

TOWN OF BURLINGTON

Proposed Operating Budget



Fiscal Year 2009

July 1, 2008 to June 30, 2009



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Ways and Means Committee

Town of Burlington
Ways and Means Committee
Annual Budget Recommendation
Fiscal year 2009

Dear Town Meeting Members:

The Ways and Means Committee is pleased to submit the Fiscal Year 2009 budget report for your consideration. You will note this year we have prepared, in consultation with the Town Administrator and the Town Accountant, a document that we hope will provide you with a more descriptive analysis of all the governmental functions supported by taxpayers in Burlington. We believe this approach to presenting the FY 2009 budget will help with the overall understanding of the services provided by the Town and the cost to provide those services.

As you are aware, the economy has experienced a general slow-down and inflationary factors are beginning to impact our ability to deliver the services generally provided by the Town of Burlington to its taxpayers. The price of utilities for heating our buildings, keeping the lights on and providing fuel for our rolling stock (fleet of emergency vehicles, DPW, accessory inspectional vehicles) has increased greatly and has limited our ability to supplement our budgets to provide a level service delivery system. The cost of Health Care, Retirement Assessments and Special Education continue to increase at rates above normal inflation and presented us with a significant challenge as we attempted to maintain the level of direct service expected by our residents. We are mindful of the fact the Town is a microcosm of your individual situation and you are impacted by all the same inflationary factors as the Town.

This year the budget as proposed will exceed \$95,000,000 in expenditures! To meet these expenditure requests the Ways and Means Committee in consultation with the Board of Selectmen and the Town Administrator's financial team recommended a "not to exceed" operating budget increase of 5%. The budget as presented will reflect that both the Town side of government and the School Department met those expectations and we thank all Departments, Boards and Commissions for their cooperation in the budget review process.

Our Committee members worked tirelessly going through each item in the operating budgets presented for your consideration. We are satisfied that the spending plan proposed for the May Town Meeting is sustainable by the recurring revenues received by the Town (Tax levy, State Aid and Local receipts) and will not need to be supported by reserves or one time revenue sources. This is a significant accomplishment in today's municipal climate and we urge your positive vote on the FY 2009 operating budget before you at Town Meeting

Respectfully submitted,

The Ways and Means Committee
2007-2008

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Diane Kendrigan Creedon

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TOWN OF BURLINGTON
 FY2009 BUDGET
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Budget Summary

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Budget Summary – 5 Year Comparative

	<u>Budget FY 2005</u>	<u>Budget FY 2006</u>	<u>Budget FY 2007</u>	<u>Projection FY 2008</u>	<u>Projection FY 2009</u>	<u>%</u>
Tax Levy Limit	\$ 62,547,508	\$ 65,128,359	\$ 68,241,537	\$ 72,957,347	\$ 75,981,281	
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$ 58,738,040	\$ 61,942,300	\$ 64,407,127	\$ 69,516,018	\$ 74,608,177	7.33%
Local Receipts	\$ 8,155,000	\$ 8,895,000	\$ 9,563,305	\$ 10,269,445	\$ 10,595,000	3.17%
State Receipts (Cherry Sheet)	\$ 6,651,341	\$ 7,113,412	\$ 7,720,119	\$ 8,361,024	\$ 9,233,490	10.43%
School Building Assistance	\$ 262,090	\$ 262,090	\$ 258,785	\$ 258,785	\$ 258,785	0.00%
TOTAL REVENUES	\$ 73,806,471	\$ 78,212,802	\$ 81,949,336	\$ 88,405,272	\$ 94,695,452	7.12%
RECURRING EXPENDITURES						
Accommodated Accounts	\$ 22,751,443	\$ 26,510,313	\$ 27,728,633	\$ 29,888,472	\$ 30,952,830	3.56%
General Government	\$ 22,247,782	\$ 23,200,611	\$ 24,749,412	\$ 25,573,754	\$ 26,759,177	4.64%
Education	\$ 29,111,770	\$ 29,858,428	\$ 31,321,496	\$ 33,279,117	\$ 34,942,443	5.00%
Allowance for Abatements (overlay)	\$ 703,164	\$ 741,565	\$ 868,365	\$ 1,021,024	\$ 750,000	-26.54%
State Assessments (Cherry Sheet)	\$ 531,226	\$ 496,981	\$ 532,989	\$ 535,629	\$ 591,405	10.41%
State Offset Items (Cherry Sheet)	\$ 40,494	\$ 43,019	\$ 44,944	\$ 49,737	\$ 49,597	-0.28%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 75,385,879</i>	<i>\$ 80,850,917</i>	<i>\$ 85,245,839</i>	<i>\$ 90,347,733</i>	<i>\$ 94,045,452</i>	4.09%
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$ 350,088	\$ 488,554	\$ 322,406	\$ 43,539	\$ 650,000	1392.91%
Special Warrant Articles	<u>\$ 856,901</u>	<u>\$ 1,510,694</u>	<u>\$ 2,088,905</u>	<u>\$ 2,019,481</u>	<u>\$ 2,441,376</u>	20.89%
TOTAL EXPENDITURES	\$ 76,592,868	\$ 82,850,165	\$ 87,657,150	\$ 92,410,753	\$ 97,136,828	5.11%
SURPLUS/(DEFICIT)	\$ (2,786,397)	\$ (4,637,363)	\$ (5,707,814)	\$ (4,005,481)	\$ (2,441,376)	
NON-RECURRING REVENUES						
Free Cash	\$ 1,000,000	\$ 281,774	\$ 3,212,962	\$ 969,780	\$ 1,008,796	4.02%
Non Recurring Local Receipts	\$ 310,000	\$ 3,463,550	\$ -	\$ -	\$ -	0.00%
Special Revenue Funds	\$ 856,614	\$ 768,892	\$ 1,994,541	\$ 2,535,701	\$ 1,432,580	-43.50%
Prior Unexpended Appropriations	\$ 319,783	\$ 123,147	\$ 71,510	\$ -	\$ -	0.00%
Excess Allowance for Abatements	\$ 300,000	\$ -	\$ 428,801	\$ 500,000	\$ -	0.00%
TOTAL NON-RECURRING REVENUES	\$ 2,786,397	\$ 4,637,363	\$ 5,707,814	\$ 4,005,481	\$ 2,441,376	-39.05%
SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	

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 Dept. and Solid Waste Removal from Public Works. Another common trait of budgets classified as Accommodated is the fact that they are typically mandated and that the Town has little control over the cost. Another type of expenditure budget classified here is transfers to reserve accounts. In the past, the Town has budgeted for transfers to the Stabilization Fund in this category. 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

	Budget FY 2005	Budget FY 2006	Budget FY 2007	Projection FY 2008	Projection FY 2009	% Increase
Unemployment	\$ 50,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 60,000	20.00%
Health Insurance	\$ 7,160,000	\$ 7,836,962	\$ 8,470,000	\$ 9,200,000	\$ 9,500,000	3.26%
F.I.C.A./Medex	\$ 370,000	\$ 400,000	\$ 510,000	\$ 540,000	\$ 594,000	10.00%
Retirement Contribution	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
General Town Insurance	\$ 800,000	\$ 725,000	\$ 750,000	\$ 725,000	\$ 650,000	-10.34%
Audit	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	0.00%
Waste Removal	\$ 1,700,000	\$ 1,452,415	\$ 1,717,891	\$ 1,862,300	\$ 1,915,500	2.86%
Street Lights	\$ 287,300	\$ 262,300	\$ 413,730	\$ 321,494	\$ 348,000	8.24%
Swift Law	\$ 18,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
Hazardous Waste Collection	\$ 34,000	\$ 36,400	\$ 38,262	\$ 41,500	\$ 42,000	1.20%
Mosquito Control	\$ 28,800	\$ 28,800	\$ 35,517	\$ 36,861	\$ 38,673	4.92%
Debt Principal	\$ 2,544,900	\$ 2,425,000	\$ 2,790,852	\$ 2,786,364	\$ 3,001,358	7.72%
Debt Interest	\$ 904,100	\$ 947,000	\$ 1,071,238	\$ 1,352,000	\$ 1,180,000	-12.72%
Middlesex Retirement System	\$ 3,652,102	\$ 4,361,931	\$ 4,857,000	\$ 5,311,677	\$ 5,924,373	11.53%
Special Ed Tuition & Transportation	\$ 3,503,835	\$ 3,997,811	\$ 4,931,333	\$ 5,437,871	\$ 5,999,762	10.33%
Shawsheen Regional School	\$ 1,229,306	\$ 1,435,694	\$ 1,527,810	\$ 1,658,405	\$ 1,417,164	-14.55%
B-Line Transportation	\$ 174,000	\$ 174,000	\$ -	\$ -	\$ 217,000	100.00%
53rd week payroll	\$ -	\$ 322,000	\$ -	\$ -	\$ -	0.00%
Stabilization Fund	\$ 250,000	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ -	-100.00%
Total	\$ 22,751,343	\$ 26,510,313	\$ 27,728,633	\$ 29,888,472	\$ 30,952,830	3.56%

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 General Government category of budgets individual budgets may exceed the operating Budget Guideline. However 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 4.6% and is below the Budget Guidelines set for fiscal year 2009.

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 Valley Technical High School Assessment and the Tuitions and Transportation portion of Special Education which are included as Accommodated Accounts. The School Administration is pleased to report that they have met the Budget Guidelines set for fiscal year 2009.

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 \$350,000 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 Workoff Program.

State Assessments (Cherry Sheet)

State Assessments represent charges that 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.

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 2005	Budget FY 2006	Budget FY 2007	Projection FY 2008	Projection FY 2009	% Increase
Air Pollution Dist (C.676)	\$ 7,855	\$ 7,513	7,760	\$ 7,401	\$ 7,794	5.31%
RMV Non-renewal	\$ 8,900	\$ 11,100	13,400	\$ 12,060	\$ 13,400	11.11%
MBTA	\$ 488,284	\$ 426,805	450,254	\$ 469,088	\$ 501,729	6.96%
Metro Area Planning Council	\$ 6,047	\$ 6,224	6,526	\$ 6,746	\$ 7,297	8.17%
Tuition Assessments	\$ 20,140	\$ 45,339	55,049	\$ 40,334	\$ 61,185	51.70%
Lunch Programs **	\$ 14,629	\$ 13,786	\$ 13,156	\$ 15,743	\$ 15,603	-0.89%
Public Libraries (C78,S19A) **	\$ 25,865	\$ 29,233	\$ 31,788	\$ 33,994	\$ 33,994	0.00%
Total	\$ 571,720	\$ 540,000	\$ 577,933	\$ 585,366	\$ 641,002	9.50%

Non Recurring Expenditures

Deficit Accounts

This amount represents an estimate for the Town’s projected deficit for Snow and Ice Removal from Fiscal Year 2008. 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. The projected cost of snow and ice removal for FY2008 is \$1,000,000 which would result in a deficit of \$650,000.

Special Warrant Articles

Special Warrant Articles sums up all of the individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered 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. As of the printing of this document, the Board of Selectmen, Ways and Means Committee, and Capital Budget Committee have not taken any position on any financial warrant articles.

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 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 year’s of this calculation.

Property Taxes Levy Actual and Budgeted – Five Year Comparative

	Budget FY 2005	Budget FY 2006	Budget FY 2007	Projection FY 2008	Projection FY 2009
Previous Levy Limit	\$ 60,281,378	\$ 62,547,507	\$ 65,128,359	\$ 68,241,537	\$ 72,957,347
2.5% Limit	\$ 1,507,034	\$ 1,563,688	\$ 1,628,209	\$ 1,706,038	\$ 1,823,934
New Growth	\$ 759,095	\$ 1,017,164	\$ 1,484,969	\$ 3,009,772	\$ 1,200,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 62,547,507	\$ 65,128,359	\$ 68,241,537	\$ 72,957,347	\$ 75,981,281
Exclusion Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Exclusion - Capital Asset	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy Limit	\$ 62,547,507	\$ 65,128,359	\$ 68,241,537	\$ 72,957,347	\$ 75,981,281
Excess Capacity	\$ 3,809,467	\$ 3,186,059	\$ 3,834,410	\$ 3,441,329	\$ 1,373,104
Property Taxes Levied	\$ 58,738,040	\$ 61,942,300	\$ 64,407,127	\$ 69,516,018	\$ 74,608,177
% levy increase over prior year	4.58%	5.46%	3.83%	7.93%	7.33%

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.

At the beginning of the budget process we had projected a possible tax levy increase of over 8%. Due to higher than expected State Aid and lower than expected increases in Accommodated Accounts, we now project a possible tax levy increase of 7.33%.

Local Receipts

This category includes locally generated revenue other than real and personal property taxes and makes up approximately 10% 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. The following chart details the previous five years of budgeted local receipts.

Budgeted Local Receipts – Five Year Comparative

	Budget FY 2005	Budget FY 2006	Budget FY 2007	Projection FY 2008	Projection FY 2009
Motor Vehicle Excise	\$ 3,000,000	\$ 2,950,000	\$ 3,103,305	2,904,445	\$ 3,000,000
Other Excise (Hotel Excise)	\$ 905,000	\$ 1,000,000	\$ 1,100,000	1,300,000	\$ 1,350,000
Penalties & Interest (Tax & Excise)	\$ 310,000	\$ 310,000	\$ 275,000	300,000	\$ 325,000
In Lieu of Taxes (Recurring)	\$ 30,000	\$ 30,000	\$ 30,000	30,000	\$ 10,000
In Lieu of Taxes (Limited)	\$ -	\$ 540,000	\$ 540,000	540,000	\$ 540,000
Water User Charges	\$ 1,715,000	\$ 1,715,000	\$ 1,725,000	2,175,000	\$ 2,225,000
Ambulance User Charges	\$ 350,000	\$ 350,000	\$ 350,000	375,000	\$ 450,000
Rentals	\$ 220,000	\$ 300,000	\$ 350,000	350,000	\$ 350,000
Departmental Revenues	\$ 450,000	\$ 400,000	\$ 455,000	500,000	\$ 500,000
Licenses & Permits	\$ 825,000	\$ 900,000	\$ 1,085,000	1,100,000	\$ 1,100,000
Fines & Forfeits	\$ 20,000	\$ 20,000	\$ 20,000	20,000	\$ 20,000
Investment Earnings	\$ 150,000	\$ 200,000	\$ 350,000	475,000	\$ 525,000
Medical Assistance Reimbursements	\$ 180,000	\$ 180,000	\$ 180,000	200,000	\$ 200,000
TOTAL LOCAL RECEIPTS	\$ 8,155,000	\$ 8,895,000	\$ 9,563,305	\$ 10,269,445	\$ 10,595,000

State Receipts (Cherry Sheet)

State Aid represents approximately 11% 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 forecasts State Receipts based upon the most current information available from the State as of the time of Annual Town Meeting. These amounts are subject to change as the State progresses through its budget process. The following chart details a five year history of the various types of State Receipts.

State Receipts – Five Year Comparative

	Budget FY 2005	Budget FY 2006	Budget FY 2007	Projection FY 2008	Projection FY 2009	
School Chapter 70	\$ 3,547,194	\$ 3,726,894	\$ 4,099,585	\$ 4,663,528	\$ 5,524,388	18.46%
School Construction	\$ 262,090	\$ -	\$ -	\$ -	\$ -	0.00%
Charter Tuition Assess Reimb	\$ 11,254	\$ 16,288	\$ 12,751	\$ 1,021	\$ 5,006	390.30%
Charter Tuition Capital Facility Reimt	\$ 1,484	\$ 2,179	\$ -	\$ -	\$ -	0.00%
Lunch Programs **	\$ 14,629	\$ 13,786	\$ 13,156	\$ 15,743	\$ 15,603	-0.89%
Subtotal Education	\$ 3,836,651	\$ 3,759,147	\$ 4,125,492	\$ 4,680,292	\$ 5,544,997	18.48%
Lottery, Beano, Charity Games	\$ 1,360,578	\$ 1,541,743	\$ 1,839,692	\$ 1,872,961	\$ 1,872,961	1.81%
Additional Assistance	\$ 1,386,400	\$ 1,386,400	\$ 1,386,400	\$ 1,386,400	\$ 1,386,400	0.00%
Police Career Incentive	\$ 216,177	\$ 237,351	\$ 240,000	\$ 237,500	\$ 265,380	-8.51%
Veterans Benefits Reimbursed	\$ 31,313	\$ 103,520	\$ 42,735	\$ 26,358	\$ 11,932	-38.32%
Vets, Blind & Surviving Spouse (C59)	\$ 35,363	\$ 35,938	\$ 35,438	\$ 71,813	\$ 70,638	0.14%
Abatements - Elderly	\$ 21,084	\$ 20,080	\$ 18,574	\$ 51,706	\$ 47,188	178.38%
State Owned Land	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Libraries (C78,S19A) **	\$ 25,865	\$ 29,233	\$ 31,788	\$ 33,994	\$ 33,994	1.29%
Subtotal General Government	\$ 3,076,780	\$ 3,354,265	\$ 3,594,627	\$ 3,680,732	\$ 3,688,493	0.21%
TOTAL STATE RECEIPTS	\$ 6,913,431	\$ 7,113,412	\$ 7,720,119	\$ 8,361,024	\$ 9,233,490	10.43%

School Building Assistance

This represents an annual payment received by the Town for the State’s share of School Building Assistance for a previous renovation of the Francis Wyman School. These payments will continue for an additional nine years after fiscal year 2009.

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, 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 FY2009 Projection specifies \$1,008,796 of free cash to fund capital warrant articles.

Certified Free Cash – Five Year History

June 30 2003	June 30 2004	June 30 2005	June 30 2006	June 30 2007
\$ 825,063	\$ 455,257	\$ 1,801,706	\$ 3,193,888	\$ 2,560,430

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 individual special funds identified for this Annual Meeting are as follows:

Sewer Enterprise Fund Surplus.....	\$ 77,000
Ice Palace Enterprise Fund Surplus.....	\$ 110,000
Sale of Lots and Graves Fund.....	\$ 44,000
Stabilization Fund.....	\$ 486,000
Chapter 90 Highway.....	\$ 715,580
Total.....	<u>\$1,432,580</u>

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.

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. The amount of Overlay Surplus declared surplus and appropriated over the past five fiscal years is as follows:

	Budget FY 2005	Budget FY 2006	Budget FY 2007	Budget FY 2008	Projection FY 2009
Overlay Surplus	\$ 300,000	\$ -	\$ 428,801	\$ 500,000	\$ -

Operating Budgets

DEPT 113 - TOWN MEETING & REPORTS

Description of Services

Includes the costs of printing and mailing the official Town Meeting warrant and all other backup information provided to Town Meeting members in conjunction with the Town's three annual meetings.

Provide for all incidental costs related to the administration of the three annual meetings.

Reflects the costs associated with the printing and binding of the Town's Annual Report as required by MGL Ch 40 §49.

Staffing

There are no employees budgeted in this department, however the costs of staffing Town Meeting is reported here.

Budget Issues

This budget is level funded and level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TOWN MEETING & REPORTS (Lines 1-2)							
1- Salaries - Part Time	\$2,274	\$2,148	\$2,481	\$2,481	\$2,481	\$2,481	
2- Expenses - Cont. Services	\$16,231	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	
TOTAL	\$18,505	\$19,648	\$19,981	\$19,981	\$19,981	\$19,981	0.00%

DEPT 114 - TOWN MODERATOR

Description of Services

The Town Moderator is elected to a one year term and has the responsibility of directing the Town's three annual town meetings as per Massachusetts General Law and Roberts Rules.

The Town Moderator is the appointing authority for the Ways and Means Committee, the Capital Budget Committee, and various other committees.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TOWN MODERATOR (Lines 3-4)							
3- Salaries	\$150	\$150	\$150	\$150	\$150	\$150	
4- Expenses - Mat. & Supp	\$0	\$31	\$75	\$0	\$0	\$0	
TOTAL	\$150	\$181	\$225	\$150	\$150	\$150	-33.33%

DEPT 115 – WAYS AND MEANS COMMITTEE

Description of Services

The Ways and Means Committee is appointed by the Town Moderator and is responsible for reviewing all financial aspects of Town government and providing a recommendation to Town Meeting on the operating budget and any Warrant Articles of a financial nature.

Collaborates with the Board of Selectmen in the issuance of annual Budget Guidelines.

Administers the Town’s Reserve Fund throughout the fiscal year.

Staffing

(1) Part Time Recording Clerk

Budget Issues

This budget is level funded and level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
WAYS AND MEANS (Lines 5-6)							
5- Salaries - Part Time	\$1,956	\$1,956	\$2,056	\$2,056	\$2,056	\$2,056	
6- Expenses - Mat. & Supplies	\$350	\$350	\$300	\$300	\$300	\$300	
TOTAL	\$2,306	\$2,306	\$2,356	\$2,356	\$2,356	\$2,356	0.00%

DEPT 116 – CAPITAL BUDGET COMMITTEE

Description of Services

The Capital Budget Committee is appointed by the Town Moderator and responsible for reviewing all departmental funding requests related to capital purchases. The Committee then provides Town Meeting with a recommendation on each request.

Staffing

(1) Part Time Recording Clerk

Budget Issues

This budget is level funded and level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
CAPITAL BUDGET COMMITTEE (Lines 7-8)							
7- Salaries - Part Time	\$0	\$0	\$600	\$600	\$600	\$600	
8- Expenses - Mat. & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$63	\$0	\$600	\$600	\$600	\$600	0.00%

DEPT 122 – TOWN ADMINISTRATOR/SELECTMEN

Description of Services

The Board of Selectmen is the Chief Executive Officers of the Town of Burlington. The Selectmen appoint a Town Administrator as the Chief Administrative Officer of the Town to run the day to day operations of the community.

The Selectmen are responsible for the issuance of all licenses as authorized by statute, approval of all weekly warrants for payroll and vendor payments, signing of all major contracts within the Town not otherwise provided for in the Town's By-Laws, general oversight of all Departments under its control as well as overall responsibility for all town assets.

The Board of Selectmen also prepares and approves all warrants for Town Meetings under the provisions of Chapter 686 of Massachusetts General Laws.

The Town Administrator is responsible for all day to day operations of the Town agencies/Departments under the control of the Board of Selectmen.

The Town Administrator responsibilities include administration of all policies, directives and votes of the Board of Selectmen.

The Town Administrator is the appointing authority for all Departments under the jurisdiction of the Board of Selectmen, acts as the Chief Procurement officer of the Town, negotiates all Collective Bargaining agreements with employee unions, prepares the overall Town operating budget in consultation with the Town Accountant and the Ways and Means Committee and assures compliance with all provisions of Massachusetts General Laws, federal statues and Town regulations.

Specific duties and responsibilities of the Town Administrator are further described in Chapter 549 of the Acts of 1978 and Article 4 Section 2.0 of the Town of Burlington By-laws.

Staffing

The office of the Board of Selectmen is staffed by (6) full time individuals and (1) part time recording secretary. The staffing positions are the Town Administrator (1), the Assistant Town Administrator (1), an Executive Assistant (1), (2) Principal Clerks, (1) Senior Clerk, and (5) Board Members elected to three year terms.

Budget Issues

The budget as presented is level service with no increase in staffing or programs.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TOWN ADM/SELECTMEN (Lines 9-11)							
Salaries							
Fulltime	\$358,072	\$365,221	\$383,375	\$398,737	\$398,737	\$398,737	
Elected/Appointed	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
Parttime	\$1,361	\$1,134	\$1,763	\$1,816	\$1,816	\$1,816	
Permanent Parttime	\$0	\$0	\$0	\$0	\$0	\$0	
Overtime	\$600	\$386	\$600	\$600	\$600	\$600	
9- Total Salaries	\$365,533	\$372,241	\$391,238	\$406,653	\$406,653	\$406,653	
Expenses							
Materials & Supplies	\$400	\$140	\$400	\$400	\$400	\$400	
Contracted Services	\$1,366	\$999	\$1,000	\$1,000	\$1,000	\$1,000	
M.E.L.T.	\$5,959	\$5,952	\$6,090	\$6,183	\$6,183	\$6,183	
10- Total Expenses	\$7,725	\$7,091	\$7,490	\$7,583	\$7,583	\$7,583	
Special Accounts							
Miscellaneous Expenses	\$13,505	\$9,583	\$10,600	\$11,000	\$11,000	\$11,000	
Local Transp (B-Line) (AA)	\$174,000	\$0	\$0	\$0	\$0	\$0	
11- Total Special Accounts	\$187,505	\$9,583	\$10,600	\$11,000	\$11,000	\$11,000	
TOTAL	\$560,763	\$388,915	\$409,328	\$425,236	\$425,236	\$425,236	3.89%

DEPT 135 - TOWN ACCOUNTANT

Description of Services

The Town Accountant is appointed by and subject to the supervision and control of the Board of Selectmen, and works collaboratively and effectively with the Town Administrator and the administrative team.

Performs financial management duties in accordance with Massachusetts General Laws, Town by-laws, and all generally accepted accounting principles.

The Town Accountant is responsible for maintaining a complete set of financial records for all Town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all departmental receipts and expenditures; coordinates the Town's outside audit.

Monitors expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer/Collector's cash and receivables balances with the general ledger; oversees preparation of weekly warrants for payrolls and accounts payable for review by the Board of Selectmen.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal. Assists other town officials in monitoring the town's financial condition; notifies departments of expenditures and account balances on monthly basis; makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at the close of the fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for town report. Answers questions from departments, elected boards and the general public regarding town finances and/or accounting procedures.

Assists the Town Administrator in creating financial forecasts; prepares detailed revenue and expenditure estimates for use in the budget process; organize, update, and maintain all internal budget documents as well as the budget documents provided to Town Meeting.

Oversees the daily administration of the Town's self insured worker's compensation program. Files all necessary claim forms and coordinates receipt of benefits. Works closely with loss control personnel to reduce or eliminate risks.

Staffing

(1) Department Head; (2) Full Time Principle Clerks; (1) Part Time Clerk (20 hours)

Budget Issues

This budget is presented at level service for FY2009. An Assistant Town Accountant position was requested to handle the increasingly technical work required by new government accounting standards. This position was acknowledged to be important by the administration, but was cut for fiscal 2009. We hope to revisit this issue in the near future.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
ACCOUNTING (Lines 12-13)							
Salaries							
Fulltime	\$150,928	\$162,250	\$173,293	\$241,254	\$177,298	\$177,298	
Parttime	\$20,450	\$18,542	\$23,336	\$25,625	\$25,625	\$25,625	
12- Total Salaries	\$171,378	\$180,792	\$196,629	\$266,879	\$202,923	\$202,923	
Expenses							
Materials & Supplies	\$755	\$700	\$700	\$700	\$700	\$700	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$690	\$1,220	\$700	\$700	\$700	\$700	
M.E.L.T.	\$955	\$1,299	\$1,300	\$2,300	\$2,300	\$2,300	
13- Total Expenses	\$2,400	\$3,219	\$2,700	\$3,700	\$3,700	\$3,700	
TOTAL	\$173,778	\$184,011	\$199,329	\$270,579	\$206,623	\$206,623	3.66%

DEPT 141 - ASSESSORS

Description of Services

The primary function of the Assessor's Department is to value all Real Estate and Personal Property within the Town.

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

The Office maintains permanent records of all real estate transactions and ownership information of all real estate and personal property within the Town.

We mail a Form of List to business owners and when returned, analyzed the data provided to value personal property.

Income and Expense Forms are mailed to business property owners at the beginning of the year. The returns are data entered and analyzed to determine values on commercial and industrial properties.

We also mail out exemption applications annually to residents who have previously qualified for an exemption and process the applications when they are returned.

The staff processes any abatements that are warranted for real estate, personal property or motor vehicle.

We handle all inquiries for real estate, motor vehicles and personal property on a daily basis that come to us through the mail and email, on the telephone, as well as at the counter.

We defend real estate and personal property values at the Appellate Tax Board when they are disputed.

We also maintain the Databases for Patriot, Munis, GIS, and the website.

Staffing

(1) Department Head, (1) F-T Principal Clerk, (2) F-T Senior Clerks

Budget Issues

This budget is presented at level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
ASSESSORS (Lines 14-15)							
Salaries							
Fulltime	\$199,098	\$206,010	\$214,085	\$215,826	\$215,826	\$215,826	
Elected/Appointed	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	
14- Total Salaries	\$201,698	\$208,610	\$216,685	\$218,426	\$218,426	\$218,426	
Expenses							
Materials & Supplies	\$3,772	\$3,031	\$3,100	\$3,100	\$3,100	\$3,100	
Contracted Services	\$84,579	\$87,000	\$96,750	\$94,340	\$94,340	\$94,340	
Capital Outlay	\$5,000	\$4,860	\$5,000	\$5,000	\$5,000	\$5,000	
M.E.L.T.	\$6,141	\$5,639	\$6,800	\$6,800	\$6,800	\$6,800	
15- Total Expenses	\$99,492	\$100,530	\$111,650	\$109,240	\$109,240	\$109,240	
Special Accounts							
TOTAL	\$301,190	\$309,140	\$328,335	\$327,666	\$327,666	\$327,666	-0.20%

DEPT 145 – TREASURER/COLLECTOR

Description of Services

Perform all duties as outlined in the Town’s General bylaws article VII sections 1-5.

The Treasurer/Collector is responsible for administering the benefits programs for all employees, which includes health, life, disability, dental, deferred compensation, tax shelter, and pension.

Responsible for the administration of the Town Payroll for all employees and the withholding of all federal and state taxes as well as the quarterly and annual reporting and payment of those taxes.

Issue and report Federal Form W-2 for all employees.

Prepare and monitor the annual budget for the Treasurer/Collector’s Department.

Evaluate, hire, and administer a staff of ten employees.

Report to Town Meeting and the public on all department activities and responsibilities as noted herein.

The Treasurer is responsible as a board member and fiscal officer for the Burlington Community Scholarship Foundation.

Currently, the Treasurer/Collector is chairmen of the Town's Ice Palace Oversight Committee where the responsibilities include the scheduling of monthly meetings and reviewing of the weekly and monthly financial operations of the Ice Palace.

Staffing

(1) Elected F-T Treasurer/Collector, (1) F-T Benefits Administrator, (5) F-T Principal Clerks, (2) F-T Senior Clerks, (2) P-T Senior Clerks

Budget Issues

This budget is presented at level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TREASURER/COLLECTOR (Lines 16-18)							
Salaries							
Fulltime	\$313,407	\$325,829	\$343,309	\$348,827	\$348,827	\$348,827	
Elected/Appointed	\$93,687	\$94,846	\$98,389	\$98,384	\$98,384	\$98,384	
Overtime							
Parttime	\$43,279	\$44,624	\$45,645	\$48,509	\$48,509	\$48,509	
16- Total Salaries	\$450,373	\$465,299	\$487,343	\$495,720	\$495,720	\$495,720	
Expenses							
Materials & Supplies	\$5,626	\$6,050	\$5,810	\$6,650	\$6,650	\$6,650	
Contracted Services	\$4,741	\$2,465	\$2,380	\$2,600	\$2,600	\$2,600	
Capital Outlay	\$2,630	\$1,740	\$1,750	\$1,850	\$1,850	\$1,850	
M.E.L.T.	\$2,001	\$2,389	\$2,256	\$2,816	\$2,816	\$2,816	
17- Total Expenses	\$14,998	\$12,644	\$12,196	\$13,916	\$13,916	\$13,916	
Special Accounts							
Interest Refund	\$0	\$0	\$200	\$200	\$200	\$200	
18- Total Special Accounts	\$0	\$0	\$200	\$200	\$200	\$200	
TOTAL	\$465,371	\$477,943	\$499,739	\$509,836	\$509,836	\$509,836	2.02%

DEPT 149 – CENTRAL ADMINISTRATION

Description of Services

Provides for bulk purchases of general office supplies, paper, and postage as well as the annual lease payments and maintenance agreements for all office equipment.

Accounts for the costs of employee and retiree health insurance premiums and other benefits, the Town's self insured unemployment program, and the Town's required Medicare match.

Town Insurance includes the cost of the Town's property and casualty insurance program and all other insured lines as well as the annual appropriation for the Town's self insured workers compensation pool.

Budgets for the cost of the Town's required annual financial audit and the "Single Audit" of Federal Grant Expenditures.

Staffing

None

Budget Issues

Chapter 32B – Health and other employee benefits are the single biggest problem facing the Town now and in the foreseeable future. The Town's Health Insurance team is working diligently with the Town's Collective Bargaining Units to enact cost saving measures to bring these budgets to a point that they can be sustained.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
CENTRAL ADMINISTRATION (Lines 19-28)							
19- Central Supply	\$105,287	\$102,579	\$105,000	\$108,150	\$108,150	\$108,150	
20- Central Machines	\$17,459	\$27,261	\$28,736	\$28,736	\$28,736	\$28,736	
21- Chapter 32B - Health Ins. (AA)	\$7,632,472	\$8,458,009	\$9,200,000	\$9,500,000	\$9,500,000	\$9,500,000	
22- Unemployment Comp (AA)	\$44,317	\$49,101	\$50,000	\$60,000	\$60,000	\$60,000	
23- Pension Reimbursement (AA)	\$3,214	\$702	\$3,000	\$3,000	\$3,000	\$3,000	
24- Town Insurance (AA)	\$658,001	\$736,148	\$725,000	\$650,000	\$650,000	\$650,000	
25- Financial Audit (AA)	\$42,000	\$47,000	\$42,000	\$42,000	\$42,000	\$42,000	
26- Medicare Tax (AA)	\$468,079	\$510,027	\$540,000	\$594,000	\$594,000	\$594,000	
27- Chas George Settlement (AA)	\$0	\$0	\$0	\$0	\$0	\$0	
28- 4th of July/Town Event	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$8,970,829	\$9,930,827	\$10,693,736	\$10,985,886	\$10,985,886	\$10,985,886	2.73%

DEPT 151 – LEGAL

Description of Services

Contains the budget for the majority of town wide legal expenses with the exception of certain specialty areas. The Town utilizes outside legal counsel for its legal needs.

Staffing

None

Budget Issues

This budget is presented as level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
LEGAL (Lines 29-32)							
29- Legal Fees	\$105,000	\$95,846	\$95,000	\$97,000	\$97,000	\$97,000	
30- Collective Bargaining	\$49,852	\$92,448	\$52,500	\$55,000	\$55,000	\$55,000	
31- Tax Title	\$2,148	\$3,709	\$1,500	\$2,000	\$2,000	\$2,000	
32- Cable TV Negotiations	\$2,000	\$1,998	\$2,000	\$1,500	\$1,500	\$1,500	
TOTAL	\$159,000	\$194,001	\$151,000	\$155,500	\$155,500	\$155,500	2.98%

DEPT 152 – HUMAN RESOURCES

Description of Services

The Human Resources Department serves as a partner to all Town and School employees, and provides support in the areas of Recruitment and Selection, Compensation, Employee Relations, Labor Relations, Organization and Employee Development.

Examples of the Human Resources Department's offerings include:

- Monitoring, reviewing, and interpreting current personnel policies, job classification and salary structures, collective bargaining agreements.
- Overseeing personnel records and data for all employees, including maintaining a complete file for each employee.
- Planning and coordinating recruitment and selection procedures for exempt and non-exempt employees including: Preparation and placement of recruitment announcements and advertising; recommendation of appropriate recruitment process; assisting department heads and school administrators with screening of applications and identification of most highly qualified candidates; and assists departments in developing interviews and other selection procedures, and performance of reference/background checks.
- Providing support in the administration of the municipality's and school department's classification and pay plans including: Making recommendations on reclassification of existing positions; assisting in the conducting of classification studies; assisting in the conducting of salary surveys to evaluate positions and make recommendations on salary schedules in preparation for collective bargaining, and to ensure the municipality and school department is paying market-competitive wages and offering benefits comparable to other geographic communities similar in demographics.
- Coordinating teaching faculty licensure and *No Child Left Behind* staffing and federal reporting requirements.
- Maintenance of personnel policies and procedures while ensuring their consistent interpretation and application to collective bargaining agreements, local, state and federal laws. Ensuring the Town and the School Department's employment practices are in accordance with all applicable state and federal requirements.
- Assisting in the preparation and submittal of civil service correspondence and forms in accordance with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.
- Coordinating recruitment efforts of department head and school administrative vacancies in compliance with local, state and federal regulations. Assisting and participating in annual new teacher orientation. Supporting inductions programs and mentoring programs for successful retention of teaching staff.
- Assisting municipal and school management team in the annual renewal of the Town's health insurance and dental plans; meet and discuss premium increases, plan design changes and record minutes of meetings with the Insurance Advisory Committee.
- Conducting in-house training sessions for staff as required or necessary. Meet as appropriate with employees to discuss individual job-related issues. Act as a liaison with the Employee Assistance Program.
- Assisting in the administration, as appropriate, of collective bargaining agreements and preparing recommendations for the Town Administrator and Superintendent of Schools prior to commencement of negotiations. Assisting with negotiations where appropriate. Involvement with grievance hearings and arbitrations as necessary.

- Serves as the information resource for town and school personnel in the areas of personnel policies, hiring practices, dispute resolution and employee assistance.
- Promotion of Equal Opportunity Employment (EEO) and diversity in the workplace as well as the prevention of sexual harassment, discrimination and claims of hostile work environment. Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents.

Staffing

Human Resources Director (1, Full-Time)
 Human Resources Clerk (1, Part-Time)
 Human Resources Intern (1, Part-Time)

Budget Issues

The Human Resources Department serves approximately 900 Town and School employees, as well as all applicants for Town or School employment opportunities. This is a shared position between the Town and Schools. The budget to be voted below represents the Town portion only. The additional funding for this department is within the School Operating budget.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
HUMAN RESOURCES (Lines 33-35)							
Salaries							
Fulltime	\$44,411	\$42,118	\$44,860	\$44,422	\$44,422	\$44,422	
Part Time	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	
33- Total Salaries	\$44,411	\$42,118	\$52,360	\$51,922	\$51,922	\$51,922	
Expenses							
Materials & Supplies	\$295	\$306	\$300	\$300	\$300	\$300	
Contracted Services	\$6,888	\$6,888	\$6,888	\$6,888	\$6,888	\$6,888	
M.E.L.T.	\$80	\$364	\$300	\$500	\$1,100	\$1,100	
34- Total Expenses	\$7,263	\$7,558	\$7,488	\$7,688	\$8,288	\$8,288	
Special Accounts							
Employee Computer Training	\$99	\$1,452	\$2,000	\$3,000	\$3,000	\$3,000	
BMEA/Education	\$2,815	\$0	\$5,000	\$5,000	\$5,000	\$5,000	
35- Total Special Accounts	\$2,914	\$1,452	\$7,000	\$8,000	\$8,000	\$8,000	
TOTAL	\$54,588	\$51,128	\$66,848	\$67,610	\$68,210	\$68,210	2.04%

DEPT 155 – MANAGEMENT INFORMATION SYSTEMS

Description of Services

MIS, comprised of two permanent/full time employees, is responsible for the installation, maintenance, and training of technology within many of the town’s departments.

The backbone of the town’s network is an extensive fiber optic cable plant connecting town facilities, schools, water towers, & sewer pumps; and carries all data, telephone, & video involving town business at significant savings over alternative methods of data transport. Installed approximately 10 years ago and connecting 53 sites, it remains an impressive bit of technology that is still visited by many inquisitive communities, even as far away as New Jersey.

Many proprietary software applications, unique to the public sector, are necessary for the smooth operation of the town's day-to-day function:

MUNIS is the financial system which keeps track of the town's receivables/collectibles, payroll, and budgets.

Patriot is employed by the Assessor's office to maintain commercial & residential property records and values. The public is welcome to access this data at www.patriotproperties.com.

RecTrac is used to track activity reservations and programs at the Recreation Department; and may be accessed by residents at www.burlingtonrecreation.org.

GeoTMS is vital to the tracking of various permits issued by the Building department.

These systems, and many others, are maintained, updated, and backed up by MIS. They are all large and complex; each sporting their own quirks. Some utilize security certificates, require multiple servers, or connection to state/federal agencies.

Of course, internet access and email are also extensively used by most employees, and these services are provided to most departments by MIS. Town hall receives approximately 40 thousand emails a day (the vast majority being spam), which are arduously filtered & forwarded to their intended recipient. Additionally, MIS hosts one (www.burlington.org) of the town's many websites, the contents of which are under the direction of the Town Clerk's Office.

Six years ago, MIS installed a single large PBX (**Private Branch Exchange**) telephone switch, allowing all school and town telephones (almost 1000 in 21 separate buildings) to collectively function as one system. A successful joint venture between town and schools with an initial cost of over \$500k, it now reflects a major cost savings and is expected to reap even more savings for at least another five years before replacement should be considered.

Staffing

(1) Department Head, (1) Assistant Department Head

Budget Issues

This budget is presented at level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
MANAGEMENT INFO. SYSTEMS (Lines 36-37)							
Salaries							
Full Time	\$125,704	\$128,013	\$133,201	\$133,635	\$133,635	\$133,635	
Part Time	\$15,678	\$12,342	\$28,945	\$30,765	\$29,120	\$29,120	
36- Total Salaries	\$141,382	\$140,355	\$162,146	\$164,400	\$162,755	\$162,755	
Expenses							
Materials & Supplies	\$14,977	\$18,832	\$15,400	\$15,400	\$15,400	\$15,400	
Contracted Services	\$70,282	\$60,682	\$79,100	\$81,350	\$81,350	\$81,350	
Capital Outlay	\$4,000	\$2,200	\$1,200	\$5,000	\$5,000	\$5,000	
37- Total Expenses	\$89,259	\$81,714	\$95,700	\$101,750	\$101,750	\$101,750	
TOTAL	\$230,641	\$222,069	\$257,846	\$266,150	\$264,505	\$264,505	2.58%

DEPT 161 – TOWN CLERK

Description of Services

The Town Clerk's responsibilities include:

- 1) Vital Records: Record, index and, in some instances, create the town's "vital records" (births, deaths, marriages); issue certified copies thereof; serve as burial agent;
- 2) 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 elected and appointed officials with copies of the State's Conflict of Interest and Opening Meeting Laws;
- 3) Town Meeting: Serve as clerk to the Town Meeting, take attendance and minutes, certify votes, submit bylaw articles to the Attorney General for approval, publish and codify the town's zoning and general bylaws;
- 4) Public Records: Receive applications and certify decisions for special permits, variances, subdivisions, minor engineering changes, and Approval Not Required; record and renew Business Certificates (DBA's); 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;
- 5) 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;
- 6) Licensing/Permits: Dogs, storage of flammable materials, raffles;
- 7) Public Information and Services: Maintain a high level of customer service providing general information (using press releases, postings, internet, office and phone) to both the general public and other town departments; serves as Notary Public, Justice of the Peace, Passport Application Agent, and Commissioner to Qualify Public Officers.

Staffing

(1) Elected Department Head, (1) F-T Archivist/Records Manager, (1) F-T Administrative Assistant, (2) P-T Senior Clerks

Budget Issues

Revenue Generated for 2007: \$142,836 an increase of 23% over the previous fiscal year.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TOWN CLERK (Lines 38-40)							
Salaries							
Fulltime	\$92,185	\$96,352	\$101,937	\$103,204	\$103,204	\$103,204	
Elected/Appointed	\$76,863	\$78,425	\$80,660	\$80,630	\$80,630	\$80,630	
Parttime	\$53,777	\$56,010	\$59,766	\$60,740	\$60,740	\$60,740	
38- Total Salaries	\$222,825	\$230,787	\$242,363	\$244,574	\$244,574	\$244,574	
Expenses							
Materials & Supplies	\$2,221	\$1,955	\$2,225	\$2,225	\$2,225	\$2,225	
Contracted Services	\$9,147	\$6,769	\$8,800	\$8,800	\$8,800	\$8,800	
Capital Outlay	\$0	\$24,250	\$1,500	\$1,500	\$1,500	\$1,500	
M.E.L.T.	\$1,460	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	
39- Total Expenses	\$12,828	\$34,374	\$13,925	\$13,925	\$13,925	\$13,925	
Special Accounts							
Elections	\$21,008	\$39,983	\$27,174	\$40,393	\$40,393	\$40,393	
40- Total Special Accounts	\$21,008	\$39,983	\$27,174	\$40,393	\$40,393	\$40,393	
TOTAL	\$256,661	\$305,144	\$283,462	\$298,892	\$298,892	\$298,892	5.44%

DEPT 162 – REGISTRARS OF VOTERS

Description of Services

The Registrars of Voters responsibilities include:

- 1) 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; conducts hearings on challenges to residents’ eligibility to vote.
- 2) Petitions and Nominations: Certify names of registered voters who sign state and local petitions and nomination papers.
- 3) Recounts: Conduct recounts of contested election races.

Staffing

(1) P-T Senior Clerk (Town Clerk’s Department), (3) Appointed Board Members. Town Clerk serves as clerk to and a member of the Board of Registrars

Budget Issues

This budget is level funded and level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
REGISTRARS OF VOTERS (Lines 41-42)							
Salaries							
Elected/Appointed	\$900	\$900	\$1,000	\$1,000	\$1,000	\$1,000	
41- Total Salaries	\$900	\$900	\$1,000	\$1,000	\$1,000	\$1,000	
Expenses							
Materials & Supplies	\$579	\$569	\$900	\$900	\$900	\$900	
Contracted Services	\$1,908	\$4,698	\$4,650	\$4,650	\$4,650	\$4,650	
42- Total Expenses	\$2,487	\$5,267	\$5,550	\$5,550	\$5,550	\$5,550	
TOTAL	\$3,387	\$6,167	\$6,550	\$6,550	\$6,550	\$6,550	0.00%

DEPT 171 – CONSERVATION

Description of Services

The Conservation Department's responsibilities include:

- 1) Provide 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 (Article XIV, section 1.0) and the Burlington Erosion & Sediment Control Bylaw (Article XIV, section 6.0).
- 2) Provide administrative and logistical support for the Conservation Commission.
- 3) Review and provide comments on projects and proposals to Planning Board and other boards on wetlands and/or environmental issues.
- 4) Assist residents and project proponents in navigating the various regulatory application processes.
- 5) Manage several parcels of Town-owned land under the Conservation Commission's jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. This includes the hiring of seasonal workers to clear trails and pick up litter.
- 6) Promotion of the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases.
- 7) Management of seasonal hand stream-cleaning program, which includes hiring 2-4 seasonal workers.

Staffing

(1) Department Head, (1) F-T Conservation Assistant, (1) F-T Principal Clerk

Budget Issues

This budget is presented at level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
CONSERVATION (Lines 43-45)							
Salaries							
Fulltime	\$149,686	\$154,391	\$161,958	\$163,551	\$163,551	\$163,551	
Parttime	\$1,132	\$577	\$1,300	\$1,300	\$1,300	\$1,300	
43- Total Salaries	\$150,818	\$154,968	\$163,258	\$164,851	\$164,851	\$164,851	
Expenses							
Materials & Supplies	\$313	\$196	\$500	\$500	\$500	\$500	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$900	\$900	\$900	\$900	\$900	\$900	
M.E.L.T.	\$1,498	\$1,184	\$1,500	\$1,500	\$1,500	\$1,500	
44- Total Expenses	\$2,711	\$2,280	\$2,900	\$2,900	\$2,900	\$2,900	
Special Accounts							
Land Management/Legal Ads	\$5,498	\$3,207	\$4,000	\$4,000	\$4,000	\$4,000	
Stream Cleaning	\$7,941	\$4,552	\$5,000	\$10,000	\$7,500	\$7,500	
45- Total Special Accounts	\$13,439	\$7,759	\$9,000	\$14,000	\$11,500	\$11,500	
TOTAL	\$166,968	\$165,007	\$175,158	\$181,751	\$179,251	\$179,251	2.34%

DEPT 175 – PLANNING

Description of Services

The Planning Department's responsibilities include the review of development proposals, master planning, direct assistance to the Planning Board, assistance to the public, and as necessary assistance to other Town Departments and Committees.

The Planning Department reviews all commercial and multi-family development proposals for consistency with Town bylaws and regulations as well as statutory conformance. The process of Site Plan review used by the department is defined in Article 9 of the Zoning Bylaw as well as the Planning Board Site Plan Rules and Regulations. In addition, uses defined in the zoning bylaw, which have a potential detrimental impact on the environment, traffic, town infrastructure or the water supply require Special Permit review. 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 the exercise of 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.

Master Planning is mandated under MGL Chapter 41 Section 81-D. The Planning Department undertakes planning studies and research to identify existing and future land use issues and opportunities as well as monitors 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 master planning process. The Department initiates the implementation of master plan recommendations by such courses of action as the drafting of bylaw and regulation revisions, facilitating public forums and hearings, required for adoption of such amendments.

The Planning Department is responsible for the updates to the Massachusetts Commonwealth Capital Application programs, which affects many state grants. In addition, the Planning Department undertakes grant writing and research to help fund town planning initiatives. The department also has assisted many town committees over the years such as the Housing Partnership and the Route 3A subcommittee to name a few.

Day-to-day responsibilities include application review and processing, database management, GIS data management, responding to citizen inquiries and complaints, monitoring of construction activity, and conducting research and compiling background information for planning board members.

Staffing

- (1) full time department head – required to be professional planner w/advanced degree.
- (1) full time assistant planner – required to be professional planner w/degree.
- (1) full time principal clerk – requires HS diploma, but is based on a Civil Service standard.
- (1) part time recording clerk – attends and prepares minutes of planning board meetings.

Budget Issues

Seek creation of permanent part-time internship to assist with research activities and GIS database management.

Long term staffing requests/recommendations include creation of a more formal GIS Manager (within MIS, Engineering or Planning), an affordable housing monitor to assist with the Town’s oversight of the affordable housing inventory, and a planner/zoning officer (within Building or Planning) to assist the Board of Appeals.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
PLANNING BOARD (Lines 46-47)							
Salaries							
Fulltime	\$156,093	\$170,144	\$178,046	\$179,292	\$179,292	\$179,292	
Elected/Appointed	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	
Overtime	\$600	\$600	\$600	\$600	\$600	\$600	
Parttime	\$3,000	\$3,000	\$3,000	\$13,000	\$13,000	\$13,000	
46- Total Salaries	\$164,093	\$178,144	\$186,046	\$197,292	\$197,292	\$197,292	
Expenses							
Materials & Supplies	\$1,473	\$1,473	\$1,600	\$1,600	\$1,600	\$1,600	
Contracted Services	\$3,435	\$3,435	\$4,000	\$4,000	\$4,000	\$4,000	
Capital Outlay	\$1,920	\$1,100	\$1,500	\$1,500	\$1,500	\$1,500	
M.E.L.T.	\$3,988	\$3,988	\$5,111	\$5,111	\$5,111	\$5,411	
47- Total Expenses	\$10,816	\$9,996	\$12,211	\$12,211	\$12,211	\$12,511	
TOTAL	\$174,909	\$188,140	\$198,257	\$209,503	\$209,503	\$209,803	5.82%

DEPT 176 – BOARD OF APPEALS

Description of Services

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

The Board is charged with 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.

Staffing

- (2) Alternate and (5) permanent members appointed to unpaid terms of one and five years respectively.

Budget Issues

This budget is presented at level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
BOARD OF APPEALS (Lines 48-50)							
48- Salaries - Part Time	\$16,313	\$18,365	\$12,503	\$12,503	\$12,503	\$12,503	
49- Expenses - Mat & Supplies	\$315	\$552	\$350	\$350	\$350	\$350	
50- Spec. Accts - Ads & Postage	\$4,329	\$6,260	\$5,000	\$5,000	\$5,000	\$5,000	
TOTAL	\$20,957	\$25,177	\$17,853	\$17,853	\$17,853	\$17,853	0.00%

DEPT 192 – TOWN FACILITIES

Description of Services

The Town Facilities Department is primarily responsible for the overall physical care, cleaning, repair and maintenance of the six (6) major buildings in the center of town:

- Town Hall
- Town Hall Annex
- The Main Fire Station
- The Library
- The Police Station
- The Human Services Building

Additionally, the Facilities Department is also responsible for the property management of all other town owned buildings, garages and structures that do not fall under the School Department.

The daily general custodial care is handled by a full-time staff of four and in the evening by a permanent part-time staff of two. Presently, in addition to the in-house custodial staff, an outside private cleaning service takes care of just the Police Station.

Federal, state, and local compliance for public buildings must be maintained and kept up to date in all of the following areas:

- Roofing Systems
- H.V.A.C. Systems
- Electrical Systems
- Plumbing
- Doors and Windows
- Fire Alarm and Security
- Elevators, stairways, walkways, ramps and handicap access

All of the above and more is undertaken and accomplished by various outside licensed contractors, electricians, plumbers, inspection services, HVAC mechanical companies and by an in-house part-time staff of four (4) maintenance craftsmen.

Funding for Capital Outlay Expenditures is mainly utilized during the year for minor building repairs, refurbishments and / or miscellaneous tools and equipment related to or needed for the management of the properties.

Last, but certainly not least, the proper exterior and interior appearance of the Town's Public Buildings is, to a large extent, the responsibility of Facilities and one in which the department takes seriously. It is of the utmost importance that the citizens of Burlington be able to take pride in their Public Buildings.

Budget Issues

This budget is presented as level service for FY 2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
TOWN FACILITIES (Lines 51-52)							
Salaries							
Fulltime	\$194,915	\$202,457	\$212,957	\$212,076	\$212,076	\$212,076	
Permanent Part Time	\$0	\$46,909	\$52,164	\$57,219	\$57,219	\$57,219	
Overtime	\$28,267	\$25,833	\$27,768	\$27,768	\$27,768	\$27,768	
Parttime	\$107,650	\$72,910	\$88,097	\$97,845	\$97,845	\$97,845	
51- Total Salaries	\$330,832	\$348,109	\$380,986	\$394,908	\$394,908	\$394,908	
Expenses							
Materials & Supplies	\$33,707	\$32,315	\$29,250	\$30,250	\$30,250	\$30,250	
Contracted Services	\$153,057	\$148,987	\$124,200	\$122,700	\$122,700	\$122,700	
Occupancy	\$227,431	\$233,829	\$282,393	\$293,973	\$293,973	\$293,973	
Capital Outlay	\$18,258	\$15,954	\$15,000	\$15,000	\$15,000	\$15,000	
52- Total Expenses	\$432,453	\$431,085	\$450,843	\$461,923	\$461,923	\$461,923	
TOTAL	\$763,285	\$779,194	\$831,829	\$856,831	\$856,831	\$856,831	3.01%

DEPT 210 – POLICE

OVERVIEW

The Burlington Police Department was founded in accordance with a vote of the town on March 3, 1941. We pride ourselves in being a modern, responsive department that engages extensively in community outreach.

The department's authorized strength includes 64 sworn officers, eight civilian employees and seven part-time traffic supervisors. While two officers were added in the FY 2008 budget, we would benefit from the hiring of additional personnel. While the residential population remains around 23,000, estimates put our population at 80,000 - 100,000 during the daytime. Burlington is an attractive destination town due to its shopping and restaurants, the Lahey Clinic, the campuses of Sun and Oracle and the many high-tech businesses located here. The strain on services is acute during the daytime and additional personnel would provide a safer environment and better response time. While we are not asking for additional personnel in the FY 2009 budget, the Town would do well to consider increased staffing in the near future.

ACTIVITIES

We are actively involved in many community-policing initiatives. We conduct an annual Safety Seat Checkpoint and we adjust child safety seats, by appointment, year-round. We work with corporate partners to foster interaction between the police department and our residents. With Shaw's as our sponsor, we hold our National Night Out celebration each August in their parking lot. With Burlington Self-Storage, we participated in a Kids' Safety Day. Through a generous donation from Oracle, we will be placing a speed monitoring sign in front of Veteran's Park. We get many sponsors for our annual D.A.R.E. Day. In short, we aggressively seek the backing of local businesses so that we can form partnerships to improve the quality of life for our residents and to foster a better understanding of who we are and what we do.

GRANTS

We also aggressively seek funding through grants. In 2007, we received a \$300,000 federal grant to fund our domestic violence program, which funds the services of a victim advocate and provides for advanced training for officers. We received a \$43,000 state grant for our community-policing programs. We received almost \$10,000 in state grants to defray the costs of training our officers in the new E-911 system. We received \$20,000 in state grants for a video system that gives us ‘eyes’ in the Burlington Mall parking lot. We also receive a direct-equipment grant in the form of a portable video surveillance system, which can be set up to monitor special events or critical incidents.

SERVICES

Our core mission is to protect lives, to enforce laws and to provide a safe community for our residents and businesses. Beyond the obvious activities that these objectives require, we also provide additional services. For example, we provide custom child safety-seat fitting, by appointment, to anyone who has a concern about the proper installation of their car seat. Nearly 95% of all seats are installed incorrectly, and our specially trained technicians can remedy this. An appointment can be made by calling (781) 270-1940.

Through a \$300,000 federal grant, we are able to offer the services of a Victim/Witness Advocate. Our advocate, Margaret Rocco, provides help to those affected by family violence and she can help victims navigate the often challenging process of navigating through the courts. A call to our domestic violence hotline at (781) 270-1967 can start the process.

We provide bicycle helmets and gun locks, when available. We provide self-defense and empowerment training for women, through our R.A.D. program, and for children, through our radKids program. We sponsor a week of summer camp for Burlington youth at the Middlesex County Sheriff’s Safety Day Camp each summer. This event always fills up quickly. We are currently in our inaugural year of Badges for Baseball, an indoor baseball program for elementary and middle-school students. Beyond teaching the basics of baseball, police officers serve as mentors and strive to teach valuable life-lessons to the students. Our D.A.R.E. program is regarded as one of the best in the state and offers students strategies for avoiding drugs and alcohol, responding to the problems of violence and bullying and – in short – making good choices.

2008 BUDGET ISSUES

Overtime

A modern police department needs a respectable overtime budget to accomplish its mission. Many factors drive the overtime budget, including filling shift vacancies, conducting investigations, responding to unexpected emergencies, attending court, and attending training. We provide services 24 hours a day, every day of the year, which exacerbates the need for overtime. For example, we do not have the luxury to say that “Friday is a training day for everyone.” Since we provide services all the time, officers who would be working that day could not attend training. The officers that aren’t working must be paid overtime for attending the training. Everything comes at a price.

The good news about overtime is that sometimes it is better to fund a healthy overtime budget rather than add personnel. With overtime, the money appropriated is THE bottom line. Conversely with new personnel, salary is not the only factor. Overhead, in the form of the town’s share of health care and pension contributions, can amount to as much as 40% of the salary. There is often a fine line between the decision to add personnel or to increase the overtime budget. In FY 2009, we are proposing an increase in the overtime budget rather than hiring additional personnel. However, the need for additional personnel is there and should be considered in the near future.

Contracted Services

In FY 2009, we must replace a server for our police software application. Beyond the cost of the hardware, the server's file system must be built "from scratch" by the vendor. This is a three-day process and represents the bulk of the increase in the Contracted Services account. It is essentially a one-time cost every four years.

Capital Outlay

Three items drive the increase in Capital Outlay in FY 2009: replacement laptops, furniture replacement and gas-mask filters. All front-line cruisers have laptops. They are an essential tool and allow officers to look up wanted persons, to check driver licenses and to make other police-related inquiries. They also allow officers to enter reports in the field. Three of the laptops have failed and need to be replaced.

While it seems like our building is "new," we have been here 16 years. Much of the original furniture remains and is failing. Desks have broken drawers; file cabinets have broken doors. We have aggressively sought out and accepted donations of used furniture from local companies. However, it is not always enough and employees deserve to have updated furniture at least once every fifteen years.

The other unusual cost is to replace the filter canisters in our gas masks. Several years ago, we received a grant to outfit each officer with a gas mask so that they would be protected in an incident involving chemical or biological agents. While the gas masks are still viable, the filters have an expiration date and must be replaced. This is a one-time expense every three years.

Cruisers are also contained in the Capital Outlay account. They are in the operating budget because they are a recurring cost each year. Given the size of our fleet and the need to maintain dependable vehicles, we came to an understanding many years ago that replacing three cars per year was the "right" number for us and made sense. It helps keep the fleet in good condition and allows us to pass down front-line cars for administrative or investigative uses. On the other end, we get rid of our three worst cars each year. The cruiser is the second-most visible symbol of a police officer, after his or her uniform. It is a "rolling office" for patrol officers and it is incumbent upon us to provide decent vehicles for them.

Special Accounts

The two items driving the increase in Special Accounts are each related to training. One of my goals when I became Chief was to have \$1,000 appropriated for each officer for training. This money would cover guest speaker fees, registration fees for seminars, tuition for classes and any related classroom materials. This budget does not achieve that goal, but gets us a bit closer.

The other increase comes from tuition increases at the in-service training program provided by the Lowell Police Department. By law, each officer must attend a week of in-service training so that he or she can be recertified in skills such as CPR, and can receive updates in areas such as criminal law and motor vehicle law.

Awards

In March, 2008, the Burlington Police Department became only the 27th department in Massachusetts to earn the coveted distinction of being fully accredited. This recognition, by the Massachusetts Police Accreditation Commission, signifies that your police department has met rigorous standards – over 350 of them – that conform to acceptable professional practices within the criminal justice field. Earlier in the year, we also received two awards from MADD (Mothers Against Drunk Driving) for our efforts to reduce drunk driving through enforcement and education. We also won a Silver Excellence award in the Massachusetts Law Enforcement Challenge, for our traffic enforcement and education programs.

CHANGE

The department has experienced many changes over the last six years. A modern police department must adapt to change and embrace it – not shy away from it. As a recent example, we have named Officer Charles Ferguson as the Senior Citizen Liaison Officer. This is a newly created position. We recognize the changes in demographics and that this segment of our population will continue to expand, requiring more services from our department.

All our front-line cruisers are now equipped with Project-54 technology. In short, this technology allows officers to operate the equipment in their cars without taking their eyes off the road or their hands off the wheel. Equipment such as lights, computers and sirens respond to voice commands instead of manual activation. This increases efficiency and safety. This technology was paid for through a state grant.

SUMMARY

Town Meeting has traditionally been very supportive of its police department. We hope the information presented here helps to reacquaint you with the issues we face and the services we provide. We hope that you will enthusiastically support our budget and that you will participate as partners with us in some way in 2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
POLICE DEPARTMENT (Lines 53-55)							
Salaries							
Fulltime	\$4,456,140	\$4,822,864	\$4,762,647	\$4,855,061	\$4,855,061	\$4,855,061	
Overtime	\$471,378	\$481,346	\$472,600	\$543,186	\$519,860	\$519,860	
Parttime	\$82,958	\$88,220	\$87,954	\$92,203	\$92,203	\$92,203	
53- Total Salaries	\$5,010,476	\$5,392,430	\$5,323,201	\$5,490,450	\$5,467,124	\$5,467,124	
Expenses							
Materials & Supplies	\$39,310	\$41,121	\$47,103	\$48,488	\$48,488	\$48,488	
Contracted Services	\$65,793	\$73,585	\$90,304	\$97,128	\$97,128	\$97,128	
Occupancy	\$122,523	\$157,625	\$172,427	\$168,588	\$168,588	\$168,588	
Capital Outlay	\$120,075	\$31,560	\$31,310	\$146,854	\$139,554	\$139,554	
M.E.L.T.	\$2,495	\$2,544	\$2,675	\$2,825	\$2,825	\$2,825	
54- Total Expenses	\$350,196	\$306,435	\$343,819	\$463,883	\$456,583	\$456,583	
Special Accounts							
Clothing Officers/Traffic Sup.	\$97,201	\$92,410	\$100,330	\$98,180	\$98,180	\$98,180	
Training/Education	\$51,572	\$50,829	\$53,850	\$70,000	\$58,000	\$58,000	
NEMLEC	\$5,245	\$5,850	\$6,100	\$6,100	\$6,100	\$6,100	
Medical (111-F)	\$42,399	\$29,410	\$15,000	\$15,000	\$15,000	\$15,000	
Dead Animal Disposal	\$463	\$617	\$1,000	\$1,000	\$1,000	\$1,000	
Gasoline	\$144,808	\$156,964	\$98,500	\$110,320	\$110,320	\$110,320	
Retirement Buyback	\$0	\$0	\$10	\$10	\$10	\$10	
55- Total Special Accounts	\$341,688	\$336,080	\$274,790	\$300,610	\$288,610	\$288,610	
TOTAL	\$5,702,360	\$6,034,945	\$5,941,810	\$6,254,943	\$6,212,317	\$6,212,317	4.55%

DEPT 220 – FIRE

Description of Services

The Fire Department (FD) protects and preserves life and property in the community through code enforcement, public programs and education, and incident response to fire, medical, and other emergencies.

Provides code and regulation enforcement of local, state and federal statutes, regulations, and bylaws pertaining to fire safety. Inspects commercial properties and participates in quarterly inspections in all hotels, schools, and health care facilities. Works and trains with other municipal public safety departments such as DPW, BOH, Building Dept., and PD to ensure the safest possible environment for residents and visitors of Burlington. Makes safety recommendations to other boards and departments during plan review process. Ensures compliance of all underground and above ground storage tanks for fuels or other hazardous fluids.

Trains members of the public in CPR, conducts BP clinics, fire safety education to all ages, engages in special programs to provide smoke and CO detectors when funding is available. Consults with commercial property managers regarding fire drills and emergency planning.

Maintains municipal fire alarm system, emergency radio communications system, and computerized state and federal fire incident reporting system. Operates fire and emergency medical dispatch division of communication for emergencies and business.

Provides emergency medical basic life support (BLS) transport including CPR & AED, Epi-pen, trauma, and other responses. Extinguishes and investigates fires and their causes; extricates trapped victims from confined spaces, trench collapses, and high rise spaces; responds to flooded basements and other areas; mitigates hazmat spills and releases; and is the primary emergency services provider for motor vehicle crashes (MVC) with injuries.

Firefighters receive daily training, participate in residential and business safety inspections, maintain all emergency equipment on a daily basis, respond to all calls of inquiry and calls for assistance from the public (when they don't know who to call, they call the FD) 24/7. Respond to other communities on emergency mutual aid calls and receives mutual aid from other communities. Members train with other fire department and EMS services to enhance regional response capabilities.

Staffing

(1) Chief, (1) Assistant Chief, (6) Captains (9) Lieutenants, (40) Firefighters, (4) Civilian Dispatchers, (2) F-T Clerical, (1) P-T Clerical, (1) Civilian Mechanic

Budget Issues

- Additional firefighter/EMTs are needed to respond to the growing emergency workload. EMTs should be certified to EMT-P level to provide ALS service.
- Emergency dispatch CAD system software upgrade needed.
- Radio Fire Alarm system needed for future needs of community.
- Equipment, building, and apparatus updates needed.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
FIRE DEPARTMENT (Lines 56-58)							
Salaries							
Fulltime	\$3,956,852	\$4,190,557	\$4,291,923	\$4,592,385	\$4,499,150	\$4,499,150	
Overtime	\$567,691	\$416,528	\$469,992	\$486,442	\$475,000	\$475,000	
Parttime	\$33,801	\$34,995	\$36,557	\$36,521	\$36,521	\$36,521	
56- Total Salaries	\$4,558,344	\$4,642,080	\$4,798,472	\$5,115,348	\$5,010,671	\$5,010,671	
Expenses							
Materials & Supplies	\$138,108	\$140,921	\$169,875	\$183,812	\$183,812	\$183,812	
Contracted Services	\$77,443	\$63,668	\$105,000	\$93,200	\$93,200	\$93,200	
Occupancy	\$58,684	\$71,909	\$80,476	\$85,873	\$85,873	\$85,873	
Capital Outlay	\$57,835	\$17,776	\$30,300	\$36,400	\$25,700	\$25,700	
M.E.L.T.	\$7,694	\$7,359	\$10,500	\$11,000	\$11,000	\$11,000	
57- Total Expenses	\$339,764	\$301,633	\$396,151	\$410,285	\$399,585	\$399,585	
Special Accounts							
Medical & Hospital	\$17,811	\$10,000	\$15,000	\$20,000	\$15,000	\$15,000	
Recertification of EMTs	\$4,736	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	
Tuition & Books	\$6,196	\$1,516	\$9,000	\$9,000	\$9,000	\$9,000	
Licenses & Certifications	\$500	\$300	\$1,500	\$1,500	\$1,500	\$1,500	
Clothing Allowance	\$41,500	\$41,479	\$41,500	\$41,500	\$41,500	\$41,500	
Fire Prevention	\$3,953	\$3,430	\$5,000	\$6,000	\$6,000	\$6,000	
Arson Investigation	\$146	\$162	\$1,000	\$1,000	\$1,000	\$1,000	
Training	\$11,352	\$14,008	\$15,000	\$16,000	\$16,000	\$16,000	
Tech Equip, Maint & Mngmnt	\$2,500	\$2,500	\$4,000	\$4,500	\$4,500	\$4,500	
Termination Buy Back	\$0	\$0	\$10	\$10	\$10	\$10	
Wellness Program	\$999	\$2,490	\$4,000	\$4,500	\$4,000	\$4,000	
58- Total Special Accounts	\$89,693	\$82,385	\$102,510	\$110,510	\$105,010	\$105,010	
TOTAL	\$4,987,801	\$5,026,098	\$5,297,133	\$5,636,143	\$5,515,266	\$5,515,266	4.12%

DEPT 241 – BUILDING

Description of Services

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

The office is responsible for managing plan reviews, permits, and inspections relating to 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 approval as well as the Massachusetts State Building Code. The Building Department is also responsible for annual inspection of certain public assembly occupancies (e.g. theaters, school, restaurants) and responds to complaints regarding potential code violations and unpermitted work.

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), Massachusetts Emergency Management Agency (MEMA), and Federal Emergency Management Agency (FEMA), and the Commonwealth of Massachusetts' Board of Building Regulations and Standards (BBRS) and the Department of Fire Services (DFS).

The Building Department's goals for the future are (1) to stay ahead of the demand that will be imposed by construction activity underway and what is being proposed, (2) continue to microfiche our building plans in archived storage, and (3) integrate existing paper files into the records tracking software. We realize this is an ambitious list but

to date we have been able to attain the goals we have set; directly attributable to this department's endeavor to get the job done.

Staffing

One (1) Department Head – Inspector of Buildings, two (2) Local Building Inspectors, one (1) Inspector of Wires, one (1) Plumbing and Gas Inspector and one (1) principal clerk.

Budget Issues

The budget for the Building Department for the upcoming Fiscal Year 2009 is \$427,385. This department receives at least 100% of its costs through building and permit fees. In fact, over the last five (5) years, this department has averaged \$1,587,790/year in fees.

Future Needs

Staffing needs may grow in the future by one (1) additional local building inspector due to significant redevelopment along the Middlesex Turnpike Corridor (e.g. Northwest Park).

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
BUILDING DEPARTMENT (Lines 59-61)							
Salaries							
Full Time	\$352,936	\$360,480	\$373,655	\$375,679	\$375,679	\$375,679	
Overtime	\$24,127	\$14,748	\$15,000	\$22,000	\$22,000	\$22,000	
Part Time	\$1,386	\$0	\$0	\$0	\$0	\$0	
59- Total Salaries	\$378,449	\$375,228	\$388,655	\$397,679	\$397,679	\$397,679	
Expenses							
Materials & Supplies	\$2,034	\$2,172	\$2,250	\$2,250	\$2,250	\$2,250	
Contracted Services	\$17,661	\$15,429	\$16,014	\$16,764	\$16,764	\$16,764	
Capital Outlay	\$2,300	\$2,898	\$2,710	\$2,412	\$2,412	\$2,412	
M.E.L.T.	\$6,623	\$7,155	\$7,270	\$8,270	\$8,270	\$8,270	
60- Total Expenses	\$28,618	\$27,654	\$28,244	\$29,696	\$29,696	\$29,696	
Special Accounts							
Hazardous Structures	\$0	\$0	\$10	\$10	\$10	\$10	
61- Total Special Accounts	\$0	\$0	\$10	\$10	\$10	\$10	
TOTAL	\$407,067	\$402,882	\$416,909	\$427,385	\$427,385	\$427,385	2.51%

DEPT 244 – SEALER OF WEIGHTS

Description of Services

The Sealer is appointed by the Town Administrator and is responsible for enforcing the accuracy requirements and other standards relating to weighing and measuring devices and the use thereof used in the sale of food, fuels and other products.

The Sealer also enforces the item pricing law and the unit pricing regulations as per M.G.L.

Staffing

(1) Part-time Appointed Sealer

Budget Issues

This budget is presented as level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
SEALER OF WEIGHTS (Lines 62-63)							
62- Salaries -- Part Time	\$5,737	\$8,800	\$8,800	\$9,064	\$9,064	\$9,064	
Expenses							
Materials & Supplies	\$0	\$115	\$300	\$300	\$300	\$300	
M.E.L.T.	\$125	\$244	\$400	\$400	\$400	\$400	
63- Total Expenses	\$125	\$359	\$700	\$700	\$700	\$700	
TOTAL	\$5,862	\$9,159	\$9,500	\$9,764	\$9,764	\$9,764	2.78%

DEPT 291 – EMERGENCY MANAGEMENT

Description of Services

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

Staffing

(1) Appointed Director

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
EMERGENCY MGT SERVICE (64-66)							
Salaries							
Elected/Appointed	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
64- Total Salaries	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Expenses							
Materials & Supplies	\$27	\$224	\$400	\$400	\$200	\$200	
Contracted Services	\$0	\$0	\$400	\$400	\$300	\$300	
Occupancy	\$18,475	\$19,104	\$17,000	\$17,000	\$17,000	\$17,000	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$0	\$0	\$200	\$200	\$200	\$200	
65- Total Expenses	\$18,502	\$19,328	\$18,000	\$18,000	\$17,700	\$17,700	
Special Accounts							
Training	\$0	\$0	\$200	\$200	\$200	\$200	
Surplus Property	\$0	\$0	\$1	\$1	\$1	\$1	
Emergency Fund	\$0	\$0	\$1	\$1	\$1	\$1	
66- Total Special Accounts	\$0	\$0	\$202	\$202	\$202	\$202	
TOTAL	\$23,502	\$24,328	\$23,202	\$23,202	\$22,902	\$22,902	-1.29%

DEPT 301 – SHAWSHEEN VALLEY TECHNICAL SCHOOL

Description of Services

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 upon local student enrollment.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
SHAWSHEEN VALLEY TECH (Line 67)							
67- TOTAL (AA)	\$1,435,694	\$1,526,922	\$1,658,405	\$1,417,164	\$1,417,164	\$1,417,164	-14.55%

DEPT 300 – LOCAL EDUCATION

Description of Services

The School Department annually provides a detailed breakdown of the operating budget for distribution at Town Meeting.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
LOCAL EDUCATION (Line 68)							
Total Salaries	\$26,565,419	\$27,385,013	\$27,954,458	\$29,351,652	\$29,351,652	\$29,351,652	
Total Non Salary	\$5,158,792	\$5,216,193	\$5,324,659	\$5,590,791	\$5,590,791	\$5,590,791	
TOTAL OPERATING	\$31,724,211	\$32,601,206	\$33,279,117	\$34,942,443	\$34,942,443	\$34,942,443	5.00%
Special Education (AA)	\$4,202,619	\$4,782,380	\$5,437,871	\$5,999,762	\$5,999,762	\$5,999,762	10.33%
68- TOTAL	\$35,926,830	\$37,383,586	\$38,716,988	\$40,942,205	\$40,942,205	\$40,942,205	5.75%

DEPT 411 – 492 – PUBLIC WORKS

The goal of the Department of Public Works is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. To accomplish this goal the department is made up of six divisions including Administration, Cemetery, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 52 full-time, part-time and seasonal employees the department maintains the Town's roadway, drainage, water, sewer, street lights, traffic lights, and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, B-Line, trash pick-up and winter maintenance operations. Following it's a description of each division responsibilities:

DPW Administration

Provide citizens, boards and commissions and other town departments with exceptional service and support through the consistently managed efforts of the department.

Description of Services and Responsibilities:

Water & Sewer Billing, Trash Collection & Recycle Contract Management, 1st and 2nd Meter Management, Cross Connection Program, Accounts Payable for entire DPW Dept., Maintenance of Personnel records for entire DPW Dept. and B-Line Administration

Staffing:

- (1) Dept. Head, (1) Administrative Assistant, (1) Head Clerk, (1) Principle Clerk,
- (1) Sr. Clerk

Cemetery Division

Maintain three non-denominational cemeteries, Pine Haven, Chestnut Hill and Ye Olde cemetery.

Description of Services and Responsibilities:

- Personnel are 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 Engineering Division to lay out new gravesites. Also work with Highway Division to plow streets in Town as well as the roads within the cemetery.
- 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 wacking, trimming of trees and bushes, and Spring and Fall leaf clean up. Maintain and repair sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.
- Prepare cemetery for special events held in Cemetery throughout the year such as Memorial Day and Veterans Day.

Staffing:

(1) Manager, (1) Lead Foreman, (2) Special Equipment Operators

Central Maintenance Division

Maintain entire fleet of vehicles for the Town of Burlington, excluding Fire Department. Various types of repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows, and all other repairs as needed. In the spring we host the Animal Clinic for Rabies shots.

The following is a list of vehicles serviced:

Police:	30
Highway:	16 vehicles, 9 off road pieces of equipment
Recreation:	12
Water:	6, plus 1 backhoe and 1 air compressor
Sewer:	3, 11 generators and 5 water pumps
Building:	4
Engineering:	4
Cemetery:	3, 1 backhoe, 1 Thomas Loader (bobcat style)
Town Hall:	4
Central Maintenance:	2
Planning:	1
Council On Aging:	1
Conservation:	1

Staffing:

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

Engineering Division

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the division. In

addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, and project files

Description of Services and Responsibilities:

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

Staffing:

(1) Town Engineer, (2) Senior Engineers, (1) General Development Inspector,
(1) Sr. Clerk, (1) Proposed Assistant Town engineer

Highway Division:

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

Description of Services and Responsibilities:

- Street signs and line painting
- Weed spraying
- Street sweeping
- Pot holes, 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
- Sweep sidewalk
- Oil spills
- Tree maintenance and clean up after storms
- Assist other department's with various projects and special events
- Snow and Ice Maintenance operations and all other roadway emergencies

Staffing:

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

Water and Sewer Division

Water Treatment Section

The Town of Burlington's drinking water system contains two separate water treatment plants drawing water from both surface and ground water sources. The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant has the capacity to treat up to 6 million gallons of water per day. The Vine Brook Water Treatment Plant treats water from seven ground wells located within the Vine Brook Aquifer. The Vine Brook Water Treatment Plant has the capacity to treat 3.3 million gallons of water per day.

Both plants filter and clarify the water to remove contaminants, and provide fluoridation, corrosion control and disinfections.

The Water Treatment Section also performs the following testing:

- Inorganic testing (iron, manganese, pH, alkalinity, etc.)
- Organic testing (trichlorethylene, THM's, HAA5's, etc.)
- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- Normal quality control and quality assurance testing at all facility operational points
- Lead 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) ground water wells and one diversion station on the Shawsheen River. This section also oversees maintenance of a pressure booster station on Wellesley Ave, and a water level control station located at Mill Pond main dam.

Staffing:

(1) Plant Manager, (1) Chief Operator, (7) Plant Operators, (1) Part-time Sr. Clerk

Water Distribution Section

The Water Distribution Sections maintains the water distribution system including hydrants.

Description of Services and Responsibilities:

- Hydrant repairs and replacements
- Water main maintenance and repair of water main 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
- Repair and replace all main water valves in residences as well as in yards
- 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
- All personnel licensed by State with minimum Grade 2D for distribution work

Sewer Collection Section

The Sewer Collection Sections maintains the sewer collection system including pump stations and metering station.

Description of Services and Responsibilities:

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscape 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) Assistant Superintendent, (1) Lead Foreman, (1) Working Foreman,
 (1) Meter Reader, (3) Sewer Pumping Operators, (3) Water Service Craftsmen

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
DEPT. OF PUBLIC WORKS (Lines 69-74)							
Salaries							
Fulltime	\$2,895,311	\$3,028,599	\$3,035,242	\$3,088,475	\$3,088,475	\$3,088,475	
Overtime	\$194,913	\$234,097	\$214,729	\$251,025	\$251,025	\$251,025	
Parttime	\$103,389	\$66,754	\$71,581	\$74,970	\$74,970	\$74,970	
69- Total Salaries	\$3,193,613	\$3,329,450	\$3,321,552	\$3,414,470	\$3,414,470	\$3,414,470	
Expenses							
Materials & Supplies	\$507,389	\$563,790	\$651,550	\$694,490	\$694,490	\$694,490	
Contracted Services	\$342,512	\$416,936	\$409,014	\$418,230	\$418,230	\$418,230	
Occupancy	\$684,135	\$948,488	\$1,000,861	\$1,056,650	\$1,056,650	\$1,056,650	
Capital Outlay	\$18,972	\$8,004	\$22,737	\$96,120	\$51,620	\$51,620	
M.E.L.T.	\$11,859	\$9,041	\$13,135	\$14,190	\$14,190	\$14,190	
70- Total Expenses	\$1,564,867	\$1,946,259	\$2,097,297	\$2,279,680	\$2,235,180	\$2,235,180	
Special Accounts							
Clothing	\$15,216	\$13,950	\$15,000	\$15,000	\$15,000	\$15,000	
Physical Exam	\$1,978	\$1,464	\$2,500	\$2,500	\$2,500	\$2,500	
Education	\$0	\$0	\$0	\$0	\$0	\$0	
License Renewal	\$10,250	\$9,750	\$10,500	\$10,500	\$10,500	\$10,500	
Highway I	\$119,998	\$76,713	\$82,500	\$97,500	\$97,500	\$97,500	
Lane Painting	\$30,859	\$53,999	\$46,350	\$57,500	\$57,500	\$57,500	
Snow & Ice	\$672,405	\$272,787	\$350,000	\$350,000	\$350,000	\$350,000	
Tree Care	\$19,550	\$14,106	\$21,630	\$22,000	\$22,000	\$22,000	
Well Cleaning	\$30,298	\$0	\$78,000	\$83,000	\$83,000	\$83,000	
Mod Well Seal & Parco	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	
71- Total Special Accounts	\$900,554	\$442,769	\$616,480	\$648,000	\$648,000	\$648,000	
TOTAL OPERATING	\$5,659,034	\$5,718,478	\$6,035,329	\$6,342,150	\$6,297,650	\$6,297,650	4.35%
72- Rubbish and Garbage (AA)	\$1,560,663	\$1,690,706	\$1,862,300	\$1,915,500	\$1,915,500	\$1,915,500	
73- Street Light (AA)	\$285,850	\$412,294	\$321,924	\$348,000	\$348,000	\$348,000	
74- Swift Law (AA)	\$1,220	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
TOTAL	\$1,847,733	\$2,123,000	\$2,204,224	\$2,283,500	\$2,283,500	\$2,283,500	3.60%
TOTAL PUBLIC WORKS	\$7,506,767	\$7,841,478	\$8,239,553	\$8,625,650	\$8,581,150	\$8,581,150	4.15%

DEPT 510 – BOARD OF HEALTH

Description of Services

The mission of the Burlington Board of Health is to protect and promote the public health, to protect the natural environment, to respond to public health emergencies and to serve the citizens of the Town of Burlington. The Board of Health initiates, provides and enforces federal, state mandated and non-mandated programs. The work of the Board of Health serves the community and includes conducting inspections, issuing permits, investigating complaints, promoting public health through education, providing community nursing programs, and preparing for emergencies of all kinds.

Staffing

(5) elected members with three-year terms, (1) full-time Director of Public Health, (1) full-time Health Agent/Sanitarian, (1) full-time Environmental Engineer, (1) full-time Supervising Public Health Nurse, (1) full-time Principal Clerk, and (1) part-time Principal Clerk

Budget Issues

Emergency preparedness requirements are directed by the Department of Public Health through emergency preparedness region 4A of which Burlington is a member. Funding for Emergency Preparedness activities has not been reflected in the Town budget. Rather, many of those activities have been supported by grants that the Board of Health has applied for (over \$70,000 through 2007). In the future the level of grant support may diminish while demands to remain prepared for all emergencies will continue.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
BOARD OF HEALTH (Lines 75-77)							
Salaries							
Full Time	\$253,061	\$285,893	\$300,895	\$306,691	\$306,691	\$306,691	
Elected/Appointed	\$2,600	\$2,600	\$7,358	\$2,600	\$2,600	\$2,600	
Overtime	\$3,699	\$4,490	\$6,500	\$5,500	\$5,500	\$5,500	
Part Time	\$67,134	\$71,028	\$34,525	\$40,439	\$40,439	\$40,439	
Other							
75- Total Salaries	\$326,494	\$364,011	\$349,278	\$355,230	\$355,230	\$355,230	
Expenses							
Materials & Supplies	\$3,939	\$3,986	\$5,000	\$5,150	\$5,150	\$5,150	
Contracted Services	\$28,693	\$26,587	\$30,000	\$30,000	\$30,000	\$30,000	
Capital Outlay	\$0	\$0	\$1,000	\$19,000	\$19,000	\$11,000	
M.E.L.T.	\$5,177	\$5,789	\$9,000	\$9,270	\$9,270	\$9,270	
76- Total Expenses	\$37,809	\$36,362	\$45,000	\$63,420	\$63,420	\$55,420	
Special Accounts							
Mosquito Control (AA)	\$28,800	\$35,517	\$36,861	\$38,673	\$38,673	\$38,673	
Clinics	\$3,310	\$2,485	\$3,000	\$3,090	\$3,090	\$3,090	
TB	\$0	\$0	\$10	\$10	\$10	\$10	
CMARC	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	
Community Human Serv.	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
Home Health Service	\$1,950	\$1,869	\$2,000	\$2,069	\$2,069	\$2,069	
Premature Babies	\$0	\$0	\$10	\$10	\$10	\$10	
Hospice	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Haz Waste Collection (AA)	\$36,394	\$32,910	\$41,500	\$42,000	\$42,000	\$42,000	
Lahey Community Clinic	\$421	\$125	\$10	\$10	\$10	\$10	
77- Total Special Accounts	\$90,575	\$92,606	\$103,091	\$105,562	\$105,562	\$105,562	
TOTAL	\$454,878	\$492,979	\$497,369	\$524,212	\$524,212	\$516,212	3.79%

DEPT 541 – COUNCIL ON AGING

Description of Services

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

The Council on Aging is considered the silent partner of public safety. The Council on Aging receives calls by both the Police and Fire departments to respond to situations involving the safety and health of our older residents. We work closely with both departments to ensure the safety and well being of our residents. We also work with the Board of Health, Library, schools and other departments that work with seniors to help advocate their needs.

We also work with other outside agencies and departments to provide information and services to seniors.

The Council on Aging provides Information and Referral for both callers and walk ins, The outreach worker conducts in-home visits to assist elders in defining their needs and to facilitate access to services. He/she makes appropriate referrals with follow-up visits to ensure adequacy of assistance and provides advocacy in areas such as legal, social security, food stamps, health, housing, medical and fuel assistance. Medical advocacy is helping client to prepare for medical appointments, reminding clients of issues to speak with the physician about, speaking with the physician to be sure physician understands issues and understanding the physicians instructions in order to assist the patient to understand any health issues and/or treatment, and setting up necessary appointments for clients who are unable to do so themselves. The outreach worker also helps filling out appropriate assistance forms and ensures seniors don't fall "through the cracks". The Council on Aging/outreach worker seeks/accepts referrals from private individuals, other social service agencies, religious, fraternal and community organizations and is in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services and mental health facilities. The outreach worker is often the link between various agencies assisting elder. He/She facilitates support groups and workshops such as bereavement and caregiver groups and Chronic Disease Self-Management

The COA puts out monthly newsletter, *The Spotlight*, which is the town's primary link to its older residents, provides educational presentations and workshops. SHINE (Serving Health Information Needs of Elders) meets with clients once a week. An attorney, hairdresser and podiatrist come once a month. Volunteers through AARP provide seniors with tax assistance February through March. The Council on Aging manages the property Tax Work Off Program, which gives seniors the opportunity to work in order to get an abatement on their property taxes.

The Council on Aging provides health and fitness support through classes and workshops. Social activities provide opportunities for otherwise isolated seniors to remain engaged with their community. The Council on Aging hosts the home delivered meals and congregate meal site via Minuteman Senior Services.

Provide rides to medical appointments, grocery stores and senior center.

Provide advocacy on a local, state and national level.
Annual Safety & Wellness Fair for seniors.

Because of the trust put in the Council on Aging when a senior or their family isn't sure who to call they often call the Council on Aging, even for emergency situations.

Staffing

Coordinator, Outreach Worker, Principle Clerk, Front Desk Clerk, , (4) PT Van Drivers, (114) Volunteers, Meal Site Manager, (6) Instructors

Budget Issues

The senior population in Burlington is growing quickly and the amount of staff and the size of our space preclude us from being able to keep up with the growth. Mental Health especially is a growing concern. More space is needed for more activities being demanded from the seniors. We anticipate the need for more transportation for our older residents. One more vehicle is already needed and present van is aging badly. The roof of our van leaks, and the mileage is at the point that we are nearing the end of its safe life as a transport vehicle.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
COUNCIL ON AGING (Lines 78-80)							
Salaries							
Full Time	\$88,296	\$93,709	\$100,398	\$146,478	\$146,478	\$146,478	
Overtime	\$0	\$0	\$0	\$0	\$0	\$0	
Part Time	\$57,885	\$52,607	\$68,325	\$50,748	\$50,748	\$50,748	
78- Total Salaries	\$146,181	\$146,316	\$168,723	\$197,226	\$197,226	\$197,226	
Expenses							
Materials & Supplies	\$653	\$1,120	\$1,600	\$1,600	\$1,600	\$1,600	
Contracted Services	\$7,365	\$7,381	\$10,650	\$15,300	\$6,300	\$6,300	
Capital Outlay	\$0	\$0	\$7,090	\$2,500	\$2,000	\$2,000	
M.E.L.T.	\$907	\$805	\$1,200	\$1,300	\$1,300	\$1,300	
79- Total Expenses	\$8,925	\$9,306	\$20,540	\$20,700	\$11,200	\$11,200	
Special Accounts							
Holiday Baskets	\$400	\$400	\$400	\$400	\$400	\$400	
Minuteman Home Care	\$4,518	\$3,180	\$4,774	\$5,000	\$5,000	\$5,000	
Emergency Account	\$0	\$0	\$500	\$1,000	\$500	\$500	
Property Tax Work Off Prog	\$0	\$0	\$0	\$0	\$0	\$0	
80- Total Special Accounts	\$4,918	\$3,580	\$5,674	\$6,400	\$5,900	\$5,900	
TOTAL	\$160,024	\$159,202	\$194,937	\$224,326	\$214,326	\$214,326	9.95%

DEPT 543 – VETERANS’ SERVICES

Description of Services

Veterans’ Agents

The Veterans’ agent processes applications for emergency state Chapter 115, 108 CMR assistance benefits that are paid to veterans and/or their dependents for periods of time when they may not be able to support themselves. Veterans’ agents also administer state benefits for burial expenses of veterans and their dependents who die without sufficient means to pay for funeral expenses. All benefits need to be applied for. No benefit is automatic.

As the Graves Officer in Burlington, The Veterans Agent ensures that only eligible veterans are given consideration, through application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures that every eligible veteran has a new flag on his or her 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. 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 State Program for forms to complete for the State within required timelines: application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, notice of various determination to veteran or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

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

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

The VA offers its benefit system through three major units: the Veterans Benefits Administration, 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 Hospital, receipt of low-income pension, disability compensation, Aid & Attendance, education, etc. Assists surviving spouses in applying for a low-income pension, final burial expenses and cemetery markers and conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc.

Memorial Day, Veterans Day and Special Ceremonies

Seek out and secure speakers, chaplains, and honor guards, rifle/musket squads, buglers, high school band, chorus, BCAT, sound system, bagpiper, photographer. Write and distribute press releases, guide speakers with their words to gathering for ceremony themes, prepare 23 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 passing of Burlington veterans for annual roll call on Memorial Day and for website. Order new flags for all graves of Burlington veterans (3500), and seek out volunteers to assist cemetery staff with annual planting flowers and placement of new flags for each veteran's grave as well as new flag holders as needed.

OTHER DUTIES

Disability Access Commission

Coordination between Commission and the town to ensure that all local town and school buildings are accessible. The office serves as representative of the Board of Selectmen to the Commission, and coordinates schedules and maintains records of DAC meetings and of the handicapped parking fund expenditures.

Fuel Assistance

Set up pre-application packets, receive calls and meet clients for assistance, send out application and all required paperwork to fuel assistance agency in Lowell, Community Teamwork.

Labor Service

Meet new applicants, collect applications and required documentation. Input information and maintain data base in four divisions. Send out update letters and record updated information. Forward, when requested, names to DPW or Recreation Maintenance when new position opens. Send names for cafeteria workers directly to school department for their temp list.

Meetings attended:

Allied Veterans Council, Northeast Veterans Services Officers Assoc, Massachusetts Veterans Service Officers Association meetings and annual training, Marine Corps League, DAV, VFW, American Legion

Other general responsibilities

Payroll, Filing, Phone calls, assist clients who show up here with information and direction with other basic needs and services, maintain website – veteransinfo.net.

Staffing

(1) Department Head, (1) Full time Principal Clerk

Budget Issues

This budget is presented as level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
VETERANS' SERVICES (Lines 81-83)							
Salaries							
Fulltime	\$99,429	\$103,321	\$108,268	\$110,304	\$110,304	\$110,304	
81- Total Salaries	\$99,429	\$103,321	\$108,268	\$110,304	\$110,304	\$110,304	
Expenses							
Materials & Supplies	\$3,779	\$3,709	\$4,285	\$4,661	\$4,661	\$4,661	
M.E.L.T.	\$498	\$576	\$775	\$775	\$775	\$775	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
82- Total Expenses	\$4,277	\$4,285	\$5,060	\$5,436	\$5,436	\$5,436	
Special Accounts							
Veterans Aid	\$38,463	\$44,198	\$50,000	\$50,000	\$50,000	\$50,000	
Memorial & Vets Day	\$2,468	\$2,496	\$2,500	\$2,500	\$2,500	\$2,500	
83- Total Special Accounts	\$40,931	\$46,694	\$52,500	\$52,500	\$52,500	\$52,500	
TOTAL	\$144,637	\$154,300	\$165,828	\$168,240	\$168,240	\$168,240	1.45%

DEPT 549 – COMMUNITY LIFE CENTER

Description of Services

BCLC primary function is to provide counseling and social work for children (target ages of 9--22) and their parents with individual, family and group therapy modalities. Included in our functions are violence and suicide risk assessments for the schools, and crisis intervention. We provide other social work, consultation, and case management functions for other town departments, clergy and community groups around problematic issues for residents. We are also charged with screening residents who are experiencing financial emergencies and needing access to the resources of the local non-profit and volunteer group, People Helping People. Staff also provide prevention services through the high school and middle school with the peer education program. Additional prevention is provided to sophomore health classes on teen depression and suicide prevention. We have provided leadership on the Drug and Alcohol Task force since its inception in 1982. We also provide training for 3-4 unpaid graduate interns who work at the center.

Staffing

(1) Department Head; (1) Coordinator; (2) FT Social Workers; (2) PT Social Workers; (1) FT Administrative Secretary

Budget Issues

This budget is presented as level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
COMMUNITY LIFE CENTER (Lines 84-85)							
Salaries							
Fulltime	\$298,303	\$303,248	\$312,536	\$313,959	\$313,959	\$313,959	
Part-time	\$59,611	\$62,793	\$63,820	\$64,073	\$64,073	\$64,073	
84- Total Salaries	\$357,914	\$366,041	\$376,356	\$378,032	\$378,032	\$378,032	
Expenses							
Materials & Supplies	\$3,856	\$5,665	\$4,730	\$5,130	\$5,130	\$5,130	
Contracted Services	\$9,995	\$6,731	\$14,450	\$14,500	\$14,500	\$14,500	
Capital Outlay	\$900	\$0	\$800	\$800	\$800	\$800	
Out-of-State Travel	\$309	\$285	\$500	\$500	\$500	\$500	
M.E.L.T.	\$1,134	\$2,309	\$2,048	\$2,657	\$2,657	\$2,657	
85- Total Expenses	\$16,194	\$14,990	\$22,528	\$23,587	\$23,587	\$23,587	
TOTAL	\$374,108	\$381,031	\$398,884	\$401,619	\$401,619	\$401,619	0.69%

DEPT 590 – DISABILITY ACCESS

Description of Services

As per MGL Ch 40 § 8J, responsibilities include (1) researches local problems of people with disabilities, (2) advises and assists municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities, (3) coordinates and carries out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability, (4) reviews and makes recommendations about policies, procedures, services, activities, and facilities of departments, boards and agencies of the Town as they affect people with disabilities, (5) provides information, referrals, guidance, and technical assistance to individuals, agencies, businesses, and organizations in all matters pertaining to disability, (6) coordinates activities of other local groups organized for similar purposes.

Staffing

(9) members appointed by the Town Administrator to one year terms.

Budget Issues

This budget is presented at level service for fiscal year 2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
DISABILITY ACCESS (Lines 86-87)							
Salaries							
Part Time	\$1,694	\$1,827	\$1,924	\$2,146	\$2,146	\$2,146	
86- Total Salaries	\$1,694	\$1,827	\$1,924	\$2,146	\$2,146	\$2,146	
Expenses							
Materials & Supplies	\$427	\$354	\$500	\$400	\$400	\$400	
87- Total Expenses	\$427	\$354	\$500	\$400	\$400	\$400	
TOTAL	\$2,121	\$2,181	\$2,424	\$2,546	\$2,546	\$2,546	5.03%

DEPT 610 – PUBLIC LIBRARY

Description of Services

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

Statistics of note:

There are 103,467 items in the library's collection

In FY 2007, 376,026 items were borrowed

Interlibrary loans sent out totaled 25,040 and received totaled 31,739

In FY2007, the library was open for a total of 2961 hours with 143,257 visits. (This is equal to more than 48 people entering the library every hour!)

Services:

Borrowing of books, large print books, audio books, music cd's, videos, dvd's, playaways, magazines, educational kits, puppets, and museum passes

Access to free databases both in the library and remotely

Free internet access from 15 public computers

Free wireless internet access in the library

Free access to downloadable audio books

Educational, recreational, and cultural programs offered for both children and adults

Summer reading programs for youth

Free computer workshops

Meeting rooms available to qualifying groups and organizations

Collection point for People Helping People

Recycle of cartridges and cell phones possible through the library

The library maintains a very dynamic website. This site allows the community to access databases, check their accounts, renew items, reserve museum passes, download audiobooks, and check for information about the library and its programs any time day or night.

Staffing

There is a total of 29 staff members:

8 full time

8 permanent part time

14 part time (includes Recording Clerk)

Within the library there are the following internal departments: Reference, Technical Services, Youth Services, Circulation, Administration

Budget Issues

Our greatest need is for staffing. The Library's technological needs have increased significantly over the past 5 years. The number of computers has almost doubled from 24 to 40 in this time period. To keep these computers up to date and functioning properly is a full time project. In order for the library to move forward and be able to provide what the community needs, it is critical that we have a technology position on staff. (Note: All libraries in our consortium that do as much activity as we do have at least one full time technology position on staff, some have more.) We need a full time position, but given the financial climate, we are willing to start with a 15 hour per week position.

The Library has four internal departments, with Technical Services being the only department that does not have a full time department head. Increasing the technical services librarian from part time to full time is a necessity. All

orders for materials, processing of items, withdrawal, and repair take place in this department. The numbers continue to increase yearly, and in 2007, over 10,000 items were ordered, processed and added to the library collection. There is also the factor of the many varied formats that are included in the library's collection and the unique changes that this brings to the ordering and processing of them.

A reclassification of the position of Circulation Librarian from a grade 9 to a grade 10 is needed. This position which is funded at a grade 9 while the three other department heads are funded at a grade 10. The Circulation Librarian has supervisory responsibilities for between 9 and 12 staff members. This position is also responsible for the monies that are collected which amounted to more than \$7500 last year. Within the consortium, this person is responsible for representing the library at key meetings that result in rules and guidelines for circulation of items. Also, with the increase in interlibrary loan activity, responsibilities of this position within the consortium and the region have grown.

One other need with a constant request from the public is for additional hours in the summer. Statistics for summer Saturdays show continued increase in activity. Increasing from 3 to 4 hours open and adding an additional person on the Circulation Desk for these Saturday shifts would be beneficial to the community.

As noted above, technology is a big part of the Library. Updating of computers and software is constant. We also have the additional component of the integrated library system (ILS) that makes it possible for us to perform the day to day activities of the library. (Checkin, checkout, reserves, searches, etc.). When the ILS is upgraded, our library must upgrade. The library also has the upkeep of the public internet computers. The public expects to be able to come in and use the library computers for all their needs. Whether its writing a paper, doing research, or communicationg with friends and family far away, the library computers need to be capable of performing the tasks. The databases that are offered are another component of technology. We must be ready to offer the databases, teach the public how to use them, and be prepared to offer new services as they come along. One example of this is the downloadable audio books that the community can access from home. A dynamic webpage is a key piece of the library's technology. Many library functions can now be done by the public through our website. Renewals, museum pass bookings, downloading of audiobooks, connecting to databases, and finding library and community information are all done through the website. Part of the long range plan is to market the web as a "branch".

One final comment to keep in mind, When times are tough financially, it is the public library that is available to all. People turn to the library to provide services that may no longer be available to them anywhere else, and libraries become even more essential to the community.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
PUBLIC LIBRARY (Lines 88-90)							
Salaries							
Fulltime	\$412,019	\$427,198	\$445,180	\$516,209	\$516,209	\$499,538	
Overtime	\$34,559	\$28,087	\$45,123	\$50,371	\$50,371	\$50,371	
Parttime	\$321,670	\$326,026	\$352,781	\$329,257	\$329,257	\$310,303	
88- Total Salaries	\$768,248	\$781,311	\$843,084	\$895,837	\$895,837	\$860,212	
Expenses							
Materials & Supplies	\$8,879	\$9,556	\$13,303	\$13,590	\$13,590	\$13,590	
Contracted Services	\$45,905	\$52,174	\$48,555	\$51,151	\$51,151	\$51,151	
Occupancy	\$85,466	\$109,844	\$113,212	\$114,600	\$114,600	\$114,600	
Capital Outlay							
Out of State Travel							
M.E.L.T.	\$982	\$0	\$1,200	\$1,200	\$1,200	\$1,200	
89- Total Expenses	\$141,232	\$171,574	\$176,270	\$180,541	\$180,541	\$180,541	
Special Accounts							
Library Materials	\$129,590	\$134,975	\$150,000	\$155,000	\$155,000	\$155,000	
90- Total Special Accounts	\$129,590	\$134,975	\$150,000	\$155,000	\$155,000	\$155,000	
TOTAL	\$1,039,070	\$1,087,860	\$1,169,354	\$1,231,378	\$1,231,378	\$1,195,753	2.26%

DEPT 630 and 631 – RECREATION DIRECTOR & RECREATION MAINTENANCE

Description of Services

The 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 Department has two divisions and two department heads. The program division is under the Recreation Director, and the maintenance division is under the Maintenance Director.

Number of programs offered last year: 214

Total attendance in programs and events: 25,735

The maintenance division is responsible for maintaining and improving all parks, play-grounds, athletic fields, school grounds, the Town Common, grass islands, public building grounds, tennis courts, basketball courts, wading pool, and all other outdoor recreation facilities.

Total acreage maintained: 285 acres

The maintenance division grooms and lines athletic fields for all high school sports and for youth baseball, youth softball, youth soccer, youth lacrosse, Pop Warner football, and adult sports leagues.

Recreation Department employees repair and maintain all equipment that is used to maintain recreation and school facilities.

The Department is a leader in providing recreation programs and services for special needs citizens.

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

The Department has a computerized registration system which makes it possible for residents to register on-line and to pay by credit card.

Community support is vital to the success of the Recreation Department. We could not possibly provide such a wide range of programs and facilities were it not for the generosity of local businesses, organizations, and individuals.

Staffing

(2) department heads, (1) assistant director of recreation, (1) assistant director of maintenance, (1) recreation supervisor, (2) working foremen, (5) maintenance craftsmen, (1) principal clerk, (1) senior clerk, (1) permanent part-time clerk

Budget Issues

This budget is presented as level service for FY2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
RECREATION DIRECTOR (Lines 91-93)							
Salaries							
Fulltime	\$283,291	\$293,543	\$303,119	\$295,557	\$295,557	\$295,557	
Elected/Appointed	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	
Overtime	\$852	\$825	\$1,058	\$1,463	\$1,463	\$1,463	
Parttime	\$157,475	\$160,752	\$175,069	\$174,740	\$174,740	\$174,740	
91- Total Salaries	\$443,718	\$457,220	\$481,346	\$473,860	\$473,860	\$473,860	
Expenses							
Materials & Supplies	\$14,000	\$13,999	\$14,500	\$14,500	\$14,500	\$14,500	
Contracted Services	\$19,500	\$19,464	\$17,875	\$19,160	\$19,160	\$19,160	
Capital Outlay	\$1,500	\$1,485	\$1,600	\$9,500	\$9,500	\$9,500	
M.E.L.T.	\$1,440	\$1,410	\$1,385	\$1,460	\$1,460	\$1,460	
92- Total Expenses	\$36,440	\$36,358	\$35,360	\$44,620	\$44,620	\$44,620	
Special Accounts							
Transportation	\$9,400	\$9,317	\$12,160	\$12,470	\$12,470	\$12,470	
93- Total Special Accounts	\$9,400	\$9,317	\$12,160	\$12,470	\$12,470	\$12,470	
TOTAL	\$489,558	\$502,895	\$528,866	\$530,950	\$530,950	\$530,950	0.39%

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
RECREATION MAINTENANCE (Lines 94-95)							
Salaries							
Fulltime	\$509,534	\$516,601	\$545,676	\$548,000	\$548,000	\$548,000	
Overtime	\$21,404	\$17,934	\$31,316	\$31,316	\$31,316	\$31,316	
Parttime	\$89,779	\$80,686	\$79,911	\$79,911	\$79,911	\$79,911	
94- Total Salaries	\$620,717	\$615,221	\$656,903	\$659,227	\$659,227	\$659,227	
Expenses							
Materials & Supplies	\$78,850	\$88,496	\$92,309	\$95,010	\$95,010	\$95,010	
Contracted Services	\$11,852	\$11,786	\$13,302	\$14,052	\$14,052	\$14,052	
Occupancy	\$39,344	\$38,990	\$52,726	\$54,307	\$54,307	\$54,307	
Capital Outlay	\$4,931	\$4,998	\$5,000	\$9,200	\$9,200	\$9,200	
M.E.L.T.	\$3,296	\$3,400	\$4,400	\$4,400	\$4,400	\$4,400	
Special Accounts	\$9,986	\$0	\$0	\$0	\$0	\$0	
95- Total Expenses	\$148,259	\$147,670	\$167,737	\$176,969	\$176,969	\$176,969	
TOTAL	\$768,976	\$762,891	\$824,640	\$836,196	\$836,196	\$836,196	1.40%

DEPT 691 – HISTORICAL COMMISSION

Description of Services

As per MGL Ch 40 § 8D, Section 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, cooperates with the state archeologist in conducting such research or other surveys, and seeks to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. Protects and preserves such historical places, makes such recommendations as it deems necessary to the selectmen and, subject to the approval of the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark.

Staffing

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

Budget Issues

This budget is presented as level funded and level service for fiscal 2009.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
HISTORICAL COMMISSION (Line 96)							
Expenses							
Materials & Supplies	\$504	\$253	\$620	\$520	\$520	\$520	
Contracted Services	\$405	\$519	\$800	\$1,000	\$1,000	\$900	
M.E.L.T.	\$0	\$0	\$500	\$500	\$500	\$500	
96- Total Expenses	\$909	\$772	\$1,920	\$2,020	\$2,020	\$1,920	
TOTAL	\$909	\$772	\$1,920	\$2,020	\$2,020	\$1,920	0.00%

DEPT 710 – DEBT SERVICE

Description of Services

This budget is used to account for principal and interest payments due on all of the Town's short term and long term tax supported debt issuances. The Town also has debt related payments which are paid for through dedicated revenue sources such as ice palace revenues or sewer I/I funds. These non tax supported payments are not reflected in this budget but are appropriated in separate warrant articles.

Budget Issues

The Town will continue to be challenged by the need to allocate a "healthy" portion of budgeted resources to debt service. Bonds are issued to invest in equipment and infrastructure that will serve the needs of the Town for years to come. It is sometimes difficult to make these investments in the Town's future when there are already significant stresses on the Town's ability to provide the services that the residents are accustomed to, but the Town must remain committed to doing so. The Town administration intends to present an update to the Town's current 10 year capital plan to the Town Meeting body at our annual meeting in September.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
DEBT SERVICE (Lines 97-98)							
97- PRINCIPAL (AA)	\$2,275,428	\$2,640,852	\$2,786,364	\$3,001,358	\$3,001,358	\$3,001,358	7.72%
98- INTEREST (AA)	\$946,922	\$1,071,238	\$1,352,000	\$1,180,000	\$1,180,000	\$1,180,000	-12.72%
TOTAL	\$3,222,350	\$3,712,090	\$4,138,364	\$4,181,358	\$4,181,358	\$4,181,358	1.04%

OTHER ACCOUNTS

Description of Services

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

County 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 required by Massachusetts General Law and also accumulates assets to fund the future retirement benefits of the Town's current employees.

Negotiated Settlements is used to fund general government labor agreements as they are approved by Town Meeting. This budget is subsequently reallocated to individual department operating budgets as needed.

Local Transportation is used to account for the Town's share of running the B-Line. The Town also receives grant funding from the MBTA and fares from riders to fund this service.

	TOTAL EXPENDED 2006	TOTAL EXPENDED 2007	TOTAL RAISED 2008	DEPT REQUEST 2009	SUPER- VISORY 2009	W&M APPROVED 2009	% CHANGE
OTHER ACCOUNTS (99-104)							
99- RESERVE FUND	\$0	\$48,350	\$313,950	\$200,000	\$200,000	\$200,000	-36.30%
100- COUNTY RETIREMENT (AA)	\$4,325,931	\$4,856,218	\$5,311,677	\$5,924,373	\$5,924,393	\$5,924,373	11.53%
101- NEGOTIATED SETTLEMENTS	\$36,972	\$43,880	\$247,358	\$600,000	\$600,000	\$600,000	142.56%
102- STABILIZATION (AA)	\$250,000	\$2,000,000	\$500,000	\$0	\$0	\$0	-100.00%
103- 53rd WEEK PAYROLL (AA)	\$322,000	\$0	\$0	\$0	\$0	\$0	0.00%
104- LOCAL TRANSPORT (AA)	\$0	\$0	\$0	\$217,000	\$217,000	\$217,000	100.00%

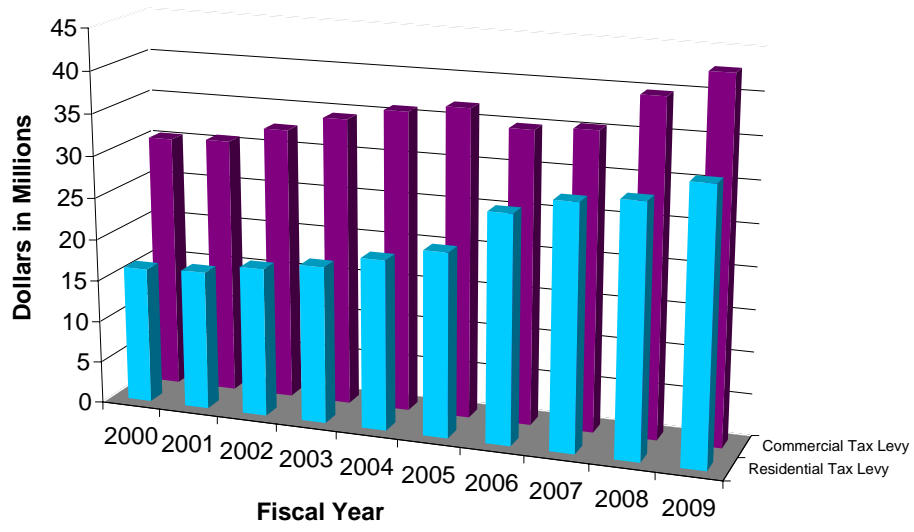
Additional Information

FY 2009 OPERATING BUDGET INCREASES						
DEPARTMENT OPERATING BUDGETS	TOTAL RAISED FY08	REQUESTED/APPROVED FY09	\$ INCREASE (DECREASE)	% INCREASE (DECREASE)		
Accounting	\$ 199,329	\$ 206,623	\$ 7,294	3.66%		
Assessors	\$ 328,335	\$ 327,666	\$ (669)	-0.20%		
BCLC	\$ 398,884	\$ 401,619	\$ 2,735	0.69%		
Board of Appeals	\$ 17,853	\$ 17,853	\$ -	0.00%		
Building	\$ 416,909	\$ 427,385	\$ 10,476	2.51%		
Capital Budget	\$ 600	\$ 600	\$ -	0.00%		
Central Administration	\$ 133,736	\$ 136,886	\$ 3,150	2.36%		
Town Clerk	\$ 283,462	\$ 298,892	\$ 15,430	5.44%		
COA	\$ 194,937	\$ 214,326	\$ 19,389	9.95%		
Conservation	\$ 175,158	\$ 179,251	\$ 4,093	2.34%		
DAC	\$ 2,424	\$ 2,546	\$ 122	5.03%		
DPW	\$ 6,035,329	\$ 6,297,650	\$ 262,321	4.35%		
Emergency Management	\$ 23,202	\$ 22,902	\$ (300)	-1.29%		
Fire	\$ 5,297,133	\$ 5,515,266	\$ 218,133	4.12%		
Board of Health	\$ 419,008	\$ 435,539	\$ 16,531	3.95%		
Historical	\$ 1,920	\$ 1,920	\$ -	0.00%		
Human Resources	\$ 66,848	\$ 68,210	\$ 1,362	2.04%		
Legal	\$ 151,000	\$ 155,500	\$ 4,500	2.98%		
Library	\$ 1,169,354	\$ 1,195,753	\$ 26,399	2.26%		
MIS	\$ 257,846	\$ 264,505	\$ 6,659	2.58%		
Moderator	\$ 225	\$ 150	\$ (75)	-33.33%		
Planning	\$ 198,257	\$ 209,803	\$ 11,546	5.82%		
Police	\$ 5,941,810	\$ 6,212,317	\$ 270,507	4.55%		
Recreation Director	\$ 528,866	\$ 530,950	\$ 2,084	0.39%		
Recreation Maintenance	\$ 824,640	\$ 836,196	\$ 11,556	1.40%		
Registrar	\$ 6,550	\$ 6,550	\$ -	0.00%		
Selectmen	\$ 409,328	\$ 425,236	\$ 15,908	3.89%		
Town Facilities	\$ 831,829	\$ 856,831	\$ 25,002	3.01%		
Town Meeting & Reports	\$ 19,981	\$ 19,981	\$ -	0.00%		
Treasurer	\$ 499,739	\$ 509,836	\$ 10,097	2.02%		
Veterans	\$ 165,828	\$ 168,240	\$ 2,412	1.45%		
Ways & Means	\$ 2,356	\$ 2,356	\$ -	0.00%		
W&M reserve fund	\$ 313,950	\$ 200,000	\$ (113,950)	-36.30%		
Negotiated Settlements	\$ 247,358	\$ 600,000	\$ 352,642	142.56%		
Weights & Measures	\$ 9,500	\$ 9,764	\$ 264	2.78%		
General Government	\$ 25,573,484	\$ 26,759,102	\$ 1,185,618	4.64%		
School Operating	\$ 33,279,117	\$ 34,942,443	\$ 1,663,326	5.00%		
Total	\$ 58,852,601	\$ 61,701,545	\$ 2,848,944	4.84%		

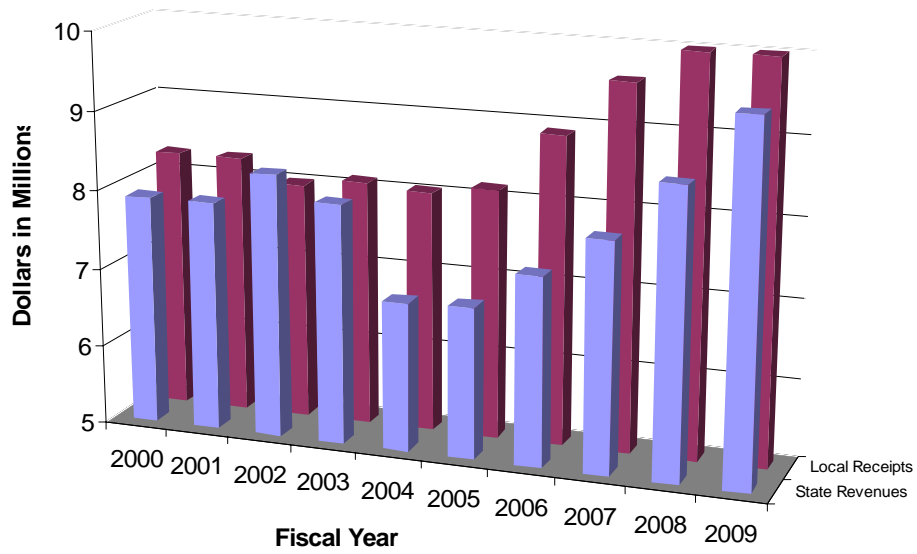
**TOWN OF BURLINGTON
FY09 BUDGET RANKING**

DEPARTMENT	FY09 Budget	Rank by % of Budget
B-Line	\$0	0.0%
Stabilization Fund	\$0	0.0%
Moderator	\$150	0.0%
Capital Budget	\$600	0.0%
Historical Commission	\$1,920	0.0%
Ways & Means	\$2,356	0.0%
Disability Access Committee	\$2,546	0.0%
Registrar of Voters	\$6,550	0.0%
Weights & Measures	\$9,764	0.0%
Board of Appeals	\$17,853	0.0%
Town Meeting & Reports	\$19,981	0.0%
Emergency Management	\$22,902	0.0%
Human Resources	\$68,210	0.1%
Central Administration	\$136,886	0.1%
Legal	\$155,500	0.2%
Veterans	\$168,240	0.2%
Conservation Commission	\$179,251	0.2%
Council on Aging	\$214,326	0.2%
Accounting	\$206,623	0.2%
Planning	\$209,803	0.2%
Reserve Fund	\$200,000	0.2%
Local Transportation	\$217,000	0.2%
Mgmt Information Systems	\$264,505	0.3%
Town Clerk	\$298,892	0.3%
Assessors	\$327,666	0.4%
Community Life Center	\$401,619	0.4%
Selectmen	\$425,236	0.5%
Building Dept	\$427,385	0.5%
Treasurer /Collector	\$509,836	0.6%
Board of Health	\$516,212	0.6%
Recreation Director	\$530,950	0.6%
Negotiated Settlements	\$600,000	0.6%
General Government Insurance	\$650,000	0.7%
Recreation Maintenance	\$836,196	0.9%
Town Facilities	\$856,831	0.9%
Library	\$1,195,753	1.3%
Shawsheen	\$1,417,164	1.5%
Debt Principal & Interest	\$4,181,358	4.5%
Fire	\$5,515,266	6.0%
Police	\$6,212,317	6.7%
DPW	\$8,581,150	9.3%
Employee Benefits	\$16,123,373	17.4%
Schools	\$40,942,205	44.2%
TOTALS	\$92,654,375	100.0%

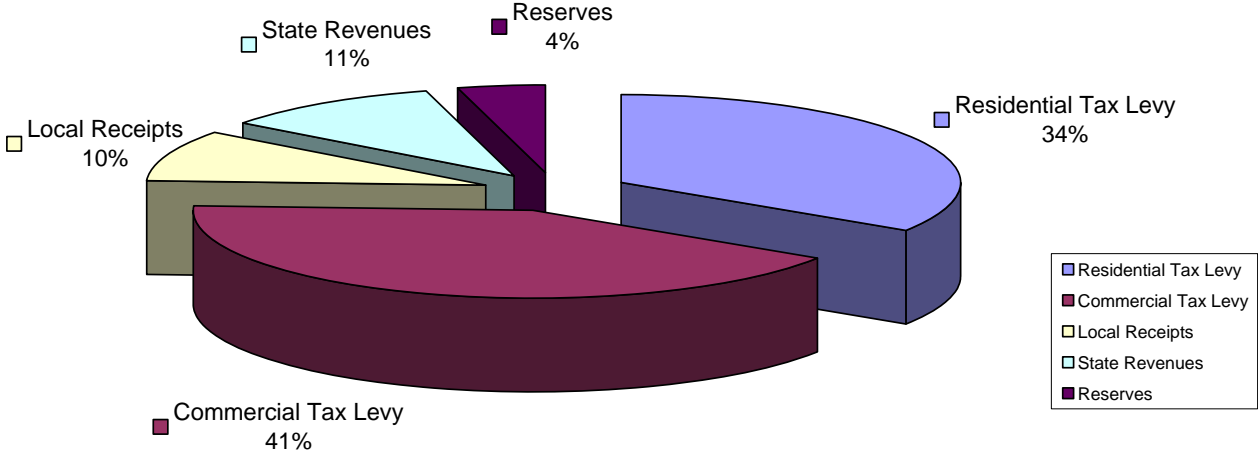
Commercial vs Residential Tax Levy



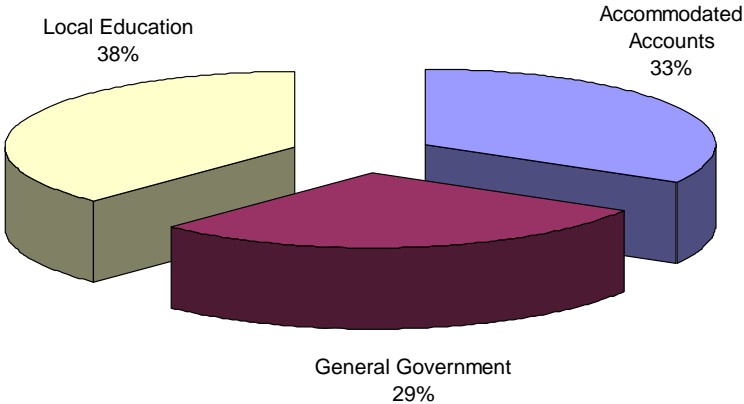
Local Receipts vs State Revenues



**TOWN OF BURLINGTON - FY 2009
SOURCES OF FUNDING**



FY 2009 Budget Distribution



Accommodated Accounts History

