GENERAL SESSION
The Chairman called the Board of Selectmen (BOS) meeting to order followed by the Pledge of Allegiance and a moment of silence following the death of President George H.W. Bush and Worcester Firefighter Christopher Roy who was died from injuries suffered fighting a fire.

246 Recognition: Fire Department and Police Department
Chief Michael Yetman and Deputy Fire Chief described the search and rescue for an individual who was compressed and trapped while resting in a dumpster. All involved were congratulated.

Police Department
Deputy Chief Thomas Duffy introduced Burlington resident and Mental Health Clinician Karen DiRienzo, who will be working with officers to support residents and guests with their mental health needs. The Police Department was awarded a grant from the Cummings Foundation towards the goal of a mental health initiative at the department. Town Administrator John Petrin (T.A. Petrin) congratulated Captain Greg Skehan on his part in writing a grant for this effort.

247 Approval: Police Command Contract
Postponed until January for quorum purposes.

248 Appointment: Audit Committee
Chairman Hartling commented on the quality of the five candidates. The committee was established by former Selectman Dan Grattan and has worked effectively to review the results of the annual audit. The original committee included staff members as Committee members. (Accountant, Treasurer, School Business Manager etc.) Longtime "citizen" member Gary Gianino and Ways & Means member Susan Harrigan recommended more citizen members be in place as members in place of department heads, Department heads would participate in the committee's meetings.. Paul Sagarino, Town Accountant and the BOS agreed with the recommendation and added four new members with financial background.
The Audit Committee will now consist of:
1 Selectman Member liaison (currently Jim Tigges appt'd 12/18/17)
1 School Committee Member (Tom Murphy)
1 Ways and Means Member (Susan Harrigan)
5 Citizen Members (Gary Gianino is currently a member)

**Motion:** Select Tigges moved to appoint John Bergeron, David Kelly, Salvatore Mansueto, and Eileen Sickler to the Audit Committee as citizens of the community and to reappoint Gary Gianino, citizen; Susan Harrigan, Ways & Means member; and Tom Murphy, School Committee member. Seconded by Selectman Runyan and approved. (3-0-0)

**249 Approval: Conservation Restriction / 6 Stony Brook Road**
John Keeley, Conservation Director, described this conservation restriction located on Stony Brook Road which is in a flood plain. The restriction will protect this parcel of land in perpetuity and this protection remains on the property deed. The Conservation Department developed the document and the state has approved it. It now requires approval from the BOS.

**Motion:** Selectman Runyan moved to accept the Conservation Restriction as submitted for property located at 6 Stony Brook Road, District Registry of Deeds at Book 69345, Page 37. Seconded by Selectman Tigges and approved. (3-0-0)

**250 Appointment: Burlington Board of Library Trustees**
Michael Wick, Library Director, was present with Library Trustees Adam Woodbury, Rob Neufeld, and Ram Voruganti. T.A. Petrin explained that an elected seat was open and the BOS and the Library Trustees would vote together per the town's bylaws on the temporary replacement until the next election. The position was well advertised and two candidates applied and one withdrew. Hiral Gandhi serves as treasurer on the Friends of the Burlington Public Library Board. Mr. Wick and the trustees are recommending Ms. Gandhi.

**Motion:** Trustee Voruganti moved to appoint Hiral Gandhi as Library Trustee until the next election. Seconded by Trustee Woodbury with the following roll call vote: Selectman Tigges, yay; Selectman Runyan, yay; Chairman Hartling yay; Trustee Woodbury, yay, Trustee Neufeld, yay; Trustee Voruganti, yay; and the motion carried (6-0-0)

**251 Public Hearing Approval: Change of Ownership Interest / all Alcohol License**
Burton's Grill of Burlington LLC d/b/a Burton's Grill
43 Middlesex Turnpike

Attorney Gregory Demakis of Demakis Law Offices was present to request approval for a correction/amendment on the ownership interest for the all alcohol license of Burton's Grill.

There were no comments from the public.

**Motion:** Selectman Tigges moved to close the public hearing. Seconded by Selectman Runyan and approved. (3-0-0)

**Motion:** Selectman Tigges moved to approve the correction/amendment for a change of ownership interest to the all alcohol license of Burton's Grill of Burlington LLC d/b/a Burton's Grill located at 43 Middlesex Turnpike Seconded by Selectman Runyan and approved. (3-0-0)
Approval:  2019 License Renewals:
- Alcohol
- Amusement
- Auto Class I
- Auto Class II
- Cafeteria
- Entertainment
- Inn Holder
- Livery
- Theater
- Victualler
- Weigher

Motion: Selectman Runyan moved to approve the 2019 license renewals as submitted for the following: Alcohol, Amusement, Auto Class I, Auto Class II, Cafeteria, Entertainment, Inn Holder, Livery, Theater, Victualler, and Weigher. Seconded by Selectman Tigges and approved. (5-0-0)

Approval: January 2019 Town Meeting Warrant
Some of the articles on the January 2019 Town Meeting Warrant are: zoning: life sciences; general: plastic retail checkout bags article; financial issues under the BOS's jurisdiction will be contracts, setting up a fund for funds collected from water rates; replenish the Reserve Fund. The warrant is closed.

Approval: FY2020 Financial Guidelines
Mr. Sagarino reviewed the meeting with BOS and School Committee members as well as the Town's financial team members to negotiate and settle financial guidelines with 4.5% for the tax levy increase and 3.5% for the blended government and school operating budget. The tax levy is down and the operating budget is slightly higher than last year. It was agreed that the school bus contract will be discussed outside of the guidelines.

FY2018 closed on June 30, 2018 and it was a good year. A surrounding community guideline sheet was distributed showing that Burlington is doing well with services still being provided to residents.

Motion: Selectman Runyan moved to approve the FY2020 Financial Guidelines as submitted. Seconded by Selectman Tigges and approved. (3-0-0)

Approval: Department of Revenue Financial Management Structure Review
Selectman Runyan explained that this Department of Revenue review is a recommendation of the Government Review Committee. The operations and practices of the financial departments would be reviewed with suggestions provided. There is no cost to the town.

Motion: Selectman Hartling moved to invite and allow the Department of Revenue to conduct a financial manage structure review of the Town. seconded by Selectman Tigges and approved. (3-0-0)

Approval: Minutes
November 5, 2018 General Session
Motion: Selectman Tigges moved to approve the minutes of November 5, 2018 General Session minutes. Seconded by Selectman Runyan and approved. (3-0-0)

November 13, 2018 Strategic Planning Session
Motion: Selectman Tigges moved to approve the minutes of November 13, 2018 General Session minutes. Seconded by Selectman Runyan and approved. (3-0-0)
November 26, 2018 General Session

Motion: Selectman Tigges moved to approve the minutes of November 26, 2018 General Session minutes. Seconded by Selectman Runyan and approved. (3-0-0)

256 Subcommittee Reports

Selectman Runyan reminded residents not to discharge sump pump water into the street. More information and guidelines are available from the Board of Health.

The town holiday lunch was successful.

All the town employee's were recognized and thanked for their support. Selectman Runyan commented on what had transpired throughout the year with capital projects, hiring of new Town Accountant and selection of Paul Sagarino as new Town Administrator upon the retirement of T.A. Petrin.

257 Town Administrator's Report

Full outdoor watering ban remains in effect to meet restrictions of DEP.

Happy holidays extended to the BOS and residents.

258 Chairman's Report:

Chairman Hartling commented on the successful Town Common Tree Lighting ceremony with fireworks. Mr. Petrin was thanked for his holiday emails throughout the year.

259 Old/New Business: None.

Citizens' Time: No one spoke.

Adjourn:

Motion: Selectman Tigges moved to adjourn at 6:30 p.m. Seconded by Selectman Runyan and approved. (5-0-0)

Submitted by,

Betty McDonough
Recording Clerk