

# TOWN OF BURLINGTON



## Proposed Operating Budget & 10-Year Capital Plan

**Fiscal Year 2026**

July 1, 2025 - June 30, 2026

Prepared by the Budget Office



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Paul Sagarino, Town Administrator  
John Danizio, Assistant Town Administrator  
Rachel Leonardo, Budget Director  
Juiling De Los Reyes, Town Accountant  
Samuel Hockenbury, Management Analyst

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**SECTION 1:  
GENERAL INFORMATION**

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## Town of Burlington

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### Ways and Means Committee

#### Ways and Means Annual Budget Recommendation Fiscal Year 2026

Dear Town Meeting Members,

The FY 2026 proposed budget is presented for your consideration. It has been through several months of preparation and review. The budget was developed with guidelines agreed upon by the town administration, Select Board, School Committee, school superintendent, and Ways and Means Committee.

The goals for this budget were to maintain level services where possible, prioritize investment in infrastructure, minimize fees, and to plan for long term financial liabilities as a result of significant capital investment. The following assumptions were used: expect an increase in local receipts and state aid which have recovered from the disruptions of COVID, expect an increase for accommodated accounts of 7%, set minimal operating budget increases, and control the total tax levy increase within a range of 4.5% - 5.5%.

With these assumptions in place, FY26 guidelines were set at 2.5% increases for the school and town operating budgets and a 7% increase in the accommodated accounts. Headcount for Town government employees is at 329.82 FTE (a decrease of 0.5 FTE), while the schools headcount is up from 642.04 to 648.41 FTEs (an increase of 6.37 FTEs).

Initial budget development starts at the department level in January, followed by review at the supervisory level (Town Administrator and Assistant Town Administrator on the town side or the Superintendent on the school side). Some departments such as Clerk, Recreation, Library, Planning, and Assessor have an elected Board that review and approve their respective budgets. The school budget is approved for your review by the School Committee. All other budgets get final review and approval by the Select Board.

Once approved, budgets are forwarded to the Ways and Means committee. They are first reviewed in detail with department heads by specific subcommittees and finally presented to the full committee for questions and approval. Financial warrant articles go through a similar process, with additional review by the Capital Budget Committee.

As we review this budget and the warrant article requests this year, it is important to consider large capital projects, currently approved and underway like the police station, Fox Hill elementary school, and MSMS athletic fields, as well as projects in the planning phases such as Burlington High School and Shawsheen Technical High School.

This year we have worked with town administration, the school department, and the Capital Budget Committee to move toward a more specific and detailed list of anticipated capital requests for the next 10 years. We encourage the development of an appropriately detailed capital budget plan with input from the various departments, Ways and Means, and the Capital Budget Committee under the guidance of town administration, with the goal of having a plan that is realistic rather than aspirational and can help guide fiscal planning. We look forward to seeing the development of a reasonable capital plan as the town undertakes several large infrastructure projects. This plan is of great importance for maintaining a balance between our revenues and our capital and operational expenditures.

Infrastructure remains an important focus in this budget with warrant article requests for water and sewer repair, maintenance, and replacement projects on the town side. The schools have requests for boiler room repairs and HVAC maintenance at Pine Glen, replacement and improvement of library furniture at the middle school, and district-wide network hardware and software replacement and security improvements. As always, we see warrant article requests for the replacement of vehicles that are at the end of their useful life. These vehicles are all on the vehicle replacement schedule but are regularly shifted if they can continue to function safely. When the fire department went to ALS ambulance service, the assumption was that increased revenue from the change would cover the increased cost as well as fund the ambulance replacement program. This assumption has born out, and this year we see a request to purchase a new ambulance with money from ambulance revenue.

Our largest building projects, the Fox Hill and police station projects, fit within our budget but they do stress our excess levy capacity. Ways and Means recommended a Proposition 2 ½ debt exclusion vote to help ease this stress and that remains an option in the future. A substantial high school building project is in planning, and any such project forwarded by the School Committee will require a debt exclusion vote in a town election as well as approval by Town Meeting of the borrowing.

Overall residential property values continue to increase. Other revenues have increased with local receipts exceeding pre-pandemic levels. However, we remain concerned about office vacancies, which may lead to reduced Town revenues. Commercial properties continue to generate over 62% of our tax levy. We had solid new growth, mostly due to the large project on Blue Sky Drive. New growth will benefit again next year from the completion of this project. Short term new growth beyond FY26 is uncertain. We expect continued residential projects but do not yet have any big commercial projects on the horizon. Our Economic Development Director worked on a rezoning initiative for Mall Road that was approved by Town Meeting in January. We are seeing interest in developing housing options in the Middlesex Turnpike area that should help local businesses that are challenged by the lack of housing options for their employees.

Overall, the Town remains in good financial shape. Our free cash certified at \$36.1 million. We used \$16.6 million at January Town Meeting to avoid bonding the initial expenses for Fox Hill, the police station, and the Overlook Park project, leaving a free cash balance of \$19.4 million. Our stabilization account has \$12.05 million as of 3/31/2025. These balances remain strong as a percentage of the presented FY26 budget. We have significant unused levy capacity (\$14.4 million for FY25) in reserve. Continuing the OPEB contributions, with the planned annual increases, helps ensure we do not have runaway liabilities from obligations to retired employees. In recognition of the Town's responsible financial stewardship, our bond rating remains AAA.

The committee would like to thank two long term members who ended their service this year. Brad Bond and Sonia Rollins both served on Ways and Means for many years. Their service was invaluable and their expertise and institutional knowledge is definitely missed.

I thank the Administration, all of the Boards, Commissions, Departments, Committees, and my Ways and Means colleagues for their diligence in creating a budget that balances the often competing needs and desires of the Town.

Respectfully submitted,

Doug Davison, Chair  
TMM Precinct 2

The Ways and Means Committee  
Fiscal Year 2025

Doug Davison, Chair  
Ed Parsons, Vice Chair  
Shayan Bhattacherya  
Christopher Campbell  
Christian Delaney

Michael J. Hardy  
John K. Iler  
Deb McCarthy  
Frank P. Monaco  
Steve Morin

Rob Neufeld  
Paul Noonan  
Rick Raso  
Roger S. Riggs  
David S. Tait



# Town of Burlington

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## Town Administrator

### **Town Administrator's Budget Message Fiscal Year 2026**

Town Meeting Members:

Enclosed for your review are the proposed operating budget and capital requests for the Town of Burlington and the Burlington Public Schools for Fiscal Year 2026 (FY26). This spending plan covers the period from July 1, 2025, to June 30, 2026.

We extend our sincere thanks to the Town and School staff, as well as our elected and appointed officials, for their continued dedication to delivering the highest level of service to our community. Their expertise and commitment are what make Burlington a premier destination to live, work, play, and dine.

The Administration's guiding principle in developing this budget remains the same: to build and maintain a sustainable financial model. Sustainability means striking a careful balance between delivering high-quality services and continuing to invest in essential infrastructure while managing growth in the tax levy and maintaining long-term financial stability.

### **Operating Budget**

The FY26 budget proposal represents a commitment to conservative budgeting and careful financial planning. The Administration requested that each department level fund its budget, except for pre-existing contractual obligations where applicable. The recommended Town and School operating budgets align with the guidelines established by our elected boards and the Ways and Means Committee, with both submitting a 4.5% increase.

The proposed operating budget totals \$186,997,456, representing a 5.67% increase over the prior year. This increase was driven primarily by financial obligations largely outside the control of the Administration, such as health insurance, debt service, special education tuition, and technology infrastructure and cyber security replacements. These 'Accommodated Accounts,' or 'Fixed Costs,' are separated from department budgets as they represent universally applicable or mandated expenses that, if included, would unfairly impact a department's ability to meet budget guidelines. This year's increase in Accommodated Accounts came in at 7.59%.

### **Capital Improvement Plan**

The Town's FY26 Capital Improvement Plan (CIP) reflects our continued investment in essential infrastructure, facilities, and public safety while leveraging our strong financial position to minimize long-term debt obligations.

#### *Pay-As-You-Go Capital and Free Cash*

Burlington has a proven track record of using one-time revenues, such as free cash, to fund capital investments without increasing debt. Over the past decade, our approach has supported more than \$40M in projects, allowing us to preserve our AAA bond rating and keep debt service levels manageable.

For FY26, we propose funding just over \$6M in critical repairs, maintenance, and equipment replacements across departments. For example:

- Ongoing drainage improvements and stream cleaning to address localized flooding and restore flow capacity
- Vehicle and equipment replacements to ensure reliability and efficiency, including:
  - Four pieces for Public Works
  - Two vehicles for Recreation
  - One SUV each for Conservation and Fire
  - Vactor Truck for the Sewer Department
- Building and field maintenance projects, including school facility upgrades and renovations at Rahanis Field and Simonds Park

Public safety also remains a top priority. This year's plan includes the purchase of a new ambulance to become our frontline responder, replacing our oldest unit, and rotating the fleet to maintain response readiness.

#### *Water and Infrastructure Investment*

In keeping with our strategic approach to infrastructure, the DPW has developed a rotating, long-term plan to address roads, sidewalks, and water mains. In FY26, the focus is on water infrastructure, including:

- \$1.5M for water main repairs and replacements
- \$1.77M for water system upgrades, including the launch of a multi-year Water Meter Replacement Program

These proactive investments improve system reliability and reduce the risk of costly emergency repairs.

#### *FY26 Borrowing for Major Projects*

We are also planning for the future by making strategic investments through borrowing for projects with a 30-year useful life. These major capital items are:

1. Town Hall HVAC and Generator Replacement – \$5.3M  
The current system is nearing end-of-life and needs to be replaced to ensure uninterrupted services.
2. Sewer Inflow and Infiltration Mitigation – \$1.43M  
Eligible for the MWRA’s 75/25 grant/loan program, reducing the Town’s repayment obligation to \$358K over 10 years at 0% interest.
3. Middle School Field Improvements
  - o Phase 2 of the field project – \$1.71M
  - o New restroom facility – \$1.65M

These projects meet long-term needs while utilizing cost-effective financing opportunities.

### Long-Term Goals and Objectives

#### *Maintain Bond Rating:*

The Administration strives to maintain the Town’s AAA bond rating. This rating, the highest assigned by S&P Global Ratings, demonstrates a ‘municipality’s creditworthiness and ensures we receive the most favorable borrowing rates. This rating is a testament to the Administration’s commitment to stable financial management and sustainable budgeting. This rating was reaffirmed in April 2025.

Credit Profile		
US\$7.9 mil GO mun purp loan ser 2025 due 04/15/2050		
Long Term Rating	AAA/Stable	New
Burlington GO		
Long Term Rating	AAA/Stable	Affirmed
Burlington GO BANs		
Short Term Rating	SP-1+	Affirmed

Maintaining the highest possible bond rating is critical as we prepare to finance major capital projects, such as potential high school projects in Burlington and for our regional vocational school, Shawsheen. Lower borrowing costs will result in significant savings over the life of larger projects like these. By lowering debt service costs, we free up future budget capacity for other town priorities, thus allowing us to meet both current and future needs without overburdening taxpayers or handcuffing departmental operating budgets.

In short, the highest bond rating ensures we borrow smarter, invest wisely, and protect the town's economic future while making critical improvements to our facilities and infrastructure.

#### *Manage Long Term Liabilities:*

One of the significant long-term liabilities for the Town, and all other municipalities in the state, continues to be funding Other Post-Employment Benefits (OPEB). Since 2016, the Town has engaged the services of an actuarial firm to address the liability. As a result, they developed a voluntary recommended payment schedule. The Administration has consistently made the recommended payments. The actuarial firm has begun work on a revised report as of December



2024, and the Administration is committed to following the schedule. The latest report is expected to be completed in spring of 2025.

## **Economic Development Goals & Priorities**

Burlington remains a regional economic hub, home to more than 2,095 businesses and 46,100 employees across sectors such as life sciences, professional services, technology, healthcare, and retail. With a daytime population nearing 58,000 and a commercial tax base that funds over 60% of the Town’s annual budget, Burlington’s economic strategy remains focused on its diverse local economy while preparing for long-term growth. As we enter FY26, the Town’s economic development goals are organized around four core priorities.

### **1. Promote Burlington and Support Existing Businesses**

In FY25, the Town continued its investment in the [BringMeToBurlington.com](http://BringMeToBurlington.com) website, which experienced a measurable increase in user engagement. The “Things To Do” and restaurant listings remained among the most visited pages.

Efforts in FY26 will focus on updating the website’s content to further promote Burlington as a destination for business and visitors alike. In addition, the Town will expand its digital outreach through a new LinkedIn strategy targeting professionals, site selectors, and investors. These efforts aim to promote Burlington to current and prospective businesses, sharing our existing industry clusters and our community’s strategic location.

### **2. Enhance Innovation Ecosystems**

Burlington’s innovation ecosystem continues to evolve, anchored by a strong technology cluster alongside growing life sciences and green technology sectors. In FY24, the Town issued 346 commercial building permits, representing over \$159 million in private investment. Companies like Myomo, Modal Therapeutics, CH Biotech, and Phoenix Tailings expanded into new commercial spaces, contributing to Burlington’s profile as a hub for high-growth sectors. Office leasing activity remained active, with over 289,000 square feet in signed leases. The Town’s support for research and development, coupled with land use policies that encourage innovation, continues to attract companies.

### **3. Invest in the Town Center**

Burlington’s Town Center remains a focal point for revitalization and placemaking. In the fall of 2024, the Town continued its successful fall beer garden series that brought over 2,000 people into the district and installed a new community mural with local business support. The Vacant Storefront Program, while not yet activated by new tenants, remains an available tool for incentivizing small business growth. Additionally, the Town advanced early planning for improvements along Route 3A, securing a TIP project number as it continues to advocate for state investment. Looking ahead, Burlington’s Economic Development Office was awarded a grant by the Massachusetts Downtown Initiative, which will help either create a gateway sign or explore land uses at the Roger’s Piano site.

#### 4. Plan Proactively for Long-Term Growth

As hybrid and remote work patterns shift the demand for commercial real estate, Burlington is taking steps to reimagine its economic future. The Town approved a new Mixed-Use Innovation District zoning proposal in January 2025. The zoning supports live-work-play environments along Mall Road and Middlesex Turnpike and prioritizes walkability, public realm investments, and flexible land uses. To guide this process, the Town conducted a Fiscal Impact Analysis and partnered with the Metropolitan Area Planning Council (MAPC) to complete a Mobility Action Plan for the district. Burlington's Economic Development Office also secured a \$1 million MassWorks grant to explore infrastructure improvements that align with these growth plans.

#### Looking Ahead

As Burlington looks toward FY26 and beyond, it does so from a strong position supported by a diverse business base and a collaborative approach to planning. At the same time, the broader economic environment remains uncertain, with continued fluctuations in office demand, capital markets, and workforce patterns. These factors remind us that adaptability and public-private collaboration will be critical for future success. Burlington will continue to work closely with regional partners, state agencies, and the local business community to navigate evolving conditions while maintaining opportunity and economic resilience.

#### Conclusion

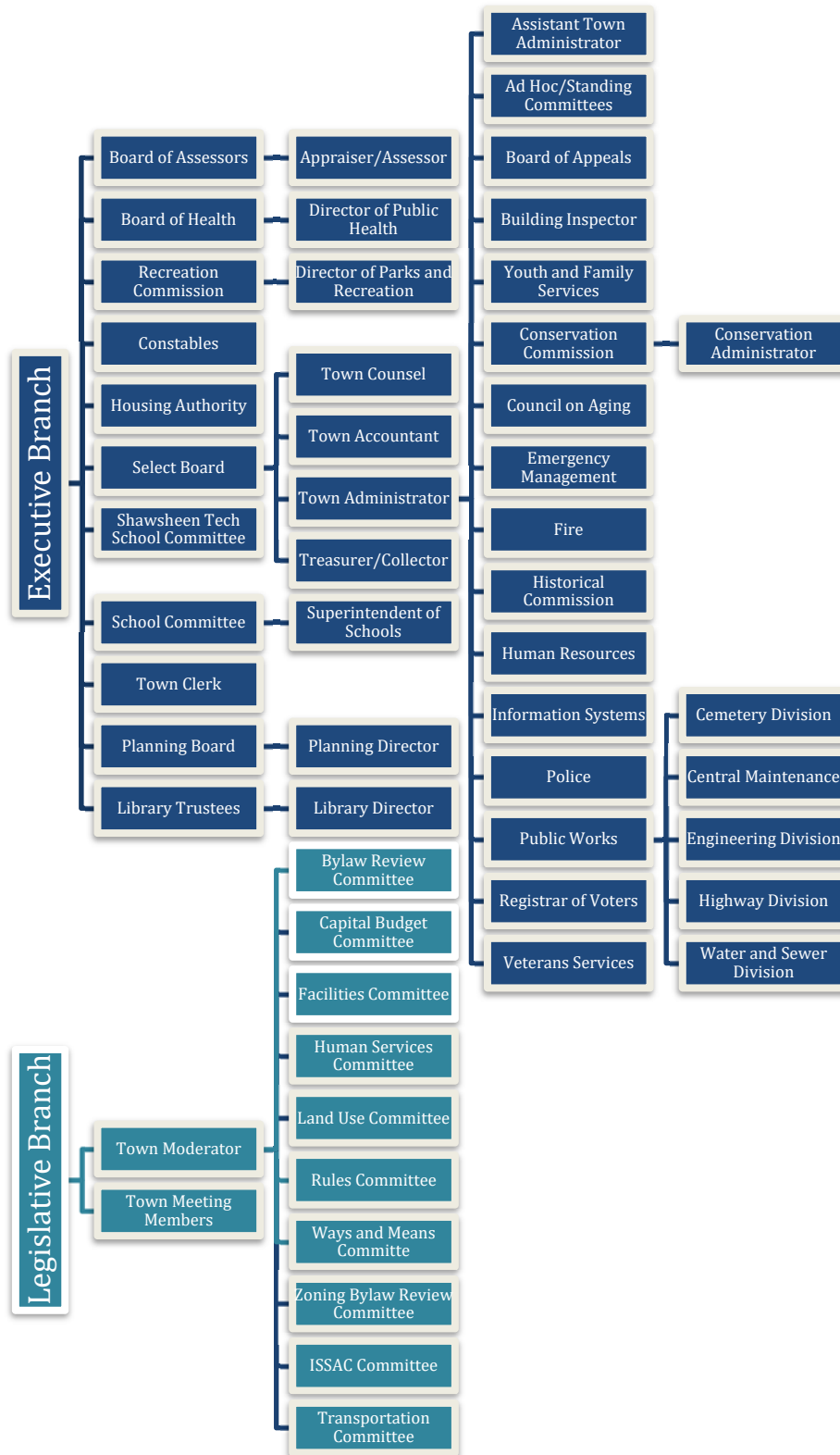
This budget reflects our commitment to responsible governance through efficient operations, strategic investment, and fiscal discipline. It addresses the immediate needs of our residents while laying the foundation for long-term sustainability and growth. By prioritizing essential services, infrastructure improvements, and thoughtful resource allocation, we are building a stronger, more resilient Burlington today and for the future. We look forward to a productive discussion at Town Meeting, and thank you for your continued service and commitment to Burlington.

Sincerely,



Paul F. Sagarino Jr.  
Town Administrator

# Town Organizational Chart



## Town Profile

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered to the west by the Town of Bedford, to the northwest by the Town of Billerica, to the northeast by the Town of Wilmington, and to the south/southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2021 U.S. Census, the population is 25,989.

The Town is governed by a 126 member representative Town Meeting, and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five members, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, collection and disposal of solid waste and recycling, public education for grades PK-12, sewer services, street maintenance, public libraries, parks, and recreational facilities. The principal services provided by the Commonwealth of Massachusetts are: jails and houses of correction and registries of deeds and probate.

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

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides rail and bus service. The Town of Burlington has its own wells and water treatment system, and is a member of Massachusetts Water Resource Authority (MWRA) for sewer services and partial water services, supplemented by Town water plants.

## Town Data

Official Name:	Town of Burlington	Per Capita Income:	\$60,260
Year Settled:	1641	School Enrollment	3,510 (2024-25)
Year Incorporated:	1799		
County:	Middlesex		
Form of Government:	Representative Town Meeting		
Total Area:	11.9 square miles		
Land	11.8 square miles		
Water	.01 square miles		
Population	25,989 (2021)		
Households:	10,093 (2021)		
Owner Occupied:	74.8% (2021)		
Median Household Income:	\$124,755 (2021)		



*Terri Keene, Burlington DPW*

Source: US Census, MA Dept. of Elementary and Secondary Education

## Budget Process

The Town of Burlington is governed by representative Town Meeting and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town Administrator is responsible for the preparation and format of a uniform budget document, which is acceptable to the Ways and Means Committee; for all departments or agencies under the Select Board's jurisdiction.

### Select Board

The Select Board reviews all requests and presents the budget to Town Meeting for approval.

### Ways and Means

The members of the Ways and Means Committee are appointed by the Town Moderator. Ways and Means is responsible for reviewing all financial aspects of the Town government and providing a recommendation to Town Meeting on the operating budget or any warrant articles

### Capital Budget Committee

The members of the Capital Budget Committee are also appointed by the Town Moderator and consider all matters relating to proposed expenditures of money by the Town for capital items and projects.

## Budget Calendar

**July** Fiscal year begins on July 1.

**September** Amount to be raised by taxation, for current fiscal year, is determined.

**November** Select Board determines current fiscal year tax rate. Town officials prepare and submit tax rate to Department of Revenue.

**December** Current fiscal year tax rate is approved by Department of Revenue.

Ways and Means, Board of Select Board and, School Committee, and the Administration develop budget guidelines for next fiscal year.

**January** Department heads develop budgets with supervisory authority.

**February-April** Departments present budgets to Ways and Means.

**May** Annual Town Meeting votes to raise and appropriate funds for next fiscal year.

**June** Fiscal year ends June 30.

# The Budget Cycle

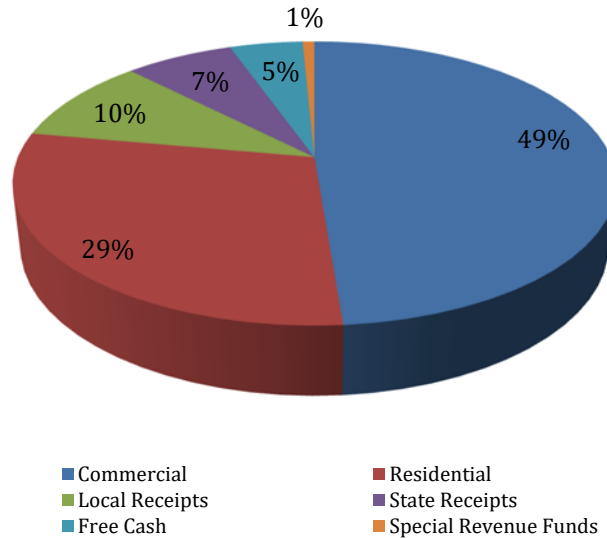


## REVENUES

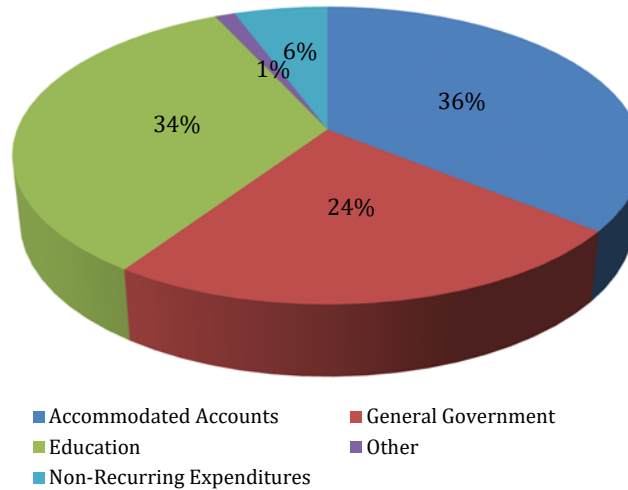
<i>Recurring Revenues</i>	
<b>Tax Levy</b>	<b>156,348,116</b>
Commercial	97,873,921
Residential	58,474,195
<b>State Receipts</b>	<b>13,982,272</b>
School Chapter 70	10,239,331
Charter School Reimbursement	135,374
School Offset Programs	85,041
Unrestricted General Govt. Aid	3,295,578
Veterans Benefits Reimbursement	34,299
Veterans Blind & Surviving Spouse	129,066
Public Libraries	63,583
<b>Local Receipts</b>	<b>19,609,368</b>
Motor Vehicle Excise	4,391,896
Other Excise	3,900,000
Local Meals Tax	2,400,000
Penalties and Interest	338,074
In Lieu of Taxes	520,000
Water Usage Charges	4,042,750
Ambulance User Charges	675,000
Rentals	321,545
Licenses & Permits	1,600,000
Department Revenues	917,891
Fines & Forfeits	4,371
Interest of Invested Cash	224,033
Medical Assistance Reimbursement	273,809
<i>Non-Recurring Revenues</i>	
<b>Free Cash</b>	<b>9,398,783</b>
<b>Special Revenue Funds</b>	<b>1,507,182</b>
<b>Overlay Excess</b>	<b>0</b>
<b>TOTAL</b>	<b>200,845,721</b>

## FY2026 OVERVIEW

**Revenues by Source**



**Expenditures by Category**



## EXPENDITURES

<i>Recurring Expenditures</i>	
<b>Accommodated Accounts</b>	<b>71,957,387</b>
Unemployment	100,000
Health Insurance	18,513,777
FICA/Medex	1,550,000
Retirement Contribution	0
General Town Insurance	1,700,000
Audit	70,000
Waste Removal	3,423,041
Street Lights	360,500
DEP Drinking Water Assessment	15,000
Hazardous Waste Collection	50,000
Mosquito Control	50,700
Debt Principal & Interest	9,449,631
Middlesex Retirement	15,210,846
SPED Tuition & Transportation	16,266,011
Regional School-Shawsheen	3,069,215
Regional School-Non-Member	62,000
Local Transportation	150,000
OPEB	1,216,666
Capital Improvements	700,000
<b>General Government</b>	<b>47,438,867</b>
<b>Education</b>	<b>67,601,202</b>
<b>Other</b>	<b>2,442,300</b>
State Assessments	1,293,677
Allowance for Abatements	1,000,000
Cherry Sheet Offsets	148,624
<i>Non-Recurring Expenditures</i>	
<b>Deficit Accounts (Snow &amp; Ice)</b>	<b>500,000</b>
<b>Special Warrant Articles</b>	<b>10,905,965</b>
<b>TOTAL</b>	<b>200,845,721</b>

## Five Year Budget Summary

	<u>Budget FY 2022</u>	<u>Budget FY 2023</u>	<u>Budget FY 2024</u>	<u>Budget FY 2025</u>	<u>Projection FY 2026</u>	<u>% Increase</u>
Tax Levy Limit	\$ 141,619,356	\$ 147,733,018	\$ 154,725,586	\$ 160,914,611	\$ 168,758,674	4.87%
<b>RECURRING REVENUES</b>					-	
Taxes levied or Budgeted to be levied	\$ 129,801,144	\$ 134,491,166	\$ 141,752,305	\$ 147,792,968	\$ 156,348,116	5.79%
Local Receipts	\$ 15,062,209	\$ 15,061,606	\$ 16,144,782	\$ 17,826,207	\$ 19,609,368	10.00%
State Receipts (Cherry Sheet)	\$ 10,315,584	\$ 12,511,792	\$ 12,774,054	\$ 13,526,219	\$ 13,982,272	3.37%
<b>TOTAL REVENUES</b>	<b>\$ 155,178,937</b>	<b>\$ 162,064,564</b>	<b>\$ 170,671,141</b>	<b>\$ 179,145,394</b>	<b>\$ 189,939,756</b>	<b>6.03%</b>
<b>RECURRING EXPENDITURES</b>						
Accommodated Accounts	\$ 55,333,645	\$ 58,328,873	63,188,730	66,879,018	\$ 71,957,387	7.59%
General Government	\$ 40,171,044	\$ 41,716,324	43,369,228	45,396,264	\$ 47,438,867	4.50%
Education	\$ 57,387,111	\$ 59,539,128	61,904,445	64,690,145	\$ 67,601,202	4.50%
Allowance for Abatements (overlay)	\$ 1,000,000	\$ 1,000,000	1,000,000	1,000,000	\$ 1,000,000	0.00%
State Assessments (Cherry Sheet)	\$ 1,013,969	\$ 1,061,326	966,948	1,039,000	\$ 1,293,677	24.51%
State Offset Items (Cherry Sheet)	\$ 164,603	\$ 158,609	154,726	147,042	\$ 148,624	1.08%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 155,070,372</i>	<i>\$ 161,804,260</i>	<i>\$ 170,584,077</i>	<i>\$ 179,151,469</i>	<i>\$ 189,439,756</i>	<i>5.74%</i>
<b>NON-RECURRING EXPENDITURES</b>						
Deficit Accounts	\$ 208,565	\$ 360,304	187,064	93,925	-	432.34%
Special Warrant Articles	<u>\$ 5,504,044</u>	<u>\$ 7,838,401</u>	<u>11,561,536</u>	<u>32,382,322</u>	<u>\$ 10,905,965</u>	-66.32%
<b>TOTAL EXPENDITURES</b>	<b>\$ 160,782,981</b>	<b>\$ 170,002,965</b>	<b>\$ 182,332,677</b>	<b>\$ 211,627,716</b>	<b>\$ 200,845,721</b>	<b>-5.09%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ (5,604,044)</b>	<b>\$ (7,938,401)</b>	<b>\$ (11,661,536)</b>	<b>\$ (32,482,322)</b>	<b>\$ (10,905,965)</b>	
<b>NON-RECURRING REVENUES</b>						
Free Cash	\$ 4,234,005	\$ 6,769,589	\$ 10,482,136	\$ 31,065,635	\$ 9,398,783	-69.75%
Special Revenue Funds	\$ 1,170,039	\$ 1,168,812	\$ 1,179,400	\$ 1,166,687	\$ 1,507,182	29.18%
Excess Allowance for Abatements	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ -	-100.00%
<b>TOTAL NON-RECURRING REVENUES</b>	<b>\$ 5,604,044</b>	<b>\$ 7,938,401</b>	<b>\$ 11,661,536</b>	<b>\$ 32,482,322</b>	<b>\$ 10,905,965</b>	<b>-66.42%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



## RECURRING EXPENDITURES

### Accommodated Accounts

This category is utilized by the Town to classify several types of budgets. The first type is expenditures that are applicable to all departments such as employee benefit costs, general insurance, and debt service. Another is expenditures that have proven difficult to control which have been broken out of Town and School operating budgets as their inclusion would put those departments at an unfair disadvantage in meeting the Town’s budget guidelines. Examples of these budgets would be Special Education from the School Department and Trash Removal from Public Works. Another common attribute of budgets classified as Accommodated is that they are typically mandated expenditures for which the Town has little control over the cost. This year’s budget includes the sixth year of the Town’s scheduled payment to address it’s liability for Other Post Employments Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. The next actuarial study for OPEB is ongoing and will be finalized later this spring. The Town will continue to evaluate the funding schedule biannually as the actuarial study is updated. Accommodated Accounts are denoted with an (AA) in the detail of the budget document section of this book. The chart below illustrates a five year comparison of these budgeted costs.

### **Accommodated Accounts – 5 Year Comparative**

	<b>Budget FY 2022</b>	<b>Budget FY 2023</b>	<b>Budget FY 2024</b>	<b>Budget FY 2025</b>	<b>Projection FY 2026</b>	<b>% Increase</b>
Unemployment	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Health Insurance	\$15,028,422	\$15,633,054	\$16,248,398	\$17,165,850	\$18,513,777	7.85%
F.I.C.A./Medex	\$1,260,128	\$1,323,134	\$1,389,291	\$1,470,000	\$1,550,000	5.44%
General Town Insurance	\$1,156,399	\$1,214,219	\$1,364,219	\$1,500,000	\$1,700,000	13.33%
Audit	\$60,000	\$60,000	\$60,000	\$70,000	\$70,000	0.00%
Waste Removal	\$2,244,200	\$2,322,124	\$3,159,710	\$3,304,700	\$3,423,041	3.58%
Street Lights	\$370,500	\$360,500	\$360,500	\$360,500	\$360,500	0.00%
DEP Drinking Water Assessment	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	0.00%
Hazardous Waste Collection	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Mosquito Control	\$45,743	\$45,743	\$45,743	\$45,743	\$50,700	10.84%
Debt Service	\$6,776,772	\$7,605,697	\$8,188,670	\$8,772,664	\$9,449,631	7.72%
Middlesex Retirement System	\$11,757,449	\$12,543,435	\$13,403,482	\$14,291,966	\$15,210,846	6.43%
Special Ed Tuition & Transportation	\$12,333,456	\$12,873,799	\$14,202,037	\$15,206,011	\$16,266,011	6.97%
Shawsheen Regional School	\$2,593,065	\$2,667,214	\$2,976,385	\$2,800,665	\$3,069,215	9.59%
Regional School - Other	\$240,018	\$133,179	\$106,865	\$112,775	\$62,000	-45.02%
Local Transportation	\$50,000	\$50,000	\$100,000	\$100,000	\$150,000	50.00%
Other Post Employment Benefits T/F	\$852,493	\$931,775	\$1,018,430	\$1,113,144	\$1,216,666	9.30%
Capital Improvements	\$400,000	\$400,000	\$400,000	\$400,000	\$700,000	75.00%
<b>Total</b>	<b>\$55,333,645</b>	<b>\$58,328,873</b>	<b>\$63,188,730</b>	<b>\$66,879,018</b>	<b>\$71,957,387</b>	<b>7.59%</b>

### General Government

This category is utilized by the Town to budget for all aspects of Town operations with the exception of Education. These areas include General Government, Public Safety, Public Works, Human Services, Culture and Recreation, and the Ways and Means Reserve Fund. Within the category of General Government budgets individual department budgets may exceed the operating budget guideline, but it is the intention of management that the overall General Government percentage increase will meet the guideline. The Town administration is happy to report that the Town Operating budget increase is approximately 3.72% which is in line with the operating budget guideline of 3.75% set by the Ways and Means Committee for FY24.

### Education

This category is utilized by the Town to budget for all of the operating costs of the Burlington Public Schools with the exception of the Shawsheen Regional High School Assessment, the non-member tuition for Essex North Shore Agricultural and Technical School and Minuteman High School, and the tuitions and transportation portion of Special Education which are included as Accommodated Accounts. The School Committee is expected to approve an overall operating budget increase of 4.0% for FY24. (Not voted at time of printing.)

### Allowance for Abatements & Exemptions (Overlay)

The Allowance represents funds reserved for property tax abatements and statutory exemptions. This estimate is subject to the approval of the Board of Assessors. Approximately \$300,000 of this amount is used annually to fund the statutory exemptions that are granted to the elderly, the infirmed, and veterans as well as the Senior Property Tax Work-off Program. Our elected officials and town staff continue to make access to all available abatements and exemptions a high priority. To that end, the Select Board submitted letters of support for several bills that are making their way through the State House approval process. These bills are aimed at increasing access to existing abatements and exemptions by increase the income and asset limits. Along the same lines the Board of Assessors and their staff have submitted two articles on this Town Meeting warrant. One of them they hope will help with these same qualifying limitations, and the second will allow the Town to provide some relief to those in need.

### State Assessments (Cherry Sheet)

State Assessments represent charges that are levied for services provided to the Town by state and other governmental agencies. The Town budgets for State Assessments based upon the most current information provided to us from our legislative delegation. This estimate is subject to change as the State budget progresses through the legislature.

### State Offset Items (Cherry Sheet)

State Offset Items are various state programs for which the Town receives funding as a component of State Revenue (Cherry Sheet). These funds are not available to support the Town's operating budget as they can only be spent for a particular purpose. Since these estimates are included as part of the revenue portion of the Town's budget, the state requires that we "offset" (\*\*) an equal amount as an expenditure during the budget process.

### State Assessments and Offsets – 5 Year Comparative

	Budget FY 2022	Budget FY 2023	Budget FY 2024	Budget FY 2025	Projection FY 2026	% Increase
Air Pollution Dist (C.676)	\$ 12,198	\$ 11,994	\$ 12,235	\$ 12,538	\$ 12,375	-1.30%
RMV Non-renewal	\$ 15,771	\$ 11,540	\$ 15,061	\$ 22,240	\$ 22,240	0.00%
MBTA	\$ 648,351	\$ 609,104	\$ 630,324	\$ 647,109	\$ 678,651	4.87%
Metro Area Planning Council	\$ 15,080	\$ 14,732	\$ 16,780	\$ 15,432	\$ 16,112	4.41%
Tuition Assessments	\$ 322,569	\$ 413,956	\$ 292,548	\$ 341,681	\$ 564,299	65.15%
School Offsets **	\$ 120,000	\$ 110,000	\$ 101,352	\$ 86,684	\$ 85,041	-1.90%
Public Libraries (C78,S19A)**	\$ 44,603	\$ 48,609	\$ 53,374	\$ 60,358	\$ 63,583	5.34%
<b>Total</b>	<b>\$1,178,572</b>	<b>\$1,219,935</b>	<b>\$1,121,674</b>	<b>\$1,186,042</b>	<b>\$1,442,301</b>	<b>21.61%</b>

### NON RECURRING EXPENDITURES

#### Deficit Accounts

This amount represents an estimate for the Town’s projected deficit for Snow and Ice Removal from FY23. The Town annually provides for \$350,000 in the Public Works budget for this purpose; however it typically costs between \$700,000 and \$800,000. Due to the unpredictability of this budget from year to year it is common practice within the state to budget for Snow and Ice Removal in this manner.

#### Special Warrant Articles

Special Warrant Articles totals all of the individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered in the warrant and the supporting documents related to these requests are provided separately from this budget book. The administration has included assumptions on warrant article funding for illustrative purposes.

### RECURRING REVENUES

#### Taxes Budgeted to be Levied

Under Massachusetts General Law, property taxes on the whole are restricted to increases of 2.5% plus tax revenues derived from New Growth. This is referred to as the annual “levy limit”. New Growth is the additional tax revenue generated by new construction, renovations and other increases in the property tax base during the calendar year.

The amount shown for the FY24 projection is an estimate based upon consultation with the Assessing and Building Departments. The actual value of New Growth will be certified by the Department of Revenue in the fall prior to the Town tax rate setting process. To date, the Town has not passed an override or debt exclusion which would have additional ramifications for the calculation of the annual “levy limit”.

The following chart details the past several years of this calculation.

**Property Taxes Levy Actual and Budgeted – Five Year Comparative**

	<b>Budget FY 2022</b>	<b>Budget FY 2023</b>	<b>Budget FY 2024</b>	<b>Budget FY 2025</b>	<b>Projection FY 2026</b>
Previous Levy Limit	\$136,366,075	\$141,619,356	\$147,733,018	\$154,725,587	\$162,267,956
2.5% Limit	\$3,409,152	\$3,540,484	\$3,693,326	\$3,868,140	\$4,056,699
New Growth	\$1,844,130	\$2,573,178	\$3,299,243	\$3,674,230	\$2,434,019
Override	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$141,619,357</b>	<b>\$147,733,018</b>	<b>\$154,725,587</b>	<b>\$162,267,956</b>	<b>\$168,758,674</b>
Exclusion Debt	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Tax Levy Limit</b>	<b>\$141,619,357</b>	<b>\$147,733,018</b>	<b>\$154,725,587</b>	<b>\$162,267,956</b>	<b>\$168,758,674</b>
Excess Capacity	\$11,818,212	\$13,241,852	\$12,973,282	\$14,474,988	\$12,410,558
<b>Property Taxes Levied</b>	<b>\$129,801,145</b>	<b>\$134,491,166</b>	<b>\$141,752,305</b>	<b>\$147,792,968</b>	<b>\$156,348,116</b>
% levy increase over prior year	5.54%	3.61%	5.40%	4.26%	5.79%

It should be noted that the Town has not taxed up to its maximum annual “Levy Limit”. The difference between what the Town actually levies and the annual “Levy Limit” is called “Excess Taxing Capacity”. This is an important reserve for Burlington and is looked upon favorably by the rating agencies.

Local Receipts

This category includes locally generated revenue other than real and personal property taxes and makes up approximately 10.32% of the Town’s recurring revenues. These amounts are budgeted based upon the prior year actual receipts, five year averages, and specific recommendations from department heads responsible for a particular revenue. These estimates are subject to the approval of the Department of Revenue.

For several years before the pandemic the Town had been able to utilize increases in local receipts provided by a robust local economy to offset increases to the tax levy. During FY21, the economic effects of the global pandemic resulted in a midyear budget reduction of \$2.1M. After several years of flat budget projections the local receipts budget has rebounded. The following chart details the previous five years of budgeted local receipts.

**Budgeted Local Receipts – Five Year Comparative**

	<b>Budget FY 2022</b>	<b>Budget FY 2023</b>	<b>Budget FY 2024</b>	<b>Budget FY 2025</b>	<b>Projection FY 2026</b>
Motor Vehicle Excise	\$4,097,758	\$4,092,209	\$4,221,353	\$4,305,780	\$4,391,896
Hotel Excise	\$1,415,000	\$1,415,000	\$1,500,000	\$3,100,000	\$3,900,000
Local Meals Tax	\$1,300,000	\$1,400,000	\$1,750,000	\$1,825,000	\$2,400,000
Penalties & Interest (Tax & Excise)	\$325,000	\$325,000	\$334,750	\$331,445	\$338,074
In Lieu of Taxes (Limited)	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000
Water User Charges	\$3,600,000	\$3,600,000	\$3,708,000	\$3,925,000	\$4,042,750
Ambulance User Charges	\$594,451	\$500,000	\$600,000	\$625,000	\$675,000

Rentals	\$400,000	\$400,000	\$412,000	\$315,240	\$321,545
Departmental Revenues	\$840,000	\$840,000	\$865,200	\$891,156	\$917,891
Licenses & Permits	\$1,000,000	\$1,000,000	\$1,250,000	\$1,500,000	\$1,600,000
Fines & Forfeits	\$10,000	\$4,000	\$4,120	\$4,244	\$4,371
Investment Earnings	\$200,000	\$205,397	\$211,558	\$217,508	\$224,033
Medical Assistance Reimbursements	\$260,000	\$260,000	\$267,800	\$265,834	\$273,809
Other (ARPA)	\$500,000	\$500,000	\$500,000	\$ -	\$ -
<b>TOTAL LOCAL RECEIPTS</b>	<b>\$15,062,209</b>	<b>\$15,061,606</b>	<b>\$16,144,782</b>	<b>\$17,826,207</b>	<b>\$19,609,368</b>

State Receipts (Cherry Sheet)

State Aid represents approximately 7.4% of the Town’s recurring revenues. The Town receives revenue for both General Government and Education purposes. All of these funds with the exception of “offsets” (\*\*\*) are available to be used to support any Town purpose and are not earmarked for one department’s use. The Town normally forecasts State Receipts based upon the most current information available from the State as of the time of Annual Town Meeting.

It is important to note that there is a significant increase included for Chapter 70 aid. This increase is the result of the State’s commitment to continuing to implement the formula change put in place by the Student Opportunity Act. These amounts are subject to change as the State’s budget process progresses. The following chart details a five year history of the various types of State Receipts.

**State Receipts – Five Year Comparative**

	Budget FY 2022	Budget FY 2023	Budget FY 2024	Budget FY 2025	Projection FY 2026	% Increase
School Chapter 70	\$7,104,731	\$9,149,844	\$9,355,284	\$9,975,106	\$10,239,331	2.65%
Charter Tuition Assess Reimb	\$6,566	\$13,728	\$2,376	\$47,953	\$135,374	182.31%
School Offset Programs **	\$120,000	\$110,000	\$101,352	\$86,684	\$85,041	-1.90%
Subtotal Education	\$7,231,297	\$9,273,572	\$9,459,012	\$10,109,743	\$10,459,746	3.46%
Unrestricted General Govt Aid	\$2,878,214	\$3,033,638	\$3,130,714	\$3,224,636	\$3,295,578	2.20%
Veterans Benefits Reimbursed	\$79,937	\$79,359	\$61,030	\$51,875	\$34,299	-33.88%
Vets, Blind & Surviving Spouse (C59)	\$81,533	\$76,614	\$69,924	\$79,607	\$129,066	62.13%
Public Libraries (C78,S19A) **	\$44,603	\$48,609	\$53,374	\$60,358	\$63,583	5.34%
Subtotal General Government	\$3,084,287	\$3,238,220	\$3,315,042	\$3,416,476	\$3,522,526	3.10%
<b>TOTAL STATE RECEIPTS</b>	<b>\$10,315,584</b>	<b>\$12,511,792</b>	<b>\$12,774,054</b>	<b>\$13,526,219</b>	<b>\$13,982,272</b>	<b>3.37%</b>

## NON RECURRING REVENUES

### Free Cash

Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates and expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The Town submits its June 30 Balance Sheet to the Department of Revenue for certification on an annual basis. Free Cash is not “available” for appropriation until it is certified by the State.

Due to the unpredictability and wide fluctuation of certified Free Cash amounts, it is suggested that Free Cash be used to fund one-time expenditures as opposed to annual operating budgets. The following chart shows a history of the Town’s certified Free Cash over the last five fiscal years. The FY2026 Projection specifies approximately \$6M of Free Cash to fund the “pay as you go” capital plan and other recurring financial warrant articles. Additionally, the Administration and the Ways and Means committee are recommending the use of \$1.88M of Free Cash to help keep some larger capital items appearing on the warrant from being included in the debt plan. This will allow for continued financial flexibility in the Town’s borrowing program for large construction projects. This amount would be adjusted down with the postponement of any warrant articles referenced in the non-recurring expenditure section. As of the printing of this document, the Select Board, School Committee, Ways and Means Committee, and Capital Budget Committee have not taken a position on many of the financial warrant articles. In an effort to ensure the reports and schedules in this document are not underestimated all of the submitted articles are included in the calculation of the totals.

### Certified Free Cash – Recent History

June 30 2020	June 30 2021	June 30 2022	June 30 2023	June 30 2024
\$ 16,778,709	\$ 18,749,255	\$ 24,975,130	\$ 32,558,569	\$ 36,121,508

### Special Revenue Funds

The Special Revenue Fund category of revenues summarizes all revenue from special funds used to either offset the operating budget or provide funding for a warrant article. The following chart details the proposed use of special revenue funds for this Town Meeting.

Sewer Inflow Infiltration.....	\$ 107,975
Chapter 90 Highway.....	\$ 1,399,207
Total.....	\$ 1,507,182

Prior Unexpended Appropriations

This category of revenue represents any appropriation previously approved by Town Meeting which is unspent. These amounts are considered available funds and can be appropriated for any lawful purpose. The Town does not propose to utilize any prior unexpended appropriations at this meeting.

Overlay Surplus

Overlay surplus is declared by the Board of Assessors when it is determined that the Town’s potential liability for abatements and exemptions in any fiscal year has been extinguished. Once the Board is satisfied that the funds are no longer needed, a surplus is declared and these funds are available to be appropriated by Town Meeting. If the overlay surplus is not appropriated by the end of the fiscal year, it closes out to undesignated fund balance and will eventually become part of free cash. For FY26 the Board of Assessors have not declared any funds as surplus. The amount of overlay surplus declared surplus and appropriated over the past five fiscal years is as follows:

<b>Budget FY 2022</b>	<b>Budget FY 2023</b>	<b>Budget FY 2024</b>	<b>Budget FY 2025</b>	<b>Projection FY 2026</b>
\$ 200,000	\$ -	\$ -	\$ 250,000	\$ -

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# **SECTION 2: OPERATING BUDGETS**

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**113 - TOWN MEETING AND REPORTS**

**DESCRIPTION OF SERVICES/MISSION:**

The Town Meeting and Reports budget covers the costs of preparing for and administrating the tri-annual Town Meeting. The salary budget funds the checkers and public address workers, while the expense budget includes the printing and mailing of official Town Meeting documents, such as the warrant, backup, annual operating and capital budgets, and any other costs associated with the meetings.

The budget also reflects the costs associated with the printing and binding of the Town’s annual report as required by M.G.L. Ch. 40 §49.

**STAFFING:**

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026
<b>Salaries</b>						
Part Time	2,259	3,333	3,333	5,600	5,600	5,600
<b>1- TOTAL SALARIES</b>	<b>2,259</b>	<b>3,333</b>	<b>3,333</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b>Expenses</b>						
Contracted Services	12,575	12,575	12,575	24,275	24,275	24,275
<b>2- TOTAL EXPENSES</b>	<b>12,575</b>	<b>12,575</b>	<b>12,575</b>	<b>24,275</b>	<b>24,275</b>	<b>24,275</b>
<b>GRAND TOTAL</b>	<b>14,834</b>	<b>15,908</b>	<b>15,908</b>	<b>29,875</b>	<b>29,875</b>	<b>29,875</b>

87.80%

## **119 - LEGISLATIVE COMMITTEES**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Legislative Committees' budget consolidates the Town Moderator's budget and their appointed committees' budgets.

Town Moderator: Directs the Town Meeting (at least tri-annually) under Massachusetts General Law and Roberts Rules.

The Information Systems Security Advisory Committee (ISSAC): Works with the town administration and superintendent of schools to address the technology issues facing the Town.

Land Use Committee: Reviews zoning proposals for the Town Meeting.

Ways and Means Committee: Reviews all financial matters and provides recommendations to the Town Meeting.

Capital Budget Committee: Reviews all capital purchasing requests and provides recommendations to the Town Meeting.

Zoning Bylaw Review Committee: Monitors and reviews the zoning bylaws and makes recommendations to the Town Meeting.

General Bylaw Review Committee: Reviews general and special bylaws and makes recommendations to the Town Meeting.

### **SIGNIFICANT CHANGES:**

None.

### **BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>
<b>Salaries</b>						
	364.88	91	1,500	1,400	1,400	1,400
	787.63	1354	3,756	3,756	3,756	3,756
	0	0	838	738	738	738
	1,270	1,545	1,400	1,600	1,600	1,600
	1,250	251	1,500	1,500	1,500	1,500
	478	1,243	1,500	1,500	1,500	1,500
	254	150	150	150	150	150
<b>3-</b>	<b>TOTAL SALARIES</b>	<b>4,405</b>	<b>4,634</b>	<b>10,644</b>	<b>10,644</b>	<b>10,644</b>
<b>Expenses</b>						
	30	0	373	373	373	373
<b>4-</b>	<b>TOTAL EXPENSES</b>	<b>30</b>	<b>0</b>	<b>373</b>	<b>373</b>	<b>373</b>
	<b>GRAND TOTAL</b>	<b>4,435</b>	<b>4,634</b>	<b>11,017</b>	<b>11,017</b>	<b>11,017</b>

0.00%

## **122 - SELECT BOARD/TOWN ADMINISTRATOR**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Select Board is the Chief Executive Officer of the Town of Burlington. The Board appoints a Town Administrator as the Chief Administrative Officer to operate the Town day-to-day.

The Board issues all licenses as authorized by statute, approves all payroll and vendor warrants, signs all substantial contracts within the Town not otherwise provided for in the Town's Bylaws, oversees all departments under its control, and is responsible for all Town assets. The Select Board also prepares and approves all warrants for Town Meetings under the provisions of Chapter 686 of The Acts of 1970.

The Town Administrator manages the agencies/departments under the control of the Select Board. Additionally, they enact and supervise all Select Board policies, directives, and votes.

The Town Administrator is authorized to appoint personnel for all departments under the jurisdiction of the Select Board. Furthermore, they negotiate all collective bargaining agreements with employee unions and prepare the overall Town operating budget in concert with the Budget Director and the Ways and Means Committee. Finally, they ensure the Town complies with Massachusetts General Laws, federal statutes, and Town regulations.

Chapter 549 of the Acts of 1978 and Article IV, Section 2.0 of the Town bylaws further specify the duties and responsibilities of the Town Administrator.

In 2020, the Town Administrator's office created an Economic Development Office (EDO). The EDO's charge is to generate a vibrant, innovative, diverse, and thriving economic base. The EDO leads long-range land use and economic development plans. The office also supports existing and prospective businesses through local bureaucratic processes. And finally, they lead marketing and promotion efforts to keep Burlington a top-of-mind site selection for prospective companies.

### **SIGNIFICANT CHANGES:**

The request to add a Communications Director in FY26

**FY25 Accomplishments:**

- Succeed in maintaining a multi-year financial plan and sustaining a AAA Bond Rating
- Town Meeting approved the funding proposal for the design and construction of a new Police Department
- Completed the analysis and implementation of a compensation plan that supports attracting and retaining talent
- Succesfully rolled out the municipal aggregation program, saving residents and businesses over \$500k through December 2024
- Town Meeting adopted a significant new mixed-use district for the Mall area that unlocks new development potential
- Awarded \$1M MassWorks grant for designing improvements for public realm and roadway safety along Middlesex Turnpike.
- Initiated a Mobility Action Plan conducted by MAPC to outline a vision for multimodal transportation throughout commercial and mixed use areas of Burlington
- Awarded a Massachusetts Downtown Initiative Grant for \$25K for Town Center for placemaking efforts

**FY26 Goals:**

- Support a seamless leadership transition between outgoing and incoming Town Administrators to maintain organizational stability
- Maintain a sustainable multi-year financial plan and sustain AAA Bond Rating
- Implement the recommended strategy to bring a communications role on staff to enhance internal and external communications and messaging.
- Complete the design phase and initiate construction of the new Police Department, while facilitating a smooth transition to the temporary facility
- Reboot and develop a business permitting guide and update the online permitting process to facilitate the process for new businesses to establish in Town
- Establish a TIF guideline policy to provide a clear framework for evaluating proposals and promoting equitable, sustainable development
- Advance design and procurement efforts for MassWorks-funded public realm and roadway safety improvements to strengthen Burlington's eligibility for future state grant opportunities

**STAFFING:**

(1) Town Administrator, (1) Assistant Town Administrator, (1) Economic Development Director, (1) Office Manager, (1) Administrative Assistant II (2) Administrative Assistant I, NEW REQUEST (1) Communications Officer

**BUDGET ISSUES**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	765,015	818,533	908,453	987,064	987,064	987,064	
	0	0	0	0	0	0	
	4,500	4,500	5,500	5,500	5,500	5,500	
	0	0	0	0	0	0	
<b>5-</b>	<b>769,515</b>	<b>823,033</b>	<b>913,953</b>	<b>992,564</b>	<b>992,564</b>	<b>992,564</b>	
<b>Expenses</b>							
	32,324	35,404	51,000	51,000	51,000	51,000	
	63,529	66,319	55,400	55,400	55,400	55,400	
	12,161	14,934	17,015	17,015	17,015	17,015	
<b>6-</b>	<b>108,015</b>	<b>116,657</b>	<b>123,415</b>	<b>123,415</b>	<b>123,415</b>	<b>123,415</b>	
<b>Special Accounts</b>							
	16,834	8,104	17,500	17,500	17,500	17,500	
<b>7-</b>	<b>16,834</b>	<b>8,104</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	
	<b>894,365</b>	<b>947,794</b>	<b>1,054,868</b>	<b>1,133,479</b>	<b>1,133,479</b>	<b>1,133,479</b>	<b>7.45%</b>



## **135 - ACCOUNTING**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Town Accountant is appointed and supervised by and answers to the Select Board. The Accountant works with and supports the Town Administrator and administrative team.

The Accounting department performs financial management duties per Massachusetts General Laws, Town bylaws, and all “Generally Accepted Accounting Principles” (GAAP).

The department maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts— additionally, the general ledger and journal records of all transactions. Furthermore, the department is an internal auditor for all departmental receipts and expenditures and coordinates with the Town’s external auditors.

The Accountant’s office manages all Town expenditures, including vouchers, bills, and payroll. The weekly payroll and accounts payable warrants require checking expenditures as appropriate and accurate and ensuring the availability of funds before the Treasurer’s office issues payment. Afterward, the team reconciles the Treasurer/Collector’s cash and receivables balances with the general ledger.

The Accountant oversees and participates in posting weekly warrants, cash receipts as received, and the monthly entries in the journal. Furthermore, they assist other town officials in monitoring the Town’s financial condition. Such assistance includes monthly departmental notices on expenditures and account balances and recommendations for best financial practices.

Finally, they compile and submit all required state and federal reports during and at the close of the fiscal year. They also prepare the annual balance sheet breakdown of cash receipts and produce annual reports for the Town.

The Accounting Department prepared an Annual Comprehensive Financial Report (ACFR) for the year ending June 30, 2024. The report replaced the plain financial statement report issued in prior years. The issuance of an ACFR had been a long-term goal.

The Budget Director is responsible for developing, preparing, and monitoring the Town’s annual operating budget and ten-year capital improvement plan. Additionally, they assist departments, Town boards and committees, residents, and other

stakeholders with facts and analysis of fiscal matters. Moreover, they ensure the budget reflects the goals of the Administration and community. Finally, they continue improving the budget book to inform decision-makers with expert analysis.

The purchasing function of the office is responsible for procuring/acquiring or disposing of all goods and services, construction, and real property following Massachusetts General Law and applicable local regulations.

**SIGNIFICANT CHANGES:**

None.

**FY25 ACCOMPLISHMENTS:**

- Ensured compliance with Generally Accepted Accounting Principles (GAAP)
- Received the GFOA Award for *Excellence in Financial Reporting* for the Annual Comprehensive Financial Report
- Continued to provide support to all the Town departments
- Enhanced staff cross-training

**FY26 GOALS:**

- Continue to safeguard the financial assets of the Town and maintain appropriated legal levels of control over revenues and expenditures
- Support digital Transformation initiative ( Munis TCM)
- Continue to cross-train staff
- Work to ensure staff continue to grow with professional development training and seminars

**STAFFING:**

(1) Town Accountant, (1) Budget Director, (1) Purchasing/Financial Analyst, (1) Assistant Town Accountant, (1) Accounting Specialist, (1) Part-Time Accounting Technician (20 hours)

**BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	426,019	461,050	493,035	509,609	509,609	509,609	
	23,069	26,061	30,182	31,539	31,539	31,539	
<b>8-</b>	<b>449,088</b>	<b>487,111</b>	<b>523,217</b>	<b>541,148</b>	<b>541,148</b>	<b>541,148</b>	
<b>Expenses</b>							
	317	425	425	425	425	425	
	4,470	3,689	4,870	4,870	4,870	4,870	
<b>9-</b>	<b>4,787</b>	<b>4,114</b>	<b>5,295</b>	<b>5,295</b>	<b>5,295</b>	<b>5,295</b>	
	<b>453,875</b>	<b>491,225</b>	<b>528,512</b>	<b>546,443</b>	<b>546,443</b>	<b>546,443</b>	<b>3.39%</b>

## **141 - ASSESSORS**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Board of Assessors determines the value of all taxable real and personal property within the Town.

The Department also administers all Motor Vehicle Excise Bills, Real Estate Exemptions, and Real Estate/ Personal Property Abatements.

The office maintains permanent records of all real estate transactions/ ownership information within the Town.

Annually mails the "Form of List" to business owners and analyzes the resulting data to value all business personal property.

Additionally, the 'Income and Expense Forms' are mailed to commercial property owners at the beginning of the year. The returned data is entered and analyzed to determine values on commercial and industrial properties.

The office also mails exemption applications annually to residents who have previously qualified for an exemption and processes the returned applications.

The Board of Assessors reviews all abatements for real estate and personal property.

The Town Appraiser represents the Town at the Appellate Tax Board on disputed real estate and personal property tax values.

The office also maintains the Databases for Patriot, MUNIS, GIS, and the website.

### **SIGNIFICANT CHANGES:**

None.

### **FY25 ACCOMPLISHMENTS:**

- Successfully completed the state-mandated five-year revaluation of all properties in Town.
- Abated uncollectable excise tax at the request of the Treasurer's Office.

### **FY26 GOALS:**

- Provide the administration with information to help develop financial strategies.

**STAFFING:**

(1) Department Head, (1) Administrative Assistant 2, (1) Administrative Assistant 1

**BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	277,719	284,517	279,493	287,475	287,475	287,475	
	2,600	2,600	2,600	2,600	2,600	2,600	
<b>10-</b>	<b>TOTAL SALARIES</b>	<b>280,319</b>	<b>287,117</b>	<b>282,093</b>	<b>290,075</b>	<b>290,075</b>	<b>290,075</b>
<b>Expenses</b>							
	180,629	180,980	181,980	185,450	185,450	185,450	
	2,472	3,150	3,150	3,150	3,150	3,150	
	5,043	1,756	7,315	6,115	6,115	6,115	
	1,530	1,530	1,530	1,530	1,530	1,530	
<b>11-</b>	<b>TOTAL EXPENSES</b>	<b>189,674</b>	<b>187,416</b>	<b>193,975</b>	<b>196,245</b>	<b>196,245</b>	<b>196,245</b>
	<b>GRAND TOTAL</b>	<b>469,993</b>	<b>474,533</b>	<b>476,068</b>	<b>486,320</b>	<b>486,320</b>	<b>486,320</b>
							<b>2.15%</b>

## **145 - TREASURER/COLLECTOR**

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### **DESCRIPTION OF SERVICES/MISSION**

The Treasurer/Collector performs all duties outlined in the Town's General Bylaws Article VII, Sections 1.0 – 5.0 "Town Treasurer/Collector".

The Department's mission is to provide efficient, timely collection of monies due to the Town of Burlington. Such dues include, but are not limited to, Real Estate Tax, Personal Property Tax, Water & Sewer Tax, and Motor Vehicle Excise Tax.

The Treasurer/Collector is responsible for safeguarding all of the funds of the Town of Burlington and issuing debt as authorized by Town Meeting.

This Department also oversees fund expenditures, payroll and benefits for Town employees and retirees, and all employee benefits, including health, life, disability, dental, deferred compensation, tax shelter, pension, flexible spending, and other related benefits programs.

The Department administers weekly payroll for all employees, including Federal and State Tax withholdings. Additionally, the quarterly and annual reporting and payment of those taxes are essential tasks. Issues and reports W-2s for all employees.

### **SIGNIFICANT CHANGES**

None.

### **FY25 ACCOMPLISHMENTS**

- Restructured positions to facilitate a cleaner structure within the Treasurer/Collector Team.
- Reflect increase in Online Payments
- Initiated Outsourcing of Printing and mailing of tax bills
- Developed a welcome letter in the summer of 2024 to new property owners identifying the requirements of the tax liabilities and available options for payments.
- In December 2024, we began emailing payroll advices versus printing, folding, and distributing. Will continue to roll out to larger departments in the winter and spring of 2025

### **FY26 GOALS**

- Continuing to promote options for payment through mail-in lockbox, online payments, and drop-off at town hall.
- Continuing to roll out the Employee Assistance module to decrease printing and paper costs.
- As a result of the increase in online and lockbox utilization and efficiencies of processes, the Department will eliminate a position within the Department. The elimination is the second decrease within the Department within the last 5 years.

**STAFFING**

Proposed In FY 26(1) Appointed Treasurer/Collector, (1) Deputy Treasurer Collector, (1) Assistant Treasurer, (1) Benefits Administrator, (1) Payroll Administrator, (1) Accounting Specialist, (2) Collector Specialist

**BUDGET ISSUES**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	688,673	724,066	773,432	720,792	720,792	720,792	
12-	<b>TOTAL SALARIES</b>	<b>688,673</b>	<b>724,066</b>	<b>773,432</b>	<b>720,792</b>	<b>720,792</b>	<b>720,792</b>
<b>Expenses</b>							
	1,025	200	2,750	2,800	2,800	2,800	
	15,098	24,555	22,150	52,300	52,300	52,300	
	5,098	2,982	6,100	6,250	6,250	6,250	
13-	<b>TOTAL EXPENSES</b>	<b>21,222</b>	<b>27,737</b>	<b>31,000</b>	<b>61,350</b>	<b>61,350</b>	<b>61,350</b>
<b>Special Accounts</b>							
	0	0	100	100	100	100	
14-	<b>TOTAL SPECIAL</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>GRAND TOTAL</b>							
	<b>709,895</b>	<b>751,803</b>	<b>804,532</b>	<b>782,242</b>	<b>782,242</b>	<b>782,242</b>	<b>-2.77%</b>

## **149 - CENTRAL ADMINISTRATION**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Central Administration budget comprises various expense accounts impacting all Town departments.

Unemployment Compensation funds all Town and School unemployment claims as directed by Massachusetts General Law.

Chapter 32B Benefits funds health insurance and other employee benefits. The administration and union representatives work closely with a professional consultant to monitor and analyze trends in claims, review them, and propose plan design changes to control cost increases.

Other Post-Employment Benefits (OPEB) fund represents the Town's contribution to the OPEB Trust fund. The appropriation amount corresponds to the amount identified in the Town's funding schedule. The Town engages the services of an actuary every two years to update the plan.

Town Insurance funds all Town and School property, casualty, auto, and professional liability insurance. In addition, the budget also supports the Town's self-insured Workers' Compensation Program for all Town and School employees other than public safety officers (Police and Fire) who separately support their 111F obligations.

Financial Services covers the cost of the Town's annual audit, any other targeted audits, or financial analysis that may be required.

The Central Supply and Central Machine appropriations cover the cost of general office supplies, paper, and postage, as well as the annual lease payments and maintenance agreements of office equipment.

### **SIGNIFICANT CHANGES:**

None.

### **STAFFING:**

None.

### **BUDGET ISSUES:**

Chapter 32B - Health and other employee benefits continue to be a challenging component of the overall budget. The Town has worked closely with employee unions to monitor trends in health claims and review plan design changes to keep the program cost increases modest, with some success over the past several years. Past performance is no guarantee of future success. We will continue to work



diligently and in tandem with our employees to contain costs wherever possible. This budget line item will require a 7.85% increase for FY26.

Town Insurance – The growing rate of premiums, robust cyber security coverage, and the unpredictable nature of worker’s compensation payments make for a challenging budget to predict and corral. The Town’s improving loss ratio improves our chances for more competitive bidding, which we did generate in FY25. Despite more bidders, premium increases were still double-digit percentages, and the overall insurance market is unfavorable. Preventing double-digit growth in premium rates is challenging to beat. However, the Town works with its agents and advisors to reduce insurance costs across all forms. Additionally, the line includes our non-Police and Fire Workers’ Compensation payments. The unpredictable nature of workers’ comp generates uncertainty even as we strive to keep work environments safe.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
15- Unemployment Comp. (A)	59,731	17,382	100,000	100,000	100,000	100,000	0.00%
16- Ch. 32B Benefits (A)	14,113,681	15,187,402	17,165,850	18,513,777	18,513,777	18,513,777	7.85%
17- Medicare (A)	1,298,225	1,366,212	1,470,000	1,550,000	1,550,000	1,550,000	5.44%
18- Transfer to OPEB (A)	931,775	1,018,430	1,113,144	1,216,666	1,216,666	1,216,666	9.30%
19- Town Insurance (A)	1,214,219	1,364,219	1,500,000	1,700,000	1,700,000	1,700,000	13.33%
20- Financial Services (A)	55,524	53,530	70,000	70,000	70,000	70,000	0.00%
21- Central Supply	110,000	110,000	140,000	145,000	145,000	145,000	3.57%
22- Central Machine	27,200	27,124	29,210	30,000	30,000	30,000	2.70%
<b>TOTAL ACCOMMODATED</b>	<b>17,673,155</b>	<b>19,007,175</b>	<b>21,418,994</b>	<b>23,150,443</b>	<b>23,150,443</b>	<b>23,150,443</b>	<b>8.08%</b>
<b>TOTAL OPERATING</b>	<b>137,200</b>	<b>137,124</b>	<b>169,210</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>	<b>3.42%</b>
<b>GRAND TOTAL</b>	<b>17,810,355</b>	<b>19,144,299</b>	<b>21,588,204</b>	<b>23,325,443</b>	<b>23,325,443</b>	<b>23,325,443</b>	<b>8.05%</b>

## 151 - LEGAL

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### DESCRIPTION OF SERVICES/MISSION

The Town utilizes third-party counsel for its legal needs. The budget supports most town-wide legal expenses (except for certain specialty areas). The budget reflects the anticipated costs of both general counsel and labor counsel.

### SIGNIFICANT CHANGES:

None.

### STAFFING:

None.

### BUDGET ISSUES:

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Expenses</b>							
	Contracted Services						
	Legal Fees	83,357	112,128	125,000	153,000	153,000	153,000
	Labor	62,546	51,417	72,000	72,000	72,000	72,000
	Cable TV Negotiations	4,794	8,789	1,500	1,500	1,500	1,500
	Tax Title	-1,408	10,743	3,500	3,500	3,500	3,500
23-	<b>TOTAL EXPENSES</b>	<b>149,289</b>	<b>183,077</b>	<b>202,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>
	<b>GRAND TOTAL</b>	<b>149,289</b>	<b>183,077</b>	<b>202,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>
							13.86%

## **152 - HUMAN RESOURCES**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Human Resources Department is a partner to all Town and School employees. Furthermore, the department supports recruitment & selection, compensation, employee relations, labor relations, and organization & employee development processes.

Examples of the Human Resources Department's responsibilities include:

- Monitors, reviews, and interprets current personnel policies, job classifications, salary structures, and collective bargaining agreements
- Oversees personnel records and data for all employees and maintains a complete file for each employee.
- Plans and coordinates recruitment and selection procedures for exempt and non-exempt employees, including:
  - Preparing and posting recruitment announcements and advertisements
  - Recommending appropriate recruitment process
  - Assisting department heads and school administrators with screening applications and identifying the most highly qualified candidates
  - Facilitates developing interviews and other selection procedures for departments
  - Performs reference/background checks
- Provides support in the administration of the municipality's and school department's classification and pay plans, including:
  - Recommending appropriate reclassification of positions when needed
  - Assists in the conducting of classification and salary studies
  - Helps evaluate positions and recommends fair salary schedules in preparation for collective bargaining
  - Ensures the municipality and school department are paying market-competitive wages and offering benefits comparable to other geographic communities similar in demographics.
- Coordinates workers' compensation claims
- Maintains personnel policies and procedures, ensuring consistent interpretation and application of collective bargaining agreements under local, state, and federal laws.
  - Meets, as appropriate, with employees to discuss individual job-related issues
  - Participates in grievance and arbitration hearings as necessary
- Ensures the Town and School Department employment practices follow all applicable state and federal requirements.

- Assists in preparing civil service correspondence and forms per Chapter 31 of the General Laws of the Commonwealth of Massachusetts
- Aides municipal and school management teams in the annual renewal of the Town's health insurance and dental plans
  - Provides support to help make premium plan design changes. Additionally, the team is responsible for recording the Insurance Advisory Committee minutes
- Coordinates in-house training sessions for staff
- Selects and promotes appropriate external training opportunities
- Assists and participates in annual new teacher orientation
- Acts as a liaison with the Employee Assistance Program
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace
- Works to prevent and address claims of sexual harassment, discrimination, and a hostile work environment
- Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents

**SIGNIFICANT CHANGES:**

Beginning in FY26, we recommend that the HR Director be fully assigned to the Town's General Government departments and implement a full-time HR Director position assigned to the School Department.

**FY25 ACCOMPLISHMENTS:**

- Continued the Management Academy program consisting of management-level training for department heads and others in a supervisory role; topics included public speaking for managers and EAP supervisory services
- Provided discrimination and harassment training to all Firefighters
- Enhanced the onboarding process by offering electronic access to new hire documents
- Initiated a partnership with Regis College, providing employees and family members with discounted course offerings
- Worked with consultant and administration to update the compensation and classification plans for the Town's administrative and professional staff
- Worked with administration to update the Town's Personnel Rules & Regulations
- Continue efforts to diversify the demographics of Town employees
- Wellness initiatives included healthy challenges and incentives for healthy activities
- Partnered with the Benefits Office for the annual employee health fair consisting of 20+ wellness vendors, health screenings, and activities with over 100 employees in attendance

**FY26 GOALS:**

- Participate in collective bargaining for all Town union contracts

- Continue efforts to diversify the demographics of Town employees
- Continue exploring efficiencies in services and communications, including processing personnel changes, onboarding, and offboarding. Work with department heads and IT to enhance the onboarding and offboarding process.
- Continue to provide health and wellness education to our employees to maximize benefits from the plans offered while encouraging decisions that minimize claims costs

**STAFFING:**

(1) Human Resources Director, (1) Human Resources Coordinator

**BUDGET ISSUES:**

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	153,451	163,253	177,493	234,093	234,093	234,093	
24-	<b>TOTAL SALARIES</b>	<b>153,451</b>	<b>163,253</b>	<b>177,493</b>	<b>234,093</b>	<b>234,093</b>	<b>234,093</b>
<b>Expenses</b>							
	0	0	450	2,450	2,450	2,450	
	1,263	637	1,250	1,250	1,250	1,250	
	2,393	2,175	3,065	3,179	3,179	3,179	
25-	<b>TOTAL EXPENSES</b>	<b>3,656</b>	<b>2,812</b>	<b>4,765</b>	<b>6,879</b>	<b>6,879</b>	<b>6,879</b>
<b>Special Accounts</b>							
	3,625	7,500	7,500	7,500	7,500	7,500	
	3,995	6,310	6,310	6,625	6,625	6,625	
	4,752	3,682	6,500	6,500	6,500	6,500	
26-	<b>TOTAL SPECIAL</b>	<b>12,372</b>	<b>17,491</b>	<b>20,310</b>	<b>20,625</b>	<b>20,625</b>	<b>20,625</b>
	<b>GRAND TOTAL</b>	<b>169,479</b>	<b>183,556</b>	<b>202,568</b>	<b>261,597</b>	<b>261,597</b>	<b>261,597 29.14%</b>

## **155 - MANAGEMENT INFORMATION SYSTEMS**

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### **Description of Services:**

The primary objective of the Management Information Systems (MIS) department is to provide comprehensive information and technology support to all municipal organizations within the Town. This support includes a range of responsibilities, such as maintaining servers and networks, resolving technical issues, implementing and maintaining software and hardware, and ensuring the security and compliance of the organization's technology following relevant regulations. Additionally, the department evaluates emerging technologies, recommends systems to improve organizational performance, and offers guidance and training on technological usage. In short, the MIS department manages information and technology to help achieve organizational goals by delivering relevant and timely information.

To ensure the smooth operation of the Town, a variety of proprietary software applications tailored to the public sector are essential. While this list is not exhaustive, these applications are vital to the Town's operational efficiency.

### **Description of Key Systems:**

- **Enterprise Resource Planning (ERP) System**  
The ERP system is a comprehensive solution for managing the Town's financial operations. It efficiently tracks receivables, payables, payroll, and budgets, providing a unified platform for streamlined financial management.
- **Computer Assisted Mass Appraisal Solution**  
The Assessor's office uses this advanced system to maintain accurate commercial and residential property value records.
- **Public Access to Property Data**  
Valuable property data is publicly available at <https://burlington.patriotproperties.com>, providing transparency and easy access to information.
- **Supervisory Control and Data Acquisition (SCADA) System**  
The SCADA system supports the Department of Public Works (DPW) in controlling, directing, recording, and monitoring various systems. It enhances operational efficiency by providing supervisory control over a range of processes.
- **Permitting Application Software**  
Our permitting application software improves the Town's productivity by streamlining workflows. It allows for prompt electronic routing, approval, and issuance of permits, ensuring a more efficient and effective permitting process.
- **Recreation Management Application**  
The Recreation Department uses a cloud-based Recreation Management application to track activity reservations and

programs. Residents can easily access information at [www.burlingtonrecreation.org](http://www.burlingtonrecreation.org), providing a user-friendly experience for all involved.

**Ongoing MIS Department Responsibilities:**

The MIS department is responsible for the ongoing maintenance, updates, and backups of various complex systems, each with unique characteristics. These systems, which include those utilizing security certificates, requiring multiple servers, or connecting to state and federal agencies, are essential to the Town’s operations.

**Significant Changes:**

None.

**FY25 Accomplishments:**

- Successfully supported and maintained the Town’s extensive fiber optic cable network
- Replaced and upgraded network equipment as part of the 5-year plan for Town/School Network Infrastructure and Enterprise Security Solutions
- Implemented a new Cybersecurity Awareness Program for all Town personnel
- Advanced the development of a comprehensive plan for responding to and managing security incidents
- Completed the development & design of the next five-year refresh cycle of our technology infrastructure

**FY26 Goals:**

- **Cybersecurity Awareness Program:**
  - Continue implementing the program to foster a culture of cybersecurity within the organization
  - Encourage employees to prioritize cybersecurity in all activities, protect sensitive data, prevent cyber-attacks, meet compliance requirements, and maintain cost-effectiveness
- **Application Server/Software Upgrades and Implementation:**
  - Collaborate with organizations to upgrade their application servers and software
  - Implement new software modules to automate financial tasks such as billing, accounts payable, budgeting, and financial reporting, enhancing efficiency and reducing staff workload
- **Fire & Police Departments System Implementation:**

- Continue assisting and collaborating with the Fire and Police Departments to implement a new system that provides automation, flexibility, reporting, analytics, security, scalability, compliance, customer support, and integration with other software systems for a comprehensive, streamlined solution

**5-year Technology Plan**

- Initiate the next five-year cycle to refresh and upgrade the Town’s technology infrastructure.

**Staffing:**

- (1) Critical Systems/Applications Administrator
- (2) System/Application Administrators
- (1) Network/Repair Technician

**Budget Issues:**

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	363,210	399,032	406,440	457,637	457,637	457,637	
	25,000	10,000	25,000	25,000	25,000	25,000	
27-	<b>388,210</b>	<b>409,032</b>	<b>431,440</b>	<b>482,637</b>	<b>482,637</b>	<b>482,637</b>	
<b>Expenses</b>							
	124,536	130,070	151,531	153,196	153,196	153,196	
	128,229	137,105	145,582	162,925	162,925	162,925	
	1,123	1,729	1,000	1,000	1,000	1,000	
	104,855	98,569	101,000	101,000	101,000	101,000	
28-	<b>358,742</b>	<b>367,472</b>	<b>399,113</b>	<b>418,121</b>	<b>418,121</b>	<b>418,121</b>	
	<b>746,952</b>	<b>776,505</b>	<b>830,553</b>	<b>900,757</b>	<b>900,757</b>	<b>900,757</b>	<b>8.45%</b>



## **161 - TOWN CLERK**

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### **DESCRIPTION OF SERVICES/MISSION:**

Vital Records: Record, index, and, in some instances, create the Town's "vital records" (births, deaths, marriages); issue certified copies; serve as burial agent.

Elections: Conduct all elections in conformance with federal and state laws and regulations, train poll workers, prepare the ballot for local elections, certify and report results, administer campaign finance laws for local elections, administer oaths of office, and provide officials with copies of the State's Conflict of Interest and Opening Meeting Laws.

Town Meeting: Serve as Clerk to the Town Meeting, take attendance and minutes, certify votes, submit bylaw articles to the Attorney General for approval, and publish and codify the Town's zoning and general bylaws.

Public Records: Receive applications and certify decisions for special permits, variances, subdivisions, minor engineering changes, and Approval Not Required; record and renew Business Certificates (DBAs); record, index, and invoice utility pole/conduit locations; oversee the Town's Archives and Records Management Program; provide copies of public records upon request; post meetings of all town boards, commissions, and committees. The Clerk is also the Records Access Officer for the Town, who manages all FOIA requests.

Census and Voter Registration: Conduct an annual listing of all residents/voters and maintain the State's Central Voter Registry; initiate voter registration outreach; publish the Annual Street List; prepare and distribute annual reports to schools, veterans, jury commission, Council on Aging, and police; provide demographic data to various town departments and the general public. They also oversee the Board of Registrar's budget and are the Clerk for the Board.

Elections: The Town Clerk oversees all elections as the Chief Elections officer. Working with the office, we manage the distribution of local and overseas Absentee Ballots for the three weeks before the election; for Federal elections, we run Early Voting for 1 or 2 weeks prior and then set up and execute the processes on Election Day. Afterward, for 5-7 days, we work on the election processing and certifying.

Licensing/Permits: Dogs, storage of flammable materials, raffles.

Mail service: Involves the handling of all incoming and outgoing mail for the Town. There are monthly bulk mailings from the Water Department in DPW and periodic mailings for Assessors, Board of Health, Veterans, and DPW. Three times a year, there are mailings from the Select Board, Planning, and other Zoning Departments to Town Meeting Members.

Public Information and Services: Maintain a high level of customer service by providing general information (using press releases, postings, internet, office, and phone) to both the general public and other town departments; serves as Web Master for the Town, oversees the content editing for the Town calendar and various other sections on the Town website; serves as Record Access Officer, Notary Public, Justice of the Peace, and Commissioner to Qualify Public Officers.

In the calendar year 2023, the Clerk's office brought in \$181,859 in revenue, which was then turned into the Treasurer's office and became part of the General Fund.

#### **FY25 ACCOMPLISHMENTS:**

- Continued to run an efficient and effective front door for the Town of Burlington, the Clerk's office is where people come to get an answer, whether on the phone or in person. Many times on the phone, people will say, "I know this is not the department to handle this, but can you help me with . . ."
- Ran three elections while educating staff on the changing legal requirements passed by the State Legislature. Implemented efficient processes for Vote by Mail and Early In-Person Voting. These costs continue to be significant factors in the flexions' of the Clerk's budget.
- The office processed over 1,400 vital records registration, including Births, Deaths, and Marriages. Our office processes and archives these permanent records, bringing our archives to over 67,500 vital records.
- Further implemented ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder." Additionally, the office developed a workflow for updating the OpenGov database for more accurate data, creating a more effective Permitting system.
- We continue to handle voluminous record requests from vital records, bringing in \$160,000 in revenue. Moreover, we processed over 2,600 dog licenses and 1100 Business certificates.
- We have handled over 900 FOIA requests in the 2024 calendar year.

#### **FY26 GOALS:**

- Review and update processes and procedures for all office tasks.
- Further implement ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder."
- Continue improving efficiency for Vote by Mail and Early In-Person Voting procedures, as these costs significantly drive election expenses.

- Maintain a high level of customer service for all the residents and businesses of the Town for all of the above-listed services!

**STAFFING:**

(1) Department Head, (1) Archivist/Records Manager, (1) Administrative Assistant II/Asst. Town Clerk, (2) Administrative Assistant I.

**BUDGET ISSUES:**

The Elections special account fluctuates yearly depending on the federal, state, and local election cycle.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	282,404	299,337	314,509	312,768	312,768	312,768	
	108,575	122,869	130,491	124,276	124,276	124,276	
29-	<b>TOTAL SALARIES</b>	<b>390,979</b>	<b>422,206</b>	<b>445,000</b>	<b>437,044</b>	<b>437,044</b>	<b>437,044</b>
<b>Expenses</b>							
	11,888	11,924	14,300	15,300	15,300	15,300	
	1,785	2,955	3,000	3,000	3,000	3,000	
	3,190	3,070	3,900	3,900	3,900	3,900	
	1,166	497	1,500	1,500	1,500	1,500	
30-	<b>TOTAL EXPENSES</b>	<b>18,029</b>	<b>18,446</b>	<b>22,700</b>	<b>23,700</b>	<b>23,700</b>	<b>23,700</b>
<b>Special Accounts</b>							
	94,205	65,417	109,144	40,788	40,788	40,788	
31-	<b>TOTAL SPECIAL</b>	<b>94,205</b>	<b>65,417</b>	<b>109,144</b>	<b>40,788</b>	<b>40,788</b>	<b>40,788</b>
	<b>GRAND TOTAL</b>	<b>503,213</b>	<b>506,069</b>	<b>576,844</b>	<b>501,532</b>	<b>501,532</b>	<b>501,532</b>
							<b>-13.06%</b>

## 162 - BOARD OF REGISTRARS

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### DESCRIPTION OF SERVICES/MISSION:

The Registrars of Voters responsibilities include:

- Census and Voter Registration: Conduct an annual listing of all residents/voters and maintain the State’s Central Voter Registry; initiate voter registration outreach; publish the Annual Street List in conjunction with the Town Clerk’s Department; conduct hearings on challenges to residents’ eligibility to vote
- Petitions and Nominations: Certify names of registered voters who sign state and local petitions and nomination papers in conjunction with the Town Clerk’s office
- Additional workload as state regulations increase
- Oversee voter issues during and following elections
- Conduct recounts of contested election races

### STAFFING

(1) Town Clerk\*, & (3) Appointed Board Members

\*Town Clerk serves as Clerk to, and as member of, the Board of Registrars.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	Elected/Appointed	1,250	1,250	3,250	3,250	3,250	3,250
32-	<b>TOTAL SALARIES</b>	<b>1,250</b>	<b>1,250</b>	<b>3,250</b>	<b>3,250</b>	<b>3,250</b>	<b>3,250</b>
<b>Expenses</b>							
	Contracted Services	10,922	11,678	12,500	13,000	13,000	13,000
	Materials & Supplies	900	222	900	900	900	900
33-	<b>TOTAL EXPENSES</b>	<b>11,822</b>	<b>11,900</b>	<b>13,400</b>	<b>13,900</b>	<b>13,900</b>	<b>13,900</b>
	<b>GRAND TOTAL</b>	<b>13,072</b>	<b>13,150</b>	<b>16,650</b>	<b>17,150</b>	<b>17,150</b>	<b>3.00%</b>

## **171 - CONSERVATION**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Conservation Department provides technical support to the appointed Conservation Commission in their role as regulators and enforcers of the MA Wetlands Protection Act (MGL Chapter 131, section 40), the MA wetland regulations (310 CMR 10.00), the Burlington Wetland Bylaw/Regulations (Article XIV, section 1.0) and the Burlington Stormwater and Erosion and Sediment Control Bylaw (Article XIV, section 6.0).

Provides administrative and logistical support for the Conservation Commission

Reviews and comments on projects and proposals to the Planning Board and other boards on wetlands and environmental issues

Manages several parcels of Town-owned land under the Conservation Commission's jurisdiction, including:

Mill Pond, Sawmill Brook, Marion Road, Little Brook Conservation Areas, and several smaller parcels

Managing these parcels includes hiring a part-time worker to do land-management tasks, including trail maintenance and enhancing the security of the conservation areas.

Promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases

Manages seasonal hand stream-cleaning program by hiring 2-4 seasonal workers.

Coordinates the Town's National Pollutant Discharge Elimination System (NPDES) compliance program with several other departments (DPW, Engineering, and Health). Part-time and seasonal stormwater interns perform the water quality sampling.

### **SIGNIFICANT CHANGES**

None.

### **FY25 ACCOMPLISHMENTS**

- Managed Town compliance with minimum control measures of EPA NPDES Phase 2 MS4 permit
- Completed stormwater catchment assessments to comply with the EPA permit

- Coordinated Conservation Commission hybrid meetings and site visits
- Updated Wetland Bylaw fees
- Continued to educate the public and business community about the importance of wetlands, managing stormwater, and reducing pavement and other impervious cover

**FY26 GOALS**

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing the discharge of untreated stormwater in streams and wetlands
- Continue to educate the public and business community about the importance of wetlands, managing stormwater, and reducing pavement and other impervious cover
- Explore additional MVP climate resiliency planning projects

**STAFFING**

(1) Conservation Administrator (Department Head), (1) Assistant Conservation Administrator, (1) Administrative Assistant I, (1) Part-Time Recording Clerk, (1) Part-Time Conservation Assistant and (3-4) Seasonal Stream Cleaners

**BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>
<b>Salaries</b>						
	252,991	277,876	274,509	260,646	260,646	260,646
	7,995	9,811	40,655	40,655	40,655	40,655
<b>34-</b>	<b>TOTAL SALARIES</b>	<b>260,986</b>	<b>287,687</b>	<b>301,301</b>	<b>301,301</b>	<b>301,301</b>
<b>Expenses</b>						
	3,757	6,549	5,700	5,700	5,700	5,700
	3,340	3,501	4,410	4,410	4,410	4,410
<b>35-</b>	<b>TOTAL EXPENSES</b>	<b>7,097</b>	<b>10,050</b>	<b>10,110</b>	<b>10,110</b>	<b>10,110</b>

<b>Special Accounts</b>							
	Land Management	6,903	7,205	1,000	1,000	1,000	1,000
	Stream Cleaning	8,098	12,115	1,000	1,000	1,000	1,000
<b>36-</b>	<b>TOTAL SPECIAL</b>	<b>15,001</b>	<b>19,320</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	<b>GRAND TOTAL</b>	<b>283,084</b>	<b>317,057</b>	<b>327,274</b>	<b>313,411</b>	<b>313,411</b>	<b>313,411</b>
							<b>-4.24%</b>

## **175 - PLANNING BOARD**

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### **DESCRIPTION OF SERVICES/MISSION:**

Responsibilities include the review of development proposals, long-range planning, direct assistance to the Planning Board, assistance to the public, and as-needed assistance to other Town departments and committees. Day-to-day responsibilities include long-range planning, permit coordination, economic development, consensus building, GIS data management, addressing citizen inquiries and concerns, monitoring construction activity, and conducting background research for the Planning Board.

Under Article 9 of the Zoning Bylaw and the Planning Board Site Plan Rules and Regulations, The Planning Department reviews all commercial and multi-family development proposals for compliance with Town Bylaws, regulations, and statutory conformance. In addition, the Zoning Bylaw requires a special permit review for uses that potentially harm the environment, traffic, town infrastructure, or the water supply. The process of special permit review is a statutory requirement outlined in MGL Chapter 40A Section 9, as well as the Planning Board Special Permit Rules and Regulations. By State Law, the department is responsible for exercising the Subdivision Control Law (MGL Chapter 41), which affects all divisions and boundary modification of property in Burlington. The department advises the Planning Board of local bylaw conformance, applicable state and federal laws, and case law, which affect land-use decisions.

MGL Chapter 41 Section 81 -D mandates comprehensive master planning. Therefore, the Planning Department must undertake planning studies research to identify existing and future land use issues and opportunities and monitor innovative state and national planning initiatives and applicable case law. The department proposes courses of action to address such issues and opportunities to guide the comprehensive master planning process. The department initiates implementing master plan recommendations through such courses of action as drafting bylaw and regulation revisions and facilitating public forums and hearings, which are required to adopt such amendments. Over the years, the department has assisted many town committees, such as the Land Use Committee and Zoning Bylaw Review Committee.

### **SIGNIFICANT CHANGES:**

In an effort to realign staff responsibilities, we eliminated the Assistant to the Planner position. We may revisit this in the future, but for now the department is focused on filling the newly retitled Assistant Planning Director position.



**FY25 ACCOMPLISHMENTS:**

- Created a new Zoning Overlay that complies with the MBTA Communities Act
- Completed the required zoning compliance model per the MBTA Communities Act
- Applied for full compliance designation under the MBTA Communities Act with the Executive Office of Housing and Livable Communities (EOHLC)
- Begin updating the Town's Hazard Mitigation Plan in conjunction with Chief Connerty in the Fire Department
- Re-zoned a portion of the Grandview Farm PDD to allow for the eventual construction of a new police station
- Amended the Zoning Bylaw and Map:
  - Modernized parking requirements to reduce the amount of required pavement
  - Modernize parking lot and landscaping standards to increase safety, accessibility, aesthetics, and reduce the heat island effect
  - Comply with the new Section 3A of the State Zoning Act (MBTA Communities)

**FY26 GOALS:**

- Focus on long-range planning efforts to encourage and support a more diversified tax base
- Continue to attract companies that require employees to be on-site in Burlington, such as R&D, medical device, and additive manufacturing in our growing 3D printing sector
- Effective land use policy to increase commercial property value in the Town of Burlington
- Begin the Town Center 20: Zoning Review Project to set the stage for the Town Center for the next 20 years
- Pursue providing Burlington with access to the state's existing bike network. We are explicitly looking at providing a connection to the Minuteman Bikeway for both commuter and recreational use
- Continue supporting the ZBRC Sign Bylaw subcommittee in their pursuit to reimagine signage management within the Town

**STAFFING:**

(1) Department Head, (1) Assistant Planning Director, (1) Planner/Development Coordinator, (1) Recording Clerk

**BUDGET ISSUES:**

*GIS Coordination* - To date, each development department has utilized its budgets and consultants to manage mapping, software licensing, and GIS data. The fragmented approach results in redundancies, increased costs, and underutilization of GIS as a tool to provide better services to the community. In the long term, the Town should investigate adding dedicated GIS

staff or a centralized consultant to manage the Geographic Information System within the Town. Development departments, including Planning, Engineering, Conservation, and the Assessors, utilize ESRI’s ArcGIS mapping software to inform current and future land use, facility, and infrastructure decisions. The Planning Department already provides the public an online parcel map viewer through a contract with Sanborn’s AppGeo product. The company offers various spatial data services, including a managed services program that effectively builds organizational capacity to use geospatial platform technologies and location intelligence. Implementation would require centralized funding through the IT department and a coordinated on-boarding effort. Consolidating the software system and designating a specific GIS coordinator will result in savings and the opportunity to provide better services to the Town. The Town should prioritize the above recommendation.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	377,107	261,772	437,204	382,949	382,949	382,949	
	2,008	1,864	5,247	5,369	5,369	5,369	
	4,400	4,400	4,400	4,400	4,400	4,400	
	0	2,018	2,394	2,394	2,394	2,394	
<b>37-</b>	<b>TOTAL SALARIES</b>	<b>383,515</b>	<b>270,053</b>	<b>449,245</b>	<b>395,112</b>	<b>395,112</b>	<b>395,112</b>
<b>Expenses</b>							
	10,302	10,068	41,040	44,040	44,040	44,040	
	1,011	1,368	1,800	1,800	1,800	1,800	
	2,802	1,539	10,506	10,506	10,506	10,506	
<b>38-</b>	<b>TOTAL EXPENSES</b>	<b>14,115</b>	<b>12,975</b>	<b>53,346</b>	<b>56,346</b>	<b>56,346</b>	<b>56,346</b>
	<b>GRAND TOTAL</b>	<b>397,630</b>	<b>283,028</b>	<b>502,591</b>	<b>451,458</b>	<b>451,458</b>	<b>451,458</b>
							<b>-10.17%</b>

## 176 - BOARD OF APPEALS

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### DESCRIPTION OF SERVICES/MISSION:

Established under Section 9.5.1 of the Zoning By-Law pursuant to Chapter 40A of the Massachusetts General Laws; Appointed by the Select Board.

The Board must perform the following duties: 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, to issue comprehensive permits under MGL Chapter 40B, and to permit signs in particular instances.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	11,646	8,987	13,481	13,481	13,481	13,481	
39- <b>TOTAL SALARIES</b>	<b>11,646</b>	<b>8,987</b>	<b>13,481</b>	<b>13,481</b>	<b>13,481</b>	<b>13,481</b>	
<b>Expenses</b>							
	184	180	250	250	250	250	
40- <b>TOTAL EXPENSES</b>	<b>184</b>	<b>180</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	
<b>GRAND TOTAL</b>	<b>11,830</b>	<b>9,167</b>	<b>13,731</b>	<b>13,731</b>	<b>13,731</b>	<b>13,731</b>	<b>0.00%</b>

## 192 - TOWN FACILITIES

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### DESCRIPTION OF SERVICES/MISSION:

The Department of Public Works processes and pays expenses covered by the facilities budget. The occupancy costs include the Library's occupancy costs, as the classification results in indirect cost savings. Although building occupancy resides in the Town Facilities budget, Ways and Means continues to monitor these costs and considers them when reviewing the Library's budget as a whole in case revisiting the occupancy classification and associated savings is needed.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Expenses</b>							
Occupancy	96,136	98,244	99,687	100,663	100,663	100,663	
41- <b>TOTAL EXPENSES</b>	<b>96,136</b>	<b>98,244</b>	<b>99,687</b>	<b>100,663</b>	<b>100,663</b>	<b>100,663</b>	
<b>GRAND TOTAL</b>	<b>96,136</b>	<b>98,244</b>	<b>99,687</b>	<b>100,663</b>	<b>100,663</b>	<b>100,663</b>	<b>0.98%</b>

## 210 - POLICE

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### DESCRIPTION OF SERVICES/MISSION

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

The Department benefits from a dedicated group of professionals who have made it their calling to serve the public. The Department has two bureaus under the Chief of Police. Each bureau comprises multiple divisions and is further divided into units, as described below.

**Office of the Chief of Police:** Oversees the Department and is responsible for daily operations, policy formulation and enforcement, and fiscal responsibility. Assisted by a Deputy Chief of Police, the ultimate authority of the police department falls within this Office.

**Operations Bureau:** Managed by a Captain. This division encompasses patrol, traffic, and detectives. Additionally, the following divisions/units fall under this Bureau:

***Patrol Division:*** An operational component of the Burlington Police Department. Its primary function is to provide all initial responses for law enforcement-related duties to the citizens and visitors of Burlington. Within the patrol division are the following units:

***K-9 Unit:*** Assists in the general duties of patrol officers. Handlers and their K-9 partners undergo a vast series of specialized training to fulfill the responsibilities of patrol officers and the particular duties of the K-9 Unit.

***Motorcycle/Bike Units:*** Work to increase patrol coverage in areas where traditional vehicles cannot access. Motor and bicycle officers can easily maneuver parks, alleys, and shopping districts. The units are also instrumental in other town-related activities, such as specialized patrols. They can serve our commercial areas during high use.

***Drone Unit:*** Utilizes the advantages of aerial drone capabilities in various situations. The unit started in 2017 and continues to grow as the use of drones evolves in law enforcement. The unit can assist locally and throughout NEMLEC, our regional law enforcement council.

***Detective Division:*** Is responsible for the investigation and prevention of serious crimes. Other units within the Detective Division include the:

***Domestic Violence Unit:*** Focuses on the victims of domestic violence to offer services to help them recover from and escape their abusive situations.

***School Resources Unit:*** Staffed by a full-time Youth Services Detective assigned full-time to Burlington High School and a School Resource Officer assigned full-time to the MSMS, who also handles all of the elementary schools. These two sworn officers act as the Department's liaison to the school district and handle all law enforcement functions within the schools under a Memorandum of Agreement between the Superintendent's Office and the police department.

***Drug Unit:*** Staffed by a full-time detective; assigned as a Task Force Officer with the federal Drug Enforcement Administration. This unit investigates drug and vice/organized crime activities within the town.

***Traffic Division:*** A specialized division within the Operations Bureau of the Department with the primary mission of traffic enforcement, education, and safety initiatives.

**Support Services Bureau:** Managed by a Captain. This division encompasses training, Information Technology, line-of-duty injuries, off-the-job injuries, grants, mental health and substance abuse clinicians, budget services, and other ancillary services. The following divisions/units also fall under this Bureau:

***Community Service Division:*** Managed by the Administrative Lieutenant, is responsible for implementing community policing initiatives, in addition to Freedom of Information (FOIA) requests and animal control services. The division also handles firearms licensing and other permitting duties within the Department. Further encompassed within the division is the:

***Information Technology Unit:*** Addresses the Departments' information technology needs.

**Crime Analysis Unit:** Compiles and presents crime statistics, intelligence information, and analysis of crime trends and patterns.

**Mental Health and Substance Abuse Unit:** Provides resources and assists individuals and families with a broad range of issues that require extended outreach and partnerships.

**Training Division:** Overseen by a sergeant reporting through the Support Services chain of command. The unit has two full-time sworn personnel to handle all training requirements, internally and externally, for the Department.

**Dispatch Division/E911:** Handles all incoming emergency and business-related telephone calls and dispatching duties for law enforcement services within the town. The dispatch center has seen an increased workload because of the improved technology around cell phones, which can now text to 911.

**Records Division:** Maintains records and responds to FOIA requests for documents. Due to the body-worn camera program, the division will likely experience an influx in workload.

<b>Departmental Statistics</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Documented calls for service	29,427	41,190	38,575*	37,011
Uniform crimes reported	371	496	586	639
Arrests	225	377	440	356
Traffic Citations issues	1,414	2,190	4,308	3,804
Animal Complaints	332	450	424	357

\* Certain self-initiated activities and follow-up investigations were not counted toward these calls

## **SIGNIFICANT CHANGES**

The Department lost a few personnel through resignations and retirements. Lt. Glen Mills, Sgt. Tim Kirchner, Det. Paul Glejzer and ACO Gerry Mills retired from service. We also lost Officer Eric Magee, Officer Byron Lara, and Officer Melisa Cadet to voluntary resignations. Our Recovery Coach, Hannah Hazlett, left the Department to start a new career as an Assistant District Attorney for Essex County.

## **FY25 ACCOMPLISHMENTS**

- The Department completed the feasibility study process for a new police station. We were fortunate to gain the support of Town Meeting, which voted in favor of a new police station. The planning and design are ongoing at this time, with the goal to start constructing the new building around September 2025.
- We completed our transition to ProPhoenix, a new Records Management/Computer-Aided Dispatch (RMS/CAD) software program that will work in tandem with the Fire Department. Although we have experienced growing pains, the officers and staff continue adapting to the new program.
- The body-worn cameras are active, and department personnel assigned to line/operations functions have the cameras on their uniforms.
- The Department has begun using the Department of Justice/Byrne Grant for \$40,000 to assist us with specialized training costs and to purchase and train Zuko, a search & rescue canine. Zuko is a chocolate Labrador Retriever and has already made his mark in the Department and the Town.

## **FY26 GOALS**

- To complete the design phase of the new police station as well as the construction of the temporary site at 171 Middlesex Turnpike.
- To complete the initial training of K-9 Zuko in basic obedience and begin his training in search and rescue.
- To continue training sworn personnel in active shooter response through Department and outside training.
- To continue recruiting and training new officers to reach our full complement of sworn staff.

## **STAFFING**

(1) Chief, (1) Deputy Chief, (2) Captains, (5) Lieutenants, (9) Sergeants, (50) Patrol Officers, (3) Civilian Dispatchers, (7) Traffic Supervisors, (1) Animal Control Officer, (1) Administrative Secretary, (2) Administrative Assistants, (1) Mental Health Clinician, (1) Recovery Coach (1) Crime Analyst, (26) Special Police Officers. (We are filling some patrol positions to bring us up to complete staffing levels.)

## **BUDGET ISSUES**

The Department continues to budget conservatively, but cruisers and other capital items and services continue to rise as in years past. We are budgeting for these items and maintaining our current operations levels. We continue to do our best to forecast issues that may adversely affect the budget so that we can plan and adjust our needs accordingly. The FY25 budget reflects these necessary increases, while adjustments in other areas were made to be mindful of the overall impact on town operations.



	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	7,845,468	8,062,476	8,477,746	8,403,497	8,403,497	8,403,497	
	121,510	144,418	248,194	257,280	257,280	257,280	
	827,122	773,647	633,356	643,356	643,356	643,356	
<b>42-</b>	<b>TOTAL SALARIES</b>	<b>8,794,099</b>	<b>8,980,541</b>	<b>9,359,296</b>	<b>9,304,134</b>	<b>9,304,134</b>	<b>9,304,134</b>
<b>Expenses</b>							
	111,459	127,303	169,326	170,455	170,455	170,455	
	206,566	238,112	226,789	281,090	281,090	281,090	
	83,809	118,988	123,488	130,488	130,488	130,488	
	3,325	3,325	3,325	3,325	3,325	3,325	
	181,678	289,563	306,480	323,600	323,600	323,600	
<b>43-</b>	<b>TOTAL EXPENSES</b>	<b>586,837</b>	<b>777,291</b>	<b>829,408</b>	<b>908,958</b>	<b>908,958</b>	<b>908,958</b>
<b>Special Accounts</b>							
	170,145	130,021	143,000	146,500	146,500	146,500	
	43,265	38,255	40,000	40,000	40,000	40,000	
	58,538	64,029	82,810	82,810	82,810	82,810	
	969	983	1,000	1,000	1,000	1,000	
	68,901	71,281	94,000	94,000	94,000	94,000	
	5,500	6,500	6,500	6,500	6,500	6,500	
<b>44-</b>	<b>TOTAL SPECIAL</b>	<b>347,318</b>	<b>311,069</b>	<b>367,310</b>	<b>370,810</b>	<b>370,810</b>	<b>370,810</b>
<b>GRAND TOTAL</b>							
	<b>9,728,254</b>	<b>10,068,901</b>	<b>10,556,014</b>	<b>10,583,902</b>	<b>10,583,902</b>	<b>10,583,902</b>	<b>0.26%</b>

## **220 - FIRE**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Fire Department (FD) protects and preserves life and property in the community through code enforcement, incident response to fires and medical emergencies, and a myriad of other service calls.

The FD provides fire safety code and regulation enforcement of local, state, and federal statutes, regulations, and bylaws. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and healthcare facilities. The FD works and trains with other municipal public safety departments such as the PD, DPW, Board of Health, and Building Department to ensure the safest possible environment for residents and visitors of our community. We make safety recommendations to other boards and departments during the plan review process. We ensure compliance of all underground and above-ground storage tanks for fuels or other hazardous fluids when required.

The FD is a Massachusetts Approved Community EMS Provider. The designation allows our department to participate in home safety evaluations, fire and burn prevention education, Flu vaccines, Narcan information and training, and behavioral health community referrals. We train both members of the general public and town departments in CPR. We conduct Blood Pressure clinics and assist in Stop the Bleed programs. When funding is available, the FD participates in special programs such as providing smoke and CO detectors to our seniors through the Council on Aging. Moreover, the FD consults with commercial property managers regarding fire drills and emergency planning.

The FD maintains the municipal fire alarm system, emergency radio communications system, and computerized state and federal fire incident reporting system. Four Civilian Dispatchers operate our Fire Dispatch Center. Our dispatchers handle voluminous fire and EMS calls while answering non-emergency business-related calls. Our fully trained Emergency Medical Dispatchers can determine the most appropriate EMS response and provide medical instruction to the caller.

The FD provides emergency medical services at the Advanced Life Support (ALS) level. The FD responds to, extinguishes, and investigates all fires and their causes. We respond to fire alarm activations in both residential and commercial properties. We also respond to utility emergencies such as electrical and gas emergencies. The FD responds to rescue calls such as motor vehicle crashes, workplace accidents, and elevator rescues. The Department can also perform ice and water rescue. The FD has hazardous materials response training. However, the Department still relies on the MA State Hazardous Materials Team for more significant hazardous materials incidents beyond our capability. Our department responds to numerous service calls, and we assist the public in mitigating various issues, such as water, electrical, and odor calls.

In addition to responding to increasing calls for service, Firefighters receive weekly training, participate in residential and business safety inspections, and inspect all emergency apparatus and equipment daily. Beyond protecting our community, our firefighters respond to neighboring mutual aid communities for fire or EMS assistance when requested.

<b>Departmental Statistics</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Emergency responses	4,573	5,048	5,358	5,424
Inspections	779	887	954	859
Plan reviews	240	67	17	259
Permits/certificates issued	716	733	739	704

**SIGNIFICANT CHANGES:**

- The continued success of implementing Advanced Life Support (ALS) into the Burlington Fire Department ambulance operations since 2020 has allowed us to begin operating our second ambulance at the ALS level on occasion. When operating at the ALS level, Ambulance 2 can provide the highest care possible when Ambulance 1 is already on a call without needing an ALS service from out of town.
- Phase 2 of the Public Safety Communications upgrade is still ongoing. The last remaining site to activate is Blanchard Rd. The upgrade project aims to improve public safety communication throughout the town, making Fire Department and Police Department operations reliable, safer, and more efficient. The activation of other new sites has dramatically improved communication.

**FY25 ACCOMPLISHMENTS:**

- Concurrently, Phase 3 of the Public Safety Communications upgrade continues. We have purchased the portable radios and are working with the vendor and MetroFire on programming.
- We completed the specifications and signed a contract for a new Engine. The expected delivery is in mid-2029.
- We expect to take delivery of a new ambulance in the Spring of 2025.
- We are working to implement the Fire Department’s portion of a new software system, including computer-aided dispatch, incident reporting, and data management.

**FY26 GOALS:**

- Anticipate and fill vacancies to reduce the impact on the budget.
  - Make our hiring process more competitive
- Continue to expand our delivery of our highly successful paramedic program and provide ALS on two ambulances 24/7.

**STAFFING:**

(1) Chief, (1) Assistant Chief, (6) Captains, (14) Lieutenants, (44) Firefighters, (4) Civilian Dispatchers, (1) Emergency Vehicle Technician, (1) Administrative Secretary, (1) Administrative Assistant and (1) Part-time Office Assistant (30 hours)

**BUDGET ISSUES:**

- The Department strives to maintain our staffing levels to the fullest. The hiring process is highly competitive and takes 6-12 months. Fortunately, the BFD is desirable to join.
- Injuries and illnesses can limit a firefighter’s ability to perform their duties. Unfortunately, these factors impact the overtime and medical payments budget.
- The Department has minimum staffing requirements to provide adequate personnel for firefighting, emergency medical services, and numerous other emergencies. Minimum staffing is beneficial to both the community and the firefighters’ safety.
- Contractual obligations for the accrued time off are predictable. These can be forecasted and allow for reasonable budgeting. However, unexpected vacancies, long-term injuries, and illnesses create an unpredictable impact on the overtime budget.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>
<b>Salaries</b>						
	7,505,053	7,541,446	7,921,066	7,893,161	7,893,161	7,893,161
	54,526	57,789	60,373	60,372	60,372	60,372
	1,081,257	1,526,951	1,388,760	1,421,453	1,421,453	1,421,453
<b>45-</b>	<b>TOTAL SALARIES</b>	<b>8,640,835</b>	<b>9,126,186</b>	<b>9,370,199</b>	<b>9,374,986</b>	<b>9,374,986</b>
<b>Expenses</b>						
	60,959	84,780	118,452	119,402	119,402	119,402
	97,248	145,815	166,020	172,020	172,020	172,020
	339,396	315,033	269,400	271,400	271,400	271,400
	6,490	10,539	12,000	12,000	12,000	12,000
	54,859	53,640	79,041	86,334	86,334	86,334
<b>46-</b>	<b>TOTAL EXPENSES</b>	<b>558,952</b>	<b>609,808</b>	<b>644,913</b>	<b>661,156</b>	<b>661,156</b>

**Special Accounts**

	Termination Buyback	0	0	10	10	10	10	
	Education/Tuition	17,000	17,350	17,000	20,000	20,000	20,000	
	Recertification of EMTs	7,205	7,711	9,000	9,000	9,000	9,000	
	Fire Prevention	4,700	4,347	4,900	4,900	4,900	4,900	
	Arson Investigation	493	-493	1300	1,300	1,300	1,300	
	Training	25,000	19,173	27,000	27,000	27,000	27,000	
	Training and Management	4,846	13,798	6,900	7,200	7,200	7,200	
	Licenses & Certifications	2,339	966	3,000	3,000	3,000	3,000	
	111F Payments	102,062	10,806	72,000	72,000	72,000	72,000	
	Clothing Allowance	91,939	90,933	92,650	92,650	92,650	92,650	
	Wellness Program	4,434	4,182	14,250	14,250	14,250	14,250	
	Community Risk Reduction	0	3,500	3,900	3,900	3,900	3,900	
47-	<b>TOTAL SPECIAL</b>	<b>260,018</b>	<b>172,274</b>	<b>251,910</b>	<b>255,210</b>	<b>255,210</b>	<b>255,210</b>	
	<b>GRAND TOTAL</b>	<b>9,459,805</b>	<b>9,739,495</b>	<b>10,267,022</b>	<b>10,291,352</b>	<b>10,291,352</b>	<b>10,291,352</b>	<b>0.24%</b>

## **241 - BUILDING**

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### **DESCRIPTION OF SERVICES/MISSION:**

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

This office manages plan reviews, permits, and inspections for new construction, additions, and remodeling projects. As such, the Building Department reviews building plans submitted to the town and approves them based on compliance with planning and zoning approvals and the Massachusetts State Building Code. The Building Department is also responsible for annual inspections of certain public assembly occupancies (e.g., theaters, schools, and restaurants) and responds to complaints regarding potential code violations and work done without the proper permits.

The office staff works 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), the Massachusetts Emergency Management Agency (MEMA), the Board of Building Regulations and Standards (BBRS), and the Commonwealth of Massachusetts Department of Fire Services (DFS).

The Building Department's goals for the future are:

- 1: Thoroughly train our new department employees on our online permitting system and the department's duties
- 2: Plan for future growth
- 3: Continue expanding the department's electronic records so the public can easily access those records.

We have been trying to attain these goals; however, with the continued economic construction growth within the town, it has been demanding and, at times, impossible to keep up with the demand for services.

<b>Departmental Statistics</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Permits issued	3561	3945	3610	3329

### **FY25 ACCOMPLISHMENTS:**

- An uninterrupted flow of plan reviews, permits, and inspections for the citizens of Burlington
- Uploaded 100% of commercial property files into our software system
- Able to start scanning microfiche plans to PDF and upload them into the online property files
- Hired a new Local Building Inspector and a new Administrative Assistant 1
- Issued over 3,500 permits to date

**FY26 GOALS:**

- Have all property files fully uploaded into the online software system for public access
- Encourage **all** departments, as well as the public, to utilize OpenGov software
- Improve the online software system known as OpenGov not only for employees but the public as well
- Scan 1/3 of all microfiche plans into OpenGov.

**STAFFING:**

(1) Senior Building Inspector, (1) Local Building Inspector, (1) Inspector of Wires, (1) Plumbing and Gas Inspector, (2) Administrative Assistants.

**BUDGET ISSUES:**

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	621,720	564,614	656,060	671,045	671,045	671,045	
	5,929	7,628	48,000	48,000	48,000	48,000	
48-	<b>627,649</b>	<b>572,241</b>	<b>704,060</b>	<b>719,045</b>	<b>719,045</b>	<b>719,045</b>	
<b>Expenses</b>							
	6,534	9,234	21,448	21,448	21,448	21,448	
	2,013	5,875	6,700	7,350	7,350	7,350	
	8,013	7,760	13,425	13,925	13,925	13,925	
	0	0	1,400	1,400	1,400	1,400	
49-	<b>16,560</b>	<b>22,869</b>	<b>42,973</b>	<b>44,123</b>	<b>44,123</b>	<b>44,123</b>	
	<b>644,208</b>	<b>595,110</b>	<b>747,033</b>	<b>763,168</b>	<b>763,168</b>	<b>763,168</b>	<b>2.16%</b>

## **244 - SEALER OF WEIGHTS AND MEASURES**

### **DESCRIPTION OF SERVICES/MISSION:**

Historically (since 2012), the Town contracted with the State to perform the Sealer of Weights and Measures function. The operating budget included half the cost of that contract and materials and supplies for the billing and mailing of invoices. (The Sealer of Weights and Measures revolving fund covered the other half of the state contract.)

Partway through Fiscal Year 2023, the State announced it would no longer provide this service. In response, the Town partnered with the Town of Lexington and, through an inter-municipal agreement, hired a Part-Time Sealer of Weights and Measures to serve both communities.

This budget now represents Burlington's portion of that employee's salary.

### **SIGNIFICANT CHANGES:**

None.

### **STAFFING:**

(1) Part-Time Sealer (18 hours)

### **BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	0	16,848	17,269	17,831	17,831	17,831	
50-	<b>TOTAL SALARIES</b>	<b>0</b>	<b>16,848</b>	<b>17,269</b>	<b>17,831</b>	<b>17,831</b>	<b>17,831</b>
<b>Expenses</b>							
	7,734	0	0	0	0	0	
	0	0	0	0	0	0	
51-	<b>TOTAL EXPENSES</b>	<b>7,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>							
	<b>7,734</b>	<b>16,848</b>	<b>17,269</b>	<b>17,831</b>	<b>17,831</b>	<b>17,831</b>	<b>3.25%</b>



## **291 - EMERGENCY MANAGEMENT**

### **DESCRIPTION OF SERVICES/MISSION:**

Duties per Town Bylaws 3.0 Civil Defense and MGL Ch639 §1 of the Acts of 1950.

### **SIGNIFICANT CHANGES:**

None.

### **STAFFING:**

None

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	Elected/Appointed	10,000	10,000	0	0	0	0
52-	<b>TOTAL SALARIES</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>							
	Materials & Supplies	8,078	8,100	8,100	8,100	8,100	8,100
53-	<b>TOTAL EXPENSES</b>	<b>8,078</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>
<b>Special Accounts</b>							
	Education/Tuition	2,300	5,500	5,500	5,500	5,500	5,500
54-	<b>TOTAL SPECIAL</b>	<b>2,300</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
	<b>GRAND TOTAL</b>	<b>20,378</b>	<b>23,600</b>	<b>13,600</b>	<b>13,600</b>	<b>13,600</b>	<b>13,600</b>

0.00%

## **300 - LOCAL EDUCATION**

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The School Committee's recommended FY 2026 Operating Budget is attached for your review and consideration. This budget is being shared with all Town Meeting Members as a guide to better understand the details outlined in the comprehensive budget document, which has been thoroughly reviewed by both the School Committee and the Ways and Means Subcommittee over the past several months. We are pleased to report that our operating budget is being submitted in alignment with the guideline amount agreed upon with the Town's financial team.

The FY26 budget includes:

- Funding to maintain class sizes and programming.
- Funding for known legal commitments related to Special Education, English Language Learner support, and tuition.
- Funding to cover cost-of-living increases in our settled contracts.
- Funding to replace all computers provided to staff and administrators by the Town five years ago during the COVID-19 pandemic. This initial purchase was made using Federal relief funds. The computer replacement cycle is now being integrated into the operating budget with a five-year replacement cycle.

All labor contracts are settled for this fiscal year. We have agreed to a 3.5% cost-of-living increase with our Teachers' Unions (Unit A and Unit D) and our AFSCME Unions (Custodians, Clerical, and Cafeteria). These increases were extended to all of our contracted employees.

While enrollment has remained relatively steady overall, we are experiencing slight enrollment declines in the early elementary and high school grade levels. However, despite the relatively stable enrollment, we continue to see a growing number of students requiring language and learning support. As a result, we are making staffing adjustments to respond to these changes. We are asking for two full-time equivalents (2.0 FTE) in additional positions in the FY26 Budget.

To this end, we request an additional 0.4 FTE English Language teacher at the middle school. We are also expanding the shared Director of Human Resources position to a full-time position. This increases the position by approximately 0.6 FTE from its current part-time status. The additional position is in the District Operations office. With two building projects under consideration, managing remote meetings, and expanding management needs in transportation and food services, we request additional staffing in the operations office.

In addition to personnel, the district is also excited to adopt a new literacy program based on the Science of Reading, which the Department of Elementary and Secondary Education has endorsed. While the startup costs for this program—both for

materials and professional development—are significant, we believe they will positively impact student learning. These costs are our top priority for warrant requests. Additionally, Burlington High School has added a new career pathway in Cyber Networking, making it one of only 11 high schools across the Commonwealth to offer this opportunity. Please know that we do not take the Town’s generous support of public education for granted. We made many difficult decisions to keep our FY26 budget proposal within the 4.5% guideline established by the Town, while still fulfilling our legal and contractual obligations to provide high-quality programming for all students.

Thank you for your consideration.



Eric M. Conti, Ph.D.  
Superintendent

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Local Education</b>							
Operating	58,924,533	61,297,077	64,690,145	69,485,131	67,601,202	67,601,202	<b>4.50%</b>
Special Education (A)	11,594,728	13,497,850	15,206,011	16,266,011	16,266,011	16,266,011	<b>6.97%</b>
55- <b>TOTAL LOCAL ED.</b>	<b>70,519,261</b>	<b>74,794,927</b>	<b>79,896,156</b>	<b>85,751,142</b>	<b>83,867,213</b>	<b>83,867,213</b>	<b>4.97%</b>
<b>GRAND TOTAL</b>	<b>70,519,261</b>	<b>74,794,927</b>	<b>79,896,156</b>	<b>85,751,142</b>	<b>83,867,213</b>	<b>83,867,213</b>	<b>4.97%</b>

### **301 - REGIONAL SCHOOL ASSESSMENTS**

Shawsheen Regional School District provides vocational-technical education to area youth (grades 9-12) and residents. The Town pays an assessment to cover the operating and capital costs of the district based on local student enrollment.

Before FY17, the Town's portion of the funding for the Essex North Shore Agricultural and Technical School was taken directly from state aid as an assessment by the Commonwealth. Changes to the school's organizational structure now require that the Town Meeting appropriate funds in the same manner as the Shawsheen Regional School. Since FY21, funding for the Minuteman Technical School is also included in this budget.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Regional School Assessments</b>							
Shawsheen	2,667,214	2,942,162	2,800,665	3,069,215	3,069,215	3,069,215	9.59%
Essex North Shore	41,032	44,310	112,775	62,000	62,000	62,000	-45.02%
Minuteman	39,468	13,381	0	0	0	0	#DIV/0!
<b>56- TOTAL REG. SCHOOL (A)</b>	<b>2,747,714</b>	<b>2,999,853</b>	<b>2,913,440</b>	<b>3,131,215</b>	<b>3,131,215</b>	<b>3,131,215</b>	
<b>GRAND TOTAL</b>	<b>2,747,714</b>	<b>2,999,853</b>	<b>2,913,440</b>	<b>3,131,215</b>	<b>3,131,215</b>	<b>3,131,215</b>	<b>7.47%</b>

## **400 - DEPARTMENT OF PUBLIC WORKS**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Department of Public Works aims to provide high-quality services to all residents and offer support to boards, commissions, and other town departments. The department comprises six divisions: Engineering, Administration, Highway, Water & Sewer, Fleet Maintenance, and Cemeteries & Facilities. With 75 employees, 65 full-time, one part-time, and nine seasonal, the department maintains the Town's roadways, drainage, water, sewer, street lights, traffic lights, town buildings, and cemetery infrastructure. In addition, the department provides daily services such as water, sanitary sewer, trash pick-up, and winter maintenance operations.

### **FY25 ACHIEVEMENTS:**

DPW completed a number of significant projects in the last year. Some of the highlights include:

- Rehabilitation of the Francis Wyman Rd Sewer Pump Station and the construction of a new force main pipe. This also included the paving of the roadway and sidewalk as well as an improvement to a pedestrian road crossing.
- Rehabilitation of the Partridge Ln Sewer Pump Station and the construction of a new force main pipe.
- Construction of a new sidewalk on Blanchard Rd that greatly improves pedestrian safety to the businesses and the Mary Cummings recreation area. We also repaved a number of existing sidewalks in poor condition.
- Repaved several main roads in town including Center St, Francis Wyman Rd, and Wilmington Rd.
- Replacement of the town's vehicle & equipment fueling station and associated underground gasoline and diesel storage tanks.
- Installation of a solar array on the Mill Pond Water Treatment Facility's roof which is estimated to generate approximately 85,000 kWh of electricity per year.
- Began the decommissioning of the Vine Brook Water Treatment Facility.
- Transitioned to a quarterly cycle for residential water and sewer billing as required by the town's permit to connect to the MWRA water system.

### **FY26 GOALS:**

In FY26, the DPW hopes to maintain quality services for each of our divisions. Some of significant projects planned for the coming year:

- Construction of the phase 2B MWRA water connection that includes new water mains in Middlesex Turnpike and Burlington Mall Rd. This is the last phase of the MWRA water connection project that will be capable of supplying the current, and foreseeable, water demand of the town.
- Begin construction of a new traffic signal at the intersection of Winn St & Mountain Rd.
- Begin a mass water meter replacement program to replace aged and broken meters.
- Complete the decommissioning of the Vine Brook Water Treatment Facility.
- Begin the rehabilitation of the Grandview Ave Sewer Pump Station and construction of a new force main pipe.

#### **411 – ENGINEERING DIVISION**

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##### **DESCRIPTION OF SERVICES/MISSION:**

The Engineering Division evaluates, designs, bids, and manages town-funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the division’s expertise. In addition, the division supports other Public Works Divisions and any Town Department needing technical assistance. The office maintains and updates infrastructure plans and project files.

Further duties include Maps, Project Management such as roadway, water main and sewer inflow & infiltration, Street Lights, Surveyor List, Utility Permits, and Pavement Management.

##### **STAFFING:**

(1) Town Engineer, (1) Assistant Town Engineer, (2) Senior Engineers, (1) Civil Engineer, (1) Engineering Aide

#### **420 – ADMINISTRATION DIVISION**

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##### **DESCRIPTION OF SERVICES/MISSION:**

Provides citizens, boards, commissions, and other town departments with exceptional service and support by consistently managing the department’s efforts.

Administration provides water & sewer billing, trash collection & recycle contract management, 1<sup>st</sup> and 2<sup>nd</sup>-water meter management, the Cross Connection program, accounts payable for the entire DPW Dept., Green Communities coordination, and maintenance of personnel records for the entire DPW Dept.

##### **STAFFING:**

(1) Dept. Head, (1) Operations Manager, (1) Business Manager, (1) Administrative Assistant II, (2) Accounting Specialists, (1) Office Assistant

## **421 – HIGHWAY DIVISION**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Highway Division maintains 105 miles of roadways, including drainage systems and culverts. The division is also responsible for winter maintenance operations.

- Street signs and line painting
- Weed spraying
- Street and sidewalk sweeping
- Potholes, road paving, sidewalk, and berm repair
- Drain manholes and catch basin repairs
- New drainage lines or repair to existing drainage lines
- Rod clogged drain lines
- Brush cutting on overgrown streets
- Guard rail repairs
- Oil spills
- Tree maintenance and clean up after storms
- Assist other departments with various projects and special events
- Snow and ice maintenance operations and all other roadway emergencies

### **STAFFING:**

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Time Keeper, (10) Special Equipment Operators

## **451 – WATER AND SEWER DIVISION**

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### **WATER AND SEWER DIVISION: WATER TREATMENT SECTION**

### **DESCRIPTION OF SERVICES/MISSION:**

The Town of Burlington's drinking water system contains two separate water sources: water drawn from surface water and water purchased from the Massachusetts Water Resources Authority (MWRA). The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant can treat up to 3.5 million gallons of water daily. The Vine Brook Water Treatment Plant has been offline since December 2022 due to contaminations of both 1,4 dioxane and PFAS6 and is currently being decommissioned. In December 2020, we completed our phase 1 connection to the MWRA, establishing a pipe connection to Lexington that can take up to 1 million gallons per day (MGD). In July 2023, we completed phase 2A of our

MWRA connection, which finished the remaining pipe extension through Lexington to Arlington. The combined capacity of phases 1 and 2A is 3.5 MGD.

The Mill Pond Treatment Plant filters and clarifies the water to remove contaminants and provide fluoridation, corrosion control, and disinfection.

The Water Treatment Section also performs the following testing:

- Inorganic testing (manganese, pH, alkalinity, etc.)
- Organic testing (trichloroethylene, THMs, HAA5s, etc.)
- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- PFAS Testing
- Standard quality control and quality assurance testing at all facility operational points
- Lead and copper testing for corrosion control
- Maintain a state-certified Cross Connection testing and plan approval program

The Water Treatment Section oversees maintenance and security at three water storage tanks, seven (7) groundwater wells, and one diversion station on the Shawsheen River. They will be overseeing the decommissioning of the seven (7) groundwater wells as part of the Vine Brook Treatment Plant decommission. The section also oversees the maintenance of a pressure booster station on Wellesley Ave and a water level control station at Mill Pond main dam.

**STAFFING:**

(1) Plant Manager, (1) Chief Operator, (5) Plant Operators, (1) Meter/Backflow Prevention Device Technician

**WATER AND SEWER DIVISION: WATER DISTRIBUTION SECTION**

**DESCRIPTION OF SERVICES/MISSION:**

The Water Distribution Section maintains the water distribution system, including hydrants.

- Hydrant repairs and replacements
- Water main maintenance and repair of breaks and leaks
- Water gate maintenance or replacements as needed
- Water metering - repairs, installations, security seals, and testing
- Handle courtesy leak and pressure testing for residents



- Coordinate work with private contractors on private jobs
- Landscape in and around water stations and water breaks
- Assist Sewer section and Treatment Plant as needed
- Available for emergencies 24/7
- State-licensed personnel with minimum Grade 2D for distribution work

**WATER AND SEWER DIVISION: SEWER COLLECTION SECTION**

**DESCRIPTION OF SERVICES/MISSION:**

The Sewer Collection Section maintains the sewer collection system, including 14 pump and metering stations.

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscaping the sewer pump station grounds
- Repair and replace broken or leaking pipes in stations or at sewer main breaks
- Sewer section assists other sections as needed
- Operate in-house shop where repairs or rebuilds of department-owned parts for Water and Sewer use
- Handle all station alarms, sewer blockages, and resident complaints
- Operate heavy equipment and Vactor truck
- Available for all emergencies 24/7

**STAFFING:**

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (3) Sewer Pumping Operators, (5) Water Service Craftsmen.

**490 – FLEET MAINTENANCE DIVISION**

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**DESCRIPTION OF SERVICES/MISSION:**

The Fleet Maintenance Division maintains the entire fleet of vehicles for the Town of Burlington, excluding the Fire Department. Thus, the division performs various repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows and sanders, simple and complex preventative maintenance and diagnostic services, and all other necessary repairs. In the spring, we host the Animal Clinic for Rabies shots.

The following is a list of over 186 items serviced:

**Town:**

Board of Health:                    1 vehicle

Building: 5 vehicles  
 Council On Aging: 2 vehicles  
 Conservation: 1 vehicle  
 Police: 34 vehicles, 1 Motorcycle, 3 Trailers  
 Recreation: 12 vehicles, 4 off-road pieces of equipment, 1 air compressor, 1 wood chipper  
 Town Hall: 2 vehicles  
 Youth and Family: 1 vehicle  
 School Department: 2 vehicles, 1 off-road piece of equipment, 3 trailers

**DPW**

Engineering: 4 vehicles  
 Highway: 19 vehicles, 13 off-road pieces of equipment, 3 sweepers, 1 compressor, 1 generator  
 Water: 8 vehicles, 1 backhoe, 1 compressor, 1 light tower  
 Sewer: 3 vehicles, 11 generators, 4 water pumps, and 2 portable generators  
 Fleet Maintenance: 4 vehicles  
 Cemeteries/Facilities: 7 vehicles, 1 backhoe, 1 bobcat, 2 Kubota Utility Vehicles, and 11 generators

**STAFFING:**

(1) Superintendent, (1) Master Mechanic, (2) Mechanics

**491 –CEMETERY & FACILITIES DIVISION**

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**DESCRIPTION OF SERVICES/MISSION:**

The Cemetery Division merged with the Facilities and Custodial Department to maintain town facilities, creating the Cemeteries & Facilities Division. In addition to caring for the cemeteries, the new division maintains Town-owned buildings under the Select Board’s supervision.

**CEMETERY SECTION**

The Cemetery Section maintains three non-denominational cemeteries: Pine Haven, Chestnut Hill, and Ye Olde Cemetery.

Personnel is available 24/7 to meet with funeral homes and families to make burial arrangements and locate graves. Cemetery personnel prepare gravesites for burials.

Work closely with the Engineering Division to lay out new gravesites. Additionally, the Cemetery works with the Highway Division to plow Town streets and the cemeteries’ roads.

Work with monument companies regarding headstone specifications and foundations. Personnel layout and dig the foundations for the headstones and markers.

Perform perpetual care of all three cemeteries, including grass cutting, weed whacking, trimming of trees and bushes, and spring and fall leaf clean up. Repair and maintain sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.

Prepare the cemeteries for special events held there throughout the year, such as Memorial Day and Veterans Day.

**FACILITIES SECTION**

The Facilities section is responsible for the daily maintenance, repair, and custodial services for the following buildings:

Town Hall, Town Hall Annex, Fire Station, Library, Police Station, Human Services, Grandview, 33 Center Street, Fire Station #2, Museum, Carpenter House, West School, Vine Brook Treatment Plant, Mill Pond Treatment Plant, Terrace Hall Pump Station, Wilmington Road Pump Station, Chestnut Hill Office, Pine Haven Chapel, 1 Great Meadow Rd, and 10 Great Meadow Rd.

The division also coordinates repairs and maintenance contracts performed by private contractors. In addition, the division manages the facilities capital improvements program.

**STAFFING:**

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (2) Senior Craftsman/laborer, (2) Craftsman/laborers, (1) Special Equipment Operator, (1) Head Custodian, (2) Lead Custodians, (4) Custodians, (1) PT Administrative Assistant I

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026
<b>Salaries</b>						
Fulltime	5,209,801	5,434,632	6,014,927	6,018,512	6,018,512	6,018,512
Part Time	74,366	38,566	79,454	94,799	94,799	94,799
Overtime	569,643	548,507	380,905	380,905	380,905	380,905
57- <b>SALARIES TOTAL</b>	<b>5,853,809</b>	<b>6,021,705</b>	<b>6,475,286</b>	<b>6,494,216</b>	<b>6,494,216</b>	<b>6,494,216</b>
<b>Expenses</b>						
Occupancy	1,009,375	1,055,862	1,025,000	1,147,600	1,147,600	1,147,600

	Contracted Services	2,422,414	2,958,863	1,793,736	2,217,167	2,217,167	2,217,167
	Materials & Supplies	994,715	1,041,818	1,118,069	1,181,649	1,181,649	1,181,649
	M.E.L.T.	26,149	23,407	33,015	33,615	33,615	33,615
	Capital Outlay	35,492	41,065	48,700	40,100	40,100	40,100
<b>58-</b>	<b>EXPENSES TOTAL</b>	<b>4,488,144</b>	<b>5,121,015</b>	<b>4,018,520</b>	<b>4,620,131</b>	<b>4,620,131</b>	<b>4,620,131</b>

**Special Accounts**

	License Renewal	15,350	15,475	18,000	18,000	18,000	18,000
	Clothing Allowance	33,504	35,164	37,300	37,300	37,300	37,300
	Well Cleaning & Sludge Removal	108,500	118,784	130,000	150,000	150,000	150,000
	Well Seal & Parco	10,000	0	0	0	0	0
	Highway I	153,572	118,457	128,000	138,000	138,000	138,000
	Sign & Lane Painting	89,007	103,070	90,000	100,000	100,000	100,000
	Tree Care	34,962	44,254	45,000	75,000	75,000	75,000
	Snow & Ice	537,064	443,925	350,000	350,000	350,000	350,000
	Physical Exam	6,420	6,596	7,000	7,210	7,210	7,210
<b>59-</b>	<b>SPECIAL TOTAL</b>	<b>988,378</b>	<b>885,725</b>	<b>805,300</b>	<b>875,510</b>	<b>875,510</b>	<b>875,510</b>

**Accommodated**

<b>60-</b>	<b>Rubbish &amp; Garbage (A)</b>	<b>2,250,267</b>	<b>3,159,710</b>	<b>3,304,700</b>	<b>3,423,041</b>	<b>3,423,041</b>	<b>3,423,041</b>	<b>3.58%</b>
<b>61-</b>	<b>Street Lights (A)</b>	<b>360,500</b>	<b>360,500</b>	<b>360,500</b>	<b>360,500</b>	<b>360,500</b>	<b>360,500</b>	<b>0.00%</b>
<b>62-</b>	<b>DEP Assessment (A)</b>	<b>9,362</b>	<b>9,544</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.00%</b>
	<b>TOTAL ACCOMMODATED</b>	<b>2,620,129</b>	<b>3,529,754</b>	<b>3,680,200</b>	<b>3,798,541</b>	<b>3,798,541</b>	<b>3,798,541</b>	<b>3.22%</b>
	<b>TOTAL OPERATING</b>	<b>11,330,331</b>	<b>12,028,445</b>	<b>11,299,106</b>	<b>11,989,857</b>	<b>11,989,857</b>	<b>11,989,857</b>	<b>6.11%</b>
	<b>THE GRAND TOTAL</b>	<b>13,950,460</b>	<b>15,558,198</b>	<b>14,979,306</b>	<b>15,788,398</b>	<b>15,788,398</b>	<b>15,788,398</b>	<b>5.40%</b>

## **510 - BOARD OF HEALTH**

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### **DESCRIPTION OF SERVICES/MISSION:**

The mission of the Burlington Board of Health is to protect, promote, and prepare for all public health issues or potential crises that occur within the community. The Board of Health enforces state-mandated and local public health regulations by conducting inspections by its Health Agent, Associate Health Inspector, Environmental Engineer, Supervising Nurse, Associate Health Director, or Director. Additionally, the Board issues town permits, investigates community-based complaints or concerns, and supports public health goals by providing education and community programs. In addition, the Board of Health is responsible for reviewing many aspects of proposed land use and development issues, including drainage, safety, and quality of life. The Board of Health oversees explicitly and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, biological safety, and any necessary actions that may occur as a consequence of communicable disease surveillance.

The Board of Health is the sponsoring agency of the Burlington Volunteer Reserve Corps (BVRC), a federally recognized Medical Reserve Corps (MRC) unit under the Office of the Assistant Secretary for Preparedness and Response (ASPR), established to meet the public health needs of the community. BVRC volunteers support the Board of Health in providing public health services and programs, such as the annual flu clinic, the Community Health Fair, the semi-annual household hazardous waste collections, and blood pressure screenings throughout the community. BVRC volunteers participate in various training opportunities to assist the Town, if needed, in emergency response efforts, such as disease outbreaks or sheltering.

The Board of Health is the Lead Agency of the Tri-ton Shared Services Coalition (the “Coalition”), a collaboration with the Lexington and Wilmington Boards of Health under the Public Health Excellence Grant Program. The Coalition municipalities have formed an Advisory Board that meets regularly and discusses how to share resources and staff. The Coalition aims to increase cross-jurisdictional sharing of public health services to strengthen capacity.

The Board continues to work as the leader in preparing for and responding to all public health emergencies that may arise in the Town. The Board focuses on the community’s needs and works with other town departments in Burlington and surrounding towns to promote public health, safety, and wellness.

The Board of Health will continue emphasizing public health-focused training, exercises and drills, and programming for the Board staff and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will continue to provide health-related information and services to residents and businesses and maintain the current regulatory oversight required to protect the Burlington community. In addition, the Board of Health will work on collaboration and programming provided through the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program to offer additional services to our residents.

### **SIGNIFICANT CHANGES:**

In FY23, the Tri-ton Shared Services Coalition (the “Coalition”) was awarded \$300,000 per year for three years in grant funding from the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program. In FY24 and FY25, the Coalition was awarded an additional \$145,000 for a total of \$445,000 for FY24 and \$445,000 for FY25. In FY26, the Coalition will receive at least \$300,000 to continue work under the PHE grant. The grant aims to increase cross-jurisdictional sharing of public health services to strengthen capacity. Burlington serves as the grant’s lead agency and is therefore responsible for the overall budget, program management, and the supervision of grant staff. One of the grant’s specifications is that funding must augment, and not replace, the work currently being done by the three public health departments. The Board of Health has hired a Shared Services Coordinator, Health Inspector, Public Health Nurse, Epidemiologist, Community Health Outreach Worker, and Health Communications Specialist to work under the PHE grant.

### **FY25 ACCOMPLISHMENTS:**

Throughout FY25, the Board of Health continued to enforce all state-mandated and local public health regulations and provide public health programs for our residents. In addition to the PHE grant funding, the Board of Health has received approximately \$64,000 in additional funding from other grants. Some specific accomplishments include:

- **Public Forum on the Environmental Clean-up in Burlington’s Central Business District:** The Board of Health received a Technical Assistance Grant (TAG) from the MA Department of Environmental Protection (DEP) to procure an environmental consultant to research the impacts of contamination and potential vapor intrusion in the vicinity of two MA DEP disposal sites located at 179 Cambridge Street and 18 Terry Avenue and provide information to community members and municipal officials. The Board held a public forum on February 21, 2024, to explain contaminant issues in this area and answer questions from residents and local business owners.
- **Food Safety Forum for Local Food Service Establishments:** In March 2024, the Board of Health held a Food Safety Forum for local food service establishments. The forum dispersed information on employee health and personal hygiene requirements, food employee reporting agreements, vomit and diarrhea clean-up kits, and imminent health hazard reporting. The Public Health Excellence (PHE) grant program, the National Environmental Health Association

(NEHA), and the U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program provided the funding to put on the forum.

- **Tobacco Control:** The Tri-ton Shared Services Coalition, serving Burlington, Lexington, and Wilmington and for which Burlington serves as the lead agency, has received a \$48,000 grant from the MA Department of Public Health (DPH) Tobacco Control Program (MTCP) to work on tobacco control and prevention strategies. The grant supports the position of Tobacco Program Coordinator as well as supplies & technology. DPH approved the grant with options for renewal through FY27. The Tobacco Program Coordinator conducts compliance checks to provide enforcement to ensure that tobacco retailers are not selling tobacco to minors and regular inspections to ensure compliance with local and state regulations.

### **FY26 GOALS:**

Goals for the Board of Health include emphasizing public health-focused training, exercises and drills, and programming for Board of Health staff, Tri-ton Coalition staff, and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will strive to improve the Town's capabilities in emergency preparedness, provide health-related information and services to residents, and maintain its regulatory oversight capacity required to protect the Burlington community. In addition, the Board of Health will work towards strengthening the Coalition and providing additional services to our residents in collaboration with the Wilmington and Lexington Boards of Health through the shared services program.

### **STAFFING:**

(5) Elected Members of three-year terms, (1) Director of Public Health, (1) Associate Director of Public Health (1) Health Agent/Sanitarian, (1) Environmental Engineer, (1) Associate Health Inspector (1) Supervising Public Health Nurse, (1) Administrative Assistant, and (1) Part-time Administrative Assistant (30 hours)

Under Grant Programs: (1) Shared Services Coordinator (19 hours), (1) Health Inspector (19 hours), (1) Community Health Outreach Worker (19 hours), (1) Public Health Nurse (19 hours), (1) Epidemiologist (19 hours), (1) Health Communications Specialist (19 hours), (1) Tobacco Program Coordinator (19 hours)

### **BUDGET ISSUES:**

In FY26, all accounts except Mosquito Control have been level-funded. The East Middlesex Mosquito Control Project (EMMCP), the Trust Agency of the Commonwealth of Massachusetts that provides mosquito control services to communities located west and northwest of Boston, has seen increased rental costs, salaries, and fringe benefits. The Town of Burlington has not had an increase in mosquito control services since FY23. In addition, a fee of \$1,755 has been included in the mosquito control budget for 12 hours of maintenance of ditch networks to reduce mosquito habitats. Other budget increases are due to contractual salary obligations.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026		
<b>Salaries</b>								
	526,768	542,654	722,452	739,596	739,596	739,596		
	35,381	42,786	46,698	46,079	46,079	46,079		
	4,162	4,385	7,182	7,182	7,182	7,182		
	2,715	5,513	10,330	10,330	10,330	10,330		
63-	<b>TOTAL SALARIES</b>	<b>569,027</b>	<b>595,338</b>	<b>786,662</b>	<b>803,187</b>	<b>803,187</b>	<b>803,187</b>	
<b>Expenses</b>								
	4,320	9,195	11,896	11,896	11,896	11,896		
	5,241	5,498	5,500	5,500	5,500	5,500		
	12,254	7,616	12,400	12,400	12,400	12,400		
	2,018	2,150	2,150	2,150	2,150	2,150		
64-	<b>TOTAL EXPENSES</b>	<b>23,833</b>	<b>24,459</b>	<b>31,946</b>	<b>31,946</b>	<b>31,946</b>	<b>31,946</b>	
<b>Special Accounts</b>								
	1,000	1,000	1,000	1,000	1,000	1,000		
65-	<b>TOTAL SPECIAL</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>Accommodated</b>								
66-	Hazardous Waste (A)	36,247	37,187	50,000	50,000	50,000	50,000	0.00%
67-	Mosquito Control (A)	45,743	45,743	45,743	50,700	50,700	50,700	10.84%
	<b>TOTAL ACCOMODATED</b>	<b>81,990</b>	<b>82,930</b>	<b>95,743</b>	<b>100,700</b>	<b>100,700</b>	<b>100,700</b>	<b>5.18%</b>
	<b>TOTAL OPERATING</b>	<b>593,860</b>	<b>620,798</b>	<b>819,608</b>	<b>836,133</b>	<b>836,133</b>	<b>836,133</b>	<b>2.02%</b>
	<b>GRAND TOTAL</b>	<b>675,851</b>	<b>703,728</b>	<b>915,351</b>	<b>936,833</b>	<b>936,833</b>	<b>936,833</b>	<b>2.35%</b>



## **541 - COUNCIL ON AGING**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Council on Aging (COA) is committed to helping seniors of all ages and stages remain active, engaged, and independent community members. The Department is here to help through times of crisis, provide a wide range of activities and services to prevent crises, and help seniors remain healthy and in their homes as long as possible.

The COA works with other Town departments and outside agencies that have contact with seniors in emergency and non-emergency situations. The goal is to provide information and services to Burlington's older residents and to ensure their safety and well-being by advocating for their needs.

The COA provides information and referrals for both callers and walk-ins. The social workers conduct in-home visits to assist elders in defining their needs and to facilitate access to services. They make appropriate referrals and follow-up visits to ensure resolution. Additionally, our social workers advocate for seniors with legal issues, social security, SNAP (formerly food stamps), health, housing, medical, and fuel assistance. Medical advocacy consists of helping the client set up and prepare for medical appointments, reminding clients of issues to speak with the physician about, talking with the physician to be sure the physician understands concerns, and comprehending the physician's instructions to assist the client in understanding any health issues and/or treatment. The social workers also help elders and their family members fill out appropriate assistance forms and ensure seniors don't 'fall through the cracks.' The COA social workers seek/accept referrals from private individuals, other social service agencies, and religious, fraternal, and community organizations. They are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services, and mental health facilities. Social workers are often the coordinators between various agencies assisting an elder. Our social workers facilitate support groups and workshops such as caregiver groups and our memory café for people with memory issues and their care partners.

The COA publishes a monthly newsletter, The Spotlight, which is the town's primary link to its older residents. We also provide educational presentations and workshops. SHINE (Serving Health Information Needs of Everyone) counselors are available to meet with clients twice a month, twice a week during open enrollment (October through mid-December). An attorney comes once a month. Volunteers through AARP provide seniors with tax assistance from February through April. The COA manages the 'Property Tax Work-off Program,' which allows seniors to work to obtain abatement on their property taxes. We have a contract with the Department of Transitional Assistance as Outreach Partners for SNAP, which enables us to assist our clients who need help with food security through better visual access to their SNAP accounts and getting partially reimbursed for any approved applications.

The COA offers a variety of classes and workshops to promote health and fitness. Social activities allow opportunities for otherwise isolated seniors to remain engaged with their community. The COA hosts the home-delivered meals and congregate meal site via Minuteman Senior Services. The COA offers transportation services to medical appointments, grocery stores, and the senior center. Moreover, the COA advocates for seniors on the local, state, and national levels. The COA also utilizes grants to help pay for fitness classes, one of the van drivers, activities, technology, continuing education for staff, technology for both staff and seniors, including but not limited to hardware and education, and the newsletter postage.

When a senior or family member(s) isn't sure where to call for help with an issue, we are one of the first points of contact, reflecting the level of trust put in the COA.

### **SIGNIFICANT CHANGES:**

The social workers' caseloads continue to climb each year.

### **FY25 ACCOMPLISHMENTS:**

- We continue to offer hybrid activities; all activities can be participated in via an online platform by request, giving people a choice while remaining engaged with the senior center community. From fitness classes to coffee hour, seniors can participate in activities whether they are immunocompromised or completely healthy.
- We received grants from the Executive Office of Elder Affairs for "Digital Literacy": iPads with hotspots and classes to learn all aspects of technology, including telehealth and tutoring, to help with confidence. We also received a second grant to build out our hybrid abilities and improve the experience of those at home. Both of these grants are now complete. Digital Literacy ended on January 13, 2025, and Hybrid Technology is set up and complete.
- Participation in the "Burlington Community Transportation Program" utilizing rideshares and concierge service continues to be robust. Criteria for this program include being over 60, disabled, or having an income of less than 300% of the Federal Poverty level.

### **FY26 GOALS:**

- We will continue assessing programming and building on what we have done.
- We also hope to increase the part-time social worker's hours after realizing how quickly their caseload is rising.

### **STAFFING:**

(1) Director, (2) Full-Time Social Workers, (1) Part-Time Social worker (1) Full-Time Administrative Assistant I, (3) Part-Time Front Desk Clerk (19 hours, 15 hours, 4 hours), (3) PT Van Drivers (30 hours, 20 hours, unfilled), (1) Part-Time Program & Activity Coordinator (15-19 hours)

**BUDGET ISSUES:**

We received an earmark for two part-time social workers from the state, but the funding ends June 30, 2025. We did write a grant letter of inquiry for funding for next year, but the state did not award us the grant.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	331,870	352,578	339,180	351,655	351,655	351,655	
	84,192	104,569	118,370	158,019	158,019	158,019	
<b>68-</b>	<b>TOTAL SALARIES</b>	<b>416,062</b>	<b>457,147</b>	<b>457,550</b>	<b>509,674</b>	<b>509,674</b>	<b>509,674</b>
<b>Expenses</b>							
	3,060	3,819	7,400	7,400	7,400	7,400	
	1047.36	1017.35	1,050	1,050	1,050	1,050	
	0	130	1,350	1,350	1,350	1,350	
<b>69-</b>	<b>TOTAL EXPENSES</b>	<b>4,107</b>	<b>4,966</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>
<b>Special Accounts</b>							
	0	0	500	500	500	500	
<b>70-</b>	<b>TOTAL SPECIAL</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>GRAND TOTAL</b>	<b>420,169</b>	<b>462,113</b>	<b>467,850</b>	<b>519,974</b>	<b>519,974</b>	<b>519,974</b> 11.14%

## **543 - VETERANS SERVICES**

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### **DESCRIPTION OF SERVICES/MISSION:**

#### Veterans' Agent

The Veterans' Agent processes applications for emergency State Chapter 115, 108 CMR assistance benefits paid to veterans and/or their dependents for short periods when they cannot support themselves. Chapter 115 benefits are also administered to eligible, low-income veterans and/or their dependents for longer durations of time, as required. Veterans' Agents also administer State benefits for burial expenses of veterans and their dependents who die without sufficient means to pay for funeral expenses. Veterans must apply for these benefits, as they are not automatic.

As the Graves Officer in Burlington, The Veterans' Agent ensures only eligible veterans are given consideration, through an application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures every eligible veteran has a new flag on their grave each Memorial Day, and all year long.

The U.S. Department of Veterans Affairs provides a wide range of benefits to U.S. veterans and their families, and the Veterans' Agent provides the local assistance needed to apply for the myriad of federal benefits available.

#### Veterans Services – State Benefits– Chapter 115, 108 CMR

Interview and counsel veterans to determine eligibility and determine needs. The Agent collects all state-required supporting documentation: military separation documents, various certificates, asset verification, income, savings, expenses, shelter and medical expenses, proof of residency, court records, etc. Use the State Website VS-MIS Program to complete forms within the required timelines to receive a 75% reimbursement from the State. Forms include the application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, and notice of various determinations to veteran and/or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

#### Further Duties include:

- Record and index veterans recently discharged or released from active duty.
- Assist with applications for eligible discharged veterans to receive bonuses for their service.
- Assist and advise veterans about sales, excise, and property tax exemptions.
- Assist with application for State annuity for eligible veterans and/or surviving family members.
- Assist veterans and families in applying to other permanent sources of income (Aid & Attendance, SS disability, Supplemental income, Federal low-income pension, etc.)

### U.S. Department of Veterans Affairs, Federal VA Benefits

The VA offers its benefits system through three major units: the Veterans Benefits Administration, the National Cemetery Administration, and the Veterans Healthcare System. In addition to medical centers, the healthcare system includes nursing homes, domiciliary, and Vet Centers offering readjustment counseling.

The Veterans' Agent guides eligible veterans and their dependents to appropriate benefits. The Agent assists in completing the various Federal VA forms to apply for care at VA Hospitals, receive a low-income pension, receive disability compensation, receive Aid & Attendance, receive education, etc. Furthermore, the Agent conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc. They also assist surviving spouses in applying for a low-income pension, final burial expenses, and cemetery markers.

### Memorial Day, Veterans Day, and Special Ceremonies

Seek out and secure speakers, chaplains, honor guards, rifle/musket squads, buglers, high school band, chorus, BCAT, sound system, bagpiper, photographer, refreshments, and more as required. Write and distribute press releases, advise speakers of the ceremony theme, prepare wreaths (order bows/flowers) for memorials to veterans honored throughout the community, and coordinate with service organizations for placement around town. Collect death certificates and obituaries to track the passing of Burlington veterans for the annual roll call on Memorial Day and permanent office records as well as on the website. Order new flags for all graves of Burlington veterans (3500) and seek out volunteers to assist cemetery staff with the annual placement of new flags for each veteran's grave and new flag holders as needed.

### Meetings attended

The Agent attends meetings of the Allied Veterans Council, Northeast Veterans Services Officers Association, Marine Corps League, DAV, DLV, VFW, American Legion, and the Massachusetts Veterans Service Officers Association meetings and annual training.

### Youth Assistance

Help steer high school students in the right direction when thinking about military service. Talk to parents seeking honest information about military service for their son or daughter. Take on interns already committed to joining the military in the 4th quarter of the school year (Through the Guidance and Associate Principles Offices). Speak to every Junior and Senior Class at the High School about standard recruiting practices from the Military Branches. Speak at the High School Career Day. Provide the Schools with guest speakers throughout the year on topics related to military service.

### Other general responsibilities

Payroll, Filing, Phone calls, assisting clients who show up here with information and direction with other basic needs and services, maintain website – [burlington.org](http://burlington.org) and click on Veterans under "Your Government" → "Departments"

Maintain a current Facebook page.

**SIGNIFICANT CHANGES:**

The Allied Veterans Council has added the Disabled and Limbless Veterans(DLV) Organization to our ranks within the Allied Veterans Council. The DLV has served as a Veteran Service Organization in Burlington, helping disabled, homeless, and needy veterans and their families for almost a decade.

**FY25 ACCOMPLISHMENTS:**

- Our office continued to increase our VA case development in 2024, totaling over \$200,000.00 in new aid. With the onset of the PACT ACT, 2024 continued to be a busy year for VA claims and appeals.
- Our office decreased our dependence on MA case development by 6% in 2024, moving clients to the VA system. Doing so allowed the Veteran/spouse more flexibility with budget constraints and removed the burden off local and state taxpayers.
- Our office has started to host a successful Veterans Breakfast while partnering with local Veterans groups. We have cooked and served hundreds of meals to local veterans at the Grandview Farm and American Legion on Winn Street. The breakfast is hosted every other Thursday and serves breakfast sandwiches, pancakes, bacon, coffee, juice, and other refreshments. Our veteran numbers are increasing; we serve over 50 veterans at each event. As a result, the breakfast has become our most significant outreach success to date.

**FY26 GOALS:**

- The office will strive to continue to assist clients with applying for all benefits they are entitled to under strict state and federal laws, rules, and regulations.
- Outreach will continue to be a priority for the office, as we are committed to counseling veterans, their families, and surviving dependents. As long as the private funding maintains its current level, we will continue to host a bi-monthly breakfast, serve veterans a free meal, and provide a place for them to socialize among friends.
- Continue to assess the benefits of federal aid over state aid and vice versa, and therefore facilitate transitions from either program to benefit the veterans or their families better.

**STAFFING:**

(1) Department Head, (1) Administrative Assistant I

**BUDGET ISSUES:**

None.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
<b>Salaries</b>							
	152,014	166,190	179,404	183,544	183,544	183,544	
71-	<b>TOTAL SALARIES</b>	<b>152,014</b>	<b>166,190</b>	<b>179,404</b>	<b>183,544</b>	<b>183,544</b>	<b>183,544</b>
<b>Expenses</b>							
	2,349	3,523	3,697	3,751	3,751	3,751	
	760	787	1,210	1,310	1,310	1,310	
72-	<b>TOTAL EXPENSES</b>	<b>3,109</b>	<b>4,311</b>	<b>4,907</b>	<b>5,061</b>	<b>5,061</b>	<b>5,061</b>
<b>Special Accounts</b>							
	3,000	2,291	3,000	3,000	3,000	3,000	
	72,886	53,548	112,000	110,000	110,000	110,000	
73-	<b>TOTAL SPECIAL</b>	<b>75,886</b>	<b>55,840</b>	<b>115,000</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>
	<b>GRAND TOTAL</b>	<b>231,008</b>	<b>226,340</b>	<b>299,311</b>	<b>301,605</b>	<b>301,605</b>	<b>301,605</b>

0.77%

## **549 - YOUTH AND FAMILY SERVICES**

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### **DESCRIPTION OF SERVICES/MISSION:**

The primary function of BYFS is to provide counseling and social work for children (target ages of 9-25) and their parents with individual, family, and group therapy modalities. Our functions include violence and suicide risk assessments for the schools, crisis intervention, and community education.

We provide other social work, consultation, and case management functions for other town departments, clergy, and community groups around problematic issues for residents. We also help screen residents who are experiencing financial emergencies and need access to the resources of the state and local non-profit and volunteer groups such as People Helping People, Helpis, and Salvation Army.

Staff also provide prevention services to the freshman health classes on teen depression and suicide prevention.

In 2019, BYFS organized a new initiative – The Community Response Team. Team members include the Police, Fire, Council on Aging, Board of Health, Building Department, and Youth & Family Services. The group has worked to address some of the community's more complex issues and needs.

We train 3-4 unpaid graduate interns each academic year at the center.

### **SIGNIFICANT CHANGES:**

With the increased need for mental health services, BYFS a Spanish-speaking clinician part time.

### **FY25 ACCOMPLISHMENTS:**

- We continue to provide various services to address the emotional and social needs of Burlington youth and their families. We also continue to offer social services to all residents of Burlington. Additionally, we provided both in-person and Telehealth services over the fiscal year.
- We have continued to expand our group program.

### **FY26 GOALS:**

- Implement third-party billing. Implementing changes necessary.
- Conduct a community-wide needs assessment to help determine the types of mental health services needed and how we can best meet those needs.
- Continue to expand our group program.
- Continue developing creative ways to reach community members in need of services.



**STAFFING:**

(1) Department Head, (1) Clinical Supervisor, (1) Group Work Coordinator, (1) Social Workers, (2) Part part-time Social Workers (19 hours, 22 hours), (1) Youth Navigator (federally funded), (1) Bilingual Therapist , (1) Administrative Secretary

**BUDGET ISSUES:**

None.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	377,041	409,144	458,475	424,779	424,779	424,779	
	66,830	87,215	100,627	139,512	139,512	139,512	
<b>74-</b>	<b>TOTAL SALARIES</b>	<b>443,871</b>	<b>496,359</b>	<b>559,102</b>	<b>564,291</b>	<b>564,291</b>	<b>564,291</b>
<b>Expenses</b>							
	12,140	23,338	23,250	23,250	23,250	23,250	
	8,716	6,208	6,850	6,850	6,850	6,850	
	2,624	5,999	6,106	6,106	6,106	6,106	
	776	0	800	800	800	800	
<b>75-</b>	<b>TOTAL EXPENSES</b>	<b>24,256</b>	<b>35,545</b>	<b>37,006</b>	<b>37,006</b>	<b>37,006</b>	<b>37,006</b>
<b>GRAND TOTAL</b>							
	<b>468,127</b>	<b>531,904</b>	<b>596,108</b>	<b>601,297</b>	<b>601,297</b>	<b>601,297</b>	<b>0.87%</b>

## **590 - DISABILITY ACCESS**

### **DESCRIPTION OF SERVICES/MISSION:**

In accordance with MGL Ch. 40 § 8J, responsibilities include:

- Advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
- Reviewing and making recommendations about policies, procedures, services, activities, and facilities of departments, boards, and agencies of the Town as they affect people with disabilities
- Coordinating activities of other local groups organized for similar purposes
- Maintain DAC website and Facebook pages
- Created a Burlington Disability Access Commission logo and received Select Board approval to utilize the new “moving forward” HP symbol

### **STAFFING**

(5) Members appointed by the Town Administrator to one-year terms, (1) ADA Coordinator, (1) Recording Clerk

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	565	608	10,783	10,979	10,979	10,979	
76-	<b>565</b>	<b>608</b>	<b>10,783</b>	<b>10,979</b>	<b>10,979</b>	<b>10,979</b>	
<b>Expenses</b>							
	392	394	400	400	400	400	
77-	<b>392</b>	<b>394</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>	
	<b>957</b>	<b>1,002</b>	<b>11,183</b>	<b>11,379</b>	<b>11,379</b>	<b>11,379</b>	<b>1.75%</b>

## **610 - PUBLIC LIBRARY**

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

Statistics of note for fiscal year 2024:

249,104	Items checked out from the collection
18,928	Reference transactions
69,164	Recorded Library visits
877	Library programs
10,039	Attendees of library programs
3,034	Hours the Library was open
1,786	Meeting room use (Library and outside qualifying groups)
5,057	Study room use

### **DESCRIPTION OF SERVICES/MISSION**

Services include the following:

- Borrowing of books, large print books, audiobooks, music CDs, videos, DVDs, playaways, magazines, educational kits, puppets, and museum passes
- Professional staff to assist with the research needs of the public
- Free access to otherwise pay-walled databases, provided both in the Library and remotely
- Free internet access from public computers
- Free wireless access
- Free access to downloadable audio books, e-books, magazines, music and videos
- Educational, recreational, and cultural programs offered for both children and adults
- Summer reading programs for children and adults
- Free technology workshops
- Individual study rooms on a first-come, first-served basis
- Meeting rooms available to qualifying groups and organizations
- Museum passes to more than a dozen area museums and attractions
- Collection and distribution point for People Helping People

- The Library maintains a website that can be considered a “branch” of our Library. The site allows the community to access databases, check their accounts, renew items, reserve museum passes, download e-books, audiobooks, magazines, music, and videos, and check for information about the Library and its programs any time, day or night.
- The Library has a robust social media presence, including Facebook, Instagram, a YouTube channel, and a teen Instagram page.

## **SIGNIFICANT CHANGES**

The Library benefited greatly from hiring a new Programming and Marketing Librarian, and patrons have seen increased programs and widely broadcasted information.

## **FY25 ACCOMPLISHMENTS**

- The Library partnered with People Helping People to install a Micro Pantry located in the Library’s exit vestibule area. The Micro Pantry provides food and other necessary items to those who self-identify as being in need.
- The Burlington Garden Club has offered to tend the garden areas of the Library and, with funding provided from donations, continue to beautify the Library grounds.
- The Library received a Cultural Council Grant for \$2,500, which supported a month-long Mystery Festival. The Mystery Festival culminated in an after-hours murder mystery dinner program, with space available for over 100 participants.
- The Library expanded access to programming by providing events on Saturdays, Sundays, and after traditional operating hours on select Fridays.
- The Friends of the Burlington Public Library continued to support Library initiatives through generous funding. In FY25, the Friends funded the renovation of a locker room in the Library into a Staff Resource Room, which supports preparation space and supplies for Library programming and services. The Friends also funded replacing all the folding tables used in the Fogelberg Area and the traditional funding requests related to Library and summer reading programs.
- The Library continued to extend its outreach efforts, which included attending the first Burlington Civic Expo, participating in programs at assisted living communities in town, having a staff presence at the Council on Aging’s Memory Café, and having tables at Pride Day and Celebrate Burlington.
- Expanded self-check options for the public at the Circulation Desk, as well as a soon-to-be-released self-checkout functionality for the MVLC app (available in iOS and Android app stores)

## **FY26 GOALS**

- More closely coordinate events for adults and children to provide more “all ages” programs, streamline events such as summer reading, and create cost savings while expanding access to programs.
- Replace inoperable partitions in the Fogelberg Area to provide more flexibility for programming and public use of the meeting room.
- Address other items within the FY26 Action Plan, available at <https://burlingtonpubliclibrary.org/208/Mission-Strategic-Plan>

**STAFFING**

(1) Library Director, (1) Assistant Library Director, (8) Librarians, (1) Circulation ILL Assistant, (1) Administrative Assistant I, (1) Part-Time Circulation/Tech Services Assistant (32 hours), (3) Part-Time Assistant to Child Librarians (20 hours), (2) Part-Time Senior Library Techs (26 hours)

**BUDGET ISSUES**

We reduced overtime by \$12,367 to meet the budget guidelines. The reduction represents funding for 1 Sunday Reference staff member. In addition, funding for Contracted Services has been reduced by \$13,430. State aid monies received should help cover these one-time reductions; these items are anticipated to be reintegrated into the FY27 Library municipal budget.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Salaries</b>							
	926,946	979,753	1,062,901	1,097,257	1,097,257	1,097,257	
	432,045	426,540	425,942	444,022	444,022	444,022	
	64,665	77,001	81,800	76,633	76,633	76,633	
<b>78-</b>	<b>TOTAL SALARIES</b>	<b>1,423,657</b>	<b>1,483,294</b>	<b>1,570,643</b>	<b>1,617,911</b>	<b>1,617,911</b>	<b>1,617,911</b>
<b>Expenses</b>							
	74,365	82,523	63,736	65,745	65,745	65,745	
	17,130	8,234	15,550	15,550	15,550	15,550	
	1,759	1,569	2,870	2,870	2,870	2,870	
<b>79-</b>	<b>TOTAL EXPENSES</b>	<b>93,255</b>	<b>92,326</b>	<b>82,156</b>	<b>84,165</b>	<b>84,165</b>	<b>84,165</b>
<b>Special Accounts</b>							
	205,816	213,831	226,172	232,500	232,500	232,500	
<b>80-</b>	<b>TOTAL SPECIAL</b>	<b>205,816</b>	<b>213,831</b>	<b>226,172</b>	<b>232,500</b>	<b>232,500</b>	<b>232,500</b>
	<b>GRAND TOTAL</b>	<b>1,722,727</b>	<b>1,789,452</b>	<b>1,878,971</b>	<b>1,934,576</b>	<b>1,934,576</b>	<b>1,934,576</b>

2.96%

## **630/631 - RECREATION**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Parks and Recreation Department's mission is to enhance the quality of life for the people of Burlington by providing the best possible recreation programs, facilities, and services for residents of all ages and abilities.

The Program Division provides programs for residents, from infants to senior citizens, in various areas, including STEM, athletic, social, and fitness, with free summer park programs, trips, and tours. They plan, organize, and implement a special event every month throughout the year, including Celebrate Burlington, which draws over 8,000 people annually. They are a leader in recreation throughout the region and state.

The Therapeutic Recreation Division offers purposeful, fun, and engaging programs for people with disabilities of all ages. Their goal is to provide high-quality recreation opportunities for people with disabilities. The programming is a supportive setting for all participants to recreate. We believe that including people with disabilities is essential to a strong community. The division is a leader in providing meaningful recreation opportunities and services for people with a disability.

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Programs Offered	288	293	228	232
Attendance: Programs and Events	36,746	42,378	45,136	44,783

The Maintenance Division is responsible for maintaining and improving all parks, playgrounds, athletic fields, school grounds, the Town Common, grass islands, municipal building grounds, tennis courts, basketball courts, pickleball courts, wading pool, and all other outdoor recreation facilities. They groom and line athletic fields for all high school and youth sports, including but not limited to baseball, softball, soccer, lacrosse, Pop Warner football, and adult sports leagues. They currently maintain 285 acres of grounds. They are also responsible for repairing and maintaining all equipment used to preserve Parks and Recreation and School District facilities.

The Parks and Recreation Department charges fees for most activities and facility use. Scholarships are available for residents in need of financial assistance.

Community support is vital to the success of the Parks & Recreation Department. We could not provide such a wide range of programs and facilities without the generosity of local businesses, organizations, and individuals.

### **SIGNIFICANT CHANGES:**

- Long-time fitness instructor Julie Connley retired from teaching
- Long-time youth sports instructor/coach Ken Pondelli retired from instructing/coaching.

**FY25 ACCOMPLISHMENTS:**

- Received a Land and Water Conservation Fund grant in the amount of \$1 million for the renovation of Overlook Park
- Received the completed Outdoor Facility Master Plan and began to complete the recommendations within
- Offered both iCanBike and iCanSwim programs for people with a disability
- Installed the sunshade over the play structure at Wildwood Park playground
- Installed new backstops at Rotary Field and Center School softball fields
- Installed new tee pads on the disc golf course

**FY26 GOALS:**

- Begin construction on Overlook Park
- Develop a plan to renovate the Simonds Park playground
- Continue to make improvements to the athletic fields
- Seek additional space for recreation programs
- Complete the renovation of the disc golf course

**STAFFING:**

(1) Director of Parks & Recreation, (1) Assistant Director of Parks & Recreation, (1) Superintendent of Recreation Maintenance, (1) Therapeutic Recreation Specialist, (1) Program Coordinator, (1) Lead Working Foreman, (1) Assistant Program Coordinator, (1) Working Foremen, (6) Maintenance Craftsmen, (2) Administrative Assistant I, (1) Permanent Part-time Office Assistant (27.5 hours)

**BUDGET ISSUES:**

As the department grows, we find meeting the budget guidelines challenging. We are a service-oriented department, and the cost increases due to economic factors and new contracts, making meeting these guidelines difficult.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>
<b>Salaries</b>						
Full Time	1,250,672	1,338,758	1,427,803	1,463,053	1,463,053	1,463,053
Part Time	377,937	353,621	369,829	390,394	390,394	390,394
Elected/Appointed	1,725	2,100	2,100	2,100	2,100	2,100
Overtime	91,379	104,711	102,070	111,381	111,381	111,381
<b>81- TOTAL SALARIES</b>	<b>1,721,712</b>	<b>1,799,190</b>	<b>1,901,802</b>	<b>1,966,928</b>	<b>1,966,928</b>	<b>1,966,928</b>

<b>Expenses</b>							
	Occupancy	82,730	88,350	89,642	90,539	90,539	90,539
	Contracted Services	28,575	21,674	24,175	25,385	25,385	25,385
	Materials & Supplies	160,011	184,219	196,272	196,272	196,272	196,272
	M.E.L.T.	15,744	14,012	17,965	17,965	17,965	17,965
	Capital Outlay	8,000	7,650	12,000	12,000	12,000	12,000
<b>82-</b>	<b>TOTAL EXPENSES</b>	<b>295,060</b>	<b>315,904</b>	<b>340,054</b>	<b>342,161</b>	<b>342,161</b>	<b>342,161</b>
<b>Special</b>							
	Transportation	4,750	0	0	0	0	0
<b>83-</b>	<b>TOTAL SPECIAL</b>	<b>4,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>GRAND TOTAL</b>	<b>2,021,522</b>	<b>2,115,094</b>	<b>2,241,856</b>	<b>2,309,089</b>	<b>2,309,089</b>	<b>2,309,089</b>

3.00%



## **691 - HISTORICAL COMMISSION**

### **DESCRIPTION OF SERVICES/MISSION:**

As per MGL Ch. 40 § 8D, responsibilities include the preservation, protection, and development of the historical or archeological assets of the Town. Conducts research for places of historic or archeological value and cooperates with the state archeologist in conducting such research or other surveys. Moreover, they may coordinate the activities of unofficial bodies organized for similar purposes. They may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets as necessary. Protects and preserves such historical places, makes such recommendations to the Select Board, and, subject to the approval of the Select Board, to the Massachusetts Historical Commission, for any such place to be certified as a historical or archeological landmark.

### **STAFFING:**

(7) Members appointed by the Town Administrator to three-year terms.

	<b>ACTUAL 2023</b>	<b>ACTUAL 2024</b>	<b>TOTAL 2025</b>	<b>DEPT 2026</b>	<b>SUPER- VISORY</b>	<b>W&amp;M 2026</b>	
<b>Expenses</b>							
	7,262	8,567	9,124	9,500	9,500	9,500	
	53	1,433	900	930	930	930	
	0	0	0	0	0	0	
<b>84-</b>	<b>7,316</b>	<b>10,000</b>	<b>10,024</b>	<b>10,430</b>	<b>10,430</b>	<b>10,430</b>	
	<b>7,316</b>	<b>10,000</b>	<b>10,024</b>	<b>10,430</b>	<b>10,430</b>	<b>10,430</b>	<b>4.05%</b>

**710 - DEBT SERVICE**

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**DESCRIPTION OF SERVICES/MISSION:**

The budget accounts for principal and interest payments due on the Town’s short-term and long-term tax-supported debt issuances. The Town also makes debt-related payments through dedicated revenue sources such as sewer I/I funds. The debt service fund does not reflect these non-tax-supported payments, which are instead in separate warrant articles.

**BUDGET ISSUES:**

The Town continues with its long-stated goal of increasing investment in our infrastructure through capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the Town’s needs for years. The schedule will require that the Town fund the debt service for Fiscal Year 2026: at **\$9,449,631 (7.72%)**. Over the past several months, we have worked closely with elected officials, department heads, and our financial advisors to develop a borrowing schedule that balances the needs of the departments and the impacts on the operating budget and the residents’ tax burden. The Debt Plan contemplates that over the next several years, the Town will invest in some major projects, all of which are subject to Town Meeting Approval.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
Debt Service	7,124,212	7,322,075	8,772,664	9,449,631	9,449,631	9,449,631	
<b>85- GRAND TOTAL</b>	<b>7,124,212</b>	<b>7,322,075</b>	<b>8,772,664</b>	<b>9,449,631</b>	<b>9,449,631</b>	<b>9,449,631</b>	<b>7.72%</b>

## **OTHER ACCOUNTS**

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### **DESCRIPTION OF SERVICES/MISSION:**

The Reserve Fund is a budget appropriated to address unforeseen problems that may arise during an average fiscal year. A majority vote of the Ways and Means Committee is required for a Department to access these funds.

Middlesex Retirement accounts for the cost of the Town's assessment to the Middlesex Contributory Retirement System (MCRS). The system provides retirement benefits to the Town's retirees as Massachusetts General Law requires. The fund accumulates assets to finance the future retirement benefits of the Town's current employees.

Negotiated Settlements is an account used to fund Town Meeting-approved general government labor agreements. Furthermore, the fund assists departments with retirement-related liabilities. As agreements are approved, funds are transferred from the negotiated settlements budget into the individual departmental budgets as needed.

Local Transportation represents the operating budget appropriation to support the Town's rideshare subsidy program. The program replaces the fixed-route B-Line bus service with subsidized curb-to-curb, 24/7 rideshare services. The Town contracted with a rideshare service provider and a "concierge" service for riders uncomfortable using mobile devices. Those riders can call the concierge and have a ride scheduled for them and accommodate any specialized needs of the rider. The program rolled out as the pandemic began, and we have seen steadily increasing ridership in the years since.

Technology Infrastructure Refresh covers the first-year payment of a five-year Network Infrastructure Improvement Program, as well as a five-year Enterprise Security Solution. The Network Infrastructure Improvement Program includes the installation of new core and edge network switches, an upgraded Voice-over-IP (VoIP) call management system, new wireless access points across Town facilities and schools, phone system replacements, ongoing support, and warranty renewals for existing equipment. Additionally, it includes upgrades to the Town and School data center servers to ensure improved performance and scalability. The Enterprise Security Solution supports multiple initiatives designed to strengthen cybersecurity and system reliability. These include deploying cloud-delivered security across all endpoints, installing advanced malware protection, secure email software, and a Cloud Access Security Broker (CASB), as well as implementing a new next-generation firewall at Town and School buildings. The plan also includes the establishment of a Managed Security Operations Center (SOC) to provide 24/7 threat monitoring, detection, and incident response.

	ACTUAL 2023	ACTUAL 2024	TOTAL 2025	DEPT 2026	SUPER- VISORY	W&M 2026	
86- Reserve Fund	0	0	200,000	200,000	200,000	200,000	0.00%
87- Middlesex Retirement (A)	12,543,435	13,403,482	14,291,966	15,210,846	15,210,846	15,210,846	6.43%
88- Negotiated Settlements	55,398	0	39,296	1,100,000	1,100,000	1,100,000	2699.27%
89- Local Transport (A)	50,000	734,189	100,000	150,000	150,000	150,000	50.00%
90- Tech Infrastructure Refresh (A)	399,021	399,021	400,000	700,000	700,000	700,000	75.00%
<b>GRAND TOTAL</b>	<b>13,047,854</b>	<b>14,536,692</b>	<b>15,031,262</b>	<b>17,360,846</b>	<b>17,360,846</b>	<b>17,360,846</b>	<b>15.50%</b>

**SECTION 3:  
SUPPLEMENTAL INFORMATION**

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## PERSONNEL CHART (FY 2024 - FY 2026)

NEW POSITION											
PRIOR TO POSITION BEING CREATED											
CHANGE IN FTE OR HEADCOUNT											
POSITION NO-LONGER STAFFED											
* ADMINISTRATIVE & PROFESSIONAL											
DEPARTMENT	JOB CLASS DESC	FISCAL 2024			FISCAL 2025			FISCAL 2026 PROPOSED			
		# OF EMP.	FTE	TOTAL DEPT FTE	# OF EMP.	FTE	TOTAL DEPT FTE	# OF EMP.	FTE	TOTAL DEPT FTE	
122 Selectmen	TOWN ADMINISTRATOR	1	1.00	7.00	1	1.00	7.00	1	1.00	8.00	
	ASSISTANT TOWN ADMINISTRATOR	1	1.00		1	1.00		1	1.00		
	ECONOMIC DEVELOPMENT DIRECTOR*	1	1.00		1	1.00		1	1.00		
	SELECTMEN'S OFFICE MANAGER*	1	1.00		1	1.00		1	1.00		
	COMMUNICATIONS OFFICER*								1		1.00
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00		
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00		
135 Accounting	TOWN ACCOUNTANT*	1	1.00	5.57	1	1.00	5.57	1	1.00	5.57	
	BUDGET DIRECTOR*	1	1.00		1	1.00		1	1.00		
	PURCHASING/FINANCIAL ANALYST*	1	1.00		1	1.00		1	1.00		
	ASSISTANT TOWN ACCOUNTANT	1	1.00		1	1.00		1	1.00		
	ACCOUNTING SPECIALIST	1	1.00		1	1.00		1	1.00		
	ACCOUNTING TECHNICIAN	1	0.57		1	0.57		1	0.57		
141 Assessors	APPRAISER/ASSESSOR*	1	1.00	3.00	1	1.00	3.00	1	1.00	3.00	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00		
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00		
145 Treasurer	TREASURER/COLLECTOR*	1	1.00	9.00	1	1.00	9.00	1	1.00	8.00	
	DEPUTY TREASURER/COLLECTOR*	1	1.00		1	1.00		1	1.00		
	ASSISTANT TREASURER	1	1.00		1	1.00		1	1.00		

	BENEFITS ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	PAYROLL ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	SENIOR COLLECTOR	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		0	0.00	
	ACCOUNTING SPECIALIST	2	2.00		2	2.00		2	2.00	
152 Human Resources	HUMAN RESOURCES DIRECTOR*	1	0.60	1.60	1	0.60	1.60	1	1.00	2.00
	HUMAN RESOURCES COORDINATOR*	1	1.00		1	1.00		1	1.00	
<b>Adjusted FY24-25 FTE for school offset</b>										
155 IT	CRITICAL SYSTEMS ADMIN*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	APPLICATIONS SYSTEM ADMIN*	1	1.00		1	1.00		1	1.00	
	IT SUPPORT ADMINISTRATOR*	1	1.00		1	1.00		1	1.00	
	NETWORK REPAIR TECHNICIAN*	1	1.00		1	1.00		1	1.00	
161 Town Clerk	TOWN CLERK*	1	1.00	5.00	1	1.00	5.00	1	1.00	5.00
	ARCHIVIST/RECORDS MANAGER*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
171 Conservation	CONSERVATION ADMINISTRATOR*	1	1.00	3.00	1	1.00	3.00	1	1.00	3.00
	ASSISTANT CONSERVATION ADMIN.*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
175 Planning	PLANNING DIRECTOR*	1	1.00	5.00	1	1.00	5.00	1	1.00	4.00
	ASSISTANT PLANNING DIRECTOR*	1	1.00		1	1.00		1	1.00	
	ASSISTANT PLANNER*	1	1.00		1	1.00		0	0.00	
	DEVELOPMENT COORDINATOR*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
<b>Includes two title changes in FY25</b>										
210 Police	POLICE CHIEF*	1	1.00	78.14	1	1.00	78.14	1	1.00	78.14
	DEPUTY POLICE CHIEF*	1	1.00		1	1.00		1	1.00	
	POLICE CAPTAIN	2	2.00		2	2.00		2	2.00	
	POLICE LIEUTENANT	5	5.00		5	5.00		5	5.00	



		POLICE SERGEANT	9	9.00		9	9.00		9	9.00	
		POLICE PATROLMEN	50	50.00		50	50.00		50	50.00	
		CIVIL POLICE DISPATCHER	3	3.00		3	3.00		3	3.00	
		TRAFFIC SUPERVISOR	7	3.14		7	3.14		7	3.14	
		ANIMAL CONTROL OFFICER	1	1.00		1	1.00		1	1.00	
		AMN SECRETARY	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
<hr/>											
220 Fire		FIRE CHIEF*	1	1.00	73.86	1	1.00	73.86	1	1.00	73.86
		ASSISTANT FIRE CHIEF*	1	1.00		1	1.00		1	1.00	
		FIRE CAPTAIN	6	6.00		6	6.00		6	6.00	
		FIRE LIEUTENANT	14	14.00		14	14.00		14	14.00	
		FIREFIGHTER	44	44.00		44	44.00		44	44.00	
		CIVILIAN DISPATCHER	4	4.00		4	4.00		4	4.00	
		EMERGENCY VEHICLE TECHNICIAN-MECHANIC	1	1.00		1	1.00		1	1.00	
		AMNISTRATIVE SECRETARY	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
		PART-TIME OFFICE ASSISTANT (30)	1	0.86		1	0.86		1	0.86	
<hr/>											
241 Building Inspector		INSPECTOR OF BUILDINGS*	1	1.00	7.00	1	1.00	7.00	1	1.00	7.00
		LOCAL BUILDING INSPECTOR	1	1.00		1	1.00		1	1.00	
		SENIOR BUILDING INSPECTOR	1	1.00		1	1.00		1	1.00	
		INSPECTOR OF WIRES	1	1.00		1	1.00		1	1.00	
		INSPECTOR OF PLUMBING & GAS	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
<hr/>											
400 Public Works	411 Eng.	TOWN ENGINEER*	1	1.00	65.85	1	1.00	65.85	1	1.00	65.85
		ASSISTANT TOWN ENGINEER*	1	1.00		1	1.00		1	1.00	
		SENIOR CIVIL ENGINEER	2	2.00		2	2.00		2	2.00	
		CIVIL ENGINEER	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
		DPW SUPERINTENDENT*	1	1.00		1	1.00		1	1.00	

	420 Admin.	OPERATIONS MANAGER*	1	1.00	1	1.00	1	1.00
		BUSINESS MANAGER*	1	1.00	1	1.00	1	1.00
		ADMINISTRATIVE ASSISTANT II	1	1.00	1	1.00	1	1.00
		ACCOUNTING SPECIALIST	2	2.00	2	2.00	2	2.00
		ADMINISTRATIVE ASSISTANT I	1	1.00	1	1.00	1	1.00
	421 Highway	SUPERINTENDENT	1	1.00	1	1.00	1	1.00
		LEAD FOREMAN	1	1.00	1	1.00	1	1.00
		WORKING FOREMAN/LABORER	1	1.00	1	1.00	1	1.00
		SPECIAL HEAVY EQUIP OPER/LABOR	10	10.00	10	10.00	10	10.00
		TIME/RECORD KEEPER	1	1.00	1	1.00	1	1.00
	451 Water & Sewer	TREATMENT PLANT MANAGER	1	1.00	1	1.00	1	1.00
		CHIEF OPERATOR CHEMIST	1	1.00	1	1.00	1	1.00
		TREATMENT PLANT OPERATOR	6	6.00	6	6.00	6	6.00
		ASST SUPERINTENDENT	1	1.00	1	1.00	1	1.00
		LEAD FOREMAN	1	1.00	1	1.00	1	1.00
		WORKING FOREMAN/LABORER	1	1.00	1	1.00	1	1.00
		PUMPING STATION OPERATOR	3	3.00	3	3.00	3	3.00
		WATER SYSTEM MAINTENANCE CRAFT	3	3.00	3	3.00	3	3.00
		METER/BACKFLOW PREVENTION	1	1.00	1	1.00	1	1.00
	LABORER	2	2.00	2	2.00	2	2.00	
	490 Central Maint.	SUPERINTENDENT	1	1.00	1	1.00	1	1.00
		MASTER MECHANIC	1	1.00	1	1.00	1	1.00
		MECHANIC	2	2.00	2	2.00	2	2.00
	491 Buildings & Cem.	SUPERINTENDENT-BUILD/CEMETERY	1	1.00	1	1.00	1	1.00
		PART-TIME OFFICE ASSISTANT	1	0.85	1	0.85	1	0.85
		LEAD FOREMAN	1	1.00	1	1.00	1	1.00
		WORKING FOREMAN/LABORER	1	1.00	1	1.00	1	1.00
		SENIOR MAINTENANCE BUILDING CRAFTSMAN	1	1.00	1	1.00	1	1.00
MAINTENANCE BUILDING CRAFTSMEN		3	3.00	3	3.00	3	3.00	
SPECIAL HEAVY EQUIP OPER/LABOR		1	1.00	1	1.00	1	1.00	
HEAD CUSTODIAN		1	1.00	1	1.00	1	1.00	

	LEAD CUSTODIAN	2	2.00		2	2.00		2	2.00	
	BUILDING CUSTODIAN	3	3.00		3	3.00		3	3.00	
510 Board of Health	DIRECTOR OF PUBLIC HEALTH*	1	1.00	7.86	1	1.00	7.86	1	1.00	7.86
	ASSISTANT DIRECTOR OF PUBLIC HEALTH*	1	1.00		1	1.00		1	1.00	
	ENVIRONMENTAL ENGINEER*	1	1.00		1	1.00		1	1.00	
	HEALTH AGENT/SANITARIAN	1	1.00		1	1.00		1	1.00	
	SUPERVISING NURSE	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	0.86		1	0.86		1	0.86	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ASSOC. HEALTH INSPECTOR	1	1.00		1	1.00		1	1.00	
541 Council On Aging	COUNCIL ON AGING DIRECTOR*	1	1.00	7.57	1	1.00	7.57	1	1.00	8.11
	OUTREACH WORKER	3	2.52		3	2.52		4	3.06	
	VAN DRIVER	2	1.43		2	1.43		2	1.43	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ACTIVITY COORDINATOR	1	0.54		1	0.54		1	0.54	
	FRONT DESK CLERK	2	1.08		2	1.08		2	1.08	
<b>Adjusted for FY24-25 FTE for Grant Outreach Worker</b>										
543 Veterans	VETERANS' SERVICES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00	2.00
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
549 Youth & Family Services	EXECUTIVE DIRECTOR*	1	1.00	7.03	1	1.00	7.03	1	1.00	6.57
	SOCIAL WORKER*	5	4.03		5	4.03		5	3.57	
	ADMINISTRATIVE ASSISTANT	1	1.00		1	1.00		1	1.00	
	CLINICAL SUPERVISOR	1	1.00		1	1.00		1	1.00	
<b>Adjusted FY24-25 FTE for Grant Social Worker</b>										
610 Library	LIBRARY DIRECTOR*	1	1.00	20.61	1	1.00	21.29	1	1.00	21.29
	ASSISTANT LIBRARY DIRECTOR	1	1.00		1	1.00		1	1.00	
	CHILDREN'S LIBRARIAN	1	1.00		1	1.00		1	1.00	
	CIRCULATION LIBRARIAN	1	1.00		1	1.00		1	1.00	
	HEAD REFERENCE LIBRARIAN	1	1.00		1	1.00		1	1.00	

		TECH SERVICE LIBRARIAN	1	1.00		1	1.00		1	1.00	
		PROG/MKT LIBRARIAN	1	1.00		1	1.00		1	1.00	
		REFERENCE LIBRARIAN	2	2.00		2	2.00		2	2.00	
		YOUNG-ADULT LIBRARIAN	1	1.00		1	1.00		1	1.00	
		ASSTISTANT CHILDREN'S LIBRARIAN				1	1.00		1	1.00	
		CIRC & TECH SERVICES ASST	1	0.91		1	0.91		1	0.91	
		ASSISTANT TO CHILD LIBRARIAN	3	1.71		2	1.14		2	1.14	
		CIRCULATION ILL ASSISTANT	1	1.00		1	1.00		1	1.00	
		SENIOR LIBRARY TECH	2	1.49		2	1.49		2	1.49	
		PT LIBRARY AIDE/PAGE	10	3.96		10	4.21		10	4.21	
		IT ASSISTANT	1	0.54		1	0.54		1	0.54	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
<b>Adjusted to include PT Aides and Pages</b>											
630/1 Recreation	630 Director	DIRECTOR OF PARKS & RECREATION*	1	1.00	16.57	1	1.00	16.57	1	1.00	16.57
		ASSISTANT DIRECTOR	1	1.00		1	1.00		1	1.00	
		PROGRAM COORDINATOR	1	1.00		1	1.00		1	1.00	
		ASSISTANT PROGRAM COORDINATOR	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
		OFFICE ASSISTANT	1	0.57		1	0.57		1	0.57	
	631 Maint.	THERAPEUTIC RECREATION SPECIALIST	1	1.00		1	1.00		1	1.00	
	SUPERINTENDENT OF REC MAINT	1	1.00	1		1.00	1		1.00		
	LEAD WORKING FOREMAN	1	1.00	1		1.00	1		1.00		
	WORKING FOREMAN	1	1.00	1		1.00	1		1.00		
		MAINT CRAFTSMAN	6	6.00		6	6.00		6	6.00	
TOTAL ALL TOWN DEPARTMENTS			347.00	329.66		347.00		330.34	347.00		329.82
			Operating	AA	Total	Operating	AA	Total	Operating	AA	Total
TOTAL SCHOOL DEPARTMENT			553.65	80.00	633.65	691.00		653.68	691.00		651.63

# STATISTICAL INFORMATION

## POPULATION

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
25,165	25,463	25,699	25,920	25,920	25,920	28,742	28,627	26,377	25,989	25,966

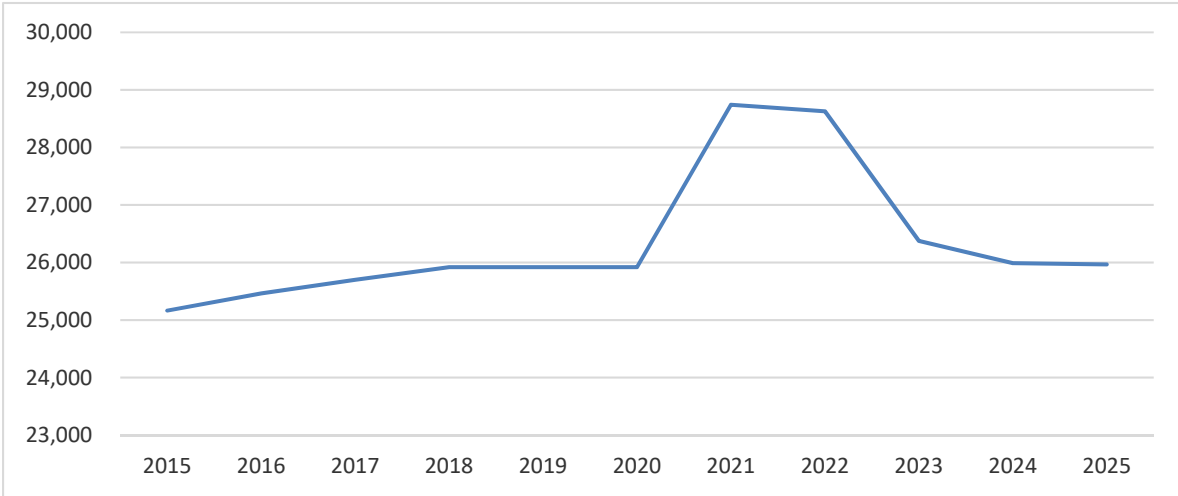


Figure 1 Population Town of Burlington, Massachusetts Division of Local Services

## PER CAPITA INCOME

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
37,429	38,353	40,101	43,154	44,437	46,169	44,050	48,304	53,983	59,089	66,067

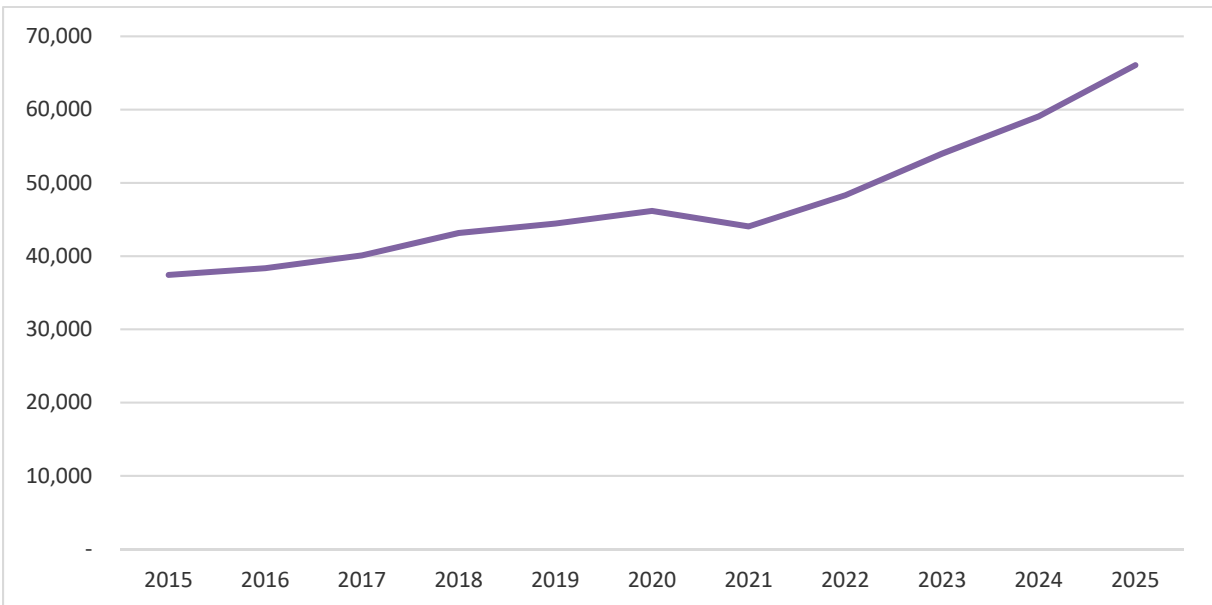


Figure 2: Per Capita Income, Massachusetts Division of Local Services

## LABOR FORCE

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
13,442	13,681	14,113	14,351	15,239	16,219	14,747	15,428	15,802	15,962	16,749
630	521	437	434	321	353	869	674	475	390	555

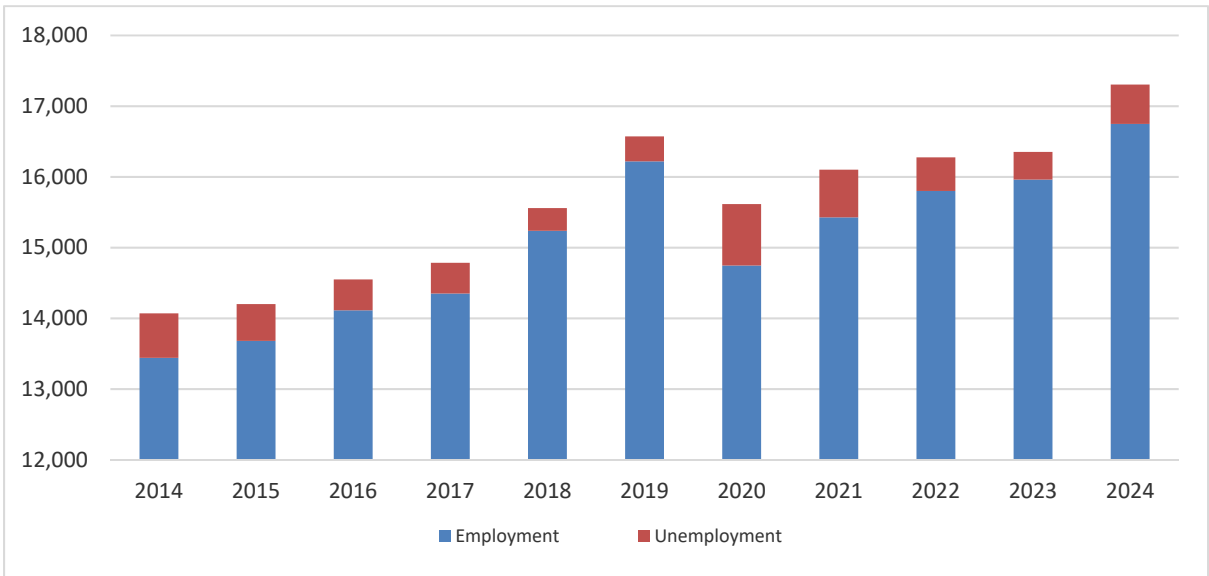


Figure 3: Labor Force, Massachusetts Department of Revenue

## UNEMPLOYMENT RATE

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
4.48%	3.67%	3.00%	2.94%	2.06%	2.13%	5.56%	4.19%	2.92%	2.39%	3.30%

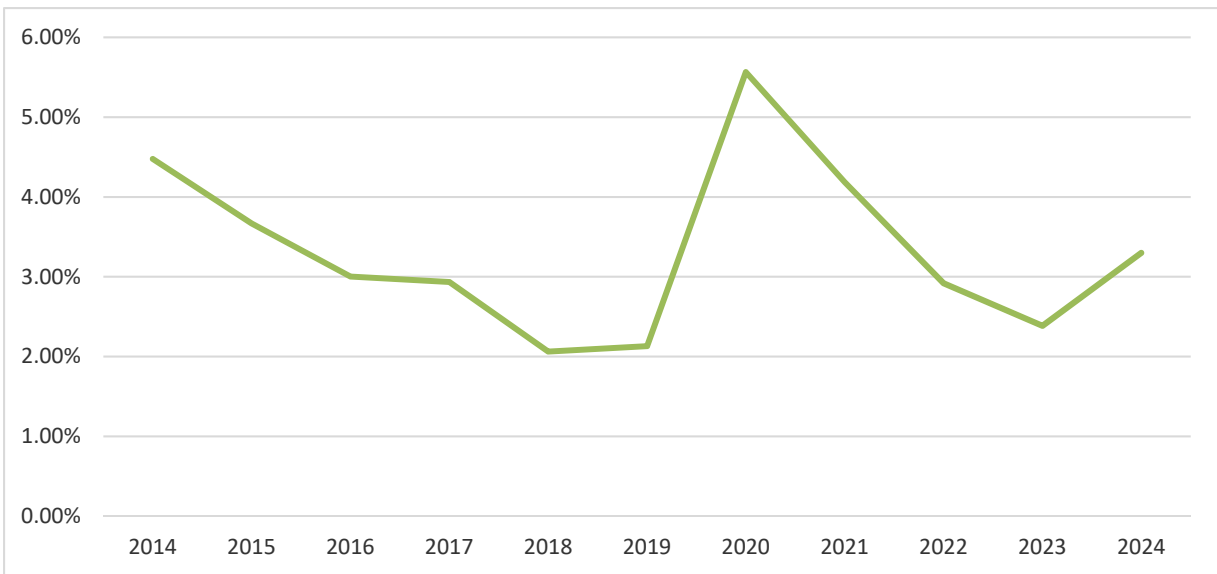


Figure 4: Unemployment Rate, Massachusetts Department of Revenue

## LOCAL ECONOMY

### Top Ten Taxpayers

No.	Name	Assessed Value	Total Tax Bill
1	Bellweather Prop of Mass	\$277,124,900	\$7,152,594
2	NDB Property Owner 2 LP	\$251,223,500	\$6,484,079
3	NEEP Investors Holdings LLC	\$225,701,220	\$5,825,348
4	EMD Millipore Coporation	\$88,975,600	\$2,296,460
5	Wayside Commons Investors LLC	\$88,464,300	\$2,283,264
6	Oracle USA INC	\$84,807,800	\$2,188,889
7	NSTAR Electric & Gas Company	\$81,780,240	\$2,110,748
8	Burlington Mall FB-I LLC	\$75,500,700	\$1,948,673
9	ARCP OFC BURL (Phase 2) LLC	\$74,624,000	\$1,926,045
10	PIEDMONT 5 & 15 Wayside LLC	\$64,685,730	\$1,669,539

Table 1: Top Ten Taxpayers, Town of Burlington

### Principal Employers

No.	Name	Type of Business	Employees
1	Lahey Hospital & Medical Ctr	General Medical And Surgical Hospitals	5,650
2	Endurance International	Information	3,700
3	CIRCOR International	Manufacturing	3,000
4	Genesis HR Solutions	Consulting	3000
5	Oracle	Software/Communications	1500
6	Cerrence Inc.	Information	1500
7	Avid technology Inc.	Arts and Culture	1000
8	Keurig Dr. Pepper Inc.	Wholesale	800
9	Progress Software	Software/Communications	750
10	Everbridge	Software/Communications	700

Table 2: Principal Employers, ESRI 2023

## Businesses in Burlington

Business Type	Businesses	Employees	Total Wages
Goods-Producing	154	3,523	\$588,817,065.00
Construction	112	1,327	\$158,472,835.00
Manufacturing	41	2,195	\$430,313,820.00
Service-Providing	1,605	38,836	\$4,957,122,123.00
Trade, Transportation and Utilities	331	6,692	\$601,371,298.00
Information	110	4,854	\$1,152,917,608.00
Financial Activities	164	1,821	\$256,842,538.00
Professional and Business Services	481	11,254	\$1,769,120,176.00
Education and Health Services	228	8,909	\$915,657,297.00
Leisure and Hospitality	148	4,028	\$155,924,261.00
Other Services	125	894	\$60,627,073.00
Public Administration	19	384	\$44,661,872.00

Table 3: Businesses in Burlington, Massachusetts Department of Economic Research

## Number of Employees by Industry

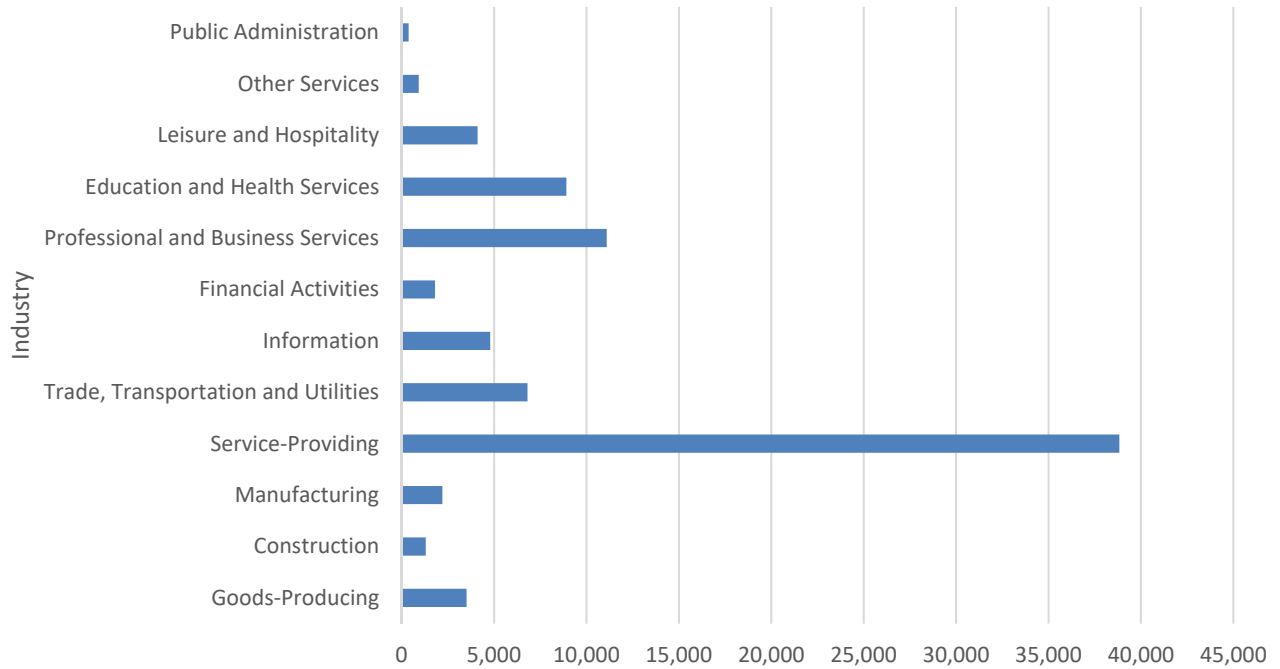


Figure 5: Number of Employees by Industry, Massachusetts Department of Economic Research



## REVENUE TRENDS

SOURCE	2018	2019	2020	2021	2022	2023	2024	2025
Levy (RO)	40,792,378	42,490,973	44,188,654	46,625,032	48,880,312	50,459,183	53,059,269	55,279,164
Levy (CIP)	66,128,891	69,663,310	72,764,980	77,166,778	80,920,832	84,031,983	88,693,037	92,513,803
<b>Subtotal</b>	<b>106,921,269</b>	<b>112,154,283</b>	<b>116,953,634</b>	<b>123,791,810</b>	<b>129,801,144</b>	<b>134,491,166</b>	<b>141,752,306</b>	<b>147,792,967</b>
State Receipts	8,853,759	9,609,507	9,991,068	10,105,123	10,315,584	12,511,792	12,774,054	13,526,219
Local Receipts	14,971,938	16,113,475	16,692,757	14,595,515	15,062,209	15,061,606	16,144,780	17,826,207
<b>Subtotal</b>	<b>23,825,697</b>	<b>25,722,982</b>	<b>26,683,825</b>	<b>24,700,638</b>	<b>25,377,793</b>	<b>27,573,398</b>	<b>28,918,834</b>	<b>31,352,426</b>
<b>TOTAL</b>	<b>130,746,966</b>	<b>137,877,265</b>	<b>143,637,459</b>	<b>148,492,448</b>	<b>155,178,937</b>	<b>162,064,564</b>	<b>170,671,140</b>	<b>179,145,393</b>

Table 4: Revenue Trends, Massachusetts Division of Local Services

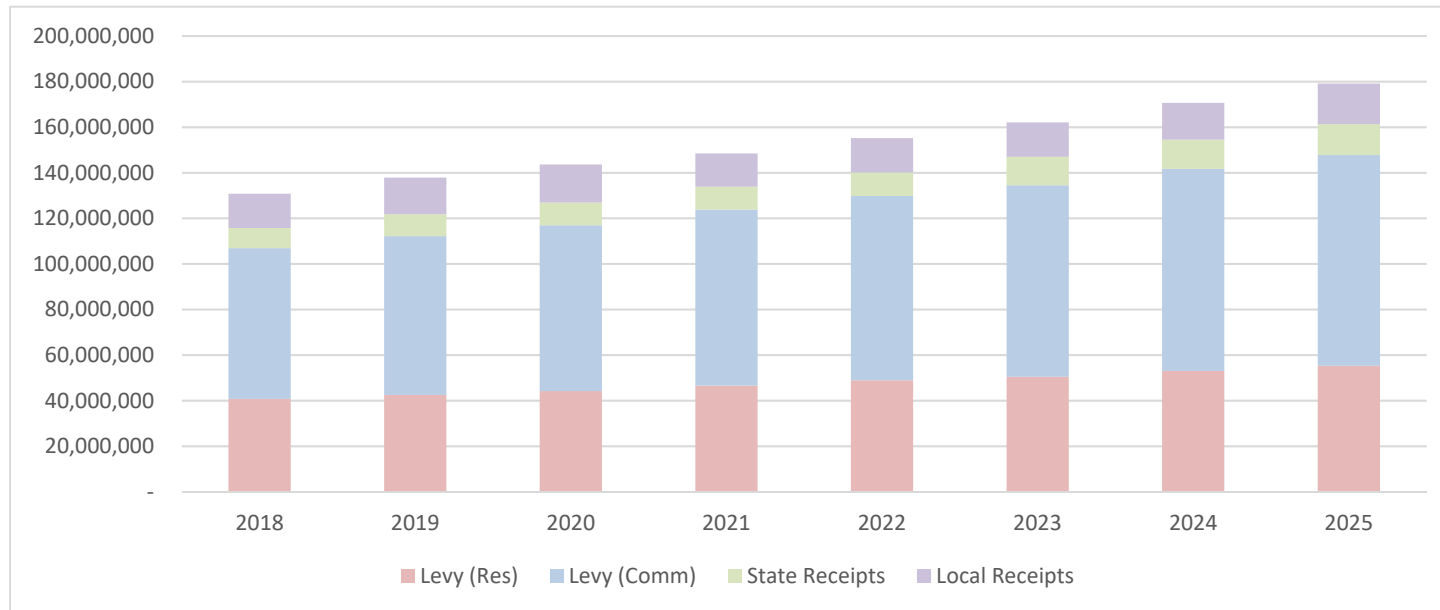
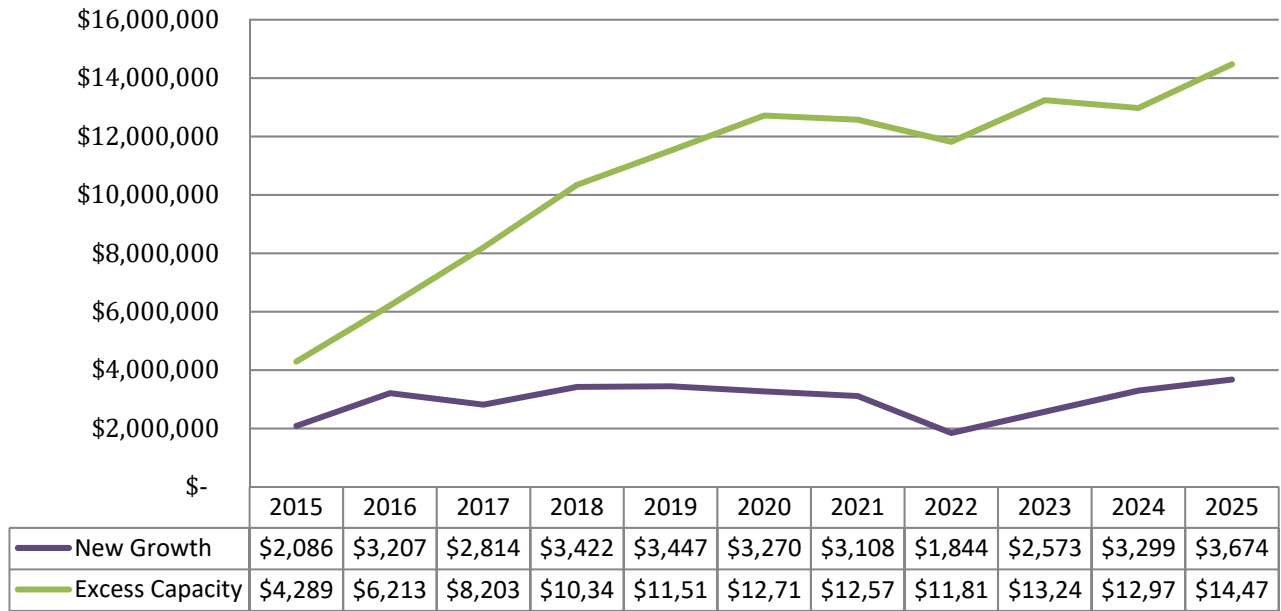


Figure 6: Revenue Trends, Massachusetts Division of Local Services

## NEW GROWTH AND EXCESS CAPACITY TRENDS

Fiscal Year	New Growth	Excess Capacity
2015	\$2,086,124	\$ 4,289,870
2016	\$3,207,055	\$ 6,213,650
2017	\$2,814,173	\$ 8,203,886
2018	\$3,422,812	\$ 10,345,662
2019	\$3,447,269	\$ 11,517,758
2020	\$3,270,590	\$ 12,715,534
2021	\$3,108,274	\$ 12,574,264
2022	\$1,844,130	\$ 11,818,212
2023	\$2,573,178	\$ 13,241,851
2024	\$3,299,243	\$ 12,973,280
2025	\$3,674,230	\$ 14,474,989

*Table 5: New Growth and Excess Levy Capacity, Massachusetts Division of Local Services*



*Figure 7: New Growth and Excess Capacity, Massachusetts Division of Local Services*

## COMMUNITY COMPARISONS

Community	Residential Tax Rate	Commercial Tax Rate	Average Single Family Tax Bill	Residential Levy	CIP Levy	Total Levy	Total Revenue
Woburn	\$8.54	\$20.41	\$ 5,981	\$ 75,020,024.00	\$ 64,055,994.26	\$ 139,076,018.26	\$ 197,293,133.11
<b>Burlington</b>	<b>\$8.66</b>	<b>\$25.47</b>	<b>\$ 6,773</b>	<b>\$ 55,279,164.00</b>	<b>\$ 92,513,803.49</b>	<b>\$ 147,792,967.49</b>	<b>\$ 198,449,702.11</b>
Billerica	\$11.37	\$25.27	\$ 7,196	\$ 99,309,025.00	\$ 62,554,865.82	\$ 161,863,890.82	\$ 212,777,921.82
Wilmington	\$11.45	\$26.77	\$ 8,048	\$ 62,323,957.00	\$ 48,875,348.77	\$ 111,199,305.77	\$ 140,717,548.77
Bedford	\$12.04	\$27.12	\$ 11,876	\$ 51,734,745.00	\$ 34,696,439.16	\$ 86,431,184.16	\$ 123,907,741.16
Lexington	\$12.23	\$24.26	\$ 19,306	\$ 195,403,028.00	\$ 60,902,533.58	\$ 256,305,561.58	\$ 310,247,202.00

Table 6: Adjacent Community Tax Comparison, Massachusetts Division of Local Services



Figure 9: Adjacent Community Tax Rates, Massachusetts Division of Local Services

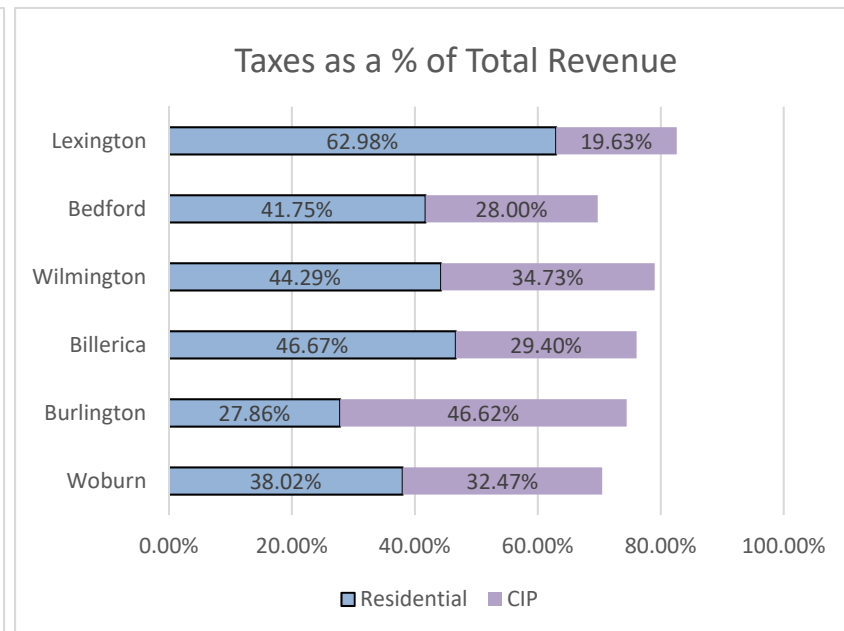


Figure 8: Adjacent Community Taxes as a Percent of Revenue, Massachusetts Division of Local Services

## SHARE OF VALUE V. SHARE OF LEVY (Residential v. Commercial)

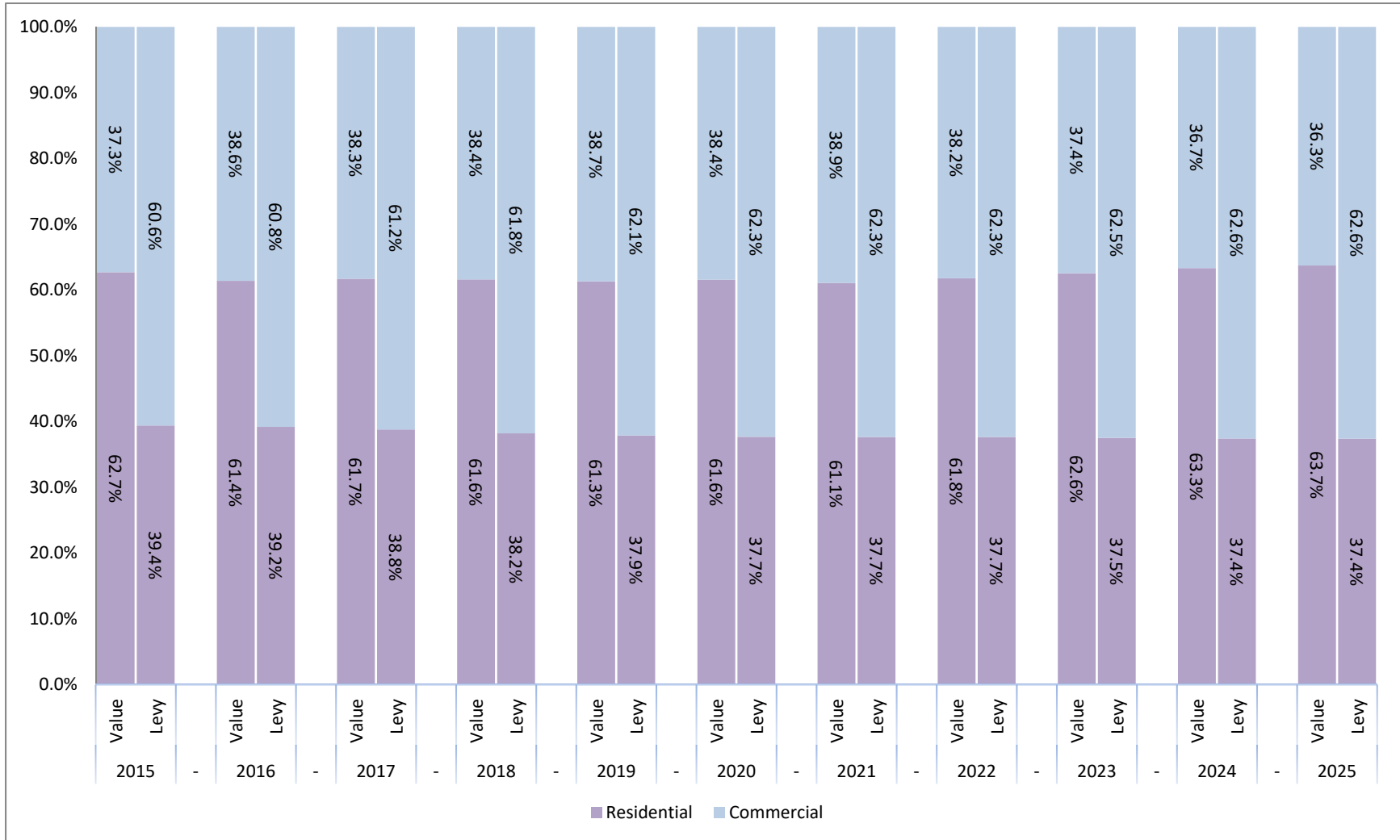


Figure 10: Residential v Commercial Share of Total Value and Levy, Massachusetts Division of Local Services

**SECTION 4:  
CAPITAL IMPROVEMENT PLAN**

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## **OVERVIEW OF THE CAPITAL IMPROVEMENT PLAN**

Local government officials are tasked with the preservation, maintenance, and improvement of the Town's capital assets. The Town defines a capital asset as property that has an initial useful life in excess of one year and that is of significant value. Capital assets include land, infrastructure, new buildings and renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year. For the purposes of financial reporting, all purchases and construction costs in excess of \$25,000 are capitalized.

The Town of Burlington relies on its physical assets to adequately provide services to residents and businesses and to ensure employees are properly equipped to perform their jobs effectively. These assets include items such as roads and intersections, water and sewer systems, buildings, parks, vehicles, large equipment, and technology. These assets must be purchased, maintained, and replaced on a regular basis to ensure their efficacy in providing public services. The Town's ten-year Capital Improvement Program and Capital Budget are developed to ensure sufficient capital investments in these Town assets.

A Capital Improvement Program (CIP) is a blueprint for planning a community's capital expenditures. The CIP is often a multi-year plan that identifies capital projects and equipment to be funded during the program period. It is primarily a planning document and is updated annually to reflect the evolving needs of the community. Through proactive planning, the CIP provides for advance project identification, scope definition, evaluation, public discussion, cost estimating, and financial planning.

A CIP is composed of two parts: a capital program and a capital budget. The capital program is a long-term plan for capital expenditures that extends beyond the immediate budget year, while the capital budget represents the upcoming fiscal year's spending plan for capital items.

Development of a CIP that ensures sound fiscal and capital planning requires effective leadership and collaboration across all Town departments. Properly developing a CIP allows the Town to maintain its strong credit rating, stabilize debt service payments, and identify the most cost-effective financing methods for capital projects. In addition, aligning capital investments with the overall financial framework of the community is critical, as poor debt management decisions can negatively affect the Town's financial health for many years.

The Town of Burlington is pleased to present the Fiscal Year 2026 Capital Improvement Plan (CIP), which reflects our continued commitment to responsible fiscal management and strategic investment in the town’s infrastructure, public safety, educational facilities, and overall quality of life for our residents.

Funding Source	FY26
Bond	\$ 10,092,000
Free Cash	\$ 9,304,000
Operating	\$ 700,000
Other	\$ 697,000
<b>Grand Total</b>	<b>\$ 20,793,000</b>

For FY26, the recommended capital budget totals approximately \$20.8M, comprising \$10M in bonded projects, \$9.3M from Free Cash, and an additional \$1.4M supported through operating funds or other sources. These investments are aligned with the Town’s long-term goals and have been prioritized to ensure both immediate needs and future growth are thoughtfully addressed.

We thank the community, town officials, and staff for their ongoing support and engagement in shaping Burlington’s future through this Capital Improvement Plan.

Department	FY 26
Conservation	\$ 42,000
DPW	\$ 11,867,000
Fire	\$ 706,000
IT	\$ 700,000
Police	\$ 92,000
Rec	\$ 720,000
Schools	\$ 6,316,000
Rec/SB	\$ 350,000
<b>Grand Total</b>	<b>\$ 20,793,000</b>

Below is a list of projects are being proposed for FY26:

**DPW - \$11,867,000**

- Bonding
  - Town Hall and Annex HVAC Upgrades
  - Inflow/Infiltration - MWRA Phase 16
- Free Cash
  - Drainage Repair/Stream Cleaning
  - NPDES – Stormwater Retro-Fit Project
  - Vehicle Replacement (including Sewer Vactor)
  - Water System Master Plan
  - Greenleaf Tank Mixing System
  - Mill Pond Dam Culvert Gates
  - PFAS Clay Media Pilot
  - Water Meter Replacement Program
  - Water Main Upgrade/Replacement
- Other
  - Vactor Skid Mounted

**School - \$5,678,800 (\$6,316,000 with IT Erate Eligible)**

- Bonding
  - Middle School Field Renovation Phase 2 (includes Bathrooms)
- Free Cash
  - Curriculum K-8 Literacy
  - Green Communities
  - Building Envelope and Vestibule
  - Security Upgrades
  - Tree Maintenance



- Boiler Room Maintenance
- Middle School Furniture
- Scoreboards and Technology

**Recreation - \$1,070,000** (includes Town Common project)

- Free Cash
  - Athletic Fields Improvement Program
  - Fencing, Walkway, and Tree
  - Basketball Court Replacement
  - Simonds Park Accessible Walkway
  - Pickup Truck Replacement
  - Toro Mower Replacement
  - Town Common Bandstand & Walkways

**Public Safety - \$798,000**

- Free Cash
  - Police - Rifle Replacement
  - Police - AED Replacement
  - Fire-Command Car
- Other
  - Ambulance

**IT - \$1,337,200**

- Free Cash
  - Network Equipment Erate Eligible
- Operating
  - Technology Infrastructure and Cyber Security Replacement (Lease)

**Conservation - \$42,000**

- Other
  - Vehicle Replacement (Hybrid)

**NOTE: The following 10 year capital plan serves as a list of requested projects and initiatives, rather than a finalized funding or implementation plan. Each item included is subject to further evaluation based on organizational priorities, available resources, and changing needs. Approval and execution of any project will depend on funding availability, feasibility assessments, and strategic alignment with overall goals. Projects may be re-evaluated and re-slotted into different fiscal years as priorities and financial conditions evolve.**

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Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Building		Replacement Vehicle	2027	Free Cash		\$28,000							
Building		Replacement Vehicle	2032	Free Cash							\$40,000		
Clerk		Electronic Document Management Software	2027	Free Cash		\$30,000							
CoA		Kitchen Renovation	2027	Free Cash		\$30,000							
CoA		Replace COA2 Bus	2027	Free Cash		\$155,000							
CoA		Upgrade Furnitures and Fixtures	2027	Free Cash		\$55,000							
CoA		Replace COA1 Van	2034	Free Cash									\$85,000
Conservation		C-2 Ford Hybrid	2026	Other	\$42,000								
Conservation		Land Acquisition	2028	Bond			\$1,500,000						
Conservation		Open Space Recreation Plan (OSRP)	2029	Free Cash				\$65,000					
Conservation		C-1 2007 Ford Ranger	2031	Free Cash						\$50,000			
DPW	Sewer System Improvements	Inflow/Infiltration MWRA Phase 16	2026	Bond	\$1,432,000								
DPW	Facilities	Town Hall/Town Hall Annex HVAC Upgrade	2026	Bond	\$5,300,000								
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2026	Free Cash	\$735,000								
DPW	Equipment Purchase	DPW Vehicle Replacement Program - Vactor	2026	Free Cash	\$790,000								
DPW	Drainage	Drainage Repair/Stream Cleaning	2026	Free Cash	\$200,000								
DPW	Water Distribution & Production	Greenleaf Tank Mixing System	2026	Free Cash	\$300,000								
DPW	Water Treatment	Mill Pond Dam Culvert Gates	2026	Free Cash	\$150,000								
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2026	Free Cash	\$100,000								
DPW	Water Treatment	PFAS Clay Media Pilot Study	2026	Free Cash	\$220,000								
DPW	Water Distribution & Production	Water Meter Replacement Program	2026	Free Cash	\$1,000,000								
DPW	Water Distribution & Production	Water System Master Plan	2026	Free Cash	\$100,000								
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2026	Free Cash	\$1,500,000								
DPW	Sewer System Improvements	Vactor Skid Mounted	2026	Other	\$40,000								
DPW	Facilities	Douglas PS Forcemain Rehabilitation	2027	Bond		\$6,000,000							
DPW	Facilities	Meadowbrook School-Roof	2027	Bond		\$1,600,000							
DPW	Water Treatment	Mill Pond Dam Culvert Gates	2027	Bond		\$900,000							
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking Lot Paving (Bond Issue)	2027	Bond		\$3,500,000							
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2027	Bond		\$750,000							
DPW	Facilities	61 Center - Windows	2027	Free Cash		\$480,000							
DPW	Cemetery	Development/Expand Pine Haven	2027	Free Cash		\$500,000							
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2027	Free Cash		\$1,040,000							
DPW	Drainage	Drainage Repair/Stream Cleaning	2027	Free Cash		\$400,000							
DPW	Facilities	Facilities Asset Inventory & Software	2027	Free Cash		\$100,000							
DPW	Water Treatment	Mill Pond TOC Treatment Evaluation /Design	2027	Free Cash		\$350,000							
DPW	Drainage	NPDES - Stormwater Sub-Basin Investigation	2027	Free Cash		\$100,000							
DPW	Water Treatment	PFAS Filters Resin Replacement	2027	Free Cash		\$1,000,000							
DPW	Water Treatment	PFAS Filters Resin Replacement	2027	Free Cash		\$500,000							
DPW	Streets & Sidewalks	Replace Center Street Tank	2027	Free Cash		\$1,000,000							
DPW	Equipment Purchase	Rust Protection/Undercoating	2027	Free Cash		\$25,000							
DPW	Water Distribution & Production	Water Meter Replacement Program	2027	Free Cash		\$1,000,000							
DPW	Sewer System Improvements	Pump Station & Portable Generator Replacement	2027	Other		\$120,000							
DPW	Water Treatment	Mill Pond TOC Treatment Construction	2028	Bond			\$2,500,000						
DPW	Water Distribution & Production	Replace Center Street Tank	2028	Bond			\$2,000,000						
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2028	Bond			\$1,500,000						
DPW	Facilities	61 Center - GYM Roof	2028	Free Cash			\$175,000						
DPW	Facilities	61 Center - Murray Kelly Roof	2028	Free Cash			\$150,000						
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2028	Free Cash			\$313,000						
DPW	Drainage	Drainage Repair/Stream Cleaning	2028	Free Cash			\$500,000						
DPW	Facilities	Fire HQ Garage Doors	2028	Free Cash			\$55,000						
DPW	Facilities	Fire HQ Roof	2028	Free Cash			\$230,000						
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2028	Free Cash			\$100,000						
DPW	Water Treatment	PFAS Filters Resin Replacement	2028	Free Cash			\$500,000						
DPW	Equipment Purchase	Rust Protection/Undercoating	2028	Free Cash			\$25,000						
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2028	Free Cash			\$1,000,000						
DPW	Water Distribution & Production	Water Meter Replacement Program	2028	Free Cash			\$1,000,000						
DPW	Facilities	Meadowbrook School-Windows	2029	Bond				\$960,000					
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking Lot Paving (Bond Issue)	2029	Bond				\$3,500,000					

Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2029	Bond				\$1,000,000					
DPW	Facilities	61 Center - GYM Façade	2029	Free Cash				\$130,000					
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2029	Free Cash				\$818,000					
DPW	Drainage	Drainage Repair/Stream Cleaning	2029	Free Cash				\$500,000					
DPW	Facilities	Expand Chestnut Hill Garage	2029	Free Cash				\$360,000					
DPW	Sewer System Improvements	LED Street Light Replacement Program	2029	Free Cash				\$500,000					
DPW	Water Treatment	PFAS Filters Resin Replacement	2029	Free Cash				\$500,000					
DPW	Sewer System Improvements	Pump Station & Portable Generator Replacement	2029	Free Cash				\$120,000					
DPW	Water Distribution & Production	Water Meter Replacement Program	2029	Free Cash				\$1,000,000					
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2030	Bond					\$1,000,000				
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2030	Bond					\$1,500,000				
DPW	Facilities	61 Center -Elevator piston	2030	Free Cash					\$100,000				
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2030	Free Cash					\$540,000				
DPW	Drainage	Drainage Repair/Stream Cleaning	2030	Free Cash					\$500,000				
DPW	Water Treatment	Greenleaf Tank Repairs	2030	Free Cash					\$300,000				
DPW	Streets & Sidewalks	LED Street Light Replacement Program	2030	Free Cash					\$500,000				
DPW	Facilities	Library-Elevator	2030	Free Cash					\$100,000				
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2030	Free Cash					\$100,000				
DPW	Water Treatment	PFAS Filters Resin Replacement	2030	Free Cash					\$500,000				
DPW	Water Treatment	Shawsheen Diversion Station Pump Replacement	2030	Free Cash					\$75,000				
DPW	Sewer System Improvements	Terrace Hall Pump Station Pump Replacement	2030	Free Cash					\$1,150,000				
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking Lot Paving (Bond Issue)	2031	Bond						\$3,500,000			
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2031	Bond						\$1,000,000			
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2031	Free Cash						\$540,000			
DPW	Drainage	Drainage Repair/Stream Cleaning	2031	Free Cash						\$500,000			
DPW	Facilities	Fire HQ -Elevator piston	2031	Free Cash						\$100,000			
DPW	Streets & Sidewalks	LED Street Light Replacement Program	2031	Free Cash						\$500,000			
DPW	Water Treatment	PFAS Filters Resin Replacement	2031	Free Cash						\$500,000			
DPW	Sewer System Improvements	Pump Station & Portable Generator Replacement	2031	Free Cash						\$120,000			
DPW	Facilities	Town Hall - Elevator piston	2031	Free Cash						\$100,000			
DPW	Facilities	Town Hall Annex -Elevator piston	2031	Free Cash						\$100,000			
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2032	Bond							\$1,500,000		
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2032	Free Cash							\$720,000		
DPW	Drainage	Drainage Repair/Stream Cleaning	2032	Free Cash							\$500,000		
DPW	Streets & Sidewalks	LED Street Light Replacement Program	2032	Free Cash							\$500,000		
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2032	Free Cash							\$100,000		
DPW	Water Treatment	PFAS Filters Resin Replacement	2032	Free Cash							\$500,000		
DPW	Water Treatment	Shawsheen Diversion Station Pump Replacement	2032	Free Cash							\$75,000		
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking Lot Paving (Bond Issue)	2033	Bond								\$3,500,000	
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2033	Free Cash								\$1,341,000	
DPW	Drainage	Drainage Repair/Stream Cleaning	2033	Free Cash								\$500,000	
DPW	Streets & Sidewalks	LED Street Light Replacement Program	2033	Free Cash								\$500,000	
DPW	Water Treatment	PFAS Filters Resin Replacement	2033	Free Cash								\$500,000	
DPW	Sewer System Improvements	Pump Station & Portable Generator Replacement	2033	Free Cash								\$120,000	
DPW	Water Treatment	Rebuild Mill Pond Sludge Basin	2034	Bond									\$1,500,000
DPW	Sewer System Improvements	Terrace Hall Pump Station VFD Replacement	2034	Bond									\$40,000
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2034	Bond									\$1,500,000
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2034	Free Cash									\$522,000
DPW	Drainage	Drainage Repair/Stream Cleaning	2034	Free Cash									\$500,000
DPW	Water Treatment	PFAS Filters Resin Replacement	2034	Free Cash									\$500,000
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking Lot Paving (Bond Issue)	2035	Bond									
DPW	Streets & Sidewalks	Terrace Hall Bridge - Design	2035	Bond									
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2035	Free Cash									
DPW	Drainage	Drainage Repair/Stream Cleaning	2035	Free Cash									
DPW	Water Treatment	PFAS Filters Resin Replacement	2035	Free Cash									
DPW	Sewer System Improvements	Pump Station & Portable Generator Replacement	2035	Free Cash									
DPW	Sewer System Improvements	Terrace Hall Pump Station VFD Replacement	2035	Free Cash									
Fire		Command Car 1 - 2015 Ford Explorer	2026	Free Cash	\$91,000								

Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Fire		Ambulance 3 - 2010 International/Horton	2026	Other	\$615,000								
Fire		Command Car 2 - 2017 Ford Explorer	2027	Free Cash		\$89,000							
Fire		Incident Support Truck - 2012 Ford F350	2027	Free Cash		\$117,000							
Fire		SCBA Washer	2027	Free Cash		\$60,000							
Fire		Command Car 4 - 2018 Ford Explorer	2028	Free Cash			\$73,000						
Fire		Command Car 5 - 2021 Ford Escape	2029	Free Cash				\$75,000					
Fire		Ambulance - 2016 International/Horton	2029	Other				\$685,000					
Fire		Engine - 2002 Pierce Wuantum (2013 Refurbish)	2030	Bond					\$1,235,000				
Fire		Command Car 6 - 2017 Ford Expedition	2030	Free Cash					\$77,000				
Fire		Command Car 7 - 2020 Ford Escape	2031	Free Cash						\$79,000			
Fire		SCBA	2031	Free Cash						\$880,000			
Fire		Ambulance - 2021 International/Horizon	2032	Free Cash							\$690,000		
Fire		Engine - 2013 Pierce Wuanyum Pumper	2033	Bond								\$1,275,000	
Fire		Brush Truck - 2014 Ford F550	2034	Free Cash									\$170,000
Fire		Ambulance - 2025 International/Horton	2035	Free Cash									
IT		Technology Infrastructure Refresh (Lease)	2026	OpBudget	\$700,000								
IT		Technology Infrastructure Refresh (Lease)	2027	OpBudget		\$700,000							
IT		Technology Infrastructure Refresh (Lease)	2028	OpBudget			\$700,000						
IT		Equipment Van	2029	Free Cash				\$45,000					
IT		Technology Infrastructure Refresh (Lease)	2029	OpBudget				\$700,000					
IT		Fiber Loop Replacement	2030	Bond					\$1,500,000				
IT		Technology Infrastructure Refresh (Lease)	2030	OpBudget					\$700,000				
IT		Technology Infrastructure Refresh (Lease)	2031	OpBudget						\$800,000			
IT		Technology Infrastructure Refresh (Lease)	2032	OpBudget							\$800,000		
IT		Technology Infrastructure Refresh (Lease)	2033	OpBudget								\$800,000	
IT		Technology Infrastructure Refresh (Lease)	2034	OpBudget									\$800,000
IT		Technology Infrastructure Refresh (Lease)	2035	OpBudget									
Planning		Town Center Overlay	2028	Free Cash			\$100,000						
Planning		Comprehensive Master Plan	2029	Free Cash				\$250,000					
Police		AED Replacement	2026	Free Cash	\$32,000								
Police		Rifle Replacement	2026	Free Cash	\$60,000								
Police		Electronic Control Weapon Replacement	2029	Free Cash				\$70,000					
Police		Pistol and Rifle Replacement	2031	Free Cash						\$60,000			
Police		Bullet-Proof Vest Replacement	2035	Free Cash									
Police		Radio Replacement	2035	Free Cash									
Rec	Simonds	Accessible Walkway (Phase 2)	2026	Free Cash	\$100,000								
Rec	Misc. Locations	Athletic Field Improvements	2026	Free Cash	\$200,000								
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2026	Free Cash	\$50,000								
Rec	Rahanis	Renovate Basketball Court	2026	Free Cash	\$115,000								
Rec	Vehicles & Equipment	Replace R-11 Pickup Truck	2026	Free Cash	\$105,000								
Rec	Vehicles & Equipment	Replace R-14 Toro Mower	2026	Free Cash	\$150,000								
Rec	Simonds	Accessible Park Renovations	2027	Bond		\$2,500,000							
Rec	Misc. Locations	New Recreation Center & Field House	2027	Bond		\$10,000,000							
Rec	Misc. Locations	Adaptive Equipment for Programming	2027	Free Cash		\$25,000							
Rec	Misc. Locations	Athletic Field Improvements	2027	Free Cash		\$200,000							
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2027	Free Cash		\$50,000							
Rec	Vehicles & Equipment	John Deere Side Arm Attachment	2027	Free Cash		\$25,000							
Rec	Simonds	Renovate Wading Pool	2027	Free Cash		\$250,000							
Rec	Simonds	Replace Bathrooms & Accessible Changing Tables	2027	Free Cash		\$500,000							
Rec	Misc. Locations	Replace Fencing (Wildmere, Pathwoods, Rahanis)	2027	Free Cash		\$75,000							
Rec	Misc. Locations	Sensory Event Trailer	2027	Free Cash		\$50,000							
Rec	Overlook	Storage Facility @ Overlook Renovation	2027	Free Cash		\$50,000							
Rec	Misc. Locations	VSI App	2027	Free Cash		\$20,000							
Rec	Misc. Locations	Walkway Renovations - Regan & Wildwood	2027	Free Cash		\$25,000							
Rec	Simonds	Accessible Walkways from Visco to Skate Park (Phase 3)	2028	Free Cash			\$125,000						
Rec	Misc. Locations	All Park Tech Upgrade (wifi, charging stations, kiosks)	2028	Free Cash			\$100,000						
Rec	Misc. Locations	Athletic Field Improvements	2028	Free Cash			\$200,000						
Rec	Misc. Locations	Create a Yoga Studio/Wellness Room	2028	Free Cash			\$20,000						

Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Rec	Misc. Locations	Fencing & Backstops (Simonds, Veterans, TRW)	2028	Free Cash			\$45,000						
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2028	Free Cash			\$50,000						
Rec	Misc. Locations	Interactive Communication Boards	2028	Free Cash			\$50,000						
Rec	Vehicles & Equipment	New ATV Assessible All-Terrain Hopper	2028	Free Cash			\$25,000						
Rec	Wildwood	Parking Improvements	2028	Free Cash			\$75,000						
Rec	61 Center Street	Renovate kitchen/ceramics room	2028	Free Cash			\$50,000						
Rec	Vehicles & Equipment	Replace John Deere Tractor (Small)	2028	Free Cash			\$150,000						
Rec	Vehicles & Equipment	Replace R-15 Larger Mower/Tractor	2028	Free Cash			\$150,000						
Rec	Vehicles & Equipment	Replace R-4 Pickup Truck	2028	Free Cash			\$90,000						
Rec	Vehicles & Equipment	Replace Slope Mower (Ventrac)	2028	Free Cash			\$50,000						
Rec	Simonds	Update Visco Building Including Accessible Entrance	2028	Free Cash			\$200,000						
Rec	Misc. Locations	Renovate Marvin & Rotary (Pickleball, Tennis, Netting, etc)	2029	Bond				\$1,000,000					
Rec	Misc. Locations	Athletic Field Improvements	2029	Free Cash				\$200,000					
Rec	Simonds	Develop Permanent TR Space	2029	Free Cash				\$250,000					
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2029	Free Cash				\$50,000					
Rec	Wildwood	Install Bathroom Facilities	2029	Free Cash				\$125,000					
Rec	Reagan	Renovate Field & Install Irrigation	2029	Free Cash				\$150,000					
Rec	Rahanis	Renovate Playground	2029	Free Cash				\$500,000					
Rec	Vehicles & Equipment	Replace R-10 Recreation SUV	2029	Free Cash				\$60,000					
Rec	Vehicles & Equipment	Replace R-5 Pickup Truck	2029	Free Cash				\$90,000					
Rec	Vehicles & Equipment	Replace R-6 Rack Body	2029	Free Cash				\$90,000					
Rec	Misc. Locations	Athletic Field Improvements	2030	Free Cash					\$200,000				
Rec	Misc. Locations	Create Snoezelen Sensory Room	2030	Free Cash					\$100,000				
Rec	Misc. Locations	Develop Hiking Trails w/Equipment	2030	Free Cash					\$125,000				
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2030	Free Cash					\$50,000				
Rec	Vehicles & Equipment	New Passenger Van	2030	Free Cash					\$75,000				
Rec	TRW	Renovate Playground	2030	Free Cash					\$500,000				
Rec	Misc. Locations	Renovate Playground at Pathwoods	2030	Free Cash					\$300,000				
Rec	Wildwood	Renovate Walkways with Lighting	2030	Free Cash					\$225,000				
Rec	Vehicles & Equipment	Replace Bucket Truck	2030	Free Cash					\$150,000				
Rec	Vehicles & Equipment	Replace R-9 Pickup Truck	2030	Free Cash					\$90,000				
Rec	Vehicles & Equipment	Replace Wood Chipper	2030	Free Cash					\$55,000				
Rec	Misc. Locations	Stand Alone Splash Pad	2030	Free Cash					\$250,000				
Rec	Misc. Locations	Athletic Field Improvements	2031	Free Cash						\$200,000			
Rec	Overlook	Braille Trail	2031	Free Cash						\$25,000			
Rec	Simonds	Design Services for New Exit	2031	Free Cash						\$25,000			
Rec	Misc. Locations	Develop Nature Center	2031	Free Cash						\$25,000			
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2031	Free Cash						\$50,000			
Rec	Misc. Locations	Install Outdoor Rentable Pavillion	2031	Free Cash						\$150,000			
Rec	Overlook	Pump Track	2031	Free Cash						\$50,000			
Rec	Veterans	Renovations	2031	Free Cash						\$325,000			
Rec	Misc. Locations	Athletic Field Improvements	2032	Free Cash							\$200,000		
Rec	Misc. Locations	Develop Pickleball Complex	2032	Free Cash							\$250,000		
Rec	Misc. Locations	Develop Second Disc Golf Course	2032	Free Cash							\$40,000		
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2032	Free Cash							\$50,000		
Rec	Misc. Locations	Install Outdoor Futsal Court	2032	Free Cash							\$250,000		
Rec	Rahanis	Renovate Footbridge	2032	Free Cash							\$75,000		
Rec	Vehicles & Equipment	Replace John Deere Tractor (Large)	2032	Free Cash							\$175,000		
Rec	Misc. Locations	Athletic Field Improvements	2033	Free Cash								\$200,000	
Rec	TRW	Construct Street Hockey/Spray Pad/Rink	2033	Free Cash								\$500,000	
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2033	Free Cash								\$50,000	
Rec	Misc. Locations	Install Second Dog Park	2033	Free Cash								\$250,000	
Rec	Wildwood	Playground Renovations	2033	Free Cash								\$225,000	
Rec	Misc. Locations	Renovate Bandstand (Town Common)	2033	Free Cash								\$45,000	
Rec	Simonds	Renovate Skate Park	2033	Free Cash								\$100,000	
Rec	Misc. Locations	Athletic Field Improvements	2034	Free Cash									\$200,000
Rec	Misc. Locations	Create Fully Accessible Field	2034	Free Cash									\$150,000
Rec	Misc. Locations	Create Ninja Warrior Course	2034	Free Cash									\$200,000

Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2034	Free Cash									\$50,000
Rec	Misc. Locations	Aquatics Facility	2035	Bond									
Rec	Misc. Locations	Athletic Field Improvements	2035	Free Cash									
Rec	Misc. Locations	Develop Music Park	2035	Free Cash									
Rec	Misc. Locations	Fencing, Walkway, & Tree Replacement Program	2035	Free Cash									
Rec	Reagan	Install Drinking Fountain	2035	Free Cash									
Rec/SB	Town Common	Renovate Bandstand (Town Common)	2026	Free Cash	\$350,000								
Regional Schools	Shawsheen Tech	Shawsheen Tech Renovation/Rebuild	2030	Bond					\$35,000,000				
Schools	Marshall Simonds	Field Bathroom - Phase 2	2026	Bond	\$1,650,000								
Schools	Marshall Simonds	Field Renovation - Phase 2	2026	Bond	\$1,710,000								
Schools	Pine Glen	Boiler Maintenance	2026	Free Cash	\$69,900								
Schools	System-wide	Building Envelope and Vestibule	2026	Free Cash	\$335,000								
Schools	System-wide	District wide tree work	2026	Free Cash	\$50,000								
Schools	Marshall Simonds	Furniture	2026	Free Cash	\$101,000								
Schools	System-wide	Green Communities Grant HVAC	2026	Free Cash	\$276,900								
Schools	System-wide	HVAC Maintenance	2026	Free Cash	\$753,500								
Schools	System-wide	IT Equipment Erate	2026	Free Cash	\$637,200								
Schools	System-wide	K-8 literacy Curriculum	2026	Free Cash	\$578,700								
Schools	System-wide	Scoreboard and Audio	2026	Free Cash	\$99,000								
Schools	System-wide	Security Upgrades and Replacement	2026	Free Cash	\$54,800								
Schools	Burlington High School	Renovation (Town Share)	2027	Bond		\$300,000,000							
Schools	Fox Hill	Solar Panels	2027	Bond		\$3,500,000							
Schools	System-wide	Auditorium A/V Lighting and Upgrades	2027	Free Cash		\$150,000							
Schools	System-wide	Bathroom Renovations	2027	Free Cash		\$100,000							
Schools	Memorial School	Bio Retention Area Reconstruction	2027	Free Cash		\$150,000							
Schools	System-wide	Electrical Upgrades and Repairs	2027	Free Cash		\$125,000							
Schools	System-wide	Facilities Masterplan	2027	Free Cash		\$100,000							
Schools	Francis Wyman	Front Vestibule	2027	Free Cash		\$500,000							
Schools	Pine Glen	Front Vestibule	2027	Free Cash		\$500,000							
Schools	Memorial School	Generator Replacement	2027	Free Cash		\$100,000							
Schools	System-wide	Inercom	2027	Free Cash		\$100,000							
Schools	System-wide	Lightspeed Replacement	2027	Free Cash		\$455,000							
Schools	System-wide	Parking Lot Light Replacement	2027	Free Cash		\$200,000							
Schools	System-wide	Playground renovation retaining wall	2027	Free Cash		\$300,000							
Schools	Marshall Simonds	Plumbing	2027	Free Cash		\$100,000							
Schools	System-wide	Security Camera Replacement and Upgrades	2027	Free Cash		\$100,000							
Schools	System-wide	Teacher MacBook Replacement	2027	Free Cash		\$500,000							
Schools	System-wide	Turf Replacement	2027	Free Cash		\$150,000							
Schools	Francis Wyman	Air Conditioning	2028	Free Cash			\$300,000						
Schools	Memorial School	HVAC	2028	Free Cash			\$300,000						
Schools	Pine Glen	Kitchen Renovation	2028	Free Cash			\$300,000						
Schools	System-wide	Master Plan Update	2028	Free Cash			\$200,000						
Schools	System-wide	Parking Lot Light Replacement	2028	Free Cash			\$200,000						
Schools	Burlington High School	Pump Replacement	2028	Free Cash			\$55,000						
Schools	System-wide	Vehicle Replacement	2028	Free Cash			\$60,000						
Schools	Pine Glen	Feasibility Study	2029	Bond				\$1,500,000					
Schools	Burlington High School	Practice Field Upgrades	2029	Bond				\$7,200,000					
Schools	System-wide	Boiler Replacement	2029	Free Cash				\$800,000					
Schools	Francis Wyman	Boiler Retube/HVAC Maintenance	2029	Free Cash				\$300,000					
Schools	Memorial School	Field Upgrades	2029	Free Cash				\$700,000					
Schools	Burlington High School	Flooring	2029	Free Cash				\$100,000					
Schools	Memorial School	HVAC	2029	Free Cash				\$300,000					
Schools	System-wide	Vehicle Replacement	2029	Free Cash				\$65,000					
Schools	Burlington High School	Bathroom Renovations	2030	Free Cash					\$100,000				
Schools	Marshall Simonds	Chiller Maintenance	2030	Free Cash					\$100,000				
Schools	Francis Wyman	Flooring	2030	Free Cash					\$150,000				
Schools	Memorial School	HVAC	2030	Free Cash					\$300,000				
Schools	Pine Glen	HVAC Renovations ( Mech. Exhaust/AC)	2030	Free Cash					\$500,000				

Department	Division	Project	FY	Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Schools	System-wide	Parking Lot Light Replacement	2030	Free Cash					\$100,000				
Schools	System-wide	Teacher MacBook Replacement	2030	Free Cash					\$500,000				
Schools	System-wide	Auditorium A/V Lighting and Upgrades	2031	Free Cash						\$150,000			
Schools	Marshall Simonds	Bathroom Renovations	2031	Free Cash						\$200,000			
Schools	Burlington High School	HVAC Maintenance	2031	Free Cash						\$300,000			
Schools	System-wide	Pavement Replacement Program	2031	Free Cash						\$200,000			
Schools	System-wide	Pavement Replacement Program	2031	Free Cash						\$225,000			
Schools	Memorial School	Playground Resurface	2031	Free Cash						\$75,000			
Schools	Francis Wyman	Plumbing	2031	Free Cash						\$100,000			
Schools	Burlington High School	Track Resurfacing/Turf Replacement	2032	Bond							\$1,500,000		
Schools	Francis Wyman	Bathroom Renovations	2032	Free Cash							\$200,000		
Schools	Memorial School	Bathroom Renovations	2032	Free Cash							\$300,000		
Schools	Fox Hill	HVAC Maintenance	2032	Free Cash							\$300,000		
Schools	Marshall Simonds	HVAC Maintenance	2032	Free Cash							\$300,000		
Schools	System-wide	Parking Lot Light Replacement	2032	Free Cash							\$200,000		
Schools	System-wide	Security Camera Replacement and Upgrades	2032	Free Cash							\$100,000		
Schools	Pine Glen	Addition/Renovation	2033	Bond								\$50,000,000	
Schools	System-wide	Activity Bus & Utility Vehicles	2033	Free Cash								\$170,000	
Schools	Marshall Simonds	Boiler Overhaul	2033	Free Cash								\$300,000	
Schools	Memorial School	Flooring	2033	Free Cash								\$100,000	
Schools	Francis Wyman	HVAC Maintenance	2033	Free Cash								\$300,000	
Schools	Memorial School	Bathroom Renovations	2034	Free Cash									\$300,000
Schools	Pine Glen	HVAC Maintenance	2034	Free Cash									\$300,000
Schools	System-wide	Parking Lot Light Replacement	2034	Free Cash									\$100,000
Schools	Pine Glen	Generator Replacement	2035	Free Cash									
Schools	Memorial School	HVAC Maintenance	2035	Free Cash									
Schools	System-wide	Pavement Replacement Program	2035	Free Cash									
YFS		Replacement Truck	2034	Free Cash									\$150,000
Total					\$20,793,000	\$341,529,000	\$15,216,000	\$24,758,000	\$48,747,000	\$10,929,000	\$9,365,000	\$60,776,000	\$7,067,000

Funding Source	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Bond	\$ 10,092,000	\$ 328,750,000	\$ 7,500,000	\$ 15,160,000	\$ 40,235,000	\$ 4,500,000	\$ 3,000,000	\$ 54,775,000	\$ 3,040,000
Free Cash	\$ 9,304,000	\$ 11,959,000	\$ 7,016,000	\$ 8,213,000	\$ 7,812,000	\$ 5,629,000	\$ 5,565,000	\$ 5,201,000	\$ 3,227,000
Operating	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Other	\$ 697,000	\$ 120,000	\$ -	\$ 685,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 20,793,000</b>	<b>\$ 341,529,000</b>	<b>\$ 15,216,000</b>	<b>\$ 24,758,000</b>	<b>\$ 48,747,000</b>	<b>\$ 10,929,000</b>	<b>\$ 9,365,000</b>	<b>\$ 60,776,000</b>	<b>\$ 7,067,000</b>

Department	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	FY 32	FY 33	FY 34
Building		\$ 28,000					\$ 40,000		
Clerk		\$ 30,000							
CoA		\$ 240,000							\$ 85,000
Conservation	\$ 42,000		\$ 1,500,000	\$ 65,000		\$ 50,000			
DPW	\$ 11,867,000	\$ 19,365,000	\$ 10,048,000	\$ 9,388,000	\$ 6,365,000	\$ 6,960,000	\$ 3,895,000	\$ 6,461,000	\$ 4,562,000
Fire	\$ 706,000	\$ 266,000	\$ 73,000	\$ 760,000	\$ 1,312,000	\$ 959,000	\$ 690,000	\$ 1,275,000	\$ 170,000
Historical									
Ice Palace									
IT	\$ 700,000	\$ 700,000	\$ 700,000	\$ 745,000	\$ 2,200,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Planning			\$ 100,000	\$ 250,000					
Police	\$ 92,000			\$ 70,000		\$ 60,000			
Rec	\$ 720,000	\$ 13,770,000	\$ 1,380,000	\$ 2,515,000	\$ 2,120,000	\$ 850,000	\$ 1,040,000	\$ 1,370,000	\$ 600,000
Schools	\$ 6,316,000	\$ 307,130,000	\$ 1,415,000	\$ 10,965,000	\$ 1,750,000	\$ 1,250,000	\$ 2,900,000	\$ 50,870,000	\$ 700,000
YFS									\$ 150,000
Rec/SB	\$ 350,000								
Regional Schools					\$ 35,000,000				
<b>Grand Total</b>	<b>\$ 20,793,000</b>	<b>\$ 341,529,000</b>	<b>\$ 15,216,000</b>	<b>\$ 24,758,000</b>	<b>\$ 48,747,000</b>	<b>\$ 10,929,000</b>	<b>\$ 9,365,000</b>	<b>\$ 60,776,000</b>	<b>\$ 7,067,000</b>



**SECTION 5:  
GLOSSARY OF TERMS**

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**Abatement**

A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit and administered by the local board of assessors.

**Accommodated Accounts**

A category utilized by the Town to classify expenses that 1. apply to all departments (i.e., debt service and employee benefits), 2. have historically been challenging to control due to atypical factors, and, as a result, would put the respective department at an unfair disadvantage in complying with annual budget operating guidelines (i.e., special education, trash removal), or 3. are mandated, with the Town having little control over the cost (i.e., retirement contributions). Accommodated accounts are denoted with an "(AA)" in the budget line item description.

**Appropriation**

Authority granted by the town meeting or other legislative body to make expenditures or to incur obligations to make expenditures for a specific public purpose. In the operating budget, the authority concludes at the end of the fiscal year.

**Capital Asset**

Property with an initial useful life in excess of one year and is of significant value. Capital assets include land, infrastructure, buildings, and renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year.

**Chapter 686 of The Acts of 1970**

An act establishing a representative town meeting form of government, *as currently practiced in Burlington*, enacted by the Senate and House of Representatives in General Court on August 14, 1970, whereby one hundred twenty-six (126) members shall be elected to meet, deliberate, act and vote in the exercise of the corporate powers of the town.

**Chapter 70 School Aid**

Refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to aid in establishing educational equity among municipal and regional school districts.

**Chapter 90  
Highway Funds**

State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on the formula under MGL Ch. 90 §34 provisions. Communities receive cost reimbursements to the limit of the grant upon submission of expenditure reports to the Massachusetts Highway Department for previously approved local highway projects.

**Cherry Sheet**

The official notification to cities, towns, and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for specific programs or services. Links to the Cherry Sheets are located on the DLS: <https://www.mass.gov/info-details/cherry-sheet-state-payment-reports>

**Contracted  
Services**

A subcategory within a department's total expenses budget line includes costs incurred from express or implied contracts, such as but not limited to printing, advertising, and the rental of equipment.

**Deficit**

When expenditures exceed revenue in a given account.

**Estimated  
Receipts**

Projections of anticipated local revenues, based on the previous year's receipts representing funding sources necessary to support a community's annual budget.

**Excess Capacity**

Difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Each year, the Select Board must be informed of excess levy capacity, and their acknowledgment must be submitted to the Department of Revenue when setting the Town's tax rate.

**Fiscal Year**

The budget cycle, which the Commonwealth and municipalities have operated on Since 1974, begins July 1 and concludes June 30. (i.e., Fiscal year 2025 is from July 1, 2024, through June 30, 2025).

<b>Free Cash</b>	Remaining unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.
<b>General Fund</b>	Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
<b>Local Receipts</b>	Locally generated revenues other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.
<b>Long-Term Debt</b>	Community borrowing, or outstanding balance at any given time, of loans with an original maturity date of 12 months or more.
<b>Massachusetts Water Resources Authority (MWRA)</b>	A Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people and more than 5,500 large industrial users in 61 metropolitan Boston communities. Burlington is a member of MWRA for sewer.
<b>MELT</b>	<i>Municipal Expenses and Local Travel.</i> A subcategory of total budgeted expenses includes department costs incurred for membership dues in professional organizations, in-service education and training, conferences, and automobile mileage reimbursements associated with travel on Town business.
<b>New Growth</b>	The additional tax revenue is generated by new construction, renovations, and other increases in the property tax base during a calendar year, excluding value increases caused by regular market forces or revaluations. New Growth is calculated by multiplying the assessed value associated with new construction, renovations, and other increases by the prior year's tax rate.
<b>Operating Budget</b>	A proposed plan for personnel, supplies, and other expenses for the coming fiscal year.

**Other Post-Employment Benefits (OPEB)**

A form of deferred compensation that is *not* an integral part of a pension plan for an eligible retiree (i.e., healthcare).

**Overlay**

(Overlay Reserve or Allowance for Abatements and Exemptions)- An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.

**Overlay Surplus**

Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account; the amount of overlay available for transfer must be certified by the assessor. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue (*i.e., it becomes part of free cash*).

**Raise and Appropriate**

A phrase used to identify a funding source for an expenditure or expenditures refers to money generated by the tax levy or other local receipts.

**Recurring Revenue**

A source of money used to support municipal expenditures, which can be relied upon at some level in future years.

**Reserve Fund**

An amount set aside annually within the town budget, administered by the Ways & Means Committee, to provide a funding source if the town incurs extraordinary or unforeseen expenditures. Per Mass General Law, the amount set cannot exceed 5% of the preceding year's tax levy.

**Senior Property Tax Work-off Program**

A program under which participating taxpayers over 60 years old volunteer their services to the municipality in exchange for a reduction in their tax bills.

**Sewer Enterprise Fund**

A separate accounting and financial reporting mechanism of municipal services, for which a fee is charged in exchange for goods and/or services. It allows the Town to easily track the total costs of a

service recovered through user charges; Burlington uses this fund to account for our Massachusetts Water Resource Authority (MWRA) assessment for sewer services.

**Special Revenue Funds**

Funds used to account for the proceeds of special revenue sources (other than capital) that are legally restricted to expenditures for a specific purpose.

**Stabilization Funds**

Funds designated to accumulate amounts for capital and other future spending purposes. Communities can establish one or multiple funds for different purposes. Establishing an amendment of purpose or appropriating money from stabilization requires a two-thirds vote of the town meeting; however, appropriation in aggregate in any given year cannot exceed 10% of the prior year's tax levy.

**Statutory Exemptions**

Massachusetts Law provides for an exemption from local property taxes for specific qualifying organizations. Not all organizations qualify for this exemption, and not all properties of qualified organizations are eligible for exemption. By law, the burden of establishing entitlement to an exemption falls upon the person or organization seeking the exemption. Massachusetts General Law Chapter 59, § 5 defines several types of organizations that may be eligible for an exemption.