managing their records. After the substantial changes that affected the archives in 2002, the past year has involved a focus on stabilizing the office and standardizing its functions.

Statistics

Usage of the archives continued to increase in 2003. The archives set records for the amount of requests from town offices. In all, the archives handled 413 requests from town government offices and 221 from the general public. While the rate of increase from town departments has slowed, the number of outside requests saw a substantial increase that approximates the levels of use seen prior to 2002. The largest single outside group using the archives and its resources continues to be genealogists, who accounted for nearly 70 percent of all external requests.

The larger number of outside requests cannot be attributed to any one particular cause or issue. Internal reference services were delivered to each municipal department, with the heaviest use from the Treasurer/Collector's office. In all, this department accounted for nearly 25 percent of all requests. This is logical, given that this department has the largest amount of records managed within the archives.

In particular, the period of August 27-September 26 proved to be a period of unusually heavy use. During that

time, the archives recorded 102 reference requests and received over 60 cubic feet of records. This heavy use was not anticipated but was successfully managed with the assistance of the Town Clerk's office. Moreover, these numbers represented records for a single month of acquisitions as well as for the number of references in a month.

Besides storing and retrieving records, the archives is also involved with the destruction of records. While the volume of records destroyed declined from 180 cubic feet to 119 cubic feet, it reflects the fact that there were not large-scale destruction projects, such as 2002's cleaning of the Meadowbrook School, included in these numbers.

The archives continued reformatting records at an increased pace. We supervised the microfilming of 54 cubic feet of earning and retirement records, a 5 percent increase over the previous year. Our largest series of records on microfilm, the earning records, are within one calendar year of completion and will be up-to-date as of early 2004.

Major Accomplishments

- In 2003 the town moved forward on a major project to microfilm plans held by the Building Department. With the assistance of Department Head John Clancy, Senior Building Inspector Andrew Ungerson, and Principal Clerk Judy Sorenson, the department secured a reader/printer and had filmed plans encompassing approximately 900 permit numbers.
- The processing of former town historian J. Edward Fogelberg's papers was completed earlier in 2003. Mr. Fogelberg's papers yielded a rich trove of information about the town's history, especially during its years of transformation from the 1950s through the 1970s. In particular, the Fogelberg papers shed important light on the development of the Burlington Water and Sewer District and its operations. The finding aid to the Fogelberg papers is expected to be published early in 2004.
- We completed cataloging of objects currently held in the archives. In an effort to refine our mission we sought to identify those holdings which contribute least to its mission and function. Objects, many of which would be more suited to a museum than a municipal archives/records management office, were

examined, cataloged, and targeted for transfer elsewhere.

- We supervised preparing 80 years of town meeting minutes and 45 years of Board of Selectmen's minutes for scanning onto a searchable disk. The records, scanned by General Code Corporation of Rochester, NY, were sent from and returned to the town under the auspices of the Archives and the Town Clerk's office. In the end, having the disk will reduce the amount of time needed spent on reading through these records in answering reference requests.

Recognition

The Archivist received the 2003 Richard W. Hale Professional Development Award from New England Archivists at the organization's spring meeting at Simmons College, Boston. Funds from this award will be used to survey municipal archives throughout New England. Service as the town's archivist added the credibility to the application and this project will add to the base of knowledge regarding municipal archives in the region.

We continue to be sought out by communities needing information about municipal archives. A total of three communities within the state, as well as one from Maine, contacted us to learn about our services and functions. Despite difficult budget times, the work of managing municipal records continues and Burlington continues to be seen as the leader in conducting a successful town archives program.

The Coming Year

With the completion of the earning records microfilm initiative, the archives is now concentrating its micrographic efforts on taking care of other departments holding a substantial volume of permanent records. In particular, records of the Accountant's and Assessor's departments are targeted for microconversion in the coming calendar year. Other departments will be examined to determine whether microfilming of records will assist in reducing the amount of paperwork in their offices. The building department microfilming program proves that unconventional solutions to records problems can work, depending on the level of support.

Not only does reference service answer for town employees and the public, it also gives the archives a valuable tool with which to examine its own holdings and functions. Records of the Board of Selectmen/Town Administrator received heavy reference use and as a result of this use, the archivist determined that a major effort must be made to better arrange these records. As a result, several projects from the previous year were shelved in an effort to better control the Selectmen's/Administrator's records. Processing of these records is expected to be completed by May, 2004.

Conclusion

Burlington's archives remains the premier institution of its kind in the Commonwealth. We continue to carefully supervise the handling of active and inactive records for individual town offices, provide advice for departments and individual town employees, and provide fast and accurate reference service. We do so in as cost-effective a manner as possible, spending as little as possible while making the most of our resources and supplies.

We also protect the integrity of town records through proper handling and storage. In a related vein, our office is also charged with protecting the personal information of employees and residents provided to town government. Our office is committed to ensuring that no employee or resident suffers theft or misuse of personal identity information through careless handling of town documents.

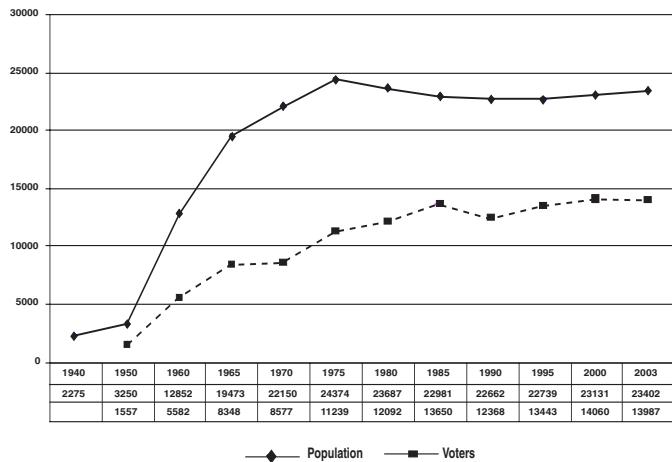
The archives witnessed additional activity in 2003 without disruptions in service. It is able to increase the amount of, and improve the quality of its services through the assistance and support of a number of people. Town Meeting has supported the program since its inception, while members of the Historical Commission have provided advice and assistance in handling the town's historical records. Above all, the archives succeeds because of the assistance, guidance, and input of the Town Clerk's office, in particular, Town Clerk Jane Chew. The archives would not be the premier institution of its kind in Massachusetts without her backing. It is hoped that other clerks in other towns can follow her lead in fostering this important element of town government.

Respectfully submitted,

Daniel McCormack
Archivist/Records Manager

BOARD OF REGISTRARS

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



Year-End Summary:

- 780 - # of residents registered and added to the rolls
- 889 - # of residents dropped from the rolls
- 197 - # of voters placed on the inactive rolls
- 3094 - # of persons eligible but not registered
- 82% - eligible residents registered to vote
- 300 - Registration Forms sent to 18 yr. Olds
- 770 - Registration Forms sent to non-voters (census requests and signers of petitions)
- 427 - Mail-In Registrations Received

Population Trends

Age Group	Since						
	1990	1995	2000	2001	2002	2003	1990
0-9	2815	2955	2931	2963	2990	3048	8.3%
10-19	3160	2620	2833	2837	2861	2902	-8.2%
20-29	3889	3476	2500	2440	2733	2865	-23.3%
30-39	3311	3877	3624	3620	3665	3576	8.0%
40-49	3062	3208	3378	3424	3464	3512	14.7%
50-59	3031	2712	2905	2859	2862	2903	-4.2%
60-69	1756	2220	2325	2315	2317	2318	32%
70-79	672	926	1398	1495	1551	1632	142.9%
80-89	220	270	417	474	495	519	135.9%
90+	24	34	75	84	61	93	287.5%
Unknown		442	745	780	141	34	
Total	22662	22740	23131	23301	23140	23402	3.3%

Respectfully submitted,

Robert J. Macdonald, Chair
Jane L. Chew
Jeanne S. Ganley
Patricia A. Larson

POLICE DEPARTMENT

Departmental Roster (as of 12/31/2003)

Chief of Police

Francis Hart

Captains

Barry Solomon George Devlin

Lieutenants

Walter Bevis William Faria
Carleton Boutwell Thomas Duffy

Sergeants

Gerald Mills	Ralph Patuto
John Walthall	Stephen O'Meara
Glen Mills	Robert T. Kirchner
Michael McDade	Greg Skehan

Patrol Officers

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

Clerical Staff

Catherine M. Devaney Jeanne Jones
Rosemarie Tieri

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

Civilian Dispatchers

Gail Fay June Connolly
Sharon Srabian

Animal Control Officer

Gerry Mills, Jr.

Introduction

There is never a dull year in the police business! 2003 was a reminder of that. We are very proud of the work we accomplished. During the year, two long-term goals – the field-training program and State Certification – were realized. We remained busy in the community and continued our partnerships with various organizations and businesses in town. We remain open to ideas at all times and I can be reached at (781) 270-1918 or by e-mail, at franhart@burl-mass.org.

Crime Overview

The chart below summarizes the changes from 2002.

Crime Comparison - 2002 vs. 2003

	2002 TOTALS	2003 TOTALS	CHANGE
Homicide	0	0	N/C
Robbery	10	6	-40%
Rape	1	5	500 %
Assault	49	54	10%
(Aggravated & Simple)			
Larceny	792	725	-8%
Narcotics Violations	14	15	7%
Burglary	54	40	- 26%
Motor Vehicle Theft	57	33	- 42%
TOTALS	977	878	- 10%

NOTE: Percentages rounded to nearest whole number.

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

Traffic Enforcement

The leadership of the traffic unit changed for the second year in a row when Sergeant Tom Duffy was promoted to lieutenant. Sergeant Steve O'Meara succeeded Lieutenant Duffy. The traffic unit continued to operate without proper manning, due to retirements and two vacancies that were not filled. Our citation numbers fell drastically in 2003, not only due to manpower issues, but also due to changes in our computer reporting system. The learning curve for this new system was very steep and required a lot of off-road time for the officers, which caused the citation statistics to suffer even more. Despite these obstacles, we continued to

respond to requests from neighborhoods for more enforcement. Our safety-seat inspection program, utilizing the talents of Officers Bernie Schipelliti and Kevin Cooney continued to draw rave reviews. During 2003, we participated in many statewide mobilizations such as "Click It or Ticket!" and "You Drink, You Drive...You Lose!"

The following chart shows the top five violations cited, with comparisons to 2002:

Violation	Charges Cited	Charges Cited
	2002	2003
Speeding	4,233	2,555
Red Light	1,241	777
Seatbelt Violation	1,307	706
Uninspected Vehicles	476	407
Sign Violations (U-Turn, Do Not Enter, etc.)	416	270

Grants

2003 was a great year for grants for our department. At the forefront, was a \$210,000 grant award designed to greatly expand the services we provide to victims of domestic violence. Partnering with REACH (a Waltham-based outreach program) and SAHELI (a Burlington-based outreach program), we will now have the services of a victim advocate available 20 hours per week. This grant includes new training opportunities for officers, and enhanced emergency services to victims, such as emergency shelter accommodations and emergency door lock changes. Burlington was among a small handful of communities across the country that received this grant and we recognize the efforts of Officer Anne Marie Browne for spearheading this effort.

As promised in last year's report, I am pleased to say that we successfully installed our live-scan fingerprint equipment this past year. Acquired through a grant, this equipment allows officers to scan fingerprints and then electronically transmit them to the FBI and the State Police. If the subject has an arrest record, the identification is confirmed within minutes. In these days of heightened awareness, this is a huge advance in the area of personal identification. In the past, identification at the time of arrest was not supported by fingerprints. This new equipment greatly reduces the chance that a wanted person will slip through the cracks by lying about their personal iden-

tifiers. We also received some Homeland Security grant money to purchase protective masks and suits for each officer. In addition, we qualified for a Homeland Security Overtime Grant in the amount of \$45,000. This grant will be used for training, a mock drill and additional coverage whenever the threat level changes.

Activities and Accomplishments

The big news in January was the donation of 24 Automatic External Defibrillators to the police department by Zoll Medical Corp. This donation of both equipment and training, valued at more than \$60,000, was in recognition of the role our police department played in the design process. Police officers and Zoll designers had been meeting regularly in focus groups to design a device that featured ease of use for safety professionals.

In February, our department hosted the Law Enforcement Incident Command System training class. Each week for three weeks, five officers from Burlington, Wilmington and Woburn trained here in our station. Both classrooms were used, with one dedicated to lecture, while the other classroom housed the hands-on model city. Similar to a model train layout, this "city" provided officers with the challenge of actually managing a critical incident. The most common response from participants was, "it was the best training I ever had".

During March, we held our annual D.A.R.E. graduations. Our guest speaker was former New England Patriot Ronnie Lippett, who inspired the D.A.R.E. graduates with challenging ideas. D.A.R.E. Officers Steve Cross and Ivette Thompson, with a little help from former D.A.R.E. Officer Tom Fournier, did an outstanding job organizing the graduation festivities.

In April, Officer Robert Aloisi Jr. used our Burlington Union column "Burlington Police Department Voices" to describe a training class he and several other officers attended on alcohol compliance. He urged local vendors to train and retrain employees to ensure that they did not make alcohol available to minors. Later in the year, we would see his words come to life.

In May, we had our second annual Open House. It was even more successful than last year's event and we look forward to making the 2004 event even better.

In June, we began to hear a familiar voice on radio and TV. It was our very own Safety Officer Bernie Schipelliti.

Bernie was selected by the Governor's Highway Safety Bureau as the only municipal law enforcement officer to participate in these public service announcements about the "Click It or Ticket!" campaign. It was also the month our annual D.A.R.E. Day was held.

During July, one of our major goals was realized when academy graduates Matt Leary and John Lynch entered our first-ever Field Training Program. In the past, no formal training program existed and this often left academy graduates without a transitioning phase from the academy to the "real world." Under the auspices of field training officers Kevin Cooney and David H. McLean, the officers spent nine weeks learning how to police the streets and came away with valuable lessons not taught in any academy.

In August, lightning struck the dispatch center and virtually all communications and video equipment was damaged. Through the hard work of Officers Bob Healey and Bill Soda, the dispatch center looked vastly different and much more professional at the end of the year than before the disaster.

During September, we tried to turn a negative into a positive when the outside holding cell, in use for some 13 years, failed to adequately contain two prisoners. As a result, a review board met to discuss the issues and recommend solutions. The ultimate solution was to discontinue use of that outdoor facility so that this would never happen again.

In October, the police department made good on our collective New Year's resolution by becoming only the eighteenth department in the state to be awarded Certification by the Massachusetts Police Accreditation Commission. Spearheaded by Lieutenant Carl Boutwell and Inspector Tom Browne, the department achieved this prestigious honor on October 10, 2003.

In November, most of the renovations were completed in the new dispatch center. Struck by lightning in August, the refurbished center now has state-of-the art communications and video equipment, three dispatch positions and a whole new floor plan.

In December, we hosted our annual Senior Citizen Holiday Dinner. Officers volunteered their time to set up the room and serve dinner to a sell-out crowd. We also began our Alcohol Compliance Program, with two compliance checks running through January. We will describe this program in next year's report.

Transitions

In January 2003, a man to whom many was the police department, retired. Lieutenant Al Sciuto was a fixture here for over thirty years and held many titles including K-9 officer, crime prevention officer, Sergeant and Lieutenant. In the fall, Officer Michael Joyce took advantage of the town's Early Retirement Incentive. We wish each officer well. We also note, with regret, the passing of long-time officer Jack Moglia, who held many jobs including prosecutor, Sergeant and Lieutenant.

Future Direction

As 2004 begins, we have followed through on our promise to conduct a Citizens' Police Academy. This academy began on January 22, 2004 and we will report on this in next year's report. We are also in the midst of many personnel changes due to retirements. This will once again reinvigorate the department with new promotions and new recruits. We expect our Field Training Program to grow as a result. The addition of a Victim Advocate should greatly change the way we provide services in domestic violence cases. We also hope to refocus our efforts on traffic enforcement and to expand our firearms training program. There are many other challenges that will surely unfold in 2004 and it promises to be an exciting year.

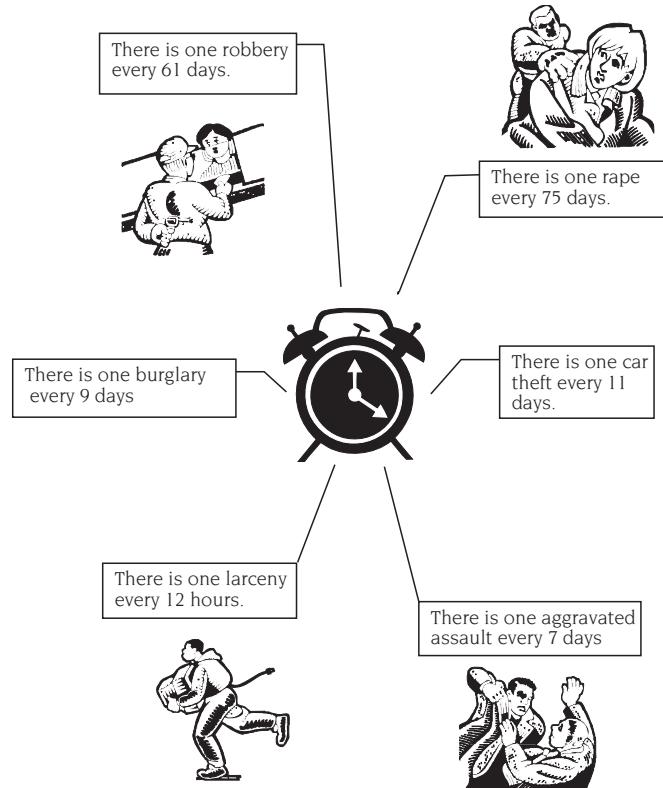
Acknowledgments

In a job where you rely on so many people for help and advice, it is dangerous to single out a few at the risk of leaving out others. But I must thank: Town Administrator Bob Mercier, for his support and guidance; Human Resources Director Anne Marie Tucciarone-Mahan for always being there for us and Kevin McKelvey, the Selectmen's police sub-committee, for his stalwart support of all we try to accomplish. Also, thanks to Assistant Town Administrator Larry Rittenberg and DPW Head Syamal Chaudhuri for their never-ending assistance. A great thanks to the public for supporting what we do by coming to our functions, writing letters, donating money and equipment, and offering assistance of all types. Finally, I send a HUGE thanks to the men and women of the Police Department for trying to make a difference every day.

Respectfully submitted,

Francis Hart
Chief of Police

2003 CRIME CLOCK FOR BURLINGTON



ARREST ACTIVITY - 2003

**Arrests in 2002: 252 Arrests in 2003: 241
Percentage Change: -4%**

The total number of arrests for the year was 241. Breakdowns by different categories are listed below.

Historically, the majority of arrests involve more males than females. In 2003, this was no exception, as the chart below indicates:

Arrests by Sex	
Males	Females
181	60

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)
47	152	43

The busiest days for arrests in 2003:

Arrests by Day of Week	
Friday	41
Saturday	38
Tuesday	38
Sunday	37
Thursday	34
Monday	30
Wednesday	23

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

Arrests by Month	
June	35
March	27
April	23
October	22
September	22
August	21
January	18
February	18
May	17
December	16
July	16
November	9

More people are arrested from Burlington than anywhere else. Here are the top locations from whence our arrestees come:

Burlington	66	Somerville	10
Boston	21	Arlington	6
Out of State	18	Medford	6
Woburn	16	Waltham	3
Billerica	15	Tewksbury	3
Lowell	14		



Cycle Loft's Jerry Slack donating two bicycles to D.A.R.E. Officers Ivette Thompson and Steve Cross for D.A.R.E. Day

Criminal Summons Issued 223

ACCIDENT ACTIVITY – 2003

Accidents in 2002: 1,241 Accidents in 2003: 1,315
Percentage Change: 6%

The total number of accidents in 2003 was 1,315 – a 6 % increase over 2002. 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		
Friday	242	18%
Wednesday	204	16%
Thursday	200	15%
Monday	182	14%
Tuesday	189	14%
Saturday	178	14%
Sunday	120	9%



Officers at the 9/11 ceremony on the common.

Accidents by Month

December	162
January	152
June	112
March	111
October	108
February	106
November	101
April	99
August	94
September	94
May	90
July	86



Selectmen Al Fay and Kevin McKelvey present Certification Award to Chief Fran Hart and Lieutenant Carl Boutwell.

Types of Accidents

Angle	668
Rear End	494
Head-On	125
Other/Unknown	28

Severity of Injuries

Killed	1
Serious Visible Injury	17
Minor Visible Injury	37
Injury, Not Visible	28



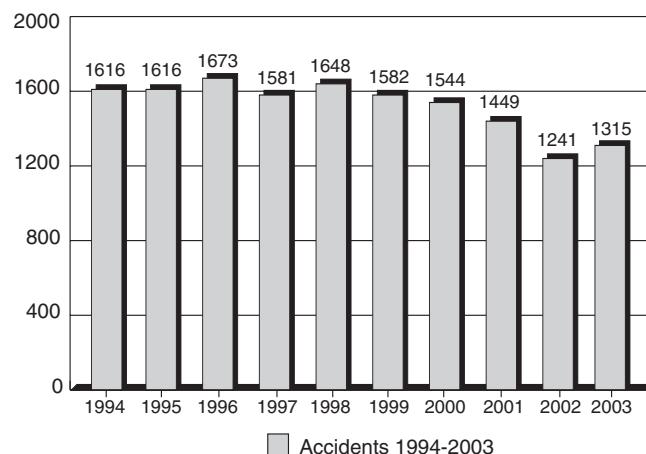
Dispatcher June Connolly greets the D.A.R.E. Lion during Public Safety Day at Roche Bros. Supermarket.

Accidents by Shift		
8 A.M. – 4 P.M.	702	53%
4 P.M. – Midnight	447	34%
Midnight – 8 A.M.	125	10%
Unknown/Unreported	41	3%

Summary of Locations Where Accidents Occurred

This chart shows locations with eight or more accidents in 2003.

Location	Total Accidents 2003
75 Middlesex Tp (At/near Burlington Mall)	119
Middlesex Tp & Route 128 N	40
Middlesex Tp & Route 128 S	37
Cambridge St & Route 128 N	36
34 Cambridge St	34
Bedford St & Cambridge St	27
Cambridge St & Winn St	23
41 Mall Rd	23
150 Lexington St	21
Center St & Winn St	19
Bedford St & Middlesex Tp	19
Mall Rd & Middlesex Tp	18
123 Cambridge St	16
Cambridge St & Route 128 S	13
Route 128 N & Winn St	13
Cambridge St & Francis Wyman Rd	13
Middlesex Tp & Wheeler Rd	12
43 Middlesex Tp	12
Adams St & Middlesex Tp	11
Cambridge St & Mall Rd	10
Cambridge St & Wilmington Rd	9
Cambridge St & Wayside Rd	9
Lexington St & Mall Rd	9
55 Middlesex Tp	9
Route 128 S & Winn St	8
Cambridge St & Terry Ave	8
Beacon St & Winn St	8



CITATION ACTIVITY – 2003

Citations in 2002: 7,683 Citations in 2003: 4,799
Percentage Change: -38%

The total number of citations written in 2003 was 4,799 – a decrease of 38 %. Breakdowns by different categories are listed below.

Types of Citations	
Arrest	47
Civil	1,469
Criminal	78
Warning	3,205

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

Town of Burlington

Top Fifteen Violations Cited During 2003

Speeding	2,555
Red Light Violation	777
Seatbelt Violation	706
Uninspected M/V	407
Stop Sign Violation	270
Defective Equipment	217
Sign U/Turn Violations	156
Failure to Obey Traffic Sign	153
Unregistered M/V	88
Oper After Susp/Revocation	76
License Not in Possession	68
Improper Left Turn	55
Registration Not in Possession	48
Marked Lanes	44
Failure to Yield	28
Failure to Display Plates	24
Uninsured M/V	21
OUI/Alcohol or Drugs	20



Officers practice their new skills during our Commercial Enforcement Class

Violations by Month

July	518
May	493
January	493
November	469

Violations by Month

September	441
February	404
June	385
April	383
March	381
October	341
August	314
December	216



Officer Schipelliti adjusts a car seat.

Top Fifteen Locations For Citations

279 Cambridge St.	238
Peach Orchard Rd. & Winn St	187
Fourth Ave & Middlesex Tp	179
Meadow Rd & Middlesex Tp	149
Cambridge St & Wilmington Rd	111
Middlesex Tp & Third Ave	103
344 Cambridge St	102
Middlesex Tp & South Ave	97
Middlesex Tp & Wheeler Rd	93
Cambridge St. & Terry Ave	86
Mall Rd. & Middlesex Tp	85
2 Meadow Rd	79
164 Middlesex Tp.	78
Middlesex Tp & Second Ave	77
Middlesex Tp & Terrace Hall Ave	75

INCIDENT/SERVICE ACTIVITY – 2003

Total for 2002: 26,045 Total for 2003: 24,103
Percentage Change: -7%

911 Calls	5,004
Abandoned M/V	40
Alarm	2,309
Ambulance Request	1,083
Animal Bite	7
Animal Complaint	376
Animal Control Activity	31
Animal/Dead	82
Assault/In Progress	3
Assault/Past	51
Assist Other Agency	174
Assist Public	534
Attempted M/V Burglary	9
Attempted Suicide	1
ATV/Dirt Bikes	47
Bike Unit Activity	13
Bomb Threat	1
Brush Fire	8
Burglary/Attempt	12
Burglary/In Progress	4
Burglary/Past	36
Bylaw Violation	21
Child Abuse/Neglect	10
Civil Complaints	58
Disabled M/V	691
Disturbance	298
Domestic/In Progress	77
Domestic/Past	35
Domestic Violence Officer Activity	13
Driving To Endanger/In Progress	85
Driving To Endanger/Past	77
Drug Complaint	15
Escort	34
Evidence	15
Explosion	7
Exposer	5
Fight/In Progress	33
Fire	97
Fireworks	24
Flim-Flam	35
Found Animal	44
Found Person	3
Found Property	88
Grass Fire	2
Gas – Leak/Smell	53

Gunshots	5
Harassing Phone Calls	59
Harassment	61
Hazard	11
HazMat Complaint	8
Identity Fraud	8
Investigation	138
Juvenile	11
Kidnap/Abduction	1
Liquor Violation	4
Lockout	484
M/V Accident/Cruiser	6
M/V Accident/Hit & Run	186
M/V Accident/No Personal Injury	735
M/V Accident/Past	57
M/V Accident/Personal Injury	148
M/V Accident/Unknown	221
M/V Burglary	103
M/V Fire	28
M/V Recovery	28
M/V Stop	1,973
M/V Theft	55
Malicious Damage/In Progress	21
Malicious Damage/Past	295
Missing Child	8
Missing/Found Person	8
Missing/Found Property	138
Missing/Lost Animal	33
Noise Complaint	148
Notification	46
Obscene/Annoying Phone Call	13
On-The-Job Injury/Exposure	13
Open Door/Window	42
Paper Service	249
Park & Walk	121
Parking Complaint	258
Personal Medical Alarm	3
Police Information	282
Prisoner Release	162
Private Invest	5
Protective Custody	4
Psychological/Suicide Threat	24
Repossession	22
Restraining Order Violation	30
Reverse 9-1-1 Activity	9
Road Debris	51
Road Hazard	379
Robbery/Past	4
Robbery/Progress	2
Runaway	3

Town of Burlington

Safety Officer Activity	137
Sexual Assault	12
Snowmobile/ATV Accident	1
Solicitor Complaint	42
Stolen Plate	17
Suicide	3
Suspicious Activity	365
Suspicious M/V	336
Suspicious Person	213
Theft/In Progress	27
Theft/Past	698
Threats/In Progress	4
Threats/Past	55
Traffic Assignment	2,038
Traffic Control	113
Traffic Signals Out	164
Trespass/In Progress	12
Trespass/Past	6
Uttering	52
Vehicle Complaint	259
Warrant Arrest	16
Water Leak	53
Weapons Complaint	3
Well-being Check	203
Wires Down	101
Youth Complaint	240

Calls by Shift

8 A.M. – 4 P.M.	9,026	43%
4 P.M. – Midnight	8,171	39%
Midnight – 8 A.M.	3,638	18%

Calls by Month

January	1,989
April	1,876
June	1,869
July	1,820
March	1,814
February	1,732
May	1,714
December	1,636
August	1,631
September	1,616
November	1,589
October	1,549



The crowd gathers at our 2003 Open House.

Summary of Locations Where Calls For Service Originated

75 Middlesex Tp (Mall)	1,585	114 Winn St (MSMS)	98
34 Cambridge St (Crossroads)	308	Cambridge St & Mall Rd	92
41 Mall Rd (Lahey Clinic)	231	108 Middlesex Tp	91
New England Executive Park	211	Route 128 N & Winn St	86
123 Cambridge St (BHS)	202	155 Middlesex Tp	86
43 Middlesex Tp (Middlesex Mall)	175	Cambridge St & Route 128 N	83
26 Beacon St (Beacon Village)	166	Middlesex Tp & South Ave	83
279 Cambridge St (Colonial Park)	158	84 Middlesex Tp (Circuit City)	82
42 Mall Rd (Longmeadow Pl)	135	Cambridge St & Wilmington Rd	81
1 Mall Rd (Marriott Hotel)	127	41 Terrace Hall Ave (FW School)	81
Cambridge St & Winn St	116	150 Lexington St (Kohl's)	77
Bedford St. & Cambridge St	114	98 Middlesex Tp (Chili's)	76
Peach Orchard St & Winn St	113	Cambridge St & Francis Wyman Rd	74
Cambridge St & Terry Ave	110	1 Network Dr (Sun)	74
Cambridge St & Route 128 S	100	101 Middlesex Tp (Burl. Square)	74
120 Cambridge St	73		



Dancing at D.A.R.E. Day

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

Burlington Mall	21	Arboretum Way	2
Middlesex Tp	5	South Ave	2
Cambridge St	4	Edwards Rd	2
Lahey Clinic	3	Crossroads Shopping Ct	2

FIRE DEPARTMENT

Department Roster

FIRE CHIEF

Paul Thibault

ASSISTANT FIRE CHIEF

Lee Callahan

CAPTAINS

*Kevin Browne	*John Corbett
*Scott Carpenter	*Michael Nolan

LIEUTENANTS

*Timothy Browne	*Andrew Connerty
*Peter McAnespie	*Steven McLean
*Robert Paul	*John Skinner
*James Sorenson	*Steven Yetman

FIRE PREVENTION/INSPECTION SERVICES

Captain *Michael Hanafin
Lieutenant *James Browne

TRAINING/COMMUNICATIONS

Captain *Michael Patterson

CLERICAL STAFF

Joanne Arbing Mary Fay Karen Carlson

FIREFIGHTERS

*David Angelo	*Timothy Hovasse
*Gary Arbing	John Hunt
*Michael Bibbey	*Shaun Kenney
*William Callahan	*Gerard Letendre
*Kevin Canty	*Donald MacDonald
Gary Cauldwell	*Anthony Marino
*Mark Cedrone	*Edgar McLean
*Clifford Comeau	*Nicholas Menkello
*Sean Connors	*Scott Perry
Thomas Corbett	*Kevin Pollicelli
*Ernest Covino	*John Price
*Kurt Duprez	*David Richardson
*Louis Falzarano	*Michael Runyan
*Todd Ficociello	*Mark Saia
*Michael Fontannay	*Leonard Sawyer
*Gerard Hanafin	*James Sherman
*John Hanafin	*David Sullivan
*James Hapenney	*Paul Sullivan
*Richard Hovasse	*John Walthall
	*Fred Williams

EMERGENCY VEHICLE TECHNICIAN

G. Thomas Lee

CIVILIAN DISPATCHERS

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

FIRE CHIEF

The Department responded to more than 3,700 incidents with fire apparatus and over 2,200 ambulance responses during the year. There were several major residential fires that occurred causing severe property damage. Two occurred during the winter and fire operations were hampered by the severe weather conditions. Three of the residential structures were complete losses and damaged beyond repair having to be demolished. We would like to have prevented these losses and wish we could have saved more. However there were no lives lost, which we are very thankful for. Some Firefighters did receive injuries during firefighting operations. The causes of these fires were determined to be accidental.



Harvard Avenue Residential Fire (February 2003)

With Homeland Security becoming a daily concern, the Fire Department prepared for possible attacks on target sites in the Town. During the year security levels went up and down, with several Orange alerts occurring during the year. This had an impact on the department in maintaining higher levels of personnel on duty. We were not unique, as our neighbors were also affected incurring additional personnel cost during these heightened levels of security. We are thankful that the year passed without major terrorist incidents occurring here.

In preparation for incidents that involve weapons of mass destruction, Massachusetts Emergency Management Agency (MEMA) through a Federal Grant, provided the fire departments in cities and towns that have a hospital with a Mass Decon Unit (MDU). Burlington being home to Lahey Clinic was provided a MDU. This unit is self-contained and can be set up in 10 - 15 minutes to provide mass decontamination outside the hospital facility for people seeking medical attention from a terrorist attack. The unit has heat, hot water and three isles (male, female and stretcher) for people to be decontaminated before entering the hospital. The fire department and Lahey Clinic worked together developing and implementing procedures for the MDU operation. After several training sessions a drill was conducted in October. There will be ongoing training with Lahey and neighboring communities with the MDU. The unit can also be used at an incident; this does not leave Lahey unprotected as coverage is automatically provided with regional units.



Mass Decon Unit (MDU)
Lahey Clinic Emergency Room
Drill October 2003

The department had three retirements during the year. Lieutenant Charles White retired on January 31, 2003 having a long career in the fire service. He was appointed on November 25, 1973, promoted to Lieutenant on January 10, 1990, and promoted to Fire Prevention Inspector January 15, 2001. Lieutenant White was well known and liked serving the department and Town; he developed the department's Student Awareness of Fire Education, (SAFE) program and spent considerable time to educate young children of the dangers of fire and what to do in a fire. Firefighter Ronald Kullman retired April 30, 2003 having served the Town for 32 years, he witnessed many changes in the Town during his long career and his experience will be missed. Firefighter Michael Donahue retired in September having served the Town in two positions: DPW from October 25, 1982 and appointed to the Fire Department on February 19, 1985. We wish them all a long and healthy retirement.

There were three new firefighters appointed and a fourth to be appointed in 2004 to replace those that retired. Ernest Covino III and Shaun Kenney were appointed as replacements and started their careers with the department on February 18, 2003, graduating from the Massachusetts Fire Academy (MFA) on May 2, 2003. David Angelo was also appointed as a replacement and started his career on October 6, 2003, graduating from the MFA on December 19, 2003.

Promotions during the year were made from a new list established on April 4th. Firefighter Andrew Connerty was promoted to Lieutenant on April 14, 2003 for a lieutenant's vacancy created in 2002. Firefighter James Browne was promoted to replace Lt. White in Fire Prevention on April 14, 2003. Acting Assistant Chief Callahan was made permanent Assistant Chief on March 17, 2003.

We appreciate all that is done for the fire department and thank the public for their support during the year. Special thanks to Mrs. Charles Smith for the donation made in memory of her husband, which provided additional equipment for the new fire engine that was delivered in December 2002. Thanks to the Town Departments, Boards and Committees for their support and help during the year.

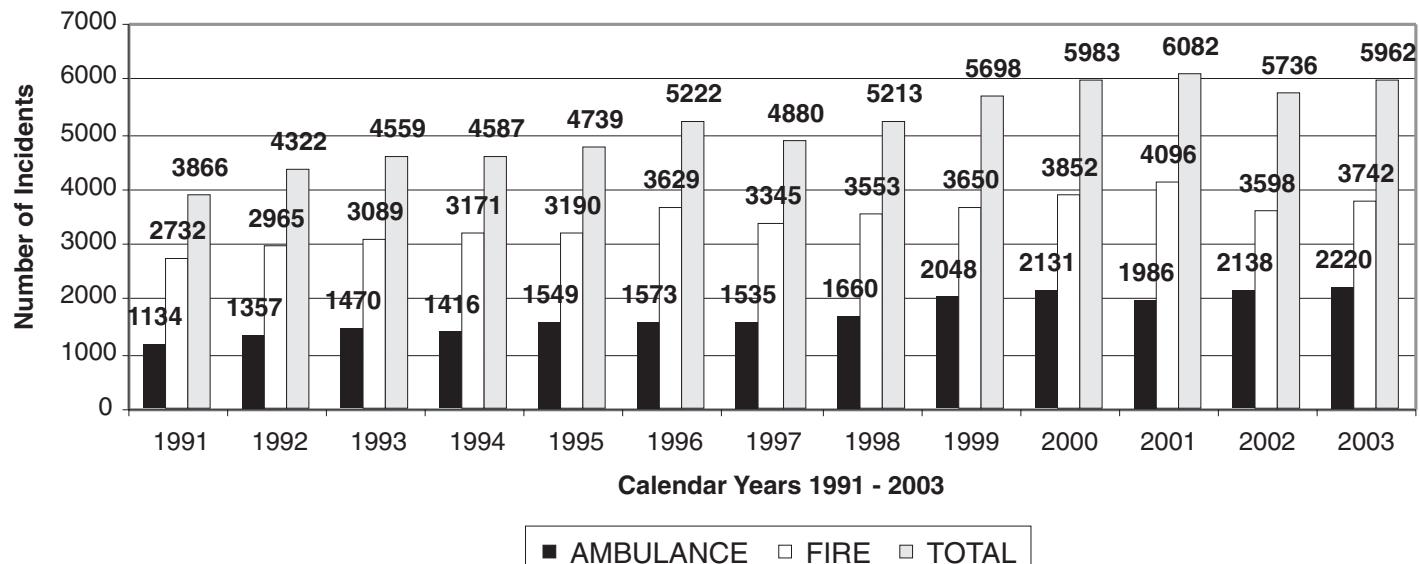
Respectfully submitted,

Paul R. Thibault
Fire Chief

FIRE PREVENTION/INSPECTIONAL SERVICES

New development both in residential and commercial properties continued in 2003. In the past year we have seen the opening of Shaw's Supermarket, Richardson Road Townhouses and completion of various expansion/renovation projects at the Lahey Clinic. Other construction sites are just beginning to break ground including Westgate

AMBULANCE - FIRE EXPERIENCE RECORD



Town of Burlington

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
100	Fire, other	1	1				1	1	1	1				6
111	Building fire	2	2			4	1	1	2	2	2	1	2	19
113	Cooking fire, confined to container	2	2	6	3	2	2	2	3	2	3	1	7	35
114	Chimney or flue fire, confined to chimney or flue										1			1
116	Fuel burner/boiler malfunction, fire confined								2			1		3
117	Commercial Compactor fire, confined to rubbish											1		1
118	Trash or rubbish fire, contained								1					1
130	Mobile property (vehicle) fire, other	1			1	1	3	1	2	2	1			1
13														
131	Passenger vehicle fire	3				1	1		1		1	2	4	1
142	Brush, or brush and grass mixture fire				6	5	1		1					13
150	Outside rubbish fire, other							1						1
154	Dumpster or other outside trash receptacle fire								5	2				7
162	Outside equipment fire											1		1
251	Excessive heat, scorch burns with no ignition								1					1
300	Rescue, emergency medical call (EMS) call, other	18	13	30	26	21	19	17	2	8	1	3		158
311	Medical assist, assist EMS crew	75	94	81	87	100	96	117	130	119	111	121	169	1300
321	EMS call, excluding vehicle accident with injury	8	1		1	9	12			4				35
322	Vehicle accident with injuries	11	9	17	9	15	11	9	19	16	15	18	16	165
323	Motor vehicle/pedestrian accident (MV Ped)	7	12			2	5	8	2		2	1		39
324	Motor vehicle accident with no injuries											14		14
331	Lock-in (if lock out, use 511)	1					2	1	1	2		1		8
340	Search, other	1												1
350	Extrication, rescue, other	1			1									2
353	Removal of victim(s) from stalled elevator	1	1	2	1							2		7
371	Electrocution or potential electrocution				1									1
400	Hazardous condition, other	4	2	5	4	5	4	2	6	3	5	1	2	43
411	Gasoline or other flammable liquid spill		1	2	3	2	1	1	2	1	2	4	2	21
412	Gas leak (natural gas or LPG)	8	8	4	6	4	3	7	3	2	1	2	5	53

2003 Annual Report

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
413	Oil or other combustible liquid spill							1						1
421	Chemical hazard (no spill or leak)							1						1
422	Chemical spill or leak				1	1								2
424	Carbon monoxide incident	1						1						2
440	Electrical wiring/equipment problem, other	5	2	6	2		3	5	4		1	1	2	31
442	Overheated motor	1		1		2								4
444	Power line down	1					2	2	9	2	3	1	3	23
445	Arcing, shorted electrical equipment	2		3			6	1	5		3			20
460	Accident, potential accident, other	12	6	15	14	12	11	5	5	1	1			82
461	Building or structure weakened or collapsed										1			1
462	Aircraft standby		1		1	1								3
463	Vehicle accident, general cleanup	5	5	5	2	1	3	3	8	5	6	3	3	49
480	Attempted burning, illegal action, other									1		1		2
500	Service Call, other	28	30	43	35	27	66	46	69	48	52	26	60	530
510	Person in distress, other											1		1
511	Lock-out	1	1			1	1	3				3		10
520	Water problem, other	6	8	3	1			1	3	3			4	29
522	Water or steam leak	1								1				2
531	Smoke or odor removal		1	1			1			2				5
550	Public service assistance, other										13	50		63
551	Assist police or other governmental agency	1	1	1	5	1	1	5		2		1	2	20
552	Police matter			1	1		1							3
553	Public service		1								1			2
554	Assist invalid	3	3	2	4		4	2	2	1	1			22
555	Defective elevator, no occupants								1					1
561	Unauthorized burning						2		2		2			6
571	Cover assignment, standby, moveup	2	1	3	5	1	3	2	3		3	4	1	28
600	Good intent call, other	5	12	8	6	6	2	5	8	4	8	6	5	75
611	Dispatched & canceled en route	2		1	1	1	1	1	2	1		3	4	17
650	Steam, other gas mistaken for smoke, other						1							1
651	Smoke scare, odor of smoke	4	3	2	5	4	2	2	2	4	3	3	5	39

Town of Burlington

Burlington Fire Department 2003 Report of Incidents by Type of Incident

CODE	TYPE OF INCIDENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
652	Steam, vapor, fog or dust thought to be smoke									1		1	2	
653	Barbecue, tar kettle						1						1	
671	Hazmat release investigation w/no hazmat						1		1				2	
700	False alarm or false call, other	1			1	1	2			2	2	2	13	
710	Malicious, mischievous false call, other			2				2				1	1	6
711	Municipal alarm system, malicious false alarm									1			1	
712	Direct tie to FD, malicious/false alarm							1		1			2	
721	Bomb scare - no bomb			1				1					2	
730	System malfunction, other					1					1	1		3
731	Sprinkler activation due to malfunction			1									1	
733	Smoke detector activation due to malfunction		2			1		2	2		1		1	9
735	Alarm system sounded due to malfunction	7	7	13	10	9	8	14	22	11	30	14	22	167
736	CO detector activation due to malfunction		1				2				1		4	
740	Unintentional transmission of alarm, other		1										1	
741	Sprinkler activation, no fire - unintentional		1					1			2		4	
742	Extinguishing system Activation					1							1	
743	Smoke detector activation, no fire - unintentional	4	1			4		1	2	4	2	1	3	22
744	Detector activation, no fire - unintentional		1						3	7	8	6	14	39
745	Alarm system sounded, no fire - unintentional	43	40	50	33	22	24	41	37	30	26	22	34	402
746	Carbon monoxide detector activation, no CO			3	1		1	1	1		2	1	3	14
812	Flood assessment									1			1	
813	Wind storm, tornado/hurricane assessment									1			1	
814	Lightning strike (no fire)								3				3	
900	Special type of incident, other				1							1	2	
911	Citizen complaint						1						1	
TOTALS		283	276	310	284	273	303	330	368	299	307	315	394	3742

Drive and the Wall Street/Mountain Road project. Planning for future projects is also ongoing.

Commercial construction requires many steps, including site plan reviews, which consider preliminary requirements such as fire 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 2003:

TYPE OF SERVICE

Commercial Occupancy Inspections	165
Masterbox Certification	76
On- Site Inspections.....	453
Permits Issued	448
Plan Review.....	287
Residential Occupancy Inspections.....	152
Site Plan Review.....	49
Smoke Detector Inspections	286
TOTAL.....	1916

The following is a count of all permits and inspections done during the period of January 1, 2003 to December 31, 2003:

PERMITS

AST	26
Blasting.....	15
Dumpster	15
Extinguishing System.....	6
Fire Alarm	35
Flammable Storage	51
Haz-Mat	2
Oil Burner.....	43
Propane Storage.....	26
Sprinkler	82
Tank Installation.....	27
Tank Removal	64
Welding/Burning.....	36
UST	20
TOTAL.....	448

INSPECTIONS

Commercial Occupancy	165
Fire Drills	8
Knox Box.....	26
Oil Burner.....	35
Oil Tank Installation.....	17
Oil Tank Removal	15
On Site - Fire Alarm	5
On Site - Fire Prevention	318
On Site - Plug Out	2
Quarterly.....	27
Residential Occupancy.....	152
Smoke Detector	286
TOTAL.....	1056

BUILDING PLANS STAMPED

& REVIEWED	TOTAL..... 287
SITE PLAN REVIEWS	TOTAL..... 49
MASTER BOX CERTIFICATIONS ..	TOTAL..... 76
COMBINED TOTALS	1758

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 James Browne

TRAINING DIVISION

The past year has been a busy year for the Training Division. This being my first full year in the position I began to become more comfortable in developing and presenting what I hope to be meaningful presentations to the department. I began to use multi-media to enhance the quality of my presentations.

Over the past year the Department participated in numerous training activities. We started 2003 off by training the members in ice water rescue training. Firefighters Bibbey and Letendre assisted in teaching water rescue skills to our members. In the spring the Mass Fire Academy presented its very popular Flashover Recognition course in which members of the Department participated in real life flashover scenarios. Chuck Flanagan returned to the Department to train a number of individuals in confined

space rescue. A number of evolutions were run out of the Terrace Hall pumping station. An accountability system was put in place in the spring. Members were issued ID tags that must be placed on assigned apparatus for the duration of their shifts.

One advantage of having a training division in place is to go over new equipment with the individual shifts before the equipment is placed in service. New items such as RIT Packs, MSA rescue packs, Hurst tools, water rescue equipment, hydrant valves, and hand tools were presented to the shifts.

During the summer months the shifts and myself charted the locations of Town fire hydrants to be entered into our new computer aided dispatch software program. This new software will enable fire companies to enter pertinent fire service information into our computer system after conducting in-service inspections. Important information such as emergency contact numbers, location of hydrants, utility shut-offs, building construction and occupancy type and associated hazards will all be included in this program. The new program should be installed the beginning of the coming year.

The fall months were very busy for the Department. First, a house that was to be demolished by a local builder was donated to the Department for training purposes. Firefighters conducted training evolutions based on actual firefighter rescue scenarios. The home was filled with smoke and firefighters were instructed to find the trapped member and pull him to safety. Also the Department was able to perform vertical ventilation training by cutting holes in the roof using department saws. I would encourage any contractor or real estate agency to contact us if they plan on demolishing a house. The training is invaluable.

Also in the fall, Department members were trained in the operation and set-up of the Mass Decon Unit. The unit, which was delivered to the Town through a federal grant, was given to all communities that have a hospital in their community. In the event of a large scale incident the MDU can be brought to the hospital to decontaminate a large number of victims without contaminating the hospital emergency room. Members of our Department worked with Lahey Clinic personnel in placement and set-up of the unit. In October we ran a small-scale drill at the Clinic where we ran a number of Lahey's personnel through the system. In the coming year we will continue to train on the MDU with the Clinic and also neighboring fire departments.

Department members were also trained in Rapid Access Mass Decon. Members were trained how to set up a decontamination corridor using fire apparatus.

Toward the end of the year Department members were trained on vehicle extrication techniques. Winn Street Towing donated four vehicles to the Department. Very little was left of the vehicles after the shifts cut them apart. A presentation on in-service inspections was presented to the shifts in early December. Companies were instructed in what to look for while conducting holiday inspections.

During the year I also got to work with the newest members of the Department: Firefighters Kenney, Covino, and Angelo. These members were given an overview of how the Department operates and what their new functions would be. EMT Coordinator Mark Saia and myself got to work with each new member before they were assigned to their respective shifts.

I look forward to the up-coming year. One thing for sure is that there always will be plenty of material to cover in this ever-changing world.

Respectfully submitted,

Captain Michael Patterson
Training Division

JUVENILE FIRESETTERS INTERVENTION PROGRAM

In 2003 the incidents of juvenile fire setting behavior continued in Burlington. We processed four (4) youths through our intervention program. The program consists of fire safety training given in a formal setting over a ten (10) week period. The youths receive classroom work as well as homework projects to complete weekly. Parental meetings are an important part of the program.

The Juvenile Firesetters Intervention Program is managed through the judicial system with oversight by the Middlesex County District Attorney (D.A.). The ten (10) week safety school is but one aspect of the overall program, but is one of the two (2) parts administered at the local level. The other locally controlled part of the program is the screening of potential participants. The screenings or surveys of the youths take place in the homes of the youths (generally) so that we can get a sense of the home life and surroundings. Then a report is forwarded to the D.A.'s office for further review and determination of whether the youth qualifies for safety school. Typically we combine other towns' youths in fire school, with instructors from several of the area fire departments taking part.

This past year three firefighters sought training to instruct and/or screen youths. They are heading up the program for Burlington. This program is successful, due to the cooperation of the Burlington School Department, Police Department, other agencies, and Burlington's firefighters. Chief Thibault has been particularly supportive of the Juvenile Firesetters Intervention Program.

As 2003 ends, there are currently two (2) youths being processed through the system.

Respectfully submitted,

Assistant Chief Lee Callahan
Juvenile Firesetters Intervention
Program Coordinator

AMBULANCE

The Department responded to over 2200 calls for medical aid in 2003, a 3% increase from 2002. Both Ambulance 1 and Ambulance 2 remained busy responding to calls within the town, as well as, requests from neighboring communities for mutual aid.

Hospital diversion continues to play a major role in determining what facility ambulance patients are transported. Two local hospitals have proposed expansion plans with hopes to alleviate some of the over crowding and diversion issues.

All Emergency Medical Technicians continue with extensive ongoing training throughout the year including, defibrillation, epi-pen and the administration of aspirin to patients suffering from a possible heart attack. All department members are attending HIPPA training classes regarding patient privacy. HIPPA is a privacy act passed into law to protect the privacy of patients' health information.

We expect to take delivery of a new ambulance in late spring. The ambulance will be equipped with the newest and most state of the art equipment. It will become Ambulance 1 and the current Ambulance 1 will become Ambulance 2.

Our goal for 2004 is to continue to work with Police and other local agencies to educate children and Senior Citizens in safety and injury prevention.

Respectively submitted,

Mark S. Saia
EMS Coordinator

PUBLIC WORKS DEPARTMENT

Syamal N. Chaudhuri Superintendent of Public Works

Thomas F. Hayes

Town Engineer

Evelyn M. Shaw

Administrative Assistant

Thomas F. Hickey

Operations Manager

Assistant Superintendents

William A. Bannon

Highway

Paul Nielsen

Central Maintenance

David C. McCafferty

Water and Sewer Utilities

Managers

Paul W. Cauldwell

Cemetery

William D. Keene

Treatment Plant

DPW Staff

Frank E Anderson

Teresa J. Keene

John T. Baldwin

Larry Kennedy

Paul S. Bieren

William Lundgren II

Maria L. Bonfanti

Russell J. Makiej

Robert S. Clougherty

Donna L. Manning

Craig H. Cooper

Pialisa A. Manent

Martha A. DeFrancesco

James Marchese, Jr.

John Doherty

Armand Marion

Richard L. Dubbs

Nanette D. Masotta

Michael P. Dwyer

Ricky McClenningham

Allen F. Ferriera

Kathleen A. McElaney

Dennis F. Fitzgerald

Robert W. McMahon

Mark V. Gerbrands

Michael P. Minichiello

Jennifer Gelinas

Eric A. Moran

Michael Giardina

Paul Nielsen

Robert S. Glover

Alan C. Nelson

Stephen M. Hardy

Donald H. Price

Robert Harris

Michael A. Quinones

Frederick M. Haynes

Charles D. Ralph

Wayne Higden

Richard A. Reid

Stephen A. Johnson

Brian R. White

Kevin J. Keene

Charles F. Woods, Jr

The Department of Public Works has always tried to do the best possible job for the residents of this Town. This Department consists of six (6) Divisions, which do many different projects but also over-lap and come together as a

whole when necessary. With the help of other Town agencies (i.e. Recreation, Fire and Police) we strive to make sure that this Town is one of the safest and will continue to make safety a top priority whether it is fixing roadways or the repairing of hydrants. To all the DPW Personnel, I give you a "job well done". To those Departments that have helped us we all thank you.

We have lost three (3) of our personnel through the Early Retirement Incentive Program. Alan Nelson, Engineering Division - 31 years; Maria Bonfanti, Administration Division - 26 years; Martha DeFrancesco, Administration Division - 17 years. I wish them all well and hope they are enjoying their retirement.

We are also saddened by the passing of Albert Marchant. He worked for the DPW for 25 years and will be missed.

Respectfully submitted,

Syamal N. Chaudhuri
Superintendent Public Works



DPW Office: Left to right: Pialisa Manent, Teresa Keene, Syamal Chaudhuri and Evelyn Shaw.

ADMINISTRATIVE

Water & Sewer Section sent bills out in the amount of \$4,583,288 and received payments back consisting of \$4,210,782. Rubbish and Garbage this year went to one (1) day pick-up on Thursdays. The transition went well with a minimum amount of calls. The Yard Waste has also increased nine (9) weeks in the spring and fall for a total of eighteen (18) weeks.

Purchasing processed 2,475 Purchase Orders and 1,068 Customer Service calls recorded.

Maria Bonfanti a.k.a. "Trash Lady", retired on November 21, 2003. She was the DPW Head Clerk for this Division. She personally processed the purchase orders for this office and all other divisional purchases including police details and mini-bus payments. Maria handled 99% of the trash calls, all personnel matters such as salary adjustments, physicals for employees, accident reports, medical reports, etc. Her duties were too numerous to list and she did them all with out any help. Maria will be missed by many of our employees and others throughout the town. We send our fond wishes and gratitude. I am happy to call her "friend".

Martha "Marty" DeFrancesco handled the reception area of the DPW Office. She also took care of the occupancy accounts, streetlights and cross-connection. She also handled all petitions. Marty's contributions to the Administration Division were appreciated and are missed. We wish her well in her retirement and thank her for the job she did.

Teresa Keene, Senior Clerk who was promoted to Head Clerk and Pialisa Manent, Data Processing Clerk have been keeping this office running since our retiree's departure. The two of them have done their best to insure that all projects were completed on time. Again and again taking on extra duties until we have replacements to unburden this extra load that they are carrying.

I would be remiss not to also thank Natalie Gillingham for coming in at times to help us with the overflow cemetery paperwork and our mailing programs. Thank you.

I thank all of my employees past and present for helping me make this a Division to be proud of. And for all the Divisional Employees and other department personnel who were so helpful to this Division, we thank you.

As I close this year, I must say that the Department of Public Works employees are more than just employees, they are family who take care of and respect each other. They are involved in the "Toys for Tots" Program and would not give a second thought to help out a family in need, or change a tire for an elderly person.

Respectfully submitted,

Evelyn M. Shaw
Administrative Assistant

ENGINEERING DIVISION

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

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:

- **Prouty Road Sidewalk** – Construction of approximately 1700 feet of concrete sidewalk and granite curbing awarded to Tro-Con Corporation of Woburn, MA.
- **South Bedford Street Retaining Wall** - Construction of 90 feet of segmental masonry retaining wall along Longmeadow Brook to replace a failing timber retaining wall, awarded to Tro-Con Corporation of Woburn, MA.
- **South Bedford Street Sewer Relining** –Cured in Place(CIP) relining of 300 feet of severely corroded 21-inch gravity sewer main was awarded to Insituform Technologies, Inc. of Charlton, MA.
- **Wayside Road Sewer Manhole Rehabilitation** –Epoxy lining of 85 vertical feet of corroded sewer manholes was awarded to A&W Maintenance, Inc. of Carver, MA.
- **Vactor Stream Cleaning** – Vactor technology removal of accumulated sediment to improve drainage flow of the following, awarded to National Water Main Cleaning of Hyde Park MA.

BROOKS

Sandy Brook – from Sandy Brook Road to Hilltop Drive (500')

Stream running from Violet Street towards Morrison Road (250')

Contract Management

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

- **Terrace Hall Pump Station Force Main Replacement** – Awarded to Metcalf & Eddy engineers of

Wakefield MA, to evaluate and develop preliminary alignment of an aging force main.

- **Infrastructure Mapping** – Awarded to Metcalf & Eddy engineers of Wakefield MA, to prepare a detailed map of the Town's drainage and sewer system. Using existing record drawings and Global Positioning System (GPS) an accurate digital map will be developed that will help us better manage the infrastructure as well as fulfill the NPDES Phase II mapping requirements.
- **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.

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 – provided assistance to the Highway Division with paving/reconstruction of the following streets:

Adams Street	Algonquin Drive
Dearborn Road	Forest Road
Ganley Drive	Hillsdale Avenue
Holly Street	Humboldt Avenue
James Street	Jonathan Road
Marjorie Road	Mark Street
McCarthy Drive	Meadowvale Road
Middlesex Turnpike	Pinewood Avenue
South Bedford Street	Wilmington Road

Other Projects

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

- Completion of McCarthy Drive defaulted subdivision
- Completion of Hidden Valley Drive defaulted subdivision
- Town Line Pump Station rehabilitation design
- Blanchard Road/South Bedford Street water main design
- Nichold water main design
- Angela Circle water main design

Subdivision/Site Plan Inspection

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
- Hillsdale Road Extension.
- Richardson Road Development
- Michael Drive Subdivision
- McGafferty Estates Subdivision
- Radcliff Street Subdivision
- Brookside Lane Extension Subdivision
- Shaws Supermarket – Cambridge Street
- Pine haven Cemetery – Cell Tower
- Center Street Standpipe – Cell Tower
- Self Storage – Terry Avenue
- Old Navy / Bugaboo Creek - 43 Middlesex Turnpike

Computer Aided Drafting and Design

The Division's standard 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. Additionally, the Planning Board requires that all "As-Built" drawings be submitted in CAD format, which can easily be incorporated into the Town's digital base map.

Infrastructure Management

- Plan Filing System – In an effort to automate the Town's record drawings, many of the plans have been scanned to image file and linked to a plan database, allowing quick retrieval of utility data, while preventing wear and tear on original plans. Approximately 4000 plans have been entered into the Plan Filing 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 revise and update the resurfacing priority list.
- 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. This year the division issued 160 Street Opening Permits and 47 Sewer Permits.

Geographical Information System (GIS)

A Geographical Information System users group was established with committee members representing Engineering, Planning, Assessors, Conservation, Town Clerk, Board of Health, Fire Department, Police Department, Building Inspector and Information Systems. The committee meets monthly and has made great strides in the development and implementation of a GIS. Currently, two data layers are maintained by the Town (Assessors and Street Centerline), although many other are under development.

Alan Nelson retired from the Department of Public Works Engineering Division after over 30 years of service with the Town. The Division bids Al a fond farewell and wishes him the best in his retirement; he will be greatly missed.

Respectfully submitted,

Thomas F. Hayes, P.E.
Town Engineer

OPERATIONS MANAGEMENT

The following reports summarize the year's day-to-day activities, special projects, and emergency actions of the Cemetery, Central Maintenance, Highway, Water & Sewer Utilities Divisions. Throughout the year all the employees of the Burlington DPW make every effort to perform their respective duties, functions and tasks in a most courteous and professional manner in order to ensure and deliver a high level of quality service and safety to the residents and businesses of Burlington. I would like to extend my thanks for a job well done in 2003 to all the personnel of the Department.

Respectfully submitted,

Thomas F. Hickey
Operations Manager

CEMETERY DIVISION

	Chestnut Hill	Pine Haven
Burial	78	74
Lots Sold	6	104

SPECIAL PROJECTS

Chestnut Hill: Extra trimming of overgrown bushes and trees by using the Middlesex Sheriffs Department Community Outreach Program Crews. Removal of 4 large dead trees. Replacement of 587 feet of old sprinkler lines in Section P1. Installed 531 feet of new sprinkler line in Section C.

Pine Haven: Ongoing development of Section D with possibility of 300 graves. Replaced of 7 dead trees. Ongoing construction of cell tower, completion in 2004.

General maintenance is performed throughout the year including weedwacking around the headstones and trees; cutting grass; trimming trees and bushes; 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
Manager
Cemetery Division

CENTRAL MAINTENANCE

The Division maintains and repairs DPW, Police, Recreation, and other Town vehicles, which consist of approximately 130 vehicles. As each new year passes the number of vehicles and equipment increases with the needs of the Town. Many of these older vehicles are well beyond their replacement years and do need more maintenance than the newer ones.



Photo credit: Al Ferreira

Central Maintenance: Left to right: Robert Glover, Paul Neilsen, Eric Moran and Michael Quinones.

During the winter months repairs to the vehicles and equipment fighting the snow storms increases. Spring, summer and fall we are kept busy getting snow plows and equipment used in fighting the snow storms back in tip-top shape.

To the men of Central Maintenance, many thanks for a job well done.

To the former Assistant Superintendent, Dennis Chase, special thanks for questions answered for the operation of our division.

To all Town employees I would like to express sincere thanks in bringing to our attention any problems with the vehicles or equipment as soon as possible. Please continue to do so.

Respectfully submitted,

Paul W. Neilsen
Assistant Superintendent

HIGHWAY DIVISION

The Highway Division conducted its regular maintenance of roadways, drainage easements, street and traffic signs, repairs of fences, guardrails and special paving projects. Burlington experienced 12 storms during the 2003 season. The winter months were spent removing snow and ice from the roadways. The beginning of December we experienced the 100 year storm of 30" of snow. The crews spent many hours cleaning snow from road surfaces for the

driving safety of the public. The months of April, May and June were spent cleaning catch basins, repairing winter damage and cleaning of sand from sidewalks and roadways.



Photo credit: Michael Quinones

Central Maintenance: Left to right: Al Ferreira, Ricky McClenningham, Larry Kennedy, Frank Anderson, Michael Minichiello, Jay Marchese, Craig Cooper, Bill Lundgren, Michael Giardina, Donny Price, John Baldwin, Kevin Keene, Donna Manning and Bill Bannon.

Special Projects during the spring, summer and fall months:

- Bush cutting throughout town
- 2,5000 catch basins and drain manholes were cleaned
- Driveways damaged during winter months were repaired
- Lawns damaged during winter months were repaired

Machine Burrs installed on the following streets:

- South Bedford – Blanchard Road to Cambridge Street
- Hillsdale Avenue – Winnmere Avenue to dead end
- James Street – Hope Street to Hemlock Lane
- Mark Street – James Street to dead end

Drain Lines Installed:

- Winn Street – at the entrance to Memorial School
- Brookside Lane - at house #19 to catch basin

Crosswalks and Stop Lines were painted throughout the town.

Roads re-surfaced by Highway Division:

- Adams Street - Lexington Street to Friend Lumber

- Middlesex Turnpike – Bedford Street to the Bedford line
- Forest Street – Pathwoods Avenue to Glenwood Street
- Mountain Road – House #10 to Burlington Street
- Foxhill Road – 100' Resurfaced near Hart Street
- Erin Lane – 150' Resurfaced near Hart Street
- High School – Installed new pathway to Sunset Drive end
- Christian Center – New sidewalk in front of building
- Burlington Ice Palace – New roadway for Zamboni machine

Roads re-surfaced by Pavement Management

Program:

- Wilmington Road – from Jonathon Road to the Wilmington Line
- Marjorie Road – from Holden Avenue to Jackson Road
- Dearborn Road – from Center Street to dead end
- Jonathon Road – from Wilmington Road to Moss Street
- Meadowvale Avenue – from Bedford Street to Carey Avenue
- Hillsdale Avenue – from Harriett Avenue to Winnmere Avenue
- Humbolt Avenue – Bedford Street to Terrace Hall Avenue
- Algonquin Drive – Bedford Street to Terrace Hall Avenue
- Mark Street – Hope Street to James Street
- James Street – Hope Street to Hemlock Lane
- South Bedford Street – Blanchard Road to Cambridge Street

Drain Line Flushing:

- Winn Street – Crystal Circle – Middlesex Turnpike – Foxhill Road
- Sunset Drive – Princeton Road – Burlington Mall Road

The Highway Division responded to 125 accidents and 57 gasoline and oil spills.

Three new employees were added to the division; Bill Lundgren, who transferred from the Water/Sewer Division, Mike Giardina and Ricky McClenningham.

I would like to take this opportunity to thank all the employees of the Highway Division for a job well done and for taking on difficult tasks during the calendar year. Also, a special thank you to all D.P.W. employees, the Recreation Department and private contractors that assisted the Highway during the winter months.

Respectfully submitted,

William A. Bannon
Assistant Superintendent
Highway Division

WATER /SEWER UTILITIES DIVISION

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

1. Water main flushing through fire hydrants started on April 22nd and continued through July 18th. We would like to report that the entire program was successfully completed this year for the first time in two years. As you know in the past two years we were subjected to water bans which restricted our program. We also flushed all private and commercial owned mains as well.
2. We also instituted a comprehensive program to repair and service all the town's fire hydrants. We serviced 394 hydrants and I am proud to report that as of this report that all fire hydrants in town are fully operational.
- 2a. At this point I would like to express my thanks to our Lead Foreman, Steve Johnson for his expertise and diligent efforts in supplying hydrant parts to keep our program going.
3. We also completed a town wide leak detection and repair program to our water mains and services, which resulted in the repair of:
 - 3 water main leaks
 - 6 water service leaks
 - 1 water gate leak
 - 11 fire hydrant leaks
4. As part of our sewer main preventive maintenance, we jet-rodded 30,000 feet of sewer mains thus keeping a constant unrestricted flow in our system. We

also started a rodding program to flush all sewer lines in town.

5. This year we started a new program to exercise all water gates in town to insure the proper operation and to replace any broken gates.
6. We also upgraded our emergency generators with the installation of a new larger diesel powered generator at our Francis Wyman Sewer Station and the installation of a natural gas generator at our Douglas Avenue Sewer Station.
7. Here is a list of some of our yearly statistics:

Number of appointments	492
Water meters installed	57
Municipal lien certificates issued	242
Final meter readings	185
Extra meter readings	392
Outside viewers installed	283
Removed meters	24
Shutoff valves replaced	58
Water turn / off	69
New water taps	25
Water gates serviced	7
Water / sewer mark outs for Dig Safe	159
Fire hydrants painted	576
Fire hydrants repaired	394
Fire hydrants moved	1
Fire hydrants installed	3
In addition we responded to:	
Water breaks	6
Water service leaks	16
Sewer blockages	11
Sewer alarms	180

This is only part of the responsibilities of the Water and Sewer Utilities Division.

WATER TREATMENT PLANT

The year 2003 was a very interesting year to say the least. The overall water production, while showing a slight increase this year, in the overall picture was comparable to the last five yearly averages. The 2003 weather showed a wide variety of weather patterns from the cold and snow to the hot and humid but only for a short period was diversion

from the Shawsheen River to the Mill Pond Reservoir not possible. This river condition made the Mill Pond facility available for production during the whole year averting a complete water ban. In fact the Town of Wilmington purchased water from Burlington for several months in 2003.

The Mill Pond Facility had several problems in 2003 that needed to be addressed as quickly as possible. The first of these was the removal of Total Organic Carbons (TOC's) from the influent water at the Mill Pond Facility. The removal of TOC's was mandated by the EPA in 2002 under the Enhanced Water Treatment Section of the Safe Drinking Water Act. Under this section facilities were to remove a percentage of TOC from the influent water based on TOC and water alkalinity. The Mill Pond Facility was expected to remove between 35% and 45% of influent TOC levels. The Mill Pond facility at first seemed to meet the requirements but as TOC levels changed the percentage dropped. This coincided with a filter problem making it seem that this was the problem. However, once the problem cell was isolated the removal levels were not consistent and below on occasion.

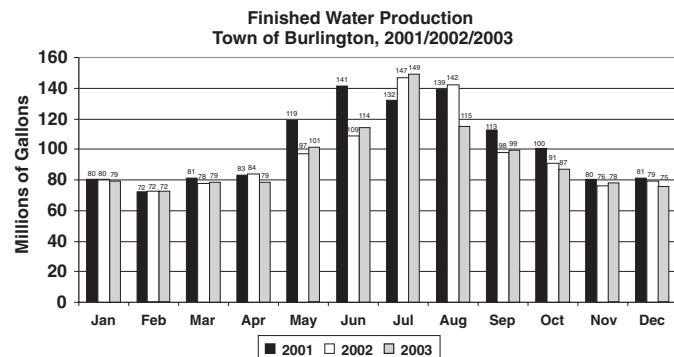
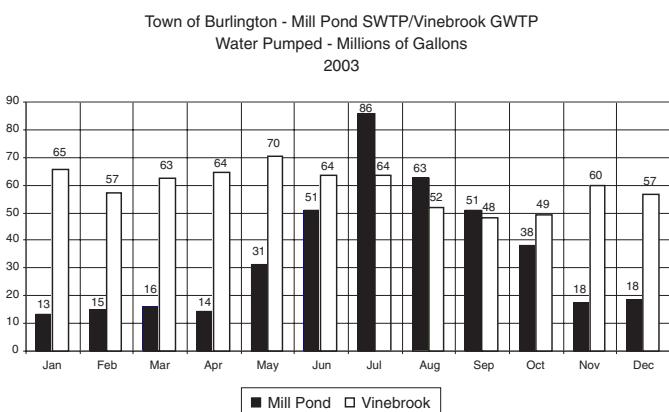
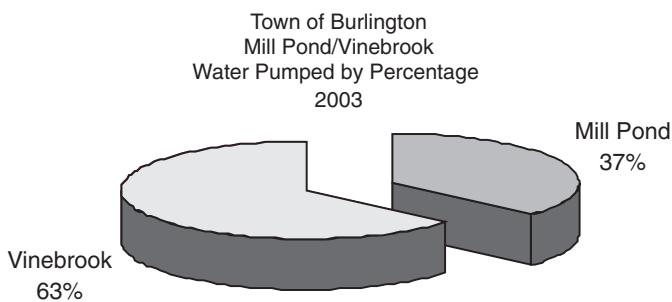
The additional testing showed that the vast amount of TOC was Dissolved Organic Carbon (DOC), which required Chemical Treatment for removal. Testing at the plant showed that the dose level needed to be raised and the plant will fall into compliance by the end of 2003. The EPA wanted TOC's lowered since they can form Disinfection Bi-Products when they mix with chlorine the major disinfectant. Burlington realized this over five years ago and had designed a Chloramination system to limit the water from being in contact with the active free chlorine. This change dropped the level of Bi-product known as THM's and HAA5's to levels lower than our surrounding Towns. The Mill Pond Facility will be in full compliance for TOC removal by the end of 2003.

The Mill Pond facility also completed cell repairs to filter #2 and replaced all of the filter media. The filter was placed on line giving us excellent results. The same type of repairs will be performed on filter #1 in 2004.

The Mill Pond Facility which, now is over 33 years in operation, is undergoing a complete plant evaluation. This evaluation will include process, electrical, HVAC, and the building itself. The work depending on funding may get underway in 2004 or 2005. The evaluation will also look at plant future treatment needs based on EPA studies and proposed requirements.

The Vine Brook Facility operated very well in 2003. The filters were topped with a new layer of Anthracite coal with the intention to increase the length of the filter runs. This project was very successful. The chlorine piping system was refurbished by plant personnel and appears to have solved many of the leaking problems that plagued the system from the beginning. Wells #1, #2, #3 and #4 are to be cleaned during the current fiscal year as part of our on going well rejuvenation program. The Vine Brook Facility is currently looking at completing the complete instrument system with the intention of going fully automated during certain periods.

The water storage tanks have been fully inspected during 2003 both interior and exterior. The Center Street Tank is structurally sound but will require in the not to distant future a complete recoat. The Blanchard Road Tank is currently scheduled for painting inside and out in calendar year 2004. The Greenleaf Tank is also scheduled for exterior painting in 2004 but also could include some interior touch-up work.



If a customer or consumer of Burlington water has any questions on water quality or production issues, please call Bill Keene, Water Quality-Production Manager at 781-270-1648.

This year we added six new members to our Water & Sewer Utility Team:

A. In January to the Water Section:

Don McNeil as a Maintenance Craftsman to replace Rich Reid who transferred to the Cemetery Division.

B. In March to the Water Section:

Rick Joslin as Maintenance Craftsman to replace Bill Lundgren who transferred to the Highway Division.

C. In April to the Treatment Section:

Laura Casey as Part-Time Clerk to replace Terri Keene who transferred to the D.P.W. office.

D. In May to the Water Section:

Rick Kullman as Maintenance Craftsman to bring the Water Section to full staffing.

E. In August to the Treatment Section:

Wayne Higden as Part Time Clerk to replace Laura Casey who resigned in July and is missed.

F. In September to the Treatment Section:
John Doherty as Treatment Plant Operator to replace Paul Beiren who transferred to the Cemetery Division.

I would like to say at this time "Thank you all for your dedication and hard work over the past year and that the Town should know we have the best Water / Sewer Utilities team I have the honor to work with".

Respectfully submitted,

David C. McCafferty
Assistant Superintendent Division

CONSERVATION COMMISSION



(Photo by Randy Newell)

Conservation Commission: Front row (left to right): Kerry Melanson, Larry Cohen, Marylee Everett. Back row (left to right): Chris LoRusso, Phil Sutton, Gail Lima, Indra Deb

Introduction

The Burlington Conservation Commission respectfully submits the following report of the various activities of the Conservation Commission and Conservation Staff during 2003. Any person who wishes 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 webpage (<http://www.burlington.org/intro/conservation/indexcsv.htm>).

The Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to three-year terms. In 2003 Paul Mazzocca stepped down after one term and was replaced by Christopher LoRusso. Larry Cohen continued to chair the Commission.

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. In 2003, Conservation staff participated in the formation of the independent Burlington Land Conservation Trust.

Regulatory Functions/Permitting

While the economic slowdown lightened Commission agendas, there were still numerous applications for residential additions and teardowns/rebuilds. Other new applications included requests for the confirmation of wetland boundary delineations, the review of new residential projects and the permitting of commercial redevelopment ventures. The Commission reviewed and approved the extensive wetland boundaries at Burlington Sand & Gravel and at the Knights of Columbus, both of which were proposed to be redeveloped. Residential projects included a new subdivision extending from Brookside Lane. Commercial projects reviewed included the redevelopment of the Middlesex Mall. Projects still in the review process at year's end included redevelopment at the Winn Street Dunkin Donuts, Ken's NY Deli, Ned's Towing and the former C.N. Wood site.

Land Management

In 2003, the Commission completed a land survey of the Mill Pond Conservation area, including adding granite bounds at key locations. The Conservation Department also began using GIS (Geographical Information Systems)

to more accurately map the Conservation areas, and create maps of the trail systems on Conservation land. Sometime in 2004 the public should be able to access and download trail maps of the Conservation areas from the Conservation Department webpage.

A consultant was selected in 2003 to update the Town's Open Space & Recreation Plan, which was last updated in 1996. The updated Plan should be completed in the spring of 2004.



(Photo by Jeff Barrett)

Stream cleaning

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

Under Conservation Commission review, the Burlington DPW also continued the "machine stream cleaning" program, using the Vactor machine. Sections of Longmeadow Brook, Sawmill Brook and an unnamed brook near Violet Road were vactored in 2003. The Commission also amended the stream-dredging permit to allow the use of backhoes and excavators near culverts when the work can be done from the pavement.

The Department also began 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

Philip Sutton, Vice Chair

Indra Deb, Commissioner

Marylee Everett, 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 the 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 2003, the Board heard 55 cases, 31 were residential cases which generated \$3,100.00 in fees and 24 commercial cases which generated \$6,000.00 in fees. The applications generated in total \$9,100.00 in fees.

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

Respectfully submitted,

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 2003. As reflected in this report there has been an undeniable change in construction patterns due in large to the economic conditions of today.

The total construction costs for 2003 rose 25% to \$58.6 million dollars, up from \$46.8 million in 2002. Residential construction values soared at \$31 million, attributable to multi-family construction, while the commercial construction values decreased slightly to \$26 million from \$28.7 million in 2002. The total number of permits issued by the Building Department staff during 2003 was 2,795, resulting in 4,700 inspections being performed. The total permit fees collected for 2003 was \$662,262, a 36% increase from last year.

Residential building construction costs rose by a startling 95% this year from the previous year. A total of 44 dwelling building permits were issued with a total of 248 units. Residential building activity for single-family dwellings included thirty-five (35) single-family dwellings: thirteen (13) of which were erected on new parcels. The remaining twenty-two (22) dwellings were demolished and replaced with new dwellings on the same parcel, an increase of 145% from 2002. Multi-family construction is near completion for 15 townhouses (4 buildings) known as *Winnview Heights* on Richardson Road; 20 apartments (2 buildings) and maintenance garage at the *Westgate Apartments* complex are underway; and the 180 unit apartment complex broke ground at *The Heritage at Stoneridge*, consisting of five (5) apartment buildings, five (5) parking garages, a maintenance garage, and clubhouse off Wall Street.

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

- 76 Siding
- 72 Decks
- 112 Roofs
- 39 Garages
- 35 Swimming Pools
- 34 Seasonal/Sunrooms
- 12 Two-Story Additions
- 17 Second Floor Additions
- 14 Family Room Additions
- 30 Finish/Remodel Basement
- 46 Kitchen Additions/Remodels
- 50 Bathroom Additions/Remodels

Commercial construction values were 1.1% behind its 2002 pace. By far, retail construction climbed while office construction showed considerable weakness. In 2003, the major construction projects included Shaw's Supermarket and Busa Liquors, the Old Navy addition to Middlesex Commons now underway and the former Taco Bell remodeled as Wendy's. Other significant retail construction included Tristan American, American Eagle Outfitters, Build-A-Bear, LaSenza and Lego at the Burlington Mall. For the first time since 1987 the commercial construction fell below the residential costs. The new \$3.7M Lightbridge offices at 30 Corporate Drive boosted this year's total. Other significant commercial office construction included Lahey Clinic's Cardiac Cath Lab, Navigant at 77 South Bedford Street, and Raytheon's relocation to 3 Van de Graaff Drive. Most other commercial office construction projects were at a considerably lower scope than previous years.

The Building Department expanded 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. In addition, we have begun the task to prepare the large volume of building plans to be copied to microfiche with the help of Daniel McCormick, Archivist. To date we have been able to prepare approximately 1,300 plans.

New official streets in 2003 are High Street, Littles Brook Court and McNamara Way, which will accommodate the new apartment complex known as *The Heritage at Stoneridge*. High Street will connect at the end of Wall Street, which will in the future accommodate an office park; off of High Street will be Littles Brook Court (consisting of 4 apartment buildings) and off of Littles Brook Court is McNamara Way (consisting of 1 apartment building for seniors). Also, Brookside Lane will be extended to include 6 new single-family dwellings.

The department received and responded to over 50 emergency calls from Fire Department and other Town agencies this past year. The building inspectors responded to over 25 calls, the electrical inspectors 17 calls, and plumbing & gas inspector 5 calls. In addition, we responded to 92 complaints/violations, performed 65 annual inspections and provided approximately 52 zoning determinations. Once again, 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 & free-standing signs on commercial property.

Town of Burlington

We continue to monitor and record the amount of wastewater produced for proposed new construction and additions, since the 1986 Town Sewer Moratorium.

This past year the Building Department enlisted the help of three (3) seniors from the Senior Work Off Program, assisting the clerk in the maintenance of our files. We sustained our participation in Shawsheen Technical High School's Senior Externship Program. Nicole Minichiello of Wilmington from the Business Information Service Department at Shawsheen continued working with our staff during the first half of 2003. Shawsheen has since revised the program whereas students spend the first half of their senior year in school and the last semester in the program. We anticipate a new student in the winter of 2004. We would like to take this opportunity to thank them for a job well done and look forward to a long-term involvement in both these programs.

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. Also available upon request is a list of contractors, plumbers, electricians, etc. for your use in your proposed construction job.

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. With that said, I would like to take this opportunity to thank my staff for all their dedication and hard work this past year: Andy Ungerson, Senior Building Inspector; Bruce

Clark, Local Building Inspector, Glenn Paparo, Plumbing and Gas Inspector, Bill Fairweather & Jack O'Keeffe, Wiring Inspectors, and a special thanks to Judy Sorensen, our Principal Clerk.

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	248	19,139,472	158,837
Residential Additions	207	7,536,044	67,564
Residential Remodels	361	4,416,043	69,215
Residential Garages	20	441,918	5,027
New Commercial Structures	3	4,380,392	40,088
Commercial Additions	3	1,686,000	11,171
Commercial Alterations	152	19,907,614	198,898
Signs	79	180,570	3,900
Miscellaneous	50	217,098	3,038
Foundation Only	5	101,825	1,242
Swimming Pools	33	326,901	2,720
Demolitions	57	782,410	4,950
Temporary Mobile Homes	1	1,500	50
Temporary Trailers	21	64,750	1,585
TOTALS	1,240	\$59,182,538	\$ 568,288
		Fees Collected	No. of Inspections
Building Permits	1,036	\$ 568,286	1,973
Certificates of Inspection	64	3,846	71
Electrical Permits	870	44,761	1,164
Plumbing Permits	433	29,145	905
Gas Permits	392	15,509	557
Miscellaneous Copies, etc.		715	
TOTALS	2795	\$662,262	4,700

Respectfully submitted,

John J. Clancy
Inspector of Buildings

THE OFFICE OF VETERANS SERVICES

The Burlington Office of Veterans Services had a very busy and productive 2003. The office and the veteran community were involved with several activities and events, such as Memorial Day, Veterans Day, Legacy Project, and Hugs for Our Heroes. 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.



Photo by Betty McDonough

Burlington Veterans Services, Human Services Building.

This office utilized the Council On Aging Bulletin and the Northwest section of The Boston Globe this year to gather information about veterans and/or surviving spouses who may be eligible for state and federal benefits for which they may not have been aware they were eligible. The Veterans Office received a large response, and we were able to schedule interviews to determine the level of eligibility of those individuals. Due to that effort, and the fact that elderly veterans continue to pass away in large numbers, this office has counseled more veterans and their surviving spouses on state and federal benefits. Several more are now benefiting from state and federal benefits this year.

In an effort that was brought forth by Selectman Kevin McKelvey, this office began the preparation for the "Passing On The Legacy" project with Burlington High School. 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.

And Burlington High School Principal Linda Hayes held her Third annual Veterans Day ceremony, dedicating the event to Vietnam War Veterans. This office was honored to be invited and assisted with identifying local Vietnam War Veterans. The Guest Speaker was Burlington resident, Lt. Col. Jack Hammond, a recently returned (from Iraq) Commander of the 211th Military Police Battalion.

One special event was brought forth through the discovery, by the Burlington Office of Veterans Services, of the existence of a 58 year-old video produced by "Victory at Sea." This video showed the miraculous rescue of Burlington resident and veteran, Joe Arena, on his 23rd birthday, June 20, 1945, by the submarine U.S.S. Seafox after he spent an incredible 21 hours in the Pacific Ocean.



Photo by Betty McDonough

Burlington resident and veteran, Joe Arena, viewing footage from the "Victory at Sea" video at a birthday party given in his honor.

After the placement of the 23 wreaths around town by the Allied Veterans, the Memorial Day ceremony at Chestnut Hill Cemetery was held with all the proper dignity our deceased veterans deserve. Burlington resident and Air Force veteran, Thomas O'Mahoney, was the guest speaker on a very rainy day, and Reverend Jacqueline McGrady from St. Mark's Church was our Chaplain. The Burlington High School Marching Band played the National Anthem and the Military Medley. The Marshal Simonds Middle School Choir sang several beautiful songs for those in attendance.



Photo by Betty McDonough

Memorial Day ~ Burlington Fire Department Honor Guard (l) and Hanscom AFB Civil Air Patrol (r).

The speaker for Veterans Day was Army SFC Lawrence Almeida, another local Burlington resident, who had returned from active duty in the Middle East. Rabbi Susan Abramson of the Temple Shalom Emeth 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 were present, as well as the Marine Corp League and Marine Corps League Honor Guard, led by Carl Patterson. Some of the others present at Pine Haven Cemetery included: State Representative, Charles Murphy, representatives of Burlington's Board of Selectmen, members of Hanscom Air Force Base's Civil Air Patrol, the Burlington High School Marching Band, and the cub scouts and boy scouts.



Photo by Betty McDonough

Veterans' Day ~ Burlington American Legion Post #273 with Burlington Cub and Boy Scouts in background.

Once again, special thanks go out to the staff at the Marriott Hotel and general manager Jim Kappel for delivering 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. Also, it always amazes us that even under the worse conditions, the attendance at our Memorial Day and Veterans Day events are extraordinary. We wish to acknowledge and sincerely thank those in attendance.

After a second successful year on line, the veteransinfo.net web page has been very successful, with more 5,000 hits from which telephone, e-mail, and hard mail inquiries were developed from several states across the country and two foreign countries. The web page is updated on a regular basis, with many pages and links to very interesting and informative 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; for 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 about Social Security, Medicare and Medicaid and Food Stamps. 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 on applying for housing.

Acknowledgement is necessary here for those members of Mother To Mother, especially Karen Hoyt and Melanie Casella for their wonderful effort in collecting money and supplies to send gift packages overseas to men and women with Burlington connections. They sent more than 132 packages, totaling 1700 lbs. to 25 soldiers. The organization raised \$2,650 through generous donations from the community.



Photo by Betty McDonough

Hugs for Our Heroes ~ Mother to Mother members, Karen Hoyt (l) & Marlene Casella (r) welcoming Captain Brian Sykes home after his tour of duty in Baghdad, Iraq.

1. VETERANS SERVICES

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents state 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 Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits 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 Veteran's Benefits are not automatic in any sense of the word. These benefits must be applied for in accordance with strict state and federal laws, rules and regulations. Many hours are spent counseling 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.

Burlington veterans, families, and surviving spouses receive approximately \$2,000,000 annually in Federal Veterans Administration and State Veterans Services 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 Veterans Agent also writes articles for the local newspapers informing veterans and their families about important current and historical information that might be of interest to them, in addition to the semi-annual newsletter that is mailed directly into the home of every veteran with valuable updates and information about services available to the veterans and their family. The veterans' agent was honored to be invited to the various schools in town to speak to students about issues relative to military history and the contribution that local veterans have made to that history.

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 Corp 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 Not") Sales through its member organizations at the high school polling place at each election. The Allied Veterans also 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 its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. The town's cemetery personnel have always afforded cooperation and support in this responsibility. The town provides individual flag holders. 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 and is applied for by the Graves Officer.

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 economic situations, this fuel assistance season has been one of the busiest in recent years. With the economy not doing well, more residents have become eligible for this benefit. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments were scheduled every day 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 and direction they need 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 Services List are: DPW, Recreation and the school cafeterias. There are approximately 180 individuals who are presently listed on the Labor Services Roster.

Respectfully submitted,

Robert Hogan, Director
Elizabeth McDonough, Clerk

DISABILITY ACCESS COMMISSION

The Burlington Board of Selectmen established the Disability Access Commission (DAC) in 1991. The Commission utilizes education and information as the means of assisting people, the community and local businesses to think positively about people with disabilities. The Town of Burlington has made great strides in making all town buildings accessible to all people. The DAC is the repository for information and the focus of questions by the community dealing with accessibility issues.

The Disability Access Coordinator, Robert Hogan, is the coordinator of the efforts by the DAC to inform and educate the public about issues relevant and important to those people and families with disabilities. The Commission is not an enforcement group, but strictly advisory in nature. The Board of Selectmen, at the request of the Disability Access Commission, voted to allow a donation of \$15,000 from the Handicapped Parking Fund towards the purchase of the new COA van.

The Selectmen also approved \$20,000 towards the construction of the elevator at the Pine Glen Elementary School as well as \$2600 towards rebuilding of the Burlington Fire Department handicapped ramp.

This action was pursuant to the Selectmen's authority under Massachusetts General Law Chapter 40, Section 22G, which allows the allocation of all revenues realized by the town from handicapped parking violations to be deposited into a separate account to be used to fund various, selected town projects.

The Commission continues its efforts to ensure that public parking areas have sufficient handicapped parking and that the public is aware of and adheres to both the spirit and the letter of the law.

Respectfully submitted,

Kenneth Tigges, Chairman
Bernice Ferguson
Barbara Adler
Robert Emmert
Christine Monaco
Maura Mazzocca
Mary Jane Fietze
Bernadette Whittington
Robert Hogan, Coordinator
Elizabeth McDonough, Recording Secretary

BURLINGTON COMMUNITY LIFE CENTER

Mission and Overview

The Burlington Community Life Center (BCLC) is a Department for the Town with the responsibility of providing mental health and social services to families with children, adolescents and young adults (specifically ages 9-22). BCLC also provides information and referral services for ALL Burlington residents of any age. In addition, BCLC staff 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 2003 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 this Fall thanks to a grant by Lahey Clinic and the Community Health Network, Area 15. Peggi Stallings Durand devised the framework for the program where middle school students who need additional help are referred by guidance staff. The program provides students with additional structure, supervision and support in order to increase the chances of being successful with their homework. 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). 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 FY 2004, 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 Karen Gallagher and Barbara Naddaff for managing the Food Pantry and coordinating the Holiday Programs 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.

Counseling Caseload Age Distribution (12 month period):

176	Adults (26 & Older)
21	Young Adults (19-25)
202	Adolescents & Children

Treatment Modality

231	Family Treatment
88	Individual Treatment
23	Team Treatment
57	Group Treatment: Adolescents

Referral Sources:

1. Schools: 48%.
2. Self-referrals: 19% (A majority of these self-referred clients were former clients who returned to deal with new crises or issues, and because they were happy with the services provided previously.)
3. Family and Friends: 14%
4. Community Sources: 17% (police, clergy, doctors, lawyers, crisis team, other town departments, DMH, DSS.)
5. Other Sources: 3% (7 from psychiatric hospitals; 3 other therapists or mental health clinics.)

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 61 rides to local medical and social service appointments for residents in need of transportation. The Rent-A-Kid referral service received 70 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

At the recommendation of the Van Haagen Brustlin, Inc. Study, Lahey Clinic and some residents, the B-Line began operating the buses at 6:00am and 6:30am, Monday through Friday on September 3, 2002. The early morning service proved to be unsuccessful and was discontinued on March 31, 2003. Therefore we resumed the regular B-Line bus service on March 31, 2003. Those asking for this service, when given the chance, found the early morning dark and daunting and didn't use the B-Line-or found that much earlier rising times were needed to get to work on time via the circumlocutions B-Line routes.

B-LINE ROUTE 1

(MALLS)

Route# 1 on the 1/2 hour Starts 7:30 /

Start 61 Center St. Building

R CENTER ST pass town hall

L CAMBRIDGE ST.

XX L On Req. Wall St.

XX L On Req. Crossroads Plaza

R WAYSIDE ROAD

1st L SO. BEDFORD ST

1st R BLANCHARD RD>

1st L MULLER ROAD

R MIDDLESEX COMMON

R ON MIDDLESEX TPK

XX R On Req. Vinebook Plaza (tower records)

R BURLINGTON MALL

**XX (On Req. Lahey Clinic
then right on mall rd to 1st left
so. bedford to end R on lex St.)**

ACROSS TO LEXINGTON ST. to end

R BEDFORD ST. to end

R CENTER ST. TO CENTER BLD

L(left) shows us which direction
R(right)the B-Line travels
along the routes.

5:30pm (LAST TRIP)

RED LINE

B-LINE ROUTE 4

(WINN STREET)

Route # 4 on the 1/2 hour 7:30 AM

Start 61 Center St. Building

R CENTER ST pass town hall

R CAMBRIDGE ST.

at lights

R WINN ST.

2nd L MILL ST

1st R LOCUST ST. to end

L WINN ST

R WINNMERE AVENUE to stop sign

3rd L OVERLOOK AVENUE

to stop sign

1st L GLEN AVENUE

1st R EDGEMERE AVE

1st L HARRIET AVENUE to lights

R WINN ST

1st R MOUNTAIN ROAD

1st L WYMAN ST.

1st L WINN ST

1st R WILDMERE AVE

2nd L CARLTON AVENUE

3rd L NEWBRIDGE

1st R FRANCIS to end

R WINN ST

light R PEACH ORCHARD RD to turn around Grandview Ave and back to end

R WINN ST

L CENTER ST

L BIRCHCREST ST.

L TOWER HILL

XXX

R BIRCHCREST ST.

L CENTER ST to CENTER BLD

**XXX ON 2.30PM Route after tower hill
take left on birchcrest st down hill to
light and across into HIGH SCHOOL**

5:30pm (LAST TRIP)

B-LINE ROUTE 2			GREEN LINE			B-LINE ROUTE 5								
(Frances Wyman Road)			GREEN LINE			(Lahey Clinic & Malls)								
On the Hour starts 8:00 AM			On the hour starts 8:00 AM			On the hour starts 8:00 AM								
Start 61 Center St. Building			Start 61 Center St. Building			Start 61 Center St. Building								
R	CENTER ST	pass town hall	R	CENTER ST	pass town hall	R	CENTER ST	pass town hall						
L	CAMBRIDGE ST		L	CAMBRIDGE ST		L	CAMBRIDGE ST							
1st	R	BEDFORD ST.	1st	R	BEDFORD ST.	1st	R	BEDFORD ST.						
3rd	R	After church & Francis Wyman COLLEGE RD		to end		1st	L	LEXINGTON ST. <i>after reduce speed sign on curve</i>						
	L	FRANCIS WYMAN RD.		to end		L	STONEY BROOK RD	to end						
	R	CAMBRIDGE ST.				R	MALL RD.							
2nd	L	LEROY DRIVE		to end		2nd	L	LAHEY CLINIC						
	R	PAULA ST.		to end		L	MALL RD							
	R	WILMINGTON RD.				L	BURLINGTON MALL							
1st	R	CHESTNUT AVE. <i>Cross cambridge st to</i> COUNTY RD.		to end		L	MIDDLESEX TPK.							
2nd	L	WINONA RD				L	MIDDLESEX COMMON							
1st	L	RAHWAY RD.				L	MULLER RD.	to end						
1st	R	SKELTON RD				R	BLANCHARD RD	to end						
5th	L	MACON RD				L	SO BEDFORD ST							
1st	R	GIDLEY		to end		1st	R	WAYSIDE RD	to end					
	L	PRINCETON RD.		to end										
	R	CAREY AVE.		to end										
	R	MEADOWVALE RD		to end										
	L	BEDFORD ST		to end										
	R	CENTER ST To Center Bld.												
5:30pm (LAST TRIP)			5:30pm (LAST TRIP)			5:30pm (LAST TRIP)								
XX Req Across to Wall Street														
XX Req Right To Crossroads Plaza														
L CAMBRIDGE ST.														
R BIRCHCREST ST														
XX req Tower Hill														
L CENTER ST To Center Bld.														

Town of Burlington

B-LINE ROUTE 3

(Wilmington Road -Fox Hill)
On the 1/2 hour starts 7:30 AM

Start 61 Center St. Building

R	CENTER ST	pass town hall
R	CAMBRIDGE STREET	
R	WILMINGTON RD.(RT. 62)	at light
L	after playground	
L	CARTER RD	to end
R	DORIS RD	
R	SANDRA ST.	to end
R	WILMINGTON RD.	
L	WESTWOOD ST.	
R	BLACKHORSE LANE	
L	SUMNER RD	to end
Quick right & Left to		
VINCENT RD		
R	DONALD RD	to stop sign
R	HART ST	
R	FOX HILL RD	
L	BOULDER DR.	to end
L	UPLAND RD	
R	FOX HILL RD	
L	SKILTON RD.	
<u>L On Req. MILL ST.</u>		
<u>R FREEPORT DR.</u>		
<u>R TONER DR.</u>		
<u>R Mill St.</u>		
R	MILL ST.	to end
R	WINN ST.	
L	CAMBRIDGE ST	
L	fire house	
R	CENTER ST. to Center Bld.	
5:30 pm (LAST TRIP)		

Blue LINE

B-LINE ROUTE 6

(Terrace Hall-Middlesex Turnpike)
On the 1/2 hour starts 7:30 AM

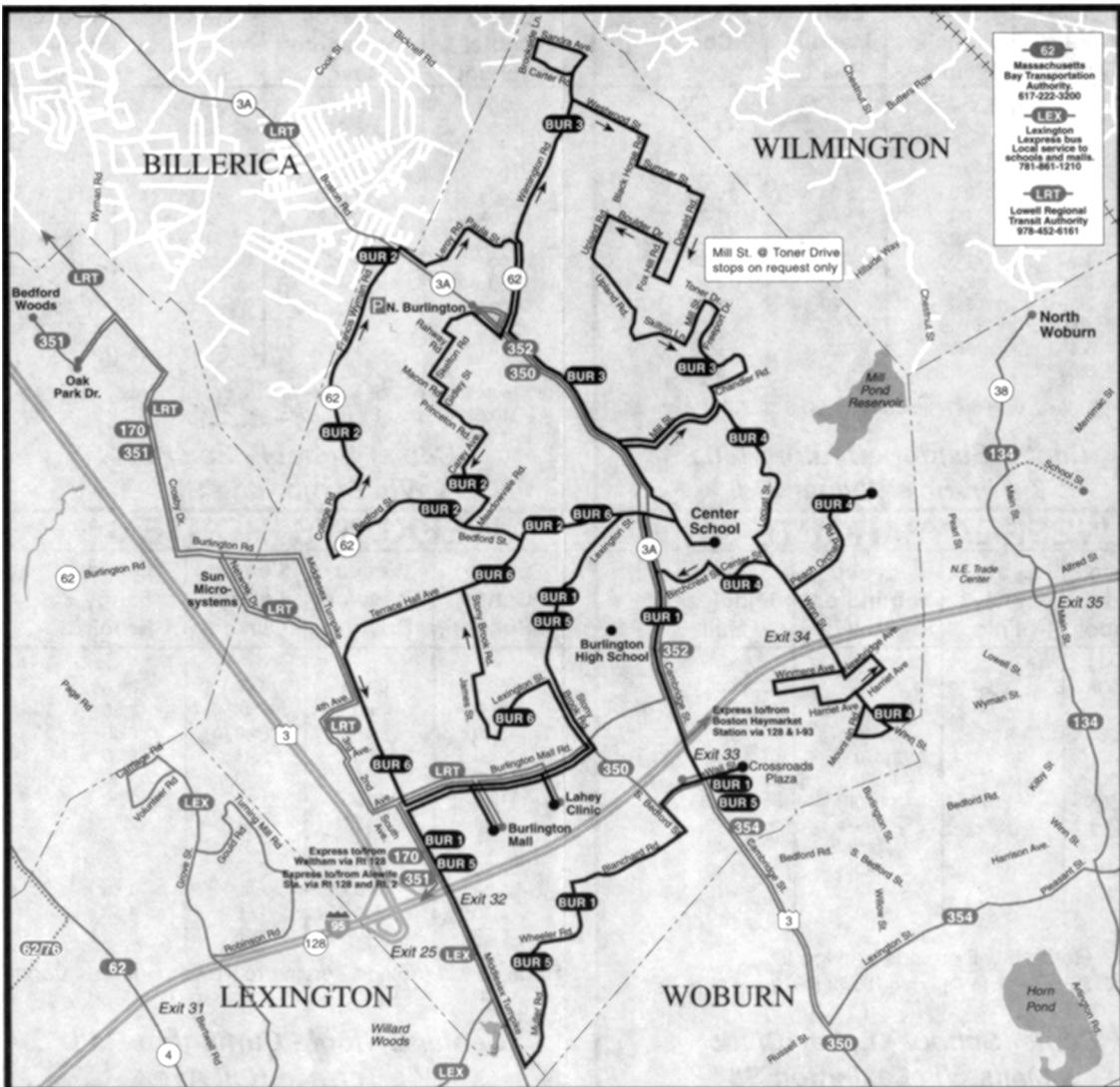
Start 61 Center St. Building

R	CENTER ST pass town hall	
L	CAMBRIDGE ST.	
1st	R	BEDFORD ST,
<u>L TERRACE HALL AVE</u>		
R	A STREET to end	
R	MIDDLESEX TURNPIKE to lights	
L	BEDFORD STREET to lights	
L	NETWORK DRIVE follow back to Middlesex Tpk	
<u>XX Cinema on request</u>		
<u>XX MEADOW RD to end</u>		
<u>XX Tower Record Mall on req.</u>		
<u>L MALL ROAD</u>		
<u>R BURLINGTON MALL</u>		
<u>R MALL ROAD</u>		
<u>R LAHEY CLINIC</u>		
<u>R MALL ROAD</u>		
1st	L	SO. BEDFORD to end
<u>L LEXINGTON STREET</u>		
1st	R	HOPE ST
1st	R	JAMES ST to end
<u>R HEMLOCK ROAD to end</u>		
<u>L SANDY BROOK ROAD to end</u>		
<u>R TERRACE HALL AVE to end</u>		
<u>R BEDFORD STREET to end</u>		
<u>XXX</u>		
<u>R CENTER ST. To Center Bld. 5:30 pm (LAST TRIP)</u>		

XXX High School 3:20 PM



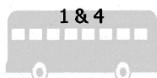
B LINE ROUTES 1-6



Town of Burlington



THE B-LINE BUS
HUMAN SERVICE BUILDING
61 Center Street
Burlington, MA 01803
Office hours 10:00 A.M. - 2:00 P.M.
781-270-1965
www.Burlington.org



			Passes Available		
			Adult	Seniors	Students
Under 6	Free				
Students	.25				
Adults	.50	Year	\$ 60	\$ 35	\$ 35
Seniors	.25	6 Month	\$ 35	\$ 20	\$ 20
Transfers	Free	3 Month	\$ 20	\$ 11	\$ 11

HOURS OF OPERATION - MONDAY THROUGH FRIDAY



Route 1-4: 7:30 A.M. to 12:30 P.M. 1:30 P.M. to 6:00 P.M.

Route 2-5: 8:00 A.M. to 12:00 P.M. 1:00 P.M. to 6:30 P.M.

Route 3-6: 7:30 A.M. to 12:00 P.M. 1:00 P.M. to 6:00 P.M.

(Effective March 31, 2003, note the new hours of operations listed in the B-Line report.)



Burlington High Students:

The B-Line departs the High School at 2:50 and 3:20 p.m.



The B-Line will take you to any field in Burlington as well as almost any activity for recreation - call for details.



Connections:

Connect with the MBTA and LRTA Buses

SAFE-CONVENIENT-FRIENDLY-INEXPENSIVE-AIR CONDITIONED
WHEELCHAIR ACCESSIBLE

July 1, 2003 the B-Line stopped running one hour per bus during lunchtime. We also stopped operating on any holidays. While this is a real hardship for riders, three hours saved each day for a year and the B-Line not running on Holidays saved the Town more than \$47,000.00.

The Burlington Transportation Bus (The B-Line is still buzzing around town.) For information please call 1 781-270-1965.

Respectfully submitted,

Eleanor O'Connell
Transportation Coordinator

B-Line Advisory Committee:

Patricia Churchill
Jen Gelinas
Nancy Hofferty
Kevin B. McKelvey, Selectman
Mildred Nash
Mabel Nevins
Paul Raymond, Planning Board

NEW HOURS FOR THE B-LINE

Route 1 – 4 7:30am – 12:30pm 1:30pm – 6:00pm
(RED LINE)

Route 2 – 5 8:00am – 12:00pm 1:00pm – 6:30pm
(GREEN LINE)

Route 3 – 6 7:30am – 12:00pm 1:00pm – 6:00pm
(BLUE LINE)

THE B-LINE WILL NOT OPERATE ON ANY HOLIDAY!!!

Fares: Adults \$.50 Seniors and Students \$.25

COUNCIL ON AGING

This has been another year full of changes for the Council On Aging. Marie George had been serving as an alternate and had just become a permanent board member when she unexpectedly passed away in March. Marion Doucakis, our afternoon receptionist passed away in September, after a short illness. Her loss is still felt by many here. Barbara Arens has come on board as the new afternoon receptionist. Peg Heneghan, our outreach worker for nine years has resigned, but will continue on a more limited basis as a volunteer. Peg will be missed by her clients as well as all of us at the center.

Volunteers

The senior center runs as smoothly as it does in very large part thanks to the almost 100 volunteers here at the center. The number of volunteer hours totals well over 13,400 and according to the United Way and Points of Light Foundation the monetary value of all of these volunteered hours is over \$207,270. But in reality the value of our volunteers is priceless, particularly when you consider that over 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 door-to-door transportation free to seniors within the boundaries of the town for senior center programs, the Lunch program, shopping and medical appointments. The big news in 2003 was the delivery, after months of waiting, of a brand new COA van. The Board of Selectmen, at the request of the Disability Access Commission, voted to allow a donation of \$15,000 from the Handicapped Parking Fund towards the purchase of the new COA van. This action was pursuant to the Selectmen's authority under Massachusetts General Law Chapter 40, Section 22G, which allows the allocation of all revenues realized by the town from handicapped parking violations to be deposited into a separate account to be used to fund various, selected town projects. A total of 3,799 rides were provided to an estimated 200 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 4,999 meals were served at the senior center this year. Also operated by Minuteman Senior Services, the Nutrition Program provided a total of 15,051 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 1,692 Burlington residents were served by one of Minuteman's many services.

- Counselors from the Serving Health Information Needs of Elders (SHINE) program saw 266 clients during the year. 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 is available by appointment, which may be made by calling the COA office. Home visits are available by request. General information was provided to 150 individuals for a total of 850 "units of service". Case management and advocacy was provided to 1,008 individuals with a total of 250 "new contacts" for the outreach worker.
- Legal assistance is available monthly by appointment only. This is a free service with a knowledgeable lawyer who specializes in Elder Law who saw 35 individuals a total of 37 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 2003-04 season 88 senior households 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 72 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. The state approved increasing the amount awarded to each individual from \$500 to \$750 last year, which allowed Town Meeting to also approve this increase at the May Town Meeting. Fiscal year 2003 saw 29 participants and presently for FY2004 there are 33 residents participating in the program. The Senior Property Tax Program is very popular and has a waiting list each year. There are presently 12 individuals on the waiting list.
- 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 2nd 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 care-

givers. Twenty-eight vendors and 100 seniors participated in this year's fair.

- Holiday parties, volunteer recognitions, summer cookouts 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; and sign up is on the Trip Boards at the Senior Center.
- Thanks to an arrangement with the Recreation Department the COA now has a computer lab. Computer Classes are available by list; Registration may be accomplished through contact by phone or in person.

* *The Council would like to take this opportunity to once again thank Lahey Clinic for their most generous donation for weekend senior transportation, which provides seniors with the opportunity to attend Church and Temple services as well as*

transportation to the mall for dining and shopping. We look forward to on-going community services and goodwill.



Front row (left to right): Robert Wong, Mary Patterson, Muriel O'Brien, David LeBlanc, Margery McDonald. Back row (left to right): Gordon Thompson, Mary Lindley, Jeanette Cain, Ruthann Covino. Missing from photo is Eleanor Bonfanti.

COA STAFF

Margery McDonald, Coordinator
Francis Rais, Van Driver
Debra Fitzpatrick, Senior Clerk
Patricia Smith, Van Driver
Barbara Arens, Receptionist
Sue Trousil, Meal Site Manager

COA BOARD MEMBERS

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

Respectfully submitted,
Margery R. McDonald, Coordinator

TREASURER/COLLECTOR

The Town of Burlington property values increased by \$206,718,602 to a total value for all property classes of \$3,945,985,377. This was the smallest increase that the Town experienced in the last several years, but was still very encouraging considering the overall weak economic times over the past three years. The Taxes levied continued to increase from \$53,177,347 to \$56,167,969 or an increase of \$2,990,622 from fiscal year 2003.

The residential tax rate was reduced from \$8.20 per thousand to \$8.10 per thousand. The commercial industrial tax rate was increased from \$23.70 per thousand to \$24.90 per thousand. The amount the Town levied residentially went up from 35.2602% to 36.1286% of our total taxes levied. The Town has two rates it uses to allocate the taxes it assesses and collects. Below is the breakdown of taxes levied for FY 2004 for the Town of Burlington.

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	36.1286%	2,505,182,556.00	8.10	20,291,978.70
Open Space	00.0000%	0.00		
Commercial	46.5219%	1,049,436,629.00	23.70	26,130,972.06
Industrial	10.7323%	242,097,600.00	24.90	6,028,230.24
SUBTOTAL	93.3828%	3,796,716,785.00		52,451,181.00
Personal	6.6172%	149,268,592.00	24.90	3,716,787.94
TOTAL	100.0000%	3,945,985,377.00		56,167,968.94

The Town of Burlington health insurance claims continued to maintain reasonable levels. Therefore, the Town continued to fund their health insurance premiums with Blue Cross Blue Shield on a premium basis. The projected increase for 2004 for health insurance premiums was 6.89% this year as compared to 7.25% for 2003 giving the Town two years of reasonable increases. The Town still uses a self-funding method to finance Harvard Pilgrim Health Care, which the Town was able to offer with no increase in premium rates charged for 2004 because of favorable claims. The Town's overall projected budget for FY 2005 is estimated to be 9% which takes into consideration all active and retired employees health care insurance. The Town and Unions agreed to continue the present health

insurance carriers and the same contribution levels for another year through December 2004.

On the following page is a listing of gross and net payrolls. The withholding for benefits and other payroll deductions of Town employees for the years 1999 through 2003 are included.

The Town of Burlington's Community Scholarship Foundation continued the successful fund raising by grossing \$52,000 in receipts for its ninth Annual Telethon fundraiser. The Endowment fund balance was \$1,186,794 as of 12/31/2003. We had a gain on the investment of the Endowment Fund of \$115,005 which represented a return of over 17% for 2003.

I must congratulate and thank Joan Miles who was the founder and motivating force behind making the Scholarship Foundation a dream come true. Joan has been President for fifteen years since its inception in 1988. Through her leadership, energy, and commitment, Burlington's Scholarship Foundation is one of the most successful programs in the country.

The Scholarship Foundation grew the fund to over \$1,200,000 from zero and awarded \$257,500 in scholarship assistance to 196 high school seniors and 28 adult residents for a total of 224 residents of this community. This year alone in 2003 the Foundation awarded \$72,500 in scholarship aid to 53 graduating high school seniors and six adult residents of Burlington. Over 30 members of the class of 2003 won Gibson and Behman Adopt-A-Class scholarships in the amounts of \$500, \$1,000, \$1,200, and \$1,500.

The Foundation will continue in 2004 under the leadership of Steve Preston who will become President January 6, 2004. The Foundation and the Town of Burlington will never forget the work and tremendous success we have achieved because of Joan Miles and her husband Steve. Steve was the Foundations graphic designer for all of our brochures and advertising that was done over the past fifteen years. Joan and Steve Miles are a team we will truly miss.

The Town of Burlington's financial management team proposed a new approach to funding capital improvements to its infrastructure. Recognizing an annual problem of being able to fund large capital improvements within the tax rate and knowing our bonded debt was considered low. The management team developed a long range capital-

spending program to float Bond issues every two to three years to maintain a level of spending that was affordable in our annual budget. This program was approved by Town Meeting and the Ways and Means and Capital Budget Committees. The Town will now be able to fund necessary improvements to the Town's infrastructure by maintaining a debt level that is consistent and affordable in our annual budget. The first Bond issue under this program was for \$3,165,000 voted by Town Meeting to fund various projects such as a new elevator in Pine Glen School for \$565,000, \$400,000 to replace boilers in school facilities and to refurbish the High School auditorium, \$700,000 for road reconstruction to name a few. This plan was well thought out and well received by all parties involved.

The Town of Burlington was also able to take advantage of low interest rates by refinancing previous Bonds that were issued in 1994. The Treasurer recommended to the Selectmen a \$6,005,000 general obligation refunding issue

in November 2003. The Town was able to receive a 2.50% interest rate on these Bonds that were originally 4.30 % to 5.20% and saved the Town \$403,231 over the remaining life of these Bonds. Standard and Poors which is a public rating agency for Government obligations offered a very positive credit profile report on the Town of Burlington. The report complimented the Town's diverse and growing local economic tax base and commented on above-average wealth and income indicators and rising property values. The report also noted that the Town of Burlington had a low and favorable debt position with strong financial management.

The Town continues to be fiscally conservative building strong unreserved balances of 9 million for the future. The Town is already limiting the annual spending at 2% and maintaining a conservative 4% increase in the tax levy for FY 2005. The Town's collection of taxes remains strong and our outstanding balances remain low. The Town's future looks bright but Town Meeting and the financial manage-

	1999	2000	2001	2002	2003
GROSS PAYROLL	42,612,636.31	44,766,058.70	49,584,443.74	48,609,985.84	49,490,339.72
Withholdings					
Federal Tax	5,358,366.21	5,657,195.50	6,104,709.27	5,435,539.77	5,537,236.71
State Tax	2,096,064.81	2,166,966.28	2,298,870.27	2,131,583.48	2,209,469.82
Retirement	2,813,320.52	2,991,565.77	3,921,217.31	4,097,607.16	4,171,770.58
Chap 32-B Health Insurance	913,644.38	1,069,889.86	1,267,114.06	1,463,020.93	1,436,281.13
Disability Insurance	31,905.96	31,045.64	30,049.52	46,531.63	39,389.19
Delta Dental Insurance	177,003.25	188,810.23	206,162.87	224,173.05	203,887.58
Credit Union	3,454,755.21	3,489,654.36	3,558,473.60	3,471,040.95	3,311,869.05
Tax Shelter Annuities	689,980.21	669,644.49	706,656.71	773,235.54	825,481.02
Deferred Comp Plans	1,133,419.16	1,153,135.47	1,213,516.90	1,323,437.80	1,237,024.55
Teachers' Association	142,015.30	142,768.44	156,122.70	145,334.68	181,485.76
Union Dues	106,190.87	111,172.21	112,734.39	122,918.91	121,867.60
Suspense	142,710.24	157,716.76	183,140.52	175,915.88	171,905.95
United Way	2,003.00	2,326.00	2,935.00	3,779.00	3,447.00
Life Insurance	107,900.46	104,143.70	105,161.39	108,483.39	96,035.32
FICA-Medex	290,851.38	326,945.76	386,670.32	398,996.57	426,999.24
Social Security	11,432.63	5,808.99	57.77	12.65	0.00
U.S.Savings Bonds	15,077.92	12,834.54	13,126.64	10,163.93	10,310.81
TOTAL WITHHOLDINGS	17,486,641.51	18,281,624.00	20,266,719.24	19,931,775.32	19,984,461.31
NET PAYROLL	25,125,994.80	26,484,434.70	29,317,724.50	28,678,210.52	29,505,878.41

ment team must continue to be conservative in spending to maintain our low tax rate and healthy fund balances.

STAFF: Pat Dotson, Sheila Flaherty, Debra Gochis, Jayne Hyde, Debra Keene, Paula McMahon, Loreen Perron, Lisa Runyan, Mary T. Smith, Theresa Tarpey, 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, 2003.

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 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, who had won the contract in a bid in November of 2003, and has continued the cyclical started by the data collector, John Dillon, who retired in 2002. 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 30% of the residential households.

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. This year we processed over 300 exemption 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. All applicants can file an appeal within three months of the date of denial, if denied by the Board.

During the first two weeks of January, 900+ Forms of List were mailed and due back in the office by March 1, 2003. Also, approximately 415 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 1,129 required some sort of adjustment. As an example, if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state, the taxpayer will call, fax, or visit the office to clarify this matter.

The Registry of Deeds was able to catch up and the deeds are now about 6 weeks behind for registered land and 5 months behind in recorded land. Over 1200 building permits were pulled in the Town of Burlington and data entered building permits and approximately 101 certified abutters list were processed in the office last year. Also, a total of 215 unpaid water/sewer bills were liened against the real estate tax bills. Each unpaid water/sewer bill must be entered into the computer so that it will appear on the real estate tax bill for that particular property.

The assessed value tax roll for the Town of Burlington contains 8,946 accounts, 8,013 real property accounts and 933 personal property accounts, with an annual total assessed value of \$4,188,116,185 for Fiscal Year 2004.

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.

Kathleen Fazio, who was hired last January, decided to return to the private sector in November of 2003. The Board of Assessors would like to thank Ms Fazio for her year of service. The Board would thank the Administrative staff, Russell Washburn, Marcia Nonni and Maureen Nicoloro for their continuing dedication in an ever-expanding workload.

Respectively submitted,

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

PLANNING BOARD



Photo by: D. Anthony Fields

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

ORGANIZATION AND MEMBERSHIP

As the result of the Annual Town Elections in April 2003, Ann M. Cummings was elected to serve a five (5) year term, replacing former Member Peter J. Coppola who chose not to seek re-election after serving twenty (20) years on the Planning Board.



Photo by: D. Anthony Fields

The Planning Board bids farewell to Peter Coppola.

The Planning Board's officers and committee appointments following the April 18, 2003 Board reorganization were as follows:

OFFICERS:

Ernest E. Covino, Jr., Chairman

Paul R. Raymond, Vice-Chairman

John A. DeFrancesco, Member Clerk

MEMBERS:

Albert L. Fay, Jr.

Jayne L. Hyde

Paul F. Roth

Ann M. Cummings

COMMITTEE MEMBERSHIP:

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.

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

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

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

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

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

PLANNING BOARD STAFF

D. Anthony Fields, Planning Director

Melissa M. Santucci, Assistant Planner

Cynthia J. Dunleavy, Principal Clerk

Kristen E. Hoffman, Recording Clerk / Planning Intern

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.

The Board is responsible for:

- 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.
- 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).
- 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.

LONG RANGE PLANNING ACTIVITIES

Walkable Communities Workshop:

The Planning Department hosted a Walkable Communities Workshop on March 25, 2003. Burlington was one of only 8 communities in the Commonwealth to gain this grant opportunity, working with the Boston Metropolitan Planning Organization and the National Center for Bicycling and Walking. Participants from a wide variety of area towns joined local residents and officials in a dialogue of pedestrian issues and a site tour of the town center to identify obstacles and opportunities to improve the pedestrian experience.

Community Development Plan:

Former Governor Cellucci created technical assistance funds under Executive Order 418 for communities to create a Community Development Plan. The Planning Department is working with our regional planning agency, the Metropolitan Area Planning Council, to undertake completion of a Community Development Plan for Burlington. The Plan will examine and evaluate the interconnection of Natural Resources, Housing, Economic Development, and Transportation. This planning effort has included a Visioning Session in June, a Natural Resources Forum in September, and an Economic Development Forum in November. A Housing Forum will be held in early 2004. The Plan is scheduled to be completed prior to the end of the fiscal year in June of 2004.

North Suburban Transit Opportunities Study:

Through our participation in the North Suburban Planning Council, we have initiated the second phase of the North Suburban Transit Opportunities Study. The study examines the interplay between the MBTA bus routes, Lowell Regional Transit Authority bus routes, the Town's B-Line, the Anderson Regional Transportation Center in Woburn, and the local bus services in Lexington and Bedford. The goal of the study is to recommend expansions and enhancements to the public transit system to reduce the number of independent automobile drivers on our local roads.

MetroFuture:

The Metropolitan Area Planning Council is working on an update to Metroplan 2000, which is the regional Master Plan that was developed in the late 1980's. Early drafts of Metroplan 2000 had included recommendations that Burlington officials disagreed with. The new regional master plan will be called MetroFuture. In order to obtain broader public input, and avoid similar disagreements with this new planning effort, a variety of public outreach initiatives are being used to identify a common vision prior to establishing goals and objectives for MetroFuture. To assist in this process, MAPC was invited to participate at Burlington Truck Day in September, providing a nontraditional format to seek out public input on a variety of land use and quality of life issues. A traditional subregional visioning forum was also held in November, hosted by Mayor Curran and the City of Woburn.

PLANNING OVERSIGHT

In 2003, there were 78 applications and requests related to land development that required a formal decision by the Planning Board. Two PDD rezoning proposals dominated the Board's agenda in 2003, with a proposal to convert the Knights of Columbus property into 72 units of multifamily housing, which was defeated at Town Meeting, and a proposal to convert the 70 acre Burlington Sand and Gravel property into 425 units of multifamily and senior housing, which will be debated at the January 2004 Town Meeting.



Photo by Mark Gerbrands.

Demolition of the former Loehman's store at Middlesex Commons will make room for an Old Navy clothing store and a Bugaboo Creek Restaurant.

Other projects included expansion of Filene's and Jimmy's Restaurant at the Burlington Mall, expansion of the Middlesex Commons with an Old Navy clothing store and a Bugaboo Creek restaurant, and expansions of the Hess Gas station and the Fuccione gas station. A proposal to convert the former C.N. Wood site into an automobile dealership was initiated in 2003 and will continue into 2004. An assisted living facility proposed for the site between 20 Burlington Mall Road and TRW Park was submitted for consideration in late December and will be under review in 2004.

Town of Burlington



Photo by Mark Gerbrands.

Demolition of the former Filene's Basement and adjoining stores commenced in the spring, to be replaced by a Shaw's Supermarket.



Photo by Mark Gerbrands.

Preparation for the new Shaw's Supermarket includes new islands, turning lanes, and signals at the intersection of Cambridge Street and Winn Street.



Photo by Mark Gerbrands.

The new Shaw's Supermarket under construction. The store opened in December 2003.

Previously approved projects under construction oversight included Shaw's and the Café Escadrille. Shaw's opening in the Town Center slightly missed its original target opening date for November, but features incorporated into the site redevelopment are hoped to be a catalyst and example for future renovation in the Town Center. Residential facilities under construction in 2003 include the 16 unit Winnview Heights on Richardson Road, a 20 unit expansion at the Westgate Apartments off Pearl Street, and the 180 unit Heritage at Stoneridge, a component of the land swap.



Photo by Mark Gerbrands.

Initial clearing for the future Heritage at Stoneridge, a component of the "Land Swap" consisting of 144 luxury apartments and 36 senior affordable apartments, to be located off of Wall Street.

The Planning Board also assisted the Board of Appeals with two reviews of revised concepts for the Kimball Woods 250 unit comprehensive permit. Approval of construction plans for this project has resulted in Burlington achieving an affordable housing ratio of just over 10%, the threshold established by the Commonwealth of Massachusetts as the percentage needed to be immune from future comprehensive permit applications. The Planning Board and the Burlington Housing Partnership continue to pursue credit for additional affordable housing initiatives achieved outside of the comprehensive permit process, to sustain the 10% threshold through Burlington's build-out.



Photo by: D. Anthony Fields

Earthwork and Foundation construction at Winnview Heights.



Photo by: D. Anthony Fields

The Burlington Housing Partnership tours Winnview Heights where they will be overseeing four affordable housing units within the complex.

In May of 2003, Lahey Clinic announced presented a preliminary concept for a substantial expansion of the hospital campus to Town officials. Additional informal discussion with the Planning Board occurred in November. State approval for the expansion was granted in December, and the local permitting will be pursued in 2004.

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 subdivision control law. There were nine "Approval Not Required" (ANR) plans filed with the Board in 2003, of which seven were approved and two remain pending into 2004.

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. No preliminary subdivision plans were filed with the Board in 2003.

Definitive Subdivisions

A definitive subdivision plan is a division of land into two or more lots and details specifically how a new subdivision road will be laid out, the final lot configuration, and the location and dimensions of utilities such as water, sewer, and drainage facilities. The Planning Board must review the submitted plan for conformance with the Board's adopted Subdivision Rules and Regulations and the Board of Health's recommendations. The Planning Board must approve the plan unless it does not conform with its adopted regulations or with the regulations of the Board of Health. Three definitive subdivision plans were filed in 2003, one of which was approved and two remain under review by the Board. The status of the subdivision plans reviewed in 2003 is as follows:

Residentially Zoned Land - Approved Definitive Subdivisions:

- 106 Muller Road – 1 Lot – Albert Koch, Jr.

Residentially Zoned Land – Pending Definitive Subdivisions:

- Redmond Road Extension – 1 Lot – Walter Benedict
- Kelly Farm Estates – Muller Road – 10 Lots – Catherine Kelly

The following application pending from 2002 was approved in 2003:

Residentially Zoned Land - Approved Definitive Subdivisions:

- Brookside Lane Extension – 6 Lots – Bedford Builders



Photo by: D. Anthony Fields

Brookside Lane Extension – cul-de-sac construction. Photo by Mark Gerbrands

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 2003 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.

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. Thirteen site plan applications were filed in 2003. Five of the applications were approved, two were withdrawn, and six remain pending into 2004. Three pending applications from 2002 were approved in 2003. 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 ten requests for site plan waivers in 2003. Nine of the requests were approved and one was withdrawn. One application pending from 2002 was approved in 2003.

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 thirteen requests for minor engineering changes in 2003. Twelve of these applications were approved and one was withdrawn. One pending application from 2002 was approved in 2003.

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 eleven requests for insignificant changes in 2003. All eleven of the applications were approved. One application pending from 2002 was approved in 2003.

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.

Fourteen special permit applications were filed in 2003, of which seven were issued, one was denied, and five remain pending into 2003. Of the two applications pending from 2002, both were issued.

REZONINGS AND TEXT AMENDMENTS

Two rezoning petitions were reviewed in 2003. One was a proposal to rezone the Knights of Columbus property on Lexington Street from General Business (BG) District to Planned Development (PD) District. This petition received a favorable recommendation from the Planning Board, but was defeated at Town Meeting. The second petition proposes to rezone the Burlington Sand and Gravel property on Wheeler Road from One Family Dwelling (RO) District to Planned Development (PD) District. This petition has received a favorable recommendation from the Planning Board, but has not yet been considered by Town Meeting.

Two Zoning Bylaw text amendments were reviewed in 2003. One involved amending the Planned Development District restrictions for time limits to initiate a special permit, for projects being implemented by the Town. This amendment received a favorable recommendation from the Planning Board and was passed by Town Meeting. The second amendment proposed to establish certain restrictions on political signs in the One Family Dwelling (RO) District. This amendment received an unfavorable recommendation from the Planning Board, and failed at Town Meeting.

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 2003, the following fees were collected:

Subdivisions	\$ 1,890.00
Engineering Changes	\$ 0.00
Approval Not Required	\$ 1,050.00
Special Permits	\$ 13,250.00
Site Plans	\$ 14,100.00
Site Plan Waivers	\$ 3,200.00
Minor Engineering Changes	\$ 3,850.00
Insignificant Changes	\$ 1,100.00
Rezoning	\$ 10,000.00
Miscellaneous	\$ 660.00
TOTAL FEES COLLECTED	\$ 49,100.00

In Memoriam:

Douglas P. Forbes passed away in November of this year. Mr. Forbes served one term on the Planning Board from 1956 to 1961. Other municipal service included the Finance Committee, the Industrial Development Commission, and the Town Republican Committee. Mr. Forbes was also a local surveyor and civil engineer involved in the design of many subdivisions in Burlington. The Board extends its appreciation for his service and commitment to the Town of Burlington.

Respectfully submitted,

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

RECREATION DEPARTMENT



Burlington's annual Truck Day on the Town Common is enjoyed by children of all ages.

For many years, the Recreation Department's primary goal has been to provide high quality recreation programs, facilities, and services for Burlington residents of all ages and abilities.

In 2003 we expanded that goal to include:

- Adding more balance to life
- Meeting new friends
- Developing creativity
- Building strong bodies
- Teaching life skills
- Building self-esteem
- Reducing stress
- Providing safe places to play
- Helping people to be happier

Much of the Recreation Department's work over the past year was guided by this expanded view of the role of parks and recreation in the community. The following are the Recreation Department's major accomplishments during 2003:

- A new wading pool was constructed at Simonds Park.
- An exciting, new pre-school program, Discovery Time, was added for 4 and 5 year olds.
- A new Recreation Department web site was developed.
- A new playground was constructed at Overlook Park.
- Improvement projects were completed at Marvin Field, Rotary Field, and Veterans Park.



The new wading pool at Simonds Park

- More than 50 new programs were added during the year, including music, dance, fitness, art, personal development, science, bicycling, crafts, cooking, boating, reading, sculpture, sports, self-defense, meditation, weight loss, and high school ski trips.
- A new baseball field was constructed at TRW Park.
- Tentative agreement was reached with the City of Boston for use of the Boston-owned Cummings Estate for recreational purposes.
- Building renovations were completed at the Players' building at Overlook Park and the Visco Building at Simonds Park.

- Fences, bleachers, and backstops were repaired or replaced in several parks and playgrounds as part of the Recreation Commission's new park improvement program.
- The Recreation Department's staff screening and training program was improved.
- Facility supervision was expanded during 2003, particularly at the Simonds Park wading pool and at the Recreation Center.
- The basketball court at Wildmere Playground was renovated, and the street hockey court at Simonds Park was improved.
- The Recreation Department conducted a study of athletic field use to determine if the town has enough fields to serve the needs of the community and to find out if fields are being over-used. Results of the study indicate that additional athletic fields are needed for current and future sports programs and that many of our fields suffer damage from over-use. The Recreation Commission will attempt to develop additional athletic fields, especially for youth sports programs, and adopt new policies for field scheduling.
- Summer program enrollment in 2003 was the highest in the history of the Recreation Department, and more than 500 girls and boys participated in the Recreation Department's youth basketball leagues last winter.



Burlington's new skate park at Simonds Park

Research has shown that strong, active recreation departments help to build social capital in communities and contribute greatly to improving the quality of life for individuals. We believe that Burlington's Recreation Department contributed to the improvement of community well-being during 2003. Our ability to respond to the recreational needs and wishes of our citizens was largely the result of the commitment and dedication of the Recreation Commission and Recreation Department staff and the support and generosity of local businesses, organizations, and individuals. We wish to recognize the following people, groups, and businesses for contributing to the Recreation Department's successes in 2003:

- John Vanella, the School Committee's representative on the Recreation Commission for more than 20 years, retired from the Commission in 2003.
- Maintenance Foreman, Rich Cote, and Maintenance Craftsman, Bill Hayes, were out on disability for extended periods recovering from surgery. Both were missed very much.
- Matt Carr, director of Wilderness Adventure, Red Devil Challenge, and Track and Field received the Recreation Commission's Exemplary Service Award.
- Volunteer, Pat Martorano, was extremely helpful in planning Burlington Pride Day and assisting with other Recreation Department projects.
- Rob Newton received a letter of commendation for his outstanding work as director of the Recreation Department's tennis programs.

- The Marshall Simonds Trust donated \$40,000 for the wading pool project at Simonds Park.
- The Outback Steakhouse received a Special Citation Award from the Massachusetts Recreation and Park Association for outstanding service to the Burlington Recreation Department.
- The family of John E. Ward donated a picnic shelter, which was installed at Simonds Park.
- Sun Microsystems employees volunteered their time to help beautify Burlington's parks.
- RCN donated funds for stocking trout at the Mill Pond Reservoir.
- Decathlon Sports sponsored the skatepark/wading pool grand opening.
- Cognos Corporation donated a drinking fountain, which was installed at Rahalis Park.
- The Woburn Boys and Girls Club opened its doors to Burlington Youth Center participants as part of an interagency collaborative arrangement.

In 2003 the Recreation Department broadened its vision and expanded its mission to include the benefits of parks and recreation. In the coming year, we will attempt to show that "the benefits of parks and recreation are endless".

Respectfully submitted,

Don Roberts, Director of Recreation

Doug Gillingham, Director of Maintenance

For the Recreation Commission:

Kevin Sullivan, Chairman

Jack Ferren, Vice Chairman

Karen Hoyt

Christine Monaco

Paul Raymond



The Recreation Department's annual Turkey Hunt provides family fun.

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.)

HEALTH AGENT/SANITARIAN

I hereby submit my annual report as Board of Health Agent/Sanitarian for the year 2003.

INSPECTIONS

Food Establishments	505
Housing.....	25
Public Swimming Pools	30
Ground Water Testing/Soil Evaluations (perc testing).....	4
Septic Systems, Drainage.....	7
New Construction/Occupancy Permits.....	163
New Commercial Construction	3
Animal/Kennels.....	2
Tanning Salons	8
Nuisances, Illegal Dumping, Investigations.....	10
Recreation Camps.....	2
Massage Therapy.....	13
Biotech Laboratories	2
Lead Paint Determination	1

COMPLAINTS

Food Service	27
Housing.....	45
Miscellaneous.....	105

PLAN REVIEW

Restaurant Plan Reviews, Site Plan Review, Minor 252
 Engineering Changes, Special Permits, Storm
 Water Polution Prevention Plans

OTHER REVIEWS

Lead Paint Results	3
Insurance Damage Claims	15

The role of the Health Agent/Sanitarian is varied and extremely interesting. It is the Agent's responsibility to license plus enforce state/local laws and regulations in regards to sewage disposal, solid waste disposal, noise control, air quality, environmental health impact assessment, childhood lead poisoning prevention, housing/sanitary conditions, food protection, inspection of public areas, rodent control, kennels, nuisances, schools, recreational camps, massage therapists, tanning salons, biotech laboratories and public swimming pools.

Interaction with other departments such as Building, Plumbing, Fire, Police, Animal Control, Engineering, Public Works, Water Department and the School Department is crucial. Days and evenings are also filled with meetings with contractors, restaurant owners, facility managers and architects to review plans for renovation and construction of food establishments along with plan review for subdivisions, site plans, special permits, sewage/drainage permits, septic systems and plumbing code variances reviews along with the final inspection on new construction and remodeling.

The yearly rabies clinic was very successful this year. Dr. Mian of Merrimac Animal Hospital of Lowell volunteered to accommodate the Town holding a rabies clinic at the DPW Garage on Meadow Road. 145 dogs and cats were vaccinated.

New issues for the Board of Health are planning for emergency planning and beaver dam control.

The Health Agent, Public Health Nurse and the Environmental Engineer are working together as a team with the state agency and other communities to address any concerns and to begin preparing for emergency planning of all types.

The Board of Health is authorized under Massachusetts General Laws to issue emergency beaver dam control permits to immediately alleviate a threat to human health and safety. This year (5) five permits were issued to prevent flooding.

Our Department also responds to dead bird calls. Birds are sent to the State Laboratory for monitoring purposes if they meet the criteria issued by the State. In previous years the State requested all dead birds to be sent in. This year after the first few birds tested positive for West Nile Virus in an area, testing was discontinued. All (3) three birds sent to the State Laboratory were positive for West Nile Virus. If the bird has been injured or dead for any length of time testing for West Nile Virus is not possible. This testing is to measure the amount of birds in your area that have contacted the West Nile Virus. The measurement does not necessarily indicate mosquitos in your area that are active with the virus, just that during the birds travels they were in contact with a mosquito with West Nile Virus.

The Tobacco Control Program was dissolved by the state last year. Although the program no longer exists, the smoking laws are enforced under the food code during the regular food inspections.

I wish to extend my thanks to the members of the Board of Health and all the Town Departments for their continual support during my first year.

Respectfully submitted,

Karen L. Springer, R.E.H.S./R.S.
Health Agent/Sanitarian

ENVIRONMENTAL ENGINEER'S REPORT

An important duty of the Environmental Engineer is to administer and enforce the "Control of Toxic and Hazardous Materials" bylaw. This bylaw requires local businesses to register their hazardous materials annually with the Board of Health. During 2003, 103 facilities registered their chemical inventories with the Town. Of these facilities, 11 were found to maintain toxic or hazardous materials in excess of the minimum reporting requirements established by the federal Emergency Planning and Community Right to Know Act and were consequently identified as SARA Title III facilities. As part of these duties, I have also completed 120 compliance inspections in order to verify chemical inventories and to review on site storage and handling practices.

Additional related activities have included monitoring the assessment and remediation of local contamination sites. These efforts have involved the review of 386 environmental reports as well as numerous consultations with state and federal agencies and private consultants. I also responded to 8 incidents involving the release or discovery of hazardous materials.

During 2003, I reviewed 248 site plans, special permits, minor engineering changes, and storm water pollution prevention plans. The purpose of these reviews is to evaluate the proposals for environmental impact, to promote aquifer protection, and to ensure the proper storage of hazardous materials.

In 2003, the Board of Health sponsored two successful Household Hazardous Waste Collections. A total of 889 households participated in these events. As part of this effort, the Board of Health also offers programs to assist municipal departments and local small businesses with the safe and proper disposal of their hazardous waste. The Board of Health also offers a Universal Waste Recycling Program to assist local businesses with the safe and proper disposal of fluorescent light, electronic ballasts, computer equipment, and batteries. This effort has helped to reduce the amount of toxic mercury and heavy metals entering the local solid waste stream. In conjunction with this effort, the Board of Health continued to offer a mercury thermometer exchange where mercury thermometers can be redeemed for a free a non-mercury replacement.

In response to numerous requests, I have also enclosed a brief summary of the local commercial sites where chemical releases have occurred. This summary includes the name and location of the site, whether the site is located in the aquifer and water resource districts, contaminant(s) of concern, and a general description of where the site is in the evaluation and remediation process. All descriptions are of a general nature, please contact the Board of Health for more technical information.

Burlington Environmental Sites:

1. Jerguson Gage & Valve, 15 Adams Street, located in aquifer district. Chlorinated solvents are the main contaminants of concern. Soil remediation completed. Groundwater remediation underway.

2. Property, 25 Adams Street, located in aquifer district. Impacted by petroleum contamination believed to have originated from a neighboring property. Groundwater contamination present. Additional assessment and possible remediation needed.
3. Mobil Station, 173 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
4. Texaco Station, 161 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Gasoline contamination in soil and groundwater. Soil and groundwater remediation underway.
5. Dobbins Auto Repair, 177 Bedford Street, outside Burlington protection districts. Located within Zone II for Bedford Well No 3. Gasoline and chlorinated solvent contamination in groundwater. Additional assessment and possible remediation needed.
6. RCA/Lockheed Martin, 183 Bedford Street, partially located within water resource district. Groundwater contaminants located outside Burlington protection districts. Contaminants located within Zone II for Bedford Well No. 3. Chlorinated solvents present in groundwater. Soil and sediment remediation have been completed. Natural attenuation and long-term monitoring proposed for groundwater contaminants.
7. Intersection Network Drive and Bedford Street, located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum and chlorinated solvent contamination present in groundwater. Additional assessment needed.
8. 175 Bedford Street, leaking underground storage tank. Located outside Burlington protection districts. Located within Zone II for Bedford Well No. 3. Petroleum contamination remediated.
9. Bellofram, 30 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. Soil remediation completed. Groundwater remediation in progress.
10. DataCon, 60 Blanchard Road, located within water resource district. Chlorinated solvents present in groundwater. This site has been impacted by a release at a neighboring site. Additional assessment and remediation required.
11. Tech Weld Corporation, 70 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and remediation required.
12. Varian, 78 Blanchard Road, located in aquifer district. Chlorinated solvents present in groundwater. Additional assessment and possible remediation needed.
13. Herb Chambers Honda, 33 Cambridge Street, outside protection district. Leaking underground storage tank removed from this location. Remediation completed.
14. State Equipment, 62 Cambridge Street, outside protection district. Located in recharge area for Woburn public wellfield. Petroleum release. Additional assessment and possible remediation needed.
15. Burlington Centre property, 100 Cambridge Street, located in water resource district. Petroleum release. Remediation completed.
16. Polystructures, 101 Cambridge Street, partially located in water resource district. Petroleum release. Remediation completed.
17. Citgo Station, 108 Cambridge Street, located in water resource district. Gasoline contamination detected in groundwater. Additional assessment and remediation required.
18. Hess (Mobil) Station, 110 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Groundwater remediation nearing completion.
19. RJ Kelly, 116 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
20. Exxon Station, 118 Cambridge Street, located in water resource district. Gasoline detected in groundwater. Additional site assessment and remediation required.
21. 138 Cambridge Street, located in water resource district. Petroleum products detected in groundwater. Additional assessment required.
22. Shell Station, 140 Cambridge Street, located in water resource district. Gasoline release. Assessment continuing.
23. Exxon Station, 181 Cambridge Street, located in water resource district. Gasoline release. Additional remediation required.
24. Shell Station, 198 Cambridge Street, partially located in water resource district. Gasoline release. Assessment continuing.

25. Property, 7 Cypress Drive, located in aquifer district. Impacted by petroleum release occurring at a neighboring site. Additional assessment needed.

26. Middlesex Courier, 5 Cypress Drive, located in aquifer district. Leaking underground storage tank released gasoline. Additional assessment and remediation needed.

27. Atlantic Industrial, 11 Cypress Drive, located in aquifer district. Petroleum contamination detected in soil. Remedial efforts completed.

28. Property, 16 Garfield Circle, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial efforts have been completed.

29. Burlington Highway Garage, Meadow Road, located in aquifer district. Petroleum release originating from leaking underground storage tanks. Site assessment activities in progress.

30. Wang Labs, 20 South Avenue, located in aquifer district. Petroleum release. Remedial efforts have been completed.

31. 20 South Avenue, General Cinema, located in aquifer district. Chlorinated solvents detected in groundwater. Additional assessment required.

32. Former TRW facility, 1 Kimball Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Site evaluation continuing.

33. Property, 43 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Heavy metals have been detected in the soils. Additional assessment required.

34. Property, 44 Middlesex Turnpike, located in aquifer district. Chlorinated solvents detected in groundwater. Site closure completed.

35. Ned's Towing, 49 Middlesex Turnpike, located in aquifer district. Gasoline release originating from leaking underground storage tanks. Additional assessment and possibly remediation required.

36. Amoco (Mobil) Station, 50 Middlesex Turnpike, located in aquifer district. Gasoline release. Additional assessment and remediation required.

37. Strato Reprographics, 62 Middlesex Turnpike, aquifer district. Petroleum and metals contamination. Remedial efforts completed.

38. Hertz, 68 Middlesex Turnpike, located in aquifer district. Petroleum release. Additional site assessment and possibly remediation needed.

39. Burlington Dodge, 90 Middlesex Turnpike, located in aquifer district. Gasoline release from leaking underground storage tank. This site has also been impacted by chlorinated solvents originating from a neighboring site. The chlorinated solvents issue needs to be addressed by the neighboring site owner. A second gasoline release has also been detected at this location which requires additional assessment and remediation.

40. Semicon, 10 North Avenue, located in water resource district. Chlorinated solvent detected in groundwater. Groundwater remediation is underway.

41. Property, 3 Old Concord Road, located in aquifer district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.

42. Property, 80R Cambridge Street, outside protection district. Petroleum release originating from a leaking underground storage tank. Remedial effort completed.

43. M/A Com, 63 South Avenue, located in aquifer district. Chlorinated solvents detected in groundwater. Groundwater remediation in progress.

44. Nike Missile site, 145 South Bedford Street, outside protection district. Petroleum release originating from leaking underground storage tank. Remedial efforts completed.

45. High Voltage Engineering, 101 South Bedford Street, partially located within water resource district. Chlorinated solvents detected in groundwater. Soil remediation completed. Groundwater remediation underway.

46. Itek Corporation, 53 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Additional remediation required.

47. Altotronics, 71 Third Avenue, located in water resource district. Chlorinated solvents detected in groundwater. Groundwater treatment underway.

48. Property, 1 Van de Graaff Drive, outside protection district. Chlorinated solvents detected in groundwater. Site closure has been completed.

49. Raytheon, 2 Wayside Road, outside protection district. Site located in recharge area for Woburn water supply. Petroleum release, and limited chlorinated solvent contamination. Additional remediation required.

50. Former M/A Com facility, 52 Second Avenue, the site is located in the water resource district. Chlorinated solvents detected in soil and ground water. Additional assessment and remediation required.
51. US Windpower, 200 Wheeler Road, located in water resource district. Chlorinated solvents detected in groundwater. Soil remediation has been implemented. Groundwater remediation has been initiated at this location.
52. Vine Brook and tributaries, near Great Meadow Road and Middlesex Turnpike. Chlorinated solvents detected in surface water. Additional assessment and possibly remediation or corrective measures required.

Please note that additional sites have been impacted by the migration of contaminants from these locations. This is especially true for sites located within the aquifer and water resource district where the operation of the public wellfield has caused contaminants to be drawn toward the wells. Anyone interested in learning more about environmental issues affecting Burlington is invited to contact me at 270-1956 or via e-mail at 'tdresser@burlmass.org'.

Respectfully submitted,

Todd H. Dresser
Environmental Engineer

REPORT OF THE EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project conducts a program in Burlington consisting of mosquito and West Nile Virus surveillance, larval and adult mosquito control, ditch maintenance and public education.

The risk of mosquito borne transmission of West Nile Virus continues to be a local health concern. In 2003 there were 15 residents from Massachusetts that contracted West Nile Virus. The Project participated in the State's **Surveillance and Response Plan to Reduce the Risk of West Nile Virus Transmission and Human Encephalitis**. Frequent rains produced moderate mosquito activity during the summer with peak populations occurring in late August.

The adult mosquito/ West Nile Virus surveillance program used traps to collect mosquitoes from as many as 5 Burlington locations per night. Between June and September, information was used from 30 mosquito trap collections from 9 different nights. Selected trap collec-

tions during the late summer and fall were tested for 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 EPA classifies the larvicides as relatively non-toxic. An April helicopter application of Bti controlled mosquito larvae at 120 wetland acres. Field crews using portable sprayers made 96 site visits and applied Bti in the spring and the summer to 51 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 5,574 roadside catchbasins.

The adult mosquito control program used truck mounted aerosol sprayers at night to treat 3,471 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 maintains waterways as a preventative mosquito control service that reduces the buildup of stagnant water in wetlands caused by obstructions in waterways. A crew using hand tools maintained 985 feet of a waterway by Holden Road and Marjorie Road.

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, schools, municipal officials and the local media on controlling mosquitoes, breeding sites and mosquito borne diseases. A web page provides residents with information on mosquitoes, Project control programs and related topics. The website address is www.town.sudbury.ma.us/services/health/emmcp.

Respectfully submitted,

David M. Henley, Superintendent

PUBLIC HEALTH NURSE

I hereby submit my report as Public Health Nurse for the year ending December 31, 2003.

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: 363

Office Services:

Well Elderly Clinics	291
Tuesday Morning Walk-in Clinics	2,050
Thursday Evening Walk-in Clinics	43
Communicable Disease Follow-up	390
Blood Pressure Screening	3,207
Blood Sugar Screening	81
Cholesterol Screening	34
Health/Nutrition Counseling	1,715
Immunizations –	
(Polio, MMR, DtaP, Td, HIB, Hep A, Hep B)	155
Immunizations – Flu	1,567
Immunizations – Pneumonia	16
Lead Poisoning Blood Testing	21
Mantoux Skin Testing for Tuberculosis	241
Tuberculosis Surveillance/Case Management	312
Morbidity	383
Weight Monitoring	354

Additional Programs and Services:

- American Red Cross Disaster/Shelter Training
- Bioterrorism Seminar for School Nurses
- Camp Inspection (MLS)
- Council on Aging Health/Wellness Fair
- Emergency Preparedness Training
- Employee Benefits Health Fair
- Longmeadow Place – Flu/Pneumonia Vaccination
- Student Government Day

Community Free Care Health Clinic

Office Visits:	26
Physical Exams:	16
Labs:	14
Follow-up Consultations:	421

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.

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.



Photo credit: Rick Karwan

Dianne Aurilio-Luther, RN, administering flu shots to Burlington residents.

Respectfully submitted,

Judith E. Baggs, RN, BSN
Public Health Nurse

PUBLIC LIBRARY

"The mission of the Burlington Public Library is to provide a safe and inviting place where residents can interact with each other; find information about their community and its offerings; learn to appreciate their culture as well as that of others; investigate a wide range of topics pertaining to their work, school and personal lives; and develop a love of reading and learning that will continue throughout their lives".

This mission statement was approved as part of the Long Range Plan that was initiated, completed and approved in 2003 to give the library direction for the next 5 years. A subcommittee was formed with representation from many areas of the community as well as the library. This committee, with consultants from Northeast Massachusetts Regional Library System, worked diligently through the summer months to determine the areas of focus for the near future. A public survey was distributed with over 300 surveys returned. These survey results reflected much the same ideas as those chosen by the committee to be addressed. The comments and suggestions reflected the needs of the public from its library. We are dedicated to filling as many of these needs as possible.

Exhibits and displays created by Library staff and by outside organizations and artists have added to the appeal of the library. Ten different local artists and craftspeople displayed their creations at the Library this year. Included were an exhibit about Grandview Farm, photographs taken by local resident, and paintings by local artists. The staff has created wonderful displays throughout the year as well. Summer reading, movies, award winning books, travel, career searching, and many other topics have been featured with great props to catch the eye.

TECHNOLOGY

Technology is a major component of a vital library in this high- tech world. The need for more computers came up repeatedly in the survey responses and is a concern that we are working to address. In 2003, a seldom-used cd-rom station in the reference department was changed into an additional word processing station. Also, a standup iPac (catalog) was added, which allowed us to create an additional internet station for the public in the reference department. The "Friends of the Burlington Public Library" purchased a new computer to replace the original word

processor and have earmarked funds for the purchase of replacement and additional internet stations.

With computers comes the need for training. Input from the staff and survey results both reflected this need. Ipac classes, intenet searching classes and classes on database use will be offered to the public beginning in 2004.

More technological change can be seen on the library's webpage. Former trustee Elliot Chikofsky created the original page years ago. In March 2003, the library staff took over the responsibility for the page, which underwent dramatic change and has become a useful and appealing tool for the public. Staff members were trained at classes offered by the Merrimack Valley Library Consortium (MVLC) and have been given responsibility for specific areas. The task of keeping current all the updates and changes forwarded on by staff goes to our resident webmaster Circulation Librarian Cara Thissell. This dynamic site can be found at www.burlingtonpubliclibrary.org.

Community organizations are also benefiting from library technology. The Merrimack Valley Library Consortium, has for many years, maintained a database of nonprofit organizations. One goal of the library this year was to include Burlington organizations in the consortium-wide Community Information Database. Susanne Sullivan, who became the assistant director early in 2003, has worked very hard to contact local organizations and assist with the input of their data. A number of groups and agencies have already been entered and we expect to add a number more in 2004.

CIRCULATION

The circulation department continued to be an active spot in the library this past year. Circulation increased by more than 23,000 and holds picked up at the library increased by more than 7200 over 2002.

In the past year many changes have been made in the circulation staff. In September a new full-time position was added, addressing the continuing increase in both the outgoing and incoming interlibrary loan materials processed in an already busy department. Sarita Hegde, formerly a library technician, was hired to fill this position. Her new role frees other library staff to focus primarily on public service.

In addition to the creation of a new position other staff changes occurred. After an extended medical leave, Rosemary Turcotte left her position and was replaced by

Alyssa Johnson, formerly a page. Carol Johnson, formerly a circulation aide, was promoted to Sarita Hegde's former position. Shiouh-Lin Chang was promoted from page to library aide.

REFERENCE

The reference department answered 8,203 questions in 2003. Public internet use increased more than 10%, and word processor use increased more than 25% over last year. To accommodate the increase in usage an additional word processing computer was added for a total of two.

The reference staff worked to improve both the print and database collection, and to improve public services. Reference Librarian, Shelley Sloboder, undertook the huge task of indexing the Burlington Union beginning with the January 2003 issue. In response to the public need for career and finance information, the reference staff created listings of recommended books and web sites. These subject guides of resources are available at the reference desk and online at the Burlington Public Library web site. Additional lists will be created in the future. The magazine collection was evaluated and updated by Reference Librarian Donna Manoogian to keep it current and responsive to public need. The Burlington Public Library subscribes to over 100 titles. Self, Cure, and an online version of The Want Advertiser are the most recent additions. The reference staff regularly conduct one on one instruction in online database, catalog, and Internet searching. As part of the reference department's ongoing work, the staff selects resources on current topics of interest to the community as well as materials to support the curriculum of the Burlington Public Schools.

YOUTH SERVICES

In the spring we welcomed Hermayne Gordon of Woburn and Virginia Sheldon of Burlington to the Children's Department staff. Lee Sylvester continues to be responsible for Young Adult services.

Storytimes are a major part of the children's program. Currently the library conducts 6 different storytimes a week for children from infant to preschool age. As part of the programming offered, three different puppetry performances were written, rehearsed and performed by staff on a large stage built by Charl Maynard, Children's Librarian. A group for home-school parents has been formed and meets once a month.

In the summer the library shifted gears to the state's 2003 Summer Reading Program, Read!Think!Create!@yourlibrary. By the time the reading club came to a close, children had logged more than 3,500 hours of reading and transformed the library with paper garlands of words, phrases and sentences. 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, drama and storytelling programs were also featured during the summer, and during school vacation weeks.

The Young Adult Teen Volunteer Group met twice a month during the school year under the supervision of Lee Sylvester. In addition to producing entertaining events for younger children, such as this year's well-attended Thanksgiving program, the Young Adult group is heavily involved in implementing the children's summer reading program. The teens decide what activities they want to support, which have included book drives, a read-a-thon, and helping out in the library by donating an afternoon for team-cleaning. In spring and summer of 2003, teens sponsored a "Book Buddies" program, which matched a listening teen with an eager young reader. Events for teen, which were planned in 2003, included a young adult summer reading program that has proven to be very popular with students from 6th-12th grade. High school students held an October poetry reading in the library.

TECHNICAL SERVICES

In 2003, the Technical Services Department has seen much change in personnel. In April, Nan Wang joined us as cataloger and the department head. In October, Sarita Hegde left the department for her new position in the circulation department. In late October, Carol Johnson moved up to fill the position left vacant as a result of Sarita's move, and in November, Shiouh-lin Chang was promoted from a page position.

Besides the regular cataloging and processing of the 7651 items added to the collection, the withdrawal of over 4200 items and the mending of 734 items, many projects were completed. The department recataloged and relabeled the entire biography collection. They also assisted the reference department in the establishment of a test prep section and assisted the youth department in the establishment of a New England Collection. Both of these projects involved reclassifying and recataloging entire col-

lections of materials. The department also began the maintenance of the Community Information Database and the processing of the magazine collection.

The staff not only completes all these key tasks for the library, but they all can be found covering the public service desk as part of their daily schedule.

VOLUNTEERS

The Library's volunteer program has flourished this year thanks to Assistant Director, Susanne Sullivan, who coordinates this program. Senior citizens and young women who are 'at home' form the bulk of our very capable volunteer team. Volunteers help with some shelving tasks, typing, maintenance of displays, and computer searching of the collection. Seventy-two volunteers were invited to the annual Volunteer Appreciation Luncheon in May!

FRIENDS

"The Friends of the Burlington Public Library" continue to play an important role at our library. They ran two very successful book sales this year. An ongoing sale area is kept well stocked throughout the time between the spring and fall sales as well. With income from these sales and from membership dues, the Friends have been able to purchase a number of items for the library. A new typewriter, replacement of the word processing computer, and additional internet stations are the most visible gifts. The Friends also provide the museum passes, which were checked out a total of 968 times this year. The Friends also support the summer reading program, other children's and young adult programs, and adult programming. This year, the Friends established regular adult programming and presented 10 programs on a wide variety of topics throughout the year. The Friends evening Book Discussion Group continues to meet as well.

I would like to thank the staff for their dedication to, and the community for their support of the Burlington Public Library.

Respectfully submitted,

Lori Hodgson
Library Director

BOARD OF LIBRARY TRUSTEES

In 2003, The Board of Library Trustees welcomed two new members. Sam Martorano elected in April. Eileen Sickler was appointed in June.

Trustees reviewed and approved changes in Library policies. A long range plan written by a committee that included staff and members of the Burlington community was approved along with necessary action plans.

Trustees attended informational meetings including Ways and Means day at The State House and Library Legislative Breakfast at Nevins Memorial Library in Methuen. Workshops presented by The Northeast Massachusetts Regional Library Systems and The Massachusetts Library Association were also attended.



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

Purchases made by the Trustees in 2003 included magazine shelving to replace the old existing shelving. Additional lighting for the reference area, a digital camera to be used along with the Library web page and carpeting in the upstairs office areas. The existing carpeting was damaged in August when heavy rain leaked in causing flooding.

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 2003, The Friends sponsored a new monthly Adult Program.

Respectfully submitted,
Ellen Ferguson, Chairman

HISTORICAL COMMISSION

The Historical Commission is pleased to present the annual Report for 2003.

National Register Nomination

The goal of preservation of historic places has been reached this year with the acceptance of three sites for the nomination to the National Register of Historic Places. They are the West School, The Grandview Farm and the Center School (now the Historical Museum). The Warrant Article at the May town Meeting voted favorably on funding the National Register nomination.

Sewall Marker on Lexington Street

The bronze marker for the Sewall House has not been contracted due to cost and length of text. The placement of the marker is a goal for 2004.

Displays

1. The collection of Antique Valentines from the inventory of the Museum was displayed in the Burlington Public Library for the month of February.



Games Toys and Doll display in Museum

2. Toys, Dolls, and Games Exhibit - The new display, Toys, Dolls and Games began in August. Under the direction of Sandy Coveno, alternate commission member, the exhibit began with artifacts from the Museum inventory. Articles loaned to the museum by residents then supplemented the display.

Collections were donated for the completion of the display. The members of the Burlington Historical Society volunteered much time and effort to the project. The many children who attended the exhibit contributed to the success of the exhibit.



Boy Scouts visiting Museum display

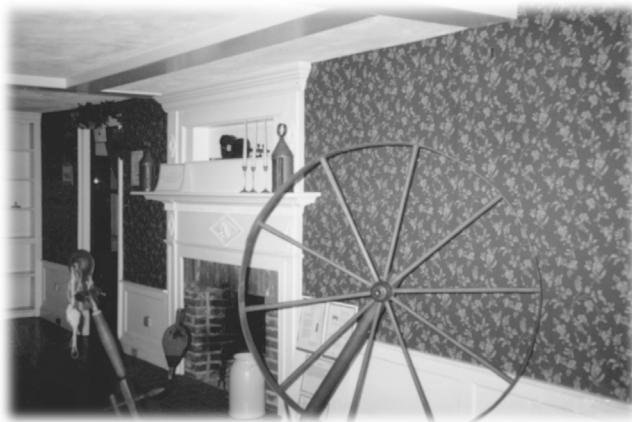
3. The Town Hall display case in the lobby was completed with photographs of early farming in Burlington. The Crawford, Walker, Grandview and Graham farms were featured.
4. Police Department – Open house at the police station presented an opportunity to display the police department scrapbooks from the 60's and 70's that is part of the Museum inventory. An antique billy club, cuffs, and artifacts were included from the archives.
5. Lastly, The Marion Tavern at Grandview provided the Commission with an opportunity to display many artifacts from the Museum.

Grandview Farm

The preservation of the historic property has been a priority with the Commission. Toni Faria, Kathleen Horton and Norman Biggart were appointed to the Marion Tavern at Grandview Farm Restoration Committee. Advisory Committee member Hope Paulsen was also appointed.

The open house at Grandview on October 4th was a success, with 2,000 people visiting the property. The Commission participated by loaning Grandview artifacts from the Museum inventory for the day. McIntire milk bottles, posters, crates and milk cans were added to the displays, as well as maps and farm utensils. Hope Pauslen's

antique spinning wheel loaned for the day was later donated to the museum. Commission members Kathleen Horton, Toni Faria, and Advisory Committee member, Hope Paulsen, were hostesses at the open house at Grandview in costume.



Photographs by Toni and Larry Faria

Spinning Wheel in Living room of Grandview Farm



Photographs by Toni and Larry Faria

Brenda Cahoon, Binnie Factor, Kathleen Horton and Toni Faria at open house at Marion Tavern at Grandview Farm, October 4, 2003.



Photographs by Toni and Larry Faria

Hope Paulsen at Grandview open house

The members of the commission have been invited to attend inspections of the house and barn by the Assistant Town Administrator, Larry Rittenberg. It has allowed them to take photographs and notes on the progress. Continued interest and participation is a goal of the commission members.

Museum

The outside of the building is badly in need of repairs. The museum was originally the Center School and is now in the process of being nominated to the National Register of Historic Places.

As the inventory of the Museum increases, proper storage of the items creates a problem. Archival storage boxes have been ordered for better storage of artifacts. However the need for additional storage space continues. In February, volunteer Al Fay, Toni Faria and Joyce Fay cleaned the basement in preparation for the donation of a computer. Children continue to visit the Museum on a regular basis to view the latest displays as well as the murals and the standing displays.

Preservation of Information

Past Commission member Jim Ashworth, continues his historical research and is putting all information on CD's, one copy for the library and one for the archives.

Demolition

In April, The Commission was notified that the Skelton house on Middlesex Turnpike and Bedford Street would be sold or demolished. At a commission meeting in May it was discussed at length by the board. Because of extenuating circumstances the members agreed not to have the six month delay put into motion. Since the Commission has no resources available to buy the property, it was sold and the house was demolished. The loss of historical homes to demolition will continue if alternative methods are not taken to prevent the action. Neighboring towns are facing the same problem and steps are being taken to join forces to share information and resources.



Interior fireplace of demolished Skelton house, Middlesex Turnpike

Photographs by Toni and Larry Faria



Milk can and artifacts donated by N. McIntire

Photographs by Toni and Larry Faria

Donations

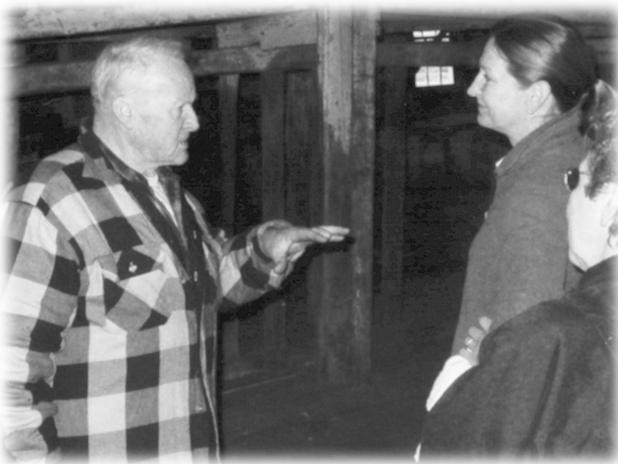
1. In February, Mr. Al Verrier donated a hooked rug and frame to the Museum. In August, Mr. Gary Ruping donated three boxes of books that were in the Grandview Farm. Included were many work books of the Cora and Lizzie McIntire school teachers in the 1800's.
2. Helen Markart of Locust Grove, Virginia, donated an antique wedding dress.
3. Mr. Roger Foster donated shoe making items, shooting items, a measuring device for a powder horn, and three pages of family history. They are deposited in the archives.
4. Mrs. June Gordon provided the Commission with a photograph of the South School on Blachard Rd.
5. Hope Paulsen donated a large spinning wheel over 200 years old, a hand made hearth broom, a 'nitty natty' or yarn winder, and iron fireplace tools. They were used in the open house display at the Grandview Farm on Oct. 4, 2003.
6. A computer from Mr. Sullivan was accepted for use in the Museum.
7. Nancy McIntire of Williamstown, MA donated the McIntire milk jug and bell for the opening of the Grandview Farm and later, ten small farm and kitchen items originally from the Grandview property which included metal scoops, a pitcher, a cleaver, an iron corn bread pan, and an apple peeler and wooden fruit.

Sale of Commemoratives

The sale of books, quilts, pamphlets, games, note paper etc., continue to be sold in the museum. The Museum is open when volunteers are available. Two weekends a month are planned if the coverage is available. The parking continues to be a problem. The sale of items is often done at the polls and at town activities. Once again the lack of storage space presents a problem. The Recreation Department has been most cooperative with the sale of items. The Town Clerk's office also makes available note paper for sale by the Commission.

Francis Wyman Association

The Commission continues to work with the Francis Wyman Association on many project that are of interest to both groups. The Francis Wyman Association is interested in saving the English barn that is in the larger rear barn at Grandview. Thus, they attend many of the inspections conducted by barn professionals. When the dismantling of the rear barn occurs the Francis Wyman Association plans to move it to their property on Francis Wyman Rd.



Photographs by Toni and Larry Faria

Richard Babcock, barn specialist, Jonell Kenagy, Francis Wyman Association member, Toni Faria, Historical Commission member.

The Commission receives an increasing number of inquiries about the history of Burlington. The commission members who have their telephone numbers listed for the information answer some of the questions. The 1998 - 1999 Historic Survey of Burlington has been an accurate reference source, and detailed inquiries are often referred to town archivist, Dan McCormack. The archivist also provides a web site. The Burlington Public Library, and the History Room at the library provides additional information.

Conclusion

In closing, we wish to thank the Burlington Historical Society members for their continued support. They provide manpower needed to open the Museum to the public, and to help in the creation of displays.

We thank the many town offices who help us in our endeavors. Jane Chew, the Town Clerk and her staff, Robert Mercier, Town Administrator, Larry Rittenberg, Assistant Town Administrator, and the staff of the Selectmen's office, Daniel McCormack, Archivist/Records Manager, the Recreation department staff, Doug Gillingham and his staff, and Jeff Benrimo and the custodians. With the cooperation of all the offices of the town, historic sites, such as the Burlington Historical Museum, the West School, and the Burial Ground are made presentable to the public. Lastly, the members of the Commission are thanked for their time and effort to further the goals of the Commission.

The Historical Commission endeavors to inform the public of the importance of the history of Burlington. We accomplish this by nominating the historic properties to the National Register and continuing to display the artifacts in the museum, and conducting field trips to the West School, Museum, and the cemetery.

We encourage residents to join our advisory committee and volunteer to help the efforts of the commission.

Respectfully submitted,

The Burlington Historical Commission

Norman Biggart

Joyce Fay

Toni Faria

Kathleen Horton

John DeMelo

Alternates, Sandy Coveno, Gene Rossi

Advisory Committee,

Judy Wasserman, Hope Paulsen

BEAUTIFICATION COMMITTEE

The Beautification Committee submits the following report for the year 2003.

1. We are pleased to report that many businesses along Cambridge Street, Bedford Street, Mall Road, Winn Street and Middlesex Turnpike continue to maintain attractive landscaped properties.
2. We are also pleased to report that a number of local landscapers and citizens of Burlington continue to maintain their assigned areas as follows:
 - Ron Given – Burlington Landscapers – The intersection of Center and Winn Streets.
 - Gulde Insurance – The Island on Olympian Way.
 - Chris Clark – Cut Above Landscaping – Dilorio Green at Cambridge Street and Mall Road.
 - Jerry McCarthy – Mac's Landscaping – Historical Museum at Cambridge and Bedford Streets.
 - Members of the Garden Club – Colonial Gardens adjacent to the Fire Station.

- Davis Prato – Prato Associates – Gazebo on the Common.
- Step Above Services – On the Common at the corner of Bedford and Cambridge Streets.
- Michael Runyan – Runyan Landscaping – Memorial across from the Fire Station.
- Kevin Sullivan – Edward V. Sullivan Funeral Home – On the Common at the corner of Bedford and Center Streets.

All of the above mentioned landscapers were acknowledged and thanked with appreciation by the Board of Selectmen at their December 8th meeting.

3. The flower planters placed at the entrances to the Common were maintained this year through the efforts of the Beautification Committee and the Garden Club.
4. B.B.C. members, Carol Engel and Joan Mc Sweeney purchased and then planted several artificial grass plants and a dozen geraniums along the corner of Bedford Street and Church Lane. Our goal for next year is to plant more grass plants and perennial plants come spring. This will enhance this particular spot that has been bare for quite some time.
5. At the December meeting, Elaine Zuccaro along with committee members Carol Engel and Joan Mc Sweeney presented a new brochure that is a helpful guide to be followed by the townspeople regarding plantings and memorials on the Town Common. These brochures will be available at the Selectmen's office and at the Recreation Maintenance Office.

Respectfully submitted,

Carol Engel
Ed. Hastings
George Major, Chairman
Joan Mc Sweeney, Secretary
Elaine Zuccaro

SCHOOL COMMITTEE

	Term Expires
Thomas F. Murphy, Jr., Chair	2004
3 Lexington Street	
Christine M. Monaco, Vice Chair	2004
18 Corcoran Road	
Stephen A. Nelson	2005
25 Fairfax Street	
John L. Vanella	2005
8 Pearson Circle	
Sharon Sotiros	2006
17 Hart Street	
Amanda Potts	
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

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

SCHOOL COMMITTEE

This past year was a busy one for the School Department and included some significant personnel changes as well as a long, drawn out process regarding the issues of facility upgrades and additions.

In the Spring Superintendent Dr. William P. Conners chose to accept an offer to become the Superintendent of a regional school district in the southeastern part of the State. Bill had been superintendent in Burlington for a number of years and did a fine job in keeping the school department on an upward curve in terms of providing a quality education to the students in Burlington. Bill is a hard-working, honorable man, and we wish him the best in his new position.

Once the School Committee was informed of Dr. Conners' resignation, the Committee unanimously agreed to offer Dr. James Picone the position as Superintendent of Schools. Jim has been the Assistant Superintendent for over 12 years, and he clearly has the expertise and experience to step in and keep Burlington moving in the right direction. Jim has an outstanding record and work ethic, and we look forward to working with him for many years to come.

After taking office one of Dr. Picone's first moves was to appoint Mr. Craig Robinson to a new position which served to consolidate the duties of Director of Buildings and Grounds with that of a Business Manager. Craig has been with the School Department for several years as the Director of Buildings and Grounds, and he quickly earned everybody's respect and confidence with his knowledge of building maintenance and the trades. With an undergraduate degree in business Craig is very qualified to handle the new position, and we are confident that he will do a fine job.

Under the guidance and leadership of Katie Spinos, Assistant Superintendent for Curriculum and Instruction, the educational performance of the school department has continued to improve, especially in the area of MCAS testing. All of our schools meet all of the State guidelines for performance and improvement, and last year Burlington High School had the highest passing rate of all schools in the Middlesex League of seniors graduating in 2003, which was the first class that had the MCAS test as a graduation requirement. We are grateful to Katie, and all of the prin-

pals and teachers for their efforts.

Also during this year the School Committee finalized collective bargaining contracts with all of its unions, including the teachers. While it was a lengthy and time consuming process all negotiations were conducted in a professional manner and the School Committee looks forward to continuing to work with the BEA, and all of our unions, to accomplish our common goal of making the best possible educational opportunities available to the students of Burlington.

At the annual Town Meeting in May, the Town Meeting members voted a School Department operating budget for Fiscal Year 2004 in the amount of \$31,328,959.00, which constituted a 4.00% increase over the previous year and was within the guidelines set by the Ways and Means Committee. The School Committee thanks the Town Meeting members and the members of the Ways and Means Committee and the Capital Budget Committee for their continued support of the school department's needs and requests.

Our technology capabilities continue to improve thanks in large part to the grant negotiated between the Town and Sun Microsystems. Mr. Arthur Fallon, the Coordinator of the Computer and Media Department, has led the effort to implement the school department's Technology Plan. The Sun grant has been an invaluable resource and the School Committee remains committed to keeping the school system technologically sound.

The town election in April resulted in Sharon Sotiros being elected to the Committee, replacing Jack Lyons who chose not to run for re-election. Jack served two terms on the School Committee and his expertise and input was invaluable. We will all miss working with Jack, but we welcome Sharon to the Committee and her experience as a classroom teacher will bring a unique and valuable perspective to the Committee.

One of the largest items on the Committee's agenda over the past year was the on-again, off-again Debt Exclusion Vote for purposes of addressing upgrades and additions to the school buildings. An initial Debt Exclusion Vote was cancelled by the School Committee after the State, at the eleventh hour, cancelled the School Building Reimbursement Program. After more meetings by the Building Oversight Committee during the summer it was decided to recommend to the School Committee that they

forego any plans to put the old Wildwood School back on line as a Kindergarten Center, and instead focus on rehabbing and adding to the two oldest buildings in the system, namely the Memorial School and the Middle School. While that plan received the necessary two-thirds vote from Town Meeting, it failed to win a majority of votes in a town-wide Debt Exclusion Vote, thus it was not funded. The School Committee remains committed to continue to attempt to accomplish necessary repairs and upgrades to our buildings, and we will continue to work to accomplish those goals.

All of the Committee members thank our employees, including teachers, instructional assistants, nurses, cafeteria workers, custodians, clerical staff and administrators, for their continued efforts in providing the residents of Burlington with a first-rate school system. We also give particular thanks to our secretary, Sharon Gilbert, for all of her assistance and we wish Nicholas Priest, the student representative to the School Committee, well in his future endeavors.

We are looking forward to an exciting and busy year in 2004, and we encourage members of the community to get involved in school-related matters and to call us if there are any questions or concerns.

Respectfully submitted,

BURLINGTON SCHOOL COMMITTEE
 Thomas F. Murphy, Jr., Chairman
 Christine M. Monaco, Vice Chairman
 Stephen A. Nelson
 Sharon Sotiros
 John L. Vanella

Superintendent of Schools

James L. Picone B.S., Salem State College
 M.A., Suffolk University
 Ed.D., Boston College

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

Director of Finance and Operations

Craig Robinson B.S., University of Vermont

Director of Pupil Services

Dr. Cathleen Estep B.A., Rosemont College
 M.Ed., Boston University
 C.A.E.S., Boston College
 Ph.D., Boston College

Supervisor of Attendance

Monica J. Curtin B.A., Villa Maria College
 M.Ed., Salem State College

Burlington High School Administration

Linda A. Hayes B.A., University of Massachusetts
 Principal
 M.Ed., Fitchburg State College
 C.A.G.S., University of Massachusetts

 Robert Concession B.A., Boston College
 Acting Associate
 Principal
 M.Ed., Boston State College

 Richard T. Sheehan, Jr. B.A., Stonehill College
 Associate Principal
 M.Ed., Salem State

Marshall Simonds Middle School

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

Elementary Schools

Richard J. Benowitz B.S., Temple University
 Principal
 M.Ed., Boston University
 Fox Hill School

 Kathleen Burns B.S., Framingham State College
 Principal
 M.Ed., Boston State College
 Francis Wyman School

 Robert L. Teel B.A., UMass/Boston
 Principal
 M. Ed., Boston State College
 Memorial School

 Jane Graham-Dwyer B.S., Salem State College
 Principal
 M.Ed., Northeastern University
 Pine Glen School

SUPERINTENDENT OF SCHOOLS

The 2003 school year began on August 27 with news that the entire Burlington High School graduating class of 2003 had successfully passed the MCAS Exam. Not only did the recent graduates score impressively on the MCAS exam, but also the 10th graders who took the exam showed a 97.3 percent passing rate. That was wonderful news to the teachers and support staff who work diligently everyday preparing students for the statewide mandatory test. Another indication of the success of Burlington High School students was the announcement that Dr. Roderick MacKinnon, class of 1974, was awarded the Nobel Peace Prize in Science.

The new school year also started with the introduction of 22 new staff who were hired to replace veteran staff members who retired. Several retirees had many years of service to the Burlington School Department including Pine Glen Principal Steve Preston, PPS Director Kevin Foley, along with other administrators from the High School and Middle Schools and many teachers and guidance counselors from the other levels. The wave of retirements was anticipated as many staff opted to participate in the state sponsored early retirement program.

The school operating budget for the 2003-2004 school year included funding for a new textbook adoption in Elementary Mathematics, Middle School Science and Language Arts, and High School Social Studies. Also, Town Meeting approved a Warrant Article for the installation of a full-service elevator at the Pine Glen Elementary School. The elevator will allow students, staff, and visitors, who need assistance getting to any level of the building, to go there with ease.

The work of the Facilities Study Committee continued into the fall with a recommendation to the School Committee, and subsequent approval by Town Meeting, to seek bond authorization for a \$30 million debt exclusion ballot question to renovate and expand the Middle School and Memorial Elementary School. Through a combination of many factors, mostly economic, the ballot question was rejected by the voters at the November special election. Regardless of the vote, the work of the School Committee, School Administration, and other town officials, will continue as we search for alternative solutions to the expected enrollment increases due to several new housing complex-

es under construction and to the problem of aging facilities.

The entire school department is appreciative of the support we receive from the officials at Town Hall, other town departments, and from Town Meeting. We are also grateful for the dedication and support we receive from the parents, PTO's, teachers, principals, department heads, and support staff who work tirelessly everyday to ensure that quality education is provided to all students in Burlington. That effort would not be successful without the continued support of the School Committee, and Central Office professionals Katie Spinos, Assistant Superintendent for Curriculum and Instruction, and Craig Robinson, Director of Finance and Operations, and Dr. Cath Estep, Director of Pupil Services. I am honored to serve with them as Superintendent of Schools in Burlington.

Respectfully submitted,
James L. Picone, Ed.D.
Superintendent

CURRICULUM AND INSTRUCTION REPORT

During the 2003/2004 school year there are a few key initiatives underway focusing on curriculum review and alignment; preparation for New England Association of Schools and Colleges, Inc. (NEASC) at the high school; the effective integration of technology; and ongoing professional development.

Working with Kathy Fitzgerald, the K-5 math facilitator, and Kathy Lawless, a curriculum specialist on assignment from the classroom, teachers have worked on new ways of strengthening the teaching and learning of math. A common set of expectations for mathematics drove the purchase of new standards-based math resources for every elementary classroom in Burlington. Materials purchased included standards-based math programs for Grades K-5: *Bridges in Mathematics* for Grades K and 1; *Investigations in Number, Data, and Space* for Grades 2-5; and *The Number Corner*, a calendar math program for Grades K-2. These components also include the manipulative materials for each elementary classroom. A collection of math children's literature (129 titles) was also purchased for each elementary Library/Media Center to support the new math curricula and a collection of books (33 titles) for each school's guided reading collection that are rich with mathematics ideas were provided. These titles are accompanied by big books

for whole class instruction, as well as audiotapes for literacy centers. Collaborating with teachers, our two math leaders prioritize professional development to support the implementation of these new programs. They also have been conducting model lessons and providing coaching to ensure effective use of the new resources. Feedback from elementary teachers about student learning with these new math resources has been very positive.

Middle School math teachers have identified open-ended questions to use with math units; they met over the summer and during their initial professional development days of the school year in 2003. Their efforts will improve students' use of short written answers and to explain their thinking. This approach complements our work towards alignment with MCAS. *In 2003, Burlington middle and high school Math MCAS scores improved significantly over prior years. A shared K-12 focus is for all students to continue to meet higher achievement standards on the math MCAS exams.*

A new Department of Education Social Studies Framework was released in August 2003; we are working on significant changes in Social Studies, expecting to begin changes by September 2004. Burlington teachers worked over the summer on an updated Program of Studies reflecting the many changes in the State Framework, especially for grades 4-11. These include the study of Geography, Ancient Civilizations and World History I for the grade 6-8 sequence; and for a two-year sequence of US History in grades 9-10. At the elementary level, while continuing to teach Ancient China, we will also move towards a more in-depth study of North America in grade 4. At grade 5, this is the third year of implementing a new text for early U.S. History; this program will remain in tact. Due to time and budget constraints, changes will begin to be implemented in FY05. This delay will allow for new materials to be purchased and for adequate professional development over the coming years.

Burlington partnered again this year with Primary Source to strengthen studies in World History, including Ancient Civilizations, World Geography, and African American History. During the 2003-2004 school year and summer of 2004, ten teachers and administrators will participate in an intensive two-week travel-study opportunity to China. In addition, one-two will hopefully participate in a two-week travel study program to West Africa. Their experiences will support and strengthen teaching and learning about the world in grades K-12. Since the partnership was

created over 88 Burlington teachers have participated in graduate level seminars, institutes, and other professional development programs that directly relate to Social Studies and English curricula.

Comprehensive curriculum resource notebooks along with teaching kits are routinely distributed by the Science Center to all grade K-5 teachers. Science Center staff continue to provide in-service teacher training to support the science curricula. Burlington was fortunate to have fourth grade teacher, Amy Hackett, attend a travel study program through a generous grant from Millipore and Earthwatch in 2003. Her participation makes science come even more "alive" for her students; realistic expeditions provide teachers meaningful opportunities to share authentic Science learning with their students. At the middle school, science teachers completed the alignment of grade level expectations to new frameworks and are using new texts and curriculum resources to implement the updated curriculum. They are now working on common assessments in all three grades for science.

All curriculum area teachers at the High School again completed teacher expectation summaries at the start of school. These were distributed to all students and parents at the "Back to School" night in the fall. High school staff are also working on reaccreditation and the essential self-study reports required by the NEASC.

Additional Professional Development

The Professional Development Plan continues to be focused to meeting five goals:

1. Articulate and align local curricula with State Frameworks;
2. Align teaching with updated local curricula, and instructional practice, and assessment strategies that meet the needs of diverse learners;
3. Improve communication about student learning (curriculum, instruction, and assessment);
4. Provide support for effective (standard) procedures for the recruitment, selection and retention of highly qualified staff; and
5. Provide no-cost recertification professional development opportunities required by the Massachusetts Department of Education.

The system provides many opportunities for staff including five full professional development days embedded into the school calendar, a Mentor Program for new teachers and principals, participation in the *Teachers as Scholars* program and our partnership with Primary Source. Resources also continue to focus on technology. For example, this year, with grant funding, we made significant progress on integrating technology into the study of core literature in grades 2-5. Professional development is essential for continuous improvement and effective alignment to evolving State frameworks. In 2004, the majority of Burlington teachers and administrators will also apply credits earned from professional development opportunities to their Massachusetts Department of Education recertification.

Other Highlights

- BHS revised curriculum for approximately 330 courses and developed pacing guides for each of these courses. The NEASC study has involved extensive reflection and review of curriculum, instruction and assessment practices. High School teachers and administrators have worked diligently to prepare for the October 2004 site visit. The high school principal has created an Instructional Leadership Team that has been very helpful in guiding and planning ways to strengthen teaching and learning.
- In 2003 Burlington offered an innovative poetry professional development program for teachers, that has generated interest in a Poet in Residence planned for several weeks during the 2004/2005 school year at the Marshal Simonds Middle School. Marshall Simonds Middle School also continues as a demonstration site, developing curriculum and teaching methods in science, with researchers from Harvard's Project Zero.
- Teacher-leaders at each of the elementary schools, along with specialists, have participated in a variety of student assessment professional development experiences, including ten members of the staff who participated in Dr. Thomas Guskey's workshop on standards-based report cards. Many are continuing to look at ways to strengthen how we communicate about student learning. Each elementary school is working on ways to improve assessment practices. This will set the foundation for the eventual revision of the elementary report card to better correspond with new standards.

- In the Spring of 2004, over school vacation, the elementary world language teachers will head a travel study experience for Burlington faculty and community members. Burlington is fortunate to have significant financial support for a wonderful Italian language program in grades 1-5; broadening cultural experience and language learning to classroom teachers will strengthen students' appreciation and learning of world languages.
- Burlington continues to be a member of the *Teachers as Scholars* program, a professional development project for K-12 teachers involving Boston area school districts. The scholars who lead the seminars are from Harvard, Boston University, MIT, Brandeis, Simmons College, Wheelock College and other area universities. Twenty-three Burlington teachers are enrolled in *Teachers as Scholars* seminars in 2003/2004. Burlington also partnered with Primary Source for a third year; over 22 teachers and specialists have taken courses, seminars and participated in their special programs.
- Last summer (2003), Burlington offered its fourth summer reading program for students entering grades 1-3, its second program for students in grades 4-5, and an MCAS prep program for high schoolers. Over 238 students enrolled in the elementary program and 30 in the high school program. In the past, collaborative efforts utilizing tuitions, state funding, Special Education Title 1, and community support enabled this program to be a success; with state funding likely in jeopardy, staff are working on creative alternatives to continue these programs for the Summer of 2004.

Respectfully submitted,

Katie Spinos
Assistant Superintendent
for Curriculum and Instruction

BURLINGTON HIGH SCHOOL

For the past year the administration, faculty, students and staff of Burlington High School have been actively involved in completing an extensive Self Study for the New England Association of Schools and Colleges (NEASC) as part of the re-accreditation process. Three Standards Committee reports and Executive Summaries were written and presented to the faculty for approval. Reports prepared

by the School and Community Profile Committee, the Mission Committee and the Instruction Committee were adopted by an overwhelming vote. Standards Reports in Assessment, Curriculum, Leadership, School Resources and Community Resources are currently being finalized and will be presented for approval to the faculty in early 2004.

Following the completion of the Self Study, an NEASC Evaluation Team will visit BHS in October 2004. A Steering Committee composed of teachers and administrators has spent considerable time overseeing the Self Study and preparing for the team's visit.

The year 2003 also marked the implementation of the MCAS graduation requirements for all students. Burlington High School's senior class met these standards with 100% of the Class of 2003 passing both the English Language Arts and Mathematics Tests.

Additionally, under the guidelines of the federal *No Child Left Behind Act*, Burlington High School exceeded its proficiency index target during Cycle II of the accountability program. In December the Massachusetts Department of Education reported that MCAS Scores for 2003 indicated that Burlington High School demonstrated Adequate Yearly Progress for the aggregate of students taking the tests and all student subgroups.

Following the resignation of Dr. Vincent McKay, Mr. Robert Conceison was appointed Interim Associate Principal. Several other staffing changes occurred at BHS this year including the hiring of Ms. Jean Kelly, Ms. Shanon Gilmartin, Mr. Karl Liljegren and Ms. Jill McInerney to fill the vacancies created by the retirements of Mrs. Georgia Wingrove, Mr. David Hatch, Mr. Len Connolly and Mr. Michael Karagozie, respectively. Mr. Joel Vaughan and Ms. Madelyn Raftery came to BHS to teach science after the resignations of Dr. Sarah Longstaff and Ms. Marsha Heinz.

For the third consecutive year, a summer school program was offered to 9th, 10th and 11th 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.

Upgrades in technology brought new computers to the Graphic Design Lab, the Writing Lab, the journalism classroom, the Math Computer Labs and several administrative offices.

This year's summer reading selection was *Black Like Me*. Students who read the book and completed a visual or book report were invited to participate in a follow-up field trip to the African-American History Museum in Boston. In conjunction with several veterans' organizations and the Board of Selectmen, a special project entitled Passing the Legacy was initiated. With the assistance of Veterans Agent, Robert Hogan, and BHS teachers: Mr. Jason Lord, Mr. J. Luke Day, and Mr. Kevin Field, high school students conducted interviews of Burlington veterans during the week of Veterans Day. These interviews were videotaped and will become part of a permanent archive. Students engaged in other community service projects including the 9/11 Memorial Service, the Walk for Breast Cancer Research, the Veterans Day Assembly, a collection of paper products for the Burlington Food Pantry, and the mailing of packages to our troops serving in the Persian Gulf, Iraq and Afghanistan.

The announcement that a 1974 graduate of Burlington High School, Dr. Roderick MacKinnon, had won the Nobel Prize for Chemistry brought tremendous excitement to BHS. The faculty, students and staff celebrated Dr. MacKinnon's recognition on December 9, the eve of the Nobel Prize ceremony. Teachers incorporated lessons on the Nobel Prize, its history and recipients into their curriculum. Members of the faculty who taught Dr. MacKinnon were recognized and the lobby display cases were filled with photographs and articles on Dr. MacKinnon and his work. Through his assistant, Dr. MacKinnon contacted the high school and accepted an invitation to visit BHS and speak with the faculty and students sometime in the spring of 2004.

Respectfully submitted,

Linda A. Hayes
Principal

ART DEPARTMENT

Once again Burlington High School was well represented at the Boston Globe sponsored Scholastic Art Awards where ten Burlington art students won awards. This year 3,200 works of art were entered in 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 357 portfolio entries, Holly Widfeldt's was one of 84 selected for national judging in New York. Three Silver

Keys were awarded to Computer Graphics students, Michael Atlas, Teresa Fitzgerald and Daniel Fitzpatrick. Honorable Mentions were given to two Drawing and Painting students, Anthony DiBona and Rachel Faller; two went to students, Bonnie Graham and Juliana Margarida, while Rob Noyes earned his award for Computer Graphics. A 2001 Gold Key winner Jason Yeadon earned an Honorable Mention for a mixed media piece.

For the first time Burlington students participated in the Congressional High School Art Show sponsored by Montserrat College of Art. Photography student, Mike Sapienza was honored with the "Best in School" award presented by Congressman James Tierney. Mike also participated in the annual High School Art Majors Exhibition sponsored by the Lexington Arts & Crafts Society along with 12 other Burlington art students: Amanda Coe, Elyse Goldstein, Laura Greene, Jason Griffen, Kaitlyn Harrington, Julie Nelson, Aileen Noonan, Sara Petrowsky, Chris Prato, Nicole Russo, Elizabeth Steinberg and Laura Stirling.

The year, 2003, marked the 30th Anniversary of our annual "Spring Exhibition" where over 1,000 works of art were exhibited in the high school library and main lobby. Enhanced by the musical accomplishments of the high school orchestra and new display panels constructed by the Technology Education Department, the exhibit was a tribute to thirty years of artistic excellence at Burlington High. Along with student works, representing each course within the art program, was a retrospective slide presentation of artwork collected over the past thirty years from 120 past graduates. Most of these alumni have become successful visual artists, inspiring our current student artists.

Julie Nelson was selected to represent Burlington High at the sixteenth 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. A mural painted by Julie can be seen as a focal point in the Memorial School cafeteria.

Graduating students were accepted at Endicott, Hartford Art School, Maryland College of Art, Mass College of Art, Rhode Island School of Design and Savanna College of Art and Design.

Two significant changes occurred during 2003. First, in the area of curriculum, a new course offering entitled

"Portfolio and Advanced Art" has been added to the art program. This is the first art course at Burlington High to be offered at "level 4", a level which necessitates considerable rigor and advanced accomplishment. It is hoped that successful infusion of a course with such intensity will lead to the introduction within the next few years of the first Advanced Placement (AP) offering. Second, our Digital Arts lab has been updated with 16 new Imac computers, printers, digital cameras, imaging equipment, and "state-of-the-art" software. Most unique, but practical, is that all of the computers are networked to a server so that students can individually save and protect their work for presentation and evaluation. This continually progressive course is one of the most popular offerings in the art program and provides our young visual artists with several career choices. In keeping with Burlington's commitment to the fine arts, our visual artists of the future have been afforded a work place that mirrors the environment they will grow into as professionals in creative careers.

Respectfully submitted,

Wayne D. Little
Art Department Chairman



Photo by C.D.Luther

Burlington High School art teachers at the 30th anniversary Student Art Exhibition held in April 2003. (Left to right) Wayne Little, Art Chair, Joanne Vigneau, George Ratkevich, and Christina Riley.

ENGLISH DEPARTMENT

The results on the MCAS and Advanced Placement exams for 2003 indicate high performance for BHS students. With 96% passing the MCAS exam on the first try, the

sophomore class has posted the highest passing rate for a BHS class. Our Advanced Placement students earned college credit and collectively outscored other AP students across the country. Maura Bullock's work with the AP program is to be commended as are the teachers who so aptly prepared students for MCAS success.

The department has also begun work on a five-year curriculum update. During the past year, review of the ninth and tenth grade courses has commenced, with plans to work on the junior and senior courses over the next year. Tight budgets complicate the process; several texts need to be replaced while book prices continue to soar.

Collab magazine enjoyed a successful publication under the direction of new advisors, Kathleen Dalton and Lucille Flammia. Veteran teachers, Dalton and Flammia recruited a fine student staff and impressive writing and art work to launch a new era in the venerable magazine's story. Art teacher and graphic artist George Ratkevitch worked closely with the advisors and students to create a sophisticated layout that enhanced the presentation of the students' writing and art.

Finally, Judy Mela was hired in September to replace English and reading teacher Robert Conceison who was promoted to interim associate principal. Mela is a graduate of Tufts University and earned a master's degree at Simmons College.

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 consists of offerings in two areas, Child Development and Culinary Arts. The Child Development program continues its highly successful Pre-School program under the leadership of teacher Rosemary Bransfield. A select group of 65 BHS students are chosen from a large pool of applicants to work with Ms. Bransfield in the pre-school program for Burlington residents, which is offered in two sessions per day. The Foods program, with teacher Marjorie Arcand, continues to offer highly successful courses in Food Preparation, Professional Foods and Gourmet Foods.

Youth Tech Entrepreneurs (YTE) is now in its fourth full year at Burlington High with teachers Lisa Francescon and Bill Brown. Mr. Brown teaches one course in the program in addition to his regular duties as High School Computer Integration Specialist. Ms. Francescon teaches YTE, continuing to build on its past success with student community service projects; this year, the YTE students continue to upgrade and maintain the Burlington Schools web pages as part of their class projects. The current group of YTE seniors is now making post-graduation plans; we will be eager to follow their paths as leaders in business and technology fields.

The **Business** program offers a variety of courses under teacher John Hayes. Mr. Hayes teaches courses in Marketing, Automated Accounting, Business Law and Business Management.

Technology Education program is under the leadership of third year teacher, Mr. Joel Mascott. The High School currently offers courses in Woodworking, Applied Technology and Pre-Engineering technology.

Respectfully submitted,

Robert F. Conceison
Interim Associate Principal

FOREIGN LANGUAGE DEPARTMENT

The Foreign Language Department continues to offer the study of French, Italian, Latin and Spanish in a five-year sequence. Because of low student enrollment, German will no longer be offered after the 2003-04 school year.

Students showed marked improvement in the Advanced Placement Spanish course as eleven seniors received AP credit on this highly competitive college-level exam.

In June, Mr. David Hatch retired from his position as Spanish teacher after thirty-eight years of dedicated service to the students of Burlington. Ms. Shanon Gilmartin, a 1998 graduate of Burlington High School and a 2002 Boston College graduate, comes to Burlington High School as a first year Spanish and Italian teacher.

Ms. Abigail Abbott and Mrs. Maria Walton attended workshops or courses including Primary Source, The Skillful Teacher and Instructional Leadership. Mrs. Rita DeBellis participated in Teachers as Scholars.

The Latin Club, whose advisor is Mrs. DeBellis, continues in popularity. Several members of the club, working with students enrolled in YTE (Youth Tech Entrepreneurs), have created an impressive Latin Page on the Burlington High School web site. Mrs. Walton serves as advisor to the Spanish Club and Ms. Abbott remains advisor to the Class of 2006.

Respectfully submitted,

Maria P. Walton
Foreign Language Department Head

MATHEMATICS DEPARTMENT

The math department continues to meet the needs of all student levels. This is accomplished by offering a wide variety of courses ranging from Advanced Placement courses such as Calculus and Computer Programming to Basic Skills courses in math and computers. This year, we have added Java to the AP program to provide our students the opportunity in computers to compete successfully.

The Math League team had another successful year finishing first in their league, winning all their league matches, and participating in the state tournament. The captains are attending Harvard and Carnegie Mellon. The coaches are Jean Saxe and Fred Miksenas. The teams in the league are Arlington Catholic, Bedford, Wakefield, Woburn, Stoneham, Somerville, and Minuteman.

Many math teachers, such as Jean Saxe, Ed Chapdelaine, Ross Paine, Marlin Kagan, Jan Sykes, John Nolan, Bob McCarthy, April Strickman, Fred Miksenas, Angela Guerra, Karl Liljegren, and Jim Curtin have attended workshops or courses to keep abreast of current trends in math. These have included NCTN conferences, AP workshops, MCAS workshops, and college courses.

A number of curriculums have been updated with technology incorporated.

Respectfully submitted,

James P. Curtin
Math Department Head

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.

This past June, Mrs. Georgia Wingrove retired after twenty five years from her position as instructor in the Alternative Education Program at Burlington High School. Ms. Jean Kelly has assumed the instructor position vacated by Mrs. Wingrove's retirement. In November, Mrs. Anne Howard retired after sixteen years of service as Guidance Secretary at Burlington High School. Mrs. Carla Ferraguto has assumed the position of Guidance Secretary at Burlington High School.

The Guidance Department hosted representatives from fifty-nine 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 Reading High School that had representatives from over two hundred colleges and universities.

The 2003 Burlington High School Scholarship Program, affiliated with the Burlington Community Scholarship Foundation, produced highly successful results. One hundred eighty two donors contributed to the 2003 program. Three hundred twenty five scholarships, totaling \$311,800.00, 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 four hundred eleven scholarships totaling \$3, 264,757.00 have been awarded to the graduates of Burlington High School.

The following is a profile of the Class of 2003:

Size of Graduating Class: 209 students
 Number of Students Continuing Education: 186 or 89.0% of Class
 Number of Students Seeking Employment: 18 or 8.6% of Class
 Number of Students Entering Military Service: 5 or 2.4% of Class

Continuing Education Information:

Four Year Baccalaureate Programs: .. 159 or 76.0% of Class
 Four Year Public Institutions: 72 or 34.4% of Class
 Four Year Private Institutions: 87 or 41.6% of Class
 Two Year Associate Degree Programs: .. 21 or 10.1% of Class
 Two Year Public Institutions: 21 or 10.1% of Class
 Two Year Private Institutions: 0 or 0.0% of Class
 Educational/Vocational Non-Degree Programs: 6 or 2.9% of Class

2003 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%	8%
Above 650	11%	16%
Above 600	25%	29%
Above 550	39%	44%
Above 500	56%	64%
Above 450	72%	84%

Of Scores In A Given Range:

	Verbal	Math
750-800	5	9
700-740	5	9
650-690	14	17
600-640	29	27
550-590	30	32
500-540	35	41
450-490	34	42
400-449	30	22
TOTALS	182	199

SAT II Mean Scores:

Writing:	578	Literature:	642
Biology M:	622	Math Level IC:	617
Math Level IIC:	688	Spanish:	560
Chemistry:	589	American History:	571
Physics:	644		

Two members of the Class of 2003 were recognized as National Merit Scholarship Semi-Finalists. Five members of the Class of 2003 were recognized as National Merit Commended Students. Three members of the Class of 2003 were recognized as Advanced Placement Scholars for their performance on the Advanced Placement Examinations. In addition, four members of the Class of 2003 were recognized as Advanced Placement Scholars with Honor and three students were recognized as Advanced Placement Scholars with Distinction.

MCAS Test Results Summary:

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

Testing results for the Class of 2003 are as follows:

Size of Class of 2003: 209 students
 Passed both the English Language Arts and Mathematics tests: 209 students or 100% of Class
 Passed the English Language Arts test: 209 students or 100% of Class
 Passed the Mathematics test: 209 students or 100% of Class
 Scored either proficient or advanced on the English Language Arts test: 146 students or 69% of Class
 Scored either proficient or advanced on the Mathematics test: 131 students or 62% of Class

Testing results through October 2003 for the Class of 2004 are as follows:

Current Enrollment (as of 12/03) of
Class of 2004: 214 students
Passed both the English
Language Arts and
Mathematics tests: 205 students or 95% of Class
Passed the English Language
Arts test: 208 students or 97% of Class
Passed the Mathematics test: 206 students or 96% of Class
Scored either proficient or
advanced on the English
Language Arts test: 178 students or 83% of Class
Scored either proficient or
advanced on the Mathematics
test: 119 students or 55% of Class

Respectfully submitted,

Thomas Imbriglio
Support Services Coordinator

READING

In September, Robert Conceison, the high school reading specialist of 20 years, took a leave of absence to assume the post of Interim Assistant Principal at the high school. The new reading specialist continues to advance the Burlington High School Mission Statement and Learning Expectations by preparing students to become critical readers and lifelong learners. To assist students in the development of reading related strategies, the reading specialist provides testing, diagnosis, evaluation, consultation, and instruction to individuals and small groups. Criterion referenced diagnostic and assessment reading tests enable the reading specialist to meet the specific learning needs of students. Analysis of these tests, in conjunction with other available formal testing, also enables students, teachers and parents to better understand relative strengths and weaknesses in a variety of reading skills. Referrals come directly to the office of the reading specialist from guidance counselors, classroom teachers, parents, and from the students themselves.

Respectfully submitted,

Judith A. Mela
Reading Specialist

SCIENCE DEPARTMENT

The 2003 school year was a glorious year for the Science Department.

The Nobel Prize in Chemistry was awarded to Dr. Rod MacKinnon, Burlington High School Graduate of 1974. One of our teachers, Mr. Rick Beaumont taught Rod in Human Anatomy and gave him an A-!

Students excelled in the Advance Placement courses. Around 28 students gained college AP credit with 13 scoring a "5," the top grade. Overall the results in our four AP courses were outstanding: 90% passed AP Biology with an average grade of 4.0, 90% passed AP Chemistry, 80% passed the AP Environmental Science and 90% passed AP Physics.

Young Hall was used for a national satellite lecture series from the Howard Hughes Medical Center in December on "Learning from Patients, the Science of Medicine."

We hosted the American Chemical Society's "High School Teachers' Night," in October where over 150 teachers attended. Numerous workshops of various aspects of chemistry were presented. Dr. Tom Gilbert of Northeastern University was the keynote speaker.

Dr. Nassiff continued his efforts on the State MCAS Assessment Committee in Science/Technology and is a consultant for the DOE in chemistry and physics.

Mr. Alan McRae participated in a joint project with Harvard-Smithsonian Center for Astrophysics and NASA which produced a DVD of his astronomy classes that will be used for professional development for teachers.

The Science staff had some changes. Mr. Mike Karagozie retired. Ms. Marsha Heinz and Dr. Sarah Longstaff resigned to pursue other employment. Three members joined our staff, Ms. Madelyn Raftery, chemistry, Mr. Joel Vaughan, physics, and Ms. Jill McInerney, biology-Frameworks.

Dr. Eric Sheagley received his Ph.D. in chemistry from the University of Oregon.

Respectfully submitted,

Dr. Peter J. Nassiff
Head of the Science Department

SOCIAL STUDIES DEPARTMENT

Curriculum changes mandated by the new *Massachusetts History and Social Science* frameworks commanded the greatest attention during calendar year 2003. Within a few years, the Board of Education will be requiring every Massachusetts high school student to take and pass an MCAS exam in the area of Social Studies for high school graduation. The primary content area will be United States History.

After much study and deliberation, Burlington has decided to adopt the following sequence for grades 8 through 12 – Grade 8: *World History I*; Grade 9: *U.S. History I*; Grade 10: *U.S. History II*; Grade 11: *World History II*; Grade 12: electives. This arrangement envisions Burlington students being prepared to take the Social Studies MCAS exam at the end of their sophomore year.

During this past summer, Miss Grady (now Mrs. Carey), Miss McKiernan, Miss Zucker and Mr. Hoyt participated in several curriculum sessions to map out the sequence described above. The new *World History I* for 8th grade and the *U.S. History I* for 9th grade will be implemented in the fall of 2004. Also this summer, Miss Grady and Miss McKiernan worked closely with the 8th grade teachers to help them prepare for teaching the new *World History I* course at their level.

Three members of the Social Studies Department participated in a summer curriculum design and development workshop. Each teacher worked on one of our popular half-year elective courses. Dr. James W. Beaudry revamped the *Economics* course, Robert J. Costa further refined and updated the *Sociology* course, and Miss Katie McKiernan developed a comprehensive number of valuable materials for the *Psychology* course.

Back in March, Miss Grady and Miss Zucker were presenters at the 34th annual Northeast Region Social Studies Convention held in Boston. Capitalizing on the programs offered through *Primary Source* on China, the title of their very popular and successful session was "The Three Gorges Dam and the TVA: Connections and Comparisons." Miss McKiernan and Mr. Hoyt also attended the same convention later in the week.

Social studies fieldtrips this year were fewer in number but highly successful for those that occurred. The combined *Sociology* and *Law* fieldtrip to M.C.I. Bridgewater, conducted each semester by Mr. Costa and Mr. Driscoll, con-

tinues to warrant all of the extra time and effort required by the prison for security measures. Mr. Carr's annual fieldtrip to Washington D.C. and Mount Vernon, during the April vacation, allowed a valuable opportunity for 51 junior-year students to experience all of the cultural and historical highlights of our nations' capital. Regretfully, because of national security concerns, the traditional spring fieldtrip to New York City and the United Nations, designed for sophomores, was cancelled.

The delegate and alternate for Student Government Day, held on April 4th at the State House in Boston, were Jason Apruzzese and David Collins, respectively. The Daughters of the American Revolution "Good Citizen" Award was voted this year to Stephanie Giangreco (nominated by the faculty and elected by the members of the senior class). Burlington's two delegates to Girls' State, held in June, were MaryKathryn Concession and Stephanie Giangreco. The Boys' State delegates were Jason Apruzzese and David Collins. Yianni H. Skourtis was chosen to be the recipient of the Middlesex County Bar Association's "Law Day" award.

For a fourth consecutive year, the Social Studies Department, in concert with Town Hall, has conducted a local Student Government Day in May. Student participants were members of the junior class elected from their United States History class. Over thirty students filled the various positions of town elected and appointed officials for that day. Mr. Robert Mercier, Burlington Town Administrator, continued his role as master of ceremonies at the opening Town Hall session. After several hours of "shadowing" their governmental counterpart, students were debriefed, presented with small mementos, and served lunch at the Dandelion Green Restaurant. Dr. Beaudry, Mr. Carr, Mr. Costa, Mr. Driscoll, and Mr. Hoyt were the United States History teachers that conducted the elections from their classes. They also made sure that the delegates reported back to their classmates on what they had learned about the daily functions of Burlington's town government.

There have been no staff changes during the year.

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 Fourth Annual Burlington High School Athletic Hall of Fame Induction was held on October 2, 2003 and was another great success. The list of inductees included Benefactor, Jerome J. Lynch and Boys Football Coach, Dick Roche. The athletes included the 1958 Boy's Football Team and individual athletes: Michelle Antonelli Gillis, Robert Chisholm, Jeff Cowles, Paul Fogarty, Ellen Given Wright, Richard Howard, Albert Kelly, Joe Leone, William LeRoy and Dale Thompson Strachan. The inductees were honored at the Marriott Hotel in Burlington.

This year, the Winter Sports programs had another encouraging year. The Boy's Basketball team was lead by Seniors, Brian Ross, Bill Lyons and Steve Buckley finishing 15 and 8. Burlington lost to the eventual State Champions, Charlestown in the Division 2 North Semi-Finals. The Girl's Basketball Team was lead by Melissa Cannata, Pam Coppola and Melissa Hanafin, and they finished 14 and 7 meeting Arlington Catholic in States. The Boy's Hockey Team was lead by Seniors, Ryan Gochis, Bob Conceison and Donald Morgan, and finished 9 and 11. The Girl's Hockey Team lead by Jacqueen Riley, Michelle Toland and Amanda Pavone, finished 3, 16 and 1. The Boy's Gymnastic Team lead by Chris Robichaud, Zach Swanfeldt and Jonathan Morgan, finished a strong 5 and 2 season. The Girl's Gymnastic Team, lead by Kelly O'Brien and Casey Duffy finished with a record of 1 and 6. The Boy's Indoor Track Team led by Brett McCollem and Jay Thorstensen finished 5 and 4. Joanne Ricardelli and Jacki Netishen led the Girl's Indoor Track team, finishing 1 and 8. Mike Wang led the Boy's Swim Team to a 1 and 7 record. The Wrestling Team, led by Senior Captains Mike Atlas, Kevin McNeill and Chris Prato, were all Division 3 State Champions. The season ended with a record of 21 and 2 and the Middlesex League Championship.

The Athletic Department's Spring program included the Boy's Baseball Team, this year led by Matt DeRosa and Dan Georgette, finishing with a record of 12 and 8. League All Stars included Ben Read and Dan Georgette. Softball had another outstanding season with a record of 20 and 4, which qualified them for the tournament. They lost in the

North Finals. Leaders of the team were Ryann Clark, Melissa Hanafin and Jacqui Riley. Lacrosse led by Chris Hanafin and Kevin McNeill finished 11 and 7 making it to the tournament and losing to North Andover in the 2nd round. Boy's Tennis lead by Ned Ruhotina and Mike Doherty finished 11 and 9. Girl's Tennis was lead by Erica Wong and Athina Mantzouranis and finished with a record of 13 and 5. They lost to Lynnfield in the State Tournament. Boy's Track finished 6 and 3 lead by Mike Davis and Brett McCollem. Mike Davis was named All State in the Shot Put. Jaclyn Bent, Pam Coppola, Anne Chandonnet and Joanne Ricardelli led the Girl's Track Team, finishing 8 and 1 for a 2nd place finish.

The Fall Sports program started with the Football Team's 9 and 2 record, lead by Captains Ben Read, Dan Georgette, Mark Bagiotti, John Cronin and Chris McNeill. The Boy's Soccer Team, lead by Senior Captains Dave Santilli and Dan Swiszcz, finished 16 and 1. The Girl's Soccer Team, lead by Kathleen Murphy, Courtney Mulcahy and Stephanie Giangreco finished with a 2, 13 and 3 record. The Golf Team was lead by Adam Smolski and Marc Cotone finishing 5 and 4. Boy's Cross-Country, lead by Matt Tirrell, finished 0 and 9 and the Girl's, led by Beth Callahan, finished 0 and 9. Girl's Swimming and Diving finished 5 and 3 led by Amanda Murphy, Stephanie Hon, Caitlin Brewer and Casey Duffy. Field Hockey finished 1, 15 and 2, led by Gina Maglizzi and Kerrie Mahoney. The Competition Cheering Squad also had a great season finishing first in the Middlesex League Division II Competition and 2nd in the States qualifying them for the Nationals in Atlanta, Georgia. The Athletic Department would like to congratulate all the athletes.

The Athletic Department would like to recognize three individuals for contributing over and above to the athletic program. Boy's Gymnastics Coach Rick Hayes doubles as the Equipment Manager for all sports, doing a great job with the uniforms and equipment for all varsity and sub-varsity programs. Lynda Bannon and Amy Doughty, the athletic trainers, are a valuable asset to the program, caring for our injured athletes while keeping safety a priority on all fields of play.

Respectfully submitted

Edward L. Gillis
Athletic Director

HIGH SCHOOL LIBRARY

"Black Like Me," John Howard Griffin's personal account of crossing the color line and living as a Black man in the late 1950's was the book chosen by the Summer Reading Committee to promote the school wide theme of Tolerance and Diversity. This year's program was called Read It 2003! Students who read the book and created a poster, collage or book cover were invited on a field trip to the Museum of Afro-American History and went on a walking tour of Boston's Black Heritage Trail. The librarian, Susan Kelley DiSanto and teacher, Pam Baafi chaperoned the field trip. Mrs. Hayes joined the group later for lunch and shared in a discussion about segregation and human rights.

The library acquired fifteen upgraded computers in our Internet Lab, and thirteen new computers were added to our reference area creating a media space that meets the reference needs of the students and staff at Burlington High.

The librarian created a new web page for the library media center with direct links to the library catalog and the online database collection. The web page also provides students access to quick reference tools and connects them with Internet Pathways that were developed to assist students with on-going class projects. All of these resources can be accessed from a home computer with Internet connection and a town library card.

Student volunteers, Mark Volpe and Noelle Judd, worked on stamping and bar-coding all new materials purchased and kept our shelves organized. Noelle was particularly helpful in beginning the inventory process which will be needed for the Accreditation Report.

Mrs. Field attended a two-day regional training seminar conducted by the Follett Software Company to introduce new updates to the library's automation system that effect circulation, cataloging, and MARC records. She brought back ideas on system setup changes which have provided a more efficient way of handling student data entry, overdue notices, circulation and inventory reports.

Mrs. Rielly worked with the technology staff to facilitate and support the use of password protected student accounts residing on the district server.

Ms. Kelly DiSanto organized and led a faculty book discussion, with the focus on India. Historical fiction was read along with books that related the young adult Indian American experience.

The library participated in the school wide celebration of Nobel Prize winner Roderick MacKinnon by creating a window display showcasing previous winners and quotations from Alfred Nobel.

The second annual Open House was held in December to showcase all new acquisitions for staff and administrators. This year, in an effort to promote literacy and leadership, the Assistant Superintendent provided a selection of books for the faculty. After reading their selection, they were encouraged to give the book to a colleague or donate it to the BHS library. The surprise of being able to choose a book added a special touch to the festivities, which the faculty appreciated. Teachers brought their lunch to the library, drank hot cider and spontaneously began to talk books. This activity also served as a "kick off" for an ongoing display of "Best Picks from Your Faculty" and many teachers made book recommendations.

The library media center continues to be busy with both students and classes, and we look forward to another year of providing quality services to support and promote information literacy.

Respectfully submitted,

Susan Kelley DiSanto
Library Media Specialist

MARSHALL SIMONDS MIDDLE SCHOOL

Marshall Simonds Middle School emphasized four areas for emphasis in 2003.

- Technology
- Standards-based Curricula
- School Safety
- Enhancement of School Environment Characterized by Tolerance and Respect for All Groups

Teachers at the middle school supported the integration of technology into all middle school curricula. During the past year the middle school faculty used technology as a resource in teaching Shakespeare, to create algebra assessments, to supplement science units on mass and volume, and to trace the events leading to the Revolutionary War. The use of technology has also supported poetry projects, note taking, science reports and geography lessons. Teachers in the areas of special education, art, music, world language, physical education, family and consumer science and reading also developed units

that utilized technology as an important educational resource.

Since the initial MCAS testing, Marshall Simonds has promoted continued improvements in student performance. Teachers are attentive to the standards that are highlighted in the state curriculum frameworks for all middle school subjects. Semester assessments were used to prepare students for questions that are open-ended and cover large amounts of subject matter. Teachers meet weekly in curriculum groups to align middle school curricula with the state frameworks. Marshall Simonds was pleased to be recognized by the Massachusetts Department of Education in 2003 because the most recent MCAS scores indicated substantial improvements in mathematics and language arts.

A building level "Crisis Response Team" meets periodically throughout the year to evaluate safety issues and to recommend additional security measures. The "Team" developed CODE RED and CODE BLUE procedures to direct lock down and evacuation drills. Students and staff received orientations to the emergency procedures. Portable radios and megaphones were purchased by the Parent Teachers Organizations to facilitate communications inside and outside of the middle school. The collaborative efforts of the Police Department, Fire Department and School Department were instrumental in maintaining a safe school environment for students and staff at Marshall Simonds.

Throughout 2003 the middle school community attempted to address issues related to diversity and respect for all groups. School assemblies, concerts, field trips, and team and departmental activities provided teachers and students with opportunities to celebrate the many different nationalities, races, and religions and ethnic groups that attend Marshall Simonds. It was gratifying to observe the choice of novels, programs for concerts, art displays, oral reports, debates and role playing experiences that heightened students sensitivity to the contributions of all cultures.

Four middle school faculty members retired in 2003. They included John Martinoli, a grade six math teacher after a career of 31 years, Peter Breton who taught social studies for 33 years, Louis Intoppa, a middle school team leader and teacher for 34 years and Rosemary Callahan, a guidance counselor in Burlington for 39 years. The many personal and professional contributions of these dedicated educators are noteworthy and deserving of high commendation.

Marshall Simonds Middle School will continue to address the academic and developmental needs of middle school students in 2004.

Respectively submitted,

Richard J. Connors
Principal

FOX HILL SCHOOL

Fox Hill School welcomed the following new staff members in 2003: Tania Conlon, second grade teacher; Jamie Jaffe, fifth grade teacher; Brian Middleton-Cox, fourth grade teacher; Adrienne Levesque, kindergarten teacher; Robyn Miliano, permanent substitute; Caryn Haskins, speech and language assistant; Jennifer Agati, music teacher; and Sharon Lundin, inclusion tutor.

June 2003 marked the retirement of Mary Burchill, Georgianna Lawson, and Carol Minteer, three dedicated and talented educators who served the Burlington Public Schools for a combined total of almost 100 years.

The Fox Hill School Council, comprised of teachers, parents, and community members met monthly in 2003 to identify needs and establish school goals, review the school budget, and create actions plans for school improvement. The 2003 Fox Hill School Improvement Plan focused on: increased tutorial services, after school academic clinics, and writing programs; the procurement of a new, permanent *Fox Hill School Sign*, at the entrance to the school, at the corner of Fox Hill Road and Westwood Street; support for the *Fifth Grade Tutoring Team*, which provides tutoring assistance to Fox Hill School children and staff based on need and areas of expertise; completion of maintenance projects; continuation of the artist-in-residence project, which will result in a beautiful mural painted by children and the artist, in each of the school's four pods, and the support of technology initiatives and the Fox Hill School Website www.Burlington.mec.edu/FH .

Educational priorities for 2003 included: implementation and analysis of new math programs at all grade levels, creative scheduling and cross curriculum instruction to emphasize increased time on task ratios and standards based instruction, and promotion of a smooth transition of new staff by administrative support and thorough implementation of mentoring programs.

Parents and children in the Fox Hill School Community are to be commended for their efforts in contributing to many worthwhile charitable organizations in 2003. Their generosity was responsible for significant contributions to People Helping People, Boston Community Schools, Coats For Kids, Project Bread, and Italian Earthquake Relief Project.

The Fox Hill School Parent Teacher Organization deserves special recognition for the time, energy, caring and support they have devoted to Fox Hill School. The outstanding cultural and educational enrichment programs they sponsor, the generous gifts they donate, and the successful family activities they organize are most significant and valuable assets to our school.

Fox Hill School continues to make a strong commitment to the thorough implementation of the Burlington Public Schools Mission Statement and the Fox Hill School Code, in an atmosphere of encouragement and respect.

Respectfully submitted,

Richard J. Benowitz
Principal

FRANCIS WYMAN SCHOOL

This has been an exciting year at the Francis Wyman School with many activities, developments, and changes on many levels. Our educational priorities began with Wyman hosting the system wide mathematics curricula night in October. This provided parents with information on the newly adopted math programs: *Bridges* for Kindergarten through Grade 2 and *Everyday Math* for Grades 3-5. Our first "Math Night for Parents" of second graders throughout the town took place in January and was well attended by curious parents working on math problems with their proud second graders. Our annual Grade 5 "Mathathon" for St. Jude Children's Research Hospital brought us another plaque to grace our walls for the dollars raised by our fifth graders. Francis Wyman hosted another system wide educational event with our Physical Education teacher, Mr. Joe LeVasseur, who presented an informational evening for parents on "Growing Healthy Children." Our Burlington Police DARE officer, Steve Cross, was a panel member and explained the DARE Program as it is related to the night's topic. Other panel members were the Francis Wyman Guidance Counselors, Joanne Burrows and Tristan Yovino. Maria DiLiegro of Narconon offered her expertise as well.

Redistricting students to the Pine Glen School took place and meetings between schools were held to ensure a smooth transition for the students involved. Technologically, our website continues to be redefined and improved. A Principal's E-mail List was implemented for those parents who wanted to enroll. Finally, our annual Spring and Winter Concerts from our music teachers, Kerry Gendron and John Butler, were wonderful events well attended by the parents, students, and faculty.

Our staff underwent a few changes. Our wonderful Mrs. Leslie Turner retired after 36 years of teaching. Her assistant, Elaine Babjatis, is now a full time kindergarten teacher at Pine Glen as well as Doreen Began who transferred to Pine Glen as a Kindergarten teacher. Her assistant at Pine Glen, Erin O'Rourke, did her student teaching here at Francis Wyman. We welcomed our new K-3 guidance counselor, Tristan Yovino. Teachers (and sisters) Carrie Fortunato and Christine Sheppard both added a new son to their respective families. This year also brought to us three new permanent substitute teachers: Karen McIntyre, Brianne Sheehan, and Stacie Sullivan.

Activities abounded this year. The annual DARE graduation took place in late March. We had our very first and highly successful *Lip Sync Show* which promises to be an annual event with students, faculty, and parents participating and performing. Lesley Evans was our Artist in Residence this year and each grade created a block print piece of work that is hanging by our auditorium for all to admire. Our annual Science Fair brought about excellent and creative projects from our fifth graders. In March, we celebrated Dr. Seuss' birthday with a celebration attended by Dr. Picone, Ms. Katie Spinos, and several former BHS students. Our first "Kindness Tree" was put in our lobby with each yellow ribbon on it representing a random act of kindness by faculty, students, or staff. In February, a lockdown drill was performed to ensure the continued safety and security of all at Francis Wyman. Our Reading Specialist, Donna Murphy, implemented a "Book Swap" where students can bring a book and swap it for another or purchase a used book for 25 cents. Before Thanksgiving, our Kindergartens had a Thanksgiving Feast that they helped to prepare. In December, these wonderful kindergartners did an amazing performance of scenes from the *Nutcracker* which was enjoyed by the parents, grandparents, faculty, students as well as guests Dr. Picone, Dr. Estep, and Ms. Spinos. Grade 1 had their annual reading of the *Polar Express* and enjoyed hot cocoa and cookies. In November, a new

Student Council was elected, and the Induction Ceremony was attended by friends and family with guest speakers Superintendent Jim Picone and School Committee Chairman Tom Murphy.

Our School Council was productive as always. The focus of their efforts was community partnerships, technology/communication, academics/education, and school security/safety. As a result, community outreach projects kept us busy. The Intergenerational Book Club hosted a luncheon in our library. Librarian Steve Levin, his assistant Rose Magliozi, and Pine Glen's Martha Ogren brought Burlington Senior citizens and our students together for lunch and a book discussion in April. It was repeated in December with another wonderful novel, *War with Grandpa*, and was exceptionally well attended by over 100 Seniors and students. Maurice Neglavi of the Bedford St. Mobil station formed a partnership with the Burlington Public Schools. Every gallon of gasoline sold by Mobil on the weekends (for a certain period of time) would earn the schools a penny for a total of \$250 for the Wyman thus far. Each school will be the recipient of these on a monthly rotation basis. A Disney partnership was formed with the Disney Store in Burlington. The employees volunteered to come on weekends to do voluntary groundskeeping for the Francis Wyman School. This year Francis Wyman formed its first Student Council as its community outreach group. They had a food drive and donated over 2000 canned/food items to the Burlington Food Pantry. They performed Holiday Presentations at the Council on Aging and at Longmeadow Place. They had a "Loose Change" week to collect money to donate to the Red Cross Disaster Relief Fund for the fires in California. A "Gift of Love" basket was a fundraiser whereby each student council representative donated an item a child would like to receive and created a huge basket which was raffled off. The proceeds went to a family in Burlington whose home was destroyed by fire, and an Alabama School whose elementary and middle school were destroyed by fire and tornadoes. The Grade 3 team held a "Bake Sale" and donated the proceeds to People Helping People. The Grade 4 team created a "Hat and Mitten" tree and all items went to the needy people of Burlington. Our annual Halloween Parade was enjoyed by everyone, especially the Seniors from Longmeadow Place who applauded the various students' costumes. But by far, our most enjoyable ongoing project is Mrs. DeAngelis' 4th grade art class, who are joined with six to eight Seniors from Longmeadow Place, who work together to create an art project monthly.

Finally, the Francis Wyman PTO continues to be an outstanding active and supportive group to our school. Their annual gift wrap sale is a fundraiser that provides funds for many other events they sponsor through the school year. Whether it is the Authorfest or Grade 5 T-shirts or the DARE Graduation or the Storyteller or their hospitality committee, they are always there to do the best for our students and faculty. Their Spring Carnival was a great success and will now be an annual event for our families at the Francis Wyman School.

It has been said that "*It takes a village to raise a child*," and we are, by all accounts, a very happy village!

Respectfully submitted,

Kathleen A. Burns, Principal

MEMORIAL SCHOOL

The year 2003 was both a positive and an emotional year for Memorial School. Our students did very well on the 2003 MCAS tests exceeding our Annual Yearly Progress targets as set forth by the accountability requirements of the federal *No Child Left Behind Act*. We maintained effective teacher - student ratios in our classrooms, sustained an excellent student attendance rate, and regained our music room. Many people were disappointed, however, as Memorial lost its bid to undergo a modernization and expansion of the physical plant. Our school is a safe and happy place where students and staff are challenged everyday to do their very best. They deserve tremendous credit for their achievements. As principal, I look forward to the day when they will have the advantages a revitalized school brings to the educational process.

During our September Annual Meeting, I outlined to parents and guardians Memorial's three major goals for the year:

1. Implement a new K – 5 Mathematics Program.
2. Increase Parent and Community Involvement.
3. Support the Memorial Revitalization and Expansion Project.

We are making excellent progress introducing the new mathematics curriculum. *Bridges* (grades K and 1) and *Investigations* (grades 2 – 5) are hands-on, problem solving programs that bring meaning and relevance to mathematics. As of today, I am happy to report that both programs are well on their way to taking a firm hold in our school

mainly due to our classroom teachers' determination and hard work.

Parent participation and community involvement keep growing at Memorial School. PTO membership is up, volunteerism is at a high, and students continue to play an active, supportive role as contributors to their community. In addition to helping the less fortunate, i.e. Toy for Tots, Coats for Kids, Baby John Fund, etc., our intergenerational program with Longmeadow Place gives students an opportunity to share quality time with some of our senior citizens.

Although the November 22nd vote to revitalize and expand Memorial School failed, the parents, staff, and friends of Memorial will continue to support the modernization and expansion of our school. This goal specifically addresses our vision of an environment that successfully integrates the essential components of a quality educational experience. A safe, pleasant, state-of-the-art school is one of the necessities to achieving excellence in education.

I would like to thank the Memorial School faculty and staff; our parents/guardians and friends, especially the School Committee, our PTO and School Council; the Superintendent and his administration and staff; and, most important, the girls and boys of Memorial School. These people continue to work very hard making sure our school is as good as it can be. I am very grateful to them.

Respectfully submitted,

Robert Teel, Principal

PINE GLEN SCHOOL

A variety of transitions have taken place at the Pine Glen School this year. Mr. Preston retired in the spring, ending a long career that had a positive impact in the Town of Burlington, our children, and families. Jane Dwyer was hired as the new Principal. Through retirement and changes in assignment, we lost several fine teachers. Kathy Hughes and Ann Lloyd, two excellent teachers who have served the district and enhanced the learning of so many children, retired last spring. At the very end of this calendar year, we lost another wonderful teacher when Eleanor Devaney retired. Also, Kathy Lawless is currently providing her expertise to the district in a new capacity, as a Math Coordinator. Teachers that were hired for this school year include Sarah Hayes, Doreen Began, Karen Potts, Carla

Beaulieu, and Elaine Babajtis.

Through redistricting, the Pine Glen School has added about ninety new students and their families to our learning community. In the spring, we held several events and meetings to support this transition. From the first day of school, all of our students and their families have assimilated, working together for the continued benefit of our learning community.

The elevator construction project has continued to go through its ups and downs. Due to delays over the summer, construction has been ongoing during the school year. The staff, children, and parents have been very patient and supportive, as we look forward to completion of the project. Next year this report will include information about our first rides, hopefully in late January. The Pine Glen community is grateful to the town of Burlington and the Town Meeting members who supported our school by funding this important project.

The Pine Glen School continues its tradition of excellence in instruction. While maintaining the quality literacy initiatives that have been established over the years, we have focused our energy on implementing the new math curriculum. Our staff is excited about the many ways that children are exploring numbers and deepening their understanding of math. Our School Council, PTO, and parents worked diligently to support our school. Some of the enrichment activities and programs that were provided included our newly completed Scholars' Garden, Field Day, the Halloween Dance, celebration of Read Across America, our Artists in Residence Program, Preschool Read Aloud, and Kindergarten Orientation. Chorus performances, instrumental music lessons, Italian, art shows, and technology rounded out the quality learning experiences that were provided to our children.

Parents, teachers, children, and the Burlington community have continued to work together to enhance learning and support the Pine Glen School. By holding on to valued traditions, while discovering new ways to learn, we look forward to another year of sharing and working together.

Respectfully submitted,

T. Jane Graham-Dwyer
Pine Glen School, Principal

THE BURLINGTON SCIENCE CENTER

The Science Center continues its efforts in supporting Science in all Burlington Schools. Some of the exciting methods used to create an exciting Science Program this year were:

- The Science of Sneakers exhibit featured the technology and history of athletic footwear. Local sneaker giants, Reebok, Keds and New Balance all contributed the newest high-tech sneakers for this exciting exhibit. Two pairs of original Keds sneakers from 1921 were highlighted. Students had the opportunity to view the exhibit for a two-week period in each elementary school.
- Each fifth grade student was provided with a Science Center fabricated study guide for Science MCAS preparation. This, combined with hands-on exciting science education, paid off with the grade 5 students scoring extremely high on the Massachusetts MCAS test administered in May, 2003.
- The Science Center continued many of its year to year Science Specials such as: Chick Hatching, Reservoir Habitat Trips, Tide-pool Trips, Maple Sugaring, Solar Programs, Tadpole Raising, Static and Current Electricity Programs and a variety of exciting physical, earth and natural science classroom lessons.
- Live animal programs once again sparked the curiosity of students. Featured animals included: snakes, turtles/tortoise, owl, hawk, African gray parrot, hedgehog, doves, frogs/toads, ferret, chinchillas and a host of insects/spiders just to name a few.
- Donations: The Science Center received several fascinating animal donations including a Sugar Glider, Opossum and Alligator. All of these animals were utilized in our popular live animal programs.
- The Beaver lodge in the Burlington High School wetland area continued to be a Science Center teaching project. All grade 4 students had the opportunity to visit the habitat and learn about the natural history of the Beaver and the wetland area.



Respectfully submitted,

John Papadonis, Wendy Pavlicek
and Mary Lou McQuinn

COMPUTER/MEDIA SERVICES DEPARTMENT

The high school started the new school year with two new computer labs for computer and math instruction. The English department also received a major upgrade of equipment to improve student access for writing and journalism. These improvements, coupled with new software and printers, provide students at Burlington High School with the proper tools to use technology to improve and enhance learning. The acquisition of a multimedia video projector for each department at the high school has increased the ability for teaching staff to access and use technology to introduce learning and provide information for entire classrooms at a time. This is part of a multi-year program to provide additional multimedia tools, including large screen monitors, new overhead projectors, DVD/Video combination playback units for teachers to use to deliver content and support materials to students at Burlington High School.

The middle school has increased the use of Portable Computer Handheld equipment as well as DANAs, a multimedia word processor Palm Pilot device to support extended problem solving in all grade levels. The technology teachers at the middle school have worked to assist teachers to use technology in their everyday lessons. The middle

school also received additional media equipment and printers to support the demand for more multimedia equipment in the classrooms. Key ongoing projects, including the use of technology in Physical Education to monitor and evaluate individual fitness programs for students, use of scientific probes for experiments in science, and the use of technology to support internet learning, continue to expand within the entire curricula of the middle school.

The elementary computer staff have been working on providing all grade levels K-5 with integrated technology learning based on teacher units and lessons. The staff and teachers are working on special projects which bring technology to the classrooms and support student use of computers in all subject areas. Pilot projects for a new technology tool called E-instruction provide students and staff the opportunity to use electronic learning devices to take tests and respond to lessons with their opinions and answers. Additional multimedia equipment has allowed each teacher to have an overhead projector in every classroom and additional large screen monitors provide teachers the technology for demonstration lessons in their classrooms.

The media centers of the district have been hubs for research, media literacy and expansion of learning in many subject areas. The district has provided funds to increase our book collections, improve our library video and DVD resources, and to expand the use of technology for research within each media center. Each school has provided special programs to students and community members to provide students and parents resources to expand reading literacy during the school year and during the summer reading program. Special summer camp experiences housed at several schools provided students who attended the programs wonderful reading and writing experiences.

The media and computer department staff extends 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 2003 saw some changes in the music program but many things have continued to stay the same. Some staffing changes occurred. Marshall Simonds Middle School saw the hire of Mr. Jeffrey Bolduc. Mrs. Jennifer Agati was hired and works in three schools. The positions were reshaped to better fit the changing program and the strengths of the staff. Mr. Bolduc is the new director of the Symphonic Band and Jazz Band while teaching instrumental lessons. He is also teaching four blocks of General Music. In addition, he comes to the high school three afternoons a week and teaches sectional rehearsal for Mr. Lovell and the High School Concert Band. Mrs. Agati is the director of the MSMS Concert Band, teaches lessons and four General Music blocks. In the Fox Hill School, she teaches first grade General Music. At Francis Wyman she directs the Fifth Grade Band and teaches instrumental lessons. In addition, she was also named the Color Guard Advisor for the High School. Both she and Jeff's positions are full time.

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. 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. Two small practice spaces were added to the stage area helping with the difficult limitations in space. Donna O'Neill started a new boys singing group that is sparking interest. She is also starting to teach sectional rehearsals for the chorus. She continues to direct the Chorus, A Cappella, Select Chorus as well as teaching 15 General Music Blocks.

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 Veteran's 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 software. The Music Theory classes produced their seventh 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, 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 GUYS & DOLLS 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 \$3000 in ads from the community. The Music Boosters organization with parent volunteers helped build the sets and costumes. The technology classes also helped. 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
Music Coordinator

SUPERVISOR OF ATTENDANCE

The primary focus of the Supervisor of Attendance 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 Supervisor of Attendance 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 employment. Copies of these booklets are available to students in the Office of Pupil Services.

The Burlington School System participates in the National School Lunch Program. Eligibility for the program is determined by income guidelines published by the Federal Government. Any student attending grades K-12 may make application for free or reduced priced meals. These applications are available at the schools. Applications are accepted and processed at anytime during the school year.

The Department of Education requests that Spring and Fall Statistical Reports be filed each year. It is the responsibility of the Supervisor of Attendance to coordinate the filing of these reports which incorporate data relative to student enrollment. It is further the responsibility of the Supervisor of Attendance to perform other such duties related to school age children that may be requested by the school administration

Respectfully submitted,

Monica J. Curtin
Supervisor of Attendance

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 20 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 20 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 plants at the Pine Glen School and Burlington High School. The work involved the installation of a new boiler at the Pine Glen School and re-tubing and burner replacement at Burlington High School.

The installation of an elevator at the Pine Glen School was funded at the May 2003 Town Meeting and construction began in the summer of 2003. The scheduled completion date for this project is January of 2004. This will make the Pine Glen School fully accessible at all levels for persons with disabilities.

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 2003 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 34th 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, Vice Chairman, and Bernard F. Hoar, Treasurer, from Billerica; Paul V. Gedick and Alfred Verrier from Burlington; J. Peter Downing and Patricia W. Meuse from Tewksbury; and James M. Gillis, Secretary, and Robert G. Peterson, Chairman, from Wilmington. Charles Lyons has been Superintendent/Director of the District since 1987.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand two hundred and ten high school students were enrolled in SVTHS's day school programs in October of 2003, and more than 600 adults participated in the school's various adult and continuing education courses.

The high school graduating class of 2003 numbered 241 seniors. By September of 2003, 38 percent of Shawsheen Tech graduates were employed in their area of expertise; 54 percent of the graduates were pursuing higher education; one percent entered the military forces; and seven percent were employed in other trade areas.

Shawsheen Valley Technical High School continues to benefit from a growing appreciation within the School District for the comprehensive secondary-level experience offered at the school. In its instructional approach, vocational education provides an immediate and realistic context for students, many of whom prefer and flourish in this type of hands-on, intuitive experience. The activities that comprise the state-of-the-art vocational curriculum not only result in unique educational achievement not realized in the traditional academic experience but also support a

communication between the teacher and student whose historic origins lay in the relationship between the apprentice and the master crafter.

Academic Programs

The core of the Shawsheen educational experience also consists of a strong academic component, pre-eminent among the state's vocational schools in many standardized measures of knowledge and ability.

MCAS Performance: In the spring of 2003, Shawsheen's sophomores (members of the class of 2006) outperformed all other sophomores from all other Massachusetts vocational schools on measures of English Language Arts performance and on combined measures of English Language Arts and Mathematics performance. Within the regular-education population (students who are not identified as disabled and who are not receiving Special-Educational services), 94 percent of the tested students passed the MCAS test on their first attempt. Within the Special-Education population, 51 percent of Shawsheen disabled students passed the test on their first attempt. Both the regular and Special-Education scores significantly exceeded statewide averages. Shawsheen has also had noteworthy success in attaining the MCAS standard through the performance-appeal and alternate-assessment options.

The performance of these students in the spring of 2003 — along with the improvement observed between that year and the preceding test years — strongly suggests the effectiveness of the English Language Arts, Mathematics, and Support Services programs and can be linked to:

- Extensive curriculum development and rigorous classroom instruction focused on outcomes aligned with Department of Education Curriculum Frameworks in all core courses.
- Application of computer assisted instruction to support and enhance attainment of essential skills.
- One-on-one tutoring involving prescriptive teaching strategies, level-appropriate instructional materials, and individual instruction utilizing MCAS test item analysis.
- Saturday MCAS-preparation sessions.
- Summer MCAS-preparation sessions including mathematics and writing clinics.

Athletics

For the third time in seven 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 360 students participated in interscholastic athletics, capturing Commonwealth Athletic Conference championships in football, cheerleading, girls' basketball, basketball cheerleading, baseball, and softball. 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 girls' 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 second consecutive year. Ashley Morgado of Wilmington became the highest basketball scorer in the school's history.

Building and Grounds

During the Summer of 2003, the Health and Fitness Center was completed. In addition, the first floor of the field house was completed. The parking lot was resurfaced and new curbing, where necessary, was installed. All sidewalks were crack-sealed and seal coated. Approximately 3,000 square feet of new flooring was installed to the corridors, and a new coat of paint was added. Five hundred student lockers were painted. Business Tech was rebuilt and new carpet was installed in that area. Floor improvements extended to the Internet Technology area, where new floor tiles were installed.

The safety committee made various improvements including new signage and the installation of safety air guns and additional fire extinguishers.

The ansull fire suppressant system in the culinary arts department and bakery shop was replaced with a new fire-code approved system.

Adult Evening School: The Adult Evening School continues to offer a wide variety of opportunities to adults interested in expanding their knowledge and skills. More than

thirty courses are offered during both the fall and spring semester. 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) 667-2111 for information and/or a brochure.

School of Practical Nursing: During June commencement exercises, the School of Practical Nursing graduated its eighth class, comprising 31 Licensed Practical Nurses. Since its inception in September of 1994, a total of 288 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 licensed practical nurse 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 Assistant Director Patricia Noonan at (978) 671-3646.

Middle School Career Awareness: Over 350 middle school students from the sixth, seventh, and eighth grades of the five district towns participated in career awareness activities at SVTHS after school during the winter of 2003. Each student was provided with the opportunity to spend a total of five hours exploring each of eleven different career path options encompassing the manufacturing, transportation, services, information technology and construction industries. Mr. Mark Small administers this program. He can be reached at (978) 671-3615 for registration information. The program is free of charge and is available for 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 with 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 these 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.

Summer School: SVTHS offered twenty courses to one hundred and forty-five students from surrounding towns and school systems during the summer of 2003. 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 are 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 is 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.

Computer Services

Student Information System: The Computer Services staff completed the 2003 Academic School Year using the new "iPASS" student information system. For the first time at Shawsheen, the system provided transcript information for the additional credits given for Health & Safety as well as Career Awareness from the freshman exploratory program for the ninth grade class. During the summer, all academic student scheduling as well as ninth grade exploratory scheduling was completed for one of the highest student enrollments in recent years. In addition, for the first time this past fall, freshman students received shop exploratory report cards at the same time as their first academic report card rather than later in the year. For the second quarter Mid-Term Progress reports, teachers used "iPASS" for the first time to enter grades for a new Mid-Term Progress report rather than doing the reports manually. At the end of the year, the computer staff started work on a Certificate of Occupational Proficiency report that will allow vocational teachers to provide each student with a detailed report of the student's competencies in his or her shop area.

Computer Network: In February, a new wireless computer lab was installed in the Automotive related lab. During the summer, the network staff redesigned the TCP/IP network and VLAN's to improve performance and manageability of the school network. The staff also converted the school's Windows NT 4.0 servers to Windows 2003 servers and Active Directory. In addition, a new Windows 2003 server was installed to support the increased requirements of the Special Needs department. The network staff also upgraded one of the academic computer labs with new Dell PC's during the summer and reconfigured the three Business Technology labs along with two reading labs. In the fall, the staff set up a new Cyber Imaging computer product, which allowed the Cosmetology department to increase their use of technology for the students. The staff also installed a new virus protection system on all desktop computers in the building.

Staff: Scott Ouellette was hired as a computer network technician in the Computer Services Department. Scott was the top graduate from the Internet Technology shop at Shawsheen Tech for the class of 2002. He is also working towards his Bachelor's degree at UMASS-Lowell.

Dean of Students

Project 540 Degrees, a nationwide initiative involving 250 high schools designed to encourage and engage young people in active citizenship, is continuing at Shawsheen Tech. Students involved in this exciting program have implemented a plan for creating awareness of Shawsheen's extra curricular activities through a bulletin board purchased with grant funds from the Pew Charitable Trusts. The students involved in the project facilitate dialogues in classrooms then create proposals for school and community change.

The Dean's Office Team *Dating Violence Awareness Group* plans to continue raising funds for a local shelter, to whom the group has donated \$319 towards the purchase of a new swing set.

Guidance

Admissions: Applications for the freshmen class for fall 2003 eclipsed five hundred. Three hundred twenty-five students were enrolled. These statistics reflect a continuing trend of increased interest in the technical education offerings of Shawsheen Valley Technical High School as well as a modest increase in the number of eighth-grade students in the district.

College and Career Planning Night: The annual college and career-planning night held in early November attracted over 400 people. In addition to Shawsheen Tech seniors and their parents, invitations were extended to eleventh and twelfth grade students residing in the five district towns.

This comprehensive endeavor included representation from 29 local colleges and career schools, five branches of the armed forces, and various local employers. In addition, financial aid strategies and resources along with a detailed presentation on the process associated with financial aid assistance were presented by a representative from the Massachusetts Education Financing Authority (MEFA).

Cooperative Education Program: The cooperative education program, which represents a partnership between Shawsheen Valley Technical High School and local industry, affords eligible students the opportunity to gain meaningful work experience in their field of study. In December 2003, over 70 seniors were in the cooperative education experience. Over 250 area businesspersons serve on Shawsheen Tech's Craft Advisory Committee — monitoring and ensuring up-to-date curriculum, equipment, content and technology. Among the first to hire graduates from school programs for which they actively serve as consultants, members of this comprehensive committee meet twice each year with Shawsheen Valley Technical High School administration and faculty.

School Council

During the 2002-2003 school year, the School Council, co-chaired by Assistant Superintendent-Director/Principal Robert Cunningham and parent Nancy Higgins, reviewed and recommended the initial school budget prior to submission to the School Committee and endorsed a new School Improvement Plan that enhanced curriculum standards, students' attitude for success, guidance services, communication, parent involvement, computer applications, professional development, and building needs.

Technical Programs

Automotive: The Automotive program successfully completed its three-year National Automotive Technician Education Foundation (NATEF) review, meeting all required standards with regard to 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 the faculty's ongoing, professional commitment, students are prepared to meet the standards of a constantly changing industry.

September marked the opening of Automotive program's renovated and upgraded related theory classroom. Completion of this project has made possible student access to a program called Automotive Information System using one of 20 on-line computers at each student 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 related classroom uses many engine mock-ups, parts displays, posters and even a full-size break-away car as instructional resources in formal instruction. The teacher's ability to visually and kinesthetically connect instruction to these resources conspicuously and measurably enhances the students' understanding of automotive theory.

Through capital funding, a new state-of-the-art alignment rack and lift have been purchased and installed in the shop. This purchase will allow the students the opportunity to develop competencies that will make them more marketable upon graduation. In addition, it meets the highest safety standards available in lift equipment today.

The automotive program continues to meet vehicle repair requests from our sending towns. The recent repair and painting of the town of Burlington's DARE vehicle is a good example of a project that helped the town and provided the students with a valuable learning experience.

Auto Body: The Auto Body program is a National Automotive Technical Education Foundation (NATEF) certified program, having met all the required standards for equipment, curriculum and teacher's certifications. Satisfying the rigorous standards of the National Automotive Technician Education Foundation (NATEF) requires instructor diligence and commitment to students. The single mission of the NATEF is to improve the quality of automotive service and repair.

Since the completion of the new automotive computer lab, Auto Body students are able to access the on-line NATEF curriculum, which allows them access to up-to-date automotive technology. The Auto Body program also added

an online safety program to its curriculum this year. At the completion of this program, students receive a safety certificate that is recognized throughout the industry.

Air Conditioning & Refrigeration (ACR): ACR is a constantly changing industry. To meet the educational challenges of these changes, the ACR program has purchased and received donations of new air conditioning and heating technology equipment. Training students on the latest equipment is a critical requisite for meeting the expectations of future employers. Many of these donations were obtained from local businesses and advisory members who have supported the program for years.

The ACR program trains its students on real, live work through community work requests and major school projects. The students are presently installing a heating system at the Howe Museum for the town of Billerica. Two other important educational projects that ACR students have recently completed on Shawsheen Tech's grounds are the field-house heating and cooling systems and a cooling system for the science labs. ACR's curriculum includes a maintenance and trouble-shooting component that not only provides necessary training to the students but also provides a valuable service to the SVTHS Maintenance department. This service is also cost-effective to the district.

New disconnect switches have been installed in all the student workstations, and a lock-out-tag-out system has been purchased to enhance the shop's safety environment. The curriculum has been updated to include training in the system as well as many other new safety procedures for the program.

Business Information Services: The supervised externship program will be implemented during the third term this year. Students gain important office skills through this program and will be able to provide needed support and help to area town facilities during a continued time of fiscal restraint. Many of last year's seniors have continued in their positions as full-time employees at the various local businesses and town facilities.

The three business labs have been renovated to meet the technology standards of the industry. Changes have not been limited to the building itself, but equipment has been purchased as well, which will improve the efficiency of all the computer equipment in the labs. The completion of the project has resulted in a safer and improved environment for learning.

By completing Business Information Services' new Microsoft Training Program, many students have received a Microsoft Certification.

The marketing curriculum has been expanded this year to increase students' opportunities upon graduation. Competencies are developed through the operation of the school store and through 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 completing a split-level house. The house will be turned over to the Billerica Housing Authority upon completion. The students developed skills in framing, exterior finishing, roofing and interior or finishing through the construction of this home. This outside project not only provides students with valuable live work in which to develop competencies but also instills community responsibility in the students. The following are other community and school projects in which the department is involved:

- Shawsheen Tech field house.
- Shawsheen Tech baseball dugout renovation.
- Billerica Vining School sign.
- Billerica Elks gazebo re-roof.
- Billerica Howe Museum renovation.
- Burlington Police Station project.
- Tewksbury Elks picnic tables.

These projects provide a tremendous savings to the school-district towns and community organizations as well as work experiences for the students.

Cosmetology: The Cosmetology program has expanded its community service program in which teachers are accompanying 10th and 12th grade students to sending communities' nursing homes, senior centers and assisted living facilities. This year, the program was expanded to include a new elderly event, which was dubbed Elderly Citizens Day. On this day, elderly citizens are invited to the school for beauty makeovers and a lunch in the dining room. These types of programs provide students with real, live work and at the same time instills compassion for our elderly population. In addition, many of our local citizens take advantage of cosmetology's services at the school on a regular basis.

The Cosmetology program has recently purchased cyber-imaging software and an equipment program, which were recommended by the Craft Advisory Committee. As a result of this curriculum update, students will have the skill and knowledge to obtain employment in salons with the latest technology in hair design.

The Cosmetology instructors recently and proudly announced that all of the preceding year's Cosmetology graduates — seventeen students in all — have received their state cosmetology licenses. The breadth of this accomplishment strongly suggests the instructors ongoing commitment to instructional excellence.

Culinary Arts: The Culinary Arts department is in the process of updating curriculum and equipment to meet the standards of the American Culinary Federation (ACF). Completion of the necessary documentation and an evaluation of the program by the American Culinary Federation (ACF) are being planned for this year. Once the program receives this certification, the students will have the opportunity to take the American Culinary Federation (AFC) exam and receive their American Culinary Federation (ACF) credentials. In addition, this year's culinary students will gain knowledge and skills that will prepare them to take the Serve-Safe certification exam. Many food establishments require this credential as a condition of employment today.

Overseeing the operation of the Ram's Head Dining Room continues to be a valuable aspect 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. Two noteworthy events for which the culinary department prepared meals during the current year included:

- The annual Craft Advisory Committee dinner for which they planned, prepared and served 250 Advisory Committee members, and
- Four citizenship awards banquets in which students were honored for high character.

Another key aspect of the Culinary program is the bakery, a program in which students learn to create breads and pastry and to operate a retail bakery, open to the public four (4) days a week. The bakery also supplies many items to the culinary program for the students' break service.

Diesel: The Diesel program has replaced their corrosive alkaline-based hot cleaning tank with a new environmentally friendly aqueous spray tank. This purchase has provided for a safer method of working with chemicals and produces no hazardous waste materials. Owing to the generosity of a local company, students are being trained on the operation of a donated automotive machine lathe, allowing them to develop competencies in boring, planning, and counter boring engines and cylinder heads. A Volvo Penta Marine diesel was also donated to the program recently for the purpose of training and testing students. The program continues to update its Mitchell on-Demand DVD system with the annual purchase of new software.

The Diesel program is National Automotive Technician Education Foundation (NATEF) certified, with the instructors meeting Automotive Service Excellence (ASE) certifications in all areas of instruction. Mr. Havens is also an evaluation team leader for the organization, which allows him to stay current with all regulation changes each year. In addition to National Automotive Technician Education Foundation (NATEF), the program maintains national certifications in Mechanical Repair Pollution Prevention and an online safety program called SP2.

Some of the work projects students have accomplished this year include the:

- Rebuilding of a Ford F-250 engine and transmission.
- Rebuilding a rear axle housing on a John Deere tractor.
- Reconditioning the fuel system, transmission, and brakes for a handicap van donated to Shawsheen Tech.

Drafting: The Drafting program is certified by the Drafting and Design Association — the first program in the Commonwealth of Massachusetts to receive this national certification. The association was so impressed with the quality of the application and knowledge of its instructors that they have asked Mr. Andy Botticelli, drafting instructor, to chair the curriculum committee for its organization and to provide support to other vocational schools in the Commonwealth. The 12th grade students will have the opportunity to obtain a certification from the Drafting and Design Association for the first time this year.

Some of the software programs on which drafting students are developing skills are: 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 completing community requests and school drawing needs. The following are a few examples of completed projects this year:

- Shawsheen Tech's master signage plan.
- Shawsheen Tech's parking lot design.
- Design and construction drawings for the Girl Scout's ecology sign.
- Machine Shop renovation design and construction drawings.
- Billerica Fire Department's school floor plan project.

The efforts of the Drafting instructors have resulted not only in the most technologically advanced drafting program in the state but also — and more importantly — in pre-eminent learning and employment opportunities for their students.

Electronics: Based on Craft Advisory Committee recommendations, the Electronics instructors spent much of the recent summer redesigning the shop layout. Workbenches, equipment, computer stations, storage cabinets, and electrical and computer cables were moved. Although none of the relocations were easy, the dedicated Electronics instructors completed the tasks themselves, creating a shop environment that is more efficient and conducive to learning.

Through capital budget funding, the program was able to purchase Lab-Volt and NIDA computer-based instructional equipment. In order to utilize this equipment to its fullest capacity, the staff members developed a new curriculum, which exposes the students to a much wider and more difficult range of projects. In addition, the curriculum was revised to include computer repair at the sophomore level.

In order to implement a rigorous curriculum reflecting technological changes, Mr. Richard Galante was added to the Electronics faculty. His extensive experience and knowledge of the electronics and computer industry has strengthened an already talented team of instructors.

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 of the

school's new field house and concession stand. Completing the Billerica Housing Authority house project provided the students with the necessary residential wiring experience needed this year. The students are developing skills in maintenance and trouble shooting with an on-going commitment by the department to support the maintenance staff with constant repair requests.

To accommodate the physical demands of a growing student population, the program has redesigned its shop space to include more workstations. Disconnect switches were recently installed in each student workstation, creating a much safer shop environment with the integration of a lock-out tag-out system. The Electronics faculty expresses its professional gratitude to two Advisory-Council members, the Interstate and Tocco Electrical Companies, for their donation of the equipment used to make this safe change possible.

Graphics: The Graphics department has kept pace with technology by purchasing new G5 computers and upgrading its operating system. Revisions were made in the curriculum to accommodate these purchases.

The students in the Graphics program develop valuable competencies by completing various printing projects for the school and district towns. The students also oversee the copying center where materials — such as student handouts, exams, and instructional worksheets — are duplicated for the administration and instructional staff.

Health: All Health seniors were placed at a medical facility or nursing home during the first week of school in the senior externship program allowing them to gain experience working under real conditions, which 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. This year's placement rate and externship program are good evidence that the program's curriculum is preparing students for today's job market.

CPR training will soon be added to the Medical and Nursing Assistant curriculum, and a one-year childcare theory course is being considered based on the Advisory Committee's recommendations and employer needs within the district.

The Licensed Practical Nursing (LPN) program currently has 36 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. The graduating class of last year had comprised 31 students, 29 of whom passed their state boards and received LPN certification.

Internet: The Internet program's two labs were completely renovated last summer necessitated by its expanded curriculum. Student workstations, which were designed to facilitate the computer-repair component of the curriculum, have allowed more open space within the shop. Telecommunication, electrical and computer-service wiring were relocated; walls were painted; and new flooring was installed. In addition, three new servers along with a new Internet wiring system were purchased and installed by the students, giving them a practical, hands-on experience.

Due to a change in the curriculum this year, grade-12 students have been learning the software and hardware components of A+ computer repair technology, which has resulted in 17 of 19 students receiving A+ certification in both areas. The remaining two students have passed the hardware portion.

Students in the Internet program are also exposed to the CISCO curriculum, which is based on the Certified Network Administrator Certification. Upon completion of this grade-12 curriculum, students will be prepared to take the certification exam. Other important additions to the curriculum include Microsoft applications and Unix and Java training.

The students have been involved in many community projects this year, which include:

- Fire Department Maps
- Billerica Plan
- Web Upgrades

At the recent joint conference of the Massachusetts Association of School Committees and the Massachusetts Association of Schools Superintendents at Worcester Centrum Center, nine Internet students put on a high technology demonstration, demonstrating their competency of Shawsheen's Internet students and, at the same time, the efficacy of the Internet curriculum.

Machine Technology: The Machine Technology program is a National Institute for Metalworking Skills (NIMS) certified program that has met all of the NIMS standards for curriculum, equipment and staff credentialing. Maintaining this certification is contingent upon students earning credentials. At least 25% of the students have to pass the Level-I exam and 50% need to pass the Level-II. exam. As a result of meeting these criteria, NIMS has extended the certification until January 1, 2005. Due to the quality of the Machine Technology program and the instructor qualifications, NIMS has recruited the instructors to become part of their evaluation team for other schools throughout the state. For the first time last June, graduates qualified to take the NIMS certification exam. All the graduates took the exam and received the desired credentials.

In order to keep its equipment up-to-date and safe for student use, the Machine Technology program has rebuilt two lathes each year, recently completing the process. The program's CNC software program, Master Cam, was updated to insure that students are learning on the version most commonly found in industry.

As a way of meeting many machine competencies, the students in the Machine Technology program have completed several projects to support other program needs throughout the school and community including:

- New door signs for all school doors
- Clock for Parent Council
- Golf Tournament gifts
- Tewksbury water treatment plant flange project

Masonry: The Masonry students have completed work on the field house and concession stand. This project has allowed the students to develop advance competencies not otherwise possible, which included the construction of quoin corners and brick projections around all windows and doors, along with the tiling of all shower stalls. To complete this project, the students laid over 20,000 bricks and 6,000 blocks, poured and finished 150 yards of concrete, and installed 300 square feet of tile. In September, the students started the challenging task of rebuilding the baseball dugouts. The students will be matching the architectural design of the field house using similar brick and quoin corners, and — in this painstaking process — their workmanship will rise to the level of any in the trade.

The Masonry instructors have updated the program curriculum to include marble and granite competencies. The change in the curriculum was based on employment opportunities in the area and Craft Advisory Committee's recommendations. As part of their curriculum requirement this year, the grade-12 students completed a 10-hour OSHA safety course, an experience that will provide them with more employment opportunities upon graduation.

Metal Fabrication: The Metal Fabrication program has again made upgrades to its equipment and curriculum this year. Funds acquired through a Perkins Grant enabled the purchase of a new CNC break, which will support instruction in the latest CNC technology and, in turn, open a wide range of employment opportunities for the students. The safety features of this CNC break is second to none and will allow the student more independent use of the machine.

Because the Metal Fabrication program is a National Institute for Metalworking Skills (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, boost self-confidence, build creditability in the work place, and improve job opportunities and job placement.

The students have gained new knowledge and developed new skills completing projects that have benefited the school and town including:

- Billerica walkway bridge.
- Shawsheen maintenance repairs.
- Parent Council gifts.
- Golf tournament gifts.

Plumbing: Mr. Thomas Villandry accepted an instructor's position in the Plumbing department this year, bringing to the program invaluable experience and a master plumber's credentials. Upon his arrival, Mr. Villandry assumed responsibility for the grade-9 exploratory program and the grade-10 shop program.

Community and school projects are an important part of the program's curriculum as they provide students with real, live work. These projects give the students the opportunities to improve and complement basic competencies learned at the lower grade levels. Outside projects such as the Billerica Howe Museum and the school's field house allowed the students to develop industrial skills.

Participating in the completion of the house project for the Billerica Housing Authority provided the grade-11 and -12 students with skills and knowledge in residential construction. Developing troubleshooting skills is also important and is accomplished through the program's maintenance curriculum, which also helps keep the school's plumbing system working effectively. An important maintenance project this year has been the repair and installation of eyewash stations throughout the school. Efforts from the Plumbing department, as well as the other construction programs, are helping Shawsheen Valley Technical High School become a safer place for students to learn and staff to work.

The instructors have constructed a new steel rack in order to facilitate the implementation of more advanced venting and drainage projects. This new rack system will facilitate the completion of shop projects that require various types of materials and clamping systems. In addition, this rack arrangement is much safer and provides more visibility of student activities in the shop.

Technical Illustration: Technical Illustration has made significant changes in its curriculum and equipment this year. Revisions have been made in the curriculum to support the upgrade in Photoshop, Desktop Publishing, Illustrator, and In Design software.

Through capital funding, the program purchased 20 new Macintosh computers and a computer mobile lab for their related program.

The continued success of Technical Illustration students at Skills USA-VICA demonstrates the level of instruction and the skills students developed in the Technical Illustration program. Students from the program earned three medals at state competition.

Meeting the requests and needs of the school and sending towns engages the students in live work that typically requires a demanding time-line and high-quality standards.

SKILLS USA-VICA: SKILL USA-VICA 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, 80 Shawsheen students competed and won 36 medals. Of

those 36 students, 24 went on to win a medal in state competition, which included three gold medals. The three gold medal winners went on to compete at the national level and did an outstanding job representing Shawsheen Valley Technical High School in the areas of Business, Masonry 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. Currently, the Department of Education has approved a competency list from the following eight occupations:

- Automotive Technology
- Cosmetology
- Culinary Arts
- Horticulture
- Carpentry
- Electronics
- Graphics Communications
- Marketing

Shawsheen has taken a leadership roll in the COP process with many of the school's instructors providing their expertise as committee chairpersons and/or members.

Safety: Under the direction of the Director of Community Services, Mr. Roger Bourgeois, the school is in the second year of a five-year process of developing and implementing a school wide safety and health plan. The development of this plan includes 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 this year with a vocational staff member in each program developing a safety plan that 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. A safety audit has been conducted in each program to evaluate shop equipment and environment. As a result, new safety equipment has been purchased, signage improved, storage practices changed, and environmental issues addressed.

Through the efforts of Mr. Roger Bourgeois and the instructors in the construction programs, all seniors in these programs have obtained an OSHA certification card. The students attended a 10-hour seminar at the onset of the school year during which they learned all aspects of construction safety. This certification provides Shawsheen students with more job opportunities, since many construction companies require this certification as part of a hiring policy. Plans are also being completed to implement a 10-hour OSHA general industry safety program. Students who complete this program will obtain a 10-hour general industry OSHA card.

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 2003. Those retirees are:

- Virginia Babine, Financial Administrative Assistant
- Daniel Dorazio, Groundskeeper
- Nancy Fox, Support Services Teacher
- Mary Hawes, School Office Secretary
- Alice Houghton, Dining Room Supervisor
- Mary Jamieson, Cafeteria
- Leslie Marsh, Permanent Substitute Teacher
- Pat McDonough, Cafeteria
- Margarida Mello, English Teacher
- Patricia Smith, Guidance Office Secretary
- Daniel Trainor, Guidance Counselor

Respectfully submitted,

Charles Lyons
Superintendent Director

BCAT

Burlington Cable Access Television continued to be an important and highly visible resource to the community in 2003, and became a central vehicle for information in a way that it had never been before. 2003 started off as a difficult year for the BCAT community. Ernie DeMartinis, the founder of BCAT and president for 15 years, passed away in February. Our Annual Meeting and Open House held in April included a special tribute to honor Ernie for all of his dedication to BCAT and to the Burlington community.

BCAT offered a new service prior to the April election, offering all Town Meeting candidates the opportunity to make a five minute presentation to let their constituents know more about them and where they stood on the issues. In the fall BCAT was a buzz because for the first time ever the BCAT studio was the host of the BCSF (Burlington Community Scholarship Foundation) Telethon. This annual community scholarship telethon, which has brought the BCSF endowment to over one million dollars, was typically taped at the Fogelberg Auditorium. Also in the fall this year, things heated up over the Debt Exclusion Vote. Representatives on both sides of the issue utilized BCAT and produced programs to explain their side of the issue. BCAT also produced a debate with two representatives from each side in conjunction with the editors of the two local papers.



The BCSF Telethon on stage at the BCAT Studio. Pictured left to right, Telethon host Jack Ferren, Todd DeMartinis, son of late Telethon Producer Ernie DeMartinis, and Joan Miles, President of the BCSF. Photograph by Richard Linder

Many quality programs continued production, while we saw the premiere of new, interesting programming, and the retirement of others. Entrepreneurs' Corner premiered early in 2003. This program produced by resident, town meeting member and entrepreneur Sally Willard is hosted by herself and fellow entrepreneur, BBRT president Kathi Molloy. This program features local entrepreneurs' and offers tips on how to be successful. Another notable program that joined the BCAT lineup is the live call-in program "Beneath the Surface". Resident Paul Murano is the producer and host of this hot topic, issues packed program. BCAT saw the retirement of "The Town Report", a program produced and hosted by Daily Times Chronicle Editor John White. "The Town Report" was in its 9th season and 96 programs were produced. BCAT would like to extend our appreciation for John's years of service to the production of such an informative and quality community program.



BCAT President Rick Karwan presents a plaque of appreciation to John White, Editor of the Daily Times Chronicle and Producer of "The Town Report" for his years of service with the program. Photograph by Karwanphotos.com

- BCAT continued with our transition into the digital domain. As the popularity grew with our digital Final Cut Pro editing system, we purchased our second system. We completely renovated our Dub System, so now residents can request either VHS or DVD copies of their favorite programs. We've also added more DVD players to play our programs on and added a DVD recorder to our studio control console.
- Many new special productions were produced including "The Tour of the Marion Tavern", the return of the game show series "Climbing the Ladder to Higher Education" produced by the BCSF and hosted by the Superintendent of Schools, and great coverage of this year's Burlington Pride Day produced by production coordinator Derek Blakeman.
- BCAT saw one structural change in 2003 in the Board of Directors. Brian Curtin joined the Board as Treasurer in March of 2003 to fill the vacant seat.

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

Other Highlights in 2003

- Caroline Herda was named volunteer of the year for her volunteer hours with BCAT specials such as Pride Day coverage, the BCSF Telethon, the Burlington Homecoming Parade, a regular on the Concerts on the Common crew, and co-host of the Redd Sock Show, a trivia game show featuring Redd Sock, a sock puppet.

BURLINGTON COMMUNITY SCHOLARSHIP FOUNDATION

We are pleased to announce that our endowment now stands at 1.2 million dollars. We raised a total of \$52,000 plus in pledges in our annual telethon in spite of the fact that the economic climate was less than optimistic and there was no matching of pledges as there had been for the last three years. The Blaises, Jack and Shelly, reached their goal when we exceeded the One Million Dollar mark last year. We shall forever remain grateful to them for their invaluable and generous assistance in helping us to realize what had been until their emergence on the scene merely a dream. We thank the Wayne Johnson Memorial Scholarship Committee for \$7,200, the Brendan Curtin Memorial Committee for \$4000, the Murray Charitable Foundation for \$6000, Oracle for \$5000, Fidelity Management for \$5000, the Mary Gibson Memorial Committee for \$2000, Burlington Ice Palace for \$2000, Burlington Police Patrolmen for \$2000, and Gibson & Behman for \$1500. We thank the following businesses for their contributions of \$1000: Northern Bank & Trust, Citizen's Bank, Eastern Bank, Curtin Financial Services, Gedick Bros, Inc., A & F Bus Company, Century 21 Tabaldi Real Estate, The Gutierrez Company, Banknorth, National Development, Atlantic Management, Riemer & Braunstein, LLP, Nordblom Company, Fleet Bank, BHS Class of 1983, Flanagan Insurance, and Scott ("Nomar") and Kay Fitzgerald for \$1000 in memory of Kip. We thank the Lion's Club for their \$950 contribution, RCN for their \$800 contribution, Long's Jewelers for their \$750 contribution. For their \$500 contributions we thank Mass Audio Visual, Lahey Clinic, Cranney HVAC Company, Vidoli Association Realtors, Exit Premier Realtors, Burlington Firefighters, Stoneham Savings Bank, Julie Industries, the Memorial School PTO, Wendy's, Gary Litchfield, and the Doyle Lane Funeral Home. We are indebted to Paneras, Captain Pizza, Long's Jewelers, Donna Chadwick, Outback Steakhouse, Delicious Desserts, and Carraba's for their Donations in Kind. To honor those members of the business community and others who support our telethon with significant contributions, we are in the process of updating our Honor Roll which hangs in the foyer at Town Hall. Honors ranging from cum laude for those contributing \$1000 to \$10,000, to magna cum laude for those contributing \$10,000 to \$50,000, to supra cum laude for those contributing \$50,000 to \$100,000, to

Diamond Doctorate for those contributing \$100,000 and beyond are accorded to those businesses and individuals who make such outstanding contributions and are recorded here. A duplicate of this Honor Roll also hangs in the lobby of the High School. We would be remiss if we did not express our gratitude also to all 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 latter continues to grow in the numbers of regular contributors each year.

This year we are indebted to Steve Preston who courageously took on the role of Producer of our telethon which had so ably been carried out in the past by the late Ernie DeMartinis and did a masterful job. Jack Ferren continued to act as Master of Ceremonies and his enthusiasm maintained the momentum and kept the pledges coming in; while the entire B.C.A.T. staff, especially Jen Dodge and Dick Linder controlled the technical aspects in the new format in which the telethon took place in the B.C.A.T studios while the students made their calls from the stage of the Fogelberg auditorium, a format which required considerable coordination. We are also indebted once again to Jack Dillon of Telecommunications, who supplies and sets up the telephones and telephone lines. We thank our Adopt-A-Class Business Partners who make sizable contributions every year and who continue to work toward increasing the individual class endowments, the hosts of the different telethon segments representing the schools, town government, community businesses, sports and other town organizations. And, last but far from least, we are grateful to the enthusiastic students who made calls during the telethon and on the two evenings prior to and following that event, and to Peter Halvorson and Tom Killilea who were responsible for supervising the student volunteers and telecasting the stage segments when Jack tossed to them.

Our telethon this year was dedicated to the memory of our beloved Producer, Ernie DeMartinis without whose initiation of the telethon in 1994 and his expertise and commitment to our mission, we would not be experiencing the success that we are, nor would our endowment have reached the One Million Dollar mark a year ago. We thank his son Todd whose appearance and contribution during the telethon helped to make the dedication both personal and memorable.

With this year's scholarship awards, the Foundation has awarded \$257,500 in scholarship assistance to 196 high school seniors and 28 adult residents for a total of 224 residents of this community. In this year alone, we awarded \$72,500 in scholarship aid to 53 graduating high school seniors and six adult residents of this community. Over 30 members the Class of 2002 won Gibson & Behman Adopt-A-Class Scholarships in the amounts of \$500, \$1000, \$1200 and \$1500, more than had ever been awarded previously in the Adopt-A-Class program. Once again following the presentations of scholarships to Burlington student winners at Awards Night at Burlington High School, adult scholarships were awarded at the annual joint BBRT/BCSF Scholarship Breakfast at which all student winners and their parents were honored. We regret that, because of the increased number of winners and the resultant cost, we had to eliminate publishing the brochure which had included photographs of all our winners, the colleges they are attending, and brief biographical sketches and which were mailed to all community residents.

The list of Business Partners in our Adopt-A-Class program remained the same with two exceptions. Northern Bank & Trust adopted the 3rd grade Class of 2013 and Citizen's Bank adopted the 4th grade Class of 2012 when Medford Bank, their former sponsor, was absorbed by them. Other Business Partners are Roche Bros., Burlington Firefighters, Century 21 Tibaldi Real Estate, Curtin Financial Services Inc., Burlington Police Patrolmen's Association, Gibson & Behman, Eastern Bank, and Lahey Clinic. We have not at this writing found a sponsor for this year's kindergarten class or the 1st grade Class of 2015. We remain indebted to all of them and the many faithful and committed parents and Class Advisors at the high school level who work with the students for their invaluable and continuing help in expanding educational opportunities for Burlington students, for challenging them to stay in school, and for enabling them to pursue the critical benefits of post secondary education. We particularly thank the parents who are already involved and who see the advantages in this program for their children and we encourage others to join the program by communicating their interest to either of the Co-Chairmen, Debbie Keene or Sharon Piccolo.

The Adopt-A-Class program under the able direction of Co-Chairs Debbie Keene and Sharon Piccolo, with the help of Jen Dodge and the B.C.A.T. staff and Mike Phalen, a Computer and Math instructor at Burlington High School, and one of his students again produced, as a celebration of National Scholarship month, a television show called "Climbing the Ladder to Higher Education" featuring students from each of the classes K-11. It was patterned after the national television show, "Who Wants to Be a Millionaire" with Dr. William Conners, Superintendent of Schools, acting as "Regis" and four students from each of the classes responding to ten questions submitted by teachers in the system for each of the grades. It was, as in the previous year, a huge success. Scholarship America (formerly CSFA) designates May each year as National Scholarship Month and chapters all across the nation, such as the Burlington Community Scholarship Foundation, are urged to participate with an activity of their choosing which will promote the importance of education beyond high school in their communities. "Climbing the Ladder to Higher Education" was aired each week throughout the month on local cable access.

There were a few organizational changes introduced in 2002. The Foundation hired another Burlington High School student, Hana Kwak, to work under the supervision of Debbie Keene in the Treasurer's office. Also the committee to study and make recommendations for the future leadership of the Foundation made the recommendation that Stephen Preston, the former Principal of the Pine Glen School, be elected President of the Foundation at its annual Meeting in January. Members of this committee are Brian Curtin, Lucy Damiani, Stephen Miles, and Joan Corrao, with Harold Dulong as an alternate.

Servings on the Financial Advisory Committee to assist our Treasurer with investments are Jim Picone, now 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 BCSF scholarship awards. Members are Rosemarie Tieri, Donna Murray, Linda Collins, Ann Marie Baden, Gary Feldman, Peter Sims, Rosalie Nardella, Suzette Jones, Nancy Todd and Roberta Killilea. Rosemarie chairs the Committee.

In closing, I wish to express my deep appreciation to past Superintendent of Schools, Dr. William Conners and to Dr. Jim Picone, the present Superintendent of Schools, to the Principal of BHS, Linda Hayes, to Harold Dulong of Reimer and Braunstein, who serves on our Fundraising Committee, to Robert Factor, who serves as our attorney when needed, as well as to all of the members of the BCSF Board of Directors for their continuing support and encouragement and their enthusiastic commitment to expanding educational opportunities for all Burlington residents through a now substantial scholarship endowment fund. Members of the Board in addition to myself are 1st Vice President Lucy Damiani, 2nd Vice President Deborah Keene, Treasurer Brian Curtin, Secretary Joan Corrao, Jack Ferren, Tom Imbriglio, Tom Killilea, Stephen Miles, Janet Modesto, Juliette Mott, Sharon Piccolo, Paul Sheehan, Rosemarie Tieri, and Stephen Preston plus student representatives, Christopher Keene, Charlene Vincent, Christina Deliyiannis, Rebecca McMahon, Sonka Hegde, Lara Kkuchi, and Peter Romagna. Mary Catherine Conceison serves as recording secretary.

It has been my pleasure and my privilege to serve as President of BCSF-Dollars for Scholars for the past fifteen years and to serve my community in this capacity.

Respectively submitted,

Joan F. Miles

BURLINGTON HOUSING AUTHORITY



Birchcrest Arms Apartments is a 40 unit development of one bedroom apartments in a lovely village setting of cedar buildings.

For the past fourteen years, state auditors have reported that the Burlington Housing Authority has been managed in full satisfaction with the applicable state and federal regulations and guidelines.

2003 UPDATE:

There have been many exciting projects happening at the Authority in 2003. Burlington Housing Authority was awarded three major construction Modernization Projects, from the Department of Housing and Community Development.

The first project awarded was an extensive elevator addition project, which started in July 2003 and is expected to be completed the summer of 2004. In the spring of 2004, we will begin a window replacement project for Tower Hill and Birchcrest Arms. These windows will be more energy efficient and easier for the tenants to operate. The third project beginning in the fall of 2004, will be a complete electrical, fire alarm and ventilation upgrade for Towerhill. The Authority also funded a roof replacement project for Birchcrest Arms, which just completed in December 2003.

Chairman Michael Runyan along with the Board of Commissioners and myself have started the process of identifying possible future sites to increase the inventory of senior and family housing in Burlington. It has been determined by the Board along with the Department of Housing and Community Development that there is a need to increase the number of units in our community.

At the present time the Burlington Housing Authority's management inventory includes; sixty-five senior units at Tower Hill and forty units at Birchcrest Arms; two local initiative units; two independently owned 705 state rentals; ten studio apartments set aside for low income at Longmeadow Place Assistant Living Facility; five Massachusetts state voucher rentals and 98 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 office, Library and Council on Aging offices.

In November 2003, I (Maureen Lynch) was appointed as the New Executive Director of the Authority. I am a lifelong Burlington resident, Burlington High School graduate and a graduate of Boston University. I also completed the Massachusetts Public Housing Certification Program in October 2003. I was recently appointed to the Housing Partnership Committee by Bob Mercier. I am looking forward to the many challenges I am faced with. I hope to bring the Authority to the next level. I am very excited about the possibility of increasing our inventory to serve the over sixty population of our community, these are the people who has made this town what it is today through hard work and dedication , and deserve to be able to afford to stay in Burlington in their retirement. I welcome everyone to visit the Housing Authority, with any questions or concerns you may have.

The Board of Commissioners consists of Chairman Michael Runyan, Vice Chairman Joseph Arena, Treasurer Harrison Graham, Vice Treasurer James Langley and State Appointed Member James Rogers.

The Board wishes to thank Tenant Presidents Maureen Sullivan, Jim Willis and Martha Harris for their time and efforts on behalf of our Residents.



Tower Hill Apartments is a 65 unit development. The units have a garbage disposal, generous closet space, wall to wall carpeting and a balcony.

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 Consortiums:** The four regional consortiums 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.

• **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.

• **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, nonprofits, 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)

The North Suburban Planning Council members were active on three key regional issues: the Regional Visioning and Growth Strategy (RVGS), transportation and Executive Order 418. The NSPC was the first subregion to plan and execute a "non-conventional" visioning effort as part of the Visioning Phase of the RVGS. MAPC set up a booth at Burlington Truck Day and conducted a survey consisting of 10 questions on regional issues. A total of 151 surveys were collected from communities in and around the NSPC region. In addition to reviewing the Regional Transportation Plan, the Unified Planning Work Program and the Transportation Improvement Program, NSPC held a special meeting to focus on identifying the highest priority transportation goals and projects. The result of this meeting is that NSPC now has a clear focus on transportation issues. A number of NSPC communities have taken advantage of the \$30,000 worth of planning services available to every community through Executive Order 418. Reading, Wakefield, Burlington and Woburn are all working directly with MAPC to undertake community development plans.

Respectfully submitted,

Marc D. Draisen
Executive Director

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.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
Donna D. Gregorio	11 Donald Rd.	2006
John S. Ivas	9 Boulder Dr.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2005
Michael Marchese, Jr.	11 Michael Dr.	2005
Bruce A. Morey	5 Ellery Ln.	2004
<i>Appt. 4/03 (Term 2004)</i>		
Cynthia J. Phillips	4 Michael Dr.	2005
Richard J. Roberto	10 Wildwood St.	2006
Gregory F. Ryan	3 Donald Rd.	2004
Maureen Monaco Ryan	3 Donald Rd.	2004
Mark S. Saia	8 Sumner St.	2006
Andrea C. Sheehan	228 Fox Hill Rd.	2005
Edward J. Walsh	2 Carol Ave.	2004
David J. Woodilla	3 Barnum Rd.	2006
Walter T. Zenkin	2 Toomey Cir.	2006

PRECINCT 2

William C. Beyer	67 Peach Orchard Rd.	2004
Patricia A. Carew	19 Winter St.	2005
<i>Write-In 2002</i>		
Kathleen M. Coluci	15 Colburn St.	2004
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>		
Joseph C. George	4 Grandview Ave.	2006
<i>Write-in 2000</i>		
Angela J. Hanafin	15 Colburn St.	2004
Daniel J. Hanafin	15 Colburn St.	2004
<i>Write-in 2001</i>		
George T. Lee	26 Beacon St. #48	2004
Jerome J. Lynch, Jr.	6 Winn St.	2005
Ann Louise McNamara	79 Mountain Rd.	2006
Margaret Merlesena	2 Burton Rd.	2004
Eleanor N. O'Connell	33 Peach Orchard Rd.	2006
Andrew H. Olney	21 Julia Connors Dr.	2005
<i>Write-In 2002</i>		

Town of Burlington

John J. Ryan <i>Write-in 1999</i>	7 Grandview Ave.	2006
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.	2004
Kathleen S. Cool	9 Stony Brook Rd.	2006
Shari Lynn Ellis	3 Hickory Ln.	2004
Frances M. Heartquist	10 Briarwood Ln.	2005
John D. Kelly	14 Oxbow Ln.	2005
Stephen G. Marchese	4 Sears St.	2006
Mildred J. Nash	39 Sunset Dr.	2006
Mabel A. Nevins	26 Sunset Dr.	2006
Daniel J. Raske	3 Mildred Rd.	2005
Roger S. Riggs <i>Write-in 2001</i>	4 Briarwood Ln.	2005
Anne E. Rowe	94 Muller Rd.	2006
Louis P. Rubino	4 Fred St.	2005
Paul A. Valleli	14 Marrett Rd.	2004
Judith G. Wasserman	3 Indian Hill Rd.	2004
James Williams	12 Fred St.	2004
PRECINCT 4		
Betty M. Bullock	11 Crowley Rd.	2005
Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
George R. Cooper	69 Francis Wyman Rd.	2004
Karen Cooper	69 Francis Wyman Rd.	2005
Michael C. Dellemonico	48 Washington Ave.	2004
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.	2004
Roberta E. Mills	19 Corcoran Rd.	2006
Frank P. Monaco	18 Corcoran Rd.	2006
Virginia E. Mooney	28 Mohawk Rd.	2006
James Patterson	5 Hancock St.	2004
Moved to Pct. 4 8/03 (from 3)		
William G. Poehler	7 Algonquin Dr.	2004
Michael A. Proulx	76 Francis Wyman Rd.	2005
Robert Michael Shea	27 Daniel Dr.	2005
Sally Willard	13 Foster Rd.	2004

PRECINCT 5

Patricia J. Angelo	2 Austin St.	2006
Susan MacDonald Boari	14 Raymond Rd.	2005
Richard P. Burkhardt	10 Joanne Rd.	2004
Elaine Lee Carpenter	5 Dearborn Rd.	2004
Appt. 4/03 (Term 2006)		
Mark W. DeCost	38 Manhattan Dr.	2004
Roland E. Desharnais	5 Lantern Ln.	2004
Kenneth R. Forte	18 Wing Terrace	2005
John J. Hanley	1 Violet Rd.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2006
Virginia M. Igo	1 Arthur Woods Ave.	2006
Cathryn Lee	15 Raymond Rd.	2004
Joseph E. Morandi	7 Winona Rd.	2005
Christopher P. Murphy	22 Bedford St.	2006
Appt. 4/02 Elected		
Hope M. Paulsen	8 St. Mary Rd.	2006
David Webster Potts	40 Fairfax St.	2004
Appt. 9/99 elected 4/00		
Phyllis D. Roussell	75 Macon Rd.	2005
Deborah J. Squeri	5 Hillcrest Rd.	2005
David S. Tait	9 Meadowvale Rd.	2005

PRECINCT 6

Marie A. Ardito	2 Edsel Dr.	2005
Roger A. Bell	18 Lisa St.	2006
Appt. 1/00 elected 4/00		
Catharine M. Boucher	9 Jackson Rd.	2005
Florence L. Carow	1 Jonathan Rd.	2004
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
Richard H. Howard	158 Wilmington Rd.	2004
Thomas C. Killilea	15 Wheatland St.	2004
Thomas R. Miliano	15 Wilhelmina Ave.	2005
Florence Dolly Mountain	5 Eisenhower Dr.	2005
Karen A. Moyer	7 Kingsdale St.	2004
Deborah M. Mungillo	7 Jessica Dr.	2006
Kristin A. Norwood	37 Prouty Rd.	2004
Joanna Schlansky	4 Gibson St.	2005
Joseph S. Stavolta, Sr.	12 Phyllis Ave.	2006
James Tigges	2 Maryvale Rd.	2004
Write-in 2000		

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	Lawrence M. Rittenberg
Assistant Town Clerk	Eleanor M. Gelinas
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	Todd Dresser
Fire Chief	Paul L. Thibault, Jr.
Health Agent/Sanitarian	Karen L. Springer
Housing Authority Executive Director	Maureen Lynch
Human Resources Director	Anne Marie Tucciarone-Mahan
Labor Counsel	Collins, Loughran & Peloquin
Library Director	Laura Hodgson
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.	2004
Edward Hastings	14 College Rd.	2004
George M. Major	29 Lantern Ln.	2004
Joan McSweeney	1 Doris St.	2004
Elaine Zuccaro	6 Pearson Cir.	2004

Bike Committee 1 year Ad Hoc

John Donaldson	62 Winn St.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Mildred Nash	39 Sunset Dr.	2004
James L. Nevins	26 Sunset Dr.	2004
Kevin J. Sullivan	Recreation Comm	2004

B-Line Advisory Committee 1 year Ad Hoc

Patricia Churchill	14 Hallmark Gardens #5	2004
Patricia Farrell	7 Jonathan Rd.	2004
Jennifer Gelinas	10 Hallmark Garden #7	2004
Nancy Hofferty	10 Purity Springs Rd.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Virginia E. Mooney	28 Mohawk Rd.	2004
Mildred Nash	39 Sunset Dr.	2004
Mabel Nevins	26 Sunset Dr.	2004
Paul Raymond	1 Dorothy Rd.	2004
Anne E. Rowe	94 Muller Rd.	2004

Board of Appeals(5) 5 years Standing

John A. Alberghini	2 Elm Ave.	2004
1st Alt. - 1 yr.		
William Gaffney	8 Joanne Rd.	2005
Wayne Harding	16 Chadwick Rd.	2004
Eugene S. Lane, Jr.	24 Cathy Rd.	2004
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.	2004
Patricia A. Larson	23 County Rd.	2005
Robert J. Macdonald	238 Fox Hill Rd.	2006

Town of Burlington

Cable Advisory Committee(7) 1 year Ad Hoc

Howard Alberts	3 Arborwood Dr.	2004
Daniel Dunn, Chr.	29 Stony Brook Rd.	2004
Richard Linder	3 Maud Graham Circle	2004
Sally Willard	13 Foster Rd.	2004

Community Life Center(10) 2 years Standing

Fr. John R. Crispo	111 Winn St.	2005
Candace F. Gustafson	30 Paulson Dr.	2004
Michael Howard	18 Burlington St.	2004
Thelma Iozzo	7 Chandler Rd.	2005
Marilyn Langley	13 Algonquin Dr.	2004
Ronald J. MacKenzie	18 Spruce Hill Rd.	2004
Ann McNamara	79 Mountain Rd.	2005
Roberta Mills	19 Corcoran Rd.	2005
Betty Murphy	20 Wildwood St.	2004

Conservation Commission(7) 3 years Standing

Larry S. Cohen	8 Wilhelmina Ave.	2006
Indra Deb	17 Pathwoods Ave.	2005
Marylee Everett	14 Hart St.	2004
Gail M. Lima	188 Mill St.	2005
Appt. 1/01		
Christopher M. LoRusso	9 Paulson Dr.	2006
Kerry Melanson	8 Freeport Dr.	2005
Philip E. Sutton	4 Park Dr.	2004

Council on Aging(7) 3 years Standing

Eleanor Bonfanti	16 Lisa St.	2004
Jeannette S. Cain	7 Hallmark Grdn. #6	2004
Alternate 1 yr.		
Ruthann Covino	1 Marvel Ave.	2005
John J. Gulde	16 Dearborn Rd.	2006
Mary Lindley	64 Bedford St.	2005
Muriel O'Brien	26 Maryvale Rd	2006
Mary E. Patterson	22 Carol Ave.	2004
Alternate 1 yr.		
Gordon C. Thomson	5 Frances Rd.	2005
Appt. 10/03		
Robert Wong	20 Lowell St.	2004
David LeBlanc	36 Sandy Brook Rd.	2004
Alternate 1 yr.		

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	2004
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

Barbara Adler	4 Theodore Circle	2004
Robert J. Emmert	21 Crystal Circle	2004
Bernice Ferguson	19 Bedford St.	2004
Mary Jane Fietze	42 Bedford St.	2004
Joseph A. Impemba	Selectmen	2004
Maura F. Mazzocca	5 Black Horse Ln.	2004
Christine Monaco	18 Corcoran Rd.	2004
Walter Sullivan	15 Birchcrest St.	2004
Kenneth Tigges	4 Ellen Rd.	2004
Bernadette Whittington	1 Ganley Dr.	2004

Grandview Farm Use Committee 1 year Ad Hoc

Norman B. Biggart	4 Baron Park Ln. #1	2004
Brenda L. Cahoon	3 Lucy Rd.	2004
Binnie Factor	6 Briarwood Ln.	2004
Toni Faria	6 Butters Ln.	2004
Kathleen A. Horton	125 Lexington St.	2004
Mary Ippolito	8 Erin Ln.	2004
John S. Ivas	9 Boulder Dr.	2004
Alan R. McCarthy	104 Mill St.	2004
William T. McDonough	18 Maud Graham Cir.	2004
Kevin B. McKelvey	4 Allison Dr.	2004
Roger Morrison	5 Hope St.	2004
Hope M. Paulsen	8 St. Mary Rd.	2004
Juliet Perdichizzi	239 Fox Hill Rd.	2004
Donald Roberts	51 Francis Wyman Rd.	2004
Res. 12/03		
Sonia Rollins	8 Paula St.	2004
Nicholas G. Rubino	16 Phyllis Ave.	2004
Auralie Slowey	13 Paulson Dr.	2004
June Tabaldi	212 Cambridge St.	2004
Beverlee Vidoli	17 Thornton Dr.	2004

Historical Commission(5) 3 years Standing

Norman B. Biggart	4 Baron Pk. Ln. Apt.1	2004
Sandra J. Coven	5 Forest Rd.	2004
<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.	2004
Gene Rossi	174 Winn St.	2004
<i>Alternate 1 yr.</i>		

Housing Partnership 1 year Ad Hoc

Ernest E. Covino, Jr.	1 Marvel Ave.	2004
John DeFrancesco	50 Westwood St.	2004
Phyllis Etsell	3 Eisenhower Dr.	2004
Wayne Harding	16 Chadwick Rd.	2004
Jayne L. Hyde	6 Hallmark Gardens #1	2004
Virginia E. Mooney	28 Mohawk Rd.	2004
Michael S. Runyan	7A Mountain Rd.	2004

Information Systems Advisory (7) 1 year Ad Hoc

Laurence J. Conway	18 Wildwood St.	2004
Daniel Dunn	29 Stony Brook Rd.	2004
David Fionda	46 Freeport Dr.	2004
Steven Z. Harris	9 Donna Ln.	2004
Peter O'Keeffe	47 Skelton Rd.	2004

Rink Oversight Committee(5) 1 year Ad Hoc

Brian Curtin	Treasurer/Collector	2004
Stephen G. Marchese	Ways & Means	2004
Juliet Perdichizzi	Selectmen	2004
Don Roberts	Recreation	2004

Sign Bylaw Committee 1 year Ad Hoc

Albert L. Fay, Jr.	Planning Board	2003
Richard H. Howard	Bylaw Review Committee	2003
Jayne L. Hyde	Planning Board	2003
Douglas Hyde, Jr.	Bylaw Review Committee	2003
Joan McSweeney	Beautification	2003
	Commission	
Robert M. Meaney	Board of Appeals	2003
George Murray	Board of Appeals	2003

Sr. Housing Options Committee 1 year Ad Hoc

Arlene A. DiRocco	10 Old Colony Rd.	2004
Garry Feldman	19 Freeport Dr.	2004
Joan Hastings	14 College Rd.	2004
Robert Hogan	61 Center St.	2004
Sheila Howard	2 Hallmark Garden #4	2004
Jayne L. Hyde	6 Hallmark Garden #1	2004
Robert M. Meaney	15 Sears St.	2004
Hope M. Paulsen	8 St. Mary Rd.	2004

Stormwater Management Advisory 1 year Ad Hoc

Committee		
James J. Dion	Board of Health	2004
Marylee Everett	Conservation	2004
	Commission	
Charles E. Fuller	3 Rolling Ln.	2004
Gary Gianino	Board of Selectmen	2004
Tom Hayes	Town Engineer	2004
Jayne L. Hyde	Planning Board	2004
Terry McSweeney	Board of Health	2004

Town Common Oversight 1 year Ad Hoc

Carolyn R. Engel	9 Park Dr.	2004
Joan McSweeney	1 Doris St.	2004
Elaine Zuccaro	6 Pearson Circle	2004

Appointments made by: Moderator

Bylaw Review Committee(5) 1 year Standing

Richard H. Howard	158 Wilmington Rd.	2004
Jerome J. Lynch, Jr.	6 Winn St.	2004
Evelyn M Mottolo	3 Dover Dr.	2004
Judith G. Wasserman	3 Indian Hill Rd.	2004
David J. Woodilla	3 Barnum Rd.	2004

Capital Budget Committee(7) 3 years Standing

Thomas D. Conley, Jr.	20 Corcoran Rd.	2004
Sharmili Das	3 Thomas St.	2005
Charles S. Gilman	45 Westwood St.	2004
	Appt. 6/00	
Daniel J. Raske	3 Mildred Rd.	2006
John J. Ryan	7 Grandview Ave.	2006
Walter T. Zenkin	2 Toomey Cir.	2004
	Appt. 7/00	

Town of Burlington

Facilities Committee (7) 2 years Standing

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

Anne P. Coady	8 Woodside Ln.	2004
Jean B. Golding	26 Beacon St. 31C	2005
Mabel Nevins	26 Sunset Dr.	2006
Cynthia J. Phillips	4 Michael Dr.	2004
Maureen Monaco Ryan	3 Donald Rd.	2005
Joanna Schlansky	4 Gibson St.	2005

Land Use Committee(9) 3 years Standing

Daniel J. Hanafin	15 Colburn St.	2004
Nancy J. Hofferty	10 Purity Springs Rd.	2006
Robert P. Knudsen	3 Bates St.	2006
Karen A. Moyer	7 Kingsdale St.	2005
Richard J. Roberto	10 Wildwood St.	2006
Phyllis D. Rousell	75 Macon Rd.	2004
Mark S. Saia	8 Sumner St.	2005
Paul A. Valleli	14 Marrett Rd.	2004
Sally Willard	13 Foster Rd.	2005

Rules Committee(13) 1 year Standing

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 Arditto	2 Edsel Dr.	2004
Michael J. Austin	84 Locust St.	2005
Catharine M. Boucher	9 Jackson Rd.	2005
Appt. 7/03		
George R. Cooper	69 Francis Wyman Rd.	2004
Channing L. Entwistle	62 Beaverbrook Rd.	2004
William Gochis	14 Wildwood St.	2004
Michael J. Hardy	7 Thornton Dr.	2006
Joan B. Hastings	14 College Rd.	2006
Stephen G. Marchese	4 Sears St.	2006

James D. Melchionna	15 Birchcrest St. #111	2006
Karen A. Moyer	7 Kingsdale St.	2005
Appt. 7/03		
Christopher P. Murphy	22 Bedford St.	2005
Richard R. Raso	6 Thornton Dr.	2005
Appt. 6/01		
Robert M. Shea	27 Daniel Dr.	2006

ADJOURNED (THIRD) TOWN MEETING

MONDAY, JANUARY 13, 2003
FOGELBERG AUDITORIUM – BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Wed. January 15, 2003 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.

The Moderator announced a reception for Laura Hodgson, the new Library Director and recognized outgoing Town Accountant, Pat Mullin, who received a standing ovation. Pat introduced the new Town Accountant, Gail LaPointe, to the membership.

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 Town Administrator presented the body with the Outstanding Warrant Article Summary. The Town Administrator also responded to a question about the proposed Local Aid cuts for this Fiscal Year and the downturn in the economic climate. The Moderator announced that further committee reports would be heard when respective articles were discussed.

ARTICLE 2 RE: Lien for Delinquent Water Charges

To see if the Town will vote to accept Chapter 40, Section 42A and 42B - 42F (water) and Chapter 83, Section 16A - G (sewer) to allow the Town to impose a lien on real estate for water/sewer rates or charges which have not been paid, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant
Recommendations: Bylaw Review voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 3 RE: Raymond Road (Deed) Acceptance

To see if the Town will vote to accept a deed in lieu of foreclosure on Map 29 & Parcel 58, Book 111767/Page 392 property located on Raymond Road as authorized under Chapter 60, Section 77C and to authorize the Board of Selectmen to record the deed, provided the Board of Selectmen determine that the deed and this acceptance have met all of the requirements of M.G.L. Chapter 60, Section 77C and to transfer custody of this property to the Board of Selectmen for municipal purposes, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant
An amendment to require a 21E to test for any contaminants was moved. There was no second.
Recommendations: Land Use voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 4 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: As printed in the Warrant
Recommendations: Ways & Means 12-0-0 in favor.
ACTION: MAJORITY APPROVED MAIN MOTION

A motion to take Article 12 out of order was moved. There was no objection.

ARTICLE 12 RE: Wading Pool Replacement/Simonds Park

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount to pay for the purpose of replacing the wading pool for Simonds Park, or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus \$84,775 and vote to accept a transfer from the Simonds Trust the amount of \$40,000 accounting for a total cost of replacement of \$124,775.

Recommendations: Ways & Means 12-0-0 in favor. Capital Budget voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 5 RE: Legal Cost Reimbursement

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$50,000 or any other amount to pay for the Labor Counsel legal costs, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the amount of \$50,000 to pay for the Labor Counsel legal costs, 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 6 RE: Grandview Farm Money

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$15,000 or any other amount to pay for the rehabilitation costs of the Grandview Farm, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$15,000 to pay for the rehabilitation costs of the Grandview Farm, 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 7 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 \$482,075 or any other amount to pay for the purpose of funding the paving, drainage repairs and installation and sidewalks, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to accept and appropriate the sum of \$482,075 for the funding of paving, drainage repairs and installation and sidewalks, same to be spent under the direction of the Town Administrator.

Recommendations: Ways & Means 12-0-0. Capital Budget voted 5-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 8 RE: Council on Aging Vehicle

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$46,000 or any other amount to pay for the purpose of funding the

Council on Aging Mini-Bus/Van vehicle, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Reserve the sum of \$46,000 to pay for the purpose of funding the Council on Aging Mini-Bus/Van vehicle, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means and Capital Budget had no vote, as they believed the article was being withdrawn.

An amendment to approve contingent upon the review and approval of the financial committees was moved. The Selectmen agreed to seek approval of the financial committees. The proposed amendment was subsequently withdrawn.

A motion to move the question was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Assessment of Varsity Field/Cambridge St.

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$16,500 or any other amount to pay for the purpose of continuing the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used to conduct additional groundwater analysis at the high school athletic fields, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$16,500 to pay for the continuation of the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used to conduct additional groundwater analysis at the high school athletic fields, same to be spent under the direction of the Board of Health.

A motion to strike the figure of \$16,500 and substitute therefore the figure \$8,000 and to further strike the words "to pay for the continuation of the independent peer review of the gasoline releases that have occurred at 108, 110, 116 and 118 Cambridge Street. A portion of the funding will be used" was seconded.

Amendment failed.

Recommendations: Ways & Means 11-0-1 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 10 RE: Additional Staffing/School

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$59,412 or any other amount to pay for the purpose of funding a kindergarten teacher at Memorial School, an instructional assistant and materials/supplies, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus provide the sum of \$59,412 to pay for funding a kindergarten teacher at Memorial School, an instructional assistant and materials/supplies, same to be spent under the direction of the School Committee.

Recommendations: Ways & Means 10-2-0 in favor.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 11 RE: Architectural/Design Fees for Wildwood School

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000 or any other amount to pay for the purpose of modifying and updating of the Architectural/Design plans for the renovations and additions to the Wildwood Elementary School for the purpose of a system-wide kindergarten center or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Overlay Surplus the sum of \$20,000 to pay for the modifying and updating of the Architectural/Design plans for the renovations and additions to the Wildwood Elementary School for the purpose of a system-wide kindergarten center, same to be spent under the direction of the School Committee.

Recommendations: Ways & Means 8-3-1.

A motion to amend by striking the words "to transfer from Overlay Reserve" and substitute therefore the words "to transfer from the existing design fund contingency, allocated for the MSMS design at the Sept. 9 2002 Town Meeting under Article 9, to the Wildwood Kindergarten Center design budget for the purpose of update and modification of existing plans and specifications.

Amendment Carried. A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY APPROVED MAIN MOTION AS AMENDED

At 11:00 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

TUESDAY, APRIL 22, 2003 TOWN HALL

At 6:30 P.M., the Town Meeting Members of Precincts 1 and 5 assembled to fill the vacancies created by the election of Paul Gedick and Sharon Sotiros to town wide office. The moderator swore in the newly elected Town Meeting Members.

Precinct 1 Present and voting were: M. Austin, D. Gregorio, J. Ivas, R. Roberto, G. Ryan, M. Ryan, D. Woodilla

Nominations: Bruce A. Morey, 5 Ellery Ln. Unanimously voted to fill the vacancy until the next election.

Precinct 5 Present and voting were: P. Angelo, S. Boari, R. Desharnais, J. Hanley, N. Hofferty, V. Igo, C. Lee, J. Morandi, C. Murphy, H. Paulsen, P. Roussell, D. Squeri, D. Tait

Nominations: Joanne Kinchla, 8 Arnold Ter.; Elaine Carpenter, 5 Dearborn Rd.; Janine Towle, 57 Macon Rd. who asked that her name be withdrawn. By a vote of Carpenter 9 and Kinchla 4, Elaine Carpenter was voted to fill the vacancy until the next election.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

**MONDAY, MAY 12, 2003
FOGELBERG AUDITORIUM, BHS**

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 14, 2003 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 Town Administrator presented the body with the Outstanding Warrant Articles and Revolving Account Summaries and gave a brief update on Stream Cleaning. The Moderator announced that further committee reports would be heard when respective articles were discussed.

The Moderator announced his affiliation with the Knights of Columbus and that a disclosure statement is on file with the Town Clerk's Office.

ARTICLE 2 RE: Amend Zoning Map

To see if the Town will vote to amend the Zoning Map to rezone a certain parcel of land identified on Town Assessor's Map 46, Parcel 27-0, from General Business (BG) District to Planned Development (PD) District, the following described land owned by Burlington Forty-Niners, Inc. (operating as Knights of Columbus), in accordance with the Planned Development District zoning regulations and "Concept Plan" included as part of the backup material to this warrant article.

The land is located at 1301 Lexington Street. The total property consists of approximately 5.2± acres and is more particularly 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; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 4-0-3 in favor. Land Use Committee voted 0-3-2 in opposition. Housing Partnership voted 5-0-0 in favor.

After considerable debate, a motion to move the question was moved, seconded and so voted.

There was a division of the house and tellers were appointed.

ACTION: DEFEATED BY A VOTE OF 46 IN FAVOR AND 49 OPPOSED.

**ARTICLE 3 RE: Amend Zoning Bylaw, Article VI
Section 6.7.0/Signs**

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by adding the following new section to Section 6.7.0 "Signs":

6.7.1 One Family Dwelling Districts (RO)

(a.) No political sign many be erected on any property without the permission of the owner of such property;

(b.) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;

(c.) No political sign shall exceed (4) square feet per face;

(d.) No political sign shall be permitted on trees or utility poles;

(e.) No political sign shall be illuminated.

or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

**ARTICLE 4 RE: Zoning Bylaw Amendment Time
Restriction to Implement Municipal
Projects in a Planned Development (PD)
District**

To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District which was sponsored by the Town acting through any of its boards or authorities or under which the Town acting through any of its boards or authorities has an interest.

For any Planned Development (PD) District sponsored by the Town acting through any of its boards or authorities or in which the Town acting through its boards or authorities has an interest, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting.", or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District which involves Town-owned land or land to be conveyed to the Town as part of the PD rezoning proposal. For any Planned Development (PD) District involving Town-owned land or land to be conveyed to the Town as part of the PD rezoning proposal, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting." or to act in any other manner in relation thereto.

Recommendations: Planning Board voted 7-0-0. Land Use Committee voted 5-0-0 in favor.

A motion to postpone until Wednesday, May 14, 2003 as the first order of business was moved, seconded and so voted.

ACTION: WITHDRAWN

ARTICLE 5 RE: Amend General Bylaw, Article XIV Section 3.0/Sign & Advertising Devices

To see if the Town will vote to amend Article XIV, Section 3.0 "Sign & Advertising Devices" of the General Bylaws, by adding the following new definition to Subsection 3.1 "Definitions":

3.1.15 A Political Sign: means any sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a political office at a national, state or local election.

AND further to amend Article XIV, Section 3.0 "Signs and Advertising Devices", Subsection 3.3 "Permitted Signs" by adding the following new criteria to Subsection 3.3.1 "One Family Dwelling Districts (RO)":

3.3.1.3 Political Signs

(a.) No political sign may be erected on any property without the permission of the owner of such property;

(b.) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;

(c.) No political sign shall not exceed (4) square feet per face;

(d.) No political sign shall be permitted on trees or utility poles;

(e.) No political sign shall be illuminated.
or to act in any other manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 6 RE: Acceptance of Mass General Laws Chap 59 Section 5K

To see if the Town will vote to accept the provisions of MGL Chap 59 Section 5K (Senior Citizen Property Tax Work-Off Abatement Program) to be effective in Fiscal Year 2004, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 7 RE: Petition to Legislature - Parking Lot Fees

To see if the Town will vote to petition the General Court for a special act providing that legislation be adopted as set forth below; and further, to authorize the General Court to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action relative thereto.

An Act Establishing a Parking Facility Fee in the Town of Burlington.

Section 1. Notwithstanding the provisions of any general or special law to the contrary, in the Town of Burlington each owner of property on which five or more vehicles are parked for a fee, excluding parking lots operated by a municipal or state agency, shall pay the Town a fee in the amount of \$1.00 per day per vehicle parked. The owner of such property shall make payment to the tax collector on a monthly basis, such payment to be received not later than 30 days after the last day of the month. In addition to the monthly payment, the owner of such property shall submit information, in a form to be approved by the Town, which shall include, but not be limited to, the

number of cars parked on the property during the previous month. The books of the property owner shall be available for inspection by the town upon request. The Board of Selectmen may promulgate rules and regulations to implement this act.

Section 2. If the owner of property on which five or more cars are parked for a fee fails to make the payment required by this act, the Town shall assess the property owner a fee equal in amount to the highest monthly fee paid to the Town by the property owner, or, if no fee has been paid in accordance with this act, a fee equal to the number of parking spaces provided. The tax collector may collect the fee in the manner authorized for the collection of taxes. There shall be added to any fee or amount owed to the Town under this act which is in excess of \$50.00, and which is not paid within 30 days after the due date, interest at the same rate as charged on tax bills under the provisions of section fifty seven of chapter fifty nine of the general laws, Section 57. The Board of Selectmen shall have the authority to abate any such interest charges, in whole or in part.

Section 3. This act shall take effect upon passage, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

AMENDMENT: To strike the words "in the amount of \$1.00 per day" and substitute therefore the words "in the amount of up to \$1.00 per day to be set by the Board of Selectmen" was moved, seconded and so voted.

Amendment carried.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION AS AMENDED.

ARTICLE 8 RE: Transfer of Funds FY'03 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$300,000 or any other sum, to pay for expenses incurred in Fiscal Year 2003 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: Sewer Enterprise Surplus the sum of \$147,229; Water and Sewer Occupancy the sum of \$100,000, Water & Sewer Fulltime Salaries the sum of \$30,000, and Negotiated Settlements the sum of \$60,000 for a total of \$337,229 to pay for expenses incurred in Fiscal Year 2003 to the following accounts same to be spend under the

direction of the appropriate authorities:

Sewer Enterprise, MWRA Assessment	\$147,229
Info Systems, Contracted Services	12,000
Town Facilities, Contracted Services	30,000
Police, Medical	12,000
Police, Overtime	15,000
Fire, Medical	10,000
Fire, Overtime	15,000
Water & Sewer, Contracted Services	35,000
Employee Benefits, FICA	26,000
Employee Benefits, Unemployment	35,000

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

At 10:45 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

WEDNESDAY, MAY 14, 2003
FOGELBERG AUDITORIUM, BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Mon. May 19, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

ARTICLE 4 RE: Zoning Bylaw Amendment Time Restriction to Implement Municipal Projects in a Planned Development (PD) District

MAIN MOTION: To see if the Town will vote to amend Article XII "SPECIAL ZONING DISTRICTS", Section 12.1.0 Planned Development District, of the Zoning Bylaw, by adding the following additional text to the end of the third paragraph in Subsection 12.1.2 "General Requirements":

"The foregoing two (2) year time period shall not be applicable to any Planned Development (PD) District established prior to January 1, 2003 and which involves

land owned by the Town on January 1, 2003 as part of the original PD rezoning proposal. For any such Planned Development (PD) District involving such Town-owned land as part of the original PD rezoning proposal, the zoning established by the Planned Development (PD) District shall be effective upon the date of approval by Town Meeting." or to act in any other manner in relation thereto.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

Approved by A.G. 8/7/03. Pub. Daily Times 8/27/03, 9/3/03.

The Town Administrator and Town Accountant presented a financial overview to the Town Meeting Members.

ARTICLE 9 RE: Funding FY'04 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 2004, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the warrant and furthermore to fund said budget by raising and appropriating the sum of \$69,048,835 and transferring from FY03 Certified Free Cash the sum of \$1,541,678 for a total FY04 Operating Budget of \$70,590,513.

RAISE AND APPROPRIATE:

Treasurer/Collector - Line 1-3

Salaries	383,518
Expenses	15,473
Special Accts.	
Interest Fund	200
Total	399,191

Assessors - Line 4-6

Salaries	178,219
Expenses	101,900
Special Accts.	0
Total	280,119

Town Clerk - Line 7-9

Salaries	200,540
Expenses	14,575
Special Accts.-Elections	22,050
Total	237,165

Moderator - Line 10-11

Salaries	150
Expenses	75
Total	225

Planning Board - Line 12-13

Salaries	153,003
Expenses	11,591
Total	164,594

Ways & Means - Line 14-15

Salaries	1,731
Expenses	350
Total	2,081

Capital Budget - Line 16-17

Salaries	900
Expenses	25
Total	925

Town Admin./Selectmen - Line 18-20

Salaries	309,614
Expenses	8,377
Special Accts.:	
Misc. Expenses	17,000
Local Trans. (B-line) (F)	174,000
Total	508,991

Human Resources – Line 20.1-20.3

Salaries	40,163
Expenses	7,888
Special Accts.:	
Computer Training Employees	6,000
BMEA/Education	3,500
Total	57,551

Legal - Line 21-24

Legal Fees	120,000
Collective Bargaining	60,000
Tax Title	2,000
Cable TV Negotiations	1,500
Total	183,500

Accounting - Line 25-26

Salaries	159,546
Expenses	1,150
Total	160,696

Management Info Systems - Line 27-28

Salaries	70,290
Expenses	160,485
Total	230,775

Town Meeting & Reports - Line 29-30

Salaries	3,720
Expenses	18,060
Total	21,780

Registrar of Voters - Line 31-32

Salaries	1,000
Expenses	5,950
Total	6,950

Town Facilities - Line 33-34

Salaries	240,001
Expenses	425,761
Total	665,762

Central Administration - Line 35-48

Central Supply	105,000
Central Machines	26,000
Surplus Buildings	10
Chapter 32B – Health Ins. (F)	6,360,000
Unemployment Comp. (F)	50,000
Pension Reimburse (F)	3,000
Town Insurance (F)	600,000
Financial Audit (F)	42,000
BMEA Education	0 (see Human Resources)
Employee Assist. Program	0
Medicare Tax (F)	360,000
Charles George Settlement (F)	0
Memorial/Veterans Day	0 (see Veterans Services)
4th of July	0
Total	7,546,010

Board Of Appeals - Line 49-51

Salaries	11,224
Expenses	275
Advertising & Mailing	3,700
Total	15,199

Conservation Commission - Line 52-54

Salaries	130,993
Expenses	4,105
Special Accts:	
Land Mgmt/Legal ads	5,500
Stream Cleaning	10,000
Total	150,598

Historical Commission - Line 55

Expenses	2,150
Total	2,150

Sealer of Weights - Line 56-57

Salaries	5,092
Expenses	900
Total	5,992

Fire Department - Line 58-68.5

Salaries	4,207,625
Expenses	296,484
Special Accounts:	
Medical & Hospital	20,000
Recertification of EMTs	2,730
Tuition & Books	6,500
Licenses & Certifications	1,000
Clothing Allowance	30,500
Fire Prevention	7,000
Arson Investigation	900
Training	18,000
HazMat Training/Mgmt.	3,000
Termination Buyback	10
Wellness Program	3,400
Total	4,597,149

Emergency Management Service - Line 69-73

Salaries	5,000
Expenses	19,040
Special Accounts:	
Education	200
Surplus Property	10
Emergency Fund	10
Total	24,260

Building Inspector - Line 74-76

Salaries	346,728
Expenses	25,050
Special Accts:	
Hazardous Structures	10
Total	371,788

Police Department - Line 77-83a

Salaries	4,474,699
Expenses	369,425
Special Accounts:	
Clothing Officer/Traffic Supv.	73,530
Education	44,100
NEMLEC	4,300
Medical (411-F)	20,000
Dead Animal Disposal	1,680

Retirement Buyback	10
Total	4,987,744

Department of Public Works - Line 84-98

Salaries	2,896,127
Expenses	1,519,128
Special Accounts:	

Administration

Clothing	12,940
Physical Exams	2,000
Education	3,000
License Renewal	8,500

Highway

Highway 1	80,647
Lane Painting	43,950
Snow & Ice	350,000
Tree Care	19,650

Water & Sewer

Well Cleaning	40,000
Well Pumping	0
Mod. of Well Seal & Perco	8,000

Rubbish & Garbage (F) 2,490,720

Street Lights (F)	422,300
Swift Law (F)	18,000
Total	7,914,962

Community Life Center - Line 99-100

Salaries	318,043
Expenses	16,610
Total	334,653

Council on Aging - Line 101-106

Salaries	106,180
Expenses	12,684
Special Accounts:	
Holiday Baskets	400
Minuteman Homecare	4,322
Emergency Account	300
Property Tax Work-Off Program	20,000
Total	143,886

Disability Access - Line 107-108

Salaries	1,418
Expenses	500
Total	1,918

Veteran's Services - Line 109-111.5

Salaries	79,415
Expenses	6,100
Special Accounts:	

Veterans Aid	40,000
Memorial & Veteran's Day	2,500
Total	128,015

Board of Health - Line 112-122.5

Salaries	273,386
Expenses	31,550
Special Accounts:	
Mosquito Control (F)	28,800
Clinics	3,350
TB Hospital	10
CMARC	10,200
Community Human Service	8,000
Home Health Service	2,100
Premature Babies	10
Hospice	1,500
Hazardous Waste Collection (F)	34,000
Lahey Community Clinic	580
Total	393,486

Recreation Director - Line 123-126

Salaries	402,629
Expenses	34,290
Special Accounts:	
Fee Supported Programs	0
Transportation	12,000
Total	448,919

Recreation Maintenance - Line 127-128.a

Salaries	547,159
Expenses	137,384
Special Accounts:	
Fence Replacement	16,565
Total	701,108

Library - Line 129-131.5

Salaries	660,086
Expenses	121,998
Special Accounts:	
Library Materials	119,650
PC Replacement	0
Total	901,734

Shawsheen Valley School - Line 132 (F) 1,091,678

Local Education - Line 133 31,328,959

Debt Service - Line 134-136

Principal (F)	1,993,000
Interest (F)	986,000
Temporary Interest (F)	0
Total	2,979,000

Reserve Fund - Line 137 200,000

County Retirement - Line 138 (F) 2,751,000

Negotiated Settlements - Line 139 400,000

Stabilization - Line 140 250,000

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:

Assessor 4-6, MIS 27-28, Central Administration 35-48, Conservation 52-54, Fire 58-68.5, Police 77-83a, DPW 84-98, COA 101-106, Recreation Maintenance 127-128a, and Local Education 133.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

A motion to suspend the rules to take Article 30 out of order was moved without objection.

ARTICLE 30 RE: Grandview Farm Repairs

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow otherwise provide the sum of \$25,000 or any other sum to repair and maintain the Grandview Farm complex or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$75,000 to conduct a structural engineering and design analysis of the Grandview Farm complex and to repair and maintain the integrity of the existing structure.

Recommendations: Ways and Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

At 10:45 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (FIRST) TOWN MEETING

MONDAY, MAY 19, 2003
FOGELBERG AUDITORIUM, BHS

A quorum being present, the meeting was called to order at 7:45 P.M. with a salute to the flag. A motion to adjourn to Wed. May 21, 2003 to complete the business of the Warrant, if necessary, was moved, seconded and so voted.

A motion to suspend the rules to take Article 27 out of order was moved without objection.

ARTICLE 27 RE: Pine Glen Elementary School Elevator Installation

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other sum, to be expended at the direction of the School Committee, to pay cost of installing an elevator at the Pine Glen Elementary School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise, or to take any other action relative thereto.

MAIN MOTION: To see if the Town will vote to appropriate the sum of \$565,000 to be expended at the direction of the School Committee to pay the costs of installation of an elevator at the Pine Glen Elementary School, including the payment of all cost incidental, and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (14) 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 5-3-1 in favor. Capital Budget voted 1-3-1 in opposition.

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 79 IN FAVOR AND 6 OPPOSED THE MAIN MOTION WAS APPROVED.

ARTICLE 10 RE: Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2004, and transfer from the Negotiated Settlement Account the amount of \$55,000 to fund the plan under the direction of the appropriate authorities, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$60,000 to fund the FY04 Administrative and Professional Compensation Plan.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 11 RE: Fund the BPPA Contract

To see if the Town will vote to transfer from the Negotiated Settlement Account the sum of \$125,000, or any other sum, to fund 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.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$115,000 to fund the FY04 Burlington Police Patrolmen's Association (BPPA) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means took no vote.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 12 RE: Fund the IBPO Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$40,000, or any other sum, to fund 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.

MAIN MOTION: To see if the Town will vote to transfer from FY04 Negotiated Settlement Account the sum of \$35,000 to fund the FY04 International Brotherhood of Police Officers' (IBPO) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 13 RE: Fund the BMEA Contract

To see if the Town will vote to transfer from the Negotiated Settlement account the sum of \$125,000, or any other sum, to fund 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 FY04 Negotiated Settlement Account the sum of \$105,000 to fund the FY04 Burlington Municipal Employees' Association (BMEA) contract, same to be spent under the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 14 RE: Fund/and Amend Part-time Salary Plan (under 20 hours)

To see if the Town will vote to adopt the Part-time Salary Plan (under 20 hours) for Fiscal Year 2004 in the amount of \$6,000 or any other sum, and furthermore to amend said plan by deleting the title of "Recording Clerk" from Category G of the plan and placing this title under Category I of the Fiscal Year 2004 plan, same to be spent under the direction of the appropriate authority, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Fiscal Year 2004 Negotiated Settlement Account the sum of \$6,000 to fund the Fiscal Year 2004 Part Time Salary Plan contract, and furthermore to amend said plan by deleting the title of "Recording Clerk" from Category G of the plan and placing this title under Category I of the Fiscal Year 2004 plan, same to be spent under the direction of the appropriate authority.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 15 RE: Trash Disposal Contract

To see if the Town will vote to authorize the Board of Selectmen to enter into a five year agreement (subject to annual appropriation) for the disposal of municipal solid waste for the Town of Burlington and to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will authorize the Board of Selectmen to enter into a contract agreement of up to five years (subject to annual appropriation) for the disposal of municipal solid waste for the Town of Burlington.

Recommendations: Ways & Means voted 12-0-0 in favor. A motion to end debate was moved, seconded and so voted.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 16 RE: Street Light Purchase

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$600,000 or any other amount to be expended at the direction of the Board of Selectmen to purchase street lighting equipment located in the Town and which is presently owned by NSTAR, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise and to take any other action in relation thereto.

MAIN MOTION: To see if the Town will vote to appropriate the sum of \$600,000 to be expended at the direction of the Board of Selectmen to purchase street lighting equipment located in the Town and which is presently owned by NSTAR, including the payment of all costs incidental and related thereto, and to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (14) 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 12-0-0 in favor. Capital Budget voted 5-0-0 in favor.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

ARTICLE 17 RE: Funding FY'04 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 2004 Capital Budget, same to be spent under the appropriate authorities as indicated:

Project No.	Department Name/Description	Project	Spending Authority	Approp. Request
FROM SEWER ENTERPRISE FUND 04-1 THRU 04-6:				
04-1	DPW - Backup Generators	Selectmen	46,000	
04-2	DPW - Terrace Hall; Force Main Study	Selectmen	50,000	
04-3	DPW - Town Line Pumping Station – Line Replacement	Selectmen	75,000	
04-4	DPW - Odor Control	Selectmen	20,000	
04-5	DPW - Stetco Dump Truck	Selectmen	52,000	
04-6	DPW - I/I Removal	Selectmen	100,000	
SALE OF GRAVES FUNDS: 04-7				
04-7	DPW - 1-Ton Dump Truck	Selectmen	32,000	
RAISE AND APPROPRIATE 04-8 THRU 04-14				
04-8	DPW - Snow Blower Accessories	Selectmen	6,500	
04-9	DPW – Snow Removal Bobcat Accessories	Selectmen	5,000	
04-10	DPW - Mill Pond Aeration Renovation	Selectmen	35,000	
04-11	DPW – Truck-10 Wheeler	Selectmen	75,000	
04-12	DPW – Trackless side arm mower	Selectmen	20,000	
04-13	Fire – Ambulance	Selectmen	175,000	
04-14	Facilities - Drainage/Kelly Murray Wing Tile Replacement	Selectmen	50,000	
RAISE AND APPROPRIATE 04-15 THRU 04-19				
04-15	BOH – Vehicle	Board of Health	15,000	
04-16	Recreation - Tractor Mower	Rec. Comm.	62,000	
04-17	Recreation - Baseball Field Construction	Rec. Comm.	TBD	
04-18	Recreation - Basketball Court	Rec. Comm.	15,750	
04-19	Schools - Fox Hill School Chimney Replacement	School	15,000	
or to act in any other manner in relation thereto.				
MAIN MOTION: To see if the Town will vote to raise and appropriate or transfer from available funds as indicated, the sum of \$819,421 for the items contained within the following proposed Fiscal Year 2004 Capital Budget, same to be spent under the appropriate authorities as indicated:				

FROM SEWER ENTERPRISE FUND: 04-1 THRU 04-6:

04-01	Generators for the Westwood Street and Town Line Road Pump Stations	Selectmen	46,000
04-2	Terrace Hall Pump Station; Force Main Study	Selectmen	50,000
04-3	Replace Town Line Road Pump Station	Selectmen	75,000
04-4	Eliminate Most of the Odor Problem at Francis Wyman Road Pumping Station	Selectmen	20,000
04-5	DPW – Purchase Stetco Dump Truck	Selectmen	52,000
04-6	Remove I/I from Sewer System	Selectmen	100,000

SALE OF GRAVES FUNDS: 04-7

04-7	Cemetery Div. of DPW - 1-Ton Dump Truck	Selectmen	32,000
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RAISE AND APPROPRIATE: 04-8 THRU 04-09

04-8	DPW - Snow Blower Attachment	Selectmen	6,500
04-9	DPW – Snow Blower Attachment for Bobcat	Selectmen	5,000

OVERLAY SURPLUS: 04-10 THRU 04-11

04-10	DPW - Mill Pond Aeration Renovation	Selectmen	35,000
04-11	DPW –10 Wheel Dump Truck	Selectmen	90,000

RAISE AND APPROPRIATE: 04-12

04-12	DPW – Trackless side arm mower	Selectmen	20,000
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OVERLAY SURPLUS: 04-13

04-13	Fire – Ambulance	Selectmen	175,000
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RAISE AND APPROPRIATE: 04-14 THRU 04-19

04-14	Moisture Testing of Flooring Material At the Murray-Kelly Senior Center	Selectmen	7,500
04-15	Vehicle	Board of Health	Withdrawn
04-16	Tractor Mower	Rec. Comm.	62,000
04-17	Construct Youth Baseball Field at TRW	Rec. Comm.	12,671
04-18	Repaving Basketball Court	Rec. Comm.	15,750
04-19	Fox Hill School Chimney Replacement	School	15,000

The budget was voted as a whole with the exception of the following line items that were voted individually: 04-6, 04-10, 04-11, 04-12, 04-13, 04-17, 04-19

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 18 RE: Sewer Easement at 20 Sunnyside Ave

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000 for the purpose of paying damages to the owner of 20 Sunnyside Ave for a Town-owned Sewer line through the property and to properly record said easement in the Registry of Deeds or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$10,000 from Free Cash for the purpose of paying damages to the owner of 20 Sunnyside Ave for a Town-owned Sewer line through the property and to properly record said easement in the Registry of Deeds.

Recommendations: Ways & Means voted 12-0-0 in favor. A motion to amend by adding the words "and trail easement" after the words "Sewer line" was moved and seconded. The Moderator declared the amendment to be out of order.

ACTION: UNANIMOUSLY VOTED TO APPROVE MAIN MOTION

ARTICLE 19 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 \$673,538 or any other sum, to operate the Burlington Ice Palace, of which the \$673,538 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 \$673,538 to operate the Burlington Ice Palace, of which \$673,538 will come from FY04 Ice Palace Estimated Revenue Account.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 20 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 \$3,315,462 or any other sum, for the Burlington Sewer Services Enterprise Account, of which \$3,315,462 will come from the Burlington Sewer Estimated Revenue Account, 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 \$3,315,462 for the Burlington Sewer Services Enterprise Account, of which \$3,315,462 will come from the Burlington Sewer Estimated Revenue Account.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 21 RE: Drug & Alcohol Task Force

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$2,500, or any other sum, to fund the expenses of the Burlington Drug & Alcohol Task Force, same to be spent under the direction of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum of \$2,500 to fund the expenses of the Burlington Drug & Alcohol Task Force, same to be spent under the direction of the Board of Selectmen.

Recommendations: Ways & Means voted 10-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 22 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

Recommendations: Ways & Means voted 9-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 23 RE: Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$ 25,987 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum of \$25,987 for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations; to be expended under the direction of the Burlington School Committee.

Recommendations: Ways & Means voted 12-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 24 RE: Sale of Land

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, 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 are further identified as Lots 18, 19, and 23 on a plan entitled "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 act in any manner in relation thereto.

ACTION: WITHDRAWN

**ARTICLE 25 RE: System-wide Building Renovation/
Addition Authorization**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$45,000,000 or any other sum, to be expended at the direction of the School Committee, to pay cost of implementing a building renovation and addition program at the Marshall Simonds Middle School, Wildwood School and Memorial School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing or otherwise, or to take any other action relative thereto.

ACTION: WITHDRAWN

**ARTICLE 26 RE: Modular Classroom Installation and
Lease**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$TBD or any other sum to be expended under the direction of the Burlington School Committee for the purpose of installing and leasing modular classrooms at the elementary school level (sites to be determined) or to act in any manner in relation thereto.

ACTION: WITHDRAWN

ARTICLE 28 RE: Registration of Historical Buildings

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$5,000, or any other sum, for the purpose of securing a consultant to submit applications to register three historical buildings with the National Historical Register, same to be spent under the direction of the Historical Commission, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will transfer from Free Cash the sum \$5,000 for the purpose of securing a consultant to submit applications to register three historical buildings with the National Historical Register, same to be spent under the direction of the Historical Commission.

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY VOTED TO APPROVE MAIN
MOTION**

**ARTICLE 29 RE: Continuation of Peer Review Varsity
Field, Anna Road and Cambridge Streets**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$30,000 or any other sum, for the purpose of funding the continuation of the peer review of environmental releases impacting Varsity Field, Anna Road and a portion of Cambridge Street located between 108 and 118 Cambridge Street, same to be spent under the direction of the Board of Health, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$30,000 for the purpose of funding the continuation of the peer review of environmental releases impacting Varsity Field, Anna Road and a portion of Cambridge Street located between 108 and 118 Cambridge Street, same to be spent under the direction of the Board of Health.

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY VOTED TO APPROVE MAIN
MOTION**

**ARTICLE 31 RE: Vulnerability Assessment of the Public
Water Supply**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$45,000 or any other sum to fund a Vulnerability Assessment and develop an Emergency Response Plan for the Burlington Public Water supply as required by Public Law 107-188 (Federal Bioterrorism Act), same to be spent under the authority of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION To see if the Town will vote to transfer from Free Cash the sum of \$45,000 to fund a Vulnerability Assessment and develop an Emergency Response Plan for the Burlington Public Water supply as required by Public Law 107-118 (Federal Bioterrorism Act), same to be spent under the authority of the Board of Selectmen.

Recommendations: Ways & Means voted 12-0-0 in favor.

**ACTION: MAJORITY VOTED TO APPROVE MAIN
MOTION**

ARTICLE 32 RE: Evaluation of the Mill Pond Treatment Facility

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$72,000 or any other sum to fund an analysis of the Mill Pond Water Treatment facility to determine improvements needed to comply with new requirements of the EPA, same to be spent under the authority of the Board of Selectmen, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$72,000 to fund an analysis of the Mill Pond Water Treatment facility to determine improvements needed to comply with new requirements of the EPA, same to be spent under the authority of the Board of Selectmen.

Recommendations: Ways & Means voted 11-1-0 in favor. Capital Budget voted 5-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

Resolution #1 offered by Anne Coady, Pct 3: To ask Town Meeting to have the Town enter into negotiations with the owner of 130 Lexington St (either the KofC or Nordblom) to purchase said property.

Resolution failed.

Resolution #2 offered by Sally Willard, Pct 4: Be it resolved that all town departments will provide financial reports for any services for which they receive fees greater than \$200 per transaction or customer. The financial reports shall include all revenue and costs of providing the services. The reports will also include the number of customers and transactions as well as the cost of staff and related benefits.

Resolution withdrawn.

At 10:25 P.M., a motion to adjourn was moved, seconded and so voted.

Attest:

Jane L. Chew
Town Clerk

ADJOURNED (SECOND) TOWN MEETING

MONDAY, SEPTEMBER 8, 2003
FOGELBERG AUDITORIUM, BHS

A quorum being present, the meeting was called to order at 7:35 P.M. with a salute to the flag. A motion to adjourn to Wednesday September 10, 2003 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.

Reports: The Marion Tavern Advisory Committee updated the members on their committee's progress.

ARTICLE 2 RE: Annual Town Election Date

To see if the Town will vote to set the date of the 2004 Annual Town Election as Saturday, April 3, 2004, or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 3 RE: Re-evaluation and Data Collection

To see if the Town will vote to authorize the Board of Assessors to enter into a six-year contract agreement subject to annual appropriation for the purpose of a property revaluation and data collection of Commercial, Industrial, Residential and Personal Property.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 4 RE: Amend General Bylaws, Article II, Representative Town Meeting/Section 3.0, Time and Schedule of Meetings

To see if the Town will vote to amend the General Bylaws, Article II, Representative Town Meeting/Section 3.0, Time and Schedule of Meetings by striking the words "Adjourned sessions of the Town Meeting shall also be held in January and September, beginning on the second Monday of the month, provided; however, that when that

Monday is a legal holiday Town Meeting shall begin the Wednesday following." AND substituting therefore the words "Adjourned sessions of the Town Meeting shall also be held the fourth Monday of January and the fourth Monday of September, provided, however, that when such day falls on a legal or religious holiday; Town Meeting shall begin the Wednesday following." or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G.. Adv. Daily Times .

ARTICLE 5 RE: Adopt General Bylaw, Article III, Procedure of Town Meeting/Section 17.0, Recall Elected Officials

To see if the Town will vote to amend General Bylaws, Article III, Procedure of Town Meeting, by adding the following new section 17.0 Recall Elected Officials as follows:

Recall of Elected Officials. 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.

1) 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 typewriting; 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 sub-

mit 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.

2) If the petitions shall be certified by the Registrars of Voters to be sufficient, the Town Clerk shall within five (5) working days, or at the next meeting of the Board of Selectmen submit the same with his/her certification. Upon its receipt of the certified petition the Board of Selectmen shall 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 of the certification of the Town Clerk that the petition is sufficient.

3) 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.

4) 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, unless another arrangement is required by a General law. 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 candidates receiving the highest number of votes shall be declared elected.

5) 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.

6) 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 thirty, during the remainder of his unexpired term.

7) The validation and the call for election certifies only

compliance with the procedural requirements of this act, or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 6 RE: Amend General Bylaws, Article IV, Selectmen/Section 10.0, Fee Schedule – Weights and Measures

To see if the Town will vote to amend the General Bylaws, Article IV, Section 10.0 – Fee Schedule-Weights and Measures by striking out all of the existing rates and replacing them with the new adjusted fees:

BALANCES AND SCALES

With capacity of over 10,000 lbs.	\$80.00
With capacity of 5,000 to 10,000 lbs.	40.00
With capacity of 1,000 to 5,000 lbs.	30.00
With capacity of 100 to 1,000 lbs.	25.00
With capacity of more than 10 lbs. And less than 100 lbs.	20.00

With capacity of 10 lbs. or less

WEIGHTS

Avoirdupois	5.00
Metric	5.00
Apothecary	5.00
Troy	5.00

LIQUID MEASURING METERS

Gasoline	20.00
Diesel	20.00
Kerosene	20.00

LIQUID MEASURES

Taxi Meter	20.00
Fabric Measuring	15.00
Wire-Rope-Cordage	15.00
Tapes	10.00

ADJUSTMENT FEES

Per Device	25.00
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or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G. . Adv. Daily Times .

ARTICLE 7 RE: Amend General Bylaws, Article V, Authorities, Commissions, and Committees/

Section 2.2, Capital Budget Committee

To see if the Town will vote to amend the General Bylaws, Article V – Authorities, Commissions and Committees, Section 2.2 – Capital Budget Committee by striking the figure "\$5,000" in section 2.2.2 and substituting therefore the figure "\$15,000" so that the sentence reads: "A capital item or project shall be an expenditure, financed in whole or in part by Town funds, in excess of \$15,000 and may include (1) the construction, repair, extension or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, bridge, playground, park or like public works, or for a facility, structure or utility appurtenance to any of them and (2) the purchase of land, equipment or buildings", or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G. . Adv. Daily Times .

ARTICLE 8 RE: Re-adopt General Bylaw, Article VI, Town Clerk/Section 3.0, Schedule of Fees

To see if the Town will vote to amend the General Bylaws Article VI, Town Clerk by re-adopting Section 3.0, Schedule of Fees (effective 7/1/01) as follows:

BUSINESS

DBA (Doing Business As) Filing certificate of a person conducting business under any title other than his real name.	\$40 (4 yrs.)
DBA amendments.	\$20
Filing a copy of written instrument of declaration of trust by the trustees of an association or trust, or any amendment thereof, as provided by Sec. 2, Ch. 182.	\$20
Flammable Storage Permit Renewals.	\$15
For furnishing certified copy of certificate of person conducting business under any title, other than his real name.	\$5

Receiving and filing of a complete inventory of all items to be included in a "closing out" sale, etc.	\$10 1st pg \$2 each add'l. pg.	POLES/CONDUITS Recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166 utility/vendor, \$40 each \$10 each add'l street/way)
BYLAWS/MAPS		
General Bylaws	\$8	
Maps	\$2	
Zoning Bylaws w/maps.	\$10	
DATABASES/LABELS		PROFESSIONAL REGISTRATION
Address Labels	.05/label	Recording the name and address, the date and number of the certificate issued to a person registered as a physician, optometrist, osteopath, or podiatrist in the Commonwealth or issuing a certified copy thereof. \$20
Customized Reports - administrative cost plus minimum fee of:	\$50	
Electronic Records		
Labels of registered Voters/Residents (per name) for Burlington candidates.	.02/record	
Printouts	.50/page	
LICENSES:DOGS/KENNELS		UNIFORM COMMERCIAL CODE (UCC)
1 Year Dog License	\$15	Filing and indexing, amendments, assignments, continuations, releases and terminations, etc. for the benefit of creditors. \$10 (1-3 pgs.; \$1 each add'l pg.)
2 Year Dog License	\$20	
3 Year Dog License	\$25	
Duplicate Tags/Transfer Licenses	\$2	
Guide/Police Dogs	No Charge	
Kennel License for 10 dogs or more.	\$120	Furnishing copies of UCC filings. \$2 (1-3 pgs., \$1 ea add'l pg.)
Kennel License for under 10 dogs	\$75	
MISCELLANEOUS		Uniform Commercial Code (UCC)
Administrative time for research and/ or copying over 30 minutes billed in 15 minute increments	Rate of lowest paid department employee	Searches (5 years) \$10
Document preparation by request.	\$20	
Document preparation, copying, and postage related to administering the qualifying oath of office for persons appointed as Notary Public or Justice of the Peace.	\$5	VITALS
Faxing	\$10 (1-3 pgs., \$1 ea add'l. pg.)	Burial Permits \$10
Notary Services	\$1.25	Copying any manuscript or record pertaining to a birth, marriage, or death. \$5 per page
Photocopies	\$0.20/page	
Recording any other documents.	\$20 (1st pg.; \$2 ea add'l. pg.)	Correcting errors in a record of birth, marriage, or death. \$20
Subscription services by the week or month.	\$100/yr.	Entering certificate of marriage filed by persons married out of the Commonwealth. \$10
Voters Certificate	\$8	Entering delayed record of birth. \$20
		Entering notice of intention of marriage and issuing certificate and certified copy thereof. \$25
		Establishing a vital record. \$20
		Examining records or papers relating to a birth, marriage or death upon the application of any person. \$10
		For furnishing certificate of birth, marriage, or death. \$10

In accordance with the provisions of MGL Chapter 40, Section 22F accepted by a vote of Town Meeting on 5/21/99 and as provided by Chapter 262, Section 34, Clauses 1-79 and Section 41; Chapter 166, Section 22; Chapter 182, Section 2.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 4-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

App.'d A.G. . Adv. Daily Times .

A motion to take Article 16 out of order to discuss with Article 9 was moved, seconded and so voted.

ARTICLE 9 RE: Amend General Bylaw Article XIV, Environment/Section 3.0, Sign and Advertising Devices

To see if the Town will vote to amend the General Bylaw Article XIV, Section 3.0 "Signs and Advertising Devices" by adding the following new definition to Subsection 3.1 "Definitions":

3.1.15 – A Political Sign: means any sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a political office at a national, state or local election.

AND further to amend Article XIV, Section 3.0 "Sign and Advertising devices", Subsection 3.3 "Permitted Signs" by adding the following new criteria to Subsection 3.3.1 "One Family Dwelling Districts (RO)":

3.3.1.3 – Political Signs

- a) No political sign may be erected on any property without the permission of the owner of such property;
- b) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after voting day;
- c) No political sign shall exceed (4) square feet per face;
- d) No political sign shall be permitted on trees or utility poles;
- e) No political sign shall be illuminated or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Bylaw Review Committee voted 0-4 in opposition. The Sign Bylaw Committee voted in opposition.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 38 IN FAVOR AND 44 OPPOSED, THE MAIN MOTION FAILED.

ARTICLE 16 RE: Amend Zoning Bylaw Article VI, General Regulations/Section 6.7.0 Signs

To see if the Town will vote to amend Article VI of the Zoning Bylaws, by adding the following new section to Section 6.7.0 "Signs":

6.7.1 One Family Dwelling Districts (RO)

- a) No political sign may be erected on any property without the permission of the owner of such property;
- b) Political signs shall be displayed no earlier than (30) days prior to a voting day and shall be removed within (7) days after a voting day;
- c) No political sign shall exceed (4) square feet per face;
- d) No political sign shall be permitted on trees or utility poles;
- e) No political sign shall be illuminated or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board voted 1-4 in opposition.

There was a division of the house and tellers were appointed.

ACTION: BY A VOTE OF 22 IN FAVOR AND 45 OPPOSED, THE MAIN MOTION FAILED

A motion to take Articles 14 and 15 out of order was moved, seconded and so voted.

ARTICLE 14 RE: In-House Payroll/Personnel Software Application

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$59,790 to allow the Treasurer/Collector to fund the purchase of a new in-house payroll/personnel software application, 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 FY04 line item #96 *Rubbish and Garbage* the sum of \$59,790 to FY04 line item #28 Management Information Expenses to allow the Treasurer/Collector to purchase a new in-house payroll/personnel software application.

Recommendations: Ways & Means voted 8-0-0 in favor. Capital Budget voted 4-0-1 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 15 RE: Shawsheen Valley Technical High School Operating/Maintenance Costs

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 for the purpose of paying the Town's additional apportioned share of the FY2004 operating and maintenance costs, including capital costs, of the Shawsheen Valley Regional Vocational/Technical School District; 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 raise and appropriate the sum of \$20,087 for purposes of paying the Town's additional apportioned share of the FY04 operating and maintenance cost, including capital cost, of the Shawsheen Valley Regional Vocational/Technical School District.

Recommendations: Ways & Means voted 8-0-0 in favor. Selectmen voted unanimously in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 10 RE: Bond Schedule

To see if the Town will vote to appropriate \$2,600,000 or some other amount, to be expended at the direction of the Selectmen, to pay for the following capital costs, including any and all other costs incidental and related thereto:

1) Replace communication console/ radios in dispatch center for Police/Fire Departments.	\$250,000
2) Water tank repairs/Greenleaf Mountain and Blanchard Road storage tanks – exterior and interior restoration of tank walls and lining.	\$600,000
3) Facilities upgrades: Police Station – removal and replacement of exterior siding and windows. Museum – replacement of siding and roof repairs.	\$350,000
4) Boilers/Auditorium repairs: replace boilers in school Facilities and refurbish high school auditorium.	\$400,000
5) Road reconstruction; resurface and reconstruct road and drainage systems in Burlington.	\$700,000
6) Water main replacement; water distribution improvement including replacement of water mains.	\$300,000

And to determine whether the appropriation described in this article should be raised by taxation, transfer from

available funds, borrowing, or otherwise, or to take any other action relative thereto.

MAIN MOTION: To see if the Town will appropriate the sum of \$2,600,000 to be expended at the direction of the Selectmen to pay off the following capital costs, including any and all other costs incidental and related thereto:

1) Police/Fire Departments: replace communication console/radios in dispatch	\$250,000
2) Greenleaf Mountain/Blanchard Road water tank: exterior and interior restoration of tank walls and lining	\$600,000
3) Facilities upgrades: Police Station/ removal and Replacement of exterior siding and windows;	\$350,000
Museum/replacement of siding and roof repairs	
4) School: replace boilers in school facilities and refurbish high school auditorium	\$400,000
5) Road reconstruction: resurface and reconstruct road and drainage systems	\$700,000
6) Water mains: water distribution improvements including replacement of water mains 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 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.	\$300,000

Recommendations: Ways & Means voted in favor of all items. Capital Budget voted 3-1-1 in favor of bonding and voted in favor of all items except item #3.

Amendment: A motion to strike the figure \$2,600,000 and substitute therefore the figure \$2,414,255 by striking the words "refurbish high school auditorium" in line item #4 and reducing the amount to \$214,255 was moved and subsequently withdrawn.

There was a division of the house and tellers were appointed

ACTION: BY A VOTE OF 74 IN FAVOR AND 10 OPPOSED, THE MAIN MOTION CARRIED

ARTICLE 11 RE: Temporary Borrowing

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$30,000 to allow the Treasurer/Collector to

temporarily borrow funds to secure Bond Anticipation Notes (BANS) or to act in any manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from FY04 line item #96 Rubbish and Garbage the sum of \$30,000 to FY04 line item #136 Temporary Interest to allow the Treasurer/Collector to pay the interest to temporarily borrow funds to secure Bond Anticipation Notes.

Recommendations: Ways & Means voted 9-0-0 in favor.

ACTION: MAJORITY VOTED TO APPROVE MAIN MOTION

ARTICLE 12 RE: Funding for Early Retirement Incentive

To see if the Town will vote to accept the provisions of Section 116 of Chapter 46 of the Acts of 2003 which will allow the Town to offer an Early Retirement Incentive program to eligible employees who choose to participate in the incentives provided for in the legislation and; furthermore, to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount to pay for the cost of retiring employees accrued time or to act in any other manner in relation thereto.

MAIN MOTION: Withdrawn

ARTICLE 13 RE: Building Renovation/Addition Marshall Simonds & Memorial School

To see if the Town will vote to appropriate \$30,000,000, or some other amount, to be expended at the direction of the School Committee, to pay cost of implementing a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including the payment of all costs incidental and related thereto, and to determine whether the appropriation described in this article should be raised by taxation, transfer from available funds, by borrowing, or otherwise, contingent upon a positive Town of Burlington Proposition 2.5 Debt Exclusion vote or to take any other action relative thereto.

MAIN MOTION: To see if the Town appropriate the sum of \$30,000,000 to be expended at the direction of the School Committee, to pay costs of implementing a building renovation and addition program at the Marshall Simonds Middle School and Memorial School, including 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 8(3A) and Chapter 70B of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided, however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes authorized by this vote from the limitations of Proposition 2½, so called (Chapter 59, Section 21C of the General Laws).

Recommendations: Ways & Means voted 6-3-0 in favor. Capital Budget voted 5-0-0 in favor.

Amendment: A motion to amend the main motion by reducing the amount to be appropriated by borrowing to \$792,000 and by deleting the words "to pay costs of implementing a building renovation and addition program at the Marshall Simonds Middle School and the Memorial School" and substituting therefore "to pay the cost of design fees for the renovation and addition to the Memorial School" and by deleting the words "provided, however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay the bonds or notes authorized by this vote from the limitations of Proposition 2½, so called (Chapter 59, Section 21C of the General Laws) was moved and seconded.

Amendment failed. A motion to move the question was moved, seconded and so voted. 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 64 IN FAVOR AND 19 OPPOSED, THE MAIN MOTION CARRIED.

ARTICLE 17 RE: Rezone Burlington Sand and Gravel Property From One Family Dwelling (RO) to Planned Development (PD) District

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:

Legal Description

A certain parcel of land located on the northwesterly side of Muller Road and southeasterly side of Wheeler Road in the Town of Burlington, in the County of Middlesex and the Commonwealth of Massachusetts bounded and described as follows:

Beginning at a point at the intersection of Wheeler Road and Old Concord Road (a private way) and being the southwest corner of the parcel hereinafter described; thence:

Northeasterly and curving to the right along the arc of a curve having a radius of three hundred sixty and no hundredths feet (360.00'), a length of thirty three and fifty nine hundredths feet (33.59') to a point; thence
 N 68° 04'03" E a distance of two hundred nineteen and eighty one hundredths feet (219.81') to a point; thence
 Northeasterly and curving to the left along the arc of a curve having a radius of four hundred twenty and no hundredths feet (420.00'), a length of two hundred thirty eight and seventy six hundredths feet (238.76') to a point; thence
 N 35° 29'46" E a distance of four hundred ninety three and ninety five hundredths feet (493.95') to a point; thence
 Northeasterly and curving to the right along the arc of a curve having a radius of six hundred twenty and no hundredths feet (620.00'), a length of two hundred ten and thirty three hundredths feet (210.33') to a point; thence
 N 54° 56'00" E a distance of three hundred thirty two and thirty two hundredths feet (332.32') to a point; thence
 Northeasterly and curving to the right along the arc of a curve having a radius of five hundred forty and no hundredths feet (540.00'), a length of four hundred sixty nine and seventy four hundredths feet (469.74') to a point; thence
 Southeasterly and continuing curving to the right along the arc of a curve having a radius of four hundred and no hundredths feet (400.00'), a length of one hundred seven and twenty two hundredths feet (107.22') to a point; thence
 S 59° 52'02" E a distance of eighty one and twenty three hundredths feet (81.23') to a point; thence
 Southeasterly and curving to the left along the arc of a curve having a radius of five hundred thirty five and eighty six hundredths feet (535.86'), a length of

N 85° 19'57" E three hundred twenty five and twenty nine hundredths feet (325.29') to a stone bound; thence a distance of one hundred ten and forty eight hundredths feet (110.48') to a stone bound; thence
 Southeasterly and curving to the right along the arc of a curve having a radius of fifty five and sixty three hundredths feet (55.63'), a length of seventy eight and forty six hundredths feet (78.46') to a point; thence
 S 13° 52'12" E a distance of seventy four and ninety eight hundredths feet (74.98') to a point; thence
 S 13° 07'48" W a distance of thirty nine and forty four hundredths feet (39.44') to a point; thence
 Southeasterly and curving to the left along the arc of a curve having a radius of one hundred thirty and fifty nine hundredths feet (130.59'), a length of eighty three and fifty nine hundredths feet (83.59') to a point; thence
 S 23° 32'42" E a distance of one hundred eighty and four hundredths feet (180.04') to a point; thence
 S 13° 52'12" E a distance of two hundred forty one and seven hundredths feet (241.07') to a point; thence
 Southeasterly and curving to the right along the arc of a curve having a radius of one thousand nine hundred ninety six and twenty eight hundredths feet (1996.28'), a length of one hundred forty eight and eight hundredths feet (148.08') to a point; thence
 S 09° 37'12" E a distance of two hundred twenty four and eighty four hundredths feet (224.84') to a stone bound; thence
 Southwesterly and curving to the right along the arc of a curve having a radius of three hundred ninety one and twenty seven hundredths feet (391.27'), a length of five hundred fifteen and nineteen hundredths feet (515.19') to a stone bound; thence
 Southwesterly and continuing curving to the right along the arc of a curve having a radius of nine hundred forty five and sixty five hundredths feet (945.65'), a length of two hundred ninety three and seventy eight hundredths feet (293.78') to a bound; thence
 S 83° 37'18" W a distance of three hundred ninety seven and twenty seven hundredths feet (397.27') to a point; thence
 Southwesterly and curving to the left along the arc of a curve having a radius of five hundred fifty eight and

ninety eight hundredths feet (558.98'), a length of two hundred seventy one and sixty four hundredths feet (271.64') to a stone bound; thence S 62° 50'02" W a distance of seventy and sixty eight hundredths feet (70.68') to a point; thence S 68° 52'40" W a distance of sixty six and six hundredths feet (66.06') to a point; thence S 79° 46'12" W a distance of one hundred seventeen and sixty four hundredths feet (117.64') to a point; thence S 80° 32'22" W a distance of eighty two and two hundredths feet (82.02') to a point; thence N 58° 44'43" W a distance of one hundred three and eighty nine hundredths feet (103.89') to a point; thence Northwesterly and curving to the left along the arc of a curve having a radius of fifty seven and no hundredths feet (57.00'), a length of twenty eight and forty nine hundredths feet (28.49') to a stone bound; thence N 58° 44'43" W a distance of fifty eight and sixty five hundredths feet (58.65') to a stone bound; thence N 53° 46'24" W a distance of ninety six and nineteen hundredths feet (96.19') to a stone bound; thence Northwesterly and curving to the right along the arc of a curve having a radius of three hundred fifty six and seventy five hundredths feet (356.75'), a length of one hundred eighty six and five hundredths feet (186.05') to a point; thence Northwesterly and continuing curving to the right along the arc of a curve having a radius of three hundred fifty six and seventy five hundredths feet (356.75'), a length of eighty three and seventeen hundredths feet (83.17') to a point; thence N 39° 11'07" W a distance of three hundred ninety four and sixty hundredths feet (394.60') to a stone bound; thence N 29° 18'27" W a distance of one hundred thirty eight and six hundredths feet (138.06') to a point; thence N 62° 09'07" W a distance of two hundred five and forty one hundredths (205.41') to the point of beginning.

Above described parcel has a lot area of 69.258 Acres

MAIN MOTION: Withdrawn

At 11:00 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 employs 3½ employees. During 2003, they all decided it was time to enjoy the benefits of retirement. We say farewell to Patrick Mullen, Shirley Beek, June Collins and Joyce Tyman. Each of them had worked more than 20 years for the Town. We wish them many happy, healthy years ahead.

Welcome aboard to Janine Carpenter, Michelle Maguire and Laura Nichols. We have truly been testing our teamwork skills. Our first year together has been full of new experiences and adventures as we make some changes to the everyday procedures performed in this office.

The following pages are the unaudited financial statements of the Town of Burlington from the Fiscal Year Ended June 30, 2003 as prepared by our office.

Respectfully submitted,

Gail A. LaPointe
Town Accountant

2003 Annual Report

TOWN OF BURLINGTON

GOVERNMENTAL FUNDS BALANCE SHEET JUNE 30, 2003

(UNAUDITED)

ASSETS	General	Nonmajor Governmental Funds		Total Governmental Funds
Cash and short-term investments.....	\$ 10,087,050	\$ 3,659,937	\$ 13,746,987	
Investments.....	804,562	644,175	1,448,737	
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	707,471	-	707,471	
Real estate tax deferrals.....	107,149	-	107,149	
Tax liens.....	547,479	-	547,479	
Motor vehicle and other excise taxes.....	193,273	-	193,273	
Water fees.....	161,891	-	161,891	
Sewer fees.....	265,301	-	265,301	
Departmental and other.....	125,367	-	125,367	
Intergovernmental.....	3,422,499	1,308,666	4,731,165	
Investment in joint venture.....	3,334,541	-	3,334,541	
Prepaid expenses.....	156,844	-	156,844	
Tax foreclosures.....	79,778	-	79,778	
TOTAL ASSETS.....	\$ 19,993,205	\$ 5,612,778	\$ 25,605,983	
LIABILITIES AND FUND BALANCES				
LIABILITIES:				
Warrants payable.....	\$ 543,214	\$ 396,026	\$ 939,240	
Accrued payroll.....	1,241,257	57	1,241,314	
Tax refunds payable.....	235,000	-	235,000	
Other liabilities.....	1,357,804	-	1,357,804	
Deferred revenues.....	5,239,108	734,624	5,973,732	
Notes payable.....	-	600,000	600,000	
TOTAL LIABILITIES.....	8,616,383	1,730,707	10,347,090	
FUND BALANCES:				
Reserved for:				
Encumbrances and continuing appropriations.....	2,689,290	-	2,689,290	
Stabilization.....	-	1,407,688	1,407,688	
Perpetual permanent funds.....	-	355,894	355,894	
Unreserved:				
Designated for investment in joint venture.....	3,334,541	-	3,334,541	
Designated for subsequent year's expenditures.....	1,807,165	-	1,807,165	
Undesignated, reported in:				
General fund.....	3,545,826	-	3,545,826	
Special revenue funds.....	-	2,711,213	2,711,213	
Capital projects funds.....	-	(624,106)	(624,106)	
Permanent funds.....	-	31,382	31,382	
TOTAL FUND BALANCES.....	11,376,822	3,882,071	15,258,893	
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 19,993,205	\$ 5,612,778	\$ 25,605,983	

Town of Burlington

TOWN OF BURLINGTON

GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	General	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:			
Real estate and personal property taxes, net of tax refunds.....	\$ 52,644,291	\$ -	\$ 52,644,291
Tax liens.....	116,652	-	116,652
Motor vehicle and other excise taxes.....	2,929,745	-	2,929,745
Hotel/motel tax.....	956,453	-	956,453
Charges for services.....	288,663	-	288,663
Water and sewer charges.....	4,751,685	-	4,751,685
Penalties and interest on taxes.....	373,422	-	373,422
Fees and rentals.....	126,489	-	126,489
Payments in lieu of taxes.....	46,071	-	46,071
Licenses and permits.....	600,611	-	600,611
Intergovernmental.....	11,799,977	2,100,772	13,900,749
Departmental and other.....	926,003	3,027,775	3,953,778
Contributions.....	-	426	426
Investment income.....	224,579	65,048	289,627
TOTAL REVENUES.....	75,784,641	5,194,021	80,978,662
EXPENDITURES:			
Current:			
General government.....	3,822,820	1,076,602	4,899,422
Public safety.....	10,328,718	86,303	10,415,021
Education.....	31,922,120	3,175,172	35,097,292
Public works.....	5,747,604	764,171	6,511,775
Water and sewer.....	2,829,260	-	2,829,260
MWRA assessment.....	3,201,383	-	3,201,383
Human services.....	969,955	83,959	1,053,914
Culture and recreation.....	2,258,537	980,441	3,238,978
Pension benefits.....	6,040,459	-	6,040,459
Employee benefits and insurance.....	7,273,159	-	7,273,159
Claims and judgments.....	123,657	-	123,657
State and county charges.....	656,250	-	656,250
Debt service:			
Principal.....	2,075,926	-	2,075,926
Interest.....	1,075,199	-	1,075,199
TOTAL EXPENDITURES.....	78,325,047	6,166,648	84,491,695
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....			
	(2,540,406)	(972,627)	(3,513,033)
OTHER FINANCING SOURCES (USES):			
Operating transfers in.....	929,166	701,210	1,630,376
Operating transfers out.....	(911,947)	(718,429)	(1,630,376)
TOTAL OTHER FINANCING SOURCES (USES).....	17,219	(17,219)	-
NET CHANGE IN FUND BALANCES.....	(2,523,187)	(989,846)	(3,513,033)
FUND BALANCES AT BEGINNING OF YEAR.....	13,900,009	4,871,917	18,771,926
FUND BALANCES AT END OF YEAR.....	\$ 11,376,822	\$ 3,882,071	\$ 15,258,893

TOWN OF BURLINGTON

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS
JUNE 30, 2003

(UNAUDITED)

	Business-type Activities <u>Enterprise Funds</u>	Governmental Activities - Internal Service Funds
	Ice Palace Enterprise	
ASSETS		
CURRENT:		
Cash and short-term investments.....	\$ 205,545	\$ 1,115,437
Working capital deposit.....	<u>-</u>	<u>948,400</u>
 Total current assets.....	<u>205,545</u>	<u>2,063,837</u>
 NONCURRENT:		
Capital assets, net of accumulated depreciation.....	<u>1,570,917</u>	<u>-</u>
 TOTAL ASSETS.....	<u>1,776,462</u>	<u>2,063,837</u>
LIABILITIES		
CURRENT:		
Bonds and notes payable.....	<u>1,269,000</u>	<u>-</u>
NET ASSETS		
Invested in capital assets, net of related debt.....	301,917	<u>-</u>
Unrestricted.....	<u>205,545</u>	<u>2,063,837</u>
 TOTAL NET ASSETS.....	<u>\$ 507,462</u>	<u>\$ 2,063,837</u>

Town of Burlington

TOWN OF BURLINGTON

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	Business-type Activities	
	<u>Enterprise Funds</u>	Governmental Activities - Internal Service Funds
	Ice Palace Enterprise	
<u>OPERATING REVENUES:</u>		
Employee contributions	\$ -	\$ 1,109,526
Employer contributions	-	3,504,574
Charges for services	<u>710,338</u>	-
 TOTAL OPERATING REVENUES	 <u>710,338</u>	 <u>4,614,100</u>
<u>OPERATING EXPENSES:</u>		
Cost of services and administration	488,047	-
Depreciation.....	60,789	-
Employee benefits	<u>-</u>	<u>3,410,746</u>
 TOTAL OPERATING EXPENSES	 <u>548,836</u>	 <u>3,410,746</u>
 OPERATING INCOME (LOSS).....	 <u>161,502</u>	 <u>1,203,354</u>
<u>NONOPERATING REVENUES (EXPENSES):</u>		
Investment income.....	3,654	17,657
Interest expense.....	<u>(71,578)</u>	-
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 <u>(67,924)</u>	 <u>17,657</u>
 INCOME (LOSS) BEFORE OPERATING TRANSFERS.....	 <u>93,578</u>	 <u>1,221,011</u>
 NET ASSETS AT BEGINNING OF YEAR.....	 <u>413,884</u>	 <u>842,826</u>
 NET ASSETS AT END OF YEAR.....	 <u>\$ 507,462</u>	 <u>\$ 2,063,837</u>

TOWN OF BURLINGTON

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS
JUNE 30, 2003

(UNAUDITED)

	Scholarship Funds	Agency Funds
ASSETS		
CURRENT:		
Cash and short-term investments.....	\$ 612,666	\$ 3,347,826
Investments.....	513,579	-
Receivables, net of allowance for uncollectibles:		
Departmental and other.....		66,555
TOTAL ASSETS.....	<u>1,126,245</u>	<u>3,414,381</u>
LIABILITIES		
Warrants payable.....	-	38,124
Liabilities due depositors.....	-	3,309,702
Deferred revenue.....	-	66,555
TOTAL LIABILITIES.....	<u>-</u>	<u>3,414,381</u>
NET ASSETS		
Held in trust for other purposes.....	\$ <u>1,126,245</u>	\$ <u>-</u>

Town of Burlington

TOWN OF BURLINGTON

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FISCAL YEAR ENDED JUNE 30, 2003

(UNAUDITED)

	Scholarship Funds
<u>ADDITIONS:</u>	
Contributions.....	\$ 292,544
Interest.....	<u>34,609</u>
TOTAL ADDITIONS.....	<u>327,153</u>
<u>DEDUCTIONS:</u>	
Educational scholarships.....	<u>183,186</u>
CHANGE IN NET ASSETS.....	143,967
NET ASSETS AT BEGINNING OF YEAR.....	<u>982,278</u>
NET ASSETS AT END OF YEAR.....	<u>\$ 1,126,245</u>

TOWN OF BURLINGTON

DIRECTORY

Department Town of Burlington	Telephone (Area Code 781)	E-mail/Web Address
Burlington Web	270-1600	www.burlington.org
Information/Connecting all Departments	270-1608	
Main Fax Number Connecting Offices	270-1610	accounting@burlmass.org
Accounting	270-1650	assessor@burlmass.org
Assessors	273-5922	bcat@burlington.mec.edu
B-CAT	270-1965	
B-Line Information		
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 Cemetery	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