

TOWN OF BURLINGTON

Proposed Operating Budget



Fiscal Year 2012

July 1, 2011 to June 30, 2012



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Ways and Means Committee

Town of Burlington
Ways and Means Committee
Annual Budget Recommendation
Fiscal Year 2012

Dear Town Meeting Members,

It is with pleasure that the Ways and Means Committee presents the budget proposal for Fiscal Year 2012 for your consideration. The committee with the help of the administration has put together this budget book for the past few years complete with a short narrative of the process to help with Town Meeting's deliberations. This particular year has had its own set of challenges, but the Ways and Means Committee believes this budget proposal is a good one. It maintains services provided, manages the growth of the tax levy, and leaves the Town in good shape moving into FY13.

The FY12 budget process began last fall with working meetings between Ways and Means, the Board of Selectmen, the Town Administration, the Treasurer's Office, and the School Committee. Issues of concern included handling a 53rd week of payroll, facing a 20% jump in health care costs, and opening the Memorial School. The result of these discussions was that Ways and Means supported by the Board of Selectmen recommended that the tax levy be capped at no more than a 4% increase. This number is computed by adding a 2.5% bump to the estimated growth in Burlington of 1.5%. The consensus was that town government should be sensitive to the fiscal demands being placed on the residents of Burlington. After extensive discussions, the Ways and Means committee also recommended a 3% hike in the operating budget but with the request that the hiring freeze remain in place and that no new programs be added.

The Ways and Means Committee has reviewed all the budgets over the past three months. Even with the current conservative estimates on state aid and local receipts, there is adequate funding for the services provided, minimal increase in costs, and for another year no additional fees. Yes, Burlington has had an easier time of it than many other communities through the recent fiscal crisis thanks to the extensive business tax base in town. But this should not lessen your appreciation for the job that continues to be done by both the town and school administrations and our elected and appointed officials in keeping costs contained while maintaining services.

Following up on last year's discussion, Ways and Means has continued its work on reviewing how Burlington does business. We are pleased to report that the town-side and school-side of government continue to cooperate by sharing both HR and IT personnel. And now all computer purchases for use throughout town are made through the schools to take advantage of educational discounts. The topic of how to provide governmental services is being discussed throughout the state and throughout the country.

There are numerous obstacles to dramatic change, but the Ways and Means Committee is continuing to investigate what has worked in other parts of Massachusetts and will do what it can to recommend such changes as are appropriate. It is a process that will take some time, but that is no reason not to continue.

And one last point: fiscally responsible towns in Massachusetts are attempting to have 10% of their operating budget available for emergency situations. This “savings” is made up of stabilization funds, free cash, and taxing capacity. As was stated at September Town Meeting, Burlington is currently maintaining that 10% in emergency funds. The budget as presented was generated with an eye toward maintaining that 10% moving forward.

The Ways and Means Committee believes in this budget for FY12 and hopes that you will support it.

Respectfully submitted,

The Ways and Means Committee
2011-2012

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TOWN OF BURLINGTON
 FY2012 BUDGET
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Budget Summary

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Budget Summary – 5 Year Comparative

	<u>Budget FY 2008</u>	<u>Budget FY 2009</u>	<u>Budget FY 2010</u>	<u>Budget FY 2011</u>	<u>Projection FY 2012</u>	<u>%</u>
Tax Levy Limit	\$ 72,957,347	\$ 77,495,579	\$ 80,744,877	\$ 84,515,741	\$ 87,628,637	
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$ 69,516,018	\$ 75,217,111	\$ 78,982,990	\$ 82,036,147	\$ 85,317,593	4.00%
Local Receipts	\$ 10,269,445	\$ 10,593,410	\$ 10,271,640	\$ 10,271,640	\$ 11,434,907	11.33%
State Receipts (Cherry Sheet)	\$ 8,361,024	\$ 9,245,599	\$ 8,011,451	\$ 7,579,381	\$ 7,455,452	-1.64%
School Building Assistance	\$ 258,785	\$ 258,785	\$ 258,785	\$ 258,785	\$ 258,785	0.00%
TOTAL REVENUES	\$ 88,405,272	\$ 95,314,905	\$ 97,524,866	\$ 100,145,953	\$ 104,466,737	4.31%
RECURRING EXPENDITURES						
Accommodated Accounts	\$ 29,773,472	\$ 31,640,030	\$ 32,460,115	\$ 33,852,847	\$ 35,530,730	4.96%
General Government	\$ 25,646,754	\$ 27,084,831	\$ 27,404,043	\$ 28,108,677	\$ 28,411,992	1.08%
Education	\$ 33,321,117	\$ 35,262,781	\$ 36,185,768	\$ 37,180,877	\$ 38,681,389	4.04%
Allowance for Abatements (overlay)	\$ 1,021,024	\$ 1,033,640	\$ 955,023	\$ 933,064	\$ 933,064	0.00%
State Assessments (Cherry Sheet)	\$ 535,629	\$ 588,043	\$ 629,656	\$ 616,235	\$ 599,307	-2.75%
State Offset Items (Cherry Sheet)	\$ 49,737	\$ 55,965	\$ 46,210	\$ 42,584	\$ 45,341	6.47%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 90,347,733</i>	<i>\$ 95,665,290</i>	<i>\$ 97,680,815</i>	<i>\$ 100,734,284</i>	<i>\$ 104,201,822</i>	<i>3.44%</i>
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$ 43,539	\$ 604,615	\$ 744,050	\$ 351,908	\$ 650,000	84.71%
Special Warrant Articles	<u>\$ 2,230,581</u>	<u>\$ 3,376,522</u>	<u>\$ 3,117,067</u>	<u>\$ 3,152,470</u>	<u>\$ 3,673,966</u>	16.54%
TOTAL EXPENDITURES	\$ 92,621,853	\$ 99,646,427	\$ 101,541,932	\$ 104,238,662	\$ 108,525,788	4.11%
SURPLUS/(DEFICIT)	\$ (4,216,581)	\$ (4,331,522)	\$ (4,017,066)	\$ (4,092,709)	\$ (4,059,051)	
NON-RECURRING REVENUES						
Free Cash	\$ 969,780	\$ 1,919,796	\$ 1,681,935	\$ 1,941,181	\$ 2,100,000	8.18%
Non Recurring Local Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Special Revenue Funds	\$ 2,535,701	\$ 2,411,726	\$ 2,335,132	\$ 2,051,528	\$ 1,959,051	-4.51%
Excess Allowance for Abatements	\$ 711,100	\$ -	\$ -	\$ 100,000	\$ -	100.00%
TOTAL NON-RECURRING REVENUES	\$ 4,216,581	\$ 4,331,522	\$ 4,017,067	\$ 4,092,709	\$ 4,059,051	-0.82%
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. Please note the creation of a new account in this section for Capital Improvements. This reflects our intention to allocate a portion of our tax levy annually toward the extraordinary capital needs existing in the community. 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 2008	Budget FY 2009	Budget FY 2010	Budget FY 2011	Projection FY 2012	% Increase
Unemployment	\$ 60,000	\$ 75,000	\$ 125,000	\$ 100,000	\$ 200,000	100.00%
Health Insurance	\$ 9,111,975	\$ 9,462,200	\$ 9,600,000	\$ 10,200,000	\$ 10,800,000	5.88%
F.I.C.A./Medex	\$ 554,000	\$ 594,000	\$ 625,000	\$ 656,250	\$ 689,063	5.00%
Retirement Contribution	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
General Town Insurance	\$ 610,000	\$ 610,000	\$ 650,000	\$ 700,000	\$ 700,000	0.00%
Audit	\$ 42,000	\$ 42,000	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
Waste Removal	\$ 1,862,300	\$ 1,915,500	\$ 1,915,500	\$ 1,706,000	\$ 1,748,000	2.46%
Street Lights	\$ 321,494	\$ 348,000	\$ 348,000	\$ 370,500	\$ 370,500	0.00%
Swift Law	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	-25.00%
Hazardous Waste Collection	\$ 41,500	\$ 42,000	\$ 42,000	\$ 42,000	\$ 40,000	-4.76%
Mosquito Control	\$ 36,861	\$ 38,673	\$ 39,639	\$ 39,639	\$ 39,639	0.00%
Debt Principal	\$ 2,786,364	\$ 3,001,358	\$ 3,007,001	\$ 3,222,082	\$ 3,819,163	18.53%
Debt Interest	\$ 1,416,025	\$ 1,180,000	\$ 1,137,500	\$ 1,235,182	\$ 1,616,518	30.87%
Middlesex Retirement System	\$ 5,311,677	\$ 5,924,373	\$ 5,993,783	\$ 6,094,297	\$ 6,200,000	1.73%
Special Ed Tuition & Transportation	\$ 5,437,871	\$ 5,999,762	\$ 6,489,247	\$ 6,835,413	\$ 7,417,013	8.51%
Shawsheen Regional School	\$ 1,658,405	\$ 1,417,164	\$ 1,448,445	\$ 1,283,245	\$ 1,367,834	6.59%
B-Line Transportation	\$ -	\$ 217,000	\$ 166,000	\$ 155,000	\$ 155,000	0.00%
53rd week payroll	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Stabilization Fund	\$ 500,000	\$ 750,000	\$ 500,000	\$ 840,239	\$ -	-100.00%
Capital Improvements	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	0.00%
Total	\$ 29,773,472	\$ 31,640,030	\$ 32,460,115	\$ 33,852,847	\$ 35,530,730	4.96%

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 1.08% which is below the Budget Guidelines set for fiscal year 2012.

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 would like to report an overall operating budget increase of 4.00% for fiscal year 2012. The additional 1% above and beyond the 3% guideline is the result of the additional costs associated with the opening of the New Memorial School which is twice the size and enrollment of the old school.

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 2008	Budget FY 2009	Budget FY 2010	Budget FY 2011	Projection FY 2012	% Increase
Air Pollution Dist (C.676)	\$ 7,401	\$ 7,794	\$ 8,128	\$ 8,296	\$ 8,659	4.37%
RMV Non-renewal	\$ 12,060	\$ 13,400	\$ 14,140	\$ 12,840	\$ 15,160	18.07%
MBTA	\$ 469,088	\$ 501,729	\$ 512,522	\$ 509,613	\$ 516,054	1.26%
Metro Area Planning Council	\$ 6,746	\$ 7,279	\$ 7,429	\$ 7,533	\$ 7,816	3.75%
Tuition Assessments	\$ 40,334	\$ 57,823	\$ 87,437	\$ 77,953	\$ 51,619	-33.78%
Lunch Programs **	\$ 15,743	\$ 15,501	\$ 16,337	\$ 13,776	\$ 15,827	14.89%
Public Libraries (C78,S19A) **	\$ 33,994	\$ 40,464	\$ 29,873	\$ 28,808	\$ 29,514	2.45%
Total	\$ 585,366	\$ 643,990	\$ 675,866	\$ 658,819	\$ 644,648	-2.15%

Non Recurring Expenditures

Deficit Accounts

This amount represents an estimate for the Town’s projected deficit for Snow and Ice Removal from Fiscal Year 2011. 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 FY2011 is \$1,000,000 which would result in a deficit of approximately \$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, School Committee, Ways and Means Committee, and Capital Budget Committee have not taken a position on many of the financial warrant articles. We have excluded several warrant articles that are not expected to be brought forward at this time. All others are shown for illustrative purposes only.

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 2008	Budget FY 2009	Budget FY 2010	Projection FY 2011	Projection FY 2012
Previous Levy Limit	\$ 68,241,537	\$ 72,957,347	\$ 77,495,579	\$ 80,744,879	\$ 84,515,743
2.5% Limit	\$ 1,706,038	\$ 1,823,934	\$ 1,937,389	\$ 2,018,622	\$ 2,112,894
New Growth	\$ 3,009,772	\$ 2,714,298	\$ 1,311,909	\$ 1,752,240	\$ 1,000,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 72,957,347	\$ 77,495,579	\$ 80,744,877	\$ 84,515,741	\$ 87,628,637
Exclusion Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Exclusion - Capital Asset	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy Limit	\$ 72,957,347	\$ 77,495,579	\$ 80,744,877	\$ 84,515,741	\$ 87,628,637
Excess Capacity	\$ 3,441,329	\$ 2,278,468	\$ 1,761,888	\$ 2,479,594	\$ 2,311,044
Property Taxes Levied	\$ 69,516,018	\$ 75,217,111	\$ 78,982,990	\$ 82,036,147	\$ 85,317,593
% levy increase over prior year	7.93%	8.20%	5.01%	3.87%	4.00%

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.

An important goal of this year’s budget process was to limit the tax levy increase to 4% or less. Despite reductions in our State Aid and declining local receipts due to the worsening economy, we have been able to meet that goal at this point in the process.

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. Please note that this is the first year that the local meals tax is utilized in the Town’s annual budgeting process. This amount will serve to offset the large increase in accommodated accounts for debt principal and interest which is the result of the Town’s aggressive investment in its capital bonding program.

Budgeted Local Receipts – Five Year Comparative

	Budget FY 2008	Budget FY 2009	Budget FY 2010	Budget FY 2011	Projection FY 2012
Motor Vehicle Excise	\$ 2,904,445	\$ 2,973,410	\$ 2,901,640	\$ 2,850,958	\$ 2,850,958
Other Excise (Hotel Excise)	\$ 1,300,000	\$ 1,350,000	\$ 1,400,000	\$ 1,455,682	\$ 1,613,521
Local Meals Tax	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Penalties & Interest (Tax & Excise)	\$ 300,000	\$ 325,000	\$ 300,000	\$ 300,000	\$ 300,000
In Lieu of Taxes (Recurring)	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -
In Lieu of Taxes (Limited)	\$ 540,000	\$ 540,000	\$ 540,000	\$ 540,000	\$ 520,000
Water User Charges	\$ 2,175,000	\$ 2,250,000	\$ 2,475,000	\$ 2,500,000	\$ 2,625,428
Ambulance User Charges	\$ 375,000	\$ 500,000	\$ 450,000	\$ 525,000	\$ 525,000
Rentals	\$ 350,000	\$ 350,000	\$ 380,000	\$ 400,000	\$ 400,000
Departmental Revenues	\$ 500,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ 550,000
Licenses & Permits	\$ 1,100,000	\$ 1,075,000	\$ 800,000	\$ 800,000	\$ 800,000
Fines & Forfeits	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
Investment Earnings	\$ 475,000	\$ 550,000	\$ 300,000	\$ 125,000	\$ 125,000
Medical Assistance Reimbursements	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL LOCAL RECEIPTS	\$ 10,269,445	\$ 10,593,410	\$ 10,271,640	\$ 10,271,640	\$ 11,434,907

State Receipts (Cherry Sheet)

State Aid represents approximately 8% 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 2008	Budget FY 2009	Budget FY 2010	Budget FY 2011	Projection FY 2012	
School Chapter 70	\$ 4,663,528	\$ 5,524,388	\$ 5,413,900	\$ 5,097,620	\$ 5,124,986	0.54%
School Construction	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Charter Tuition Assess Reimb	\$ 1,021	\$ 10,747	\$ 36,981	\$ 28,591	\$ 6,756	-76.37%
Charter Tuition Capital Facility Reimbt	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Lunch Programs **	\$ 15,743	\$ 15,501	\$ 16,337	\$ 13,776	\$ 15,827	14.89%
Subtotal Education	\$ 4,680,292	\$ 5,550,636	\$ 5,467,218	\$ 5,139,987	\$ 5,147,570	0.15%
Lottery, Beano, Charity Games	\$ 1,872,961	\$ 1,872,961	\$ 1,338,256	\$ 2,215,064	\$ 2,054,906	-7.23%
Additional Assistance	\$ 1,386,400	\$ 1,386,400	\$ 969,102	\$ -	\$ -	0.00%
Police Career Incentive	\$ 237,500	\$ 265,380	\$ 45,941	\$ 25,357	\$ 25,072	-1.12%
Veterans Benefits Reimbursed	\$ 26,358	\$ 11,932	\$ 45,216	\$ 53,151	\$ 82,142	54.55%
Vets, Blind & Surviving Spouse (C59)	\$ 71,813	\$ 70,638	\$ 115,845	\$ 117,014	\$ 116,248	-0.65%
Abatements - Elderly	\$ 51,706	\$ 47,188	\$ -	\$ -	\$ -	0.00%
State Owned Land	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Public Libraries (C78,S19A) **	\$ 33,994	\$ 40,464	\$ 29,873	\$ 28,808	\$ 29,514	2.45%
Subtotal General Government	\$ 3,680,732	\$ 3,694,963	\$ 2,544,233	\$ 2,439,394	\$ 2,307,882	-5.39%
TOTAL STATE RECEIPTS	\$ 8,361,024	\$ 9,245,599	\$ 8,011,451	\$ 7,579,381	\$ 7,455,452	-1.64%

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 six years after fiscal year 2012.

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 FY2012 Projection specifies approximately \$2,000,000 of free cash to fund capital warrant articles and provide for the opening of the new Memorial School.

Certified Free Cash – Recent History

June 30 2005	June 30 2006	June 30 2007	June 30 2008	June 30 2009	June 30 2010
\$1,801,706	\$ 3,193,888	\$ 2,560,430	\$ 3,593,376	\$ 3,299,406	\$ 4,874,096

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.....	\$ 20,000
Gutierrez Land Exchange Fund	\$ 85,545
Sewer Inflow Infiltration.....	\$ 48,400
Chapter 90 Highway.....	<u>\$1,055,106</u>
Total.....	\$1,209,051

Prior Unexpended Appropriations

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

Overlay Surplus

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

	Budget	Budget	Budget	Budget	Projection
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Overlay Surplus	\$ 711,100	\$ -	\$ -	\$ 100,000	\$ -

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 service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TOWN MEETING & REPORTS (Lines 1-2)							
1- Salaries - Part Time	\$2,449	\$3,349	\$2,481	\$2,481	\$2,481	\$2,481	
2- Expenses - Cont. Services	\$17,380	\$16,938	\$17,500	\$17,575	\$17,575	\$17,575	
TOTAL	\$19,829	\$20,287	\$19,981	\$20,056	\$20,056	\$20,056	0.38%

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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TOWN MODERATOR (Lines 3-4)							
3- Salaries	\$150	\$150	\$150	\$150	\$150	\$150	
4- Expenses - Mat. & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$150	\$150	\$150	\$150	\$150	\$150	0.00%

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 service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
WAYS AND MEANS (Lines 5-6)							
5- Salaries - Part Time	\$3,756	\$1,787	\$2,118	\$2,800	\$2,800	\$2,800	
6- Expenses - Mat. & Supplies	\$268	\$0	\$300	\$268	\$268	\$268	
TOTAL	\$4,024	\$1,787	\$2,418	\$3,068	\$3,068	\$3,068	26.88%

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 service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
CAPITAL BUDGET COMMITTEE (Lines 7-8)							
7- Salaries - Part Time	\$595	\$589	\$600	\$800	\$800	\$800	
8- Expenses - Mat. & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$595	\$589	\$600	\$800	\$800	\$800	33.33%

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 statutes 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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TOWN ADM/SELECTMEN (Lines 9-11)							
Salaries							
Fulltime	\$405,384	\$421,389	\$441,054	\$436,574	\$436,574	\$436,574	
Elected/Appointed	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
Parttime	\$1,846	\$2,026	\$1,816	\$1,956	\$1,956	\$1,956	
Permanent Parttime	\$0	\$0	\$0	\$0	\$0	\$0	
Overtime	\$1,637	\$1,816	\$500	\$1,600	\$1,600	\$1,600	
9- Total Salaries	\$414,367	\$430,731	\$448,870	\$445,630	\$445,630	\$445,630	
Expenses							
Materials & Supplies	\$0	\$0	\$200	\$200	\$200	\$200	
Contracted Services	\$1,589	\$1,589	\$800	\$900	\$900	\$900	
M.E.L.T.	\$6,183	\$6,183	\$6,183	\$6,228	\$6,228	\$6,228	
10- Total Expenses	\$7,772	\$7,772	\$7,183	\$7,328	\$7,328	\$7,328	
Special Accounts							
Miscellaneous Expenses	\$10,753	\$10,753	\$9,000	\$10,000	\$10,000	\$10,000	
Local Transp (B-Line) (AA)	\$0	\$0	\$0	\$0	\$0	\$0	
11- Total Special Accounts	\$10,753	\$10,753	\$9,000	\$10,000	\$10,000	\$10,000	
TOTAL	\$432,892	\$449,256	\$465,053	\$462,958	\$462,958	\$462,958	-0.45%

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 FY2012. 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 2012. We hope to revisit this issue in the near future.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
ACCOUNTING (Lines 12-13)							
Salaries							
Fulltime	\$183,509	\$190,889	\$199,209	\$272,214	\$200,170	\$200,170	
Parttime	\$24,624	\$26,294	\$27,487	\$27,636	\$27,636	\$27,636	
12- Total Salaries	\$208,133	\$217,183	\$226,696	\$299,850	\$227,806	\$227,806	
Expenses							
Materials & Supplies	\$498	\$25	\$700	\$700	\$700	\$700	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$1,660	\$560	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,368	\$1,439	\$2,300	\$2,300	\$2,300	\$2,300	
13- Total Expenses	\$3,526	\$2,024	\$3,000	\$3,000	\$3,000	\$3,000	
TOTAL	\$211,659	\$219,207	\$229,696	\$302,850	\$230,806	\$230,806	0.48%

DEPT 141 - ASSESSORS

Description of Services

The primary function of the Assessing 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 and Real Estate/ Personal Property Abatements.

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

Annually mail a Form of List to business owners and when returned, analyze the data provided to value all business personal property.

Income and Expense Forms are mailed to commercial 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 Board of Assessors review all abatements for real estate and personal property.

The Town Appraiser represents the Town at the Appellate Tax Board on real estate and personal property tax values that 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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
ASSESSORS (Lines 14-15)							
Salaries							
Fulltime	\$231,349	\$253,659	\$225,770	\$235,574	\$235,574	\$235,574	
Elected/Appointed	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	
14- Total Salaries	\$233,949	\$256,259	\$228,370	\$238,174	\$238,174	\$238,174	
Expenses							
Materials & Supplies	\$3,027	\$1,725	\$2,250	\$3,100	\$3,100	\$3,100	
Contracted Services	\$90,900	\$92,100	\$93,900	\$93,700	\$93,700	\$93,700	
Capital Outlay	\$4,894	\$5,000	\$5,000	\$1,900	\$1,900	\$500	
M.E.L.T.	\$4,732	\$2,964	\$5,200	\$5,200	\$5,200	\$5,200	
15- Total Expenses	\$103,553	\$101,789	\$106,350	\$103,900	\$103,900	\$102,500	
Special Accounts							
TOTAL	\$337,502	\$358,048	\$334,720	\$342,074	\$342,074	\$340,674	1.78%

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 chairman of the Town’s Ice Palace Oversight Committee where the responsibilities include the scheduling of quarterly 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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TREASURER/COLLECTOR (Lines 16-18)							
Salaries							
Fulltime	\$361,316	\$374,418	\$390,725	\$399,057	\$399,057	\$399,057	
Elected/Appointed	\$101,859	\$104,000	\$107,748	\$112,802	\$112,802	\$112,802	
Overtime	\$0	\$0	\$0	\$0	\$0	\$2,000	
Parttime	\$50,122	\$48,409	\$53,390	\$61,486	\$61,486	\$61,486	
16- Total Salaries	\$513,297	\$526,827	\$551,863	\$573,345	\$573,345	\$575,345	
Expenses							
Materials & Supplies	\$6,422	\$5,899	\$5,050	\$5,550	\$5,550	\$5,550	
Contracted Services	\$2,200	\$900	\$850	\$850	\$850	\$850	
Capital Outlay	\$1,536	\$1,195	\$1,125	\$1,125	\$1,125	\$125	
M.E.L.T.	\$2,082	\$2,435	\$2,371	\$2,671	\$2,671	\$2,671	
17- Total Expenses	\$12,240	\$10,429	\$9,396	\$10,196	\$10,196	\$9,196	
Special Accounts							
Interest Refund	\$0	\$0	\$100	\$100	\$100	\$100	
18- Total Special Accounts	\$0	\$0	\$100	\$100	\$100	\$100	
TOTAL	\$525,537	\$537,256	\$561,359	\$583,641	\$583,641	\$584,641	4.15%

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 has worked diligently with the Town’s Collective Bargaining Units to enact cost saving measures to bring these budgets under control. During 2011, the Board of Selectmen made the very difficult decision to move all Town employees from “HMO” health insurance products to “high deductible” health insurance plans. This change was initiated in order to mitigate a projected \$1.8 million increase to the FY2012 Health Insurance Budget. Also, funds are being requested for the Town’s 4th of July celebration. This appropriation was discontinued several years ago and the parade has recently been re-instituted by the Rotary Club. The appropriation would help support the cost associated with the well attended event.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
CENTRAL ADMINISTRATION (Lines 19-28)							
19- Central Supply	\$108,150	\$107,879	\$108,150	\$110,000	\$110,000	\$110,000	
20- Central Machines	\$24,735	\$24,579	\$24,580	\$25,480	\$25,480	\$25,480	
21- Chapter 32B - Health Ins. (AA)	\$9,457,227	\$9,318,385	\$10,200,000	\$10,800,000	\$10,800,000	\$10,800,000	
22- Unemployment Comp (AA)	\$69,055	\$100,000	\$100,000	\$200,000	\$200,000	\$200,000	
23- Pension Reimbursement (AA)	\$1,958	\$702	\$3,000	\$3,000	\$3,000	\$3,000	
24- Town Insurance (AA)	\$585,961	\$603,731	\$700,000	\$700,000	\$700,000	\$700,000	
25- Financial Audit (AA)	\$42,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
26- Medicare Tax (AA)	\$588,686	\$636,084	\$656,250	\$689,062	\$689,062	\$689,062	
27- Chas George Settlement (AA)	\$0	\$0	\$0	\$0	\$0	\$0	
28- 4th of July/Town Event	\$0	\$0	\$0	\$5,000	\$5,000	\$0	
TOTAL	\$10,877,772	\$10,841,360	\$11,841,980	\$12,582,542	\$12,582,542	\$12,577,542	6.21%

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 reflects an increase in costs related to labor counsel which is reflective of ongoing legal matters related to collective bargaining.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
LEGAL (Lines 29-32)							
29- Legal Fees	\$94,200	\$85,000	\$95,000	\$95,000	\$95,000	\$95,000	
30- Collective Bargaining	\$85,799	\$112,988	\$60,000	\$100,000	\$100,000	\$100,000	
31- Tax Title	\$1,625	\$3,500	\$1,500	\$1,500	\$1,500	\$1,500	
32- Cable TV Negotiations	\$0	\$1,170	\$2,000	\$2,000	\$2,000	\$2,000	
TOTAL	\$181,624	\$202,658	\$158,500	\$198,500	\$198,500	\$198,500	25.24%

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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
HUMAN RESOURCES (Lines 33-35)							
Salaries							
Fulltime	\$47,625	\$46,672	\$50,290	\$52,236	\$52,236	\$52,236	
Part Time	\$3,783	\$4,988	\$7,500	\$7,500	\$7,500	\$7,500	
33- Total Salaries	\$51,408	\$51,660	\$57,790	\$59,736	\$59,736	\$59,736	
Expenses							
Materials & Supplies	\$30	\$207	\$400	\$400	\$400	\$400	
Contracted Services	\$5,718	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$750	\$813	\$1,100	\$1,100	\$1,100	\$1,100	
34- Total Expenses	\$6,498	\$1,020	\$1,500	\$1,500	\$1,500	\$1,500	
Special Accounts							
Employee Computer Training	\$2,395	\$325	\$2,000	\$2,000	\$2,000	\$2,000	
BMEA/Education	\$5,000	\$7,009	\$9,000	\$5,000	\$6,000	\$6,000	
Recruitment/Retention	\$0	\$1,488	\$1,200	\$1,500	\$1,500	\$1,500	
35- Total Special Accounts	\$7,395	\$8,822	\$12,200	\$8,500	\$9,500	\$9,500	
TOTAL	\$65,301	\$61,502	\$71,490	\$69,736	\$70,736	\$70,736	-1.05%

DEPT 155 – MANAGEMENT INFORMATION SYSTEMS

Description of Services

MIS, comprised of three permanent/full time employees, is responsible for the installation, maintenance, and training of technology within many of the town’s departments. The third full time employee salary is shared between the Town and the School Department as part of our combined project.

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.

The Town MIS staff and the School IT professionals have spent many hours this past year working to complete the “backbone” upgrade to our infrastructure with Cisco Systems and CBE Corp. Town Meeting approved a \$1,500,000 expenditure for this joint upgrade and we are in the process of completing this work.

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.

Several 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. The Town is working with the School Department to plan for this replacement as part of the New Memorial School Project.

Staffing

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

Budget Issues

This budget is presented at level service for FY2012. Purchases of basic computer equipment such as desktops, laptops, and printers have been taken from departmental budgets and consolidated under MIS so that the Town could participate in bulk purchasing by the School Department. This is the second year of this arrangement and we look forward to more cooperative arrangements for technical equipment purchases.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
MANAGEMENT INFO. SYSTEMS (Lines 36-37)							
Salaries							
Full Time	\$137,433	\$141,410	\$145,987	\$193,704	\$171,815	\$171,815	
Part Time	\$24,493	\$25,067	\$28,210	\$28,210	\$12,000	\$12,000	
36- Total Salaries	\$161,926	\$166,477	\$174,197	\$221,914	\$183,815	\$183,815	
Expenses							
Materials & Supplies	\$14,765	\$13,198	\$15,400	\$15,400	\$15,400	\$15,400	
Contracted Services	\$65,858	\$69,034	\$79,350	\$80,350	\$80,350	\$80,350	
Capital Outlay	\$5,000	\$0	\$17,152	\$11,200	\$11,200	\$11,200	
37- Total Expenses	\$85,623	\$82,232	\$111,902	\$106,950	\$106,950	\$106,950	
TOTAL	\$247,549	\$248,709	\$286,099	\$328,864	\$290,765	\$290,765	1.63%

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) Department Head, (1) F/T Archivist/Records Manager, (1) F/T Administrative Assistant, (1) F/T Senior Clerk, (1) P/T Department Assistant

Revenue Generated for 2010: \$167,283, an 18.3% increase from previous year.

Budget Issues

This budget is presented at level service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TOWN CLERK (Lines 38-40)							
Salaries							
Fulltime	\$111,489	\$148,430	\$141,557	\$148,549	\$148,549	\$148,549	
Elected/Appointed	\$83,348	\$84,775	\$105,912	\$81,870	\$81,870	\$81,870	
Parttime	\$63,684	\$19,732	\$0	\$0	\$0	\$0	
38- Total Salaries	\$258,521	\$252,937	\$247,469	\$230,419	\$230,419	\$230,419	
Expenses							
Materials & Supplies	\$2,158	\$2,225	\$2,225	\$2,225	\$2,225	\$2,225	
Contracted Services	\$8,605	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	
Capital Outlay	\$1,124	\$1,500	\$0	\$6,800	\$6,800	\$5,300	
M.E.L.T.	\$1,400	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
39- Total Expenses	\$13,287	\$15,325	\$13,825	\$20,625	\$20,625	\$19,125	
Special Accounts							
Elections	\$46,410	\$29,888	\$42,909	\$38,611	\$38,611	\$38,611	
40- Total Special Accounts	\$46,410	\$29,888	\$42,909	\$38,611	\$38,611	\$38,611	
TOTAL	\$318,218	\$298,150	\$304,203	\$289,655	\$289,655	\$288,155	-5.28%

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) 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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
REGISTRARS OF VOTERS (Lines 41-42)							
Salaries							
Elected/Appointed	\$900	\$1,000	\$1,000	\$1,150	\$1,150	\$1,150	
41- Total Salaries	\$900	\$1,000	\$1,000	\$1,150	\$1,150	\$1,150	
Expenses							
Materials & Supplies	\$741	\$741	\$900	\$900	\$900	\$900	
Contracted Services	\$3,592	\$4,666	\$4,650	\$6,150	\$6,150	\$6,150	
42- Total Expenses	\$4,333	\$5,407	\$5,550	\$7,050	\$7,050	\$7,050	
TOTAL	\$5,233	\$6,407	\$6,550	\$8,200	\$8,200	\$8,200	25.19%

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) P-T Conservation Assistant, (1) F-T Principal Clerk

Budget Issues

This budget is presented at level service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
CONSERVATION (Lines 43-45)							
Salaries							
Fulltime	\$169,351	\$164,521	\$123,475	\$172,051	\$123,222	\$123,222	
Parttime	\$927	\$1,255	\$26,465	\$150	\$27,208	\$27,208	
43- Total Salaries	\$170,278	\$165,776	\$149,940	\$172,201	\$150,430	\$150,430	
Expenses							
Materials & Supplies	\$442	\$271	\$500	\$500	\$500	\$500	
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Outlay	\$900	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,468	\$1,487	\$1,500	\$1,500	\$1,500	\$1,500	
44- Total Expenses	\$2,810	\$1,758	\$2,000	\$2,000	\$2,000	\$2,000	
Special Accounts							
Land Management/Legal Ads	\$3,167	\$3,950	\$4,000	\$300	\$4,000	\$4,000	
Stream Cleaning	\$7,467	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	
45- Total Special Accounts	\$10,634	\$12,950	\$13,000	\$9,300	\$13,000	\$13,000	
TOTAL	\$183,722	\$180,484	\$164,940	\$183,501	\$165,430	\$165,430	0.30%

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 senior 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.
- 1 part time intern - assists with research activities and GIS database management.

Budget Issues

Updating of various town maps is outsourced (assessor’s maps, zoning maps, various zoning overlay maps, etc.). As these maps are moved to a digital format, ongoing funding for maintenance needs to be considered. Long term staffing requests/recommendations include funding for an assistant planner to assist with GIS data management, oversight of affordable housing issues, and possible technical assistance to the Board of Appeals.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
PLANNING BOARD (Lines 46-47)							
Salaries							
Fulltime	\$185,651	\$190,766	\$199,923	\$203,092	\$203,092	\$203,092	
Elected/Appointed	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	
Overtime	\$480	\$571	\$600	\$600	\$600	\$600	
Parttime	\$13,600	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	
46- Total Salaries	\$204,131	\$208,737	\$217,923	\$221,092	\$221,092	\$221,092	
Expenses							
Materials & Supplies	\$1,330	\$2,193	\$2,200	\$2,200	\$2,200	\$2,200	
Contracted Services	\$5,734	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Capital Outlay	\$1,500	\$1,384	\$0	\$1,500	\$1,500	\$1,500	
M.E.L.T.	\$5,172	\$5,371	\$5,411	\$5,411	\$5,411	\$5,411	
47- Total Expenses	\$13,736	\$12,948	\$11,611	\$13,111	\$13,111	\$13,111	
TOTAL	\$217,867	\$221,685	\$229,534	\$234,203	\$234,203	\$234,203	2.03%

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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
BOARD OF APPEALS (Lines 48-50)							
48- Salaries - Part Time	\$19,770	\$18,302	\$10,826	\$10,826	\$10,826	\$10,826	
49- Expenses - Mat & Supplies	\$350	\$299	\$200	\$250	\$250	\$250	
50- Spec. Accts - Ads & Postage	\$3,298	\$4,000	\$3,500	\$3,500	\$3,500	\$3,500	
TOTAL	\$23,418	\$22,601	\$14,526	\$14,576	\$14,576	\$14,576	0.34%

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 2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
TOWN FACILITIES (Lines 51-52)							
Salaries							
Fulltime	\$219,456	\$227,668	\$237,335	\$235,929	\$235,929	\$235,929	
Permanent Part Time	\$59,212	\$65,344	\$65,344	\$67,158	\$67,158	\$67,158	
Overtime	\$28,206	\$26,035	\$27,768	\$27,768	\$27,768	\$27,768	
Parttime	\$74,333	\$54,906	\$108,054	\$112,938	\$112,938	\$112,938	
51- Total Salaries	\$381,207	\$373,953	\$438,501	\$443,793	\$443,793	\$443,793	
Expenses							
Materials & Supplies	\$31,439	\$29,780	\$30,400	\$32,400	\$32,400	\$32,400	
Contracted Services	\$155,588	\$172,034	\$154,700	\$173,000	\$173,000	\$173,000	
Occupancy	\$205,157	\$211,211	\$261,918	\$251,545	\$251,545	\$251,545	
Capital Outlay	\$9,500	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	
52- Total Expenses	\$401,684	\$433,025	\$462,018	\$471,945	\$471,945	\$471,945	
TOTAL	\$782,891	\$806,978	\$900,519	\$915,738	\$915,738	\$915,738	1.69%

DEPT 210 – POLICE

OVERVIEW

The Police Department's budget request for FY 2012 is \$6,561,398. This is a decrease of 0.11 % from FY 2011, which is well below the directed guideline. The budget focuses on personnel while maintaining the services that residents have come to expect.

BUDGET DETAILS

Full-time Salaries

Full-time salaries will decrease by 4.88%.

The full-time salaries budget reflects rates from the current contracts (three) in place which will expire in July.

Full-time salaries also include step and longevity increases.

Holiday pay and other contractual incentives are also included under full-time salaries (e.g. EMT stipends, educational incentives, accreditation stipends, etc.)

Two patrol positions will be left unfilled in FY12

Two changes in salaries include creating a separate category for traffic supervisors/matrons and including the supervisor in this total which reflects the dramatic increase. Also the Animal Control Officers is also separated from full-time police salaries.

Overtime Salaries

Overtime salaries increase 5.32%. This has been a level funded item for several years even as salaries have increased. Vacation buy back has been increased due to the steady climb the last two years of officers cashing in days. Court time has also been increased due to the continued high volume of cases being litigated to completion. Field training has not been funded the last two years. With the anticipated hiring of new officers, it is funded this year.

Traffic Supervisor Salaries

This account has been reconfigured to include the salary of the full-time "Head Traffic Supervisor," which was previously included under full-time salaries. This change will facilitate better tracking of the overall traffic supervisor salaries.

Animal Control Officer Salary

This account has been broken out separately to show the salary of the Animal Control Officer, which was previously included under full-time salaries. This change will facilitate better tracking of the overall cost of Animal Control.

Salaries Summary

Overall, salaries will decrease 1.59% in FY 2012.

EXPENSES

Materials and Supplies

This account increases by 17.79%. The major increase was in the armorer category. This increase is due to the anticipated mandate by many ranges to use "green" (lead free) ammunition which is very expensive. Also budgeted is a sonic cleaning system for handguns and rifles. Modern weaponry requires extensive care to prolong the life of the weapon. This cleaning system will allow department armorers to inspect weapons on a regular basis in a time efficient manner and prolong the life of the weapons. Also includes slight increases in K9 care and E-911 supplies which have been level funded for years and have not kept up with raising costs.

Occupancy

This account increases by 0.98%. Gas and electricity costs have been adjusted to reflect an increase on the delivery/transmission costs associated with these utilities.

Capital Outlay

This account increases by 47.48%. This is due in large part to the request for three cruisers as opposed to the two that were budgeted last year. New items budgeted include an ID machine used for server ID licensing to replace an outdated machine that is beyond repair. Also for the first time in three years money is requested for dispatch chairs. These chairs are used 24/7 by people of all different sizes. The current chairs are old and falling apart. Also requested is funding for 5 ballistic vests and an increase in furniture replacement which has been level funded for the past two years.

Contracted Services

This account increases by 13.87%. Two increases involve indoor and outdoor firing ranges. Fort Devens has increased its fee for use of their outdoor range. The indoor range at the Burlington Police Department has been level funded since FY07 and is in need of repairs that can no longer be put off. The indoor range allows officers to stay proficient with their handguns year round. Additional increase involves connecting the police department attendance to the town MUNIS payroll system. This will assist in keeping accurate data on accumulated time and reduce man hours by up to 60% by not doing manual data input.

Out-of-State Travel

As usual, this will not be funded.

M.E.L.T.

This account increases by 17.70%. This has been level funded for three years. Fees for dues to professional associations have steadily increased over the last few years and this is the reason for the increase.

Special Accounts

This account increases by 6.94%. The major increase is in training and career development training. The anticipated new hires along with the skyrocketing cost of training classes and instructors constitute the increase. Additional money has also been budgeted to the medical account. This has been level funded at least the last four years and medical costs routinely go over the budgeted amount.

CONCLUSION

At an overall decrease of 0.11%, this budget falls well below guidelines. It is certainly not a growth budget. However, it represents a reasonable budget that preserves public safety while causing minimal pain to management, employees and residents.

Several of the increases will assist in making the department more efficient and prolong the life of equipment.

In the coming fiscal year the department will be hiring four new officers and leaving two spots unfilled. With academy and field officer training, the new officers will not be on the street until spring thus stretching the resources of the police department.

Prepared by:

Chief Michael R. Kent

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
POLICE DEPARTMENT (Lines 53-55)							
Salaries							
Fulltime	\$4,880,212	\$5,252,328	\$5,278,110	\$5,183,760	\$5,144,062	\$5,144,062	
Overtime	\$514,904	\$590,595	\$500,000	\$526,600	\$526,600	\$526,600	
Parttime	\$103,852	\$95,651	\$101,340	\$116,270	\$116,270	\$116,270	
53- Total Salaries	\$5,498,968	\$5,938,574	\$5,879,450	\$5,826,630	\$5,786,932	\$5,786,932	
Expenses							
Materials & Supplies	\$46,255	\$48,454	\$48,488	\$57,113	\$57,113	\$57,113	
Contracted Services	\$92,208	\$94,355	\$99,021	\$112,760	\$112,760	\$112,760	
Occupancy	\$155,348	\$154,390	\$150,143	\$151,618	\$151,618	\$151,618	
Capital Outlay	\$133,605	\$132,712	\$84,250	\$124,250	\$124,250	\$124,250	
M.E.L.T.	\$2,803	\$2,821	\$2,825	\$3,325	\$3,325	\$3,325	
54- Total Expenses	\$430,219	\$432,732	\$384,727	\$449,066	\$449,066	\$449,066	
Special Accounts							
Clothing Officers/Traffic Sup.	\$99,144	\$94,859	\$101,180	\$101,200	\$101,200	\$101,200	
Training/Education	\$53,168	\$70,003	\$76,000	\$87,000	\$87,000	\$87,000	
NEMLEC	\$6,100	\$5,975	\$6,100	\$6,200	\$6,200	\$6,200	
Medical (111-F)	\$40,001	\$26,048	\$15,000	\$25,000	\$25,000	\$25,000	
Dead Animal Disposal	\$1,034	\$905	\$1,000	\$1,000	\$1,000	\$1,000	
Gasoline	\$72,437	\$83,750	\$105,000	\$105,000	\$105,000	\$105,000	
Retirement Buyback	\$0	\$0	\$0	\$0	\$0	\$0	
55- Total Special Accounts	\$271,884	\$281,540	\$304,280	\$325,400	\$325,400	\$325,400	
TOTAL	\$6,201,071	\$6,652,846	\$6,568,457	\$6,601,096	\$6,561,398	\$6,561,398	-0.11%

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 a myriad of other emergencies.

The Fire Department (FD) provides code and regulation enforcement of local, state and federal statutes, regulations, and bylaws pertaining to fire safety. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and health care facilities. The FD 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. We make safety recommendations to other boards and departments during plan review process. We ensure compliance of all underground and above ground storage tanks for fuels or other hazardous fluids.

Train members of the public in CPR, conduct BP clinics, fire safety education to all ages, engage in special programs to provide smoke and CO detectors when funding is available. We consult with commercial property managers regarding fire drills and emergency planning.

The Fire Department (FD) maintains municipal fire alarm system, emergency radio communications system, and computerized state and federal fire incident reporting system. We operate fire and emergency medical dispatch division of communication for emergencies and business.

We provide emergency medical basic life support (BLS) transport including CPR & AED, Epi-pen, trauma, and other responses. We extinguish and investigate fires and their causes; extricate trapped victims from confined spaces, trench collapses, and high rise spaces; respond to flooded basements and other areas; provide ice and water rescue; mitigate

hazmat spills and releases; and are 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 apparatus and 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

Chief and Assistant Chief; 6 Captains; 9 Lieutenants; 40 Firefighters; 4 Civilian Dispatcher; 3 Clerical (1 PT); 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 which will provide higher level of service and enhanced revenue stream.
- The multi phase transition of the municipal wired fire system to the new radio fire alarm box system needs to be completed.
- Equipment, building, and fleet updates needed. Engine 4 (21 years old) replacement is current priority. Station 2 needs to be replaced with a new facility large enough and staffed properly to meet the needs of that portion of Burlington.
- Challenge of reducing operating costs while providing increased public safety under the proposed W&M guideline.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
FIRE DEPARTMENT (Lines 56-58)							
Salaries							
Fulltime	\$4,500,029	\$4,532,463	\$4,777,113	\$4,777,114	\$4,777,114	\$4,777,114	
Overtime	\$494,590	\$527,422	\$457,875	\$510,000	\$510,000	\$510,000	
Parttime	\$37,781	\$38,681	\$40,305	\$40,530	\$40,530	\$40,530	
56- Total Salaries	\$5,032,400	\$5,098,566	\$5,275,293	\$5,327,644	\$5,327,644	\$5,327,644	
Expenses							
Materials & Supplies	\$166,522	\$166,881	\$163,812	\$184,912	\$176,412	\$176,412	
Contracted Services	\$80,233	\$84,460	\$78,400	\$84,500	\$78,400	\$78,400	
Occupancy	\$71,529	\$70,354	\$71,798	\$76,135	\$76,135	\$76,135	
Capital Outlay	\$25,700	\$19,610	\$13,340	\$56,466	\$42,761	\$37,761	
M.E.L.T.	\$4,649	\$6,621	\$8,000	\$9,000	\$8,000	\$8,000	
57- Total Expenses	\$348,633	\$347,926	\$335,350	\$411,013	\$381,708	\$376,708	
Special Accounts							
Medical & Hospital	\$28,500	\$32,014	\$20,000	\$33,500	\$33,500	\$33,500	
Recertification of EMTs	\$6,465	\$5,348	\$6,500	\$6,500	\$6,500	\$6,500	
Tuition & Books	\$9,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Licenses & Certifications	\$450	\$1,050	\$1,500	\$1,500	\$1,500	\$1,500	
Clothing Allowance	\$41,050	\$48,046	\$48,700	\$48,725	\$48,725	\$48,725	
Fire Prevention	\$4,248	\$3,826	\$4,000	\$4,500	\$4,500	\$4,500	
Arson Investigation	\$116	\$73	\$1,000	\$1,000	\$1,000	\$1,000	
Training	\$14,294	\$9,026	\$14,000	\$17,000	\$17,000	\$17,000	
Tech Equip, Maint & Mngmnt	\$4,500	\$3,986	\$4,000	\$4,500	\$4,500	\$4,500	
Termination Buy Back	\$0	\$0	\$10	\$10	\$10	\$10	
Wellness Program	\$2,348	\$2,058	\$2,000	\$2,500	\$2,500	\$2,500	
58- Total Special Accounts	\$110,971	\$115,427	\$111,710	\$129,735	\$129,735	\$129,735	
TOTAL	\$5,492,004	\$5,561,919	\$5,722,353	\$5,868,392	\$5,839,087	\$5,834,087	1.95%

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 base 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, and restaurants) and responds to complaints regarding potential code violations and work done without proper permits.

The office staff works diligently with state agencies and public safety departments going through a continuation of certification classes, meetings and training exercises. These agencies include the Local Emergency Planning Committee (LEPC), Massachusetts Emergency Management Agency (MEMA), Federal Emergency Management Agency (FEMA), the Commonwealth's Board of Building Regulations and Standards (BBRS) and the Commonwealth of Massachusetts Department of Fire Services (DFS).

The Building Department's goals for the future are (1) plan for future construction growth, (2) continue to microfiche our building plans in archived storage, and (3) integrate existing paper files into the records tracking software. We have been able 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 2012 is \$461,080. 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 \$1,323,605/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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
BUILDING DEPARTMENT (Lines 59-61)							
Salaries							
Full Time	\$389,107	\$399,979	\$417,502	\$419,154	\$419,154	\$419,154	
Overtime	\$21,840	\$21,473	\$19,000	\$19,000	\$19,000	\$19,000	
Part Time	\$0	\$0	\$0	\$0	\$0	\$0	
59- Total Salaries	\$410,947	\$421,452	\$436,502	\$438,154	\$438,154	\$438,154	
Expenses							
Materials & Supplies	\$2,211	\$2,195	\$1,900	\$1,900	\$1,900	\$1,900	
Contracted Services	\$15,729	\$13,546	\$15,001	\$15,001	\$15,001	\$15,001	
Capital Outlay	\$2,511	\$412	\$420	\$420	\$420	\$420	
M.E.L.T.	\$7,179	\$6,841	\$8,295	\$5,595	\$5,595	\$5,595	
60- Total Expenses	\$27,630	\$22,994	\$25,616	\$22,916	\$22,916	\$22,916	
Special Accounts							
Hazardous Structures	\$0	\$0	\$10	\$10	\$10	\$10	
61- Total Special Accounts	\$0	\$0	\$10	\$10	\$10	\$10	
TOTAL	\$438,577	\$444,446	\$462,128	\$461,080	\$461,080	\$461,080	-0.23%

DEPT 244 – SEALER OF WEIGHTS

Description of Services

The Town has engaged the Commonwealth of Massachusetts to provide Sealer services in FY12. The Sealer 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 Town created a revolving fund to account for the fees received for this service. The goal is to make this service self supporting although we believe this will take some time.

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

Staffing

None

Budget Issues

This budget is presented as level service for FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
SEALER OF WEIGHTS (Lines 62-63)							
62- Salaries -- Part Time	\$9,064	\$9,064	\$0	\$0	\$0	\$0	
Expenses							
Materials & Supplies	\$126	\$126	\$300	\$300	\$300	\$300	
Contracted Services	\$0	\$0	\$9,000	\$7,500	\$7,500	\$7,500	
M.E.L.T.	\$400	\$400	\$0	\$0	\$0	\$0	
63- Total Expenses	\$526	\$526	\$9,300	\$7,800	\$7,800	\$7,800	
TOTAL	\$9,590	\$9,590	\$9,300	\$7,800	\$7,800	\$7,800	-16.13%

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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% 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	\$0	\$0	\$200	\$200	\$200	\$200	
Contracted Services	\$0	\$0	\$300	\$300	\$300	\$300	
Occupancy	\$18,478	\$18,124	\$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	\$18,478	\$18,124	\$17,700	\$17,700	\$17,700	\$17,700	
Special Accounts							
Training	\$0	\$0	\$200	\$0	\$0	\$0	
Surplus Property	\$0	\$0	\$1	\$0	\$1	\$1	
Emergency Fund	\$0	\$0	\$1	\$0	\$1	\$1	
66- Total Special Accounts	\$0	\$0	\$202	\$0	\$2	\$2	
TOTAL	\$23,478	\$23,124	\$22,902	\$22,700	\$22,702	\$22,702	-0.87%

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 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
SHAWSHEEN VALLEY TECH (Line 67)							
67- TOTAL (AA)	\$1,417,164	\$1,447,887	\$1,283,245	\$1,367,834	\$1,367,834	\$1,367,834	6.59%

DEPT 300 – LOCAL EDUCATION

Description of Services

Overview:

Burlington Public Schools delivers a world class education to about 3,700 students across six schools from pre-kindergarten through high school. **The district’s mission is to help all students acquire organized knowledge, master creative and intellectual skills, and understand ideas in ways that foster a positive self-image and lead to life-long learning, self-sufficiency, and responsible citizenship.**

To this end, the school district employs over 800 active employees including professional, support, part-time, and summer staff. In addition, the district manages and maintains over 800,000 square feet of building space.

Activities and Accomplishments:

In addition to our primary focus on student learning, the Burlington Public Schools provide a wide array of activities in the visual and performing arts, athletics, and community service at all levels and without fees. Our students are recognized for their accomplishments in all of these areas locally, statewide, and nationally.

Budget Challenges:

Despite generous annual support from the community, the fiscal 2012 budget will be a difficult one as economic times are forcing all departments to contract. The challenge for schools is to continue to expand opportunities for students while being mindful of expanding budgets. One way to reach this goal is through technology. Specifically, our one-to-one initiative at the high school will provide all of our high school students with access to 21st Century tools to enhance and deepen their curricular experience. When used effectively, these tools will deepen the learning environment in a dynamic, and ultimately, a cost effective manner. We are also continuously working with the Town to consolidate functions in ways that expand services and save money. The Human Resources department is a working example of this collaboration. We are working on technology support this year.

Facilities:

We recognize and thank the community for their support of a New Memorial Elementary School, an annual investment in technology infrastructure, an updated Varsity Field Complex, an annual support of many warrant articles, and the renovation of the Marshall Simonds Middle School. These efforts will help to maintain present facilities and create learning environments dedicated to teaching 21st Century skills.

Function	Title	Fiscal 2011	Fiscal 2012
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1000	Administration
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1100 School Committee	\$ 225,800.00	\$ 228,100.00
1200 Superintendents Office	\$ 912,553.13	\$ 916,768.93

Total Function 1000	\$ 1,138,353.13	\$ 1,144,868.93
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2000	Instruction
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2100 Supervision	\$ 1,331,957.72	\$ 1,766,913.98
2200 Principals Office	\$ 1,778,242.06	\$ 1,767,095.92

2300	Teaching
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Special Education	\$ 3,151,628.27	\$ 2,955,310.95
ESL Education	\$ 247,876.42	\$ 299,870.89
Elementary Education	\$ 10,530,919.67	\$ 10,595,762.68
Middle School	\$ 4,723,264.59	\$ 4,798,957.59
High School	\$ 6,035,929.73	\$ 6,083,459.24
In Service Education	\$ 202,878.25	\$ 222,555.00

2400 Textbooks	\$ 296,856.15	\$ 268,082.38
2500 Library Services	\$ 636,730.27	\$ 656,715.63
2700 Guidance Services	\$ 1,241,066.79	\$ 1,393,776.25

Total 2000 Instruction	\$ 30,177,349.92	\$ 30,808,500.49
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3000	Other School Services
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3200 Health Services	\$ 453,610.56	\$ 515,785.16
3300 Transportation	\$ 983,096.00	\$ 1,012,403.00
3500 Athletics	\$ 744,760.90	\$ 761,538.29

Total 3000 Other School Services	\$ 2,181,467.46	\$ 2,289,726.45
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4000	Operations / Maintenance
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4100 Buildings & Grounds	\$ 2,486,389.42	\$ 2,555,101.58
Utilities - Natural Gas	\$ 587,174.15	\$ 600,091.83
Utilities - Electric	\$ 1,206,243.83	\$ 1,220,115.65

Total 4000 Operations / Maintenance	\$ 4,279,807.40	\$ 4,375,309.06
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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) Principal 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:	27
Highway:	16 vehicles, 10 off road pieces of equipment
Recreation:	12 vehicles, 3 off road pieces of equipment

Water: 5, 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
 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, (1) Assistant Town Engineer (2) Senior Engineers, (1) Junior Engineer, (1) Principal Clerk

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 departments 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 disinfection.

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 and copper testing for corrosion control
- Maintain a state certified Cross Connection testing and plan approval program

The Water Treatment Section oversees maintenance and security at three water storage tanks, seven (7) 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
- 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 14 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 Vector truck
- Available for all emergencies 24/7

Staffing:

(1) Assistant Superintendent, (1) Lead Foreman, (1) Working Foreman,
(1) Meter/Backflow Prevention Device Technician, (3) Sewer Pumping Operators, (3) Water Service Craftsmen

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
DEPT. OF PUBLIC WORKS (Lines 69-74)							
Salaries							
Fulltime	\$3,109,448	\$3,269,576	\$3,475,263	\$3,497,078	\$3,497,078	\$3,497,078	
Overtime	\$229,386	\$281,016	\$274,025	\$274,025	\$274,025	\$274,025	
Parttime	\$83,737	\$80,212	\$78,724	\$78,910	\$78,910	\$78,910	
69- Total Salaries	\$3,422,571	\$3,630,804	\$3,828,012	\$3,850,013	\$3,850,013	\$3,850,013	
Expenses							
Materials & Supplies	\$738,509	\$691,190	\$807,400	\$811,950	\$811,950	\$811,950	
Contracted Services	\$386,650	\$510,073	\$430,930	\$438,630	\$438,630	\$438,630	
Occupancy	\$892,242	\$893,493	\$997,000	\$999,500	\$999,500	\$999,500	
Capital Outlay	\$44,318	\$34,322	\$70,200	\$67,400	\$67,400	\$67,400	
M.E.L.T.	\$15,858	\$11,998	\$15,060	\$15,260	\$15,260	\$15,260	
70- Total Expenses	\$2,077,577	\$2,141,076	\$2,320,590	\$2,332,740	\$2,332,740	\$2,332,740	
Special Accounts							
Clothing	\$17,075	\$16,450	\$17,500	\$17,500	\$17,500	\$17,500	
Physical Exam	\$2,062	\$1,846	\$2,500	\$2,500	\$2,500	\$2,500	
Education	\$0	\$0	\$0	\$0	\$0	\$0	
License Renewal	\$14,075	\$14,400	\$14,000	\$14,000	\$14,000	\$14,000	
Highway I	\$97,437	\$136,797	\$137,000	\$151,000	\$156,000	\$156,000	
Lane Painting	\$57,464	\$57,635	\$59,000	\$57,000	\$57,000	\$57,000	
Snow & Ice	\$1,094,049	\$582,911	\$350,000	\$350,000	\$350,000	\$350,000	
Tree Care	\$17,936	\$22,963	\$18,000	\$24,700	\$24,700	\$24,700	
Well Cleaning	\$82,922	\$82,953	\$83,000	\$83,000	\$83,000	\$83,000	
Mod Well Seal & Parco	\$9,800	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
71- Total Special Accounts	\$1,392,820	\$925,955	\$691,000	\$709,700	\$714,700	\$714,700	
TOTAL OPERATING	\$6,892,968	\$6,697,835	\$6,839,602	\$6,892,453	\$6,897,453	\$6,897,453	0.85%
72- Rubbish and Garbage (AA)	\$1,766,243	\$1,693,511	\$1,706,000	\$1,748,000	\$1,748,000	\$1,748,000	
73- Street Light (AA)	\$346,618	\$347,211	\$370,500	\$370,500	\$370,500	\$370,500	
74- Swift Law (AA)	\$10,243	\$9,928	\$20,000	\$20,000	\$15,000	\$15,000	
TOTAL	\$2,123,104	\$2,050,650	\$2,096,500	\$2,138,500	\$2,133,500	\$2,133,500	1.76%
TOTAL PUBLIC WORKS	\$9,016,072	\$8,748,485	\$8,936,102	\$9,030,953	\$9,030,953	\$9,030,953	1.06%

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. In the future the level of grant support may diminish while demands to remain prepared for all emergencies will continue.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
BOARD OF HEALTH (Lines 75-77)							
Salaries							
Full Time	\$294,575	\$279,780	\$312,289	\$321,095	\$321,095	\$316,947	
Elected/Appointed	\$2,600	\$2,600	\$7,371	\$7,490	\$7,490	\$7,490	
Overtime	\$2,507	\$3,190	\$11,946	\$11,946	\$11,946	\$11,946	
Part Time	\$39,508	\$38,836	\$42,546	\$42,780	\$42,780	\$42,780	
Other							
75- Total Salaries	\$339,190	\$324,406	\$374,152	\$383,311	\$383,311	\$379,163	
Expenses							
Materials & Supplies	\$5,150	\$3,612	\$5,250	\$5,250	\$5,250	\$5,250	
Contracted Services	\$22,954	\$24,760	\$30,000	\$30,000	\$30,000	\$30,000	
Capital Outlay	\$8,075	\$5,000	\$2,000	\$4,000	\$4,000	\$4,000	
M.E.L.T.	\$7,327	\$9,769	\$11,550	\$10,757	\$10,757	\$10,757	
76- Total Expenses	\$43,506	\$43,141	\$48,800	\$50,007	\$50,007	\$50,007	
Special Accounts							
Mosquito Control (AA)	\$38,673	\$39,639	\$39,639	\$39,639	\$39,639	\$39,639	
Clinics	\$3,090	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	
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	\$2,069	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
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)	\$33,963	\$37,177	\$42,000	\$40,000	\$40,000	\$40,000	
Lahey Community Clinic	\$0	\$0	\$10	\$10	\$10	\$10	
77- Total Special Accounts	\$97,495	\$101,716	\$106,569	\$104,569	\$104,569	\$104,569	
TOTAL	\$480,191	\$469,263	\$529,521	\$537,887	\$537,887	\$533,739	0.80%

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. We receive 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 as well as 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 workers conduct 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 issues, social security, food stamps, health, housing, medical and fuel assistance. Medical advocacy consists of helping the client prepare for medical appointments, reminding clients of issues to speak with the physician about, speaking with the physician to be sure the 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 elders and their family members fill out appropriate assistance forms and ensure 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 Evidence Based Workshops.

The COA puts out a monthly newsletter, *The Spotlight*, which is the town's primary link to its older residents. We also provide educational presentations and workshops. SHINE (Serving Health Information Needs of 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.

In conjunction with the Police and Fire Departments we have Yellow Alert, a file of life type program for the car.

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

Director, (2) Outreach Workers, Principle Clerk, Front Desk Clerk, , (4) PT Van Drivers, (114) Volunteers, Meal Site Manager, (5) 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. We are receiving the donation of a second van to help with overflow on busier days. We also hope to expand our service to increase our ability to provide rides to medical appointments.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
COUNCIL ON AGING (Lines 78-80)							
Salaries							
Full Time	\$149,593	\$162,675	\$173,341	\$178,832	\$178,832	\$178,832	
Overtime	\$0	\$0	\$0	\$0	\$0	\$0	
Part Time	\$51,357	\$53,253	\$58,089	\$59,363	\$59,363	\$59,363	
78- Total Salaries	\$200,950	\$215,928	\$231,430	\$238,195	\$238,195	\$238,195	
Expenses							
Materials & Supplies	\$1,155	\$981	\$1,100	\$1,100	\$1,100	\$1,100	
Contracted Services	\$3,942	\$3,666	\$4,400	\$4,600	\$4,600	\$4,600	
Capital Outlay	\$1,600	\$0	\$800	\$800	\$800	\$0	
M.E.L.T.	\$796	\$1,264	\$1,400	\$1,400	\$1,400	\$1,400	
79- Total Expenses	\$7,493	\$5,911	\$7,700	\$7,900	\$7,900	\$7,100	
Special Accounts							
Holiday Baskets	\$400	\$0	\$0	\$0	\$0	\$0	
Minuteman Home Care	\$4,922	\$4,850	\$4,850	\$5,193	\$5,193	\$5,193	
Emergency Account	\$0	\$23	\$500	\$500	\$500	\$500	
Property Tax Work Off Prog							
80- Total Special Accounts	\$5,322	\$4,873	\$5,350	\$5,693	\$5,693	\$5,693	
TOTAL	\$213,765	\$226,712	\$244,480	\$251,788	\$251,788	\$250,988	2.66%

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 FY2012. Please note a substantial increase in the Veterans Aid account which is reflective of increased demand for services due to the poor economic conditions. The Town is reimbursed 75% of the amount expended on Veterans Aid by the Commonwealth of Massachusetts.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
VETERANS' SERVICES (Lines 81-83)							
Salaries							
Fulltime	\$114,083	\$118,889	\$123,949	\$124,378	\$124,378	\$124,378	
81- Total Salaries	\$114,083	\$118,889	\$123,949	\$124,378	\$124,378	\$124,378	
Expenses							
Materials & Supplies	\$4,129	\$3,706	\$3,088	\$3,088	\$3,088	\$3,088	
M.E.L.T.	\$583	\$605	\$575	\$575	\$575	\$575	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
82- Total Expenses	\$4,712	\$4,311	\$3,663	\$3,663	\$3,663	\$3,663	
Special Accounts							
Veterans Aid	\$58,856	\$78,656	\$55,000	\$105,000	\$105,000	\$105,000	
Memorial & Vets Day	\$2,392	\$2,370	\$2,500	\$2,500	\$2,500	\$2,500	
83- Total Special Accounts	\$61,248	\$81,026	\$57,500	\$107,500	\$107,500	\$107,500	
TOTAL	\$180,043	\$204,226	\$185,112	\$235,541	\$235,541	\$235,541	27.24%

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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
COMMUNITY LIFE CENTER (Lines 84-85)							
Salaries							
Fulltime	\$323,085	\$335,439	\$344,707	\$327,362	\$327,362	\$327,362	
Part-time	\$67,577	\$68,817	\$72,614	\$82,240	\$82,240	\$82,240	
84- Total Salaries	\$390,662	\$404,256	\$417,321	\$409,602	\$409,602	\$409,602	
Expenses							
Materials & Supplies	\$6,120	\$5,830	\$6,440	\$7,440	\$7,440	\$7,440	
Contracted Services	\$13,547	\$8,227	\$8,500	\$8,500	\$8,500	\$11,000	
Capital Outlay	\$639	\$799	\$700	\$800	\$800	\$0	
Out-of-State Travel	\$300	\$306	\$400	\$400	\$400	\$400	
M.E.L.T.	\$1,643	\$2,602	\$2,675	\$2,675	\$2,675	\$2,675	
85- Total Expenses	\$22,249	\$17,764	\$18,715	\$19,815	\$19,815	\$21,515	
TOTAL	\$412,911	\$422,020	\$436,036	\$429,417	\$429,417	\$431,117	-1.13%

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 2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
DISABILITY ACCESS (Lines 86-87)							
Salaries							
Part Time	\$2,143	\$1,908	\$2,290	\$2,311	\$2,311	\$2,311	
86- Total Salaries	\$2,143	\$1,908	\$2,290	\$2,311	\$2,311	\$2,311	
Expenses							
Materials & Supplies	\$374	\$147	\$400	\$400	\$400	\$400	
87- Total Expenses	\$374	\$147	\$400	\$400	\$400	\$400	
TOTAL	\$2,517	\$2,055	\$2,690	\$2,711	\$2,711	\$2,711	0.78%

DEPT 610 – PUBLIC LIBRARY

Description of Services

The library is a place of lifelong learning, a vital resource for books, materials, and services for information, enlightenment and recreation of all members of the community. It is our goal to ensure that all residents of Burlington have free access to materials and services that meet their every need.

Statistics of note for fiscal year 2010:

386,266	items checked out at the Circulation Desk
31,566	items were loaned to other libraries
34,847	items were borrowed from other libraries
3,015	hours the library was open
182,335	visits to the library recorded
1,201	meeting room use by both library and outside qualifying groups

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 that can be considered a “branch” of our library. The site allows the community to access databases, check their accounts, renew items, reserve museum passes, download audiobooks, and check for information about the library and its programs any time day or night. This year, the library also created a facebook page. This is a great way to reach the public in their own

Staffing

Currently, the library has 8 full time, 8 permanent part time, and 13 part time employees.

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

Budget Issues

The Technical Services Department needs a full time department head. The nature of the work and the workload in this department continues to grow and change with different formats, packaging needs, ordering methods, and cataloging requirements developing. A full time department head is essential.

Circulation staff has seen an increase of 10% in the work flow (returns, checkouts, interlibrary loan, etc) in the past 3 years with no increase in staffing. Again, the nature of the business has changed and grown, but the staffing levels

have not. Increasing staffing of the Circulation Department would help with the increased flow and would also allow the Technical Services Department to function with fewer interruptions.

Although there is still a very real need for a technology position at the library, I did not ask for a position this year because I am waiting to see how the town and school IT merger will play out. I will assess the situation again in the next year. Currently, the servicing of library computers is frequently delayed due to understaffing of the Town IT department and the priority given to the library relative to other town demands. The delays are compounded due to the technical software requirements that are library specific. If this is not addressed by the merger, then the library will need to create a technology position within its department. Without improved technology support in the library some advancements that would help to streamline activity cannot be initiated at this time. The issues that we have with our computers and our desire to keep up with the technology in libraries cannot happen without proper support. With over 182,000 people using the library this past year, our needs are great and cannot be put aside any longer.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
PUBLIC LIBRARY (Lines 88-90)							
Salaries							
Fulltime	\$472,179	\$489,841	\$512,860	\$566,461	\$566,461	\$566,461	
Overtime	\$41,009	\$42,516	\$52,815	\$57,420	\$57,420	\$57,420	
Parttime	\$350,314	\$376,045	\$392,309	\$354,183	\$354,183	\$343,809	
88- Total Salaries	\$863,502	\$908,402	\$957,984	\$978,064	\$978,064	\$967,690	
Expenses							
Materials & Supplies	\$10,164	\$11,953	\$13,500	\$13,500	\$13,500	\$13,500	
Contracted Services	\$50,150	\$50,104	\$50,731	\$50,710	\$50,710	\$50,710	
Occupancy	\$111,765	\$105,756	\$100,000	\$106,120	\$106,120	\$106,120	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	
Out of State Travel	\$0	\$0	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,844	\$1,127	\$1,200	\$1,200	\$1,200	\$1,200	
89- Total Expenses	\$173,923	\$168,940	\$165,431	\$171,530	\$171,530	\$171,530	
Special Accounts							
Library Materials	\$154,973	\$153,147	\$152,000	\$154,000	\$154,000	\$154,000	
90- Total Special Accounts	\$154,973	\$153,147	\$152,000	\$154,000	\$154,000	\$154,000	
TOTAL	\$1,192,398	\$1,230,489	\$1,275,415	\$1,303,594	\$1,303,594	\$1,293,220	1.40%

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.

Number of programs offered last year: 287

Total attendance in programs and events: 28,684

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 people with a disability.

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

(1) Director of Parks and Recreation (1) Parks Superintendent (1) Program Coordinator (1) Assistant Parks Superintendent (1) Assistant Program Coordinator (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 FY2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
RECREATION DIRECTOR (Lines 91-93)							
Salaries							
Fulltime	\$295,500	\$265,649	\$292,571	\$298,852	\$298,852	\$298,852	
Elected/Appointed	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	
Overtime	\$1,278	\$1,309	\$1,463	\$1,463	\$1,463	\$1,463	
Parttime	\$155,259	\$162,068	\$185,666	\$196,079	\$196,079	\$196,079	
91- Total Salaries	\$454,137	\$431,126	\$481,800	\$498,494	\$498,494	\$498,494	
Expenses							
Materials & Supplies	\$14,477	\$14,345	\$14,500	\$14,500	\$14,500	\$14,500	
Contracted Services	\$19,586	\$23,343	\$23,200	\$21,800	\$21,800	\$21,800	
Capital Outlay	\$6,305	\$1,625	\$0	\$0	\$0	\$0	
M.E.L.T.	\$1,460	\$1,394	\$1,470	\$1,470	\$1,470	\$1,470	
92- Total Expenses	\$41,828	\$40,707	\$39,170	\$37,770	\$37,770	\$37,770	
Special Accounts							
Transportation	\$11,971	\$12,705	\$13,620	\$13,620	\$13,620	\$13,620	
93- Total Special Accounts	\$11,971	\$12,705	\$13,620	\$13,620	\$13,620	\$13,620	
TOTAL	\$507,936	\$484,538	\$534,590	\$549,884	\$549,884	\$549,884	2.86%

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
RECREATION MAINTENANCE (Lines 94-95)							
Salaries							
Fulltime	\$527,272	\$544,098	\$593,743	\$588,887	\$588,887	\$588,887	
Overtime	\$28,187	\$36,752	\$31,316	\$31,316	\$31,316	\$31,316	
Parttime	\$58,621	\$73,617	\$79,911	\$79,911	\$79,911	\$79,911	
94- Total Salaries	\$614,080	\$654,467	\$704,970	\$700,114	\$700,114	\$700,114	
Expenses							
Materials & Supplies	\$98,992	\$102,086	\$102,910	\$109,470	\$109,470	\$109,470	
Contracted Services	\$14,472	\$21,782	\$12,575	\$14,875	\$14,875	\$14,875	
Occupancy	\$46,566	\$45,481	\$54,246	\$54,246	\$54,246	\$54,246	
Capital Outlay	\$9,200	\$5,500	\$5,000	\$10,000	\$10,000	\$10,000	
M.E.L.T.	\$4,366	\$2,545	\$4,400	\$4,400	\$4,400	\$4,400	
Special Accounts	\$0	\$0	\$0	\$0	\$0	\$0	
95- Total Expenses	\$173,596	\$177,394	\$179,131	\$192,991	\$192,991	\$192,991	
TOTAL	\$787,676	\$831,861	\$884,101	\$893,105	\$893,105	\$893,105	1.02%

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 service for fiscal 2012.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
HISTORICAL COMMISSION (Line 96)							
Expenses							
Materials & Supplies	\$331	\$429	\$520	\$520	\$520	\$520	
Contracted Services	\$271	\$780	\$830	\$900	\$900	\$900	
M.E.L.T.	\$0	\$27	\$500	\$450	\$450	\$450	
96- Total Expenses	\$602	\$1,236	\$1,850	\$1,870	\$1,870	\$1,870	
TOTAL	\$602	\$1,236	\$1,850	\$1,870	\$1,870	\$1,870	1.08%

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 sewer I/I funds and the Gutierrez Land Exchange Funds. These non tax supported payments are not reflected in this budget but are appropriated in separate warrant articles.

Budget Issues

The Town has continued with the plan presented to Town Meeting to increase our investment in our infrastructure through the capital borrowing. Bonds are issued to invest in equipment and infrastructure that will serve the needs of the Town for years to come. This is the first of several annual increases to this budget which will incorporate the construction of the New Memorial School, Terrace Hall Sewer Project, MS Middle School renovation and other important initiatives. Although the increase to this budget for FY2012 is approximately 22%, the local option meals tax that was introduced during this budget cycle as a local receipt serves as an offset to the Town’s capital investment program and reduces the effect to a “net” increase of less than 2%.

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
DEBT SERVICE (Lines 97-98)							
97- PRINCIPAL (AA)	\$2,851,356	\$3,007,001	\$3,222,082	\$3,819,163	\$3,819,163	\$3,819,163	18.53%
98- INTEREST (AA)	\$1,171,265	\$1,083,090	\$1,235,182	\$1,616,518	\$1,616,518	\$1,616,518	30.87%
TOTAL	\$4,022,621	\$4,090,091	\$4,457,264	\$5,435,681	\$5,435,681	\$5,435,681	21.95%

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.

Capital Improvements Budget represents an acknowledgement from management that the Town should be allocating some portion of available tax revenues toward infrastructure improvements. Currently these funds have been identified as the source of funds for the technology partnership between the Town and School (payment 3 of the 5 year lease).

	TOTAL EXPENDED 2009	TOTAL EXPENDED 2010	TOTAL RAISED 2011	DEPT REQUEST 2012	SUPER- VISORY 2012	W&M APPROVED 2012	% CHANGE
OTHER ACCOUNTS (99-105)							
99- RESERVE FUND	\$16,630	\$49,002	\$300,000	\$200,000	\$200,000	\$200,000	-33.33%
100- COUNTY RETIREMENT (AA)	\$5,898,019	\$5,957,783	\$6,094,297	\$6,200,000	\$6,200,000	\$6,200,000	1.73%
101- NEGOTIATED SETTLEMENTS	\$411,637	\$474,000	\$288,709	\$350,000	\$350,000	\$350,000	21.23%
102- STABILIZATION (AA)	\$500,000	\$500,000	\$840,239	\$0	\$0	\$0	-100.00%
103- 53rd WEEK PAYROLL (AA)	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
104- LOCAL TRANSPORT (AA)	\$217,000	\$166,000	\$155,000	\$155,000	\$155,000	\$155,000	0.00%
105- CAPITAL BUDGET (AA)	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	0.00%

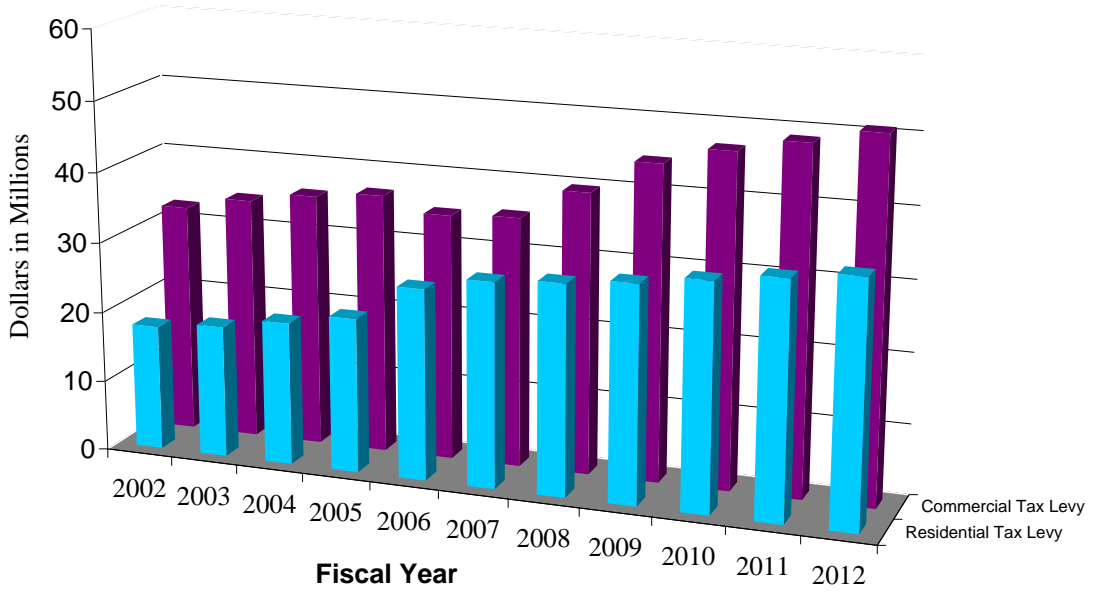
Additional Information

FY 2012 OPERATING BUDGET INCREASES						
DEPARTMENT	TOTAL RAISED	REQUESTED/APPROVED	\$ INCREASE	% INCREASE		
OPERATING BUDGETS	FY11	FY12	(DECREASE)	(DECREASE)		
Accounting	\$ 229,696	\$ 230,806	\$ 1,110	0.48%		
Assessors	\$ 334,720	\$ 340,674	\$ 5,954	1.78%		
BCLC	\$ 436,036	\$ 431,117	\$ (4,919)	-1.13%		
Board of Appeals	\$ 14,526	\$ 14,576	\$ 50	0.34%		
Building	\$ 462,128	\$ 461,080	\$ (1,048)	-0.23%		
Capital Budget Committee	\$ 600	\$ 800	\$ 200	33.33%		
Central Administration (excludes fix	\$ 132,730	\$ 135,480	\$ 2,750	2.07%		
Town Clerk	\$ 304,203	\$ 288,155	\$ (16,048)	-5.28%		
COA	\$ 244,480	\$ 250,988	\$ 6,508	2.66%		
Conservation	\$ 164,940	\$ 165,430	\$ 490	0.30%		
DAC	\$ 2,690	\$ 2,711	\$ 21	0.78%		
DPW (excludes fixed costs)	\$ 6,839,602	\$ 6,897,453	\$ 57,851	0.85%		
Emergency Management	\$ 22,902	\$ 22,702	\$ (200)	-0.87%		
Fire	\$ 5,722,353	\$ 5,834,087	\$ 111,734	1.95%		
Board of Health (excludes fixed cos	\$ 447,882	\$ 454,100	\$ 6,218	1.39%		
Historical	\$ 1,850	\$ 1,870	\$ 20	1.08%		
Human Resources	\$ 71,490	\$ 70,736	\$ (754)	-1.05%		
Legal	\$ 158,500	\$ 198,500	\$ 40,000	25.24%		
Library	\$ 1,275,415	\$ 1,293,220	\$ 17,805	1.40%		
MIS	\$ 286,099	\$ 290,765	\$ 4,666	1.63%		
Moderator	\$ 150	\$ 150	\$ -	0.00%		
Planning	\$ 229,534	\$ 234,203	\$ 4,669	2.03%		
Police	\$ 6,568,457	\$ 6,561,398	\$ (7,059)	-0.11%		
Recreation Director	\$ 534,590	\$ 549,884	\$ 15,294	2.86%		
Recreation Maintenance	\$ 884,101	\$ 893,105	\$ 9,004	1.02%		
Registrar	\$ 6,550	\$ 8,200	\$ 1,650	25.19%		
Selectmen	\$ 465,053	\$ 462,958	\$ (2,095)	-0.45%		
Town Facilities	\$ 900,519	\$ 915,738	\$ 15,219	1.69%		
Town Meeting & Reports	\$ 19,981	\$ 20,056	\$ 75	0.38%		
Treasurer	\$ 561,359	\$ 584,641	\$ 23,282	4.15%		
Veterans	\$ 185,112	\$ 235,541	\$ 50,429	27.24%		
Ways & Means	\$ 2,418	\$ 3,068	\$ 650	26.88%		
W&M reserve fund	\$ 300,000	\$ 200,000	\$ (100,000)	-33.33%		
Negotiated Settlements	\$ 288,709	\$ 350,000	\$ 61,291	21.23%		
Weights & Measures	\$ 9,300	\$ 7,800	\$ (1,500)	-16.13%		
General Government	\$ 28,108,675	\$ 28,411,992	\$ 303,317	1.08%		
School Operating	\$ 37,180,877	\$ 38,681,389	\$ 1,500,512	4.04%		
Total	\$ 65,289,552	\$ 67,093,381	\$ 1,803,829	2.76%		

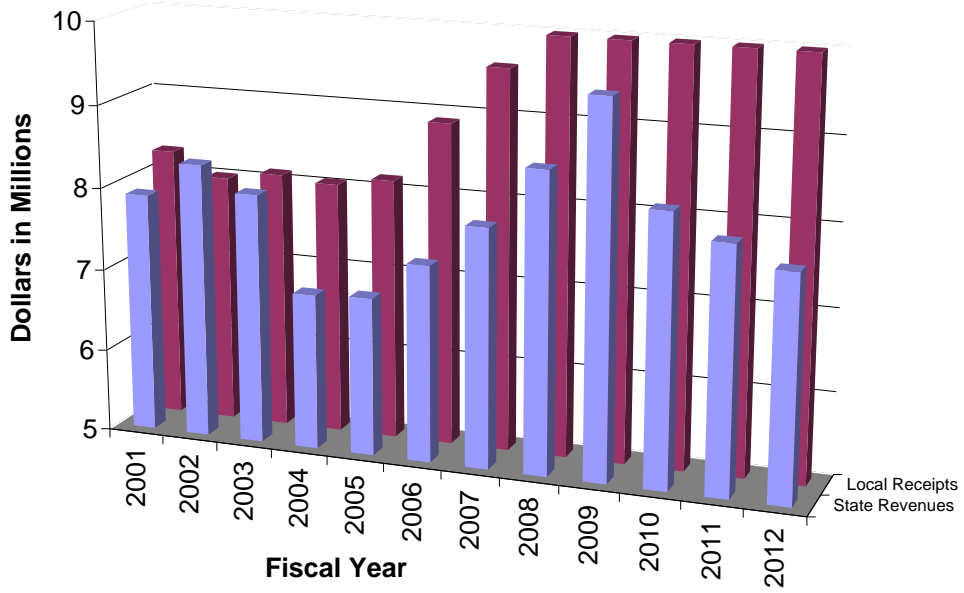
**TOWN OF BURLINGTON
FY12 BUDGET RANKING**

DEPARTMENT	FY12 Budget	Rank by % of Budget
Moderator	\$150	0.00%
Capital Budget	\$800	0.00%
Historical Commission	\$1,870	0.00%
Disability Access Committee	\$2,711	0.00%
Ways & Means	\$3,068	0.00%
Weights & Measures	\$7,800	0.01%
Registrar of Voters	\$8,200	0.01%
Board of Appeals	\$14,576	0.01%
Town Meeting & Reports	\$20,056	0.02%
Emergency Management	\$22,702	0.02%
Human Resources	\$70,736	0.07%
Central Administration	\$135,480	0.13%
Local Transportation	\$155,000	0.15%
Conservation Commission	\$165,430	0.16%
Legal	\$198,500	0.19%
Reserve Fund	\$200,000	0.19%
Accounting	\$230,806	0.22%
Planning	\$234,203	0.23%
Veterans	\$235,541	0.23%
Council on Aging	\$250,988	0.24%
Town Clerk	\$288,155	0.28%
Mgmt Information Systems	\$290,765	0.28%
Capital Improvements Budget	\$300,000	0.29%
Assessors	\$340,674	0.33%
Negotiated Settlements	\$350,000	0.34%
Community Life Center	\$431,117	0.42%
Building Dept	\$461,080	0.45%
Selectmen	\$462,958	0.45%
Board of Health	\$533,739	0.52%
Recreation Director	\$549,884	0.54%
Treasurer /Collector	\$584,641	0.57%
General Government Insurance	\$700,000	0.68%
Recreation Maintenance	\$893,105	0.87%
Town Facilities	\$915,738	0.89%
Library	\$1,293,220	1.26%
Shawsheen	\$1,367,834	1.33%
Debt Principal & Interest	\$5,435,681	5.30%
Fire	\$5,834,087	5.68%
Police	\$6,561,398	6.39%
DPW	\$9,030,953	8.80%
Employee Benefits	\$17,942,062	17.48%
Schools	\$46,098,402	44.92%
TOTALS	\$102,624,110	100.00%

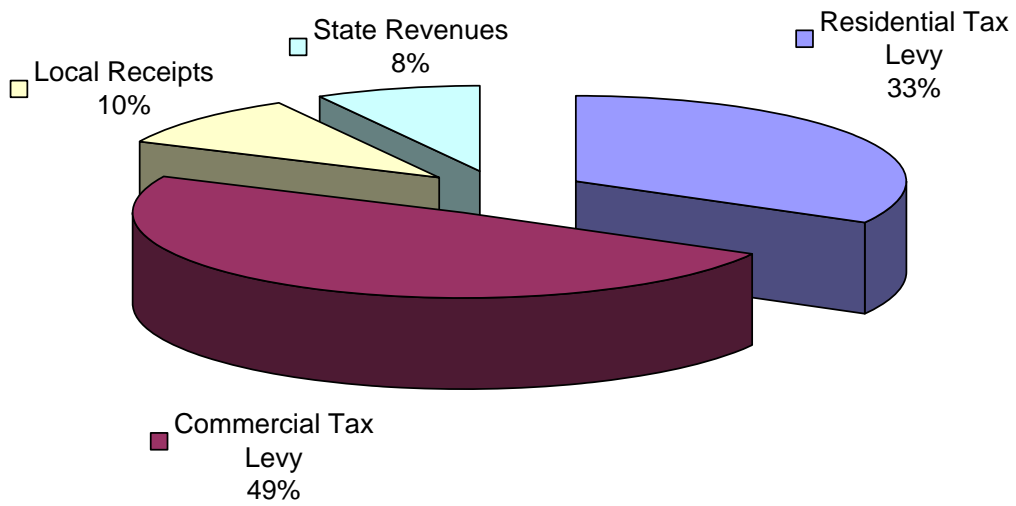
Commercial vs Residential Tax Levy



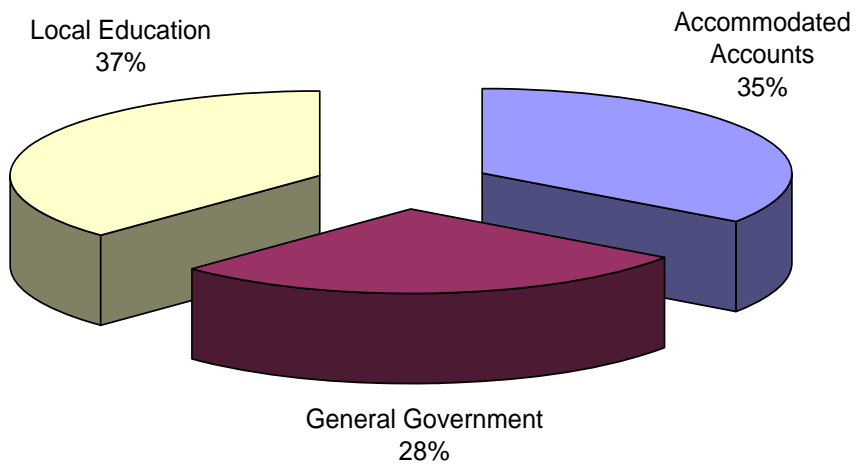
Local Receipts vs State Revenues



TOWN OF BURLINGTON - FY 2012 SOURCES OF FUNDING



FY 2012 Budget Distribution



Accommodated Accounts History

