Notice of Public Meeting – (As required by G.L. c. 30 A. c. §18-25)

DEPT./BOARD: Ways and Means DATE: July 10, 2019
Time 7:00 PM
PLACE: Town Hall Main Meeting Room

AGENDA:

- Pledge of Allegiance
- Public Comments
- Elect officers
- End of Year Transfers
- Reserve Fund Transfer - Parks and Recreation Mower
- Annual Financial Report Summary
- Approval of Minutes
- Adjourn
DEPT./BOARD: Ways And Means  
DATE: July 10, 2019  
TIME: 7pm  
PLACE: Burlington Town Hall, Main Hearing Room  

MEMBERS IN ATTENDANCE:  

Present: Roger Riggs – Chair, Steve Morin – Vice-Chairman, Doug Davidson, Phil Gallagher, Susan Harrigan, John Iler, David Tait, Brad Bond, Jayashvee Voruganti,  
Absent: Diane Creedon, Michael Hardy, Thomas Killilea, Frank Monaco, Sonia Rollins  

A quorum being present, the meeting was called to order at 7:00 PM

Guests:
Whitney Haskell, Town Budget Analyst  
Brendan Egan, Parks and Recreation Director

Pledge of Allegiance
Public Comments
no public comments made

Election of Officers
Upon a call for nominations, Doug Davison nominated to elect Roger Riggs as Chairman which was seconded by Steve Morin. The vote was made and the passed 8-0-0.  
Next, Phil Gallagher moved to elect Steve Morin as Vice-Chairman which was seconded by John Iler. The vote was made and passed 8-0-0.

End of Year Transfers
Town budget analyst, Whitney Haskell, approached the committee to explain new provisions allowing the town to make transfers between budgets at the end of the Fiscal Year instead of relying on estimates in early May. As such, only a small number of transfers totaling $29,342.31 were made at the end of FY2018. Motion to approve the transfers made by Doug Davison and seconded by Steve Morin. Motion passed 8-0-0.
Reserve Fund Transfer - Parks and Recreation Mower

Brendan Egan from Parks and Recreation briefed the committee on a town mower that lost power while in use at the end of May. As the brakes did not work, the mower sideswiped a tree resulting in $29,000 of damage to the mower. The operator was not seriously injured. The insurance has deemed the mower totaled. The town is currently renting a smaller mower at $1,000 dollars per week. The rented one is not keeping up and will ultimately cost more in additional man-hours. The Parks and Recreation department is asking to purchase a new mower from last year's Reserve Fund. The estimates for repair and new mower costs were presented. Mr. Egan asks the committee to approve the total cost of the purchase, $98,339.39, with any unspent amount to be returned to the town.

Motion made to approve the full amount by Steve Morin and seconded by John Iler. Vote passed 8-0-0.

Annual Financial Report Summary

Susan Harrigan, a member of the Town Audit Committee, briefed the committee on the town’s annual Comprehensive Annual Financial Report and the auditors Management Letter; both are available on the Town’s Accounting page under Audits. On the whole, the town is in an excellent financial position, with a few risk areas: cash management, infrastructure, and schools. In particular, Susan highlighted the issues surrounding the school deficit. The auditors of the public school system have recommended implementing an electronic system for purchase orders, as well as internal controls. These efforts are ongoing, as is the oversight of the auditors.

There were three new recommendations for the town: to look at the town’s cybersecurity and liability insurance against hacking, and to return outstanding uncashed checks to the general fund and to reconcile differences in cash receipts between Quickbooks and MUNIS.

Approval of Minutes

The committee needs to find remaining gaps in the record of minutes, especially in regard to the minutes of sub-committees. No minutes approved.

Adjourn

Motion made and seconded to adjourn. All members voted to adjourn.
The HR™ Series delivers unmatched productivity and industry-leading efficiency. Setting the standard, the HR600 mows up to 13.8 acres of grass per hour. Getting more done, the HR700 cuts up to 17.0 acres per hour, and the highly efficient HR800 covers up to 21.3 acres per hour. Durable SureStrength™ decks and smooth maneuverability make it the ideal mower for sports fields, parks, schools, airports, golf courses, and commercial grounds. With a compact chassis design that delivers effortless 180 turning which leaves no uncut grass in its path, the HR Series exceeds performance expectations for wide area rotary mowers.
### JACOBSEN® ADVANTAGE

For over 95 years, Jacobsen has been designing and manufacturing industry-leading turf maintenance equipment. A strong focus on engineering innovative technology has led to advancements that deliver impeccable quality of cut on user-friendly equipment.

### EQUIPPED AS STANDARD

- SureTrac™ 4WD
- Foldable ROPS
- 3.8 in. full color display screen
- Tilt steering wheel
- 4-point tie downs
- ISO mounted operator’s platform
- Fully adjustable suspension seat with seat belt
- Armrest controls
- Fully sealed, maintenance free rear axle
- Cruise control
- Password protected, programmable travel speeds
- Selectable manual, automatic, and creep modes
- Reversing fan to keep air intake screen clear (HR800 only)
- Power steering
- Automatic wet parking brakes integrated into wheel motors
- Eight, 4 x 11 in. smooth tires
- 11 gauge (3 mm) Domex high strength steel shell
- 20.3 gal (76.8 liter) capacity
- Kubota® V2403-CR-T-E4B
- 65.2 HP (48.6 kW) @ 2600 rpm
- 15.5 mph (25 km/h)
- 65.2 HP (48.6 kW) @ 2600 rpm
- 168 in. (4.27 m)
- EPA Tier 4 Final (EU Stage IIIB)
- 10 mph (16.4 km/h)
- 10 mph (16.4 km/h)
- 0.25 in. (6.4 mm) increments
- 0.5 in. (12.7 mm) increments
- 13.3 gal (50.2 liter) capacity reservoir
- 29.5 gal (109.8 L)
- 3873 lbs (1756 kg)
- 12-volt, input/output controller. 60 amp alternator.
- Side-by-side radiator/hydraulic oil cooler; pressurized; suction screen at tank, oil cooler side by side radiator, diagnostic test ports.

### OPTIONS

- Road light kit
- Canopy/sunshade
- Climate controlled cab
- Cab accessories:
  - Armrest controls
  - Fully adjustable suspension seat with seat belt
  - Armrest controls

### WEIGH TRANSFER

- On demand electrically operated hydraulic weight transfer system

### HEIGHT-OF-CUT**

<table>
<thead>
<tr>
<th>Height-of-Cut</th>
<th>1.0 - 4.75 in. (25-121 mm) increments</th>
<th>1.0 - 4.5 in. (25-114 mm) increments</th>
<th>1.0 - 6.0 in. (25-152 mm) increments</th>
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<tbody>
<tr>
<td>HR600</td>
<td>13.8 acres/hour at 10.0 mph (5.6 ha/hr at 16.0 km/h)</td>
<td>17.0 acres/hour at 10.0 mph (6.9 ha/hr at 12.0 km/h)</td>
<td>21.3 acres/hour at 11.0 mph (8.62 ha/hr at 17.7 km/h)</td>
</tr>
<tr>
<td>HR700</td>
<td>21.3 acres/hour at 11.0 mph (8.62 ha/hr at 17.7 km/h)</td>
<td>29.5 gal (109.8 L)</td>
<td>147 in. (3.66 m) front deck down</td>
</tr>
</tbody>
</table>

### POWER TRANSFER

- Automatic wet parking brakes integrated into wheel motors
- Dynamic through traction system; emergency brake
- Two 60 in. (1.52 m) front decks
- Two 66 in. (1.68 m) wing decks
- Two 60 in. (1.52 m) front decks; Two 60 in. (1.52 m) wing decks
- Two 60 in. (1.52 m) front decks; Two 60 in. (1.52 m) wing decks
- Two 60 in. (1.52 m) front decks; Two 60 in. (1.52 m) wing decks
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### TRANSMISSION

- Hydrostatic closed loop parallel-cross-series SureTrac™ system; variable displacement piston pump, front high torque piston wheel motors
- Seven individual hydraulic motors with self lubricating integral bearings
- Nine individual hydraulic motors with self lubricating integral bearings

### ELECTRICAL SYSTEM

- 20 volt, input/output controller. 90 amp alternator.
- 12-volt, input/output controller. 60 amp alternator.

### COOLING SYSTEM

- Side-by-side radiator/hydraulic oil cooler; pressurized, 8 qt (7.6 L) capacity, 8.5 fins per inch
- Side-by-side radiator/hydraulic oil cooler; pressurized, 14.7 qt (13.9 L) capacity, 8.5 fins per inch

### FUEL SYSTEM

- 20 x 10-8 tubeless 8 ply
- 20 x 10-8 tubeless 6 ply

### SAFETY SYSTEM

- Emergency brake; emergency brake
- Electronic safety locks.

### TRANSPORT WIDTH

- Rear wiper kit
- Road light kit

### WEIGH & DIMENSIONS

- 3873 lbs (1756 kg)
- 4119 lbs (1868 kg)
- 4801 lbs (2178 kg)
- 83 in. (2.1 m)
- 92 in. (2.34 m)
- 95 in. (2.41 m)
- 65 in. (1.67 m)
- 77 in. (1.96 m)

* Engine power is provided by engine manufacturer. Actual operating power output may vary due to conditions of specific use.
** Height of cut depends on turf condition, reel wear and bedknife installed.

NOTE: Specifications, while correct at time of printing, may change without notice.
115 Franklin St. Ext.
Derry, NH 03038
Phone: (603) 404-2286
Fax: (603) 216-1278
www.mte.us.com

RENTAL INVOICE
Invoice: 03-242102
Date: 6/13/2019
Cust: BURLINGTON REC
PO: Rental

Bill To:
Town of Burlington Recreation 111875
Mr Brendan Egan
61 Center Street
Burlington, MA 01803

Ship To:
Town of Burlington Recreation 111875
1 Edgemere Ave
Rec. Maint. Garage
Burlington, MA 01803 US

If the customer purchases a new wide area mower at the end of the rental period, 50% of their paid rent will be applied to the cost of the new unit.

<table>
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<tr>
<th>Item</th>
<th>Type</th>
<th>Description</th>
<th>Qty</th>
<th>Tax</th>
<th>Price</th>
<th>Discount</th>
<th>Net Price</th>
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Forms of Payment
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<th>Type</th>
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<td>Net 30</td>
<td>Customer Id: BURLINGTON REC</td>
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<td>PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE. ACCOUNTS NOT PAID WITHIN TERMS ARE SUBJECT TO A 1.5% MONTHLY FINANCE CHARGE.</td>
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<td>Total Forms of Payment:</td>
<td>$8,000.00</td>
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Balance Due On This Invoice: $8,000.00

RECEIVED
JUN 20 2019
By
To Whom it may Concern,

Town of Burlington Parks & Recreation Jacobsen HR9016 machine repair estimate notes.

Machine Hours reading estimated as believed to be replaced, but not known when.

This is an estimate cost of repairs and may increase depending on further inspection and availability of parts.

MTE was notified of the damage to the machine on May 24th, 2019. A service tech was sent down to Burlington Parks location on June 6, 2019 for an initial assessment of damage. Due to the location of the machine a full assessment was not available. It was recommended that machine be brought up to Derry NH MTE Branch for further evaluation and quoting. Completion of the estimate was done on June 25, 2019 at MTE Derry NH branch where machine currently resides.

We were informed the machine lost traction on a hill when the engine died suddenly. The machine rolled backwards into a tree to avoid a more severe situation (road with traffic). The impact with the tree caused the subsequent damage listed in the attached quote. It is also unknown at this time why the engine stopped working or why a closed loop traction drive system allowed the machine to roll with much speed. The machine contacted a tree with such impact that it sheered the right side of the axle off. It bent the rear bumper, frame, hood support, battery tray, steering cylinder, and center link of machine. The exhaust was also cracked.

The impact against the tree pushed the right wing deck up into the hood causing a caster wheel to puncture the hood. When the axle broke the right rear wheel motor hydraulic hoses also broke off and severed the case drain line as well. The skirts around the engine were cracked at mounting points due to the frame bending.

All told after the repair of the damage from the impact is repaired, the reason for the engine stopping and hydraulic drive allowing a fast roll would need to be assessed.

Sincerely,

Anthony Gilberti
New England Branch Manager
MTE Turf Equipment Solutions, Inc.
115 Franklin Street Ext
Derry, NH 03038
Phone: 603-404-2286 x1303
Fax: 603-216-1278
agilberti@mte.us.com
Contact Mike or Brendan @ Parks dept
machine Hours reading estimated as believed to be replaced.
Scope of work required is contingent on thorough inspection of the rear frame section at the rear axle mounting point.
The Rear axle mounting point appears to be bent to such a degree that the axle will not sit square in the frame.
--Rear bumper for machine is NLA which needs to be replaced and took brunt of the impact.

This is an estimate cost of repairs and may increase depending on further inspection and availability of parts.

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<td>Quoting Damage</td>
<td>9.8666</td>
<td>$110.00</td>
<td>$1,085.33</td>
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**SERVICE COMMITTED**

Document: 03-254219  PO: Q 9016 Damage
Date: 6/6/2019  Custld: BURLINGTON REC

Cust Email: Brendan Egan <began@burlington.org>  
Phone: (781) 270-1697  
Salesperson: rnolek  
User: agilberti

Contact Mike or Brendan @ Parks dept
machine Hours reading estimated as believed to be replaced.
Scope of work required is contingent on thorough inspection of the rear frame section at the rear axle mounting point.
The Rear axle mounting point appears to be bent to such a degree that the axle will not sit square in the frame.
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<td>SERVICE OF CUSTOMER OWNED EQUIPMENT</td>
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**Q 9016 Damage  Quote for damaged 9016**

<table>
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<tr>
<th>Item</th>
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Date: 6/6/2019  Custld: BURLINGTON REC

Cust Email: Brendan Egan <began@burlington.org>  
Phone: (781) 270-1697  
Salesperson: rnolek  
User: agilberti

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**SERVICE COMMITTED**

Document: 03-254219  PO: Q 9016 Damage
Date: 6/6/2019  Custld: BURLINGTON REC

Cust Email: Brendan Egan <began@burlington.org>  
Phone: (781) 270-1697  
Salesperson: rnolek  
User: agilberti
<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<td>PA JMC - AXLE-CENTER SECTION</td>
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Segment Total: $28,303.28
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<td>Misc Charges</td>
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<th>Totals</th>
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<td>Sub Total</td>
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<tr>
<td>Total Tax</td>
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<tr>
<td>Estimated/Current Invoice Total</td>
<td>$29,388.61</td>
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Estimated/Current Balance Due On This Invoice: $29,388.61

Customer agrees to comply with all mfg safety manuals and instructions. CUST AGREES NOT TO MODIFY, REMOVE, BYPASS OR TAMPER WITH ANY SAFETY DEVICE OR FUNCTION ON THE EQUIPMENT, INC. GUARDS, SHIELDS, SWITCHES, COVERS OR OTHER PARTS INSTALLED BY THE MFG. Cust agrees to indemnify, defend and hold harmless MTE against any loss, damage or expense resulting from bodily injury, death or property damage due to Cust's violation of this section, or from the improper use of equipment by Cust or its emps.
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<tr>
<th>Item</th>
<th>Type</th>
<th>Description</th>
<th>Qty</th>
<th>Tax</th>
<th>Price</th>
<th>Discount</th>
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<tbody>
<tr>
<td>JMC.LMAC641</td>
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<td>WG - HR Road Light Kit for HR7</td>
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<td>$137,416.00</td>
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Discount applied: 15.00%
Discount applied: 26.00%

Total: $103,339.39

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Signature: ________________________________________

THIS QUOTE VALID FOR 30 DAYS. PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FAX: 585-334-6332 OR EMAIL: BHLOMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.
## Town of Burlington
### FY 2019 End of Year Transfers

### SOURCES (from):

<table>
<thead>
<tr>
<th>Line</th>
<th>Dept.</th>
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<tbody>
<tr>
<td>1</td>
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<td>13</td>
<td>Town Accountant</td>
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<td>15</td>
<td>Assessor</td>
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<td>16</td>
<td>Treasurer</td>
<td>Salaries</td>
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<tr>
<td>34</td>
<td>MIS</td>
<td>Expenses</td>
<td>2,021.48</td>
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<tr>
<td>36</td>
<td>Town Clerk</td>
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<tr>
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<td>Legal</td>
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<td>59</td>
<td>Emergency Management</td>
<td>Expenses</td>
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<tr>
<td>76</td>
<td>Veterans Services</td>
<td>Expenses</td>
<td>36.75</td>
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### USES (to):

<table>
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<th>Desc.</th>
<th>Amount</th>
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<tr>
<td>77</td>
<td>Veterans Services</td>
<td>Salaries</td>
<td>36.75</td>
</tr>
</tbody>
</table>

### DETAILS:

1. Surplus due to amount of hours of work required (microphone runners & checkers)
2. Deficit due to cost of TM postings, printings, and budget book
3. Surplus due to savings attributed to performing services in-house
4. Surplus due to spending control in anticipation of deficit in Line 2
5. Surplus due to savings in Part Time Salaries
6. Surplus due to spending control in anticipation of deficit in line 33
7. Surplus due to inability to attend conference
8. Surplus due to spending control in anticipation of deficit in line 33
9. Surplus due to spending control in anticipation of deficit in line 60
10. Surplus due to spending control in anticipation of deficit in Line 77
11. Surplus due to spending control in anticipation of deficit in line 60
12. Surplus due to spending control in anticipation of deficit in Line 77
13. Surplus due to spending control in anticipation of deficit in Line 77
14. Deficit due to cost of stipend
15. Surplus due to spending control in anticipation of deficit in Line 2
16. Surplus due to spending control in anticipation of deficit in line 33
17. Deficit due to additional cost of contracted services
18. Deficit due to step increase
19. Deficit due to cost of elections
20. Deficit due to spending control in anticipation of deficit in line 33
21. Deficit due to spending control in anticipation of deficit in line 60
22. Deficit due to spending control in anticipation of deficit in Line 77
23. Deficit due to spending control in anticipation of deficit in line 60
24. Deficit due to spending control in anticipation of deficit in Line 77
25. Deficit due to spending control in anticipation of deficit in line 60
26. Deficit due to spending control in anticipation of deficit in Line 77
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